

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, NOVEMBER 4, 2013  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF OCTOBER 14, 2013 RECONVENED SESSION, OCTOBER 21, 2013 REGULAR AND RECONVENED SESSIONS

1. RECESSED PUBLIC HEARING
2. PETITIONS OF CITIZENS
  - A. Hal James
  - B. Steve Ipock
  - C. Chris Elks
  - D. Ray Griffin

**DEPARTMENTAL MATTERS**

3. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
4. PLANNING
  - A. FY12 CDBG Infrastructure Program: Reed Whitesell, Holland Consulting Planners
  - B. Subdivisions for Approval: Don Baumgardner, Planning Director
5. FACILITIES – REVIEW OF FARMLAND LEASE PROPOSALS: Gene Hodges, Assistant County Manager, Facilities/Operations
6. APPOINTMENTS
  - A. Pending
  - B. Upcoming
7. COUNTY ATTORNEY’S REPORT: Jim Hicks
8. COUNTY MANAGER’S REPORT: Jack Veit
9. COMMISSIONERS’ REPORTS

Agenda Date: November 4, 2013

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required: Yes

**REQUEST ADJORNMENT OF PUBLIC HEARING RELATED TO THE SALE OF  
REAL PROPERTY IN THE CRAVEN COUNTY INDUSTRIAL PARK**

The Board of Commissioners previously set a public hearing for October 7, 2013, related to the sale of real property in the industrial park, but due to hesitation on the part of the buyer, the Board opened the hearing then immediately held it in recess until November 4. Unfortunately the buyer has withdrawn its offer to purchase the property. Since there will be no transfer of County-owned property, there is no need to hold a public hearing; therefore, the public hearing should be reconvened and then immediately adjourned.

**Board Action: Reconvene and immediately adjourn the Public Hearing on November 4, 2013.**

Agenda Date: November 4, 2013

Presenters: Hal James, Steve Ipock, Chris Elks.  
Ray Griffin

Agenda Item No. 2

Board Action Required: No

## PETITIONS OF CITIZENS

### A. HAL JAMES

Mr. James wishes to speak about state and local funding of federally mandated programs.

### B. STEVE IPOCK

Mr. Ipock wishes to speak about prayer.

### C. CHRIS ELKS

Mr. Elks wishes to speak about prayer.

### D. RAY GRIFFIN

Mr. Griffin wishes to speak about prayer.

**Board Action: Receive Information**

Agenda Date: November 4, 2013

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required: Yes

**DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS**

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

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

Agenda Date: November 4, 2013

Presenters: Reed Whitesell, Don Baumgardner

Agenda Item No. 4

Board Action Required: Yes

## DEPARTMENTAL MATTERS: PLANNING

### A. FY12 CDBG INFRASTRUCTURE PROGRAM

The following guidelines, plans and policies need to be formally adopted in order to move forward with this project:

1. Citizen Participation Plan
2. Residential Anti-displacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct
6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

These are the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program. (See Attachment #4.A)

### **Attachment 1 – FY12 CDBG Infrastructure Program Guidelines, Plans and Policies.**

**Board Action: Request adoption of the eight guidelines, plans and policies and authorize the chairman to sign.**

### B. SUBDIVISIONS FOR APPROVAL

The Planning Board has recommended the following subdivisions for approval:

#### **The Gardens at Swift Creek Plantation Ph. 1 - Final**

- Property is owned by Swift Creek Plantation, LLC and surveyed by Herbert J. Nobles, Jr. and engineered by Thomas Engineering, P.A
- Property is located within Twp. 1, off of Streets Ferry Rd. (SR 1440)
- Parcel ID 1-046-054
- Subdivision contains 9 lots on 3.89 acres
- Lots proposed are to be served by county water and individual septic systems

**James & Eloise Collins – Final**

- Property is owned by James & Eloise Collins and surveyed by Robert H. Davis, PLS
- Property is located within Twp. 2 off of Wildlife Rd. (SR 1431)
- Parcel ID 2-040-169
- Subdivision contains 1 lot on 1.415 acres
- Lot proposed to be served by First Craven water and an existing septic system

**Jennifer H. Prescott – Final**

- Property is owned by Hazel Hawkins and surveyed by Matthews Surveying PLLC
- Property is located within Twp. 3 off of White Ave. (SR 1240)
- Parcel ID 3-035-044
- Subdivision contains 1 lot on 2.70 acres
- Lot proposed to be served by county water and an existing septic system

**McCoy Estate – Final**

- Property is owned by Roy D. McCoy and surveyed by Brad L. Suitt & Assoc. PA
- Property is located within Twp. 3 off of Up Creek Rd. (SR 1239)
- Parcel ID 3-044-086
- Subdivision contains 1 lot on 0.50 acre
- Lot proposed to be served by county water and an existing septic system.

**Board Action: A vote to approve the subdivisions is needed.**

Agenda Date: November 4, 2013

Presenter: Gene Hodges

Agenda Item No. 5

Board Action Required: Yes

**DEPARTMENTAL MATTERS: FACILITIES – REVIEW OF FARMLAND LEASE PROPOSALS**

Craven County owns approximately 150 acres of land that is leased as farmland for crop production. This acreage is comprised of undeveloped land in the Industrial Park, acreage to the right of the entrance at the Judicial Center and land adjacent to the Cove City Park. In 2010, this lease was put out for bids and a 3-year lease was awarded to Alfred White and A W Farms from Pollocksville. This year we solicited proposals via an ad in the Sun Journal, posting the request on the County's website, and posting the request at Ag Extension. The criteria for the proposals were: price per acre, intended crop use, past production history, and detailed maintenance plan for the farmland. We received 7 proposals ranging in price from \$40/acre to \$101/acre. The Craven County Agricultural Advisory Board was asked to review the proposals and provide a ranking of the proposals, 1 through 7; with 1 being the best, which was incorporated into our review. When all the proposals were evaluated and ranked, two proposals were tied for first. Using the higher price per acre as the tie breaker, Mitchell Farms from Cove City submitted the highest ranked proposal at a lease rate of \$85/acre per year for a 3-year lease.

**Board Action: Direct staff to move forward with advertising the public notice of intent to enter into a farmland lease agreement and place on the November 18 agenda for Board approval.**

Agenda Date: November 4, 2013

Presenter: \_\_\_\_\_

Agenda Item No. 6

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. UPCOMING

**Board Action: 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):**

**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 X    Yes     Specify: \_\_\_\_\_

**Term(s) ending:**                  Ralph Roeland - #6 (Initial Appointment 1999)

**No applications on file**

**NURSING HOME ADVISORY COMMITTEE**

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:  
7-12

TYPE:  
Dictated by the number of homes in the county; homes have right to recommend 25% of appointees

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

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No  Yes

**Term(s) Ending:** Rachelle Martin (Initial appointment 2010)  
(No longer serving and needs to be replaced.)

**No applications on file.**

**REGIONAL AGING ADVISORY COMMITTEE**

AUTHORIZATION: \_\_\_\_\_

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

3 Representatives of each county in Region P

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No X    Yes     Specify: \_\_\_\_\_

Term(s) ending:      Gertha Williams (Deceased)

**No applications on file.**

**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 defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

COMPENSATION: No X    Yes     Specify: \_\_\_\_\_

Terms ending:                      Lillie Hayes (Deceased)  
    Carol Mattocks (initial appointment 2001)  
    Alvin Burney (Deceased)  
    1 vacancy not previously filled (can have up to 25)

**Applications on file:**                      **Attachment #6.A.**  
    Carlton Metz  
    Tracy Monk  
    Catherine Hardison  
    Wendy Paschal

**JURY COMMISSION**

AUTHORIZATION: NCGS Chapter 9-1

MISSION/FUNCTION: Selects list of suitable citizens from among those eligible to serve as jurors for a term of court

NUMBER OF MEMBERS:

1

1

1

\_\_\_\_\_

TYPE:

(Appointed by County Commissioners)

(Appointed by Sr. Resident Superior Court Judge)

(Appointed by Clerk of Superior Court)

\_\_\_\_\_

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

Must be qualified voter of Craven County

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: \_\_\_\_\_

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) ending:**

George Griffin (initial appointment 1999)

**Application(s) on file:**

Jim Muse (Attachment #6.A.1.)

(will provide at the meeting)

**B. UPCOMING APPOINTMENTS**

**November** – None

**December**

Health

David Baxter, Optometrist (initial appointment 2011)  
Si Seymour (initial appointment 2011)  
David Stevick, Engineer (initial appointment 2007)  
Robert Whitley, Dentist (initial appointment 2004)

Firemen's Relief Fund

Daniel Murphy, West New Bern (initial appointment 2011)

JCPC

Joel Grimm (initial appointment 1996)  
Toussaint Summers, N.B. Police (initial appointment 2011)

Havelock Library

Lossie Carter (initial appointment 1996)  
Joanna Wishon (initial appointment 2008)

**January** – None

Agenda Date: November 4, 2013

Presenter: Jim Hicks

Agenda Item No. 7

Board Action Required: Yes

## COUNTY ATTORNEY'S REPORT

- A. Final Approval - Offer to Purchase Real Property - 705 Scott Street (Parcel No. 7-005-055)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$500.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.A.)

**Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$500.00.**

- B. Final Approval - Offer to Purchase Real Property - 311 James Street (Parcel No. 7-006-183)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$2,000.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.B.)

**Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$2,000.00.**

- C. Final Approval - Offer to Purchase Real Property - Elder Street (Parcel No. 7-006-258)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$3,000.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.C.)

**Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$3,000.00.**

Agenda Date: November 4, 2013

Presenter: Jack Veit

Agenda Item No. 8

## **COUNTY MANAGER'S REPORT**

Agenda Date: November 4, 2013

Presenter: \_\_\_\_\_

Agenda Item No. 9

## **COMMISSIONERS' REPORTS**

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 11/04/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BARE, CURTIS J & BARE, NORMA R CORRECTION OF VETERAN EXCL. RECYCLE	0052654 2013-0002819	12.00
BARE, CURTIS J & NORMA R VETERAN EXCLUSION CORRECTION	0087433 2013-0002821	255.98
BRICE, KEVIN M & LISA T DID NOT OWN BOAT 1/1/2013	0042258 2013-0006302	69.40
CRABTREE, ROBERT JAMES DWELLING VACANT SINCE 2011	1552950 2013-0012322	36.00
CROWDER CONSTRUCTION COMPANY LISTED BY TAXPAYER IN ERROR	0071333 2013-0012781	354.16
DANIEL, CHARLIE E & CARRIE M DWELLING VACANT SINCE 2007	1672700 2013-0013301	36.00
DEVOR, DONALD C III & JULIE M MILITARY EXEMPTION	0083498 2013-0090468	455.44
FUSION INC LATE PENALTY CHARGED IN ERROR	0065561 2013-0019771	30.75
GARMONG, JAMES M & SUMIKO DID NOT OWN 1/1/2013	2579480 2013-0091905	46.88
HARUM, KIRK E APPRAISAL ERROR CORRECTION	0050497 2013-0024540	1,124.79
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2013-0030211	3,550.96
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2013-0030212	2,155.94
MAILFINANCE INC CORRECTING VALUATION	0083258 2013-0034762	104.47
NBERN INC LATE PENALTY CHARGED IN ERROR	0069820 2013-0040239	18.89

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 11/04/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
PHILLIPS, PRITCHARD J III DID NOT OWN BOAT 1/1/12	5705480 2012-0045387	64.18
SMOOT, ROXIE & SMOOT, SUSIE VETERAN EXCLUSION ERROR CORRECTION	0073443 2013-0051059	109.17
SOMERS, SHANNON LEIGH DID NOT OWN 1/1/2012	0087000 2012-0053371	53.69
SWANSON, DAVID RELEASED TO PAMLICO COUNTY	0021792 2013-0093547	25.01
TOLER, AGNES F RECYCLE FEE CORR. DUE TO SCE REBILL	7235405 2013-0054806	12.00
WARREN, TIMOTHY DOUGLAS RELEASED TO NEW HANOVER COUNTY	0086929 2012-0060025	27.62
WAYNE, TONY RAY DWELLING VACANT	7618150 2013-0057810	36.00
WITHERINGTON LOGGING LLC CORRECTING DISCOVERY VALUATION	0089302 2013-0090087	1,221.97
WITHOUT LIMITS CHRISTIAN CENTE EXEMPT PER GS 105-278.3	0083790 2013-0060999	1,908.56
YOUNGER, ALVIN M & GERTRUDE P QUALIFIES FOR VETERAN EXCLUSION	8254200 2013-0061805	255.98
	24 -CREDIT MEMO(S)	11,965.84

## REFUNDS SUBJECT TO BOARD APPROVAL ON 11/04/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2011-0031434	3,571.14
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2012-0031320	3,560.48
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2011-0031435	2,168.19
KANE REVOCABLE TRUST-MARLENE E VALUE CORRECTION BASED UPON 2010 REVALUATION	0083915 2012-0031321	2,161.72
WADDELL, HARDY R & DAWN D APPRAISAL ERROR CORRECTION	0015709 2013-0056825	109.31
	5 -REFUND(S)	11,570.84

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM**  
**Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Craven County wishes to carry out its FY2012 Community Development Block Grant Infrastructure (CDBG-IF) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Craven County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the county's FY2012 CDBG Infrastructure program:

1. Citizen Participation Plan
2. Residential Antidisplacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct
6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM**  
**Citizen Participation Plan**

Introduction

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, Craven County, which receives Community Development Block Grant (CDBG) funds, has prepared a written citizen participation plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the county's community development activities. The county shall provide adequate information to citizens, hold public hearings during the planning process and throughout the implementation of all CDBG projects to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the county's past performance. This plan is to serve as a citizens' guide to interacting with CDBG projects in a meaningful way and to establish a process whereby citizen participation requirements will be met.

Objectives of the Plan

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development activities, the range of activities that may be undertaken, and other important project requirements;
2. Provide citizens an opportunity to (i) participate in the development of the application and encourage the submission of written views and proposals, particularly by residents of blighted neighborhoods or citizens of low/moderate income; (ii) provide for timely responses to the proposals submitted; and (iii) schedule hearings at times and locations which permit broad participation;
3. Provide for public hearings to obtain the views of citizens on community development and housing needs and a timetable specifying when and how the objectives of this plan will be achieved;
4. Provide for timely and responsive answers to written complaints and give citizens an opportunity to submit comments concerning the County's community development performance;
5. Provide technical assistance on a timely basis through staff or other resources to citizen advisory groups, and upon request of groups of low/moderate income persons and groups of residents in blighted neighborhoods; and,
6. Assure record keeping to document that this plan has been followed in a manner to achieve full involvement of citizens in all stages of CDBG projects, and provide documents relevant to CDBG projects for public view.

Citizen Involvement

Citizen level of participation will be county-wide in scope. County-wide participation will be accomplished through public hearings and solicitation of written views and proposals. By this method, all citizens will be afforded an opportunity to present their housing and community development needs, suggestions, and comments on the County's past performance.

## Citizen Access to Records

Craven County will provide for full and timely disclosure of information and CDBG project records consistent with 4 NCAC 19L, the North Carolina CDBG Program Regulations, Subchapter .0911. Such records and information relevant to the CDBG project will be made available in the Craven County Planning Office, 2828 Neuse Blvd, New Bern, NC 28562, during regular office hours for citizens' review. Documents to be made available include:

1. All mailings and promotional materials;
2. Records of public hearings;
3. All key documents such as prior applications, letters of approval, grant agreements, this plan, performance reports, progress reports, other reports and documentation required by the North Carolina Department of Commerce (DOC), and the proposed and approved application for the current year; and,
4. Copies of regulations and program bulletins governing the project.

## Timely Information and Submission of Views and Proposals

The citizen participation process will begin approximately 90-120 days prior to the established deadline for submission of an application. The Sun Journal, in New Bern, NC, will be the primary medium for dissemination of important project information. All advertisements for public notices will be published in this newspaper. At a minimum, the County shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to closeout of the project to provide an opportunity for citizens to comment on the County's CDBG performance. The purpose of the first public hearing at the planning stage of the application will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and comments on the County's past performance. A second public hearing will be held prior to the submission of the full application for additional written comments and review of the application. Persons wishing to object to the approval of an application by the North Carolina Department of Commerce (DOC) shall make such objection in writing. DOC will consider objections made only on the following grounds:

1. The County's description of the needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County; and,
3. The application does not comply with the requirements of Subchapter .1002 of the North Carolina Community Development Block Grant Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project amendment process shall include the following:

1. When proposing amendments which require prior DOC approval in accordance with Subchapter .0910 (Program Amendments) of the North Carolina CDBG Program Regulations, the County will be required to hold one public hearing prior to the submission of the amendment to DOC;

2. The County shall respond to written citizen objections and comments within ten working days of receipt of the citizen comment;
3. Persons wishing to object to the approval of an amendment by DOC shall make such objection in writing. DOC will consider objections made only on the following grounds:
  - a. The County's description of the needs and objectives is plainly inconsistent with available facts and data;
  - b. The amendment to be undertaken is plainly inappropriate to meeting the needs and objectives identified by the County; and,
  - c. The amendment does not comply with the requirements of Subchapter .1002 of the North Carolina CDBG Program Regulations or other applicable laws and regulations.

All objections shall include an identification of the requirements not met. In case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the project closeout process shall include the following:

1. When proposing the closeout of the CDBG project in accordance with Subchapter .0913 of the North Carolina CDBG Program Regulations, the County will be required to hold one public hearing to assess project performance during the closeout process and prior to the actual closeout of the grant; and,
2. The County shall continue to solicit and respond to written citizen objections and comments until such time as the project is closed.

Citizens shall have the opportunity to comment on the implementation of the project throughout the term of the project. The County shall solicit and respond to written views and proposals of citizens in writing within ten working days of receipt of the citizen comment. Citizen participation concerning project implementation and compliance shall include the following:

1. Persons may submit written comments to DOC at any time concerning the County's failure to comply with the requirements contained in the plan; and,
2. All records of public hearings, citizen comments, responses to comments and other relevant documents and papers shall be kept in accordance with Subchapter .0911 of the North Carolina CDBG Program Regulations.

All public hearings will be held before the Craven County Board of Commissioners. Notice of the hearings will be given by advertisement once in the non-legal section of the local newspaper not less than 10 days nor more than 25 days before the date of the meeting. The advertisement will indicate the date, time, place, and procedures of the hearing and topics that will be considered. In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the County will arrange to provide an interpreter at the hearing to ensure the participation of and dissemination of information to the non-English speaking persons. Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped.

## Response to Proposals or Complaints

Written complaints received by the County during the implementation of the community development program will be handled in the following manner:

1. In the event of a contractual dispute, or a written complaint from a program recipient concerning the community development program, the Program Administrator shall respond to the parties in question in writing within ten (10) calendar days after receipt of a written complaint or comment. The Program Administrator may elect to inform the parties of a time and place for a meeting to discuss the complaint, dispute, or comment; a citizen may specifically request the Program Administrator to review the complaint/dispute at any time prior to referral of the complaint/dispute to the Craven County Board of Commissioners. If review is necessary, the review meeting shall be held within fifteen (15) calendar days following the Program Administrator's receipt of the complaint. The Program Administrator shall provide a written statement of his findings to the parties in question within ten (10) calendar days after the review meeting.
2. If the parties in question do not agree with the findings of the Program Administrator, an appeal shall be submitted to the Craven County Board of Commissioners. The appeal shall be filed in writing, stating that basis for differences, no less than ten (10) calendar days prior to a regularly scheduled meeting of the Craven County Board of Commissioners. After considering the basis for the differences, the County shall provide a written statement of findings to each party within ten (10) calendar days after the consideration of the appeal.
3. If the citizen is dissatisfied with the local response, he or she may write to the North Carolina Department of Commerce, Office of Community Investment & Assistance, 4313 Mail Service Center, Raleigh, NC 27699-4313, Telephone (919) 733-2850; TDD # 1-800-735-2962. The Office of Community Investment & Assistance will respond only to written comments within ten (10) calendar days of the receipt of the comments.

## Citizen Participation Plan Certification

Craven County hereby assures and certifies that a Citizen Participation Plan has been written and will be followed as required by federal law in Title I of the Housing and Community Development Act, Section 104(a)(3).

The County's Citizen Participation Plan accomplishes the following:

1. Provides for citizen participation, with particular emphasis on participation by persons of low/moderate income who are residents of slum and blighted areas, and provides for participation of residents of low/moderate income neighborhoods as defined by local jurisdiction;
2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the County's proposed use of funds;
3. Provides for technical assistance to groups representative of persons of low/moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the County;
4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice, at

times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

5. Provides for a timely answer to written complaints and grievances, within ten working days; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably expected to participate.

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM**  
**Residential Antidisplacement and Relocation Assistance Plan**

In accordance with requirements of the Housing and Community Development Act of 1974, hereinafter referred to as "the Act", as amended, Craven County hereby certifies that it shall adhere to the following guidelines and procedures to minimize adverse impacts from residential displacement required as a result of programmed activities in its FY2012 CDBG Infrastructure (CDBG-IF) Program.

- 1) Craven County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488.

For the CDBG program, the term "vacant occupiable" or "suitable for rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the FY2012 CDBG Infrastructure (CDBG-IF) Program Application Guidelines, may be brought up to Section 8 HQS for an expenditure of less than \$4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition, a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.

For occupied units, "low and moderate-income dwelling unit" means a unit that either is occupied by a low or moderate income family, or rents for an amount that would be affordable to a low or moderate income family (that is, rent and utilities would not exceed 30% of the gross monthly income of a family that would occupy the unit without overcrowding).

For vacant units, a "low-moderate income dwelling unit" means a unit whose fair market rent would make it affordable to a low or moderate income family, as calculated above.

- 2) All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public and submit to the Office of Community Investment and Assistance (CI) the following information in writing:
  - a. A description of the proposed assisted activity;
  - b. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
  - c. A time schedule for the commencement and completion of the demolition or conversion;
  - d. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
  - e. The source of funding and a time schedule for the provision of replacement dwelling units; and

- f. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.
- 3) The County will provide relocation assistance, as described in 24 CFR 570.488, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.
- 4) Consistent with the goals and objectives of activities assisted under the Act, the County will take the following steps to minimize the displacement of persons from their home:
  - a. The County will avoid demolition of occupied, severely deteriorated residential structures where possible through substantial rehabilitation as opposed to clearance.
  - b. The County will rehabilitate vacant, occupiable residential structures within the FY2012 CDBG Infrastructure (CDBG-IF) Program as affordable housing for displaced tenants to minimize neighborhood disruption caused by clearance activities.
  - c. The County will attempt to locate comparable replacement housing in or near the neighborhood where demolition activities occur to further minimize neighborhood disruption caused by clearance activities.

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE PROGRAM**

Residential Antidisplacement and  
Relocation Assistance Certification

I hereby certify that Craven County has adopted and is following a written Residential Antidisplacement and Relocation Assistance Plan that conforms with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as detailed in CPD Notice 88-33.

Scott C. Dacey, Chairman

\_\_\_\_\_  
Name and Title of Certifying Official

\_\_\_\_\_  
Signature of Certifying Official

November 4, 2013

\_\_\_\_\_  
Date

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (CDBG-IF) PROGRAM**  
**Local Economic Benefit for Low and Very Low Income Persons Plan**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Craven County (hereinafter called the County) has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the FY2012 CDBG Infrastructure (IF) Program grant including, but not limited to, businesses in the fields of planning, consulting, design, and public works construction.
2. The Section 3 project area for the purpose of the FY2012 CDBG-IF Program shall include all of Craven County.
3. When in need of a service, the County will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The County will include required Section 3 clauses in all contracts executed under this CDBG Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.
5. The public works construction contractor shall be required to submit a Section 3 Plan following the preconstruction conference. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
6. All jobs will be listed through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office and the North Carolina Interactive Purchasing System (IPS); potential employees and businesses may seek development and training assistance through various state and local agencies.
7. Early in the project, prior to any contracting, major purchases or hiring, the County will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The County will advertise in a local newspaper. This advertisement will be placed prominently in the newspaper as a display ad and contain the following information:
  - a. A brief description of the project.
  - b. A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.
  - c. An acknowledgment that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the CDBG project to the greatest extent feasible.

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (IF) PROGRAM**  
**Equal Employment and Procurement Policy**

**A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY**

Craven County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the County prohibits any retaliatory action of any kind taken by any employee of the County against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by Craven County Board of Commissioners to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to Craven County Board of Commissioners by the County Manager.

The County is committed to this policy and is aware that with its implementation the County will receive positive benefits through the greater utilization and development of all its human resources.

**B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS**

All procurement of goods and services by Craven County with CDBG grant funds shall be accomplished in accordance with the regulations of either Section 85.36 of 24CFR85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the County will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the County will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.
2. Disadvantaged, women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the County, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.

3. The County shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the County shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The County shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.
6. The County shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The County shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (IF) PROGRAM**  
**Policy Concerning Code of Conduct for Officers, Employees or Agents**

BE IT RESOLVED BY THE CRAVEN COUNTY BOARD OF COMMISSIONERS:

Section 1: No employee, officer or agent of Craven County shall knowingly solicit or accept any form of gratuity from any person, firm or organization whereby such gratuity shall in any way persuade or affect the outcome of the award of any contract of which any part is supported by federal funds.

Section 2: No employee, officer or agent of Craven County shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above individuals, has a financial or other interest in the firm selected for award.

Section 3: No employee, officer or agent of Craven County shall solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Section 4: If any employee, officer or agent shall knowingly violate any of the provisions of this policy, such employee, officer or agent will be subject to such disciplinary measures as may be deemed appropriate by the Craven County Board of Commissioners or County Manager including, but not limited to, suspension without pay, demotion, or dismissal.

Section 5: If any contractor or his agent violates any provision of this policy, such violation will constitute grounds for action deemed appropriate by the County Manager including, but not limited to, withdrawal from consideration of any proposal or bid submitted by such contractor, withdrawal of award, or rescission of contract.

This policy shall become effective from and after its adoption by the Craven County Board of Commissioners in an open meeting.

If any part of this policy shall be found to be in conflict with any federal or State of North Carolina law, then that portion of the policy can be amended to comply with the federal or state law without affecting the validity of the other portions.

Adopted this 4<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (IF) PROGRAM**  
**Fair Housing Policy**

WHEREAS, Craven County desires that the citizens of the County be afforded the opportunity to attain the national objective of a decent, safe and sound living environment; and

WHEREAS, Craven County deplores discrimination in the provision of housing on the basis of race, religion, color, creed, sex, national origin, young children in a family, or handicapping conditions; and

WHEREAS, Craven County desires that every citizen be afforded the opportunity to select a home of his or her choice; and

WHEREAS, Craven County wishes to ensure that programs and activities undertaken by the County relating to housing and urban development be administered in a manner to affirmatively further fair housing as required by Title VIII of the Civil Rights Act of 1968, as amended; 24 CFR 107, Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063; and the North Carolina State Fair Housing Act, NCGS, Chapter 41A;

NOW, THEREFORE, to accomplish the above, Craven County does adopt the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in Craven County may do so by informing Craven County Manager at (252) 636-6600, or NC Human Relations Commission (919) 733-7996, TDD# (919) 733-7996 (or Relay North Carolina TT# 1-800-735-2962) of the facts and circumstances of the alleged discriminatory act or practice;
2. Upon receiving a housing discrimination complaint, the Craven County Manager shall inform the North Carolina Human Relations Commission about the complaint within ten (10) calendar days. The County shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.
3. Craven County shall offer assistance to the Commission in the investigation and conciliation of all housing discrimination complaints which are based upon events occurring in the County.
4. The Craven County Manager shall publicize within the County that he is the local official to contact with housing discrimination complaints.

Adopted this 4<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (IF) PROGRAM**  
**Policy Prohibiting the Use of Excessive Force by Law Enforcement Officials**  
**Against Individuals Engaged in Nonviolent Civil Rights Demonstrations**

WHEREAS, Craven County wishes to carry out its existing and subsequent CDBG programs in accordance with Section 519 of Public Law 101-144 (the 1990 HUD Appropriations Act),

NOW, THEREFORE, Craven County adopts the following policy: The use of excessive physical force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations is prohibited.

The use of excessive force is any degree of physical action beyond mere restraint. The use of physical force shall be restricted to the amount of force which is reasonable and apparently necessary to effect a lawful arrest or in defense of self or others.

Striking or any form of restraint in which injury occurs shall be considered use of force. Additionally, the pointing of any firearm directly at any person shall be deemed use of force.

Mere restraint is defined as physically overpowering without striking or using weapons. Scuffling, holding, tackling, etc., may or may not be mere restraint, depending upon the circumstances. Whenever doubt exists as to whether the level of restraint used constitutes use of force, the immediate supervisor will be notified of the incident and will make a determination.

Additionally, Craven County will pursue a policy of enforcing applicable state laws against physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration within its jurisdiction and in accordance with Section 519 of P.L. 101-144.

Adopted this 4<sup>th</sup> day of November, 2013.

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Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

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Gwendolyn M. Bryan, Clerk to the Board

CRAVEN COUNTY

SECTION 519 CERTIFICATION

Craven County

\_\_\_\_\_  
Grantee

2828 Neuse Blvd, New Bern NC 28562

\_\_\_\_\_  
Grantee's Address

\_\_\_\_\_  
Grant Number

I hereby certify that Craven County has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144 (the 1990 HUD Appropriations Act).

Scott C. Dacey, Chairman

\_\_\_\_\_  
Typed Name and Title of Certifying Official

\_\_\_\_\_  
Signature of Certifying Official

November 4, 2013

\_\_\_\_\_  
Date

**CRAVEN COUNTY FY2012 CDBG INFRASTRUCTURE (IF) PROGRAM**  
**Designation of Labor Standards Enforcement Officer**

To ensure that all public works construction activities included in the Craven County's FY2012 CDBG Infrastructure (IF) Program are completed with due attention to all federal labor standards regulations, Craven County hereby designates J. Reed Whitesell, Project Manager with Holland Consulting Planners, Inc., as Labor Standards Enforcement Officer for its FY2012 CDBG Infrastructure (IF) Program.

Adopted this 4<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Scott C. Dacey, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Gwendolyn M. Bryan, Clerk to the Board

**Board of Commissioners**

Scott C. Dacey, Chairman  
Thomas F. Mark, Vice Chairman  
Lee Kyle Allen  
Theron L. McCabe  
Johnnie Sampson, Jr.  
Jefferey S. Taylor  
Steve Tyson

**Administrative Staff**

Jack B. Veit, III, County Manager  
Gene Hodges, Assistant Manager-Operations/Facilities  
Rick Hemphill, Assistant Manager-Finance/Administration  
Gwendolyn M. Bryan, Clerk to the Board  
Amber Parker, Human Resources Director



**Administration Building**  
406 Craven Street  
New Bern, NC 28560  
Fax 252-637-0526  
manager@cravencounty.com

Commissioners 252-636-6601  
Manager 252-636-6600  
Finance 252-636-6603  
Human Resources 252-636-6602

**LAND LEASES FOR FIELD CROP PRODUCTION**

Craven County is seeking informal proposals for leasing County land for field crop production for the following:

- A. Farm 6868, Tract 6740** – Approximately 22 Acres  
**Farm 6868, Tract 6741**, less fields 1, 2, 3 & 17 – Approximately 81 Acres

Both tracts are located within the Craven County Industrial Park (CCIP). CCIP is located adjacent to Exit Number 409 off US Highway 70, parallel to Clarks Road.

- B. Farm 6347, Tract 1436** – Approximately 33 Acres

Tract is located at 1100 Clarks Road on the right side of the entrance road to the Craven County Judicial Center.

- C. Farm 5513, Tract 382** – Approximately 16 Acres

Tract is located at 110 Trenton Road, adjacent to Cove City Park.

These leases will be for three (3) years beginning January 1<sup>st</sup>, 2014 and ending on December 31<sup>st</sup>, 2016. Any sublease of this farm acreage is prohibited. Please send a written proposal that includes the following information:

1. Tracts Acknowledged for Lease (A, B, C or any combination of the three)
2. Price per Acre;
3. Intended Crop Use;
4. Brief farming operation and production history (i.e. Number of years farming, size of operation, crops historically grown, tillage practices, etc.)
5. Detailed maintenance plan for the farmland;
6. Name;
7. Address;
8. Telephone Number;
9. E-mail Address and/or Mobile Phone Number

The County has the expectation that the land and drainage features be maintained in a way that is compliant with soil and water conservation best practices related to agricultural production.

Written proposals are due Friday, October 18, 2013 at 4:00pm. Written Proposals should be sent to:

Gene Hodges, Craven County Assistant Manager  
406 Craven Street  
New Bern, NC 28560

Notification of the outcome and the award of a contract will be made to all who submit proposals. Craven County reserves the right to reject any and all proposals. Maps and farm records are available at the Farm Service Agency (FSA) located in the Craven County Agricultural Building; 304 Industrial Drive, New Bern, North Carolina.

Mike Carroll, Agricultural Extension Agent with Cooperative Extension will be available to assist you in answering questions and reviewing these properties. He can be reached either by telephone; 252-633-1477 or e-mail;

[mike\\_carroll@ncsu.edu](mailto:mike_carroll@ncsu.edu)

## 2013 Farmland Lease Proposal Ratings

	Price/Acre		Proposal Overview			Agricultural Operation		AG Advisory Board Rankings	Total
	Price	Rank	Clear	Professional	Provide Adequate Information	Anticipated Crops	Stewardship		
<b>Bidder</b>									
<b>AW Farms</b>	\$80	4	1	2	3	2	3	4	19
<b>David H. Parker</b>	\$40	6	2	2	2	3	3	5	23
<b>Mackilwean Farms</b>	\$82	3	1	1	1	1	1	2	10
<b>Mitchell Family Farms, Inc.</b>	\$85	2	1	1	1	2	2	1	10
<b>Quinn Farms</b>	\$101	1	2	3	4	3	4	2	19
<b>Scott Farm, Inc</b>	\$85	2	1	2	3	2	4	6	20
<b>Wood Brothers Farming, Inc.</b>	\$75	5	1	2	4	2	4	6	24

# 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:

JCP Board

Name: Carlton Metts Home Phone: 252-259-4827  
 Home Address: 3307 Oaks Rd  
 City: New Bern Zip Code: 28560  
 Township: \_\_\_\_\_ City Limits:  Yes  No  
 Occupation: Center Supervisor Business Phone: 252-639-2904  
 Place of Employment: City of New Bern Parks & Rec Fax Number: 252-636-0861  
 E-Mail Address: mettsC@newbern-nc.org

(Please indicate your preferred contact number.)

Education

BA in Parks and Recreation Management - UNCW '95  
AA Craven Community College '93

Business and Civic Experience

City of New Bern - Center Supervisor  
Twin River Lions Club, NC Lions District 31H Information Technol.  
New Bern Girls Babe Ruth Softball 2011-2012 Board Director

Areas of Expertise, Interest, Skills

Working with Teens, Recreation

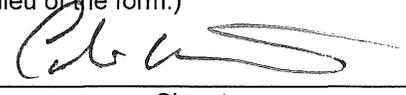
Why do you want to serve?

To better serve the community with teens helping  
+ prevent Juvenile Delinquency

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

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

Date: 9/18/13

  
 \_\_\_\_\_  
 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 ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252) 637-0526.

# 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:

JUVENILE CRIME PREVENTION COUNCIL

Name: TRACY K. MONK Home Phone: 252 654-0870  
 \* Cell # 917 559-2458  
 Home Address: 1306 SANTA LUCIA rd  
 City: NEW BERN 28560 Zip Code: 28560  
 Township: FAIRFIELD HARBOUR City Limits:  Yes  No  
 Occupation: INVESTMENT ADVISOR REP. Business Phone: 910 805-6608  
 Place of Employment: 202 W SUNSET Blvd Cove City 28528 Fax Number: 866 568-4836  
 E-Mail Address: 1TRACYMONK@gmail

(Please indicate your preferred contact number.)

### Education

N.Y.C. - AVIATION H.S. 1977 - 1981 - DIPLOMA  
N.Y.C. - LAGUARDIA COLLEGE - 1981 - 1983 - INCOMPLETE

### Business and Civic Experience

20 yrs of service in the N.Y.C. Police Dept., 12 as a SERGEANT.  
19 yrs. of experience in financial services with 10 yrs of it as a  
INVESTMENT ADVISOR REP. Also a member of Leadership CRAVEN ALUMNI Assoc.

### Areas of Expertise, Interest, Skills

AREAS OF EXPERTISE ARE CRIME PREVENTION, YOUTH COUNSELING AND  
COACHING. MY INTEREST IS AND HAS ALWAYS BEEN TO HELP OTHERS.

### Why do you want to serve?

THE MISSION AND GOALS OF THE DJJ ARE IN DIRECT ALIGNMENT  
WITH MY VISION OF LAW ENFORCEMENT AND COMMUNITIES WORKING TOGETHER.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

NONE

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

Date: 9/20/13

Tracy K. Monk  
 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 ([gbryan@cravencountync.gov](mailto:gbryan@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:

JCPC

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Name: Catherine Hardison Home Phone: (252) 670-3276  
Home Address: 4312 Old Cherry Point Road  
City: New Bern Zip Code: 28560  
Township: \_\_\_\_\_ City Limits:  Yes  No  
Occupation: Community Relations Manager Business Phone: (252) 637-2460  
Place of Employment: United Way of Coastal Carolina Fax Number: (252) 637-4190  
E-Mail Address: kitti@unitedwaycoastalnc.org

(Please indicate your preferred contact number.)

### Education

East Carolina University, BA Major: Business Administration, Minor: English (Graduated July 1992)

Peace College, AA (1987-1989)

### Business and Civic Experience

United Way of Coastal Carolina (1993-1999 then 2007 - present), Bank of America Mortgage (2006), Brinson Elementary PTA Board Treasurer(2012-2013),

CCSAP (Coastal Coalition for Substance Abuse Prevention ) Craven County Task Force,

Leadership Craven, Class of 1997, Leadership Carteret, Class of 2013,Craven County Jaycees (1997-2008), Junior Women's Club (2001-2003)

### Areas of Expertise, Interest, Skills

Program Development, Planning & Organizing, Public Relations, Volunteerism, Leadership, Special Events,

Fundraising, Marketing & Communication

### Why do you want to serve?

I have been asked to serve and I'm very interested in our youth and problems they face in our community. I have 4 children (ages 6-15).

As the Community Relations Manager for United Way I would like to also learn about the other programs in our county that serve our youth.

### Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

EFSP (FEMA) Local Board Contact (2008-present)

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

Date: October 18, 2013

\_\_\_\_\_  
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 ([gbryan@cravencountync.gov](mailto:gbryan@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:  
Juvenile Crime Prevention Council

Name: Wendy G. Paschal Home Phone: (252) 639-9975  
Home Address: 2086 Spring Garden Road  
City: New Bern Zip Code: 28562  
Township: \_\_\_\_\_ City Limits:  Yes  No  
Occupation: 4-H Youth Development Agent Business Phone: (252) 633-1477  
Place of Employment: NC Cooperative Extension Fax Number: (252) 633-2120  
E-Mail Address: wendy\_paschal@ncsu.edu

(Please indicate your preferred contact number.)

### Education

Associates Applied Science - Business Computer Programming - Craven Comm. College  
Bachelors of Science Degree - Elementary Education - Barton College  
Masters of Science Degree - Family & Youth Development - NC State University (in progress)

### Business and Civic Experience

I have worked with the youth and adults as a part of the NC Cooperative Extension in Carteret, Pitt and Craven counties.

### Areas of Expertise, Interest, Skills

Youth Development, Mentoring

### Why do you want to serve?

I believe that JCPC provides a much-needed service to our community. Serving is another way  
I can give back to the youth in our community.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve  
Craven County Less Means More, NC 4-H Agents Association

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

Date: October 18, 2013

Wendy G. Paschal  
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 ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252) 637-0526.

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

NORTH CAROLINA  
CRAVEN COUNTY

Tax Parcel No. 7-005-055  
Revenue Stamps \$0.00

**QUITCLAIM DEED**

THIS QUITCLAIM DEED, made this 4th day of November, 2013, by and between **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantor”); to **RODNEY C. ALLEN**, an individual of the State of North Carolina (“Grantee”), whose mailing address is \_\_\_\_\_, is as follows:

WITNESSETH:

That said Grantor for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantor paid by the Grantee, the receipt of which is hereby acknowledged, has remised and released, and by these presents does remise, release and forever quitclaim unto the Grantee, Grantee’s heirs, successors and assigns, pursuant to N.C.G.S. Section 160A-274, the following described property, **which said property does not include the primary residence of the Grantor** to wit:

**SEE EXHIBIT “A” ATTACHED HERETO  
AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee’s heirs, successors and assigns, free and

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Prepared By:  
Jimmie B. Hicks, Jr.  
Sumrell, Sugg, Carmichael, Hicks and Hart, P.A.  
Attorneys at Law  
416 Pollock Street  
New Bern, North Carolina 28560

No Title Search  
No Opinion Rendered  
Property Does Not Include a Primary Residence

discharged from all right, title, claim or interest of the said Grantor or anyone claiming by, through or under the Grantor.

IN TESTIMONY WHEREOF, **CRAVEN COUNTY** has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

**CRAVEN COUNTY**

(COUNTY SEAL)

\_\_\_\_\_  
By: SCOTT C. DACEY, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
GWENDOLYN M. BRYAN, Clerk  
Craven County Board of Commissioners

STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN

I, \_\_\_\_\_, Notary Public in and for said County and State, do hereby certify that on the \_\_\_\_ day of November, 2013, before me personally appeared SCOTT C. DACEY, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that GWENDOLYN M. BRYAN is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the \_\_\_\_ day of November, 2013.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

EXHIBIT A

All of that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina and being more particularly described as follows:

Being all of that certain property conveyed to Craven County by Commissioner's Deed recorded in Deed Book 2115, Page 813 in the Office of the Register of Deeds of Craven County, North Carolina.

Subject to restrictive covenants and easements of record.

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NORTH CAROLINA  
CRAVEN COUNTY

Tax Parcel No. 7-006-183  
Revenue Stamps \$0.00

**QUITCLAIM DEED**

THIS QUITCLAIM DEED, made this 4th day of November, 2013, by and between **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantor”); to **RODNEY C. ALLEN**, an individual of the State of North Carolina (“Grantee”), whose mailing address is \_\_\_\_\_, is as follows:

**WITNESSETH:**

That said Grantor for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantor paid by the Grantee, the receipt of which is hereby acknowledged, has remised and released, and by these presents does remise, release and forever quitclaim unto the Grantee, Grantee’s heirs, successors and assigns, pursuant to N.C.G.S. Section 160A-274, the following described property, **which said property does not include the primary residence of the Grantor** to wit:

**SEE EXHIBIT “A” ATTACHED HERETO  
AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee’s heirs, successors and assigns, free and

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Prepared By:  
Jimmie B. Hicks, Jr.  
Sumrell, Sugg, Carmichael, Hicks and Hart, P.A.  
Attorneys at Law  
416 Pollock Street  
New Bern, North Carolina 28560

No Title Search  
No Opinion Rendered  
Property Does Not Include a Primary Residence

discharged from all right, title, claim or interest of the said Grantor or anyone claiming by, through or under the Grantor.

IN TESTIMONY WHEREOF, **CRAVEN COUNTY** has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

**CRAVEN COUNTY**

(COUNTY SEAL)

\_\_\_\_\_  
By: SCOTT C. DACEY, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
GWENDOLYN M. BRYAN, Clerk  
Craven County Board of Commissioners

STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN

I, \_\_\_\_\_, Notary Public in and for said County and State, do hereby certify that on the \_\_\_\_ day of November, 2013, before me personally appeared SCOTT C. DACEY, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that GWENDOLYN M. BRYAN is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the \_\_\_\_ day of November, 2013.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

EXHIBIT A

All of that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina and being more particularly described as follows:

Being all of that certain property conveyed to Craven County by Commissioner's Deed recorded in Deed Book 3186, Page 389 in the Office of the Register of Deeds of Craven County, North Carolina.

Subject to restrictive covenants and easements of record.

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NORTH CAROLINA  
CRAVEN COUNTY

Tax Parcel No. 7-006-258  
Revenue Stamps \$0.00

**QUITCLAIM DEED**

THIS QUITCLAIM DEED, made this 4th day of November, 2013, by and between **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantor”); to **RODNEY C. ALLEN**, an individual of the State of North Carolina (“Grantee”), whose mailing address is \_\_\_\_\_, is as follows:

WITNESSETH:

That said Grantor for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantor paid by the Grantee, the receipt of which is hereby acknowledged, has remised and released, and by these presents does remise, release and forever quitclaim unto the Grantee, Grantee’s heirs, successors and assigns, pursuant to N.C.G.S. Section 160A-274, the following described property, **which said property does not include the primary residence of the Grantor** to wit:

**SEE EXHIBIT “A” ATTACHED HERETO  
AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee’s heirs, successors and assigns, free and

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Prepared By:  
Jimmie B. Hicks, Jr.  
Sumrell, Sugg, Carmichael, Hicks and Hart, P.A.  
Attorneys at Law  
416 Pollock Street  
New Bern, North Carolina 28560

No Title Search  
No Opinion Rendered  
Property Does Not Include a Primary Residence

discharged from all right, title, claim or interest of the said Grantor or anyone claiming by, through or under the Grantor.

IN TESTIMONY WHEREOF, **CRAVEN COUNTY** has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

**CRAVEN COUNTY**

(COUNTY SEAL)

\_\_\_\_\_  
By: SCOTT C. DACEY, Chairman  
Craven County Board of Commissioners

ATTEST:

\_\_\_\_\_  
GWENDOLYN M. BRYAN, Clerk  
Craven County Board of Commissioners

STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN

I, \_\_\_\_\_, Notary Public in and for said County and State, do hereby certify that on the \_\_\_\_ day of November, 2013, before me personally appeared SCOTT C. DACEY, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that GWENDOLYN M. BRYAN is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the \_\_\_\_ day of November, 2013.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

EXHIBIT A

All of that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina and being more particularly described as follows:

Being all of that certain property conveyed to Craven County by Commissioner's Deed recorded in Deed Book 3205, Page 773 in the Office of the Register of Deeds of Craven County, North Carolina.

Subject to restrictive covenants and easements of record.

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