FRANKLIN COUNTY BOARD OF COMMISSIONERS

Monday
March 23, 2026
Franklin Plaza Training Room, 279 South Bickett Boulevard, Louisburg, NC 27549

SEASON OF PRAYER - 5:55pm, Chairman Roxanne Bragg

CALL TO ORDER - 6:00pm, Chairman Bragg

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

A. February 9, 2026 Minutes
B. March 16, 2026 Minutes
C. FY26 Budget Amendment #8
D. Airport Pavement Rehabilitation & Apron Expansion Construction Project Budget Ordinance Closeout
E. Airport Pavement Rehabilitation Design & Bid Project Closeout
F. Airport Access Road (Project Flight) Project Closeout
G. Project Budget Ordinance Amendment #1 - Novozymes Blending Station
H. Project Budget Amendment #2 - Public Utilities Maintenance Shop
I. Releases, Adjustments, Refunds and Tax Collection Report
J. Updates to Advisory Boards for 2026
K. Authorize County Manager to Finalize MOU with Lake Royale

2. BUNN CERT MOU UPDATE

On January 5, 2026, the Board of Commissioners directed staff to gather information regarding a potential Memorandum of Understanding (MOU) with Bunn CERT to provide Emergency Medical Responder services and to return to the Board with that information for consideration. County Manager Ryan Preble will provide an update.

3. COMMENTS FROM THE PUBLIC

This is the time set aside by the Board of Commissioners to allow individuals five minutes each to address the Board on issues concerning the county. The total time set aside for public comments is 30 minutes.

4. PUBLIC HEARING

A. Public Hearing on Proposed Issuance of Limited Obligation Bonds

The Board will conduct a public hearing on the proposed issuance of not to exceed $17,500,000 limited obligation bonds for the purpose of financing the acquisition and improvement of approximately 150 acres of land to be used for economic development and other potential County purposes. The public hearing is a statutory requirement under G.S. 160A-20, which is the statute that authorizes the County borrowing, and is required by the Local Government Commission as a condition for approval of the proposed bonds.

Following the public hearing, the Board shall consider the adoption of a resolution (a) authorizing and approving the proposed financing within the scope and parameters set forth in the resolution and (b) authorizing and approving the execution and delivery of various documents relating to such financing. The resolution will permit the sale and issuance of both taxable and tax-exempt bonds, which is necessary to comply with certain federal tax law requirements relating to the issuance of tax-exempt bonds. The proposed bonds will be sold to Webster Public Finance Corporation, a subsidiary of Webster Bank, National Association, pursuant to a private negotiated sale. The bonds will be secured by a lien on the Judicial Annex previously financed by the County through the issuance of limited obligation bonds in November 2025. The proposed bonds will be secured on a parity with the limited obligation bonds issued by the County in November 2025.

ACTION REQUESTED: Conduct a public hearing and consider approval of the resolution authorizing and approving the proposed financing within the scope and parameters set forth in the resolution and authorizing and approving the execution and delivery of various documents related to such financing.

5. ACTION ITEMS

A. FY25 Audit Presentation

Jamie Holtzman, Finance Director, will introduce Tara Roberson, Partner with Winston, Williams, Creech, Evans & Company to present the FY25 audit.

ACTION REQUESTED: Receive presentation.

B. Commissioners Rules of Procedure

The Board is asked to approve the proposed revisions to the Franklin County Board of Commissioners Rules of Procedure. The proposed revisions reflect feedback from the Board and input from staff and include the following:

Page 3, Article III, Paragraph 5 – Moves the public comment period to occur before the consent agenda.

Page 4, Article III, Paragraph 6 – This clarification confirms that unanimity for new business applies only to those Commissioners present at the meeting and does not require all seven members of the Board to be present.

Page 8, Article VII, Paragraph B.1. – Clarifies that advisory board members appointed by the full Board serve four-year terms. This aligns with the updated policies for advisory boards, some of which have more than seven members.

Page 9, Article VIII – Removes the requirement that amendments to the Board's Rules of Procedure be presented at one meeting and voted on at the following meeting, allowing the Board to act on proposed revisions at the same meeting if desired.

Approval of this item would adopt the revised Rules of Procedure as presented.

ACTION REQUESTED: Consider approval.

C. Advisory Board Policy & Bylaws

The Board is asked to approve the Advisory Board Bylaws Policy in order to provide a guiding document and oversight for all Franklin County advisory board bylaws. This document establishes the policy and procedures whereby the Franklin County Board of Commissioners will make appointments to public advisory boards, and how advisory boards activities will be conducted. Further, the Board is asked to approve updated bylaws for four advisory boards in order to make them consistent with the Advisory Board Bylaws Policy and provide greater clarity to the public about the roles and procedures of public advisory boards.

ACTION REQUESTED: Consider approval.

6. APPOINTMENTS

A. Board of Health

The Board is asked to consider reappointing Kevin Alford (engineer position) to the Board of Health for a three-year term.

ACTION REQUESTED: Consider reappointment.

7. BOARD, MANAGER AND CLERK'S COMMENTS

This is the time set aside for the Board of County Commissioners, County Manager and Clerk to the Board to report on various activities. The Board may also discuss other items of interest.

8. CLOSED SESSION

The Board is asked to enter into closed session pursuant to the following North Carolina General Statutes:

- NCGS 143-318.11 (a)(3) Attorney-Client Privileged Communication
- NCGS 143-318.11 (a)(4) Industry/Economic Development
- NCGS 143-318.11 (a)(5) Real Property Purchase/Contracts/Leases

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: February 9, 2026 Minutes

Initiated by (Name, Job Title): Kristen G. King, Clerk to the Board

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: The Board is asked to consider approval of the prepared minutes.

ATTACHMENTS:
MINUTES - February 9, 2026

February 9, 2026

The Franklin County Board of Commissioners met for its Special Called Meeting at 6:00 P.M. in the Franklin Plaza Training Room, 279 South Bickett Boulevard, Louisburg, NC 27549 with the following Commissioners present: Logan Davis, Roxanne Bragg, Mark Speed, David Bunn, Harry Foy Jr, and Stuart May. Commissioner(s) absent: Michael Schriver.

SEASON OF PRAYER - 5:55pm, Commissioner David Bunn

CALL TO ORDER - 6:00pm, Chairman Bragg

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

Commissioner Speed made a motion to remove Item 1-F (Annual Report of Unpaid Taxes that are Liens on Real Property) from the consent agenda for further review. The motion was seconded by Commissioner Foy and duly carried approval with all present voting "AYE."

Commissioner Bunn made a motion to approve the remainder of the consent agenda, seconded by Commissioner Speed. The motion duly carried approval with all present voting "AYE."

Later in the meeting, Commissioner Speed asked to clarify the intent of his motion was to remove Item 1-G (Updates to Advisory Boards for 2026).

Commissioner Speed then made a motion to rescind his earlier vote on the consent agenda, seconded by Commissioner Davis. The motion duly carried approval with all present voting "AYE."

Commissioner Speed then made a motion to remove Item 1-G (Updates to Advisory Boards for 2026) from the consent agenda for further review. The motion was seconded by Commissioner Foy and duly carried approval with all present voting "AYE."

Commissioner Bunn made a motion to approve the remainder of the consent agenda, with the exception of Item 1-G. The motion was seconded by Commissioner Davis and duly carried approval with all present voting "AYE."

The approved items follow.

A. January 5, 2026 Minutes

MINUTES - January 5, 2026

B. February 2, 2026 Minutes

MINUTES - February 2, 2026

C. Revised Commissioners Rules of Procedure

FC Commissioners Rules of Procedure & General Guidelines 2026

Meeting Procedures (2008)

D. FY26 Budget Amendment #7

FY26 Budget Amendment #7

E. Releases, Adjustments, Refunds and Tax Collection Report

January 2026 Report to the Commissioners

F. Annual Report of Unpaid Taxes that are Liens on Real Property

Annual Report of Unpaid Real Estate Taxes for 2025-2026

G. ~~Updates to Advisory Boards for 2026~~

H. Surplus & Sell Weapon to Captain James Arnold for $1

Surplus Weapon Letter - James Arnold

I. Modification of Lease with Triangle North Hangar 1, LLC

J. Interlocal Agreement - Youngsville Elementary School

YES Gym Shared Use Interlocal Agreement

2. COMMENTS FROM THE PUBLIC

This was the time set aside by the Board of Commissioners to allow individuals five minutes each to address the Board on issues concerning the county. The total time set aside for public comments is 30 minutes.

Dr. Nakia Hardy, 360 Hawksbill Drive, Franklinton
- Franklin County Schools Superintendent introduction

Darin Wilder, 32 Wilde Acres Drive, Franklinton
- consent agenda, public hearing, advisory boards

David Jerose, 617 Young Forest Drive, Wake Forest
- cancellation of advisory boards

Karl Warkomski, 385 Fleming Road, Youngville
- cancellation of Parks and Recreation Advisory Board

Sandi Povlock, 1191 Sagamore Drive, Louisburg
- Lake Royale MOU

Scott Strickland, 8435 Highway 56, Louisburg
- Bunn CERT

Richard Wainright, 945 Sagamore Drive, Louisburg

- Lake Royale MOU

Tara Roe, 1231 Lake Royale, Louisburg

- Lake Royale MOU

Linda Fredrickson, 65 Prestwood Drive, Youngsville

- school needs
- *Commissioner Foy made a motion to extend time for public comment, seconded by Commissioner Speed. The motion duly carried with all present voting "AYE."*

Dan Tingen, 125 Old Garde Lane, Youngsville

- public comment

Scott Yeakey, 270 Stephens Way, Youngsville

- Youngsville CERT

3. PUBLIC HEARINGS

A. Request for Rezoning 25-REZ-03

Colton Young, Assistant Director of Planning & Inspections, made a presentation regarding 25-REZ-03. Thomas & Hutton is requesting to rezone 990.78-acres along West River Road (SR 1211), parcel ID 024063, in the Louisburg Township from Agricultural Residential (AR) to Residential 8 (R-8). He stated the Planning Board, with a vote of 3-2 recommended approval of the rezoning request.

Commissioner Speed made a motion to open the public hearing, seconded by Commissioner Davis. The motion duly carried approval with all present voting "AYE."

Preston Royster

- Mr. Royster is the applicant and provided a presentation on the project.

Both presentations are attached.

Michelle Graham, Sunset Avenue, Louisburg

- Ms. Graham inquired about whether or not a wildlife assessment had been conducted.

Rosemary Champion, White Level Road, Louisburg

- Ms. Champion inquired about the concerns the Planning Board members that voted against the rezoning.

Tunene Jackson, West River Road Louisburg

- Mr. Jackson stated he lives near the acreage considered for rezoning. He was concern that no one had asked his opinion about matter and said he did not agree with the rezoning request.

Rachel Sanneh, Access Drive, Youngsville

- Ms. Sanneh offered comments about the need for affordable housing in the county.

Tara Roe, Sagamore Drive, Louisburg

- Ms. Roe asked that roads and infrastructure be considered.

Dee Sams, Lake Royale, Louisburg

- Ms. Sams offered caution against selling to block buyers.

Bill Pace, West River Road, Louisburg

Commissioner Speed made a motion to close the public hearing, seconded by Commissioner Foy. The motion duly carried approval with all present voting "AYE."

Commissioner Davis made a motion to approve the rezoning request and coinciding zoning consistency statement (restated below). The motion was seconded by Commissioner Bunn and duly carried approval with all present voting "AYE."

Zoning Consistency Statement

The proposed rezoning of the subject property aligns with the goals outlined in Franklin County's Comprehensive Development Plan. Land Use Principle 2 (LU 2) recommends the development be directed towards municipalities, particularly at the edges of municipalities (extraterritorial jurisdictions) where corporate limits are likely to expand over time. In addition, the proposed rezoning supports the County's objective of aligning its policies with municipalities to ensure that development activity is concentrated near the municipalities. The proposed Residential-8 (R-8) zoning designation provides design flexibility that limits impact to environmentally sensitive areas. It also permits fewer and less intense uses than the Agricultural Residential (AR) zoning district. Development density will be restricted by WS-IV Watershed Regulations to a maximum of one dwelling unit per twenty thousand (20,000) square feet. Residential lots may be less than 20,000 square feet within an approved cluster development, provided overall density limits are not exceeded. The subject property is in close proximity to the Town of Louisburg water and sewer. The request is consistent with existing land uses and is/is not in the public interest.

25-REZ-03 Staff Report (Thomas & Hutton)

25-REZ-03 Rezoning Application Package (Thomas & Hutton)

REZ-25-03 Amended Ordinance (Thomas & Huttton)

Staff Presentation

Applicant Presentation

4. APPOINTMENTS

A. Chairman Appointments

Chairman Bragg presented her appointments for 2026 and asked the Board to consider approval.

Commissioner Davis made a motion to approve the Chairman's recommended appointments, seconded by Commissioner Bunn. The motion duly carried approval with all present voting "AYE."

The listing is attached.

2026 Chair Appointments

B. Bunn Planning Board ETJ

The Board was asked to reappoint Russ Vollmer to the Bunn Planning Board ETJ for a three-year term.

Commissioner Bunn made a motion to reappoint Russ Vollmer to the Bunn Planning Board ETJ for a three-year term, seconded by Commissioner Speed. The motion duly carried approval with all present voting "AYE."

5. BOARD, MANAGER AND CLERK'S COMMENTS

This was the time set aside for the Board of County Commissioners, County Manager and Clerk to the Board to report on various activities. The Board may also discuss other items of interest.

Commissioner Speed made a motion requesting the board consider a change in the order of its agenda, specifically to allow for public comment to be received prior to consideration of its consent agenda. The motion to review the request was seconded by Commissioner Davis and duly carried approval with all present voting "AYE." The order of the agenda will be discussed at the March 2, 2026 meeting.

Commissioner Bunn asked that staff make the Lake Royale MOU available to the public. County Attorney Gena McCray stated the MOU had not yet been formalized.

Commissioner Bunn then made a motion to bring the Lake Royale MOU back to the board on it's March agenda for additional discussion. The motion was seconded by Commissioner Speed and duly carried approval with all present voting "AYE."

Commissioner Foy recognized CERT groups in the county for their contributions and thanked those in attendance for offering public comment.

Commissioner Davis agreed with Commissioner Foy regarding public comment and said he appreciated the input provided. He also provided a brief explanation into the board's review of its existing advisory boards and why some were recommended to be dissolved or redesigned.

Commissioner Bragg attended a recent meeting for Advanced Healthcare as well as training for the chairs of governing boards. She attended a recent event highlighting county employee recognition as well as a business after hours and ribbon cutting event in Franklinton.

County Manager Ryan Preble provided an update on a request regarding Bunn CERT. He said information is being gathered and a follow-up meeting will be held soon with the hope of bringing a formal request to the board in March 2026.

6. CLOSED SESSION

The Board is asked to enter into closed session pursuant to the following North Carolina General Statutes:

- NCGS 143-318.11 (a)(3) Attorney-Client Privileged Communication
- NCGS 143-318.11 (a)(4) Industry/Economic Development
- NCGS 143-318.11 (a)(5) Real Property Purchase/Contracts/Leases

At 7:56pm, Commissioner Bunn made a motion to enter into closed session, seconded by Commissioner Davis. The motion was approved 6 to 1, with Commissioner Foy voting in opposition.

At 9:15pm, Commissioner *Speed made a motion to enter into open session, seconded by Commissioner Bunn. The motion duly carried approval with all present voting "AYE."

Commissioner Speed made a motion to adjourn, seconded by Commissioner Bunn. The motion duly carried approval with all present voting "AYE."

Attachments referenced in the minutes may be viewed online at the Franklin County, North Carolina website.

_____

Roxanne Bragg, Chair

Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: March 16, 2026 Minutes

Initiated by (Name, Job Title): Kristen G. King, Clerk to the Board

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: The Board is asked to consider approval of the prepared minutes.

ATTACHMENTS:
MINUTES - March 16, 2026

March 16, 2026

The Franklin County Board of Commissioners met for its Regular Meeting at 6:00 P.M. in the Franklin Plaza Training Room, 279 South Bickett Boulevard, Louisburg, NC 27549 with the following Commissioners present: . Commissioner(s) absent: Logan Davis, Roxanne Bragg, Mark Speed, David Bunn, Michael Schriver, Stuart May, and Harry Foy Jr.

This meeting was cancelled due to inclement weather.

SEASON OF PRAYER - 5:55pm, Commissioner Michael Schriver

CALL TO ORDER - 6:00pm, Chairman Bragg

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

A. February 9, 2026 Minutes

MINUTES - February 9, 2026

B. FY26 Budget Amendment #8

FY26 Budget Amendment #8

C. Airport Pavement Rehabilitation & Apron Expansion Construction Project Budget Ordinance Closeout

Airport Pavement Rehabilitation & Apron Expansion Construction Project Budget Ordinance Closeout

D. Airport Pavement Rehabilitation Design & Bid Project Closeout

Airport Pavement Rehabilitation Design & Bid Project Budget Ordinance Closeout

E. Airport Access Road (Project Flight) Project Closeout

Airport Access Road (Project Flight) Project Budget Ordinance Closeout

F. Project Budget Ordinance Amendment #1 - Novozymes Blending Station

Novozymes Blending Station Project Budget Amendment #1

G. Project Budget Amendment #2 - Public Utilities Maintenance Shop

Public Utilities Maintenance Shop Project Budget Amendment #2

H. Releases, Adjustments, Refunds and Tax Collection Report

February 2026 Report to Commissioners

I. Updates to Advisory Boards for 2026

J. Authorize County Manager to Finalize MOU with Lake Royale

2. BUNN CERT MOU UPDATE

On January 5, 2026, the Board of Commissioners directed staff to gather information regarding a potential Memorandum of Understanding (MOU) with Bunn CERT to provide Emergency Medical Responder services and to return to the Board with that information for consideration. County Manager Ryan Preble will provide an update and asked the board to direct next steps.

3. COMMENTS FROM THE PUBLIC

This was the time set aside by the Board of Commissioners to allow individuals five minutes each to address the Board on issues concerning the county. The total time set aside for public comments is 30 minutes.

4. PUBLIC HEARING

A. Public Hearing on Proposed Issuance of Limited Obligation Bonds

The Board is asked to conduct a public hearing on the proposed issuance of not to exceed $17,500,000 limited obligation bonds for the purpose of financing the acquisition and improvement of approximately 150 acres of land to be used for economic development and other potential County purposes. The public hearing is a statutory requirement under G.S. 160A-20, which is the statute that authorizes the County borrowing, and is required by the Local Government Commission as a condition for approval of the proposed bonds. Following the public hearing, the Board shall consider the adoption of a resolution (a) authorizing and approving the proposed financing within the scope and parameters set forth in the resolution and (b) authorizing and approving the execution and delivery of various documents relating to such financing. The resolution will permit the sale and issuance of both taxable and tax-exempt bonds, which is necessary to comply with certain federal tax law requirements relating to the issuance of tax-exempt bonds. The proposed bonds will be sold to Webster Public Finance Corporation, a subsidiary of Webster Bank, National Association, pursuant to a private negotiated sale. The bonds will be secured by a lien on the Judicial Annex previously financed by the County through the issuance of limited obligation bonds in November 2025. The proposed bonds will be secured on a parity with the limited obligation bonds issued by the County in November 2025.

Public Hearing and Approving Resolution - Franklin County 2026 LOBs (Land Purchase and Improvements)

5. ACTION ITEMS

A. FY25 Audit Presentation

Jamie Holtzman, Finance Director, will introduce Tara Roberson, Partner with Winston, Williams, Creech, Evans & Company to present the FY25 audit.

B. **Commissioners Rules of Procedure**

The Board was asked to approve the proposed revisions to the Franklin County Board of Commissioners Rules of Procedure. The proposed revisions reflect feedback from the Board and input from staff and include the following:

Page 3, Article III, Paragraph 5 – Moves the public comment period to occur before the consent agenda.

Page 4, Article III, Paragraph 6 – This clarification confirms that unanimity for new business applies only to those Commissioners present at the meeting and does not require all seven members of the Board to be present.

Page 8, Article VII, Paragraph B.1. – Clarifies that advisory board members appointed by the full Board serve four-year terms. This aligns with the updated policies for advisory boards, some of which have more than seven members.

Page 9, Article VIII – Removes the requirement that amendments to the Board's Rules of Procedure be presented at one meeting and voted on at the following meeting, allowing the Board to act on proposed revisions at the same meeting if desired.

Approval of this item would adopt the revised Rules of Procedure as presented.

Franklin County Board of Commissioners Meeting Procedures

C. **Advisory Board Policy & Bylaws**

The Board is asked to approve the Advisory Board Bylaws Policy in order to provide a guiding document and oversight for all Franklin County advisory board bylaws. This document establishes the policy and procedures whereby the Franklin County Board of Commissioners will make appointments to public advisory boards, and how advisory boards activities will be conducted.

Further, the Board is asked to approve updated bylaws for four advisory boards in order to make them consistent with the Advisory Board Bylaws Policy and provide greater clarity to the public about the roles and procedures of public advisory boards.

Franklin County Advisory Board Policy

Aging Advisory Board Bylaws

Animal Services Advisory Board Bylaws

Library Advisory Board Bylaws

Parks & Recreation Advisory Board Bylaws

6. APPOINTMENTS

A. Board of Health

The Board is asked to consider reappointing Kevin Alford (engineer position) to the Board of Health for a three-year term.

7. BOARD, MANAGER AND CLERK'S COMMENTS

This is the time set aside for the Board of County Commissioners, County Manager and Clerk to the Board to report on various activities. The Board may also discuss other items of interest.

8. CLOSED SESSION

The Board is asked to enter into closed session pursuant to the following North Carolina General Statutes:

- NCGS 143-318.11 (a)(3) Attorney-Client Privileged Communication
- NCGS 143-318.11 (a)(4) Industry/Economic Development
- NCGS 143-318.11 (a)(5) Real Property Purchase/Contracts/Leases

_____

Roxanne Bragg, Chair

Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: FY26 Budget Amendment #8

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Pursuant to North Carolina General Statute Sec. 159-15, the County Finance Officer is requesting the Board consider approval of Budget Ordinance Amendment #8 in the amount of $131,677 pertaining to the General Fund and $171,155 pertaining to the Water and Sewer Enterprise Fund operations of the County. The details of the Budget Ordinance Amendment are in the attached Amendment.

ATTACHMENTS:
FY26 Budget Amendment #8

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683

www.franklincountync.gov

AMENDMENT TO THE FRANKLIN COUNTY BUDGET ORDINANCE
FY26
Amendment No. 8

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General Statute 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026.

SECTION 1: of the Franklin County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:		
Sheriff	$	93,284
Veterans	$	23,298
Airport	$	15,095
Total	**$**	**131,677**

Increase/(Decrease) Revenues:		
Veterans State Grant	$	20,000
Insurance Proceeds	$	71,547
Sheriff Grants	$	20,082
Sheriff Contributions	$	16,750
Fund Balance Appropriated	$	3,298
Total	**$**	**131,677**

This Amendment:

* appropriates additional funds to the Sheriff's Office budget for grant funds received for K-9.

  Funding Source: Walmart Grant

* appropriates additional funds to the Sheriff's Office budget for insurance proceeds from vehicle accidents.

  Funding Source: Insurance Proceeds

* appropriates additional funds to the Sheriff's Office budget for grant funds received for performance and wellness.

  Funding Source: NCACP Performance and Wellness Grant Program

* appropriates additional funds to the Sheriff Office for Community Outreach (Shop With a Sheriff).

Funding Source: Sheriff Contributions

* appropriates additional grant funds to the Veterans Department budget for outreach, supplies and training.

Funding Source: NC Veterans Office State Grant

* appropriates additional funds to the Veterans Department budget for grant funds received in FY25 but not fully spent.

Funding Source: Fund Balance Appropriated

* appropriates additional funds to the Airport Department budget for insurance proceeds from aircraft damage.

Funding Source: Insurance Proceeds

SECTION 8: of the Franklin County Budget Ordinance, pertaining to the Water and Sewer Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:		
Transfer to Capital Project Fund 48	$	171,155
Total	**$**	**171,155**

Increase/(Decrease) Revenues:		
Appropriated Fund Balance (Water & Sewer)		171,155
Total	**$**	**171,155**

This Amendment:

* appropriates additional funds to the Water and Sewer Enterprise Fund budget for the transfer from fund balance to the Public Utilities Maintenance Building Project for the required 5% ARPA contingency.

Funding Source: Appropriated Fund Balance (Water and Sewer)

SECTION 2: Copies of this amendment shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this the 13th day of March , 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Airport Pavement Rehabilitation & Apron Expansion Construction Project Budget Ordinance Closeout

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, is requesting approval of the Airport Pavement Rehabilitation and Apron Expansion Construction Project Budget Ordinance Closeout. TNEA received an aviation grant for new pavement on all surfaces of our airfield (runway, taxiways, taxi lanes, and apron). This new pavement included a new design of our entire apron with additional tie-down parking and a dedicated jet parking area for up to three large jets. Additionally, the grant addressed new painting of all our markings, relocated our airfield lights, and added new and strengthened pavement to the runway. This project resulted in improving our pavement for safety and increased the weight capacity of our runway to handle larger aircraft with heavier weight. The project has been closed by the NCDOT Division of Aviation and all revenues and expenditures have been accounted for by Franklin County.

ATTACHMENTS:
Airport Pavement Rehabilitation & Apron Expansion Construction Project Budget Ordinance Closeout

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683
www.franklincountync.gov

PROJECT BUDGET ORDINANCE

Airport Pavement Rehabilitation and Apron Expansion Construction Project Closeout

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General Statutes 159-8 and 159-13.2, the following project ordinance is hereby adopted:

SECTION 1: The project authorized was to rehabilitate the runway, taxiway, main apron, maintenance, and t-hanger taxiways on the airfield. In addition, there will be a new apron expansion and re-configuration to meet more demand for jet and multi-engine traffic.

SECTION 2: The following revenues were received to complete the project:

	Amended	Closeout
NC Department of Transportation Grant	$10,752,875	$10,752,875
Transfer from General Fund	$ 379,974	$ 379,974

SECTION 3: The following amounts were expended for the project:

	Amended	Closeout
Airfield Payment Rehabilitation Construction	$11,132,849	$11,132,849

SECTION 4: The County's Finance Director is hereby directed to maintain sufficient detailed accounting records to provide the accounting for the recordation of revenues and expenses for this project.

SECTION 5: The Finance Officer reported on the financial status of the project and the total revenues received as required.

SECTION 6: Copies of this closeout ordinance shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

This ordinance adopted this the 9th day of March, 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Airport Pavement Rehabilitation Design & Bid Project Closeout

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, is requesting approval of the Airport Pavement Rehabilitation Design and Bid Project Budget Ordinance Closeout. Triangle North Executive Airport received an aviation grant to redesign our airfield pavement with new markings, layout, fillets, electrical and new airfield light placement. The pavement project included a new design of our apron for new jet parking, additional tie-downs, and increased fillets for larger aircraft. The project has been closed by the NCDOT Division of Aviation and all revenues and expenditures have been accounted for by Franklin County.

ATTACHMENTS:
Airport Pavement Rehabilitation Design & Bid Project Budget Ordinance Closeout

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683
www.franklincountync.gov

PROJECT BUDGET ORDINANCE

Airport Pavement Rehabilitation Design and Bid Project Closeout

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General Statutes 159-8 and 159-13.2, the following project ordinance is hereby adopted:

SECTION 1: The project authorized was to design and bid the rehabilitation of the Triangle North Executive Airport pavement to include runway, taxiways, and apron areas. Additionally, the geometry will be revised to meet current FAA standards.

SECTION 2: The following revenues were received to complete the project:

	Amended	Closeout
NC Department of Transportation Grant	$338,829	$338,829
County Funds	$ 37,646	$ 37,646

SECTION 3: The following amounts were expended for the project:

	Amended	Closeout
Project costs (36244.43.11.1)	$376,475	$376,475

SECTION 4: The County's Finance Director is hereby directed to maintain sufficient detailed accounting records to provide the accounting for the recordation of revenues and expenses for this project.

SECTION 5: The Finance Officer reported on the financial status of the project and the total revenues received as required.

SECTION 6: Copies of this closeout ordinance shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

This ordinance adopted this the 9th day of March, 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Airport Access Road (Project Flight) Project Closeout

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, is requesting approval of the Airport Access Road (Project Flight) Project Budget Ordinance Closeout. Triangle North Executive Airport was awarded three grants to include a North Carolina Division of Aviation Economic Development Grant, Non-Primary Entitlement Grant, and Airport Infrastructure Grant to expand the north corporate hangar area for development and safety. The design portion of this grant included environmental analysis, erosion control, grading, site analysis/development, and site layout drawings to include airfield electrical and utilities. Once design was complete, the grant flowed into the construction portion of the grant to include expansion of the existing apron with airfield lights in the north corporate hangar area, access for our fuel trucks from the existing fuel farm and landside access to the corporate hangar area by the tenant and its customers. The project has been closed by the NCDOT Division of Aviation and all revenues and expenditures have been accounted for by Franklin County.

ATTACHMENTS:
Airport Access Road (Project Flight) Project Budget Ordinance Closeout

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683
www.franklincountync.gov

PROJECT BUDGET ORDINANCE
Airport Access Road (Project Flight) Project Closeout

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General Statutes 159-8 and 159-13.2, the following project ordinance is hereby adopted:

SECTION 1: The project authorized was the design and construction phase of a new access road for the TNEA airfield for the safe passage to the northern corporate hangar area for tenant customers.

SECTION 2: The following revenues were received to complete the project:

	Amended	Closeout
NC Department of Transportation Grant 36244.43.12.1	$3,395,650	$3,395,650
County Funds	$132,630	$132,630
Fund Balance Appropriated	$ 17,219	$ 17,219

SECTION 3: The following amounts were expended for the project:

	Amended	Closeout
Airfield Access Road (Project Flight) 36244.43.12.1	$3,545,499	$3,545,499

SECTION 4: The County's Finance Director is hereby directed to maintain sufficient detailed accounting records to provide the accounting for the recordation of revenues and expenses for this project.

SECTION 5: The Finance Officer reported on the financial status of the project and the total revenues received as required.

SECTION 6: Copies of this closeout ordinance shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

This ordinance adopted this the 9th day of March, 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Project Budget Ordinance Amendment #1 - Novozymes Blending Station

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, is requesting approval of the Novozymes Blending Station Project Budget Amendment #1. This amendment recognizes fund balance appropriated from the Public Utilities Enterprise Fund for the additional construction bid cost approved by the Board of Commissioners at the October 6, 2025 meeting.

ATTACHMENTS:
Novozymes Blending Station Project Budget Amendment #1

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683

www.franklincountync.gov

PROJECT BUDGET ORDINANCE AMENDMENT

Novozymes Blending Station Project

Amendment No. 1

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General General Statutes 159-8 and 159-13.2, the following amendment be made to the Novozymes Blending Station Project Budget Ordinance:

SECTION 1: of the Novozymes Blending Station Project Budget Ordinance, pertaining to the project authorized shall be amended to include additional revenues from the Water and Sewer Enterprise Fund for the additional cost of the construction bids awarded by the Board on October 6, 2025.

SECTION 2: The following revenues of the Novozymes Blending Station Project Ordinance shall be amended as follows:

Transfer from Fund 45	$ 1,313,177
Total	**$ 1,313,177**

SECTION 3: The following line item appropriations of the Novozymes Blending Station Project Ordinance shall be amended as follows:

Novozymes Blending Station Project	1,313,177
Total	**$ 1,313,177**

This Amendment:

* recognizes funds transferred from the Water and Sewer Enterprise Fund for additional project cost.

SECTION 4: Copies of this amendment shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this the 9th day of March, 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Project Budget Amendment #2 - Public Utilities Maintenance Shop

Initiated by (Name, Job Title): Jamie Holtzman Finance Director

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, is requesting approval of the Public Utilities Maintenance Shop Project Budget Amendment #2. This amendment recognizes fund balance appropriated from the Public Utilities Enterprise Fund for the ARPA funding required 5% contingency that was not included in the original budget.

ATTACHMENTS:
Public Utilities Maintenance Shop Project Budget Amendment #2

Finance Office
Jamie Holtzman, Director
113 Market Street
Louisburg, NC 27549

Phone: 919.496.3182
Fax: 919.496.2683

www.franklincountync.gov

PROJECT BUDGET ORDINANCE AMENDMENT

Public Utilities Maintenance Shop Project
Amendment No. 2

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General General Statutes 159-8 and 159-13.2, the following amendment be made to the Public Utilities Maintenance Shop Project Budget Ordinance:

SECTION 1: of the Public Utilities Maintenance Shop Project Budget Ordinance, pertaining to the project authorized shall be amended to include additional revenues from the Water and Sewer Enterprise Fund for the ARPA required 5% contingency that was not included in the original budget.

SECTION 2: The following revenues of the Public Utilities Maintenance Shop Project Ordinance shall be amended as follows:

Transfer from Fund 45	$	171,155
Total	**$**	**171,155**

SECTION 3: The following line item appropriations of the Public Utilities Maintenance Shop Project Ordinance shall be amended as follows:

Public Utilities Maintenance Shop		171,155
Total	**$**	**171,155**

This Amendment:

* recognizes funds transferred from the Water and Sewer Enterprise Fund for contingency.

SECTION 4: Copies of this amendment shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this the 9th day of March, 2026.

_____
Roxanne Bragg, Chairperson

_____
Kristen G. King, Clerk to the Board

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: Releases, Adjustments, Refunds and Tax Collection Report

Initiated by (Name, Job Title): John Preston, Tax Administrator

Board action proposed: Receive report and consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: The Franklin County Tax Department is requesting the Franklin County Board of Commissioners to receive the February 2026 Report to the Commissioners and consider approval.

ATTACHMENTS:
February 2026 Report to Commissioners

County of Franklin

North Carolina

Office of Tax Collector

MEMORANDUM

TO: Franklin County Commissioners

FROM: John Preston, Tax Administrator

DATE: March 2nd, 2026

SUBJECT: Releases, Adjustments, Refunds, and Tax Collection Rate

Please review and approve the February releases, adjustments, and refunds. The current collection rate is provided for your information.

Total release amount for February 2026 – $4,840.44
(Total release amount for February 2025 – $8,131.27)

Total adjustment amount for February 2026 - $616.96
(Total adjustment amount for February 2025 – $5,388.42)

Total refund amount for February 2026 - $2,742.03
(Total refund amount for February 2025 - $5,872.24)

Total NCVTS refund amount for February 2026 – $3,251.08
(Total NCVTS refund for February 2025 - $3,584.43)

The 2025 county collection rate as of February 28, 2026 – 96.35%
(The 2024 county collection rate as of February 28, 2025 – 96.05%

Please do not hesitate to contact the Tax Collector's Office if more detailed information is desired.

John Preston
Franklin County Tax Administrator

P.O. Box 503 / 127 S. Bickett Blvd.
Louisburg, NC 27549
Telephone: (919) 496-2172

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 0

Item Title: Updates to Advisory Boards for 2026

Initiated by (Name, Job Title): Ryan Preble, County Manager

Board action proposed: Consider updates to advisory boards for 2026.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: The Board is asked to approve the following advisory boards, which will serve the Board of Commissioners in 2026:

- Airport Advisory Board
- Animal Services Advisory Board
- Department of Aging Advisory Board
- Emergency Communications Advisory Board
- Emergency Medical Services Advisory Commission
- Library Advisory Board
- Parks and Recreation Advisory Board

The following advisory boards and commissions will remain in place for a 60-day period to conclude outstanding business.

- Economic Development Commission
- Historic Preservation Commission
- Solid Waste Education Task Force

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 0

Item Title: Authorize County Manager to Finalize MOU with Lake Royale

Initiated by (Name, Job Title): Ryan Preble, County Manager

Board action proposed: Authorize the County Manager to finalize and execute MOU subject to approval by the Sheriff and the County Attorney.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: On January 5, 2026, the Franklin County Board of Commissioners authorized the County Manager to finalize and execute a Memorandum of Understanding (MOU) between Franklin County and the Lake Royale Property Owners Association, Inc. The purpose of the MOU is to establish a three-year cooperative framework under which Lake Royale will provide funding to the County to support additional law enforcement resources administered by the Franklin County Sheriff's Office as part of the Sheriff's overall countywide law enforcement mission.

As part of that authorization, the Board directed that the agreement be for a term of three (3) years with the option for renewal and that the agreement include a provision requiring notice of intent to renew no later than one (1) year prior to the expiration of the initial term. The Board further authorized the County Manager to finalize and execute the MOU subject to review and approval by the Franklin County Sheriff and the County Attorney.

On February 9, 2026, the Board of Commissioners requested that the proposed MOU be placed on a future agenda in order to obtain additional information prior to execution of the agreement by the County Manager.

The County's authority to enter into the MOU arises under North Carolina law, including N.C.G.S. §§ 153A-11, 153A-76, and 153A-82, which authorize counties to contract, organize county administration, and administer county affairs through the County Manager as directed by the Board of Commissioners. Law enforcement operations carried out pursuant to the MOU remain under the exclusive authority of the Franklin County Sheriff consistent with the North Carolina Constitution and N.C.G.S. § 153A-103.

The Board is now asked to consider whether to authorize execution of the MOU under the previously approved terms following a Town Hall meeting at which the proposed agreement will be presented to residents of the Lake Royale community.

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: **Public Hearing on Proposed Issuance of Limited Obligation Bonds**

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Conduct a public hearing and consider approval of the resolution authorizing and approving the proposed financing within the scope and parameters set forth in the resolution and authorizing and approving the execution and delivery of various documents related to such financing.

Is this a consent agenda item? No

Is a public hearing needed? Yes

Summary of Request: The Board will conduct a public hearing on the proposed issuance of not to exceed $17,500,000 limited obligation bonds for the purpose of financing the acquisition and improvement of approximately 150 acres of land to be used for economic development and other potential County purposes. The public hearing is a statutory requirement under G.S. 160A-20, which is the statute that authorizes the County borrowing, and is required by the Local Government Commission as a condition for approval of the proposed bonds.

Following the public hearing, the Board shall consider the adoption of a resolution (a) authorizing and approving the proposed financing within the scope and parameters set forth in the resolution and (b) authorizing and approving the execution and delivery of various documents relating to such financing. The resolution will permit the sale and issuance of both taxable and tax-exempt bonds, which is necessary to comply with certain federal tax law requirements relating to the issuance of tax-exempt bonds. The proposed bonds will be sold to Webster Public Finance Corporation, a subsidiary of Webster Bank, National Association, pursuant to a private negotiated sale. The bonds will be secured by a lien on the Judicial Annex previously financed by the County through the issuance of limited obligation bonds in November 2025. The proposed bonds will be secured on a parity with the limited obligation bonds issued by the County in November 2025.

ATTACHMENTS:
Public Hearing and Approving Resolution - Franklin County 2026 LOBs (Land Purchase and Improvements)

The Board of Commissioners for the County of Franklin, North Carolina met in a regular meeting in the Franklin Plaza Training Room located at 279 South Bickett Boulevard in Louisburg, North Carolina, the regular place of meeting, at 6:00 p.m. on March 16, 2026.

Present: Chair Roxanne Bragg, presiding, and Commissioners

Absent: Commissioners

Also Present:

* * * * *

The Chair of the Board of Commissioners for the County of Franklin, North Carolina (the "County") announced that this was the hour and day of the public hearing on the proposed issuance of limited obligation bonds (the "Bonds") under a Trust Agreement (the "Trust Agreement") pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended, in an aggregate principal amount not to exceed $17,500,000 for the purpose of providing funds, together with any other available funds, to (a) pay or reimburse the costs of acquiring and improving approximately 150 acres of land for economic development and other potential County purposes (the "Project") and (b) pay certain financing costs relating thereto. If the County issues the Bonds pursuant to the Trust Agreement, it will secure its obligations thereunder by a deed of trust granting a lien on the site of the County's Judicial Annex that was previously financed under the provisions of the Trust Agreement, together with any improvements or fixtures located or to be located thereon.

Section 160A-20(g) of the General Statutes of North Carolina requires that the County hold a public hearing prior to issuing the Bonds pursuant to the Trust Agreement.

The Finance Director of the County acknowledged due publication of the notice of public hearing in a newspaper with a general circulation in said County and directed the Clerk to the Board of Commissioners to attach the affidavit showing publication in said newspaper on a date at least ten (10) days prior to the date hereof as Exhibit A.

The Chair then announced that the Board of Commissioners would immediately hear anyone who might wish to be heard on the proposed financing as described above.

A list of all persons making comments and a summary of such comments are attached as Exhibit B.

The public hearing was closed.

All statements and comments by participants of the public hearing were duly considered by the Board of Commissioners.

Thereupon, _____ introduced the following resolution, the title of which was read and a copy of which had been previously distributed to each Commissioner:

RESOLUTION AUTHORIZING AND APPROVING THE FINANCING OF THE ACQUSITION AND IMPROVEMENT OF LAND BY THE COUNTY THROUGH THE SALE AND ISSUANCE OF NOT TO EXCEED $17,500,000 LIMITED OBLIGATION BONDS AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH

BE IT RESOLVED by the Board of Commissioners (the "Board") for the County of Franklin, North Carolina (the "County") as follows:

Section 1. The Board does hereby find and determine as follows:

(a) The County has determined to finance the costs of acquiring and improving approximately 150 acres of land for economic development and other potential County purposes (the "2026 Project") and to pay certain financing costs relating thereto.

(b) After a public hearing and due consideration, the Board has determined that the most efficient manner of financing the 2026 Project will be through the execution and delivery of a Second Supplemental Trust Agreement, to be dated as of April 1, 2026 (the "Second Supplemental Trust Agreement"), between the County and U.S. Bank Trust Company, National Association, as trustee (the "Trustee"), supplementing the Master Trust Agreement, dated as of November 1, 2025 (the "Master Trust Agreement" and, together with the Second Supplemental Trust Agreement, the "Trust Agreement"), between the County and the Trustee, pursuant to which the County will issue one or more series of taxable and/or tax-exempt limited obligation bonds thereunder in an aggregate principal amount not to exceed $17,500,000 (the "2026 Bonds") to provide funds, together with any other available funds, to (i) pay the costs of the 2026 Project and (ii) pay the fees and expenses incurred in connection with the sale and issuance of the 2026 Bonds.

(c) Pursuant to the Master Trust Agreement and a First Supplemental Trust Agreement, dated as of as of November 1, 2025 (the "First Supplemental Trust Agreement"), between the County and the Trustee, the County has heretofore issued its $36,233,000 County of Franklin, North Carolina Limited Obligation Bond, Series 2025 (the "2025 Bond"). The 2026 Bonds will be secured on a parity with the outstanding 2025 Bond pursuant to the Master Trust Agreement and the Deed of Trust (hereinafter defined).

(d) In order to secure the payment of principal of and interest on the 2025 Bonds and the 2026 Bonds and the performance by the County of its other obligations under the Trust Agreement, the County has heretofore executed and delivered a Deed of Trust, dated as of November 1, 2025 (the "Deed of Trust"), to the deed of trust trustee named therein for the benefit of the Trustee, granting a lien on the site of the Mortgaged Property (as defined in the Deed of Trust), consisting of the site of the Judicial Annex comprising a portion of the projects

financed by the 2025 Bond, together with any improvements and fixtures located or to be located thereon.

(e) The County proposes to sell the 2026 Bonds at a private sale without advertisement to Webster Public Finance Corporation or its designee or assignee (the "Purchaser") pursuant to the terms of a Bond Purchase Agreement, to be dated as of the date of delivery thereof (the "Bond Purchase Agreement"), between the County and the Purchaser.

(f) There have been presented to the Board drafts of the following documents relating to the transaction hereinabove described:

(i) Second Supplemental Trust Agreement, including a form of the 2026 Bonds attached as Exhibit A thereto; and

(ii) Bond Purchase Agreement.

Section 2. In order to provide for the financing of the 2026 Project, the County is hereby authorized to enter into the Second Supplemental Trust Agreement and to issue the 2026 Bonds thereunder in a principal amount not to exceed $17,500,000. The 2026 Bonds shall mature in annual principal installments on August 1 of each year, with a final maturity of August 1, 2045, shall bear interest payable annually on August 1 of each year, commencing on August 1, 2026, at a rate not to exceed 4.86% for any 2026 Bonds bearing interest at a taxable rate and at a rate not to exceed 4.425% per annum for any 2026 Bonds bearing interest at a tax-exempt rate (subject to any rate adjustments as provided in the 2026 Bonds and the Second Supplemental Trust Agreement), and shall be subject to prior redemption on the dates, at the prices and in the manner set forth in the Trust Agreement. The terms and provisions of the 2026 Bonds are hereby approved in substantially the form presented at this meeting, and the Chair or the Vice Chair of the Board and the County Manager of the County are each hereby authorized to execute and deliver the 2026 Bonds in substantially the form presented at this meeting, together with such modifications as the person executing such document, with the advice of counsel, may deem necessary and appropriate, such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof. The Clerk to the Board or any Assistant or Deputy Clerk to the Board is hereby authorized to affix the official seal of the County to the 2026 Bonds and to attest the same.

Section 3. The proposal submitted by the Purchaser offering to purchase the 2026 Bonds at a purchase price equal to par amount thereof is hereby approved. The Board hereby approves the terms and provisions of the Bond Purchase Agreement in substantially the form presented at this meeting, and the Chair or the Vice Chair of the Board, the County Manager and the Finance Director of the County are each hereby authorized to execute and deliver the Bond Purchase Agreement in substantially the form presented at this meeting, together with such modifications as the person executing such document, with the advice of counsel, may deem necessary and appropriate, such execution and delivery to be conclusive evidence of the approval and authorization by the Board in all respects of the form and content thereof.

Section 4. The Board hereby approves the terms and provisions of the Second Supplemental Trust Agreement in substantially the form presented at this meeting. The Chair or

Vice Chair of the Board, the County Manager and the Finance Director of the County are each hereby authorized to execute and deliver the Second Supplemental Trust Agreement on behalf of the County in substantially the form presented at this meeting, containing such modifications as the person executing such document shall approve, such execution and delivery to be conclusive evidence of the approval and authorization by the Board in all respects of the form and content thereof. The Clerk to the Board or any Assistant or Deputy Clerk to the Board is hereby authorized to affix the official seal of the County to said document and to attest the same to the extent required.

Section 5. No deficiency judgment may be rendered against the County in any action for breach of any contractual obligation under the 2026 Bonds or the Trust Agreement, and the taxing power of the County is not and may not be pledged directly or indirectly to secure any moneys due under the 2026 Bonds or the Trust Agreement.

Section 6. The Chair or Vice Chair of the Board, the County Manager, the Finance Director, the County Attorney, the Clerk to the Board, and any other officers, agents and employees of the County, are hereby authorized and directed to deliver such certificates, opinions and other items of evidence as shall be deemed necessary to consummate the transactions described above.

The officers of the County and the agents and employees of the County are hereby authorized and directed to do all acts and things required of them by the provisions of this resolution for the full, punctual and complete performance of the terms, covenants and provisions of the 2026 Bonds, the Trust Agreement, the Deed of Trust, the Bond Purchase Agreement and the other documents contemplated by this resolution.

Section 7. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled "RESOLUTION AUTHORIZING AND APPROVING THE FINANCING OF THE ACQUSITION AND IMPROVEMENT OF LAND BY THE COUNTY THROUGH THE SALE AND ISSUANCE OF NOT TO EXCEED $17,500,000 LIMITED OBLIGATION BONDS AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH" was adopted by the following vote:

Ayes: _____

_____

Noes: _____

* * * * * *

I, Kristen G. King, Clerk to the Board of Commissioners for the County of Franklin, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board of Commissioners for said County at a regular meeting held on March 16, 2026, as it relates in any way the adoption of the foregoing resolution and that said proceedings are to be recorded in the minutes of said Board of Commissioners.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and the official seal of said County this 16th day of March, 2026.

_____
Clerk to the Board of Commissioners

[SEAL]

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 0

Item Title: **FY25 Audit Presentation**

Initiated by (Name, Job Title): Jamie Holtzman, Finance Director

Board action proposed: Receive presentation.

Is this a consent agenda item? No

Is a public hearing needed? No

Summary of Request: Jamie Holtzman, Finance Director, will introduce Tara Roberson, Partner with Winston, Williams, Creech, Evans & Company to present the FY25 audit.

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 0

Item Title: **Commissioners Rules of Procedure**

Initiated by (Name, Job Title): Kristen G. King, Clerk to the Board

Board action proposed: Consider approval.

Is this a consent agenda item? Yes

Is a public hearing needed? No

Summary of Request: The Board is asked to approve the proposed revisions to the Franklin County Board of Commissioners Rules of Procedure. The proposed revisions reflect feedback from the Board and input from staff and include the following:

Page 3, Article III, Paragraph 5 – Moves the public comment period to occur before the consent agenda.

Page 4, Article III, Paragraph 6 – This clarification confirms that unanimity for new business applies only to those Commissioners present at the meeting and does not require all seven members of the Board to be present.

Page 8, Article VII, Paragraph B.1. – Clarifies that advisory board members appointed by the full Board serve four-year terms. This aligns with the updated policies for advisory boards, some of which have more than seven members.

Page 9, Article VIII – Removes the requirement that amendments to the Board's Rules of Procedure be presented at one meeting and voted on at the following meeting, allowing the Board to act on proposed revisions at the same meeting if desired.

Approval of this item would adopt the revised Rules of Procedure as presented.

ATTACHMENTS:
Franklin County Board of Commissioners Meeting Procedures

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Rules of Procedure Revised March 2026

I. MEETINGS

Open Meetings

All official meetings must comply with the North Carolina Open Meetings Law. The law delineates four categories of meetings – regular, special, emergency and recessed.

A. Regular Meetings

1. Regular meetings are those that occur according to a predetermined, predictable schedule.
2. Regular meetings of the Franklin County Board of Commissioners shall be designated through resolution each year and shall comply with N.C.G.S. § 153-A-40 and N.C.G.S. § 143-318.12.
3. Notice of the meetings shall be filed on the county's website and with the Clerk to the Board of Commissioners. Pursuant to N.C.G.S. § 153-A-40**,** changes in the regular meeting schedule must be made by filing and posting a revised regular schedule at least ten (10) days before the first meeting to occur under the revised schedule.

B. Special Meetings

1. Special meetings are official meetings that occur at any time, date, or location different than what is on the regular meeting schedule. Special meetings may be called by the Board Chairman or a majority of the members of the Board and shall comply with N.C.G.S. § 153-A-40.
2. Special meeting notices must include the time, place, and purpose of the meeting and must be provided in three ways:

- Notice must be posted (48 hours before the meeting) on the principal bulletin board of the public body or on the meeting room door if there is no principal bulletin board.
- Notice must be mailed, emailed, or delivered (48 hours before the meeting) to any person who has made a written request for notice of special meetings.
- Notice shall be posted on the website of the public body, if it has one, prior to the meeting.

3. Statute requires the notice to specify the purpose of the meeting. The Board shall not discuss or take action on matters not included in the scope of the notice.

C. Emergency Meetings

1. An emergency meeting "is one called because of generally unexpected circumstances that require immediate consideration by the public body" and only matters related to those circumstances may be discussed at the meeting. (See N.C.G.S. § 143-318.12)
2. Notice for emergency meetings must be given to all local news media that have requested notice. Notice may be given by telephone or email or by the same method used to notify members of the public body.

D. Recessed Meetings

1. A recessed meeting occurs when the Board continues a meeting at a different time, date, or place, rather than adjourning and starting a new meeting. If a public body is in a properly noticed regular, special, or emergency meeting, it may recess that meeting to a time, date, and place certain though motion and majority vote in favor.
2. Notice of a recessed meeting is provided by announcing the time, date and place of the recessed meeting in open session at the original meeting. In addition, notice of the recessed meetings will be posted on the County's website, so long as it has one.

II. QUORUM

A majority of the membership of the Board shall constitute a quorum and may take action only when a quorum is present. As provided by N.C.G.S. § 153A-43, if a member withdraws from a meeting without being excused by majority vote of the remaining members, he/she shall be counted as present for the purposes of determining whether a quorum is present. A quorum of the Franklin County Board of Commissioners occurs when four members of the seven-member board are present.

III. AGENDA PREPARATION AND PRESENTATION

A. Preparation of the Agenda

1. The County Manager (with input from the Board and assistance from the Clerk and staff) shall prepare, organize, and present the agenda to the Board. The County Manager may delegate all or part of these duties. Care shall be taken by the County Manager and staff to assure matters which are not a responsibility of the Board of Commissioners, (e.g., non-policy staff matters, matters concerning other Boards) are not placed on this Board's agenda but rather are referred to the appropriate staff or Board for resolution.
2. Except for items authorized by the County Manager or Board Chairman, all staff-initiated items to be placed on the agenda for the next meeting must be submitted to the Clerk at least nine (9) business days before the next meeting to be considered for inclusion on that meeting's agenda. Each submission for inclusion on the agenda shall comply with Section III(B)(1) below.
3. Proposed agenda items must be reviewed by appropriate staff in advance, and the County Manager shall oversee this process.
4. The Clerk shall deliver the agenda package via email and post on the county website on Wednesday before each Monday night meeting.
5. Immediately before the consent agenda, each agenda shall include a time set aside for individuals or groups who wish to address the Board. Such individuals or

groups that wish to address the Board shall sign in at the beginning of each meeting on sign-up sheet provided by the Clerk. The time limit for each speaker shall be five minutes, with a total limit of 30 minutes for all speakers during the public comment period. Additional time may be granted only by a majority vote of the Board. Speakers presenting written materials to the Board, shall in advance, provide sufficient copies to the Clerk for distribution to each Board member, the County Manager, County Attorney and all members of the press.

6. At a regular meeting, any Board member may raise a new agenda (aka "new business" or "other business") item that is not on the published agenda; however, unless the Board members present at the meeting unanimously agree to call for a vote in the same meeting, no vote shall be taken on the item until the next regularly scheduled business meeting, to allow sufficient time for staff review and legal analysis. If unanimous consent is not given for an immediate vote, the item shall automatically be placed on the agenda for the next Board meeting for formal consideration.
7. By majority vote, the Board may remove an item that is on the agenda from consideration.

B. Presentation of Agenda Items

1. Each agenda item shall contain a cover sheet with an accurate, concise summary prepared by staff. The initiating department/agency shall be responsible for drafting the summary, subject to such changes as may be made in the review process. This summary may include the following elements as needed: background information about the item, justification for County involvement, short-term and long-term impact on County programs including costs or revenues, action requested or required to be taken by the Board, and a recommendation by the County Manager and other appropriate staff. Summaries are reviewed and approved by the County Manager and other appropriate staff.

2. If an item requires a formal written resolution, then such resolution shall be prepared by the submitting department/agency with the assistance of staff and reviewed by the County Manager and County Attorney and/or Staff Attorney.
3. The County Manager's contracting authority is governed by the County's annual Budget Ordinance and any applicable Board policies. All contracts must comply with North Carolina law, County procurement procedures, and the limitations established in the Budget Ordinance.
4. On contract matters presented to the Board, the contract need not be included but a summary of its major provisions shall be. All contracts, including those approved by the Board, shall be appropriately reviewed by staff (including the County Attorney and/or Staff Attorney) and be promptly executed upon approval. Contracts duly approved by the Board shall be signed by the Board Chairman and/or the County Manager as authorized. Board action approving a contract shall be deemed to authorize necessary budget amendments.
5. Each agenda shall include time for each Commissioner to comment on matters pertaining to activities or various committees for which they serve as the County's representative.

IV. BOARD CHAIRMAN

A. As provided in N.C.G.S. § 153A-39, the Board shall choose a Chairman and Vice-Chairman in December for the ensuing year. "Chairman" and "Vice-Chairman" refer to persons who hold those positions.

B. The Board Chairman shall preside at meetings of the Board. Among other powers, the Board Chairman may (1) with Board consensus, fix a maximum time allotted to each speaker from the floor, (2) provide for designation of a spokesperson for groups of persons, (3) call a brief recess at any time, (4) direct the Clerk to swear witnesses (including attorneys) in matters where the Board sits in a quasi-judicial capacity, and (5) in general provide for maintenance of order and decorum. In consultation with the County Attorney, the Board Chairman shall address questions of parliamentary

procedure, with assistance from the latest revisions of Rules of Procedure for the Board of County Commissioners or Robert's Rules of Order in keeping with the size and nature of the Board and in the spirit of generally accepted principles of parliamentary procedure. In the Chairman's absence, the Vice-Chairman shall preside. In the absence of both, the remaining members present (provided there is a quorum) shall choose a member to preside.

C. The Board Chairman shall recognize Board members who wish to speak and shall allow all to speak once on an issue before any member speaks more than once.

D. The Board Chairman and each Board member shall promptly share with other Board members information relating to pending County business which is intended for the Board and obtained by them in their official capacity.

V. ACTION BY THE BOARD

A. The Board shall proceed by motion.

B. Any member, including the Board Chairman, may make a motion.

C. A second shall be required of a motion in order to initiate debate on it. Reasonable and courteous debate shall then be allowed per Section IV(C) above.

D. A motion shall be adopted by majority vote, unless otherwise required by these rules, N.C.G.S. § 153A-45, N.C.G.S. § 153A-46, or other applicable law.

E. Any member with cause to abstain from voting shall seek authority by Board vote to abstain from voting and consult with the County Attorney as needed. As required by N.C.G.S. § 153A-44, each member is required to vote on all questions unless excused from voting on matters involving his own financial interest or official conduct.

F. Absent authority to abstain, any member failing to vote shall have their vote recorded by the Clerk as a **yes** vote.

G. A tie vote shall mean a motion is not adopted.

H. A member may make only one motion at a time.

I. At any time before a vote has been called, a motion may be withdrawn, or motion to amend may be made.

J. A motion to amend must be directly related to the main motion. Only one amendment and one amendment to the amendment (secondary amendment) may be considered at a time. The body shall vote first on any amendments before voting on the main motion, either as originally stated or as amended.

K. A motion to reconsider an action may be made at the same meeting at which the action was taken or at the next official meeting but must be made by a member who voted with the prevailing side. A motion to rescind an action is allowed at a meeting later than the one subsequent to the meeting at which the action was taken, if otherwise allowed by law.

L. Allowable procedural motions include, but are not limited to, a motion to table and a motion to postpone to a certain time.

M. Board action should be the result of a decision on the merits and not a manipulation of procedural rules.

VI. MINUTES

Concise, 'action-type' minutes of all meetings shall be kept by the Clerk to the extent required by law. For quasi-judicial proceedings, the minutes shall include findings of fact, conclusions of law, and a summary of the evidence presented, sufficient to establish the basis for the Board's decision.

VII. BOARDS AND COMMISSIONS APPOINTED BY THE BOARD OF COUNTY COMMISSIONERS

In accordance with N.C.G.S. § 153A-76, the Board of Commissioners may establish and appoint Boards and Commissions in Franklin County for various purposes. The following are the general guidelines for these appointed bodies.

A. Appointment Process

1. Citizens who want to serve on a Board or Commission appointed by the Board of Commissioners shall complete a Citizen Participation Application and submit it to the Clerk to the Board of Commissioners.

2. The Board shall consider all applicants who have applied within the past six months, provided their qualifications, such as interest, experience, or education, indicate suitability for the Board or Commission in question.
3. Each created Board will have seven members unless contrary to General Statute provisions, State agency policy, or as otherwise established by the Board of Commissioners.
4. One or more Commissioners may serve on the appointed Board or Commission; however, a Commissioner may not serve as Chair.
5. Each Commissioner will have one appointment to each Board or Commission. If an appointed Board or Commission has more than seven members, nominations from the Board will be accepted by motion and a second, and a majority vote must be received for any appointment to occur.

B. Term and Reappointment Rules

1. Each appointee's term will be concurrent with the term of the Commissioner who proposed the candidate for appointment. Members collectively appointed by the Board of Commissioners shall serve a four-year term.
2. If the appointing Commissioner is not reelected or resigns, the newly elected or appointed Commissioner will make a nomination of his/her choice to fill the Board or Commission position.
3. Until the new appointments are made, any existing appointee shall continue to serve.
4. If an unexpected vacancy occurs, an appointment, upon recommendation by the affected Commissioner, is to be made to complete the term.

C. Role of the Clerk

1. The Clerk shall maintain an up-to-date list, organized by interest area, of citizens who have submitted a Citizen Participation Application.
2. The Clerk will monitor for timely appointments and will advise the Board when committee terms will expire, when a committee member is eligible for

reappointment and where applicable, which commissioner should initiate the appointment for consideration by the Board.

D. The Board of Commissioners shall maintain authority over the Boards and Commissions they appoint, including final approval of by-laws and requiring training.
    - Policies and by-laws of appointed Boards and Commissions shall be periodically reviewed for necessary updates or revisions.
    - The Clerk shall coordinate timely reminders related to appointments, meeting minutes, and other administrative matters, and shall serve as the primary liaison between the Boards/Commissions and the Board of Commissioners.
    - Training sessions with department heads, Board members, and Board of Commissioners may be required by the Board.

VIII. AMENDMENTS TO THESE RULES

These Rules may be amended by an affirmative vote of a majority of the Board. Alterations or revisions of these Rules shall be subject to the notice and agenda requirements of these Rules.

IX. MISCELLANEOUS

A. Powers and duties not delegated by this Board or applicable law shall be reserved for the Board.

B. The Clerk shall maintain an updated set of these rules of procedure and a copy shall be present at each official meeting.

C. Failure to follow these Rules of Procedure shall not be actionable in a court of law or equity unless otherwise provided by law.

D. These rules and procedures supersede prior inconsistent rules and procedures.

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 1

Item Title: **Advisory Board Policy & Bylaws**

Initiated by (Name, Job Title): Ryan Preble, County Manager

Board action proposed: Consider approval.

Is this a consent agenda item? No

Is a public hearing needed? No

Summary of Request: The Board is asked to approve the Advisory Board Bylaws Policy in order to provide a guiding document and oversight for all Franklin County advisory board bylaws. This document establishes the policy and procedures whereby the Franklin County Board of Commissioners will make appointments to public advisory boards, and how advisory boards activities will be conducted. Further, the Board is asked to approve updated bylaws for four advisory boards in order to make them consistent with the Advisory Board Bylaws Policy and provide greater clarity to the public about the roles and procedures of public advisory boards.

ATTACHMENTS:
Franklin County Advisory Board Policy
Aging Advisory Board Bylaws
Animal Services Advisory Board Bylaws
Library Advisory Board Bylaws
Parks & Recreation Advisory Board Bylaws

Franklin County
Advisory Board Policies

Policies
Franklin County Advisory Board Policies
Approved by the Franklin County Commissioners
March 16, 2026

Franklin County Board of County Commissioners
Advisory Board Policy

SECTION 1: PURPOSE AND STATUTORY AUTHORITY

A. **Purpose**: This Advisory Board Policy establishes the policy and procedures whereby the Franklin County Board of Commissioners will make appointments to public advisory boards, (hereinafter "advisory boards") and how the advisory boards will be conducted.

B. **Authority**: North Carolina General Statute § 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards.

C. **Periodic Adjustments:** This Advisory Board Policy may be changed or adjusted as deemed necessary by the Franklin County Board of Commissioners.

D. **Applicability**

1. To the extent it does not conflict with the statute or ordinance creating a specific advisory or other appointed board, where applicable, this Advisory Board Policy applies to all established Franklin County advisory boards.

2. Except as otherwise provided herein this Advisory Board Policy shall control the reporting, operation, and other requirements of the advisory boards except to the extent the same are controlled by a specific statute or ordinance. In those cases, as noted above, where a statute or ordinance controls the requirements of the advisory or appointed board and the terms of this Advisory Board Policy conflict with the terms of the statute or ordinance, the statute or ordinance shall prevail.

SECTION 2: DUTIES OF ADVISORY BOARDS

A. **Members:** Individual advisory boards shall be familiar with their bylaws.

B. **Make Recommendations:** Advisory Boards act in an advisory capacity to the Franklin County Board of Commissioners and the Franklin County staff. The Boards shall communicate gathered information to the staff of Franklin County and the Franklin County Board of Commissioners, or their designee. The Advisory Board provides information (1) to assist the

staff of Franklin County in achieving a greater understanding of the nature and causes of community priorities, (2) to improve relations within the community and (3) to accomplish Franklin County's Mission, Vision, Values and Goals.

SECTION 3: MEMBERSHIP OF ADVISORY BOARDS

A. Qualifications

1. All members of standing statutory boards must meet the qualifications for the specific statutory requirements for an appointed position.
2. All members must be eighteen (18) years of age or older, unless applying for a youth-designated position.
3. All voting board members shall be residents of Franklin County.
4. No board member may currently be a party to or be the actual legal representative in litigation against Franklin County. Board members must be prepared and committed to participate in advisory board work in a manner that enhances relationships.
5. The Franklin County Board of Commissioners may waive any of the conditions within this section, with the exception of statutorily imposed conditions.

B. Selection Process

1. Appointments to advisory boards will be initiated with a public application process wherein the applicant submits an application to the Clerk to the Board of Franklin County. All applications are public record.
2. Prior to an appointment, the Clerk to the Board of County Commissioners shall determine if the person has properly completed the required application.

C. Appointments and Vacancies

1. All appointments to advisory boards will be made by the Franklin County Board of Commissioners. The Franklin County Board of Commissioners shall appoint all voting and nonvoting ex officio members, where applicable, to advisory boards.
2. All members of advisory boards serve at the pleasure of the Franklin County Board of Commissioners.
3. Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Franklin County Board of Commissioners shall have the responsibility of selecting and appointing new members to the advisory board.

D. Term

1. Members appointed by commissioners shall serve concurrent with the commissioner's term of office.
2. Members collectively appointed by the Board of Commissioners shall serve a four-year term.
3. Until the new appointments are made, any existing appointee shall continue to serve.

4. If an unexpected vacancy occurs, an appointment, upon recommendation by the affected Commissioner, is to be made to complete the term.
5. This requirement does not impact an individual's service on boards and commissions that are not Franklin County advisory boards or short-term task forces or work groups.

E. **Resignation**

1. If a member wishes to resign, the member shall either submit the resignation in writing, which may be by email, to the Chairperson of the advisory board on which the member serves, noting the effective date of the resignation, or the member shall notify the advisory board in an open meeting of the advisory board, and the same shall be recorded in the minutes.
2. The advisory board Chairperson will notify the Clerk to the Board of Franklin County Commissioners of the resignation and forward a copy of any written notification.

F. **Removal**

1. Members of Franklin County's advisory boards serve at the pleasure of the Franklin County Board of Commissioners and may be removed for any reason or no reason with or without cause.

SECTION 4: ROLES AND RESPONSIBILITIES

A. **Members**

1. Members shall attend meetings of the advisory board and perform other functions as assigned by the advisory board Chairperson with the approval of the advisory board.
2. If a member is unable to attend a meeting the member shall contact the Chairperson or designated staff as much in advance of the scheduled meeting as possible.

B. **Officers**

1. Selection
    a. At the first meeting of each calendar year, the Advisory Board shall elect the Chairperson and Vice-Chairperson unless the Board of Commissioners designates the officer in the Advisory Board's bylaws.
    b. Chairperson and Vice-Chairperson shall assume office on the date of their election.
2. Responsibilities
    a. The advisory board Chairperson:
        1. Serves as the presiding officer and conducts advisory board meetings.
        2. Assists staff in developing the advisory board meeting agenda.

3. Carries out advisory board assignments as required by the Franklin County Board of Commissioners.

b. The advisory board Vice-Chairperson:

1. Serves as the presiding officer and conducts advisory board meetings in the absence of the Chairperson.
2. Has all the responsibilities of the Chairperson in the Chairperson's absence.

C. **Record Keeper**

1. Each advisory board shall have a record keeper, which shall be responsible for the following:
   a. Takes or supervises the taking of the minutes for all advisory board meetings.
   b. Submits minutes to the Chairperson to be distributed to advisory board members in advance of meetings.
   c. Submits approved advisory board minutes to the Clerk to the Franklin County Board of Commissioners.
   d. Assures that other records of the advisory board are kept as directed by the Franklin County Board of Commissioners.
2. The director of the department associated with the advisory board, or their designee, shall serve as the advisory board's record keeper.

SECTION 5: BOARD MEMBER ONBOARDING, VOLUNTEER STATUS, AND CONFIDENTIALITY

A. **Orientation**

1. Franklin County will provide an orientation process on relevant statutes and polices including open meetings, records retention, and ethics. Each member shall participate in the orientation process to familiarize the advisory board members with the operation of County government, applicable department rules, and the operating procedures of the advisory board.

B. **Members are Volunteers.**

1. Members, when in service on the board, are not employees of Franklin County.
2. Members serve in a voluntary capacity and shall receive no monetary compensation or reimbursement unless approved by the Franklin County Board of Commissioners.

SECTION 6: MEETINGS

A. **Regular Meetings**

1. All meetings are to be open to the public as required by the applicable North Carolina General Statutes.

2. Each advisory board shall determine their meeting schedule in accordance with approved bylaws and shall meet no less than quarterly.
3. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Franklin County Board of Commissioners.
4. A schedule of all meeting dates, times, and places shall be properly posted in accord with North Carolina Law and delivered to the Clerk to the Franklin County Board of Commissioners.
5. Notice of advisory board meetings, including public hearings and appeals, if applicable, and agendas shall be made available to all members and interested parties, and to any person who requests such notice, in compliance with any statutory requirements.
6. Any meetings other than regular meetings shall be coordinated through ex officio, staff liaison, and Clerk to the Board to ensure compliance with open meetings laws.

B. **Agendas and Minutes**

1. Board members and/or staff members shall submit agenda items to the Chairperson and staff for consideration at a reasonable time prior to a scheduled meeting.
2. Designated staff will develop and distribute to each member an agenda listing the matters to be considered at the beginning of the meeting.
3. Minutes shall be taken of all advisory board meetings and submitted to the Clerk to the Board of Franklin County Commissioners.

SECTION 8: QUORUM AND VOTING

A. **Quorum**

1. A quorum for a meeting of an advisory board shall consist of a majority of the number of appointed members. Vacant positions are not counted when determining if a quorum is present.
2. Members who teleconference into the meeting shall not be counted present for purposes of a quorum and therefore not eligible to vote on matters before the advisory board.

B. **Voting**

1. All decisions shall be reached by a simple majority vote.
2. No issues can be voted upon unless a quorum is present.
3. Only appointed voting members can vote at advisory board meetings.
4. Appointed members shall not delegate their vote to another member.
5. The Chairperson of the advisory board shall participate and vote on all issues.
6. Voting by proxy is not authorized and shall not be allowed.
7. Members may not abstain from voting but where a member has a conflict of interest the member may be excused by majority vote of the advisory board.
8. Members of advisory boards must be physically present to vote.

9. Individuals appointed as ex officio members of the advisory board are not authorized to vote on any issue before the advisory board.

SECTION 9: ETHICS

THE FRANKLIN COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A CODE OF ETHICS, AND ALL ADVISORY BOARD MEMBERS ARE EXPECTED TO ADHERE TO THE ADOPTED CODE OF ETHICS.

SECTION 10: ADOPTION AND AMENDMENT OF THIS POLICY

A. Adoption and Amendment: The Franklin County Board of Commissioners shall adopt and amend these policies.

ADOPTED this _____ day of _____, 2026.

_____
Franklin County Board of Commissioner Chairman

Attested:

_____
Clerk to the Franklin County Board of Commissioner

Franklin County Department of Aging Advisory Board Bylaws

Article 1 (Name)

The name of this board shall be the Franklin County Department of Aging Advisory Board.

Article 2 (Purpose)

The purpose of the Department of Aging Advisory Board is to serve as a liaison between citizens of Franklin County and the Department of Aging and advise County staff and elected officials on how best to serve the needs of older adults in Franklin County.

Article 3 (Objectives)

The Advisory Board shall assist the Franklin County Board of Commissioners and the County Manager by:

- Receiving and considering feedback from older adults on issues affecting their needs and care in Franklin County.
- Making recommendations on issues involving the special needs of older adults.
- Supporting a comprehensive, integrated approach to healthcare, mental health, recreation, and employment programs for older adults.
- Participating in the strategic planning process for future operations by the Department of Aging.
- Assisting the staff of Franklin County in achieving a greater understanding of the nature and causes of community priorities related to aging.
- Assisting the director of the Department of Aging in developing and maintaining a unified and coordinated County Aging Plan to define policies, services, and facilities in consultation with the Area Agency on Aging, Region K Council of Governments, and North Carolina Division of Aging.
- Producing a yearly report to the Board of County Commissioners on the needs and care of older adults in Franklin County.

Article 4 (Membership)

Section 1 Number of Members: The board shall consist of seven members appointed by the Franklin County Board of Commissioners. The Department of Aging director shall serve as an additional ex-officio, non-voting member of the board

Section 2 Selection of Members: Each commissioner shall have one appointment to the board. A majority of members must be sixty years of age or older.

Section 3 Term of Members: Members appointed by commissioners shall serve concurrent with the commissioner's term of office.

Section 4 Compensation: All members shall serve without compensation.

Section 5 Duties: It shall be the duty of each member to attend meetings. If a member is unable to attend a meeting the member shall contact the Chairperson or designated staff as much in advance of the scheduled meeting as possible.

Section 6 Vacancies: Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Franklin County Board of Commissioners shall have the responsibility of selecting and appointing new members to the Advisory Board.

Section 7 Removal: Members serve at the pleasure of the Franklin County Board of Commissioners and may be removed for any reason or no reason with or without cause.

Article 5 (Voting)

Each appointed Advisory Board member shall have one vote.

Article 6 (Officers)

Section 1 Officer Selection: At the first meeting of each calendar year, the Advisory Board shall elect the Chairperson and Vice-Chairperson

Section 2 Officer Vacancy: In the event an officer vacancy occurs, the vacancy shall be filled by a majority of the persons voting, and the officer selected shall fill the remainder of the office.

Section 3 Chairperson: The Chairperson shall preside at all meetings of the Advisory Board, assist staff in developing the board meeting agenda, and carry out assignments as required by the Board of Commissioners.

Section 4 Vice Chairperson: The Vice-Chairperson shall serve as the presiding officer and conduct Advisory Board meetings in the absence of the Chairperson.

Section 5 Record Keeper: The Department of Aging director, or their designee, shall serve as the Advisory Board's record keeper and shall keep a record of all board activities and minutes and appropriately post all meeting notices, agendas, and minutes, and provide a copy of the approved minutes to the Clerk of the Franklin County Board of Commissioners.

Article 7 (Meetings)

Section 1 Regular Meetings: The board shall meet at least quarterly, including a meeting in January of each year for the purpose of electing officers.

Section 2 Special Called Meetings: The Chairperson or Vice Chairperson may call for special meetings with a 48-hour notice to all members required.

Section 3 Quorum:

1. Four members of the Advisory Board eligible to vote shall be necessary to constitute a quorum for the transaction of business.
2. No issues can be voted upon unless a quorum is present.
3. Members who teleconference into the meeting shall not be counted present for purposes of a quorum and therefore not eligible to vote on matters before the advisory board.
4. All decisions shall be reached by a simple majority vote of those present.

Section 4 Open Meetings: All Advisory Board meetings shall follow NC Public Meeting Law – N.C.G.S. Ch.143, Art. 33C, 143-318.9 through -318.18.

Section 6 General Procedure: The Advisory Board shall follow the Franklin County Advisory Board Policy and Robert's Rules of Order in conducting meetings and taking Board action. The Chairperson shall decide questions of parliamentary procedure using Robert's Rules of Order. In the absence of the Chairperson, the Vice-Chairperson shall decide parliamentary procedure. In the absence of both, the remaining members present (provided there is a quorum) shall choose a member to decide parliamentary procedure.

Section 7 Notices: Appropriate notices shall be distributed by the Department of Aging director or their designee.

Article 9 (Administrative Year)

The administrative year of the Advisory Board shall begin as of January 1 and end as of December 31 of each year so as to run concurrently with Board of Commissioners' terms of office.

Article 10 (Adoption and Amendment of the Bylaws)

The Franklin County Board of Commissioners shall adopt and amend the bylaws for the Advisory Board.

ADOPTED this _____ day of _____, 2026.

_____

Franklin County Board of Commissioners Chairman

Attested:

_____

Clerk to the Franklin County Board of Commissioners

Franklin County Animal Services Advisory Board Bylaws

Article 1 (Name)

The name of this board shall be the Franklin County Animal Services Advisory Board.

Article 2 (Purpose)

The purpose of the Animal Services Advisory Board is to promote and encourage responsible animal ownership in Franklin County by facilitating dialogue with community members and advising local officials on issues relating to Animal Services.

Article 3 (Objectives)

The Advisory Board shall assist the Franklin County Board of Commissioners and the County Manager by:

- Receiving and considering feedback from members of the public about issues affecting responsible animal ownership in the County.
- Assisting the staff of Franklin County in achieving a greater understanding of the nature and causes of community priorities related to responsible animal care and ownership.
- Recommending additions and modifications to the operation of the Animal Services department.
- Supporting public education efforts in regard to animal care, responsible animal ownership, and available resources for animal owners.
- Producing a yearly report to the Board of County Commissioners on responsible animal ownership in Franklin County and issues related to animal welfare.

Article 4 (Membership)

Section 1 Number of Members: The board shall consist of nine members appointed by the Franklin County Board of Commissioners. The Animal Services director shall serve as an additional ex-officio, non-voting member of the board.

Section 2 Selection of Members: Each commissioner shall have one appointment to the board. Two additional members shall be appointed by the Board of Commissioners as a whole and shall be persons experienced in animal rescue, veterinary care, or animal welfare.

Section 3 Term of Members: Members appointed by commissioners shall serve concurrent with the commissioner's term of office. Members collectively appointed by the Board of Commissioners shall serve a four-year term.

Section 4 Compensation: All members shall serve without compensation.

Section 5 Duties: It shall be the duty of each member to attend meetings and familiarize themself with issues relating to Animal Services and responsible animal ownership in the County. If a member is unable to attend a meeting the member shall contact the Chairperson or designated staff as much in advance of the scheduled meeting as possible.

Section 6 Vacancies: Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Franklin County Board of Commissioners shall have the responsibility of selecting and appointing new members to the Advisory Board.

Section 7 Removal: Members serve at the pleasure of the Franklin County Board of Commissioners and may be removed for any reason or no reason with or without cause.

Article 5 (Voting)

Each appointed Advisory Board member shall have one vote.

Article 6 (Officers)

Section 1 Officer Selection: At the first meeting of each calendar year, the Advisory Board shall elect the Chairperson and Vice-Chairperson

Section 2 Officer Vacancy: In the event an officer vacancy occurs, the vacancy shall be filled by a majority of the persons voting, and the officer selected shall fill the remainder of the office.

Section 3 Chairperson: The Chairperson shall preside at all meetings of the Advisory Board, assist staff in developing the board meeting agenda, and carry out assignments as required by the Board of Commissioners.

Section 4 Vice Chairperson: The Vice-Chairperson shall serve as the presiding officer and conduct Advisory Board meetings in the absence of the Chairperson.

Section 5 Record Keeper: The Animal Services director, or their designee, shall serve as the Advisory Board's record keeper and shall keep a record of all board activities and minutes and appropriately post all meeting notices, agendas, and minutes, and provide a copy of the approved minutes to the Clerk of the Franklin County Board of Commissioners.

Article 7 (Meetings)

Section 1 Regular Meetings: The board shall meet at least quarterly, including a meeting in January of each year for the purpose of electing officers.

Section 2 Special Called Meetings: The Chairperson or Vice Chairperson may call for special meetings with a 48-hour notice to all members required.

Section 3 Quorum:

1. Five members of the Advisory Board eligible to vote shall be necessary to constitute a quorum for the transaction of business.
2. No issues can be voted upon unless a quorum is present.
3. Members who teleconference into the meeting shall not be counted present for purposes of a quorum and therefore not eligible to vote on matters before the advisory board.
4. All decisions shall be reached by a simple majority vote of those present.

Section 4 Open Meetings: All Advisory Board meetings shall follow NC Public Meeting Law – N.C.G.S. Ch.143, Art. 33C, 143-318.9 through -318.18.

Section 6 General Procedure: The Advisory Board shall follow the Franklin County Advisory Board Policy and Robert's Rules of Order in conducting meetings and taking Board action. The Chairperson shall decide questions of parliamentary procedure using Robert's Rules of Order. In the absence of the Chairperson, the Vice-Chairperson shall decide parliamentary procedure. In the absence of both, the remaining members present (provided there is a quorum) shall choose a member to decide parliamentary procedure.

Section 7 Notices: Appropriate notices shall be distributed by the Animal Services director or their designee.

Article 9 (Administrative Year)

The administrative year of the Advisory Board shall begin as of January 1 and end as of December 31 of each year so as to run concurrently with Board of Commissioners' terms of office.

Article 10 (Adoption and Amendment of the Bylaws)

The Franklin County Board of Commissioners shall adopt and amend the bylaws for the Advisory Board.

ADOPTED this _____day of _____, 2026.

_____
Chairman, Franklin County Board of Commissioners

Attested:

_____
Clerk to the Franklin County Board of Commissioners

Franklin County Library Advisory Board Bylaws

Article 1 (Name)

The name of this board shall be the "Franklin County Library Advisory Board."

Article 2 (Purpose)

The purpose of the Franklin County Library Advisory Board is to serve communities in Franklin County by participating in the library's strategic planning process, engaging in library advocacy, and advising local officials on how to best support their community through the public library.

Article 3 (Objectives)

The Advisory Board shall assist the Franklin County Board of Commissioners and the County Manager by accomplishing the following specific objectives:

- Make recommendations to the Franklin County Board of Commissioners of suggested library policies.
- Make recommendations to the County Manager regarding long range planning and capital improvements.
- Coordinate with library staff to promote and endorse library initiatives and the county's overall mission of exemplary public customer service.
- Assisting the staff of Franklin County in achieving a greater understanding of the nature and causes of community priorities relating to County library facilities, services, and programming.
- Producing a yearly report to the Board of County Commissioners on the status and continuing needs of Franklin County libraries.

Article 4 (Membership)

Section 1 Number of Members: There shall be seven voting members of this Advisory Board, and

the Library Director shall serve as additional, ex-officio, non-voting member of the Advisory Board.

Section 2 Selection of Members: Each Franklin County Commissioner shall appoint one member to this advisory board. A commissioner may serve in lieu of the Commissioner's appointment. Recommended criteria for appointments of board members include members having library experience, other library related professionals, as well as, education experience.

Section 3 Term of Members: Members appointed by commissioners shall serve concurrently with the commissioner's term of office, and each commissioner's member serves at the pleasure of the Franklin County Board of Commissioners.

Section 4 Compensation: All members shall serve without compensation.

Section 5 Duties: It shall be the duty of each member to attend meetings whenever possible, and to become knowledgeable about the library, its functions, procedures, etc. to form recommendations for the Franklin County Board of Commissioners and the County Manager.

Section 6 Vacancies: When a vacancy occurs The Board of Commissioners shall make all appointments.

Article 5 (Voting)

Each appointed Advisory Board Member shall have one vote.

Article 6 (Officers)

Section 1 Officer Selection**:** At each February meeting, the Franklin County Library Advisory Board shall select from its members a chairperson and a vice chairperson.

Section 2 Chairperson: The chairperson shall preside at all meetings of the Advisory Board, performing duties normally associated with that office, including addressing questions of parliamentary procedure. The chairperson, or his/her designee, shall report to the board of commissioners for a scheduled public meeting at their request to make reports to the Board of Commissioners on the activities of the Franklin County Library Advisory Board.

Section 3 Vice Chairperson: The Vice Chairperson shall act as Chairperson in absence of the Chairperson.

Section 4 Recordkeeper: The Library Director, or his/her designee, shall be the Advisory Board's recordkeeper and shall keep a record of all board activities and minutes and appropriately post all meeting notices, agendas, and minutes, and provide a copy of the approved minutes to the Clerk of the Franklin County Board of Commissioners.

Article 7 (Meetings)

Section 1 Regular Meetings: The Library Board shall meet at least quarterly. These meetings will be held in February, May, August and November. The February meeting will be held in Bunn, the May

meeting in Youngsville, the August meeting in Louisburg, and the November meeting in Franklinton.

Section 2 Special Called Meetings: The Chairperson or Vice Chairperson may call for special meetings with a 48-hour notice to all members required.

Section 3 Quorum: Four voting members constitutes a quorum for the transaction of business of the Advisory Board. Ex-officio members shall not be voting member of the Advisory Board. Any questions coming before the Advisory Board shall be determined by a majority of those present in-person.

Section 4 Open Meetings: All Advisory Board meetings shall follow NC Public Meeting Law – N.C.G.S. Ch.143, Art. 33C, 143-318.9 through -318.18.

Section 5 General Procedure: The Advisory Board shall follow the Franklin County Advisory Board Policy and Robert's Rules of Order in conducting meetings and taking Board action. The Chairperson shall decide questions of parliamentary procedure using Robert's Rules of Order. In the absence of the Chairperson, the Vice-Chairperson shall decide parliamentary procedure. In the absence of both, the remaining members present (provided there is a quorum) shall choose a member to decide parliamentary procedure.

Section 6 Notices: Appropriate notices shall be distributed by the Library Director and/or their designee.

Article 8 (Administrative Year)

The administrative year of the Advisory Board shall begin as of January 1 and end as of December 31 of each year so as to run concurrently with Board of Commissioners' terms of office.

Article 9 (Adoption and Amendment of the Bylaws)

Section 1 Adoption and Amendment: The Franklin County Board of Commissioners shall adopt and amend the bylaws for the Advisory Board.

ADOPTED this _____day of _____, 2026.

_____
Chairman, Franklin County Board of Commissioners

Attested:

_____
Clerk to the Franklin County Board of Commissioners

Franklin County Parks & Recreation Advisory Board Bylaws

Article 1 (Name)

The name of this board shall be the Franklin County Parks & Recreation Advisory Board.

Article 2 (Purpose)

The purpose of this board is to serve as an advisory body to Franklin County's Parks & Recreation Department by participating in the Department's planning process and advising the County on matters related to parks, recreation facilities, and recreation programs and activities.

Article 3 (Objectives)

The Advisory Board shall assist the Franklin County Board of Commissioners and the County Manager by:

- Serving as a liaison between the Parks & Recreation Department and the citizens of Franklin County.
- Making recommendations on Parks & Recreation initiatives, programs, and facilities.
- Receiving community feedback on matters relating to County parks and recreation facilities and programming.
- Assisting the staff of Franklin County in achieving a greater understanding of the nature and causes of community priorities relating to County parks and recreation facilities and programming.
- Producing a quarterly report to the Board of County Commissioners on the progress, status, and continuing needs of parks and recreation in in Franklin County.

Article 4 (Membership)

Section 1 Number of Members: There shall be seven voting members of this Advisory Board, and the Parks & Recreation Director shall serve as additional, ex-officio, non-voting member of the Advisory Board.

Section 2 Selection of Members: Each commissioner shall have one appointment to the board.

Section 3 Term of Members: Members appointed by commissioners shall serve concurrent with the commissioner's term of office.

Section 4 Compensation: All members shall serve without compensation.

Section 5 Duties: It shall be the duty of each member to attend meetings. If a member is unable to attend a meeting the member shall contact the Chairperson or designated staff as much in advance of the scheduled meeting as possible.

Section 6 Vacancies: Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Franklin County Board of Commissioners shall have the responsibility of selecting and appointing new members to the Advisory Board.

Section 7 Removal: Members serve at the pleasure of the Franklin County Board of Commissioners and may be removed for any reason or no reason with or without cause.

Article 5 (Voting)

Each appointed Advisory Board member shall have one vote.

Article 6 (Officers)

Section 1 Officer Selection: At the first meeting of each calendar year, the Advisory Board shall elect the Chairperson and Vice-Chairperson

Section 2 Officer Vacancy: In the event an officer vacancy occurs, the vacancy shall be filled by a majority of the persons voting, and the officer selected shall fill the remainder of the office.

Section 3 Chairperson: The Chairperson shall preside at all meetings of the Advisory Board, and carry out assignments as required by the Board of Commissioners.

Section 4 Vice Chairperson: The Vice-Chairperson shall serve as the presiding officer and conduct Advisory Board meetings in the absence of the Chairperson.

Section 5 Record Keeper: The Parks & Recreation director, or their designee, shall serve as the Advisory Board's record keeper and shall keep a record of all board activities and minutes and appropriately post all meeting notices, agendas, and minutes, and provide a copy of the approved minutes to the Clerk of the Franklin County Board of Commissioners.

Article 7 (Meetings)

Section 1 Regular Meetings: The board shall meet at least quarterly, including a meeting in January of each year for the purpose of electing officers.

Section 2 Special Called Meetings: The Chairperson or Vice Chairperson may call for special meetings with a 48-hour notice to all members required.

Section 3 Quorum:

1. Four members of the Advisory Board eligible to vote shall be necessary to constitute a quorum for the transaction of business.
2. No issues can be voted upon unless a quorum is present.
3. Members who teleconference into the meeting shall not be counted present for purposes of a quorum and therefore not eligible to vote on matters before the advisory board.

4. All decisions shall be reached by a simple majority vote of those present.

Section 4 Open Meetings: All Advisory Board meetings shall follow NC Public Meeting Law – N.C.G.S. Ch.143, Art. 33C, 143-318.9 through -318.18.

Section 6 General Procedure: The Advisory Board shall follow the Franklin County Advisory Board Policy and Robert's Rules of Order in conducting meetings and taking Board action. The Chairperson shall decide questions of parliamentary procedure using Robert's Rules of Order. In the absence of the Chairperson, the Vice-Chairperson shall decide parliamentary procedure. In the absence of both, the remaining members present (provided there is a quorum) shall choose a member to decide parliamentary procedure.

Section 7 Notice: Appropriate notices shall be distributed by the Parks & Recreation director or their designee.

Article 9 (Administrative Year)

The administrative year of the Advisory Board shall begin as of January 1 and end as of December 31 of each year so as to run concurrently with Board of Commissioners' terms of office.

Article 10 (Adoption and Amendment of the Bylaws)

The Franklin County Board of Commissioners shall adopt and amend the bylaws for the Advisory Board.

ADOPTED this _____day of _____, 2026.

_____
Chairman, Franklin County Board of Commissioners

Attested:

_____
Clerk to the Franklin County Board of Commissioners

Franklin County Commissioner's Agenda Information Sheet

Requested Meeting Date: March 23, 2026 # of attachment(s) 0

Item Title: **Board of Health**

Initiated by (Name, Job Title): Scott LaVigne, Health Director

Board action proposed: Consider reappointment.

Is this a consent agenda item? No

Is a public hearing needed? No

Summary of Request: The Board is asked to consider reappointing Kevin Alford (engineer position) to the Board of Health for a three-year term.