

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, OCTOBER 15, 2012
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF OCTOBER 1, 2012 REGULAR SESSION

1. REQUEST FOR HEALTH FEE APPROVAL: Scott Harrelson, Health Director
2. SOIL AND WATER CONSERVATION MATTERS: Pam Hawkins, Office Supervisor; Patrick Baker, Natural Resources Conservationist; Dietrich Kilpatrick, Chair, Soil and Water Conservation District Board; Jack Veit, County Manager, Rick Hemphill, Assistant County Manager, Finance/Administration
 - A. Grant Award Acceptance
 - B. Allocation of Additional County Funds to Complete Project
3. TAX DEPARTMENT MATTERS: Ronnie Antry, Tax Administrator
 - A. Releases and Refunds
 - B. Changes in Taxation of Motor Vehicles
4. REVISION OF PERSONNEL MANUAL: Joan Harrell, Human Resources Director
5. CONVENTION AND VISITORS CENTER REQUEST: Mary Harris, Convention Center Director
6. PLANNING DEPARTMENT MATTERS: Don Baumgardner, Planning Director
 - A. CDBG-FY 11 RFC Elevation Project Award
 - B. NCDOT Request for Addition to State Maintained Secondary Road System
7. ECONOMIC DEVELOPMENT UPDATE: Gene Hodges, Assistant County Manager – Facilities/Operations
8. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager – Finance/Administration

9. APPOINTMENTS
 - A. Pending
 - B. Upcoming
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: October 15, 2012

Presenter: Scott Harrelson

Agenda Item No. 1

Board Action Required: Yes

REQUEST FOR HEALTH FEE APPROVAL

At its meeting of October 8, 2012, the Board of Health recommended the schedule of adjustments to fees in the clinics, as detailed in Attachment #1. It is required that charges be equal to or greater than the rates paid by Medicaid and Medicare in order to receive full reimbursement for services. The attachment shows the current rate for the service and the newly instituted Medicaid rate.

Board Action: Consider approval of fee adjustments as recommended

Agenda Date: October 15, 2012

Presenters: Hawkins, Baker, Kilpatrick, Veit, Hemphill

Agenda Item No. 2

Board Action Required: Yes

SOIL AND WATER CONSERVATION MATTERS

A. GRANT AWARD ACCEPTANCE

The Soil and Water Conservation team will seek approval to accept a grant award, as detailed in Attachment #2, to address debris removal in Swift Creek.

B. ALLOCATION OF ADDITIONAL COUNTY FUNDS TO COMPLETE PROJECT

Attachment #2 also contains a map of the proposed project area, which is extensive. County funds will be needed to supplement the grant in order to complete the project.

Board Action: A roll call vote will be necessary to allocate funds to this project.

Agenda Date: October 15, 2012

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required: Yes

TAX DEPARTMENT MATTERS

A. RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #3.A. for the Board's approval.

Board Action: A roll call vote is needed to approve releases and refunds.

B. CHANGES IN TAXATION OF MOTOR VEHICLES

The North Carolina General Assembly has enacted legislation that will change the way registered motor vehicles are taxed beginning July 1, 2013. Beginning with the vehicle renewals that expire that month, the vehicle owner/taxpayer will receive an invitation to renew the registration that includes the property tax. For most taxpayers, this means that in addition to the usual \$28.00 registration fee, the ad valorem property taxes for the county, municipality, fire and special service districts will be included and the taxpayer will pay all registration fees and taxes at one time to NCDMV when the tag is renewed. This new system has many added benefits to counties and to taxpayers. Vehicle owners will have just one bill to pay rather than two. Counties will eventually not have the expense of mailing tax notices to vehicle owners to collect current and delinquent property taxes. In theory, the new system provides for 100% of the property taxes to be collected on registered motor vehicles.

The new system is a much different one from the current one under which we operate in that taxpayers will be making the payments to DMV rather than to our office. The first of the last twelve months of vehicle renewals that will be taxed under the current system are being mailed this month. Staff with the state project office in Raleigh have provided the property tax bill insert and informational brochure, contained in Attachment #3.B. to inform vehicle owners and taxpayers about the upcoming change. They recommend that we consider adding the insert to the next twelve months of vehicle tax notices as this is probably the most cost effective way that we can notify every vehicle owner of the upcoming change. I estimate that the additional cost will be about \$1,660.00 if we elect to send the attached 8 ½" x 3 2/3" insert to each of the 85,000 or so vehicles that are registered in the county. If we were to choose to insert the two-sided 8 ½" x 11" brochure, the additional cost would increase to about \$3,000.00.

Tax Administrator, Ronnie Antry, will be present to discuss these changes and to receive your direction as to how you'd like to manage these changes.

Board Action: Receive information and provide direction.

Agenda Date: October 15, 2012

Presenter: Joan Harrell

Agenda Item No. 4

Board Action Required: Yes

REVISION OF PERSONNEL MANUAL

The Craven County Personnel Resolution was first adopted on November 1, 1982. This is the controlling document dealing with all personnel matters. As you can imagine policies and regulations have changed quite drastically since 1982. We felt it time to revise the entire Manual incorporating the previous amendments and additions as well as new policies and revisions.

Attachment #4 for your review and approval contains the changes being made to the Personnel Resolution, to include current policy and proposed change/addition.

Board Action: Consider proposed changes to the Personnel Resolution for approval.

Agenda Date: October 15, 2012

Presenter: Mary Harris

Agenda Item No. 5

Board Action Required: Yes

CONVENTION AND VISITORS CENTER REQUEST

The Convention and Visitor Center will provide a brief overview of the NCACC in 2008, with the goal of gaining support and consideration from the Commissioners for a possible bid in 2015. The presentation will include the economic impact numbers the conference had on Craven County in 2008 and the projected economic impact the group could have in 2015. (See Attachment #5.)

Board Action: Receive information and provide direction.

Agenda Date: October 15, 2012

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required: Yes

PLANNING DEPARTMENT MATTERS

A. CDBG – FY 11 RFC ELEVATION PROJECT AWARD

Craven County accepted bids for the elevation of a single-family structure (Luper residence) located at 101 New Street in Bridgeton on September 19, 2012. This project is being funded with 2011 Repetitive Flood Claim funds provided by FEMA through the NC Division of Emergency Management. Two bids were received, and the low responsible bid of \$149,990 was submitted by B&B Construction of Chocowinity. (Three bids are not required by the NC General Statutes since 1) this is not a public contract and 2) the statutory limit for the formal bidding process on public projects has been increased to \$500,000.) HCP, Inc., has worked with B&B on numerous elevation projects in Beaufort County since 2005, and is confident that they have the ability to perform the work to the satisfaction of the owners and the Town of Bridgeton building inspector.

The cost/benefit analysis performed by FEMA for this structure will allow only a maximum elevation hard cost of \$142,800. Therefore, HCP met with B&B Construction on October 4th and B&B has agreed to reduce their bid to \$142,000 to satisfy the funding requirement. The owners will contribute \$37,320 in personal funds to the elevation contract, and the FEMA grant will be \$104,680. (See Attachment #6.A.)

Board Action: Award the FY11 RFC Elevation Contract to B&B Construction for \$142,000.

B. NCDOT REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM

Attachment # 6.B contains a petition from the developers of River Bluffs Subdivision requesting the Board of Commissioners approve the attached petition that requests the following subdivision roads to be added to the State of North Carolina for maintenance.

- Westerly Drive, Easterly Drive, Calico Drive, Banks Drive and Stillwood Court in the River Bluffs Subdivision located within Township 7

The resolution once passed will be forwarded to NCDOT for their final consideration and acceptance of the roads to the State Maintenance System.

Board Action: A vote by the Board of Commissioners is needed to approve the Road Addition Resolution.

Agenda Date: October 15, 2012

Presenter: Gene Hodges

Agenda Item No. 7

Board Action Required: Yes

ECONOMIC DEVELOPMENT UPDATE

Since July 1, Gene Hodges has served as the Interim Economic Development Director as Craven County has undertaken a reorganization of our approach to economic development. With the collaboration of the County Manager and the Economic Development Special Workgroup, chaired by Commissioner Taylor, we have made strides towards achieving success towards our reorganization plan. We wanted to give you a quick update on activities and observations that have been completed since July.

Topics to be discussed:

- Economic Development Projects Update
- Property and Building Inventory
- RFP for Craven County Comprehensive Strategic Plan
- Executive Search
- Economic Development Roundtable

Board Action: Receive the information and provide direction if necessary.

Agenda Date: October 15, 2012

Presenter: Rick Hemphill

Agenda Item No. 8

Board Action Required: Yes

BUDGET AMENDMENTS

Assistant County Manager –Finance/Administration, Rick Hemphill, will present the following budget amendments for the Board's approval.

Amendments: DSS Adult Services – Budget \$4,371 additional Family Caregiver funding. These funds are from the Division of Aging and are to be utilized for the Adult Services in Home Program. Funding is 100% reimbursable requiring no County match.

Risk Reduction/Project Assist – NC Tobacco Prevention and Control Branch awarded Craven County Health Dept \$61,140 for FY'13. Only \$54,717 was budgeted at the beginning of the fiscal year. Need to budget the remaining \$6,423 for advertising material, training, travel and other related purchases.

Cooperative Extension/SHIIP – Senior Health Insurance Information Program was originally budgeted to receive \$4,000 in grant funds for FY'13. The actual amount of funding was \$5,146. Need to budget the additional \$1,146 received.

General – Non-departmental – Need to budget an additional \$75,000 for continued recovery from Hurricane Irene. FEMA will reimburse for this overage in debris at Creekside Park.

Board Action: A roll call vote is needed to approve budget amendments.

Agenda Date: October 15, 2012

Presenter: _____

Agenda Item No. 9

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

A. PENDING APPOINTMENT(S):

Industrial Facilities Pollution Control Financing Authority

(There is one term remaining; no applications on file)

Agricultural Advisory Committee

(Two terms expiring; no applications on file)

Regional Aging Advisory Committee

(One vacancy created by the resignation of Robert Dorsey; no applications on file)

Recreation and Parks Advisory Board

(One vacancy to replace Mike Marks, representing Twp. 9; no applications on file)

New Bern Board of Adjustment, (Extraterritorial Seat)

(Replace Starlin Beatty; no applications on file)

Adult Care Home Advisory Committee

(Four vacancies remaining, no applications on file)

PENDING APPOINTMENT(S), Cont'd.

JUVENILE CRIME PREVENTION COUNCIL (JCPC)

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:
25 (maximum)

TYPE:
From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile attorney, chief district court judge, member of the community, local health director, non-profit representative, parks and recreation up to seven additional Board of

defense business representative, members appointed by the Commissioners

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No X Yes Specify: _____

Terms Ending: **Michael Barnhill, Juvenile Defense Attorney (2001)**
 Jean Huryn, Substance Abuse Professional (2009)
 Debbie Kirkman, School Superintendent's Designee (2010)
 Sandra Phelps, United Way (2000)
 Todd Shuart, YMCA; Parks and Recreation Representative (2010)

Application(s) on File: **(Attachment #9.A.)**
 Jean Huryn
 Debbie Kirkman
 Sandra Phelps
 Todd Shuart

FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:
5 per department

TYPE:
2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

COMPENSATION: No Yes Specify: _____

Term(s) Ending: **Robert Stroud, Dover (First Appointed 2008);** no applications on file; pending from last meeting)

(New Vacancy)

Bobby McLawhorn, Rhems (Deceased; Application on file) Attachment # 9.A.1 (Aaron McLawhorn)

FIRE TAX COMMISSIONERS

AUTHORIZATION: N.C.G.S. 69-25.5

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS: 30 TYPE: 3 per District

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term(s) Ending: George Ewell, Twp. #1 (first appointed 2006); was reappointed October 1, 2012 with no application on file; however, it has been learned that Mr. Ewell did not wish to be considered for reappointment. Twp. 1 has submitted an application for Joseph Midgette (Attachment # 9.A. 2)

(New Vacancies)

Bobby McLawhorn, Rhems (Deceased); application on file (Aaron McLawhorn- Attachment #9.A.2)

Kenneth Dunn, Tri-Community (Moving); application on file (Rolf Maris – Attachment # 9.A.2)

B. UPCOMING APPOINTMENTS

November

Fire Tax Commissioners: Linwood Brown (West New Bern); initial appointment 1998;
Rodney Russell (Twp.3); initial appointment 2006

December

Health: Verdelle Newby, initial appointment 2007
New Bern Library: Kenneth Brinson, initial appointment 2006
Commissioners' Appointments

Board Action: Consider all necessary appointments

Agenda Date: October 15, 2012

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

Agenda Date: October 15, 2012

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: October 15, 2012

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS