

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
TUESDAY, SEPTEMBER 8, 2015  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of August 17, 2015
  - B. Military Family of the Quarter
  - C. Tax Releases and Refunds
2. PUBLIC HEARING FOR FY15 CDBG INFRASTRUCTURE FUNDING CYCLE:  
Reed Whitesell, Holland Consulting Planners, Inc.
3. PETITIONS OF CITIZENS
4. COASTAL CAROLINA AIRPORT REQUEST FOR GRANT ACCEPTANCE:  
Tom Braaten, Airport Director
5. ABC BOARD MATTERS: Chip Chagnon, Chair
  - A. Approval of Travel Policy
  - B. Audit Presentation

DEPARTMENTAL MATTERS

6. CONVENTION CENTER: Mary Harris, Convention Center Director
  - A. New Bern-Craven County Convention & Visitor Center 2014-2015 Annual Tourism Report
  - B. New Bern Riverfront Convention Center Proposed 2016 Rental Rates and Policies
7. CARTS – REQUEST FOR APPROVAL OF THE HALF PRICE FARE POLICY, HALF PRICE FARE PROCEDURES AND HALF PRICE FARE APPLICATION:  
Kelly Walker, Transportation Director
8. PLANNING: Don Baumgardner, Planning Director

- A. Subdivisions for Approval
- B. Road Addition Request

- 9. APPOINTMENTS
- 10. COUNTY ATTORNEY'S REPORT: Jim Hicks
- 11. COUNTY MANAGER'S REPORT: Jack Veit
- 12. COMMISSIONERS' REPORTS

Agenda Date: September 8, 2015

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF AUGUST 17, 2015

The Board will be asked to approve the minutes of August 17, 2015 regular session.

### B. MILITARY FAMILY OF THE QUARTER RESOLUTION

The Board received a request to adopt the resolution, contained in Attachment #1.B, recognizing the family of Staff Sergeant Corey D. Rodgers as Military Family of the Quarter. The recognition luncheon will be held on Thursday, September 10, and a Commissioner is requested to attend.

### C. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, submitted the routine requests for tax releases and refund contained in Attachment #1.C for the Board's approval. There is one credit memo in the amount of \$11,255.81, of which \$10,874 is a City of New Bern demolition lien.

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

Agenda Date: September 8, 2015

Presenter: Reed Whitesell

Agenda Item No. 2

Board Action Required or Considered: Yes

## **PUBLIC HEARING FOR FY15 CDBG INFRASTRUCTURE FUNDING CYCLE**

A public hearing will be held on Tuesday, September 8<sup>th</sup>, 2015 at 7:00 pm. The purpose of this public hearing is to receive public comments regarding the County's intent to submit an application for a grant of approximately \$960,000 in FY15 CDBG infrastructure funds to replace existing/install new STEP on-site sewage disposal systems at scattered locations throughout Craven County Township 7.

This application was previously submitted in March 2015. The CDBG application points rating system has changed significantly for the September application cycle, and it appears that the proposed project may not be competitive due to changes in key economic indicators for Craven County as a whole. Those factors will be presented by Mr. Whitesell prior to the public hearing.

**Board Action: Hear public comment; consider grant submittal.**

Agenda Date: September 8, 2015

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

Agenda Item No. 3

Board Action Required or Considered: No

## PETITIONS OF CITIZENS

**Board Action: Receive Information**

Agenda Date: September 8, 2015

Presenter: Tom Braaten

Agenda Item No. 4

Board Action Required or Considered: Yes

## **COASTAL CAROLINA AIRPORT REQUEST FOR GRANT ACCEPTANCE**

Airport Director, Tom Braaten, will present a request to approve the acceptance of an FAA AIP grant in the amount of \$1,258,202. The grant monies will be used for: Taxiway B, E, K, F, and L lighting rehabilitation; Runway 14/32 and Runway 22 approach clearing environmental documentation phase; land acquisition reimbursement; Taxiway E and apron rehabilitation and safety area drainage improvements – environmental documentation phase, and a perimeter security inspection vehicle. The Airport will fund the 10% match in the amount of \$139,800.

**Board Action: Approve acceptance of the grant.**

Agenda Date: September 8, 2015

Presenter: Chip Chagnon

Agenda Item No. 5

Board Action Required or Considered: Yes

## **ABC BOARD MATTERS**

### **A. APPROVAL OF TRAVEL POLICY**

The Board is requested to approve the travel policy which appears as Attachment #5.A., as required annually.

**Board Action: Consider approval of policy.**

### **B. AUDIT PRESENTATION**

ABC Board Chairman, Chip Chagnon, will present the annual audit.

**Board Action: Receive information**

Agenda Date: September 8, 2015

Presenter: Mary Harris

Agenda Item No. 6

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: CONVENTION CENTER**

**A. NEW BERN-CRAVEN COUNTY CONVENTION & VISITOR CENTER 2014-2015 ANNUAL TOURISM REPORT**

Convention Center Director, Mary Harris, will present the NC Travel and Tourism numbers reported this year along with the Craven County tourism numbers and economic impact for calendar year 2014 provided by the Economic Development Partnership of North Carolina. She will also provide the fiscal year 2014-2015 occupancy tax numbers along with the economic impact of the New Bern Riverfront Convention Center and a brief overview of the many marketing efforts and accomplishments of the New Bern-Craven County Convention & Visitor Center during last fiscal year.

**Board Action: Receive information.**

**B. NEW BERN RIVERFRONT CONVENTION CENTER PROPOSED 2016 RENTAL RATES AND POLICIES**

Each year the Convention Center reviews rates and completes a competitive analysis which includes other convention centers, hotels and banquet facilities in the region. Due to increased operating costs, it is recommended that rental rates stay the same, and that food minimums currently stated in the policy be eliminated so that all space will be rented at the listed rate.

Ms. Harris has enclosed the proposed 2016 space rental rates and proposed policies compared to the current 2015 policies contained in Attachment #6.B.

**Board Action: A vote is needed to approve the proposed 2016 rental rates and policies.**

Agenda Date: September 8, 2015

Presenter: Kelly Walker

Agenda Item No. 7

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: CARTS – REQUEST FOR APPROVAL OF THE HALF PRICE FARE POLICY, HALF PRICE FARE PROCEDURES AND HALF PRICE FARE APPLICATION**

The FTA requires that CARTS offer a half price fare on the fixed route (or loop) for anyone who is age 65 or older, has a Medicare card, or has a disability. This price structure was included in the Transit Development Plan and Fare Increase, both approved at the August 3, 2015 meeting. Transportation Director, Kelly Walker, is requesting approval of the policy and procedures for the half price fare, including the application. Anyone who is utilizing the half fare price based on age or Medicare card will not be required to complete an application or have an eligibility card issued by CARTS. They may show proof of eligibility, such as the Medicare card, and a picture identification card when boarding and receive the half fare price. (See Attachment #7)

**Board Action: Approval of policy, procedures and application.**

Agenda Date: September 8, 2015

Presenter: Don Baumgardner

Agenda Item No. 8

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: PLANNING

### A. SUBDIVISIONS FOR APPROVAL

Craven County Planning Director, Don Baumgardner, will present the following subdivisions for the Board's approval. The Planning Board met on August 27 and recommended the subdivisions for approval.

#### Adelia G. Chance – Final

- Property is owned by Adelia G. Chance and surveyed by Chance & Associates, Inc.
- Property is located within Twp. 7, off of Wilcox Rd.
- Parcel ID 7-052-001
- Subdivision contains 1 lot on 1.49 acres
- Lot proposed to be served by community water and an individual septic system

#### Myrtis A. Taylor – Final

- Property is owned by Myrtis A. Taylor and surveyed by James C. Simmons, Jr. PLS
- Property is located within Twp. 5, off of Adams Creek Rd.
- Parcel ID 5-015-019
- Subdivision contains 1 lot on 1.8016 acres
- Lot proposed is to be served by existing individual well (water) and an existing individual septic system

#### Horner Estates – Final

- Property is owned by Thomas & Patricia Downey and surveyed by Brad L. Suitt & Associates
- Property is located within Twp. 7, off of Old Airport Rd.
- Parcel ID 7-105-10002
- Subdivision contains 1 lot on 1 acre
- Lot proposed is to be served by City of New Bern sewer and county water

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

**B. ROAD ADDITION REQUEST**

Mr. Baumgardner will present a road addition resolution, contained in Attachment #8.B, requesting the Board of Commissioners to approve Quail Woods Drive, Covey Court, Finch Lane and Sparrow Drive located in Quail Woods Subdivision to be turned over to the State of North Carolina for maintenance. The resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the roads to the State Maintenance System.

**Board Action: A vote is needed to approve the standard SR2 Road Addition Resolution.**

Agenda Date: September 8, 2015

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

Agenda Item No. 9

Board Action Required or Considered: Yes

## APPOINTMENTS

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

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

**A. PENDING APPOINTMENT(S):**

JUVENILE CRIME PREVENTION COUNCIL

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

LENGTH OF TERMS: 2 Years

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

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

**Term(s) expiring:**    Jennifer Knight (needs to be a representative of the business community.)

**Application on file:**    Jamara Wallace (Attachment #9.A.)

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents 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 and disabled adults

NUMBER OF MEMBERS:  
9-11

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: \_\_\_\_\_

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

**Term(s) ending:** Kathy Nelson (Resigned)  
Jessica James (Resigned)  
Mystre Van Horn (Resigned)

**No applications on file.**

**B. CURRENT APPOINTMENTS**

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:

15

\_\_\_\_\_

\_\_\_\_\_

TYPE:

Civic, neighborhood, municipal, industrial business, schools

\_\_\_\_\_

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the months of March, June, September and December

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

**Term(s) Ending:** Robert Blair (Appointed 2012)  
Len Long (Appointed 2012)

**No applications on file.**

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents 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 and disabled adults

NUMBER OF MEMBERS:  
9-11

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: \_\_\_\_\_

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

**Term(s) ending:** Susan Mathes (Appointed 2012)  
(Reappointment has been requested)

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

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

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS:

28  
\_\_\_\_\_

TYPE:

\_\_\_\_\_  
\_\_\_\_\_

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen’s Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; 14) representative from Naval Hospital at Cherry Point; 15) ad hoc members to include Eastern Carolina Council of Governments, EMS Director, NC Office of Emergency Medical Services, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

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

**Term(s) ending:** Crystal Tew (Appointed 2012)  
(Wishes to be reappointed, as she is still Captain at Ft. Barnwell)

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 Expiring:** James Muse (Appointed 2013)  
A letter of request will be forthcoming from the Clerk of Superior Court.

**C. UPCOMING APPOINTMENTS**

**October**

Community Child Protection Team

Dawn Gibson (Appointed 2012)

Adult Care Home Advisory

Linda Chagnon (Appointed 2012)

**November**

Firemen's Relief Fund

Donald Rottman (Appointed 2013)

Agricultural Advisory Committee

Jackie Anderson (Appointed 2009)  
Dale Dawson (Appointed 2009)

## COUNTY ATTORNEY'S REPORT

A. Initial Offer to Purchase Real Property – 1240 Jonestown Road (#3-032-017)

County Attorney, Jim Hicks, will present an offer received by the County in the amount of \$3,000.00 for property located at 1240 Jonestown Road, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,463.54. The current tax value is \$76,640.00. Attachment #10.A. contains copies of the offer to purchase, deed, GIS information, and proposed resolution.

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

B. Final Acceptance - Offer to Purchase Real Property – 2970 NC 43 Hwy (Parcel Number 1-052-088)

Mr. Hicks will present an offer previously received and tentatively approved in the amount of \$2,500.00 for property located at 2970 NC 43 Hwy, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,167.15. The current tax value is \$41,430.00. The offer was advertised, and although there was an upset bid, it was withdrawn before the upset period; and that bidder's deposit was forfeited. Attachment #10.B contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the resolution.

C. Final Acceptance - Offer to Purchase Real Property – 1021 Lees Avenue (Parcel Number 8-006-172)

The County and City previously received and tentatively approved an offer in the amount of \$6,300.00 for property located at 1021 Lees Avenue, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$4,402.44. The current tax value is \$34,730.00. The offer was advertised, and there were multiple upset bids, requiring new notices of upset bids. This offer was the final, highest bid. Attachment #10.C contains the proposed resolution, deed and lien waiver. It is the recommendation of Mr. Hicks that the Board give final approval of the sale and adopt the resolution.

Agenda Date: September 8, 2015

Presenter: Jack Veit

Agenda Item No. 11

## **COUNTY MANAGER'S REPORT**

Agenda Date: September 8, 2015

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

Agenda Item No. 12

## **COMMISSIONERS' REPORTS**