

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, JANUARY 6, 2014
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF DECEMBER 16, 2013 REGULAR SESSION

1. PETITION OF CITIZEN: RAY GRIFFIN
2. WORKREADY COMMUNITY CERTIFICATE PRESENTATION: Timothy Downs, Economic Development Director

DEPARTMENTAL MATTERS

3. ECONOMIC DEVELOPMENT: Timothy Downs
 - A. Quarterly Economic Development Update
 - B. CRAVENCOUNTYSITES.com Demonstration
 - C. Budget Amendment
4. CARTS – BUDGET AMENDMENT: Kelly Walker, Transportation Coordinator
5. ELECTIONS – COMMISSIONERS REDISTRICTING UPDATE: Meloni Wray, Director of Elections
6. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
7. FINANCE – BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager, Finance/Administration
8. FACILITIES/PROPERTY – FARMLAND LEASE: Gene Hodges, Assistant County Manager, Facilities/Operations
9. APPOINTMENTS
 - A. Pending
 - B. Upcoming

10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS
13. CLOSED SESSION

Agenda Date: January 6, 2014

Presenter: Ray Griffin

Agenda Item No. 1

Board Action Required: No

PETITION OF CITIZEN: RAY GRIFFIN

Mr. Griffin wishes to address the Board concerning governmental issues in the new year.

Board Action: Receive Information

Agenda Date: January 6, 2014

Presenter: Timothy Downs

Agenda Item No. 2

Board Action Required: No

WORKREADY COMMUNITY CERTIFICATE PRESENTATION

Craven County Economic Development Director, Timothy Downs, will join community partners, Craven Community College, Craven County Schools, the Eastern Carolina Workforce Development Board, and the Eastern Region in presenting the Board with the county's recently awarded WorkReady Community certificate. Being certified as a WorkReady Community is an important milestone for Craven County. The availability of a trained and trainable workforce continues to be the leading factor for companies when they are looking to expand or relocate.

Board Action: None

Agenda Date: January 6, 2014

Presenter: Timothy Downs

Agenda Item No. 3

Board Action Required: Yes

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT

A. QUARTERLY ECONOMIC DEVELOPMENT UPDATE

Craven County Economic Development Director, Timothy Downs, will present a status update on economic development activities in the county over the last quarter.

Board Action: None

B. CRAVENCOUNTYSITES.com Demonstration

The County's new online inventory of available buildings and land is up and running. As you know, one of the top priorities for economic development in Craven County was the implementation of a comprehensive inventory that lists property for sale and for lease. We are partnering with the cities of New Bern and Havelock and the Neuse River Region Association of Realtors on this project. We will be demonstrating the tool, called Zoom Prospector, during the Board of Commissioners meeting on January 6, 2014. The website address for Craven County's portal is CravenCountyNCSites.com. One of the added benefits with this product is that properties listed in our database will also be listed on the national Zoom Prospector site – so individuals do not necessarily have to find their way to our web address to see our properties. (See Attachment #3.B.)

Board Action: None

C. BUDGET AMENDMENT

Craven County Economic Development Director, Timothy Downs, will present a budget amendment, shown in Attachment #3.C for the Board's approval. The budget amendment is requested to cover additional costs associated with pursuits in accordance with the Comprehensive Economic Development Strategic Plan, such as marketing, industrial park predevelopment work, and an economic development website.

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

Agenda Date: January 6, 2014

Presenter: Kelly Walker

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENT

CARTS requests a budget amendment to the CARTS budget in the amount of \$134,524 to purchase three replacement vehicles. (See Attachment #4) These vehicles have all met their useful life with over 200,000 miles each and were originally requested, approved and budgeted for in the North Carolina Department of Transportation (NCDOT) 2013 Community Transportation Program Capital Grant. Transit systems throughout the State, however, were not able to order or purchase conversion vans due to the State not obtaining a purchase agreement contract for the vehicles. With no State contract in place for such vehicles, NCDOT placed all orders on hold.

Last May NCDOT Public Transportation Department (PTD) staff granted approval of the required period of performance extension to allow for funds allocated in the FY 2013 grant to be utilized in FY 2014. PTD procurement staff has recently notified systems of completed agreements with vehicle manufacturers for a State vehicle purchase contract thus allowing systems to now order and purchase vehicles. Hence now, CARTS requests that the budget be amended by \$134,524 to allow for submission of the current purchase order. This purchase will be a 90% State contribution with a 10% local match which we anticipate will come from the sale of vehicles being replaced

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

Agenda Date: January 6, 2014

Presenter: Meloni Wray

Agenda Item No. 5

Board Action Required: No

DEPARTMENTAL MATTERS: ELECTIONS – COMMISSIONERS REDISTRICTING UPDATE

The Board of Elections is in the process of updating the voter database to reflect the Commissioner redistricting. We meet with GIS the first of December to get training on our GIS system and the tools they have to identify the streets that need to be changed to the new Commissioner districts. Once we obtained this report, we began updating the voter database. We have now completed updating the streets from A-R and our goal is to be finished updating the streets by Monday, January 6. Once we are finished updating the voter database, we will be mailing every active registered voter in Craven County a new voter card reflecting the changes in their voting jurisdictions. This will be approximately 61000 voter cards. Voters will have their new cards by the end of January.

We are on schedule to meet our goal, which was to be finished by the first of February, before the filing period beginning on February 10 for the 2014 May Primary.

Board Action: Receive information

Agenda Date: January 6, 2014

Presenter: Ronnie Antry

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine tax releases and refunds contained in Attachment #6 for the Board's approval.

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

Agenda Date: January 6, 2014

Presenter: Rick Hemphill

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

Assistant County Manager of Finance/Administration, Rick Hemphill, will present the budget amendment contained in Attachment # 7 to reallocate DJJDP funding among the Juvenile Crime Prevention Programs. The program revisions call for an increase of \$214 for JCPC administration, \$4,314 for teen court and \$14,650 for Area Day Reporting.

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

Agenda Date: January 6, 2014

Presenter: Gene Hodges

Agenda Item No. 8

Board Action Required: Yes

APPROVAL OF FARMLAND LEASE AGREEMENT FOR CROP PRODUCTION ON COUNTY OWNED PROPERTY

At the November 18, 2013 meeting, the Board of Commissioners approved a 3-year lease agreement for crop production on county owned property. One parcel in the industrial park was excluded from this agreement due to potential marketability of the lot. After having discussions with the new lessee, Charles C. Mitchell with Mitchell Family Farms, Inc., we realized that the costs associated with him spraying and cutting this parcel was not beneficial to either party. Thus, after consulting with the County Attorney, we believe that it is in the County's best interest to enter into a 1-year renewable lease, at \$85/acre, with Mitchell Family Farms, Inc. to tend this parcel also. A draft lease agreement is contained in Attachment #8 for the Board's review.

Board Action: Approve execution of the farmland lease agreement in the amount of \$85/acre per year for a 1-year term with Mitchell Family Farms, Inc.

Agenda Date: January 6, 2014

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):

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: Rachele Martin (Initial appointment 2010)
(No longer serving and needs to be replaced.)

No applications on file.

HAVELOCK-CRAVEN COUNTY LIBRARY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To promote and serve the best interests of the library by means of formulating the program of service in conjunction with the Craven-Pamlico-Carteret Regional Director of Library Services, by determining the local policy of the library, securing adequate funds, employing a librarian; and by establishing and supporting a planned program of public relations, and becoming familiar with state and local library laws.

NUMBER OF MEMBERS:

4
4

TYPE:

City of Havelock
County

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

Interested citizens

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Fourth Tuesday of January, April, July and October at 5:00 p.m.

COMPENSATION: No Yes Specify: _____

Term(s) ending:

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

Application on file: William Sherman (Attachment #9.A.)

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: _____

Term(s) ending: Kyna Herzinger (resigned)

No applications on file

B. UPCOMING APPOINTMENTS

January – None

February – Farmers Market Board: Larry Ipock (2006)

Agenda Date: January 6, 2014

Presenter: Jim Hicks

Agenda Item No. 10

Board Action Required: Yes

COUNTY ATTORNEY'S REPORT

A. OFFER TO PURCHASE REAL PROPERTY – 1212 LAGRANGE STREET (#8-014-121)

The County and City have received an offer in the amount of \$1,200.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,131.21. The current tax value is \$5,250.00. Attached are a copy of the offer to purchase, deed, and GIS information. (See Attachment #10.A.) The City has agreed to accept the offer, contingent on the County also accepting the offer.

Should the Board accept this offer, the property will be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

B. OFFER TO PURCHASE REAL PROPERTY – 823 WEST STREET (#8-007-224)

The County and City have received an offer in the amount of \$2,000.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$4,037.22. The current tax value is \$5,250.00. Attached are a copy of the offer to purchase, deed, and GIS information. (See Attachment #10.B.) The City has agreed to accept the offer, contingent on the County also accepting the offer.

Should the Board accept this offer, the property will be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

C. OFFER TO PURCHASE REAL PROPERTY – 839 GREEN STREET (#8-007-046)

The County and City have received an offer in the amount of \$3,000.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$6,620.23. The current tax value is \$5,460.00. Attached are a copy of the offer to purchase, deed, and GIS information. (See Attachment #10.C.) The City has agreed to accept the offer, contingent on the County also accepting the offer.

Should the Board accept this offer, the property will be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

Board Action: Consider offers for acceptance.

Agenda Date: January 6, 2014

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: January 6, 2014

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS

Agenda Date: January 6, 2014

Presenter: _____

Agenda Item No. 13

CLOSED SESSION

A closed session will be requested to discuss industrial expansion, pursuant to NCGS 143-318.11(a)(4).