

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

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of August 1, 2016 Regular Session
  - B. 2017 Holiday Schedule
  - C. Tax Releases and Refunds

DEPARTMENTAL MATTERS

2. ECONOMIC DEVELOPMENT – QUARTERLY ECONOMIC DEVELOPMENT UPDATE: Timothy Downs, Economic Development Director
3. TAX: Ronnie Antry, Tax Administrator
  - A. Annual Tax Collection Settlement
  - B. Charge to the Tax Collector
  - C. Revaluation Update
4. ADMINISTRATION – HARLOWE COMMUNITY RECREATION AREA AND PICNIC SHELTER REPAIRS: 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: August 15, 2016

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF AUGUST 1, 2016 REGULAR SESSION

The Board will be requested to approve the minutes of August 1, 2016 regular session.

### B. 2017 HOLIDAY SCHEDULE

Attachment #1.B. contains the proposed Craven County 2017 Holiday Schedule for the Board's consideration. The proposed 2017 Holiday Schedule grants twelve (12) holidays and includes one floating holiday on Monday, July 3, 2017.

The Craven County Personnel Resolution, Article VIII. Leave of Absence, Section 2. Paid Holidays Observed states, "The Floating Holiday will be used in conjunction with holidays observed on Tuesday or Thursday to extend the weekend and will only be used as such occurs from year to year."

The proposed 2017 Holiday Schedule is the same as the State of North Carolina's 2017 Holiday Schedule except the State of North Carolina will provide a third holiday for Christmas on Wednesday, December 27 that Craven County is not proposed to provide and Craven County provides a floating holiday on July 3 that the State of North Carolina does not provide.

### C. TAX RELEASES AND REFUNDS

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

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

Agenda Date: August 15, 2016

Presenter: Timothy Downs

Agenda Item No. 2

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: QUARTERLY ECONOMIC DEVELOPMENT 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, Workforce Development, and a general update on projects and prospects.

**Board Action: Receive information**

Agenda Date: August 15, 2016

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: TAX

### A. ANNUAL TAX COLLECTION SETTLEMENT

Before the Tax Collector is charged with the collection of the taxes for 2016, the settlement of the 2015 taxes will have been presented. A copy of the settlement is contained in Attachment #3.A.

**Board Action: Pursuant to NCGS 105-273 a vote is needed to accept the 2014 tax collection settlement and enter the same into the minutes.**

### B. CHARGE TO THE TAX COLLECTOR

NCGS 105-321(b) requires that after he has settled the collection of the 2016 taxes, the tax collector is charged with collection of the tax levy for the current year. (See Attachment #3.B.)

**Board Action: Adopt the order for the collection of 2016 taxes and enter the same into the minutes.**

### C. REVALUATION UPDATE

Tax Assessor, Ronnie Antry, and Chief Appraiser, Glenn Jones, will update the Board on the 2016 revaluation. The project is scheduled for completion next month. Mr. Antry and Mr. Jones would like to inform the Board on recent activities thus far and what to expect in the coming months.

**Board Action: Receive information**

Agenda Date: August 15, 2016

Presenter: Gene Hodges

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: ADMINISTRATION – HARLOWE COMMUNITY RECREATION AREA PICNIC SHELTER REPAIRS**

In the FY2016-2017 Budget, the Craven County Board of Commissioners approved \$10,000 for repairs related to the Harlowe Community Recreation Area and Picnic Shelter. This budget number was based on estimates provided by Craven County Maintenance personnel. The County has received three prices for the picnic shelter repairs that range from \$10,800 to \$13,173. In addition, the costs for a load of sand to be applied in the playground area (\$350) and paint to re-stripe the lines on the basketball court (\$106) would need to be added to these prices to complete this project. By accepting the lowest price from Coastal Craftsmen and the sand and paint prices, this total project budget is \$11,256. Staff recommends adding \$2,000 to this project so that we can authorize Coastal Craftsmen to proceed with the shelter repairs.

(See Attachment #4)

**Board Action: Receive information and approve a budget amendment to add \$2,000 to complete the Harlowe Community Recreation Area and Picnic Shelter. A roll call vote will be necessary for the budget amendment.**

Agenda Date: August 15, 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):**

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.**

**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: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

**Terms expiring:** Dickie Fairburn (2 terms\*); Cathy Frazier; Abel Sandoval; Bill Taylor (2 terms\*)

The Board's consensus at the last meeting was for Commissioners to reach out to Advisory Board members in their respective districts. Following is the list of current appointees:

LAST NAME	FIRST NAME	FIRST APP'T.	EXP.	ADDRESS/DISTRICT
(A) ALLEN	JENNINGS	2013	2016	1175 SPRING GARDEN RD (Dist. 2)
(A) BAUER	EUGENE	2015	2018	111 BOWLINE ROAD (Dist. 4)
(A) BERNTHAL	JIM	2011	2017	1000 CAMBRIDGE CT. (Dist. 4)
(A) BRAXTON	CHAD	2014	2017	404 FIRST AVE. VANCEBORO (At Large)
(I) FAIRBURN	DICKIE	2001	2016	3797 W NC HWY 55 W COVE CITY (At Large)
(A) FRAZIER	CATHY	2013	2016	155 DEWEY RD., HAVELOCK (Dist. 5)
(I) MCCOY*	KRISTEN	2012	2018	206 WEST SUNSET BLVD, COVE CITY (Dist. 2)
(A) MILLER	DANIEL	2011	2017	2308 CARACARA DR (Dist. 1)
(I) RIGGS	FORRESTINE	2012	2017	437 KORNEGAY, DOVER (Dist. 2)
(I) SANDOVAL*	ABEL	2013	2016	110 LEE K ALLEN DR.HAVELOCK (Dist. 6)
(A) TAYLOR	BILL	2010	2016	504 LILLIPUT DR. (Dist.7)
(A) WEBB	MATT	2014	2017	1013 COLLETON WAY (Dist. 4)

(A) – Active

(I) – Inactive

(\*)- Inactive Intermittently; has been active but missed last couple of meetings

**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: \_\_\_\_\_

**Appointments due to expire:** Beth Junak (Craven County Health Department; no longer employed with Department; needs replacement)

**No applications on file.** (Health Department is designating Thomas Smith for appointment as their representative.)

**B. CURRENT APPOINTMENTS**

**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) ending:** Cindy Stone  
Dawn McCabe

**Applications on file:** Kristen Wynn (To replace Dawn McCabe; Attachment #5.B.; DSS)

Application still pending for recommended replacement for Cindy Stone.

**C. UPCOMING APPOINTMENTS**

**SEPTEMBER**

River Bend Planning Board: Kelly Forrest

**OCTOBER**

Aging Planning Board: Clay Gaskins

Firemen's Relief Fund: Aaron McLawhorn (Rhems)  
Dred Mitchell (Cove City)

Fire Tax Commissioners: Rolf Maris (Twp. #!)  
Aaron McLawhorn (Rhems)  
Joseph Midgette  
Alton Riggs (No. 7 Twp.)

Agenda Date: August 15, 2016

Presenter: Jim Hicks

Agenda Item No. 6

## **COUNTY ATTORNEY'S REPORT**

*Initial Offer to Purchase Real Property – 2102 New Bern Avenue, New Bern (#8-038-120).*

The County and City have received an offer in the amount of \$8,000.00 for the property located at 2012 New Bern Avenue, New Bern, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,335.81. The current tax value is \$30,600.00. Attachment #6 contains copies of the offer to purchase, deed, GIS information, and proposed resolution.

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

Agenda Date: August 15, 2016

Presenter: Jack Veit

Agenda Item No. 7

## **COUNTY MANAGER'S REPORT**

Agenda Date: August 15, 2016

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

Agenda Item No. 8

## **COMMISSIONERS' REPORTS**