

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, DECEMBER 17, 2012
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF DECEMBER 3, 2012 REGULAR SESSION

1. PLANNING DEPARTMENT MATTERS: Don Baumgardner, Planning Director
 - A. Public Hearing – FY12 CDBG Infrastructure Project
 - B. Subdivision for Approval
2. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
3. HEALTH DEPARTMENT MATTERS: Scott Harrelson, Health Director and Teresa Ellen, Public Health Nursing Director
 - A. Health Fee Approval
 - B. Budget Amendment
4. QUARTERLY UPDATE ON ELECTRONIC OFFENDER MONITORING PROGRAM (EOMP): Captain Jesse Pittman and Sgt. Steve Wallace, Sheriff's Department
5. PRESENTATION OF CRAVEN COUNTY TARTAN: Kelly Beasley, District 2 Representative, Craven 300th Committee
6. ECONOMIC DEVELOPMENT MATTERS: Gene Hodges, Interim Economic Development Director
 - A. Economic Development Consulting Services Contract
 - B. Database of Available Property Interface
7. RESOLUTIONS/PROCLAMATIONS
 - A. Purple Heart Proclamation
 - B. Havelock High School Rams Resolution
8. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager for 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: December 17, 2012

Presenter: Don Baumgardner

Agenda Item No. 1

Board Action Required: Yes

PLANNING DEPARTMENT MATTERS

A. PUBLIC HEARING – FY12 CDBG INFRASTRUCTURE PROJECT

A public hearing will be held on December 17th 2012 at 8:30 am. The purpose of this public hearing is to obtain the views and proposals of the citizens of Craven County with regard to the determination of priorities for the community development and housing needs of the county.

Craven County has submitted a Letter of Interest for a \$750,000 FY12 CDBG Infrastructure project that will include water improvements on Henderson-Godette Road and replacement of STEP sewage disposal systems in the James City community, as well as a water and sewer line relocation/upgrade and NCDOT improvement of Dudley Street in James City. The NC Division of Community Investment and Assistance has requested that the county submit a full project application following their review, which is a very positive indication that the project will be funded.

The County is required to hold a second public hearing prior to submitting the full application. A preliminary public hearing was held on September 17, 2012.

Board Action: Receive comments from the public; afterwards authorize the Chairman to sign the application, which will be sent to the state.

B. SUBDIVISION FOR APPROVAL

The Planning Board has recommended the following subdivision for approval.

The Lighthouse Mennonite Church, Inc. - Final

- Property is owned by Ralph Reimer and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 1, off of Honolulu Rd. (SR 1458)
- Parcel ID 1-071-031
- Subdivision contains 1 lot on 1 Acre
- Lot proposed to be served by County Water and an individual septic System

Board Action: Vote to approve the subdivision.

Agenda Date: December 17, 2012

Presenter: Ronnie Antry

Agenda Item No. 2

Board Action Required: Yes

TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine tax releases and refunds contained in Attachment #2 for the Board's approval.

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

Agenda Date: December 17, 2012

Presenters: Scott Harrelson, Teresa Ellen

Agenda Item No. 3

Board Action Required: Yes

HEALTH DEPARTMENT MATTERS

A. HEALTH FEE APPROVAL

At its meeting of December 10, 2012, the Board of Health recommended the attached schedule of adjustments to fees in the clinics. It is required that charges be equal to or greater than the rates by Medicaid and Medicare in order to receive full reimbursement for services. Attachment #3.A shows the current rate for the service and the newly instituted Medicaid rate.

Board Action: Approve fee adjustments as recommended by the Board of Health

B. BUDGET AMENDMENT

The following budget amendment was removed from the December 3 agenda. Teresa Ellen, Public Health Nursing Director, will attend to answer the Board's questions and concerns that were expressed at that time.

Health/Maternity Care Coordination & Child Service Coordinator – Funds received under these programs must be spent exclusively on them. Currently have reserve that needs to be budgeted and spent in order to not forfeit that funding. Need to increase Title XIX-Medicaid funding for Maternity Care by \$11,220 for travel/training, contract employee and computers. Also need to increase Title XIX-Medicaid funding for Child Services Coordinator by \$7,100 for travel/training, other supplies and computers.

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

Agenda Date: December 17, 2012

Presenter: Captain Jesse Pittman

Agenda Item No. 4

Board Action Required: No

**QUARTERLY UPDATE ON ELECTRONIC OFFENDER MONITORING PROGRAM
(EOMP)**

Captain Jesse Pittman will present the EOMP Quarterly Report. Statistics for the reporting period appear as Attachment #4. Sgt. Steve Wallace will be present to help answer any questions the Board may have.

Board Action: Receive information.

Agenda Date: December 17, 2012

Presenter: Kelly Beasley

Agenda Item No. 5

Board Action Required: No

PRESENTATION OF CRAVEN COUNTY TARTAN

Attachment #5 is a resolution adopted by the Board earlier this year at the request of citizens who were participating in the District 2 celebration of the County's 300th anniversary. The resolution was required for authorization to have the design registered. The project was spearheaded by Ms. Ila Grey White, a member of the District 2 sub-committee. Kelly Beasley, District 2 representative to the Craven 300th Committee, will make the presentation on behalf of Ms. White, who is unable to attend.

Board Action: Receive County Tartan

Agenda Date: December 17, 2012

Presenter: Gene Hodges

Agenda Item No. 6

Board Action Required: Yes

ECONOMIC DEVELOPMENT MATTERS

A. ECONOMIC DEVELOPMENT CONSULTING SERVICES CONTRACT

During Craven County's reorganization of the economic development function, we have recognized that we lack a comprehensive economic development strategy. In October, Craven County issued an RFP seeking proposals for economic development consulting services for the purpose of assisting us to develop an actionable plan that will position us to capitalize on our strengths and identify steps to take that will enhance our ability to attract and retain business and industry in our community. One requirement is the development of performance measures to assist us in determining if our efforts are bearing fruit. After consulting with the UNC School of Government economic development staff, several firms were identified that would be qualified to perform this work. We had four respondents to this RFP. Copies of the proposals were reviewed by the Special Work Group and interviews were conducted with all four firms.

It is the recommendation of the Special Work Group that RKG Associates out of Alexandria, Virginia be awarded this project. This firm has vast experience performing economic development analysis and developing strategies for communities nationwide. Additionally, they have a tremendous amount of experience working with military communities to help position them in the event of changes with the military's presence. This firm will be engaged with the Special Work Group throughout the process and will ultimately present their plan to the Board of Commissioners. The amount of the contract for this project will be \$65,000 including all expenses. The funding has been identified in the Economic Development budget.

Board Action: Approve the contract for economic development consulting services.

B. DATABASE OF AVAILABLE PROPERTY INTERFACE

In order to respond quickly to requests for information related to economic development opportunities, information about available commercial and industrial properties needs to be readily available. With the help of both the Planning Department and IT, we have developed a tool and form (See Attachment #6.B) that will assist in gathering this information. A brief presentation of this interface will be delivered along with a discussion of the next steps.

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

Agenda Date: December 17, 2012

Presenter: _____

Agenda Item No. 7

Board Action Required: Yes

RESOLUTIONS/PROCLAMATIONS

A. PURPLE HEART PROCLAMATION

The Military Order of the Purple Heart, Chapter 639 has requested that the Board adopt the proclamation which is included as Attachment #7.A., declaring Craven County as a Purple Heart County. Several months ago Onslow County adopted such a proclamation, making it North Carolina's first Purple Heart County.

Board Action: Consider proclamation for adoption.

B. RESOLUTION RECOGNIZING THE HAVELOCK HIGH SCHOOL RAMS FOOTBALL TEAM

Attachment #7.B. is a resolution which has been drafted for presentation during a ceremony in Havelock scheduled for December 21.

Board Action: Adopt resolution

Agenda Date: December 17, 2012

Presenter: Rick Hemphill

Agenda Item No. 8

Board Action Required: Yes

BUDGET AMENDMENTS

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

Amendments: DSS Mandated Services – Need to budget \$29,644 additional funding for Low Income Home Energy Assistance Program (LIEAP). Received notice that allocation will be more than originally budgeted. These funds are 100% Federal with no County match.

Health/Home Health Hospice– Due to a greater than expected increase in Hospice census, the original funding for prescription drugs will not be adequate. At the close of the fifth month of fiscal year 2013, 95% of the budgeted \$35,000 has been spent. An additional \$30,000 needs to be budget at this time. With the increase in funding to be realized through new contracts with BCBS and the ability to accept new patients, the revenue to support this budget increase will be in Medicare and in 3rd Party Payments.

Planning – During prior meeting, Board agreed that a Tall Structure Ordinance would help protect military training corridors and aircraft radar systems from encroachment. Need to budget \$7,000 for Holland Consulting Planners, Inc to prepare the Tower Height Control Ordinance for Craven County. City of Havelock will support this ordinance development with a 22% (\$1,540) reimbursement to Craven County.

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

Agenda Date: December 17, 2012

Presenter: _____

Agenda Item No. 9

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

A. PENDING APPOINTMENT(S):

Industrial Facilities Pollution Control Financing Authority

There is one term remaining; no applications on file.

Recreation and Parks Advisory Board

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

Adult Care Home Advisory Committee

Four vacancies remaining, no applications on file

Juvenile Crime Prevention Council

Juvenile Defense Attorney to replace Mike Barnhill (No applications on file)

Fire Tax Commissioners

Vacancy to replace Linwood Brown (West of New Bern), who has served more than ten years.

New Bern Board of Adjustment, Extraterritorial Representative

Vacancy to replace Starlin Beatty; no applications on file.

PENDING APPOINTMENTS, CONT'D.

NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY

AUTHORIZATION: Bylaws and NCGS 153-250.4

MISSION/FUNCTION: To determine policy of the library, advise in preparation of the budget, approve the budget, study relevant legislation, provide adequate facilities.

NUMBER OF MEMBERS: _____

10

TYPE:

5 County Appointees

5 City Appointees

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: 7:30 p.m. 1st Tuesday of alternate months February, April, June, August, October and December)

COMPENSATION: No ; Yes Specify: _____

Current Vacancy: Michelle Snyder (moved away)

Term Ending December 31: Kenneth Brinson (initial appointment 2006)

Applications on File: Tere Otero and Kyna Herzinger (Attachment # 9.A.)

NCACC LEGISLATIVE GOALS CONFERENCE – VOTING DELEGATE

(See **Attachment # 9.A.1**)

B. UPCOMING APPOINTMENTS

January - None

February

Craven Aging Planning Board: B.J. Ipock (Initial Appointment 2011)

Firemen's Relief Fund Board: George Brown, No. 9 (Initial Appointment 1999)
Billy Joiner, West New Bern (Initial Appointment 2011)
Theron McCabe, Harlowe (Initial Appointment 1999)
Raymond T. White, No. 9 (Initial Appointment 1999)

Fire Tax Commissioners: Wilfred Chagnon, Tri-Community
(Initial Appointment 2011)
Casesell Martin, Twp. 5
(Initial Appointment 1998)
Thomas Williams, Tri-Community
(Initial Appointment 2011)

Nursing Home Advisory Committee:
Alvia Hearren (Initial Appointment 1991)
Brinda Moore (Initial Appointment 2007)

Zoning Board of Adjustment: Lee Kyle Allen III (Initial Appointment 2010)
Bud Stilley (Initial Appointment 2010)

Agenda Date: December 17, 2012

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

Agenda Date: December 17, 2012

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: December 17, 2012

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS