



Walter M. Gardner, Jr. – Mayor
Robert Davie - Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252)2579219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS
PUBLIC HEARING 6:30 (LGC LOAN APPLICATION)
PUBLIC HEARING 6:45 (SPECIAL USES, ORDINANCE CHANGE)
REGULAR MEETING 7:00 PM
April 13, 2020
AGENDA

Regular Meeting

1. Regular Meeting Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting from March 9, 2020
5. Minutes of Public Hearing from March 9, 2020
6. Minutes of Emergency Meeting from March 16, 2020
7. Minutes of Emergency Meeting from April 7, 2020
8. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
9. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - i. Proposed budget work session May 18, 2020
 - b. Public Works (Ms. Harding)
 - c. Public Safety (Mr. Hardy)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Packer)
10. Old Business
 - a. Status of Grants
 - b. Frontier Warren Update
 - c. USDA Resolution – Accepting Addendum and Authorizing Signatures
 - d. Parker POE Resolution (USDA project)
 - e. Agreement for CDBG Grant – Neighborhood Revitalization
 - f. PARTF Parks Grant Opportunity: Environmental, Budget
 - g. Ordinance Change – Schedule BOC Meeting after Planning Board Recommendation – proposed April 27, 2020
 - h. Special Use Application – Apartments US Hwy 158 Bus W - considered on April 27, 2020
 - i. Special Use Applications – Consider Planning Board Recommendations for W. Franklin Street
 - j. Resolution for LGC

11. New Business

- a. Appointment of Deputy Finance Officer
 - b. Zoning Map Updates – Informative only
 - c. Title VI Policy – For NC DOT Bi-Ped Grant Compliance
 - d. Adopt County Parks Plan
 - e. Consider Remote Participation Policy - BOC
12. Closed Session to discuss contract negotiations per NC General Statute § 143-318.11 (a)(5)
13. Announcements
14. Adjournment

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY SERVED that the Warrenton Board of Commissioners will hold a virtual public hearing on Monday, April 13, 2020 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on a Special Use permit application and Ordinance change.

In order to comply with Executive Order 121 by NC Governor Roy Cooper, citizens must utilize the below conference bridge to participate in the meeting.

Bridge number - 252-346-6052

Participant PIN 1234

A regularly-scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the Special Use permit, Ordinance change and other business that may come before the Board.

Walter M. Gardner, Jr., Mayor

WARRENTON BOARD OF COMMISSIONERS

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY SERVED that the Warrenton Board of Commissioners will hold a virtual public hearing on Monday, April 13, 2020 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:30 PM comments will be received on a plan to purchase real estate.

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Walter M. Gardner, Jr., Mayor

WARRENTON BOARD OF COMMISSIONERS



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
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April 7, 2020

Re: Restriping of Ridgeway Street

Dear Resident / Property Owner:

The Town of Warrenton has recently developed and adopted a forward thinking Bicycle and Pedestrian Plan. (Full plan at www.warrenton.nc.gov). Part of this Bi-Ped plan involves restriping the four-lane area of Ridgeway Street, restriping Ridgeway into two travel lanes and a middle turn lane, in the area that is currently four lanes.

The Town would like to solicit your input on this change and invite you to make public comments at the Board of Commissioners meeting on April 13th at 7:00 PM. The meeting will be held by conference call, in which you may dial in and ask questions and/or listen to discussion. The dial in information is:

Bridge number - 252-346-6052
Participant PIN 1234

Public comments will ONLY be received at the beginning of the meeting. After the public comments time is concluded, no further comments or questions are appropriate or recognized.

You may also submit questions in advance via email to: townadministrator@warrenton.nc.gov. We look forward to your input.

Best regards,

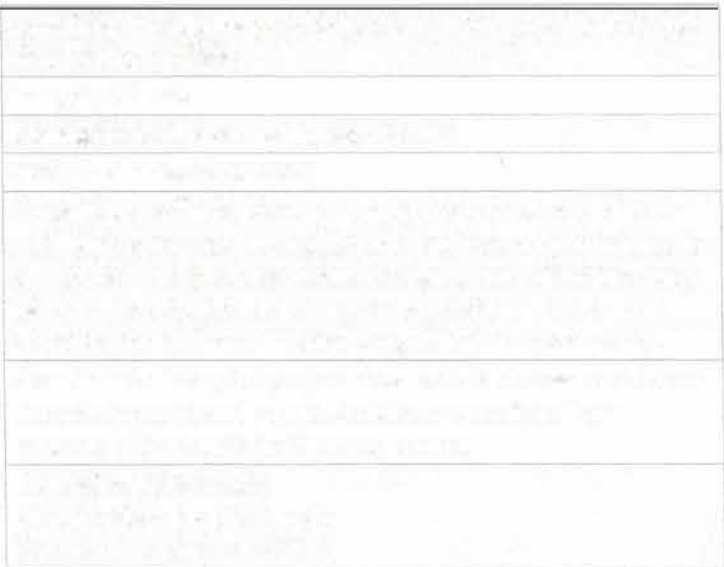
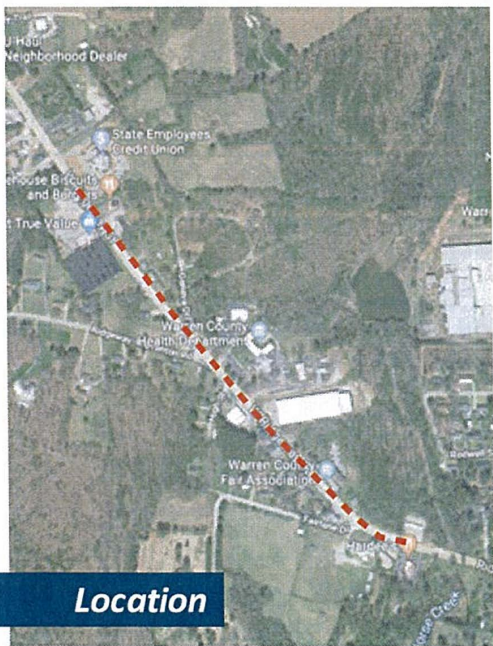
Robert Davie
Town Administrator

FOR CONCEPTUAL USE ONLY

FIGURE #21

Project #33: W Ridgeway Street Road Diet

This project is the reconfiguration of the existing 4-lane section of W Ridgeway Street (US 401) from the Town Limits to 300' west of Harris Street. The conversion to a 2-lane roadway with a center two-way left turn lane and on-street buffered bicycle lanes extends the bicycle network, supports the North Line Trace State Bicycle Route 4, provides motorists safer access to homes and businesses, reduces roadway speeds within the Town, and is compatible with traffic volumes. The extension of the sidewalk to the Town limit is a separate project (#32).



Conflict of Interest Disclaimer

“Members of the Town of Warrenton 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 Town Board of 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 tonight? If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

Citizen Comments

Rules for Citizen Comments

- Please sign up to speak.
- The maximum time allotted to each speaker will be five (5) minutes; The Town Administrator will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
 - Please address only those items which might not have been addressed by a previous speaker.
 - This is not a question and answer session. If response from the Administrator, Mayor, and/or Board is desired, please leave a copy of your comment(s) with the Town Administrator.
 - After the Citizen Comments period, comments from the audience are not appropriate unless recognized by the Mayor or placed as an agenda item.
 - Order and decorum will be maintained.

Town of Warrenton
Board of Commissioners

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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TOWN OF WARRENTON BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING MARCH 9, 2020

Those attending were: Mayor Walter Gardner Robert Davie – Town Administrator
Commissioner Mary Hunter Sgt Mark Oakley – Police Department
Commissioner Michael Coffman Jennifer Harris – Warren Record
Commissioner Travis Packer William “Bill” Perkinson -Public Works
Commissioner Kimberly Harding Annette Silver – Minute Taker
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William “Tom” Hardy

There were 5 citizens present.

Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, March 9, 2020 at 7:00pm. The Pledge of Allegiance was led by Commissioner Harding. A Moment of Silence was held for sick employees of Town (Joe Burchette – Police Chief Goble Lane and Meredith Valentine) as well as others suffering from illnesses.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Packer to approve the Proposed Agenda. The motion was approved by unanimous vote.

Public Comments

No Public Comments were voiced.

Minutes of Board Meeting from February 10, 2020

The Minutes of the February 10, 2020 meeting were presented. Corrections were noted. A motion to approve Minutes with corrections was made by Commissioner Coffman with second by Commissioner Britt. The motion was approved by unanimous vote.

Consent Agenda

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

A motion was made by Commissioner Blalock with second by Commissioner Coffman. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration

Commissioner Hunter had no report. Administrator Davie stated that sales tax revenues are up significantly over past year, estimated at \$20,000.

Public Works

Commissioner Harding and Public Works Director Perkinson informed Board of a special recommendation adjustment to the water account for John Riggan. Town Administrator Davie explained the recent footprint expansion at the pump station on the Riggan property for which the Town will not be charged additional fees by the property owner. This special adjustment, crediting one half of the water bill, takes into consideration the generosity of the Riggan family to the Town. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the water adjustment. The motion was approved by unanimous vote.

Public Safety

Commissioner Hardy and Sgt Oakley had a brief report. All is good and the crime rate is down.

Human Resources/Information Technology

Commissioner Blalock had no report; however, he did inquire about security of the Town's computer systems, given the problems Durham County is enduring. Mr. Davie explained that the web site, hosted by a third party, experienced a non-malicious breach which has since been corrected. He also stated that none of the Town's internal servers had been breached. Mayor and Town Administrator feel confident in Town of Warrenton's IT security measures.

Revitalization/Historic District Commissioner Coffman stated that Zayne Taber has resigned from the Revitalization Committee. The committee's recommendation for his replacement is Roger St. Louis. A motion was made by Commissioner Blalock with second by Commissioner Packer to replace Zayne Taber with Roger St. Louis on Revitalization Committee. The motion was approved by unanimous vote.

For the Historic District Commission COAs were approved for 105 Halifax Street (Dian Sourelis) to remove a fir tree; 503 Eaton Avenue (Robert Marlin) replace roof on storage building; and 202 S. Bragg Street (Ken Speer) removal of tree and construction of flagstone walkway.

Spring Fest plans are progressing. Several vendor applications have been received.

The Bicycle Pedestrian Plan was presented by Commissioner Coffman. Commissioner Blalock inquired into possibly needing DOT approval for converting Ridgeway Street from four lanes to three lanes and bicycle lanes. Mayor and Town Administrator have discussed with DOT and will follow up as DOT plans to repave Ridgeway Street. A motion was made by Commissioner Hardy to adopt Bicycle Pedestrian Plan 2020. Commissioner Blalock seconded the motion. The motion was approved by unanimous vote. Mayor thanked people in town who participated in the meetings.

Beautification/Facilities

Commissioner Britt thanked public works employees for cutting shrubbery at corner of S. Bragg Street and Plummer Street. New street banners have arrived and will be installed as soon as possible. The street paving will begin as soon as funds arrive from USDA and as weather permits. Mrs. Anne Harris reported that the Plummer Hook and Ladder Museum is having a workday, Saturday, March 14th beginning at 9:00am. A regular meeting for Plummer Hook and Ladder is scheduled for Thursday, March 19, 2020 at 7:00pm. Plummer Hook and Ladder has acquired a physical address of 119 E. Market Street. Anne mentioned a possible grant for painting of a mural on south, cinder-block wall.

Planning/Zoning/Annexation

Commissioner Packer had no report.

OLD BUSINESS

Grant Status

Fund 51 & 61 USDA Rural Development – awaiting release of funds from USDA for paving and ADA access

Fund 53 NC Commerce Main Street Downtown Redevelopment – received estimate to continue as Phase 1 Awaiting decision of property owner. No deadline. Three windows over the front of the building entrance must be corrected.

Fund 55 NC DEQ Water Infrastructure WWTP - awaiting approval of loan portion by LGC. Expect at April meeting.

Fund 64 & 65 NC DEQ Sewer Rehab - Battle Avenue/Unity & Bute St - Right of ways are being cleared. Erosion control set up. Materials being delivered.

Fund 63 NC DEQ AIA Sewer – Project 95% complete

NC DOT Bicycle and Pedestrian Planning Grant - Michael Coffman making summary presentation on behalf of VHB.

NC Main Street Solutions Warrenton Brewery Grant -Expect to start construction shortly with target completion date in late summer 2020.

NC Neighborhood Revitalization Program - Still awaiting notification from NC Commerce. Funds still available, Warrenton still in mix.

Volkswagen Settlement Grant - Awaiting award announcements in winter of 2020.

USDA Engineering Services Agreement Amendments were presented. A motion was made to approve Amendment #3 by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote. A motion was made by Commissioner Hardy with second by Commissioner Coffman to approve Amendment #4. The motion was approved by unanimous vote.

Based on the Public Hearing held for new Ordinance Language for Criminal Checks, a motion was made by Commissioner Blalock with second by Hardy to approve changes and additions to Town of Warrenton Ordinance language. The motion was approved by unanimous vote.

PARTF Parks Grant Opportunity - A request was made to approve an expenditure with SITECH Consulting to conduct limited environmental testing on the house located at 316 Church Street. The estimated cost will not exceed \$2000. Commissioner Harding asked if the \$2000 could be added to the grant match. Administrator Davie is to inquire if the current owner would be willing to pay for the preliminary environmental test and if \$2000 can be included as a Town match. A motion was made by Commissioner Coffman with second by Commissioner Hunter agreeing to terms by SITECH Consulting even if current owner will not pay, as this land is a key component to the proposed park. The motion was approved by a vote of 6 to 1, with Commissioners Coffman, Packer, Harding, Hunter, Blalock and Hardy voting yea and Commissioner Britt voting nay.

As discussed at February 10, 2020 BOC meeting, water/sewer rates will increase in 2020-2021 Budget. Melinda Andrews, consultant to the Town as well as employee of the Local Government Commission (LGC), analyzed the reduction in water/sewer revenues over the last two years. Town Administrator Davie noted a 15% decrease in revenues over a two year period totaled \$150,000 per year. Davie stated that the LGC is requiring the Town to increase rates in order to compensate for the loss in revenues. Davie must respond to the LGC with a letter and approval from the Board of Commissioners. A motion was made by

Commissioner Blalock with second by Commissioner Hardy to inform LGC that Town of Warrenton will make this water/sewer enterprise self-sufficient and intends to increase water/sewer rates for fiscal year 2020-2021. The motion was approved by unanimous vote.

NEW BUSINESS

Budget Amendment # 3 dated 3-9-2020 was presented to Board to create a separate fund for the Frontier Warren project. A motion to approve Budget Amendment # 3 was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

The Board was presented a project proposal from Weaver Kirkland Development, LLC to construct a 72-unit apartment complex on 158 West Bypass (last parcel in ETJ). Town Administrator Davie recommended that the Board request that the Planning Board review adding to the table of permitted uses, a Special Use allowance for Multi-Family dwellings in R-20. After discussion, a motion was made by Commissioner Coffman with second by Commissioner Hunter to refer matter to Planning Board for consideration. The motion was approved by unanimous vote.

ANNOUNCEMENTS

There were no announcements.

A motion was made by Commissioner Coffman with second by Commissioner Hardy for Board to go into closed session. The motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session and Commissioner Hardy seconded the motion. The motion was approved by unanimous vote. Commissioner Coffman motioned to adjourn the regular meeting and Commissioner Packer seconded the motion. The motion was approved by unanimous vote.

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Mayor

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**PUBLIC HEARING
CRIMINAL BACKGROUND CHECKS
MARCH 10, 2020**

Those attending were: Mayor Walter Gardner Robert Davie, Town Administrator
Commissioner Mary Hunter Jennifer Harris, Warren Record
Commissioner Michael Coffman Police Sgt., Mark Oakley
Commissioner Travis Packer William "Bill" Perkinson, P W Director
Commissioner Kimberly Harding Annette Silver, Minute Taker
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

There were 4 citizens present.

The meeting was called to order by Mayor Gardner at 6:45pm.

The purpose of the Public Hearing was to hear comments on the additions and modifications to Town Ordinance 111.02 that will allow the Town to run criminal background checks that comply with North Carolina State standards and which are required for certain Town permits, such as gaming permits.

There were no comments voiced.



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**Board of Commissioners
Emergency Called Meeting
Minutes
March 16th, 2020**

Walter Gardner called together an emergency meeting for the Board of Commissioners at 3:00 PM at the Warrenton Town Hall. Attending were Mayor Gardner, Town Administrator Robert Davie, Justin Cashman, Commissioner Mary Hunter, Commissioner Margaret Britt and Public Works Director Bill Perkinson. On the conference call were Commissioners John Blaylock, Tom Hardy, Kimberly Harding, Michael Coffman, and Travis Packer. A quorum was present.

Emergency Measures

- Warrenton Police Department will continue to operate 24x7 as usual with only minor changes.
- Town Hall will be closed to the general public for the next 2 weeks. Limited access will be allowed by appointment only.
- Water Payments
 - Asking citizens to utilize drop box or make payments over the phone.
 - Overpayments will be credited to next month's bill.
 - Payments will not be considered late until March 31st. (typically March 20).
 - Town will take credit card payments over the phone until April 15th and customers can set up draft payments if they would like to.
- Disconnection of water customers for non-payment has been temporarily waived for 60 days. No reconnect fees will be charged because no disconnections are incurred.
 - A motion to approve by Michael Coffman was seconded by Mary Hunter. The motion was approved by unanimous vote.

Mayor Walter Gardner read aloud the Emergency Declaration. A motion to approve the emergency declaration was made by Commissioner Hardy and seconded by Commissioner Harding. The motion was approved by unanimous vote.

A motion to adjourn was made by Commissioner Hardy with second by Commissioner Packer. The motion was approved by unanimous vote and the meeting adjourned.



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Robert F. Davie, Jr. – Town Administrator

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**Board of Commissioners
Emergency Called Meeting
Minutes
April 7th, 2020**

Walter Gardner called together an emergency meeting for the Board of Commissioners at 4:00 PM at the Warrenton Town Hall. Attending in the Town Hall were Mayor Gardner, Town Administrator Robert Davie and Chief Goble Lane. Attending by conference call were Commissioners Mary Hunter, Margaret Britt, John Blaylock, Tom Hardy, Kimberly Harding and Michael Coffman. A quorum was present.

Emergency Measures

To be considered for adoption was a proposed declaration adopting a Public Safety Curfew as an addendum to Warren County's Emergency Declaration. The Public Safety Curfew will take effect at 9:00 PM on Thursday, April 9, 2020 and be imposed each day from 9:00 PM until 6:00 AM for all citizens, but excluding emergency travel.

Mayor Walter Gardner read aloud portions of the Emergency Declaration, involving the consent to Warren County declaration of a Local State of Emergency Addendum to endorse Stay-at-Home order and enact a Public Safety curfew. A motion to approve the emergency declaration was made by Commissioner Hardy and seconded by Commissioner Hunter. Mayor Gardner called for questions. Commissioner Blalock asked how workers who worked during the night would be excluded. Mayor Gardner suggested documentation from employers stating a need to be travelling be carried. Chief Lane stated that officers would take documentation and verbal confirmation. Commissioner Hardy asked if pay stubs would be sufficient documentation. Mayor Gardner affirmed that the Chief would consider them as sufficient. With no more questions, Mayor Gardner called for a roll call vote administered by Robert Davie. The motion was approved by unanimous vote, six to zero.

With no further business the meeting was adjourned.

Budget vs Actual

Town of Warrenton
4/6/2020 11:46:14 AM

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Period Ending 3/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Valorem Taxes - Current	436,022	6,905.12	345,780.02	407,922.47	(28,099.53)	94%	
37-302-302 Ad Valorem Taxes - Prior Year	3,000	2,449.88	3,491.39	4,690.35	1,690.35	156%	
37-302-303 Ad Valorem Taxes - all other prior years	1,000	92.87	563.80	940.88	(59.12)	94%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,300	526.39	870.41	1,062.70	(237.30)	82%	
37-307-310 Motor Vehicles - Current	28,302	3,186.13	12,365.50	22,728.93	(5,573.07)	80%	
37-320-320 Local Option Sales Tax	220,000	20,713.65	59,336.29	180,853.94	(39,146.06)	82%	
37-320-321 Annual Refund of Sales Tax the Town paid	34,000	0.00	0.00	34,741.73	741.73	102%	
37-325-325 Utility Franchise Tax Quarterly	86,000	21,408.70	21,408.70	64,574.42	(21,425.58)	75%	
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)		
37-325-328 Refund of Gas Tax paid monthly	1,000	572.79	1,084.28	1,084.28	84.28	108%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)		
37-335-335 Powell Bill	25,965	0.00	0.00	25,582.64	(382.36)	99%	
37-345-345 Zone Board of Adj	500	625.00	850.00	1,225.00	725.00	245%	
37-345-346 Code Enforcement	2,500	450.00	1,250.00	2,690.00	190.00	108%	
37-351-350 Run Warrenton 5K	1,000	91.00	91.00	91.00	(909.00)	9%	
37-351-353 Landfill Fees Residential	150,000	12,260.19	37,371.26	111,354.34	(38,645.66)	74%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	0.00	15.00	50.00	0.00	100%	
37-351-357 Court Fees	300	63.00	157.50	297.00	(3.00)	99%	
37-351-360 Cell Tower Rent	29,400	0.00	4,900.00	19,600.00	(9,800.00)	67%	
37-351-361 Parking/Ordinance Collections PD	250	0.00	130.00	390.00	140.00	156%	
37-365-001 Interest Income	50	0.10	40.31	44.80	(5.20)	90%	
37-365-351 Revitalization Comm	9,500	240.00	1,660.00	4,780.00	(4,720.00)	50%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	64.00	(436.00)	13%	

Budget vs Actual

Town of Warrenton
4/6/2020 11:46:14 AM

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Period Ending 3/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-359 Mower Service	500	0.00	0.00	0.00	(500.00)		
37-365-366 Surplus Property	4,000	0.00	0.00	1,550.00	(2,450.00)		39%
37-365-370 WWTP 25% of GF Exp	41,694	0.00	6,375.14	27,522.21	(14,171.79)		66%
37-365-371 WS 25% of GF Exp	80,855	0.00	13,999.95	49,100.07	(31,754.93)		61%
37-365-372 WS Reimburse Streets for mowing	16,000	0.00	0.00	0.00	(16,000.00)		
37-365-401 Mis/Revenue/License Tags	350	0.00	0.00	0.00	(350.00)		
37-365-410 Interest Investment NCCMT	11,950	0.00	1,229.57	5,990.68	(5,959.32)		50%
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
Revenues Totals:	1,192,030	69,584.82	512,970.12	968,931.44	(223,098.56)		81%
Expenses							
37-401-010 Salary - Full Time	122,500	9,796.40	29,389.20	91,190.80	31,309.20		74%
37-401-012 Salary - Adm Assistant	30,910	3,460.80	9,155.58	23,216.83	7,693.17		75%
37-401-014 Salary - Part Time	6,000	739.34	1,862.72	5,292.95	707.05		88%
37-401-020 ER-FICA Taxes	9,377	739.88	2,219.64	6,638.96	2,737.93		71%
37-401-021 ER-FICA Taxes - Adm Assistant	2,389	321.29	842.87	2,059.31	329.35		86%
37-401-030 ER-Retirement - Orbit	24,030	1,547.84	4,643.52	14,550.21	9,479.79		61%
37-401-040 ER-Health Insurance	22,428	1,747.23	5,746.61	14,208.83	8,219.17		63%
37-401-050 ER-Life Insurance	504	42.00	126.00	322.00	182.00		64%
37-401-060 ER-Workman's Comp	383	0.00	51.29	367.47	15.53		96%
37-401-200 Travel Expense	1,200	60.25	116.54	616.54	583.46		51%
37-401-203 Supplies	4,000	89.18	960.39	3,667.69	332.31		92%
37-401-250 Light, Heat & Security	8,790	288.53	2,084.87	4,348.92	4,441.08		49%
37-401-251 Telephone & Postage	3,000	169.91	712.77	2,246.94	753.06		75%
37-401-255 Bldg. Maint/ Clean SVS	5,060	2,030.23	2,136.89	2,771.46	2,288.54		55%
37-401-256 Bank Fees/ Petty Cash	2,000	0.00	200.00	1,000.00	1,000.00		50%
37-401-295 Training	1,400	52.00	52.00	52.00	1,348.00		4%
37-401-301 Computer Maint	2,620	236.37	829.46	2,312.12	307.88		88%
37-401-302 Software Support	4,433	14.99	14.99	1,548.84	2,884.16		35%

Budget vs Actual

Town of Warrenton
4/6/2020 11:46:14 AM

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Period Ending 3/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-303 Software Purchase less than \$5,000	20	0.00	0.00	0.00	20.00		
37-401-304 Website	5,624	0.00	0.00	5,597.16	26.84	100%	
37-401-305 Technology Upgrades	1,250	0.00	1,216.40	1,216.40	33.60	97%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	300.00	200.00	60%	
37-401-309 Advertising	1,300	0.00	0.00	879.79	420.21	68%	
37-401-310 Dues & Subscriptions	3,200	0.00	546.10	2,606.10	593.90	81%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,500	0.00	368.56	812.34	1,687.66	32%	
37-401-400 Liability Insurance	5,521	1,320.33	2,912.26	4,450.81	1,070.19	81%	
37-401-401 County Tax Collection Svs	8,000	313.80	5,899.02	7,529.62	470.38	94%	
37-401-405 Audit Expense	7,584	0.00	4,545.84	7,446.88	137.12	98%	
37-401-410 Election Cost	4,942	0.00	0.00	3,169.95	1,772.05	64%	
37-401-420 Attorney Fees	3,500	0.00	2,150.00	2,036.00	1,464.00	58%	
37-401-422 Town Hall Rent	650	0.00	(1,950.00)	1,137.50	(487.50)	175%	
37-401-497 Sales & Uses Tax Expense	22,000	0.00	7,287.39	25,829.51	(3,829.51)	117%	
37-401-499 Miscellaneous Expense	9,591	(4,500.00)	597.50	3,800.76	5,790.24	40%	
37-401-700 WDRI Grant Expense	396	395.43	395.43	395.43	0.57	100%	
37-401-801 Town Hall Roof Loan-Principal	5,148	857.90	1,499.69	4,290.48	857.85	83%	
37-401-831 Town Hall Roof Loan - Interest Admin	520	86.60	389.32	432.09	87.58	83%	
37-401-889 Reserve for USDA Loans	3,144	0.00	0.00	0.00	3,144.00		
37-401-998 Contingency	670	0.00	0.00	0.00	670.25		
General Government Totals:	337,584	19,810.30	87,002.85	248,342.69	89,241.11	74%	
37-402-014 Mayor Part Time Salary	1,500	125.00	375.00	1,125.00	375.00	75%	
37-402-020 ER - FICA TAXES	1,253	19.12	57.36	162.52	1,090.93	13%	
37-402-200 Travel Expense	500	0.00	150.00	250.00	250.00	50%	
37-402-402 Commission offsite meetings	50	0.00	0.00	25.00	25.00	50%	
Governing Body Totals:	3,303	144.12	582.36	1,562.52	1,740.93	47%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	222	0.00	0.00	0.00	221.75		
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	100.00	968.70	3,068.20	6,431.80	32%	
37-405-470 Small Town Maint St	2,200	0.00	785.00	1,258.66	941.34	57%	
Non-Departmental Totals:	14,922	100.00	1,753.70	4,326.86	10,594.89	29%	
37-501-010 SALARY FULL TIME	181,037	12,527.97	39,666.08	124,570.66	56,466.34	69%	
37-501-014 Salary - Part Time	28,000	3,423.69	8,870.55	26,576.72	1,423.28	95%	
37-501-016 Police Clerical Salary	33,446	2,572.80	7,718.40	24,991.60	8,454.40	75%	
37-501-019 Salary - Over-Time	5,000	446.25	1,220.63	4,022.83	977.17	80%	
37-501-020 ER-FICA Taxes	18,336	1,442.03	4,369.25	13,689.92	4,646.08	75%	
37-501-030 ER - Retirement Orbit	30,885	2,553.74	7,986.27	25,189.26	5,695.24	82%	
37-501-031 ER - 401K 5%	10,297	857.80	2,671.59	8,308.16	1,988.84	81%	
37-501-040 ER - Health Insurance	32,115	2,190.78	10,391.87	23,971.20	8,143.80	75%	
37-501-050 ER - Life Insurance	1,010	70.00	210.00	700.00	310.00	69%	
37-501-060 ER - Workman's Comp	6,420	0.00	873.43	6,256.92	163.08	97%	
37-501-200 Travel Expense	1,000	0.00	630.00	654.18	345.82	65%	
37-501-203 Supplies	3,669	145.73	400.97	3,391.95	276.71	92%	
37-501-204 Uniforms	2,000	0.00	0.00	1,081.93	918.07	54%	
37-501-205 Equipment & Material	6,845	13.15	2,161.88	5,466.40	1,378.60	80%	
37-501-250 Light, Heat & Security	6,658	253.96	1,602.28	4,577.94	2,080.06	69%	
37-501-251 Telephone & Postage	6,837	701.47	2,811.55	5,364.85	1,472.15	78%	
37-501-252 Fuel	16,000	1,207.32	5,496.49	11,877.61	4,122.39	74%	
37-501-255 Bldg Maint/Clean Svs	2,641	2,020.22	2,093.55	2,236.88	404.46	85%	
37-501-295 Training	2,000	42.07	42.07	1,048.43	951.57	52%	
37-501-301 Computer Maint	4,900	123.99	1,083.99	3,128.86	1,771.14	64%	
37-501-302 Software Support	6,150	320.00	470.00	5,986.91	163.09	97%	
37-501-309 Advertising	492	0.00	75.00	75.00	417.00	15%	
37-501-351 Maint & Repair Equip	3,433	30.86	2,021.76	3,231.01	201.99	94%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	767.33	232.67	77%	
37-501-371 2017 Dodge Car 200	1,500	26.94	26.94	1,320.01	179.99	88%	
37-501-372 2016 Dodge Car 300	1,000	185.16	185.16	489.85	510.15	49%	
37-501-373 2017 Dodge Car 400	1,000	144.79	144.79	238.21	761.79	24%	
37-501-374 2010 Ford Car 500	1,832	122.05	203.63	1,675.83	156.17	91%	
37-501-375 2008 Ford Car 600	1,000	0.00	105.87	627.86	372.14	63%	
37-501-376 1993 Chevy Car 700	975	284.25	284.25	736.11	238.89	75%	
37-501-400 Liability Insurance	12,000	2,661.18	5,985.16	9,024.84	2,975.16	75%	
37-501-415 Police Shots Medical	500	0.00	0.00	168.00	332.00	34%	
37-501-422 Town Hall Rent	1,138	0.00	0.00	1,137.50	0.00	100%	
37-501-433 COP Program	500	0.00	0.00	115.15	384.85	23%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	50.00	92.00	35%	
37-501-499 Miscellaneous	4,610	185.18	806.12	3,150.45	1,459.55	68%	
37-501-801 Town Hall Roof Loan Principal	5,147	857.92	1,499.72	4,290.51	856.82	83%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	3,945	0.00	0.00	3,945.44	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,185	0.00	0.00	1,185.49	0.00	100%	
37-501-831 Town Hall Roof Loan - Interest PD	520	86.62	389.35	432.12	87.55	83%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	835	0.00	834.56	834.56	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	148	0.00	0.00	147.51	0.00	100%	
Police Department Totals:	448,147	35,497.92	113,333.16	336,735.99	111,411.01	75%	
37-601-014 Salary - Part Time Code Enforcement	3,000	198.90	672.60	3,019.20	(19.20)	101%	
37-601-020 ER-FICA Taxes	200	15.21	44.47	180.96	19.04	90%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	434.00	434.00	1.00	100%	
37-601-352 Vehicle Maintenance	200	0.00	0.00	200.00	0.00	100%	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	17,499.99	52,499.97	17,500.03	75%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-475 Donation to Town Fire	1,504	0.00	1,413.75	1,503.75	0.25	100%	
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
Fire Totals:	75,489	6,047.44	20,064.81	57,837.88	17,651.12	77%	
37-651-330 Christmas Lights/Santa House	600	0.00	300.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	689	0.00	0.00	77.97	611.03	11%	
37-651-332 Signs below \$5,000	3,240	0.00	112.50	3,148.81	91.19	97%	
37-651-333 Street Beautification - Below \$5,000	2,721	0.00	55.95	1,121.39	1,599.61	41%	
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	7,259.09	16,097.58	6,902.42	70%	
Signs and Lights Totals:	30,250	1,847.84	7,727.54	21,045.75	9,204.25	70%	
37-701-010 Salary - Full Time	51,389	3,829.96	11,555.35	37,198.55	14,190.45	72%	
37-701-014 Salary - Part Time	15,679	1,095.10	3,308.91	10,286.76	5,392.24	66%	
37-701-019 Over-Time	1,714	53.56	160.68	268.22	1,445.78	16%	
37-701-020 ER-FICA Taxes	5,262	379.66	1,145.84	3,641.90	1,620.10	69%	
37-701-030 ER - Retirement - Orbit	10,868	786.62	2,373.93	7,447.20	3,420.80	69%	
37-701-040 ER-Health Insurance	10,473	901.15	3,170.27	9,697.17	775.83	93%	
37-701-050 ER-Life Insurance	269	21.98	65.94	219.80	49.20	82%	
37-701-060 ER-Workman's Comp	4,801	0.00	670.13	4,800.63	0.37	100%	
37-701-203 Supplies	3,619	74.87	586.03	3,127.23	491.77	86%	
37-701-204 Uniforms	3,450	318.90	789.57	2,541.96	908.04	74%	
37-701-251 Telephone & Postage	540	157.25	299.41	361.39	178.61	67%	
37-701-252 Fuel	8,297	409.83	2,774.89	5,879.90	2,417.10	71%	
37-701-312 Tree Removal	1,200	0.00	0.00	1,200.00	0.00	100%	
37-701-351 Maint & Repair Equip	9,914	0.00	1,968.32	9,913.80	0.20	100%	
37-701-352 Vehicle Maintenance	2,528	43.42	1,205.55	1,864.98	663.02	74%	
37-701-400 Liability Insurance	7,112	1,647.21	3,441.62	5,219.57	1,892.43	73%	
37-701-431 Street Debris Disposal	5,500	0.00	0.00	1,000.00	4,500.00	18%	
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,000	0.00	0.00	12,999.98	0.02	100%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	594	0.00	0.00	593.24	0.76	100%	
Streets Totals:	156,209	9,719.51	33,516.44	118,262.28	37,946.72	76%	
37-710-361 Maint & Repair POWELL BILL	20,004	0.00	0.00	5,627.00	14,377.00	28%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	5,214.28	5,214.28	5,214.28	0.72	100%	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	646.00	646.00	646.00	0.00	100%	
Powell Bill Totals:	25,965	5,860.28	5,860.28	11,487.28	14,477.72	44%	
37-801-010 Salary - Full Time Sanitation	46,758	3,478.40	10,422.40	32,984.10	13,773.90	71%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	607.75	0.25	100%	
37-801-020 ER - FICA Sanitation	3,676	260.16	771.60	2,479.89	1,196.11	67%	
37-801-030 ER - Retirement - Orbit Sanitation	7,593	549.60	1,646.76	5,267.27	2,325.73	69%	
37-801-040 ER - Health Insurance	10,018	761.89	3,776.75	8,360.33	1,657.67	83%	
37-801-050 ER - Life Insurance	227	18.90	56.70	189.00	38.00	83%	
37-801-060 Workman's Compensation	3,388	0.00	472.90	3,387.74	0.26	100%	
37-801-203 Supplies	559	19.64	46.81	522.30	36.70	93%	
37-801-204 Uniforms	2,690	177.54	436.50	1,367.60	1,322.40	51%	
37-801-251 Telephone & Postage	350	107.37	189.57	251.55	98.45	72%	
37-801-252 Fuel	2,787	200.54	822.03	1,799.26	987.74	65%	
37-801-350 Landfill Fees	17,596	1,236.82	4,178.12	11,519.31	6,076.69	65%	
37-801-352 Vehicle Maintenance	5,858	279.68	2,855.06	5,857.01	0.99	100%	
37-801-400 Liability Insurance	2,553	710.91	1,569.02	2,379.43	173.57	93%	
Sanitation Totals:	104,661	7,801.45	27,244.22	76,972.54	27,688.46	74%	
Expenses Totals:	1,196,530	86,828.86	297,085.36	876,573.79	319,956.21	73%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(15,783.48)	220,821.06	104,453.70			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	575,306	41,497.76	121,540.01	402,749.79	(172,556.21)	70%	
38-351-402 Debt Setoff WATER	35	301.91	301.91	301.91	266.91	863%	
38-351-404 Sewer Services	641,634	45,689.28	131,376.78	390,128.85	(251,505.15)	61%	
38-351-407 Debt Setoff SEWER	53	500.72	500.72	500.72	447.72	945%	
38-351-408 Town Taps	2,350	0.00	10,724.09	15,584.60	13,234.60	663%	
38-351-416 Dis/Reconnection Fee	5,846	292.79	1,694.87	4,289.81	(1,556.19)	73%	
38-351-417 Fire Sprinkler	2,236	187.74	563.22	1,689.66	(546.34)	76%	
38-351-418 Late Fees/Penalty/Cut Off	17,540	827.77	3,574.90	10,257.74	(7,282.26)	58%	
38-351-419 Returned Check Fee	900	94.66	194.66	544.66	(355.34)	61%	
38-365-410 Interest/investment Income	104	0.00	(43.78)	0.00	(104.00)		
38-365-421 Account Activation Fee	2,950	250.00	675.00	2,125.00	(825.00)	72%	
38-365-851 Misc Revenue WATER	118	0.00	62.88	62.88	(55.12)	53%	
38-365-852 Misc Revenue SEWER	118	0.00	0.00	0.00	(118.00)		
Revenues Totals:	1,249,190	89,642.63	271,165.26	828,235.62	(420,954.38)	66%	
Expenses							
38-851-010 Salary Full Time	81,268	6,171.59	18,504.09	58,905.76	22,362.24	72%	
38-851-014 Salary - Part Time	15,630	1,218.69	3,718.91	12,195.76	3,434.24	78%	
38-851-019 Salary Over-Time	6,227	77.86	550.16	3,195.25	3,031.25	51%	
38-851-020 ER-FICA Taxes	7,889	550.81	1,680.60	5,475.64	2,413.36	69%	
38-851-030 ER - Retirement Orbit	12,480	892.63	2,718.38	8,735.05	3,744.45	70%	
38-851-040 ER - Health Insurance WATER	13,704	1,024.84	3,728.30	11,007.63	2,696.37	80%	
38-851-050 ER - Life Insurance	310	25.76	77.28	257.60	51.90	83%	
38-851-060 ER - Workman's Comp	1,643	0.00	229.19	1,641.82	0.68	100%	
38-851-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-851-203 Supplies	2,240	176.54	584.29	1,262.85	977.15	56%	
38-851-204 Uniforms	2,360	200.54	491.07	1,515.89	844.11	64%	
38-851-205 Materials & Supplies	32,500	2,614.40	5,224.02	29,822.95	2,677.05	92%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-250 Light & Heat & Security	4,731	329.59	2,037.33	3,683.49	1,047.01	78%	
38-851-251 Telephone & Postage	7,826	583.71	2,876.05	5,796.94	2,029.06	74%	
38-851-252 Fuel	5,000	333.29	1,018.61	3,412.90	1,587.10	68%	
38-851-255 Bldg. Maint/Clean Svs	1,254	1,016.76	1,053.43	1,053.43	200.57	84%	
38-851-260 Electric Tank/Pumps	8,000	214.35	489.79	1,911.14	6,088.86	24%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	1,969	118.19	444.04	1,420.56	547.94	72%	
38-851-302 Software Support	1,684	49.99	119.96	1,434.90	249.10	85%	
38-851-305 Technology Upgrades	2,307	0.00	116.50	1,566.90	740.10	68%	
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	377	12.50	75.00	351.25	25.75	93%	
38-851-313 State Permits	1,250	0.00	0.00	990.00	260.00	79%	
38-851-345 Water Tank Contract	16,620	0.00	4,154.87	12,464.61	4,155.39	75%	
38-851-351 Maint. & Repair Equip	7,500	258.79	677.93	2,273.07	5,226.93	30%	
38-851-352 Vehicle Maintenance	2,376	169.64	1,502.96	2,156.25	219.75	91%	
38-851-400 Town Liability Insurance	6,393	1,910.60	3,943.10	6,392.67	0.33	100%	
38-851-405 Audit Expense	3,792	0.00	2,272.91	3,723.43	68.57	98%	
38-851-422 WS Town Hall Rent	570	0.00	0.00	568.75	1.25	100%	
38-851-441 Certify Lab Services	1,500	140.00	425.00	920.00	580.00	61%	
38-851-448 External Contract	16,233	1,472.58	3,652.27	15,439.78	792.72	95%	
38-851-451 Water Purchase	220,288	16,583.88	49,472.11	154,636.68	65,651.32	70%	
38-851-801 Town Hall Roof Loan - Principal	2,574	428.94	749.85	2,145.74	428.43	83%	
38-851-802 USDA Public Works Trucks - Princ Water	2,408	0.00	0.00	2,407.79	0.21	100%	
38-851-831 Town Hall Roof Loan - Interest Water	260	43.30	194.64	215.53	44.30	83%	
38-851-836 USDA Public Works Trucks - Int Water	509	0.00	0.00	509.21	0.00	100%	
38-851-889 RESERVE FOR USDA LOANS	4,210	0.00	0.00	0.00	4,209.50		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-895 Grass Cutting Expense	8,000	0.00	4,500.00	4,500.00	3,500.00	56%	
38-851-896 WS 25% of GF Expense	40,428	0.00	6,999.97	24,550.03	15,877.47	61%	
38-851-998 Contingency	30,019	0.00	0.00	0.00	30,018.50		
Water Totals:	575,424	36,619.77	124,282.61	388,541.25	186,882.96	68%	
38-852-010 Salary - Full Time	81,268	6,171.61	18,503.47	58,568.33	22,699.67	72%	
38-852-014 Salary - Part Time	15,630	1,218.69	3,718.64	12,196.32	3,433.68	78%	
38-852-019 Salary - Over Time Sewer	6,227	101.57	712.97	2,802.25	3,424.25	45%	
38-852-020 ER - FICA Sewer	7,889	570.46	1,746.54	5,603.91	2,285.09	71%	
38-852-030 ER-Retirement Orbit	12,480	887.37	2,721.47	8,626.80	3,852.70	69%	
38-852-040 ER-Health Insurance SEWER	13,704	1,024.86	3,728.37	11,269.02	2,434.98	82%	
38-852-050 ER-Life Insurance	310	25.76	77.28	257.60	51.90	83%	
38-852-060 ER-Workman's Comp	1,643	0.00	229.19	1,641.81	0.69	100%	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,763	342.91	750.62	1,375.10	1,387.90	50%	
38-852-204 Uniforms	2,400	200.53	491.05	1,517.96	882.04	63%	
38-852-205 Materials & Supplies	27,500	3,348.67	5,108.50	20,585.72	6,914.28	75%	
38-852-250 Light & Heat & Security	4,819	329.57	2,005.74	3,433.29	1,385.21	71%	
38-852-251 Telephone & Postage	7,881	583.69	2,876.01	5,874.89	2,006.11	75%	
38-852-252 Fuel	5,000	333.28	1,018.59	3,387.54	1,612.46	68%	
38-852-255 Bldg. Maint/Clean Svs	1,241	1,003.44	1,040.11	1,040.11	200.89	84%	
38-852-260 Electric Tank/Pumps	8,000	895.47	2,788.47	6,669.19	1,330.81	83%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	1,587	118.19	444.03	1,322.19	264.31	83%	
38-852-302 Software Support	1,684	50.00	119.96	1,434.91	249.09	85%	
38-852-305 Technology Upgrades	2,307	0.00	116.50	1,566.88	740.12	68%	
38-852-309 Advertising	419	0.00	0.00	418.50	0.50	100%	
38-852-310 Dues & Subscriptions	377	12.50	75.00	351.25	25.75	93%	
38-852-313 State Permits	1,250	0.00	0.00	200.00	1,050.00	16%	
38-852-351 Maint & Repair Equip	7,500	258.78	1,030.21	2,182.04	5,317.96	29%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2020

38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-852-352 Vehicle Maintenance	2,297	169.64	1,502.93	2,077.33	219.67	90%
38-852-400 Liability Insurance	6,393	1,910.57	3,943.04	6,392.61	0.39	100%
38-852-405 Audit Expense	3,792	0.00	2,272.91	3,723.43	68.57	98%
38-852-422 Town Hall Rent	569	0.00	0.00	568.75	0.25	100%
38-852-434 WS Grant Expense	20	0.00	0.00	0.00	20.00	
38-852-435 Purchase of Sewer Services	296,037	0.00	31,650.91	165,417.51	130,619.49	56%
38-852-448 External Contract	38,552	2,358.58	6,121.42	37,849.68	701.82	98%
38-852-473 WWTP Rehab Annual Payment	24,989	0.00	0.00	0.00	24,989.00	
38-852-801 Town Hall Roof Loan - Principal	2,574	428.96	749.88	2,145.78	428.38	83%
38-852-802 USDA Public Works Trucks - Princ Sewer	2,408	0.00	0.00	2,407.79	0.21	100%
38-852-806 Rename principal	0	0.00	0.00	0.00	0.21	
38-852-809 John Riggans Easement Pmt	1,000	0.00	1,000.00	1,000.00	0.00	100%
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,206	6,205.52	6,205.52	6,205.52	0.67	100%
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00	
38-852-830 BB&T Battle Ave Sewer Loan - Int	769	768.81	768.81	768.81	0.00	100%
38-852-831 Town Hall Roof Loan - Interest Sewer	260	43.32	194.67	215.55	44.29	83%
38-852-836 USDA Public Works Trucks - Int Sewer	509	0.00	0.00	509.21	(0.21)	100%
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,850	0.00	0.00	1,925.00	1,925.00	50%
38-852-889 Reserve for USDA Loans	4,210	0.00	0.00	0.00	4,209.50	
38-852-896 WS 25% of GF Expense	40,428	0.00	6,999.98	24,550.04	15,877.46	61%
38-852-998 Contingency	13,025	0.00	0.00	0.00	13,024.50	
Sewer Expenses Totals:	676,362	29,362.75	110,712.79	408,082.62	268,279.59	60%
38-901-037 Transfer to General Fund	8,000	1,125.00	(1,125.00)	5,625.00	2,375.00	70%
38-901-064 Transfer Out to Unity Bute, Battle	19,470	0.00	0.00	19,470.00	0.00	100%

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2020

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Sewer Grant							
Transfers Out Totals:	27,470	1,125.00	(1,125.00)	25,095.00	2,375.00	91%	
Expenses Totals:	1,279,256	67,107.52	233,870.40	821,718.87	457,537.55	64%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	22,757.69	37,570.00	17,299.71			

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	296,037	0.00	31,650.91	165,417.51	(130,619.49)	56%	
39-351-471 Sewer Revenues - County	209,003	0.00	22,345.62	116,785.11	(92,217.89)	56%	
39-351-472 Sewer Rev Norlina	165,486	0.00	17,692.97	92,468.95	(73,017.05)	56%	
39-365-861 Misc Revenue WWTP	19,828	0.00	3,140.00	8,790.00	(11,038.00)	44%	
Revenues Totals:	690,354	0.00	74,829.50	383,461.57	(306,892.43)	56%	
Expenses							
39-861-010 Salary - Full Time	155,004	12,334.45	36,645.54	116,658.03	38,345.97	75%	
39-861-014 Salary - Part Time	15,361	1,219.40	3,838.74	12,410.12	2,950.88	81%	
39-861-019 Over-Time	13,520	178.28	2,622.45	6,938.77	6,581.23	51%	
39-861-020 ER-FICA Taxes	14,067	850.25	2,704.78	8,566.26	5,500.74	61%	
39-861-030 ER - Retirement Orbit	26,805	1,863.61	5,927.00	18,550.44	8,254.56	69%	
39-861-040 ER- Health Insurance	24,791	1,914.34	7,522.60	20,705.77	4,085.23	84%	
39-861-050 ER-Life Insurance	568	47.60	142.80	476.00	92.00	84%	
39-861-060 ER-Workman's Comp	4,004	0.00	449.53	3,220.30	783.70	80%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	750	20.80	166.81	336.43	413.57	45%	
39-861-204 Uniforms	4,706	239.48	645.15	2,104.37	2,601.63	45%	
39-861-205 OP Material & supplies	39,000	5,667.65	14,382.94	31,553.44	7,446.56	81%	
39-861-250 Light, Heat & Security	95,341	7,748.75	24,405.40	68,624.11	26,716.89	72%	
39-861-251 Telephone & Postage	7,297	639.38	2,728.27	6,137.52	1,159.48	84%	
39-861-252 Fuel	9,000	500.78	1,496.39	5,406.37	3,593.63	60%	
39-861-296 Continuing Education	2,430	0.00	0.00	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,172	236.38	888.09	2,380.95	791.05	75%	
39-861-302 Software Support	3,209	0.00	139.94	2,397.28	811.72	75%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	1,146.28	853.72	57%	
39-861-309 Advertising	643	0.00	0.00	355.73	287.27	55%	
39-861-318 Freight Charges	1,650	156.76	506.36	1,429.09	220.91	87%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-342 Maint & Repair Plant	58,570	6,363.23	22,638.36	56,804.59	1,765.41	97%	
39-861-344 Sludge Removal	55,000	8,697.50	16,262.50	30,290.00	24,710.00	55%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	11,500	0.00	2,162.69	4,536.76	6,963.24	39%	
39-861-347 Lab Analysis	16,600	1,058.00	4,697.50	10,413.50	6,186.50	63%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	0.00	116.00	737.00	263.00	74%	
39-861-352 Vehicle Maintenance	4,214	120.86	2,797.56	4,025.25	188.75	96%	
39-861-400 Liability Insurance	18,649	4,546.20	9,239.60	12,179.87	6,469.13	65%	
39-861-405 Audit Expense	7,584	0.00	4,545.84	7,446.87	137.13	98%	
39-861-444 Permits & Fees	6,253	0.00	100.00	6,252.50	0.50	100%	
39-861-445 Certify Lab Expense	1,000	0.00	0.00	423.12	576.88	42%	
39-861-446 Influent Debris removal	4,352	323.29	981.40	2,886.38	1,465.62	66%	
39-861-447 WWTP Grant Expense	24,000	0.00	0.00	0.00	24,000.00		
39-861-500 Capital Outlay \$5000 and Over	8,430	0.00	0.00	8,430.00	0.00	100%	
39-861-897 WWTP 25% of GF Exp	41,694	0.00	6,375.14	27,522.21	14,171.79	66%	
39-861-998 Contingency	2,690	0.00	0.00	0.00	2,690.00		
WWTP - Expenses Totals:	690,354	54,726.99	175,129.38	483,775.31	206,578.69	70%	
Expenses Totals:	690,354	54,726.99	175,129.38	483,775.31	206,578.69	70%	
39 WWTP Revenues Over/(Under) Expenses:		(54,626.99)	(100,199.67)	(100,213.02)			

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
Date From - 3/1/2020 Date To - 4/30/2020

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Check Number	Bank	Vendor	Date	Amount
62272	30	— CASHMAN, JUSTIN	03/03/2020	\$40.25
62273	30	— COLUMBIAN MUTUAL LIFE INS CO	03/03/2020	\$37.88
62274	30	— MIRANDA E. MEDLIN	03/03/2020	\$110.00
62275	30	— SERIOUS BUSINESS, INC	03/03/2020	\$395.43
62276	30	— Thrifty Office Furniture	03/03/2020	\$829.45
62277	30	— UNIFIRST CORPORATION	03/03/2020	\$379.82
62278	30	— WARREN AUTO PARTS, INC.	03/03/2020	\$221.96
62279	30	— PETE SMITH TIRE & QUICK LUBE, INC	VOIDED 03/04/2020	\$823.58
62280	30	— AMAZON CAPTIAL SERVICES, INC.	03/06/2020	\$247.17
62281	30	— Amwell	03/06/2020	\$456.18
62282	30	— CAROLINA DIGITAL PHONE INC	03/06/2020	\$316.00
62283	30	— DOCUMENT SYSTEMS, INC	03/06/2020	\$132.36
62284	30	— DUKE ENERGY PROGRESS	03/06/2020	\$148.47
62285	30	— GRANVILLE FARMS, INC.	03/06/2020	\$7,197.50
62286	30	— HARRIS ENTERPRISES	03/06/2020	\$552.51
62287	30	— MERITECH INC	03/06/2020	\$1,198.00
62288	30	— NORTH CAROLINA 811, INC	03/06/2020	\$25.00
62289	30	— PROFESSIONAL MAIL SERVICES, INC	03/06/2020	\$2.03
62290	30	— WARREN COUNTY PUBLIC UTILITIES	03/06/2020	\$16,583.88
62291	30	— H.G. REYNOLDS COMPANY, INC	03/06/2020	\$33,126.98
62292	30	— MUNICIPAL ENGINEERING	03/06/2020	\$13,028.82
62293	30	— FLEMING INVESTMENT COMPANY	03/09/2020	\$500.00
62294	30	— 123 OTTO LLC	03/12/2020	\$87.15
62295	30	— Community Eye Care	03/12/2020	\$100.97
62296	30	— GFL ENVIRONMENTAL	03/12/2020	\$323.29
62297	30	— GRANVILLE FARMS, INC.	03/12/2020	\$1,500.00
62298	30	— HARRIS ENTERPRISES	03/12/2020	\$1,911.87
62299	30	— JOYCE MAHOMES	03/12/2020	\$43.44
62300	30	— KIARA S FOGG	03/12/2020	\$17.58
62301	30	— KING'S FITNESS & NUTRITION CENTER	03/12/2020	\$480.00

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY

Date From - 3/1/2020 Date To - 4/30/2020

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Check Number	Bank	Vendor	Date	Amount
62302	30	MARGARET D ROOKER	03/12/2020	\$150.00
62303	30	MEREDITH L TUCKER	03/12/2020	\$30.01
62304	30	PROFESSIONAL MAIL SERVICES, INC	03/12/2020	\$342.58
62305	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	03/12/2020	\$40.00
62306	30	ROSEMARIE PHILLIPS	03/12/2020	\$2.97
62307	30	SHARENIA HENDERSON	03/12/2020	\$108.79
62308	30	UNITED PARCEL SERVICE	03/12/2020	\$132.81
62309	30	WRIGHT EXPRESS FSC	03/12/2020	\$1,207.32
62310	30	BLUE RIDGE SPRINGS, INC	03/16/2020	\$100.35
62311	30	DOCUMENT SYSTEMS, INC	03/16/2020	\$1,215.65
62312	30	PETE SMITH TIRE & QUICK LUBE, INC	03/16/2020	\$812.20
62313	30	PROFESSIONAL MAIL SERVICES, INC	03/16/2020	\$730.06
62314	30	TIME WARNER CABLE	03/16/2020	\$124.98
62315	30	UNIFIRST CORPORATION	03/16/2020	\$594.28
62316	30	WARREN COUNTY PUBLIC WORKS	03/16/2020	\$1,236.82
62317	30	WARRENTON SUPPLY CO., INC.	03/16/2020	\$40.02
62318	30	ALWAYS CARE BENEFITS, INC.	03/18/2020	\$452.48
62319	30	AMAZON CAPTIAL SERVICES, INC.	03/18/2020	\$284.37
62320	30	CENTURY LINK COMMUNICATIONS	03/18/2020	\$166.40
62321	30	DOCUMENT SYSTEMS, INC	03/18/2020	\$52.70
62322	30	DUKE ENERGY PROGRESS	03/18/2020	\$9,387.03
62323	30	FRONTIER NATURAL GAS	03/18/2020	\$12.42
62324	30	HARRIS ENTERPRISES	03/18/2020	\$3,537.75
62325	30	MIRANDA E. MEDLIN	03/18/2020	\$140.00
62326	30	PETE SMITH TIRE & QUICK LUBE, INC	03/18/2020	\$1,524.10
62327	30	Spectrum Business	03/18/2020	\$219.31
62328	30	UNITED PARCEL SERVICE	03/18/2020	\$139.95
62329	30	US CELLULAR	03/18/2020	\$1,328.65
62330	30	USA Bluebook	03/18/2020	\$94.51

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62331	30	AAA GAS AND APPLIANCE CO.	03/20/2020	\$312.89
62332	30	AMAZON CAPTIAL SERVICES, INC.	03/20/2020	\$19.48
62333	30	CITIZENS INSURANCE & BONDING,	03/20/2020	\$15,126.00
62334	30	Core & Main	03/20/2020	\$3,192.19
62335	30	FRONTIER NATURAL GAS	03/20/2020	\$184.75
62336	30	HARRIS ENTERPRISES	03/20/2020	\$1,968.52
62337	30	MUNICIPAL INSURANCE TRUST	03/20/2020	\$666.91
62338	30	United Healthcare	03/20/2020	\$11,649.79
62339	30	USA Bluebook	03/20/2020	\$812.16
62340	30	WATER GUARD, INC.	03/20/2020	\$2,711.11
62341	30	DOCUMENT SYSTEMS, INC	03/23/2020	\$8.07
62342	30	HUMANA SPECIALTY BENEFITS	03/23/2020	\$29.38
62343	30	INFORMATION TECHNOLOGY SERVICE	03/23/2020	\$203.32
62344	30	THYSSENKRUPP	03/23/2020	\$4,180.65
62345	30	UNIFIRST CORPORATION	03/23/2020	\$301.67
62346	30	FIRST CITIZENS BANK	03/23/2020	\$815.52
62347	30	DUKE ENERGY PROGRESS	03/26/2020	\$53.71
62348	30	HARRIS ENTERPRISES	03/26/2020	\$6,829.60
62349	30	NC DEPT OF STATE TREASURER	03/26/2020	\$207.66
62350	30	THE TRACTOR PLACE, INC.	03/26/2020	\$204.11
62351	30	VERIZON WIRELESS	03/26/2020	\$280.07
62352	30	BB&T	03/27/2020	\$12,834.61
62353	30	COLUMBIAN MUTUAL LIFE INS CO	03/27/2020	\$37.88
62354	30	Core & Main	03/27/2020	\$565.59
62355	30	DOCUMENT SYSTEMS, INC	03/27/2020	\$106.74
62356	30	DUKE ENERGY PROGRESS	03/27/2020	\$1,911.15
62357	30	JASON B. WILLIAMS	03/27/2020	\$5.18
62358	30	PROFESSIONAL MAIL SERVICES, INC	03/27/2020	\$4.46
62359	30	PRUDENTIAL RETIREMENT	03/27/2020	\$1,037.72
62360	30	THYSSENKRUPP	03/27/2020	\$1,590.00

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62361	30	UNIFIRST CORPORATION	03/27/2020	\$432.52
62362	30	WRIGHT EXPRESS FSC	03/27/2020	\$714.53
62363	30	FLEMING INVESTMENT COMPANY	03/30/2020	\$500.00
62364	30	DUKE ENERGY PROGRESS	04/02/2020	\$132.75
62365	30	MOSCA DESIGN	04/02/2020	\$1,706.93
62366	30	WAYPOINT ANALYTICAL	04/02/2020	\$1,481.95
62367	30	WOMACK PUBLISHING CO. INC.	04/02/2020	\$78.00
62368	30	AMAZON CAPTIAL SERVICES, INC.	04/03/2020	\$141.80
62369	30	HARRIS ENTERPRISES	04/03/2020	\$384.30
62370	30	MIRANDA E. MEDLIN	04/03/2020	\$130.00
62371	30	NC DEPARTMENT OF REVENUE	04/03/2020	\$321.09
62372	30	TAR PAMLICO BASIN ASSOCIATION	04/03/2020	\$2,880.00
101	Checks Totaling -			\$181,780.84

Totals By Fund

	Checks	Voids	Total
34	\$484.36	\$484.36	\$0.00
36	\$2,036.54	\$2,036.54	\$0.00
37	\$37,515.83	\$37,515.83	\$0.00
38	\$49,277.71	\$49,277.71	\$0.00
39	\$45,533.60	\$45,533.60	\$0.00
61	\$777.00	\$777.00	\$0.00
63	\$3,000.00	\$3,000.00	\$0.00
64	\$28,448.70	\$28,448.70	\$0.00
65	\$14,707.10	\$14,707.10	\$0.00
Totals:	\$181,780.84	\$181,780.84	\$0.00

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: April 8, 2020
Re: March 2020 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Comprehensive water system map (Required by NC DENR) – Creation will be funded by NC DEQ grant. (2) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be very difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (3) Replace sewer main on Bute Street and Unity Drive – Replacement of lines funded by NC DEQ grant. (4) Replace sewer main on South Main Street from Battle Avenue intersection to sewer trunk line at Horse Creek - Replacement of line funded by NC DEQ grant. (5) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (6) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Installation – US Cellular Tracking Devices. Installed units in backhoe, 2 tractors, and Chevy Kodiak dump truck. Contractor: Harris Enterprises (Labor - \$480.00, Materials - \$37.57) (2) Repair – John Riggan Sewer Lift Station. Replaced pump soft start. Contractor: Harris Enterprises (Labor - \$360.00, Parts - \$1,998.58). (3) Emergency Repair – King Street Elevated Water Tank Vault. Replaced sump pump, heater, 2 pressure transducers, ventilation blower, and ballast in lighting unit. Contractor: Harris Enterprises (Labor - \$1,050.00, Materials - \$389.79).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$517.57

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448)

Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Brick sidewalk repairs. Loose leaves/debris pick-up.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: April 8, 2020
Re: March 2020 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)** **(4)** Replace Wash Water Pump No. 1. **(Estimated Cost - \$20,000.00)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Shop Overhead Electric Heater. Replaced unit that was original to the plant. Contractor: Harris Enterprises. (Labor - \$480.00, Parts - \$1,331.26). **(2)** Emergency Repair – Rotor 2D – Replaced foot end pillar block bearing. Contractor: Harris Enterprises (Labor - \$480.00, Parts – \$4,039.18).

Total cost for Repairs (Account No. 39-861-342) - \$6,363.23

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 12.80 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(03/01/2020 - 03/31/2020)

Incident\Investigations

13B - Simple Assault	2
23H - All Other Larceny	1
290 - Destruction/Damage/Vandalism of Property	1
90B - Curfew/Loitering/Vagrancy Violations	1
90J - Trespass of Real Property	2
90Z - All Other Offenses	2
Total Offenses	9
Total Incidents	8

Arrests

13B - Simple Assault	3
90B - Curfew/Loitering/Vagrancy Violations	1
90J - Trespass of Real Property	2
Total Charges	6
Total Arrests	5

Accidents

Total Accidents	1
------------------------	----------

Citations

Secondary Charge	0
Total Charges	0
Total Citations	0

Warning Tickets

Total Charges	0
Total Warning Tickets	0

Activity Detail Summary (by Category)

Warrenton Police Department

(03/01/2020 - 03/31/2020)

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(03/01/2020 - 03/31/2020)

<No Event Type Specified>	1	911 Hang-up	4
Accident	3	Alarm Activation	14
Animal Complaint	1	Assault-Physical	1
Assist Other Department	3	Assist WC EMS	8
Assist WCSO	3	C.O.P.S. - Main St	16
C.O.P.S.- Foot Patrol	2	C.O.P.S.- Neighborhood Patrol	7
Complaint	2	Disabled Vehicle	3
Dispute	6	Disturbance	7
Domestic	1	Escort	2
Fight	1	Follow up Investigation	1
Foot Patrol	13	Fraud	1
Harrassment	1	Investigation and/or Interview	1
Larceny	2	Lost property	1
Non Law Enforcement Issue	2	Open Door (Residence)	1
Ordinance Violation	2	Other	1
Patrol	4	Property Check – Business	23
Property Check – Residential	1	Shots fired	1
Suspicious Person / Vehicle	2	Talk with Officer	2
Traffic Stop	10	Trespassing	6
Welfare Check	1		

Total Number Of Events: 161



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

BOC Meeting March 2020 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
2. Meet with Lowes agent to determine equipment that stays in grocery (cont.)
3. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
4. Work with Mitch Styers on Opal Jones purchase offer for lot on Market St.
 - ✓ Mitch tracking down heir owners
5. Make changes to ordinance language for Police Dept
 - ✓ Chief coordinating with Mitch Styers
6. Execute engineering agreement amendments 3 and 4 for USDA grant project
 - ✓ Done
7. Replace Zayne Taber with Roger St. Louis on Revitalization Committee
 - ✓ Done
8. Execute environmental evaluation of Church Street house with Sitech. Report sent to EME Industrial
 - ✓ Done
9. Get signatures from BOC for LGC response letter (water rates)
 - ✓ Done
10. Execute budget amendment
 - ✓ Done
11. Email population growth projects to potential grocers
 - ✓ Done
12. Schedule public hearing for road diet on Ridgeway as necessary for DOT
 - ✓ To be a part of public comments section at April BOC meeting



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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STATUS OF GRANTS

(Fund 51 & 61) USDA Rural Development -- \$6.065 million total project cost. Included are Town Hall renovation, water main, water line repairs, radio-frequency water meter installation.

- Elevator install at Town Hall and awaiting inspection.
- Awaiting release of funds from USDA for paving and ADA access.

(Fund 53) NC Commerce Main Street Downtown Redevelopment -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received estimate to continue on as Phase 1. Awaiting decision of property owner.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$1,600,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.
- Bids received exceeded grant amount by nearly \$1 million. Engineering firm working with winning bidder to identify savings. With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.
- Awaiting approval of loan portion by LGC. Expect at April meeting.

TAP Grant – ADA (Americans with Disabilities Act) or handicapped sidewalk access

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until July 2020.

(Fund 64 & 65) NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute

- Received Intent to Fund letter from NCDEQ for 75% total expense from NC DENR to repair Battle Ave sewer from overflow area down to treatment plant. Approximately \$750,120 in total project costs.
- Also received Intent to Fund letter for 75% of total cost which equals a grant of \$345,000 and loan amount of \$115,000 and a match amount of \$7,475 for a total of \$467,475 from NC DENR to repair sewer lines on Unity Dr. and Bute St.
- Project completion expected in 60-90 days.

(Fund 63)NC DEQ AIA SEWER - \$150,000 to develop an Asset Management Plan for Sewer Lines.

- 95% grant from NC DENR, 5% \$7,500 match including 1.5% grant fee from the Town. The grant fee of \$2,250 was paid 6-26-18 with O & A Letter and Resolution.
- 95% complete

National Park Service Grant – Professional services grant

- Park service provides assistance with planning trail.
- Michael Coffman will update.

NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Expect to start construction shortly with target completion date in late summer of 2020.

NC Neighborhood Revitalization Program

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Received award notice, application fully funded at \$750,000, awaiting contract from Commerce.

Volkswagen Settlement Grant

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- Application for “off-road” vehicles; backhoe and tractor has been retracted by Town due to match requirement. “On-road” vehicles: dump truck and garbage truck remain as valid applications with no match requirement from the Town.
- Application is still open and under review, no award announcements have been made yet. No set timeframe when announcements will be made.

Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.

EPA Brownfield Grant

- Application submitted. Award notification will be May 2020. Includes various buildings for environmental study.

**RESOLUTION OF TOWN OF WARRENTON
ACCEPTING THE CONDITIONS IN THE APRIL 13, 2020
LETTER OF CONDITIONS FROM USDA, RURAL DEVELOPMENT**

BE IT RESOLVED

That the *Town of Warrenton Town Council* accepts the conditions set forth in a Letter of Conditions dated April 13, 2020 and RUS BULLETIN 1780-27, Loan Resolution (Public Body):

That the Mayor and Town Clerk were given the authority on April 13, 2020 to execute all forms necessary to obtain a loan from Rural Development, including, but not limited to the following forms:

Form RD 1940-1	Request for Obligation of Funds
Form RD 1942-46	Letter of Intent to Meet Conditions
RUS Bulletin 1780-27	Loan Resolution
RUS Bulletin 1780-12	Water & Waste System Grant Agreement

That if the interest rate charged by Rural Development should change between this date and the date of actual approval, the Mayor and Town Administrator be authorized to execute new forms reflecting the current interest rate and revised payments as required by Rural Development.

The Town Council elects to have the interest charged by Rural Development to be the lower of the rate in effect at either the time of loan approval or loan closing.

The Town Council hereby agrees to abide by the mitigation requirements in the Letter of Conditions.

This resolution is to become a part of the official minutes of the Town of Warrenton Council Meeting held on April 13, 2020.

MOTION MADE BY: _____ and

SECONDED BY: _____ THAT THE RESOLUTION BE APPROVED.

MOTION PASSED _____ FOR AND _____ AGAINST.

BY: _____
Walter M. Gardner, Jr., Mayor

ATTEST: _____ April 13, 2020
Robert Davie, Town Administrator Date



April 13, 2020

Walter M. Gardner, Jr., Mayor
Town of Warrenton
P. O. Box 281
Warrenton, NC 27589

**RE: Amendment No.2 to the Letter of Conditions dated January 11, 2016
Water & Sewer System Improvements Project**

Dear Mayor Gardner:

This letter is considered Amendment No. 2 to the original Letter of Conditions dated January 11, 2016 and Amendment No. 1 dated November 20, 2017. The following changes and/or additions are made to the original Letter of Conditions:

1. Page 1, Paragraph 3, change to read, *“This letter is not to be considered as loan or grant approval, or as a representation as to the availability of funds. The application may be completed based on a \$30,000 Special Evaluation Assistance for Rural Communities and Households (SEARCH) grant, an initial RUS loan not to exceed \$1,846,000, initial RUS grant not to exceed \$2,669,000, 1st subsequent RUS loan not to exceed \$769,000, 1st subsequent RUS grant not to exceed \$781,000, 2nd subsequent RUS loan not to exceed \$228,000, 2nd subsequent grant not to exceed \$733,000 for a total proposed project cost of \$7,056,000.”*
2. Page 2, Project Budget, change the budget as follows (the highlighted items have been changed):

<u>Project Costs</u>		<u>Budgeted</u>
Construction:		\$5,938,335
Water & Sewer System	\$3,318,126	
Administration Building Rehabilitation	\$2,221,320	
Asphalt Repairs & Overlay	\$ 398,889	
Engineering Fees:		\$ 709,122
Preliminary Engineering Report*:	\$ 20,000	
Environmental Report*:	\$ 10,000	
*previously paid with RUS SEARCH Grant		
Engineering Design:	\$ 223,325	
Architectural Design:	\$ 71,847	
Resident Construction Inspection:	\$ 266,200	
Construction Administration W&S):	\$ 102,750	
Construction Administration (Arch.):	\$ 15,000	
Easements and Surveys:	\$ 30,000	

Rural Development • Henderson Area Office

Mailing Address: 853 S. Beckford Drive, suite A • Henderson NC, 27536
Voice 252.438.3134, Ext. 4 • Fax: (844) 325-6830 • Hearing Impaired: 711

USDA is an equal opportunity provider, employer and lender.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the form, call (866) 632-9992. Submit your completed form or letter to USDA by mail to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Other Costs:		\$ 370,525
Legal Services – Local & Bond Counsel:	\$ 43,000	
Interest – Interim Financing:	\$ 151,664	
Surveying - ADA Scope:	\$ 3,100	
Buildings – Equipment:	\$ 54,390	
Buildings – Furnishings:	\$ 53,433	
WWTP Equipment:	\$ 64,938	
Contingencies:		\$ 38,018
Total Project Costs:		\$7,056,000

3. Page 2, **Security Requirements**, change the 1st paragraph, 1st sentence to read; *“Security for the loan will consists of a **\$228,000 Water & Sewer Revenue Bond** authorized and prepared in accordance with RUS Instruction 1780, Paragraph 1780.14 and the Local Government Bond Act.”*
4. Page 3, **Disbursement of Funds**, change the 1st paragraph, 1st sentence to read, *“The Rural Development loan funds of **\$228,000** shall be the first funds expended, followed by the Rural Development grant funds of **\$733,000.**”*

Please complete and return the attached Form 1942-46, “Letter of Intent to meet Conditions”, if you desire further consideration be given to your application.

Sincerely,

Jonathan Jones
Area Specialist

LETTER OF INTENT TO MEET CONDITIONS

Date 04-13-2020

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

853 South Beckford Drive, Suite A
Henderson, NC 27536

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 04-13-2020 . It is our intent to meet all of them not later than 09-14-2020 .

Warrenton, Town of _____

(Name of Association)

BY _____

Walter M. Gardner, Jr., Mayor

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE _____ Town Council

OF THE _____ Warrenton, Town of

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Public Body

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the _____ Warrenton, Town of

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Two Hundred Twenty-Eight Thousand & 00/100

pursuant to the provisions of _____ NC General Statute 160A _____ ; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ 733,000.00

under the terms offered by the Government; that the Mayor

and Town Administrator of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas _____ Nays _____ Absent _____

IN WITNESS WHEREOF, the _____ Town Council _____ of the

Warrenton, Town of has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this April, 13 day of 2020

(SEAL)

By Walter M. Gardner, Jr.

Attest:

Title Mayor

Robert Davie

Title Town Administrator

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the Warrenton, Town of
 hereby certify that the Town Council _____ of such Association is composed of
 _____ members, of whom , _____ constituting a quorum, were present at a meeting thereof duly called and
 held on the _____ day of _____ ; and that the foregoing resolution was adopted at such meeting
 by the vote shown above, I further certify that as of _____ ,
 the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been
 rescinded or amended in any way.

Dated, this _____ day of _____

 Title _____

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 38-093-*****1362		LOAN NUMBER	FISCAL YEAR
2. BORROWER NAME Warrenton, Town of		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
		4. STATE NAME North Carolina	
		5. COUNTY NAME Warren	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AIAN 4 - HISPANIC 5 - API	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10-PUBLIC COLLEGE/UNIVERSITY 11-OTHER	8. COLLATERAL CODE 1- REAL ESTATE SECURED 2-REAL ESTATE AND CHATTEL 3- NOTE ONLY OR CHATTEL ONLY 4- MACHINERY ONLY 5- LIVESTOCK ONLY 6- CROPS ONLY 7- SECURED BY BONDS 8- RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC
10. SEX CODE 6 1 - MALE 2 - FEMALE	3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 2 1 - YES 2 - NO
13. CREDIT REPORT 2 1 - YES 2 - NO			
14. DIRECT PAYMENT 3 (See FMI)	15. TYPE OF PAYMENT 2 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 1 - YES 2 - NO	
17. COMMUNITY SIZE 1 - 10,000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000		18. USE OF FUNDS CODE (See FMI)	
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 069 (See FMI)	20. PURPOSE CODE	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 2 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN \$228,000.00	25. AMOUNT OF GRANT \$733,000.00	
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 1.3750 %	29. REPAYMENT TERMS 40
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)		32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN	
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Subject to the terms and conditions of the original Letter of Conditions dated January 11, 2016, Amendment No. 1 to the Letter of Conditions dated November 20, 2017, and Amendment No. 2 to the Letter of Conditions dated April 13, 2020.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date _____, 20____ Walter M. Gardner, Jr., Mayor (Signature of Applicant)

Date _____, 20____ (Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: _____

Date Approved: _____ Title: _____

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

Water and Waste System Grant Agreement

United States Department of Agriculture

Rural Utilities Service

THIS AGREEMENT dated 4/13/2020, between

Warrenton, Town of

a public corporation organized and operating under

NC General Statute 160A

(Authorizing Statute)

herein called "Grantee," and the United States of America acting through the Rural Utilities Service, Department of Agriculture, herein called "Grantor," WITNESSETH:

WHEREAS

Grantee has determined to undertake a project of acquisition, construction, enlargement, or capital improvement of a (water) (waste) system to serve the area under its jurisdiction at an estimated cost of \$ 7,056,000.00 and has duly authorized the undertaking of such project.

Grantee is able to finance not more than \$ 2,843,000.00 of the development costs through revenues, charges, taxes or assessments, or funds otherwise available to Grantee resulting in a reasonable user charge.

Said sum of \$ 2,843,000.00 has been committed to and by Grantee for such project development costs.

Grantor has agreed to grant the Grantee a sum not to exceed \$ 4,213,000.00 or 59.71 percent of said project development costs, whichever is the lesser, subject to the terms and conditions established by the Grantor. Provided, however, that the proportionate share of any grant funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the Conditions of the grant.

As a condition of this grant agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the agreement with all applicable laws, regulations, Executive orders and other generally applicable requirements, including those set out in 7 CFR 3015.205(b), which hereby are incorporated into this agreement by reference, and such other statutory provisions as are specifically set forth herein.

NOW, THEREFORE, In consideration of said grant by Grantor to Grantee, to be made pursuant to Section 306(a) of The Consolidated Farm and Rural Development Act for the purpose only of defraying a part not to exceed 59.71 percent of the project development costs, as defined by applicable Rural Utilities Service instructions.

Grantee Agrees That Grantee Will:

A. Cause said project to be constructed within the total sums available to it, including said grant, in accordance with the project plans and specifications and any modifications thereof prepared by Grantee and approved by Grantor.

B. Permit periodic inspection of the construction by a representative of Grantor during construction.

C. Manage, operate and maintain the system, including this project if less than the whole of said system, continuously in an efficient and economical manner.

D. Make the services of said system available within its capacity to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental handicap (possess capacity to enter into legal contract for services) at reasonable charges, including assessments, taxes, or fees in accordance with a schedule of such charges, whether for one or more classes of service, adopted by resolution dated 4/13/2020, as may be modified from time to time by Grantee. The initial rate schedule must be approved by Grantor. Thereafter, Grantee may make such modifications to the rate system as long as the rate schedule remains reasonable and nondiscriminatory.

E. Adjust its operating costs and service charges from time to time to provide for adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves.

F. Expand its system from time to time to meet reasonably anticipated growth or service requirements in the area within its jurisdiction.

G. Provide Grantor with such periodic reports as it may require and permit periodic inspection of its operations by a representative of the Grantor.

H. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, another agreement of the same type need not be executed in connection with this grant.

I. Upon any default under its representations or agreements set forth in this instrument, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original principal amount of the grant stated herein above with the interest at the rate of 5 percentum per annum from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Grant Agreement may be enforced by Grantor, at its option and without regard to prior waivers by it previous defaults of Grantee, by judicial proceedings to require specific performance of the terms of this Grant Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulations under which this grant is made.

J. Return immediately to Grantor, as required by the regulations of Grantor, any grant funds actually advanced and not needed by Grantee for approved purposes.

K. Use the real property including land, land improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed.

1. Title to real property shall vest in the recipient subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain approval by the Grantor agency for the use of the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed as provided in 1 and 2 above, the Grantee shall request disposition instructions from the Grantor agency or its successor Federal agency. The Grantor agency shall observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original project to the fair market value of the property.

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor agency. When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

[Revision 1, 04/17/1998]

(c) The Grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or project to the current fair market value of the property.

This Grant Agreement covers the following described real property (use continuation sheets as necessary).

All real property purchased with grant funds.

L. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with grant funds. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

[Revision 1, 04/17/1998]

1. Use of equipment.

(a) The Grantee shall use the equipment in the project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other Federally sponsored activities, if any, in the following order of priority:

1) Activities sponsored by the Grantor.

(2) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the property for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the equipment was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other Federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the equipment as provided in paragraph (a) above, the equipment may be used for other activities in accordance with the following standards:

(a) Equipment with a current per unit fair market value of less than \$5,000. The Grantee may use the equipment for other activities without reimbursement to the Federal Government or sell the equipment and retain the proceeds.

(b) Equipment with a current per unit fair market value of \$5,000 or more. The Grantee may retain the equipment for other uses provided that compensation is made to the original Grantor agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value or proceeds from sale of the equipment. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the original Grantor agency.

The Grantor agency shall determine whether the equipment can be used to meet the agency's requirements. If no requirement exists within that agency, the availability of the equipment shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor agency to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor agency shall issue instructions to the Grantee no later than 120 days after the Grantee requests and the following procedures shall govern:

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share ten percent of the proceeds for Grantee's selling and handling expenses.

(2) If the Grantee is instructed to ship the equipment elsewhere the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant project or program to the current fair market value of the equipment, plus any reasonable shipping or interim storage costs incurred.

(3) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor agency for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall also include:

(a) Records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the project for which the equipment was acquired; location, use and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return.

This Grant Agreement covers the following described equipment(use continuation sheets as necessary).

All equipment purchased with grant funds.

M. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.

2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.

3. Effective control over and accountability for all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

4. Accounting records supported by source documentation.

N. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's government which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts and transcripts.

O. Provide information as requested by the Grantor to determine the need for and complete any necessary Environmental Impact Statements.

P. Provide an audit report prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations and this Agreement.

Q. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or instrumentality's of states shall not be held accountable for interest earned on grant funds pending their disbursement.

R. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item K above.

S. To include in all contracts for construction or repair a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). The Grantee shall report all suspected or reported violations to the Grantor.

T. To include in all contracts in excess of \$100,000 a provision that the contractor agrees to comply with all the requirements of the Clean Air Act (42 U.S.C. §7414) and Section 308 of the Water Pollution Control Act (33 U.S.C. §1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 of the Clean Air Act and Section 308 of the Water Pollution Control Act and all regulations and guidelines issued thereunder after the award of the contract. In so doing the Contractor further agrees:

[Revision 1, 11/20/1997]

1. As a condition for the award of contract, to notify the Owner of the receipt of any communication from the Environmental Protection Agency (EPA) indicating that a facility to be utilized in the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

2. To certify that any facility to be utilized in the performance of any nonexempt contractor subcontract is not listed on the EPA list of Violating Facilities pursuant to 40 CFR Part 32 as of the date of contract award.

[Revision 1, 11/20/1997]

3. To include or cause to be included the above criteria and the requirements in every nonexempt subcontract and that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

As used in these paragraphs the term "facility" means any building, plan, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a Grantee, cooperator, contractor, or subcontractor, to be utilized in the performance of a grant, agreement, contract, subgrant, or subcontract. Where a location or site of operation contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$ 4,213,000.00 which it will advance to Grantee to meet not to exceed 59.71 percent of the project development costs of the project in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the project and coordinating the plan with local official comprehensive plans for sewer and water and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee as provided in paragraph I above or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the project will not produce beneficial results commensurate with the further expenditure of funds.

In witness whereof Grantee on the date first above written has caused these presence to be executed by its duly authorized

Mayor

attested and its corporate seal affixed by its duly authorized

Town Administrator

Attest:

By Robert Davie
(Title) Town Administrator

By Walter M. Gardner, Jr.
(Title) Mayor

UNITED STATES OF AMERICA

RURAL UTILITIES SERVICE

By _____
(Title)

**RESOLUTION OF THE
BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON, NORTH CAROLINA
PROVIDING FOR THE ISSUANCE OF A \$2,615,000 WATER AND SEWER SYSTEM REVENUE BOND
ANTICIPATION NOTE OF THE TOWN OF WARRENTON, NORTH CAROLINA**

WHEREAS, the Bond Order hereinafter described was approved on January 8, 2018 and is in force and effect approving the issuance of water and sewer revenue bonds (the “*Bonds*”) of the Town of Warrenton, North Carolina (the “*Town*”);

WHEREAS, the Town desires to finance various improvements to the Town’s water and sanitary sewer systems and to the Town Hall (the “*Project*”) as permitted by Section 159-161 of the General Statutes of North Carolina, as amended;

WHEREAS, the Town has previously authorized and issued a note in the principal amount of \$2,615,000 (the “*Existing Note*”), purchased by Branch Banking and Trust Company, now known as Truist Bank (the “*Bank*”), which matures on April 24, 2020;

WHEREAS, the Town has not yet completed the Project and wishes to issue a Note (as defined herein) to repay the Existing Note;

WHEREAS, the Bank has agreed to purchase the Note in the principal amount of \$2,615,000 to evidence a loan to the Town, which sum will be applied to repayment of the Existing Note and the United States of America, United States Department of Agriculture, Rural Development has agreed to purchase the Bonds in the aggregate principal amount of \$2,615,000 after completion of the Project, all of the proceeds of which will be applied to the repayment of the principal amount of the Note;

WHEREAS, the Local Government Commission of North Carolina (the “*LGC*”) approved the application of the Town for approval of the Bonds as required by Section 159-85 of the General Statutes of North Carolina, as amended, and the issuance and private sale of the Bonds at its January 9, 2018 meeting;

WHEREAS, the LGC approved the issuance and private sale of the Note under the provisions of Article 9 of Chapter 159 of the General Statutes of North Carolina, as amended, at its January 9, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Warrenton, North Carolina (the “*Board*”), as follows:

1. For purposes of this Resolution, the following words have the meanings ascribed to them below:

“*Board*” means the Board of Commissioners of the Town.

“*Bond Order*” means the Bond Order authorizing the Bonds adopted by the Board on January 8, 2018 and effective thereon.

“*Note*” means the Town’s \$2,615,000 Water and Sewer System Revenue Bond Anticipation Note, Series 2020.

“*Town*” means the Town of Warrenton, North Carolina, and its successors or assigns.

2. The Town shall issue its Note in the total aggregate principal amount not to exceed \$2,615,000.

3. The Note is being issued to provide funds to repay the Existing Note, the proceeds of which were used to pay the capital costs of the Project pursuant to and in accordance with the Bond Order.

4. Unless otherwise changed by a certificate delivered at closing by the Finance Director, the Note shall be dated the date of delivery thereof and shall mature on August 31, 2020. It shall bear interest at the rate of 2.32% per annum, which interest shall be payable at the maturity of the Note and shall be calculated on the basis of a 360-day year consisting of twelve 30-day months. No interest coupons shall be attached to the Note. The principal amount of the Note may be prepaid in whole on any date prior to the Maturity Date without penalty at par plus accrued interest.

5. The Note will be payable as to both principal and interest to the Bank and both the principal of and interest on the Note shall be payable in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts.

6. The Note shall be sold to the Bank at a purchase price of \$2,615,000, such purchase price and the interest rate set forth above being in the best interests of the Town.

7. The Note, which shall be in the form attached hereto as Exhibit A, shall bear the original or facsimile signatures of the Mayor of the Town and the Town Clerk. An original or facsimile of the seal of the Town is to be imprinted on the Note.

8. The Town designates the Note as a “qualified tax-exempt obligation” eligible for the exception from the disallowance of the deduction of interest by financial institutions allocable to the cost of carrying tax-exempt obligations in accordance with the provisions of Section 265(b)(3) of the Code. The Town does not reasonably anticipate issuing more than \$10,000,000 of qualified tax-exempt obligations pursuant to such Section 265(b)(3), including all entities which issue obligations on behalf of the Town and all subordinate entities of the Town, during calendar year 2020 and will not designate more than \$10,000,000 of qualified tax-exempt obligations pursuant to such Section 265(b)(3) during calendar year 2020.

9. The Mayor, the Town Manager, the Finance Director and the Town Clerk, each acting on behalf of the Town, are hereby authorized and directed to cause the Note to be prepared and to execute the Note and deliver it to the Bank.

10. The Mayor, the Town Manager, the Finance Director and the Town Clerk, each acting on behalf of the Town, are authorized and directed to execute and deliver for and on behalf of the Town any and all additional certificates, documents, opinions or other papers and perform all other acts as may be required by the documents contemplated hereinabove or as may be deemed necessary or appropriate in order to implement and carry out the intent and purposes of this Resolution.

READ, APPROVED AND ADOPTED this 13th day of April, 2020.

TOWN CLERK

MAYOR

(SEAL)

CERTIFICATE

I, ROBERT DAVIE, TOWN CLERK OF THE TOWN OF WARRENTON, NORTH CAROLINA DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution entitled **“RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON, NORTH CAROLINA PROVIDING FOR THE ISSUANCE OF A \$2,615,000 WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTE OF THE TOWN OF WARRENTON, NORTH CAROLINA”** which was adopted by the Board of Commissioners at a regular meeting held on the 13th day of April, 2020, to become effective on thereon.

Town Clerk

EXTRACTS FROM MINUTES OF THE BOARD OF COMMISSIONERS

A regular meeting of the Board of Commissioners (the “*Board*”) of the Town of Warrenton, North Carolina was held on April 13, 2020, Warrenton Fire Department, Warrenton, North Carolina,, Mayor Walter M. Gardner, Jr. presiding and the following Commissioners present:

Commissioners Absent:

* * * * *

_____ moved that the resolution entitled, “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON, NORTH CAROLINA PROVIDING FOR THE ISSUANCE OF A \$2,615,000 WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTE OF THE TOWN OF WARRENTON, NORTH CAROLINA**”, copies of which having been made available to the Board of Commissioners, be adopted.

The motion was adopted by a vote of _____.

AYES:

NAYS:

PASSED, ADOPTED AND APPROVED this 13th day of April, 2020.

**BOARD OF COMMISSIONERS OF THE TOWN OF
WARRENTON, NORTH CAROLINA**

BY: _____
ROBERT DAVIE
TOWN CLERK

EXHIBIT A

(Form of Note)

NO. R-1

\$2,615,000

UNITED STATES OF AMERICA
STATE OF NORTH CAROLINA
TOWN OF WARRENTON, NORTH CAROLINA
WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTE, SERIES 2020

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATED DATE</u>
2.32%	August 31, 2020	April 24, 2020

OWNER: TRUIST BANK

PRINCIPAL SUM: TWO MILLION SIX HUNDRED FIFTEEN THOUSAND DOLLARS

The **TOWN OF WARRENTON, NORTH CAROLINA** (the “Town”) acknowledges itself indebted and for value received hereby promises to pay to the Owner named above, on the Maturity Date specified above, on surrender hereof, the Principal Sum shown above and to pay to the Owner hereof interest thereon from the date of this Note on August 31, 2020, the date on which it shall mature, each payment at the Interest Rate per annum specified above calculated on the basis of a 360-day year consisting of twelve 30-day months. Principal of and interest on this Note is payable in immediately available funds and is payable in U.S. dollars to the Owner of the Note on the maturity date specified above.

This Note is issued pursuant to and in accordance with Article 5 and Article 9 of Chapter 159 of the General Statutes of North Carolina, both as amended, a bond order (the “*Bond Order*”) adopted by the Board of Commissioners of the Town on January 8, 2018 and effective thereon and a resolution adopted by the Board of Commissioners of the Town on April 13, 2020 (the “*Note Resolution*”). This Note is issued in anticipation of the receipt of the proceeds of the sale of a like amount of the Town’s Water and Sewer System Revenue Bonds, and the proceeds hereof shall be used to pay the principal of the Existing Note (as defined in the Note Resolution), the proceeds of which were used to pay a portion of the cost of the Project (as defined in the Bond Order).

The principal amount of the Note may be prepaid in whole on any date prior to the date on which it shall mature, without penalty, at par plus accrued interest.

The Note is a special obligation of the Town payable solely from the Net Revenues (as defined in the Bond Order) and from the proceeds of said Water and Sewer System Revenue Bonds of the Town. Neither the credit nor the taxing power of the Town is pledged for the payment of this Note and no holder of this Note has the right to compel exercise of the taxing power by the Town or the forfeiture of any of the Town’s property in connection with any default hereon. Reference is hereby made to the Bond Order and the Note Resolution and to all amendments and supplements thereto for a description of the provisions, among others, respecting the nature and extent of the security, the rights, duties and

obligations of the Town, the rights of the holder of this Note and the terms upon which this Note is issued and secured.

It is hereby certified and recited that all conditions, acts and things required by the Constitution or statutes of the State of North Carolina to exist, be performed or happen precedent to or in the issuance of this Note, exist, have been performed and have happened, and that the amount of this Note, together with all other indebtedness of the Town, is within every debt and other limit prescribed by said Constitution or statutes.

This Note is not valid or obligatory for any purpose until the certification hereon has been signed by an authorized representative of the Local Government Commission of North Carolina.

IN WITNESS WHEREOF, the Town has caused this Note to bear the original or facsimile of the signatures of the Mayor of the Town and the Town Clerk and an original or facsimile of the seal of the Town to be imprinted hereon.

(SEAL)

TOWN CLERK

MAYOR

Date of Execution: April 24, 2020

The issue hereof has been approved under the provisions of The Local Government Bond Act.

GREG C. GASKINS
Secretary of the Local Government Commission

FORM OF ASSIGNMENT

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

(Please print or typewrite Name and Address,
including Zip Code, and Federal Taxpayer Identification or
Social Security Number of Assignee)

the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints

Attorney to register the transfer of the within Note on the books kept for registration thereof,
with full power of substitution in the premises.

Dated: _____

Signature guaranteed by:

NOTICE: Signature must be guaranteed by a Participant in the Securities Transfer Agent Medallion Program (“*STAMP*”) or similar program.

NOTICE: The signature to this assignment must correspond with the name as it appears on the face of the within Note in every particular, without alteration, enlargement or any change whatever.

TRANSFER FEE MAY BE REQUIRED



**North Carolina Department of Commerce
Rural Economic Development Division
Community Development Block Grant Program**

**Grant Agreement
Neighborhood Revitalization Program**

Upon execution of this grant agreement, the North Carolina Department of Commerce (DOC) agrees to provide to **the Town of Warrenton**, (the “Recipient” and collectively with DOC, the “Parties”), Community Development Block Grant (CDBG) assistance under Title I of the Housing and Community Development Act of 1974, (P.L. 93-383), as amended, authorized (and subject to Recipient’s compliance with) the DOC funding approval, the North Carolina Community Development Block Grant administrative rules, other applicable laws, rules, regulations, and all other requirements of DOC now or hereafter in effect. The grant agreement is effective on the date the grant agreement and funding approval are signed by the Recipient. The grant agreement consists of the program guidelines and the approved application, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to this document or the approved application and funding approval and the following general terms and conditions:

1. **Definitions.** Except to the extent modified or supplemented by the agreement, any term defined in the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L, shall have the same meaning when used herein.
 - (a) Agreement means this grant agreement, as described above and any amendments or supplements thereto.
 - (b) Recipient means the **Town of Warrenton**, the entity designated as a recipient for grant assistance in the grant agreement and funding approval.
 - (c) Certifications mean the certifications submitted with the grant application pursuant to the requirements of Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L.
 - (d) “Assistance” or “Grant” means the grant funds provided under this Agreement from funds allocated to the State of North Carolina from the Federal Treasury through the CDBG and supporting laws, rules, requirements and regulations, in the amount of **\$750,000** except as modified.
 - (e) Program means the community development program, project, or other activities, including the administration thereof, for which assistance is being provided under this Agreement and which is

described in the Recipient's approved application, as may be modified.

- (f) The date for receiving the grant means the date of the REDD Director's signature on the Grant Agreement and Funding Approval.
2. Timely Execution. Due to the need to expedite the use and expenditure of CDBG funds, Recipient's failure to execute and return a copy of the Agreement within 60 days of the date of the Rural Economic Development Division (REDD) Director's signature on the Grant Agreement and Funding Approval may be deemed by DOC to determine the funds are available for reallocation to other subrecipients.
3. Obligations of the Recipient. The recipient shall perform the Program as specified in the application approved by DOC as may be amended with DOC approval. The Recipient hereby certifies that it will comply with all applicable federal and state laws, regulations, rules and Executive Orders, pursuant to Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. The Recipient shall also comply with all other lawful requirements of DOC, all applicable requirements of the General Statutes of the State of North Carolina specifically N. C. G. S. 87-1-87-15.9 and any other applicable laws, rules, regulations, requirements, and Executive Orders currently or hereafter in force. Recipient is prohibited from any fraud, waste and abuse of CDBG funds by any person or entity. The rules contained in 4 N.C.A.C. 19L (as well as applicable federal rules and regulations) are part of the Agreement, except where specifically modified by applicable law, rule, regulation, DOC, the CDBG HUD Program Requirements and any subsequent amendments, regulations or clarifications to any of the foregoing.

Additionally, Recipient agrees to ensure compliance with respect to the Program and the Grant (and any of its proceeds) with all applicable federal and state laws, rules, regulations and requirements, including but not limited to the following (as each may be modified or amended): (1) the CDBG HUD Program Requirements; (2) Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 *et seq*), (3) existing CDBG laws, rules, regulations and requirements, as may be amended, including those set forth in 24 C.F.R., Part 570; (4) North Carolina laws, rules, regulations and requirements; (5) DOC guidance and requirements regarding CDBG now or hereafter in effect, including but not limited to: DOC's CDBG Guidelines and Application Instructions, and DOC bulletins or other guidance documents; and (6) Recipient's own approved CDBG application to DOC, as may be amended with DOC approval.

4. Obligations of Recipient with Respect to Certain Third Party Relationships. Recipient is responsible to **DOC** for ensuring compliance with the provisions of this Agreement and all applicable laws, rules, regulations and requirements, even when the recipient designates a third party or parties to undertake all or any part of the Program. The Recipient shall comply with all lawful requirements of DOC necessary to ensure that the program is carried out in accordance with the Recipient's certifications including but not limited to the certification of assumption of environmental responsibilities under Rule .1004 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. If the Recipient contracts with or designates a third party to undertake all or part of the Program, the Recipient's contract with the third party must require the third party to comply with this Agreement, all applicable laws, rules, regulations and requirements, including but not limited

to the procurement standards set forth in 4 N.C. Administrative Code 19L .0908 as may be applicable.

Recipient shall likewise ensure that all subrecipient contracts regarding Grant funds or relating to the Program include all required contractual elements in order to be in compliance with all Federal, State and local laws, including but not limited to the provisions contained in 24 C.F.R. § 570.503, 24 C.F.R. § 85.37, and other provisions described throughout this Agreement, where applicable. In any event, the Recipient is liable to DOC and HUD for any improper expenditures, damage, loss or harm resulting from the failure of any person or entity to comply with any applicable law, rule, regulation or requirement regarding the Grant funds and/or the Program, including but not limited to an act or omission by a subrecipient or other third party. The Recipient agrees to periodically and rigorously monitor and audit its subrecipients and other third parties to ensure compliance with all applicable requirements.

Any subcontracts or subrecipient agreements entered into by the Recipient with Grant funds shall be subject to all terms and conditions of this Agreement. Payment of all subcontractors and subrecipients shall be the sole responsibility of the Recipient, and DOC shall not be obligated to pay for any work performed by any subcontractor or subrecipient. The Recipient shall be responsible for the performance of all subcontractors and subrecipients and shall not be relieved of any of the duties and responsibilities of this Agreement as a result of entering into subcontracts or subrecipient agreements.

5. Changes to Agreement. Recipient agrees that DOC may supplement or modify this Agreement as may be necessary to implement additional or modified Federal or State guidance regarding implementation of the CDBG program.

6. Conflict of Interest. Recipient agrees to comply with all applicable conflict of interest provisions, including but not limited to those found at 4 N.C.A.C. 19 L .0908 and .0914, N.C. Gen. Stat. § 14-234, 24 C.F.R. § 85.36, 24 C.F.R. § 570.489 (g) and (h), and 24 C.F.R. § 570.611, where applicable, copies of which may be obtained from DOC.

Except for eligible administrative or personnel costs, the general rule is that no persons described in the following sentence who exercise or have exercised any functions or responsibilities with respect to grant activities assisted under this Agreement or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a Grant-assisted activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The conflict of interest summary in the sentence above generally applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or Recipient or applicable third parties which are receiving CDBG grant funds.

Recipient agrees to include these same prohibitions in all such contracts or subcontracts with any subrecipients or other third parties relating to the Program.

In any event, the Assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining DOC approval of the application for such assistance, or DOC approval of applications for additional assistance, or any other approval or concurrence of DOC required under this Agreement, or the North Carolina Community Development Block Grant Administrative Rules, with respect thereto; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not prohibited if otherwise eligible as program costs and allowed by applicable law.

Additionally, certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by HUD and/or DOC upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4).

7. Reimbursement to DOC for Improper Expenditures. The Recipient will reimburse DOC for any amount of Grant assistance improperly expended, either deliberately or non-deliberately, by any person or entity. Additionally, a contract for administrative services shall include a clause holding the administrator organization responsible for reimbursement to the Recipient for any improperly expended grant funds that had to be returned to DOC.
8. Recordkeeping Requirements. Recipient will maintain any and all records and comply with all responsibilities as may be required under typical CDBG recordkeeping (for example, records and responsibilities set forth in 4 N.C.A.C. 19L.0911 (“Recordkeeping”), 24 C.F.R. 570.490 (“Recordkeeping Requirements”), 24 C.F.R. § 570.506 (“Records to be maintained”) and 24 C.F.R. § 85.42 (“Retention and Access Requirements for Records”) as each may be modified by HUD or DOC) as well as records and responsibilities related to CDBG or specifically to CDBG funds. Recipient agrees to comply with any additional record-keeping requirements now or hereinafter set forth by DOC, HUD or any other federal or state entity.
9. Access to Records. The Recipient shall provide any duly authorized representative of DOC, the State of North Carolina, the federal Department of Housing and Urban Development (HUD), and the Comptroller General, the Inspector General and other authorized parties at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the grant for a period of five years following the completion of all close-out procedures. All original files shall be maintained at the Local Government offices for access purposes.
10. Release of Personal, Financial and Identifying Information. To ensure and document compliance with CDBG income requirements as well as other matters, Recipient shall obtain and retain personal, income-related, financial, tax and/or related information from individuals and families that are benefitting from Grant or Program funds. Additionally, Recipient is obligated to provide access to any and all information relating to the Program to DOC, HUD or some other appropriate federal or state monitoring entity, upon DOC’s

request. This obligation includes, but is not limited to, the personal, financial and identifying information of individuals assisted by the Program. As such, Recipient shall obtain any releases or waivers from all individuals or entities necessary to ensure that this information can be properly and legally provided to appropriate federal and state entities, including DOC and HUD, without issue or objection by the individual or entity.

11. Project Savings. The Recipient is obligated to contribute 100 percent of its pledged **cash** contribution to the CDBG project even if the project experiences a savings after authorized activities are completed. Any project savings accrue to the CDBG program. **Substitution of in-kind contributions for cash is not allowed.**
12. Expenditure of Non-CDBG Funds. The recipient must ensure that non-CDBG funds are expended along with CDBG funds, following the implementation schedule described in the approved application and modified by the Performance Contract (or otherwise with DOC approval), and shall report on non-CDBG expenditures with each Annual Performance Report, consistent with Section .1100 PERFORMANCE of the program regulations (4NCAC 19L) as well as any other applicable reporting requirements.
13. Method of Payment. The Department of Commerce uses the Office of State Controller (OSC) to make CDBG payments to units of local government. The Electronic Payment Form from OSC must be completed for funds to be electronically transferred.
14. Fair Housing. Recipients of CDBG funds are required to comply with fair housing and non-discrimination laws and regulations. Recipients should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. Recipients are required to submit a fair housing plan for its jurisdiction. Recipients with 10,000 persons or more will be required to complete an Analysis to Impediments to Fair Housing Choice Study. For each grant year that a CDBG project is active, a Recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. Guidance for developing a Fair Housing Plan can be found in REDD Bulletin 93-4 and the CDBG Implementation Notebook.
15. Equal Employment and Procurement Opportunity. A Recipient must describe the actions it will take annually while the grant is open in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance and complaint tracking.
16. Local Economic Benefit (Section 3 Regulation). For each year that a CDBG is active, the Recipient must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG assisted project are identified and made available to low-income residents within the CDBG assisted area to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low-income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to Recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program.

In addition, Recipients will be required to coordinate additional activities as it relates to Section 3 with the DOC CDBG Compliance Office.

17. Section 504 and ADA. Recipients must complete the Section 504 Survey and Transition Plan. This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a CDBG assisted project.
18. Environmental Review. Recipients of CDBG funds are required to complete the document entitled “Environmental Review Procedures for the CDBG Program.” Once the Environmental Review Record (ERR) is received, REDD will review for completeness and submit selected CDBG ERRs if required to the State Clearinghouse for other State agencies to review and comment. Recipients cannot conduct any program activities until REDD issues an environmental clearance.
19. Language Access Plan (LAP). Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that Recipients take responsible steps to ensure meaningful access by LEP persons. Recipients will be required to submit a language access plan using the approved template from REDD. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.
20. Procurement Standards. Where applicable, Recipient shall follow the procurement standards established in the “Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments” (24 C.F.R., Part 85) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. 4 N.C.A.C. 19L.0908.
21.
 - a. Any Recipient or Subrecipient shall follow other applicable procurement standards set forth in 4 N.C.A.C. 19L.0908, and the relevant laws cited therein, including but not limited to, laws related to conflicts of interest (N.C.G.S. §14-234), public building contracts (N.C.G.S. § 148-128 to 135), and payment and performance bonds (N.C.G.S. § 44A-25 through 35); acquisition and relocation (4 N.C.A.C. 19L.1003); property management standards (4 N.C.A.C. 19L.0909); equal opportunity (4 N.C.A.C. 19L.1001); and labor standards (4 N.C.A.C. 19L.1006).
 - b. Recipient shall likewise follow all other applicable federal and state procurement rules, guidelines and procedures, including those set forth in Office of Management and 2 C.F.R. Part 225 (“Cost Principles for State and Local Governments”).

In any event, per 24 C.F.R. 570.489(g), all purchase orders and contracts shall include any clauses required by Federal statutes, executive orders and implementing regulations.

Additionally, Recipient acknowledges and agrees that, in its conduct under this Agreement and in connection with any and all expenditures of Grant funds made by it, Recipient, its officers, agents and employees shall be and are subject to the provisions of the North Carolina General Statutes and the North Carolina Administrative Code relating to and

governing procurement, public contracts, suspension and debarment. Recipient further acknowledges and agrees that, in the event that it grants any of the Grant funds awarded hereunder to one or more subrecipients or other applicable entities, Recipient shall, by contract, ensure that the provisions of all applicable laws relating to and governing procurement, public contracts, suspension and debarment are made applicable to and binding upon any and all subrecipients and/or other applicable entities.

22. Labor Standards. Recipient shall follow all applicable laws, rules and regulations concerning the payment of wages, contract work hours, safety, health standards, and equal opportunity for CDBG-R programs, including but not limited to the rules set forth in 4 N.C.A.C. 19L.1006, 24 C.F.R. § 570.603 and the following (as may be applicable to CDBG-projects):
- a. Davis-Bacon Act (40 U.S.C.A. 276a). Among other provisions, this act requires that prevailing local wage levels be paid to laborers and mechanics employed on certain construction work assisted with CDBG funds.
 - b. Contract Work Hours and Safety Standards Act (40 U.S.C.A. 327 through 333). Under this act, among other provisions, laborers and mechanics employed by contractors and subcontractors on construction work assisted with CDBG funds must receive overtime compensation at a rate not less than one and one-half the basic rate of pay for all hours worked in excess of forty hours in any workweek. Violators shall be liable for the unpaid wages and in addition for liquidated damages computed in respect to each laborer or mechanic employed in violation of the act.
 - c. Fair Labor Standards Act (29 U.S.C. 201 et seq.), requiring among other things that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
 - d. Federal anti-kickback laws (18 U.S.C. 874 and 40 U.S.C. 276), which, among other things, outlaws and prescribes criminal penalties for "kickbacks" of wages in federally financed or assisted construction activities. Weekly statements of compliance and weekly payrolls must be provided by all contractors and subcontractors.

Recipient agrees to maintain records regarding compliance with the laws and regulations cited in 4 N.C.A.C. 19L.1006 (including the citations listed above) in accordance with 4 N.C.A.C. 19L.0911.

All contracts between Recipient and third parties shall contain labor standards provisions as required in 4 N.C.A.C. 19L.1006.

23. Architectural Barriers. Per 4 N.C.A.C.19L.1007, 24 C.F.R. §§ 570.487 and 570.614 and other applicable law, all applicable buildings or facilities designed, constructed or altered with CDBG Grant funds shall be made accessible and useable to the physically handicapped as may be required by applicable laws, rules, regulations or requirements. Additionally, Recipient must comply with the following (as may be applicable to CDBG projects):
- a. Architectural Barriers Act of 1968 (P.L. 90-480). This act requires Recipient to ensure that certain buildings constructed or altered with CDBG funds are readily accessible to the physically handicapped.
 - b. Minimum Guidelines and Requirements for Accessible Design 36 C.F.R. Part 1190. These regulations establish guidelines for implementing the federal acts described in 4 N.C.A.C.19L.1007(1)(a). The regulations provide technical standards which must be met by Recipient.

- c. Americans with Disabilities Act [“ADA”] and the ADA Accessibility Guidelines for Buildings and Facilities or the Uniform Federal Accessibility Standards.
- d. North Carolina Building Code, Volume I, Chapter 11-X. These provisions describe minimum standards Recipient must meet in constructing or altering building and facilities, to make them accessible to and useable by the physically handicapped.

24. Change of Use of Real Property. Recipient agrees not to change the use or planned use of any property acquired with CDBG funds from that for which the acquisition or improvement was made, in accordance with this Agreement and applicable law, rule, regulation or requirement, unless (i) the DOC grants explicit written approval and (ii) the requirements of 24 C.F.R. § 570.489(j), 24 C.F.R. § 570.505 and other applicable requirements are followed, as modified (or as may be modified) by HUD or DOC.
24. Obligation of Recipient With Regard to Vacant Units. The recipient shall ensure that all vacant units being rehabilitated will be occupied by a low or moderate income person by the time close-out occurs.
25. Utility Assessments or Fees: Assessments or fees to recover the CDBG funded portion of a utility project may be charged to properties not owned and occupied by low and moderate income persons. Such assessments are program income and, as such, must be used for eligible CDBG activities that meet a CDBG national objective.
26. False or Misleading Information. Recipient is advised that providing false, fictitious or misleading information with respect to CDBG funds may result in criminal, civil, or administrative prosecution under 18 U.S.C. § 1001, 18 U.S.C. § 1343, 31 U.S.C. § 3729, 31 U.S.C. § 3801, or another applicable statute. Recipient shall promptly refer to DOC and HUD’s Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving CDBG funds.
27. Disputes with DOC. If Recipient has any disagreement or dispute with any action or inaction by DOC, Recipient shall inform DOC by letter addressed to Iris Payne, Director, Department of Commerce – Rural Economic Development Division, 4346 Mail Service Center, Raleigh, NC 27699-4346. The Rural Economic Development Division [“REDD”] will endeavor to respond in writing to said letter within 30 days from receipt. Recipient shall not be entitled to a hearing under Chapter 150B for matters described in N.C. Gen. Stat. § 150B(c)(8), added by N.C. Senate Bill 960, including matters related to “contracts, disputes, protests, and/or claims arising out of or relating to the implementation of the [CDBG].” This includes actions arising out of or related to this Agreement or the Program.
28. Disputes or Complaints by Subrecipients or Other Entities. Recipient is responsible for developing, implementing and utilizing its own dispute resolution procedures with respect to disputes and/or complaints between and among Recipient, a Subrecipient, a contractor and/or any other person or entity (other than DOC). This includes (but is not limited to) procedures relating to procurement disputes or protests discussed in 24 C.F.R. 85.36. In the event of a dispute between and among Recipient, any Subrecipient, contractor and/or any other persons or entities (not including DOC), Recipient shall make every effort to resolve the dispute pursuant to its own dispute resolution procedures and shall issue a final decision on the matter as soon as is reasonably practicable. Recipient’s dispute resolution procedure shall

provide that, in the event that any party to such a dispute or complaint is dissatisfied with the final decision or other resolution provided by Recipient, the dissatisfied party shall appeal to the North Carolina Superior Court in an appropriate County for a trial de novo, to the extent that jurisdiction is proper pursuant to N.C. Gen. Stat. § 7A-240 and other applicable law.

29. Schedules

(a) Schedule for Release of Conditions and Completion Activities. **The Recipient must satisfy all Funding Approval Conditions to release CDBG funds within 3 months (6/30/20) from the date the Grant Agreement and Funding Approval were signed by the REDD Director.** The recipient must draw down all CDBG funds, expend all local non-CDBG funds and complete all project activities in conformance with the activities implementation schedule in the application as modified by the Performance Based Contract.

(b) **The Recipient must obligate all funds within 27 months (6/30/2022) from the date the Grant Agreement and Funding Approval are signed by REDD Director.**

(c) **All funds are to be expended within 30 months (9/30/2022) from the date the Grant Agreement and Funding Approval are signed by REDD Director. Any remaining funds will be de-obligated.**

(d) **All closeout documents must be returned to REDD by 12/30/2022)**

(e) Schedule for Submission of Compliance Documents. The Recipient must submit the following compliance documents within the specified number of months from the date the Grant Agreement and the Funding Approval were signed by the REDD Director:

- **Environmental – 4 months (7/30/20)**
- **Equal Employment and Procurement Plan – 4 months (7/30/20)**
- **Fair Housing Plan – 4 months (7/30/20)**
- **Section 3 Plan – 4 months (7/30/20)**
- **Section 504 Plan – 4 months (7/30/20)**
- **Language Access Plan – 4 months (7/30/20)**
- **Analysis of Impediments- 4 months (7/30/20)**
- **Request for Release of Funds – 5 months (9/30/20)**

(f) Timely Draw down of Funds. Recipient is expected make timely drawdowns so that funds are expended in a timely manner.

30. Quarterly Progress Report. Per Bulletin 09-1, Recipient shall ensure that a quarterly progress report that reflects approved CDBG program activity progress and CDBG financial status is presented to Recipient's elected board and a copy of that report, endorsed by the Chief Elected Official or the county/city/town manager will be provided to DOC not later than the tenth (10th) day of the month following the ending month of the reporting period.

31. Performance Measures


The CPD Performance Measurement System is HUD's response to the standards set by the Government Performance and Results Act (GPRA) of 1993. This act holds all Federal agencies accountable for establishing goals and objectives and measuring achievements.

- (a) The recipient must ensure that all activities in the funded project(s) meet the appropriate objectives, outcomes, and indicators established by HUD and selected by DOC. CDBG funds cannot be used to pay for any activity that does not meet the above requirement.
- (b) The recipient must also assist DOC, when requested, in collecting indicators and any other data necessary to fulfill the requirements of the CPD Performance Measures System, which includes data for the Integrated Disbursement and Information System (IDIS).

Upon execution of this agreement by DOC and the Recipient, the Recipient hereby accepts the assistance on the terms of this grant agreement effective on the date indicated below, and further certifies that the official signing this document has been duly authorized by the recipient's governing body to execute this Grant Agreement.

Secretary of the Department of Commerce

Date: 3/30/2020

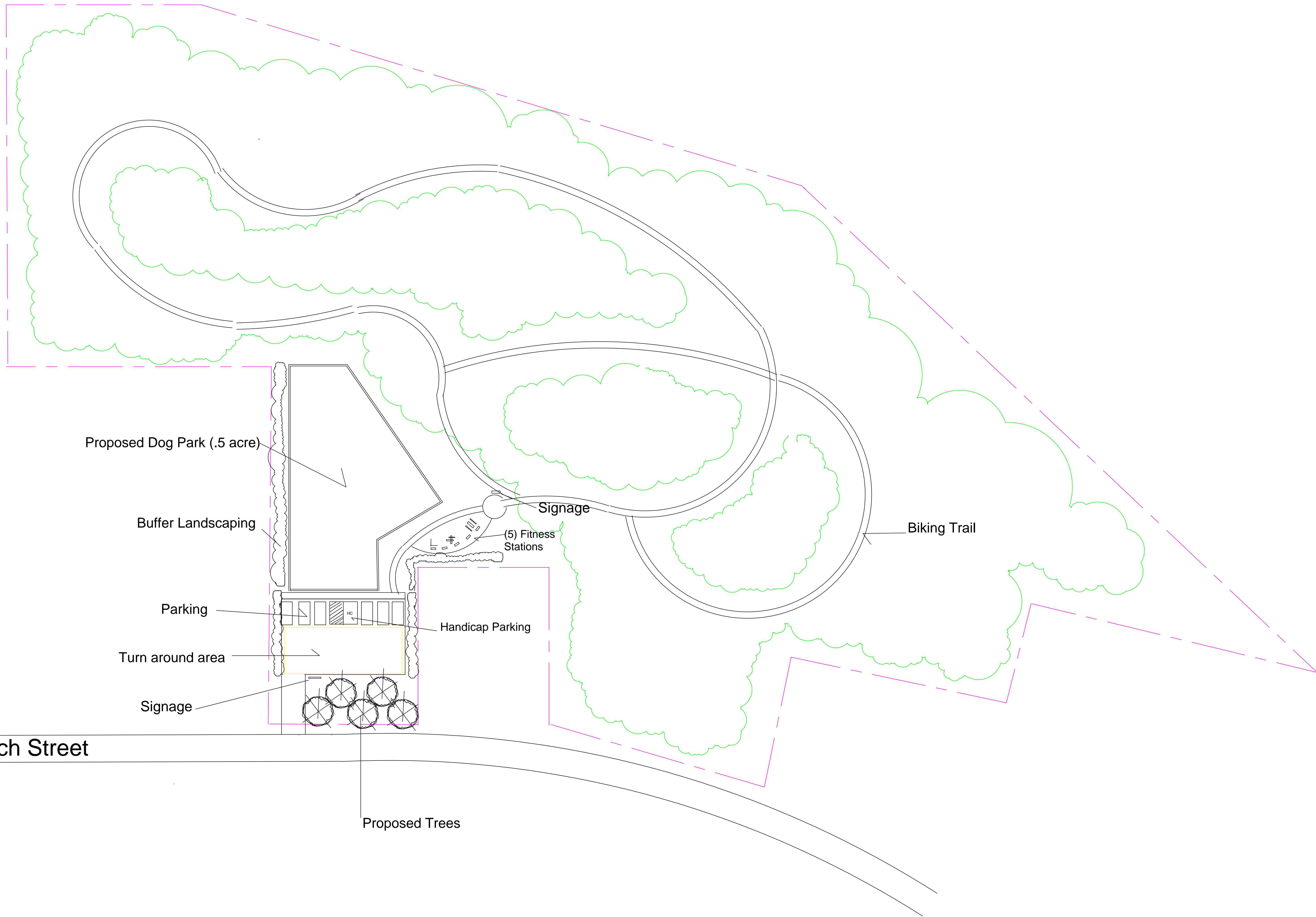
By: 
 Kenny Flowers
 Assistant Secretary
 Rural Economic Development Division

Date: _____

The Town of Warrenton
 Name of Recipient

By: _____
 Signature of Authorized Official

 (Title)



Proposed Dog Park (.5 acre)

Buffer Landscaping

Parking

Turn around area

Signage

(5) Fitness Stations

Signage

Handicap Parking

Biking Trail

Church Street

Proposed Trees



Walter M. Gardner, Jr. – Mayor
 Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
 Warrenton, NC 27589-0281
 (252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

Proposed Budget for Warrenton Dog Park	Architect	Alternative
Deconstruction	\$ 28,389	\$ 28,389
Timberform equipment	\$ 5,500	\$ 500
Grading and Prep for Parking	\$ 5,000	\$ 5,000
Parking area construction	\$ 8,800	\$ 5,000
Buffer Shrubs installed	\$ 5,000	\$ 1,000
Trees installed	\$ 1,500	\$ 250
H/C pad installed	\$ 2,600	\$ 2,600
Signage	\$ 800	\$ 400
Rules signage	\$ 800	\$ 400
Dog Park fence	\$ 6,000	\$ 6,000
Dog toys/obstacles	\$ 5,000	\$ 1,000
Grading and seeding of park	\$ 3,000	\$ 1,000
Trail Construction	\$ 2,000	\$ 2,000
Trail signage	\$ 500	
Design and Management Fee	\$ 5,000	\$ 3,144
5% Contingency	\$ 2,575	\$ 1,000
Legal Fees	\$ 500	\$ 500
Total	\$ 82,964	\$ 58,183
Land Acquisition/Town Match	\$ 40,575	

Notes:

- Parking Lot: 7 bumpers, 6x6 border, 215 tons crush & run
- H/C pad Includes sidewalk to dog park
- Fencing: 620 linear feet, 4 ft gate, 8 ft maintenance gate
- Trail construction includes small tree grinder to create mulch path 4 ft wide



April 9, 2020

Robert Davie
Town of Warrenton
133 S. Main St.
Warrenton, NC 27589

Dear: Robert Davie

SUBJECT: Building Demo – 316 Church St., Warrenton, NC

We are pleased to submit the following quotation for the above referenced project.

Scope of Work:

Demolish and dispose of 2 story residence including footing/foundation, 2 misc. debris piles. Lot to be left rough grade.

Price Quotation: (Twenty Eight Thousand Three Hundred Eighty Nine Dollars) **\$28,389**

Note I: 50% of cost is landfill disposal cost.

Exclude: Utility disconnect/capping, backfill, erosion control, trees, hazardous materials, seed/straw, UST, wells/septic systems.

*Payment Terms – Net 15 days from invoice date. Interest will accrue on unpaid balances at the rate of 1% per month until paid in full. Credit Cards are **not** an accepted form of payment.

*Quote is valid for 45 days.

This quotation is inclusive of all labor, material, supervision, insurance, permits, and disposal.

If further information is needed, please contact me.

Sincerely,

James Hamm (kas)

James Hamm
President

Please Sign and Return
Acceptance of Proposal

JH/kas

Date: _____

Walter Hurst – Chairman
Staff Review

Planning Board
Special Use Application

PROPERTY ADDRESS: 218 E. Franklin Street

SUMMARY OF REQUEST: Airbnb

APPLICANT/OWNER: Thomas & Anne Satterwhite

DETAILS OF PROPOSED WORK

Existing Conditions

This property used to be a group home. The Satterwhites have done renovations since purchasing.

Applicant's Proposal

Applicant is proposing to have the property operate as an Airbnb

DISTRICT GUIDELINES

(A) In order for any special or conditional use to be granted, the applicant, at the hearing, shall present sufficient evidence to enable the Board to find that the following conditions exist where applicable:

- (1) All applicable specific conditions pertaining to the proposed use have been or will be satisfied;
- (2) Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;
- (3) Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- (4) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;
- (5) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;
- (6) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.

(7) The use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity

(8) The use will not be a detriment or deterrent to economic development;

(9) The use will be in harmony with the existing development and uses within the area in which it is to be located

(10) The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

PHOTOS

Included in packet

STAFF FINDING OF FACTS

This property is in harmony with adjoining properties as well as the surrounding neighborhood. Entrance and Exit drives are not 24ft wide. Buffering consists of trees on multiple sides are the house. This property will attract citizens from all locations, helping economic development and growth in Warrenton. No impact on Utilities, schools, fire, police and other facilities. Staff finds that even though the entrance and exit drives are not 24ft, staff recommends approval.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

check received
2-13-20

TOWN OF WARRENTON
Historically Great - Progressively Strong"
CHARTERED IN 1779
PO. Box 281
Warrenton, NC 27589-0281

APPLICATION FOR ZONING SPECIAL USE PERMIT

Date: February 12, 2020

Name of Applicant: Thomas / Anne Satterwhite Telephone No. 919-417-6841 (Anne)

Address: 528 Fairlane Drive, Warrenton NC 27589

Owner: Thomas / Anne Satterwhite Telephone No. 919-495-3750 (Thomas)

Address: 528 Fairlane Drive, Warrenton NC 27589

Current Zoning: C-1

Tax Number of Parcel: E6B497

1. Location of Land for which the Special Use is being requested:

218 E. Franklin Street

2. Specific Zoning ordinance for which the variance is being requested:

C-1

3. Special Use Request: Airbnb

4. Use of each adjacent property:

adjacent property is ~~residential (R-12)~~ C-1 but is residential area;
across Franklin Street is C-1 (Cotton Gin) and residential.

Anne C Satterwhite
Signature of Applicant:

OWNERSHIP 02102020 21787 304
 PROPERTY DESCRIPTION
 LOT & HSE BROWN RES
 CRAFTSMAN STYLE
 MAP NUMBER E6B497
 RECORD NUMBER 1662
 ROUTE
 LISTER: AJ072016
 REVIEW: AJ072016
 FRET: 2-RESIN
 NEHD 1200

TAX SUBDIVISIONS
 WARRENTON TWP
 TOWN OF WARRENTON
 ZONING
 UTILITY ALL PUB
 NOTES: HAS HEAT AND AC

LAND CLASS 150F
 # 18Q RESIDENT 150F
 # LAND CLASS 150F
 # 18Q RESIDENT 150F
 # 18Q RESIDENT 150F

OTHER FEAT 8* 10
 # 1 -4CSTG-BLDG 8* 10
 # 1 -4CSTG-BLDG 8* 10

1 -4CSTG-BLDG 8* 10
 # 1 -4CSTG-BLDG 8* 10
 # 1 -4CSTG-BLDG 8* 10

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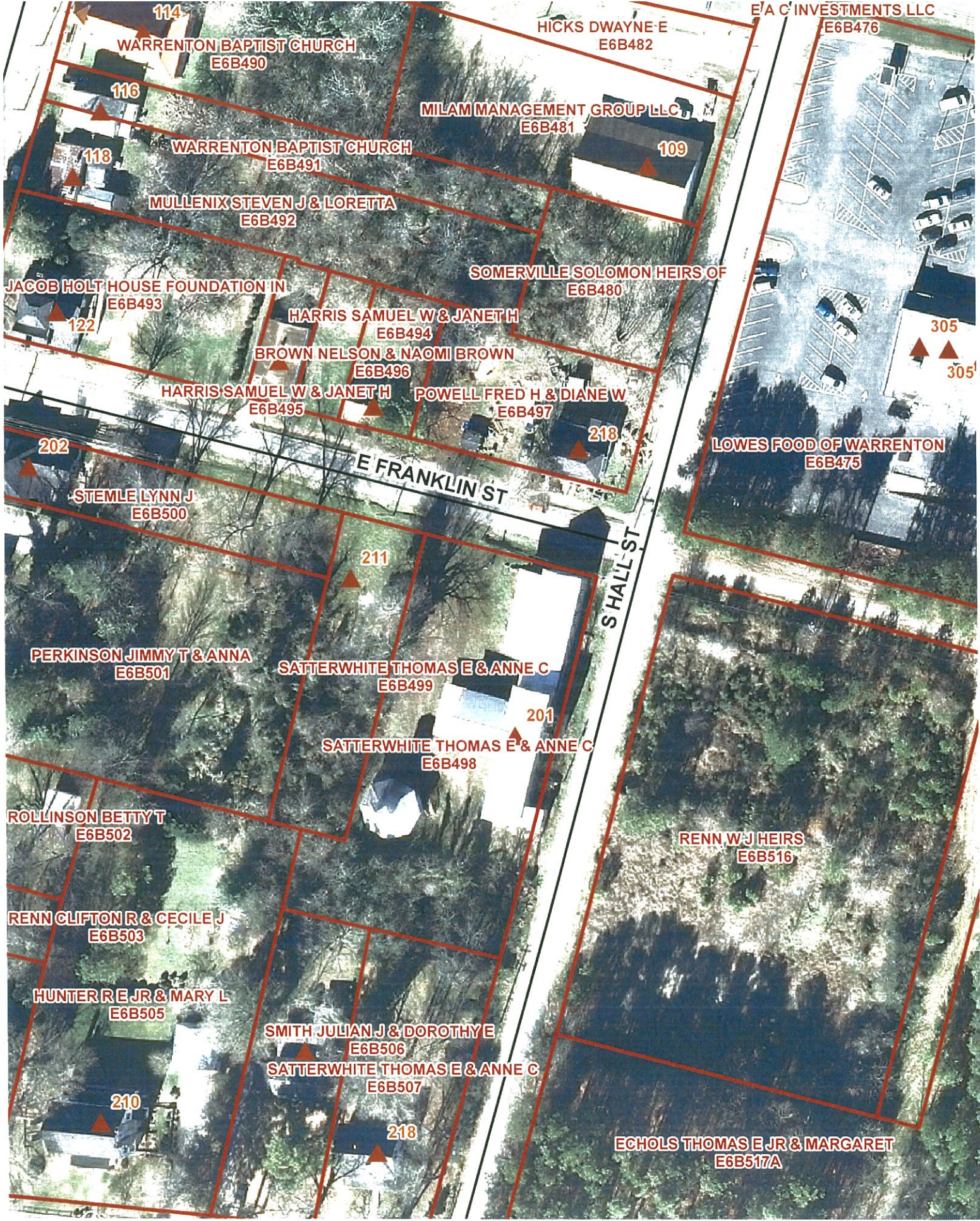
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114
WARRENTON BAPTIST CHURCH
E6B490

HICKS DWAYNE E
E6B482

E/A C INVESTMENTS LLC
E6B476

116

MILAM MANAGEMENT GROUP LLC
E6B481

WARRENTON BAPTIST CHURCH
E6B491

109

118

MULLENIX STEVEN J & LORETTA
E6B492

SOMERVILLE SOLOMON HEIRS OF
E6B480

JACOB HOLT HOUSE FOUNDATION IN
E6B493

122

HARRIS SAMUEL W & JANET H
E6B494

BROWN NELSON & NAOMI BROWN
E6B496

HARRIS SAMUEL W & JANET H
E6B495

POWELL FRED H & DIANE W
E6B497

218

LOWES FOOD OF WARRENTON
E6B475

305

305

202

STEMLE LYNN J
E6B500

E FRANKLIN ST

211

PERKINSON JIMMY T & ANNA
E6B501

SATTERWHITE THOMAS E & ANNE C
E6B499

201

SATTERWHITE THOMAS E & ANNE C
E6B498

S HALL ST

RENN W J HEIRS
E6B516

ROLLINSON BETTY T
E6B502

RENN CLIFTON R & CECILE J
E6B503

HUNTER R E JR & MARY L
E6B505

SMITH JULIAN J & DOROTHY E
E6B506

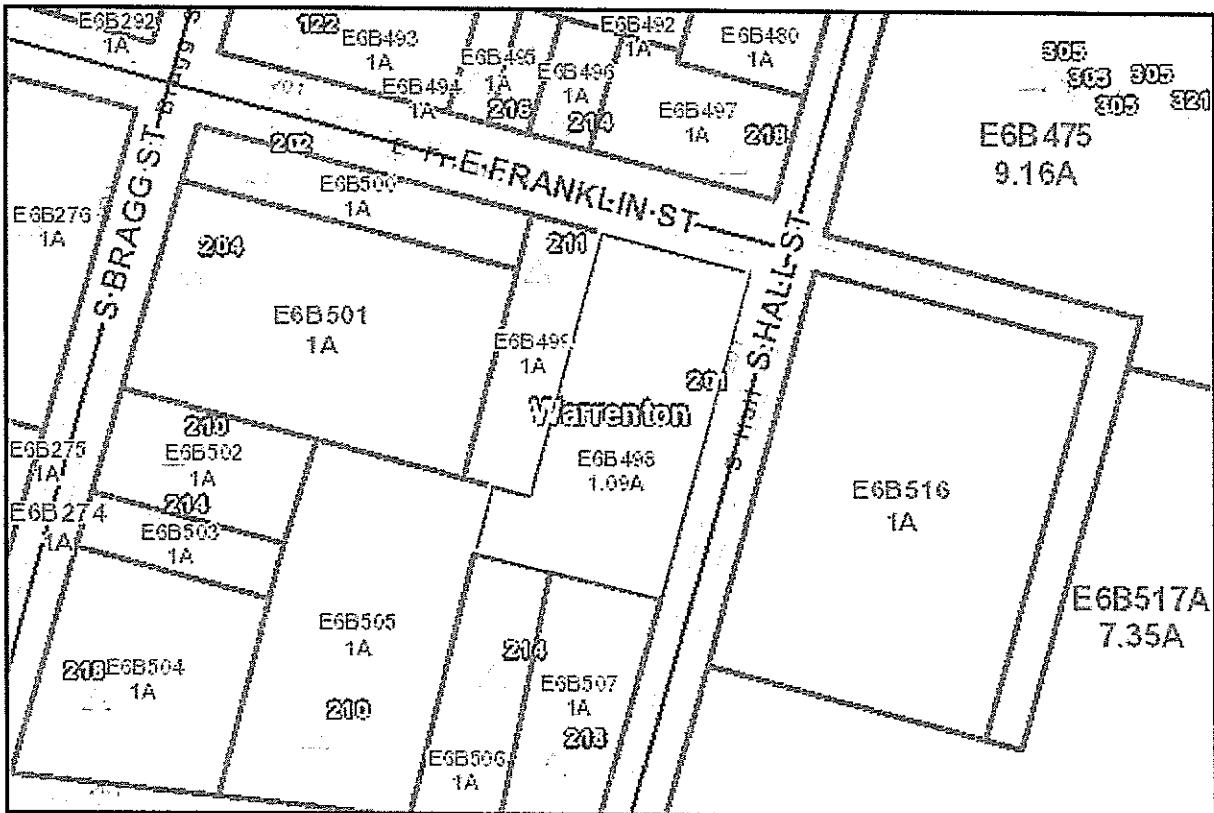
SATTERWHITE THOMAS E & ANNE C
E6B507

210

218

ECHOLS THOMAS E JR & MARGARET
E6B517A

Warren County, NC



RECNO	10163
SUBNO	-999
NEWPIN	2946941142
MAPN	E6B498
DESCRIPTION	& COTTON GIN
PLAT_REFERENCE	19/26
NAME1	SATTERWHITE THOMAS E & ANNE C
NAME2	
ADDR	528 FAIRLANE DR
CITY_STATE	WARRENTON NC
ZIP	27589
TOWNSHIP	112
FIRE_DISTRICT_CODE	0
FLAG	
NEIGHBORHOOD_CODE	1200
IMPROVEMENT_CODE	C
SITUS_ADDRESS	201 S HALL STREET
TOTAL_ASSESSED_VALUE	43874
LAND_VALUE	23644
BUILDING_VALUE	11372
OTHER_VALUE	8858
SALE_PRICE	32000
HEATED_AREA	6096

CHAPTER 151: Zoning Codes

vibration from the building in which it is located, except acid manufacture, cement, lime, gypsum or plaster of paris manufacture, distillation of bones, explosives, manufacture or storage, fat rendering, fish and/or fertilizer plant, garbage, offal or dead animal reduction or dumping, gas manufacture, glue manufacture, stockyards or slaughter of animals, tannery, or pulp manufacture				
Commercial and Industrial Districts	Districts			
Use	C-1	C-2	O&I	I
Public buildings, uses and utilities			S	
Solar collection installations or "solar farms"	S	S	S	S
Cafeterias and snack bars for plant employees and offices of plants shall be considered an accessory use.				
No mobile home shall be used as an office in the C-2 Highway district.				
Bed and Breakfasts. A Special Use Permit issued for Bed and Breakfast will include the authority to serve meals, other than breakfast, to registered guests and for catering of private functions such as business meetings and receptions. This use would exclude a restaurant open to the public or the erection of an exterior sign identifying the establishment as a restaurant.	S	S	S	S

(B) *Dimensional requirements.*

DIMENSIONAL REQUIREMENTS				
	C-1	C-2	O&I	I
Minimum lot area in square feet	20,000 for site – more than one use can be grouped on a site or in a building			20,000
Minimum lot width in feet	100	100	100	100
Minimum lot depth in feet		150	150	150
*Minimum required yards in feet				

CHAPTER 151: Zoning Codes

<i>Residential Districts</i>	<i>Districts</i>		
	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
<i>Use</i>			
Golf courses, excluding carpet or miniature	<i>X</i>		
Playgrounds	<i>X</i>	<i>X</i>	<i>X</i>
Community centers	<i>X</i>	<i>C</i>	<i>C</i>
Private clubs	<i>C</i>	<i>C</i>	<i>C</i>
Fraternal organizations not open to the public	<i>C</i>	<i>C</i>	<i>C</i>
Farming, including sale of product on property where produced	<i>X</i>		
Commercial plant nurseries and greenhouses	<i>X</i>		
Riding stables	<i>X</i>		
Planned unit development	<i>S</i>	<i>S</i>	<i>S</i>
Temporary uses such as circuses, carnivals, fairs	<i>S</i>	<i>S</i>	<i>S</i>
Other temporary uses	<i>S</i>	<i>S</i>	<i>S</i>
Motels, hotels, and restaurants	<i>X</i>		
Funeral homes		<i>X</i>	
Bed and Breakfasts. A Special Use Permit for Bed and Breakfast will include the authority to serve meals, other than breakfast, to registered guests and for catering of private functions such as business meetings and receptions. This use would exclude a restaurant open to the public or the erection of an exterior sign identifying the establishment as a restaurant.	<i>S</i>	<i>S</i>	<i>S</i>
Short Term Rental	<i>S</i>	<i>S</i>	<i>S</i>

(Ord. passed 12-16-85, Amended 3-3-2008, Amended 4-10-2017)

Walter Hurst – Chairman
Staff Review

Planning Board
Special Use Application

PROPERTY ADDRESS: 201 S. Hall Street

SUMMARY OF REQUEST: Airbnb

APPLICANT/OWNER: Thomas & Anne Satterwhite

DETAILS OF PROPOSED WORK

Existing Conditions

Prior use was a Cotton Gin/Seed house. Has not been used in years.

Applicant's Proposal

Applicant is proposing to have the property operate as an Airbnb

Conditions

(A) In order for any special or conditional use to be granted, the applicant, at the hearing, shall present sufficient evidence to enable the Board to find that the following conditions exist where applicable:

- (1) All applicable specific conditions pertaining to the proposed use have been or will be satisfied;
- (2) Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;
- (3) Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- (4) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;
- (5) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;
- (6) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.
- (7) The use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity

(8) The use will not be a detriment or deterrent to economic development;

(9) The use will be in harmony with the existing development and uses within the area in which it is to be located

(10) The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

PHOTOS

Included in packet

STAFF FINDING OF FACTS

Entrance and Exit drives are at least 24ft wide and sufficient in size and location to ensure automotive and pedestrian safety. No impact on Utilities, schools, fire, police and other facilities. Screening is in harmony with adjoining properties and general area. Type of screening consists of trees, shrubbery, flowers etc. Hours of operation and number of people being attracted will not significantly impact the neighborhood. The use of the property will attract people to Warrenton, helping economic development. All applicable specific conditions pertaining to the proposed use have been or will be satisfied.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
CHARTERED IN 1779
PO. Box 281
Warrenton, NC 27589-0281

Check
Received
2-13-20

APPLICATION FOR ZONING SPECIAL USE PERMIT

Date: February 12, 2020

Name of Applicant: Thomas/Anne Satterwhite Telephone No. 919-417-6841 (Anne)

Address: 528 Fairlane Drive Warrenton NC 27589

Owner: Thomas/Anne Satterwhite Telephone No. 919-495-3750 (Tommy)

Address: 528 Fairlane Drive, Warrenton NC 27589

Current Zoning: C-1

Tax Number of Parcel: E6B498

1. Location of Land for which the Special Use is being requested:
201 S. Hall Street (201-11 Hall Street / Seed House)
2. Specific Zoning ordinance for which the variance is being requested:
C-1
3. Special Use Request: Airbnb
4. Use of each adjacent property: adjacent property is residential (R-12);
across Franklin Street is C-1 and is used as residential.

Anne C. Satterwhite
Signature of Applicant:

OWNERSHIP 02252018 25246 302 MAP NUMBER 66B498 CARD NO 1
 SATTERWHITE THOMAS E & ANNE C RECORD NUMBER: 10163
 528 FAIRLANE DRIVE 27589 ROUTE
 WARRENTON NC 45D10232014 22000-22 201 E FRANKLIN STREET
 DEED: 973 45D10232014 36 DED: 201 S HALL STREET

TAX SUBDIVISIONS
 WARRENTON TWP
 TOWN OF WARRENTON
 ZONING
 UTILITY
 ALL PUB

NOTES: .57 IS SCALE HSE
 .130 IS ADJUSTMENT UNITS=130
 .181.88 IS ADJUSTMENT RATE
 .150.00 IS ADJUSTMENT RATE
 .130 IS ADJUSTMENT UNITS=130
 .181.88 IS ADJUSTMENT RATE
 .150.00 IS ADJUSTMENT RATE

PROPERTY DESCRIPTION
 & COTTON GIN
 OLD COTTON GIN PLANT
 E FRANKLIN STREET
 S HALL STREET
 TOPO STREET
 PAVED
 MED TRFC
 LEVEL

LAND CLASS
 130F 275D
 150.00
 0.97
 1.25

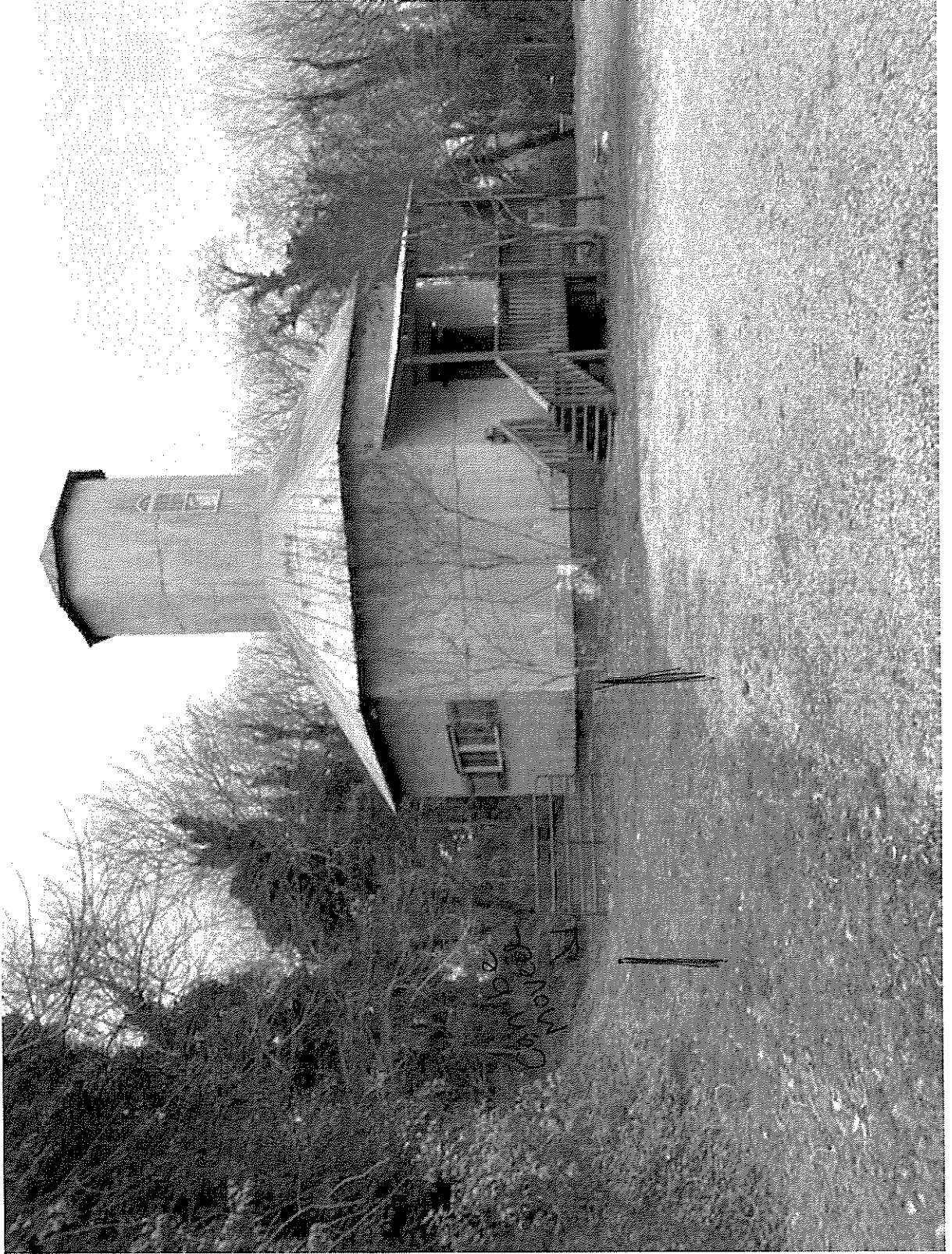
LAND VALUE:
 1 62B METL BLDG 1086* 1 14.63 0.50
 2 57C OTHER DECK 11* 20 14.17 0.50
 3 2C WOOD DECK 6* 15 9.00 0.50
 4 62D METL BLDG 6* 10

OTHER VALUE:
 X TRENISH MOD METAL
 ROO TYPE GABLE
 SHED/LT
 HEAT & AIR NONE
 FUEL NONE

CONDITION
 C-U24R40CU36R36D36L36 D-U24R40U36CU14R36DI4L36
 B-CR16D12L16U12 C-U24R40CU36R36D36L36
 G-B108U24CU15R52D15L52H
 RATE*GRDE+HEAT+EXWL*WHT=ADJ RAT*
 -7.14-3.50 0.98 17.77 4560
 AREA 4560
 192 1296 504 480 1344 780
 48.08 6.25 6.31 18.13 6.25
 9231 8100 3150 3029 24367 4875
 0.20 0.20 0.20 0.20 0.20 0.20
 0.50 0.50 0.50 0.50 0.50 0.50

STRUCTURE VALUE:
 PREV-VAL P-N%
 23644 100%
 13063 84%
 6318 179%
 42025 107%
 13379* 11372

TOTAL VALUE 13372
 48081
 7TV/HSE
 5SP/HSE
 TOTAL APPRAISED-VALUE: 46074



Re: Application for Zoning Special Use Permits

201-11 Hall Street (Seed House) @ The Old Cotton Gin
E6B498

218 E. Franklin Street
E6B497

(1)

(2) Entrance and exit drives are sufficient in size and properly located to ensure automotive and pedestrian safety and convenience as well as access in case of fire or other emergency.

(3) Off-street parking is safe and convenient and does not impact adjoining properties or neighborhood.

(4) N/A

(5) Screening, buffering, landscaping and walkable areas are sufficient and in harmony with adjoining properties and the general area with no adverse impact because of improvements made since 2014.

(6) Number of people will be limited to four at one time.

- (7) Use of the property will maintain the value of contiguous property.
- (8) Use will not be a deterrent to economic development.
- (9) Use will harmonize with existing development within the area.
- (10) Use conforms to general plans for the Town's physical development.



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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**Planning Board
Minutes
March 23, 2020
Warrenton Town Hall**

Chairman Wally Hurst called a meeting for the Planning Board at 2 PM at the Warrenton Town Hall. Attending board members were: Georgiana Weddington, Bill Overby, and Town Administrator Robert Davie and Justin Cashman. On a conference call were Chairman Wally Hurst, Fern Boyd and Carlos Verdaguer. A quorum was present.

Request for Ordinance change to allow Multi-family Dwellings and Complexes as a special use in R-20

Chairman Hurst asked Mr. Robert Jolly with Weaver-Kirkland LLC to discuss his development plan. Mr. Jolly stated the number of units could range between 60 and 72, based on a completed feasibility study. He presented two plans for both 60 and 72 units. Chairman Wally Hurst stated that this development is good for Warrenton. Other board members agreed. Carlos Verdaguer motioned to approve the ordinance change allowing for multi-family dwellings in R-20. The motion was seconded by Bill Overby and approved by unanimous vote.

Special use for Multi-family Dwelling. 899 Highway 158 Business

Assuming approval of the above ordinance changes by the Board of Commissioners, a motion to approve the special use permit of multi-family dwellings in R-20 was made by Georgiana Weddington and seconded by Carlos Verdaguer. The motion for Special Use was approved by unanimous vote.

218 E. Franklin Street Special Use

Chairman Wally Hurst discussed former use of the property as a group home. The Satterwhites have begun renovating and are asking to utilize the building as an Airbnb. Chairman Hurst also mentioned how this Airbnb will attract people to Warrenton and help with Economic Development. A motion to approve was made by Georgiana Weddington and seconded by Bill Overby. The motion was approved by unanimous vote.

201 S. Hall Street Special Use

Chairman Wally Hurst discussed how the Satterwhites are requesting to change the old seed house of the old cotton gin into an Airbnb. He stated that this low impact project will be very positive for the community, attracting people to Warren County and helping with growth. A

motion to approve the Special Use permit was made by Bill Overby and seconded by Georgiana Weddington. The motion was approved by unanimous vote.

With no further business the meeting was adjourned.

Respectfully submitted, Robert Davie.

§151.045 REGULATIONS FOR RESIDENTIAL, AGRICULTURAL, RESIDENTIAL-SUBDIVISION, SINGLE- AND MULTI-FAMILY RESIDENTIAL DISTRICTS.

(A) Uses allowed in the districts named in this chapter shall be in accordance with the following table in which “X” signifies that the use is permitted as of right, “C” indicates that the use is a conditional use which requires approval of the Board of Adjustment, “S” indicates that the use is a special use which requires the approval of the Board of Commissioners, and a blank indicates that the use is not permitted in that zoning district.

<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwellings on individual lots	X	X	X
Two-family dwellings	X	X	X
Three or four-family dwellings in one building			X
Multi-family dwellings and complexes			S
Townhouses			S
Mobile homes on individual lots	C		X
<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Mobile home parks	X		
Day nurseries	X	X	X
Kindergartens	X	X	X
Public educational institutions and private schools having a curriculum the same as ordinarily given in public schools	X	X	X
Public buildings; uses and utilities	S	S	S
Solar collection installations or “solar farms”	S	S	S
Hospitals, clinics, except animal hospitals, nursing homes, rest homes	X	C	X

Family care homes as defined in N.C.G.S. §168-21 for handicapped persons as defined in N.C.G.S. §168, Article 3 provided that no such home may be located within a one-half mile radius of an existing family care home	X	X	X
Any agricultural or horticultural use except commercial nurseries, commercial chicken house, yard or hatchery, dairy, livestock pen or yard, horse or mule stable, pigpen or hogpen, or any other use of land for keeping and raising animals or fowls for commercial purposes. Non-commercial buildings or structures used for the keeping of livestock, fowls, or other non-commercial use permitted shall be located in the rear yard and shall not be located closer than 50 feet from any property line	X		
Churches, temples, synagogues	X	X	X
Libraries	X	X	X
Museums	X	X	X
Cemeteries	X	X	X
Radio and TV stations and transmission towers	C		
Parks	X	X	X
<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Golf courses, excluding carpet or miniature	X		
Playgrounds	X	X	X
Community centers	X	C	C
Private clubs	C	C	C
Fraternal organizations not open to the public	C	C	C
Farming, including sale of product on property where produced	X		
Commercial plant nurseries and greenhouses	X		
Riding stables	X		

Planned unit development	S	S	S
Temporary uses such as circuses, carnivals, fairs	S	S	S
Other temporary uses	S	S	S
Motels, hotels, and restaurants	X		
Funeral homes		X	
Bed and Breakfasts. A Special Use Permit for Bed and Breakfast will include the authority to serve meals, other than breakfast, to registered guests and for catering of private functions such as business meetings and receptions. This use would exclude a restaurant open to the public or the erection of an exterior sign identifying the establishment as a restaurant.	S	S	S
Short Term Rental	S	S	S

(Ord. passed 12-16-85, Amended 3-3-2008, Amended 4-10-2017)

(B) Minimum dimensional requirements shall be:

<i>Minimum lot area in square feet</i> ^{1,2}	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwelling	20,000	12,000	8,000
Mobile homes on individual lots	20,000		8,000
Two-family dwelling or two townhouse units	20,000	12,000	12,000
Multi-family dwelling			20,000 for first three units plus 5,000 for each additional unit
Other proposed building or use	20,000	20,000	15,000
<i>Minimum required yard in feet</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwelling	100	100	80
Two-family dwelling	100	100	100

Multi-family dwelling	100	100	100
Townhouse	100	100	100
Other principal building or use	100	100	100
Minimum lot depth in feet	150	120	100
<i>Minimum required yard in feet</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Front	30	30	30
Side (each side)	10	10	10
Corner lot	20	15	15
Rear	25	25	25
Maximum height in feet	35	35	35
Maximum lot coverage in percent	40	40	40



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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LGC Application for Installment Purchase Agreement

NC State law G.S. 160A-20 requires that certain capital projects, to be financed with debt, be considered for approval by the Local Government Commission. This duty is the responsibility of each local government unit. (see flowchart)

§ 160A-20. (a) Purchase. - A unit of local government may purchase, or finance or refinance the purchase of, real or personal property by installment contracts that create in some or all of the property purchased a security interest to secure payment of the purchase price to the seller or to an individual or entity advancing moneys or supplying financing for the purchase transaction.

The Town will seek approval of an installment purchase of \$800,000 for the below parcel at the May 2020 meeting of the Local Government Commission.

Goals in Purchasing Shopping Center

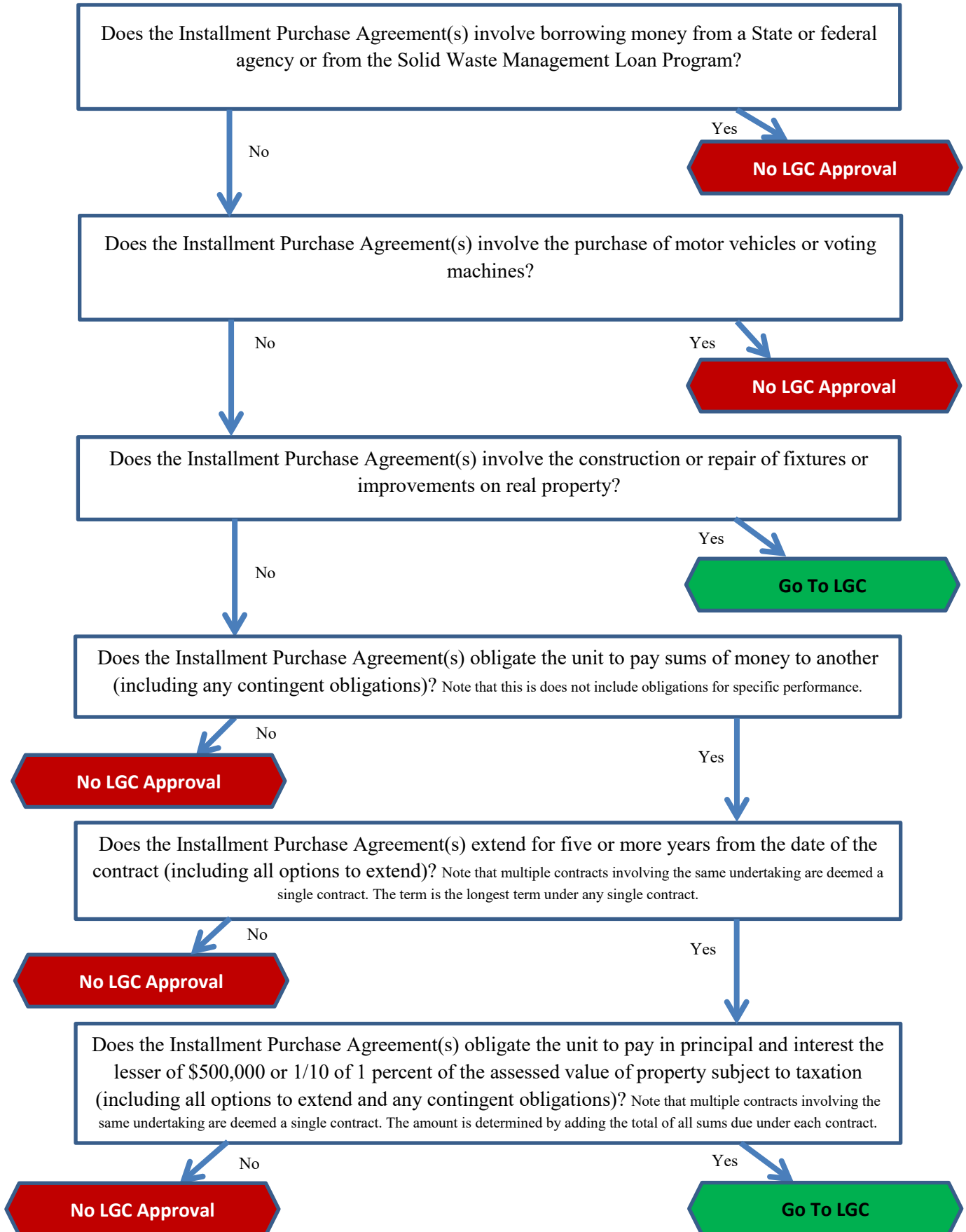
- Prevent the auction of equipment inside the grocery space
- Maintain control of space in order to incentivize a grocer
- Offer incentives to grocer

Hall Spring Shopping Center – Just Save Shopping Center

- Tax parcel to be purchased: E6B475
- Address of parcel: 321 E. Macon Street
- Tax Value of Property: \$ 2,964,450
- Purchase Option Price: \$800,000
- Loan Amount sought: \$800,000, 15 year term at 4% APR

- Interest and principal first three years: Year 1 – 80,933, Year 2 – 79,093, Year 3 - \$77,253
- Annual cash flow from current tenants: \$148,000

Flowchart A





Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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RESOLUTION 2020-2

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Warrenton, North Carolina desires to encourage a grocery store to locate in the empty space vacated by Just Save grocery by purchasing the shopping center located at 307 E. Macon Street (the “Project”) to better serve the citizens of Warrenton; and

WHEREAS, The Town of Warrenton desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Warrenton, North Carolina, meeting in regular session on the 13th day of April 2020, make the following findings of fact:

1. The proposed contract is necessary or expedient because without ownership of the shopping center and the grocery equipment located therein, it will be difficult to attract a grocery to the Town
2. The proposed contract is preferable to a bond issue for the same purpose because the purchase cost of issuing a bond far exceeds the cost of an installment purchase
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenue generated by the current tenants is sufficient to make the installment purchase payments as well as cover operating expenses
4. The Town of Warrenton’s debt management procedures and policies are good because the debt management policies of Warrenton are carried out in strict compliance with NC General Statutes and will continue to comply with NC General Statutes
5. There will be no increase in taxes required for the purchase of real estate.
6. The Town of Warrenton is not in default in any of its debt service obligations.
7. The attorney for the Town of Warrenton has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator is hereby authorized to act on behalf of the Town of Warrenton in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 13th day of April 2020.

The motion to adopt this resolution was made by Commissioner _____, seconded by Commissioner _____

and passed by a vote of _____ to _____.

Mayor

ATTEST:

Clerk

This is to certify that this is a true and accurate copy of Resolution No. 2020-2 Adopted by the Warrenton Board of Commissioners on the 13th day of April, 2020.

Clerk

Date



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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Appointment of Deputy Finance Officer

The Board of Commissioners resolves to appoint Tracy Stevenson as deputy finance officer to perform duties related to the obligation and disbursement of public funds, signing of pre audit stamps and approving of Purchase Orders, in the absence of the finance officer.

Adopted on April 13, 2020 by a vote of _____.

The deputy finance officer may be held legally liable for failing to comply with the applicable law.

Mayor Walter M. Gardner, Jr.



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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List of Previously Approved Updates for Zoning Map

- A. Re-zoning from C-2 (Commercial) to C-1 (Commercial)
Approved by BOC on 9-11-2017
 - a. 211 W. Franklin St.
 - b. 203 W. Franklin St.
 - c. 205 W. Franklin St.
 - d. 303 W. Franklin St.
 - e. Tax Parcel E 6B 47 Front St.
 - f. Tax Parcel E 6B 53 A, Franklin St.
 - g. Tax Parcel E 6B 48 1A, Front St.

- B. Re-Zoning from I (Industrial) to R-20 (Residential)
Approved by BOC on 9-11-2017
 - a. Tax Parcel E 5 255 A, 6.38 A, Ridgeway-Warrenton Rd.
 - b. Tax Parcel E 5 255 B 1.13 A, Ridgeway-Warrenton Rd.
 - c. 136 Ridgeway-Warrenton Rd.
 - d. 144 Ridgeway-Warrenton Rd.
 - e. 150 Ridgeway-Warrenton Rd.
 - f. 158 Ridgeway-Warrenton Rd.

- C. 201 S. Hall Street (old cotton gin) from **R12 to C1**. This is also tax parcel E6B498.
Approved by BOC on 3-14-2016

- D. Lot at 112 Madison Street should be color-coded as Industrial. (E5D62)
Approved by BOC on 6-10-2019

§151.114 AMENDMENTS.

(A) This zoning code, including the official zoning map, may be amended only by the Board of Commissioners of the town, according to the procedures of this section. Proposed amendments may be initiated by the Board of Commissioners, Planning Board, or Board of Adjustment. Proposed amendments to the text of the zoning ordinance map also be initiated by any resident or property owner within the jurisdiction covered by this chapter, and any property owner within the jurisdiction covered by this chapter may initiate a request for a change in the zoning classification of his property.

(B) Except for amendments initiated by the Town Board, Planning Board, or Board of Adjustment, no proposed amendment shall be considered by the Town Board nor a public hearing held until an application containing the following information is submitted by the applicant: a statement of the present zoning regulations or district boundary, the name and signature of the applicant, and if an amendment of the zoning map is proposed, the tax parcel number of the lot proposed to be rezoned, the names and addresses of the owners of the lot in question, and the use of each adjacent property. When the applicant proposing the amendment is not the property owner, the burden of notifying the property owner as shown on the county tax listing shall be required by the third party requesting to certify that the property owner has received actual notice of the application and the scheduled public hearing. Actual notice may be provided by means of personally delivered or sent registered, certified, or delivery-receipt mail. The applicant shall provide any additional information related to the proposed amendment requested in writing by the Planning Board or Board of Commissioners. The Zoning Administrator shall transmit the original application to the Town Board and a copy to the Planning Board. The original application shall be filed in the office of the Zoning Administrator after consideration by the Town Board.

(C) No amendment shall be adopted by the Board of Commissioners until they have held a public hearing on the amendment, and shall have given the Planning Board at least 30 days after the public hearing to make a recommendation concerning the amendment. Board of Commissioners decisions may be contested for the validity of a zoning or development ordinance text amendment for a period of one year after the decision is recorded by the clerk. Zoning map amendments may not be contested after a decision is made by the Board of Commissioners.

(D) Should a protest petition as described in N.C.G.S. §§160A-386 be submitted, it shall be handled in accordance with the procedures in N.C.G.S. §§160A-385 and 160A-386.

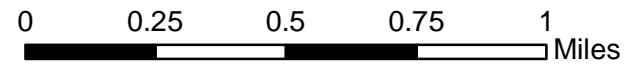
(E) When an application for amendment is denied by the Board of Commissioners, a period of 12 months must elapse before another application for the same property previously involved may be submitted.

(Ord. passed 12-16-85)




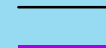







Town of Warrenton, NC Zoning Districts and Extraterritorial Jurisdiction 2/27/20

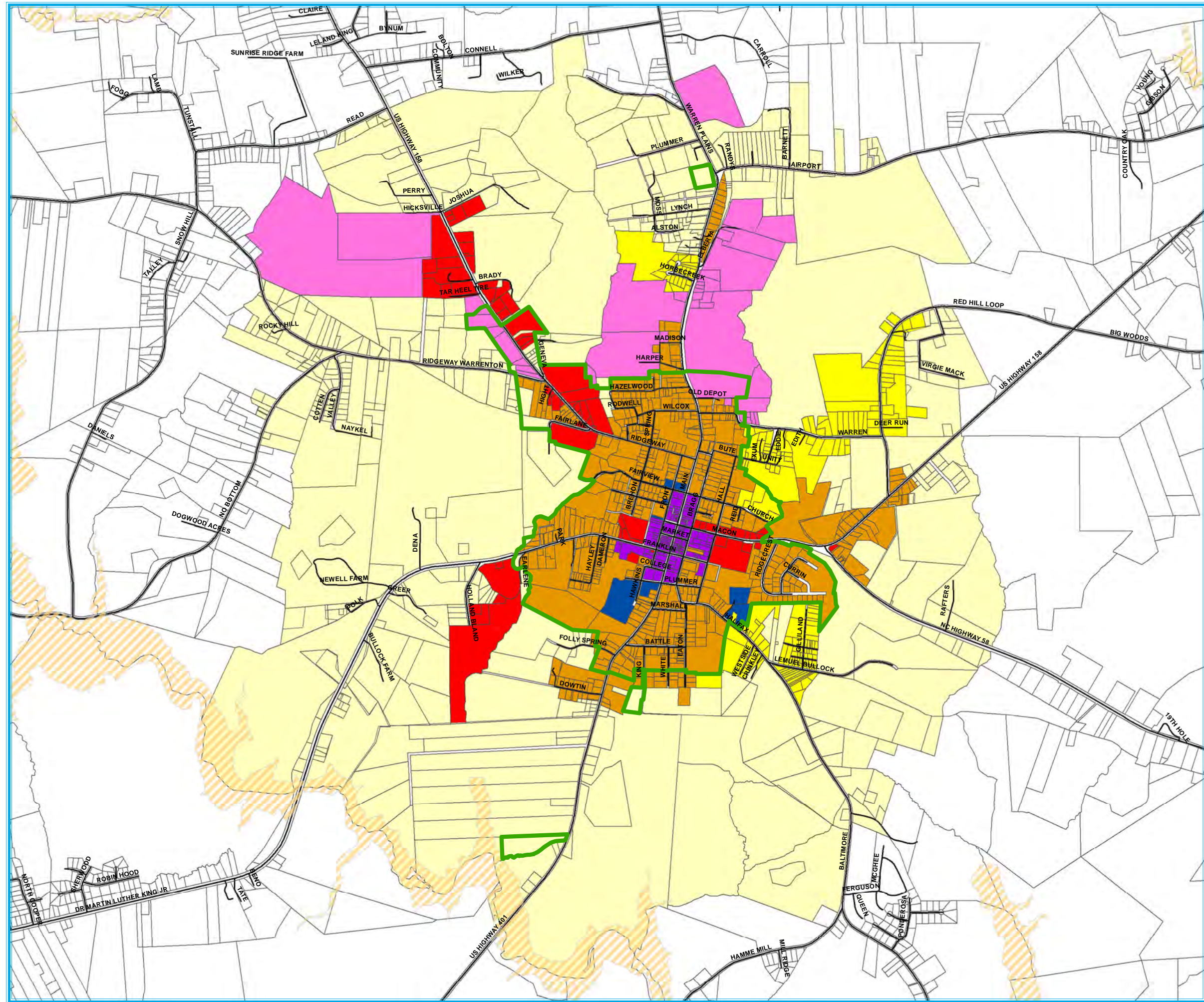


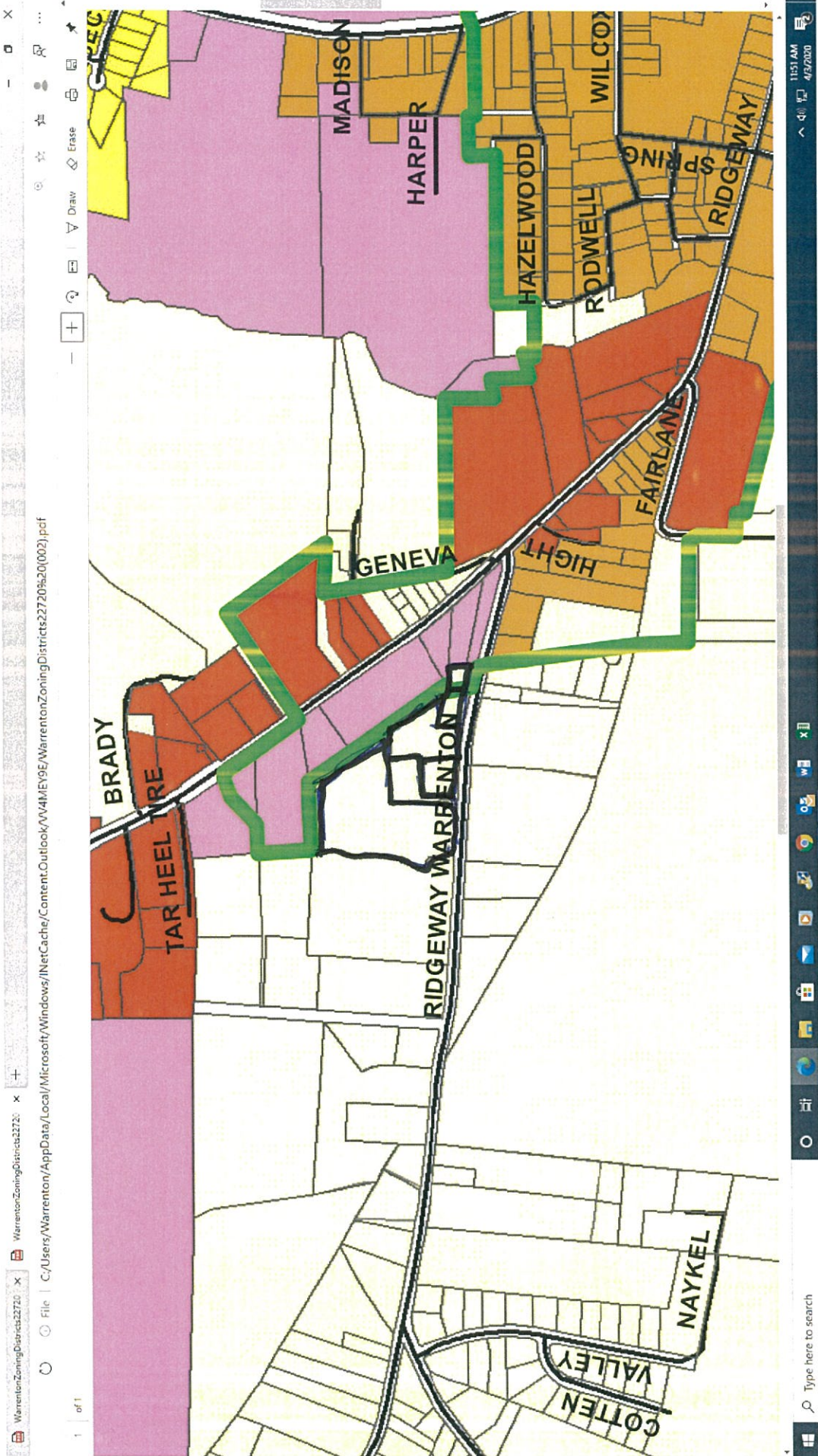
Data Sources: Warren County GIS (Planning/Zoning and Code Enforcement) and Town of Warrenton. Map and scale reflect best available data as of 2/27/20.



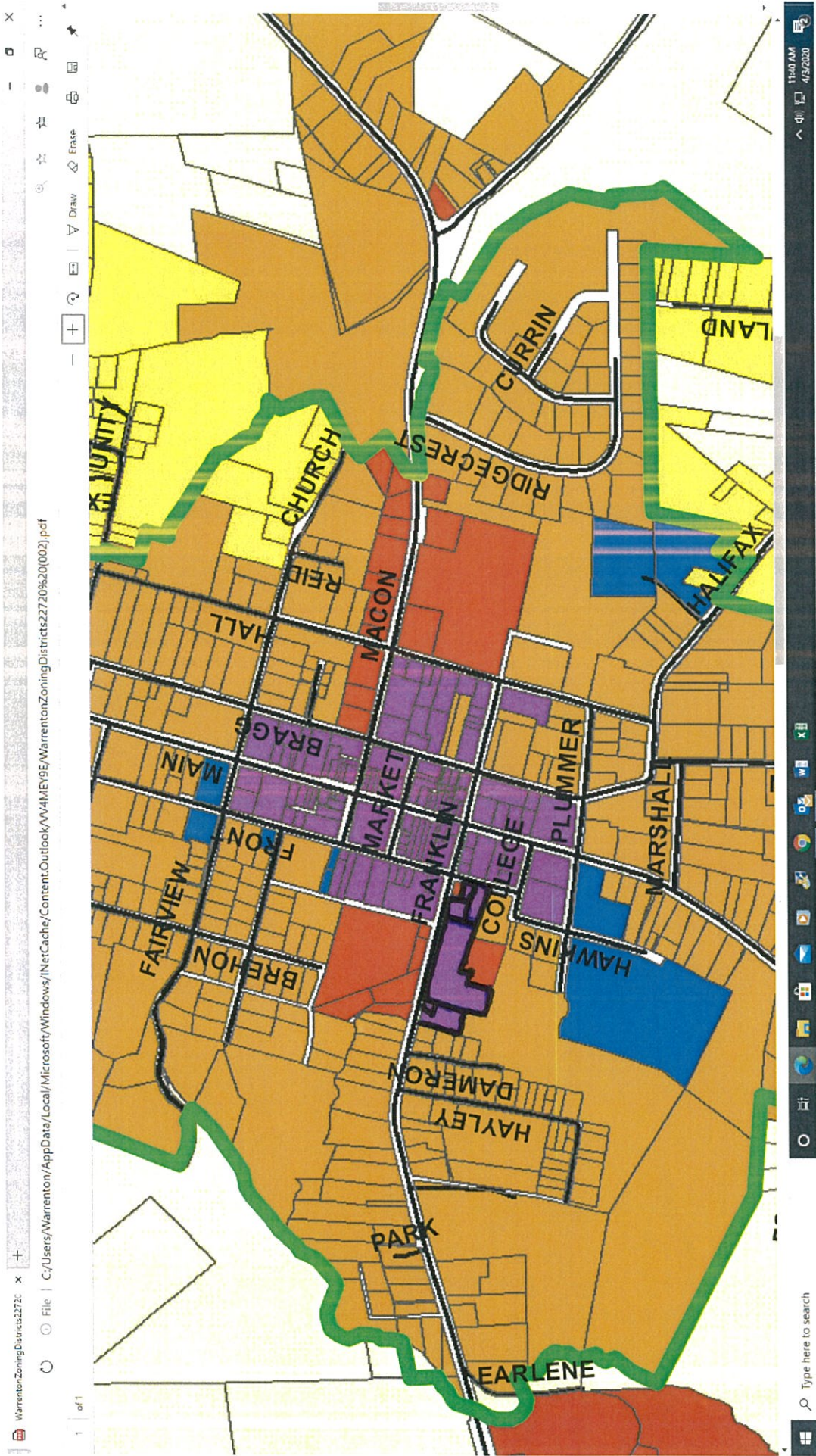
Legend

-  Incorporated Limits
-  Special Flood Hazard Areas
-  County Parcels (2019 Data)
-  Streets-Roads (2019 Data)
-  C-1 District
-  O-I District
-  C-2 District
-  R-8 District
-  R-12 District
-  Industrial
-  R-20 District - ETJ Parcels

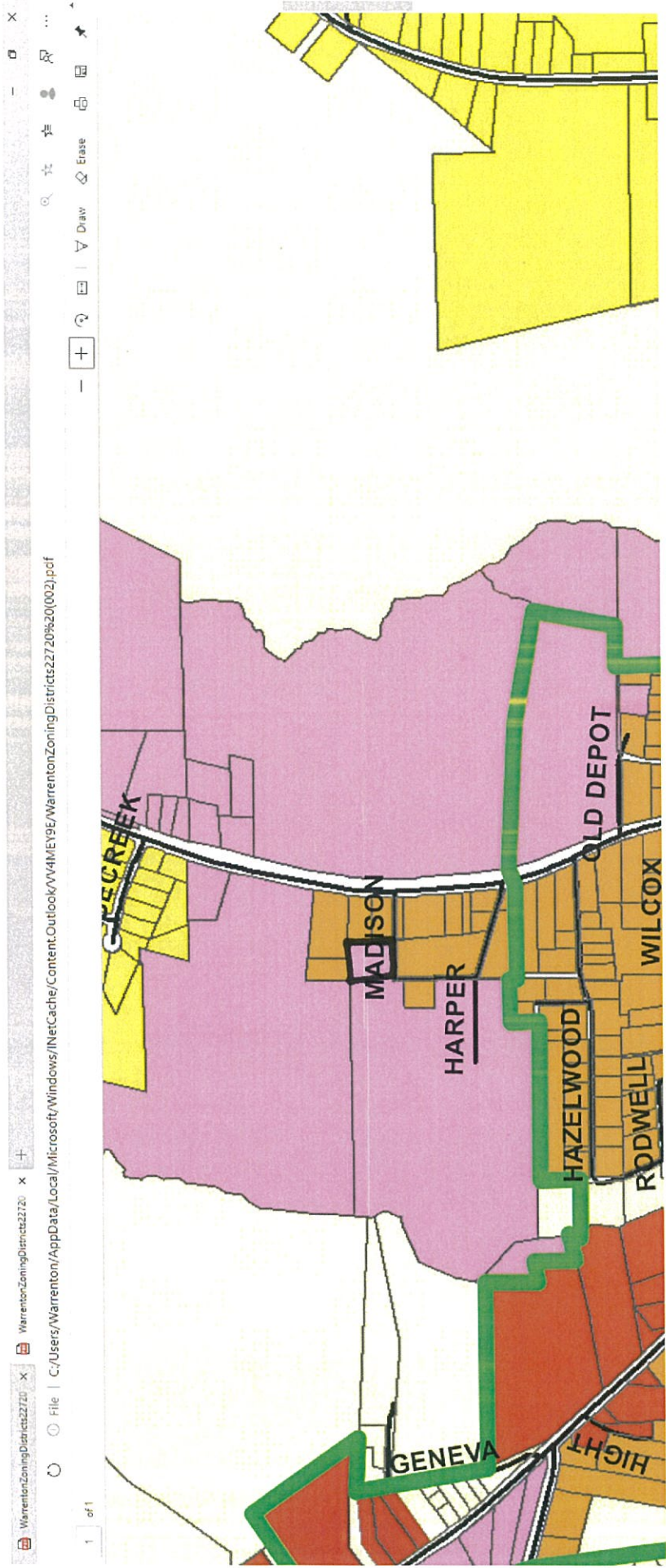




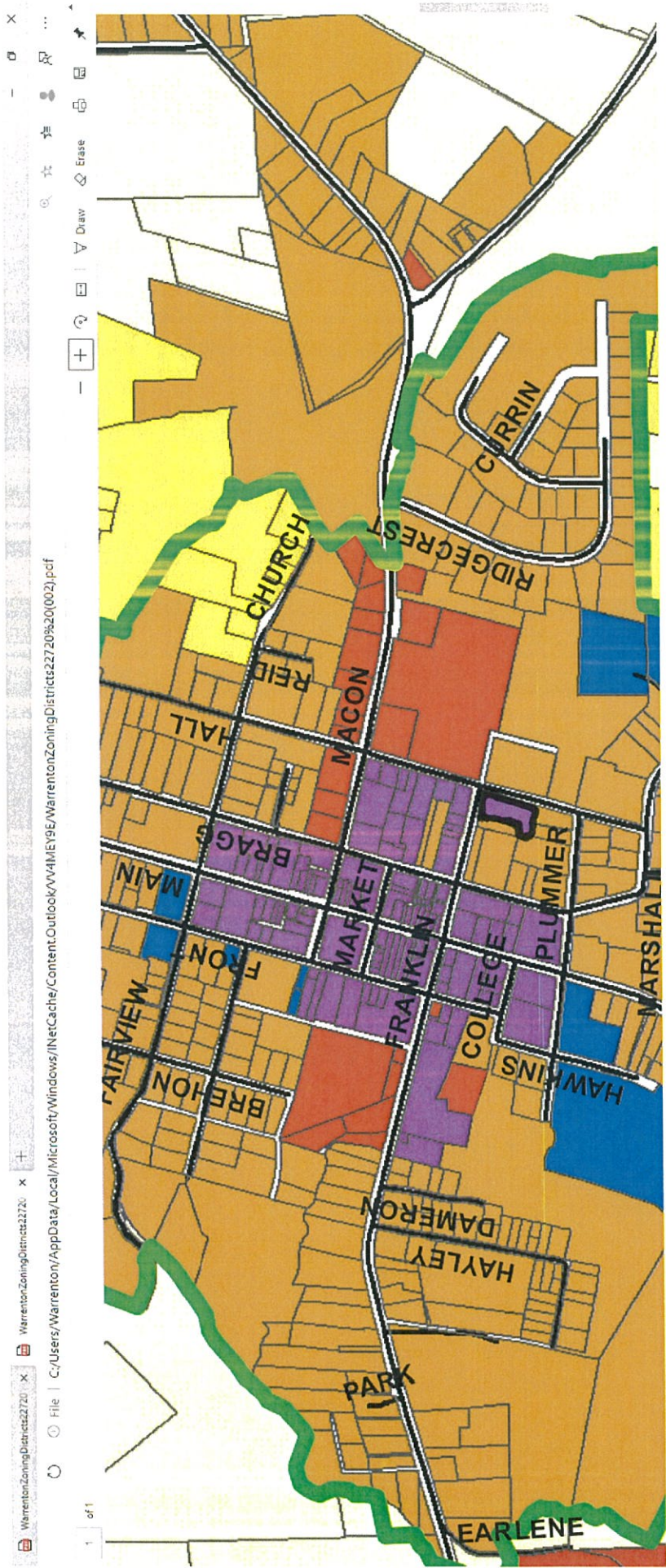
- Tax Parcel E5 255 A, v.38 A, Ridgeway - Warrenton Rd.
- Tax Parcel E5 255 B, 1.13 A, Ridgeway - Warrenton Rd
- 136 Ridgeway - Warrenton Rd
- 144 Ridgeway - Warrenton Rd
- 150 Ridgeway - Warrenton Rd
- 158 Ridgeway - Warrenton Rd



- 203 W Franklin St.
- 205 W Franklin St.
- 211 W Franklin St.
- 303 W Franklin St.
- Tax Parcel E6B47, Front st.
- Tax Parcel E6B48A, Front st
- Tax Parcel E6B53A, Franklin st.



112 Madison Street. Tax Parcel E5D62



201 S. Hall Street (Old Cotton Gin). Tax Parcel 66B3498



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

Title VI Nondiscrimination Policy Statement

It is the policy of the Town of Warrenton (Town) to ensure that no person shall, on the ground of race, color, national origin, limited English Proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964, United States Department of Transportation (DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) Part 21, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout Town to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of Administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

To assure that appropriate program measures are implemented and monitored, Robert Davie, Town Administrator, has been designated by the Board of Commissioners as Warrenton's Title VI Coordinator; 252-257-1122; townadministrator@warrenton.nc.gov.

Walter M. Gardner, Jr., Mayor

Robert R. Davie, Jr., Town Administrator



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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Remote Participation Policy for meetings of the Warrenton Board of Commissioners

Members of the Board of Commissioners may participate in official meetings remotely by electronic means. The following rules apply:

1. A board member desiring to participate in a meeting remotely must have just cause. Examples would be personal illness or disability, employment constraints or family emergency. Remote participation will not be allowed solely for the convenience of the board member or merely to avoid attending one or more particular meetings.
2. A board member wishing to participate remotely must notify the Town Administrator or the Mayor in advance of the meeting unless if deemed appropriate by the Mayor or Administrator, the entire board may meet remotely with a quorum.
3. Remote participation will not be allowed during the following:
 - a. Quasi-judicial hearings
 - b. Closed sessions
4. At the start of the official meeting, the Mayor shall announce that the board member is participating remotely. The board member will identify him or herself so as to be heard by the other participants. Care must be taken to ensure the board members' comments can be captured in the minutes.
5. The board member shall be allowed to participate in all discussions and be able to vote. Roll call votes will be taken.
6. A board member that initially participates remotely is considered to be present, the presumption is that he or she would be entitled to vote although at the time of roll call does not respond, following the voting statute for city governing boards, a person is presumed to vote "yes" if he or she is present by remote means and has not been excused from voting. That person is not considered present if the connection is lost unintentionally, due to technical problems.

7. The board member or members shall be provided with all documents to be considered prior to the meeting, but additional documents may be provided to those attending the meeting in person.
8. Acceptable means of remote participation include telephone, Internet, or satellite-enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable means of remote participation.
9. The Mayor or Administrator may decide how to address technical difficulties that arise when utilizing remote participation, but whenever possible, the chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If, however, the technical difficulties distract from or impede the orderly progress of the meeting, a majority of the Commissioners may vote to end the remote participation as long as a quorum is maintained.

Adopted this ____ day of _____, 2020.

Walter M. Gardner, Jr., Mayor
Town of Warrenton

Robert Davie, Jr., Administrator/Clerk