

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MAY 18, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of April 6, 2015 Regular Session and March 27, 2015 Special Session
 - B. Tax Releases and Refunds
 - C. Request for Addition to State Maintained Secondary Road System
 - D. Proclamation Recognizing Wilbur Williamson's 100th Birthday
2. COMMUNITY COLLEGE PRESENTATION/RECOGNITION: Dr. Catherine Chew, President
3. COASTAL CAROLINA REGIONAL AIRPORT PRESENTATION: Tom Braaten, Airport Director
4. RESOLUTION IN SUPPORT OF INTERSTATE DESIGNATION: Commissioner Dacey
5. AMBULANCE FRANCHISE ORDINANCE AMENDMENT

DEPARTMENTAL MATTERS

6. WATER – WRITE OFFS: Rusty Hayes, Water Superintendent
7. PLANNING: BILLING PER DIEM ADDITIONAL SERVICES – FY12 CDBG INFRASTRUCTURE PROJECT: Reed Whitesell, Holland Consulting Planners

8. ECONOMIC DEVELOPMENT: Timothy Downs, Economic Development Director
 - A. Quarterly Update
 - B. Resolution Exempting Service Contract – Roadway Extention
 - C. Resolution Exempting Service Contract – Master Planning Services
 - D. Resolution Exempting Service Contract – Wetlands Determination and Geography
9. FINANCE - BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager, Finance/Administration
10. EMERGENCY SERVICES – HOSPITAL AMBULANCE LEASE: Rick Hemphill
11. APPOINTMENTS
12. COUNTY ATTORNEY’S REPORT: Jim Hicks
13. PRESENTATION OF RECOMMENDED FY 2015-2016 BUDGET: Jack Veit, County Manager
14. COUNTY MANAGER’S REPORT: Jack Veit
15. COMMISSIONERS’ REPORTS

Agenda Date: May 18, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF MAY 4, 2015 AND MARCH 27, 2015

The Board will be asked to approve regular session minutes of May 4, 2015 and Special Session minutes of March 27, 2015

B. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, submitted the routine requests for tax releases and refunds contained in Attachment #1.B. for the Board's approval..

C. ROAD ADDITION

Attachment #1.C. contains a road addition resolution requesting the Board of Commissioners to approve Maple Farms Lane in Maple Farms Subdivision to be turned over to the State of North Carolina for maintenance. The SR 2 Road Addition resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

D. PROCLAMATION RECOGNIZING WILBUR WILLIAMSON'S 100TH BIRTHDAY

The Board is requested to approve a proclamation recognizing the 100th birthday of Wilbur Williamson on May 24, and to authorize the Chairman to sign it. Mr. Williamson served as the Craven County Auditor/Finance Director prior to the County adopting the County Manager form of government in the 1970's.

Board Action: A roll call vote is needed to approve consent agenda matters.

Agenda Date: May 18, 2015

Presenter: Dr. Catherine Chew

Agenda Item No. 2

Board Action Required or Considered: No

CRAVEN COMMUNITY COLLEGE PRESENTATION

Dr. Catherine Chew, President of Craven Community College, wishes to recognize Helmut and Carmen Weisser.

Board Action: Receive information

Agenda Date: May 18, 2015

Presenter: Tom Braaten

Agenda Item No. 3

Board Action Required or Considered: No

COASTAL CAROLINA REGIONAL AIRPORT PRESENTATION

Airport Director, Tom Braaten, will make a presentation to update the Board on an Economic Impact Study.

Board Action: Receive information

Agenda Date: May 18, 2015

Presenter: Commissioner Scott Dacey

Agenda Item No. 4

Board Action Required or Considered: Yes

RESOLUTION IN SUPPORT OF INTERSTATE DESIGNATION

Commissioner Dacey will present the resolution in Attachment #4 for discussion and consideration.

Board Action: Discussion

Agenda Date: May 18, 2015

Presenter: _____

Agenda Item No. 5

Board Action Required or Considered: Yes

AMBULANCE FRANCHISE ORDINANCE AMENDMENT

At the Board's last meeting, a vote was taken to adopt an amendment to the Ambulance Franchise Ordinance which establishes a fee for non-emergency transport.

(Attachment #5) A second vote is required for adoption or amendment of a franchise ordinance.

Board Action: A second vote is necessary to ratify the vote at the last meeting.

Agenda Date: May 18, 2015

Presenter: Rusty Hayes

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: WATER – WRITE OFFS

Rusty Hayes, Water Superintendent, will present write-offs for calendar year 2013 in the amount of \$5,330.00, which were below the \$50.00 minimum to send to Debt Set Off. The Water Department will continue its efforts to collect this debt. A future consideration for this process includes, at minimum, write offs being considered every 60 to 90 days rather than yearly, and the Board is also asked to consider making this information available upon request rather than coming before the Board numerous times during the year.

Board Action: A roll call vote will be needed to approve write-offs.

Agenda Date: May 18, 2015

Presenter: Reed Whitesell

Agenda Item No. 7

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – BILLING PER DIEM
ADDITIONAL SERVICES**

Based on language permitted in the initial management contract, Holland Consulting Planners respectfully requests a billing per diem increase in the amount of \$2,000.00 to \$3,000.00 per month from May through August, 2015, for actual hours worked to complete the FY12 CDBG Infrastructure project. The total HCP billings for the project until completion will still only be approximately 13-14% of the total project budget. This will still be well below the 18% NC Department of Commerce regulatory limit for CDBG administration. CDBG funds will cover the payment for additional services.

These funds are needed to complete the water installation and site improvements for Henderson-Godette Road and also to install 25 additional step pump systems in the James City community. The reasons for the delay in the administration of this grant consist of inclement weather delays over the winter and spring months. We were also delayed due to trouble receiving easements for the proposed waterline installation on Henderson-Godette Road. Two additional community wide mail-outs were also done, which identified 25 additional eligible beneficiary households for STEP pump installations, eliminating the need to de-obligate any of the FY12 CDBG Infrastructure funds.

Board Action: A vote by the Board of Commissioners to approve the additional management billing for the CDBG Infrastructure project.

Agenda Date: May 18, 2015

Presenter: Timothy Downs

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT

A. QUARTERLY UPDATE

Craven County Economic Development Director, Timothy Downs, will present an update on economic development activities in the County over the last quarter. The update will include a look at the Craven 100 Alliance, The Entrepreneur Center project, and a general update on projects and prospects.

Board Action: Receive information

B. RESOLUTION EXEMPTING SERVICE CONTRACT – ROADWAY EXTENSION

The continued development of the Craven County Industrial Park is a key component of the Comprehensive Economic Development Strategic Plan and the future growth of the County's economy. The Industrial Park needs work performed to make the remaining available sites "shovel ready" for development. Some of this work is engineering. N.C.Gen.Stat. §143-64.31 requires the selection of firms to perform architectural, engineering, and surveying services by a county to be without regard to fee, after public announcement of such services. N.C.Gen.Stat. §143-64.32 allows a county to exempt itself from the requirements of N.C.Gen.Stat. §143-64.31, when the amount of professional fees is estimated to be less than Fifty Thousand Dollars. Economic Development would like to proceed with the service contract contained in Attachment #8.B. to perform roadway extension design and permitting services for Executive Parkway, located in the Industrial Park. Attachment #8.B also contains a resolution that exempts this service contract from the provisions of G.S. §143-64.3.1

Board Action: Approve the Resolution.

C. RESOLUTION EXEMPTING SERVICE CONTRACT – MASTER PLANNING SERVICES

The continued development of the Craven County Industrial Park is a key component of the Comprehensive Economic Development Strategic Plan and the future growth of the County's economy. The Industrial Park needs work performed to make the remaining available sites "shovel ready" for development. Some of this work is engineering. N.C.Gen.Stat. §143-64.31 requires the selection of firms to perform architectural, engineering, and surveying services by a county to be without regard to fee, after public announcement of such services. N.C.Gen.Stat. §143-64.32 allows a county to exempt itself from the requirements of N.C.Gen.Stat. §143-64.31, when the amount of professional fees is estimated to be less than Fifty Thousand Dollars.

Economic Development would like to proceed with a service contract to perform Master Planning services for Parcel 8-217-025 at the Industrial Park. Attachment #8.C is a resolution that exempts the service contract from the provisions of G.S. §143-64.3.1

Board Action: Approve the Resolution.

**D. RESOLUTION EXEMPTING SERVICE CONTRACT – WETLANDS
DETERMINATION & GEOGRAPHY**

The continued development of Craven County Industrial Park is a key component of the Comprehensive Economic Development Strategic Plan and the future growth of the County's economy. The Industrial Park needs work performed to make the remaining available sites "shovel ready" for development. Some of this work is engineering. N.C.Gen.Stat. §143-64.31 requires the selection of firms to perform architectural, engineering, and surveying services by a county to be without regard to fee, after public announcement of such services. N.C.Gen.Stat. §143-64.32 allows a county to exempt itself from the requirements of N.C.Gen.Stat. §143-64.31, when the amount of professional fees is estimated to be less than Fifty Thousand Dollars. Economic Development would like to proceed with a service contract to perform wetlands determination and geotechnical analysis services for several vacant development lots in the Industrial Park. Attachment #8.D is a resolution that exempts the service contract from the provisions of G.S. §143-64.3.1

Board Action: Approve the Resolution.

Agenda Date: May 18, 2015

Presenter: Rick Hemphill

Agenda Item No. 9

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS

Rick Hemphill, Assistant County Manager, Finance/Administration, will present the following budget amendments for the Board's Approval. (See Attachment #9)

Amendments: Schools – One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and additional distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$600,000 in expected revenue and corresponding transfer to Debt Service Fund.

Schools – Amount received for late listing penalty has exceeded total projected for current fiscal year. Need to budget additional \$ 45,000 for revised revenue projection and corresponding expenditure to schools.

General Fund/Capital Reserve – The amount received in March for Medicaid Hold Harmless funds greatly exceeded that which was budgeted. The \$1,300,000 received, which resulted from higher tax and lower Medicaid cost in Craven County for the past year, needs to be budgeted and transferred to the Capital Reserve Fund.

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

Agenda Date: May 18, 2015

Presenter: Rick Hemphill

Agenda Item No. 10

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – HOSPITAL AMBULANCE
LEASE**

Attachment #10 contains an Ambulance Lease Agreement with CarolinaEast which Mr. Hemphill will present for renewal. It was renewed at this time last year.

Board Action: A vote to approve the lease renewal.

Agenda Date: May 18, 2015

Presenter: _____

Agenda Item No. 11

Board Action Required or Considered: Yes

APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

A. PENDING APPOINTMENT(S):

FIRE TAX COMMISSIONERS

AUTHORIZATION: N.C.G.S. 69-25.7

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

NUMBER OF MEMBERS:

30

TYPE:

3 per District

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Terms due to expire: Tim Harvey (appointed 2013; has moved and needs to be replaced)

Application(s) on file: Chad Anderson (Attachment # 11.A.)

DOWN EAST RPO (Rural Planning Organization)

AUTHORIZATION: Memorandum of Understanding (Pursuant to NCGS 136-211)

MISSION/FUNCTION: To develop, in cooperation with the Department of Transportation, long-range local and regional multimodal transportation plans; to provide a forum for public participation in the transportation planning process; to develop and prioritize suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program; and to provide transportation-related information to local governments and other interested organizations and persons.

NUMBER OF MEMBERS:

- 1
- 1
- 1
- 1

TYPE: (TAC)

- County Elected Official
- County Alternate (Elected Official)
- Municipal Elected Official
- Municipal Alternate (Elected Official)

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Terms expiring: John Wetherington – Municipal Alternate; resigned

Must be an elected official of a municipality that is not included in the MPO. (Havelock, Vanceboro, Cove City, Dover)

Application(s) on File: Dred Mitchell (Attachment #11.A.3)

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 a nursing home.

LENGTH OF TERMS: 3 Years

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

COMPENSATION: No Yes Specify: _____

Term(s) expiring: Cheryl Stevenson (is not active and needs to be replaced)

Application(s) on file: Jessica Edwards (Attachment #11.A.1.)

EASTERN CAROLINA REGIONAL HOUSING AUTHORITY

AUTHORIZATION: Housing Authority Laws of North Carolina (1941)

MISSION/FUNCTION: Oversees the operation of 718 units of public housing in 10 North Carolina Counties: Sampson, Harnett, Duplin, Johnston, Wayne, Craven, Onslow, Jones, Pamlico and Carteret. There are 50 units in Craven County known as Manteo Circle in Havelock.

NUMBER OF MEMBERS:

10

1

TYPE:

1 per County

Appointee of Governor

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

LENGTH OF TERMS: 5 Years

MEETING SCHEDULE: 1st Tuesday of the first month of each quarter

COMPENSATION: No Yes Specify: _____

Term(s) ending: Arlene Clifton (Appointed 1995)

No applications on file.

C. UPCOMING APPOINTMENTS

June

<u>Craven Community College</u>	Carol Mattocks (Appointed 2006) Kenneth Crow (Appointed 2011)
<u>Community Child Protection Team</u>	Nadia Anderson (Appointed 2012) Dorothy Cumisky (Appointed 2012)
<u>Eastern Carolina Workforce Development</u>	Ronald Knight
<u>EMS Advisory Council</u>	Michael Smith (Appointed 2013)
<u>Firemen's Relief Fund</u>	Kevin Jones (Appointed 2013) Jeffery Norman (LSC; appointed 2013)
<u>Fire Tax Commissioner</u>	Harvey Hurst (Appointed 2011) Chris Wetherington (Appointed 2013)
<u>Juvenile Crime Prevention Council</u>	James Anderson (Appointed 2013) Catherine Hardison (Appointed 2013) Michelle Jerome (Appointed 2013)
<u>Nursing Home Advisory Committee</u>	Susanne Layton (Appointed 2012)
<u>Planning Board</u>	Patrick Wood (Appointed 2011)
<u>Recreation and Parks</u>	Dennis Smith (Appointed 2009)
<u>Coastal Carolina Airport Authority</u>	Joseph Leahy (Appointed 2012) Kenny Morris (Appointed 2011) Mary Harris (Appointed 2012)
<u>Tourism Development Authority</u>	

Agenda Date: May 18, 2015

Presenter: Jim Hicks

Agenda Item No. 12

Board Action Required or Considered: Yes

COUNTY ATTORNEY'S REPORT

Offer to Purchase Real Property – 509 Broad Street (Parcel No. 8-002-C-035)

The County has received an offer in the amount of \$190,000.00 for this property, which used to be the Adult Probation Office. The current tax value is \$553,000.00. The Offer also contains an additional agreement that the County compensate the potential buyer's realtor in the amount of 3% of the offer price. Attachment #12 contains copies of a proposed resolution, offer to purchase, bid deposit, and GIS information.

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

Board Action: Consider accepting the offer and advertising for upset bids.

Agenda Date: May 18, 2015

Presenter: Jack Veit

Agenda Item No. 13

Board Action Required or Considered: No

PRESENTATION OF RECOMMENDED FY 2015-2016 BUDGET

County Manager, Jack Veit, will present the proposed budget for FY 2015-2016.

Board Action: Receive information

Agenda Date: May 18, 2015

Presenter: Jack Veit

Agenda Item No. 14

COUNTY MANAGER'S REPORT

Agenda Date: May 18, 2015

Presenter: _____

Agenda Item No. 15

COMMISSIONERS' REPORTS