

THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA ON MONDAY, SEPTEMBER 18, 2000. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

Chairman Albert H. Toon
Vice-Chairman "C.W." Pete Bland
Commissioner Lee K. Allen
Commissioner Donald L. Phillips
Commissioner Johnnie Sampson, Jr.
Commissioner J. Harold Talton
Commissioner Charles F. Tyson, Jr.

STAFF PRESENT:

Harold Blizzard, County Manager
George B. Sawyer, Assistant County Manager
Richard F. Hemphill, County Finance Officer
Ray H. Moser, Human Resources Director
James R. Sugg, County Attorney
Gwendolyn M. Bryan, Clerk to the Board

Following an invocation by Commissioner Sampson and the Pledge of Allegiance, Commissioner Phillips moved to approve the minutes of September 5, 2000, seconded by Commissioner Sampson and unanimously carried.

CONVENTION CENTER UPDATE

Convention Center Director, Sandy Richardson, updated the Board on the current status of reservations for the Convention Center. She stated that inquiries and bookings have increased dramatically since the center has opened, exceeding expectations. The interest shown in the center has resulted in the need for an additional staff person. She requested authorization to add a full time staff position for a Facilities Operations Coordinator at grade 66, step 1, with an annual salary of \$29,374. She stated that the total cost for a full year with salary and benefits for this position, would be \$36,895. For the remainder of the current fiscal year the additional cost would be \$27,232 in salary and benefits. This position would report to the Events Coordinator.

In addition, Ms. Richardson requested the re-classification of the Events Coordinator position, currently at a grade 67 hire rate, with an annual salary of \$29,374, in order to maintain internal equity between the classes. The re-classification of the Events Coordinator position to a grade 69, step 1, at an annual salary of \$33,807 was requested. The total cost for the new position and the re-classification through the end of the current fiscal year would be an additional \$30,409 to the budget. Commissioner Allen moved to approve the request to establish a new position of Facilities Operations Director at a grade 66, step 1, at an annual salary of \$29,374 and to re-classify the position of the Events Coordinator to a grade 69, step 1, with an annual salary of \$33,807, and to approve a budget amendment to provide for these additional costs in the amount of \$30,409 until the end of the current fiscal year. The motion was seconded by Commissioner Tyson and unanimously carried in a roll call vote. Finance Officer Rick Hemphill, explained that the additional bookings will create additional expenses; however, the additional salary costs approved by the Board for these two (2) positions will be partly offset by the additional revenues generated by the additional bookings.

EMERGENCY SERVICES MATTERS

Request for Defibrillators

Emergency Services Director, Stanley Kite, requested authorization to purchase defibrillators to be placed in strategic locations in County buildings and work areas. Mr. Kite recommended that six (6) defibrillators be placed, as follows: one (1) in the New

Bern Riverfront Convention Center, one (1) in the Craven County Administration Building, one (1) in the Craven County Courthouse, one (1) in the Craven County Human Services Complex, and two (2) at the Craven County Sheriff's Department. The total cost for six (6) units, including lithium battery packs and carrying cases, would be \$18,600, with a discount. Each unit costs \$3,100. Mr. Kite reported that the Sheriff already has two units, which reduced his request to four (4) units to be placed at the County Administration Building, the Courthouse, the Human Services Complex, and the Convention Center, for a total of \$12,400. There was discussion concerning the need for training designated staff at each location to operate the units and Mr. Kite recommended that the units be acquired and placed, with the stipulation that trained employees be available at all placement locations at all times. Commissioner Tyson stated that the Airport may have a need for one of the units. He moved that an additional unit be purchased to offer to Craven Regional Airport if they desire one, and to authorize up to \$15,500 from fund balance to purchase five (5) units. The motion was seconded by Commissioner Bland and unanimously carried.

Township Six Fire Department Request

The Board was requested to add Township Six Fire Department to the agenda to make a request concerning a new facility that they are trying to build. Commissioner Sampson moved to add Mr. Ralph Roeland, President of Township Six Fire Department, to the agenda, seconded by Commissioner Tyson and unanimously carried. Mr. Roeland requested approval to have detailed plans and specifications drawn up for a new sub-station to be developed in Carolina Pines. Commissioner Allen moved to approve the request, seconded by Commissioner Sampson and unanimously carried. The Fire Department will return to the Board after drawings are developed with a complete financial plan prior to entering any contracts on the project.

TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, presented the following routine requests for tax releases and refunds for the Board's approval. Commissioner Phillips moved for their approval, seconded by Commissioner Bland and unanimously carried in a roll call vote.

Credits

TAXPAYER NAME	TICKET#	AMOUNT
ARMSTRONG, DONALD S BILLED '87 MH IN ERROR REBILLED '97 MH	2000-0090045	\$ 87.78
BIRCH, CONYARD SAMUEL BILLED BOAT & 85 MH IN ERROR REBILLED NEW MH ON SU	2000-0004151	\$ 75.77
BURTON, STEVE R BUSINESS BILLED IN ERROR	2000-0007082	\$ 50.63
COMPUTER BUSINESS SOLUTIONS IN BUSINESS DOUBLE LISTED W/37265	2000-0010043	\$ 63.33
EXERCISE TODAY INC OF NEW BERN BUSINESS DOUBLE LISTED W/37254	0015411	\$ 63.02
FURNITURE SHAK INC – THE OUT OF BUSINESS 1-1-2000	2000-0017583	\$ 31.31
GREEN, ROBERT D SOLD BOAT IN '99	2000-0019896	\$ 38.97

HEATH, CLEESTER D III. HOMESITE DOUBLE LISTED	2000-0090065	\$ 58.59
HUMPHREY, JO ANN H DEED WAS MISSED REBILLED ON SUPPLEMENT	2000-0024588	\$ 340.06
HUMPHREY, MORRIS BOAT BILLED INCORRECTLY	2000-0024599	\$ 35.11
INFINITY RESTAURANT & LOUNGE BUSINESS DOUBLE LISTED W/37239	2000-0024824	\$ 53.61
MACARTHUR, ALICE I CORRECTED TAX LISTING	2000-0004650	\$ 101.04
MAXWELL, TRIP BOAT BILLED INCORRECTLY	2000-0031875	\$ 73.16
MCDOW, JOHN D BOAT LISTED IN BEAUFORT CO	1999-0031682	\$ 16.93
MCDOW, JOHN D BOAT LISTED IN BEAUFORT CO	2000-0032580	\$ 16.37
MUNCE, GARY R SR & COLEEN J MH USED AS STORAGE	1998-0092660	\$ 24.00
MUNCE, GARY R SR & COLLEEN J MH USED AS STORAGE	1996-0032321	\$ 27.00
PELUSO, JOHN C BILLED IN WRONG TWP S/B 2/A REBILLED ON SUPPLEMENT	2000-0038243	\$ 45.70
PORTOR, LISA MH REPOSSESSED IN 1998	1999-0091174	\$ 192.83
PORTOR, LISA MH REPOSSESSED IN 1998	2000-0039228	\$ 170.84
PROPERTY DAMAGE APPRAISERS INC CORRECTED TAX LISTING	2000-0039783	\$ 29.52
REGAL NAILS BUSINESS DOUBLE LISTED W/38258	2000-0040499	\$ 19.13
SEALS, DOROTHY H DWELLING MOVED, RECYCLE CHARGED IN ERROR	2000-0043459	\$ 24.00
SPRINKEL, MIKE BOAT OWNED BY JASON STRUCINSKI REBILLED ON SUPPLEM	1999-0091258	\$ 73.48
SPRINKLE, MIKE BOAT OWNED BY JASON STRUCINSKI REBILLED ON SUPPLEM	2000-0045588	\$ 64.64
TALRICO, CARLOR & RONA MH DOUBLE LISTED W/23256	1999-0045891	\$ 280.96
TAYLOR, JILL R PARCEL DOUBLE LISTED W/8-220-001	2000-0047518	\$1,254.46

INDEPENDENCE DAY

Wednesday, July 4, 2001

LABOR DAY

Monday, September 3, 2001

VETERAN'S DAY

Monday, November 12, 2001

THANKSGIVING

Thursday, November 22, 2001

Friday, November 23, 2001

CHRISTMAS

Monday, December 24, 2001

Tuesday, December 25, 2001

Wednesday, December 26, 2001

BUDGET AMENDMENTS

Craven County Finance Officer, Rick Hemphill, presented the following budget amendments for the Board's approval. Commissioner Allen moved for their approval, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Convention Center

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
77-3-369-01-000 City of New Bern	\$ 52,000.00	77-4-677-00-759 Contingency	\$ 52,000.00
TOTAL	\$ 52,000.00	TOTAL	\$ 52,000.00

Justification: To budget funds to be received from City of New Bern for sidewalk project. Total cost \$127,000 – County to pay \$75,000.

EMS – Fire Marshal

10-3-399-01-000 Fund Balance	\$ 15,500.00	10-4-530-00-740 Defibrillators	\$ 15,500.00
TOTAL	\$ 15,500.00	TOTAL	\$ 15,500.00

Justification: Purchase defibrillators for Convention Center, Admin Bldg., Courthouse, Human Services Bldg. and Airport (if they don't have one and they agree to accept it).

Convention Center

10-3-335-17-677 Vending/Concessions	\$ 500.00	10-4-677-00-102 Salaries	\$ 28,074.00
10-3-335-57-677 Grand Opening	\$(7,000.00)	10-4-677-00-104 Part Time Salaries	\$ 10,325.00
10-3-357-19-677 Space Rental	\$ 64,200.00	10-4-677-00-105 FICA	\$ 2,938.00

10-3-357-70-677	\$ 23,000.00	10-4-677-00-106	\$ 1,379.00
Catering Commissions		Retirement	
10-3-357-74-677	\$ 11,500.00	10-4-677-00-107	\$ 1,950.00
Coffee Breaks		Health Insurance	
10-3-357-78-677	\$ 2,970.00	10-4-677-00-108	\$ 434.00
Service Charge on Breaks		Worker Comp	
10-3-357-79-677	\$ 10,500.00	10-4-677-00-111	\$ 190.00
Audio Visual		Dental	
10-3-357-83-677	\$ 3,000.00	10-4-677-00-112	\$ 21.00
Utility Services		Life	
10-3-399-01-000	\$(3,086.00)	10-4-677-00-113	\$ 843.00
Fund Balance		401-k	
		10-4-677-00-116	\$ 1,500.00
		Legal	
		10-4-677-00-124	\$ 27.00
		Disability Ins	
		10-4-677-00-213	\$ 36,703.00
		Utilities	
		10-4-677-00-350	\$ 2,000.00
		Laundry Service	
		10-4-677-00-360	\$ 400.00
		Uniforms	
		10-4-677-00-410	\$ 10,800.00
		Contract Svc-Lawn Svc	
		10-4-677-01-340	\$ 2,000.00
		Small Wares	
		10-4-677-02-340	\$ 6,000.00
		Vending/Break Costs	
TOTAL	\$105,584.00	TOTAL	\$105,584.00

Justification: Convention Center additional revenues needed to cover operating costs.

Pollock Street Property

52-3-329-00-000	\$ 23,000.00	52-4-652-00-759	\$ 23,000.00
Interest		Contingency	
TOTAL	\$ 23,000.00	TOTAL	\$ 23,000.00

Justification: Budget interest received for close out change orders at Pollock Street Property.

Health – Smart Start – Safety Packets

10-3-348-55-583	\$ 28,700.00	10-4-583-08-214	\$ 200.00
Safety Packets Smart Start		Travel-Safety Packets	
		10-4-583-08-410	\$ 3,500.00
		Storage Safety Packets	
		10-4-583-08-340	\$ 25,000.00
		Other Supplies – Safety	
TOTAL	\$ 28,700.00	TOTAL	\$ 28,700.00

Justification: Monies to be received by Smart Start for Safety Packets

Tax Collections

10-3-301-01-000	\$ 17,825.00	10-4-460-04-410	\$ 17,825.00
Current Yr Taxes		Tax Management Assoc	
TOTAL	\$ 17,825.00	TOTAL	\$ 17,825.00

Justification: Contract with Tax Management Associates for tax auditing services

COUNTY ATTORNEY'S REPORT

County Attorney, Jim Sugg, called on Assistant County Manager, George Sawyer, to present a proposed agreement between the County and the Department of Transportation, concerning the development of a connector road between Creekside Park and Airport Road. Mr. Sawyer explained that all documents are in place to allow this project to go forward. Recreation Director, Jan Parker, is working on an environmental assessment with Marine Corps Air Station, Cherry Point. He stated that \$250,000 is available from the Department of Transportation for the project. However, the County will need to pay some initial expenses, such as fuel, gravel, hauling, etc., which will be reimbursed. He stated that the intent is to turn over the road to the Department of Transportation for future maintenance. County Attorney, Jim Sugg, recommended that the County approve the agreement, subject to his final review and approval. Commissioner Bland moved to authorize the Chairman to sign the agreement, contingent upon final approval by the County Attorney. The motion was seconded by Commissioner Talton and unanimously carried.

COUNTY MANAGER'S REPORT

Vanceboro Christian Help Center Request

County Manager, Harold Blizzard, reported that a meeting had taken place involving him, Stanley Kite, Emergency Services Director, and Ms. Connie Lewis, of the Vanceboro Christian Help Center. A determination was made that their request to take on the role of volunteer agency coordination within Craven County would not hamper Craven County Emergency Services efforts. He stated that the total budget for the Center would be \$38,300. Ms. Lewis indicated their intent to raise \$13,000 from fund raisers, with the balance to come from external sources. Mr. Blizzard informed the Board that it is possible Vanceboro Christian Help Center may look to the Board for future funding, according to Ms. Lewis. He stated that there was no action required by the Board, but the presentation was informational only.

Convention Center Sidewalk

George Sawyer, Assistant County Manager, presented a change order for Virtexco for the Convention Center walkway project. He presented a quote from Virtexco Corp to accomplish the work, which will include demolition, sod replacement, concrete sidewalks, brick pavers, and exposed washed aggregate concrete walks, relative to Bicentennial Park promenade and the connection to the South Front Street sidewalks, and renovations at the Convention Center. The total sum quoted was \$127,000 for the project to be completed within 45 days of award of the contract. Mr. Sawyer explained that the original agreement was for the City of New Bern to pay fifty percent (50%) of the cost and the County to pay fifty percent (50%). He stated, however, the original amount of \$150,000, which was projected for the entire project would not be adequate to include benches, light fixtures and poles. Danny Meadows, Director of Public Works for the City of New Bern, has committed to proceed with installation of lights and benches with no additional County funds required above the original \$75,000 budgeted by the County. Commissioner Sampson moved to approve the change order for the Virtexco contract in the amount of \$127,000, seconded by Commissioner Talton and unanimously carried in a roll call vote.

COMMISSIONERS' REPORTS

Commissioner Allen reminded the Board of the Eagle Scout recognition occurring on September 23, 2000, and the fact that he would not be available to attend. There was no other Commissioner who would be available to attend on that day and the County Manager volunteered to represent the County.

Commissioner Tyson moved that the Board authorize the Clerk to draft a resolution to recognize Mr. Harold Bate, for presentation to his family at the Board's next meeting. The motion was seconded by Commissioner Bland and unanimously carried.

Commissioner Phillips inquired about the status of the Core Creek project. Assistant County Manager, George Sawyer, responded that Soil and Water Conservationist, Andy Metts, had determined that the contract for the project contains language that would accommodate a delay in the project should the creek level rise to a point where the project would be compromised.

Commissioner Sampson reported on the Governor's Cabinet meeting that was held in Greenville, concerning flood recovery.

Commissioner Bland invited the Board to attend Community Day in Vanceboro on October 7.

Commissioner Toon reported on the Governor's Race Relations Conference that was held in Raleigh. He indicated that education was the main focus of this agenda.

At 10:45 A.M. a five minute recess was declared.

At 10:50 A.M. the Board reconvened to hear an update on the County's Mosquito Control program by John Neely. He explained to the Board that the current annual cost of the program is \$85,252, as reflected in the current grant amount; however, this amount does not include in-kind services and goods that have been donated. The presentation was informational for the Board to consider what level of response the County wishes to pursue after the initial funding runs out in fourteen (14) months, and what funding may be available to sustain the program.

At 11:50 A.M. Commissioner Allen moved to adjourn, seconded by Commissioner Sampson and unanimously carried.

Albert H. Toon, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board