

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
TUESDAY, JULY 5, 2016
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS
2. CONSENT AGENDA
 - A. Minutes of June 16, 2016 Reconvened Session and June 20, 2016 Regular Session
 - B. Purple Heart Resolution
 - C. St. Cyprian's Proclamation
 - D. Tax Releases and Refunds

DEPARTMENTAL MATTERS

3. HEALTH: REPORT ON ZIKA: Scott Harrelson, Health Director and Ray Silverthorne, Environmental Health Director
4. ANIMAL SHELTER EXPANSION PROJECT: Gene Hodges, Assistant County Manager
5. APPOINTMENTS
6. COUNTY ATTORNEY'S REPORT: Jim Hicks
7. COUNTY MANAGER'S REPORT: Jack Veit
8. COMMISSIONERS' REPORTS

Agenda Date: July 5, 2016

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive Information

Agenda Date: July 5, 2016

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF JUNE 16, 2016 RECONVENED SESSION AND JUNE 20, 2016 REGULAR SESSION

The Board will be requested to approve the minutes of June 16, 2016 reconvened session and June 20, 2016 regular session.

B. PURPLE HEART RESOLUTION

The Chairman has requested adoption of the resolution appearing as Attachment #2.B. recognizing recipients of the Purple Heart, to be presented at the Coastal Carolina Purple Heart Dinner being held on August 6.

C. ST. CYPRIAN'S PROCLAMATION

The Board is requested to ratify for the record the proclamation in Attachment #2.C signed by the Chairman recognizing the 150th Anniversary of St. Cyprian's Episcopal Church.

D. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds contained in Attachment #2.D.

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

Agenda Date: July 5, 2016

Presenter: Scott Harrelson

Agenda Item No. 3

Board Action Required or Considered: No

DEPARTMENTAL MATTERS: HEALTH – REPORT ZIKA VIRUS

As requested by the Board, Health Director, Scott Harrelson, and Environmental Health Director, Ray Silverthorne, will present an update on the Zika virus.

Board Action: Receive information

Agenda Date: July 5, 2016

Presenter: Gene Hodges

Agenda Item No. 4

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: ANIMAL SHELTER EXPANSION PROJECT

Craven County issued a request for bids for the expansion of the Animal Shelter on May 4, 2016. A mandatory pre-bid meeting was held on May 17, 2016 for any firms that were interested in bidding on this project. There were six interested firms that attended that meeting. The bid closing date was June 7, 2016 and five firms submitted bids (See Attachment #4.A). The lowest bidder was DanCo Builders, Inc. with a bid of \$1,037,000. After working with DanCo to identify potential savings in the project, the construction cost has been lowered to \$996,000. With a 10% contingency budget and contractual services budget related to architectural and engineering services, the proposed project budget is \$1,276,518 (See Attachment #4.B). This project currently has a budget of \$500,000 of which \$143,671 has been expended for initial design work and required improvements in the existing structure. It is the recommendation from staff that the Board accepts the bids, approve the Animal Shelter Project ordinance, approve a budget amendment in the amount of \$1,246,518, and award the contract to DanCo Builders, Inc. in an amount not to exceed \$996,000.

Board Action: Accept the bids, approve the Animal Shelter Project ordinance (Attachment #4.C), approve a budget amendment (Attachment #4.D) in the amount of \$1,246,518, and award the contract to DanCo Builders, Inc. in an amount not to exceed \$996,000.

Agenda Date: July 5, 2016

Presenter: _____

Agenda Item No. 5

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):

CRAVEN AGING PLANNING BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18

TYPE:

Agency - 10
Local Government - 3
Client/Caregiver - 2
Senior Representative - 3

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No X Yes Specify: _____

Terms Expiring: Joy Hudson (Permanent agency seat; Employment Security Commission "ESC")*

No applications on file.

* The ESC member has not been attending for some time. The Aging Planning Board is in the process of determining if this seat needs to continue or if bylaws need amendment.

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: _____

Terms expiring: Jimmy Arthur (**Not seeking reappointment**)

No applications on file.

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

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No X Yes Specify: _____

Term(s) expiring: Dawn Gibson (Appointed 2014; faith based rep.)
Does not wish to continue.

No Applications on File.

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12

TYPE:

1 from each township (8)
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No Yes Specify: _____

Term(s) due to expire:

Dickie Fairburn (Appointed 2009; two terms*)
Cathy Frazier (Appointed 2013)
Abel Sandoval (Appointed 2013)
Bill Taylor (Appointed 2010; two terms*)

*Recreation and Parks bylaws limit board members to two terms.

***The Recreation Director requests deferment and would like to come forward with a recommendation.**

B. CURRENT APPOINTMENTS

ABC Board

At the last meeting members of the ABC Board were reappointed. The Board has been requested to clarify the designation of the ABC Board Chairman. By statute, the Chairman is appointed by this Board.

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: _____

Term(s) ending: Craig Arthur (Decesaed)

Application(s) on file: Sue Arthurs (See Attachment #5.B.)

CRAVEN AGING PLANNING BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

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LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No X Yes Specify: _____

Appointments due to expire: Lavick Williams (Senior Tar Heel Legislature Representative)

No applications on file.

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: _____

NUMBER OF MEMBERS:

8

TYPE:

Representatives from around the County (from each township to the extent possible)

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 5:00 p.m.

COMPENSATION: No Yes X Specify: \$25 per meeting-members; \$30 per meeting-Chairman

Appointment(s) due to expire:

Richard Maher (Appointed 2012; Twp. 7)

No applications on file.

RIVER BEND BOARD OF ADJUSTMENT (EXTRATERRITORIAL JURISDICTION)

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: Serves as a quasi-judicial body; reviews and rules on permitted variances

NUMBER OF MEMBERS:

1

TYPE:

Resident of River Bend's ETJ Area

1

Alternate; resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: As needed

Term(s) due to expire:

Kelly Forrest (Appointed 2007)

No applications on file.

C. UPCOMING APPOINTMENTS

AUGUST

Clean Sweep Committee:

Judi Lloyd (Appointed 2010)
Lynn Rosania (Appointed 2010)

EMS Advisory Council:

Mark Dail (Rhems F.D.)
James Davis (CarolinaEast; Appointed 2008)
Doug Furgason (At-large; Appointed 2006)
John Harrell (Bridgeton Rescue; Appointed 2009)
Stanley Koontz (Carolina East Medical Director)
Jean Matthews (Cove City Rescue)
Debra Rogers (CarolinaEast E.D.; Appointed 2008)
Ronnie Weems (Fire Association; Appointed 2010)
Rick Zaccardelli (City of Havelock)

Fire Tax Commissioners:

Otto Simmons (Appointed 2012)

Agenda Date: July 5, 2016

Presenter: Jim Hicks

Agenda Item No. 6

COUNTY ATTORNEY'S REPORT

Agenda Date: July 5, 2016

Presenter: Jack Veit

Agenda Item No. 7

COUNTY MANAGER'S REPORT

Agenda Date: July 5, 2016

Presenter: _____

Agenda Item No. 8

COMMISSIONERS' REPORTS

RESOLUTION
In Recognition of Recipients of the Purple Heart

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly —make sure we never forget; and

WHEREAS, Craven County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, the first Marine casualty of World War II, Robert Conderman, was a citizen of Craven County; and

WHEREAS, Craven County, home to Marine Corps Air Station Cherry Point, has also become home to countless veterans and their families whose lives have been altered forever as a result of combat injuries and loss of life; and

WHEREAS, Craven County was proclaimed a *Purple Heart County in the State of North Carolina* on December 17, 2012 and

WHEREAS, Craven County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW, THEREFORE, BE IT RESOLVED: the Craven County Board of Commissioners salutes the valiant men and women who are recipients of the Purple Heart, and recognizes the support and sacrifice of their loved ones.

Adopted, with the most heartfelt appreciation, this 5th day of July, 2016.

George S. Liner, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan, Clerk to the Board

PROCLAMATION

In Observance of the 150th Anniversary of St. Cyprian's Episcopal Church

WHEREAS, St. Cyprian's Episcopal Church, located in New Bern is celebrating its 150th Anniversary on July 3, 2016; and

WHEREAS, St. Cyprian's was officially organized on June 20, 1866 for the purpose of providing a home for African American congregants of Christ Episcopal Church following the Civil War; and

WHEREAS, St. Cyprian's has played a significant role in the community, having served as a refuge and clinic in the aftermath of the Great Fire of 1922, and having been the catalyst for the establishment of the first hospital in New Bern for the African American community; and

WHEREAS, St. Cyprian's has a desire to continue serving the citizens of Craven County, New Bern and the surrounding community.

NOW, THEREFORE, IT IS PROCLAIMED:

- Congratulations are extended to St. Cyprian's Episcopal Church on the occasion of its 150th anniversary and in recognition of this milestone.
- Best wishes are sent forth for a successful and uplifting celebration.
- Heartfelt appreciation is expressed for the positive impact this congregation has had over the years, as well as sincere wishes for many more years of serving the needs within our community. .

This 3rd day of July, 2016

(Ratified the 5th day of July, 2016.)

George S. Liner, Chairman
Craven County Board of Commissioners

Gwendolyn M. Bryan, Clerk to the Board

TAX804P

CRAVEN COUNTY

PAGE 1

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/05/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BRYDGE & LEE INC CORRECTED DISCOVERED PROPERTY VALUE	0043351 2016-0090092	3,206.56
ELKS, KAREN MORRIS RECYCLE ADJUSTMENT DUE TO REBILL	0034271 2016-0090120	24.00
FRENCH, CHARLES LESLIE JR & FR RECYCLE ADJUSTMENT DUE TO REBILL	0101354 2016-0090121	12.00
GODETTE, MONROE JR RECYCLE ADJUSTMENT DUE TO REBILL	0016508 2016-0090122	12.00
GOODING, KEITHER MCCOY JR & GO RECYCLE ADJUSTMENT DUE TO REBILL	0104864 2016-0090123	12.00
GRIMES, MICAH RECYCLE ADJUSTMENT DUE TO REBILL	0101967 2016-0090125	12.00
HARDY, LISA M RECYCLE ADJUSTMENT DUE TO REBILL	0107723 2016-0090128	12.00
HARRISON, NANCY P RECYCLE ADJUSTMENT DUE TO REBILL	0106658 2016-0090129	12.00
KOONCE, KEITH LYLE RECYCLE ADJUSTMENT DUE TO REBILL	0082594 2016-0090135	12.00
L & B PAINTING INC BUSINESS NOT TAXABLE TO CRAVEN CO.	0043364 2015-0033062	6.30
MONETTE, JAMES G JR & BRENDA K RECYCLE ADJUSTMENT DUE TO REBILL	0095128 2016-0090136	12.00
NIEBLAS, MARIA MEDINA DID NOT OWN 1/1/2012	0093278 2012-0090314	203.56
NIEBLAS, MARIA MEDINA DID NOT OWN 1/1/2013	0093278 2013-0090932	186.75
NIEBLAS, MARIA MEDINA DID NOT OWN 1/1/2014	0093278 2014-0091878	170.50

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/05/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
NIEBLAS, MARIA MEDINA DID NOT OWN 1/1/2015	0093278 2015-0042780	154.85
PEEBLES, PATRICIA P NOT IN BUSINESS 1/1/2012	0090770 2012-0091012	44.60
TAGLIERI, TONI L NOT IN BUSINESS 1/1/2015	0090799 2015-0091481	8.77
TIPPETT, CLARENCE B RECYCLE ADJUSTMENT DUE TO REBILL	0025324 2016-0090140	12.00
TRUE, BRENDA L RECYCLE ADJUSTMENT DUE TO REBILL	0107726 2016-0090141	12.00
	19 -CREDIT MEMO(S)	4,125.89

REFUNDS SUBJECT TO BOARD APPROVAL ON 07/05/2016

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
PEEBLES, PATRICIA P NOT IN BUSINESS 1/1/2012	0090770 2012-0091012	40.72
	1 -REFUND(S)	40.72

BID TABULATION – SINGLE PRIME BID

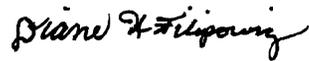
Renovation & Addition: Craven County Animal Shelter - MCS-CCAS-CC-14
 1639 Old Airport Road,
 New Bern, NC

Date: 7. June 2016 Time: 2:00pm

Contractor	Subs Listed	Bid Bond	Base Bid	Low Bid
DanCo Builders, Inc.	x	x	\$1,037,000	\$1,037,000
Primus Contracting, Inc.	x	x	\$1,125,980	
L.A Downey & Son, Inc.	x	x	\$1,203,983	
Thomas Simpson Construction	x	x	\$1,282,316	
Group III Mgt., Inc.	x	x	\$1,293,000	
Bruin Builders LLC			No Bid	

CERTIFICATION

I, Diane H. Filipowicz, hereby certify this to be a true and accurate tabulation of bids received for the above named project.



Diane H. Filipowicz associate AIA
 C. R. Francis / Architecture, p.a.



Located at
 329 middle street

Attachment # 4.A.

Animal Shelter Expansion
Craven County
7/5/2016

	<u>Existing Budget</u>	<u>Amount Spent</u>	<u>Budget Required</u>	<u>Additional Needed</u>	<u>Total Project Budget</u>
General Construction	\$ 400,000	\$ 95,858			\$ 95,858
General Contractor	\$ -	\$ -	\$ 996,000	\$ 691,858	\$ 996,000
Contracted Services	\$ 50,000	\$ 47,813	\$ 84,660	\$ 34,660	\$ 84,660
Contingency	\$ 50,000	\$ -	\$ 100,000	\$ 50,000	\$ 100,000
	<u>\$ 500,000</u>	<u>\$ 143,671</u>	<u>\$ 1,180,660</u>	<u>\$ 776,518</u>	<u>\$ 1,276,518</u>



Animal Shelter Project
Fund 390

This ordinance is hereby approved in the following amounts for expenditures to the Animal Shelter Project.

Expenditures:

Contractual	\$	84,660.00
Construction	\$	996,000.00
Construction - other than general contractor	\$	95,858.00
Contingency	\$	100,000.00
Total	\$	1,276,518.00

The following revenues are hereby estimated for the Animal Shelter Project.

Revenue:

From Capital Reserve Fund	\$	1,276,518.00
Total	\$	1,276,518.00

This ordinance is hereby approved this 5th day of July, 2016.

George S. Liner, Chairman
Craven County Board of Commissioners

Attest:

Gwendolyn M Bryan, Clerk to the Board
Craven County Board of Commissioners

Attachment #5.B.

Craven County



Emergency Services
406 Craven Street
New Bern, NC 28560
252-636-6608 - OFFICE
252-636-6655 - FAX

RECEIVED

JUN 29 '16

CRAVEN COUNTY
ADMINISTRATION

*FROM THE DESK
OF
Patti McDaniel*

June 28, 2016

To: Gwen Bryan

**Re: Replacement Appointment
Fire Tax Commissioner**

Gwen;

Attached is a Volunteer Board Information Form for Sue Arthurs she will be replacing Craig Arthurs whom recently passed. Mr. Craig Arthurs was Township Six Fire Tax Commissioner for many years. Any questions, please feel to contact me.

**Thanks
Patti**

Volunteer Board Information and Interest Sheet

Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Top Six Fire Tax Commissioner

Name: Sue A. Bowyer Arthur Home Phone: 252-671-3089

Home Address: 431 Planners Beach Rd

City: New Bern

Zip Code: 28560

Township: 6

City Limits: Yes No

Occupation: retired

Business Phone: _____

Place of Employment: _____

Fax Number: _____

E-Mail Address: Sakingsky80@gmail

(Please indicate your preferred contact number.) home

Education

Bachelor Degree In Liberal Arts Wayne St. University - Detroit Mi.

Business and Civic Experience

Top Six Fire Dept

Areas of Expertise, Interest, Skills

Why do you want to serve?

To replace my husband.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 6-27-16

Sue A. Bowyer Arthur
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (qbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.