



SUGGESTED AGENDA

REVISED AGENDA

Regular Meeting

POSTPONED UNTIL AUGUST 16, 2023 in the

Armory Civic Center

501 US Hwy 158 Business E., Warrenton, NC

6:00 PM

August 16, 2023

Call to Order REVISED AGENDA

Regular Meeting

POSTPONED UNTIL AUGUST 16, 2023 – Chairman or Designee

Moment of Silence, Prayer & Pledge

REVISED AGENDA

Regular Meeting

POSTPONED UNTIL AUGUST 16, 2023

1. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Monday, August 7, 2023 at 6:00 PM - POSTPONE TO AUGUST 16, 2023 in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance.

2. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Wednesday, August 16, 2023 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts.

3. 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.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

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

5. CONSENT AGENDA

- A. Approve Minutes: July 10, 2023 Regular Meeting
- B. Tax Collectors Report for June 2023 Presented for Board's Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)
- C. Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only (John Preston, Tax Administrator)

6. COUNTY MANAGER'S UPDATE – Vincent Jones

- A. County Operations Update

7. ACTION ITEMS

- A. Consider Approval of Application for Grant From Southeast Crescent Regional Commission in an Amount up to \$500,000, with up to \$100,000 Local Match, for the Vance Granville Community College Transportation Training Hub Design Work, and Authorize County Manager to Execute All Related Documents - Charla Duncan, Community and Economic Development Director
- B. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts - Becca Mountz, Planning/Zoning Staff Consultant
- C. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance - Becca Mountz, Planning/Zoning Staff Consultant
- D. Consider Approval of Master Agreement Between BI-TEK, LLC and Warren County for Computer Aided Mass Appraisal (CAMA) Software for Warren County Tax Office in the Amount of \$85,224 and Authorize County Manager to Execute Documents - John Preston, Tax Administrator
- E. Consider Approval of Updated Paid Firefighter Contract - Joel Bartholomew, Emergency Services Director

- F. Consider Approval of Purchase of Human Resources Information System (HRIS) NEOGOV in an Amount Not to Exceed \$93,000 and Authorize County Manager to Execute Agreement - Sierra Thomas, Interim Human Resources Manager
- G. Consider Approval of Purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an Amount Not to Exceed \$92,576.25 from GovConnection Under State Contract and Authorize County Manager to Execute Documents - Sheriff John Branche
- H. Consider Approval of Purchase of Two Dodge Chargers for Warren County Sheriff's Office in an Amount Not to Exceed \$70,604 From Ilderton Dodge Under North Carolina Sheriff's Association Contract and Authorize County Manager to Execute Documents - Sheriff John Branche
- I. Consider Approval of Resolution Authorizing Warren County to Request State Grant Assistance for the Asset Inventory Assessment Project for the Existing Wastewater Collection System - Eric St. Sing, Public Utilities Director
- J. Consider Approval of Fee Waiver for the Use of the Warren County Armory Civic Center by Warren County NAACP for a Community Forum on September 12, 2023 - Paula Pulley, Clerk to the Board

8. BOARD/COMMITTEE/COMMISSIONS APPOINTMENT AND REAPPOINTMENTS

- A. Consider the Appointment of Joanne Thompson to the Library Board of Trustees for a Three-Year Term Beginning July 1, 2023 and Ending June 30, 2026
- B. Consider the Appointment of Stormie Wiggins to the Potentially Dangerous Dog Appeals Board Representing a Member of Law Enforcement for a Three-year Term Beginning June 1, 2023 and Ending May 31, 2026
- C. Consider Re-appointment of Mary Catherine Harris to the Jury Commission for a Term Beginning July 1, 2023 and ending June 30, 2025

9. BOARD OF COUNTY COMMISSIONERS' UPDATES

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

11. ADJOURN AUGUST 16, 2023 BOARD MEETING



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager and County Attorney

FROM: Rebecca Mountz - Planning Consultant, Stewart

DATE: May 31st, 2023

RE: Planning Board recommendation to Amend the Zoning Ordinance

This memo outlines results from the May 2, 2023 Warren County Planning Board to the following Petition to Amend the Zoning Ordinance:

- ◆ **Petition to Amend the Zoning Ordinance:** Located on page 7 and page 10 of the current zoning ordinance to be changed from:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development - maximum of 36% impervious surface area.
- To:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development (Except Light Industrial and Heavy Industrial)- maximum of 36% impervious surface area.
 3. Industrial Districts – maximum of 75% impervious surface area.

Planning Board took action to recommend the proposed Petition to Amend the Zoning Ordinance as submitted **(approved for recommendation to the Board of Commissioners for consideration by a vote of 4 to 1 with quorum met):**

- ◆ At the conclusion of discussion and with no added comments from Board, **Interim Chair William Landis** entertained a motion:
- A. **Motion** was made by **Sid Cutts** to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.
 - B. **Second** was made by **Ted Echols**, on call for a vote by **Interim Chair William Landis** and 4 of the 5 present Members voted to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.

Recommendation: The Planning Board recommends that the Board of Commissioners set a Public Hearing for July 10, 2023 at 6:00 p.m. for the Amendment to the Zoning Ordinance



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager, and County Attorney
FROM: Jennifer Ganser, AICP - Planning Consultant, Stewart
DATE: August 16, 2023
RE: Text Amendment – Section VI of the Zoning Ordinance, Definitions

On August 1, 2023 the Planning Board recommended approval of the following text amendments with two edits.

1. Requested staff to remove the word “yard” where it was confusing.
2. Requested a graphic depiction of lot width to be included in the ordinance.

Please find the proposed edits and graphic below. Additions are in **bold red** and ~~strikethrough~~ for the deletions.

Item #1

Lot Width: The horizontal distance between the sidelines measured along the front building line as specified by the applicable front ~~yard~~ setback in this ordinance, **except in the RL district where lot width shall be measured where the structure is placed on the lot between the two parallel side property lines. In no instances shall the lot width at the street be less than 20’. In the AR, RL and R districts lots fronting the cul-de-sac bulb shall be exempt from this requirement, however, in no instances shall the lot width at the street be less than 20’.**

Item #2

TABLE II-1 DIMENSIONAL REQUIREMENTS

(NOTE–REQUIREMENTS PERTAIN TO INDIVIDUAL LOT DEVELOPMENT AND SUBDIVISIONS AS MINIMUM STANDARDS)

Zoning District	Lot Size Minimum	Density per Acre	Width Minimum****	Depth Minimum	Front Setback (min.)	Side Setback (min.)	*** Rear Setback (min.)	** Height (max)
RL	30,000 SF (well/septic)	1.45	100 FT (well/septic)	200 FT (well/septic)	30 Feet	10 Feet	25 Feet	35 Feet
	20,000 SF (public water/septic)	2.18	100 FT (public water/septic)	150 FT (public water/septic)				
	15,000 SF (public water/sewer)	2.9	80 FT (public water/sewer)	125 FT (public water/sewer)				
R	30,000 SF (well/septic)	1.45	100 FT (well/septic)	200 FT (well/septic)	30 Feet	10 Feet	25 Feet	35 Feet
	20,000 SF (public water/septic)	2.18	100 FT (public water/septic)	150 FT (public water/septic)				
	15,000 SF (public water/sewer)	2.9	80 FT (public water/sewer)	125 FT (public water/sewer)				

****** See definition of Lot Width for specific requirements in the AR, RL, and R Districts.**

Item #3

Building Setbacks: The minimum distance from the **surveyed** property line, ~~right of ways, and /or easements~~ 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).

Setback (also known as minimum yard): The distance from the **surveyed property line to the setback line** ~~curb or other established line~~, on an individual lot or parcel, within which no buildings or structures may be erected.



Board of Commissioners Regular Meeting

July 10, 2023

MINUTES

The July 10, 2023 Warren County Board of Commissioners Regular Meeting was called to order by Vice Chairman Victor Hunt. Chairman Bertadean Baker was not in attendance due to on-going health issues.

1. PUBLIC HEARING

This item will be continued until August 7, 2023

Text Amendments to Zoning Ordinance on Page 7 and Page 10 of the Current Zoning Ordinance to be Changed From:

- 1. Residential Development - Maximum of 25% Impervious Surface Area**
- 2. Non-Residential Development - Maximum of 36% Impervious Surface Area**

To:

- 1. Residential Development - Maximum of 25% Impervious Surface Area**
- 2. Non-Residential Development - Maximum of 36% Impervious Surface Area**
- 3. Industrial Districts - Maximum of 75% Impervious Surface Area**

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, the Public Hearing to consider Text Amendments to the Zoning Ordinance was moved to August 7, 2023.

2. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Suggested Agenda was approved with amendment to Item 6B - Consider Approval of Request from Habitat for Humanity for Permit Fees Waiver in the Amount of \$325 + Cost Per Square Foot of Building/Deck Construction of Houses in Northwoods Subdivision, 106 Northwoods Court and 107 Northwoods Court in Norlina.

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

1. Reinaldo Espinosa notified the Board of his concerns about the condition of the Senior Center building. He stated that there are many issues that need to be addressed, and that Commissioner Davis told him there is money available. Commissioner Davis clarified that there is a Capital Plan that addresses the Senior Center.
2. Dwayne Hicks stated that new businesses are moving into the County that are implementing AI and putting people out of work, and he wants to know if that is reflected in their taxes. He also had questions about the Zoning Ordinance and the amount of land needed for a 400 square foot cottage.
3. Mike Hairston provided clarification on the request from Habitat for Humanity for fee waivers for 106 and 107 Northwoods Court, Norlina.

4. CONSENT AGENDA

A. Approve minutes: June 5, 2023 Regular Minutes and June 21, 2023 Work Session Minutes

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the June 5, 2023 Regular Meeting and June 21, 2023 Work Session were approved.

B. Tax Collectors Report for May 2023 Presented for Board's Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collectors Report for May 2023 was accepted as information in accordance with NCGS 105-350.

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month May 2023**

2022-2023

Current Year Collections

Tax Year	Charge	Collected in May	Collected to Date	Balance Outstanding	Percentage Collected
May 2023 FY 23	\$19,765,059	\$95,029	\$19,324,257	\$440,802	97.77
May 2022 FY 22	\$19,159,291	\$94,832	\$18,762,129	\$397,162	97.93

Delinquent Collections

2021	\$375,891	\$7,783	\$168,265	\$207,626	44.76
2020	193,849	4,054	53,482	\$140,367	27.59
2019	187,204	1,758	33,973	\$153,231	18.15
2018	104,846	1,202	13,677	\$91,169	13.05
2017	101,356	1,233	11,428	\$89,928	11.28
2016	78,842	901	10,131	\$68,711	12.85
2015	64,103	923	6,790	\$57,313	10.58
2014	53,143	862	4,744	\$48,399	8.93
2013	81,693	788	4,722	\$76,971	5.78
2012	63,289	930	6,475	\$56,814	10.23
Total Delinquent Years	\$1,304,216	\$20,434	\$313,677	\$990,539	

Other May Receipts

County Penalties	\$ 13,585	\$ 139,263
Landfill User Fees	\$ 19,461	\$ 1,561,264
Municipalities	\$ 6,563	\$ 683,334
Fire District Taxes	\$ 7,873	\$ 1,163,617
Advance Taxes	\$ 24,199	\$ 131,826

MAY GRAND TOTAL

\$281,966	\$42,079,367
------------------	---------------------

John Preston, Tax Administrator
John Preston, Tax Administrator

6/15/2023

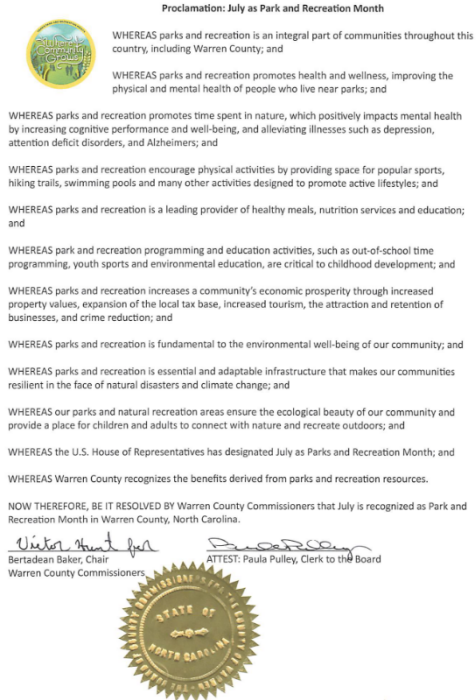
C. Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Tax Releases (over & under \$100.00) in accordance with NCGS 105-381 "Taxpayer's Remedies" was accepted as information only.

Over \$100	7/3/2023	CO MGR INITIALS: _____	Date: _____
ERROR CORRECTION RELEASES:			
BURTON RONALD JR.	2022 32779-300	C499F	26311 \$ 175.25 PARCEL WAS RECOMBINED W/CA-69E
PATTERSON CRYSTALL	2013 37833-200		48923 \$ 401.18 MH DOUBLE BILLED
PATTERSON CRYSTALL	2014 37833-200		51514 \$ 381.88 MH DOUBLE BILLED
PATTERSON CRYSTALL	2015 37833-200		54304 \$ 384.73 MH DOUBLE BILLED
PATTERSON CRYSTALL	2016 37833-200		57512 \$ 391.50 MH DOUBLE BILLED
PATTERSON CRYSTALL	2017 37833-200		31357 \$ 406.89 MH DOUBLE BILLED
PATTERSON CRYSTALL	2018 37833-200		31357 \$ 374.44 MH DOUBLE BILLED
TOTAL ERROR CORRECTIONS:			\$ 2,495.65
MOTOR VEHICLE RELEASES:			
HARRIS CHAD B	2013 28940-113	V-48193	\$ 103.69 VEHICLE WAS SOLD
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$ 103.69
SUB-TOTAL CORRECTION RELEASES:			\$ 2,495.65
Total Releases			\$ 2,599.34

D. Consider Approval of Proclamation Declaring July 2023 as National Parks & Recreation Month

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Proclamation Declaring July 2023 as National Parks & Recreation Month was approved.



5. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Interim Director, Warren County Cooperative Extension - Art Bradley - Northeast District Extension Director

North Carolina Cooperative Extension, NCSU

Northeast District Extension Director Art Bradley informed the Board that Paul McKenzie will serve as Interim Director of Cooperative Extension following the retirement of Crystal Smith. Mr. McKenzie will serve in this role until a new Director is named.

B. County Operations Update

County Manager Vincent Jones provided the following county operations updates for the Board's information:

1. The Employee Appreciation Lunch that was held on June 30, 2023 was a success.
2. Community and Economic Development Director Charla Duncan was recognized as Emerging Leader of the Year by the North Carolina Economic Development Association
3. A community meeting for discussion on opioid/substance use funding and service needs will be held on July 31, 2023 at 6:00 p.m. at the Warren County Armory Civic Center.
4. Jones stated that we seem to have turned a curve regarding vacancies. Jones is looking forward to filling key vacancies very soon.
5. Departments are in need of more space. An assessment of facilities and space needs will take place soon. There may be a need for rental space for some offices.
6. The Courthouse Square Memorial Committee continues to work on options for a replacement for the statue that was removed from Courthouse Square. A Request for Proposals that will be sent to artists is being discussed.

6. ACTION ITEMS

A. Consider Approval of Text Amendments to Zoning Ordinance on Page 7 and Page 10 of the Current Zoning Ordinance to be Changed From:

1. Residential Development - Maximum of 25% Impervious Surface Area
2. Non-Residential Development - Maximum of 36% Impervious Surface Area

To:

1. Residential Development - Maximum of 25% Impervious Surface Area
2. Non-Residential Development - Maximum of 36% Impervious Surface Area
3. Industrial Districts - Maximum of 75% Impervious Surface Area

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Item 6A was tabled until August 7, 2023

B. Consider Approval of Request from Habitat for Humanity for Permit Fees Waiver in the Amount of \$325 + Cost Per Square Foot of Building/Deck for Construction each for houses in Northwoods Subdivision, 106 and 107 Northwoods Court in Norlina

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, permit fee waivers in the amount of \$325 + cost per square foot of building/deck for construction of 106 and 107 Northwoods Court in Northwoods Subdivision in Norlina as requested by Habitat for Humanity were approved.

C. Appoint Voting Delegate for the Annual NACo Business Meeting to be held on July 24, 2023 during the NACo Annual Conference

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Commissioner Victor Hunt was appointed voting delegate for the Annual NACo Business Meeting to be held on June 24, 2023 during the NACo Annual Conference.

D. Consider Approval of Resolution Urging Congress to Support Extending a Full Government-to-Government Relationship and Full Federal Recognition to the Haliwa-Saponi Tribe of North Carolina

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, Resolution Urging Congress to Support Extending a Full Government-to-Government Relationship and Full Federal Recognition to the Haliwa-Saponi Tribe of North Carolina was approved.



WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

A Resolution of Warren County Urging Congress to Support Extending a Full Government-to-Government Relationship and Full Federal Recognition to the Haliwa-Saponi Tribe of North Carolina.

Bertadean Baker, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Jennifer Pierce
Walter Powell
Vincent Jones
County Manager
Paula Pulley
Clerk to the Board

WHEREAS, The Haliwa-Saponi Indian Tribe of North Carolina is a confederated Tribe that is a political successor to the historical Saponi Nation and to the Nansemond and affiliated Tribes that inhabited the Piedmont and coastal regions of what are now Virginia and North Carolina; and

WHEREAS, after the American Revolution (1775-1783), the Nansemond and Saponi merged in Warren Halifax, Nash, and Franklin Counties, in an area known as "The Meadows"; and

WHEREAS, since 1957 the State of North Carolina has had continuous dealings with recognized political leaders of the Haliwa-Saponi; and

WHEREAS, in 1965 the State of North Carolina took formal legislative action recognizing the Haliwa-Saponi Indian Tribe; and

WHEREAS, the United States has been providing federal funding to the Haliwa-Saponi Indian Tribe for half a century; and

WHEREAS, in 1997, the North Carolina state legislature passed Senate Bill 1074 that updated state recognition to the Haliwa-Saponi Indian Tribe of North Carolina; and

WHEREAS, The Haliwa-Saponi Indian Tribe is the third-largest tribe in the state with about 4,000 enrolled members, primarily residing in Halifax, Warren, Nash, and Franklin Counties; and

WHEREAS, Warren County supports the needs of Haliwa-Saponi Indian Tribe members and economic opportunities to strengthen tribal self-sufficiency; and

WHEREAS, The Warren County Board of Commissioners urges Congress to support of the passage of the Haliwa-Saponi Indian Tribe of North Carolina Act or similar legislation and urges Congress to support legislation extending full federal recognition to the Haliwa-Saponi Tribe of North Carolina.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS:

The Board of Commissioners expresses support for the passage of the Haliwa-Saponi Act or similar legislation and urges Congress to enact such legislation or similar legislation.

"This institution is an equal opportunity provider and employer."

The Clerk to the Board of Commissioners shall transmit a copy of this resolution to the members of North Carolina's congressional delegation.

This resolution is effective upon adoption on July 10, 2023.

ATTEST: 
Paula Pulley, Clerk to the Board


Bertadean Baker, Chairman



Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

7. PRESENTATIONS

A. NC-DOT Rail Division S-Line Update

B. Update re: GREAT Grant Award to Zitel, LLC - Rodney Gray, CGCIO, Chief Operating Officer

8. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Pierce noted that July is Parks & Recreation Month and urged everyone to look into the camps that are currently being offered.

Commissioner Davis commented on legislation that will consolidate LME/MCOs, and notified the Board that the Occupancy Tax for Warren County is in the Senate now for consideration.

9. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION AND NCGS 143-318.11(a)(4) FOR INDUSTRY AND BUSINESS EXPANSION

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for property Acquisition and NCGS 143-318.11(a)(4) for Industry and Business Expansion.

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

10. ADJOURN July 10, 2023 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the July 10, 2023 Board Meeting was adjourned.

Paula Pulley, Clerk to the Board

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month June 2023**

2022-2023

Current Year Collections

Tax Year	Charge	Collected in June	Collected to Date	Balance Outstanding	Percentage Collected
June 2023 FY 23	\$19,769,811	\$61,858	\$19,386,115	\$383,695	98.06
June 2022 FY 22	\$19,162,328	\$80,784	\$18,842,913	\$319,415	98.33

Delinquent Collections

2021	\$375,891	\$7,925	\$176,191	\$199,700	46.87
2020	193,849	2,209	55,692	\$138,158	28.73
2019	187,204	1,579	35,552	\$151,652	18.99
2018	104,846	598	14,275	\$90,571	13.62
2017	101,356	629	12,057	\$89,299	11.90
2016	78,842	380	10,511	\$68,331	13.33
2015	64,103	135	6,915	\$57,188	10.79
2014	53,143	131	4,874	\$48,269	9.17
2013	81,643	208	4,930	\$76,713	8.04
2012	63,289	141	6,616	\$56,673	10.45
Total Delinquent Years	\$1,304,166	\$13,935	\$327,613	\$976,554	

Other June Receipts

County Penalties	\$ 7,729	\$ 146,992
Landfill User Fees	\$ 16,003	\$ 157,267
Municipalities	\$ 6,183	\$ 689,517
Fire District Taxes	\$ 5,325	\$ 1,168,942
Advance Taxes	\$ 39,896	\$ 171,722

JUNE GRAND TOTAL

\$231,713	\$40,891,081
------------------	---------------------

John Preston, Tax Administrator

7/14/2023

John Preston, Tax Administrator

Over \$100

8/7/2023

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

KRAUSS JOHNNY

2022 212541-200

31769 \$ 889.69 BOAT LISTED IN NORTHAMPTON CO

LESTER CAPPS

2022 06920-317 K10-9

2174 \$ 704.36 LAND USE DEFERREMENT NOT GIVEN

TOTAL ERROR CORRECTIONS:

\$ 1,594.05

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Southeast Crescent Regional Commission SEID Grant Program Application

Background

The Southeast Crescent Regional Commission (SCRC) is an economic development partnership agency of the federal government and seven state governments. Its mission is to build sustainable communities and strengthen economic growth across the Southeast Region. The SCRC was created by the 2008 U.S. Farm Bill.

The SCRC has released its notice of funding for its State Economic and Infrastructure Development (SEID) Grant Program. The goals and objectives of this grant program are:

- Invest in critical infrastructure
- Improve health and support services access and outcomes
- Strengthen workforce capacity
- Foster entrepreneurial and business development activities
- Expand affordable housing stock and access
- Promote environmental, conservation, preservation, and access.

The preliminary application deadline is September 15, 2023. The full application is due on December 16, 2023. Award notifications are expected in February of 2024.

As a distressed county, Warren County is eligible for a grant of up to 80% of project costs (requiring a 20% match). Planning grants may not exceed \$350,000 and construction grants may not exceed \$500,000.

Warren County's grant policy requires board approval for grant applications exceeding \$200,000 with a 20% match. The county has allocated \$250,000 in the FY 24 budget towards the transportation training hub project.

Recommendation

The Director of Community & Economic Development recommends applying for a SCRC SEID grant up to \$500,000 for the Vance Granville Community College Transportation Training Hub, as well as recommend approval for a local match of up to \$100,000, and authorize County Manager to execute all related documentation.



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager and County Attorney

FROM: Rebecca Mountz - Planning Consultant, Stewart

DATE: May 31st, 2023

RE: Planning Board recommendation to Amend the Zoning Ordinance

This memo outlines results from the May 2, 2023 Warren County Planning Board to the following Petition to Amend the Zoning Ordinance:

- ◆ **Petition to Amend the Zoning Ordinance:** Located on page 7 and page 10 of the current zoning ordinance to be changed from:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development - maximum of 36% impervious surface area.
- To:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development (Except Light Industrial and Heavy Industrial)- maximum of 36% impervious surface area.
 3. Industrial Districts – maximum of 75% impervious surface area.

Planning Board took action to recommend the proposed Petition to Amend the Zoning Ordinance as submitted **(approved for recommendation to the Board of Commissioners for consideration by a vote of 4 to 1 with quorum met):**

- ◆ At the conclusion of discussion and with no added comments from Board, **Interim Chair William Landis** entertained a motion:
- A. **Motion** was made by **Sid Cutts** to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.
 - B. **Second** was made by **Ted Echols**, on call for a vote by **Interim Chair William Landis** and 4 of the 5 present Members voted to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.

Recommendation: The Planning Board recommends that the Board of Commissioners set a Public Hearing for August 7, 2023 at 6:00 p.m. for the Amendment to the Zoning Ordinance

John Preston
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-4158
Fax: (252) 257-9369

COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR

TO: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: John Preston, Tax Administrator

Date: 07/25/2023

Subject: Consider approval of new contract with BI-Tek, LLC., for a new tax office CAMA software system. (Computer Aided Mass Appraisal)

Background:

The tax office utilizes our CAMA software system to measure and list, assess for value, store and bill, all real property within the county. The current CAMA provider has not been able to meet the expectations and dependability required to perform this function adequately. With the approaching county wide revaluation in 2025, this office needs a reliable CAMA software system, for our day-to-day needs, the upcoming revaluation, and future demands. To that end, the tax office advertised Request for Proposals for a new CAMA software system in October 2022. The request was open until November 2022. We received responses from four CAMA providers. These four were evaluated in December 2022. Based on scoring parameters, including cost, the number of current counties served and their experience performing CAMA conversions, I believe BI-Tek, LLC., our best choice.

Fiscal Impact:

Of the four Request for Proposals received, the lowest was \$35,500 and the highest was \$100,841. BI-Tek, LLC's., Request for Proposal was \$85,224 and they alone offered the option of two payments, as opposed to a lump sum payment. There are sufficient funds budgeted in the tax office computer software funds to cover half of this expenditure for the current fiscal year. Funding will be requested and need to be approved for the next fiscal year's budget to cover the remaining half payment due.

Recommendation:

I recommend that the Board of Commissioners approve the award of this Request for Proposal and the County Manager the authority to execute any necessary contracts or agreements, upon review by the county attorney. As well as a purchase order to be issued for half of the \$85,224 this fiscal year and the other half to be issued next fiscal year to BI-Tek, LLC., to cover expenditures of this new CAMA software system.

CAMA RFP

			10%		10%		25%		30%		25%	100%
	<u>Company Name</u>	<u>Location</u>	<u>Score</u>	<u>Contract Amount</u>	<u>Score</u>	<u>Two or more payments</u>	<u>Score</u>	<u>Counties Currently Served</u>	<u>Score</u>	<u>Prior Bormoth Conversion</u>	<u>Score</u>	<u>Final Score</u>
1	Cox & Company	Charlotte	10%	\$35,500	5%	No	5%	17	25%	Yes	25%	70%
2	BI-Tek	Charlotte	10%	\$85,224	10%	Yes	25%	30	30%	Yes	25%	100%
3	Tyler	Ohio	5%	\$87,138	10%	No	5%	20	25%	Yes	25%	70%
4	Devanet	Illinois	5%	\$100,481	5%	No	5%	2	5%	No	5%	25%

MASTER AGREEMENT

THIS MASTER AGREEMENT, made and entered into this _____ day of _____, _____, by and between BI-TEK, LLC, a North Carolina limited liability company, having its principal address at 2315 West Arbors Dr. Suite 207, Charlotte, NC 28262 ("BI-Tek"), and the County of Warren North Carolina, having its principal office at 117 S Main Street Warrenton, NC 27589 (the "Licensee").

W I T N E S S E T H:

WHEREAS, BI-Tek has created and owns software applications used by local governments to value real and personal property and to assess, bill, collect and distribute taxes (the "Applications"); and

WHEREAS, Licensee desires to obtain from Licenser the right to use certain of the Applications and to obtain support in connection with such use.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto do agree as follows:

1. Term. The term of this Agreement shall begin on the date hereof and shall continue, except for periodic increases in the costs of Services (as defined in the Software License and Support Agreement), until terminated as provided herein.
2. BI-Tek Responsibilities. BI-Tek is responsible for delivering the Applications and/or services described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by reference, and for providing the support services described therein (the "Services"). Licensee shall have the responsibilities assigned to it in the Scope of Work.
3. License. Licensee agrees to license and use the Applications in accordance with the terms of the Software License and Support Agreement attached hereto as Exhibit "B" and incorporated herein by reference.
4. Compensation. Licensee shall pay BI-Tek the compensation for license of the Applications and Services set forth on Exhibit "C," attached hereto and made a part hereof by reference, (the "Compensation"). Any sums due BI-Tek hereunder that are not received within thirty (30) days of their due day shall accrue interest at an annual rate equal to eight percent (8%) until paid in full. If Licensee fails to timely pay the Compensation due hereunder, after notice to Licensee of such payment default, BI-Tek may suspend performance of the Services, without further notice or delay and without prejudice to enforcement of BI-Tek's other rights hereunder.
5. Negative Covenant. As a material inducement for the execution of this Agreement, Licensee warrants and covenants that it will not solicit or attempt to solicit, recruit, hire, contract with as an independent contractor or otherwise, or in any capacity, employ any of the employees or independent contractors of BI-Tek during the term hereof or for a period of two (2) years after the termination of this Agreement, without the prior

written consent of BI-Tek. Licensee agrees that a breach or a threatened breach by Licensee, or any agent, employee or contractor thereof, of the provisions of this Section would cause immediate and irreparable injury, loss or damage to BI-Tek and that monetary damages would be difficult if not impossible to ascertain. For this reason, Licensee agrees that BI-Tek shall be entitled, in addition to all other remedies at law, to injunctive relief, including a temporary restraining order, a preliminary injunction and a permanent injunction enjoining Licensee from breaching the provisions of this section, as well as all reasonable attorneys' fees incurred to enforce the provisions of this section. This covenant shall survive termination of this Agreement.

6. Warranty, Liability, Standard of Care and Indemnity. BI-Tek shall perform the Services in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of competent contractors providing similar services. In addition to the above warranty, BI-Tek specifically warrants the fitness and suitability of the Applications for the purpose intended in accordance with this Agreement. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED. THE LICENSEE HEREBY WAIVES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED BY LAW, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MARKETABILITY OR REGARDING LATENT DEFECTS. UNDER NO CIRCUMSTANCE WILL THE VALUE OF THE WARRANTY EXCEED THE VALUE OF THE SERVICES RENDERED BY BI-Tek AND ACTUALLY PAID FOR BY LICENSEE. BI-Tek WILL NOT BE LIABLE FOR ANY LOST PROFITS, OR FOR ANY CLAIM OR DEMAND AGAINST LICENSEE OR ANY THIRD PARTY CLAIMING THROUGH LICENSEE, EXCEPT AS SPECIFICALLY SET FORTH HEREIN. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Except in the event of intentional misconduct or gross negligence by BI-Tek, it shall not be liable to Licensee for any fault or any direct or indirect damages resulting from Licensee's use of the Applications or Contractor's performance hereunder. Licensee agrees to indemnify and hold Contractor harmless from and against all claims, losses, and damages, including, but not limited to, all those arising from modifications made to the Applications by a person other than BI-Tek; or unlawful or unauthorized third party use of Licensee's computer equipment.

7. Independent Contractor. The parties each acknowledge that they are not an agent of the other and have no authority to legally bind each other in any contracts or other agreements.

8. Indemnity. BI-Tek recognizes that BI-Tek is solely responsible for its employees' behavior. Accordingly, BI-Tek agrees to indemnify and hold Licensee harmless from all costs, losses, liabilities, and expenses incurred by Licensee with respect to such matters, including, but not limited to claims arising from BI-Tek's employees' inappropriate behavior, dishonesty, slander or theft.

9. Confidentially Obligations. The parties agree to treat all matters and information related to the other, including, without limitation, trade secrets, programs, procedures, manuals, guides, confidential reports and communications, marketing materials, forms, concepts, and lists and identities of customers, as confidential information

entrusted to it solely for use in performance of this Agreement, and not to use such information or divulge, disclose, or communicate such information in any way to any person or entity during or after the term of this Agreement, except as may be required by law.

The parties each agree that, in the event of termination of this Agreement for any reason, it shall not under any circumstances retain any information written or otherwise recorded concerning the other party. Each agrees that a breach or a threatened breach by such disclosing party, or any agent, employee or contractor thereof, of the provisions of this section would cause immediate and irreparable injury, loss or damage to the other and that monetary damages would be difficult if not impossible to ascertain. For this reason, each party agrees that the other shall be entitled, in addition to all other remedies at law, to injunctive relief, including a temporary restraining order, a preliminary injunction and a permanent injunction enjoining the other party from breaching the provisions of this section, as well as all reasonable attorneys' fees incurred to enforce the provisions of this section. This covenant shall survive termination of this Agreement.

In the event that either party becomes legally compelled to disclose any confidential information, then such disclosing party will provide the nondisclosing party prompt notice so that it may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement. In such a case, the disclosing party will furnish only that portion of the information which is legally required and will exercise "best efforts" to obtain a required protective order or other reliable assurance that confidential treatment will be accorded the confidential information.

10. Termination. The Licensee and BI-Tek may terminate this Agreement at any time upon their mutual written consent. BI-Tek or Licensee may also unilaterally terminate this Agreement upon twelve (12) months prior written notice to the other party. Notwithstanding the foregoing, if Licensee terminates this Agreement, then it shall remain liable for payment of all sums then due, for all Services provided and expenses incurred by BI-Tek.

11. Miscellaneous.

a. This Agreement shall be binding upon each of the parties' respective heirs, successors and assigns.

b. This Agreement shall be governed by and interpreted according to the laws of the State of North Carolina.

c. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as though such invalid or unenforceable provision was omitted.

d. This Agreement may not be assigned by either party without the prior written consent of the other party.

e. No delay or omission in exercising any right shall operate as a waiver of such right or any other right. A waiver on any one occasion shall not be construed as a bar

to or waiver of any right on any future occasion.

f. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, may be settled by arbitration in Warren County, North Carolina, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

g. BI-Tek shall not be liable for any loss or damage resulting from any cause due to any acts of God, wars, riots, floods, fires, inability to obtain labor due to strikes or other events beyond BI-Tek's reasonable control.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

LICENSEE:

By: _____

Title: _____

BI-TEK:

BI-Tek, LLC

By: _____

Perry N. Brown, Manager

Exhibit “A”

Scope of Work

BI-Tek Responsibilities

This scope of work is to provide the BI-Tek CAMA software system to Licensee. BI-Tek is responsible for software installation, data conversion, training, and project management. Additionally, BI-Tek will provide the hosted operating environment in a virtual private cloud.

1. Deliver and install the BI-Tek applications specified in Schedule A.
2. Convert current County data delivered to BI-Tek by Licensee.
3. BI-Tek will make software modification in order for the software to comply with the NC Machinery Act and the North Carolina General Statutes at no additional charge.
4. Provide the operating environment including the hardware, Windows Server operating system, and Microsoft SQL Server database management system.
5. Develop the application changes needed to export the data from the BI-Tek CAMA system into a format which can be imported to the billing and collections system used by the Licensee. This format will be a plain-text format unless an alternate format is agreed upon by BI-Tek.

Licensee Responsibilities

1. Provide the technical resources to configure the secure VPN tunnel between the Licensee firewall and the hosted operating environment firewall.
2. Licensee is aware of the features and functions of the BI-Tek software applications and agrees to implement the software based on this functionality. Additional or alternate functionality desired by Licensee may be developed and delivered by BI-Tek at an additional cost. The current rate for BI-Tek software modifications is \$105/hour.
3. Provide all data to be converted in an industry-standard format such as .txt, .csv. Alternate formats may be negotiated.
4. Provide detailed information to BI-Tek in order to calculate the values for real property as desired by Licensee.
5. Provide all hardware, software, and operating infrastructure not related to the BI-Tek hosted environment. This includes, but is not limited to personal computers, tablet computers to support the ITSMobile, and internal network infrastructure.

Anticipated Schedule

The table below illustrates the expected implementation schedule and associated dates for major milestones. This schedule is subject to change.

June 2023	Contract signing.
June 2023	Sample conversion data is delivered to BI-Tek.
June thru August 2023	BI-Tek performs data analysis and conversion, collaborating with licensee.
September 2023	The BI-Tek CAMA system is implemented and training is completed.

EXHIBIT "B"

SOFTWARE LICENSE AND SUPPORT AGREEMENT

THIS SOFTWARE LICENSE AND SUPPORT AGREEMENT made as of the ____ day of _____, _____, by and between BI-TEK, LLC, a North Carolina limited liability company having its principal address at 2315 West Arbors Dr. Suite 207, Charlotte, NC 28262 (hereinafter "BI-Tek"), and the County of Warren North Carolina, having its principal office at 117 S Main Street Warrenton, NC 27589, (hereinafter "Licensee") and is a part of the Master Agreement executed by and between the parties on even date herewith (the "Master Agreement").

WITNESSETH:

WHEREAS, BI-Tek has created and owns software applications used by local governments to value real and personal property and to assess, bill, collect and distribute taxes (the "Application"); and

WHEREAS, Licensee desires to obtain from BI-Tek the right to use certain of the Application and support in connection with such use.

NOW, THEREFORE, in consideration of the foregoing, the other mutual promises set forth in the Master Agreement and in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound agree as follows:

1. **License.** Although BI-Tek shall at all times be the sole owner of all right, title and interest in the Applications and their source codes, it hereby grants to the Licensee the non-exclusive and nontransferable right and license to use, for its own internal use only, the Applications described on Schedule A, attached hereto and made a part hereof by reference, subject to Licensee's payment of the fees due hereunder. Licensee acknowledges that the Applications may only be used by it with the consent of BI-Tek during the term of this Agreement. Upon termination of this Agreement, the license granted shall expire and Licensee shall immediately discontinue use of the Applications.

2. **Consideration.** In consideration of BI-Tek granting the license to Licensee, Licensee shall pay to BI-Tek the initial license fee and annual support and maintenance fees set forth on Schedule 1 attached hereto and made a part hereof by reference.

3. **Representations by BI-Tek.** BI-Tek represents that BI-Tek is the exclusive owner of all rights to the Application; has the right to grant the license hereby granted; and has executed no agreement in conflict herewith. In the event that any of the Applications is determined to infringe, then BI-Tek shall make a reasonable effort to obtain the right for Licensee to continue use of the infringing Application. If it fails to obtain such right, then BI-Tek shall have the option, at its expense, to (i) modify the infringing Application as needed to make it non-infringing, or (ii) terminate the license and, as liquidated damages, refund all fees paid hereunder by Licensee for the Application in question and pay all costs reasonably and actually incurred by Licensee to acquire a comparable alternate software application.

4. **Representations by Licensee.** The Licensee represents that:

(a) Licensee is a duly organized, validly existing County, a Body Politic and Subdivision of the State of North Carolina in good standing under the laws of the State of North Carolina, with full requisite power to carry on its business as now being conducted and to own and operate the properties and assets now owned by it.

(b) The execution and delivery of this Agreement and the consummation of the transactions provided for herein have been duly approved and authorized. This Agreement has been duly executed by Licensee and is enforceable in accordance with its terms. Licensee has full requisite power, authority and legal right to enter into this Agreement and consummate the transactions provided for herein.

5. **Term.** This Agreement shall remain and continue in full force and effect until terminated as provided in the Master Agreement, however:

(a) If the Licensee is in default in performing any of the other terms of this Agreement or the Master Agreement and such default continues for a period of fifteen (15) days after written notice thereof is given to the Licensee, then BI-Tek shall have the right to terminate this Agreement upon giving notice to the Licensee at least ten (10) days prior to the effective date of termination, and thereupon the Agreement and the rights and licenses granted hereunder to the Licensee shall become void without prejudice to any remedy of BI-Tek for the recovery of any moneys due it under this Agreement.

(b) Upon termination hereof, the Licensee shall duly account to BI-Tek and transfer to it all rights which Licensee may have to any of the Applications, their source codes, and all related documents, software or other materials, and shall no longer use any of the Applications.

6. **Confidentiality.** Licensee will not disclose any of BI-Tek's Confidential Information (as defined below) except (i) to those employees of Licensee and other individuals who are authorized by BI-Tek to receive such information and who will be informed of the confidential nature of the information, agree to be bound by this Agreement and agree not to disclose such Confidential Information to any other individual; or (ii) if Licensee is legally compelled (by virtue of any process, including but not limited to deposition, interrogatory, request for production of documents, subpoena, civil investigative demand or similar process) to produce such Confidential Information.

"Confidential Information" shall refer to trade secrets and confidential information of any kind belonging to BI-Tek whether or not it meets the statutory definition of trade secret; the use of the term shall also include business information, financial information, business methods and procedures, information concerning customers, prices, products, packaging, and distributors; and the use of the term shall further include actual trade secrets including compilations, programs, devices, methods, know-how, techniques or processes that derive independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from such information. The term shall not include information which: (a) was already known to Licensee at the time of disclosure; (b) is available to the public or later becomes so through no deliberate fault of Licensee; (c) is

received by the Licensee from a third person which is not subject to an obligation of confidence; or (d) is disclosed under operation of law, government regulation or court order so long as Licensee first gives written notice to BI-Tek and uses reasonable efforts to secure protection of such Confidential Information.

All Confidential Information disclosed by BI-Tek to Licensee shall remain the property of BI-Tek and shall be maintained in confidence and used by Licensee only for the limited purposes permitted under this Agreement. Upon termination of this Agreement, the Licensee will either (as elected by BI-Tek) destroy or return all Confidential Information provided by BI-Tek. If BI-Tek orders Confidential Information destroyed, then the Licensee will provide to BI-Tek an affidavit of destruction. The provisions of this Agreement restricting the use and disclosure of Confidential Information shall be binding on Licensee during the term hereof and until the expiration of ten (10) years after the termination of this Agreement.

The Licensee agrees that in the event of a breach of this agreement, BI-Tek would be irreparably harmed and could not be made whole by money damages alone. Therefore, this agreement shall be enforceable by all remedies at law or in equity including the right to enjoin any further breach. Licensee agrees to waive any requirement for security or posting of any bond in connection with such remedy for breach of this agreement and acknowledge that equitable relief shall not be exclusive but shall be in addition to any other remedy in this Agreement or at law or in equity. BI-Tek, in any such action, also be entitled to recover all damages and attorney's fees.

7. **Parties in Interest.** This Agreement shall inure to the benefit of, and be binding upon, BI-Tek and Licensee and their respective representatives, successors and assigns, provided, however, that if the ownership of Licensee is transferred, for whatever reason, the rights granted hereunder are not transferable. The Application and its source code may not be divulged to the new owner and this Agreement will be null and void.

8. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina.

9. **Construction.** The paragraph headings in this Agreement are inserted for convenience of reference only and are not to be used in construing or interpreting any of the provisions of this Agreement.

10. **Notices.** All notices, requests, demands, and other communications to be given hereunder shall be in writing, and shall be deemed to have been duly given if delivered or mailed, certified mail, return receipt requested, postage prepaid, to the addresses of the parties set forth above or to such other address as may be furnished to the other parties in writing.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

LICENSEE:

By: _____

Title: _____

BI-TEK:

BI-TEK, LLC

By: _____

Perry N. Brown, Manager

Schedule A

Applications Licensed and Fee Schedule

The following modules of the BI-Tek .NET Tax Office Suite are licensed by this agreement:

- CAMA (Pasco)
- ITSMobile (Windows Tablet Software)
- Hosted Public Access for CAMA information

Initial licensing fees are included in the cost for this project as defined in the associated master agreement.

The cost for ongoing licensing, support and maintenance is \$27,245 annually. This rate will be invoiced monthly and will be effective beginning in the month the associated software product is used in a production environment with the exception of the Hosted Operating Environment. The cost of the Hosted Operating Environment of \$1,000/month will begin when the virtual server is created. The creation of this virtual server will be timed as late as possible in the data conversion period between February and April 2023.

The annual support amounts broken down by module are below:

Module	Annual Amount
CAMA (Pasco)	\$11,704
ITSMobile (Windows Tablet software)	\$2,341
Hosted Operating Environment	\$12,000
Hosted Public Access	\$1,200

Exhibit “C”

Compensation

Software

The total price to be paid by the Licensee to BI-Tek for the project is \$85,224. This price is broken down as illustrated in the table below:

Product	Price
CAMA software license	\$58,520
ITSMobile (Tablet) software license	\$11,704
Data Conversion	\$15,000
Total	\$85,224

The project cost above will be billed in two installments. The anticipated billing schedule is below:

Milestone	Month	Amount
Project Payment #1	September 2023	\$42,612
Project Payment #2	July 2024	\$42,612
Total Payments		\$85,224

Training

10 days of on-site training is included in the project cost. BI-Tek will work with licensee to determine the best method and schedule for training. Additional training will be provided at a rate of \$1,000 per day.

CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF
WARREN COUNTY GOVERNMENT

CONTRACTOR: BI-TEK, LLC

SUBJECT OF CONTRACT: CAMA Software system and support including hosted hardware.

DATE/TERM OF CONTRACT: August 2023 and forward.

DEPARTMENT: Tax Administration

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:

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

Non-appropriation clause. Contractor acknowledges that Warren County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Warren County's obligations under this contract, then this contract shall automatically expire without penalty to Warren County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Warren County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Warren County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Warren County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Warren County upon written notice to Contractor of such limitation or change in Warren County's legal authority.

Dispute Resolution/Jurisdiction/Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings will be Warren County.

No pledge of taxing authority. The taxing power of the Warren County is not pledged directly or indirectly to secure any monies due under this contract.

No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, Warren County makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Warren County.



WARREN COUNTY EMERGENCY SERVICES

890 US Hwy. 158 Bypass
Warrenton, North Carolina 27589
Phone: (252) 257-1191
Fax: (252) 257-4974



Memo

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Joel Bartholomew, Emergency Services Director / Fire Marshal

Date: July 24, 2023

Re: Updated Contract for Paid Firefighters

Background

The contract for paid firefighters in Warren County had to be updated due to the increase of funds for paid firefighters in the 2023 – 2024 budget. With the current 23-24 approved budget \$300,000 will be equally distributed between 9 fire departments. An initial amount of \$2774.00 shall be provided to each department for the purpose of paying part time positions per the contract.

Fiscal Impact

The current budget has approved \$300,000 to be used for the purpose of paying part time firefighters positions.

Recommendation

It is my recommendation to the Board of Commissioners for your consideration to approve the updated contract for paid firefighters.

Joel Bartholomew
Emergency Services Director / Fire Marshal

**STATE OF NORTH CAROLINA
ADDENDUM TO
CONTRACT FOR FIRE PROTECTION SERVICES IN TAX DISTRICTS
COUNTY OF WARREN**

THIS ADDENDUM, made and entered into this July 1st, 2023, by and between the **COUNTY OF WARREN**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the **COUNTY**, party of the first part, and the _____ Volunteer Fire Department a private non-profit corporation incorporated under the laws of North Carolina, with principal offices in Warren County, North Carolina, hereinafter referred to as the **FIRE DEPARTMENT**, party of the second part;

Now, therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, their parties hereto contract and agree as follows:

1) Part Time Positions

- a. Each VFD shall receive reimbursement funding as determined annually by the County Budget for Paid Part time Positions. The budget will determine the number of positions, pay maximum pay rate and the total hours per week for each VFD, and can be amended by the County each budget year. The reimbursement shall be based on the number of hours worked multiplied by the lesser of the rate of pay to the employee or the rate adopted in the County Budget. A total dollar amount will be appropriated for each VFD, which will include amounts for the VFD's portion for Federal and State withholding taxes and estimated Workman's Compensation Insurance. It will be the responsibility for each VFD to make these payments, on time, and in the required amounts. Reimbursement for expenses for hours or days worked outside of these requirements, or at a rate higher than budgeted will not be eligible for reimbursement. An initial amount of \$2,774.00 shall be provided to each VFD to deposit into a separate account/fund for the purpose of paying for the Part time Positions. This funding will be conditioned upon the following:
 - i. Part time employee funds will only be spent on paying part time employee wages, federal and state withholding taxes and workman's compensation insurance for hours worked.
 - ii. Any funds improperly spent or spent in excess of the allotted pay rates and hours, from previous payments of part time employee funds shall be reimbursed by the VFD in the month following this determination by the County. Any funds remaining at the termination of this agreement shall be returned to Warren County.
 - iii. Monthly submittal to the Fire Marshal of a certified report of the previous month's part time wages and other permissible employment expenses paid, dates and times worked, the names and amounts of the individuals it was paid to, on or

before the 10th of each month, and a statement that all individuals paid met the requirements of this agreement.

- iv. Any amount expended by the VFD not in compliance with this agreement will not be allowed to be credited against the Warren County funds provided for part time employees.
- b. Each department will be responsible for hiring and retaining their own part-time employees in accordance with the following requirements.
 - i. Develop an application process in order to recruit qualified and dependable part-time employees that meet the minimum standards as established by the VFD Association for the position.
 - ii. Insure all part-time employees achieve a minimum 36 hours of training and are listed on their North Carolina State Firefighters Association roster as required.
 - iii. All employees shall be employed by the VFD, and will not be treated as, represented to be, or attempted to be classified as Warren County Employees.

All other terms of the existing Contract for Fire Protection Services in Tax Districts between the Fire Department and Warren County executed the ____ day of _____, 2023 remain fully enforceable.

IN TESTIMONY WHEREOF, on the date and year first above written, the COUNTY has caused this instrument to be executed by the Chairman of the Board of Commissioners of the COUNTY and attested by the Clerk to said Board, and the FIRE DEPARTMENT has caused this instrument to be signed in its name by its Chairman, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given.

ATTEST: Fire Department

By President

By Secretary

ATTEST: Warren County

By Chairman - Board of Commissioners

By Clerk to the Board



WARREN COUNTY HUMAN RESOURCES

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

Sierra Thomas
Interim Human Resources
Manager
sierrathomas@warrencountync.gov

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Sierra Thomas, Interim Human Resources Manager

DATE: August 7, 2023

RE: Approval of NEOGOV Human Resources Information System (HRIS) order agreement

Background

The recruitment process currently within the County is done differently depending on the department. Implementing this platform will provide structure within the county. The current process regarding recruitment and onboarding is done manually. Extensive amounts of paper are utilized during this process. The current process is shown to be ineffective and NEOGOV will provide an effective and efficient onboarding and recruitment process once fully implemented. The contract has been reviewed and approved by the County Attorney and County Manager.

The benefits of the system will create a portal that includes all things needed for recruitment that will be a key factor for effectiveness and accuracy within the recruitment process. It will provide consistency throughout the county and for applicants who are interested in becoming a part of the Warren County team. Implementing this program will align with the strategic plan the county currently has in place and they are as followed:

Strategy 2.5 (1-7) and Strategy 2.47(2,3,5)

I am proposing that NEOGOV be fully implemented. This change will be an overall benefit to the county and create opportunities to reach a broader target of applicants.

Financial Impact

Fiscal Year 2023-2024: \$21,907.47
Fiscal Year 2024-2025: \$28,390.60
Fiscal Year 2025-2026: \$42,585.90

Total for full implementation: \$92,883.97

Funds are budgeted in the FY 24 Adopted budget for this project.

Recommendation

I am recommending that the Board of Commissioners approve the purchase of NEOGOV in an amount not to exceed \$93,000 and authorize the County Manager to execute the agreement.

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

Exhibit A Order Form



NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Vincent VanAuker

Warren, County of (NC)
602 W. Ridgeway Street
Warrenton, NC 27589
USA

Quote Valid From: 7/18/2023
Quote Valid To: 8/8/2023

Quote Number: Q-10644
PaymentTerms: Annual,Net 30
Subscription Term in Months: 35

Employee Count: 413
Order Summary

Year 1 (8/7/2023-7/31/2024)

Service Description	Type	Start Date	End Date	Term Price (USD)
Custom Bundle Includes Insight License, Onboard License, Candidate Text Messaging (CTM), Attract License	RECURRING			\$10,146.49
Custom Bundle Setup and Training	ONE-TIME			\$7,800.00
New Hire Export (IN+ON Data) Subscription	RECURRING			\$660.98
New Hire Export (IN+ON) Setup	ONE-TIME			\$3,300.00
Year 1 (8/7/2023-7/31/2024) TOTAL:				\$21,907.47

Year 2

Service Description	Type	Start Date	End Date	Term Price (USD)
Custom Bundle Includes Insight License, Onboard License, Candidate Text Messaging (CTM), Attract License	RECURRING			\$27,214.60

Service Description	Type	Start Date	End Date	Term Price (USD)
New Hire Export (IN+ON Data) Subscription	RECURRING			\$1,176.00
Year 2 TOTAL:				\$28,390.60

Year 3

Service Description	Type	Start Date	End Date	Term Price (USD)
Custom Bundle Includes Insight License, Onboard License, Candidate Text Messaging (CTM), Attract License	RECURRING			\$40,821.90
New Hire Export (IN+ON Data) Subscription	RECURRING			\$1,764.00
Year 3 TOTAL:				\$42,585.90

ORDER TOTAL (USD) : **\$92,883.97**

A. Terms and Conditions

1. Agreement. Terms & Conditions Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth in NEOGOV's bid for Solicitation Number 24-03-0222 including the NEOGOV Services Agreement set forth therein agreed to by NEOGOV and the North Carolina Sheriffs' Association (the "NCSA Agreement"). with the following modifications: (i) the Effective Date (as defined in the NEOGOV Services Agreement) shall be the date set forth below, and (ii) the SKUs and pricing applicable to this purchase shall be as specified in this Service Order. By signing below, Customer confirms it has the authority to use the NCSA Agreement for this purchase and that the use of the NCSA Agreement for this purchase is not prohibited by law or procurement regulations or standards applicable to Customer.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

1. Section 22a. (Governing Law and Venue) is deleted and replaced with: "This Agreement shall be governed by and construed in accordance with the laws of North Carolina, without giving effect to conflict of law rules."
2. The attached document titled "Contract Addendum for Contracts With Any Department of Warren County Government", mutually agreed to in writing by the Parties, is attached hereto and made a part herein.

**"Warren, County of
(NC)"**

NEOGOV

Signature:

Signature:

Print Name:

Print Name:

Date:

Date:

CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF
WARREN COUNTY GOVERNMENT

CONTRACTOR: Governmentjobs.com, Inc. (D/B/A NEOGOV)
SUBJECT OF CONTRACT: Recruit+ Module & New Hire Export
DATE/TERM OF CONTRACT: Annual subscription, Year 1
DEPARTMENT: Human Resources

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:

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

Non-appropriation clause. Contractor acknowledges that Warren County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Warren County's obligations under this contract, then this contract shall automatically expire without penalty to Warren County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Warren County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Warren County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Warren County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Warren County upon written notice to Contractor of such limitation or change in Warren County's legal authority.

Dispute Resolution/Jurisdiction/Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Warren County.

Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

No pledge of taxing authority. The taxing power of the Warren County is not pledged directly or indirectly to secure any monies due under this contract.

No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, Warren County makes no other waiver of governmental

immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Warren County.

Conflict of Interest. If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Warren County and the third parties regarding the subject matter of this Contract or Agreement.

Indemnification. To the extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold-harmless Warren County, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from Warren County, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Contractor.

Compliance with E-Verify requirements. The Contractor and any of its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

Iran Divestment Act Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.

Israel Boycott Contracting Prohibition Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the list of companies that are engaged in a boycott of Israel developed by the North Carolina State Treasurer under pursuant to N.C.G.S. 147-86.81(a)(1). Contractor shall not utilize any subcontractor that is identified on such list.

Modifications, Entire Agreement. A modification of this contract or Agreement is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the County unless the County Manager or other duly authorized official signs it for the County. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

Public Record. This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.

Uniform Guidance Procurement Policy Compliance Statement. Contracts funded with federal grant or loan funds have been procured in a manner that conforms with all applicable Federal laws, policies, standards, including those under the Uniform Guidance (2 C.F.R. Part 200)

Miscellaneous Provision. In the event of any inconsistency, conflict, or ambiguity between these miscellaneous terms and conditions and other associated contract documents, the parties agree that the terms and conditions of this document shall prevail.

For the CONTRACTOR:_____

Title:_____

For WARREN COUNTY:_____

Title: County Manager



Office of the Sheriff
Sheriff JOHN A. BRANCHE
Warren County

P. O. BOX 678 • 132 Raffers Lane
WARRENTON, NC 27589
Office: (252) 257-3364



TO: Warren County Board of Commissioners

FROM: Sheriff John Branche

THROUGH: Vincent Jones, County Manager

DATE: 7/28/2023

SUBJECT: Consider approval of purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an amount not to exceed \$92,576.25 from GovConnection, Inc. under State Contract.

Background

The purpose of the Durabooks is to upgrade our current laptops which are out dated and have expired warranties. These Durabook tablets will allow more mobility in day-to-day operations with law enforcement.

Fiscal Impact

Funds are budgeted for the purchase of 39 Gammatech Durabooks at a cost of \$92,576.25

Recommendation

I recommend that the Board of Commissioners approve the purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an amount not to exceed \$92,576.25 from GovConnection, Inc. under State Contract.



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Jeff Odle
Phone:
Fax:
Email: jeff.odle@connection.com

Account Manager:
Phone:
Fax:
Email:

25448831.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 1/26/2023
Valid Through: 2/25/2023
Account #: nclocal

Customer Contact: Filip Cvrkic
Email: filipcvrkic@warrencountync.gov

Phone: (252) 257-1000
Fax: (919) 251-4656

QUOTE PROVIDED TO:	SHIP TO:
AB#: 22629394 County of Warren Filip Cvrkic 602 W Ridgeway St Warrenton, NC 27589-1607 (252) 257-1000	AB#: 22629395 County of Warren Filip Cvrkic 602 W Ridgeway St Warrenton, NC 27589-1607 (252) 257-1000

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	549.00 lbs	N1	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	39	41285646	U1D1A1DAABXX	DURABOOK U11, IP65, 11.6in FHD Gammatech (durabook)	Gammatech (durabook)	\$ 1,944.08	\$ 75,819.12
2	39	41545642	DKBU1M-A	Durabook U11 Membrane Backlit Keyboard Gammatech (durabook)	Gammatech (durabook)	\$ 429.67	\$ 16,757.13
Subtotal						\$	92,576.25
Fee						\$	0.00
Shipping and Handling						\$	0.00
Tax						\$	6,248.90
Total						\$	98,825.15

RECEIVED
JUL 14 2023
Finance



ORDERING INFORMATION
GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under anyone of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

U11

Rugged Tablet

Built for All. All in One.

GET A QUOTE



Choosing between mutually exclusive I/O interfaces and devices is a thing of the past. The U11 rugged tablet has it all. It packs an unprecedented number of productivity features within its extremely compact and rugged exterior, including a detachable keyboard and generous space for further expansion. In addition, the U11 is the only fanless tablet in its class.



SUPERB PERFORMANCE BUILT IN

Running on Intel® 10th Generation CPUs and featuring a unique fanless design, the U11 provides the perfect blend of functionality, performance and reliability. Plus, the high-speed data transmission capability of Intel® Dual Band Wireless AC 9260 and Bluetooth® V5.0 means smooth, congestion-free data processing at all times. For field operatives everywhere, the next generation of rugged mobile solutions has arrived.



QUICK-RELEASE SSD

The U11 features an SSD that's quick and easy to remove – without having to open any covers – saving you time and effort. The unit is equipped with the latest NVMe PCIe SSD solution, providing up to 1TB of storage, while its PCIe offers speeds 6x faster than SATA III.

DETAIL AT A GLANCE

The U11 sports an 11.6" FHD (1920 x 1080) LCD featuring Durabook's proprietary DynaVue® sunlight readable technology for exceptional viewing of detail even in direct sunlight. DynaVue® also features 1,000-nit brightness for enhanced viewing clarity. The 10-point capacitive multitouch panel has four Touch Modes





LONG-LIFE, HOT-SWAP BATTERY



The U11 is compact yet delivers power without sacrifice. Equipped with a 10,000mAh battery, you can take advantage of non-stop hours with a single battery, making it a leader on power supply. Its hot-swappable battery enables operation without interruption when possible.

U11 TABLETS KEEPING MILITARY PLANES READY TO SERVE

The United States Air Force has eliminated traditional service manuals and paper reference material and has transitioned this technical documentation to a digital format. Durabook has designed its U11 specifically to meet the harsh demands encountered by the aircraft maintenance crew.

ROCK-SOLID AND QUIET

The U11 is especially resilient to accidental drops thanks to the enhanced protection of frame protectors on all sides. This tablet is MIL-STD-810H certified, ANSI 12.12.01 C1D2 certified, and IP65 rated, assuring shock, 6-foot drop and vibration protection, as well as the ability to withstand use in a wide range of temperatures. What's more, the unique, fanless design with 0 dBA means the U11 operates dependably and quietly.

ENDLESS EXPANSION OPTIONS

U11 can easily be expanded to add functionality or another layer of security via RFID reader, ExpressCard54, or PCMCIA Type II. The U11 comes optional with an embedded smart card reader and is the only rugged tablet available today with the option of adding a second smart card reader via built-in expansion module, which is useful for remote workers or those collecting and transferring sensitive data and information.

ONE DEVICE, TWO FORM FACTORS

When flexibility is a key aspect in your work environment, the U11 innovative detachable membrane backlit keyboard is the accessory that can keep pace with your changing working conditions. Whether you need a laptop with full keyboard and complete connectivity, or a tablet for increased mobility, the U11 2-in-1 solution provides the versatility and functionality you need.

[DOWNLOAD BROCHURE](#)

U11 RUGGED TABLET ANATOMY

FRONT REAR RIGHT LEFT

RUGGED SPECS

MIL-STD-810H Certified	6' drop 26 faces, drop, shock, vibration, altitude, freeze/thaw, high/low temperature, temperature shock, humidity, salt fog)
Electromagnetic	MIL STD-461G
Water and Dust Resistant	IP65
Hazardous Environment	ANSI C1D2 12.12.01

TECH SPECS

Display	11.6" FHD (1920 × 1080) Optional 1000 nits DynaVue® sunlight capacitive multi-touch screen Optional with digitizer User selectable touch mode for Finge programmable function
Operating System	Windows® 10/11 Pro 64-bit Intel® Core™ i7-10510Y vPro™ (10th Gen) 1.2GHz processor with Turbo Boost Technology up to 4.5GHz, 8MB cache Intel® Core™ i5-10310Y vPro™ (10th Gen) 1.1GHz processor with Turbo Boost Technology up to 4.1GHz, 6MB cache Intel® Core™ i5-10210Y (10th Gen) 1.0GHz processor with Turbo Boost Technology up to 4.0GHz, 6MB cache
Memory	8GB up to 16GB (1866MHz DDR3)
Storage	128GB NVME PCIE SSD Optional 256GB/512GB/1TB PCIE SSD Optional OPAL 2.0 SSD
Graphics	Intel® UHD Graphics
Camera	Front: Integrated 2MP Webcam Rear: Optional 8MP auto-focus with flash
Audio	Integrated microphone Intel® High Definition Audio Compliant Integrated speaker × 2
I/O Ports	USB 3.2 Gen1 (type A) × 1 2nd USB 3.2 Gen1 (type A) × 1 ⁴ Audio in/out (combo jack) × 1 microSD card (microSDHC, microSDXC) × 1 10/100/1000 Ethernet (RJ-45) × 1 HDMI port (type A) × 1 Docking connector (20-pin Pogo) × 1 SIM card × 1 Optional smart card reader × 1 or × 2 ^{2,3} DC-In jack × 1 Optional serial port (RS232, 422 and 485 : D-sub, 9-pin) × 1 ⁴ Optional 1D/2D barcode reader × 1 ⁴ Optional RF antenna pass-through for GPS, WWAN, and WLAN
Expansion Slots	Optional PCMCIA Type II or ExpressCard 54 or LF/HF-RFID (NFC) or HF-RFID (NFC) or 2nd smart card reader ³
Keyboard & Input	5 buttons (2 user-definable keys)
Wireless & Communications	Integrated 10/100/1000 Ethernet Intel® Dual Band Wireless AC 9260 (802.11a/b/g/n/ac) Bluetooth® V5.0 Optional dedicated GPS module (UBLOX-NEO-M8N) Optional 4G LTE multi-carrier mobile broadband Optional RF antenna pass-through for GPS, WWAN, and WLAN

U11 TABLETS KEEPING MILITARY PLANES READY TO SERVE

The United States Air Force has eliminated traditional service manuals and paper reference material and has transitioned this technical documentation to a digital format. Durabook has designed its U11 specifically to meet the harsh demands encountered by the aircraft maintenance crew.

Security	Intel® vPro™ Technology (per CPU options) TPM 2.0 NIST BIOS compliant Easy removable SSD ⁷ Stealth mode Kensington lock Optional smart card reader x 1 or x 2 ^{2,3} Optional Night vision mode ¹ Optional fingerprint scanner Optional LF/HF-RFID (NFC) reader ^{2,3} Optional HF-RFID (NFC) reader ^{2,3}	U11 TABLETS KEEPING MILITARY PLANES READY TO SERVE The United States Air Force has eliminated traditional service manuals and paper reference material and has transitioned this technical documentation to a digital format. Durabook has designed its U11 specifically to meet the harsh demands encountered by the aircraft maintenance crew.
Power	AC adapter : 100-240V, 50Hz-60Hz, 65W Main battery Li-Ion, 7.6V, 4800mAh, 13.5 hours ⁵ Optional long life battery Li-Ion, 7.6V, 9600mAh, 24 hours ⁵ Optional bridge battery : 5 minutes swap time ⁶	
Dimension & Weight	12.48" (W) x 8.47" (D) x 0.94" (H) 2.99 lbs	
Warranty	3-Year Accidental Damage Warranty	
	1. Night vision mode is available only for sunlight readable display. 2. Contact your sales representative for feature availability. 3. PCMCIA Type II, ExpressCard 54, RFID and 2nd smart card reader are mutually exclusive options. 4. 2nd USB 3.2 type A port, RS232 or 1D/2D barcode reader are mutually exclusive options. USB 2.0 or USB 3.2 Gen1 type C are also available as project-based features. 5. Tested using the MobileMark 2014 battery life benchmark. Results may vary under different situations including hardware configuration, software, operating conditions, power management settings and other factors. 6. The system will stay operating within 300 seconds when user swaps the battery. 7. Not compatible with previous model.	

ACCESSORIES

DOWNLOAD SOLUTION GUIDE

120W AC Adapter with power cord	65W AC Adapter with power cord	Battery Charger - 2 bays	Battery Charger - 8 bays
Cradle U11	Download Detachable Membrane Backlit Keyboard	Expansion Module - Express Card 54	Expansion Module - PCMCIA Type II
Expansion Module - RFID (NFC) Reader U11	Expansion Module - Smart Card Reader U11	Expansion Module - Smart Card+RFID Reader	Folio Case U11
Hand Strap	Hard Handle	iKEY Detachable Backlit Keyboard	LIND 12-16V Car Adapter with 180

U11 TABLETS KEEPING MILITARY PLANES READY TO SERVE

The United States Air Force has eliminated traditional service manuals and paper reference material and has transitioned this technical documentation to a digital format. Durabook has designed its U11 specifically to meet the harsh demands encountered by the aircraft maintenance crew.

LIND 12-16V Car Adapter with cigarette plug

LIND 12-32V Car Adapter with bare wire

LIND 12-32V Car Adapter with cigarette plug

PMT Expanded Vehicle Dock with Tri-RF Pass-through

PMT Expanded Vehicle Dock without Tri-RF Pass-through

PMT Slim Profile Vehicle Dock with Tri-RF Pass-through

PMT Slim Profile Vehicle Dock without Tri-RF Pass-through

Rotating Hand Strap U11

Screen Protector Film U11

Shoulder Strap (2 Point)

Shoulder Strap (4 Point)

Spare Digitizer Pen

Spare Hi-Cap Battery

Spare Main Battery

Spare Stylus & Tether for capacitive touch

Tablet Stand

USB 3.0 Docking Station

⌵ DOWNLOAD

WE ARE RUGGED MOBILE

At Durabook, delivering mission-specialized technology solutions is our top priority. Whether you're an end-user or channel partner, we collaborate with you, incorporating your feedback to bring innovative solutions to market. Superior rugged products and value are just a few reasons our clients choose Durabook.

LEARN MORE

DURABOOK ACCIDENTAL DAMAGE WARRANTY

We have you covered with our *Accidental Damage Warranty*. Enjoy three years of 360 degree protection against drops, damage or deficiencies in performance. Our specialized service center team is on standby if you need us.

MORE MOBILE

This site uses cookies to provide you with a better service. By using this site you agree to our use of cookies. Please read our privacy policy for more information on the cookies we use and how to delete or manage them.

OK PRIVACY POLICY

U11 TABLETS KEEPING MILITARY PLANES READY TO SERVE

R11 Rugged Tablet

[Learn More](#)

R11L Rugged Tablet

[Learn More](#)

R8 Rugged Tablet

[Learn More](#)

The United States Air Force has eliminated traditional service manuals and paper reference material and has transitioned this technical documentation to a digital format. Durabook has designed its U11 specifically to meet the harsh demands encountered by the aircraft maintenance crew.

HAVE ADDITIONAL QUESTIONS?

[TALK WITH A REP](#)

[Home](#) / [Products](#) / [Rugged Tablets](#) / [U11 Rugged Tablet](#)

Durabook Americas is a leader in customizable rugged and semi-rugged mobile technology.

[REQUEST QUOTE](#)

PRODUCTS

[Rugged Laptops](#)
[Rugged Tablets](#)

COMPANY

[About](#)
[Contact Us](#)
[News & Events](#)
[Customer Case Studies](#)
[Where to Buy](#)
[Become a Partner](#)
[Partner Program](#)
[Partner Portal](#)

SUPPORT

[Tech Support](#)
[FAQs](#)
[Downloads](#)
[Warranty](#)
[Contracts](#)

INDUSTRIES

[Automotive](#)
[Defense](#)
[Government](#)
[Manufacturing](#)
[Industry](#)
[Oil & Gas](#)
[Public Safety](#)
[Transportation & Logistics](#)
[Utility & Field Service](#)

CONTACT US

COMMERCIAL OFFICE

48329 Fremont Blvd.
Fremont, CA 94538
(510) 492-0828

SALES & SPARE PART INQUIRY

(800) 995-8946
sales@durabookamericas.com

TECHNICAL SUPPORT & RMA REQUEST

(888) 552-0008
service@durabookamericas.com

FEDERAL OFFICE

4860 Cox Road, Suite 200
Glen Allen, VA 23060
(888) 414-9844

SALES

(888) 414-9844
sales@durabookfederal.com

TECHNICAL SUPPORT

(800) 552-8946
service@durabookfederal.com

English.(US) ▼

Copyright© Twinhead International Corp. and/or any of its affiliates. All Rights Reserved. Corp CSR Report | CSR Certificate





**STATE OF NORTH CAROLINA
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)
STATEWIDE IT PROCUREMENT OFFICE**

Statewide IT Contract Number	STC 204B – RUGGEDIZED MOBILE COMPUTING DEVICES
DIT Bid / Solicitation Number	ITS-401070
Contract Award Type	TERM: Mandatory for Executive State Agencies
Current Effective Dates	November 1, 2022 through October 31, 2025
Contract Office	Monica Olsen NC Department of Information Technology NC Statewide IT Procurement E-mail: monica.olsen@nc.gov Office: 919-754-6673

Scope

The scope of this Statewide IT Contract is limited to the State's normal enterprise requirements for Ruggedized Mobile Devices, accessories, and peripherals as standalone units or as part of a system containing several unique items, and respective support and maintenance, and maintenance renewal services, as applicable.

Consistent with ITS-401070 Ruggedized Mobile Computers are defined as Laptops, Tablets, and Handheld Computing Devices for rugged use beyond that of the standard off-the-shelf laptop. The term Rugged refers to devices specifically designed to operate reliably in vehicles, harsh usage environments and conditions, such as strong vibrations, extreme temperatures and wet or dusty conditions. The rugged computers shall have features that include but shall not be limited to hardened casings, waterproof keyboards, sunlight-readable displays, and shock-mounted disk drives. Peripherals and Accessories, that are attachable to and supported by Mobile Rugged Computers, must be present within the general offering of the Manufacturer, and as such, normally available from the manufacturer catalog or ordering site.

This is a **TERM contract** pursuant to [09 N.C.A.C. 06 B.0701\(b\)](#) between the Original Equipment Manufacturers and the State. **A Term contract's USE IS MANDATORY for Executive Branch State Agencies.** Further, it may be used as a Convenience Contract, available to, but not mandatory for, other governmental and educational entities as permitted by law. Such entities include the North Carolina University System and its member campuses, Instructional components of the Department of Public Instruction (DPI), Instructional component of the North Carolina Community College System, as well as local (municipal and country) governments.

Manufacturer / Product Pricing

Pricing from this Statewide IT Contract is based on a percentage-discount off the manufacturer's current list price (i.e., percentage discounted from manufacturer's suggested retail price - MSRP). Vendor's quote must reference the State Term Contract Number in addition to the MSRP price and Percentage-Discount applied as per ITS-401070, for each line item.

Agency Needs Determination

The vendors are required, upon request, to provide the Purchasing Agency with catalogs, descriptive literature and/or web sites, along with the current list and net pricing information within two (2) business days from receipt of the request; such information shall be provided to the Agency at no charge.

Upon determination of a business need, the Purchasing Agency will establish its government estimate and follow its requisitioning process as applicable; it may request quote(s) from the selected-vendor throughout the effective period of this contract, on an as-needed basis, for the quantity required at the time ordered. As a best-practice, a Purchasing Agency may also seek quote(s) from one or any number of vendors listed on this Statewide IT Contract. Vendor-selection shall be based on the offered-quote which best meets that Agency needs and available budget, including value-added services, delivery, warranty, maintenance, etc.

The respective order will be issued directly to the OEM Resellers listed on this contract, consistent with the terms and conditions of this competitively bid, Statewide IT contract award.

MINIMUM ORDERS:

There are NO minimum order requirements for this contract.

ABNORMAL QUANTITY:

Any purchase-transaction from this contract exceeding \$250,000 must be forwarded to the NC DIT Statewide IT Division for authorization.

The Statewide IT Division reserves the right to issue its authorization in one or more of the following ways:

- Authorize requested purchase at the current level of pricing.
- Negotiate additional discounts from the current level of pricing.
- Issue a separate Invitation-For-Bid (IFB).

VENDOR CONTACT AND PRODUCT INFORMATION:

All known minority, physically handicapped or women-owned business representatives will be identified with an "M", "H" or "W" as appropriate after their name and highlighted accordingly. This is being done to better recognize businesses owned and operated by these groups and to encourage and promote their use to the greatest extent permitted by law.

Contractor	Ordering or Inquiries / Information Contact Resellers for Dell Marketing STC 204B	Ordering or Inquiries / Information Contact Resellers for Dell Marketing STC 204B
(01) Dell Marketing L.P. One Dell Way Round Rock, TX 78682 Manny Veloza manny.veloza@dell.com Phone: 919-272-5214 Karen Lansdale karen.lansdale@dell.com Phone: 512-618-0244	Local Primary Representative for Inside Sales for State and Local Governments: Karen Lansdale karen.lansdale@dell.com Phone: 512-618-0244 Local Primary Representative for Outside Sales for State and Local Governments: Kyle Irwin Kyle.Irwin@Dell.com 919-948-8694	Local Representative for Academic Sales (K-12 Local Education Authorities): Charlotte Harrison Charlotte_Harrison@dell.com 919-561-8012 Local Representative for Academic Sales (Higher Education): Clarence Williams Clarenc_r_williams@dell.com 919-279-3352 Customer Services / Technical / Warranty Support: http://www.dell.com/support/incidents-online/us/en/04/email/order-support 800-456-3355

OEM VENDOR	Ordering or Inquiries Contact Information Resellers for DuraBook STC 204B	Ordering or Inquiries Contact Information Resellers for DuraBook STC 204B
(02) Durabook Americas 48329 Fremont Blvd, Fremont, CA 94538 Ben Baum Vice President of Sales Ben.baum@durabookamericas.com Phone: 510-492-0828 Jerry Tsai Technical Point of Contact Jerry.Tsai@durabookamericas.com	1) GovConnection, Inc. Local Primary Representative for Inside Sales for State and Local Governments: Robert Bush Robert.bush@connection.com 800-800-0019 Ext. 33059 Local Primary Representative for Outside Sales for State and Local Governments: Nichole Price Nichole.Price@connection.com 800-800-0019 Ext. 77881 Local Representative for Academic Sales (K-12 Local Education Authorities). Local Representative for Academic Sales (Higher Education): Laura Woudstra Laura.woudstra@connetion.com 800-800-0019 Ext. 75550 Customer Services / Technical / Warranty Support: robert.bush@connection.com 2) iT1 Source LLC. Primary Representative: Steve Morberg Steve.morberg@it1.com 480-676-3524 Customer Services / Technical / Warranty Support: Steve.morberg@it1.com	3) Lenovo Primary Representative: Tanika Melvin tmelvin@lenovo.com 919-874-2931 Local Primary Representative for Outside Sales for State and Local Governments: Ryan Rand rrand@levovo.com 919-986-9349 Customer Services / Technical / Warranty Support: Service@durabookamericas.com

OEM Vendor	Ordering or Inquiries Contact Information	Ordering or Inquiries Contact Information
	Resellers for Getac Inc. STC 204B	Resellers for Getac Inc. STC 204B
(03) Getac Inc. 15495 Sand Canyon Drive Suite 350, Irvine, CA 92618 Tammy Tubbs Capture Manager Office: 949-681-2926 Mobile: 949-217-8939 tammy.tubbs@getac.com Eric McKee Reginal Sales Manager Southeast Central Office: 949-681-2996 Mobile: 949-230-9471 Eric.mcke@getac.com Michael Kirsch Technical Lead Office: 949-308-8914 Michael.kirsh@getac.com	1) Brite <i>(Upstate Wholesale Supply DBA Brite)</i> Primary Representative: Lindsey Cooksey lcCooksey@brite.com 585-869-6037 Customer Services / Technical / Warranty Support: support@brite.com 2) Brooks Network Services Local Primary Representative for Inside Sales for State and Local Governments. Local Representative for Academic Sales (K-12 Local Education Authorities): Primary Representative: Steve Brooks sbrooks@brooksnetworkservices.com 336-270-5895 Local Primary Representative for Outside Sales for State and Local Governments. Local Representative for Academic Sales (Higher Education): Primary Representative: Rick Sed rick@brooksnetworkservices.com 336-419-0038 Customer Services / Technical / Warranty Support: sbrooks@brooksnetworkservices.com 3) CDW-G Local Primary Representative for Inside Sales for State and Local Governments: Joe Barase josebar@cdw.com 866-819-6497 Local Primary Representative for Outside Sales for State and Local Governments: Keshun Morgan Keshmore@cdwg.com 312-513-0631 Local Representative for Academic Sales (K-12 Local Education Authorities): Mike Pinto Mikepin@cdw.com 866-850-5724 Local Representative for Academic Sales (Higher Education): Robert Chlupsa Robert.chlupsa@cdwg.com 855-784-1652 Customer Services / Technical / Warranty Support: GetacSupport_US@getac.com 866-394-3822	4) Crystal Digital Communications Inc. Primary Representative: Elliot Grout Elliot.grout@satstar.com 877-589-9800 Customer Services / Technical / Warranty Support: GetacSupport_US@getac.com 866-394-3822 5) PCN Strategies Inc. Primary Representative: Sean Rosinbum Sean.r@pcnstrategies.com 202-270-1480 Customer Services / Technical / Warranty Support: GetacSupport_US@getac.com 866-394-3822

OEM Vendor	Ordering or Inquiries Contact Information Resellers for Panasonic Inc. STC 204B	Ordering or Inquiries Contact Information Resellers for Panasonic Inc. STC 204B
(04) Panasonic Connect Newark, NJ Karen D. Painter Senior Bids and Capture Manager 862-373-2103 Karen.painter@us.panasonic.com Solomon Surles III Contract Manager 775-895-2401 Contracts@us.panasonic.com Derek Hornacek Technical Contact- Account Manager 862-229-3846 proservices@us.panasonic.com	1) ARC Acquisition (DBA Computacenter) Local Primary Representative for Inside Sales for State and Local Governments: Candice Gomez candice.gomez@computercenter.com Local Primary Representative for Outside Sales for State and Local Governments. Local Representative for Academic Sales (K-12 Local Education Authorities). Local Representative for Academic Sales (Higher Education): Johanna Daily Johanna.daily@arc-pts.com 210-572-1307 Customer Services / Technical / Warranty Support: johanna.daily@arc-pts.com 2) CDW Government Local Primary Representative for Inside Sales: Joseph R. Barese III Executive Account Manager josebar@cdw.com 866-819-6497 Local Primary Representative for Outside Sales: Leslie Smith Leslie.Smith@cdwg.com 919-667-4821 3) GovDirect Primary Representative: Brian Robbins Director Public Sector Solutions sales@govdirect.com brobbs@govdirect.com 704-795-8645 Customer Services / Technical / Warranty Support: sales@govdirect.com 727-754-2688	4) Law and Order Technology Local Primary Representative for Inside Sales for State and Local Governments: Alison Rae alison@lawandordertechnology.com 954-281-5050 Local Primary Representative for Outside Sales for State and Local Governments. Local Representative for Academic Sales (K-12 Local Education Authorities). Local Representative for Academic Sales (Higher Education): Rodney Spell rodney@lawandordertechnology.com 954-281-5050 Customer Services / Technical / Warranty Support: alison@lawandordertechnology.com 954-281-5050 5) Mobile Communications of America (MCA) Primary Representative: Janna Myers JannaMyers@callmc.com 919-786-0891 Customer Services / Technical / Warranty Support: JannaMyers@callmc.com 919-786-0891

CONTRACT HISTORY:

October 1, 2022	Original Award for 3 years
	November 1, 2022, to October 31, 2025
December 12, 2022	Revised contract for Durabook.



Office of the Sheriff
Sheriff JOHN A. BRANCHE
Warren County

P. O. BOX 678 • 132 Raffers Lane
WARRENTON, NC 27589
Office: (252) 257-3364



TO: Warren County Board of Commissioners

FROM: Sheriff John Branche

THROUGH: Vincent Jones, County Manager

DATE: 7/28/2023

SUBJECT: Consider approval of purchase of 2 Dodge Chargers for the Warren County Sheriff's Office in an amount not to exceed \$70,694.00 from Ilderton Dodge under the North Carolina Sheriff's Association Contract.

Background

The purpose of the Dodge Chargers is to replace older patrol vehicles which have high mileage and are costing more on maintenance repairs.

Fiscal Impact

Funds are budgeted for the purchase of 2 Dodge Chargers at a cost of \$70,604.00

Recommendation

I recommend that the Board of Commissioners approve the purchase of 2 Dodge Chargers for Warren County Sheriff's Office in an amount not to exceed \$70,604.00 from Ilderton Dodge under the North Carolina Sheriff's Association Contract.



ILDERTON

DODGE

RAM

Jeep



COMMERCIAL

701-712 South Main Street
High Point, NC 27260
(336) 841-6100



7/21/2023

Buyer:	WARREN COUNTY	Cell:	
	BEN JACKSON		
Phone:	252-430-9969	Phone:	
E-Mail:	benjackson@warrencountync.gov	Fax:	

		TRADE	
VEHICLE	DODGE CHARGER PURSUIT	Make:	
Year:	2022	Model:	
Color:	WHITE	Year:	
Engine:	3.6L V-6 24V VVT ENGINE	Color:	
Drive	AWD 8-SPEED AUTO 850RE	VIN:	
Mileage:		Stock #:	
		ACV:	

MSRP

Sale Price	NC SHERIFF'S CONTRACT 22-08-0913	\$34,912.00
	ITEM 138	

Options Included	
POLICE PKG 29A, PARKVIEW REAR CAMERA, 2 KEY FOBS	
FULL SIZE SPARE. RED/WHITE DOME LIGHT, VINYL FLOOR	
VINYL REAR	\$135.00
FRONT READING/MAP LIGHT	\$85.00
ADDITIONAL KEY FOBS	\$170.00
18" WHEEL COVERS	\$45.00
Options Total	\$435.00

Sub Total	\$35,347.00
UNITS	2
BALANCE DUE	\$70,694.00

Manager	<i>Kim Tuttle</i>	Customer	
	ASST DIRECTOR OF FLEET SALES		AUTHORIZED PERSONEL



***Warren County Public Utilities
712 Highway 158 Business West
P.O. Box 577
Warrenton, NC 27589
252-257-3645***



TO: Warren County Board of Commissioner's

THROUGH: Vincent Jones, County Manager

FROM: Eric St. Sing Public Utilities Director

DATE: July 28, 2023

SUBJECT: Asset Inventory Assessment Plan

Background:

The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loan and grants to aid eligible unit of Government in financing the cost of wastewater collection system projects, and Warren County has need for and intends to conduct an asset inventory assessment project for the existing wastewater collection system.

Fiscal Impact

NA.

Recommendation

I recommend that the Board approval of the resolution authorizing Warren County to request state grant assistance for the Asset Inventory Assessment Project for the existing wastewater collection system.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of wastewater collection system projects, and
- WHEREAS, Warren County has need for and intends to conduct an asset inventory assessment project for the existing wastewater collection system, and
- WHEREAS, Warren County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WARREN COUNTY:

That Warren County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project upon completion thereof.

That Vincent Jones, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of August, 2023 in Warren County, North Carolina.

Bertadean Baker, Chairman

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk to the Board of Warren County does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Board of Commissioners duly held on 7th day of August, 2023; and, further, that such
resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS
WHEREOF, I have hereunto set my hand this ____ day of _____, 2023.

Paula Pulley
Clerk to the Board



WARREN COUNTY BOARD OF COMMISSIONERS

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

TO: Warren County Board of Commissioners

THROUGH: County Manager Vincent Jones

FROM: Paula Pulley, Clerk to the Board

DATE: August 8, 2023

SUBJECT: Consider Approval of Fee Waiver for Use of Warren County Armory Civic Center as Requested by Warren County NAACP for a Community Forum on September 12, 2023

BACKGROUND:

Warren County NAACP has requested the use of the Warren County Armory Civic Center on September 12, 2023 for the purpose of holding a Community Forum. The event is open to the public and free of admission. This request is consistent with the Fee Waiver Policy. If approved, the Warren County NAACP would be required to pay a non-refundable Cleaning/Damage Fee of \$300.00.

FINANCIAL IMPACT:

A fee waiver would allow Warren County NAACP to use the Armory Civic Center without paying the \$600.00 Rental Fee, but they would be required to pay a non-refundable \$300.00 Cleaning/Damage Fee.

RECOMMENDATION:

It is recommended that the Board approve the Fee Waiver for the Use of the Armory Civic Center by the Warren County NAACP for a Community Forum on September 12, 2023.

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

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."

**WARREN COUNTY ARMORY CIVIC CENTER
FACILITY USE FEE WAIVER APPLICATION**

Organization: Warren County NPA Date(s) of event: 9/12/2023

EIN or Business License #: 47-4907348

Type of business: ☐ Government ☒ Non-profit ☐ For-profit ☐ Other: 501C4

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

Address P.O. Box 604 City Warrenton State OR Zip 97146

Contact Name: Cosmos George Title: President

Phone: (O) _____ (C) 252-213-2310 (Alt.) _____

Email: eng52@secentralfire.com Web: _____

Brief Description of Event: A community forum to discuss Gov. Cooper's Executive Order # 145/213

Type of event: ☐ Fundraiser

☒ Community Event

☐ Private Event

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

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

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

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Date Application Received: _____

Date of Approval/Denial: _____

Date Applicant Notified: _____

By: _____

WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

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

Beginning Balance	_____
Deposit	_____
Remaining Balance	_____
Payment 1	_____
Payment 2	_____
Payment 3	_____

Name of Applicant(s): COSEM OF GEORGE

Applicant Address: P.O. Box 604 City: _____

State: NC Zip Code: 27589 Email: Cn950_Secut@yahoo.com

Telephone: 252-213-2810 Cell Phone: 252 213 2910 Fax: _____

Organization Name: Warren County NAACP

Address: P.O. Box 604 Website: _____

City: Warrenton State: NC Zip Code: 27589

Type of Event: Give a brief description of the event. Community Forum

Event Date: 9/12/2023 Room Selection: Room A

If using Room C, will you be using the stage? YES If so, will you need access to the Wheelchair Lift? yes

Event End Time: 8 PM Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 9 PM Building must be cleaned and vacated no later than 1:00a.m.

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

If serving alcohol, will attendance include individuals under the age of 21? _____

Will you be selling alcohol? NO

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

Groups Permitted to Use the Warren County Armory

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

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

Please initial at each blank to indicate that you have read and understand the Rental Agreement terms.

Securing a Reservation

*To secure a reservation, the applicant must be at least 21 years of age with valid photo ID. Representatives leasing the facility on behalf of an organization must provide proof of authorization to lease in the organization's name. This proof can be a letter on organizational letterhead appointing said person as the representative and signed by the official holding the highest-level seat in the organization. The person who signs the rental agreement will be considered the "Responsible Party" for the event. [Signature]

*A reservation deposit of ½ of the total rental fee is expected at the time the Rental Agreement is filed with the Warren County Manager's Office. This deposit is non-refundable and will be used toward the total Rental Fee for the event if the application is approved. [Signature]

*There is also a Cleaning/Damage Fee required to be paid no less than 2 weeks prior to the event. (Please see Rental Fees & Cleaning/Damage Fee Schedule for

(Rev 9/22)

the amount of the Cleaning/Damage Fee.) A portion of this fee is refundable provided the after-event facility inspection is satisfactory. A copy of the inspection report will be provided to the applicant accompanied by either the applicant's refundable portion of the Cleaning/Damage Fee or a letter advising the refundable portion of the Cleaning/Damage Fee will not be returned. Failure to properly clean the facility or findings of damage as a result of the event will constitute forfeiture of your right to a refund of the refundable portion of the Cleaning/Damage Fee. Further, the applicant is responsible for the actual cost of repair or replacement of any property damaged during the time of rental. It may further result in suspension of your right to lease the facility in the future. Using the facility in any manner inconsistent with the Rules and Regulations set forth in the Rental Agreement will cause a forfeiture of the fee as well as any future use of the facility. EW

*The key to the facility may be picked up from the Sheriff's Department on the scheduled day of your event. Renter must return the key to the Sheriff's Department once the building has been secured immediately following the event. Unless prior arrangements have been made with the County Manager's Office, failure of the renter to return the key to the Sheriff's Department on the date of the event could result in a fine of \$25.00 per day until the key is returned. If the renter fails to return the key within 5 days of the event, the locks will be changed and the renter will be responsible for any fines and costs associated with changing the locks. EW

Facility Use Rules and Regulations

Please initial at each blank to indicate that you have read and understand Rental Agreement terms.

1. In order to secure a reservation, the applicant must be at least 21 years of age. EW
2. No reservation will be confirmed until the executed Rental Agreement is on file and the Reservation Deposit (at least ½ of the rent amount) has been received. If application is approved, the Reservation Deposit is non-refundable and will be applied to the Rental Fee. EW
3. The applicant is charged with the duty of supervising the activities at the facility. The applicant is also charged with the duty of ensuring that all attendees abide by the Rules and Regulations set forth in this Rental Agreement. EW
4. Children must be under the supervision of an adult at all times. EW
5. The applicant and his/her agents must comply with and abide by all laws and ordinances, including Federal, State, County, and Municipal, which may apply to the use of this facility. EW
6. The applicant will not sublease or assign the use of the facility to any other person or organization. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future as well as the forfeiture of all deposits. EW

7. The applicant will be held liable for any damages or losses inside or outside the facility. You will be billed for any damages not covered by the Cleaning/Damage Fee; such bill must be paid within 30 days to avoid legal action.
8. The Cleaning/Damage Fee must be paid to the Warren County Manager's Office no less than 2 weeks prior to the event.
9. The balance of the rental fee must be paid to the Warren County Manager's Office no less than 1 week prior to the event.
10. No decorations are to be taped, nailed, pinned, or stapled to the walls, furnishings, sound panels, or floors of the facility. Command Strips and similar products are prohibited.
11. No tables, chairs or other furnishings are to be propped against the sheetrock walls of the facility.
12. The facility must be left in the same condition as it was found. This includes returning tables, chairs, and other furnishings to the labeled locations along the brick walls.
13. No equipment can be used that dispenses smoke – whether synthetic or real.
14. Use of candles is allowed on cakes; however, candles as decorations must be either floating, or contained within a hurricane globe or other protective barrier.
15. Use of bubbles and bubble machines is strictly prohibited.
16. Smoking is prohibited in all County-owned buildings. Any evidence of smoking inside this facility may result in a fine of \$250.00 as well as forfeiture of your Cleaning/Damage Fee.
17. Firearms are prohibited on all County-owned property. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees and cleaning/damage fee.
18. Fires and pyrotechnics are prohibited on the grounds and within the facility.
19. Only those groups listed as Group I or Group II will be allowed to charge admission or sell tickets in advance for an event held at the Warren County Armory Civic Center.
20. The renter is responsible for cleaning any and all debris from the steps in front of the building at the end of the event. This includes sweeping away birdseed, rice, etc.

Alcohol

ALCOHOL WILL NOT BE PERMITTED AT AN EVENT HELD FOR A MINOR. (i.e., Sweet Sixteen, Quincenera, High School Graduation party, etc.)

21. The Warren County Armory Civic Center does not have an ABC Permit. Applicant must secure all permits/licenses required by law if alcohol is going to be served, sold, or consumed. Permits can be acquired by contacting the NC ABC Commission located at 3322 Garner Road in Garner NC. The contact number for the NC ABC Commission is 919-779-0700. A copy of the permit must be turned in to the Warren County Manager's Office no less than 48 hours prior to the event.
22. **BROWNBAGGING IS PROHIBITED! NO EXCEPTIONS!**
23. Alcoholic beverages may be served, sold, or consumed only by approved organizations and if included in the Rental Agreement.

24. ONLY NON-PROFIT ORGANIZATIONS ARE PERMITTED TO SELL ALCOHOL TO GUESTS. THIS INCLUDES BEER, WINE, AND CHAMPAGNE. A permit is required to sell alcohol and the applicant must contact the NC ABC Commission to obtain said permit.
25. You do not need an ABC Permit if serving free beer, unfortified wine, or champagne to guests.
26. No person under the age of 21 should be allowed to consume alcohol at the facility. Serving alcohol to minors will constitute suspension of your right to rent the facility in the future.
27. Alcohol service must be closed one hour prior to the end of the event.
28. **Alcohol must be under the control of a bartender or caterer at all times.** Common source containers (kegs, alcoholic punches, etc.) without an individual server are prohibited. **Glass beer bottles are prohibited.**
29. All alcoholic beverages must be served and consumed only in the area where the **original alcohol permit** is posted.
30. When serving alcohol, the applicant must provide, at applicant's cost, proof of at least a \$1,000,000 Tenant Users Liability Insurance Protection policy including host liquor liability coverage naming Warren County as an additional insured in which the carrier agrees to defend, save harmless, and indemnify Warren County from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the insurance policy must be submitted to Warren County no less than 15 days prior to the Event and must remain in effect at least 72 hours after the event ends.

Security

31. Security is required for all events. Security will be provided by the Warren County Sheriff's Department. The number of Officers required for non-alcoholic events will be determined by the Warren County Sheriff's Department based on the expected number of attendees and the type of event being held. Events including alcohol will require two or more uniformed armed officers at the discretion of the Warren County Sheriff's Department. The applicant is responsible for the cost of security at a rate of \$100.00 per Officer for the first five hours and \$20.00 per hour per Officer for each additional hour. Applicant must contact the Warren County Sheriff's Department at 252-257-3364 to arrange for security at least 15 days before the date of the event. The keys to the Armory Civic Center will not be released to a renter unless the Sheriff's Department confirms that proper arrangements have been made for Security.
32. If at any time during the event the Officer/Officers on duty witness any criminal or malicious acts, or if the Rules and Regulations set forth in the Rental Agreement are being broken, the Officer/Officers on duty reserve the right to close down the event.

Liability

33. The person or organization to which a Rental Agreement is issued shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is leased.
34. Occupancy beyond the posted capacity is prohibited. The applicant is responsible for fire code compliance.

35. Neither Warren County, the County Manager, the Board of Commissioners, nor any County personnel assumes responsibility for loss or damage to any property placed on the premises by the renter or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the County assumes no responsibility for items left by the applicant in or around the facility. _____
36. Parking for the facility is provided; however, Warren County assumes no responsibility for damage to vehicles or items stolen there from. _____

Rules for Caterers

37. The applicant must provide a copy of this agreement to any and all hired Caterers. _____
38. The applicant will be held responsible for seeing that caterers adhere to the Facility Use Rules and Regulations. _____
39. The applicant is responsible for Caterers' access to the facility. _____
40. Catering staff must be neat/clean in appearance and adhere to the Caterer's Code of Ethics. _____
41. Caterers must bring their own cleaning equipment and supplies. _____
42. Caterers are responsible for removing all trash from the kitchen area and any other areas in which food is served. _____
43. No food or drinks are to be left in the refrigerators at the Warren County Armory Civic Center. _____
44. All appliances are to be cleaned inside and out and left clean and turned off. _____
45. Upon completion of food service, Caterers should begin to load-out, remove equipment, food, etc. into vehicles. Caterers should complete clean-up before the end time listed in this agreement. _____
46. Floors in the kitchen and food service areas are to be swept and mopped and all trash is to be removed. _____

Before Vacating the Facility

47. All decorations, food, equipment, and other personal effects must be removed by the end time on this agreement unless satisfactory arrangements have been made prior to the event. _____
48. All trash must be emptied from all trash receptacles, including those in the bathrooms, and placed in outside receptacles. The renter is responsible for removing any trash that does not fit securely in the receptacles – no trash should be left on top of receptacles, on the steps, or on the ground beside the receptacles. _____
49. If any damage occurs during an event, the applicant must notify a representative of Warren County, such as the Deputy/Deputies on duty, immediately. If you are unable to notify someone at the time the damage occurs, you must do so not later than 9:00 a.m. on the next business day. Failure to give notification of damage will result in both forfeiture of your Cleaning/Damage Fee, and your right to use the facility in the future. _____

Cancellation & Default

50. The applicant forfeits all monies used to confirm a Rental Agreement if they fail to cancel more than 30 days in advance of the event 60 _____

Checklist for Applicant

- _____ Sign and File a Rental Agreement with the Warren County Manager's Office.
- _____ Pay rental deposit (non-refundable to be applied to the Rental Fee) of at least ½ of the Rental Fee at the time the Rental Agreement is filed.
- _____ At least 2 weeks prior to the event, pay Cleaning/Damage Deposit fee to Warren County Manager's Office.
- _____ At least 1 week prior to event, pay the remaining balance of the Rental Fee to the Warren County Manager's Office.
- _____ Provide Caterer with Facility Use Rules and Regulations.
- _____ 48 hours prior to the event provide ABC permit and proof of liability insurance coverage if alcohol is to be served, sold, or consumed, or if the County has made a determination that liability insurance is necessary for the event.
- _____ Arrange for Security with Warren County Sheriff's Department. Contact The Sheriff's Department at 252-257-3364.

NOTE: It is the responsibility of the applicant to adhere to the schedule set forth above or as required by this Rental Agreement. The Warren County Manager's Office will not contact applicant to remind of due dates of payments or other requirements under the terms of this agreement.

Cleaning/Vacating Checklist

This Checklist will be completed by Warren County Maintenance Department. A copy is being provided to you to assist in cleaning the facility.

_____ Floors swept

_____ All trash emptied

_____ Restrooms clean and trash emptied

_____ Tables/chairs placed
against brick walls

_____ Kitchen clean and all appliances off

_____ Lights turned off

_____ Decorations/Personal items
removed

_____ Drinks & Food
removed

_____ Heating/Cooling units turned to _____

_____ Tables wiped down

_____ Doors and windows secured

_____ Trash and debris picked up from facility grounds

Notes from Maintenance:

Date Inspected: _____ Time of Inspection: _____ Inspected by: _____

Rental Fees & Cleaning/Damage Deposit Schedule

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

ROOM SELECTED	Group II
Room A: 308 Sq. Ft. Capacity: Tables & Chairs 20 Chairs 28 Standing 44 RENTAL FEE CLEANING/DAMAGE FEE Total Amount Due REFUNDABLE AMOUNT OF C/D FEE	 \$150.00 \$50.00 \$200.00 \$35.00
Capacity: Tables & Chairs 350 Chairs 480 Standing 750 RENTAL FEE CLEANING/DAMAGE FEE Total Amount Due REFUNDABLE AMOUNT OF C/D FEE	 \$600.00 \$300.00 \$900.00 \$200.00
Rooms A and C RENTAL FEE CLEANING/DAMAGE FEE Total Amount Due REFUNDABLE AMOUNT OF C/D FEE	 \$750.00 \$300.00 \$1,050.00 \$200.00

Memorandum

To: Warren County Board of County Commissioners

Through: Vincent Jones

From: Christy Bondy, Library Director

Date: July 31, 2023

Subject: Consider the appointment of Joanne Thompson to serve on the Library Board of Trustees

The Library Board of Trustees reviewed the Interest to Serve application for Joanne Thompson at their July 13, 2023 board meeting. The board unanimously voted to approve the appointment of Joanne Thompson to the Library Board of Trustees for a 3-year term.

RECOMMENDATION

Following the Library Board of Trustees recommendation, vote to approve the appointment of Joanne Thompson to the library board.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

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

1. Library Board of Trustees
2. _____
3. _____
4. _____

Your full name Joanne Moore Thompson

Date of Birth 07-05-58 Sex F Race W

Mailing Address 999 Paschall Station Road

City and Zip Code Warrenton, NC 27589

Street Address Same as above

City and Zip Code _____

Home Phone 252-213-0555 Work Phone _____

Job Title Retired

Company or Agency _____

Email Address joanne.thompson50@gmail.com

Do you live in the county? Yes ☒ No ☐

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

Educational Background

Name and Address of High School Attended Randolph-Henry Virginia

Name and Address of College Attended University of Virginia

Degree Received MBA

Please list any military experience _____

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

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

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

Work Experience Vance Granville Bookstore

* Williamsburg Regional Library - Board Virginia

Volunteer Experience Jerusalem Nurture + Outreach

Leaves + Fishes Volunteer

Warren Ministries United Backpack Blessings

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Library Director

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Joanne Moore Thompson

Date

5-11-23

Please feel free to attach a resume if so desired.

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



WARREN COUNTY ANIMAL CONTROL
142 Rafters Lane
Warrenton, NC 27589
252-257-6137 phone 252-257-3718 fax
wcanimalark@warrencountync.gov

Mé morandum

TO: Warren County Board of Commissioners
THROUGH: County Manager Vincent Jones
FROM: Dani Bowen, Director
DATE: July 18, 2023

SUBJECT: Consider approval of Officer Stormy Grimes Wiggins as a regular member serving a three-year term, representing a member of Law Enforcement, to the Potentially Dangerous Dog Appeals Board as recommended.

Background

The Warren County Animal Control Ordinance allows dogs that have shown aggression or attacked a person or other animal too be deemed Dangerous or Potentially Dangerous. The owner of a dog deemed Dangerous or Potentially Dangerous has the right to appeal that decision to a board comprised of county residents that represent various groups of people such as law enforcement, veterinarians, livestock owners and as well as regular citizens. These voluntary board members wish to serve their community by serving on this board through either a two-or three-year term of service once recommended by existing board members and appointment by the Warren County Board of County Commissioners.

Fiscal Impact

No Fiscal Impact

Recommendation

The Dangerous and Potentially Dangerous Dog Appeal Board met on May 23, 2023 and recommended the appointment of Stormy Grimes Wiggins to the board serving a three-year term.

Dani Bowen, Director
Warren County Animal Control
142 Rafters Lane
Warrenton, NC 27589
252-257-6137
daniellebowen@warrencountync.gov

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

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

1. Dangerous Dog Board
2. _____
3. _____
4. _____

Your full name Stormy Grimes Wiggins
Date of Birth 12/24/1999 Sex F Race W
Mailing Address 118 E Lizard Bay Drive
City and Zip Code Henrico 27842
Street Address 118 E Lizard Bay Drive
City and Zip Code Henrico 27842
Home Phone 919 628 3808 Work Phone _____
Job Title Deputy Sheriff
Company or Agency _____
Email Address Wiggins.Syg@gmail.com

Do you live in the county? Yes ☒ No ☐

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

Educational Background

Name and Address of High School Attended Princeton High School - 101 Dr Donnie H Jones Jr Blvd W Princeton NC 27569
Name and Address of College Attended University of Mount Olive - 634 Henderson St Mt Olive NC 28365
Degree Received Bachelors of Science - Criminal Justice & Criminology

Please list any military experience _____

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

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

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

Work Experience Deputy Sheriff at Warren County
Sheriff's office

Volunteer Experience _____

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

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Henry Miggins

Date 7/5/2023

Please feel free to attach a resume if so desired.

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

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

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

1. Jury Commission
2. _____
3. _____
4. _____

Your full name Mary Catherine Joyner Harris

Date of Birth June 27, 1945 Sex F Race White

Mailing Address 313 Graham Street

City and Zip Code Warrenton, NC 27589

Street Address _____

City and Zip Code _____

Home Phone 252-213-0860 Work Phone _____

Job Title Retired School Counselor

Company or Agency _____

Email Address mcharris627@hotmail.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District District 1
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended West Edgecombe, Rocky Mount, NC

Name and Address of College Attended ECU, Greenville, NC; NCSU, Raleigh, NC

Degree Received B.S.; M.Ed.

Please list any military experience _____

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

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

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

Work Experience Warren County Schools

Volunteer Experience Friends of the Library,
Blessings in a Bag, Warrenton Baptist
Church, Community Meal Program

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

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Mary Catherine J Harris
Date August 10, 2023

Please feel free to attach a resume if so desired.

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