

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 2, 2015
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of October 19, 2015 Regular Session
 - B. Tax Releases and Refunds
 - C. Subdivision for Approval
2. PUBLIC HEARING: PROPOSED 2016 CRAVEN COUNTY SCHEDULES OF VALUES, STANDARDS AND RULES

3. PETITIONS OF CITIZENS

DEPARTMENTAL MATTERS

4. CARTS – BUDGET AMENDMENT: Kelly Walker, Transportation Director
5. EMERGENCY SERVICES - LITTLE SWIFT CREEK FIRE DEPARTMENT PUMPER TANKER PURCHASE: Jeffrey Norman, Chief
6. PLANNING: Don Baumgardner, Planning Director
 - A. Subdivision for Approval
 - B. Road Addition Request
 - C. Request to Adopt the Flood Mitigation Assistance Project Budget Amendment and Ordinance for the FY14 Grant
7. FINANCE – BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager – Finance/Administration
8. RECREATION - REQUEST FOR EXEMPTION FOR ENGINEERING SERVICES RELATED TO CREEKSIDE PARK PLAYGROUND REPLACEMENT: Eddie Games, Recreation & Parks Director, Gene Hodges, Assistant County Manager, Facilities/Operations

9. INFORMATION TECHNOLOGY – FIBER CONNECTION TO AGRICULTURAL EXTENSION AVAILABILITY TO NORTH SIDE OF INDUSTRIAL PARK: Dennis Holton, Information Technology Director and Timothy Downs, Economic Development Director
10. APPOINTMENTS
11. COUNTY ATTORNEY'S REPORT: Jim Hicks
12. COUNTY MANAGER'S REPORT: Jack Veit
13. COMMISSIONERS' REPORTS

Agenda Date: November 2, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF OCTOBER 19, 2015

The Board will be requested to approve the minutes of October 19, 2015 regular session.

B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the routine tax releases and refunds contained in Attachment #1.B.

C. SUBDIVISION FOR APPROVAL

The Board will be requested to approve the following subdivision.

McLawnhorn Estates – Final

- Property is owned by Jane McLawnhorn and surveyed by Robert H. Davis, PLS.
- Property is located within Twp. 8, off of US Hwy 17
- Subdivision contains 1 lot on 8.39 acres
- Lot proposed to be served by a private well and an individual septic system

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

Agenda Date: November 2, 2015

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: No

**PUBLIC HEARING: PROPOSED 2015 CRAVEN COUNTY SCHEDULES OF
VALUES, STANDARDS AND RULES**

The proposed 2016 Craven County Schedules of Values, Standards, and Rules was presented at the October 19, 2015 meeting and the required notice of the presentation was published in *The Sun Journal* on October 20, 2015. A copy of this notice is shown in Attachment #2. In order to comply with the provisions of NCGS 105-317©(2), the Board must now conduct a public hearing on the schedules. Once the hearing is held, the Board may then consider their adoption on November 16, 2015.

Board Action: Receive public comment

Agenda Date: November 2, 2015

Presenter: _____

Agenda Item No. 3

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: November 2, 2015

Presenter: Kelly Walker

Agenda Item No. 4

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENT

CARTS was approved to purchase three vehicles in FY 2015 by the County and the State. The order was placed with the anticipation that delivery would occur prior to June 30, 2015. Due to supply issues, the vehicles were not delivered until October 2015. A receivable was recorded for the grant reimbursement from the state in error due to the expectation that these vehicles would be received and payment issued before closing the 2015 fiscal year. As it stands now, the grant reimbursement is being held in fund balance as of 6/30/15 and will need to be budgeted from there to complete the purchase of these three vehicles and correct the fund balance going forward.
(See Attachment #4)

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

Agenda Date: November 2, 2015

Presenter: Jeff Norman

Agenda Item No. 5

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – LITTLE SWIFT CREEK
FIRE DEPARTMENT PUMPER TANKER PURCHASE**

Chief Jeff Norman of the Little Swift Creek Volunteer Fire Department will present information detailed in Attachment #5., as required by the contract with the County.

Board Action: Receive information

Agenda Date: November 2, 2015

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: PLANNING

A. SUBDIVISION FOR APPROVAL

Craven County Planning Director, Don Baumgardner, will present the following subdivision for the Board's approval.

Stately Pines Section 8 – Final

-Property is owned by Stately Pines Partnership and surveyed by Edward B. Latham, PLS.

-Property is located within Twp. 6 off of Stately Pines Rd.

-Subdivision contains 7 lots on 9.30 acres

-Lots proposed to be served by community water and City of New Bern Sewer

Board Action: A vote to approve the subdivision is needed.

B. ROAD ADDITION REQUEST

Attachment #6.B. contains a road addition resolution requesting the Board of Commissioners to approve a portion of Galloway Road 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 road to the State Maintenance System.

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

C. REQUEST TO ADOPT THE FLOOD MITIGATION ASSISTANCE PROJECT BUDGET AMENDMENT AND ORDINANCE FOR THE FY 14 GRANT

In order to move forward with the Flood Mitigation Assistance Project, the Board of Commissioners will need to adopt a Budget Amendment (\$716,863.00) and Budget Ordinance for the Flood Mitigation Assistance Project. This project is proposed to elevate five repetitively damaged residential structures and is 100% FEMA funding, no County funds required. The FEMA award letter is shown in Attachment #6.C.

Board Action: Request adoption of the project budget amendment and budget ordinance and authorize the Chairman to sign in a roll call vote.

Agenda Date: November 2, 2015

Presenter: Rick Hemphill

Agenda Item No. 7

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

Assistant County Manager – Finance/Administration, Rick Hemphill, will present the following budget amendment for the Board’s approval. (See Attachment #7)

Amendments: Water/Castle Hayne Aquifer – Need to budget \$13,776,228 from Water Operating to the Castle Hayne Aquifer project. Funds are already budgeted for receipt in the treatment project (fund 422). Need to budget the expenditure in water operating (fund 401).

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

Agenda Date: November 2, 2015

Presenters: Eddie Games, Gene Hodges

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: RECREATION

Craven County has been planning to replace the playground equipment at Creekside Park and budgeted \$100,000 as a capital project for Fiscal Year 2015-2016. Recreation and Parks staff has been working with various non-profit entities to secure additional funding for this project also. Recreation applied for a grant with Trillium Heath Resources for a Play Together Construction Grant to construct an inclusive playground and was awarded a grant of \$750,000 in August. Due to the scope and complexity of this project, county management, under advice of legal counsel, believes it is advisable to work with an impartial consultant, unaffiliated with any equipment manufacturer, to assist with the design, specifications, and request for proposals for this project. We have solicited proposals from a number of firms and have received four proposals. The four proposals have been evaluated and it is recommended that we proceed with Rivers & Associates, Inc. to provide these services based on their experience and ability to meet our project timeline.

We are requesting a resolution of exemption for this project so that we can contract with Rivers & Associates, Inc. to perform these design, engineering, and surveying services and forgo the formal Request for Qualifications process. (See Attachment #8)

Board Action: A vote to adopt the resolution of exemption.

Agenda Date: November 2, 2015

Presenters: Dennis Holton, Timothy Downs

Agenda Item No. 9

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: INFORMATION TECHNOLOGY – FIBER CONNECTION TO AGRICULTURAL EXTENSION AVAILABILITY TO NORTH SIDE OF INDUSTRIAL PARK

Mr. Dennis B. Holton will present the results of quotes received to connect the Craven County Agriculture Extension Building onto the county fiber network and to additionally provide conduits with dark fiber along Industrial Drive. Attachment #9 is a drawing of the proposed plan.

The topic of connecting the Craven County Agriculture Building to the county fiber network surfaced a couple of years ago when Soil & Water Conservation Office phone, fax and internet services were suspended during the federal sequestration as the office shared those resources with federal tenants in the building who owned those resources.. Our lack of ownership of these core services for our Soil and Water Office moved us to work towards getting these offices and the building on the county fiber network to provide a dependable, higher level of service for not only this office but the building as well. Monies for this part were placed in the Information Technology 2015-2016 budget in the amount of \$27,750.

During right of way ownership research for the run to the Agriculture Extension Building, Mr. Holton discussed the project with Mr. Timothy Downs, Economic Development Director. Mr. Downs became interested from the perspective of possibly providing another infrastructure offering for our park, not only to attract prospective buyers but, to enhance offerings for existing businesses within the park. Mr. Downs has monies in the Economic Development budget which could be used in conjunction with those from Information Technology pending Board authorization to do so.

With committed interest from one existing business and positive interest from a couple of others in the park it was decided to request quotes for a conduit/dark fiber install along the full run of Industrial Drive, about 5,000 feet total.

The County would not be providing internet service to any of the park businesses, only to the County Offices. The county would be providing dark fiber for use by those in the park, or a means to get internet service from a commercial internet service provider to a business along Industrial Drive. The county would charge a nominal fee for these infrastructures, and would base return on a 15 year payback. Price ranges in the \$150 – 300 per month amounts have been mentioned depending on the particulars; number of fibers, types of connection, etc. The Board of County Commissioners would approve a dark fiber agreement contract and fee amounts to charge, at a later meeting, should we proceed.

After much thought on locations and pathways, a request for quotes was developed and quotes were solicited. Request for quotes included boring of conduits supplied by the bidder along the identified path, installation of in-ground handholes supplied by the bidder, the pulling of county supplied fiber and labor for all the mentioned items. Those results were received on Tuesday, October 27, 2015 and were as follows:

Company Name	Location	Quote
T & R Underground	Greenville, NC	49,793.00
TelPower Solutions LLC	Hillsborough, NC	52,775.00
Underground Solutions, Inc.	Liberty, NC	66,350.00
Globe Communications	Durham, NC	69,865.52
DataWatt Solutions	Linwood, NC	78,764.29

The above pricing does not include the cost of the fiber which would run about \$15,000 and some inside work for Agriculture Extension Building, so total of the project would run \$65,000 – 70,000.

The Board of Commissioners are asked to:

1. Award the bid to T & R Underground
2. Approve the concept of providing dark fiber along Industrial Drive with the intent of using it to enhance Industrial Park infrastructure offerings.

Should this be the direction of the Board of Commissioners, lease agreement documents will be drafted and brought to the Board of Commissioners for review and approval.

Board Action: A vote to approve the bid award and to move forward with the project concept.

Agenda Date: November 2, 2015

Presenter: _____

Agenda Item No. 10

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):

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:

Jessica James (Resigned)
Mystre Van Horn (Resigned)

No applications on file.

CRAVEN COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS: 11-16

TYPE: DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

Term(s) expiring: Dawn Gibson (Not seeking reappointment; a recommendation will be forthcoming)

No application on file.

B. CURRENT APPOINTMENTS

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) ending: Deborah Shannon (Resigned)

Applications on file: Martha Bryant-Watkins

(See Attachment # 10)

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 Yes Specify: _____

Term(s) expiring: Donald Rottman (Appointed 2013; re-appointment requested)

AGRICULTURAL ADVISORY COMMITTEE

AUTHORIZATION: Local Ordinance

MISSION/FUNCTION: Administer provision of the Craven County Voluntary Agricultural District Ordinance and perform other agricultural related tasks or duties assigned by the Craven Count Board of Commissioners.

NUMBER OF MEMBERS:

9

TYPE:

(See qualifications)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
1) resident of area Township representing; 2) agricultural landowner; 3) actively and directly involved in agricultural production on at least 10 acres of farmland 4) special interest, experience, or education in agriculture and/or rural land preservation

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: At the call of the Chairperson

COMPENSATION: No Yes Specify: _____

Term(s) ending: Jackie Anderson (Appointed 2009)
Dale Dawson (Appointed 2009)

(They have requested that these be deferred.)

C. UPCOMING APPOINTMENTS

December

EMS Advisory Council

James Zechman (Appointed 2013)

Health Board

Verdelle Newby (Appointed 2007)

Cove City Library Board

Theresa Hodges (Appointed 2007; unexpired term)

Commissioners' Appointments

Agenda Date: November 2, 2015

Presenter: Jim Hicks

Agenda Item No. 11

COUNTY ATTORNEY'S REPORT

Initial Offer to Purchase Real Property – 3022 Madison Avenue, New Bern
(#8-044-A-069)

The County and City have received an offer in the amount of \$4,200.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$4,189.43. The current tax value is \$62,530.00. Attachment #11 contains copies of the offer to purchase, deed, GIS information, and proposed resolution.

Should the County and City accept this offer, 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 and City may accept or reject the final offer.

Agenda Date: November 2, 2015

Presenter: Jack Veit

Agenda Item No. 12

COUNTY MANAGER'S REPORT

Agenda Date: November 2, 2015

Presenter: _____

Agenda Item No. 13

COMMISSIONERS' REPORTS