

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, FEBRUARY 15, 2016  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of February 1, 2016
  - B. Tax Releases and Refunds
2. PUBLIC HEARING: CLOSE-OUT PUBLIC HEARING ON FY12 CDBG INFRASTRUCTURE PROGRAM

DEPARTMENTAL MATTERS

3. PLANNING – FY13 FMA ELEVATION PROJECT CONTRACT AWARD  
RECOMMENDATIONS: Chip Bartlett, Holland Consulting Planners
4. ECONOMIC DEVELOPMENT ANNOUNCEMENT: Timothy Downs, Economic Development Director
5. APPOINTMENTS
6. COUNTY ATTORNEY'S REPORT: Jim Hicks
7. COUNTY MANAGER'S REPORT: Jack Veit
8. COMMISSIONERS' REPORTS

Agenda Date: February 15, 2016

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## **CONSENT AGENDA**

### **A. MINUTES OF FEBRUARY 1, 2016**

The Board will be requested to approve the Minutes of February 1, 2016 regular session.

### **B. TAX RELEASES AND REFUNDS**

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

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

Agenda Date: February 15, 2016

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

Agenda Item No. 2

Board Action Required or Considered: No

**PUBLIC HEARING: CLOSE-OUT PUBLIC HEARING ON FY12 CDBG  
INFRASTRUCTURE PROGRAM**

A public hearing will be held on February 15<sup>th</sup>, 2016 at 8:30 a.m. The purpose of this public hearing is to review the budget and activities that have been accomplished through the County's FY12 CDBG Infrastructure Project. The program activities are complete and the County is in the process of closing out the grant. The program accomplishments included new water service to Henderson-Godette Road in the Harlowe area and substantial sewer improvements within the James City area. Total cost of activities was \$727,358.66 in CDBG Program funds, benefitting 100% low to moderate income households.

**Board Action: Receive information**

Agenda Date: February 15, 2016

Presenter: Chip Bartlett

Agenda Item No. 3

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – FY13 FMA ELEVATION PROJECT  
CONTRACT AWARD RECOMMENDATIONS**

A second bid opening for the Craven County FY13 Flood Mitigation Assistance Elevation Project was held on February 4<sup>th</sup>, 2016. Chip Bartlett, Holland Consulting Planners, will present bids received by six (6) regional general contractors. (See Attachment #3)

Contract awards as recommended:

<b><u>Unit Address</u></b>	<b><u>Contractor</u></b>	<b><u>Amount</u></b>
Unit # 6CC / 1400 Brices Creek Rd.	IMEC	\$121,260
Unit # 7CC / 104 Crest Dr.	IMEC	\$145,260
Unit # 9CC / 321 Riverside Dr.	J.E. Dillahunt	\$182,185
Unit # 10CC / 1611 Hazel Ave.	B&B Construction	\$ 96,950

**Board Action: A vote to approve the contract award is needed to allow us to move forward with the project.**

Agenda Date: February 15, 2016

Presenter: Timothy Downs

Agenda Item No. 4

Board Action Required or Considered: No

## **DEPARTMENTAL MATTERS – ECONOMIC DEVELOPMENT**

Craven County Economic Development Director, Timothy Downs, will announce and explain “Craven Works” the upcoming free employment resources and jobs event, which is being sponsored and hosted by the Craven 100 Alliance (C1A).

**Board Action: Receive information.**

Agenda Date: February 15, 2016

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

Agenda Item No. 5

Board Action Required or Considered: Yes

## APPOINTMENTS

- A. PENDING
- B. UPCOMING

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

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

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; parent who has lost child before the age of 18)  
Bradley Lanto (2013; MCAS Cherry Point)  
Walter Mills (2013; Chief District Court Judge)  
Christopher Morning (2013; Havelock P.D.)

**No application 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 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:** Donna Siegmund (2013)

**No applications on file.**

**BOARD OF ADJUSTMENT**

---

**AUTHORIZATION:** General Statute 153-345

**MISSION/FUNCTION:** To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the applicable ordinance; may permit special exceptions to zoning regulations if provided for in the ordinance.

**NUMBER OF MEMBERS:**

7

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE:**

Representatives of each airport zoned area

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**LENGTH OF TERMS:** 3 Years

**MEETING SCHEDULE:** Not Specified

**Terms expiring:** Lee Kyle Allen III (2010)

**Application on file:** Ryan Purtle (Attachment #5.A.)

**C. UPCOMING APPOINTMENTS**

**March**

Craven Aging Planning Board: Dean Roberts (not seeking reappointment)

**April**

Craven Aging Planning Board: Joy Hudson (permanent agency seat; ESC)  
Linda Klund (permanent agency seat; Trillium)

Health Board: Dr. Eric Wheelis (appointed 2013)

Nursing Home Advisory Committee: Robin Schaefer (appointed 2013)

Down East RPO: Chad Braxton (municipal official; appointed 2013)

Agricultural Advisory Board: Jimmy Arthur (appointed 2009)  
Glen Ipock (appointed 2009)  
David Parker (appointed 2009)  
Carl Turner (appointed 2010)  
Wyatt Whitford (appointed 2009)

Agenda Date: February 15, 2016

Presenter: Jim Hicks

Agenda Item No. 6

### COUNTY ATTORNEY'S REPORT

- A. Initial Offer to Purchase Real Property – 435 Prichard Avenue (Parcel Number 5-021-063).

The County has 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 \$2,952.34. The current tax value is \$15,160. Attachment #6.A contains copies of the offer to purchase, deed, GIS information, and proposed resolution. NOTE: this matter was tabled at the meeting of February 1, 2016.

Should the County 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 may accept or reject the final offer.

- B. Initial Offer to Purchase Real Property – 1021 Lees Avenue, New Bern (Parcel Number 8-006-172).

The County and City of New Bern have received an offer in the amount of \$4,000.00 for this property, 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. Attachment #6.B contains copies of the Offer to Purchase, deed, GIS information, and proposed resolution. NOTE: The Board previously gave final approval of an offer for this property, but the highest bidder failed to close, and forfeited his bid deposit.

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.

- C. Report of Settlement.

The County Attorney will report a settlement previously approved by the Board of Commissioners, pursuant to G.S. Section 143-318.11(a)(3).

Agenda Date: February 15, 2016

Presenter: Jack Veit

Agenda Item No. 7

## **COUNTY MANAGER'S REPORT**

Agenda Date: February 15, 2016

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

Agenda Item No. 8

## **COMMISSIONERS' REPORTS**