

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, DECEMBER 17, 2007
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

APPROVE MINUTES OF DECEMBER 3, 2007 REGULAR SESSION

1. CONSENT AGENDA
 - A. Tax Releases and Refunds
 - B. Budget Amendments
 - C. Owner/Architect Agreement Amendment #1
 - D. Set Public Hearing for CTP Grant
 - E. Subdivisions for Approval
 - F. Road Addition Request
2. PUBLIC HEARING ON ROAD NAMING AND ADDRESSING ORDINANCE
3. REQUEST FROM BOARD OF EDUCATION: David Clifton, Assistant Superintendent
4. SMART START PRESENTATION: Pat Purnell, Executive Director
5. HIGHWAY 17 ASSOCIATION PROGRESS REPORT: Marc Finlayson, Executive Director
6. PLANNING DEPARTMENT MATTERS: Chad Strawn, Assistant Planning And Community Development Director
 - A. Request for Zoning Consultant Fees
 - B. Petitioners' Verification for Local Hunting Rule
7. EMERGENCY SERVICES MATTERS: Stanley Kite, Emergency Services Director
 - A. Harlowe Fire Department GIS Map
 - B. Township Seven EMS
8. DISSOLUTION OF JOINT E-911 FUND: Rick Hemphill, County Finance Officer

9. VOLUNTARY AGRICULTURAL DISTRICT GRANT: Mike Carroll
10. COUNTY ATTORNEY'S REPORT: Jimmie Hicks
11. COUNTY MANAGER'S REPORT: Harold Blizzard
12. COMMISSIONERS' REPORTS

CONSENT AGENDA

A. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will submit the routine requests for tax releases and refunds contained in Attachment #1.A. for the Board's approval.

B. BUDGET AMENDMENTS

Craven County Finance Officer, Rick Hemphill, submitted the following budget amendments for the Board's approval.

Amendments: Pass Through – Home and Community Care Block Grant – Senior Companion Program – Budget \$ 974 in HCCBG funds to be paid to Coastal Community Action for the Senior Companion Program. The Agency will absorb the required match of \$ 108. No County funds.

Social Services – Budget Home and Community Care Block grants funds for Congregate Meals (\$ 1,500.), Home Delivered Meals (\$ 4,000.) and In home (\$ 1,500.). Additional USDA funds (\$ 799.) will be received for meals with the match (10%)(\$ 779.) so use of fund balance is a credit of \$ 20.

C. OWNER/ARCHITECT AGREEMENT AMENDMENT #1

The Jail Construction Committee recommends that the architectural agreement be amended to increase the architect's fee by \$53,000 due to additional architectural services detailed in Attachment #1.C.

D. SET PUBLIC HEARING FOR CTP GRANT

Craven County/CARTS will apply for the FY 2008-2009 Community Transportation Grant. A public hearing needs to be held, and the Board is requested to set it for 7:00 p.m. on January 7, 2008.

E. SUBDIVISIONS FOR APPROVAL

Craven County Planning Director, Don Baumgardner, submitted the following subdivisions for the Board's approval.

Erdman Acres - Final

- Property owned by Carson Fillingame and surveyed by Mayo and Associates
- Property located within Twp 1 off of SR 1478 (Butler Ford Road)
- Subdivision contains 1 lot on 1.5 acres and proposed to be served by community water and an individual septic system
- Planning Board reviewed and recommended the subdivision for final approval

Phillip D. and Linda B. Dunn Division – Final

- Property owned by Phillip and Linda Dunn and surveyed by Kendall E. Gaskins
- Property located within Twp 2 off of SR 1600 (Half Moon Road)
- Division contains 1 lot on 3.49 acres and proposed to be served by community water and an existing septic system
- Planning Board reviewed and recommended the division for final approval

Spike Subdivision – Final

- Property owned by Elizabeth Payton and surveyed by Atlantic Survey & Design
- Property located within Twp 9 off of SR 1423 (SW Craven Middle School Road)
- Subdivision contains 2 lots on 2.033 acres and proposed to be served by community water and individual septic systems
- Planning Board reviewed and recommended subdivision for final approval

H.B. Taylor, LCC - Final

- Property owned by Harry B. Taylor and surveyed by Powell Surveying Co.
- Property located within Twp 5 off of SR 1705 (Taylor Road)
- Subdivision contains 5 lots on 2.37 acres and proposed to be served by community water and individual septic systems
- Planning Board reviewed and recommended the subdivision for final approval

F. ROAD ADDITION REQUEST

The planning staff received a request to add Wildflower Way and Cactus Court located within Home Place Estates Subdivision Section II in Twp 7 to the state maintenance system. A standard SR-2 Road Addition Resolution needs to be approved by the Board. (See Attachment #1.F.)

Agenda Date: December 17, 2007

Presenter: _____

Agenda Item No. 2

PUBLIC HEARING ON ROAD NAMING AND ADDRESSING ORDINANCE

A public hearing is set for December 17, 2007 at 8:30 a.m. to hear comments regarding proposed changes to the Craven County Naming and Addressing Ordinance. These changes, which appear in Attachment #2, include new roads being added per the County's subdivision ordinance, changes to correct spelling of road names and a request to change a road, Old Landfill Road to Campbell Road, located in Township One just outside of Vanceboro. The petition has been signed and returned with 75 percent of signatures.

Agenda Date: December 17, 2007
Presenter: David Clifton
Agenda Item No. 3

REQUEST FROM BOARD OF EDUCATION

The Board of Education will request the approval of using funds left from Creekside School to replace two roofs. The Administration Building is estimated at \$124,044 and the warehouse located at the Bus Garage is estimated at \$289,009. The work at the warehouse also includes wall panel replacement. The attached spreadsheet (Attachment #3) shows funds available from Creekside as well as the bus garage, JT Barber and Grover C. Fields projects. Also attached is the estimate for the roofs.

Agenda Date: December 17, 2007
Presenter: Pat Purnell
Agenda Item No. 4

SMART START PRESENTATION

Craven Smart Start has the opportunity to apply for a seven year grant to implement the Nurse-Family Partnership in Craven County. The Nurse-Family Partnership has a 30 year track record of improving the health, self-sufficiency and well being of low-income first time parents and their children. If funded Craven Smart Start could serve 100 families. Information about the Nurse-Family Partnership is included as Attachment #4.

Agenda Date: December 17, 2007
Presenter: Marc Finlayson
Agenda Item No. 5

HIGHWAY 17 ASSOCIATION PROGRESS REPORT

Marc Finlayson, Executive Director for the Highway 17 Association, would like to update the Board on transportation issues such as the NC DOT plans, status, funding and new legislation related to Highway 17. Attachment #5 is a copy of the Progress Report which he will present.

PLANNING DEPARTMENT MATTERS

A. REQUEST FOR ZONING CONSULTANT FEES

Request for consulting fees in order to move forward with the proposed development of a Zoning Ordinance for the Highway 70 Corridor/Township 7. The Planning Department would need the assistance of a consultant to help in ordinance preparation. Presently, Holland Consulting Planners are working with us on projects and we propose to secure their assistance in ordinance preparation for this project as well. Because this is a new project no funds were earmarked in the budget for this zoning ordinance preparation assistance, therefore the Planning Department is requesting the board to authorize that the Chairman enter into a contract for consulting services with HCP Planners Inc. and further request that funds be allocated in the amount of \$38,000 for assistance in the development of a zoning ordinance.

The zoning ordinance should be completed by April 30, 2007 and if ordinance is not completed by April 30, 2007 Holland Consulting Planners Inc. may request additional funds to cover additional time spent on ordinance development.

B. PETITIONERS' VERIFICATION FOR LOCAL HUNTING RULE

At the Board's last meeting, a petition was received from Dr. Larry Paul and other residents along S.R. 1862 seeking support for a local hunting rule applicable to this road. The Planning Department was directed to verify the property owners with frontage along SR 1862. This has been completed, and the map shown in Attachment #6.B. identifies the parcel owners along the state maintained portion of the road. The next step would be for the Board to set a public hearing if the modified language in the proposed rule is acceptable. (Also included in Attachment #6.B.) If the Board is ready to proceed, it is recommended that the public hearing be set for 7:00 p.m. February 4, 2008, which will provide ample time for the required notices to reach property owners.

EMERGENCY SERVICES MATTERS

A. HARLOWE FIRE DEPARTMENT GIS MAP

Emergency Services Director, Stanley Kite, will appear before the Commissioners to present a map from the County GIS Department that reflects the fire response and insurance district for the new Harlowe Fire Department Substation on Ferry Road. The new station will provide an insurance rated district to the residents within five miles of the station and 1000 feet of a fire hydrant. This insurance district would qualify property owners in the district for a reduction in their fire insurance premiums.

He will request to have this map approved and copies ready for the upcoming inspection of the new station by the Office of the State Fire Marshal.

B. TOWNSHIP SEVEN EMS

Stanley Kite will appear before the Commissioners on behalf of Township Seven EMS and present the plans to construct a new building. The County contract requires all new capital outlay projects be presented to the County Commissioners before signing a contract for finance or construction. This project was brought to the attention of staff earlier this year, who met with Mr. Warren Taylor, President, and reviewed the plans to construct a new building and reviewed the financial outlook. In the first meeting the County staff felt the project was too expensive and lacked information to be able to proceed.

After meeting with Township Seven and revising the building plans, they have now presented plans and a financial plan the staff feels would be appropriate. This information and the language in the contract states this presentation is simply to inform the Commissioners and it is not intended to approve or disapprove the construction and debt service. Mr. Kite will be asking the Commissioners for approval that the information has met the intent of the contract so Township Seven can proceed with their project.

The financial document has been presented to Rick Hemphill and he is in agreement that they are now within the limits for the costs of this project that had been identified earlier this year. This has been a long process; however, Mr. Kite feels this will improve the EMS Services in Township Seven and provide a

building that would promote better morale with existing members and provide a suitable environment to enhance recruitment of additional members.

DISSOLUTION OF JOINT E-911 FUND

The legislature made changes to the wired E-911 fees effective January 1, 2008. The wired fees will now be handled like the wireless. The fee is set at 70 cents per month per line and will be collected by the State. The funds will be distributed to the providers by the State. Our current rate for wired service is 83 cents. The legislation includes a hold harmless clause that sets the minimum amount we will receive as the amount we received in fiscal 2007, therefore we will not be hurt by the reduction in the rate.

For wired line purposes, Craven County was the PSAP (public service answering point) for the County and Havelock. In order for Havelock to receive their wired funds directly (as they do the wireless fees) we will need to request the State 911 Board to allocate the funds between Havelock and the County. This will be done based on the number of lines in each entity.

We have historically maintained a joint special revenue fund for the County and Havelock. The new legislation eliminates the need for this joint fund and the attached resolution will dissolve this fund. Havelock has already approved the resolution (See Attachment #8), which will be sent to the State Board after approval by the Craven County Board of Commissioners.

VOLUNTARY AGRICULTURAL DISTRICT GRANT

Some time ago the Board was apprised of an ad hoc committee that is working on the establishment of an Agricultural Development and Farmland Preservation program in Craven County. The main purpose for establishing this program will be the protection of farmland and a major tool in that process would be the creation of a Voluntary Agricultural District Ordinance. The North Carolina Department of Agriculture has grant monies which can be used to establish a Voluntary Agricultural District and the committee is in the process of making application for the grant. Mike Carroll, Craven County Extension Agent, will present this request and will be available for any questions.

Agenda Date: December 17, 2007
Presenter: Jim Hicks
Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

COUNTY MANAGER’S REPORT – PROPOSED PUBLIC DEFENDER OFFICE

Attachment #11 is a copy of a letter you were previously provided concerning consideration being given for expanding the Carteret County Public Defender Office into Craven County. Although there are some who object to the proposal, the Public Defender Program has potential for facilitating the judicial process and saving the County money by reducing its jail population and costs. Should the Board decide to support the Public Defender proposal, it would be helpful if that support was communicated to the Indigent Defense Services Commission as it moves through its deliberations.

Agenda Date: December 17, 2007

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS