

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, OCTOBER 3, 2016
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PUBLIC HEARING: CARTS APPLICATION FOR THE FY 2018 5311 COMMUNITY TRANSPORTATION (CTP) GRANT AND TO SUBMIT NCDOT CONSOLIDATED CALL FOR CAPITAL PROJECTS APPLICATION:
Kelly Walker, CARTS Director
2. PETITIONS OF CITIZENS
3. CONSENT AGENDA
 - A. Approve Minutes of September 19, 2016 Regular Session and September 16, 2016 Reconvened Session
 - B. Tax Releases and Refunds

DEPARTMENTAL MATTERS

4. EMERGENCY SERVICES – FRANCHISE APPLICATION FOR CONVALESCENT TRANSPORT: Stanley Kite, Director of Emergency Services
5. SOLID WASTE – AWARD OF ENGINEERING SERVICES AGREEMENT RELATED TO RELOCATION OF HICKMAN HILL CONVENIENCE SITE:
Gene Hodges, Assistant County Manager, Rusty Cotton, Solid Waste Director, Chad Strawn, Assistant Planning Director
6. ECONOMIC DEVELOPMENT – UPDATE ON THE WFD/RE-ENTRY SPECIALIST SCOPE OF WORK: Greg Singleton, WFD/Re-entry Specialist
7. SOCIAL SERVICES – BUDGET AMENDMENTS: Alfreda Stout, Deputy Director
8. VETERANS SERVICE CENTER LEASE: Gene Hodges, Assistant County Manager, Jeff Futrell, Veterans Services Director

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

Agenda Date: October 3, 2016

Presenter: Kelly Walker

Agenda Item No. 1

Board Action Required or Considered: Yes

**PUBLIC HEARING: CARTS APPLICATION FOR THE FY 2016 5311
COMMUNITY TRANSPORTATION (CTP) GRANT AND TO SUBMIT NCDOT
CONSOLIDATED CALL FOR CAPITAL PROJECTS APPLICATION**

At the September 19, 2016 Craven County Board of Commissioners Meeting, a public hearing was set for October 3, 2016. The purpose is to receive public comments and request authorization for Craven Area Rural Transit System (CARTS) to apply for the FY2018 5311 Community Transportation Program (CTP) grant and submit a North Carolina Department of Transportation (NCDOT) Consolidated Call for Capital Projects Application. The deadline to apply for each of these grants to the North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) is November 4, 2016. The 5311 CTP grant is a formula based allocation grant for public transportation projects. The Consolidated Capital application does not specify into which grants capital projects will be placed. Applications will be reviewed on their own individual merit with no pre-set allocation. The only capital project planned for FY2018 is the purchase of vehicles. Both rural and urban vehicles have been included in this consolidated application. (See Attachment #1)

Notice regarding this public hearing was advertised as required and information has been available at the CARTS office and on the CARTS webpage.

Kelly Walker, CARTS Director, will be present to answer any questions the Board may have.

Board Action: Hold a public hearing, receive comments, and approval of the grant application.

Agenda Date: October 3, 2016

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: October 3, 2016

Presenter: _____

Agenda Item No. 3

Board Action Required or Considered: Yes

CONSENT AGENDA

A. APPROVE MINUTES OF SEPTEMBER 19, 2016 REGULAR SESSION AND SEPTEMBER 16, 2016 RECONVENED SESSION

The Board will be requested to approve the regular session minutes of September 19, 2016 and the reconvened session minutes of September 16, 2016.

B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the routine requests for tax releases and refunds contained in Attachment #3.B.

Board Action: A roll call vote is needed to approve tax releases and refunds.

Agenda Date: October 3, 2016

Presenter: Stanley Kite

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – FRANCHISE
APPLICATION FOR CONVALESCENT TRANSPORT**

Stanley Kite, Emergency Services Director, will request approval to replace two Private Owners Ambulance Services to provide Convalescent and Non- Emergency Transport per Craven County's Ambulance Ordinance. Attachment #4 contains both applications.

Board Action: Approval of Franchise Application for Elite Medical and Coastal Medical Transport.

Agenda Date: October 3, 2016

Presenters: Gene Hodges, Rusty Cotton, Chad Strawn

Agenda Item No. 5

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: SOLID WASTE – AWARD OF ENGINEERING SERVICES AGREEMENT RELATED TO RELOCATION OF HICKMAN HILL CONVENIENCE SITE

Craven County has been engaged for nearly a year in planning and investigating potential solutions to relocating the existing Hickman Hill Solid Waste Convenience Site. This relocation is required due to the construction of the Havelock Bypass by the North Carolina Department of Transportation. A site was identified, analyzed, and purchased by Craven County for the future location of this convenience site. This site with an address of 7240 E US 70 Highway (parcel number 6-025-002) is located approximately .5 mile north of the exiting site on Highway 70. We now have to begin the development process of the site. On August 30, we issued a Request for Qualifications (RFQ) and sent this request to 4 engineering firms located in Craven County. When the RFQ period closed on September 14 we received 3 proposals. A review panel was convened consisting of Planning Director Don Baumgardner, Assistant Planning Director Chad Strawn, and Assistant County Manager Gene Hodges. After the review, Avolis Engineering, PA was rated the highest based on their qualifications and response to the RFQ. We negotiated a fee with Avolis Engineering and they submitted a letter with a scope of work and a fee of \$23,685.

We are requesting that the Board of Commissioners approve the attached budget amendment of \$23,685 so that we may proceed with contracting with Avolis Engineering, PA to perform engineering work related to the development of the new Solid Waste Convenience Site. The revenue for this budget amendment will be a fund balance appropriation from the Capital Reserve Fund. (See Attachment #5)

Board Action: Approval of the budget amendment to proceed with contracting of engineering services related to construction of a new Solid Waste Convenience Site to replace the existing Hickman Hills site.

Agenda Date: October 3, 2016

Presenter: Greg Singleton

Agenda Item No. 6

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – UPDATE ON THE
WFD/RE-ENTRY SPECIALIST SCOPE OF WORK**

Greg Singleton, WFD/Re-entry Specialist, will provide an update on the work of the Re-entry Council and his work at Craven Community College for Workforce Development. Greg will present his plan and goals for the next four months.

Board Action: Receive information

Agenda Date: October 3, 2016

Presenter: Alfreda Stout

Agenda Item No. 7

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: SOCIAL SERVICES – BUDGET AMENDMENTS

Alfreda Stout, Deputy Director, will present the budget amendments contained in Attachment #7, adjusting line items for reduction in Home & Community Care Block Grant (HCCBG) from the Division of Aging for Fiscal Year 1617. Funding is 90% Fed/State with a 10% required County match for DSS, and for funds received from the Special Adoption fund and also rolling forward the difference in the balance remaining from last fiscal year. The amount estimated for the budget (balance remaining at the end of the fiscal year was \$22,465, estimated amount was \$20,000 for the line item at budget time, roll forward is \$2,465.) There is no County match.

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

Agenda Date: October 3, 2016

Presenters: Gene Hodges, Jeff Futrell

Agenda Item No. 8

Board Action Required or Considered: Yes

VETERANS SERVICES CENTER LEASE

At the September 16, 2016 work session, the Craven County Board of Commissioners directed staff to enter into negotiations with representatives of Tyson & Hines Investments, LLC regarding leasing office space located at 2402 Martin Luther King, Jr. Blvd in New Bern for the purpose of relocating the Veterans Services office. Staff has been able to reach the following terms with Tyson & Hines:

- Term of the lease is for 3 calendar years with an option for one 3-year renewal.
- The rate is \$2,000 per month for the first 3 years and will increase to \$2,100 per month if the renewal period is exercised.
- The effective date of the lease is November 1, 2016.
- The landlord is removing designated cabinets at the County's request as well as patching and painting the walls and cleaning throughout the building.
- The landlord is seal coating and striping the parking lot.
- The landlord is installing a flagpole in the front of the property.

Board Action: Staff is requesting that the Board of Commissioners approve and authorize the Chairman to sign the Lease Agreement and the Memorandum of Lease that has been prepared by the County Attorney.

Agenda Date: October 3, 2016

Presenter: _____

Agenda Item No. 9

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):

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 X Yes Specify: _____

Terms expiring: Dickie Fairburn (2 terms)
Cathy Frazier
Abel Sandoval (resigned)
Bill Taylor (2 terms)

Application(s) on file: Paul Whittaker
Stacey Lewis
Ryan Purtle
Todd Frankson
Talina Massey

(See Attachment # 9.A, which contains applications along with the minutes of the last Recreation Advisory Board meeting.)

B. CURRENT APPOINTMENTS

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 Yes Specify: _____

Term(s) expiring: Clayton Gaskins (Wishes to be reappointed; appointed 2014)

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) ending: Aaron McLawhorn (Rhems; appointed 2012; willing to continue serving)
Dred Mitchell (Cove City; appointed 2006; willing to continue serving)

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) expiring: Rolf Maris (Twp. #1; appointed 2012)
Aaron McLawhorn (Rhems; appointed 2012)
Joseph Midgette (Vanceboro; appointed 2012)
Alton Riggs (No. 7 Twp.; appointed 2014)

All wish to be reappointed

C. UPCOMING APPOINTMENTS

NOVEMBER

Craven Aging Planning Board: Ernest Richardson (Appointed 2014)

EMS Advisory Council: Joe Hoffman (CC Law Enforcement
Association)

Regional Aging Advisory Committee: Lavick Williams (Appointed 2013)

Agenda Date: October 3, 2016

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

- A. Initial Offer to Purchase Real Property – 2302 McKinley Avenue, New Bern (Parcel Number 8-038-064).

County Attorney, Jim Hicks, will present and offer received by Craven County and the City of New Bern in the amount of \$2,000.00 for the property located at 2302 McKinley Avenue, New Bern, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,136.20. The current tax value is \$6,080.00. Attachment #10.A. 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 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.

- B. Initial Offer to Purchase Real Property – 1801 McKinley Avenue, New Bern (Parcel Number 8-038-237).

Mr. Hicks will present and offer received by Craven County and the City of New Bern in the amount of \$1,250.00 for the property located at 1801 McKinley Avenue, New Bern, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,255.55. The current tax value is \$5,000.00. Attachment #10.B. 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 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. Final Acceptance - Offer to Purchase Real Property – 2102 New Bern Avenue, New Bern (Parcel Number 8-038-120).

Mr. Hicks will present an offer tentatively approved by Craven County and the City of New Bern for the property located at 2102 New Bern Avenue, New Bern, which after the upset bid process, was in the final amount of \$8,000.00. The total taxes and costs that were foreclosed on were \$3,335.81. The current tax value is \$30,600.00. The offer was advertised, and there were no upset bids.

Attachment #10.C. contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the resolution.

Agenda Date: October 3, 2016

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: October 3, 2016

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS