

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 17, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of August 3, 2015 Regular Session
 - B. Tax Releases and Refund
 - C. 2016 Holiday Schedule
 - D. Budget Amendments

2. NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY
PRESENTATION: Marcia Perritt, UNC School of Government and Jeff Ruggieri,
City of New Bern Director of Development Services

DEPARTMENTAL MATTERS

3. REGISTER OF DEEDS BACKFILE SCANNING CONTRACT: Sherri Richard,
Register of Deeds; Jack Veit, County Manager and Jim Hicks, County Attorney

4. EMERGENCY SERVICES – WEST OF NEW BERN FIRE DEPARTMENT
REQUEST: Doug Furgason, President

5. APPOINTMENTS

6. COUNTY ATTORNEY'S REPORT: Jim Hicks

7. COUNTY MANAGER'S REPORT: Jack Veit

8. COMMISSIONERS' REPORTS

9. RECESS TO RECONVENE AT THE ANIMAL SHELTER

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 AUGUST 17, 2015. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

- Chairman Steve Tyson
- Vice Chairman Scott C. Dacey
- Commissioner Jason R. Jones
- Commissioner George S. Liner
- Commissioner Thomas F. Mark
- Commissioner Theron L. McCabe
- Commissioner Johnnie Sampson, Jr.

STAFF PRESENT:

- Jack B. Veit III, County Manager
- Gene Hodges, Assistant County Manager – Operations/Facilities
- Rick Hemphill, Assistant County Manager – Finance/Administration
- Amber Parker, Human Resources Director
- Gwendolyn M. Bryan, Clerk to the Board
- Jim Hicks, County Attorney
- Aaron Arnette, County Attorney Associate

Following an invocation by Commissioner Sampson and the Pledge of Allegiance, Commissioner Mark moved to add a request for public hearing to the consent agenda, seconded by Commissioner Sampson and unanimously carried. Commissioner Sampson moved to approve the agenda, as amended, seconded by Commissioner McCabe and unanimously carried.

CONSENT AGENDA

Minutes of August 3, 2015 Regular Session

Commissioner Sampson moved to approve the minutes of August 3, 2015 regular session, as requested, seconded by Commissioner Liner and unanimously carried in a roll call vote.

Tax Releases and Refund

Craven County Tax Administrator, Ronnie Antry, submitted the following tax releases and refund for the Board’s approval. Commissioner Sampson moved for their approval, seconded by Commissioner Liner and unanimously carried in a roll call vote.

Credits

TAXPAYER NAME	TICKET#	AMOUNT
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR - TO BE REBILLED	2015-0090287	\$211.40
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR – TO BE REBILLED	2015-0090286	\$196.84
ADAMS, KENNETH D & ADAMS, CHAR BILLING ERROR – TO BE REBILLED	2015-0090285	\$516.73
ALVAREZ, FANNY SOLEDAD DID NOT OWN 1/1/2013	2013-0000891	\$67.12
ALVAREZ, FANNY SOLEDAD DID NOT OWN 1/1/2014	2014-0000970	\$64.30

BENEFICIAL MORTGAGE CO FORECLOSURE – LIEN EXTINGUISHED	2013-0004220	\$1,450.01
BENEFICIAL MORTGAGE CO FORECLOSURE – LIEN EXTINGUISHED	2014-0004335	\$1,174.44
FOY, ANNIE HEIRS FORECLOSURE – LIEN EXTINGUISHED	2014-0019535	\$176.00
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2006-0022817	\$153.15
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2007-0023494	\$156.27
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2008-0023937	\$8.77
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2011-0024255	\$413.95
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2012-0024083	\$117.85
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2013-0023265	\$7,111.90
HAMM, SHIRLEY MAE FORECLOSURE – LIEN EXTINGUISHED	2014-0023923	\$131.69
HENSLEY, BILLY CORRECTED DISC ADJUSTMENT	2015-0090292	\$50.53
HITCHCOCK, MARVIN R JR BOAT NOT TAXABLE TO CRAVEN COUNTY	2014-0092345	\$8.43
HOLLYWOOD ENTERTAINMENT CORP DISMISSED BY BANKRUPTCY COURT	2010-0024946	\$86.20
HOLLYWOOD ENTERTAINMENT CORP DISMISSED BY BANKRUPTCY COURT	2010-0024947	\$208.04
HORTON, JOHN R RELEASED TO ORANGE COUNTY	2015-0090075	\$139.32
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2008-0091221	\$8.17
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2009-0038691	\$70.89
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2010-0035271	\$62.31
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2011-0039272	\$58.73
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2012-0039163	\$54.42
MIGUEL MEDEROS & GUEVARA, EDIT DOUBLE BILLED – SEE ACCT 81185	2013-0092840	\$50.39

MIGUEL MEDEROS & GUEVARA, EDIT2014-0092613 DOUBLE BILLED – SEE ACCT 81185		\$46.25
WALLACE, JOANN DID NOT OWN 1/1/2014	2014-0058474	\$146.66
WARNER, BEN CORRECTED DISCOVERED PROPERTY	2014-0058871	\$3,554.94
WARNER, BEN CORRECTED DISCOVERED PROPERTY	2014-0090155	\$3,540.39
	30 – CREDIT MEMO (S)	\$20,036.09

Refund

HENSLEY, BILLY CORRECTION ON DISC BILLING	2015-0090292	\$55.38
	1 – REFUND (S)	\$55.38

2016 Holiday Schedule

Human Resources Director, Amber Parker, submitted the following 2016 Holiday Schedule for the Board's approval. Commissioner Sampson moved for its approval, seconded by Commissioner Liner and unanimously carried in a roll call vote.

**CRAVEN COUNTY
2016 HOLIDAY SCHEDULE**

**NEW YEAR'S DAY
Friday, January 1, 2016**

**MARTIN LUTHER KING, JR.'S BIRTHDAY
Monday, January 18, 2016**

**GOOD FRIDAY
Friday, March 25, 2016**

**MEMORIAL DAY
Monday, May 30, 2016**

**INDEPENDENCE DAY
Monday, July 4, 2016**

**LABOR DAY
Monday, September 5, 2016**

**VETERANS DAY
Friday, November 11, 2016**

**THANKSGIVING
Thursday, November 24, 2016
Friday, November 25, 2016**

**CHRISTMAS
Monday, December 26, 2016
Tuesday, December 27, 2016**

Approved by the Craven County Board of Commissioners at the August 17, 2015 regularly scheduled meeting.

Budget Amendments

Assistant County Manager of Finance/Administration, Rick Hemphill, presented the following budget amendments for the Board’s approval. Commissioner Sampson moved for their approval, seconded by Commissioner Liner and unanimously carried in a roll call vote.

Fire Department – Multiple

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
244-0000-399-00-00 Dover	\$60.00	244-2902-410-11-04 Workers Comp	\$60.00
249-0000-399-00-00 Twp. #9	\$515.00	249-2900-410-11-04 Workers Comp	\$515.00
TOTAL	\$575.00	TOTAL	\$575.00

Justification: To cover shortage of Fire Departments Workers Compensation line item for VFIS invoice dated 7/29/15 in the amount of \$90,560.00.

Cooperative Extension

101-0000-399-01-00 Fund balance current year	\$4,314.00	101-4211-420-32-40 Other supplies	\$4,314.00
TOTAL	\$4,314.00	TOTAL	\$4,314.00

Justification: Need to carry over the \$4,314 Expanded Food and Nutrition Education Program (EFNEP) balance from FY 15 to FY 16.

Request to Set Public Hearing on September 8, 2015 for FY 15 CDBG Infrastructure Funding Cycle

The Planning Department requested that the Board set a public hearing on September 8, 2015 to hear public comments regarding the CDBG Infrastructure Funding Cycle (James City STEP pump system upgrades). Commissioner Sampson moved to set the public hearing for 7:00 p.m. on September 8, 2015, seconded by Commissioner Liner and unanimously carried in a roll call vote.

NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY PRESENTATION

Marcia Perritt of the UNC School of Government and New Bern Development Services Director, Jeff Ruggieri, provided a PowerPoint presentation on a downtown property utilization study commissioned by the City of New Bern.

Ms. Perritt represents the School of Government Development Financing Initiative, a non-profit organization under contract with the City of New Bern. She explained that the contract is based on a straight fee, not an hourly rate, and a portion of the fee is passed on to the private sector upon the successful completion of a public/private partnership development agreement. The fees go into the School of Government’s pool to subsidize services to low income communities. The following four sites have been identified for evaluation: a parcel at the corner of Craven Street and South Front Street; the current Farmers Market site; surface parking lots behind City Hall and next to the Craven County Tax Office.

Commissioner Dacey asked why the City is not selling the parcels to the private sector outright, rather than trying to entice them into a partnership. Mr. Ruggieri responded that the City has tried unsuccessfully to sell the parcels to the private sector.

Commissioner Sampson noted that discussion of parking needs has been ongoing since the Convention Center has been built, and stressed that this initiative is greatly needed.

The Board was advised that some decision points are projected in early fall on the recommendations that would require moving the Tax Department. County Manager, Jack Veit, stated that the Board will need to be prepared to take into consideration what the County will gain from this initiative and what would be the cost/benefit balance.

DEPARTMENTAL MATTERS: REGISTER OF DEEDS BACKFILE SCANNING CONTRACT

At the last meeting the Board voted to authorize the County Attorney and County Manager to negotiate a contract with Cott Systems for the entire scope of a project for backfile scanning of property records back to 1739. They returned to the Board with a proposed document, as directed.

During discussion, Register of Deeds, Sherri Richard, stated that any overages for the current year alluded to in the contract can be covered by her current departmental budget. Cott Systems, according to the contract, is not doing large scale plats. This is being done in-house on a large scale scanner, for a limited volume. Any additional large scale scanning needed can be done on a limited basis. Commissioner Liner wanted to ensure that a budget amendment will not be needed next year and that everything will be covered. Commissioner Sampson moved to approve the contract with Cott Systems, as recommended and to approve the following budget amendment, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Register of Deeds

REVENUES	AMOUNT	EXPENDITRES	AMOUNT
101-1001-366-07-00	\$175,000.00	101-1001-400-73-01	\$175,000.00
371-0000-399-01-00	\$175,000.00	371-0571-400-97-01	\$175,000.00
TOTAL	\$350,000.00	TOTAL	\$350,000.00

Justification: Provide for funding of back scanning in Register of Deeds. Money transferred from Capital Reserve.

DEPARTMENTAL MATTERS: EMERGENCY SERVICES – WEST OF NEW BERN FIRE DEPARTMENT REQUEST

Doug Ferguson, President of West of New Bern Fire Department, presented information concerning a new truck purchase. He stated that the new truck should last 30-35 years and will be easier to maintain in house. It will replace a 45 year old truck. The expense of the new truck will be partially offset by savings from suspending maintenance on the old truck, and no tax increase is projected.

APPOINTMENTS

Juvenile Crime Prevention Council: Jennifer Knight

It was the consensus of the Board that this appointment be deferred.

Craven Community Child Protection Team: Debra Kenyear

Chairman Tyson moved to reappoint Debra Kenyear to the Craven Community Child Protection Team. There being no additional nominees, Ms. Kenyear was reappointed by acclamation.

Adult Care Home Advisory Committee: Kathy Nelson, Jessica James

It was the consensus of the Board to defer these appointments.

Upcoming Appointments

The Board was apprised of the following upcoming appointments to boards and committees.

September

- Clean Sweep
- Adult Care Home Advisory Committee
- Emergency Medical Services
- Jury Commission

October

- Community Child Protection Team
- Adult Care Home Advisory

November

- Firemen's Relief Fund
- Agricultural Advisory Committee

COUNTY ATTORNEY'S REPORT

*Final Acceptance – Offer to Purchase Real Property – 807 Cedar Street
(Parcel Number 8-007-262)*

Craven County and the City of New Bern previously received and tentatively approved an offer in the amount of \$1,500.00 for 807 Cedar Street (Parcel Number 8-007-262), which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$11,855.16. The current tax value is \$3,760.00. County Attorney, Jim Hicks, advised the Board that the offer was advertised and there were no upset bids. The City has given its final approval. Commissioner Mark moved to adopt the following resolution giving final approval of the sale, seconded by Commissioner Sampson and unanimously carried.

RESOLUTION

807 Cedar Street, New Bern, North Carolina

THAT WHEREAS, Craven County and the City of New Bern have received an offer to purchase a parcel of property owned by the County and City identified as 807 Cedar Street, and being more particularly described herein; and

WHEREAS, the Board of Commissioners is authorized to sell the County's interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the offer to purchase was in the sum of \$1,500.00 by Elizabeth Green; that no increased bids were received; and

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

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

Section 1. That the last and highest bid of Elizabeth Green, in the sum of \$1,500.00 for said parcel identified as 807 Cedar Street, and being more particularly described herein, be and the same is hereby accepted as to the County's interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchasers for the County's interest in said property.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchasers once the same has

been executed on behalf of the County and City, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 3071 at Page 182 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 8-007-262.

ADOPTED THIS 17th DAY OF AUGUST, 2015.

COUNTY MANAGER'S REPORT

Public Meetings Regarding Revaluation

County Manager, Jack Veit, proposed the following sites for public information meetings regarding the revaluation.

- New Bern Public Library – Commissioner Sampson stated that he prefers Courtroom #4 at the Courthouse.
- Cove City Public Library – Commissioner Jones stated the he prefers the Firehouse.
- Havelock Public Library – Commissioner Liner stated that he will check with the City Manager regarding possible use of City Hall or the Tourist Center.
- Vanceboro Fire Department
- Fairfield Harbour Community Center – Commissioner Mark stated that he prefers Tri-Community Fire Station

There was consensus to add River Bend Town Hall and a location in District 7.

NCACC

Mr. Veit announced that he will be attending the NCACC Annual Conference being held on August 20-21 in Pitt County, along with four Commissioners.

Jail

Mr. Veit reported that he went with Sheriff's Department representatives to Pitt County recently regarding the drug court initiative to divert this population from jails. This initiative can work in Craven County, but support would be needed from a number of sectors, including judges, mental health, the Sheriff's Department and counseling professionals.

COMMISSIONERS' REPORTS

Commissioner Liner recognized the passing of Eva Sermons.

Commissioner Jones commented on the legacy of Eva Sermons and thanked the Department of Transportation for the work done on Davis Road and Turkey Quarter Creek Road.

Commissioner Mark reported on his attendance at the Bridgeton Town Hall meeting and stated that the town is in the process of updating its ordinances and negotiating an agreement with the Board of Education. He stated that the Tourism Development Authority reports and increase in tourism in New Bern and Havelock. An issue has arisen with the lack of sufficient hotel capacity. He reported on his attendance at an Eastern Carolina Council of Governments event at Abilena Plantation. He stated that he met with the Coastal Regional Solid Waste Management Authority (CRSWMA) where garbage and construction debris were discussed. He will request that the director come before the Board next month to give a report.

Commissioner Sampson expressed heartfelt sympathy for the Sermons family and stated that Eva Sermons was a good model for how we treat each other. He stated that he has been interested for quite some time in giving first offenders assistance in getting out of the system and noted that several other counties are having success with re-entry programs.

He feels that it would benefit Craven County costwise, and advocates organizing to be able to apply for federal grants that are available.

Commissioner Dacey reported that he is working with the School Board on achieving grade level reading at the end of third grad, as an indicator of future success. He hopes that the mental health issues that he and Commissioner Sampson are collaborating on can address some of Commissioner Sampson’s concerns. He announced a River Bend Town Hall meeting scheduled for August 27 at 4:00 p.m. He reported that the Board of Commissioners has removed the County from the ACT Memorandum of Understanding (MOU) and an agreement has been drawn between ACT and the hospital. He commented on his participation in the “Stuff the Bus” operation held on August 15th, which helps students with school supplies.

Chairman Tyson reported on a recent hospital board meeting and stated that he is still getting a grasp on the operation. He noted that the hospital is capable of running on its own power source for several days in the case of area wide power outages. He reported that revenues are upwards in the amount of ¾ billion dollars a year but margins are slimmer as a result of managed care. It is expected that the Affordable Care Act will cost the hospital \$100 million going forward.

At 9:55 a.m. Commissioner Mark moved to recess to reconvene for a tour of the animal shelter.

The Commissioners reconvened at the Animal Services Center for a tour.

Also present: Jack Veit, Gene Hodges, Rick Hemphill, Amber Parker, Gwendolyn Bryan, Health Director, Scott Harrelson and Maintenance Director, Steve Creel.

Following the tour, the Board assembled at 10:50 a.m. in the Billy Haire Conference Room at Coastal Carolina Airport adjacent to the Animal Services Center.

Staff made a presentation concerning facility specifications and requirements, and bids that were received for renovation and expansion of the facility. Emphasis was placed on the aspects of state rules regarding such facilities. Compliance with these statutes and administrative rules necessitates the upgrades being sought.

Bids on the original design, which were rejected by the Board on April 15, 2015 were as follows:

<u>Contractor</u>	Bid Item 1 New Addition and Renovations to Triage Area	Bid Item 2 Renovation to Existing Reception and Intake Area	Bid Item 3 HVAC Installations in Existing Kennels	Total All Items
Quadrant Construction, Inc.	\$1,163,000	\$71,300	\$71,600	\$1,305,900
L.A. Downey & Son	\$1,090,677	\$56,400	\$75,271	\$1,222,348
Danco Builders, Inc.	\$ 927,000	\$89,000	\$88,765	\$1,104,765

A redesign of the project with a smaller addition was requested. Bid results on the revised design were as follows:

<u>Contractor</u>	Bid Item 1 New Addition and Renovations to Triage Area	Bid Item 2 Renovation to Existing Reception and Intake Area	Bid Item 3 HVAC Installations in Existing Kennels	Total All Items
Brydge & Lee, Inc.	\$669,585	\$51,920	\$57,139	\$ 778,644
L.A. Downey & Son, Inc.	\$887,696	\$53,083	\$71,253	\$1,012,032
A.R. Chesson Const. Co., Inc.	\$890,000	\$80,000	\$69,865	\$1,039,865

The biggest challenge to the renovation design is the intricate plumbing system that is required. Other, desirable, elements of the renovation design include a separate area in the rear for holding adjudicated and less adoptable dogs and a camera system for viewing animals.

County Manager, Jack Veit, expressed dissatisfaction with the rebid pricing and materials, stating that it would be inferior. He asked the Board to re-think the project; however, several deficiencies must be addressed with urgency. The need for more funds is certain.

Immediate, temporary measures totaling \$100,000 that are being proposed to meet legal requirements would get the facility through 12-18 months. Those measures which will need to be done anyway can then be removed from the bid specifications.

The Board’s consensus was to reject all bids and to proceed with the following recommendations, using \$100,000 from \$500,000 already budgeted for the renovation.

- Install AC in dog kennel area \$42,000
- Fill in windows in kennel area \$18,000
- Install commercial fire panel \$35,000
- Condition and repaint kennel floors \$ 5,000
- Analyze and evaluate the designs of the animal shelter expansion and re-budget construction costs.

Maintenance Director, Steve Creel, projected that the tasks could be accomplished in three to four months. Commissioner Dacey moved to transfer \$100,000 from Capital Reserve to complete the recommendations, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Commissioner Dacey suggested mounting a fundraising campaign to compliment taxpayer contribution to this project.

Commissioner Jones presented the idea of establishing a citizens’ advisory committee for the animal shelter.

All business having been concluded, Commissioner McCabe moved to adjourn, seconded by Commissioner Tyson and unanimously carried.

Chairman Steve Tyson
 Craven County Board of Commissioners

Gwendolyn M. Bryan
 Clerk to the Board