

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, JUNE 7, 2010
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF MAY 17, 2010 REGULAR SESSION

1. CONSENT AGENDA
 - A. Tax Releases and Refunds
 - B. Budget Amendments
 - C. Set Public Hearing July 6 for Hazard Mitigation Plan Updates
 - D. Parking Agreement
 - E. Military Family of the Quarter
 - F. Pyrotechnic Resolution
 - G. Subdivisions for Approval
 - H. Letter of Interest for Hazard Mitigation Assistance Grant Program
2. PETITIONS OF CITIZENS
 - A. George Wetherington
 - B. Maxine White
3. PUBLIC HEARING ON PROPOSED FY 2010-2011 BUDGET
4. CRAVEN AGING PLANNING BOARD FUNDING RECOMMENDATIONS:
Georgia Newkirk, Chair
5. FIRE DEPARTMENT MATTERS: Stanley Kite, Director of Emergency Services
6. AWARD OF PROGRAM ADMINISTRATIVE SERVICES FOR FY 08
CDBG JAMES CITY COMMUNITY REVITALIZATION GRANT PROJECT:
Don Baumgardner, Planning Director

7. APPOINTMENTS
 - A. NACo Voting Delegate
 - B. Down East RPO
 - C. Regional Aging Advisory Committee
 - D. Planning Board
 - E. Recreation Advisory Board
8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Harold Blizzard
10. COMMISSIONERS' REPORTS

CLOSED SESSION

Agenda Date: June 7, 2010
Presenter: _____
Agenda Item No. 1
Board Action Required: Yes

CONSENT AGENDA

A. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, submitted 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: CARTS/Transportation – Rural Operating Assistance Program (ROAP) funding more than projected for FY 2010. Need to budget \$157,532 increase in revenue and expenditure operations for Craven, Jones and Pamlico counties accordingly. (ROAP revenue and expenditure lines were previously adjusted with March 2, 2010 amendment.)

DSS Mandated Public Assistance – Additional funding of \$ 591 received from Progress Energy - Energy Neighbor Fund. Funding is 100 % Federal requiring no County match.

DSS Mandated Public Assistance – Funding allocation from Division of Child Development for regular subsidy day care has been reduced by \$ 249,726. This is due to State reversion of funding.

C. SET PUBLIC HEARING JULY 6 FOR HAZARD MITIGATION PLAN UPDATES

The Planning Department would like to request that the Board of Commissioners set a public hearing for July 6, 2010 at 7:00 pm to hear comments regarding the update of the Craven County Multi-Jurisdictional Hazard Mitigation Plan.

D. PARKING AGREEMENT

Attachment #1.D. is a renewal agreement with Sudan Temple for leasing the parking lot adjacent to the Administration Building and the Sudan Temple for employee and public parking. This agreement has remained essentially the same for the last few years, and the figures have not changed. The Board is being requested to authorize execution of this agreement.

E. MILITARY FAMILY OF THE QUARTER

The Board is requested to adopt the resolution contained in Attachment #1.E. recognizing the family of Joshua L. Hawley as Military Family of the Quarter. A luncheon will be held at noon on Thursday, June 10, 2010, and a representative of the Board is requested to present the resolution at that time.

F. PYROTECHNIC RESOLUTION

The City of Havelock is requesting authorization to issue pyrotechnic permits within its limits, as was granted to the City of New Bern in March. Attachment #1.F. is a resolution identical to the one adopted for New Bern.

G. SUBDIVISIONS FOR APPROVAL

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

Kelly Gaskins Division - Final

- Property owned by Tobey Eason and surveyed by Gaskins Land Surveying
- Property is located within Twp 1 off US Hwy 17
- Subdivision contains 1 lot on 2.2 acres and is proposed to be served by community water and an individual septic system
- Planning Board reviewed and recommended the subdivision for final approval

William Thomas Arthur Division – Final

- Property owned by Fentress P. and Mary S. Brinn and surveyed by Gaskins Land Surveying
- Property is located within Twp 1 off of SR 1400 (River Road)
- Subdivision contains 1 lot on 2.00 acres and is proposed to be served by community water and an individual septic system
- Planning Board reviewed and recommended the subdivision for final approval

Dawson Farm - Final

- Property owned by Marie S. Dawson and surveyed by Mayo and Associates
- Property is located within Twp. 9 off of SR 1425 (Van Moreadith Road)
- Subdivision contains 2 lots on 2.05 acres and is proposed to be served by existing community water and existing septic systems
- Planning Board reviewed and recommended the subdivision for final approval

Tyler Morris Division - Final

- Property owned by James Bradley Morris, Jr., and surveyed by Ted S. Hopkins
- Property is located within Twp 1 off of SR 1644 (Clark Road)
- Subdivision contains 1 lot on 3.65 acres and is proposed to be served by community and an existing septic system
- Planning Board reviewed and recommended the subdivision for final approval

Blades Village Section I - Final

- Property owned by First Mount Vernon Industrial Loan Associates Corp., and engineered by Thomas Engineering
- Property is located within Twp 5 off of SR 1715 (Blades Road)
- Subdivision contains 12 lots on 10.25 acres and is proposed to be served by community water and individual septic systems
- Planning Board reviewed and recommended the subdivision for final approval

H. LETTER OF INTEREST FOR HAZARD MITIGATION ASSISTANCE GRANT PROGRAM

The Planning Department would like to inform the Board that staff has submitted an investigative Letter of Interest to apply for funding under FY 2011 Hazard Mitigation Assistance Grant Program. This Letter of Interest is for the proposed elevation of ten structures that are located on our FEMA Severe Repetitive Loss List. One of the County's goals within the Craven County Hazard Mitigation Plan is to apply for funding to help mitigate structures that may be inundated with floodwaters during storm events.

Once the letter of interest is submitted to the North Carolina Division of Emergency Management, the State can begin to do their review to determine if elevation of any of the ten structures will be cost-beneficial. If it is determined that any of the ten structure's cost benefit analysis qualify, then staff would request Board approval to submit a formal application for the Hazard Mitigation Assistance elevation project (September 2010). If homes are identified and an application is approved by the State and FEMA and the County receives a grant, the funding share of costs will be as follows; Federal-75% and up to 25% homeowner expense. Homeowners will be contacted to determine if they have their matching share before an official application will be submitted. No money will be required of the County.

Board Action: A roll call vote is needed to approve all consent agenda items

Agenda Date: June 7, 2010
Presenters: George Wetherington, Maxine White
Agenda Item No. 2
Board Action Required: No

PETITIONS OF CITIZENS

A. GEORGE WETHERINGTON

Mr. Wetherington has asked to speak to the Board concerning prayer.

Board Action: Receive information

B. MAXINE WHITE

Ms. White will be requesting approval of a pyrotechnic permit for a celebration to take place in Dover next month.

On Tuesday, June 1, 2010, Shelton Toler, Chief Building Inspector took a site visit to the proposed site of the firework demonstration for the 2010 Dover Reunion. During that site visit it was determined by Mr. Toler that the proposed site does not meet the requirements set forth for firework demonstration sites in the NC Fire Code. The Building Inspections Department and Ms. White will continue to work together to locate a suitable site for the fireworks demonstration, with the hope that a solution will be found prior to the meeting.

Inspection Department staff will be present if the Board has questions.

Board Action: Receive request for consideration

Agenda Date: June 7, 2010
Presenter: _____
Agenda Item No. 3
Board Action Required: Yes

PUBLIC HEARING ON THE PROPOSED FY 2010-2011 BUDGET

A public hearing will be held, as advertised, to receive public comment on the proposed FY 2010-2011 Craven County budget, which has been available for public inspection in the County Commissioners' Office at the Craven County Administration Building since May 17, 2010.

Comments during this public hearing should be limited to the subject of the proposed budget.

Board Action: The Board may opt to adopt the budget following the public hearing or schedule another budget study session and consider adopting the budget on June 21, 2010. If another budget study session is to be held, the Board should recess the meeting to reconvene at a time certain.

Agenda Date: June 7, 2010
Presenter: Georgia Newkirk
Agenda Item No. 4
Board Action Required: Yes

CRAVEN AGING PLANNING BOARD FUNDING RECOMMENDATIONS

Georgia Newkirk, Chair of the Craven Aging Planning Board (CAPB), will present the recommended Home and Community Care Block Grant budget for FY 2010-2011. Attachment #4 shows the proposed budget.

Board Action: Consider proposed funding plan for approval

Agenda Date: June 7, 2010
Presenter: Don Baumgardner
Agenda Item No. 6
Board Action Required: Yes

**AWARD OF PROGRAM ADMINISTRATIVE SERVICES FOR FY 08 CDBG
JAMES CITY COMMUNITY REVITALIZATION GRANT PROJECT**

The Planning Department sent out Request for Proposals for Program Administrative Services for the FY08 CDBG James City Community Revitalization Grant Project. We received three proposals, one from The Wooten Company of Raleigh, NC, one from Community Planning Partners, Inc. & American Housing Specialist of Richmond, VA, and one from Holland Consulting Planners Inc. of Wilmington, NC.

Attachment #6 contains a rating sheet, both Holland Consulting Planners, Inc. and The Wooten Company have extensive knowledge in administrating North Carolina Community Revitalization Programs of the magnitude of the James City project. Community Planning Partners & American Housing Specialist lacks the extensive experience in administrating Community Revitalization Grant Programs in North Carolina. Staff feels that Holland Consulting Planners, Inc. would be more suitable to serve as consultant than the Wooten Company due to their extensive experience in administrating Community Revitalization Grant Programs for Craven County, and due to their familiarity with the James City project. (They also wrote the application for the grant.)

As you will see from the attached rating sheet, Holland Consulting Planners, Inc. demonstrated a competitive fee schedule rating. The employees from each of the consultants that will spend the most time on administrating the grant were as follows;

- The Wooten Company – Community Development Specialist II - *\$75.00
* This hourly rate does not include mileage that will be billed for travel.
- Community Planning Partners, Inc & American Housing Specialist – Associate -*\$60.00
* This hourly rate does not include the cost of hotel, rental car, and fuel for travel.
- Holland Consulting Planners, Inc. – Housing Inspector - *\$70.00
* This includes all per diem and travel.

Based on the above represented hourly rates for the employee from each firm that will be spending the majority of time administrating the grant program, we feel that Holland Consulting Planners, Inc. would be most cost effective and knowledgeable to serve as our consultant.

The Planning Staff recommends Holland Consulting Planners, Inc as the consultant to administer the FY08 CDBG James City Community Revitalization Grant Project based on the above review.

Board Action: Consider Holland Consulting Planners, Inc. as consultant

Agenda Date: June 7, 2010
Presenter: Stanley Kite
Agenda Item No. 5
Board Action Required: Yes

FIRE DEPARTMENT MATTERS

Fire departments will submit their respective requests for Department of Insurance grant matches.

Board Action: Consider requests

APPOINTMENTS

A. NACo VOTING DELEGATE

Attachment #7.A. contains information from NACo concerning designation of a voting delegate to the annual conference being held July 16-20. Commissioners Allen, McCabe and Sampson are registered to attend.

B. DOWN EAST RPO

Several meetings ago the Board considered an appointment for a City of New Bern representative and alternate to the Down East RPO. Commissioner Tyson reported that Mayor Lee Bettis had verbally indicated his willingness to serve, and he was appointed by acclamation. Since that time, however, the City has contacted the Commissioners' office to advise that the Board of Aldermen has designated Sabrina Bengel as the representative and Victor Taylor as alternate.

C. REGIONAL AGING ADVISORY COMMITTEE

Appointments to two positions on the Regional Aging Advisory Committee remain pending.

D. PLANNING BOARD

At the last meeting the Board was advised that Louis Balogh, whose term expires this month, does not wish to be considered for reappointment.

E. RECREATION & PARKS ADVISORY BOARD

Attachment #7.E. is notification of terms due to expire on the Recreation & Parks Advisory Board, which also indicates which members are eligible for reappointment according to term limit policies.

Board Action: The Board will need to make all necessary appointments

Agenda Date: June 7, 2010
Presenter: Jim Hicks
Agenda Item No. 7

COUNTY ATTORNEY'S REPORT

Agenda Date: June 7, 2010
Presenter: Harold Blizzard
Agenda Item No. 8

COUNTY MANAGER'S REPORT

Agenda Date: June 7, 2010

Presenter: _____

Agenda Item No. 10

COMMISSIONERS' REPORTS

CLOSED SESSION

The Board will be requested to go into closed session to discuss pending and potential litigation pursuant to NCGS 143-318.11(a)(3).