

**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

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 12/17/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BROWN, ARTHUR G DOUBLE LISTED-SEE ACCT 80269	0087162 2012-0006943	42.62
CHRISTOPHER, BRIAN DID NOT OWN 1/1/2012	0089484 2012-0090530	53.65
COLLIER, STEPHEN AND BARBARA R FOREIGN REGISTERED BOAT-NOT TAXABLE	0094042 2012-0090556	426.48
JACKSON, JERRY A & A DENISE INCORRECT SITUS - TO BE RE-BILLED	0030101 2012-0029317	155.45
KMF HOLDINGS LTD AUDIT DISCOVERY CORRECTION	0060803 2012-0091380	480.80
LYNAIRE KENNELS & CREMATORY IN AUDIT DISCOVERY CORRECTION	0019945 2012-0091382	1,672.96
MORRIS, STEVEN ROBERT AND KIM DOUBLE BILLED-SEE TICKET 91616	0094550 2012-0091583	69.28
SMITH, WILLIAM DAVIS JR DWELLING UNOCCUPIED SINCE 1994	6737425 2012-0053201	36.00
SPAULDING LIVING TRUST ORDERED BY BOARD OF E & R 12-4-2012	0094706 2012-0091620	59.78
SPAULDING LIVING TRUST ORDERED BY BOARD OF E & R 12-4-2012	0094706 2012-0091590	27.82
TALVACCHIO, PATRICIA T INCORRECT SITUS - REBILL	0059706 2012-0055781	16.98
TURNAGE, HERMAN HEIRS APPRAISAL ERROR CORRECTION	7361754 2012-0058134	25.83
WARD, LINDA DIXON DOUBLE BILLED SEE-ACCT 3123750	0022963 2012-0059836	168.84
WELLS, WAYNE E SR & KIMBERLY H DWELLING UNOCCUPIED SINCE 2002	0051864 2012-0060634	36.00

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 12/17/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
	14 -CREDIT MEMO(S)	3,272.49

REFUNDS SUBJECT TO BOARD APPROVAL ON 12/17/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
FORBES, LEANDER & NELLIE DWELLING UNOCCUPIED SINCE 1991	2379600 2008-0019206	36.00
FORBES, LEANDER & NELLIE DWELLING UNOCCUPIED SINCE 1990	2379600 2009-0019261	36.00
FORBES, LEANDER & NELLIE DWELLING UNOCCUPIED SINCE 1990	2379600 2010-0017629	36.00
FORBES, LEANDER & NELLIE DWELLING UNOCCUPIED SINCE 1990	2379600 2011-0019444	36.00
FORBES, LEANDER & NELLIE DWELLING UNOCCUPIED SINCE 1990	2379600 2012-0019276	36.00
NGUYEN, HA T INCORRECT SITUS-REBILL & APPLY TO SAME ACCOUNT NU	0051683 2012-0091387	964.15
WARD, ANTHONY PHILLIP & JANET OVERCHARGE FOR RECYCLE FEE	7526526 2012-0059754	36.00
	7 -REFUND(S)	1,180.15

CRAVEN COUNTY HEALTH DEPARTMENT
Board of Health Fee Approval
Recommendation

Date: December 6, 2012

Fee Increase Recommended: We are requesting the below rates to be effective Jan 1, 2013.

Reason: Vaccines are no longer supplied by the State.

1. Procedure Code/Description: 90714 / TD

Cost per Vaccine:	\$21.14
Administrative fee:	\$13.71
Staff Time:	\$10.33
Medical Supply fee:	\$ 2.66
TOTAL COST:	\$47.84

Current Fee: \$0.00 Medicaid Rate: \$32.96 Proposed Rate: \$48.00

2. Procedure Code/Description: 90715 / TDAP

Cost per Vaccine:	\$32.10
Administrative fee:	\$13.71
Staff Time:	\$10.33
Medical Supply fee:	\$ 2.66
TOTAL COST:	\$58.80

Current Fee: \$0.00 Medicaid Rate: \$53.20 Proposed Rate: \$60.00

3. Procedure Code/Description: 90636 / TWINRIX

Cost per Vaccine:	\$110.70
Administrative fee:	\$ 13.71
Staff Time:	\$ 10.33
Medical Supply fee:	\$ 2.66
TOTAL COST:	\$137.40

Current Fee: \$0.00 Medicaid Rate: \$103.21 Proposed Rate: \$138.00

4. Procedure Code/Description: 90707 / MMR

Cost per Vaccine:	\$54.00
Administrative fee:	\$13.71
Staff Time:	\$10.33
Medical Supply fee:	\$ 2.66
TOTAL COST:	\$80.70

Current Fee: \$0.00

Medicaid Rate: \$54.73

Proposed Rate: \$81.00

EOMP QUARTERLY REPORT

PERIOD COVERED: July-August-September

Daily Average of Active Units

July 2012- 26 units

August 2012-35 units

September 2012- 35 units

Quarterly Average: 32units

Revenue

Total Quarterly Revenue- \$6,779.54

Collection Rate: 31%

Expenditure

Total Quarterly Expenditure- \$21,855.20



**RESOLUTION
BY THE CRAVEN COUNTY BOARD OF COMMISSIONERS:
CRAVEN COUNTY TARTAN**

WHEREAS, District Two Committee of the Craven County 300 Year Celebration, at a meeting on March 20, 2012 unanimously proposed the adoption of an official Craven County Scottish Tartan to be registered with the Scottish Register of Tartans; and

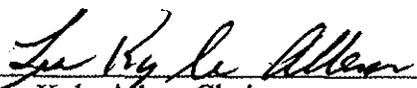
WHEREAS, the District Two Committee of the Craven County 300 Celebration chose the following colors: 1. Blue as the primary color from the Craven County Coat of Arms, the military, a popular Craven County school color, the water and sky. 2. Green for the forest industry, agricultural heritage; planting of trees, tobacco, corn, soybeans, indigo, turf and other crops and the environment. 3. Brown for tobacco, soil, and trees. 4. Red from Craven County Coat of Arms. 5. Purple for history of royalty, the Lord Proprietors, Colonial Governors, and others. 6. Yellow from the Craven County Coat of Arms and from the sunlight; and

WHEREAS, the Craven County Tartan has six different colors with differing numbers of threads woven together in a unique plaid to create a tartan. The blue, green, and brown threads are chosen as primary colors to represent Craven County heritage of farming and forestry under a Carolina blue sky; and

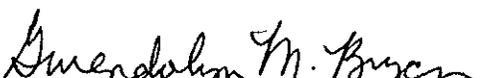
WHEREAS, the creation and registry of the Craven County Tartan are donations by interested citizens as their gift to the County in honor of its 300th Anniversary.

NOW, THEREFORE, the Craven County Board of Commissioners endorses the proposal from District Two Committee of the Craven County 300 Celebration for the official Craven County Scottish Tartan to be registered with the Scottish Register of Tartans.

Adopted this the 16th day of April, 2012.



Lee Kyle Allen, Chairman
Craven County Board of Commissioners



Gwendolyn M. Bryan, Clerk to the Board



Craven County

Commercial and Industrial Building Data Sheet

** required information - building information will not be posted on the web without required information*

*PROPERTY NAME _____
*TOTAL SQUARE FOOTAGE _____

General Information

*DATE SUBMITTED _____ *DATE AVAILABLE _____
*ADDRESS _____
ADDRESS 2 _____
*CITY _____ *ZIP CODE _____
*BUILDING TYPE (Industrial, Commercial, Office, or Flex-Choose One) _____
*SALES PRICE _____ AND/OR *LEASE PRICE _____
*SHELL/SPEC (Yes/No) _____ *FORMER USE _____
*MULTIPLE TENANTS (Yes/No) _____

Dimensions

AVAILABLE SQUARE FOOTAGE _____
Specific Square Footage

	Ceiling Height Center	Ceiling Eaves
Manufacturing: _____	_____	_____
Warehouse: _____	_____	_____
Office _____	_____	_____
Other _____	_____	_____

(if you enter a manufacturing and warehouse sq.ft., you must have ceiling height and eaves for both)

PARKING
Number of Spaces _____ Type of Spaces (Dirt, Gravel, Paved) _____
*ACRES _____

Building Make-up

EXTERIOR WALL MATERIAL _____
Interior Wall Material _____ Roofing Material _____

Facilities

Loading Docks(Yes/No) _____ Docks Covered(Yes/No) _____
Number of Dock High Doors _____ Dock High Door Dimensions _____
Number of Drive-In Doors _____ Drive-In Door Dimensions _____
Number of Cranes _____ Crane Type _____ Crane Clearance _____
Other Features
Floor Drains(Yes/No) _____ Compressed Air(Yes/No) _____
HVAC System(Yes/No) _____ Enviromental Audit(Yes/No) _____

Craven County



Craven County



PROPERTY NAME _____

Facilities, Continued

Yes/No	Manufacturing	Warehouse	Office
Air Conditioning	_____	_____	_____
Security System	_____	_____	_____
Fire Protection Service	_____	_____	_____
Sprinkler System	_____	_____	_____
Sprinkler System Type	_____	_____	_____
# of Restrooms	_____	_____	_____
# of Toilets	_____	_____	_____

Access/ Utilities (Infrastructure)

Access Road _____
 Closest Highway/Interstate _____ Distance to Highway/Interstate(mi) _____

*RAIL AVAILABLE(Yes/No) _____ Potential for Rail(Yes/No) _____
 *Rail Service Provider _____ Rail Siding _____
 (Rail service provider must be named if rail is available)

*Closest Commercial Airport _____ Distance to Airport _____

*ELECTRICAL SERVICE PROVIDER _____ Electrical Capacity _____
 Phase _____ Lighting Type _____

*NATURAL GAS AVAILABLE(Yes/No) _____ Natural Gas Extension Available(Yes or No) _____

*Natural Gas Provider _____ Natural Gas Distance to Main _____
 (must be provided if available) _____ Natural Gas Main Size _____
 _____ Natural Gas Feeder Size _____

*WATER SERVICE PROVIDER _____
 Water Storage Tanks(Yes or No) _____
 Water Total Capacity _____ Water Main Size _____
 Water Static Pressure _____ Water Excess Capacity _____
 _____ Water Residual Pressure _____

*WASTE WATER SERVICE PROVIDER _____
 Waste Main Size _____ Waste Water Feeder Size _____
 Waste Water Treatment Type _____

*TELECOM SERVICE PROVIDER _____
 Fiber Optic(Yes/No) _____ Digital Switching (Yes/No) _____

Description:



Contact Information

Owner/Realtor Information

Owner/Realtor Name _____ Broker Protected(Yes/No) _____
Owner/Realtor Company _____
Address _____
Address 2 _____
City _____
State _____
Zip _____
Phone _____
Fax _____
Email _____

Local Economic Developer Information

Name: Gene Hodges, Assistant County Manager
Organization: Craven County Economic Development
Address: 406 Craven Street
City: New Bern
State: NC
Zip: 28560
Phone: 252-636-6600
Fax: 252-637-0526

Email: economicdev@cravencountync.gov



PROCLAMATION

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly --make sure we never forget; and

WHEREAS, Craven County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, the first Marine casualty of World War II, Robert Conderman, was a citizen of Craven County; and

WHEREAS, Craven County, home to Marine Corps Air Station Cherry Point has also become home to countless other veterans and their families whose lives have been altered forever as a result of combat injuries and loss of life; and

WHEREAS, Craven County is the home of over 8,900 active duty service men and women, and over 2,500 military retirees as well as a considerable number of reservists; and

WHEREAS, Craven County has a large number of residents who have been awarded the Purple Heart Medal for wounds received in combat; and

WHEREAS, Craven County recognizes the commitment and increasing sacrifices required of military families; and

WHEREAS, Craven County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW THEREFORE BE IT PROCLAIMED, the Craven County Board of Commissioners hereby declares:

Craven County as a Purple Heart County in the State of North Carolina

Adopted this day of December 17, 2012.

Scott C. Dacey, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan, Clerk to the Board

**RESOLUTION
IN RECOGNITION OF
THE 2012 HAVELOCK HIGH SCHOOL RAMS
FOOTBALL TEAM**

WHEREAS, the Havelock High School Rams football team finished its regular 2012 season with 15 and 1 overall, and undefeated in their league; and

WHEREAS, the Rams advanced to the State 3-A finals to face the Concord Spiders; and

WHEREAS, the Rams skillfully executed their game during the state championship which was played on December 1, 2012 at the BB&T Field in Winston Salem, North Carolina, resulting in a resounding 55-21 victory over Concord; and

WHEREAS, the Rams' momentous achievement in 2012 coincides with the observance of Craven County's 300th Anniversary, and follows their 2011 victory over West Rowan, making this the second consecutive year that the team has returned home with the title.

NOW, THEREFORE, BE IT RESOLVED that the Craven County Board of Commissioners congratulates the members of the 2012 Havelock High School Rams football team for this monumental victory, under the leadership of Coach Jim Bob Bryant.

BE IT FURTHER RESOLVED that the entire coaching staff and the families of team members be saluted for their respective roles in developing, encouraging and supporting this fine team.

FURTHER, the Board of Commissioners charges the members of this team to always regard themselves as winners. They became winners because they came out to play the game and to put their best effort forward. They are poised to be winners at life by adhering to the values and high standards of character that have been critical to their achievements on the football field.

Adopted this 3rd day of December, 2012.

Scott C. Dacey, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board

Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

New Bern/Craven County Library Board

Name:	<u>Tere Otero</u>	Home Phone:	<u>252.637.5314</u>
Home Address:	<u>119 Neuchatel Road</u>		
City:	<u>New Bern</u>	Zip Code:	<u>28562</u>
Township:	<u>7</u>	City Limits:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	<u>Architect</u>	Business Phone:	<u>252.637.5319 Preferred</u>
Place of Employment:	<u>dugan/otero architects</u>	Fax Number:	<u></u>
E-Mail Address:	<u>tereotero@embarqmail.com</u>		

(Please indicate your preferred contact number.)

Education

Bachelor of Architecture (5 year degree), University of Miami, Coral Gables, FL

Business and Civic Experience

dugan/otero architects (15 years)

Hardee's Food Systems, Inc. Architecture & Engineering Dept. (18 years), Rocky Mount, NC

American Institute of Architects member (27 years)

Areas of Expertise, Interest, Skills

Building design & construction

Why do you want to serve?

Since moving to New Bern (from Rocky Mount, NC) five years ago, I have been enjoying the New Bern library's services. When I was approached about possibly serving on its Board, I thought it would be a good way for me to give back to the library.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 10/19/2012


Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (qbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.

Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

New Bern/Craven County Library Board

Name: Kyna Herzinger Home Phone: 775-527-7261
Home Address: 1519 College Way
City: New Bern Zip Code: 28562
Township: _____ City Limits: Yes No
Occupation: Special Collections & Manuscripts Librarian Business Phone: 252-639-3537
Place of Employment: Tryon Palace Fax Number: 252-514-4876
E-Mail Address: kyna.herzinger@ncdcr.gov

(Please indicate your preferred contact number.)

Education

B.A. in History from Whitworth University (2005); Master's in Library and Information Science from University of South Carolina (2010); Master's of Arts in Public History from University of South Carolina (2010)

Business and Civic Experience

Archival processor at Eastern Washington State Historical Society; Access services librarian at South Caroliniana Library; Digital assets manager at Historic Columbia Foundation; Member of the Neuse River Bridge Run's Race Committee

Areas of Expertise, Interest, Skills

Archival administration; 20th century American history; Japanese-American history; running; digital preservation

Why do you want to serve?

I am interested in seeing the Craven County Public Library thrive as a resource to its community and to remain relevant even as technology and community needs change. As a young professional with an educational background in library science, I also believe I can offer a fresh perspective and knowledge of current standards.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 12/05/2012

Kyna Herzinger

Digitally signed by Kyna Herzinger
DN: cn=Kyna Herzinger, o, ou,
email=Kyna.herzinger@ncdcr.gov, c=US
Date: 2012.12.05 13:41:16 -0500

Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (qbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.

KYNA RANELL HERZINGER

1519 College Way
New Bern, NC 28562

775.527.7261
kherzinger01@gmail.com

Education

- | | |
|---|------|
| Master of Arts in Public History
University of South Carolina
Thesis: "Life, Liberty, and Pursuit of Japs": Japanese American Internment during World War II and Its Challenge to Americanism | 2010 |
| Master of Library and Information Science
University of South Carolina
Concentration: Archival Administration | 2010 |
| Bachelor of Arts in History
Whitworth University
Honors: <i>Magna cum laude</i> | 2005 |

Professional Experience

- | | |
|---|--------------|
| ▪ Special Collections & Manuscripts Librarian
North Carolina Department of Cultural Resources, Tryon Palace Historic Site

Manage all aspects of the Tryon Palace archives by appraising, arranging, describing, and providing access to institutional records. Established and implemented procedures—including user policies, cataloging standards, and digital imaging and metadata standards—for a completely unprocessed archive and a collection of minimally-described manuscripts. Created DACS-compliant finding aids and template for XML-based Encoded Archival Descriptions (EAD). Initiated project to digitize the Tryon Palace Photograph Collection. Assisted Collections Department with selecting artifacts and writing object labels for a 2011 exhibit, <i>Connecting through Collecting</i> . | 2010-Present |
| ▪ Digital Assets Manager
Historic Columbia Foundation

Assist the project director of an award-winning initiative, <i>Connecting Communities through History</i> (winner of the AASLH Leadership in History Award and the South Carolina Heritage Tourism Award) to draft and vet tour brochures and interactive online exhibits by conducted grassroots historical research. Established and implemented digital imaging standards and procedures to collect and curate oral histories. Trained student interns in oral history interviewing and transcribing. | 2009-2010 |
| ▪ Textual Editor/Transcriptionist
International Women's Year Oral History Project

Created inventory of oral histories taken during the 1977 national conference of the International Women's Year. Transcribed, edited, and compiled metadata for oral histories according to Dublin Core and Oral History Association guidelines. | 2009 |

- Access Services Librarian
South Caroliniana Library

Provided visiting scholars timely, courteous, and advanced research assistance for a wide range of requests. Processed new acquisitions and created original MARC catalog records in a largely unmonitored, self-paced environment that demanded creativity and initiative in identifying patron needs and library priorities.

2007-2009
- Teaching Assistant
University of South Carolina

Evaluated grammatical and historical accuracy of essay exams and research papers for an introductory-level survey course in twentieth-century American history. Provided one-on-one instruction to students outside of class.

2008-2009
- Processing Archivist
Eastern Washington State Historical Society

Arranged and described unprocessed manuscript collections, including the Hirata Family Papers and the Spokane Japanese Businessmen Photograph Collection. Addressed institutional backlog by employing Green and Meissner's "More Product, Less Process" methodology. Created and re-engineered finding aids and encoded EAD instances for each collection.

2006-2007
- Processing Archivist
Whitworth University Archives

Completed the arrangement and description of a large, partially processed institutional archive according to accepted archival best practices. Designed a system to index visual materials.

2007
- Contract Research Consultant
History of Religion in the Pacific Northwest; Clarke Family Research Project; George Whitworth Diaries; Washington Timber Initiative

Working with little supervision, conducted archival research on a variety of subjects related to Pacific Northwest history. Digitized educational slide show, demonstrating a willingness to learn new skills in order to accomplish tasks. Maintained deadlines and established transcription priorities for over 65 diaries, dated 1853-1933. Recorded and maintained preservation data and prepared manuscripts for conservation treatment.

2005-2007

Other Experience/Scholarship

Internships:

- Park Guide
Hagerman Fossil Beds and Minidoka Internment National Monuments,
National Park Service

Completed National Park Service interpretative training. Provided visitors with formal interpretation of displays, artifacts, and monument grounds through guided tours and educational presentations. Conducted research and composed new presentation on Japanese American incarceration during World War II.

2004

- The Civilian Conservation Corps in the Northwest Oral History Project 2004
Whitworth University

Conducted archival research on Camp Seven Mile. Edited script drafts and audio files. Refined oral history transcription skills, and prepared oral histories for deposit at the University Archives.

Publications/Presentations:

- "John Rankin." *Densho Encyclopedia* (access: <http://encyclopedia.densho.org/John%20Rankin/>).
- "Swansboro's Privateer: Captain Otway Burns." *Living History Classroom* (forthcoming).
- "A Soldier's Short Adventure: Private Alfred C. Finney at Fort Peirson." *Living History Classroom* (Spring 2012): 6-7.
- "Connecting Communities through History." Panel discussion at the annual meeting of the South Carolina Federation of Museums, Columbia, SC, 10-11 March 2011.
- "Doing it the 'Old Fashioned' Way: Notes on the Challenges of Digital Surrogates in Historical Research." Paper presented at the Library Research Seminar-V, College Park, MD, 6-9 October 2010.
- "Listening to Women's History: Curation." Poster presented at the annual meeting of the National Council on Public History, Portland, OR, 10-14 March 2010.
- "Constructing Community: Japanese American Identity at Minidoka Relocation Center." Paper presented at the annual meeting of the Southwest Texas American & Popular Culture Association, Albuquerque, NM, 25-28 February 2009.
- "John Graham Lake: Spokane's Greatest Faith Healer." Paper presented at the Whitworth Research Conference, Spokane, WA, 23 April 2005.
- "Improvising Their Own Fun: Social Activities for Whitworth Students during the Depression Era." *Nostalgia* 6, no. 4 (April 2004): 26-27.

Related Proficiencies

- Data Content Standards: AACR2, DACS, Dublin Core
- Data Structure Standards: MARC, EAD
- Data Value Standards: LCSH
- Software: Adobe Photoshop, Microsoft Office, Oxygen, XMetal, Re: Discovery

Professional Memberships

- Society of American Archivists
- Society of North Carolina Archivists

Memorandum

RETURN FORM BY JANUARY 11, 2013

VOTING DELEGATE DESIGNATION FORM LEGISLATIVE GOALS CONFERENCE January 24-25, 2013 (Thursday – Friday) Sheraton Imperial - RTP

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 11, 2013.**

PLEASE RETURN FORM TO SHEILA SAMMONS, CLERK TO THE BOARD BY EMAIL: SHEILA.SAMMONS@NCACC.ORG OR FAX: 919-733-1065.

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2013 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association's Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”