SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
November 4, 2024

Call to Order Regular Meeting – Chairman or Designee
Moment of Silence & Pledge

Regular Meeting Agenda

1. PRESENTATION

A. Presentation of Advanced Law Enforcement Certification to Allen Eugene Batchelor - Sheriff John Branche

2. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

"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.

3. PUBLIC HEARING

A. Schedule of Values for 2025 Revaluation

1. Comments from Staff

2. Citizen Comments

3. Close Public Hearing

B. Proposal to Amend Zoning Ordinance to Create New Landscaping Design Requirements, Reduce Number of Parking Spaces Required for Retail Stores and Add New Definitions

1. Comments from Staff

2. Citizen Comments

3. Close Public Hearing

4. UPDATE FROM WARREN COUNTY SCHOOLS SUPERINTENDENT DR. CAROL MONTAGUE-DAVIS

5. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time alloted to each speaker will be FIVE (5) 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 a response from the County Manager and/or Board is desired, 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.

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

6. CONSENT AGENDA

A. Consider Approval of Minutes of October 7, 2024 Regular Meeting and October 16, 2024 Work Session

B. Tax Collector's Report for September 2024 Presented for Board's Information in Accordance with NCGS 105-350 - Tax Administrator John Preston

C. Tax Release Requests (over/under $100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only - Tax Administrator John Preston

7. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Strategic Plan Accomplishments - Hannah Jones, LEAD NC Fellow

B. EMS 24/72 Schedule Policy Update

8. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Amendment to Fire Department Contracts for Audit Requirements - Nikki Dickerson, Finance Director

B. Consider Approval to Write-Off EMS Delinquent and Uncollectible Accounts in the Amount of $3,776,900 - Nikki Dickerson, Finance Officer

C. Consider Approval to Close Payroll Bank Account and Process Payroll Through Operating Account Resulting in a Savings of $125 Per Month - Nikki Dickerson, Finance Officer

D. Consider Approval of Opioid Settlement Project Ordinance in the Amount of $188,084.76 - Nikki Dickerson, Finance Officer

E. FY 25 Q1 Financial Report from the Warren County Tourism Development Authority

9. ACTION ITEMS

A. Consider Approval of Resolution for Financial Support of Warren County Consolidated Elementary School

B. Appoint Michael Hawkins as Chair of the Warren County Tourism Development Authority for a One-year Appointment (September 1, 2024 through August 31, 2025) as Recommended by the Members of the Authority - Charla Duncan, Community & Economic Development Director

C. Appoint a Tourism-related Business Member to the Tourism Development Authority Board for a Two-year Term (September 1, 2024-August 31, 2026) - Charla Duncan, Community & Economic Development Director

D. Adopt the Bylaws for the Warren County Tourism Development Authority - Charla Duncan, Community & Economic Development Director

E. Consider the Approval of the Proposed Revisions to the Personnel Manual Policies and the Introduction of New Policies - Sierra Thomas, Human Resources Manager

F. Consider Approval of Home and Community Care Block Grant - County Funding Plan - Malana Williams, Senior Center Director

G. Consider Approval of Proposal to Amend the Warren County Zoning Ordinance to Create New Landscaping Design Requirements, Reduce Number of Parking Spaces Required for Retail Stores and Add New Definitions - Mark Bloomer, Planning/Zoning Director

H. Consider Approval of Contract with Stewart for Zoning Ordinance Review and Creation of Unified Development Ordinance in an Amount not to Exceed $95,000 - Mark Bloomer, Planning/Zoning Director

I. Consider Approval of FY25 Non-Profit Grant Funding Recommendations - Paula Pulley, Clerk to the Board

J. Consider Approval of the 2025 Board of Commissioners Regular Meeting and Work Session Schedule - Paula Pulley, Clerk to the Board

K. Consider Approval of the 2025 Holiday Schedule - Paula Pulley, Clerk to the Board

10. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PERSONNEL MATTERS

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

12. ADJOURN November 4, 2024 BOARD MEETING

Public Notice

Notice of Public Hearing

Per North Carolina General Statute 105-317 (c), (1), (2) The County Assessor, on October 16, 2024, has submitted the proposed true value and present-use schedules, standards, and rules for the 2025 County wide Reappraisal, to the Board of County Commissioners. The proposed schedules, standards and, rules will be available for public inspection in the offices of the Tax Administrator located at 117 South Main Street, Warrenton, NC during regular office hours of 8:30 AM to 5:00 PM, Monday thru Friday. There will be a public hearing regarding the proposed schedules, standard, and, rules by the Board of County Commissioners on Monday, November 4, 2024 at 6:00 PM at the Warren County Armory located at 501 US Highway 158 Business E.

Warren County
Planning, Zoning & Code Enforcement

To: Warren County Board of Commissioners
From: Mark Bloomer, Director
Date: October 25, 2024
Re: Proposed Landscaping Design Requirements

This is the same information that I presented to you at your October 16, 2024 Work Session. Warren County's Planning Board requested several months ago that staff develop design requirements for new businesses in Warren County. Staff coordinated with the Planning Board to develop the following requirements. These requirements were approved by the Planning Board at their October Meeting after revisions to the proposed requirements were made at their September meeting.

The proposed commercial design requirements apply to all new construction as well as significant improvements to existing commercial buildings in Lakeside Business and Neighborhood Business zoning districts. The proposed design requirements require a site plan as well as a landscaping plan, and they require frontage landscaping to consist of canopy trees or understory trees and shrubs or native grasses. Plantings may be evenly spaced in a street planting yard or clustered within parking lot islands or as foundation plantings.

A valid site plan approval is required prior to issuance of a zoning permit or building permit. The proposed requirements also provide installation requirements for the landscaping, and the requirements have some built-in flexibility to provide the business or property owner with some options. The proposed requirements also encourage tree preservation, and they require screening for trash collection and recycling areas as well as for outdoor storage areas. These changes will dramatically improve the aesthetics of new and expanding businesses in LB and NB districts without being too onerous for the business owners.

Definitions for Building Frontage, Outdoor Storage, Canopy Trees and Understory Trees have also been created. We are also proposing to reduce the number of parking spaces required for retail stores. Currently one space for each 200 square feet of sales area in the building plus one space for each two employees is required. We are proposing to change this to require one space for each 300 square feet of sales area in the building. This change will still require ample parking, but also save business owners substantial costs on paving. These savings will offset the cost of the required landscaping. The proposed changes are supported by the 2022 Comprehensive Development Plan, have been customized to fit Warren County, and they will help to make our County even more beautiful than it already is.

Warren County

Board of Commissioners
Worksession
October 16, 2024

What are design standards?

- Warren County zoning districts only regulate uses, setbacks, lot sizes, and other dimensional requirements. Also limits impervious to 36% for all non-residential (not including industrial).
- Current ordinance only has supplemental standards for Special Use Permits.
- No supplemental standards for Neighborhood Business or Lakeside Business districts

NC 903 Corridor Photos - Current

- Materials out in the open, or slightly screened with makeshift materials
- No real buffer between the road and the business
- Gravel/dirt Parking

- Mostly metal structures, less architectural variations
- Little to no landscaping

Lakeside Development

- Signage with Landscaping
- Building Landscaping
- Buffer / Street trees
- Paved Parking
- Covered porches / awnings
- Different building materials

New Development

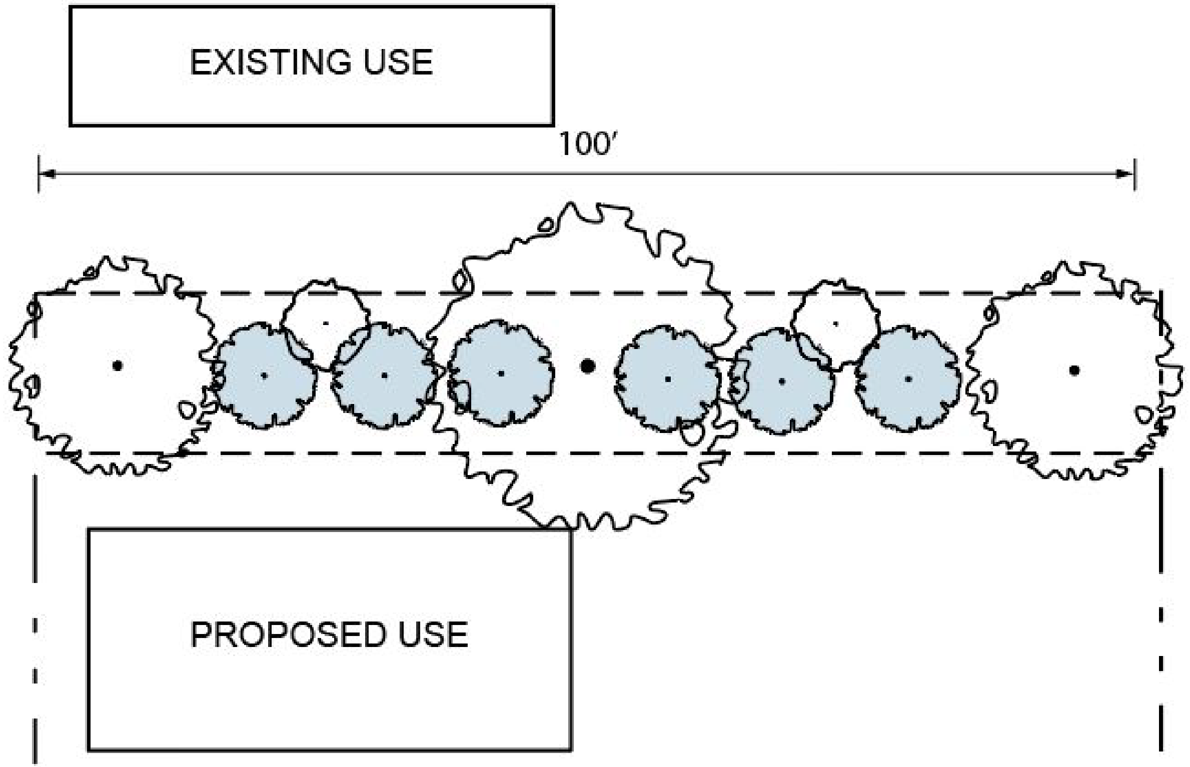
- Angled Roof vs flat roof
- Landscaping
- Paved Parking instead of gravel
- Building design / different materials
- Decorative awning / covered porch

Dollar General - Afton

- No trees planted or preserved between buildings, parking lot and streets
- Small shrubs planted at front of parking lot and as part of bufferyard

Potential benefits of design standards.

- Provide clarity on expectations for the appearance of new commercial development in certain areas or districts
- Reduce impacts to existing residential properties
- Environmental benefits (shade, stormwater, etc.)
- May make rezonings less contentious and reduce potential conflicts



Example landscape buffer requirement

Recommended

Supplemental Design Standards For 2 Commercial Zoning Districts

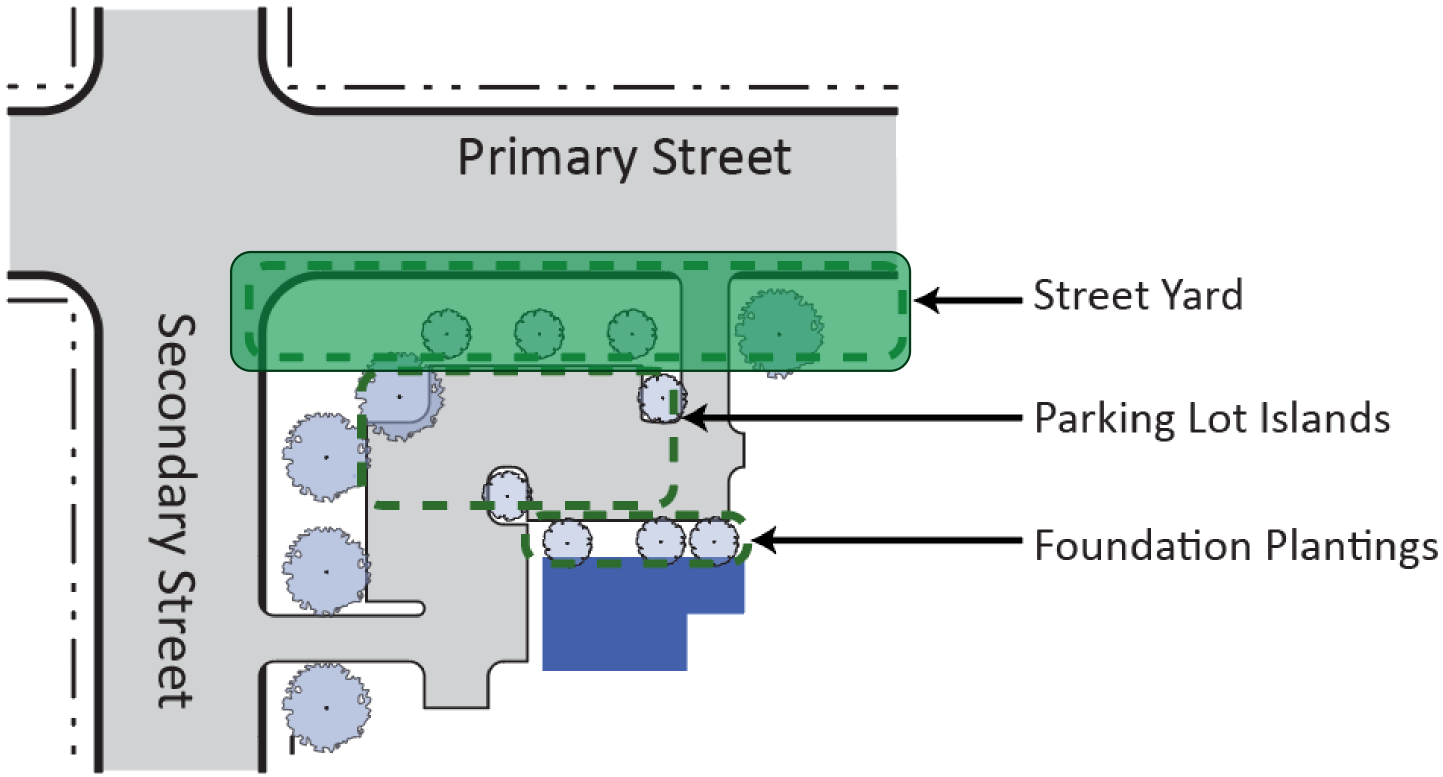
- Lakeside Business
- Neighborhood Business

- Site and landscaping plan requirement
- Frontage landscaping
  - One (1) canopy tree every fifty (50) linear feet, or one (1) understory tree per every thirty-three (33) linear feet of road frontage
  - Twelve (12) shrubs per one hundred (100) linear feet of road frontage.
  - Minimum height at planting
  - Incentives for tree preservation (credit and potential reductions in parking requirements)
- Buffering
  - From adjacent residential use or zoned property
- Screening
  - Screening of materials/outdoor storage, trash facilities in the form of fencing, structured enclosures, evergreen plantings, etc.

Planting Options

Flexibility for where plantings work on the site:

- Street yard OR
- Parking lot OR
- Foundation plantings



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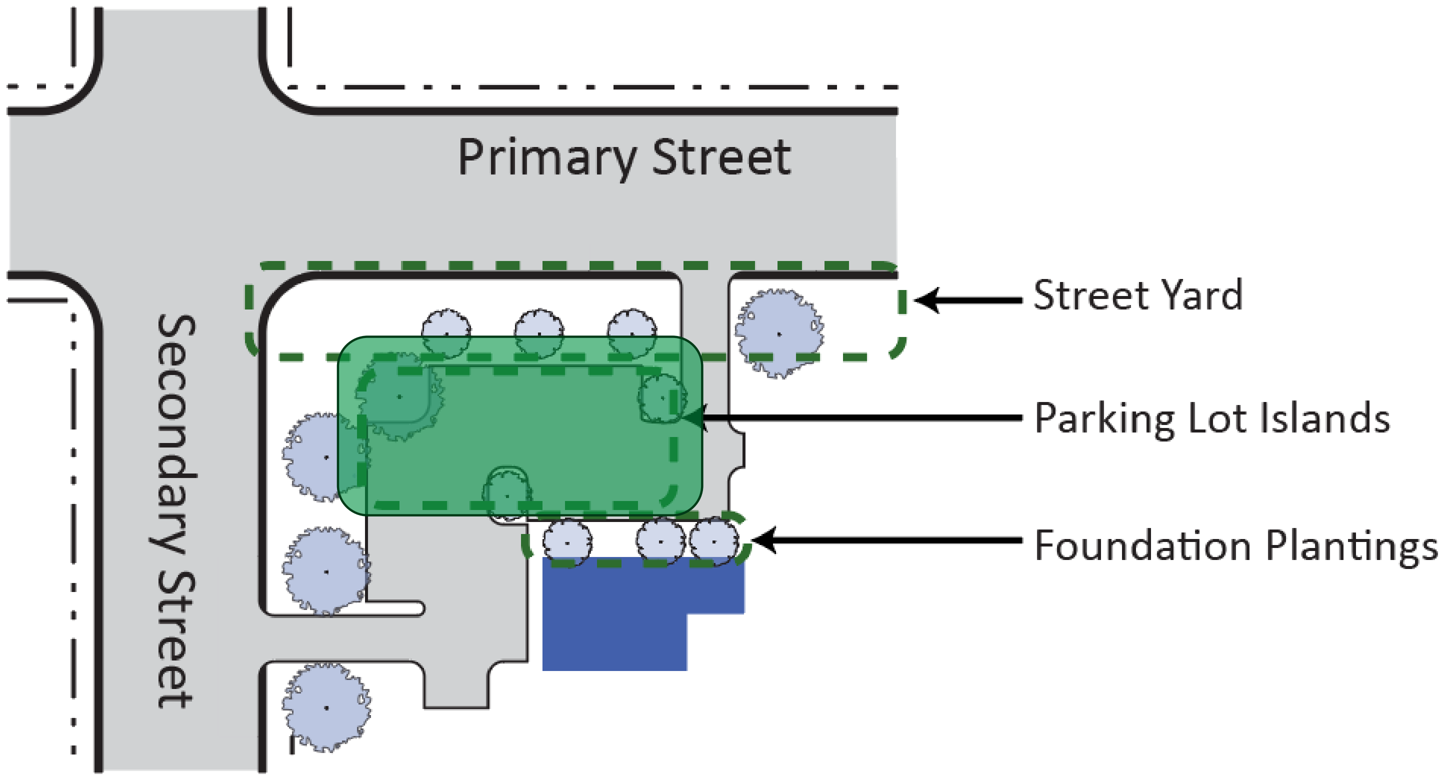

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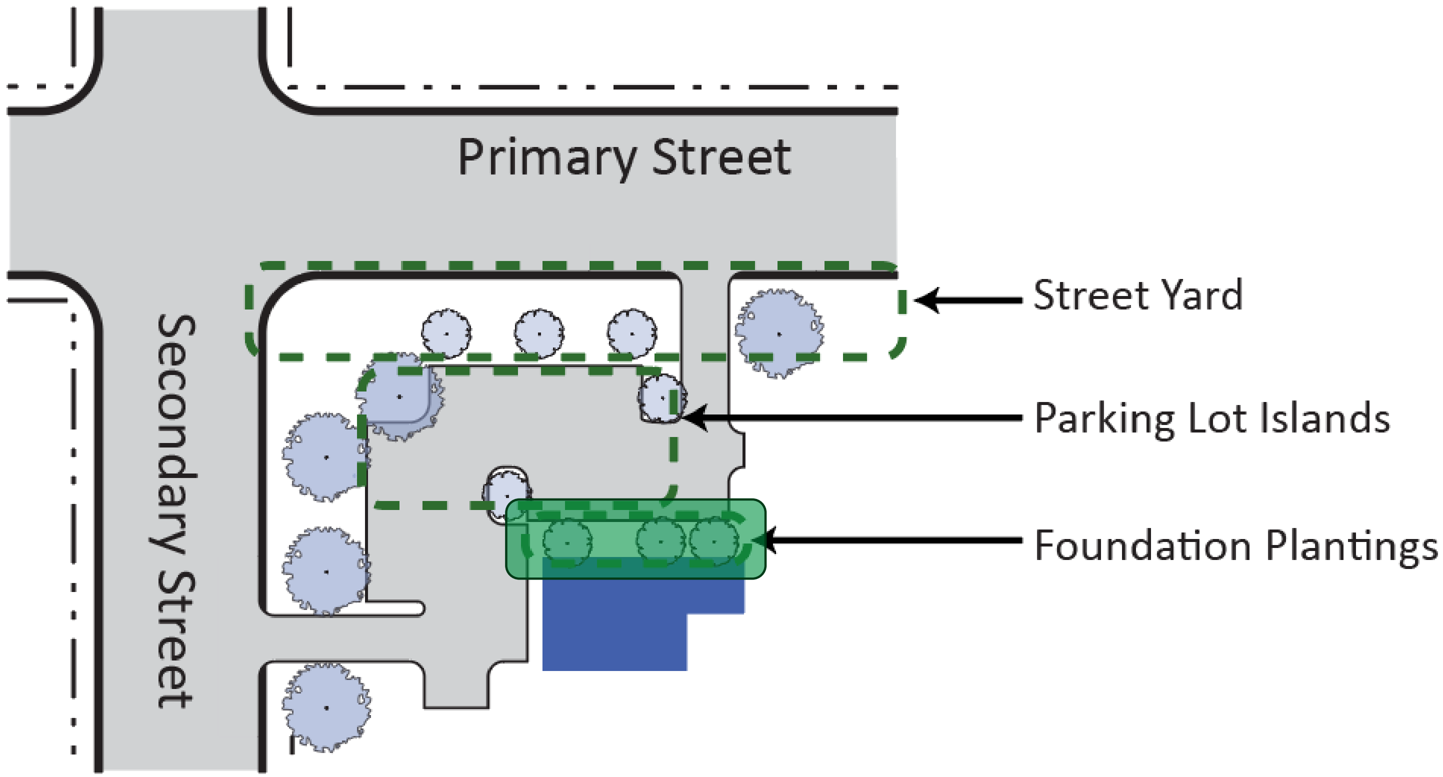


Additional Amendments

Reduction in parking requirements for retail

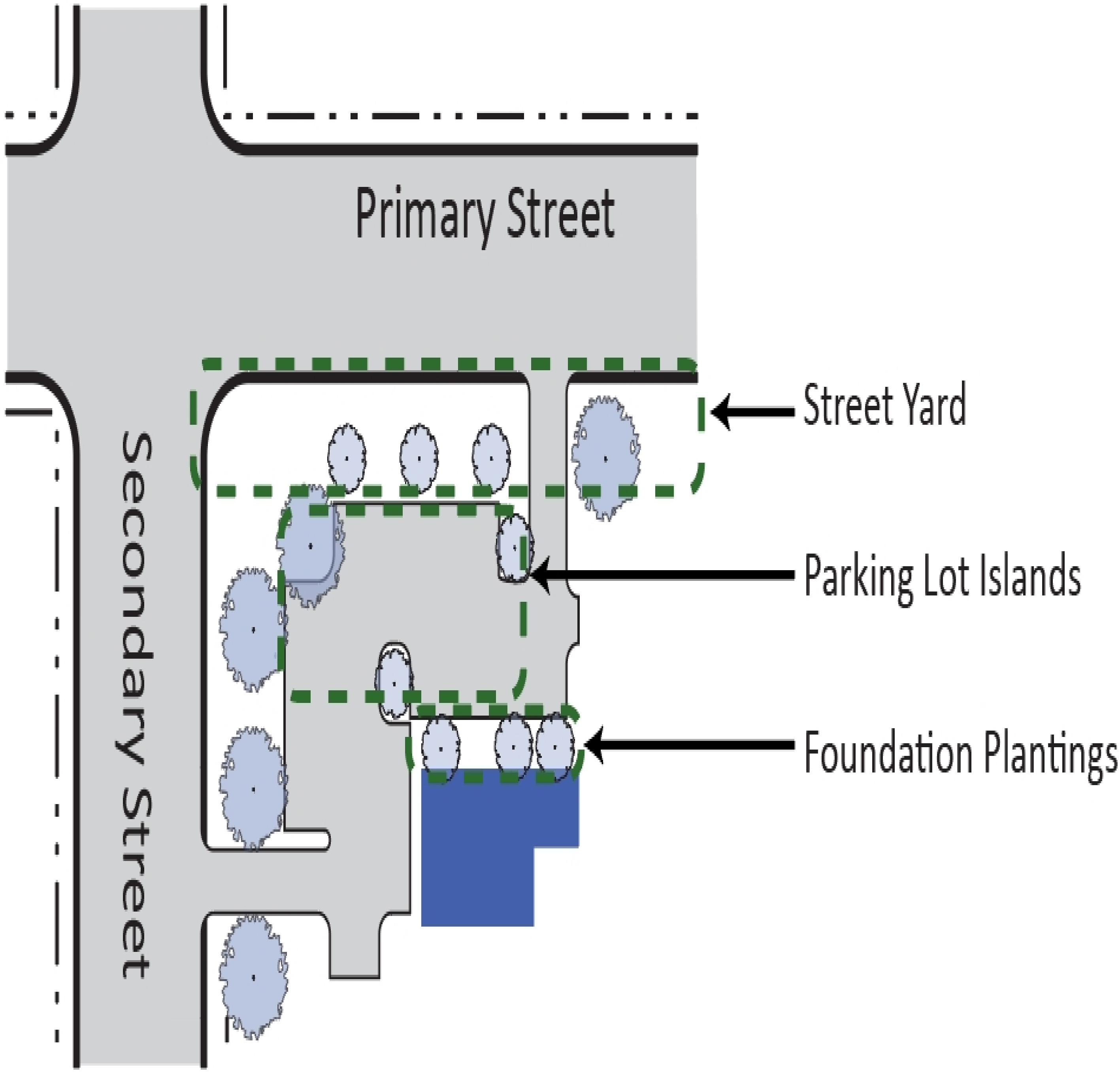
- Was 1 space for 200 sqft + 1 space for every two employees
- Reduced to 1 space per 300 sqft of sales area

Updated Definitions

- Building Frontage
- Outdoor Storage
- Canopy Tree
- Understory Tree

Discussion and Next Steps

- Discussion
- Notification
- Public Hearing
- Review and Approval by Board


Primary Street
Secondary Street
Street Yard
Parking Lot Islands
Foundation Plantings

J. ***Commercial Development Requirements:*** The following commercial design requirements apply to all new construction and sites or significant improvements of existing commercial buildings and sites in the Lakeside Business and Neighborhood Business Districts. Significant improvements are defined for the purposes of this ordinance as increasing building area by over 25% or improvements that amount to greater than 50% of the property value.

1. A site plan and landscape plan (landscape plan can be incorporated into site plan) are required for new construction or expansion of existing commercial building in the Lakeside Business and Neighborhood Business Districts.
    - I. ***Site Plan:*** A site plan shall be submitted to the Warren County Planning, Zoning, & Enforcement Department prior to any site disturbance. A valid site plan approval is required prior to issuance of a zoning permit or building permit. A site plan must be accompanied by scaled drawings that, at a minimum, show the following:
        - a. Boundary survey of the tract showing courses and distances and total acreage, including zoning, land use, and lot lines of all contiguous properties.
        - b. Existing vegetation and areas of mature forest canopy.
        - c. Flood hazard areas including base flood elevation.
        - d. Topographic contours at a maximum of two-foot intervals showing existing grades.
        - e. Existing zoning districts, as appropriate.
        - f. Setbacks
        - g. Existing and proposed water, sanitary sewer, storm sewer, storm water control facilities, communications, natural gas, and electric utilities, including all such easements.
        - h. Site data including vicinity sketch, north arrow, engineering scale ratio, title of development, date of plan, name and address of owner and developer, and person or firm preparing the plan.
        - i. Landscape Plan: A landscape plan shall be submitted with the site plan. A landscape plan must contain the following information:
            - a. An accurate drawing of property boundaries.
            - b. A development summary including the total acres in the development, proposed use(s), required parking, provided parking spaces, and total building square footage.
            - c. The location of proposed or existing building(s), driveways, parking areas, required parking spaces, traffic patterns, and sight design triangles (as required by NCDOT).
            - d. Location of existing overhead utilities.
            - e. Plan of required landscaping as described in Section J.2.
            - f. Plant lists with common names, quantity, and spacing.
            - g. Name of the project, owner, name and address of engineer, scale, date, legend, and north arrow.
        - j. Minor changes or approved plans may submit an abbreviated site plan. An abbreviated site plan shall be allowed when a proposed change is physically limited to only a contained portion of the site. An abbreviated site plan may include only that portion of the site plan which is being altered. The Planning and Zoning Administrator shall determine when an abbreviated site plan may be submitted for a detailed site plan and what items must be included.
        - k. Where possible, the information in preceding paragraphs can be submitted on the preliminary plat.
2. ***Landscaping:*** All new buildings and buildings with significant improvements must have a landscaped street yard between the building frontage and primary street. This street

yard shall include frontage landscaping to provide shade, screen views, mitigate runoff, and provide aesthetic appeal. Landscaping shall comply with the following requirements:

I. Frontage Landscaping

a. Plantings shall include one (1) canopy tree every fifty (50) linear feet~~,~~ or one (1) understory tree per every thirty-three~~-~~(33) linear feet of road frontage, and twelve (12) shrubs per one hundred (100) linear feet of road frontage. Plantings may be evenly spaced in a street planting yard or clustered within parking lot islands or as foundation plantings.

b. Street yard planting strips between parking lots and the edge of the property line must be at least 8 feet wide.

c. Landscaped parking lot islands must have an area of at least 150 square feet.

d. Where overhead utility lines are present, understory trees with a height of less than thirty (30) feet at maturity shall be used in place of the canopy tree requirement.

e. Native trees and shrubs are encouraged. Large ornamental grasses may be substituted for shrubs.

f. Bradford Pear, mimosa, tree of heaven and other plants listed invasive plants with the North Carolina Forest Service or NC State Extension are not permitted to be used to fulfill landscaping requirements.

II. Screening

a. Trash collection and recycling areas shall be located on the side or rear of the building and shall be screened from view from adjacent properties and public rights-of-way. These service areas shall be screened by walls, gates, opaque fencing or evergreens. Height of screening shall be at least 6 feet within 3 years of installation.

b. Outdoor storage must be located at least 15 feet from the public right-of-way and at least 25 feet from abutting residential lots or districts and screened by an opaque fence or evergreen hedge from public right-of-way and adjacent residential lots or districts.

c. Screening must be maintained in good repair or health.

III. Buffering: When adjacent to existing residential use or zoned property, buffering requirements must also be met as specified in Section I.E. of this ordinance.

IV. Planting Installation

a. Canopy trees must have a minimum height of 6 feet and a minimum diameter of 2" (measured 6" above the ground) at installation.

b. Understory trees must have a minimum height of 4 feet and a minimum diameter of 1" (measured 6" above the ground) at installation.

c. Shrubs and ornamental grasses must have a minimum height of 18" at installation.

d. All trees and shrubs shall be properly planted and mulched (3-4" layer).

V. Tree Preservation and Additional Landscaping Credit

a. Tree preservation is encouraged on all properties located in the Neighborhood Business and Lakeside Business Districts. Existing trees with a diameter at breast height (dbh) of 8" or more can count toward required tree totals if the critical root zone of the tree is not disturbed.

b. The minimum required off-street parking spaces specified in Section III of this ordinance may be adjusted by up to 33% by the Planning Director under the following conditions:

   a. When it has been determined that the reductions are necessary to preserve a healthy tree or trees.

   ~~a.~~b. Additional landscaping or stormwater retention areas will be provided that exceed required minimums.

Dry cleaners, laundries	One (1) space for each two employees, plus reservoir space equal to five (5) times the capacity of the laundry.
Funeral homes or mortuaries	One (1) space for each three (3) seats in the chapel, plus off-street passenger loading accommodation for ten (10) cars and one space for each two employees.
Furniture stores	One (1) space for each two hundred (200) square feet on sales floor area below five thousand (5,000) square feet plus one space for each four hundred (400) square feet above five thousand (5,000) square feet, plus one (1) space for each two (2) employees.
Golf courses, including miniature golf	Three (3) spaces for each hole, plus one (1) space for each two (2) employees.
Homes for the aged including retirement communities	One (1) space for each four (4) beds plus one (1) space, plus one (1) space for each two (2) employees.
Home occupations	One (1) off street space for each person employed plus sufficient off-street spaces for patrons, not to be in a required front yard.
Hospitals	One (1) space for each bed, plus one (1) space for each staff doctor, plus one (1) space for each two (2) employees on the largest shift.
Kindergartens, nurseries, elementary and junior high schools	Three (3) spaces for each classroom plus off-street passenger loading arrangements.
Library, museum, art gallery or other cultural facility	One (1) space for each two hundred (200) square feet of gross floor area for use by the public.
Medical offices and clinics	Four (4) spaces for each doctor, plus one (1) space for each employee.
Multi-family residences	Two and one-half (2 ½) spaces for each dwelling unit.
Restaurants, excluding drive-in	One (1) space for each three (3) seats in the business.
Retail stores, not otherwise specified	One (1) space for each ~~two~~ three hundred (3~~2~~00) square feet of sales area in the building~~, plus one (1) space for each two employees.~~.
Senior high schools, trade and vocational schools, business and professional schools, colleges and universities	Five (5) spaces for each classroom plus off-street passenger loading arrangements.
Service station	Four (4) spaces for each grease or wash rack.
Single and two (2) family residence	Two (2) spaces for each dwelling unit.
Tourist homes and room renting	One (1) space for each guest room, plus one (1) space for each two (2) employees.

Board of Adjustment: The convening body of members appointed by the Warren County Board of Commissioners charged with hearing and deciding on Special use permits, Variances and Appeals from orders and Interpretation of the Planning and Zoning Administrator.
Board of Commissioners: The governing body of Warren County.
Bona Fide Farm: Except as provided in G.S. 106-743.4 for farms that are subject to a conservation agreement under G.S. 106-743.2, bona fide farm purposes include the production and activities relating or incidental to the production of crops, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agricultural products as defined in G.S. 106-581.1 having a domestic or foreign market.
Buffer: A fence, wall, hedge, or other planted area or device used to enclose, screen, or separate one use or lot from another.
Building: Any structure enclosed by exterior walls and a roof constructed or used for a residence, business purposes, or accessory thereto; and including but not limited to manufactured structures, garages, tents, lunch wagons, dining cars, trailers, mobile homes, and carports. Any structure used or intended for supporting or sheltering any use or occupancy.
Building Frontage: The portion of a building's façade that lies parallel to the primary street.
Building Height: The vertical distance measured at the front elevation to the highest point of the building. Spires, cupolas, chimneys, antennae attached to a building, and/or projections from buildings, radios, TV, communications, telecommunication, and water towers are not to be included in the calculations of building height.
Building Setbacks: The minimum distance from the surveyed property line to the closest projection of the exterior face of buildings, walls, or other form of construction (i.e. decks, landings, terraces, porches, and patios on grade).
Building Site: Any lot or portion thereto, of a parcel of land upon which a building or buildings may be erected in conformance with the provisions contained herein.
Built-Upon Area: Built-upon areas ~~i~~include that portion of a development project that is covered by impervious or partially impervious surfaces, including buildings, pavement, and recreation facilities.
Bulletin Board: A board or structure not to exceed sixteen (16) square feet in size that is used for posting bulletins, notices, advertisements or signs.
Campground: Land upon which, for compensation, shelters (such as tents, travel trailers, and recreational vehicles) are erected or located for occupation by transients and/or vacationers. They may include such permanent structures and facilities as are normally associated with the operation of a campground.
Car Wash: A building, or portion thereof containing facilities for washing automobiles or other vehicles, using production line methods with a chain conveyor, blower, or other mechanical devices; or providing space, water, equipment, or soap for the complete or partial hand washing of automobiles, whether washing is performed by the operator or by the customer.
Certificate of Occupancy: A legal document issued by the local building inspector (Warren County Code Enforcement Officer) to the owner of a premises attesting that the premises have been built and maintained according to the provisions of State building codes (State of North Carolina and/or National Building Code), such as those that govern building, fire, mechanical, electrical and plumbing codes.
Church: A building or structure for public worship of religion. This term shall refer to all religious denominations.
Club or Lodge (Private, Nonprofit, Civic, or Fraternal): An association of persons, who lease a building, or portion thereof, the use of such premises being restricted to members and their guests.
Cluster Development: A use that keeps land in open space and protects natural resources which requires buildings to be concentrated on a specified area of total acreage.
Common Area/Open Space: A parcel or parcels of land, or an area of water, or a combination of both land and water, within the site designated for development and designed and intended for the use and enjoyment of residents of the development not including streets or off-street parking areas.
Condominium(s): A system of ownership of individual units in a multi-unit structure combined with joint ownership of commonly used property (e.g., sidewalks, hallways, stairs, and open space/common area).

Machine and Welding Shop: A business primarily engaged in fabrication, assembly and testing of parts or products. Generally, machine shop jobs are low volume (production) using machine tools such as lathes, automatic screw machines; and machines for boring, grinding, milling and welding.

Manufactured Home: A factory built structure, as determined by the Housing and Urban Development Department (HUD) of the Federal Government, composed of one or more components, each of which is manufactured or constructed under the authority of 42 United States Code Section 5401, the National Manufactured Home Construction and Safety Standards Act, and is to be used as a place for human habitation, but which is not constructed or equipped with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site, and which does not have permanently attached to its body or frame any wheel or axles **(NOTE - Recreational vehicles or travel trailers (campers) are not manufactured homes).**

Manufactured-Mobile Home Park: Any lot or part thereof, or any parcel of land which is used or offered for location for two (2) or more manufactured-mobile homes (defined in this ordinance), regardless of whether or not a charge (fee) is made for such accommodations. Provided, however, the provisions of this ordinance shall not apply to home spaces allocated by the property owner without charge to person related to the property owner by blood or marriage or to tenant farmers employed by said owner for the purposes of engaging in agricultural pursuits on the premises (for this definition and defined in this Section, "family" is defined as any number of related people or not more than two unrelated people living together as a single housekeeping unit).

Mini-Warehouse/Storage Facilities: A building, or group of buildings, in a controlled access and/or fenced compound that contains varying sizes of individual, compartmentalized and controlled access stalls or lockers for the dead storage of a customer's goods or wares. No sales, service, or repair activities other than the rental of storage units are permitted on the premises.

Mobile Home: See Manufactured Home.

Mobile Home Park: See Manufactured-Mobile Home Park.

Modular Home: A factory built home certified as meeting the North Carolina Building Codes and associated codes as applicable to modular housing. A modular home is subject to the same standards as a site-built home.

Non-conforming Lot: A lot existing at the effective date of this ordinance or any amendment to it (and not created for the purpose of evading the restrictions of this ordinance) that cannot meet the minimum area or lot width or depth requirements of the zone in which the lot is located.

Non-conforming Use: A use of buildings or land not conforming to the regulations of the district in which such building or land is situated but was lawful before adoption of this ordinance.

Nuisance: Anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses (sight, smell, touch, hearing, and taste).

Nursing Home: See also Homes for the Aged.

Outdoor Storage: General outdoor storage is defined as equipment lay down yards, salvage yards, vehicle junk yards, overnight outdoor storage of shipping containers, lumber, pipe, steel, junk, vehicle storage (rental, wholesale, or bulk), bulk storage of stone, gravel, mulch, and other similar merchandise, material, or equipment.

Parking Lot: An area or plot of land used for the parking of vehicles, either as a principle use or as an accessory use.

Parking Space: A graded and surfaced storage space for one automobile, plus the necessary access space. It shall always be located outside the dedicated street right of way. Parking space sizes shall be: for Angle Parking (Min. 8.5 ft.x20 ft. measured parallel to the vehicle) and 90 Degree Parking (Min. 9 ft.x20 ft.).

Parking Space, Off-Street: A parking space located outside of a dedicated street right of way.

Person: Includes a firm, association, organization, partnership, corporation, trust/company as well as an individual.

Planned Unit Development – Commercial Residential (PUD-CR): A form of development which combines commercial and residential development (mixed-use) only on commercially zoned properties per this Ordinance. This development would be characterized by a unified site design combining uses permitted in the Lakeside business (LB) and/or Neighborhood Business (NB) districts combined with housing units, clustering buildings, providing common open space, density increases, and mix of residential building types/land uses. It permits the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. For this definition (and as relates to Cluster Development) for zero (0) side and/or rear yard setbacks (townhouse and/or condominium development), a zero (0) side and/or rear yard setback is within the development only and does not refer to the setbacks that abut adjoining properties (relates to the sides of dwelling units that face open space areas).

- Utility Easements/Lease Agreements - Utility easements shall be shown on subdivision plats as required by this ordinance; however, utility easements and utility lease agreements for distribution boxes or structures shall be exempt from the subdivision regulations.
- Conservation Easements
- Estate Exclusion - A voluntary partition of land or subdivision of land made for dividing the estate of a decedent among his/her heirs, whether the decedent died testate or intestate. In the event of a transfer or division of an estate in which interior parcels do not abut a public road, each such parcel must have an approved access to a public road with a minimum of a fifty (50) foot right of way.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Timeshare: A form of property ownership under which a property is held by a number of people, each with the right of possession for a specified time interval.

Tourist Home: See Bed and Breakfast.

Tower Height: The vertical distance measured from the ground to the uppermost point of the tower, including the antennas and lightning rod.

Townhouse: A dwelling unit as part of a structural arrangement of two (2) or more single family attached dwellings joined by common walls on not more than two (2) opposite sides with the uppermost story being a portion of the same dwelling located directly beneath at the grade or first floor level and having exclusive individual ownership and occupant rights of each dwelling unit including, but not limited to, the land area directly beneath the dwelling. Said units have separate entrances to the outside and are entirely separated from each other by walls that meet North Carolina Building Standards.

Trailer: Any vehicle or structure originally designed to transport something or intended for human occupancy for short periods of time. Trailers shall include the following: (1) house trailer - A vehicular, portable structure built on a wheeled chassis, designed to be towed by a self-propelled vehicle for use for travel, recreation, or vacation purposes, having a body width ten (10) feet or less or a body length thirty-two (32) feet or less when equipped for road travel, (2) camping trailer-A folding structure manufactured of metal, wood, canvas, plastic, or other materials, or any combination thereof, mounted on wheels and designed for travel, recreation, or vacation use, or (3) trailer-vehicle hauled by another vehicle; designed to transport vehicles, boats, or material.

Tree, Canopy: A large tree growing to over 40 feet in height at maturity, usually Deciduous, that is planted to provide canopy cover shade.

Tree, Understory: A small to medium tree, growing 15 feet to 40 feet in height at maturity, that is planted for aesthetic purposes such as colorful flowers, interesting bark, or fall foliage.

Use: The purpose for which land or structures thereon are designed, arranged or intended to be occupied or use; or for which it is occupied, maintained, rented or leased.

Use, Special: A use permitted in a zone only after specific findings by the Board of Adjustment.

Use by Right: A use, which is listed as a non-specially permitted activity in this ordinance.

Variance: A modification or alteration of any of the requirements of this ordinance.

Warehouse: A building or compartment in a building used for the deposit, safekeeping or selling of goods.

Watershed: The entire land area contributing surface water drainage to a specific point (e.g., the water supply intake, lake area).

Wetlands: Those areas that are defined as wetlands by the United States Army Corps of Engineers from time to time.

Yard: Any open space on the same lot with a building and unoccupied from the ground upward except by trees, shrubbery or fences.

Zero Lot Line: A term generally used to describe the positioning of a structure on a lot so that one side rests directly on the lot's boundary line (property line). Such construction is generally prohibited in many areas by established setbacks, unless permitted as part of a Planned Unit Development (PUD) or similar development.

Zoning: A police power measure, enacted primarily by general purpose units of local government, in which the community is divided into zones or zones within which permitted and special uses are established, as are regulations governing lot size, building bulk, placement, and other development standards. Requirements vary from zone to zone, but they must be uniform within zones (Zoning Ordinance consists of text and a map).

Board of Commissioners Regular Meeting

October 7, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

The October 7, 2024 Warren County Board of Commissioners Regular Meeting was called to order by Chair Jennifer Pierce. Those present were Vice Chair Victor Hunt, Commissioner Tare Davis, Commissioner Walter Powell, County Manager Crystal Smith, and County Attorney Shiekel Richardson. Commissioner Baker was unable to attend. Commissioner Pierce stated she will leave after the Closed Session.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Suggested Agenda was approved.

2. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(A)(5) FOR PERSONNEL MATTERS

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for Personnel Matters.

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Board returned to Open Session.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the addition of Item 2A, Consider Approval of Appointment of Crystal Smith as County Manager at an Annual Salary of $124,000 was approved.

A. Consider Approval of Appointment of Crystal Smith as County Manager Effective Immediately at a Annual Salary of $124,000

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the appointment of Crystal Smith as County Manager at an annual salary of $124,000 was approved.

Crystal Smith was sworn in by County Attorney Shiekel Richardson.

3. PRESENTATIONS

A. Broadband Updates from Brightspeed and AccessON

McKinley Perkinson of Brightspeed provided an update on the Warren County Fiber Build. Perkinson stated there will not be a local office in Warren County, but once the fiber build is 75% complete, sales teams will begin working with residents to establish service.

Eric Dixon of AccessON reported that an office will be opening on Franklin Street in Warrenton. AccessON is currently in Phase I of their build which starts in Afton. They will build out from there to Warrenton and then to Hollister.

Justin Delancy of Spectrum provided information at a previous meeting. The map that he shared at that time will be shared with the Board.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time alloted to each speaker will be FIVE (5) 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 a response from the County Manager and/or Board is desired, 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.

1. Joe Zeno spoke about the need for updates and amendments to the Zoning Ordinance. He stated

that the Planning Board and Zoning Board of Adjustments should be part of the committee to work on those updates and amendments. Mr. Zeno also noted that there are numerous signs at Lake Gaston that are in violation of the ordinance.
2. Milo Alston, member of the Recreation Commission, stated that he is concerned about the direction that Parks and Recreation is headed in. He has noted complaints about the grass not being cut, concession stand not opening, restrooms are dirty, hours that the gym is open to the public have been cut, numerous vacant positions, the pool was late opening, and many kids leaving to play sports in another county.
3. Carolyn Ross Holmes extended an invitation to attend the workshop, Democracy in Action, on October 24th. She also noted that community members at Lake Gaston have worked with UNC Archeologists to determine the best plan for reinternment of 17 bodies that were displaced when Lake Gaston was built.
4. Deborah Ferruccio thanked Joe Zeno for discussing the updates and amendments that are needed to the Zoning Ordinance. She stated that it is important to address High Impact Land Use in the Zoning Ordinance as a way to stop pollution before it happens. Ms. Ferruccio again stated that she does not think the County should partner with Environmental Action Team on a Center of Excellence.
5. Lauren Miller, Chair of the Planning Board, supported Joe Zeno's recommendation that the Planning Board and Zoning Board of Adjustments be part of the committee to work on updates and amendments to the Zoning Ordinance. Ms. Miller also questioned item 7G on the agenda concerning writing off debt, and asked if the County has considered using a collection agency to recover those debts. Ms. Miller further requested that all County Boards post agendas, minutes, and by-laws on the County website.
6. Reinaldo Espinosa, member of the Recreation Commission, stated there are trip hazards at the Recreation Complex and that mats should be installed on the playground to keep children safe.

5. CONSENT AGENDA

A. Consider Approval of Minutes of September 9, 2024 Regular Meeting

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the September 9, 2024 Regular Meeting were approved.

B. Tax Collector's Report for August 2024 Presented for Board's Information in Accordance with NCGS 105-350 - Tax Administrator John Preston

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collector's Report for August 2024 was accepted.

C. Tax Release Requests (over/under $100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only - Tax Administrator John Preston

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Release Requests were accepted.

D. CDBG Resolution Adoption

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution for Warren County Application for Community Development Block Grant Neighborhood Revitalization Funds was approved.

RESOLUTION FOR WARREN COUNTY APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-NEIGHBORHOOD REVITALIZATION FUNDING

WHEREAS, the Warren County Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the county; and,

WHEREAS, the Warren County Board of Commissioners has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners wishes to pursue a formal application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program;

NOW, THEREFORE BE IT RESOLVED, by the Warren County Board of Commissioners that the county is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant-Neighborhood Revitalization Program in order to provide housing improvement activities benefitting primarily low-to-moderate income individuals in the county.

Adopted this the 16th day of October 2024, in Warren County, North Carolina.

Jennifer Pierce, Chairman
Warren County Board of Commissioners

ATTEST:

Paula Pulley, Clerk to the Board of Commissioners

E. Proclamation Declaring September 15 Through October 15 as Hispanic Heritage Month

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation Declaring September 15 through October 15 as Hispanic Heritage Month was approved.

Resolution September 15TH – October 15TH
National Hispanic Heritage Month
Proclamation
September 15 – October 15, 2024
National Hispanic Heritage Month

WHEREAS, during National Hispanic Heritage Month, we honor all American citizens of Hispanic descent and celebrate their rich and vibrant traditions of faith, family, hard work, and patriotism. We are grateful for the innumerable contributions they make to our society, which ar vital to our thriving Nation. We are especially grateful for the Hispanic-American men and women who have decided to make Warren County their home. Warren County administration i: continuing to create an environment in which all our citizens have the opportunity to achieve their Dream.

WHEREAS, for generations, Hispanic Americans have played a pivotal role in our country's strength and prosperity. Their spirit, energy, and leadership are woven into the culture of America, and enrich all our lives. To honor the achievements of Hispanic Americans, the Congress, by Public Law 100-402, as amended, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15 as "National Hispanic Heritage Month."

NOW, THEREFORE, the Warren County Board of Commissioners, do hereby proclaim: September 15 through October 15, 2024 National Hispanic Heritage Month and call upon public officials, educators, librarians, and all Americans to observe this month with appropriate ceremonies, activities, and programs.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of October, 2024.

Jennifer Pierce

JENNIFER PIERCE, CHAIRMAN
WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Paula Pulley

PAULA PULLEY, CLERK TO THE BOARD

F. Approval of Resolution Supporting Operation Green Light

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Supporting Operation Green Light was approved.

Resolution Supporting

Operation Green Light for Veterans

WHEREAS, the residents of WARREN County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, _WARREN County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the _WARREN County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, WARREN County hereby declares from October through the entirety of Veterans month, November 2024, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, _WARREN County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made

6. COUNTY MANAGER'S UPDATE – Crystal Smith

A. MOU with Warren County Historical Museum for the Warren County Historic Jail

Following discussions about the current Memorandum of Understanding with Warren County Historical Museum at the September 9, 2024 Regular Meeting, Commissioner Davis suggested that a new Memorandum of Understanding be written, and that the roof of the Historic Jail be covered as soon as possible to prevent further deterioration.

B. CAB Grant Matching Funds Commitment Update

Community & Economic Develoment Director Charla Duncan provided information regarding CAB Grant and the new opportunity to apply for funds. More will be discussed at the October 16, 2024 Work Session.

C. Consider Approval of Appointment of Malana Williams as Senior Center Director Effective October 16, 2024 at a Annual Salary of $59,326

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Malana Williams was appointed at Senior Center Director effective October 16, 2024 at an annual salary of $59,326.

D. Perrytown Road Bridge Project Update - Eric St. Sing, Public Utilities Director

Public Utilities Director Eric St. Sing reported that the water lines at Perrytown Road Bridge Project are working. It is now up to NCDOT to complete the bridge work.

E. EMS 24/72 Schedule Update -

A report on the EMS 24/72 Schedule Policy will be available at the October 16, 2024 Work Session.

F. Personnel Manual Updates

Human Resources Manager Sierra Thomas has identified 16 policies that need to be updated. It was determined that the October 16, 2024 Work Session will begin at 4:00 to allow time to go over these policies and the Planning/Zoning Design Guidelines.

7. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Budget Amendment #1 to the FY25 Budget
Budget Amendment #1 (see attached) to the FY 2025 Budget Ordinance is being presented for approval. This amendment does the following:
General Fund Balance for FY24 carry-over:

1. **Appropriates $ 71,500 to Courthouse Complex Major Building Repair unspent in FY24.**
2. **Appropriates $ 1,219 from unspent FY24 Tennis Grant funds.**
3. **Appropriates $ 493,409 from OSBM Grant to Sheriff's Office unspent in FY24.**
4. **Appropriates $ 7,931 from HRSA Grant to Sheriff's Office unspent in FY24.**
5. **Appropriates $ 2,275 from EM Supplemental Grant to EM unspent in FY24.**
6. **Appropriates $ 1,628 from Duke Race Cars Grant to EMS unspent in FY24.**
7. **Appropriates $ 2,700 from Senior Center Congregate Meals unspent in FY24.**
8. **Appropriates $ 9,030 from CDBG Grant to Economic Development unspent in FY24.**
9. **Appropriates $ 5,145 from Triangle North Grant to Library unspent in FY24.**
10. **Appropriates $ 28,673 from the Special Children Adoption Fund to DSS unspent in FY24.**

General Fund Balance for FY25 Expenses:

11. **Appropriates $ 14,000 to HR for NC Fellows.**
12. **Appropriates $1 to KARTS for underbudgeted funds based on rounding.**

Revenue:

13. **Appropriates $ 49,824 in the Fire Department budget for adding Ebony Fire Department district.**
14. **Appropriates $ 42,500 in the Solid Waste budget for land acquisition.**
15. **Appropriates $ 61,000 in the CBCG Project for Grant received for continued renovation on John Graham.**
16. **Appropriates $ 346,500 in the Revaluation Fund budget for payment of Revaluation invoices.**
17. **Appropriates $ 9,111 in the Sheriff’s Office budget for Essential Personnel Grant.**
18. **Appropriates $ 48,000 in the Public Utilities budget for the purchase of a new vehicle.**

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 7A was split into 7A1 (1 - 10), 7A2 (11 and 12), and 7A3 (13-18).
On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 7A1, Budget Amendment to General Fund Balance for FY24 carry-over, was approved.
On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 7A2, Budget Amendement to General Fund Balance for FY25 Expenses, was approved.
On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 7A3, Budget Amendment to Revenue, was approved.

B. Consider Approval of Hwy 1 Industrial Site Project Ordinance in the Amount of $752,500

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Hwy ! Industrial Site Project Ordinance in the amount of $752,500 was approved.

CAPITAL PROJECT ORDINANCE
WARREN COUNTY

Hwy 1 Industrial Site

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

Section 1. The project authorized is the Hwy 1 Industrial Site.

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

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

NC Railroad Grant - Fund 86	**$500,000**
Golden Leaf Site Due Diligence Grant – Fund 86	**$ 42,500**
EPA Brownsfield Funding – Fund 86	**$ 10,000**
Transfer from General Fund – Fund 86	**$ 200,000**

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

Hwy 1 Industrial Site Expense	**$752,500**

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

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

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 7th day of October, 2024.

Warren County Board of Commissioners
Jennifer Pierce, Chairman

ATTEST:
Paula Pulley, Clerk to the Board

C. Consider Approval of Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to Farmers Market Project

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to Farmers Market Project was approved.

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

WHEREAS, Warren County intends to purchase a Project (as described below), use its own funds to pay initial costs, and then reimburse itself from financing proceeds for these early expenditures. Finance Director, Nikki Dickerson, has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with federal tax rules (i.e., Treasury Regulation 1.150-2) relating to reimbursement from financing proceeds.

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

1. The Project is the purchase of land acquisition and construction of Farmers Market in FY 25.

2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The expected maximum amount of the obligation to be issued or contracted for the Project (including allowances for financing costs) is approximately $1,050,000.

3. Funds for the early Project expenditures may come from the County's General Fund.

4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for the Project cost expenditures.

****

I certify as follows: that the forgoing resolution was properly adopted at a meeting of the Board of Commissioners of Warren County, North Carolina; that this meeting was properly called and held on October 7, 2024; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this 7 day of October, 2024

ATTEST
Clerk to the Board

Jennifer Pierce
Chairperson,
Warren County Board of Commissioners

D. Consider Approval of Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to Community Center Project

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to Community Center Project was approved.

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

WHEREAS, Warren County intends to purchase a Project (as described below), use its own funds to pay initial costs, and then reimburse itself from financing proceeds for these early expenditures. Finance Director, Nikki Dickerson, has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with federal tax rules (i.e., Treasury Regulation 1.150-2) relating to reimbursement from financing proceeds.

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

1. The Project is the purchase of land acquisition and construction of Community Center in FY 25.

2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The expected maximum amount of the obligation to be issued or contracted for the Project (including allowances for financing costs) is approximately $600,000.

3. Funds for the early Project expenditures may come from the County's General Fund.

4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for the Project cost expenditures.

****

I certify as follows: that the forgoing resolution was properly adopted at a meeting of the Board of Commissioners of Warren County, North Carolina; that this meeting was properly called and held on October 7, 2024; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this 7 day of October, 2024

Jennifer Pierce
Jennifer Pierce
Chairperson,
Warren County Board of Commissioners

ATTEST:
Paula Pulley
Clerk to the Board

E. Consider Approval of EMS Station #4 Project Ordinance in the Amount of $92,250

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the EMS Station #4 Project Ordinance in the amount of $92,250 was approved.

CAPITAL PROJECT ORDINANCE
WARREN COUNTY

EMS Station 4

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

Section 1. The project authorized is the EMS Station 4.

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

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

Transfer from General Fund to Fund 86	**$92,250**

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

EMS Station 4 Expense	**$92,250**

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

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

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 7th day of October, 2024.

Warren County Board of Commissioners
Jennifer Pierce
Jennifer Pierce, Chairman

ATTEST:
Paula Pulley
Paula Pulley, Clerk to the Board

F. Consider Approval of Resolution Declaring Official Intent to Reimburse Expenditure with

Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to EMS Station #4

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring Official Intent to Reimburse Expenditure with Proceeds of Debt Pursuant to United States Department of Treasury Regulations Relating to EMS Station #4 was approved.

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

WHEREAS, Warren County intends to purchase a Project (as described below), use its own funds to pay initial costs, and then reimburse itself from financing proceeds for these early expenditures. Finance Director, Nikki Dickerson, has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with federal tax rules (i.e., Treasury Regulation 1.150-2) relating to reimbursement from financing proceeds.

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

1. The Project is the purchase of land acquisition and construction of EMS Station #4 in FY 25.

2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The expected maximum amount of the obligation to be issued or contracted for the Project (including allowances for financing costs) is approximately $1,500,000.

3. Funds for the early Project expenditures may come from the County's General Fund.

4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for the Project cost expenditures.

****

I certify as follows: that the forgoing resolution was properly adopted at a meeting of the Board of Commissioners of Warren County, North Carolina; that this meeting was properly called and held on October 7, 2024; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this 7 day of October, 2024

ATTEST
Paula Pulley
Clerk to the Board

Jennifer Pierce
Chairperson,
Warren County Board of Commissioners

G. Consider Approval to Write-Off EMS Delinquent and Uncollectible Accounts Accumulated Between FY14 and FY21 in the Amount of $3,776,900

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 7G was tabled until the November meeting.

8. ACTION ITEMS

A. Consider Approval of Warren County E911 Communication Upgrade to Radio Console Recorder with Licensing from Carolina Recording Systems in the Amount of $85,330.00 - Sheila Baskett, E911 Coordinator

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Warren County E911 Communication Upgrade to Radio Console Recorder with Licensing from Carolina Recording Systems in the amount of $85,330 was approved.

B. Zoning Ordinance Updates and Consider Approval to Seek Services in an Amount Not to Exceed $100,000 - Mark Bloomer, Planning and Zoning Director and Shiekel Richardson, County Attorney

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, approval was given to seek services for Zoning Ordinance Updates in an amount not to exceed $100,000, and have Planning/Zoning Director Mark Bloomer provide an update on the search for services in November.

C. Consider Approval of Purchase of 2024 Chevrolet Silverado from Modern Chevrolet in Winston Salem for EMS to be Paid for with Grant Funds at a Cost Not to Exceed $53,374 - Chris Tucker, Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of a 2024 Chevrolet Silverado from Modern Chevrolet in Winston Salem for EMS to be paid for with grant funds at a cost not to exceed $53,374 was approved.

D. Update on Grant for John Graham Emergency Shelter - Chris Tucker, Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the $355,000 grant to complete work on the John Graham Emergency Shelter Project was approved.

E. Consider Approval of Purchase of Ambulance from CW Williams & Co., LLC at a Cost Not to Exceed $312,118 - Chris Tucker, Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of an ambulance from CW Williams & Co., LLC at a cost not to exceed $312,118 was approved.

F. Consider Approval of 5 Year Contract with US Cellular for Sheriff's Office Body Cameras in an Amount Not to Exceed $82,818.45 - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the 5 year contract with US Cellular for Sheriff's Office body cameras in an amount not to exceed $82,818.45 was approved.

G. Consider Approval to Hire an Additional Full-Time Administrative Assistant for Utility Billing - Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 8G was tabled until the October 16, 2024 Work Session.

9. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Appointment of Dr. Robert Stewart to the Health Board to Fill the Unexpired Term of Dr. Merwin Dieckman, Physician, Ending December 31, 2025

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Dr. Robert Stewart was appointed to the Health Board to fill the unexpired term of Dr. Merwin Deickman, Physician, with the term ending December 31, 2025.

B. Consider Appointment of Melissa Richardson to the Health Board to Fill the Unexpired Term of Cheryl Coffman, Member-At-Large, Ending December 31, 2027

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Melissa Richardson was appointed to the Health Board to fill the unexpired term of Cheryl Coffman, Member-at-Large, with the term ending December 31, 2027.

C. Consider Approval of Appointment of Kimberli Meyers Coley to a 1st Two-Year Term on the Juvenile Crime Prevention Council (JCPC) Beginning October 1, 2024, and Ending January 31, 2027.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Kimberli Meyers Coley to a first two-year term on the Juvenile Crime Prevention Council (JCPC) beginning October 1, 2024 and ending September 30, 2026.

D. Consider Approval to move Karl Boelter from Alternate on Zoning Board of Adjustments to Regular Member for the Remainder of his Term as Recommended by the Zoning Board of Adjustments

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Karl Boelter was moved from Alternate on Zoning Board of Adjustments to Regular Member for the remainder of his term as recommended by the Zoning Board of Adjustments.

10. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis asked that everyone continue to support Western North Carolina following Hurricane Helene. He also recognized Breast Cancer Awareness Month.

Commissioner Powell stated that he feels like Warren County is in a great position right now, and stressed the importance of recognizing the local talent here. He hopes that Warren County will keep moving forward.

11. ADJOURN October 7, 2024 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the October 7, 2024 Regular Meeting was adjourned.

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Paula Pulley, Clerk to the Board

Board of Commissioners Work Session

October 16, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

The October 16, 2024 Work Session was called to order AT 4:00 by Chair Jennifer Pierce. Those in attendance were Vice Chair Victor Hunt, Commissioner Bertadean Baker, Commissioner Walter Powell, County Manager Crystal Smith, and County Attorney Shiekel Richardson.
Commissioner Davis arrived at 5:00.
On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Suggested Agenda was approved.

2. HUMAN RESOURCES POLICIES UPDATE

Human Resources Manager Sierra Thomas provided copies of 16 policies with suggested updates. Those policies included Section 8-10 - Probationary Period of Employment, Section 2-12 - Probationary Period, Section 5-9 - Overtime Pay, Section 6-8 - Compensatory Time (Non-Exempt Employees), Section 6-4 - Payout of Vacation Leave, Section 7-8 - Direct Deposit, Section 8-1 - New Peronnel Orientation, Section 1-5 - Definitions, Section 6-7 - Bereavement Leave, Section 2-24 - Limitation of Employment of Relatives, Section 6-1.2 - Wellness Days, Section 6-8.3 - Excessive Time for FLSA Exempt Employees, Section 6-35 - Pregnant Workers Fairness Act (PWFA), and Section 6-34 - The Providing Urgent Maternal Protection Act (PUMP Act). Following some discussion and recommendations from the Board, Ms. Thomas was directed to bring the policies back for approval at the November 4, 2024 Regular Meeting.

3. PROPOSED LANDSCAPING DESIGN REQUIREMENTS - MARK BLOOMER, PLANNING AND ZONING DIRECTOR

Planning/Zoning Director Mark Bloomer and Jake Petrosky of Stewart provided an overview of proposed Landscaping Design Requirements. This item will be presented for approval at the November 4, 2024 Regular Meeting.

4. PUBLIC HEARING

A. 2nd CDBG Public Hearing

The CDBG Public Hearing was opened at 6:00. A total of 37 applications were received, and four properties will be served through total reconstruction. If funding is available, one more residence will be included.
There were no Citizen Comments.
With no further discussion, the Public Hearing was closed.

5. INTRODUCTION OF SENIOR CENTER DIRECTOR MALANA WILLIAMS

Malana Williams was introduced as the new Senior Center Director. Ms. Williams has previously worked for Warren County Sheriff's Office and DSS.

6. FOLLOW UP TO PUBLIC HEARING

A. Consider Approval of Resolution for Warren County Application for Community Development Block Grant - Neighborhood Revitalization Funding

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Resolution for Warren County Application for Community Development Block Grant Neighborhood Revitalization Funding was approved.

RESOLUTION FOR WARREN COUNTY APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-NEIGHBORHOOD REVITALIZATION FUNDING

WHEREAS, the Warren County Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the county; and,

WHEREAS, the Warren County Board of Commissioners has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners wishes to pursue a formal application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program;

NOW, THEREFORE BE IT RESOLVED, by the Warren County Board of Commissioners that the county is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant-Neighborhood Revitalization Program in order to provide housing improvement activities benefitting primarily low-to-moderate income individuals in the county.

Adopted this the 16th day of October 2024, in Warren County, North Carolina.

Jennifer Pierce, Chairman
Warren County Board of Commissioners

ATTEST:

Paula Pulley, Clerk to the Board of Commissioners

7. DISCUSSION ITEMS

A. 2025 Revaluation Process Update and Schedule of Value (SOV) Discussion by Pearson Appraisals Inc. - John Preston, Tax Administrator

Robert Pearson and Emmitt Curl of Pearson Appraisals provided an update on the revaluation process for property taxes. Mr. Pearson stated that based on current market values, property values will go up on January 1, 2025. A public hearing is scheduled for November 4, 2024 to allow for citizen comments.

B. Request to restrict Triangle North Incoming Regional Revenues for Economic Development - Charla Duncan, Community & Economic Development Director

The request to restrict Triangle North incoming regional revenues was tabled until input is received from the Economic Development Commission.

C. Update on House Bill 10 and Completing Access to Broadband (CAB) Grant Matching Funds - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan discussed the Completing Access to Broadband (CAB) Grant Matching Funds, and provided an update on House Bill 10. More information will be provided once the House is back in session and releases more information.

D. Consider the Creation of a Warren County S-Line Working Group with the Town of Norlina and the Kerr-Tar Regional Council of Governments - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan explained the need to create an S-Line Working Group. A Memorandum of Understanding with Norlina will be forthcoming.

E. Consider Approval of Additional Full Time Administrative Assistant in Public Utilities - Eric St. Sing, Public Utilities Director

Public Utilities Assistant Director provided an update on operations at Public Utilities. At this time, the request for additional staff is on hold.

F. Strategic Plan Accomplishments Report - Hannah Jones, Americorps Lead for NC Fellow

County Manager Crystal Smith noted that Hannah Jones was not able to attend the meeting. At this time, 100% of Departments have submitted their Strategic Plan updates and a full report will be provided to the Board at the December work session.

G. Recommendation to Amend Fire Departments Contracts for Audit Requirements - Nikki Dickerson, Finance Director

Finance Officer Nikki Dickerson stated that audits are currently required from Fire Departments, however it would be a cost savings to the Fire Departments if the County changes the requirement to Form 990 which provides the same information. This item will be presented for approval at the November 4, 2024 Regular Meeting.

H. Recommendation to Write-Off EMS Delinquent and Uncollectable Accounts - Nikki Dickerson, Finance Director

Finance Officer Nikki Dickerson stated that writing off the delinquent EMS accounts will not mean that we cannot still pursue collections. She further noted that these accounts have been sent to the North Carolina Debt Set-off Program so some debts may be paid through that program.

I. Consider Approval of Bid from Gupton Services for Health Department Roof Insulation and Membrane in the Amount of $89,125 and Authorize County Manager to Execute Related Documents - Marshall Brothers, Public Works Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Health Department Roof Insulation and Membrane bid from Gupton Services in the amount of $89,125 was approved.

J. EMS 24/72 Schedule Policy Updates - Chris Tucker, Emergency Services Director

The EMS 24/72 Schedule Policy needs clarification. A team has been meeting to work through the policy.

8. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PERSONNEL MATTERS

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for Personnel Matters.

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the Board returned to Open Session.

9. ADJOURN October 16, 2024 BOARD MEETING

With no further business, the Work Session was adjourned.

____

Paula Pulley, Clerk to the Board

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month September 2024

2024-2025

Current Year Collections

Tax Year	Charge	Collected in September	Collected to Date	Balance Outstanding	Percentage Collected
September 2024 FY 25	$19,686,047	$2,595,178	$4,178,200	$15,507,847	21.22
September 2023 FY 24	$21,288,672	$2,423,485	$4,220,860	$17,067,812	19.83

Delinquent Collections

2023	$435,741	$16,326	$85,631	$350,110	19.65
2022	209,928	7,872	19,533	$190,395	9.30
2021	137,094	1,202	7,416	$129,678	5.41
2020	110,402	1,001	3,158	$107,244	2.86
2019	131,128	284	1,830	$129,298	1.40
2018	81,398	139	928	$80,470	1.14
2017	81,341	119	885	$80,456	1.09
2016	61,323	32	1,099	$60,224	1.79
2015	51,815	15	399	$51,416	0.77
2014	43,824	167	527	$43,297	1.20
Total Delinquent Years	$1,343,994	$27,157	$121,406	$1,222,588	

Other September Receipts		
County Penalties	$ 8,882	$ 21,659
Landfill User Fees	$ 154,120	$ 286,755
Municipalities	$ 55,738	$ 111,107
Fire District Taxes	$ 181,796	$ 293,195
Advance Taxes	$ 3,170	$ 7,177
SEPTEMBER GRAND TOTAL	$5,449,526	$9,240,359

John Preston, Tax Administrator 10/14/2024

John Preston, Tax Administrator

Over $100		**11/4/2024**	**CO MGR INITIALS:_______**			**Date:______________**
<u>ERROR CORRECTION RELEASES:</u>						
BURROUGHS KEVIN	2024 51279-200		29036	$	731.00	BOAT SOLD 2021
BURROUGHS KEVIN	2023 51279-200		29056	$	804.10	BOAT SOLD 2021
BURROUGHS KEVIN	2022 51279-200		31834	$	822.38	BOAT SOLD 2021
CLINEDINST WINSTON L	2024 52402	L2A-1A	8199	$	966.25	BILLING ERROR/REBILLED
CLINEDINST WINSTON L	2023 52402	L2A-1A	8199	$	966.25	BILLING ERROR/REBILLED
CRESTWOOD MOBILE COURT INC	2024 40883-203		27820	$	161.10	ADJ MH VALUE/UNLIVEABLE/NO ELEC
DUNCAN SALLYE P	2024 12315-300	H4-34A	5282	$	157.84	BIS ERROR/VALUE INCORRECT
GAINES WALLICA HOWARD	2024 53038	J4-67-CDE	8785	$	226.92	BILLED INCORRECTLY/REBILLED
GERMAN DAVID	2020 32022-303		26877	$	115.77	PP SOLD 2019
JONES JOHN THOMAS	2024 22724-200		27041	$	161.13	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2023 22724-200		26933	$	175.11	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2022 22724-200		29562	$	189.75	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2021 22724-200		26709	$	204.39	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2020 22724-200		26519	$	219.03	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2019 22724-200		26300	$	232.84	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2018 22724-200		26747	$	247.21	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2017 22724-200		26747	$	261.33	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2016 22724-200		57113	$	243.91	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2015 22724-200		53984	$	232.49	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2014 22724-200		51245	$	244.13	MH NO LONGER IN COUNTY
JONES JOHN THOMAS	2013 22724-200		48623	$	255.77	MH NO LONGER IN COUNTY
PACK JESSIE	2024 200154755		29004	$	487.30	PP SOLD 2023
VANDERPLAS STEVEN	2024 260		28371	$	109.40	PP SOLD 2020
VANDERPLAS STEVEN	2023 260		28344	$	130.85	PP SOLD 2020
TOTAL ERROR CORRECTIONS:				**$**	**8,346.25**	
<u>LANDFILL USER FEE RELEASES:</u>						
CRESTWOOD MOBILE COURT INC	2023 40883-203		27771	$	150.00	NO ELEC TO MH/NO LFUF
RICHARDSON ALBERT F & VIVIAN L	2024 33314-301	I8-40	12841	$	150.00	NO DWELL/NO LFUF/BIS ERROR
WILLIAMS NATHANIEL	2024 01565-200		26847	$	150.00	NO LFUF/NO ELECTRIC
TOTAL LFUF RELEASES:				**$**	**450.00**	
Total Releases				**$**	**8,796.25**	

Under $100 **11/4/2024** **CO MGR INITIALS:_______ Date:_____________**

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ALL SANITS EPISCOPAL CHURCH	2022	00425-300		158	$ 6.42	BILLING ERROR
COLLIER LARRY/BECKY/AC/SUSAN	2024	11312-368		26718	$ 15.50	DOUBLE BILLED
CRUDUP BRENDA WASHINGTON	2024	18980-300	E6B-78	4357	$ 15.70	REMOVE DECK/DOUBLE BILLED
CRUDUP BRENDA WASHINGTON	2023	18980-300	E6B-78	4357	$ 15.10	REMOVE DECK/DOUBLE BILLED
GERMAN DAVID	2024	32022-303		27370	$ 67.18	PP SOLD 2019
GERMAN DAVID	2023	32022-303		27277	$ 80.33	PP SOLD 2019
GERMAN DAVID	2022	32022-303		29927	$ 93.78	PP SOLD 2019
GERMAN DAVID	2021	32022-303		27096	$ 95.67	PP SOLD 2019
JARRETT CARLTON	2024	52072	L2A-1B	26295	$ 78.17	BILLING ERROR/REBILLED
JOHNSON CODY CHAFFEE	2024	55147		28940	$ 84.08	DOUBLE BILLED
KURTZ PAUL	2024	00698-300		28134	$ 36.34	SOLD JAN 1 2024
MARLIN LEASING	2024	02120-200		27008	$ 3.68	CLOSED BUSINESS 11/8/2023
VANDERPLAS STEVEN	2021	260		28298	$ 1.31	PP SOLD 2020

SUB-TOTAL ERROR CORRECTIONS: **$ 593.26**

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: November 4, 2024

RE: Recommendation for Approval to Amend Fire Department Contracts for Audit Requirements

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Background

The current requirement for the Fire Departments to receive the County allocation includes the submission of an annual audit. This cost continues to increase for the departments and they have requested that if this continues to be required, the County pay or at least contribute toward this cost.

After some research on the topic, most County allocation requirements are either paid for by the County or satisfied by other means. The auditors looked at the current submission from the fire departments and determined the audit was not an actual audit but a review of the financials. For it to be a full-blown audit, there would have to be an SKE (skill, knowledge, and experience) at the fire departments to provide calculations regarding the pension funds along with creating the entries to the financial records. The cost of a full audit for an exempt organization averages around $6,500.

The recommendation is to require all fire departments to submit Form 990 required yearly as their tax filing. This form requires all the information the County uses to satisfy the contractual agreement. It shows the revenue, expenses, and assets of the departments. The contract amendment would include verbiage requiring a licensed CPA to complete the tax returns. The average cost of a tax return for an exempt organization is around $700.

Attached is the form 990 required by the IRS as part of the tax return of fire departments.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning , 2023, and ending , 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite

City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number

E Telephone number

G Gross receipts $

F Name and address of principal officer:

H(a) Is this a group return for subordinates? ☐ **Yes** ☐ **No**

H(b) Are all subordinates included? ☐ **Yes** ☐ **No**

If "No," attach a list. See instructions.

I Tax-exempt status: ☐ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website:

H(c) Group exemption number

K Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation:

M State of legal domicile:

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	
6	Total number of volunteers (estimate if necessary)	6	
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	

			Prior Year	**Current Year**
Revenue	8	Contributions and grants (Part VIII, line 1h)		
	9	Program service revenue (Part VIII, line 2g)		
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25)		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
	19	Revenue less expenses. Subtract line 18 from line 12		

			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)		
	21	Total liabilities (Part X, line 26)		
	22	Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer | Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name			Firm's EIN	
Firm's address			Phone no.	

May the IRS discuss this return with the preparer shown above? See instructions ☐ **Yes** ☐ **No**

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form **990** (2023)

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III . . . . ☐

1 Briefly describe the organization's mission:

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . ☐ **Yes** ☐ **No**

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . ☐ **Yes** ☐ **No**

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ including grants of $) (Revenue $)

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1		
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2		
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a		
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		

Part IV **Checklist of Required Schedules** *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38		

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

					Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a				
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b				
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c		

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	**2a**			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		**2b**		
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		**3a**		
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		**4a**		
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		**5a**		
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		**5b**		
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		**6a**		
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		**7a**		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		**7c**		
d	If "Yes," indicate the number of Forms 8282 filed during the year	**7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		**7e**		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		**7f**		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		**8**		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		**9b**		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	**10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	**10b**			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	**11a**			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	**11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	**12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		**13a**		
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	**13b**			
c	Enter the amount of reserves on hand	**13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		**14a**		
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year?		**15**		
	If "Yes," see the instructions and file Form 4720, Schedule N.				
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income?		**16**		
	If "Yes," complete Form 4720, Schedule O.				
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953?		**17**		
	If "Yes," complete Form 6069.				

Part VI **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . ☐

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . **1a**				
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent . **1b**				
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		**2**		
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		**3**		
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		**4**		
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		**5**		
6	Did the organization have members or stockholders?		**6**		
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		**7a**		
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		**7b**		
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?		**8a**		
b	Each committee with authority to act on behalf of the governing body?		**8b**		
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*		**9**		

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	**10a**		
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	**10b**		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	**11a**		
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	**12a**		
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	**12b**		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	**12c**		
13	Did the organization have a written whistleblower policy?	**13**		
14	Did the organization have a written document retention and destruction policy?	**14**		
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	**15a**		
b	Other officers or key employees of the organization	**15b**		
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	**16a**		
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	**16b**		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ____________

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
(1)		☐	☐	☐	☐	☐	☐			
(2)		☐	☐	☐	☐	☐	☐			
(3)		☐	☐	☐	☐	☐	☐			
(4)		☐	☐	☐	☐	☐	☐			
(5)		☐	☐	☐	☐	☐	☐			
(6)		☐	☐	☐	☐	☐	☐			
(7)		☐	☐	☐	☐	☐	☐			
(8)		☐	☐	☐	☐	☐	☐			
(9)		☐	☐	☐	☐	☐	☐			
(10)		☐	☐	☐	☐	☐	☐			
(11)		☐	☐	☐	☐	☐	☐			
(12)		☐	☐	☐	☐	☐	☐			
(13)		☐	☐	☐	☐	☐	☐			
(14)		☐	☐	☐	☐	☐	☐			

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . ☐

Section	Line	Description			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a					
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f					
	g	Noncash contributions included in lines 1a–1f	1g	$				
	h	**Total.** Add lines 1a–1f						
Program Service Revenue				Business Code				
	2a							
	b							
	c							
	d							
	e							
	f	All other program service revenue . .						
	g	**Total.** Add lines 2a–2f						
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)						
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
				(i) Real / (ii) Personal				
	6a	Gross rents . .	6a					
	b	Less: rental expenses	6b					
	c	Rental income or (loss)	6c					
	d	Net rental income or (loss)						
				(i) Securities / (ii) Other				
	7a	Gross amount from sales of assets other than inventory	7a					
	b	Less: cost or other basis and sales expenses .	7b					
	c	Gain or (loss) . .	7c					
	d	Net gain or (loss)						
	8a	Gross income from fundraising events (not including $ ______ of contributions reported on line 1c). See Part IV, line 18 . . .	8a					
	b	Less: direct expenses	8b					
	c	Net income or (loss) from fundraising events . . .						
	9a	Gross income from gaming activities. See Part IV, line 19 .	9a					
	b	Less: direct expenses	9b					
	c	Net income or (loss) from gaming activities						
	10a	Gross sales of inventory, less returns and allowances . . .	10a					
	b	Less: cost of goods sold . . .	10b					
	c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue				Business Code				
	11a							
	b							
	c							
	d	All other revenue						
	e	**Total.** Add lines 11a–11d						
	12	**Total revenue.** See instructions						

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	**(A)** Total expenses	**(B)** Program service expenses	**(C)** Management and general expenses	**(D)** Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 .				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . .				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) .				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings .				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization .				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a				
b				
c				
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e				
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720) . . .				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . ☐

Section	Line	Description			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing				1	
	2	Savings and temporary cash investments				2	
	3	Pledges and grants receivable, net				3	
	4	Accounts receivable, net				4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons				5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)				6	
	7	Notes and loans receivable, net				7	
	8	Inventories for sale or use				8	
	9	Prepaid expenses and deferred charges				9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a				
	b	Less: accumulated depreciation	10b			10c	
	11	Investments—publicly traded securities				11	
	12	Investments—other securities. See Part IV, line 11				12	
	13	Investments—program-related. See Part IV, line 11				13	
	14	Intangible assets				14	
	15	Other assets. See Part IV, line 11				15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)				16	
Liabilities	17	Accounts payable and accrued expenses				17	
	18	Grants payable				18	
	19	Deferred revenue				19	
	20	Tax-exempt bond liabilities				20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D				21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons				22	
	23	Secured mortgages and notes payable to unrelated third parties				23	
	24	Unsecured notes and loans payable to unrelated third parties				24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D				25	
	26	**Total liabilities.** Add lines 17 through 25				26	
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☐ and complete lines 27, 28, 32, and 33.**					
	27	Net assets without donor restrictions				27	
	28	Net assets with donor restrictions				28	
		Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.					
	29	Capital stock or trust principal, or current funds				29	
	30	Paid-in or capital surplus, or land, building, or equipment fund				30	
	31	Retained earnings, endowment, accumulated income, or other funds				31	
	32	Total net assets or fund balances				32	
	33	Total liabilities and net assets/fund balances				33	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	
2	Total expenses (must equal Part IX, column (A), line 25)	2	
3	Revenue less expenses. Subtract line 2 from line 1	3	
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☐ Accrual ☐ Other ____________ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: November 4, 2024

RE: Recommendation for Approval to Write-Off EMS Delinquent and Uncollectible Accounts

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Background

Based on the auditor's recommendations, we need to adjust our financial statements by writing off old uncollectible, and delinquent EMS accounts. This has been an accumulation from FYE2014 through FYE2021. The request to the Board is to approve adjusting the total amount of $ 3,776,900. This is necessary to reduce accounts receivable to align financial statements with the realistic expectation of the amount of revenue expected to be received.

All of these accounts have been submitted to debt set-off for State income tax withholding. This is a bookkeeping entry only and all delinquent accounts will continue to be tracked up to the allowable collection of 10 years. The procedural process to remove this amount from the County's financial statements but still be able to collect on the accounts was deemed legal by UNC School of Government legal team lead Kara Millonzi. Attached is the email to that effect.

We currently use a collection service of EMS Consultants as well as the State of North Carolina through the debt set-off tax withholding program. The County will continue to pursue efforts of collection.

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: November 4, 2024

RE: Recommendation for Approval to Close Bank Account

Background

The County currently has a bank account only being used to transfer funds into and out twice a month for payroll. This account was created many years ago when checks were being written for payroll. Since the County has gone to direct deposit, the process has changed. The total amount of payroll is transferred from the operating account into this account and then drafted from the bank as a total amount for direct deposit.

Bank service charges are nearing $2,000 a month and in analyzing the charges, it was discovered that this account was not needed and could save $125 a month in fees.

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: November 4, 2024

RE: Recommendation for Opioid Settlement Project Ordinance

Background

Opioid Settlement Project Ordinance (see attached) is being presented for approval. This ordinance does the following:

Section 1: This ordinance is to establish a budget for programs and projects funded by the county's opioid settlement funds. According to a Memorandum of Agreement (NC MOA) executed by the county and State of North Carolina, the opioid settlement funds are legally restricted to certain purposes:

> Option A: A county may fund one or more strategies from a shorter list of high-impact strategies to address the epidemic; or
>
> Option B: If the county first undertakes a collaborative strategic planning process it may choose a strategy from the shorter list of Option A strategies or a longer list of strategies included in the national settlements.

Section 2: Pursuant to the NC MOA, the county commissioners have adopted an Authorizing Resolution that identifies the strategies that the county intends to undertake. The appropriations below are consistent with the programs and projects identified in that Authorizing Resolution.

Section 3: The following amounts are appropriated for each program and/or project and are authorized for expenditure:

Internal Project Code	Project Description	Appropriation of Opioid Settlement Funds	Appropriation of Other County Revenues
001	Perfecting Praise Ministries - Recovery Support Services: Safe Space program	$35,000	$0
002	Warrenton Church of God - Recovery Support Services: Celebrate Recovery program	$ 7,320	$0
003	Freedom House Recovery Center - Early Intervention: Overdose Safety Planning program	$35,000	$0
004	Warren County Sheriff's Office - Criminal Justice Diversion Programs: Therapy dog co-responder	$24,203.06	$0
005	Project Funds Remaining for Carry-Over into next FY.	$86,561.70	$0
	TOTAL	**$ 188,084.76**	**$0**

Section 4: The following revenues are anticipated to be available to complete the program(s) and/or project(s):

Opioid Settlement Funds:

Janssen Payment 3	$16,506.83	07/20/2023
Distributor Payment 3	$29,402.96	08/02/2023
Mallinckrodt Bankruptcy	$5,290.68	11/09/2023
Teva Payment 1	$8,144.76	02/20/2024
Allergan Payment 1	$9,025.67	02/20/2024
CVS Payment 1	$10,050.72	02/20/2024
Walgreens Payment 1	$11,627.39	02/20/2024
Walgreens Payment 2	$7,821.86	02/20/2024
Walmart Payment 1	$30,423.46	02/20/2024
Distributor Payment 7	$13,488.42	03/15/2024
Walmart Payment 1	$46,302.01	04/15/2024
Total:	**$188,084.76**	

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting and other compliance records to satisfy the requirements of the NC MOA and state law.

Section 6: The Finance Officer is hereby directed to report the financial status of the program(s) and/or project(s) to the governing board on a quarterly basis.

Section 7: Copies of this settlement project ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Clerk of the County Board.

SETTLEMENT PROJECT ORDINANCE
WARREN COUNTY

Opioid Settlement Fund

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

Section 1: This ordinance is to establish a budget for programs and projects funded by the county's opioid settlement funds. According to a Memorandum of Agreement (NC MOA) executed by the county and State of North Carolina, the opioid settlement funds are legally restricted to certain purposes:

Option A: A county may fund one or more strategies from a shorter list of high-impact strategies to address the epidemic; or

Option B: If the county first undertakes a collaborative strategic planning process it may choose a strategy from the shorter list of Option A strategies or a longer list of strategies included in the national settlements.

Section 2: Pursuant to the NC MOA, the county commissioners have adopted an Authorizing Resolution that identifies the strategies that the county intends to undertake. The appropriations below are consistent with the programs and projects identified in that Authorizing Resolution.

Section 3: The following amounts are appropriated for each program and/or project and are authorized for expenditure:

Internal Project Code	Project Description	Appropriation of Opioid Settlement Funds	Appropriation of Other County Revenues
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005	Project Funds Remaining for Carry-Over into next FY.	$86,561.70	$0
	TOTAL	**$ 188,084.76**	**$0**

Section 4: The following revenues are anticipated to be available to complete the program(s) and/or project(s):

Opioid Settlement Funds:

Janssen Payment 3	$16,506.83	07/20/2023
Distributor Payment 3	$29,402.96	08/02/2023
Mallinckrodt Bankruptcy	$5,290.68	11/09/2023
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Total:	**$188,084.76**	

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting and other compliance records to satisfy the requirements of the NC MOA and state law.

Section 6: The Finance Officer is hereby directed to report the financial status of the program(s) and/or project(s) to the governing board on a quarterly basis.

Section 7: Copies of this settlement project ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Clerk of the County Board.

Adopted this 4th day of November 2024.

Warren County Board of Commissioners

____

Jennifer Pierce, Chairman

ATTEST:

____

Paula Pulley, Clerk to the Board

Revenues and Expenditures

	Recommended Budget FY 2024-2025	Actual July	Actual August	Actual September	Actual October	YTD Actual for FY 2024-2025	% of Budget	Difference Actual vs. Budget	YTD Actual From One Year Ago
Revenue (Through August - 2nd month - 17% of year reported)									
Tourism Related (1/3 of tax)	$ -	$ 2,316.43	$ 10,857.69	$ 3,457.03	$ -	$ 16,631.15	#DIV/0!	$(16,631.15)	$ -
Travel and Tourism Promotion (Tourism Development - 2/3 of tax)	$ -	$ 4,632.85	$ 21,715.38	$ 6,914.07	$ -	$ 33,262.30	#DIV/0!	$(33,262.30)	$ -
Total Occupancy Tax Revenues	$ -	$ 6,949.28	$ 32,573.07	$ 10,371.10	$ -	$ 49,893.45	#DIV/0!	$(49,893.45)	$ -
Investment Earnings & Other Revenues									
Tourism Related	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Travel and Tourism Promotion (Tourism Development)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Special Donations (Tourism Development)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
NCTIA Grant	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Total Occupancy Tax Revenues (less App. Fund Bal.)	$ -	$ 6,949.28	$ 32,573.07	$ 10,371.10	$ -	$ 49,893.45	#DIV/0!	$(49,893.45)	$ -
Appropriated Fund Balance									
Tourism Related	$ -	$ -	$ -	$ -	$ -				
Travel and Tourism Promotion (Tourism Development)	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -	
Total Occupancy Tax Revenues	**$ -**	**$ 6,949.28**	**$ 32,573.07**	**$ 10,371.10**	**$ -**	**$ 149,680.35**	**#DIV/0!**	**$(49,893.45)**	**$ -**
		$ -							
Expenditures (Through August - 2nd month - 17% of year reported)		**$ -**							
		$ -							
Tourism Related									
Tourism Related (& Unallocated Funds)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Total Tourism Related	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**	**$ -**
Travel and Tourism Promotion (Tourism Development)									
Operating Budget									
Professional Services	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Contract Services - Executive Director	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Gas and Oil	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Travel and Training	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Printing (Marketing Materials, etc.)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Dues and Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Advertising	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Computer Services (Web Site)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Marketing Services	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Office Rent	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Grant Programs & Projects									
Tourism Development & Mini-Grants (Promotions, sponsorships, etc.)	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
NCTIA Grant Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
Total Travel and Tourism Promotion (Tourism Developmen t	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**	**$ -**
Total Occupancy Tax Expenditures	**$ -**	**$ -**	**$ -**			**$ -**	**#DIV/0!**	**$ -**	**$ 28,279.22**
Revenues over/(Under) Expenditures	**$ -**	**$ 6,949.28**	**$ 32,573.07**	**$ 10,371.10**	**$ -**	**$ 149,680.35**			**$ 1,807.08**

Total Fund Balance (Reserves)

	Beginning of Year	YTD Changes	Year-To-Date
Tourism Related	**$ -**	**$ 16,631.15**	**$ 16,631.15**
Travel and Tourism Promotion (Tourism Development)	**$ -**	**$ 33,262.30**	**$ 33,262.30**
Total Fund Balance (Reserves)	**$ -**	**$ 49,893.45**	**$ 49,893.45**

Checks Written this Fiscal Year

Payee	*Date*	*Amount*	*Ck #*	*Description*

<u>RESOLUTION OF FINANCIAL SUPPORT FOR CONSOLIDATED NEW WARREN COUNTY ELEMENTARY SCHOOL</u>

WHEREAS, Warren County Schools has proposed the construction of a new school facility to meet the growing educational needs of the county's students; and

WHEREAS, Warren County Local Government recognizes the importance of supporting the educational infrastructure within Warren County and acknowledges the funding needs of Warren County Schools for this project;

NOW, THEREFORE, BE IT RESOLVED, that Warren County Local Government agrees to commit a total financial support of up to **$7.1 million** toward the construction of the new school facility;

BE IT FURTHER RESOLVED, that Warren County Local Government has previously agreed to provide **$2.1 million** in financial support, as formally approved on February 5, 202___;

BE IT FURTHER RESOLVED, that Warren County Local Government hereby commits to provide up to an additional **$5 million** to bridge any remaining funding gap required for the project's completion;

BE IT FURTHER RESOLVED, that Warren County Local Government and Warren County Schools shall collaborate and actively seek additional funding opportunities, including but not limited to grants and state or federal funds, to ensure the project's completion and to minimize the financial burden on the county;

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon its adoption.
Adopted this ___ day of ________**, 202**.

Warren County

To: Warren County Board of Commissioners

Through: Crystal Smith, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Appointing a chair to the Warren County Tourism Development Authority

Background
In accordance with N.C.S.L. 2023-144, SENATE BILL 154, Part 13, the Warren County Board of Commissioners must appoint the chair of the Warren County Tourism Development Authority (TDA). The TDA proposes in their board procedures that the chair be appointed annually (one-year term).

Recommendation
At their October 2024 meeting, the TDA members voted to recommend that the board of commissioners appoint Michael Hawkins as the TDA chair for a term running September 1, 2024, through August 31, 2025.

Warren County

To: Warren County Board of Commissioners

Through: Crystal Smith, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Appointing a tourism-related business member to the Warren County Tourism Development Authority (TDA)

Background

In accordance with N.C.S.L. 2023-144, SENATE BILL 154, Part 13, the Tourism Development Authority's membership composition will be at least one-third of the members shall be individuals who are affiliated with businesses that collect the tax in the county, and at least one-half of the members shall be individuals who are currently active in the promotion of travel and tourism in the county.

The Authority will consist of nine (9) members appointed by the Warren County Board of Commissioners.

At the July 1, 2024, Board of Commissioners meeting, the board unanimously passed a resolution establishing a TDA. A statement of interest form was released to the public with a deadline to submit by August 9, 2024. At their September 2024 meeting, the board appointed individuals to 8 seats on TDA with terms beginning September 1, 2024.

The following seat still needs to be appointed by the Warren County Board of Commissioners:

- One (1) Warren County tourism-related business owner to be appointed to a two-year term (September 1, 2024-August 31, 2026)

The following tourism-related business members submitted statements of interest to serve (listed in order of receipt):

1. Bob Liddle; owner of CoHostBob based in Raleigh, NC; district 2 resident of Warren County

2. Angela Whitney; managing member/operator of Mill Hill Brewery based in Warrenton; district 1 resident of Warren County

3. Clara Williams; co-owner of Seven Springs Farm and vineyard based in Ridgeway; district 3 resident of Warren County

4. Jason Shearin; owner of Lake Gaston Coffee Company based in Littleton and Warrenton; district 2 resident of Warren County

Please see the statement of interest forms from these individuals for more information.

Action(s) Needed by the Board of Commissioners

Appoint a tourism-related business member to the TDA

Warren County

To: Warren County Board of Commissioners

Through: Crystal Smith, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Approval of recommended bylaws for the Warren County Tourism Development Authority (TDA)

Background

In accordance with N.C.S.L. 2023-144, SENATE BILL 154, Part 13, the Warren County Tourism Development Authority's bylaws must be approved by the Warren County Board of Commissioners; any subsequent amendments to approved bylaws must also be made by the board of commissioners.

The Authority met on October 14, 2024 , to draft bylaws and vote on a recommendation for approval by the board of commissioners.

Recommendation

The Warren County Tourism Development Authority unanimously approved a recommendation to the Warren County Board of Commissioners to adopt the bylaws drafted by the Authority.

Bylaws of the Warren County Tourism Development Authority

Article 1: Authority Authorized

Section 1 - Name
The name of the Authority shall be the Warren County Tourism Development Authority, such having been established by the [Resolution] adopted July 1, 2024 by the Board of Commissioners of Warren County, North Carolina. Such authority was granted to Warren County, North Carolina pursuant to G.S. § 153A-155, amended by N.C.S.L. 2023-144, Senate Bill 154, Part 13.

Section 2 - Purpose and Duties
The Authority shall have the duty to promote, solicit, and encourage travel and tourism in Warren County. The Authority is a public authority under the Local Government Budget and Fiscal Control Act and shall be governed by the particulars of said Act.

Section 3 - Objectives and Mission
The Authority's objectives shall be to promote, solicit, and encourage tourism in Warren County,

Article 2: Membership

Section 1 - Appointment of Membership
The Authority will consist of nine (9) members appointed by the Warren County Board of Commissioners.

In accordance with N.C.S.L. 2023-144, SENATE BILL 154, Part 13, the Tourism Development Authority's membership composition will be at least one-third of the members shall be individuals who are affiliated with businesses that collect the tax in the county, and at least one-half of the members shall be individuals who are currently active in the promotion of travel and tourism in the county.

Membership composition will be made from the following areas:

- One (1) Town of Macon representative recommended by the Town of Macon's Board of Commissioners to be appointed to a three-year term.
- One (1) Town of Norlina representative recommended by the Town of Norlina's Board of Commissioners to be appointed to a three-year term.
- One (1) Town of Warrenton representative recommended by the Town of Warrenton's Board of Commissioners to be appointed to a three-year term.
- One (1) representative recommended by the Lake Gaston Regional Chamber of Commerce to be appointed to a three-year term; this representative should be staff of the Chamber, or a member of the Chamber's board that is also a Warren County-based business owner
- One (1) short-term rental owner to be appointed to a two-year term; this membership position is intended to be filled by a property owner renting out a private residence as a short-term rental
- One (1) Warren County hotel, motel, or bed-and-breakfast operator to be appointed to a two-year term; in the absence of such a business, this member can be a private residence short-term rental owner
- One (1) Warren County tourism-related business owner to be appointed to a two-year term.

- The Director of Warren County Community and Economic Development (CED) is an ex officio voting member of the board. The CED Director's term is not limited in the number of years.
- The finance officer for Warren County shall be the ex officio finance officer of the Authority. This member is a voting member.

<u>Section 2</u> - Chair and Vice Chair

The Warren County Board of Commissioners shall designate one member of the Authority as Chair. This chairperson may be recommended to the Board of Commissioners by the Authority. The member shall serve as Chair for one year. Individual members may serve up to 3 consecutive terms.

The Authority shall designate one member as Vice Chair. The Vice Chair designee does not need to be approved by the Board of Commissioners. The member shall serve as Vice Chair for one year. Individual members may serve up to 3 consecutive terms.

Section 3 - Vacancies

Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term.

Section 4 - Administrative Staff

The Authority may employ staff, subject to the provisions of these bylaws, to assist in carrying out the objectives and mission of the Authority. In addition, the Authority may contract with another entity to assist in carrying out the objectives and mission of the Authority.

Article 3: Fiscal Affairs

Section 1 - Annual Budget

The Authority shall operate under an annual balanced budget ordinance, in which estimated revenues include only those revenues reasonably expected to be realized in the budget year and in which the sum of estimated revenue plus appropriated fund balance equal total appropriations as required by N.C.G.S. 159-8.

Section 2 - Use of Occupancy Tax Proceeds

The Authority shall use the net proceeds, as collected through the room occupancy tax, as is set out in that Resolution adopted by the County Commissioners of Warren County, North Carolina, on July 1, 2024, or as may be amended. Net proceeds, as defined by N.C.S.L. 2023-144, Senate Bill 154, Part 13, are considered “gross proceeds less the cost to the county of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars ($500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.”

Section 3 - Audits

The Authority shall cause an independent annual audit to be made of all revenues and expenditures, following the close of the fiscal year. Such audit shall be submitted to the Warren County Board of Commissioners after presentation to the Authority.

Section 4 - Indemnity

The Authority shall indemnify and hold harmless any member, officer, or employee of the Authority for any loss, including reasonable expense, incurred in defense of any action or claim, resulting to such member, officer, or employee as a result of serving in such capacity, except to the extent such loss might be occasioned by intentional wrongdoing.

Section 5 - Reports

The Authority shall report quarterly and at the close of the fiscal year to the Warren County Board of Commissioners as to its receipts and expenditures for the preceding quarter and for the year, in such detail as the Board shall require, in accordance with N.C.S.L. 2023-144, Senate Bill 154, Part 13, Section 13.2.(c).

Article 4: Amendments

Section 1 - Amendments
The Authority may propose these bylaws or any portion thereof be amended, altered, or repealed by the affirmative vote of a simple majority of all the voting members of the Authority. Proposed amendments, alterations, or repeal of bylaws must be ratified by the Board of County Commissioners.

Article 5: Adoption

Section 1 - Adoption
These bylaws shall become the bylaws of the Warren County Tourism Development Authority upon adoption.

Adopted on: ____________________________________

____
Jennifer Pierce, Chair
Warren County Board of Commissioners

WARREN COUNTY HUMAN RESOURCES
540 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON. NORTH CAROLINA 27589

MEMORANDUM

TO: Board of Commissioners

THROUGH: Crystal Smith, County Manager

FROM: Sierra Thomas, Human Resources Manager

DATE: October 21, 2024

RE: Personnel Manual Revisions Review

Sierra Thomas
Human Resources
Manager
sierrathomas@warrencountync.gov

Background

The Personnel Manual for Warren County was last updated in 2022. Given recent advancements in technology, changes in processes, and shifts in organizational structure, it is essential to revise the manual. Ensuring that the manual serves as a solid foundation for our organization is crucial, as it must accurately reflect our current needs and the challenges we face. I believe these revisions will not only improve our organizational effectiveness but also foster a supportive and inclusive workplace culture.

Recommendation

The following revisions have been proposed and reviewed by the HR Manager, County Attorney, and County Manager:

- **Payout of Vacation Leave** (Section 6-4)
- **Compensatory Time** (Section 6-8)
- **Probationary Period** (Section 2-12)
- **Probationary Period of Employment** (Section 8-10)
- **Overtime Policy** (Section 5-9)
- **Direct Deposit** (Section 7-8)
- **New Personnel Orientation** (Section 8-11)
- **Bereavement Leave** (Section 6-7)
- **Limitation on Employment of Relatives** (Section 2-24)

Additionally, the following new policies are recommended for implementation:

- **Immediate Family Member** (definition)
- **Wellness Days** (Section 6-1.2)
- **Pregnancy Workers Fairness Act** (Section 6.35)
- **Reasonable Accommodation for Pregnancy (Pregnant Workers Fairness Act,** (Section 6-.35.1)
- **Providing Urgent Maternal Protection Act (PUMP Act)** (Section 6.34)

Phone:(252)257-3574
Fax: (252) 257-5971
www.warrencountync.com

I recommend that the Board approve these revisions and the implementation of the new policies in the Personnel Manual as outlined. Thank you for considering this request.

NEW HIRE PROPERTY RECEIPT CHECKLIST

Employee Name: ____

Position/Department: ____

Start Date: ____

Supervisor: ____

Please review and initial each item to confirm that you have received and understand your responsibility for the following county property. Sign and date at the bottom to acknowledge receipt.

County Property	Employee Initial	Date Issued	Date Returned
Laptop			
Cell Phone			
Tablet			
Portable Hot Spots			
ID Badge/Access Cards			
Keys (Office/Building)			
Uniform			
Protective Equipment (PPE)			
Vehicle			
Keys (Vehicle)			
County P-card			
County Gas Card			

Acknowledgement of Responsibilities:

By signing this document, I confirm that I have received the county property specified above. I acknowledge my responsibility to keep this property in good condition and to return it upon my departure from employment or whenever requested by my supervisor. I agree to inform my supervisor immediately if any items are lost, stolen, or damaged. I understand that if I fail to return any of the listed items, the cost may be deducted from my final paycheck and/or vacation payout.

Created: 10/2024

Employee Signature: ____
_
Date: ____
____

Supervisor Signature: ____
Date: ____
____

Section 6-4. Payout of Vacation Leave

6-4.1. Upon Separation

Any employee who is separated from ~~employment~~ County service and upon returning all-County property issued to that employee, shall be paid for vacation leave ~~accrued~~ accumulated to the date of separation not to exceed a maximum ~~of 30 days, that is,~~ 225 hours for employees who work 37.5 hours per week or 240 hours for employees who work 40 hours per week. This is a lump sum payment. In cases where an employee fails to return County property, payment for annual leave may be withheld. Where an employee is involuntarily separated from employment under egregious circumstances, accumulated annual leave payment will be forfeited.

Employees must provide at least two weeks' notice to the Supervisor and/or Department Head. Department heads must provide at least 30 days' notice to the County Manger. Any employee failing to provide the notice will forfeit payment of accumulated leave. The notice requirement may be waived by the Department Head with the approval of the County Manager when deemed to be in the best interest of the County.

The estate of an employee who passes away while employed by the County will be entitled to payment for all accumulated annual leave, up to either 225 or 240 hours, depending on their standard working hours. Payment will be issued only after all equipment is returned.

If the equipment is not returned, the County will pursue a judgment against the employee to the fullest extent permitted by law.

(Page 72 in the Personnel Manual)

Section 1-5. Definitions

Immediate Family - Father, mother, wife, husband, son, daughter, brother, sister, grandmother, grandfather, father-in-law, mother-in-law, sister-in-law, son-in-law, daughter-in-law, brother-in-law, grandson, granddaughter, half-sister, half-brother, stepmother, stepfather, stepson, stepdaughter, stepsister, and stepbrother. (Does not pertain to FMLA and/or the use of sick leave)

Section 6-7. Bereavement Leave

Any full-time and permanent part-time employee who has a death in his/her immediate family may take up to 3 consecutive days of bereavement leave. ~~For the purposes of this policy, an immediate family member is defined as spouse, child, sibling, or parent.~~ Review the definition of "immediate family member" to identify who qualifies.

~~If~~ Bereavement leave must be taken within 2 weeks of the death of the immediate family member. ~~is not taken in any one fiscal year, it does NOT accumulate and carry forward into the next fiscal year.~~ If additional time is required, the employee may use sick, vacation leave, excessive time, or compensatory time, if available, subject to supervisory approval.

(page 75 in the Personnel Manual)

Section 2-24. Limitation of Employment of Relatives

The County prohibits the hiring and employment of immediate family in permanent positions within the same work unit. "Immediate Family" is defined herein. ~~For the purposes of this policy, immediate family is defined as spouse, mother, father, guardian, children, sister, uncle, aunt, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.~~ Those who are engaged to be married are also subject to the limitations set by this policy. If there is a lack of qualified applicants for a position in the same work unit and a qualified immediate family member applies, the supervisor may request the County Manager for an exception. The County will consider employing family members or related persons in the service of the County, provided that such employment does not:

The following provisions are applicable to all employees:

- ~~A. Members of an immediate family may not be employed in the same department or unit/section of a department.~~
- ~~B. Members of an immediate family may not fall under any aspect of a Supervisor's scope of responsibility. This restriction includes involvement of family members in writing or reviewing employee performance evaluations.~~
- ~~C. No one in a supervisory position with hiring authority shall hire members of their immediate family to work in any area under their scope of responsibility.~~
- ~~D. Employees who become immediate family members after their initial hiring will not be in jeopardy of losing their jobs if they are not supervised by or do not supervise the immediate family member. However, if this occurs the employee will be considered for any vacancy for which they are qualified or they will be given 6 months to seek other employment prior to termination.~~
- A) Results in a relative supervising relatives;
- B) Results in a relative auditing the work of a relative;
- C) Create a conflict of interest with either relative and the County, or
- D) Create the potential or perception of favoritism.

~~The provisions of this section shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with the previous paragraphs prior to the adoption of this policy.~~ The employment of close relatives within the same local department or unit is to be avoided unless significant recruitment difficulties exist. If there are fewer than three other available eligible for a vacancy and it is necessary for relatives to be considered for employment, or if two individuals are already employed and married, the County Manager will review the circumstances and determine if exceptions are appropriate.

Pursuant to N.C.G.S. § 153A-103(1), the Board of County Commissioners shall approve any appointment made by the Sheriff or the Register of Deeds of a relative by blood or marriage who is of nearer kinship than first cousin.

(page 34 in the Personnel Manual)

6-8.3. Excessive Time for FLSA Exempt Employees

Upon the recommendation of the Department Head, the County Manager may authorize exempt employees to accrue excessive time for overtime worked when special working conditions exist. Excessive time is earned or accrued by an exempt employee for time worked in excess of a workweek established by these policies that do not result from the FLSA provisions. Excessive time is earned at the rate of one hour for each hour worked by exempt employees. Department Heads will remain accountable for the approval of work schedules for exempt employees and will ensure proper documentation of hours worked by employees. Exempt employees under the FLSA shall be granted excessive time as specified below:

A. The first step is to modify your schedule in accordance with the flex policy, followed by the requirement to secure approval before earning or accumulating excess time.

B. Excessive time shall be taken by an exempt employee at the convenience of the Department and at the discretion of the Supervisor, Department Head, County Manager, or County Commissioner as applicable, at a time which will least obstruct the operation of the Department. In the case of emergency, unforeseen requests, the employee will notify a supervisor within 30 minutes from the beginning of the workday or shift.

C. Excessive time may not be formally transferred to any other type of leave.

D. Employees approved to accrue excessive time must maintain a record of all hours worked and account for their full work period either in hours worked or leave taken.

E. Before an employee can use their accrued excessive time, they must obtain prior approval from their supervisor.

F. Excessive time must be taken no later within the 3 months in which the accrual occurred. Time not used within this period will be lost. Any exception to this rule will result in justification from the Department Head with final approval from the County Manager.

G. Excessive time is lost when an employee is separated from County service. Excessive time will not be paid, and an employee's separation date may not be moved forward in recognition of an excessive time balance.

H. All the time earned will be tracked to ensure it is used before the three-month deadline, and any unused time will be removed after that period.

(New Policy seeking to add on page 76)

Section 6-8. Compensatory Time (Non-Exempt Employees)

This policy applies to all county departments except for the following: Sheriff's Office, Detention, Central Communication (E911), and EMS. Compensatory time will be accrued for all hours worked over the standard work period or approved alternative work period. Compensatory time is accrued for hours worked in excess of the standard work period of 37.5 hours at a rate of hour for hour up to 40 hours. Time accrued for any hours worked in excess of 40 hours within any work period will be calculated at a rate of time one half. Comp time must be approved by the Department Head in advance of accrual. See chart below:

Hours worked	Method of calculation	Title
37.6 to 40 hours	Hour for hour	Standard Compensatory Time
40 hours plus	Time and 1 half	Premium Compensatory Time

6-8.1. Eligibility for Compensatory Time

Each non-exempt regular or probationary full-time employee of Warren County shall receive compensatory time according to the Fair Labor Standards Act. Regular part-time employees, probationary part-time employees and temporary employees (full or part-time) shall not receive compensatory time. If you work in any of the following departments, you are not eligible to earn compensatory time: Sheriff's Office, Detention, Central Communication (E911), and EMS.

Exempt employees are designated by the County Manager in accordance with FLSA. Exempt employees may include certain executive, professional, and administrative employees. Exempt employees are eligible for compensatory time on an hour-for-hour basis regardless of the number of hours worked within a work week. This is a privilege granted by Warren County and is subject to change. Please refer to the Compensatory Time for Exempt Employees Policy located in the appendix.

The enforcement details for this section can be found in section 6-8.2, which covers the use of compensatory time.

Section 2-12. Probationary Period

Every new employee must successfully complete their probationary period to earn regular employment status. The probationary period typically lasts for ~~6~~ 9 months for general County employees, but may be extended for an additional 3 months for a total of ~~9~~ 12 months, if necessary. Competitive service employees, i.e., Department Heads, Social Services and Health Department employees, ~~law enforcement employees~~ employees who fall under the Sheriff's Office (Sheriff, Detention, E-911 Central Communications), and certain employees of the Emergency Medical Services division are subject to a 12-month probationary period. Employees in trainee or "work against" appointments may have different time frames established for their probationary period.

During the probationary period, Supervisors will review an employee's performance and communicate with then employee concerning performance progress. Before the end of the probationary period, the Supervisor will determine whether or not the employee is performing satisfactory work and meeting job expectations. The employee's progress (accomplishments, strengths, and weaknesses) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The Supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed.

Disciplinary action, including demotion and/or dismissal, may be taken at any time during the probationary period of a new hire.

Employees promoted to a new position will serve a probationary period for that new position.
(Please refer to section 8-10)

(Page 25 of the Personnel Manual)

Section 6-1.2. Wellness days

Each full-time employee is granted two wellness days per fiscal year. Employees will be able to use a wellness day starting from the day their benefits take effect.

One wellness day must be used between July 1st and December 31st. The other wellness day must be used between January 1st and June 30th of the fiscal year. Employees are required to request approval for wellness days in advance from their immediate supervisor or department head. Requests should be submitted in accordance with existing leave request procedures and are subject to approval based on operational needs.

Wellness days do not accrue from year to year and must be used within the specified fiscal year. Unused wellness days at the end of the fiscal year will not carry over into the next fiscal year and will be forfeited. Employees should provide reasonable notice when requesting a wellness day, taking into consideration the operational needs of their department.

Wellness days are intended for employees to attend to their physical health, mental well-being, or personal commitments that contribute to overall wellness. They are not intended as additional vacation or sick leave days.

If an employee leaves the county, they will not be entitled to any monetary compensation for that time.

(new policy based on the approval by of the Board of Commissioners on January 8, 2024)

Section 7-8. Direct Deposit

It is mandatory that ~~full-time~~ all Warren County employees have payroll checks directly deposited into the bank account of their choice.

(Page 102 in the Personnel Manual)

Section 6-35: Pregnant Workers Fairness Act (PWFA)

Introduction
This policy outlines the procedures and guidelines for providing reasonable accommodations to pregnant employees in accordance with the Pregnancy Workers Fairness Act (PWFA).

Scope
This policy applies to all employees, regardless of employment status, who are pregnant, have recently given birth, or have related medical conditions covered under the Pregnancy Workers Fairness Act.

Definitions
Pregnancy: The condition of being pregnant, childbirth, or related medical conditions.
Reasonable Accommodation: Modifications or adjustments to job duties, schedules, work environments, or processes that enable pregnant employees and applicants to perform their job functions without causing undue hardship to the employer.

Undue Hardship: Significant difficulty or expense that would impose a disproportionate burden on the operation of the organization.

Interactive Process: The collaborative dialogue between the employer and the pregnant employee to identify and implement appropriate accommodations.

Guidelines
It is the employee's responsibility to notify the County of any pregnancy-related limitation and that she needs accommodation. This can be done orally or in writing to their department head or the Human Resources Manager. Upon receiving a request for accommodation, the employer will engage in an interactive process with the pregnant employee to assess their needs and identify suitable accommodations. It is a violation of the PFWA for an employer to adopt or deny an accommodation without having gone through the interactive process.

The interactive process may involve discussions between the employee, their supervisor, and HR
personnel. Reasonable accommodations will be determined on a case-by-case basis, considering the pregnant employee's specific needs, the organization's operational requirements, and any potential undue hardships.

Information regarding an employee’s pregnancy and accommodation will be treated confidentially and shared only with individuals directly involved in the accommodation process on a need-to-know basis.

Section 6-35.1: Reasonable Accommodation (Pregnancy) – The Pregnant Workers Fairness Act

A covered employer is required to make a reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions of a qualified applicant or employee if requested and if it would not impose an “undue hardship” on the operation of the employer’s business.

Reasonable accommodations for these known pregnancy-related limitations may include:

Redistributing marginal or nonessential functions (for example, occasional lifting) that a pregnant worker cannot perform, or altering how a non-essential or marginal function is performed.
Redistributing an essential function of a job if:

- any inability to perform an essential function is for a temporary period.
- the essential function could be performed in the near future; and
- the inability to perform the essential function can be reasonably accommodated.

Modifying workplace policies, such as allowing a pregnant worker more frequent breaks or allowing her to keep a water bottle at a workstation even though keeping drinks at workstations is generally prohibited.

Modifying a work schedule so that someone who experiences severe morning sickness can arrive later than her usual start time and leave later to make up for the time not eligible for FMLA or other types of leave. Employers shall not require an employee to accept accommodation other than any reasonable accommodation arrived at through the interactive process. Employers shall not require an employee to take leave, whether paid or unpaid, if another reasonable accommodation can be provided. The employer shall not deny employment opportunities to an applicant or employee if the denial is based on the need to make reasonable accommodations to the known limitations related to pregnancy, childbirth, or related medical conditions.

(New policy, per State recommendation)

Section 6-34: The Providing Urgent Maternal Protection Act (PUMP Act)

Under the Fair Labor Standards Act, employees must be allowed the right to take reasonable break time to express breast milk for their nursing child each time such employee has need to express the milk. This right is available for up to one year after the child's birth.

Covered employees much be provided with a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. This location must be functional as a space for expressing break milk.

Under the FLSA, when an employee is using break time at work to express breast milk they either:

- be completely relieved of duty; or must be paid for the break time.

Employees should inform their supervisor when they need to use this policy, so accommodation can be arranged for a reasonable break time. Supervisors should clearly understand whether the employee will be working during this break or will be completely relieved of duties to ensure accurate pay for the employee.

(New policy, per State recommendation)

Section 5-9. Overtime Pay

It is Warren County's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and to prohibit improper deductions from pay, whether for lack of work or for any other reason.

The Human Resources Manager is assigned responsibility to designate each job class as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act (FLSA).

The only departments eligible for overtime pay are the Sheriff's Office, Detention, Central Communication (E911), and EMS, specifically for employees who works a non-8:30 AM to 5 PM schedule. Overtime work may periodically be necessary to ensure the best interest of the County. Such instances may include cases where excessive hours of work are necessary due to weather conditions, seasonal activity, emergencies, status of vacancies, or other situations as designated by the County Manager. All overtime must be authorized in advance by the employee's Department Head or a Supervisor who has been designated to make such decisions.

Employees are expected to work during all assigned periods, exclusive of bona fide breaks, meal times, or unscheduled hours. Employees are not to perform work during such non-work breaks, meal times, or unscheduled hours unless given approval by their immediate Supervisor or Department Head, except in cases of extreme emergency.

An extreme emergency exists when an employee is called upon to perform work for Warren County that could prevent damage to property or persons, or which requires immediate attention that cannot possibly be postponed. Employees who work excess hours due to an emergency shall advise the immediate Supervisor or Department Head immediately.

All non-exempt employees shall receive straight time pay for the standard work period (37.5 hours per week or alternative 40 hours per week). All non-exempt employees will accrue compensatory time off on an hour for hour basis for each hour worked beyond the standard work period of 37.5 hours per week. All non-exempt employees will accrue compensatory time off at a rate of time and one half for hours worked in excess of 40 hours within a work period.

Authorized Overtime work shall be compensated as follows:

For the purposes of this policy, overtime hours are outlined in the chart below:

Hours worked	Method of calculation	Title
37.6 to 40 hours	Hour for hour	Standard Compensatory Time
40 hours plus	Time and 1 half	Premium Compensatory Time

Employees who work in public safety or emergency response divisions may accrue no more than 480 hours of compensatory time off within a 1 year period (fiscal year). Other employees may accrue no more than 240 hours within a 1 year period (fiscal year). Non-exempt public safety or emergency response employees who accrue in excess of 480 hours or general employees who accrue in excess of 240 hours of compensatory time shall be paid out for only those hours that exceed 480 or 240 at the end of the fiscal year. Upon separation of employment, payment will be made for any compensatory time balances.

Employees requesting to use accrued compensatory time must make a specific request to their immediate Supervisor or Department Head. Use of such time will be allowed within a reasonable period following the request as long as it does not unduly disrupt the operations of the unit, department, or Warren County.

Deputies of the Warren County Sheriff's Office shall be paid overtime in the following manner: When an employee shall be required to work more than 171 hours within the normal 28 day work period, he/she shall be eligible for overtime pay. Such overtime pay shall be reflected in the employee's next regular paycheck at the rate of time and a half.

Non-exempt employees who arrive at work early, stay late, work weekends, or take work home will not be compensated for such work unless overtime work is authorized by the immediate Supervisor, Department Head, or County Manager.

When specific, extraordinary working conditions warrant (i.e., extreme weather conditions, acts of terrorism, declaration of state of emergency, status of vacancies), the County Manager, if funding is available, may authorize non-exempt employees to be paid for overtime, rather than accumulate compensatory time for the hours worked. The employees' (with the exception of Law Enforcement, Detention Officers, E-911 Central Communications, and certain Emergency Medical Services employees) regular hourly equivalent salaried rate is calculated by dividing the annual Full-time salary by 1,950 or 2,080.

In order to ensure that the principles of public accountability are followed, Warren County recognizes compensatory time as a benefit will be extended to exempt employees as well. Exempt employees shall accrue compensatory time on an hour for hour basis for any hours worked in excess of the applicable work period. The unabridged Compensatory Time for Exempt Employees Policy can be found in the appendix.

Paid holidays or hours during which an employee does not physically work, including but not limited to paid vacation and sick leave, will not be counted as hours worked in computing overtime. Time actually worked on a Warren County designated holiday will be considered time worked for the purposes of computing overtime compensation. Non-exempt employees who work overtime will be paid for all overtime incurred during the pay period in which the overtime was worked, unless permission to convert to compensatory time is requested and granted.

Warren County has the right to adjust work schedules to stay within budget constraints.

(Page 65 – 66 in the Personnel Manual)

Section 8-10. Probationary Period of Employment

A probationary period is required for all new employees in a permanent position. The initial standard County determined probationary period shall have a duration of ~~6 months~~ 9 months (12 months for Department Heads, Emergency Medical Technicians, ~~law enforcement~~ employees who fall under the Sheriff's Office (Sheriff, Detention, E-911 Central Communications), and employees of the Department of Social Services and Health Department). General County employees may be subject to the possibility of a 3-month extension at the discretion of the Department Head and approved by the County Manager or designee. The probationary period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work, and for securing the most effective adjustment of a new employee whose performance or conduct is not satisfactory. Each person selected for appointment shall be made aware of the requirements for the probationary period and the conditions of probationary status.

No employee shall remain on probation for more than ~~9 months, except an Emergency Medical Technician, law enforcement personnel, or an employee of the Department of Social Services or Health Department, who shall not serve in a probationary status for more than 12 months~~ 12 months.

If at any time during the probationary period the County Manager or other appointing authority determines that the services of the employee have been unsatisfactory and shows no promise of improvement to an acceptable level, the probationary employee may be separated from his/her position by the County Manager or other appointing authority without the right to appeal or hearing. The employee shall be notified in writing as to the effective date of separation.

Employees who have successfully completed the probationary period will be notified in writing of their status as a regular employee.

(Page 105 in the Personnel Manual)

Section 8-11. New Personnel Orientation

New hire orientation sessions for Warren County Government will be held on the 16th of each month. Employees will only commence employment on these designated dates, which are the 1st and 16th of each month. If either of these days falls on a weekend, the employee will report on the next business day.

The immediate Supervisor or Department Head must schedule an orientation to Warren County Government with the Warren County Human Resources Department for all new personnel. This orientation ~~must~~ will take place on the 16th of each month for employees starting the 1st or the 16th of that month ~~be conducted on the employee's first day of employment~~ with the County. This session will consist of a general orientation to personnel policies, all County benefits, and procedures in practice in Warren County.

Additionally, Department Heads must ~~also orient~~ conduct an orientation on the employees' first day regarding ~~all new employees to~~ the Hazard Communication Program and other departmental training and policies. ~~on the employee's first day of employment with the County.~~

~~New Personnel Orientation will be conducted at the start of a new pay period for full-time employees; however, part-time employees may have orientation outside of the normal pay period start to provide uninterrupted service to the County.~~

(Page 106 in the Personnel Manual)

WARREN COUNTY FIRE COMMISSION
PO BOX 859
WARRENTON, NC 27589
(252) 257 – 1191 Office
(252) 257 – 4974 Fax

Tare Davis
Fire Commissioner

Greg Henry
Fire Marshal

TO: Warren County Board of Commissioners

FROM: Malana Williams, Senior Center Director

THROUGH: Crystal Smith, County Manager

DATE: October 28, 2024

SUBJECT: Consider approval of Home and Community Care Block Grant budget.

Background

The Warren County Senior receives Home and Community Care Block Grant (HCCBG) funding annually. The HCCBG aims to enhance the planning and coordination of services for older adults, enabling them to live independently at home. It provides a comprehensive support system that includes transportation, meals, and in-home care. Additionally, the HCCBG promotes the visibility of aging programs locally and offers counties flexibility in fund allocation to meet their specific needs. This approach helps ensure that older adults receive the necessary services tailored to their individual circumstances.

Fiscal Impact

The Warren County Senior will receive $ 296,626.00 from the HCCBG to continue providing services to older adults in Warren County.

Recommendation

The Warren County Senior Center recommends approving this budget to sustain vital services for older adults. The funding will support essential programs, including transportation for medical appointments and employment, as well as meal services—both home-delivered and congregate. Additionally, it will help maintain the operations of the senior center, ensuring that older adults continue to receive the support they need in their community.

DAAS -730
(Rev. 4/2019)

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County Warren July 1, 2024 through June 30, 2025

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Warren County Senior Center
(Name of agency/office with lead responsibility

Malana Williams 10/21/2024
Authorized signature (date)

Malana Williams, Senior Center Director
(Type name and title of signatory agent)

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Warren County Senior Ceneter
435 W. Franklin St
Warrenton, NC 27589

Home and Community Care Block Grant for Older Adults

County Funding Plan

Provider Services Summary

DAAS-732 (updated 6-11-21)
County Warren
July 1, 2024 through June 30, 2025
REVISION # , DATE :

Services	Ser. Delivery (Check One) Direct	Purch.	A Block Grant Funding Access	In-Home	Other	Total	B Required Local Match	C Net* Serv Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse. Rate	H Projected HCCBG Clients	I Projected Total Units
Congregate Nutrition	X				13250	\\\\\\\\\\\\\\\\	1472	14722	1500	16222	1850	7.9578	40	1850
Home delivered		X		97729		\\\\\\\\\\\\\\\\	10859	108588	10000	118588	12000	9.049	100	12000
transportation general		X	20500			\\\\\\\\\\\\\\\\	2278	22778		22778	960	23.7271	40	960
transportation medical		X	22500			\\\\\\\\\\\\\\\\	2500	25000		25000	721	34.6741	35	721
Senior center operations	X				32134	\\\\\\\\\\\\\\\\	3570	35704		35704				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
Total	\\\\\\	\\\\\\	43000	97729	45384	186113	20679	206792	11500	218292	15531	\\\\\\\\\\\\	215	15531

*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care		
Administrative		
Net Ser. Cost Total		

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Nikki Dickerson 10/23/24
Signature, County Finance Officer   Date

Melanie Williams, Director 10/21/2024
Authorized Signature, Title   Date
Community Service Provider

Signature, Chairman, Board of Commissioners   Date

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Warren County Department of Social Services
307 N Main St
Warrenton, NC 27589

Home and Community Care Block Grant for Older Adults

County Funding Plan

Provider Services Summary

DAAS-732 (updated 6-11-21)
County__Warren__
July 1, 2024 through June 30, 2025
REVISION # , DATE :

Services	Ser. Delivery (Check One) Direct	Purch.	A Block Grant Funding Access	In-Home	Other	Total	B Required Local Match	C Net* Serv Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse. Rate	H Projected HCCBG Clients	I Projected Total Units
In Home Aide Level 1	x			72500		\\\\\\\\\\\\\\\\	8056	80556		80556	2080	38.7288	20	2000
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
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						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
						\\\\\\\\\\\\\\\\	0	0		0				
Total	\\\\\\\\	\\\\\\\\	0	72500	0	72500	8056	80556	0	80556	2080	\\\\\\\\\\\\\\	20	2000

*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care		
Administrative		
Net Ser. Cost Total		

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Nikki Dickerson 10/23/24
Signature, County Finance Officer Date

Lenae Alston 21 Oct 2024
Authorized Signature, Title Date
Community Service Provider

Signature, Chairman, Board of Commissioners Date

NC DIVISION OF AGING AND ADULT SERVICES COS

AGENCY NAME: Warren County Social Services

State Fiscal Year: FY 2025

STAFF NAME	POSITION	TOTAL SALARY	FTE Equivalent	FULL TIME PART TIME	Assignable Salary
Batts	Aid	$ 40,078	1	FULL TIME	$ 18,125
Greene	Aid	$ 20,000	0.5	FULL TIME	$ 18,125
TBD	Aid	$ 20,000	0.5	FULL TIME	$ 18,125
TBD	Aid	$ 20,000	0.5	FULL TIME	$ 18,125
				SUBTOTAL FT:	$ 72,500
				SUBTOTAL PT:	
				TOTAL	$ 72,500
				PERCENT FT:	100.00%
				PERCENT PT:	0.00%

·T OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

Fiscal Period: 1-Jul-24 through Jume 30, 2025

ADMIN. SALARY	SERVICE In Home Aide level 1	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE
	$ 18,125							
	$ 18,125							
	$ 18,125							
	$ 18,125							
$ -	$ 72,500							
$ -	$ 72,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	100.00%							
	0.00%							

SERVICE	SERVICE

$ -	$ -	$ -	$ -	$ -	$ -

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet
Provider: Waren County Department of Social Services
County: Warren
Budget Period: July 1, 2024 through June 30, 2025
Revision ___yes, __no, revision date _______

DAAS-732A
2/16

I. Projected Revenues	**Grand Total**		**Service** In home aide lel 1	**Service**	**Service**	**Service**	**Service**	**Service**	**Service**	**Service**
A. Fed/State Funding From the Division of Aging		//////////////	72,500							
Required Minimum Match - Cash	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1) Warren County		//////////////	8,056							
2)		//////////////								
3)		//////////////								
Total Required Minimum Match - Cash		//////////////	8,056							
Required Minimum Match - In-Kind	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1)		//////////////								
2)		//////////////								
3)		//////////////								
Total Required Minimum Match - In-Kind		//////////////								
B. Total Required Minimum Match (cash + in-kind)		//////////////								
C. **Subtotal, Fed/State/Required Match Revenues**		//////////////	**80,556**							
D. NSIP Cash Subsidy/Commodity Valuation		//////////////								
E. **OAA Title V Worker Wages, Fringe Benefits and Costs**										
Local Cash, Non-Match	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1)		//////////////								
2)		//////////////								
3)		//////////////								
4)		//////////////								
F. **Subtotal, Local Cash, Non-Match**		//////////////								
Other Revenues, Non-Match	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1)		//////////////								
2)		//////////////								
3)		//////////////								
G. **Subtotal, Other Revenues, Non-Match**		//////////////								
Local In-Kind Resources (Includes Volunteer Resources)	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1)		//////////////								
2)		//////////////								
3)		//////////////								
H. Subtotal, Local In-kind Resources, Non-Match		//////////////								
I. Client Cost Sharing		//////////////								
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)		//////////////	**80,556**							

Division of Aging and Adult Services
Service Cost Computation Worksheet 3/99

II. Line Item Expense	Grand Total	Admin. Cost	Service	Service	Service	Service	Service	Service	Service	Service
Staff Salary From Labor Distribution Schedule	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
1) Full-time Staff			72,500							
2) Part-time staff (do not include Title V workers)										
A. **Subtotal, Staff Salary**			**72,500**							
Fringe Benefits	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
1) FICA @ 7.65 %			5,546							
2) Health Ins.			2,510							
3) Retirement										
4) Unemployment Insurance										
5) Worker's Compensation										
6) Other										
B. **Subtotal, Fringe Benefits**			**8,056**							
Local In-Kind Resources Non-Match	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
1)										
2)										
3)										
C. **Subtotal, Local In-Kind Resources Non-Match**										
D. **OAA Title V Worker Wages, Fringe Benefits and Costs**										
Travel	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
1) Per Diem										
2) Mileage Reimbursement										
3) Other Travel Cost										
E. **Subtotal, Travel**										
General Operating Expenses	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
1)										
2)										
3)										
4)										
5)										
6)										
7)										
8)										
F. **Subtotal, General Operating Expenses**										
G. **Subtotal, Other Administrative Cost Not Allocated**	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
in Lines II.A through E	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////	/////////////
			/////////////	/////////////						
H. **Total Proj. Expenses Prior to Admin. Distribution**			**80,556**							
I. **Distribution of Admininistrative Cost**	/////////////									
J. **Total Proj. Expenses After Admin. Distribution**		/////////////	**80,556**							

Division of Aging and Adult Services
Service Cost Computation Worksheet 3/99

III. Computation of Rates	**Grand Total**		**Service**	**Service**	**Service**	**Service**	**Service**	**Service**	**Service**	**Service**
A. **Computation of Unit Cost Rate:**	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1. Total Expenses (equals line II.J)		//////////////	80,556							
2. Total Projected Units	//////////////	//////////////	2,080							
3. Total Unit Cost Rate	//////////////	//////////////	38.7288							
B. **Computation of Reimbursement Rate:**	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////	//////////////
1. Total Revenues (equals line I.J)		//////////////	80,556							
2. Less: NSIP (equals line I.D)		//////////////								
Title V (equals line I.E less II.D)		//////////////								
Non Match In-Kind (equals line I.H less II.C)		//////////////								
3. Revenues Subject to Unit Reimbursement		//////////////	80,556							
4. Total Projected Units (equals line III.A.2)	//////////////	//////////////	2,080							
5. Total Reimbursement Rate	//////////////	//////////////	38.7288							
C. **Units Reimbursed Through HCCBG**	//////////////	//////////////	**2,080**							
D. **Units Reimbursed Through Program Income***	//////////////	//////////////								
E. **Units Reimbursed Through Remaining Revenues**	//////////////	//////////////								
F. **Total Units Reimbursed/Total Projected Units**	//////////////	//////////////	**2,080**							

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

	DAAS-732A	DAAS-732
Block Grant Funding	Line I.A	Col. A
Required Local Match-Cash & In-Kind	Line I.B	Col. B
Net Service Cost	Line I.C	Col. C
NSIP Subsidy	Line I.D	Col. D
Total Funding	L. I.C+I.D	Col. E
Projected HCCBG Reimbursed Units	Line III.C	Col. F
Total Reimbursement Rate	Line III.B.5	Col. G
Projected Total Service Units	Line III.F	Col. I

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County___________________

County Funding Plan

July 1, ___2024____ through June 30, ___2025____

County Services Summary

	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required	Net	NSIP	Total	Projected	Projected	Projected	Projected
Services	Access	In-Home	Other	Total	Local Match	Service Cost	Subsidy	Funding	HCCBG Units	Reimbursement Rate	HCCBG Clients	Total Units
In Home Aide Level 1		72500		\\\\\\\\\\\\	8056	80556		80556	2080	38.7288	20	2000
Congregate			13250	\\\\\\\\\\\\	1472	14722	1500	16222	1850	7.9578	40	1850
Home delivered			97729	\\\\\\\\\\\\	10859	108588	10000	118588	12000	9.049	100	12000
Transportation gen	20500			\\\\\\\\\\\\	2278	22778		22778	960	23.7271	40	960
Transportation med	20500			\\\\\\\\\\\\	2278	22778		22778	721	34.6741	35	721
Senior Center Ops			32134	\\\\\\\\\\\\	3570	35704		35704				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
				\\\\\\\\\\\\	0	0		0				
Total	41000	72500	143113	256613	28513	285126	11500	296626	17611	\\\\\\\\\\\\\\	235	17531

Signature, Chairman, Board of Commissioners Date

DAAS-733
(Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2024 through June 30, 2025

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider Warren County Senior Center

County Warren

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Warren County Senior Center offers a range of services to older adults, minorities, disabled individuals, and low-income citizens in Warren County. Key services include transportation for general and medical needs, as well as nutrition programs like congregate meals and home-delivered meals. Additionally, the center promotes outreach, socialization, fitness, recreation, and educational programs through various events and activities.

The Warren County Senior Center provides general and medical transportation services to older adults through a subcontract with the Kerr Area Rural Transportation Authority (KARTS). This service covers trips to nutrition sites, human services agencies, medical providers, clinics, and hospitals in various nearby cities, as well as pharmacies and grocery stores. Access to transportation is facilitated through referrals from agencies, members, or the public. Registration involves a telephone or virtual interview, and assessments during home visits by a social worker, leading to the issuance of vouchers for services. Members receive education on program and event procedures during registration and throughout their use of services. The center also offers supplemental transportation using Warren County owned vehicles.

Congregate nutrition services for older adults in Warren County are offered at the Senior Center located at 435 W Franklin Street, Warrenton, NC. A hot, nutritious meal is served daily from Monday to Friday. For those who qualify for home-delivered meals, Blue Dog Associates provides bi-weekly deliveries of ten meals per delivery, which include fruit, juice, bread, and powdered milk. Assessments for home-delivered meal eligibility are conducted by the Senior Center's Social Worker III or the director, in accordance with North Carolina Department of Health and Human Services guidelines. Participants in both the congregate and home-delivered meal programs are identified through information and case assistance, referrals from members, the general public, and outside agencies. Home-delivered meal recipients are reassessed every six months, while congregate meal participants are assessed annually.

The Warren County Senior Center offers a variety of services to older adults both onsite and through multiple offsite events throughout the year. Information about services, events, and activities is disseminated via various media outlets, newsletters, flyers, calendars, social media, and partnerships with senior living communities, clubs, and organizations in the area.

Activities and programs include fitness exercises, dance, board games, billiards, bingo, arts and crafts, and other recreational pursuits. Educational workshops on health, wellness, safety, and advocacy are provided by speakers from various agencies. Additionally, health screenings and wellness checks are conducted by representatives from the Warren County Health Department and other medical facilities at the center. These services help older adults meet their physical, social, intellectual, and emotional needs, enabling them to maintain their independence and age gracefully within their homes and communities.

July 1, 2024 through June 30, 2025

Home and Community Care Block Grant for Older Adults

Community Service Provider

Standard Assurances

Community Service Provider Warren County Senior Center
agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
   a. The County Funding Plan
   b. The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers
   c. The Division of Aging and Adult services standards at https://www.ncdhhs.gov/divisions/daas/monitoring

   Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority older adults will be addressed in the manner specified on the Outreach Methodology to Address Service Needs of Target Population (DAAS-733).

3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
   a. Eligibility determination
   b. Client intake/registration
   c. Client assessment/reassessments and quarterly visits, as appropriate
   d. Determination of the amount of services to be received by the client
   e. Review of consumer contributions policies with eligible clients

4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any subcontracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and subcontracted providers may appeal or dispute a decision made by the community service provider.

6. Applicant/client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers.

7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.

8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).

9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the Older Americans Act (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
    a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
    b. The subcontractor has not been barred from doing business at the federal level.
    c. The subcontractor is able to produce a notarized "State Grant Certification of No Overdue Tax Debts.
    d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.

e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).

12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Aging and Adult Services is notified of suspected or confirmed security incidents and data breaches.

13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedules posted at https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention by the NC Department of Health and Human Services Controller's Office, as well as the local government agency schedules posted at https://archives.ncdcr.gov/government/local by the NC Department of Natural and Cultural Resources.

    Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

Melin Willi   10/21/2024
(Authorized Signature)   (Date)

Standard Assurance To Comply with Older Americans Act Requirements Regarding Clients Rights For Agencies Providing In-Home Services through the Home and Community Care Block Grant for Older Adults

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Warren County Senior Center

Name of Agency Administrator: Malana Williams

Signature: Malana Williams Date: 10/21/2024

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.

2. You have the right to appropriate and professional care relating to your needs.

3. You have the right to be fully informed in advance about the care to be provided by the program.

4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.

5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.

6. You have the right to voice you grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.

7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.

8. You have the right to expect the preservation of your privacy and respect for your property.

9. You have the right to receive a timely response to you request for service.

10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.

11. You have the right to be informed of agency policies, changes, and costs for services.

12. If you are denied service solely on you inability to pay, you have the right to be referred elsewhere.

13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.

14. You have the right to be fully informed about other services provided by this agency.

Standard Assurance To Comply with Older Americans Act Requirements Regarding Clients Rights For Agencies Providing In-Home Services through the Home and Community Care Block Grant for Older Adults

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Warren Co DSS

Name of Agency Administrator: Renae Alston

Signature: Renae Alston Date: 21 OCT 2024

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.

2. You have the right to appropriate and professional care relating to your needs.

3. You have the right to be fully informed in advance about the care to be provided by the program.

4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.

5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.

6. You have the right to voice you grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.

7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.

8. You have the right to expect the preservation of your privacy and respect for your property.

9. You have the right to receive a timely response to you request for service.

10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.

11. You have the right to be informed of agency policies, changes, and costs for services.

12. If you are denied service solely on you inability to pay, you have the right to be referred elsewhere.

13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.

14. You have the right to be fully informed about other services provided by this agency.

WARREN COUNTY
PLANNING, ZONING & CODE ENFORCEMENT

To: Warren County Board of Commissioners
From: Mark Bloomer, Director
Date: October 25, 2024
Re: Proposed Landscaping Design Requirements

This is the same information that I presented to you at your October 16, 2024 Work Session. Warren County's Planning Board requested several months ago that staff develop design requirements for new businesses in Warren County. Staff coordinated with the Planning Board to develop the following requirements. These requirements were approved by the Planning Board at their October Meeting after revisions to the proposed requirements were made at their September meeting.

The proposed commercial design requirements apply to all new construction as well as significant improvements to existing commercial buildings in Lakeside Business and Neighborhood Business zoning districts. The proposed design requirements require a site plan as well as a landscaping plan, and they require frontage landscaping to consist of canopy trees or understory trees and shrubs or native grasses. Plantings may be evenly spaced in a street planting yard or clustered within parking lot islands or as foundation plantings.

A valid site plan approval is required prior to issuance of a zoning permit or building permit. The proposed requirements also provide installation requirements for the landscaping, and the requirements have some built-in flexibility to provide the business or property owner with some options. The proposed requirements also encourage tree preservation, and they require screening for trash collection and recycling areas as well as for outdoor storage areas. These changes will dramatically improve the aesthetics of new and expanding businesses in LB and NB districts without being too onerous for the business owners.

Definitions for Building Frontage, Outdoor Storage, Canopy Trees and Understory Trees have also been created. We are also proposing to reduce the number of parking spaces required for retail stores. Currently one space for each 200 square feet of sales area in the building plus one space for each two employees is required. We are proposing to change this to require one space for each 300 square feet of sales area in the building. This change will still require ample parking, but also save business owners substantial costs on paving. These savings will offset the cost of the required landscaping. The proposed changes are supported by the 2022 Comprehensive Development Plan, have been customized to fit Warren County, and they will help to make our County even more beautiful than it already is.

J. ***Commercial Development Requirements:*** The following commercial design requirements apply to all new construction and sites or significant improvements of existing commercial buildings and sites in the Lakeside Business and Neighborhood Business Districts. Significant improvements are defined for the purposes of this ordinance as increasing building area by over 25% or improvements that amount to greater than 50% of the property value.

1. A site plan and landscape plan (landscape plan can be incorporated into site plan) are required for new construction or expansion of existing commercial building in the Lakeside Business and Neighborhood Business Districts.
    - I. ***Site Plan:*** A site plan shall be submitted to the Warren County Planning, Zoning, & Enforcement Department prior to any site disturbance. A valid site plan approval is required prior to issuance of a zoning permit or building permit. A site plan must be accompanied by scaled drawings that, at a minimum, show the following:
        - a. Boundary survey of the tract showing courses and distances and total acreage, including zoning, land use, and lot lines of all contiguous properties.
        - b. Existing vegetation and areas of mature forest canopy.
        - c. Flood hazard areas including base flood elevation.
        - d. Topographic contours at a maximum of two-foot intervals showing existing grades.
        - e. Existing zoning districts, as appropriate.
        - f. Setbacks
        - g. Existing and proposed water, sanitary sewer, storm sewer, storm water control facilities, communications, natural gas, and electric utilities, including all such easements.
        - h. Site data including vicinity sketch, north arrow, engineering scale ratio, title of development, date of plan, name and address of owner and developer, and person or firm preparing the plan.
        - i. Landscape Plan: A landscape plan shall be submitted with the site plan. A landscape plan must contain the following information:
            - a. An accurate drawing of property boundaries.
            - b. A development summary including the total acres in the development, proposed use(s), required parking, provided parking spaces, and total building square footage.
            - c. The location of proposed or existing building(s), driveways, parking areas, required parking spaces, traffic patterns, and sight design triangles (as required by NCDOT).
            - d. Location of existing overhead utilities.
            - e. Plan of required landscaping as described in Section J.2.
            - f. Plant lists with common names, quantity, and spacing.
            - g. Name of the project, owner, name and address of engineer, scale, date, legend, and north arrow.
        - j. Minor changes or approved plans may submit an abbreviated site plan. An abbreviated site plan shall be allowed when a proposed change is physically limited to only a contained portion of the site. An abbreviated site plan may include only that portion of the site plan which is being altered. The Planning and Zoning Administrator shall determine when an abbreviated site plan may be submitted for a detailed site plan and what items must be included.
        - k. Where possible, the information in preceding paragraphs can be submitted on the preliminary plat.
2. ***Landscaping:*** All new buildings and buildings with significant improvements must have a landscaped street yard between the building frontage and primary street. This street

yard shall include frontage landscaping to provide shade, screen views, mitigate runoff, and provide aesthetic appeal. Landscaping shall comply with the following requirements:

I. Frontage Landscaping

a. Plantings shall include one (1) canopy tree every fifty (50) linear feet~~,~~ or one (1) understory tree per every thirty-three (33) linear feet of road frontage, and twelve (12) shrubs per one hundred (100) linear feet of road frontage. Plantings may be evenly spaced in a street planting yard or clustered within parking lot islands or as foundation plantings.

b. Street yard planting strips between parking lots and the edge of the property line must be at least 8 feet wide.

c. Landscaped parking lot islands must have an area of at least 150 square feet.

d. Where overhead utility lines are present, understory trees with a height of less than thirty (30) feet at maturity shall be used in place of the canopy tree requirement.

e. Native trees and shrubs are encouraged. Large ornamental grasses may be substituted for shrubs.

f. Bradford Pear, mimosa, tree of heaven and other plants listed invasive plants with the North Carolina Forest Service or NC State Extension are not permitted to be used to fulfill landscaping requirements.

II. Screening

a. Trash collection and recycling areas shall be located on the side or rear of the building and shall be screened from view from adjacent properties and public rights-of-way. These service areas shall be screened by walls, gates, opaque fencing or evergreens. Height of screening shall be at least 6 feet within 3 years of installation.

b. Outdoor storage must be located at least 15 feet from the public right-of-way and at least 25 feet from abutting residential lots or districts and screened by an opaque fence or evergreen hedge from public right-of-way and adjacent residential lots or districts.

c. Screening must be maintained in good repair or health.

III. Buffering: When adjacent to existing residential use or zoned property, buffering requirements must also be met as specified in Section I.E. of this ordinance.

IV. Planting Installation

a. Canopy trees must have a minimum height of 6 feet and a minimum diameter of 2" (measured 6" above the ground) at installation.

b. Understory trees must have a minimum height of 4 feet and a minimum diameter of 1" (measured 6" above the ground) at installation.

c. Shrubs and ornamental grasses must have a minimum height of 18" at installation.

d. All trees and shrubs shall be properly planted and mulched (3-4" layer).

V. Tree Preservation and Additional Landscaping Credit

a. Tree preservation is encouraged on all properties located in the Neighborhood Business and Lakeside Business Districts. Existing trees with a diameter at breast height (dbh) of 8" or more can count toward required tree totals if the critical root zone of the tree is not disturbed.

b. The minimum required off-street parking spaces specified in Section III of this ordinance may be adjusted by up to 33% by the Planning Director under the following conditions:

  a. When it has been determined that the reductions are necessary to preserve a healthy tree or trees.

  ~~a.~~b. Additional landscaping or stormwater retention areas will be provided that exceed required minimums.

Dry cleaners, laundries	One (1) space for each two employees, plus reservoir space equal to five (5) times the capacity of the laundry.
Funeral homes or mortuaries	One (1) space for each three (3) seats in the chapel, plus off-street passenger loading accommodation for ten (10) cars and one space for each two employees.
Furniture stores	One (1) space for each two hundred (200) square feet on sales floor area below five thousand (5,000) square feet plus one space for each four hundred (400) square feet above five thousand (5,000) square feet, plus one (1) space for each two (2) employees.
Golf courses, including miniature golf	Three (3) spaces for each hole, plus one (1) space for each two (2) employees.
Homes for the aged including retirement communities	One (1) space for each four (4) beds plus one (1) space, plus one (1) space for each two (2) employees.
Home occupations	One (1) off street space for each person employed plus sufficient off-street spaces for patrons, not to be in a required front yard.
Hospitals	One (1) space for each bed, plus one (1) space for each staff doctor, plus one (1) space for each two (2) employees on the largest shift.
Kindergartens, nurseries, elementary and junior high schools	Three (3) spaces for each classroom plus off-street passenger loading arrangements.
Library, museum, art gallery or other cultural facility	One (1) space for each two hundred (200) square feet of gross floor area for use by the public.
Medical offices and clinics	Four (4) spaces for each doctor, plus one (1) space for each employee.
Multi-family residences	Two and one-half (2 ½) spaces for each dwelling unit.
Restaurants, excluding drive-in	One (1) space for each three (3) seats in the business.
Retail stores, not otherwise specified	One (1) space for each ~~two~~ three hundred (3~~2~~00) square feet of sales area in the building~~, plus one (1) space for each two employees.~~.
Senior high schools, trade and vocational schools, business and professional schools, colleges and universities	Five (5) spaces for each classroom plus off-street passenger loading arrangements.
Service station	Four (4) spaces for each grease or wash rack.
Single and two (2) family residence	Two (2) spaces for each dwelling unit.
Tourist homes and room renting	One (1) space for each guest room, plus one (1) space for each two (2) employees.

Board of Adjustment: The convening body of members appointed by the Warren County Board of Commissioners charged with hearing and deciding on Special use permits, Variances and Appeals from orders and Interpretation of the Planning and Zoning Administrator.
Board of Commissioners: The governing body of Warren County.
Bona Fide Farm: Except as provided in G.S. 106-743.4 for farms that are subject to a conservation agreement under G.S. 106-743.2, bona fide farm purposes include the production and activities relating or incidental to the production of crops, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agricultural products as defined in G.S. 106-581.1 having a domestic or foreign market.
Buffer: A fence, wall, hedge, or other planted area or device used to enclose, screen, or separate one use or lot from another.
Building: Any structure enclosed by exterior walls and a roof constructed or used for a residence, business purposes, or accessory thereto; and including but not limited to manufactured structures, garages, tents, lunch wagons, dining cars, trailers, mobile homes, and carports. Any structure used or intended for supporting or sheltering any use or occupancy.
Building Frontage: The portion of a building's façade that lies parallel to the primary street.
Building Height: The vertical distance measured at the front elevation to the highest point of the building. Spires, cupolas, chimneys, antennae attached to a building, and/or projections from buildings, radios, TV, communications, telecommunication, and water towers are not to be included in the calculations of building height.
Building Setbacks: The minimum distance from the surveyed property line to the closest projection of the exterior face of buildings, walls, or other form of construction (i.e. decks, landings, terraces, porches, and patios on grade).
Building Site: Any lot or portion thereto, of a parcel of land upon which a building or buildings may be erected in conformance with the provisions contained herein.
Built-Upon Area: Built-upon areas ~~i~~include that portion of a development project that is covered by impervious or partially impervious surfaces, including buildings, pavement, and recreation facilities.
Bulletin Board: A board or structure not to exceed sixteen (16) square feet in size that is used for posting bulletins, notices, advertisements or signs.
Campground: Land upon which, for compensation, shelters (such as tents, travel trailers, and recreational vehicles) are erected or located for occupation by transients and/or vacationers. They may include such permanent structures and facilities as are normally associated with the operation of a campground.
Car Wash: A building, or portion thereof containing facilities for washing automobiles or other vehicles, using production line methods with a chain conveyor, blower, or other mechanical devices; or providing space, water, equipment, or soap for the complete or partial hand washing of automobiles, whether washing is performed by the operator or by the customer.
Certificate of Occupancy: A legal document issued by the local building inspector (Warren County Code Enforcement Officer) to the owner of a premises attesting that the premises have been built and maintained according to the provisions of State building codes (State of North Carolina and/or National Building Code), such as those that govern building, fire, mechanical, electrical and plumbing codes.
Church: A building or structure for public worship of religion. This term shall refer to all religious denominations.
Club or Lodge (Private, Nonprofit, Civic, or Fraternal): An association of persons, who lease a building, or portion thereof, the use of such premises being restricted to members and their guests.
Cluster Development: A use that keeps land in open space and protects natural resources which requires buildings to be concentrated on a specified area of total acreage.
Common Area/Open Space: A parcel or parcels of land, or an area of water, or a combination of both land and water, within the site designated for development and designed and intended for the use and enjoyment of residents of the development not including streets or off-street parking areas.
Condominium(s): A system of ownership of individual units in a multi-unit structure combined with joint ownership of commonly used property (e.g., sidewalks, hallways, stairs, and open space/common area).

Machine and Welding Shop: A business primarily engaged in fabrication, assembly and testing of parts or products. Generally, machine shop jobs are low volume (production) using machine tools such as lathes, automatic screw machines; and machines for boring, grinding, milling and welding.

Manufactured Home: A factory built structure, as determined by the Housing and Urban Development Department (HUD) of the Federal Government, composed of one or more components, each of which is manufactured or constructed under the authority of 42 United States Code Section 5401, the National Manufactured Home Construction and Safety Standards Act, and is to be used as a place for human habitation, but which is not constructed or equipped with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site, and which does not have permanently attached to its body or frame any wheel or axles **(NOTE - Recreational vehicles or travel trailers (campers) are not manufactured homes).**

Manufactured-Mobile Home Park: Any lot or part thereof, or any parcel of land which is used or offered for location for two (2) or more manufactured-mobile homes (defined in this ordinance), regardless of whether or not a charge (fee) is made for such accommodations. Provided, however, the provisions of this ordinance shall not apply to home spaces allocated by the property owner without charge to person related to the property owner by blood or marriage or to tenant farmers employed by said owner for the purposes of engaging in agricultural pursuits on the premises (for this definition and defined in this Section, "family" is defined as any number of related people or not more than two unrelated people living together as a single housekeeping unit).

Mini-Warehouse/Storage Facilities: A building, or group of buildings, in a controlled access and/or fenced compound that contains varying sizes of individual, compartmentalized and controlled access stalls or lockers for the dead storage of a customer's goods or wares. No sales, service, or repair activities other than the rental of storage units are permitted on the premises.

Mobile Home: See Manufactured Home.

Mobile Home Park: See Manufactured-Mobile Home Park.

Modular Home: A factory built home certified as meeting the North Carolina Building Codes and associated codes as applicable to modular housing. A modular home is subject to the same standards as a site-built home.

Non-conforming Lot: A lot existing at the effective date of this ordinance or any amendment to it (and not created for the purpose of evading the restrictions of this ordinance) that cannot meet the minimum area or lot width or depth requirements of the zone in which the lot is located.

Non-conforming Use: A use of buildings or land not conforming to the regulations of the district in which such building or land is situated but was lawful before adoption of this ordinance.

Nuisance: Anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses (sight, smell, touch, hearing, and taste).

Nursing Home: See also Homes for the Aged.

Outdoor Storage: General outdoor storage is defined as equipment lay down yards, salvage yards, vehicle junk yards, overnight outdoor storage of shipping containers, lumber, pipe, steel, junk, vehicle storage (rental, wholesale, or bulk), bulk storage of stone, gravel, mulch, and other similar merchandise, material, or equipment.

Parking Lot: An area or plot of land used for the parking of vehicles, either as a principle use or as an accessory use.

Parking Space: A graded and surfaced storage space for one automobile, plus the necessary access space. It shall always be located outside the dedicated street right of way. Parking space sizes shall be: for Angle Parking (Min. 8.5 ft.x20 ft. measured parallel to the vehicle) and 90 Degree Parking (Min. 9 ft.x20 ft.).

Parking Space, Off-Street: A parking space located outside of a dedicated street right of way.

Person: Includes a firm, association, organization, partnership, corporation, trust/company as well as an individual.

Planned Unit Development – Commercial Residential (PUD-CR): A form of development which combines commercial and residential development (mixed-use) only on commercially zoned properties per this Ordinance. This development would be characterized by a unified site design combining uses permitted in the Lakeside business (LB) and/or Neighborhood Business (NB) districts combined with housing units, clustering buildings, providing common open space, density increases, and mix of residential building types/land uses. It permits the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. For this definition (and as relates to Cluster Development) for zero (0) side and/or rear yard setbacks (townhouse and/or condominium development), a zero (0) side and/or rear yard setback is within the development only and does not refer to the setbacks that abut adjoining properties (relates to the sides of dwelling units that face open space areas).

- Utility Easements/Lease Agreements - Utility easements shall be shown on subdivision plats as required by this ordinance; however, utility easements and utility lease agreements for distribution boxes or structures shall be exempt from the subdivision regulations.
- Conservation Easements
- Estate Exclusion - A voluntary partition of land or subdivision of land made for dividing the estate of a decedent among his/her heirs, whether the decedent died testate or intestate. In the event of a transfer or division of an estate in which interior parcels do not abut a public road, each such parcel must have an approved access to a public road with a minimum of a fifty (50) foot right of way.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Timeshare: A form of property ownership under which a property is held by a number of people, each with the right of possession for a specified time interval.

Tourist Home: See Bed and Breakfast.

Tower Height: The vertical distance measured from the ground to the uppermost point of the tower, including the antennas and lightning rod.

Townhouse: A dwelling unit as part of a structural arrangement of two (2) or more single family attached dwellings joined by common walls on not more than two (2) opposite sides with the uppermost story being a portion of the same dwelling located directly beneath at the grade or first floor level and having exclusive individual ownership and occupant rights of each dwelling unit including, but not limited to, the land area directly beneath the dwelling. Said units have separate entrances to the outside and are entirely separated from each other by walls that meet North Carolina Building Standards.

Trailer: Any vehicle or structure originally designed to transport something or intended for human occupancy for short periods of time. Trailers shall include the following: (1) house trailer - A vehicular, portable structure built on a wheeled chassis, designed to be towed by a self-propelled vehicle for use for travel, recreation, or vacation purposes, having a body width ten (10) feet or less or a body length thirty-two (32) feet or less when equipped for road travel, (2) camping trailer-A folding structure manufactured of metal, wood, canvas, plastic, or other materials, or any combination thereof, mounted on wheels and designed for travel, recreation, or vacation use, or (3) trailer-vehicle hauled by another vehicle; designed to transport vehicles, boats, or material.

Tree, Canopy: A large tree growing to over 40 feet in height at maturity, usually Deciduous, that is planted to provide canopy cover shade.

Tree, Understory: A small to medium tree, growing 15 feet to 40 feet in height at maturity, that is planted for aesthetic purposes such as colorful flowers, interesting bark, or fall foliage.

Use: The purpose for which land or structures thereon are designed, arranged or intended to be occupied or use; or for which it is occupied, maintained, rented or leased.

Use, Special: A use permitted in a zone only after specific findings by the Board of Adjustment.

Use by Right: A use, which is listed as a non-specially permitted activity in this ordinance.

Variance: A modification or alteration of any of the requirements of this ordinance.

Warehouse: A building or compartment in a building used for the deposit, safekeeping or selling of goods.

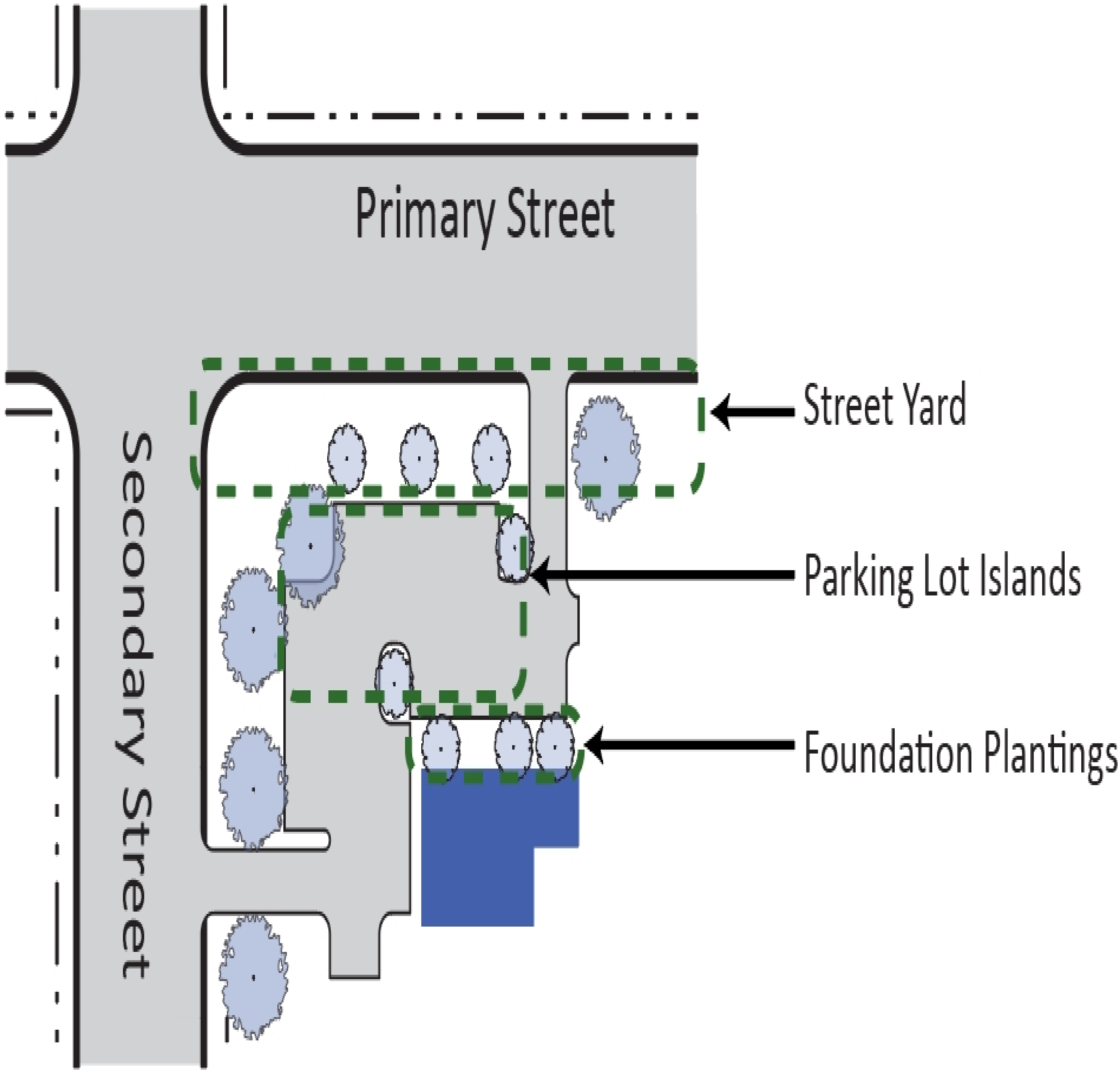
Watershed: The entire land area contributing surface water drainage to a specific point (e.g., the water supply intake, lake area).

Wetlands: Those areas that are defined as wetlands by the United States Army Corps of Engineers from time to time.

Yard: Any open space on the same lot with a building and unoccupied from the ground upward except by trees, shrubbery or fences.

Zero Lot Line: A term generally used to describe the positioning of a structure on a lot so that one side rests directly on the lot's boundary line (property line). Such construction is generally prohibited in many areas by established setbacks, unless permitted as part of a Planned Unit Development (PUD) or similar development.

Zoning: A police power measure, enacted primarily by general purpose units of local government, in which the community is divided into zones or zones within which permitted and special uses are established, as are regulations governing lot size, building bulk, placement, and other development standards. Requirements vary from zone to zone, but they must be uniform within zones (Zoning Ordinance consists of text and a map).


Primary Street
Secondary Street
Street Yard
Parking Lot Islands
Foundation Plantings

To: Warren County Board of Commissioners
From: Mark Bloomer, Director
Date: October 29, 2024
Re: Ordinance Overhaul and UDO Creation

The Board of Commissioners voted at their meeting on October 7, 2024 for staff to find a company to overhaul all of Warren County's ordinances (zoning ordinance, code of ordinances, subdivision ordinance, floodplain ordinance, etc.) and to create a Unified Development Ordinance. I was directed to get two prices for this project, and I was able to secure two prices. After emailing several of our ordinances as well as a priority list for changes to our ordinances to Jake Petrosky from Stewart, he was able to provide a formal price of $95,000. This price is the base price for overhauling our ordinances and creating a UDO. Prices were also provided for extra services.

I also put a message on North Carolina Certified Zoning Officials' ListServ asking for recommendations on companies to overhaul our ordinances and create a UDO. Michael Sandy from Uwharrie Planners (a Sole Proprietor) responded to my ListServ message by sending me an email that he was interested in providing me a quote on overhauling our ordinances and creating a UDO. I emailed the same ordinances and priority list for changes to our ordinances to Mr. Sandy that I had emailed to Mr. Petrosky. The price received from Mr. Sandy was $64,500. I've included in this packet copies of both proposals as well as Mr. Sandy's resume, one of his colleague's resumes, and the resumes of several of Stewart's employees.

The two proposals that I received are vastly different. The one that I received from Stewart is very thorough, and it breaks the $95,000 cost down into several elements and price points. The proposal received from Uwharrie Planners is much briefer and does not break the $64,500 fee down. Although I explained the need to overhaul our ordinances prior to creating a UDO, the proposal from Uwharrie Planners appears to be concentrating on creating a UDO and not overhauling our ordinances first.

Mr. Sandy is a member of the American Institute of Certified Planners, a North Carolina Certified Zoning Official and a Certified Flood Plain Manager. He also has a Masters Degree in Public Administration from Gardner Webb University. He has worked extensively in Planning, and he was the Director of the Department of Planning and Zoning for Stanly County North Carolina for 21 years. He has over 30 years of planning experience. He has updated ordinances and created UODs for other jurisdictions in North Carolina. Mr. Stanly's colleague, Dr. David Williams, has a Doctor of Education in Organizational Leadership from Gardner Webb University as well as a Master of Public Administration Degree from Appalachian State University. He is a member of the

American Institute of Certified Planners. Dr. Williams is a Veteran, and he has nearly 30 years of planning experience.

The proposal that I received from Stewart was much more in-depth and provided more details. Mr. Petrosky is a Vice President at Stewart, and he is Stewart's Practice Leader of Community Planning. He has a Master's Degree in Urban Planning from the University of Florida, and he has worked for Stewart for 7 years. Stewart has a Certified Floodplain Manager (Carroll Williamson)

who would work on our project. Mr. Williamson has a Master's Degree in Public Administration from the University of South Carolina, and he is a member of the American Institute of Certified Planners. He has 15 years of experience in planning and local government. Stewart and specifically Jake Petrosky is very familiar with our ordinances and what changes need to be made to them. He is also aware of quality ordinances in nearby jurisdictions that we should adopt. Staff from Stewart drafted our Comprehensive Development Plan which was adopted on August 1, 2022, and Jake Petrosky worked on updating Franklin County's UDO.

Andrea Radford is a Team Leader for Stewart, and she has a Master's Degree in Urban and Regional Planning from the University of Florida. She is also a member of the American Planning Association. Stephen Faber is a licensed Professional Landscape Architect for Stewart. He has a Master's Degre in Real Estate Development from Clemson University. Even though there is a significant price difference, I recommend that the proposal from Stewart be chosen. I believe that Mr. Petrosky and his team would do an amazing job updating our ordinances and creating a UDO for us. Mr. Petrosky and his team have been very helpful on several projects that I have worked on for Warren County.

Zoning Amendment Priorities Memo

To: Mark Bloomer, Director

Planning, Zoning and Code Enforcement Department

From: Jake Petrosky, Stewart

Overview

This memo outlines priority updates needed to the Warren County Zoning Ordinance and other key documents based on conversations with staff, the Planning Board and an analysis by the Stewart Community Planning team. The Warren County zoning ordinance was written in 1963. Some amendments have been made since then, but there has been no full rewrite of the original ordinance. To keep up with land uses in the County and to apply best practices that better ensure quality development, it is recommended that the County make significant amendments to both the subdivision ordinance and the zoning ordinance. This will also help the Warren County Planning Department staff effectively enforce the requirements of the Ordinance.

Zoning Ordinance Priorities

Formatting

The ordinance needs to be reformatted to include headings and subheading styles to improve navigation. Numbering hierarchy also needs to be updated to follow a more logical format. For instance the current ordinance follows this format: Section (with Roman Numerals) / List (A, 1, I, a). However the Subdivision Ordinance follows a different format: Article (with Roman Numerals) / Section (3 digit) / List (1, (1), a). In order to prepare for a Unified Development Ordinance numbering and sections hierarchies needs to be comparable between chapters/ordinances.

The team will prepare a page layout that will serve as a template for the preparation of all drafts. We will work with staff to determine the most appropriate page layout tool depending on the ultimate intended method of public consumption - MS Word, PDF, InDesign, Municode, etc.

Graphics

A few key terms and standards need additional graphics. The use of graphics can help convey standards and help to streamline and clarify text to reduce redundancy and/or the potential for conflicting interpretations.

General Provisions

Section I of the Zoning Ordinance needs to be reorganized and expanded. The General Provisions section needs to be expanded to potentially include text related to consistency with adopted plans, transitional provisions, interpretation and severability. Some provisions need to be placed in another section/article of the ordinance (i.e. buffers/screening and impervious surface area). There is also a potential to move some other sections of the ordinance here (i.e. Section IV - Non-conforming Uses, Section VII - Administration and Enforcement).

Districts and Dimensional Requirements

Section II of the Zoning Ordinance should be revised, amended and reorganized. Key amendments needed include:

- Review and update of dimensional requirements to differentiate between residential districts. Currently all three residential zoning districts have the same dimensional standards.
- Review and update requirements and standards for the IOD Overlay
- Review and update the Table of Permitted Uses
- Reorganization to move some development standards to an appropriate article/chapter (i.e. height, stormwater requirements, commercial development requirements).

Environmental / Open Space Requirements and Subdivision Options

Environmental and open space requirements should be reviewed including those related to open space, stream buffers, and stormwater requirements. Consideration should be given for an Open Space Residential Option that allows clustering and the preservation of open space in exchange for allowances for smaller lots. Options could include allowing deed restricted septic lots as open space or a new major or minor subdivision type.

Permitted Uses

The Table of Permitted Uses needs to have a number of new uses added. These could include medical office, EV/rest stop, breweries, nurseries or landscape supplies, convenience stores, and/or short-term rentals. Some uses, such as parks, should be allowed in more zoning districts. In addition, many uses listed as requiring a Special Use Permit should be evaluated for being allowed with certain standards. Supplemental standards could include distance from conflicting uses, property size, special buffering or screening requirements or other site or building design criteria. Standards and allowances for accessory structures, townhome developments and solar installations should also be evaluated and clarified as part of this task. For instance, zoning districts listed for P or SUP in the TOPU do not match up with the ones in Table II-3 for the Solar facilities SUP requirements on page 40 where it shows everything is permitted or SUP option.

Conditional Zoning Options

The Planned Unit Development options should be evaluated and updated. In addition, a conditional zoning district option should be added. This could take different forms. A “light” option could include a district that allows certain uses to be specified in a rezoning case and a more complex options that allows uses, dimensional standards and other development conditions to be customized to the site / proposal should be considered.

Parking and Signs

Off-street parking and loading requirements should be updated to respond to updates to the Table of Permitted Uses and incorporate best practices for minimum parking requirements based on use.

Sign requirements should be reviewed and updated to comply with most recent case law. This section should also be updated with the intent to improve enforcement activities related to non-conforming signs. Specifically, the following edits should be made:

- Require permits for all permanent signs
- Review sign standards by district and determine if the square footage is appropriate for each district and/or do a comparison of neighboring areas to determine what their size requirements are.
- Review and remove requirements that regulate content, particularly religious institutions
- Clarify sign standards and relationship to permitted sign types
- Provide guidance on how to apply standards and table of permitted signs together
- Review allowances for permanent off premise signs

Definitions

Definitions for both subdivision and zoning ordinance need to be updated and ensure that there is no difference between definitions between these ordinances do not contradict each other. Clarification is needed on manufacturing, industrial types and other terms.

Reorganization and Additions

A food truck ordinance or a section/article in the Zoning Ordinance should be added to address food trucks.

The creation of a Unified Development Ordinance (UDO) that combines the Zoning Ordinance, Subdivision Ordinance and other key ordinances (i.e. the Floodplain Ordinance and Voluntary Agricultural District Ordinance) should be considered to improve clarity in the County's land use regulations.

Subdivision Ordinance Priorities

Development Types and Standards

Requirements for plats and subdivisions should be evaluated and updated including:

- Requirements for subdivision plats
- Requirements and procedures for minor subdivisions
- Requirements and procedures for major subdivisions

Review processes for approval and which processes can be approved administratively by County staff and which require Planning Board approval. Timing of subdivision approval and surety bonds should be clarified as currently the ordinance does not align with practices. Clustering and open space, road standards and other subdivision standards should be reviewed and updated. In addition, definitions need to be updated including "cost," and potentially combined with the definitions in the Zoning Ordinance to streamline the usage and remove duplication of the ordinances.

STEWART

Mark Bloomer
Director
Planning, Zoning and Code Enforcement Department
Warren County
542 West Ridgeway Street
Warrenton, North Carolina 27589

Warren County Zoning and Subdivision Ordinance Update

Dear Mr. Bloomer:

STEWART is pleased to provide the Warren County with a scope of services and fee to revise the Zoning Ordinance and Subdivision Ordinance and create a Unified Development Ordinance. Our team is very familiar with the challenges the County is navigating currently and the need to update and improve the usability and effectiveness of existing ordinances.

The proposed work program is organized into the following three (3) key Phases:

- Phase 1 - Project Initiation & Assessment
- Phase 2 – Ordinance Update
- Phase 3 –Adoption, Implementation & Training

The enclosed scope and fee is inclusive of the services necessary to complete the above referenced project. We have provided a detailed scope of services by task, timeline, and proposed compensation.

Please do not hesitate to contact me at 919.866.4812 or by email at jpetrosky@stewartinc.com if you have any questions or concerns regarding this document.

Best Regards,

Jake Petrosky, AICP
Director, Community Planning
Vice President

Attachments:

1. Scope of Services
2. Conditions of Agreement

SCOPE OF SERVICES
Stewart will work with key staff from the Warren County to update the Zoning Ordinance and Subdivision Ordinance to implement key recommendations from the Warren County Comprehensive Development Plan, revise districts and development standards, update processes and combine and reorganize key documents to improve usability and prepare the County for future growth while maintaining it's existing charm.

Stewart will work with the County to update the Zoning Ordinance and Subdivision Ordinance in order to:

- Implement the vision, goals and recommendations of the Comprehensive Plan;
- Reflect citizen, stakeholder and board priorities;
- Update zoning districts, dimensional requirements and development options;
- Update permitted uses and standards for individual uses;
- Update applicable development review processes;
- Be in conformance with state and federal regulations;
- Be user-friendly with graphics, tables and illustrations used to supplement written regulations;
- Improve overall document organization and formatting;
- Modernize and clarify parking and infrastructure requirements; and
- Remove outdated standards, definitions and terminology.

PHASE 1: PROJECT INITIATION & ASSESSMENT
To facilitate discussion about updating the County's ordinances, the Project Team will research and thoroughly review the County's existing development regulations, the Warren County Comprehensive Plan, and other relevant documents. Data related to development trends, existing zoning districts and environmental features will be collected and analyzed for use during the process.

A meeting will also be held with key County staff to understand specific code elements and processes that need review and discuss potential solutions. A Code Update Committee will be convened periodically during the process and will be composed of staff from key departments. Later in this phase a meeting with the Planning Board will be conducted to provide an overview of the process and gather input on priorities.

As part of this phase the Stewart team will work with County staff to refine the approach for public and stakeholder engagement. It is anticipated that the engagement approach will include community meetings with citizens and small-group stakeholder/focus group meetings with residents, business owners, engineers and land developers. The Project Team will assist staff in the development of a dedicated project webpage that will be maintained by the consultant or County staff, depending on staff preference.

A detailed Code Assessment will be produced that outlines highlights of recommended revisions by section. Other deliverables will include a detailed project schedule. The Code Assessment will include priorities identified by staff and Stewart in the Zoning Amendment Priorities Memo (drafted in October of 2024) and additional information pertaining to overall organization and content of the Zoning Ordinance, Subdivision Ordinance and other key ordinances. The feasibility of integrating all relevant ordinances into a Unified Development Ordinance (UDO) will be determined during this task.

Meetings and Deliverables

Phase 1 Meetings

- Staff and members of the Code Update Committee as needed (bi-weekly meetings, 1 hour each, virtual)
- Kickoff Meeting
- Planning Board or BOC Meeting

Phase 1 Deliverables

- Project Schedule
- Webpage materials
- Code Assessment

PHASE 2: ORDINANCE DRAFTING

The Project Team will draw upon best practices from across the Southeast in updating the Zoning Ordinance and Subdivision Ordinance. The updates will focus on the formatting, reorganization and update of ordinances. Opportunities to update and consolidate additional ordinances where beneficial will also be pursued.

Innovative practices from similarly positioned counties (in terms of geography, land uses, size, and population) will be researched. The revisions will address items of interest noted by staff, the Planning Board, topics identified during the Code Assessment, and implementation action steps as outlined in the comprehensive plan. Revisions will also be made to make the ordinance compliance with state law 160D.

The Team will prepare drafts of the updated ordinances to be delivered via groupings of similar topics allowing staff and the board to more easily digest the information. The following topics will be addressed in this phase:

- Formatting
- General Provisions
- Districts and Dimensional Requirements
- Environmental / Open Space Requirements
- Subdivision Options
- Permitted Uses
- Conditional Zoning
- Parking
- Sign regulations
- Definitions
- Reorganization

Formatting

The ordinance needs to be reformatted to include headings and subheading styles to improve navigation. Numbering hierarchy also needs to be updated to follow a more logical format. For instance the current ordinance follows this format: Section (with Roman Numerals) / List (A, 1, I, a). However the Subdivision Ordinance follows a

different format: Article (with Roman Numerals) / Section (3 digit) / List (1, (1), a). In order to prepare for a Unified Development Ordinance numbering and sections hierarchies needs to be comparable between chapters/ordinances.
The team will prepare a page layout that will serve as a template for the preparation of all drafts. We will work with staff to determine the most appropriate page layout tool depending on the ultimate intended method of public consumption - MS Word, PDF, InDesign, Municode, etc.

General Provisions

Section I of the Zoning Ordinance will be reorganized and expanded. The General Provisions section needs to be expanded to potentially include text related to consistency with adopted plans, transitional provisions, interpretation and severability. Some provisions need to be placed in another section/article of the ordinance (i.e. buffers/screening and impervious surface area). There is also a potential to move some other sections of the ordinance here (i.e. Section IV - Non-conforming Uses, Section VII - Administration and Enforcement).

District and Dimensional Requirements

Existing zoning districts will be reviewed and revised. Revisions to allowable uses and dimensional standards will be drafted to address issues brought up in Phase 1. We will work with County staff and stakeholders to understand community expectations and craft custom ordinance language. Key anticipated amendments include:

- Review and update of dimensional requirements to differentiate between residential districts. Currently all three residential zoning districts have the same dimensional standards.
- Review and update requirements and standards for the IOD Overlay
- Review and update the Table of Permitted Uses
- Reorganization to move some development standards to an appropriate article/chapter (i.e. height, stormwater requirements, commercial development requirements).

Environmental / Open Space Requirements and Subdivision Options

Environmental and open space requirements will be reviewed including those related to open space, stream buffers, and stormwater requirements. Consideration will be given for an Open Space Residential Option that allows clustering and the preservation of open space in exchange for allowances for smaller lots. Options could include allowing deed restricted septic lots as open space or a new major or minor subdivision type.

Permitted Uses

The Table of Permitted Uses needs to have a number of new uses added. These could include medical office, EV/rest stop, breweries, nurseries or landscape supplies, convenience stores, and/or short-term rentals. Some uses, such as parks, should be allowed in more zoning districts. In addition, many uses listed as requiring a Special Use Permit should be evaluated for being allowed with certain standards. Supplemental standards could include distance from conflicting uses, property size, special buffering or screening requirements or other site or building design criteria. Standards and allowances for accessory structures, townhome developments and solar installations will also be evaluated and clarified as part of this task.

Conditional Zoning Options

The Planned Unit Development options will be evaluated and updated. In addition, a conditional zoning district option will be added. This could take different forms. A "light" option could include a district that allows certain uses to be specified in a rezoning case and a more complex options that allows uses, dimensional standards and other development conditions to be customized to the site / proposal should be considered.

Parking and Signs

Off-street parking and loading requirements will be updated to respond to updates to the Table of Permitted Uses and incorporate best practices for minimum parking requirements based on use.

Sign requirements will be reviewed and updated to comply with most recent case law. This section will also be updated with the intent to improve enforcement activities related to non-conforming signs. Specifically, the following edits will be made:

- Require permits for all permanent signs
- Review sign standards by district and determine if the square footage is appropriate for each district and/or do a comparison of neighboring areas to determine what their size requirements are.
- Review and remove requirements that regulate content, particularly religious institutions
- Clarify sign standards and relationship to permitted sign types
- Provide guidance on how to apply standards and table of permitted signs together
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Definitions

Definitions for both subdivision and zoning ordinance need to be updated and ensure that there is no difference between definitions between these ordinances do not contradict each other. Clarification is needed on manufacturing, industrial types and other terms.

Subdivision Ordinance Priorities

Requirements for plats and subdivisions will be evaluated and updated including:

- Requirements for subdivision plats
- Requirements and procedures for minor subdivisions
- Requirements and procedures for major subdivisions

The team will review processes for approval and which processes can be approved administratively by County staff and which require Planning Board/Board of Commissioner approval. Timing of subdivision approval and surety bonds will be clarified as currently the ordinance does not align with practices. Clustering and open space, road standards and other subdivision standards will be reviewed and updated. In addition, definitions need to be updated including "cost," and potentially combined with the definitions in the Zoning Ordinance to streamline the usage and remove duplication of the ordinances.

Graphics

The project team understands the importance of images, figures, and information design. Graphics can enhance the user experience while also providing additional clarity. Charts, tables, and illustrations can visually convey complex concepts and help to organize information. The Project Team will coordinate with staff to determine priorities for new or updated graphics. These items will be created using design programs and inserted as .jpg images (minimum 200 dpi).

Reorganization and UDO Creation

A food truck ordinance or a section/article in the Zoning Ordinance will be added to address food trucks.

A Unified Development Ordinance (UDO) that combines the Zoning Ordinance, Subdivision Ordinance and other key ordinances (i.e. the Floodplain Ordinance and Voluntary Agricultural District Ordinance) will be created during this task to improve clarity in the County's land use regulations. Minor updates, formatting and reorganization of other ordinances is factored into this scope.

Coordination and Public Engagement

During this phase regular coordination meetings with County staff will be held. A departmental meeting will be facilitated to gather feedback on the code assessment from different County departments. A public open-house style workshop will be held midway through this task to gather feedback on draft revisions. Stakeholder meetings may also be needed to gather input on key amendments. The project team will work with staff to determine the best way to engage the community and assist in the scheduling, advertisement and facilitation of meetings. This phase will also include a meeting with Planning Board and County Board of Commissioners to provide updates on the drafting process.

Remapping (Optional Task)

As an optional task Stewart will review the existing zoning map and will prepare a revised zoning map, as appropriate, that will accompany the updated ordinances. This task will be needed if zoning districts will be deleted, consolidated, or created. The process for remapping will be somewhat similar to the ordinance text revisions. After initial consultation with staff, we will provide a conceptual decision tree and draft GIS zoning map for review by staff and Planning Board. Revisions and public review will coincide with the remainder of the ordinance.

Phase 2 Meetings

- Staff and members of the Code Update Committee as needed (bi-weekly meetings, 1 hour each, virtual)
- Public workshop
- Stakeholder Groups (Up to 3 meetings, 1.25 hours each, in-person or virtual)
- Planning Board Meeting
- County Board of Commissioners Meeting

Phase 2 Deliverables

- Stakeholder Interview Schedule and Invitation Template
- Public Workshop Advertisements, Materials and Summary
- Draft UDO Articles / Sections
- Presentations for Planning Board and County Board of Commissioners
- Website Information and Updates

PHASE 3: REVISIONS & ADOPTION

Following the staff review of the drafts Stewart staff will make revisions and prepare the final draft of the revised ordinances. Stewart, in conjunction with County staff, will present the drafts at a Public Hearing and make presentations to the Planning Board and the County Board of Commissioners. Once the ordinances have been adopted, Stewart will make all final revisions/edits, and provide the final electronic version of the document.

Phase 3 Meetings

- Planning Board Meeting
- County Board of Commissioners Meeting
- Monthly coordination calls with County staff

Phase 3 Deliverables

- Second and Final draft of Unified Development Ordinance
- Presentations for Planning Board and County Board of Commissioners
- Website Information and Updates

SCHEDULE

Stewart shall complete the services outlined in this proposal within **ten (10) months** after receiving Client approval of the contract and notice to proceed. The schedule may be modified at the beginning of the process with County staff and again throughout the project as needed (with County approval).

COMPENSATION

STEWART will complete the services outlined in this proposal for the following fees:

PHASE 1: INITIATION & ASSESSMENT	$ 15,000
PHASE 2: ORDINANCE DRAFTING	$ 60,000
PHASE 3: REVISIONS & ADOPTION	$ 17,000
EXPENSES	$ 3,000
Total Fee	$ 95,000

This fee is inclusive of printing of public meeting boards, meals, travel, & lodging for the meetings outlined in the scope of services.

OPTIONAL TASKS:

Zoning Remapping	$5,000-8,000
Additional Public Meeting	$4,000
Additional In-person Meetings	$1,250 per person
Additional Virtual Meetings	$500 per person

ADDITIONAL SERVICES:

Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

Significant delays in schedule milestones or public engagement events or deviations from the detailed project schedule that are not the result of actions or omissions by the project team may incur additional expenses.

CONTINUING SERVICE:

As part of our continuing service promise, Stewart will be available by phone or email for a period of six (6) months following plan adoption to assist staff with questions about the plan and associated implementation. *This continuing service is included is not an additional cost to the County and stems from Stewart's desire to remain a community partner, even after the contract has been fulfilled.*

CLIENT RESPONSIBILITIES:

It is understood that it is the responsibility of the Client to provide the following items in a timely fashion:

- Formatting, transfer of documents:
  - Provide any available electronic information or data.
  - GIS files assembled and delivered in an industry standard format with associated symbology and at the appropriate geographic scale, where applicable, including zoning and adopted Future Land Use Map files.
  - Other plans and documents in their native format.
  - Pictures and character images of the community, as needed (jpeg preferred).
- Meetings and gatherings:
  - Assist with facilitation of meetings (sign-in sheet, note-taking, meeting summaries, etc.).
  - Provide notice of scheduled meetings (with reasonable advance notice) to consultant and meeting attendees.
  - Secure meeting spaces and coordinate and advertise meetings, including refreshments.
  - Record and provide meeting minutes or summaries, as appropriate, to maintain the public record.
  - Advertise meetings to the public.
  - Identify, coordinate information flow, and contact with boards, staff, stakeholders, and other focus groups, as needed.
  - Facilitate communication between the Stewart team and other County and agency staff, as needed.

- Coordination with outside agencies.
- Decision-making:
    - Provide decisions on critical issues as necessary in a timely manner with actionable comments and revisions.
    - Research or investigation of items raised by the Planning Board or other deliberative body relative to benchmarking regulations, relative position, or other comparative analyses of neighboring or cohort communities.
    - Compilation and communication of key issues or comments related to plan topics throughout the planning process.
    - Delivery of actionable review comments and any local direction for revisions to the plan document.

CONCLUSION:

This document may serve as a Client-Consultant Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. The terms presented herein are valid for up to 3 months from time of delivery and will remain valid upon Stewart receipt of a fully executed contract and notice to proceed within that time period. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

If this scope of services and fee proposal meets with your approval, we have attached our standard contract terms and conditions so we can execute this contract proposal as presented.

Respectfully Submitted,

Jake Petrosky
Associate Vice President
Practice Leader, Community Planning

APPROVED:

Stewart	**Warren County**
Jake Petrosky	
Print Name	Print Name
Associate Vice President / Practice Leader, Community Planning	
Title	Title
Signature	Signature
Date	Date

Corporate Office 223 S. West Street
T 919.380.8750 Suite 1100
F 919.380.8752 Raleigh, NC 27603

STEWART
STRONGER BY DESIGN

ATTACHMENT - 1
STEWART ENGINEERING, INC.
General Conditions
(As of March 1, 2022)

1.01 *Standard of Care*

A. The standard of care of all professional services performed or furnished by Stewart under this Agreement will be performed with the same degree of care, skill and diligence in the performance of the services as is ordinarily provided by a reputable professional under similar circumstances practicing in the same or similar locality and shall conform to professional standards.

2.01 *Additions/Change to Scope of Services*

A. Change orders, whether reflecting a reduction or increase in contract price, shall be submitted to Stewart in writing and requires Stewart's written approval prior to services being performed.

3.01 *Payment*

A. *Invoices:* Invoices for Stewart's services shall be submitted, at Stewart's option, either upon completion of the phase of service or on a monthly basis. Invoices are due net 30 days. If Client fails to make any payment due Stewart for Services, extra services, or expenses within thirty (30) days after receipt of Stewart's invoice, then Stewart may, after giving three days written notice to Client, suspend Services under this Agreement until Stewart has been paid in full all amounts due for Services, extra services, expenses, and other related charges. Client waives any and all claims against Stewart for any such suspension.

B. *Payment:* As compensation for Stewart providing or furnishing Services and extra services, Client shall pay Stewart as set forth herein. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Stewart in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

4.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated for cause:

1. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Stewart for its Services shall constitute a substantial failure to perform and a basis for termination.
2. By Stewart:
   a. upon seven days written notice if Client demands that Stewart furnish or perform services contrary to Stewart's responsibilities as a licensed professional: or
   b. upon seven days written notice if Stewart's Services are suspended for more than 30 days for reasons beyond Stewart's control.

B. Stewart shall have no liability to Client on account of a termination for cause by Stewart.

C. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 4.01.A.1 if the party receiving such notice begins, within three days of receipt of such notice, to correct its substantial failure to perform, proceeds diligently to cure such failure, and does cure such failure within no more than 14 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 14-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 30 days after the date of receipt of the notice.

D. The Agreement may be terminated for convenience by either party upon 14 days written notice.

E. In the event of any termination under Paragraph 4.01.D, Stewart will be entitled to invoice Client and to receive full payment for all Services and extra services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and extra services, Stewart's consultants' charges, if any, and any other reasonable costs incurred by Stewart as a result of such termination.

5.01 *Indemnification and Insurance*

A. The Client shall indemnify and hold harmless Stewart and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorneys' fees) (collectively the "Claims") to the extend the Claims are proximately caused by a) Client's breach of contract, b) any negligent, reckless, or intentional act or omission of Client or Client's subcontractors, agents, or employees or c) any violation of applicable statutes or regulations by Client or Client's subcontractors, agents, or employees.

B. Stewart shall indemnify and hold harmless the Client and its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) (collectively the "Claims") to the extent the Claims are proximately caused by a) Stewart's breach of contract, b) any negligent, reckless, or intentional act or omission of Stewart or Stewart's subcontractors, agents, or employees or c) any violations of applicable statutes or regulations by Stewart or Stewart's subcontractors, agents or employees, subject to the limitation of liability provisions herein.

C. Stewart shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Stewart from claims for negligence, bodily injury, death or property damage which may arise out of the performance of Stewart's services under this Agreement, and from claims under the Worker's Compensation Acts. Stewart shall, if requested in writing, issue certificates confirming such insurance to the Client.

6.01 *Delay*

A. Should completion of any portion of the Services by Stewart be delayed, suspended, or impaired, through no fault of Stewart, then the time for completion of Stewart's Services, and the rates and amounts of Stewart's compensation, shall be adjusted equitably.

7.01 *Instruments of Service*

A. All documents prepared or furnished by Stewart are instruments of service, and Stewart retains all ownership and property interest (including the copyright and the right of reuse) in such documents, whether

Corporate Office
T 919.380.8750
F 919.380.8752
223 S. West Street
Suite 1100
Raleigh, NC 27603

or not the Project is completed. Client shall have a limited license to use the documents on the Project, subject to receipt by Stewart of full payment due and owing for all Services and extra services relating to preparation of the documents and subject to the following limitations:

1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Stewart, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Stewart;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Stewart, as appropriate for the specific purpose intended, will be at Client's sole risk;

3. Client shall defend, indemnify and hold harmless Stewart and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Stewart; and such limited license to Client shall not create any rights in third parties.

8.01 *Waiver of Consequential Damages*

A. To the fullest extent permitted by law, Client and Stewart waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project.

9.01 *Limitation of Liability*

A. **STEWART AND CLIENT AGREE THAT STEWART'S (INCLUDING STEWART'S OFFICERS, DIRECTORS, MEMBERS, PARTNERS, AGENTS, AND EMPLOYEES) TOTAL LIABILITY TO THE CLIENT AND TO ANYONE CLAIMING BY, THROUGH, OR UNDER THE CLIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, COSTS, DAMAGES, AND EXPENSES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE SERVICES PERFORMED HEREUNDER, WHETHER ARISING IN CONTRACT, TORT, EQUITY, STRICT LIABILITY, BY STATUTE, OR OTHERWISE, SHALL BE LIMITED TO $25,000.00 FOR PROJECTS WITH A TOTAL FEE UNDER $25,000.00 OR $250,000.00 FOR PROJECTS WITH A TOTAL FEE OVER $25,000.00.**

10.01 *Disputes*

A. Any disputes relating to or arising out of this Agreement or Stewart's Services shall be subject to mandatory mediation, which shall be a condition precedent to any form of binding dispute resolution.

Client and Stewart shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions currently in effect and administered by counsel for the parties. A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings. The Parties shall select a mutually agreeable mediator for any such dispute and the Parties agree to split the mediator's costs evenly. The Parties may mutually agree to waive mediation.

If such matter relates to or is the subject of a lien arising out of Stewart's performance of services, Stewart may proceed in accordance with applicable law to comply with the lien notice or filing deadline prior to resolution of the matter by mediation or by binding dispute resolution.

B. Any disputes not resolved by mediation shall be subject to Arbitration administered in accordance with the Uniform Arbitration Act in effect in the State where the Project is located as of the date of this Agreement. If the State where the Project is located does not have a Uniform Arbitration Act, then it shall be administered in accordance with the American Arbitration Association.

C. This Agreement shall be governed by the laws of the State where the Project is located. The Parties agree that any dispute or other legal action relating to this Agreement shall be conducted only in the country where the Project is located unless otherwise agreed to by the Parties or provided by law.

11.01 ***General Considerations***

A. Stewart shall not be responsible for any decision made regarding the construction contract requirements including but not limited to contractor means, methods, techniques, sequences, procedures of construction, any application, interpretation, clarification, or modification of the construction contract documents other than those made by Stewart or its consultants, any environmental hazards or pollutants at the Project site, or jobsite safety requirements.

B. The Client shall not assign this Agreement without first obtaining the written consent of Stewart, and Stewart has no obligation to accept performance of this Agreement from anyone other than Client. Any purported assignment by Client in contravention of the terms of this Paragraph may be voided at Stewart's sole election. In the event Stewart provides written consent to an assignment, Client agrees that prior to the assignment Stewart shall be paid in full for all services performed up to the effective date of the assignment.

C. A party's non-enforcement of any provision in the Agreement shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.

D. This Agreement (including any expressly referenced Contract and incorporated attachments) constitutes the entire agreement between Stewart and Client and supersedes all prior written or oral understanding. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Client Initials: ________

JAKE PETROSKY AICP | PRINCIPAL-IN-CHARGE

As Practice Leader of Community Planning, Jake is responsible for Land Use Planning and Urban Design at Stewart. His duties include project management, analysis, conceptual design and public engagement activities. He has 20 years of experience in creating data-driven, design-oriented plans and ordinances for towns, cities, and counties throughout the southeast. He has a professional interest in how well-designed, connected places and open spaces can improve quality of life and create stronger communities.

Franklin County Unified Development Ordinance | Franklin County, NC
Planning Director | Franklin County hired the Stewart team to update the County's Unified Development Ordinance following adoption of their new Comprehensive Development plan in addition to compliance with 160D legislation. The project necessitated professional services that included research, analysis, engagement, preparing UDO text and custom graphics and visualizations.

Lenoir County Zoning Ordinance Update | Lenoir County, NC
Planning Director| Stewart led the update of the Lenoir County Zoning Ordinance. The ordinance update focused on incremental improvements and built on direction from the county strategic plan to encourage clear and consistent standards. The update also formalized the zoning process around the Global Transpark and implemented recommendations from the Harvey Parkway Area Study.

City of Garner Unified Development Ordinance Update and Remapping | Garner, NC
Planning Director | Following a recent Comprehensive Plan update, the City sought to revise their Unified Development Ordinance (UDO) to help bring the recommendations from the plan to life. In addition to the changes mandated by recent legislation, the project included updating standards, graphics, and tables, bringing forward best practices from other communities in development regulation, procedures, processes and outcomes, and encouraging better coordination between City departments and outside service providers. The update also included an extensive zoning remapping component.

Town of Farmville Comprehensive Land Use Plan & Zoning Update | Farmville, NC
Project Manager | The Land Use Plan included key recommendations centered around building on revitalization efforts and preparing for new residential growth. Zoning Ordinance updates included revisions to ensure compliance with state law (160D), implement key land-use plan recommendations, and modernize parking requirements.

Warren County Land Development Plan | Warren County, NC
Project Manager | Stewart was led the preparation of a Comprehensive Development Plan that is forward thinking and in alignment with the County's values and strategic goals; it addresses anticipated growth in a way that preserves community character, takes a strategic approach to economic development, and recognizes the County's natural assets. The Comprehensive Development Plan provides policy tools for the County to guide growth and development and make strategic investments and for the next twenty years.

EDUCATION
Master of Urban Planning
University of Florida

Bachelor of Community and Regional Planning
Appalachian State University

REGISTRATION
American Institute of Certified Planners (AICP): #026937

PROFESSIONAL MEMBERSHIPS
American Planning Association

AWARDS
Plan Chatham, 2018 APA County Planning Division CPD Award of Excellence*

Plan Chatham, 2018 Marvin Collins Outstanding Planning Award*

**denotes work performed prior to joining Stewart*

Other Relevant Experience
- Town of Waynesville Land Development Standards Update / Comprehensive Plan Implementation | Waynesville, NC
- Clayton UDC 160D Update and Comprehensive Plan | Clayton, NC
- Fairfield County Land Management Ordinance & Zoning Ordinance Update | Fairfield County, SC
- Envision Pitt County 2045 Comprehensive Plan | Pitt County, NC
- Town of Lexington Land Use Plan & Zoning Ordinance Update | Lexington, SC

CARROLL WILLIAMSON AICP | PROJECT MANAGER

Carroll recently joined the Stewart team as Community Planning Manager and brings 15 years of experience in planning and local government. He has an advanced understanding of local government processes, including land development planning, budgeting, council relations, and general administration. He brings motivation and expertise to Stewart and communities throughout the Carolinas.

Fairfield County Zoning Ordinance Update | Fairfield County, SC

Community Planning Manager | Stewart is working with Fairfield County to update the Land Management Ordinance (LMO). The LMO update is meant to prepare the County for increased growth pressure that is likely to result from recent economic development announcements along the I-77 corridor, including Scout Motors coming to Bythewood just south of Fairfield County. The project has focused on strategic content revisions including simplification, modernization and update of standards and processes. Districts and permitted uses were evaluated and a new, user-friendly table of permitted uses was created that included new uses and a major reorganization. Design Overlay Districts were evaluated and updated to better define standards for the Winnsboro Gateway Corridor and the US 21 Scenic Byway. Site design standards for all subdivisions, including street standards and standards for conservation subdivisions were updated.

City of Fountain Inn Land Development Regulations and Zoning Ordinance Update | Fountain Inn, SC

Community Planning Manager | Stewart is assisting the City of Fountain Inn to update the existing Land Development Regulations and Zoning Ordinance. The update will implement key recommendations from the INNvision Comprehensive Plan, revise districts and development standards, update administration and submittal requirements, and undertake other important revisions to prepare the City for future growth while maintaining its existing charm.

Town of Blythewood Land Usage Ordinance Update | Blythewood, SC*

Blythewood Town Administrator | The Town of Blythewood wanted to update its land usage ordinance in a way that would promote a style of development that could preserve the historic charm and architectural character of The Town while being beneficial to current residents, new residents, developers, and the Town. Blythewood also wanted to update its annexation policy to assist in establishing priorities for growth. For this project, Carroll hired, supervised, and closely coordinated with the consultant updating the Town's land usage ordinance.

Town of Blythewood Comprehensive Plan | Blythewood, SC*

Blythewood Town Administrator | The Town of Blythewood was in need of a comprehensive growth plan to serve as a guideline for future growth while preserving the Town's rural, historic, small-town appeal. Carroll was responsible for managing and supervising the update to the Town's 10-year Comprehensive Plan. He coordinated all public engagement and facilitated the Town's approval and adoption process.

City of Cayce Comprehensive Plan | Cayce, SC*

City of Cayce Planning Director | With a diverse and dynamic population, the City of Cayce needed an updated comprehensive plan to provide guidance for growth in the coming years. For this project, Carroll managed and supervised the update to the City's 10-year Comprehensive Plan, including all public engagement.

EDUCATION

Master of Public Administration
University of South Carolina

Master of Horticultural Science
North Carolina State University

Bachelor of Science in Natural Resources
University of the South

REGISTRATION

American Institute of Certified Planners (AICP): #255953

CERTIFICATIONS

Certified Floodplain Manager
ISA Certified Arborist

**denotes work performed prior to joining Stewart*

ANDREA RADFORD | TEAM LEAD

Andrea has more than ten years combined experience in technical writing, long range land use planning, and architectural review. She is detail-oriented and focuses on smart growth strategies, sustainable place-making, and community building through data and community driven processes. She has a professional interest in revitalization and place-making to help communities accommodate growth while maintaining or improving their existing character.

EDUCATION
Master of Urban and Regional Planning
University of Florida

Graduate Certificate, GIS for Urban and Regional Planners
University of Florida

Bachelor of Arts in Interior Design
University of Charleston

PROFESSIONAL MEMBERSHIPS
American Planning Association

AFFILIATIONS
Wake Forest Historic Preservation Commission

Franklin County Unified Development Ordinance | Franklin County, NC
Planner | Franklin County hired the Stewart team to update the County's Unified Development Ordinance following adoption of their new Comprehensive Development plan in addition to compliance with 160D legislation. The project necessitated professional services that included research, analysis, engagement, preparing UDO text and custom graphics and visualizations.

Clayton UDC 160D Update and Comprehensive Plan | Clayton, NC
Planner | In response to significant growth pressures, the Town engaged Stewart to facilitate an update to their Unified Development Code and Comprehensive Growth Plan. The first phase involved becoming compliant with new state growth management legislation and was followed by a comprehensive plan update. The project included significant public participation and input, and Stewart handled all components.

Town of Farmville Comprehensive Land Use Plan & Zoning Update | Farmville, NC
Planner | The Land Use Plan included key recommendations centered around building on revitalization efforts and preparing for new residential growth. Zoning Ordinance updates included revisions to ensure compliance with state law (160D), implement key land-use plan recommendations, and modernize parking requirements.

Lenoir County Zoning Ordinance Update | Lenoir County, NC
Team Lead | Stewart led the update of the Lenoir County Zoning Ordinance. The ordinance update focused on incremental improvements and built on direction from the county strategic plan to encourage clear and consistent standards. The update also formalized the zoning process around the Global Transpark and implemented recommendations from the Harvey Parkway Area Study.

Fairfield County Land Management Ordinance Update | Fairfield County, SC
Planner | Stewart is currently assisting Fairfield County with an update to the Land Management Ordinance. Emphasis areas include modernization and reorganization as well as major updates to the table of permitted uses, dimensional requirements, Design Overlay Districts, conservation subdivision standards and parking requirements.

Town of Lexington Land Use Plan & Zoning Ordinance Update | Lexington, SC
Planner | The Town sought to update their land development regulations in conjunction with an update to the Town's land use plan. The Town has experienced negative impacts related to growth, especially traffic congestion, and also wanted to create the conditions for high-value neighborhoods to flourish. As a subconsultant, Stewart was responsible for updating the Town's land development regulations and consultation to the update of the Town's land use plan. Input was provided to the Future Land Use Map and character areas, as well as updating the zoning districts to achieve the goals of the revised land use plan. In particular, attention was paid to increasing readability, user-friendliness, administrative simplification, and creating character rich zoning districts.

STEPHEN FABER PLA | GRAPHIC DESIGN LEAD

Stephen has more than 14 years of experience across multiple project types. Through research, design, and real estate advisory services, Stephen combines design and strategic planning to drive positive outcomes for clients, users, and the environment in projects of varying scales from residential design to large master-planned communities. Stephen's work includes mixed-use development, education planning and design, urban infill design, residential design, resort planning, brownfield reclamation, public open space and park design, greenways and roadway corridors, campus and community master-planning, and ecological restoration.

EDUCATION

Master of Real Estate Development
Clemson University

Bachelor of Landscape Architecture, minor in Horticulture
University of Arkansas

REGISTRATION

Professional Landscape Architect:
North Carolina #2054

Fairfield County Zoning Ordinance Update | Fairfield County, SC

Graphics and Urban Design | Stewart is working with Fairfield County to update the Land Management Ordinance (LMO). The LMO update is meant to prepare the County for increased growth pressure that is likely to result from recent economic development announcements along the I-77 corridor, including Scout Motors coming to Bythewood just south of Fairfield County. The project has focused on strategic content revisions including simplification, modernization and update of standards and processes. Districts and permitted uses were evaluated and a new, user-friendly table of permitted uses was created that included new uses and a major reorganization. Design Overlay Districts were evaluated and updated to better define standards for the Winnsboro Gateway Corridor and the US 21 Scenic Byway. Site design standards for all subdivisions, including street standards and standards for conservation subdivisions were updated.

City of Fountain Inn Land Development Regulations and Zoning Ordinance Update | Fountain Inn, SC

Graphics and Urban Design| Stewart is assisting the City of Fountain Inn to update the existing Land Development Regulations and Zoning Ordinance. The update will implement key recommendations from the INNvision Comprehensive Plan, revise districts and development standards, update administration and submittal requirements, and undertake other important revisions to prepare the City for future growth while maintaining its existing charm.

Pitt County, Southwest Bypass Plan | Pitt County, NC

Landscape Designer | Stewart was engaged by Pitt County (in conjunction with Greenville, Ayden, Winterville, and NCDOT) to prepare the Southwest Bypass Corridor Land Use Plan. Pitt County and the surrounding area is experiencing growth in anticipation of the Southwest Bypass. The bypass will improve mobility and alleviate congestion but also presents challenges. Existing land use policy and regulations did not address the type, scale and design of non-residential uses typically associated with a transportation facility of the magnitude of the bypass. The intent of the plan is to help local governments take advantage of development opportunities along the corridor while ensuring that future development is managed appropriately and is compatible with existing communities and long term plans for growth in the County and partner municipalities.

Town of Ayden, Land Use Plan & UDO Update | Ayden, NC

Graphics | Stewart developed a new Land Use Plan and Unified Development Ordinance for the Town of Ayden, NC. By utilizing the Stewart team's experience in long-range planning and development, the project prompts the community to address multiple topics over a long-time horizon, and contemplate how a development ordinance could incrementally achieve the vision in the near term. This parallel process relies on a well structured public engagement strategy, data-rich mapping, and strong visual communication skills to help the community see both the big picture and the essential details of implementation.

Franklin Comprehensive Land Use Plan | Lillington, NC

Graphics and Urban Design| Stewart worked with the Town of Franklin on a new Town Plan that revitalizes this part of town while celebrating the historically significant Native American site at its center. Stewart led a multi-disciplinary team to create a strategic plan that seeks to diversify the economy, guide growth and development, protect natural resources, and build on the successful downtown. The plan includes conceptual plans for the re-purposing of a town-owned site for a park and middle-income housing, along with a visualization of a park and redevelopment centered around The Nikwasi Indian Mound, a historic Cherokee site. A future cultural center/museum that has been proposed by the tribe is also included in the plan.

Proposal/Contract: County of Warren 10/28/2024

Purpose: Provide professional planning services to the County of Warren, NC, covering, the creation of a Unified Development Ordinance for the County.

Proposal to include:

- Prepare the draft of County UDO including several components including Zoning, Subdivision, Floodplain, Voluntary Ag, and Abandoned Manufactured Homes utilizing the priorities of the county.
- Staff will assist with the coordination of meetings, draft review, and related inputs including phone consultations and updates throughout the process.
- The County will provide any current plans, ordinances, and other information, as needed, to perform services such as current zoning maps, ordinances, interpretations, policies, etc. These documents shall be provided in MS Word or Excel format.
- Timeline: Anticipated completion of the draft UDO: 9 months following approval of the contract.
- The proposal covers up to 6 meetings with staff on-site including the advisory Committee, Planning Board, and Commissioners meeting to present the draft for approval. Additional meetings will be at the hourly rate plus expenses.
- The regular professional hourly rate is $180 per hour plus mileage traveled per IRS rate to and from the office in Midland NC and within Warren County as additionally needed.

Proposal for services: $ 64,500.00.

Payables

Invoiced monthly with final payment due 15 days after the invoice. Late invoice is considered 30 days after the invoice date subject to 1.5% late fee.

10-25-24

Michael M. Sandy, DBA Uwharrie Planners-Sole Proprietor, PO 707 Oakboro NC 28129

Warren County Finance Director.

Michael M. Sandy, MPA, A.I.C.P., CZO, CFM

704-791-0331 - MMSandy@gmail.com

Objective: Professional position in Land Development, Planning, Community Development, and County or Municipal Administration in which I can further my professional experience.

President - Uwharrie Planners Consultants

- Consultant to County, Municipal, and land developers assisting in land use decisions, applications, and approvals. Numerous Land Use Plans, Zoning/Subdivision Ordinances, and other Planning-related assistance. Development plans, rezonings, subdivisions, and permitting.

Entitlement Coordinator - Senior Planner

Carolina Development Services, Monroe, NC March 2019 - May 2021

- Coordinate all entitlement approvals for all new developments about zoning, and subdivision approvals, in preparation for the creation of lots including construction management.
- Work closely with Consultants and local, and State officials in the development process including environmental, stormwater, transportation, land use, and subdivision regulations.
- Managed 17 projects through the process and entitled over 4000 lots in 2 years.

Director of the Department of Planning and Zoning

STANLY COUNTY, Albemarle, NC Nov.1998 – Feb. 2019

- Supervise and direct a Department of four full-time staff within an annual operating budget.
- Long-range and current planning, administrating zoning, watershed, flood hazard, grant writing, CDBG administration, and subdivision ordinances for city/county jurisdiction.
- In-house total rewrite of the county zoning to incorporate all General statute requirements and recommendations from the 2002 and 2010 Land Use Plan and updated the County Transportation and Land Use Plans.
- Adoption of County Thoroughfare Plan and numerous major amendments including a total subdivision ordinance rewrite in 2004 Administers zoning enforcement actions and follow-up on all rezoning and subdivision cases.
- Serve on the County Safety Committee, Human Resource Committee, Rocky River RPO-TCC, and Management Team report to the County Manager on all matters.
-

Planner

CITY OF MONROE, Monroe, NC May 1993 –Oct. 1998

- Work under the direct supervision of the Planning Director to interpret and enforce the Land Use Policy for the city, including supervising the zoning permit counter and day-to-day functions and operation of the development review process.
- Direct involvement and supervision with municipal annexations, subdivision review, watershed interpretation, transportation, site review, historic guidelines, flood hazard ordinance, and various zoning and watershed ordinance amendments.

● Responding to public inquiries, distributing information, maintaining current files, writing and interpreting plans, documents, and ordinances, and ensuring that the zoning permit and plan review process function through direct supervision, initiation, and overseeing of zoning enforcement actions.

● Assisted CDBG applicants and administered CDBG funds for residential rehab and construction funds.

● Staff to the Planning Board, Board of Adjustment, Tree Board, and the Monroe Historic District Commission.

Education: ***Gardner Webb University - Boiling Springs NC -*** Masters in Public Administration June 2024

University of North Carolina – Charlotte – BS in Geography, May '92 - Concentration in Urban Planning

Continuing Education: Institute of Government, University of NC at Chapel Hill, Chapel Hill NC
Land Subdivision, Intro to Zoning, Introduction to Planning Practice, Zoning Officer Certification (CZO) 96', Stanly County Chamber of Commerce - Leadership Stanly 2001, Front-line Leadership, Storm-Water Management, FEMA (94), Historic Preservation Workshops (94,96), NCAPA Summer Planning Workshop (96-99,05,07-12), IOG Developmental Supervisory Program ('00), NCAPA Annual Conference (99-'14) and NCAZO Midwinter Workshops (94-'17), NCAZO Annual Conference (98-'16), ESRI GIS Certificate ARCVIEW 9.2 I+II ('07), Certified Floodplain Manager (CFM) in 2012, Stanly County NCDOT TCC member, chair 2018-19'

Organizations and Activities:
A.I.C.P. American Institute of Certified Planners – 1998 (ID 098899)
A.P.A. American Planning Association – North Carolina Chapter
N.C.A.Z.O. North Carolina Association of Zoning Officials, Certified Zoning Officer 1996, President 2006
Albemarle Rotary Club, 2001 to 2018, Paul Harris Fellow 2002, Sgt. at Arms 2004-'07
Monroe Masonic Lodge #244, Pee Dee Lodge #150, Master 1999, 2002/03 Yorkrite – Monroe Chapter, Oasis Shrine Temple – Charlotte Union County Shrine Club – President 1997
Stanly County Partners in Health and Fitness Council
Stanly County Smart Start, NC Partnership for Children, '01-2013, Chair 2004, Treasure 2005-'13.
Stanly County Safety Committee, 2003 to 2019
Member, West Albemarle Baptist Church
Stanly County Habitat for Humanity Allocation Committee – 2009
UNC Charlotte - Alumni Board of Directors - 2022-2025

● Stanly County Planning Department was awarded the NCAPA "Marvin Collins Outstanding Planning Award" in 2004 for the 2002 Stanly County Land Use Plan and an Award from the Centralina Council of Government "Efficiencies in Local Government" for the Central Permit Counter creation in 2007. Administered three rounds of grant funding for the Abandoned Manufactured Housing Ordinance for the county and Minimum Housing for seven local municipalities. Instituted and administered county-wide Minimum Housing Regulations in 2013.

- Consulted with the following government jurisdictions between 2004 and 2024

Town of Peachland
Town of Ansonville
Town of Polkton
Bear Claw Community - Cherokee Co.
Union County NC
Gaston County
Montgomery County
City of Conover
Gaston County
Town of Oakboro
Town of Norwood
City of Locust
Town of Richfield
Town of Badin
Village of Misenheimer
Anson County
Rowan County
Town of Wadesboro
Town of Red Cross
Town of New London
Town of Stallings
Town of Spencer
Town of Stanfield

Mr. David L. Williams, Ed.D.,MPA, AICP, EDFP
Resume
February – 2024

Contact Information

Dr. David L. Williams, AICP, EDFP
3572 Donnington Way
Gastonia, NC 28056
Phone: 704-689-1890
davidw@abilitydevelopmentgroup.com

Education

Gardner-Webb University, Ed.D., Doctor of Education in Organizational Leadership, December 2022
Published Doctoral Research Title: The Arduous Pursuit of Ratification: A Community Effort And Benefit Toward Adoption of Countywide Zoning for Anson County, North Carolina to Aid in Economic Development

Appalachian State University, Master of Public Administration, August 1994
Internship conducted with the City of Shelby (NC), City Manager's Office

Appalachian State University, Bachelor of Science, May 1992

Continuing Education

Gaston Community College, December 1996
Certificate of Achievement
Law and Administration
Received 1.6 Continuing Education Units

University of Wisconsin-Madison, April 1998
College of Engineering- Department of Engineering Professional Development
Award of Educational Achievement for Participation in Planning and Zoning for Community Land-Use Management (Received 2.5 Continuing Education Units)

Graduate, 47th Municipal Administration Course and 37th County Administration Course
The University of North Carolina at Chapel Hill, Fall 2000 - Spring 2001
An Eight Month (from September - April) Training Course for City/County Managers, Administrators, Departmental Heads, State & Federal Government Administrators etc. The course instruction spans North Carolina local government law, organization and management, finance and budging, personnel law and administration, planning and regulation of development, and specific municipal and county services.

Fellow, German Marshall Fund, April 2009
Spent Ten (10) Days in Europe with Charlotte-Mecklenburg Regional Leaders to assess Urban Planning in Cities of Frankfurt, Germany, Amsterdam, The Netherlands, and Brussel Belgium for Research on Land Use for the Charlotte-Metro Region

American Leadership Forum (ALF) Graduate - August 2012 – June 2013
Regional Leaders Forum facilitated by the Lee Institute (Charlotte, NC)

Professional Experience:

Gardner-Webb University
Adjunct Faculty -February 2023 - Present

University of North Carolina at Charlotte
Adjunct Faculty -January 2020 - Present

Ability Development Group, Inc
Principal/Owner (Planning and Development Firm) -August 2000 - Present

Gaston County Government, Gaston County North Carolina (Retired)
Community Affairs and Development Administrator/Minority and Women's Business(MWBE) Coordinator (Gaston County Manager's Office)
-August 2020 – January 31, 2024
Director of Planning and Development Services Department
Planning and Development Services Department -June 2006 – August 2020
Community Development Administrator -March 1999 –June 2006
Senior Planner -September 1997 – Feb 1999
Land Use Inspector -April 1996 –August 1997

City of Shelby, North Carolina
Zoning Code Enforcement Officer -January 1995-February 1996

University of North Carolina at Charlotte
Part-time Faculty in Geography and Earth Sciences -January 2020 – Present

Gardner-Webb University, Department of Public Service
Adjunct Professor (Part-time)
Master of Public Administration Program *-February 2023 - Present*

City Management Intern, City of Shelby City Manager's Office, Shelby, NC

Requirement for Master of Public Administration Degree
Responsible for Conducting Study and Examination of Employee Compensation
Conducted Study on the Viability of Residential Curbside Sanitation Collection versus Rear Residential Collection -May 1994 – August 1994

Military Experience
Veteran of Operation Desert Storm Veteran
United States Army National Guard
Specialist/E-4, 1451st Transportation Company
National Guard, Boone, North Carolina
Received Honorable Discharge from State and Federal Government
Placed on Active Duty during Senior Year in College for Operation Desert Storm
-August 1988 – August 1994

Volunteer Employment
Head Varsity Girls Basketball Coach, Piedmont Community Charter School, Gastonia, N.C.; Led Team to Conference Championships, and State Playoffs (first-ever for school) Team Recognized for Highest Grade Point Average (GPA) for Varsity Girls Basketball in North Carolina out of 407 Public High Schools with Team GPA of 3.93 (2018)
-October 2010- May 2018

Head Varsity Girls Soccer Coach, Piedmont Community Charter School, Gastonia, NC.
Organized and established the program from the ground up, by assembling the team, raising funds, obtaining games with other schools, providing transportation and food
-November 2011– October 2016

Honors and Awards
Chancellor's Dean List for four semesters (3.25 and higher as Undergraduate Student)
Completion of Master of Public Administration Program
Recipient of African-American Faculty and Staff Achievement Award
Graduate Alumni Scholarship Recipient
Graduate Research Assistantship

Certifications
American Institute for Certified Planners, (AICP)APA -(2001 – present)
National Development Council Economic Development Finance Professional (E.D.F.P.) (certification)-(2005- present)
Minimum Housing Certification

Community Engagement/Civic Volunteer Experience/Leadership
- **Chair, Gaston County Complete Count Committee/Census Promotion** (2000, 2010, and 2020)
- Responsible for Promotion of the Census, and Examining and Reviewing Gaston County Master Address List in Comparison to the Census Bureau List as a part of the Local Update of Census Program (LUCA)
- **American Institute of Certified Planners (A.I.C.P.) (National Certification)**
- Member of American Planning Association
- Member of North Carolina Chapter of American Planning Association

- Member of North Carolina Association of Zoning Officials
- Member of Metropolitan Planning Organization Transportation Technical Coordinating Committee for Urban Transportation Planning
- Past Member of Gaston County Chamber of Commerce Transportation Committee for Garden Parkway (321/74 By-Pass) Committee
- Past Member of Rural Planning Organization Transportation Technical Coordinating Committee for rural transportation planning
- **Appointed by Gastonia City Council to serve as member of Zoning Board of Adjustment(2001-2013)**
- Appointed Member to Gaston 2012 Long Range Visioning Plan
- Past Member of Community Planning Alliance
- Past Member of Loray Mill Symposium Steering Committee for Preservation of Historic Loray Mill
- Member of Gaston County and Municipal Planners (G-CaMP) Group
- Member, Friendship Missionary Baptist Church, Charlotte, North Carolina (2009)
- Isuthu Institute: Rites of Passage Program for Youth (boys)
- Director of Isuthu Institute August 1996 - January 2003
- Past Member of 2012 Visioning Plan Greenway Committee
- Former Chairman, Freshstart, Inc. Friendship Baptist Church (Economic Development Non-Profit program established to revitalize Highland neighborhood/community for residential and commercial development)
- **Member of Kappa Alpha Psi Fraternity, Incorporated**
- Past Volunteer Youth Coach –Gastonia City Recreation
- Stakeholder Member, Highway 7 Corridor Study Committee
- Past Board Member, Gastonia Downtown Development Corporation
- Board Member, United Way of Gaston County, NC 2013-2019
- **2017 Chairman of the Board, United Way of Gaston County**
- Member of City of Mt. Holly NC Strategic Planning Steering Committee (2019)
- **Piedmont Community Charter, Varsity Girls Basketball Head Coach (2010-2018)**
- Piedmont Community Charter, Varsity Girls Soccer Head Coach (2011-2016)
- Member of Gaston County 2040 Vision Committee
- **Project Lead on Gaston County Strategic Plan (2020-2021)(first-ever)**
- **Project Lead for Gaston County Homelessness Taskforce (Feb. 2021-Dec. 2021)**
- **Appointed to Appalachian State University, Foundation Board July 2022**

Public Speaking Skills

Make complex presentations each month to Board of County Commission, County Planning Board, and general public, which are broadcast on local government access television channel regarding rezonings, land use planning, and policy amendments. Articulates local, regional, and state initiatives relating to urban and rural planning emerging issues.

Keynote speaker and panelist at various local and regional groups to include Charlotte, NCLeadership Gaston; City of Cherryville Rotary, City of Belmont Rotary, Centralina Council of Government Sustainable Environment for Quality of life (SEQL) Initiative in Gastonia, NC; SEQL Initiative Regional Meeting. SEQL is an Environmental Protection

Agency initiative to assist local government in mitigating air pollution, reduce automobile trips, etc.

Keynote speaker at East Newton Heritage Festival in Newton, NC regarding public policy and economic empowerment.

Project manager and originator of a greenway workshop entitled "Let's talk about Greenways:" a dialogue, a presentation, and a discussion. Facilitated the workshop which included 60 participants.

Appeared as a panelist on National Public Radio (NPR) to discuss an upcoming symposium focusing on the preservation of the historic Loray Mill, which took place in Gastonia NC in May 2004. In discussing the event, was one of three panelist to be heard regionally in North and South Carolina concerning the future of the mill for mixed-use development. NPR assistance helped to increase the awareness of the Symposium resulting increased participation which was estimated at approximately 400.

Appeared on South Carolina Public Education Television (ETV) on a panel to discuss regional growth and the impacts such growth has on land use and communities.

Led and Organized Gaston County and Municipal Planners G-CaMP group. This group is made of planners and related staff from all local government units in the Gaston County with the purpose being to discuss issues of common concerns related to land use planning and economic development to help build a common vision and inter-governmental relations in terms of planning throughout the county and region.

Speaker at McQueen Chapel Economic Development Empowerment Conference on July 2005 focusing primarily on land use planning and zoning codes.

Appeared as a panelist on National Public Radio's (N.P.R.) W.F.A.E. "Charlotte Talks" hosted by Mike Collins on October 28, 2005 with world renowned Historic Preservation and Economic Development expert Mr. Donovan Rypmeka to discuss the economic benefits of adaptive reuse of "old" buildings. This show is heard regionally in both North and South Carolina.

Speaker at the North Carolina Association of Zoning Officials Annual Conference in August 2008

Testified in front of a Congress Sub-Committee of House of Representative for Census 2010 in Rayburn Building, Washington DC, December 2009 (experience allowed me to meet national public figures)

References:

Deborah Ally, former President/Chief Executive Officer of Gaston County United Way of Gaston County, Gastonia, North Carolina- contact information-(305)-389-8640

Others provided upon request

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

FY25 Non-Profit Funding Grant Recommendations

The FY25 Non-Profit Funding Grant allotted $50,000 to be split between non-profit organizations that applied for and met funding qualifications. We received applications from 10 organizations, and the requests totaled $170,250.00.

After careful consideration of the requests, the committee is recommending distribution as shown in the chart below:

Agency	Requested	Recommendation
Cool Springs Community Center	$25,000	$5,000
WCTS-NWHS	$15,000	$5,000
Pink with a Passion	$7,000	$5,000
WC Memorial Post 547	$5,000	$5,000
Injeani-us, Inc.	$8,000	$5,000
Warrenton Missionary Baptist Church	$50,000	$0
Chapel Hill Baptist Church	$5,250	$5,250
Perfecting Praise Ministries	$10,000	$6,750
Loaves & Fishes	$15,000	$8,000
Heck's Grove Community Center	$30,000	$5,000
TOTALS	**$170,250**	**$50,000**

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Tentative

2025 WARREN COUNTY BOARD OF COMMISSIONERS REGULAR MEETING AND WORK SESSION SCHEDULE

January 6, 2025	Regular Meeting	Agenda Meeting 2:30 12/20/24
January 15, 2025	Budget Prep Work Session (Joint Meeting with School Board)	Agenda Meeting 2:30 12/30/24
February 3, 2025	Regular Meeting	Agenda Meeting 2:30 1/22/25
February 19, 2025	Work Session	Agenda Meeting 2:30 2/5/25
March 3, 2025	Regular Meeting	Agenda Meeting 2:30 2/20/25
April 7, 2025	Regular Meeting	Agenda Meeting 2:30 3/26/25
April 16, 2025	Work Session (Joint Meeting with Municipalities)	Agenda Meeting 2:30 4/2/25
May 5, 2025	Regular Meeting/Budget Pres.	Agenda Meeting 2:30 4/23/25
June 2, 2025	Regular Meeting/Budget Public Hearing	Agenda Meeting 2:30 5/21/25
June 18, 2025	Work Session	Agenda Meeting 2:30 6/4/25
July 7, 2025	Regular Meeting	Agenda Meeting 2:30 6/25/25
August 4, 2025	Regular Meeting	Agenda Meeting 2:30 7/23/25
August 20, 2025	Work Session (Joint Meeting With Municipalities)	Agenda Meeting 2:30 8/6/25
September 8, 2025	Regular Meeting	Agenda Meeting 2:30 8/27/25
October 6, 2025	Regular Meeting	Agenda Meeting 2:30 9/24/25
October 15, 2025	Work Session (Joint Meeting With School Board)	Agenda Meeting 2:30 10/1/25
November 3, 2025	Regular Meeting	Agenda Meeting 2:30 10/22/25
December 1, 2025	Regular Meeting	Agenda Meeting 2:30 11/19/25
December 17, 2025	Work Session	Agenda Meeting 2:30 12/3/25

2025 Holiday Schedule		
Holiday	**Observance Date**	**Day of Week**
New Year’s Day	January 1, 2025	Wednesday
Martin Luther King, Jr. Birthday	January 20, 2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2025	Wednesday, Thursday & Friday