

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 3, 2020
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS
2. CONSENT AGENDA
 - A. Minutes of July 20, 2020 Regular Session
 - B. Tax Releases and Refunds
3. VOLT CENTER UPDATE: Dr. Raymond Staats
4. CONGRESSMAN GREG MURPHY MD – OFFICE UPDATE: Lauren Wandzel, District Staff Member

DEPARTMENTAL MATTERS

5. SHERIFF – CELLBRITE (CELL PHONE ANALYZER) BUDGET AMENDMENT: Tony Lee, Administrative Captain
6. BOARD OF ELECTIONS – CARE ACT/HAVA FUNDS: Meloni Wray, Director of Elections
7. RECREATION & PARKS: Billy Wilkes, Recreation & Parks, Director
 - A. Creekside Park Dock Improvement Plan
 - B. Grant Match for New Swing Sets
8. FACILITIES – APPROVAL OF CHANGE ORDER TO INCLUDE HVAC REPAIRS IN COURTHOUSE PROJECT: Gene Hodges, Assistant County Manager
9. HUMAN RESOURCES – OPIOID PROGRAM COMMUNITY OUTREACH BUDGET AMENDMENT: Amber Parker, Human Resources Director
10. APPOINTMENTS

11. COUNTY ATTORNEY'S REPORT: Arey Grady
12. COUNTY MANAGER'S REPORT: Jack Veit
13. COMMISSIONERS' REPORTS

Agenda Date: August 3, 2020

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: August 3, 2020

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF JULY 20, 2020 REGULAR SESSION

The Board will be requested to approve the minutes of July 20, 2020 regular session, as shown in Attachment #2.A.

B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds, as shown in Attachment #2.B.

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

Agenda Date: August 3, 2020

Presenter: Dr. Raymond Staats

Agenda Item No. 3

Board Action Required or Considered: No

VOLT CENTER UPDATE

Craven Community College, with the generous support of the Craven County Board of Commissioners, opened the 7,500 square feet Volt Workforce Development Center in May 2019. The first year of instruction has been an extraordinary success. The College is building on this success by acquiring additional “Volt Center, Phase 2” instructional space to facilitate the introduction of an expanded Small Business Center & Maker’s Space and new trade programs including Diesel Mechanic, Heavy Equipment Operator, and a law enforcement use-of-force training simulator.

Board Action: Information only

Agenda Date: August 3, 2020

Presenter: Lauren Wandzel

Agenda Item No. 4

Board Action Required or Considered: No

CONGRESSMAN GREG MURPHY MD – OFFICE UPDATE

Lauren Wandzel, District Staff Member, will provide an update on Congressman Murphy's new office facility in Craven County.

Board Action: Information only

Agenda Date: August 3, 2020

Presenter: Tony Lee

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF – CELLBRITE (CELL PHONE ANALYZER)
BUDGET AMENDMENT**

Administrative Captain, Tony Lee, will present the budget amendment shown in Attachment #5, transferring funds from Federal Asset Forfeitures (revenue) to expenditures to allow for the purchase of Cellbrite (Cell Phone Analyzer) and required training for the Craven County Sheriff's Office Crime Lab personnel to use this technology. Cellbrite is technology that is used for data extraction from cellular phones during criminal investigations. Cellular phones containing extremely valuable information are very often seized and analyzed as a standard investigative measure.

Currently, our investigators are having to transport phones to an agency that has this equipment. The agencies that currently assist us are NBPD, Jacksonville PD, SBI in Jacksonville, Homeland Security in Wilmington and the Beaufort County Sheriff's Office. Traveling to these outside agencies takes time away from the cases we are currently investigating, adding fuel expense and having to rely on other agencies to assist when it is convenient for them. In some cases it has taken up to three months to get results. Having Cellbrite immediately available to investigators would mean that data could be extracted from cellular phones while the investigation is progressing without slowing the process down.

There is a \$3,700.00 recurring annual fee for upgrades that are required to keep up with developing cell phone technology.

Below is a brief summary comparison between Cellbrite and Securus in regards to cell phone analysis:

Cellbrite -Available at the Sheriff's Office on a constant and continuous basis allowing for the efficient processing of critical cell phone data in real time. -CCSO Investigators will testify in Court proceedings when Cellbrite is used during their investigation. - Information is instantly available to aid in critical investigations such as homicides, missing and abducted children, narcotics investigations, etc. -Purchased with Federal Asset Forfeiture funds that can only be used by law enforcement. No cost to taxpayers for initial training and purchase.

Securus -Requires the phone to be mailed to a central location for processing. The phone and information are mailed back to the requesting agency when data extraction is completed, resulting in a slow response. -Useful for extracting data from phones that are locked and inaccessible, or data extraction in lengthy investigations. -Technicians that are required to testify in Court proceedings must be compensated for any reasonable time and associated expenses.

Agenda Date: August 3, 2020

Presenter: Meloni Wray

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARES ACT/HAVA FUNDS

Elections Director, Meloni Wray, will present the budget amendment shown in Attachment #6, for federal funds to deliver economic relief to assist the Board of Elections to prevent, prepare for, and respond to COVID-19 for the 2020 Federal Election.

Craven County Board of Elections CARES Act Award:

- \$126,111; HAVA minimum \$10,000-maximum \$250,000 (first come/first serve)

Permissible Uses:

- Increased Postage
- Increase in Recruiting Poll Workers
- Security/Protection while Voting in the Office
- Training Aids/Online for Election Officials
- Lease of New One-Stop Sites
- PPE Packets for all Polling Locations, etc.

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

Agenda Date: August 3, 2020

Presenter: Billy Wilkes

Agenda Item No. 7

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: RECREATION & PARKS

A. CREEKSIDE PARK DOCK IMPROVEMENT GRANT

Recreation & Parks Director, Billy Wilkes, introduced an opportunity to submit a final application for waterfront dock improvements at Creekside Park during the Craven County Commissioner's meeting on July 20, 2020. This opportunity is provided through the North Carolina Public Beach and Coastal Waterfront Access Fund. One of the requirements of the grant is to have an opportunity for public comment and we are providing that opportunity tonight. The three main focuses of the grant are to make the dock more inclusive, safe and to replace all existing boards and rails: The inclusive piece will be adding an aluminum gangway to a floating dock which will attach to our existing kayak launch. We already have a sidewalk in place off the accessible parking area. For safety we will add two fishing areas attached to the current dock which will make it safer for those fishing and also for those using the dock for other reasons. We also plan to add a handrail at the front of the dock which will make it safer for our users. Replacing all the boards will improve appearances and will also allow us to tackle a project that would be requested in the near future. This is a highly used area of the park that is now 20 years old. The entire project cost is \$118,000 with a 25% match requirement from Craven County in the amount of \$29,500. The grant submission date is August 17 and we will receive notification in October if we are selected. The grant has a cycle of 18 months from notification of award. A copy of the final grant application, along with a map of the project, is shown in Attachment #7.A.

Board Action: Seek public comment and approve the final grant

B. GRANT MATCH FOR NEW SWING SETS

Rocky Run Park has one remaining original piece of equipment; a 1980's swing set that is in need of replacement. Creekside Park also has one original swing set that was part of the first playground and is over 20 years old. We see replacement of both swing sets as a big need at each park.

We were able to secure two grants towards the purchase of the swing sets. The first grant was from the Cherry Point Spouses Club in the amount of \$1,000. The second grant is from the Harold Bate Foundation in the amount of \$24,600 of which \$7,600 will go towards the purchase of the two swing sets. We are requesting Craven County match the Harold Bate Foundation Grant of \$7,600.

These swing sets will be for all ages and abilities. It will include three bay swing sets with each bay consisting of infant swings, belt swings or high backed swings.

The high backed seats work well for those with mobility issues or for younger kids that are too big for the infant swings.

The cost breakdown for the swings sets are \$13,800 for the swing sets and \$2,400 for the truckload of mulch, which will be divided between the two sites. Total cost for the project is \$16,200. Our department will install the swing sets to save thousands in costs.

Attachment #7.B. contains pictures of the proposed swing sets, award notifications from the grants and cost estimates for the swing sets.

Board Action: Approve a 50/50 match of the \$7,600 grant from the Harold H. Bate Foundation

Agenda Date: August 3, 2020

Presenter: Gene Hodges

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTER: FACILITIES – APPROVAL OF CHANGE ORDER TO INCLUDE HVAC REPAIRS IN COURTHOUSE PROJECT

On June 1, 2020, the Craven County Board of Commissioners approved a contract with Barnhill Contracting Company for repairs to the Courthouse/Emergency Services/Information Technology Facility (Courthouse). This initial contract was for \$1,280,453 to replace and repair the critical building systems that were damaged during Hurricane Florence. As explained at that time, the initial contract did not include the pricing for the repairs to the chiller and air handler components of the HVAC system that services the 1st floor. At that time, staff explained that it had been decided to bid out the permanent repair work of these components versus installation of portable/temporary systems. The pricing for this permanent repair work has come in at \$666,037. A project ordinance amendment and budget amendment in the amount of \$700,037 are shown in Attachment #8. The amounts that make up this amendment are as follows:

Construction Costs and CM@R Fees: \$666,037
Contingency (5% of construction costs): \$ 34,000
Total \$700,037

The request is for the Board of Commissioners to approve a project ordinance amendment and associated budget amendment in the amount of \$700,037 to fund this project and to authorize the County Manager to execute the change order with Barnhill Contracting to include the HVAC repairs in the Courthouse project.

Board Action: Approve the project ordinance and budget amendment in the amount of \$700,037 and authorize the County Manager to execute the change order with Barnhill Contracting.

Agenda Date: August 3, 2020

Presenter: Amber Parker

Agenda Item No. 9

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: HUMAN RESOURCES – OPIOID PROGRAM
COMMUNITY OUTREACH BUDGET AMENDMENT**

Human Resources Director, Amber Parker, will present the budget amendment shown in Attachment #9, requesting to roll over funds budgeted in FY 2019 -2020 to pay for the Opioid Program Community Outreach advertising costs for ads on CARTS vans. Ads were completed near the end of FY 2019-2020 but invoices were not submitted for processing in time to meet the FY 2019-2020 year-end cutoff and they will need to be paid in FY 2020 - 2021.

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

Agenda Date: August 3, 2020

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.

APPOINTMENTS

A. *Pending:*

- i. Adult Care Home Advisory Committee
- ii. Nursing Home Advisory Committee
- iii. Regional Aging Advisory Board
- iv. Senior Legislative Tarheel Alternate
- v. Coastal Carolina Regional Airport Authority (September)
- vi. Craven County ABC Board
- vii. Fireman's Relief Fund Board of Trustees (Township 6 vacancy)

B. *Current:*

- i. **Fire Tax Commissioner Board** – the following seeks re-appointment
 - Otto Simmons, TWP 8 WNB Rhems
- ii. **Emergency Medical Services Advisory Council** – the following seek re-appointments:
 - Nicholas Salter, Cherry Point Fire and Rescue
 - Mark Dail, Rhems First Responder, District 4
 - Doug Furgason, Citizen Rep
 - Jean Matthews, Cove City Rescue, District 2
- iii. **Community Child Protection Team** – the following seeks re-appointment:
 - Debbie Hodges, School Designee

C. *Upcoming: Terms expiring in September*

- i. River Bend Planning Board
 - Kelly Forrest, District 4
- ii. Voluntary Agriculture District Advisory Board
 - Larry Paul, District 6, unable to continue to serve
- iii. Nursing Home Advisory Committee
 - Linda Lelli, District 1
- iv. Adult Care Home Advisory Committee
 - Nancy Verzier, District

Agenda Date: August 3, 2020

Presenter: Arey Grady

Agenda Item No. 11

Board Action Required or Considered: Yes

COUNTY ATTORNEY'S REPORT

A. FINAL OFFER TO PURCHASE REAL PROPERTY – TAX PARCEL NUMBER 5-004-042 (NO ASSIGNED STREET ADDRESS)

County Attorney, Arey Grady, will present an offer previously received and tentatively approved by Craven County in the amount of \$1,800.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed were \$1,812.21. The current tax value is \$4,680.00. The offer was advertised, and there were no upset bids, the final bid being \$1,800.00.

Attachment #11.A. contains the proposed Resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the Resolution.

Board Action: Adopt Resolution to accept the final sale

B. FINAL OFFER TO PURCHASE REAL PROPERTY – 2203 CHESTNUT AVE., NEW BERN (PARCEL NUMBER 8-037-001)

Mr. Grady will present an offer previously received and tentatively approved by Craven County in the amount of \$375.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed were \$4,179.83. The current tax value is \$750.00. This offer was advertised and there were no upset bids, the final bid being \$375.00.

Attachment #11.B. contains the proposed Resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the Resolution.

Board Action: Adopt Resolution to accept the final sale

Agenda Date: August 3, 2020

Presenter: Jack Veit

Agenda Item No. 12

COUNTY MANAGER'S REPORT

Agenda Date: August 3, 2020

Presenter: _____

Agenda Item No. 13

COMMISSIONERS' REPORTS

1 THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN
2 REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY
3 ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH
4 CAROLINA, ON MONDAY, JULY 20, 2020. THE MEETING CONVENED AT 8:30.M.
5

6 MEMBERS PRESENT:

- 7 Chairman Thomas F. Mark
- 8 Vice Chairman Jason R. Jones
- 9 Commissioner Denny Bucher
- 10 Chairman George S. Liner
- 11 Commissioner Theron L. McCabe
- 12 Commissioner E. T. Mitchell
- 13 Commissioner Johnnie Sampson, Jr.

14
15 STAFF PRESENT:

- 16 Jack B. Veit, III, County Manager
- 17 Gene Hodges, Assistant County Manager
- 18 Craig Warren, Finance Director
- 19 Amber Parker, Human Resources Director
- 20 Arey Grady, County Attorney
- 21 Nan Holton, Clerk to the Board

22
23 Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following
24 invocation:
25

26 *This is the day that the Lord has made, let us be glad and rejoice in it. Dear Lord, as we*
27 *begin this day we can rejoice because You are our hope. And, as we pray may we be*
28 *reminded that our hope is not based on optimism but a blessed assurance that this Nation*
29 *and County under God will find their destiny in God's love. I pray that the trust we have*
30 *placed in the men and women of this Board of Commissioners will prevail in the decisions*
31 *they make for this County. Speak to their hearts Lord, through your Spirit that they may*
32 *know Your will for Your people and our land. I pray that each man and woman in this*
33 *room will not only know Your will but that they may know You in the power of Your*
34 *might. For Lord, it is You who is the God of our hope, the rope we take hold of in times of*
35 *turmoil, the anchor that holds us steady in the time of storm and our refuge when all else*
36 *has failed. Now, today and in the days to come may the God of hope fill each of you with*
37 *all joy and peace as you put your trust in Him. In the Name of the Lord, Amen.*
38

39 *Based upon the opening prayer given by Reverend Jean Burchthe July 15, 2004 session*
40 *of the United States House of Representatives.*
41

42 Chairman Mark indicated he wanted to amend the Agenda by tabling Item #5, the Sheriff's item,
43 until the next meeting. Commissioner McCabe motioned to approve the Agenda as amended.
44 His motion was seconded by Commissioner Sampson and approved unanimously.
45
46
47

CONSENT AGENDA

48
49
50 Commissioner Liner motioned to approve the Consent Agenda, inclusive of the Minutes of July
51 6, 2020, the Tax Releases and the WIC Budget Amendment in the amount of \$219. His motion
52 was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.
53

Credits

56	TAXPAYER NAME	TICKET#	AMOUNT
57			
58	BEARD, EARL M L	2019-400266	\$598.54
59	DID NOT OWN JANUARY 1		
60			
61	CANTERA, FRANCISCO	2018-9152	\$260.87
62	DID NOT OWN JANUARY 1		
63			
64	CANTERA, FRANCISCO	2019-211002	\$265.60
65	DID NOT OWN JANUARY 1		
66			
67	EDWARDS, ROBERT WARREN	2013-91751	\$100.45
68	DISCHARGED BY BANKRUPTCY		
69			
70	EDWARDS, ROBERT WARREN	2014-17079	\$104.84
71	DISCHARGED BY BANKRUPTCY		
72			
73	EDWARDS, ROBERT WARREN	2015-16964	\$71.47
74	DISCHARGED BY BANKRUPTCY		
75			
76	EDWARDS, ROBERT WARREN	2016-17060	\$142.67
77	DISCHARGED BY BANKRUPTCY		
78			
79	EDWARDS, ROBERT WARREN	2017-17434	\$128.22
80	DISCHARRGED BY BANKRUPTCY		
81			
82	EDWARDS, ROBERT WARREN	2018-17413	\$113.39
83	DISCHARGED BY BANKRUPTCY		
84			
85	EDWARDS, ROBERT WARREN	2019-204964	\$105.34
86	DISCHARGED BY BANKUPTCY		
87			
88	JENNETTE, XAVIER VIDAL	2019-90127	\$1,136.49
89	DID NOT OWN JANUARY 1		
90			
91	JENNETTE, XAVIER VIDAL	2019-212581	\$407.64
92	DID NOT OWN JANUARY 1		
93			
94			

95	MAYBERRY, GEORGE D & RUBY G	2019-208449	\$111.18
96	DID NOT OWN JANUARY 1		
97			
98	TOLAN, DORIS ANNA HEUSTESS	2019-212703	\$32.52
99	CORRECTED DISCOVERED PROPERTY VALUE		
100			
101	14 – RELEASES		\$3,579.22

Health/WIC

105	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
107	1015060-33406	\$219.00	1015060-42200	\$219.00
108	WIC Administration		Telephone	
110	TOTAL	\$219.00	TOTAL	\$219.00

Justification: Special funding received from the WIC Nutrition Services Branch to cover mobile broadband (mifi) expenses in order to respond to the increasing demand for services and the provision of remote services during the COVID 19 pandemic.

DEPARTMENTAL MATTERS: CONVENTION CENTER – CATERER’S COVID-19 REFUND

Convention Center Director, Tarshi McCoy, reported that at the beginning of each fiscal year, the Convention Center solicits applications for preferred caterers that clients can contract with for their events. For FY19-20, the Convention Center had six preferred caterers that went through this process. The fee for FY19-20 was prorated to \$562.54 for the year to reflect the weeks that the Center was closed between July and September.

Due to COVID-19 the Convention Center has been closed per Governor Cooper's Executive Orders 117, 120, 121, 135, 141 and 147, with the last event taking place on March 14th. In light of that, one of our preferred caterers voiced concerns regarding this closure and the impact to these small businesses. It was stated that many caterers received cancellations from clients since the Executive order was placed. A request was made that the yearly fee of \$562.54 be reimbursed to all caterers.

Per staff’s review of the situation and the amount of business that the caterers were able to secure prior to the closure of the Center, staff felt that if a refund was contemplated, the recommendation would be to refund a pro-rated amount equal to the number of weeks that the Center has been closed. This would amount to refunding 15 weeks, reimbursing \$216.30 to each caterer, a total of \$1,297.80.

Ms. McCoy responded to inquiries regarding the time period this covers and how their rates were already prorated going into the year due to construction plans.

141 Commissioner McCabe motioned to refund each caterer \$216.30 for the 15 week closure due to
142 COVID-19. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call
143 vote.

144
145 **DEPARTMENTAL MATTERS: RECREATION & PARKS**
146

147 *Creekside Park Dock Improvement Project Grant Opportunity*
148

149 Recreation & Parks Director, Billy Wilkes, reported that they were invited by the leadership of
150 the North Carolina Public Beach and Coastal Waterfront Access Fund to submit a final
151 application of a grant proposal for updates to the waterfront dock at Creekside Park. In May, a
152 Pre Application was submitted for consideration of a project to update the Creekside Park Dock
153 and on June 15, 2020 notification was received that the County was selected to submit a final
154 application.

155
156 He stated that the grant has three main purposes: inclusion, safety and refreshing the dock
157 infrastructure are the project goals. In this project, an aluminum gangway with rails will be
158 added, which will allow those with mobility issues to get to the kayak launch. This will also
159 include a floating dock to the kayak launch.

160
161 For safety concerns, the addition of handrails to the front of the dock will allow for a barrier
162 between the dock and water, as well as the addition of two new fishing platforms, which will
163 allow for safer passage when moving kayaks or just enjoying the dock.

164
165 Mr. Wilkes stated that docks will be refreshed as well by removing and replacing all the boards
166 and handrails along the dock.

167
168 He highlighted that this area of Creekside Park is very popular, with over 120 reservations at the
169 shelter in 2019. The entire cost of the project is \$118,000 of which a match of 25% would be
170 required. The County match would be \$29,500.

171
172 Mr. Wilkes closed by saying he would be bringing this back in August so that the public would
173 have an opportunity make comments at that meeting. The final application is due August 17,
174 2020.

175
176 Commissioner McCabe motioned to authorize the request to proceed and approve this being an
177 agenda item for the August 3, 2020 meeting, to allow for public comment. His motion was
178 seconded by Commissioner Mitchell and approved unanimously.

179
180 *Carry Forward Budget for Construction of Recreation Administration Building*
181

182 Mr. Wilkes reported that on February 17, 2020, the Board of Commissioners approved a project
183 and budget amendment to construct a new Recreation Administration Building at Creekside
184 Park. Currently, this project is progressing as expected and is on schedule and within budget. The
185 funding for this project was budgeted in the General Fund and any unspent funds as of June 30,
186 2020 were rolled into Fund Balance. At this time, a Budget Amendment is required to move the

187 money out of Fund Balance and rebudget the unspent funds in the new fiscal year so that the
188 project can continue.

189
190 Commissioner Sampson motioned to approve the following budget amendment, in the amount of
191 \$414,915 to carry over the unspent funds associated with the construction of the new Recreation
192 Administration Building at Creekside Park. His motion was seconded by Commissioner Bucher
193 and carried 7-0 in a roll call vote.

194
195 ***Parks and Recreation***

196	197	198	199	200	201	202	203
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
199	1010000-39901	\$414,915.00	1015910-47302	\$384,915.00			
200	Fund Balance Current Year		Capital Outlay Other Improvements				
201			1015910-47301	\$30,000.00			
202			Capital Outlay over \$5,000				
203							
204	TOTAL	\$414,915.00	TOTAL	\$414,915.00			

205
206 **DEPARTMENTAL MATTERS: HEALTH**

207
208 *On-Call Pay for COVID-19 Nurses*

209
210 Jennifer Blackmon, Human Services Deputy Director, stated that the Craven County Health
211 Department must provide weeknight, weekend, and holiday Communicable Disease (CD)
212 coverage during the COVID-19 pandemic. The CD nurse is responsible for monitoring the NC
213 Electronic Disease Surveillance System (NCEDSS) for positive COVID-19 test results, contact
214 tracing, and Isolation/Quarantine of close contacts. On call staff will consist of a registered nurse
215 with communicable disease training.

216
217 She requested to continue paying nurses for COVID related on-call services during the
218 weeknights, weekends, and Holidays through December 31, 2020.

219
220 Commissioner Mitchell motioned to extend the on-call COVID-19 pay through December 31,
221 2020 for the Communicable Disease Nurses. Her motion was seconded by Commissioner
222 McCabe and carried 7-0 in a roll call vote.

223
224 *Budget Amendment – Additional Funding from NCCHCA to Health Centers for COVID-19*

225
226 Ms. Blackmon reported that grant funding has been received from NCCHCA (NC Community
227 Health Center Association) in order to cover necessary expenditures incurred due to the public
228 health emergency related to the Coronavirus Disease19. The purpose of these funds is to prevent,
229 prepare for, and respond to coronavirus and may be used for necessary expenses to purchase,
230 administer, and expand capacity for testing to monitor and suppress COVID-19. Funds must be
231 spent by December 31, 2020.

233 Commissioner Liner motioned to accept Funding received from the NC Community Health
 234 Center Association and approved the Budget Amendment in the amount of \$126,668.00. His
 235 motion was seconded by Commissioner Sampson and approved in a 7-0 roll call vote.

236

237 ***Health/Adult Primary Care***

238

239	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
240				
241	1015100-38200	\$126,688.00	1015100-43207	\$ 1,200.00
242	Misc. Revenue		Janitorial Supplies	
243			1015100-43208	\$ 1,854.00
244			Medical Supplies	
245			1015100-43242	\$ 6,900.00
246			Lab Supplies	
247			1015100-44000	\$10,900.00
248			Contract Services	
249			1015100-44050	\$12,600.00
250			Contract Employees	
251			1015100-47321	\$ 3,853.00
252			C/Outlay \$500-\$4,999	
253			1015100-43112	\$89,361.00
254			Cost Allocation-Health Depts	
255				
256	TOTAL	\$126,668.00	TOTAL	\$126,668.00

257

258 **DEPARTMENTAL MATTERS: FINANCE – COVID-19 RELIEF FUND (CRF)**

259

260 Finance Director, Craig Warren, reported that on May 28, 2020, the Craven County Board of
 261 Commissioners approved a plan that was submitted to the NC Pandemic Recovery Office
 262 (NCPRO) using Coronavirus Relief Funds (CRF) in the amount of \$1,911,835. The initial plan
 263 provided allocations to various partner agencies within the County including municipalities, fire
 264 and rescue districts, and two area non-profits with direct responses to the pandemic. On July 1,
 265 2020 the Governor signed S.L. 2020-80 which increased Craven County's distribution by an
 266 additional \$1,982,308 bringing the total to \$3,894,143. With this new allotment comes new
 267 guidance. Counties must now allocate at least 25% of the total funds for use by municipalities
 268 within the County. Municipalities will be required to develop and submit a plan by September 1,
 269 2020. Municipalities who do not complete a plan by the deadline will return the funds to the
 270 County for redistribution. The deadline of December 30, 2020 to spend these funds remains.

271

272 Mr. Warren presented the CRF Allocation Plan for how the money would be dispersed.

273

- 274 ➤ Craven County's Total Allocation - \$3,894,143
 - 275 • COVID-19 Response - \$1,633,506
 - 276 • Payroll Expenses for Public Safety - \$1,086,420
- 277 ➤ Municipal Share - \$974,217
- 278 ➤ Fire Department Share - \$90,000

- 279 > Rescue Squad Share - \$75,000
- 280 > Non-Profit Share - \$35,000
- 281 • RCS - \$25,000
- 282 • Merci - \$10,000

MUNICIPAL SHARE ALLOCATIONS

- 286 > Bridgeton - \$7,593
- 287 > Cove City - \$6,328
- 288 > Dover - \$6,231
- 289 > Vanceboro - \$16,550
- 290 > River Bend - \$49,650
- 291 > Trent Woods - \$64,253
- 292 > Havelock - \$326,135
- 293 > New Bern - \$497,477

295 Commissioner Mitchell motioned to approve the updated CRF Allocation Plan and approve the
296 Budget Amendment in the amount of \$2,586,723. Her motion was seconded by Commissioner
297 Liner and approved 7-0 in a roll call vote.

299 There was discussion regarding which organization is responsible to be sure the monies are spent
300 according to the requirements and when the money would be made available.

Non-Departmental

304 REVENUES	304 AMOUNT	304 EXPENDITURES	304 AMOUNT
306 1014290-33118	306 \$2,856,723.00	306 1014290-49501	306 \$2,586,723.00
307 Coronavirus Relief Fund		307 COVID-19 Response	
309 TOTAL	309 \$2,856,723.00	309 TOTAL	309 \$2,586,723.00

APPOINTMENTS

Pending Appointments

315 Chairman Mark reviewed the following pending appointments:

- 317 • Adult Care Home Advisory Committee
- 318 • Nursing Home Advisory Committee
- 319 • Recreation Advisory Committee
- 320 • Regional Aging Advisory Board
- 321 • Senior Legislative Tarheel Alternate
- 322 • Coastal Carolina Regional Airport Authority
- 323 • Craven County ABC Board
- 324 • Fireman’s Relief Fund Board of Trutees

325 *Current Appointments*

326

327 *Recreation Advisory Council*

328

329 Commissioner Jones motioned to reappoint Chad Braxton; Commissioner Mitchell motioned to
330 reappoint Matt Webb; Chairman Mark motioned to reappoint Daniel Miller. Commission
331 McCabe presented applicant Kortasha George to be appointed to fill the vacancy in District 5.
332 All were appointed by acclamation.

333

334 *Havelock Board of Adjustment*

335

336 Commissioner Liner motioned to reappoint Reuben Mikal and Thomas McCarthy to the
337 Havelock Board of Adjustment. Mr. Mikal and Mr. McCarthy were reappointed by acclamation.

338

339 *Juvenile Crime Prevention Council*

340

341 Chairman Mark motioned to reappoint Debbie Hodges to the Juvenile Crime Prevention Council.
342 Ms. Hodges was reappointed by acclamation.

343

344 *Fire Tax Commission*

345

346 Commissioner Liner motioned to reappoint Sue Arthurs to the Fire Tax Commission. Ms.
347 Arthurs was reappointed by acclamation.

348

349 *Emergency Services Advisory Committee*

350

351 Commissioner Mitchell motioned to reappoint Jane Sobotor and Debra Rogers to the Emergency
352 Services Advisory Committee. Ms. Sobotor and Ms. Rogers were reappointed by acclamation.

353

354 *Upcoming Appointments*

355

356 Chairman Mark reviewed the following upcoming terms expiring in August:

357

358 • Emergency Medical Services Advisory Council

359 ➤ Nicholas Salter, Cherry Point Fire and Rescue

360 ➤ Mark Dail, Rhems First Responder, District 4

361 ➤ Doug Furgason, Citizen Rep

362 ➤ Jean Matthews, Cove City Rescue, District 2

363 • Community Child Protection Team

364 ➤ Debbie Hodges, School Designee

365 • Fire Tax Commissioners

366 ➤ Otto Simmons, West New Bern Rhems Fire

367

COUNTY ATTORNEY'S REPORT

Initial Offer to Purchase Real Property – W NC 55 Hwy., New Bern (Parcel #3-055-040)

County Attorney, Arey Grady, presented an offer received by Craven County in the amount of \$2,850.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,842.39.

Should the County 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 may accept or reject the final offer.

Commissioner Sampson motioned to adopt the following resolution to accept the initial offer and advertise for upset bids. Commissioner Mitchell seconded the motion, which carried unanimously.

**CRAVEN COUNTY
RESOLUTION**

THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of property owned by it identified as W NC 55 Hwy, New Bern, NC, Tax Parcel Number 3-055-040, and more particularly described Deed Book 3532, Page 1316 in the Craven County Registry (hereinafter the "Real Property"), a copy of said offer is attached hereto as Exhibit A; and,

WHEREAS, the Board of Commissioners is authorized to sell the County's interest in the property pursuant to the provisions of North Carolina General Statute §160A-269.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY:

1. That the Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.

2. That the County Manager, Clerk and/or Attorney are authorized to take all actions necessary to accomplish the purposes of this Resolution.

ADOPTED THIS 20th DAY OF JULY, 2020.

Initial Offer to Purchase Real Property – 1146 Temple Point Rd., New Bern (Parcel # 5-008-133)

Mr. Grady presented an offer received by Craven County in the amount of \$3,760.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,757.13. The current tax value is \$20,180.00.

Should the County 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 may accept or reject the final offer.

Commissioner Liner motioned to adopt the resolution to accept the initial offer and advertise for upset bids. Commissioner Mitchell seconded the motion, which carried unanimously.

**CRAVEN COUNTY
RESOLUTION**

414
415
416
417
418 THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of property
419 owned by it identified as 1146 Temples Point Rd., New Bern, NC, Tax Parcel Number 5-008-133,
420 and more particularly described Deed Book 3515, Page 1544 in the Craven County Registry
421 (hereinafter the “Real Property”), a copy of said offer is attached hereto as Exhibit A; and,

422 WHEREAS, the Board of Commissioners is authorized to sell the County’s interest in the
423 property pursuant to the provisions of North Carolina General Statute §160A-269.

424 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
425 CRAVEN COUNTY:

426 1. That the Board of Commissioners hereby authorizes the initiation of the upset bid
427 process for the Real Property by advertising notice of the offer to purchase in accordance with the
428 provisions of North Carolina General Statute §160A-269.

429 2. That the County Manager, Clerk and/or Attorney are authorized to take all actions
430 necessary to accomplish the purposes of this Resolution.

431
432 ADOPTED THIS 20th DAY OF JULY, 2020.

433
434 *Conveyance of Property – 865 Adams Creek Rd., Craven County, NC*

435
436 County Attorney Grady reviewed that this property has been before the Board two times already,
437 stating that at their last meeting they authorized the conveyance of the property to the Harlowe
438 VFD and requested guidelines for its use be outlined. Mr. Grady presented the Board with a
439 Deed to transfer Parcel #5-014-305 to the Harlowe VFD and highlighted Exhibit B, which
440 provides the limiting parameters on how the property may be utilized by them. Mr. Grady
441 explained that the property is for the exclusive use of the VFD with two conditions: the property
442 cannot be conveyed, transferred or leased; and it is to be used solely for the protection of the
443 citizens. If either of those conditions are violated, the property could revert back to Craven
444 County.

445
446 He reported that once the Board adopts the resolution to convey the property, it is required by
447 law to advertise this action in the local newspaper, such that the Deed cannot be signed until ten
448 days after that publication. Mr. Grady indicated this gives the public the opportunity to share
449 any issues they may have with the Board.

450
451 Commissioner McCabe motioned to adopt the following Resolution conveying the parcel of land
452 to the Harlowe VFD. His motion was seconded by Commissioner Bucher. The motion carried
453 6-1 (Nay: Mitchell) in a roll call vote.



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RESOLUTION
865 Adams Creek Road, Craven County, North Carolina

WHEREAS, the Craven County Board of Commissioners is authorized to convey the County’s interest in real property to entities carrying out a public purpose, pursuant to North Carolina General Statutes §153A-176, §160A-267 and §160A-279; and,

WHEREAS, Harlowe Volunteer Fire Department of Craven and Carteret Counties, N.C. (“Harlowe VFD”) serves a public purpose in that it provides fire protection and first responder services to portions of eastern Craven County; and,

WHEREAS, County is authorized by law to make appropriations to Harlowe VFD and has historically made annual appropriations; and,

WHEREAS, Harlowe VFD has requested the County to convey to it a tract of land located at and known as 865 Adams Creek Road, Craven County, North Carolina (“the Property”) and further described as follows:

All that certain lot or parcel of land lying and being situate in Number Five (5) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 2610 at Page 911 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 5-014-305.

WHEREAS, Harlowe VDF has represented to County that the Property will assist it in carrying out its public purpose by providing a location for the landing of emergency transport helicopters and by providing a location for distribution of emergency supplies during natural disasters; and,

WHEREAS, the Craven County Board of Commissioners deems it advisable and in the best interest of the County to convey its interest in the Property to Harlowe VDF by quitclaim deed, subject, however, to the restrictions therein contained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

Section 1. The above recitals are incorporated herein as an integral part hereof.

Section 2. The quitclaim deed attached hereto and incorporated herein by reference

495 shall be executed and delivered to Harlowe VFD after compliance with the public notice provisions
496 of North Carolina General Statute §160A-267.

497

498

COUNTY MANAGER'S REPORT

499

500 County Manager, Jack Veit, reported that the Craven County Animal Shelter had recently
501 received a 100% rating on its State Inspection. He expressed the significance of this and stated
502 that Eileen Beeson and her staff deserved a big kudos! He encouraged the Board members to go
503 visit the facility.

504

505 Mr. Veit reviewed the several facility projects that are ongoing, and mentioned meeting with the
506 architect and engineer regarding the Havelock project.

507

508 He also highlighted the opening of Congressman Murphy's local office at the Veteran's Affairs
509 Building.

510

511 Mr. Veit informed the Board of a department head meeting held last week via Webex to re-
512 emphasize the necessity to protect the Craven County workforce during COVID-19.

513

514

COMMISSIONERS' REPORT

515

516 *Commissioner McCabe* expressed his concern on the lack of reliable internet services in his part
517 of the County and inquired what can be done about it? A discussion ensued amongst the Board
518 regarding this problem. Commissioner Jones highlighted that he and the County Manager will
519 be meeting with a Vice-President of one of the providers to discuss the options.

520 All of the Commissioners remarked on how serious this issue is given the need for remote
521 learning with the school aged children and the difficulties it creates for families.

522

523 *Commissioner Bucher* commented on the difficult decision that the school board had to make the
524 previous week. He expressed concern over high school kids receiving only one day of in class
525 instruction, while being left at home the rest of the week, most of them having parents that will
526 be at work. He stated this is a challenge with potential issues further down the road.

527

528 There was discussion amongst the Board and staff regarding the decrease in student numbers and
529 the financial shortfall this may create; and the increase in home schooling.

530

531 *Commissioner Mitchell* remarked on the ribbon cutting for Congressman Murphy's local office
532 and what a bonus that is to the citizens. She also attended a Fleet Readiness Center visit with
533 Congressman Murphy and indicated he would be returning with another Representative in
534 August.

535

536 *Commissioner Sampson* highlighted the recent loss of Congressman John Lewis and expressed
537 his appreciation for all of the sacrifices he made to make a difference in society. Mr. Sampson
538 encouraged men, women, and children of all colors to come together and love one another as

539 scripture instructs. Commissioner Sampson read from a letter from an 86 year old man
540 discussing his life experiences and the problems encountered along the way.

541
542
543
544 *Commissioner Liner* reported there is a new Commanding General at the 2nd Marine Aircraft
545 Wing.

546
547 *Commissioner Jones* reported that the Towns of Dover and Cove City are concerned about the
548 amount of monies owed to them as a result of the Governor's Executive Order 124, which
549 addressed payments for utilities. He indicated they would be facing financial hardships and he
550 wanted the Board to be aware.

551
552 *Chairman Mark* relayed that the County had received a letter from the NC SouthEastern
553 Partnership regarding our financial support. He reported he had attended the Town of
554 Bridgeton's Town Hall meeting recently. Mr. Mark informed the Board of the hospital allowing
555 one visitor with patients now.

556
557 At 9:45 a.m., Commissioner Liner motioned to adjourn the meeting. His motion was seconded
558 by Commissioner Mitchell and approved unanimously.

559

Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 8/3/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
BROWN, GLENDA LEARY DID NOT OWN JANUARY 1	86716	2015	7055	58.86
BROWN, GLENDA LEARY DID NOT OWN JANUARY 1	86716	2016	7125	56.95
BROWN, GLENDA LEARY DID NOT OWN JANUARY 1	86716	2017	7209	54.97
BROWN, GLENDA LEARY DID NOT OWN JANUARY 1	86716	2018	7175	55.70
BROWN, GLENDA LEARY DID NOT OWN JANUARY 1	86716	2019	205588	77.02
BROWN, JUSTIN ANTHONY DISCHARGED BY BANKRUPTCY	201208010140	2012	542868	165.42
FAULK, ERIKA LAKEISHA DISCHARGED BY BANKRUPTCY	201209027270	2012	552190	65.49
FULCHER, TODD A DISCHARGED BY BANKRUPTCY	17822	2010	18506	67.18
JOHNSTON AMBULANCE SERVICE INC DISCHARGED BY BANKRUPTCY	76208	2016	90710	412.91
MIDGETTE, LINCOLN JR DISCHARGED BY BANKRUPTCY	40161	2013	92838	107.39
MIDGETTE, LINCOLN JR DISCHARGED BY BANKRUPTCY	40161	2014	92610	143.70
MIDGETTE, LINCOLN JR DISCHARGED BY BANKRUPTCY	40161	2015	39243	133.64
MONTGOMERIE, ROBERT NOT TAXABLE TO CRAVEN COUNTY	116567	2019	212222	49.98
PIEDMONT AIRLINES INC DOUBLE BILLED	16720	2020	403373	122.95
PIEDMONT AIRLINES INC DOUBLE BILLED	16720	2020	403372	113.15
POUZAR, MICHAEL JAMES DID NOT OWN JANUARY 1	123424	2019	211676	358.74
PRICE, GERALD FITZPATRICK DISCHARGED BY BANKRUPTCY	201009056540	2010	555338	39.06
PRICE, GERALD FITZPATRICK DISCHARGED BY BANKRUPTCY	201103064200	2011	506276	81.91
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	6062000	2019	21288	16.07
SCHRECK, CRAIG CORRECTED DISCOVERED PROPERTY VALUE	43752	2020	403423	689.46
TRENT ROAD PROPERTIES LLC DOUBLE BILLED	94226	2019	401288	701.90
21 RELEASES SUBJECT TO BOARD APPROVAL ON 8/3/2020				3,572.45

Cellebrite Inc.
 7 Campus Drive
 Suite 210
 Parsippany New Jersey 07054
 United States



Digital intelligence
 for a safer world

Tel. +1 800 942 3415
 Fax. +1 201 848 9982
 Tax ID#: 22-3770059
 DUNS: 033095568
 CAGE: 4C9Q7
 Company Website:
<http://www.cellebrite.com>

Quote

Quote# Q-155087-1
 Date: Jul 14, 2020

Bill To
 Craven County Sheriff's Office
 1100 Clarks Rd.
 New Bern, North Carolina 28562
 United States
Contact:
Phone:

Ship To
 Craven County Sheriff's Office
 1100 Clarks Rd.
 New Bern, NC 28562
 United States
Contact:
Phone:

End Customer: Craven County Sheriff's Office

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00030307	Aug 13, 2020	Net 30	USD	Alexa Gonzalez

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price/Unit	Net Price
A-UFED-01-016	UFED 4PC Ultimate	1				USD 9,300.00	USD 9,300.00
UFED 4PC Ultimate							
B-TRN-03-004	OLT-OD CCO+CCPA	1				USD 3,290.00	USD 3,290.00
OLT-OD CCO+CCPA							

SubTotal	USD 12,590.00
Shipping & Handling	USD 50.00
Sales Tax (0.00%)	USD 0.00
Total	USD 12,640.00

Comments:

Billing Schedule Details:

For further information please email Alexa Gonzalez at alex.gonzalez@cellebrite.com or call

Terms and conditions:

- Payment terms: Net 30; 1.5% per month interest on late payment
 - Shipping: FCA, Parsippany, NJ, USA : Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- Cellebrite has two different terms of sale.

Any purchase of unlocking services are governed by
<http://legal.cellebrite.com/CB-us-us/index.html>.

Any other purchases of products or services, including training, are governed by
<http://legal.cellebrite.com/us/index.html>.

In addition to these terms, software is licensed by Cellebrite in accordance with an end user license agreement available at
<http://legal.cellebrite.com/End-User-License-Agreement.htm>.

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable,

Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc. Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

NOTICE OF SUBGRANT -2020 CARES Act Funds

NOTICE OF SUBGRANT -2020 CARES Act Funds		
Subgrantee:	Craven County Board of Elections	
Subgrantee Address:	406 Craven Street New Bern, NC 28560	
Agreement Number: 03-25-25	Budget Period: 7/1/2020 – 12/31/2020	
Funds Description		
This obligation of funds constitutes the Subgrantee's share, as authorized under Session Law 2020-17, of \$10,947,139 of federal and \$2,120,497 of state matching funds awarded under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for the 2020-2021 fiscal year to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle.		
Funding Information		
Description	Permissible Uses	Amount
Base Funding [S.L. 2020-17 Sec. 11.1(b)(1/2/3)]	Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle, including but not limited to: --Providing for increased postage costs for mail-in absentee ballots sent out by the county board of elections. --Ensuring an adequate number of poll workers by (i) use of advertising or public awareness campaigns or (ii) offering incentive compensation and other pay increases. --Recruiting members and promoting the use of multi-partisan assistance teams.	\$25,000
Second Primary Funding [S.L. 2020-17 Sec. 11.1(b)(4)]	Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the June 23 Second Primary election for federal office.	\$0
One-Stop Voting Funding [S.L. 2020-17 Sec. 11.1(b)(5)]	Early one-stop voting-related expenses that are specifically to prevent, prepare for and respond to the coronavirus pandemic.	\$64,905
Remaining Funding [S.L. 2020-17 Sec. 11.1(c)]	Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle.	\$36,206
Total CARES Act Funding		\$126,111

NOTICE OF SUBGRANT -2020 HAVA Funds

Subgrantee:	Craven County Board of Elections
Subgrantee Address:	406 Craven Street New Bern, NC 28560
Agreement Number: NC20101001-25	Budget Period: 7/1/2020 – 6/30/2021
Funds Description	
This obligation of funds constitutes the Subgrantee's share, as authorized under Session Law 2020-17, of \$11,677,441 of federal and \$2,335,488 of state matching funds awarded under Election Security Grants in the federal Consolidated Appropriations Act of 2020 to improve the administration of federal elections.	
Funding Information	
Description	Amount
Reimbursement Minimum [S.L. 2020-17 Sec. 11.2.(a)]	\$10,000.00
Reimbursement Maximum [S.L. 2020-17 Sec. 11.2.(a)]	\$250,000.00, depending on available funding
Permissible Uses	
<p>Reimbursement-eligible expenditures are those incurred to improve the administration of federal elections, as authorized under HAVA Title I, Section 101, including:</p> <ul style="list-style-type: none"> • Improving the administration of elections for Federal office, including to enhance election technology and make election security improvements • Educating voters concerning voting procedures, voting rights, and voting technology. • Training election officials, poll workers, and election volunteers. • Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for casting and counting votes. • Improving the accessibility and quantity of polling places, including providing physical access for individuals with disabilities, providing non-visual access for individuals with visual impairments, and providing assistance to Native Americans, Alaska Native citizens, and to individuals with limited proficiency in the English language. • Establishing toll-free telephone hotlines that voters may use to report possible voting fraud and voting rights violations, to obtain general election information, and to access detailed automated information on their own voter registration status, specific polling place locations, and other relevant information. • Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during 2020 federal elections. 	
Grant Administration	
Grant Administration Award recipients and sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).	



NORTH CAROLINA

STATE BOARD OF ELECTIONS

Mailing Address:
P.O. Box 27255,
Raleigh, NC 27611

(919) 814-0700 or
(866) 522-4723

Fax: (919) 715-0135

July 15, 2020

To: County Directors of Elections

**From: Karen Brinson Bell, Executive Director
Amy Strange, Chief Operating Officer**

**Re: 2020 Coronavirus Aid, Relief, and Economic Security ("CARES") Act Funds &
2020 Help America Vote Act (HAVA) Funds – Election Administration
Preparedness for 2020 Federal Elections**

This packet contains information on federal 2020 CARES Act funding and federal 2020 HAVA funding allocated to your county by the North Carolina General Assembly in Session Law 2020-17, sections 11.1, 11.2 and 11.3.

CARES Act Funds

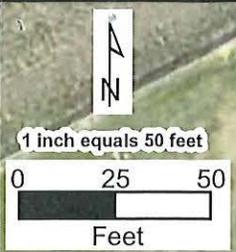
In March 2020, Congress passed, and the President signed into law, the CARES Act to deliver an economic relief package to assist the country in coping with the public health and economic impacts of COVID-19. The CARES Act includes \$400 million in emergency funds made available to states to prevent, prepare for, and respond to the coronavirus for the 2020 federal election cycle. North Carolina's share of the federal funds is \$10,947,139. In June 2020, the North Carolina General Assembly passed, and the Governor signed into law, House Bill 1169, which appropriated required State matching funds of \$2,120,497. Each county board of elections will receive a portion of the State's CARES Act funding, which must be used in compliance with the requirements in S.L. 2020-17 and the federal 2020 CARES Act in connection with the November 3, 2020 General Election.

Each county has the option to either receive the county's CARES Act subgrant in an up-front, lump sum amount, or request that the State Board of Elections manage the county's CARES Act subgrant while following the county's spending directives. *A Grant Request Disbursal Package will be forthcoming to all counties by Friday, July 17, 2020.*

2020 HAVA Funds

In December 2019, Congress passed, and the President signed into law, the Consolidated Appropriations Act of 2020. The Act includes \$425 million in new Help America Vote Act (HAVA) funds, made available to states to improve the administration of elections for Federal office, including to enhance technology and make election security improvements. North Carolina's share of the federal funds is \$11,677,441. In June 2020, the North Carolina General Assembly passed, and the Governor signed into law, House Bill 1169, which appropriated required State matching funds of \$2,335,488. Each county can receive reimbursements for eligible HAVA expenses, with a minimum reimbursement amount of \$10,000 per county. Counties can receive up to a maximum reimbursement of \$250,000, on a first-come, first-served basis until the total funds available are expended.

Creekside Park Pier Im



- Handrails
- Pier Repairs
- Fishing Platform
- Aluminum Gangway
- Floating Dock
- Kayak Launch

8' X 12' Fishing Platform

8' X 12' Fishing Platform

Kayak Launch

12' X 16' Floating Dock

Aluminum Gangway



Billy Wilkes <bwwilkes@cravencountync.gov>

DCM Beach & Waterfront Access Grant Final Application

Love-Adrick, Rachel A <rachel.love-adrick@ncdenr.gov>
 To: "Billy Wilkes bwwilkes@cravencountync.gov" <bwwilkes@cravencountync.gov>

Mon, Jun 15, 2020 at 10:13 AM

Good Morning Billy,

I'm happy to inform you that your pre-application to the N.C. Public Beach and Coastal Waterfront Access Program has been selected to submit a Final Application. The application due date is August 17, 2020. Please review the attached application and let me know if you have any questions.

Please note that the final application requires that each grant application is reviewed and approved by the local governing board at a duly advertised public hearing or meeting. Additionally, to accommodate teleworking we are no longer requiring a paper copy of the final application. Please submit the final application electronically via email.

FYI - I did a little research into your site and discovered that the county received two grants from this program to help purchase this property and make site improvements in 1999 & 2002.

Again please let me know if you have any questions.

Congratulations!

Rachel



Rachel Love-Adrick
 District Planner, Division of Coastal Management
 North Carolina Department of Environmental Quality
 252.808.2808 (Office)
 Rachel.Love-Adrick@ncdenr.gov

Each copy of this e-mail and any attachments is subject to the North Carolina Public Beach Access Act and may be subject to third parties.

3 attachments

-  2020-21 Final Application PACKET - Craven County.pdf
996K
-  2020-21 Final Application FORM.DOCX
86K
-  2020-21 Final App Fillable FORM.PDF
2814K



NORTH CAROLINA PUBLIC BEACH AND COASTAL WATERFRONT ACCESS

PROGRAM FINAL APPLICATION 2020-2021 CYCLE

Please complete a separate application for each proposed project and submit two (2) printed copies and one (1) USB Flash drive with digital files to your DCM District Planner.

Application Deadline: August 17, 2020

Project Name: Creekside Park Dock Improvements	
Provide a brief description of the proposed project: To provide an accessible kayak launch and fishing options at the busiest park in Craven County. We will add an aluminum ramp and safety railings to our dock. This plan also includes refacing all existing boards and railings.	
Is this an ongoing project (Phase II of a previously funded project, or improvements to an existing project)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Government Name: Craven County Fed ID#: 56-6000290 Lead Elected Official: Thomas Mark Title: Chairman Address: 406 Craven Street Project Administrator Name: Billy Wilkes Title: Director Address: 406 Craven Street City/State/Zip: New Bern, N.C. 28560 Telephone: (252) 636-6606 E-mail: bwillkes@cravencountync.gov	Type of project: <input type="checkbox"/> Land Acquisition <input checked="" type="checkbox"/> Site Improvement Demand for Access: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Site Control: <input type="checkbox"/> Land acquisitions with this application <input checked="" type="checkbox"/> Ownership <input type="checkbox"/> Lease (25 years of more) <input type="checkbox"/> Easement (25 years of more) <input type="checkbox"/> Joint Use Agreement
Previous DCM Access Grant Recipient: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, When?
Budget Totals and Financial Assistance Requested: DCM funds requested: \$ 88,500.00 Total Local Contribution: \$ 29,500.00 Local Cash: \$ 29,500.00 Local Cash (Grant): Funding Source: Craven County Local Cash (Grant): Funding Source: Local In-Kind: TOTAL PROJECT COST: \$ 118,000.00	Additional Project Costs/Funding Sources NOT included in the proposal (if applicable): Source: CAMA General Permit Cost: \$ 400.00 Source: Cost: Source: Cost:

Signature: Billy Wilkes

Name (print): Billy Wilkes

Date: 7/13/20

Provide the following ATTACHMENTS and NARRATIVE:

- A. **Project location maps:** Provide a regional location map and a detailed vicinity map (street map) showing the project location. *(Suitable for copying and insertion into grant contract)*
- B. **Parcel Information:** Provide the following information for each parcel:
- 1) Name and address of owner
 - 2) Project site address
 - 3) Lot dimensions
 - 4) Applicable setbacks (zoning, CAMA, DOT, other) and local zoning and Future Land Use Map designation(s)
 - 5) Deed number, book, page and date
 - 6) Assessed value- *(Only necessary for land or easement acquisition)*
 - 7) An evaluation of its appropriateness for public access
 - 8) Title opinion including Attorney's NC Bar number
 - 9) Easement agreement, if applicable
 - 10) List of required permits or certifications or permits issued (CAMA, zoning, etc.).
- C. **Site description:** Provide a description of the site, including natural features and existing improvements. Also include NC Division of Water Resources Surface Water Classification(s).
- D. **National Flood Insurance Program Floodways & Non-encroachment areas:** Indicate if the project site or improvements are located in Floodway or Non-encroachment area per 40 C.F.R. § 60.3(d)(3). If the project or improvements are located in one of these areas, additional engineering studies may be needed.
- E. **For Land Acquisition:** Provide a boundary survey indicating land area, along with a preliminary appraisal and a letter of intent to sell from the property owner. Provide a "Plan for Future Development" to include: a description of how the public will be able to use the site until improved access facilities are in place; a conceptual site plan showing proposed future development; and a timeline for developing the site.
- F. **Project description:** Provide a description of the project, including information on features, materials, and proximity to closest/other access sites.
- G. **Project site plan:** Provide a to-scale site plan showing property lines, proposed construction, significant natural features, and existing uses on adjacent lots. Include a north arrow and graphic scale and dimensions for site improvements. *Improvements shown as an overlay on aerial photos also may be submitted as a supplement to but not in lieu of a site plan.* Provide to-scale building elevations and floor plans as applicable.
- H. **Pre-project tasks:** Identify tasks that must be completed prior to starting the project.
- I. **Local Government Approval:** Each grant application must be reviewed and approved by the local governing board at a duly advertised public hearing or meeting. Provide a memorandum resolution, or copy of the minutes indicating the board's action on the application.
- J. **Is all or a portion of this project under consideration by other programs for funding?**
YES NO *If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or complement the funding requested from the Access Program? How viable is the project if complementary funding from another program is not secured?*

- K. Is this project identified as high local priority in your certified Future Land Use Plan or local Access Plan?
YES NO *If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of the plan.*
- L. Is this project reflected in other policy documents or ordinances?
YES NO *If so, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the document or ordinance.*
- M. **Proposed Local Match and Cost Assumptions:** Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. *If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, when the funding source will be awarded/available, and the specific project elements that will qualify for joint funding.*
- N. List the types and sources of utilities proposed; and identify associated costs. *Note above ground utilities must be identified.*

O. Proposed Summary Budget: The form below must be completed and included with your application.

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Land Acquisition Costs:				
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Permit and Design Fees:				
CAMA General Permit	\$	\$	\$ 400.00	\$
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Site Improvement Costs:				
Materials				
Material cost for this project will be 25%	\$ 22,125.00	\$ 7,375.00	\$	\$ 29,500
	\$	\$	\$	\$
Subtotal	\$ 22,125.00	\$ 7,375.00	\$	\$ 29,500
Site Improvement Costs: Labor				
Labor cost for this project will be 75%	\$ 66,375.00	\$ 22,125.00	\$	\$ 88,500
	\$	\$	\$	\$
Subtotal	\$ 66,375.00	\$ 22,125.00	\$	\$ 88,500
Local Administrative Costs:				
In-kind				
Planning/Mapping	\$	\$	\$ 5,000.00	\$ 5,000.00
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
TOTAL BUDGET	\$ 88,500	\$ 29,500	\$ 5,000.00	\$ 123,400

Additional Project Tasks NOT Included in this Proposal	Additional Project Cost
Public awareness/ advertising	\$ 250
Sectioning off/closing dock	\$ 0
TOTAL ADDITIONAL COST	\$ 250

P. **Proposed Budget:** If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.

Q. **Project Timeline:** The purpose of the timeline is to establish benchmarks during the project period to ensure timely completion. Progress monitoring is to occur at 6-month intervals for the duration of an 18-month contract. We recognize that unexpected events may require adjustments to the timeline. The schedule is meant to be an aid for measuring the progress of the project and a guide to making adequate contract adjustments when necessary.

Task \ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Return Contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Permitting Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Final Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Close-Out	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>															

R. **Project Reporting Periods:** The form below only illustrates grant and local cash match totals. Local funds must be spent before grant funds. Non-cash match is not illustrated or represented in the table; however it must still be reported.

Grant: \$ 88,500.00

Cash Match: \$ 29,500.00

Total: \$ 118,000.00

Non-cash Match: \$

PROJECT SCHEDULE AND ACTIVITIES CHART

<p>% of total work to be completed <u>33%</u> Grant funds to be spent \$ 9,040.00 Local funds to be spent \$ 29,900.00</p>	<p>Period 1</p> <ul style="list-style-type: none"> • Awarding of contract • Work with County Planning on applying for a Cama general permit • 1/3 of construction work to include the start of the new additions •
<p>% of total work to be completed <u>67%</u> Grant funds to be spent \$ 79,460.00 Local funds to be spent \$</p>	<p>Period 2</p> <ul style="list-style-type: none"> • Finalize the construction of new wooden floating dock • Finalize the construction of two new fishing platfroms • Replace all boards and handralls • Add new railings on front side of the dock for safety
<p>% of total work to be completed <u>0% *</u> Grant funds to be spent \$ Local funds to be spent \$</p>	<p>Period 3</p> <ul style="list-style-type: none"> • Final reporting & closeout • • •

* The final reporting period shall include a holdback of 10% of the total grant award, which is retained until a closeout packet is received by the District Planner/Contract Administrator.

Project Description

Creekside Park provides the only kayak launch access between New Bern & Havelock. Kayaking has become a very popular activity with the waterway around Craven County.. Through the years we have offered events, instructional classes and group launches from Creekside Park. The existing dock is showing signs of aging at 20 years old and was not built to current accessibility standards. This project will address safety, accessibility and the condition of the existing dock.

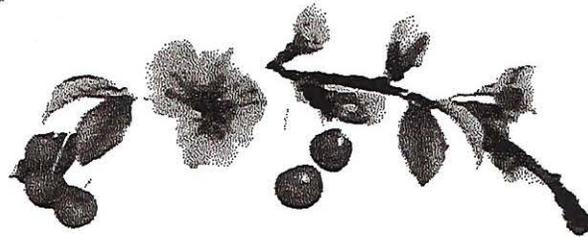
The accessibility piece will be addressed in two substantial ways. First we are going to add a new 12x16 floating dock that will include accessible hand rails on both sides along with an ADA aluminum gangway. We will also attach the existing kayak launch to the floating dock for easier access. The second way we will address accessibility is by adding two new fishing platforms with hand railings. This will safely insure everyone access to the new fishing platforms.

Safety is another area we will be addressing with this project. The proposed addition of new rails on our existing dock will add a safety element especially for the young people who utilize this facility. Another safety measure will be adding the fishing platforms thus allowing the existing dock to have easier access and safety in movement for those not wanting to fish.

The condition of the existing dock is starting to deteriorate. We have replaced segments of the dock through the years because of hurricanes and other events that have damaged parts of the dock. This grant would allow us to completely remove and replace the existing boards and rails. This dock is 20 years old and in need of renovating.

Certificate of Assistance

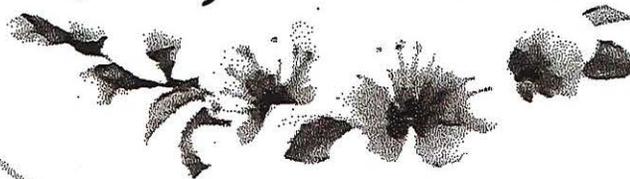
THE CHERRY POINT SPOUSE CLUB IS PROUD TO PRESENT



Craven County Recreation & Parks

WITH A GRANT FOR CREEKSIDE PARK: SWING SET FOR ALL AGES AND ABILITIES

\$1,000.00



CHERRY POINT SPOUSE CLUB
PRESIDENT

Amie Cordes

MAY 20, 2020

CHERRY POINT SPOUSE CLUB
ASSISTANCE COORDINATOR

Katie Walker



The Harold H. Bate Foundation, Inc.

July 14, 2020

Mr. Billy Wilkes, Director
Craven County Recreation & Parks
406 Craven St.
New Bern, NC 28560

Reference Grant Number: 20-027

Dear Billy:

At its recent meetings the Board of Directors of the Foundation approved a grant of \$24,600, County matching funds only, for your Youth funding/Inclusive swing sets for Creekside & Rocky Run project as described in your application. To accept this grant, sign and date the acceptance statement (the second page of the enclosed copy of this letter) and then return the copy of the letter with the attached, signed acceptance statement within 30 days.

Grant funds will be paid as soon after August 15, 2020 as administratively feasible or later if you are not yet ready to utilize them as indicated on the enclosed acceptance agreement. Please check one space at the top of the second page of the enclosed copy of this letter, indicating when you wish to receive the funds. Grant Awards are valid for one year from the date of this letter.

An Expenditure Report will be due one year from receipt of funds. A form including the guidelines will be included with the last installment of funds distributed. The information needed for these reports will be based on the information presented in your application. You may publicize the grant in any manner you feel appropriate. We would appreciate receiving a copy of any releases you distribute. Your grant number is **20-027**. Please refer to this number in all communication regarding this award.

The Board of Directors is pleased to participate in this important program/project and wish you and your organization much success.

Sincerely,

Joyce H. Hendricks
Director of Operations

Enclosures



**36 DIANE STREET
PITTSBORO, NC 27312**

QUOTATION

Date	Estimate #
5/13/2020	11782

Name / Address
Craven County Recreation & Parks 406 Craven St. New Bern, NC 28560

Rep	Project
JLB	

Description	Qty	U/M	Rate	Total
Model # 550-0093 5" single post 3 bay with 2 toddler, 2 belts and 2 ADA swings	2	ea	5,574.00	11,148.00T
Barrs Recreation Courtesy Discount			-1,114.80	-1,114.80
Plastic timbers for 32' x 46' for 2 areas	56		32.00	1,792.00T
Freight			1,100.00	1,100.00T

All purchases subject to a 5 - 7 week delivery schedule, unless otherwise noted. This quote is valid for 90 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration. If an order is cancelled after production begins, there will be a 35% re-stocking fee

Subtotal \$12,925.20

Sales Tax (6.75%) \$872.45

Total \$13,797.65

Phone #	Toll Free Phone	E-mail	Web Site
919-781-4870	800-909-PLAY	info@barrsrec.com	www.barrsrec.com



**36 DIANE STREET
PITTSBORO, NC 27312**

QUOTATION

Date	Estimate #
4/28/2020	11700

Name / Address
Craven County Recreation & Parks 406 Craven St. New Bern, NC 28560

Rep	Project
JLB	

Description	Qty	U/M	Rate	Total
Certified Engineered Wood Fiber for new playground and top dressing old area	100	CuYd	22.00	2,200.00T

All purchases subject to a 5 - 7 week delivery schedule, unless otherwise noted. This quote is valid for 90 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration. If an order is cancelled after production begins, there will be a 35% re-stocking fee

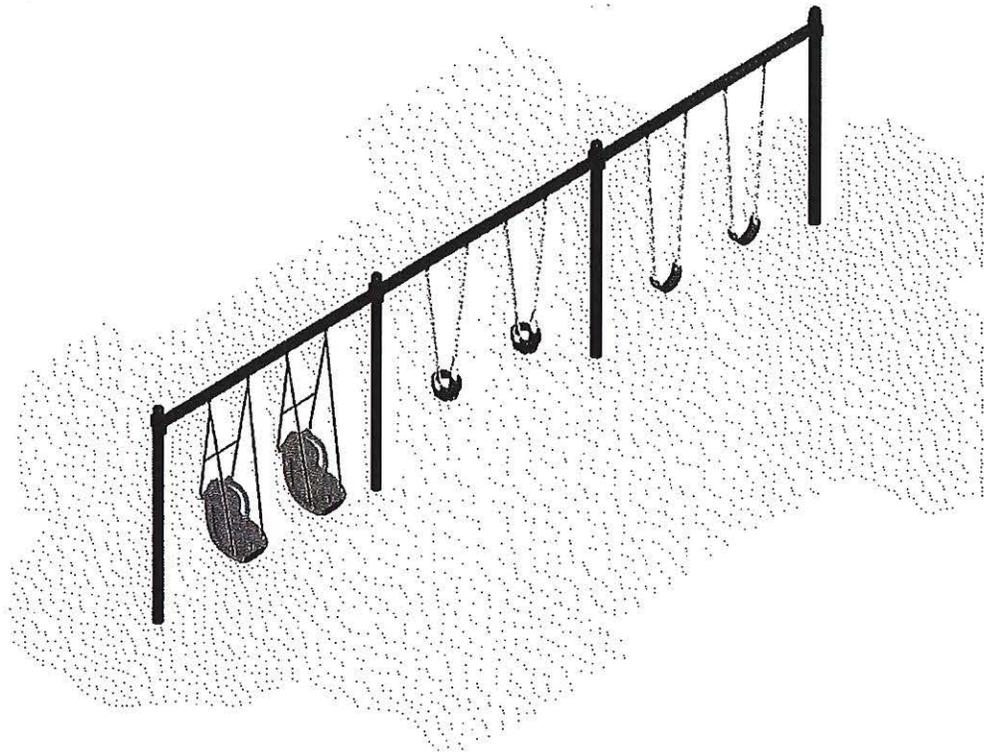
Subtotal	\$2,200.00
Sales Tax (6.75%)	\$148.50
Total	\$2,348.50

Phone #	Toll Free Phone	E-mail	Web Site
919-781-4870	800-909-PLAY	ashley@barrsrec.com	www.barrsrec.com

Craven County Parks

Proposal # Craven Swings
May 18, 2020

Presented by



Burke®



The protective surfacing for this design must accommodate the critical fall height.

SERIES: Basics
ELEVATION PLAN
DRAWN BY:

BCI Burke Company, LLC PO Box 649 Fond du Lac, Wisconsin 54936-0649 Telephone 920-921-9220

Barrs Recreation
Craven Swings

May 18, 2020



800 Tiffany Blvd Suite 200
Rocky Mount, North Carolina
27804 Office: 252-823-1021
Fax 252-824-8277
www.barnhillcontracting.com

July 29, 2020

Mr. Gene Hodges
Assistant County Manager
Craven County Government
406 Craven Street
New Bern, NC 28560

Re: Change Order Proposal # 1
Craven County Courthouse – ASI 1 – HVAC System Revisions

Dear Mr. Hodges:

Attached is Change Order Proposal # 1 for the Craven County Courthouse – ASI 1 – HVAC System Revisions located at 411 Craven Street in New Bern, NC.

Change Order Proposal # 1 for the Craven County Courthouse – ASI 1 – HVAC System Revisions includes the following:

- Estimate dated 7/29/2020
- Updated Schedule dated 7/27/2020
- Clarification & Qualifications Letter dated 7/29/2020.
- Subcontractor back up to reflect bid packages included on 7/27/2020 estimate.

I have included backup for the items as described above for your record and review

We thank you for your time and should have any questions, feel free to contact me at 252-675-0576.

Sincerely,
Barnhill Contracting Company

A handwritten signature in blue ink that appears to read "Kaitlin Rouse".

Kaitlin Rouse
Project Manager

Cc: File
Arthur VanderAa – Barnhill Contracting Co
John smith – Barnhill Contracting Co
Perry Gardner – Barnhill Contracting Co
Carrie Strickland – Barnhill Contracting Co



CM@R Estimate

July 29, 2020

Craven County Courthouse Temporary Services - ASI 1

Craven County

Bid Packages		Contractor	Contract Amount (Base Bid No Alt)	
CM Reimbursible Allowances		Barnhill Contracting Company	\$ -	\$ -
BP100 - GENERAL TRADES (DEMOLITION)		Waters Contracting Company	\$ 95,692	\$ 8.59
BP700 - ROOFING		Baker Roofing Company	\$ 3,000	\$ 0.27
BP790 - CAULKING / SEALANTS		J.T. Murphy Construction, Inc	\$ -	\$ -
BP800 - TURNKEY DOORS/FRAMES/HARDWARE		Hardware Specialties	\$ 4,600	\$ 0.41
BP925 - METAL STUDS / DRYWALL / INSULATION		Sears Contract, Inc	\$ 12,850	\$ 1.15
BP990 - PAINTING AND WALLCOVERINGS		Proctor Paint Co	\$ 350	\$ 0.03
BP1400 - ELEVATORS		Thyssenkrupp Elevator Corporation	\$ -	\$ -
BP2100 - FIRE PROTECTION		Associated Fire Protection	\$ 3,780	\$ 0.34
BP2200 - PLUMBING		James L Clayton Associates	\$ 15,186	\$ 1.36
BP2300 - HVAC		Allred Mechanical Services	\$ 388,395	\$ 34.87
BP2600 - ELECTRICAL		Pitt Electric	\$ 45,371	\$ 4.07
Bid Day Total			\$ 569,224	\$ 51.11
	Relocate Hot Water Heater Allowance		\$ 25,000	\$ 2.24
	Repairs Allowance - Roofing		\$ 10,000	\$ 0.90
	Repairs Allowance - Drywall		\$ 10,000	\$ 0.90
Total Cost of Work Total			\$ 614,224	\$ 55.15
	Building Permit		\$ -	\$ -
2.10%	CM Bonds/Insurance		\$ 13,987	\$ 1.26
1.25%	Project Subguard		\$ 7,115	\$ 0.64
LS	CM General Conditions		\$ -	\$ -
5.00%	CM Fee		\$ 30,711	\$ 2.76
Project Grand Total			\$ 666,037	\$ 59.80

sqft 11,138

- On behalf of Barnhill Contracting Company, please accept this proposal for the Craven County Courthouse - ASI 1 HVAC System Revision per the CD review set documents dated 6/18/2020 and specifications dated December 2019. Upon request of OCA, demolition of the existing fire pump has been included in this pricing exercise and is not included in the current ASI drawing set dated 6/18/2020. The current drawing set needs to be updated to reflect this scope of work.
- Please refer to the attached schedule as part of this proposal. Per schedule, Barnhill intends to begin work in the beginning of August 2020 with the scheduled completion by mid-January 2021.
- Commissioning of the space is with not assumed or included.
- Excludes relocation and/or removal of Owner furnishing and/or equipment and assumes this will be coordinated in advance with Barnhill and completed by Owner.
- We exclude repairs to existing assemblies/systems that are not specifically indicated.
- Prior to approval of this CO, BCC has submitted all permanent HVAC equipment for review. No equipment, labor or materials for work included in ASI 1 will be released/performed until the approval of this COP.

BP 0000 General Conditions

- Project Management, Superintendent, and Staffing are not included for this pricing exercise. General conditions applied in the Temporary Services pricing will be applied to this scope of work.

Covid-19

- Currently a known and foreseeable global pandemic exists. This pandemic includes state and/or federal States of Emergency; governmental imposed shut-downs; border closings and restricted travel. As a result, material shortages and delays are possible. If shortages or delays will impact this project, we will provide notification immediately. If there are any major cost changes as a result of shortages or delays, we will provide notification immediately. If the delays incurred are greater than 5 days of delay, then the Contractor shall be entitled to reimbursement of additional general conditions for staffing, temporary facilities, and other costs associated with the delay. The Owner shall grant the Contractor an extension of time to the contract duration with a new revised substantial completion date.

Third Party Testing

- Excludes third party testing as required by local AHJ for all epoxy inspections.

Interior Aesthetics:

- Barnhill Contracting Company assumes that the interior aesthetics are to remain with the exception of the defined areas in ASI 1 specifically noted.
- Existing floor and ceilings to remain as is in constructed Boiler, Mechanical, and Elevator Equipment rooms.

Repair Allowances

- We have carried a \$10,000 repairs allowance for any roofing repairs required
We have carried a \$10,000 repairs allowance for drywall repairs required for replacing the new sprinkler system.

Hot Water Heater Relocation Allowance

- We have carried a \$25,000 for the relocation of a hot water heater as at this time, we do not know what



Design Development Estimate - Qualifications and Clarifications

July 27th, 2020

infrastructure is in the way to relocate the water heater to the 3rd floor and it needs to be reviewed by the design team and BCC to clarify design intent.

Ground Penetrating Radar Scanning

- Includes GPR for new openings and support attachments as specified on the drawings.

BP-700 - Roofing

- It is assumed that there is not an existing roofing warranty in the areas we are penetrating the roof.

BP-800 – Doors, Frames and Hardware

- Excludes all other door and hardware other than as specifically indicated on the design document

BP-925 – Metal Studs and Drywall

- Wall type 3 is assumed to be built out of a shaft wall assembly per OCA RFI # 2 response.

BP-2100 – Fire Protection

- Includes labor and material to decommission existing fire pump, jockey pump, controllers and all associated fire pump piping and valves. Existing fire pump pad to be demolished by others and is not reflected in this pricing exercise. This was not reflected in the ASI 1 drawing set and was reflected on previous drawing TS3.1 from Addendum # 1 dated 4/9/2020.

BP-2300 - Mechanical

- **Upon release of equipment, lead times are assumed to be as followed:**
 - 1) AHU – 8 to 10 weeks.
 - 2) Chiller – 14 to 15 weeks.**Release of equipment is contingent on the approval of this COP.**

BP-2600 – Electrical

- Excludes Note 3 allowance of \$5,000 on 1-TS1.4. This is assumed to be covered in the Temporary Services Unforeseen Conditions allowance.
- Includes electrical power and control wiring disconnect and demo for the existing fire pump. This was not reflected in the ASI 1 drawing set and was reflected on previous drawing TS3.1 from Addendum # 1 dated 4/9/2020.

**Memorandum of Agreement
Between
Craven Area Rural Transit System (CARTS) and
Craven County Human Resources Department
For advertising on CARTS vehicles**

Craven County Human Resources Department agrees to the rental of advertising space on CARTS vehicles. This space will include one (1) advertisement on both sides of eight separate vehicles for a total of sixteen (16) advertisements. The length of this agreement will be for one year, June 1, 2020 – June 1, 2021. On behalf of the Opioid Task Force, Craven County Human Resources Department will pre-pay the rental of the advertising space at a rate of \$150 per month per ad. The agreement amount for the advertising space shall be \$14,400.

Upon completion of the agreement, or at whatever time the ads are removed from the vehicles, Craven County Human Resources Department agrees to pay for the cost of the removal of the ads. The cost to remove the ads will be \$53 per hour if done by Craven County Central Maintenance Garage, or the cost incurred if the removal is done by the company that originally installed the ads.

The total amount due to CARTS by Craven County Human Resources Department for advertising space is \$14,400.

Amber M. Paker

Authorized signature and title Craven County Human Resources Dept.

5/21/2020

Date of Signature

Kel Walker, Director

Authorized signature and title CARTS

05/22/2020

Date of signature

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

Craig A. Wan

Finance Director

RESOLUTION
New Bern, North Carolina
Tax Parcel Number 5-004-042

THAT WHEREAS, Craven County has received an offer to purchase a parcel of property owned by the County, identified as Tax Parcel Number 5-004-042 and being more particularly described herein; and,

WHEREAS, the Board of Commissioners is authorized to sell the County's interest in the property pursuant to North Carolina General Statute §160A-269; and,

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the final offer to purchase, after the upset bid period, was for the sum of \$1,800.00 by Rayshawn Johnson and Alexandra A. Boyd; and,

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY:

Section 1. That the last and highest bid of Rayshawn Johnson and Alexandra A. Boyd in the sum of \$1,800.00 for said parcel identified as Tax Parcel Number 5-004-042, and being more particularly described herein, be and the same is hereby accepted as to the County's interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchaser for the County's interest in said property, and to further execute any and all other documents related to the sale of the same.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchaser once the same has been executed on behalf of the County, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Five (5) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 3534, Page 2100 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 5-004-042.

ADOPTED THIS 3rd DAY OF AUGUST, 2020.

(County Seal)

THOMAS MARK, Chairman

NAN HOLTON,
Clerk to the Board

38\SERVER04\ssdocs\00000078\00111610.000.DOCX

NORTH CAROLINA
CRAVEN COUNTY

Tax Parcel # 5-004-042

Revenue Stamps \$ 0

THIS DEED, made this _____ day of August, 2020, by and between **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantor”); to **RAYSHAWN JOHNSON AND ALEXANDRA A. BOYD** (“Grantee”), whose mailing address is 101 Pinecliff Rd., Havelock, NC 28532 is as follows:

WITNESSETH:

That the Grantor in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantor paid by the Grantee, the receipt of which is hereby acknowledged, has remised, released and quitclaimed, and by these presents does remise, release and quitclaim unto the Grantee the property described in **EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE**, which said property does not include the primary residence of the Grantor.

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, forever free and discharged from all right, title and interest of the Grantor or anyone claiming by, through or under the Grantor.

This conveyance is without warranties of title and is subject to all matters of record.

Prepared by:
Sumrell Sugg, P.A.
Attorneys at Law
416 Pollock Street
New Bern, North Carolina 28560

**NO TITLE EXAM REQUESTED OR PERFORMED
WITHOUT SEPARATE, WRITTEN OPINION ON TITLE
SIGNED BY PREPARER**

The designations Grantor and Grantee as used herein shall include said parties, their heirs, successors and assigns, as the case may be.

IN TESTIMONY WHEREOF, CRAVEN COUNTY has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

CRAVEN COUNTY

By: _____
THOMAS MARK, Chairman
Craven County Board of Commissioners

(COUNTY SEAL)

ATTEST:

NAN HOLTON, Clerk
Craven County Board of Commissioners

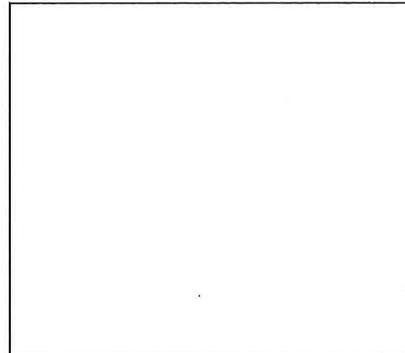
STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, Notary Public in and for said County and State, do hereby certify that on the ____ day of _____, 2020, before me personally appeared THOMAS MARK, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that she knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the ____ day of _____, 2020.

My Commission Expires:

NOTARY PUBLIC



NOTARY SEAL/STAMP MUST APPEAR
LEGIBLY IN BOX TO RIGHT

EXHIBIT A

All that certain lot or parcel of land lying and being situate in Number Five Township, Craven County, North Carolina and being more particularly described as follows:

Beginning at a point which is located the following courses and distances from NC GS Monument "Island". North $11^{\circ} 34' 55''$ West 1461.46 feet to a point in the centerline of the pavement of Ferry Road (NC Highway 306), and North $87^{\circ} 47' 20''$ East 51.27 feet to a North Carolina Department of Transportation right-of-way monument; thence continuing North $87^{\circ} 47' 20''$ East 51.41 feet to an iron pipe at the base of a right-of-way monument; thence continuing North $87^{\circ} 47' 20''$ East 222.29 feet to an iron pipe; thence continuing North $87^{\circ} 47' 20''$ East 293.48 feet to an iron pipe, the point and place of beginning. THENCE FROM THIS POINT OF BEGINNING so LOCATED North $87^{\circ} 47' 20''$ East 200.00 feet to an iron pipe designated as point "A"; thence continuing North $87^{\circ} 47' 20''$ East 20 feet to the run of Ned's Branch; thence up said Branch to a point marked by an iron pipe which point is located South $25^{\circ} 43' 25''$ East 171.75 feet from Point "A"; thence leaving the run of Ned's Branch and running South $88^{\circ} 01' 55''$ West 268.52 feet to an iron pipe; thence North $02^{\circ} 12' 40''$ West 156.35 feet to an iron pipe to the point and place of beginning. Said property containing 0.084 acres, more or less, according to a survey entitled "Survey for Earl Eugene Toon" prepared by Southern Boundaries, R.L.S., dated December 5, 2000.

Also conveyed herewith and subject to is an easement for ingress, egress and regress and the installation and maintenance of utilities and drainage which easement is 25 feet in width the Northern line of which is more particularly described as follows: Beginning at a point in the eastern right-of way line of Ferry Road (NC Highway 306) which point is located the following two courses and distances from NC G S Monument "Island". North $11^{\circ} 34' 55''$ West 1461.46 feet to an existing PK nail in the centerline of the pavement of Ferry Road; thence North $87^{\circ} 47' 20''$ East 51.27 feet to a NC right-of-way monument; the point and place of beginning. THENCE FROM THIS POINT OF BEGINNING SO LOCATED along and with the Northern line of said 25 foot easement North $87^{\circ} 47' 20''$ East 787.18 feet to the run of Ned's Branch the terminus of said 25 foot easement.

Also conveyed herewith and subject to is an easement for ingress, egress and regress, drainage and utility installation and maintenance which easement is 10 feet in width the southern line of said 10 foot easement being more particularly described as follows: Beginning at a point which is located the following courses and distances from NC GS Monument "Island": North $11^{\circ} 34' 55''$ West 1461.46 feet to a nail in the centerline of the pavement of Ferry Road (NC Highway 306); North $87^{\circ} 47' 20''$ East 51.27 feet to a NC DOT right-of-way monument; South

12° 15' 35" East 156.45 feet to an iron pipe in the eastern right-of way line of Ferry Road; thence running North 88° 01' 55" East 226.38 feet to the point and place of beginning; THENCE FROM THIS POINT OF BEGINNING SO LOCATED along and with the southern line of said 10 foot easement North 88°01' 55" East 582.02 feet to an iron pipe in the run of Ned's Branch, the terminus of said 10 foot easement.

Being also that same property conveyed to Craven County by Commissioner's Deed recorded May 8, 2018 in Deed Book 3534, at Page 2100, in the Craven County Registry.

This property is also commonly referred to by its tax parcel identification number which is 5-004-042.

SUBJECT to any and all liens, restrictive covenants and easements appearing of record.

This parcel is not the primary residence of the grantor.

2

Craven County Geographic Information System

Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessment purposes.

This report was created by Craven County GIS reporting services on 6/2/2020 2:21:57 PM

Parcel ID : 5-004 -042
Owner : CRAVEN COUNTY
Mailing Address : 406 CRAVEN ST NEW BERN NC 28560
Property Address :
Description : HUKINS LAND
Lot Description :



Subdivision :

Assessed Acreage : 1.039 **Calculated Acreage :** 0.840
Deed Reference : 3534-2100 **Recorded Date :** 5 8 2018
Recorded Survey :
Estate Number :
Land Value : \$4,680 **Tax Exempt :** Yes
Improvement Value : \$0 **# of Improvements :** 0
Total Value : \$4,680
City Name : **Fire tax District :** TOWNSHIP 5
Drainage District : **Special District :**
Land use : VACANT-RESIDENTIAL TRACT

Recent Sales Information

SALE DATE	Sellers Name	Buyers Name	Sale Type	Sale Price
5/8/2018	TOON, OLLIE CHAPMAN	CRAVEN COUNTY	STRAIGHT TRANSFER	\$2,000
6/12/2001	TOON, EARLEY EUGENE	TOON, OLLIE CHAPMAN	STRAIGHT TRANSFER	\$0
6/12/2001	TOON, EARLEY EUGENE	TOON, OLLIE CHAPMAN	STRAIGHT TRANSFER	\$0

List of Improvements to Site

No improvements listed for this parcel

1004 C
H

Doc No: 10022083
Recorded: 05/08/2018, 03:40:30 PM
Fee Amt: \$30.00 Page 1 of 4
Revenue Tax: \$4.00
CRAVEN County, North Carolina
Sherril B. Richard Register of Deeds
Bk 3534 Pg 2100

NORTH CAROLINA

COMMISSIONER'S DEED

CRAVEN COUNTY

Revenue Stamps: \$4.00
Parcel # 5-004-042

THIS **COMMISSIONER'S DEED**, made and executed this 8th day of May, 2018, by and between **AARON D. ARNETTE, Commissioner**, pursuant to a judgment of the District Court of the N.C. General Court of Justice in Craven County, North Carolina in an action entitled "Craven County, Plaintiff v. Ollie Chapman Toon, *et al.* (File No. 17 CVD 1710), Grantor, to Craven County, whose mailing address is 406 Craven Street, New Bern, North Carolina 28560, as Grantee.

WITNESSETH:

WHEREAS, said Aaron D. Arnette, Commissioner, being empowered and directed by a judgment in the said action, did, on the 20th day of April, 2018, after due advertisement according to law, and as directed by said judgment, expose the land hereinafter described to public sale at the door of the Craven County Courthouse, where and when Craven County became the last and highest bidder(s) for said land at the public sale for the sum of \$1,812.21; and

WHEREAS, on the 20th day of April, 2018, Aaron D. Arnette, Commissioner, filed a Report of Sale indicating that Craven County was the last and highest bidder for said property in the amount of \$1,812.21; and,

WHEREAS, more than 10 days elapsed since the original report of sale or most recent upset bid was filed; and

Return to
Prepared By:
Sumrell, Sugg, Carmichael, Hicks & Hart, P.A.
416 Pollock Street
New Bern, NC 28560

WHEREAS, on May 8, 2018, the assistant Craven County Clerk of Superior Court entered an Order of Confirmation directing Aaron D. Arnette, Commissioner, to execute a deed in fee simple to Craven County; and

NOW THEREFORE, in consideration of the premises, the said Aaron D. Arnette, Commissioner, as aforesaid, does hereby grant, bargain, sell, and convey to Craven County all of that certain tract or parcel of land lying, situate and being in Number Five (5) Township, Craven County, North Carolina, and more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Five Township, Craven County, North Carolina and being more particularly described as follows:

Beginning at a point which is located the following courses and distances from NC GS Monument "Island". North $11^{\circ} 34' 55''$ West 1461.46 feet to a point in the centerline of the pavement of Ferry Road (NC Highway 306), and North $87^{\circ} 47' 20''$ East 51.27 feet to a North Carolina Department of Transportation right-of-way monument; thence continuing North $87^{\circ} 47' 20''$ East 51.41 feet to an iron pipe at the base of a right-of-way monument; thence continuing North $87^{\circ} 47' 20''$ East 222.29 feet to an iron pipe; thence continuing North $87^{\circ} 47' 20''$ East 293.48 feet to an iron pipe, the point and place of beginning. THENCE FROM THIS POINT OF BEGINNING so LOCATED North $87^{\circ} 47' 20''$ East 200.00 feet to an iron pipe designated as point "A"; thence continuing North $87^{\circ} 47' 20''$ East 20 feet to the run of Ned's Branch; thence up said Branch to a point marked by an iron pipe which point is located South $25^{\circ} 43' 25''$ East 171.75 feet from Point "A"; thence leaving the run of Ned's Branch and running South $88^{\circ} 01' 55''$ West 268.52 feet to an iron pipe; thence North $02^{\circ} 12' 40''$ West 156.35 feet to an iron pipe to the point and place of beginning. Said property containing 0.084 acres, more or less, according to a survey entitled "Survey for Earl Eugene Toon" prepared by Southern Boundaries, R.L.S., dated December 5, 2000.

Also conveyed herewith and subject to is an easement for ingress, egress and regress and the installation and maintenance of utilities and drainage which easement is 25 feet in width the Northern line of which is more particularly described as follows: Beginning at a point in the eastern right-of-way line of Ferry Road (NC Highway 306) which point is located the following two courses and distances from NCGS Monument "Island": North $11^{\circ} 34' 55''$ West 1461.46 feet to an existing PK nail in the centerline of the pavement of Ferry Road; thence North $87^{\circ} 47' 20''$ East 51.27 feet to a NC right-of-way monument; the point and place of beginning. THENCE FROM THIS POINT OF BEGINNING SO LOCATED along and with the Northern line of said 25 foot easement North $87^{\circ} 47' 20''$ East 787.18 feet to the run of Ned's Branch the terminus of said 25 foot easement.

Also conveyed herewith and subject to is an easement for ingress, egress and regress, drainage and utility installation and maintenance which easement is 10 feet in width the southern line of said 10 foot easement being more particularly described as follows: Beginning at a point which is located the following courses and distances from NC GS Monument "Island": North $11^{\circ} 34' 55''$ West 1461.46 feet to a nail in the centerline of the pavement of Ferry Road (NC Highway 306); North $87^{\circ} 47' 20''$ East 51.27 feet to a NC DOT right-of-way monument; South $12^{\circ} 15' 35''$ East 156.45 feet to an iron pipe in the eastern right-of-way line of Ferry Road; thence running North $88^{\circ} 01' 55''$ East 226.38 feet to the point and place of beginning; THENCE FROM THIS POINT OF BEGINNING SO LOCATED along and with the southern line of said 10 foot easement North $88^{\circ} 01' 55''$ East 582.02 feet to an iron pipe in the run of Ned's Branch, the terminus of said 10 foot easement.

The property is commonly referred to by its tax parcel identification number which is 5-004-042.

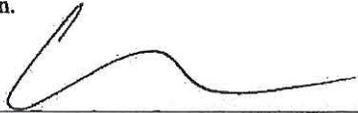
This parcel is not the primary residence of the grantor.

TO HAVE AND TO HOLD the aforesaid tracts or parcels of land and all privileges and appurtenances thereunto belonging to Craven County, the said Grantee, in fee simple forever, in as

full and ample manner as said Aaron D. Arnette, Commissioner, as aforesaid, is authorized and empowered to convey same.

Regarding Parcel ID 5-004-042 the title conveyed by this Commissioner's Deed is held pursuant to N.C. Gen. Stat. § 105-376, with Craven County having \$142.28 in taxes, interest, penalties, fees and costs associated with this matter, all of which constitute a first and prior lien as of the date of the sale. Upon subsequent sale of this parcel, the proceeds will be distributed to Craven County pursuant to N.C. Gen. Stat. § 105-376.

IN WITNESS WHEREOF, the said Aaron D. Arnette, Commissioner, hath hereunto set his hand and seal the day and year first above written.



Aaron D. Arnette, Commissioner (SEAL)

STATE OF NORTH CAROLINA
COUNTY OF CRAVEN

I, Debbie H. Southerland, a Notary Public of Craven County, North Carolina, do hereby certify that Aaron D. Arnette, Commissioner, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial stamp or seal, this 8th day of May, 2018.

My Commission Expires:





NOTARY PUBLIC

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RESOLUTION
2203 Chestnut Avenue, New Bern, North Carolina
Tax Parcel Number 8-037-001

THAT WHEREAS, Craven County has received an offer to purchase a parcel of property owned by the County, identified as Tax Parcel Number 8-037-001, and being more particularly described herein; and

WHEREAS, the Board of Commissioners is authorized to sell the County's interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the final offer to purchase, after the upset bid period, was for the sum of \$375.00 by JK Investments Holdings, LLC; and

WHEREAS, the Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY:

Section 1. That the last and highest bid of JK Investments Holdings, LLC in the sum of \$375.00 for said parcel identified as Tax Parcel Number 8-037-001, and being more particularly described herein, be and the same is hereby accepted as to the County's interest in said property, and the Chairman, County Manager and/or Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchaser for the County's interest in said property, and to further execute any and all other documents related to the sale of the same.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchaser once the same has been executed on behalf of the County, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 3569, Page 529 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 8-037-001.

ADOPTED THIS 3rd DAY OF AUGUST, 2020.

THOMAS MARK, Chairman

(County Seal)

NAN HOLTON,
Clerk to the Board

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Prepared by and return to:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

Tax Parcel No. 8-037-001
Revenue Stamps: \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this 14th day of July, 2020, by and between the **CITY OF NEW BERN**, a municipal corporation of the State of North Carolina, and **CRAVEN COUNTY**, a body politic and corporate of the State of North Carolina (“Grantors”); to **JK INVESTMENT HOLDINGS LLC**, a North Carolina limited liability company, whose mailing address is 2600 New Bern Avenue, New Bern, North Carolina 28562, (“Grantee”);

WITNESSETH:

That said Grantors for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantors paid by the Grantee, the receipt of which is hereby acknowledged, have remised and released, and by these presents do remise, release and forever quitclaim unto the Grantee, Grantee’s heirs and assigns, the following described property, to wit:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

The property herein conveyed does not include the primary residence of a Grantor.

DAVIS HARTMAN WRIGHT PLLC
Attorneys at Law
209 Pollock Street
New Bern, NC 28560

TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee's heirs and assigns, free and discharged from all right, title, claim or interest of the said Grantors or anyone claiming by, through or under the Grantors.

IN TESTIMONY WHEREOF, the **CITY OF NEW BERN** has caused this instrument to be executed as its act and deed by its Mayor, attested by its City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, and **CRAVEN COUNTY** has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

CITY OF NEW BERN

(SEAL)

By: _____
DANA E. OUTLAW, Mayor

ATTEST:

BRENDA E. BLANCO, City Clerk

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

I, _____, Notary Public in and for said County and State, do hereby certify that on the ____ day of July, 2020, before me personally appeared DANA E. OUTLAW, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA E. BLANCO is the City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and official seal this the ____ day of July, 2020.

Notary Public

My Commission Expires:

CRAVEN COUNTY

(SEAL)

By: _____
Chairman, Craven County Board of
Commissioners

ATTEST:

Clerk, Craven County Board of
Commissioners

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

I, _____, Notary Public in and for said County and State, do hereby certify that on the ____ day of _____, 2020, before me personally appeared THOMAS F. MARK, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the ____ day of _____, 2020.

Notary Public

My Commission Expires:

**OWNER AFFIDAVIT AND INDEMNITY AGREEMENT
(NO RECENT IMPROVEMENTS AND NO EXECUTORY CONTRACTS FOR IMPROVEMENTS)**

PARTIES: All parties identified in this section must execute this Agreement.

Owner: **CRAVEN COUNTY, a body politic and corporate**

(NOTE: A separate Agreement is required for each successive owner in the 120-Day Lien Period.)

PROPERTY: See "EXHIBIT A" attached hereto and incorporated herein by reference

(Insert street address or brief description and/or attach a description as Exhibit A. Include here any real estate that is a portion of a larger, previously unsegregated tract when that area is reasonably necessary for the convenient use and occupation of Improvements on the larger tract.)

DEFINITIONS: The following capitalized terms as used in this Agreement shall have the following meanings:

- **Improvement:** All or any part of any building, structure, erection, alteration, demolition, excavation, clearing, grading, filling, or landscaping, including trees and shrubbery, driveways, and private roadways on the Property as defined below.
- **Labor, Services or Materials:** ALL labor, services, materials for which a lien can be claimed under NCGS Chapter 44A, Article 2, including but not limited to professional design services (including architectural, engineering, landscaping and surveying) and/or rental equipment.
- **Contractor:** Any person or entity who has performed or furnished or has contracted to perform or furnish Labor, Services or Materials pursuant to a contract, either express or implied, with the Owner of real property for the making of an Improvement thereon. (Note that services by architects, engineers, landscapers, surveyors, furnishers of rental equipment and contracts for construction on Property of Improvements are often provided before there is visible evidence of construction.)
- **120-Day Lien Period:** The 120 days immediately preceding the date of recordation of the latter of the deed to purchaser or deed of trust to lender in the Office of the Register of Deeds of the county in which the Property is located.
- **Owner:** Any person or entity, as defined in NCGS Chapter 44A, Article 2, who has or has had any interest in the Property within the 120-Day Lien Period. For the purposes of this Agreement, the term Owner includes: (i) a seller of the Property or a borrower under a loan agreement secured by the Property; (ii) a person with rights to purchase the Property under a contract and for whom an Improvement is made and who ordered the Improvement to be made; and (iii) the Owner's successors in interest and agents of the Owner acting within their authority.
- **Company:** The title insurance company providing the title policy for the transaction contemplated by the parties herein.
- **Property:** The real estate described above or on Exhibit A and any leaseholds, tenements, hereditaments, and improvements placed thereon.
- All defined terms shall include the singular or plural as required by context.

AGREEMENT: For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and as an inducement to the purchase of the Property by a purchaser and/or the making of a loan by a lender secured by a deed of trust encumbering the Property and the issuance of a title insurance policy or policies by Company insuring title to the Property without exception to liens for Labor, Services or Materials; Owner first being duly sworn, deposes, says and agrees:

1. Certifications: Owner certifies that at no time during the 120-Day Lien Period have any Labor, Services or Materials been furnished in connection with a contract, express or implied, for Improvements to the Property (including architectural, engineering, landscaping or surveying services or materials or rental equipment for which a lien can be claimed under NCGS Chapter 44A) nor have any Labor, Services or Materials been furnished on the Property prior to the 120-Day Lien Period that will or may be completed after the date of this affidavit OR only minor repairs and/or alterations to pre-existing Improvements have been made and Owner certifies such repairs and/or alterations have been completed and those providing Labor, Services or Materials for the repairs have been paid in full. The Owner further certifies that no Mechanics Lien Agent has been appointed.

2. Reliance and Indemnification: This Agreement may be relied upon by the purchaser in the purchase of the Property, a lender to make a loan secured by a deed of trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Owner and anyone claiming by, through or under Owner.

Owner agrees to indemnify and hold purchaser, lender, and Company harmless of and from any and all loss, cost, damage and expense of every kind, and attorney's fees, costs and expenses, which the purchaser, lender or Company shall or may incur or become liable for, directly or indirectly, as a result of reliance on the certifications of Owner made herein or in enforcement of the Company's rights hereunder.

3. NCLTA Copyright and Entire Agreement: This Agreement and any attachments hereto represent the entire agreement between the Owner and the Company, and no prior or contemporaneous agreement or understanding inconsistent herewith (whether oral or written) pertaining to such matters is effective.

THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Agreement, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

PROVIDING A FALSE AFFIDAVIT IS A CRIMINAL OFFENSE

EXECUTION BY OWNER

<p>CRAVEN COUNTY, a body politic and corporate</p> <p>By: _____</p> <p>Printed or Typed Name/Title: _____</p> <p>(Seal)</p>	<p>State of <u>NORTH CAROLINA</u> County of <u>CRAVEN</u></p> <p>Signed and sworn to (or affirmed) before me this day by</p> <p>_____</p> <p>As _____ of</p> <p><u>Craven County, a body politic and corporate.</u></p> <p>Date: _____</p> <p>_____, Notary Public</p> <p>My Commission Expires: _____</p>
---	--

Notary Public

EXHIBIT A

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

The western one-half of Lot No. 408 lying and being situated in Number Eight (8) Township, Craven County, North Carolina, in that area known as Pembroke, a map or plot of which is recorded in Map Book 1 at Pages 164 and 165 in the Office of the Register of Deeds of Craven County.

Being also that same property conveyed to Craven County and the City of New Bern by Commissioner's Deed recorded May 3, 2019 in Book 3569 at Page 529 of the Craven County Registry.

Subject to restrictive covenants and easements of record.

Craven County Geographic Information System

Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessment purposes.

This report was created by Craven County GIS reporting services on 12/11/2019 10:54:50 AM

Parcel ID : 8-037 -001
Owner : CRAVEN COUNTY & NEW BERN-CITY OF
Mailing Address : PO BOX 1128 NEW BERN NC 28563
Property Address : 2203 CHESTNUT AVE
Description : 408 PEMBROKE
Lot Description :



Assessed Acreage : 0.061 **Calculated Acreage :** 0.060
Deed Reference : 3569-0529 **Recorded Date :** 5 3 2019
Recorded Survey : 5-2-
Estate Number :
Land Value : \$750 **Tax Exempt :** Yes
Improvement Value : \$0 **# of Improvements :** 0
Total Value : \$750
City Name : NEW BERN **Fire tax District :**
Drainage District : **Special District :**
Land use : VACANT-RESIDENTIAL TRACT

Recent Sales Information

SALE DATE	Sellers Name	Buyers Name	Sale Type	Sale Price
5/3/2019	ROBINSON, WILLIAM JAMES HRS	CRAVEN COUNTY & NEW BERN-CITY OF	STRAIGHT TRANSFER	\$4,500
1/1/1969	ROBINSON, WILLIAM JAMES	ROBINSON, WILLIAM JAMES HRS	MULTI-PARCEL- SALE	\$0

List of Improvements to Site

No improvements listed for this parcel

Doc No: 10037197
Recorded: 05/03/2019, 11:25:24 AM
Fee Amt: \$35.00 Page 1 of 2
Revenue Tax: \$9.00
CRAVEN County, North Carolina
Sherri B. Richard Register of Deeds
Bk 3569 Pg 529

Prepared by: Zacchaeus Legal Services

Revenue Stamps \$9.00

STATE OF NORTH CAROLINA

COMMISSIONER'S DEED

COUNTY OF CRAVEN

ID# 8 037 001

This deed, made this 10th day of April, 2019, by MARK D. BARDILL, Commissioner, to the County of Craven and the City of New Bern of P.O. Box 1128, New Bern, North Carolina, 28563.

WITNESSETH:

That whereas the said MARK D. BARDILL was appointed Commissioner under an order of the District Court, in the tax foreclosure proceeding entitled Craven County versus The Heirs, Assigns and devisees of Willie Gertrude Robinson and spouse, if any, Linda Darden and spouse, if any, and the City of New Bern, et al, File No. 05-CVD-679; and said MARK D. BARDILL was directed by said Order as Commissioner to sell the land hereinafter described at public sale after due advertisement according to law; and

Whereas, the said MARK D. BARDILL, Commissioner, did on the 6th day of February, 2019, offer the land hereinafter described at a public sale at the Craven County Courthouse door, in New Bern, North Carolina, and then and there the said County of Craven and the City of New Bern became the last and highest bidder for said land for the sum of \$4,179.83; and no upset or increased bid having been made within the time allowed by law, and said sale having been confirmed by said Court, and said MARK D. BARDILL, Commissioner, having been ordered to execute a deed to said purchaser upon payment of the purchase money;

Now, therefore, for and in consideration of the premises and the sum of \$4,179.83, receipt of which is hereby acknowledged, the said MARK D. BARDILL, Commissioner, does by these presents, hereby bargain, sell, grant, and convey to the said County of Craven and the City of New Bern, and their successors, heirs and assigns that certain parcel or tract of land, situated in Number Eight Township, Craven County, North Carolina, and described as follows:

That certain tract or parcel of land in the City of New Bern, Craven County, North Carolina, and being more particularly described as follows: The western one-half of lot No. 408 lying and being situated in Number Eight Township, Craven County, North Carolina, in that area known as Pembroke, a map or plot of which is recorded in Map Book 1, at Page 164, 165 in the office of the Register of Deeds of Craven County.

Subject to restrictive covenants and easements of record.

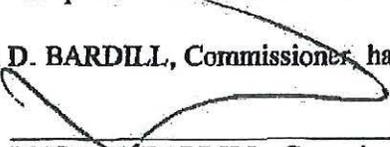
[Handwritten signature]

Parcel Identification Number: 8 037 001

To have and to hold the aforesaid tract of land, to the said County of Craven and the City of New Bern, and their successors, heirs and assigns forever, in as full and ample manner as said MARK D. BARDILL, Commissioner as aforesaid, is authorized and empowered to convey the same.

The title conveyed by this Commissioner's Deed is held pursuant to 105-376, with the County of Craven having disbursed \$1,814.93 and the City of New Bern having disbursed \$480.99 in reimbursable costs, that taxes, interest and penalties due the County of Craven which constitute a 1st and prior lien as of the date of sale total \$1,112.46, that taxes, interest and penalties due the City of New Bern which constitute a 1st and prior lien as of the date of sale total \$556.45. Upon subsequent sale of the property, the proceeds will be distributed between the County of Craven and the City of New Bern pursuant to Section 105-376.

In witness whereof, the said MARK D. BARDILL, Commissioner, hath hereunto set his hand and seal.

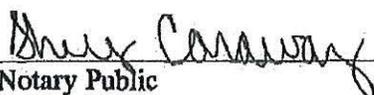


(SEAL)
MARK D. BARDILL, Commissioner

**NORTH CAROLINA
PAMLICO COUNTY**

I, Shelly Caraway of said County, do hereby certify that MARK D. BARDILL, Commissioner, Grantor, personally appeared before me this day and acknowledged the execution of the foregoing deed.

Witness my hand and official seal this the 10th day of April, 2019.



Notary Public

My commission expires: 07/01/2023



Doc No: 10037197

Bk 3569 Pg 530



Craven County GIS

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on May 20, 2020 at 9:35:16 AM



1 inch = 138 feet

