

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, FEBRUARY 17, 2020
8:30.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of February 3, 2020
 - B. Tax Releases and Refunds
 - C. Sheriff K-9 Donations Budget Amendment
2. CHILDREN'S ADVOCACY CENTER UPDATE: Christopher Jernigan, Director of Southmountain Children and Family Services
3. COASTAL CAROLINA REGIONAL AIRPORT SEMI-ANNUAL UPDATE: Andrew Shorter, Airport Director; Charles Meekins, CCRAA Chairman

DEPARTMENTAL MATTERS

4. EMERGENCY SERVICES: Jean Matthews, Captain, Cove City Rescue; Stanley Kite, Emergency Services Director
 - A. Purchase of New Ambulance
 - B. City of New Bern Fire and Rescue First Responder Application
5. PLANNING: Chip Bartlett, Project Manager, Holland Consulting Planners; Don Baumgardner, Planning Director
 - A. Hurricane Florence Hazard Mitigation Public Assistance – Project Policies Packet & Designated Agent Resolution
 - B. CDBG Neighborhood Revitalization Program-Engineering Services Award
 - C. Subdivision for Approval – Perrytown Estates Phase 1 – Final
6. RECREATION – APPROVE BUDGET AMENDMENT AND AWARD CONTRACT FOR CONSTRUCTION OF RECREATION ADMINISTRATION BUILDING: Gene Hodges, Assistant County Manager; Craig Warren, Finance Director

7. CONVENTION CENTER – APPROVE BUDGET AND PROJECT ORDINANCE AMENDMENTS AND AWARD CONTRACT AMENDMENT FOR CONSTRUCTION OF PHASE TWO OF THE CONVENTION CENTER RENOVATIONS: Gene Hodges, Assistant County Manager
8. APPOINTMENTS
9. COUNTY ATTORNEY'S REPORT: Arey Grady
10. COUNTY MANAGER'S REPORT: Jack Veit
11. COMMISSIONERS' REPORTS
12. RECESS TO WORK SESSION

THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA, ON MONDAY, FEBRUARY 17, 2020. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

Chairman Thomas F. Mark
Vice Chairman Jason R. Jones
Commissioner Denny Bucher
Chairman George S. Liner
Commissioner Theron L. McCabe
Commissioner E. T. Mitchell
Commissioner Johnnie Sampson, Jr.

STAFF PRESENT:

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

Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following invocation:

Heavenly Father, you protect, provide, and establish us. We praise you for who you are the source of eternal salvation.

We give you thanks for all the good things that you give us, your children.

We look to you today, Lord Holy Father, to be our strength this day.

Please protect us in your mercy, provide for the needs of our County, and establish us in Truth, which will guide our decisions.

Draw near, Almighty God, and grant that we may ardently desire, prudently examine, truthfully acknowledge, and perfectly accomplish what is pleasing to you for the praise and glory of your name.

Amen.

Based upon the opening prayer given by Reverend Anthony Craig for the January 10, 2012 session of the United States House of Representatives.

CHAIRMAN'S PRIVILEGE

Chairman Mark recognized the five members from Boy Scout Troop 1884 and commended them on studying citizenship in their community.

CONSENT AGENDA

Commissioner Sampson motioned to approve the consent agenda, inclusive of the February 3, 2020 Minutes, Tax Releases and Sheriff K-9 Donations Budget Amendment, seconded by Commissioner McCabe and approved 7-0 in a roll call vote.

Credits

TAXPAYER NAME	TICKET#	AMOUNT
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401324	\$12.88
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401323	\$12.09
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401322	\$12.84
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401321	\$11.92
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401320	\$11.01
ALEXANDRE, JEAN CLAUDE JR MILITARY EXEMPT	2019-401319	\$10.41
BANKS, PATTY MORTON WILLIS DOUBLE BILLED	2019-10816	\$224.13
COBB, CHARLES GLENN BILLING ERROR	2019-210458	\$91.95
COOMBS, BONETA JOYCE DWELLING VACANT	2019-5854	\$61.65
ENSLEY, BONNIE L NOT TAXABLE TO CRAVEN COUNTY	2019-212648	\$34.55
FEDAIR LLC NOT TAXABLE TO CRAVEN COUNTY	2019-204448	\$1,230.36
GAROLDS, JASMINE TIFFANY DID NOT OWN JANUARY 1	2019-208022	\$20.46
GASKINS, REBECCA TRIPP DISCHARGED BY BANKRUPTCY	2010-19271	\$360.81
GASKINS, REBECCA TRIPP DISCHARGED BY BANKRUPTCY	2011-21298	\$329.15
GASKINS, REBECCA TRIPP DISCHARGED BY BANKRUPTCY	2012-21130	\$298.49
GURNEY, JEFFREY EDWARD NOT TAXABLE TO CRAVEN COUNTY	2019-211482	\$116.88
HERRING, ALLIE RAY JR & JUNE A DOUBLE BILLED	2019-401415	\$127.49
HERRING, ALLIE RAY JR & JUNE A DOUBLE BILLED	2019-401417	\$109.09
HERRING, ALLIE RAY JR & JUNE A DOUBLE BILLED	2019-401420	\$126.05

HERRING, ALLIE RAY JR & JUNE A DOUBLE BILLED	2019-401418	\$116.70
HIGH CLASS LAWN CARE INC DID NOT OWN JANUARY 1	2019-400829	\$17.93
HOARD, STEPHEN HOARD IV NOT TAXABLE TO CRAVEN COUNTY	2019-400196	\$2,383.82
JONES, KOLT ZIMMERMAN DID NOT OWN JANUARY 1	2019-209991	\$193.50
JONES, TERRA NICOLE DISCHARGED BY BANKRUPTCY	2010-553575	\$54.61
RIGGS, BRUCE E & PATRICIA H DOUBLE BILLED	2019-400392	\$609.09
RIGGS, BRUCE E & PATRICIA H DOUBLE BILLED	2019-400391	\$507.48
RIGGS, BRUCE E & PATRICIA H DOUBLE BILLED	2019-400390	\$491.76
SIMPSON, SHADE HRS RECYCLE FEE CORRECTION	2019-3570	\$61.20
SMITH, CHELSEA PAIGE DOUBLE BILLED	2019-400415	\$323.82
WILLIAMS, MARIA MIDGETTE DISCHARGED BY BANKRUPTCY	2012-533345	\$73.70
30 – RELEASES		\$8,035.82

Sheriff's Office

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014310-38301 Misc. Donations	\$50.00	1014310-4322 Supplies-Donations	\$50.00
1014310-38301 Misc. Donations	\$50.00	1014310-4322 Misc. Donations	\$50.00
TOTAL	\$100.00	TOTAL	\$100.00

Justification: This budget amendment will reflect citizen donations in the amount of \$100.00 that will support various expenses and needs associated with the Sheriff's K-9 program.

CHILDREN'S ADVOCACY CENTER UPDATE

Geoffrey Marett, Director of Social Services, highlighted the need to provide better advocacy for children in abusive situations, which lead to a partnership with Southmountain Children and Family Services to create a local Children's Advocacy Center (CAC). He introduced their Director, Christopher Jernigan.

Mr. Jernigan provided a brief history of the Southmountain Children and Family Services Center and showed a seven minute video which explained what CAC's provide and how they work to solicit all the necessary information in one interview session.

He further outlined the various agencies partnered together on the children's behalf, creating a multi-disciplinarian team that meets weekly. District Attorney, Scott Thomas, City of New Bern Police Chief Summers, Havelock Police Chief Williams, and Sheriff Chip Hughes all expressed their support for this new Children's Advocacy Center located in New Bern. It is expected to open mid-March.

COASTAL CAROLINA REGIONAL AIRPORT SEMI-ANNUAL UPDATE

CCRAA Chairman, Charles Meekins, reported on exciting times in the airport industry, with Coastal Carolina Regional Airport being one of only 10 commercial airports in the state, providing over \$360 million in business revenues and over \$12 million in state and local taxes.

Airport Director, Andy Shorter, recognized the CCRAA members and then reviewed the existing FAA airport improvement programs and the upcoming grants and projects in a power point presentation. Mr. Shorter made the Board aware of the different components in the FY 21-25 Airport Capital Improvements Program, the 20 year Planning Map, and the 5 Year Program Outline.

DEPARTMENTAL MATTERS: EMERGENCY SERVICES

Purchase of New Ambulance

Captain Jean Matthews of Cove City Rescue, provided the Board with a succinct history of Cove City Rescue and their accomplishments over the past 39 years. Ms. Matthews reported the vehicle specifications on the 2019 Ambulance being purchased from C.W. Williams for \$211,000 and their financing agreement with BB&T. The Board received the information and provided her with supportive and encouraging remarks on the Cove City Rescue Unit.

City of New Bern Fire and Rescue First Responder Application

Emergency Services Director, Stanley Kite, reviewed that the Craven County EMS Advisory Council recommends the approval of the City of New Bern Fire & Rescue application for the First Responder Franchise to change the level of care from Medical Responder to EMT Basic Level of care, indicating this had been tabled at their February 3rd meeting. Commissioner Liner motioned to approve the application as recommended, seconded by Commissioner Mitchell and approved unanimously.

DEPARTMENTAL MATTERS: PLANNING

Hurricane Florence Hazard Mitigation Public Assistance-Project Policies Packet & Designated Agent Resolution

Project Manager, Chip Bartlett, Holland Consulting Planners, notified the Board that Craven County has received a Hazard Mitigation Public Assistance Grant which will be used for the expedited acquisition and demolition of 6 residential structures, located in a repetitive loss area which received substantial damage from Hurricane Florence. The structures are located on Scotts Creek Drive, Howell Road and Frank Avenue. Work must be completed by the upcoming 2nd anniversary of Hurricane Florence. Mr. Bartlett highlighted that the procurement policy has a change in wording, authorizing the County Manager to approve and execute all professional services procurement, demolition contracts, change orders, and all paperwork associated with the acquisition process following approval of the Board of Commissioners.

Commissioner Sampson motioned to adopt and authorize the Chairman to execute the Policies Packet and Designated Agent Resolution, seconded by Commissioner Jones and approved unanimously.

CDBG Neighborhood Revitalization Program – Engineering Services Award

Mr. Bartlett informed the Board that Craven County has received CDBG-Neighborhood Revitalization (CDBG-NR) funds to assist 4 to 6 storm damaged owner-occupied homes.

In January 2020, proposals were solicited from a number of engineering firms to provide the required elevation design services required to implement this program. Two proposals were received and reviewed with the following recommendations:

Engineering Services (required for structural evaluation and foundation design for elevations)

Proposals were received from:

- The Adams Company
- Appian Consulting Engineers

Both firms are professionally licensed and have experience with CDBG/HMGP/FMA Programs as well as experience with the feasibility and design involved with the elevation/retrofitting of homes. Appian has provided engineering services to all of the County's most recent FMA/HMGP Elevation Programs.

They have shown the ability to respond to the concerns of the County on an immediate basis, to provide plans and specifications with a minimum of change orders, to interpret both local and state codes and to limit the homeowner's and contractor's liability during construction. In addition, their active involvement on our other local projects will allow them to provide efficient and cost-effective service.

Commissioner Mitchell motioned to approve the contract awards, as recommended, in order to move forward with the proposed activities of these programs, seconded by Commissioner Jones and approved unanimously.

Subdivision for Approval – Perrytown Estates Phase I – Final

Planning Director, Don Baumgardner, presented the following subdivision for the Board's approval, as recommended by the Planning Board at the January 23, 2020 meeting.

Perrytown Estates Phase I – Final: The property, owned by B & H Enterprise of New Bern, LLC and surveyed by Thomas Engineering, P.A., is located within Twp. 7 off of Perrytown Road; Parcel ID 7-101-22003, 7-101-22004, 7-101-22006, 7-101-22002, 7-101-22005, 7-101-081. The subdivision contains 18 lots on 18.75 acres and will be served by Craven County water and individual septic systems (EOP) *12 off-site systems. The new road name will be Featherstone Lane.

Commissioner Bucher motioned to approve the subdivision, as recommended by the Planning Board, seconded by Commissioner Mitchell and approved unanimously.

There was discussion regarding drainage issues in this area, which Engineer John Thomas addressed.

**DEPARTMENTAL MATTERS: RECREATION – APPROVE BUDGET AMENDMENT
AND AWARD CONTRACT FOR CONSTRUCTION OF RECREATION
ADMINISTRATION BUILDING**

Assistant County Manager, Gene Hodges, reported that on September 23, 2019, the Board of Commissioners directed staff to move forward with plans to construct a new Recreation Administration facility at Creekside Park. On October 21, 2019, Oakley Collier Architects was selected as the design team for this project. This project was advertised on December 30, 2019 and a pre-bid meeting was held on January 7, 2020. Bids were opened on January 21, 2020. Eight firms submitted bids for this project with IMEC Group LLC being the low bidder with a base bid of \$492,600. After notification that IMEC was the low bidder it was requested that they review their price for Alternate Item G-1: paving of the parking lot for the building. They were able to revise this price down to \$17,739. Staff recommended moving forward with this project and awarding the contract to IMEC Group, LLC in the amount of \$510,339. Craven County has experience working with IMEC Group in the past with Hazard Mitigation Projects.

A Budget Amendment in the amount of \$638,339 has been prepared that includes the following costs:

\$510,339 (Construction)
 \$47,000 (Design and Engineering)
 \$30,000 (Furniture, Fixtures, Equipment)
 \$51,000 (Contingency)

Commissioner Liner motioned to approve the following Budget Amendment and authorize staff to contract with IMEC Group, LLC for construction of a Recreation Administration facility at Creekside Park, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

Parks and Recreation

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015910-39802 Transfer from Capital Reserve	\$638,339.00	1015910-47302 Capital Outlay Other Imp.	\$608,339.00
		1015910-47301 Capital Outlay over \$5K	\$ 30,000.00
4000000-39801 Fund Balance Current Year	\$638,339.00	4004150-49701 Transfer to General Fund	\$638,339.00
TOTAL	\$638,339.00	TOTAL	\$638,339.00

Justification: Funds needed to establish budget for the construction of a new facility at Creekside Park which will include admin office space. The break-down for total cost is \$47,000 for A&E, \$510,339 for construction, \$30,000 for FF&E and \$51,000 a 10% contingency.

DEPARTMENTAL MATTERS: CONVENTION CENTER – APPROVE BUDGET AMENDMENT AND PROJECT ORDINANCE AMENDMENTS AND AWARD CONTRACT AMENDMENT FOR CONSTRUCTION OF PHASE TWO OF THE CONVENTION CENTER RENOVATIONS

Mr. Hodges reported that on July 18, 2019, the Board of Commissioners awarded a contract to Barnhill Contracting to complete the first phase of repairs and enhancements to the Craven County Convention Center. The project was broken into phases to allow more time to design the more complicated parts of the project while still opening up the Center for events in October. This first phase has included, among other things, new floor surfaces, wall coverings, extensive painting, a large amount of electrical work, and lighting upgrades. He stated that the second phase of the project will include installation of enhanced lighting in the ballroom, a redesigned veranda, and enhanced pre-function space in the back areas of Heritage Hall.

The initial bid from Barnhill for the Phase 2 work was over \$4 million. Through deeper analysis and reviewing design alternatives, this bid was reduced to \$3,614,300. During Phase 1 of the project, the County has achieved \$562,253 in project credits that when applied to this new revised bid, puts the total cost for Phase 2 at \$3,052,046.

Staff recommended a change order be issued to Barnhill that will amend their current contract to include this new amount and finish the project.

In order to award this change a Project Ordinance and Budget Amendment must be adopted. These amendments include costs associated with the balance of the design and engineering fees: \$149,850, furniture and fixtures budget: \$250,000, and a project contingency: \$361,000 for the remainder of this project.

Commissioner Liner motioned to approve the following Project Ordinance and Budget Amendment and to authorize staff to issue a change order to complete the second phase of the Convention Center remodel, seconded by Commissioner Bucher and approved 7-0 in a roll call vote.

Convention Center Recovery Project
Fund 414
Update

This ordinance is hereby approved in the following amount for expenditure of the Convention Center Recovery Project.

Expenditures:

Debt Issuance Cost	\$ 38,983.00
Architect/Engineer	\$ 803,382.00
Construction	\$11,776,679.00
Furniture, Fixtures, Equipment	\$ 250,000.00
Contingency	\$ 361,000.00

TOTAL **\$13,230,044.00**

The following revenues are hereby estimated for the Convention Center Recovery Project.

Revenues:

Loan Proceeds	\$10,000,000.00
Transfer from General Fund	\$ 2,688,044.00
Transfer from Occupancy Tax Fund	\$ 500,000.00
Interest	\$ 42,000.00

TOTAL **\$13,230,044.00**

This ordinance is hereby approved this 17th day of February, 2020.

Convention Center

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
4145920-39801	\$2,688,044.00	4145920-47505	\$ 1,242.00
Transfer from General Fund		Arch/Eng Design Serv	
4145920-39811	\$ 341,833.00	4145920-47601	\$3,534,635.00
Transfer from Occ Tax Fund		Construction-General	
4145920-38000	\$ 42,000.00	4145920-47659	\$ (464,000.00)
Interest		Construction-Contingency	
2250000-39901	\$ 341,833.00	2257150-49800	\$ 341,833.00
Fund Balance Current Year		Trust Fund Transfers	

Justification: Update to revenue and expenditure sources for Convention Center Recovery Project fund.

APPOINTMENTS

Pending Appointments

Chairman Mark reviewed the following pending appointments:

- Adult Care Home Advisory Committee
- Nursing Home Advisory Committee
- Senior Legislative Tarheel Alternate
- Juvenile Crime Prevention Council
- Recreation Advisory Committee
- Craven Community Child Protection Team
- Craven County Clean Sweep

Chairman Mark encouraged the Commissioners to work at identifying applicants for the Adult Care Home Advisory Committee and the Nursing Home Advisory Committee.

*Current Appointments**Craven Aging Planning Board*

Commissioner Liner nominated Lydia Brown for reappointment to the Craven Aging Planning Board. There being no additional nominations, Ms. Brown was reappointed by acclamation.

Nursing Home Advisory Board

Commissioner Mitchell nominated David Deitz for reappointment to the Nursing Home Advisory Board. There being no additional nominations, Mr. Dietz was reappointed by acclamation.

Craven County Health Board

Commissioner Liner nominated Dwayne Alligood for reappointment to the Craven County Health Board. There being no additional nominations, Mr. Alligood was reappointed by acclamation.

Juvenile Crime Prevention Council

Commissioner Jones nominated Gracie McCarthy for appointment to the Juvenile Crime Prevention Council to fill the student position. There being no additional nominations, Ms. McCarthy was appointed by acclamation.

**COUNTY ATTORNEY’S REPORT – INITIAL OFFER TO PURCHASE REAL
PROPERTY – 318 CRESCENT ST., NEW BERN (PARCEL #8-004-048)**

County Attorney, Arey Grady, presented an offer received by Craven County and the City of New Bern in the amount of \$3,800.00 for the property located at 318 Crescent Street, New Bern, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$9,687.35. The current tax value is \$7,600.00.

Mr. Grady highlighted that in accordance with historical practice, the County allows the municipality jointly owning foreclosed property to “take the lead” in situations involving jointly owned property, meaning the County allows the municipality to make the decision on the suitability of an initial offer, and in turn, assuming County approval, the municipality prepares the necessary contract, deed and upset bid advertisement. Finally, assuming final approval by the municipality and the County after the expiration of the bid process, the municipality attends to the recordation of the deed to the high bidder, collects the purchase price and remits the County’s share. As noted above, in the present case the City of New Bern has approved the initial bid and requested the County to do the same.

Should the County accept this Offer, then the property will be advertised for upset bids by the City of New Bern in accordance with the General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

Commissioner Liner motioned to adopt the following resolution to accept the initial offer and advertise for upset bids, seconded by Commissioner Mitchell and approved unanimously.

CRAVEN COUNTY

RESOLUTION

THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of property owned by it identified as 318 Crescent St., New Bern, NC, Tax Parcel Number 8-004-048, and more particularly described Deed Book 3179, Page 805 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 17th DAY OF FEBRUARY, 2020.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, informed the Board of the NC ACC District Meeting being held in Duplin County on March 26th and requested that the Board let Nan know if they plan to attend in order for travel arrangements to be made.

COMMISSIONERS' REPORTS

Commissioner Bucher had no report.

Commissioner Mitchell had no report

Commissioner Liner recognized Frank Marmorose, who recently passed, stating he was a good friend and had developed many businesses and communities inclusive of Carolina Pines. He requested all remember his family as they grieve.

Commissioner McCabe expressed his concern over the litter that has filled the roadsides after a recent litter pick up in the Harlowe area. He encouraged the public to do their part to help keep the roadways and waterways clean.

Commissioner Sampson reported on the Black History Parade that was held over the weekend.

Commissioner Jones stated he had a received a petition through the mail from some of his western craven county constituents regarding the desire to reinstate gill net fishing in the Neuse River. He indicated he would be forwarding the petition, along with the request, to Congressman Murphy and Representatives Kidwell and Sanderson.

Chairman Mark reminded everyone that One Stop Voting has begun and will continue through February 29th.

At 9:59 am, Commissioner Liner motioned to recess to reconvene in 30 minutes for a Work Session. His motion was seconded by Commissioner Sampson and carried unanimously.

Chairman Thomas F. Mark
Craven County Board of Commissioners

Nan Holton
Clerk to the Board