

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 18, 2022
8:30 AM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PUBLIC HEARING PROJECT COAST – ECONOMIC DEVELOPMENT:
Jeff Wood, Economic Development Director
2. CONSENT AGENDA
 - A. March 28, 2022, Special Called Meeting Minutes and April 4, 2022, Regular Session Minutes
 - B. Tax Releases and Refunds
 - C. Economic Development Request to Set Public Hearing - Project Blue Fin
 - D. Broadband Providers Memorandum of Understanding
3. TRIED BY FIRE PRESENTATION: Bonita Simmons
4. JUVENILE CRIME PREVENTION COUNCIL PRESENTATION: Jennifer Dacey, Chair
5. ACT WORK READY COMMUNITIES' RECOGNITION: George Kramer, Business Service Representative for Eastern Carolina Workforce Development Board
6. CRAVEN AGING PLANNING BOARD BUDGET REVISION – Clayton Gaskins, Chair

DEPARTMENTAL MATTERS

7. HEALTH DEPARTMENT - DENTAL BUDGET AMENDMENT: Scott Harrelson, Health Department Director
8. PLANNING CDBG NEIGHBORHOOD REVITALIZATION GRANT PROGRAM: Chip Bartlett, Insight Planning & Development

9. SOCIAL SERVICES BUDGET AMENDMENT: Geoffrey Marett, Social Services Director
10. ECONOMIC DEVELOPMENT PROJECT COAST: Jeff Wood, Economic Development Director
11. FINANCE – ANNUAL AUDIT CONTRACT: Craig Warren, Finance Director
12. APPOINTMENTS
13. COUNTY ATTORNEY'S REPORT: Arey Grady
14. COUNTY MANAGER'S REPORT: Jack Veit
15. COMMISSIONERS' REPORTS

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, APRIL 18, 2022. THE MEETING CONVENED AT 8:30 AM.

MEMBERS PRESENT:

Chairman Jason R. Jones
Vice Chairman Denny Bucher
Chairman George S. Liner
Commissioner Theron L. McCabe
Commissioner Thomas F. Mark
Commissioner E. T. Mitchell
Commissioner Beatrice R. Smith

STAFF PRESENT:

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

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

Lord, we honor You today in prayer and thanksgiving. We pray for our County Commissioners and all who represent Craven County, their families and staffs. Grant them peace that passes all understanding and amazing grace to sustain them when days are long and rest is short.

Father, You are our refuge and fortress. You provide everything we need for life and godliness. You hear our ardent intercession, and smile when we raise our voices in praise and worship. We thank You for Your presence, love and grace.

It is in Your mighty Name we pray. Amen.

Based upon the invocation given by Reverend Dr. Alan Keiran, at the January 27, 2012, session of the US House of Representatives

Chairman Jones welcomed all in attendance, and requested those from Leadership Craven to introduce themselves: Abigail Hendrix, Deana Schultz, William Farmer and Liz Hartman.

Commissioner Mark motioned to approve the agenda, as presented, seconded by Commissioner Smith and unanimously carried.

PUBLIC HEARING PROJECT COAST

Economic Development Director, Jeff Wood, prefaced the Public Hearing stating that pursuant to N.C. Gen. Stat. § 158-7.1, Craven County (hereinafter "County") intends to convey for economic development purposes a fee simple interest in a +/- 2.5-acre tract (hereinafter "Tract") of land, the Tract being a portion of the Tract known as Lot 19-4 in the Craven County Industrial Park. The value of the Tract is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre, for a total value of Fifty Thousand and no/100 Dollars (\$50,000.00), and the County intends to convey

and sell same for such value. He indicated the County believes the proposed conveyance will stimulate and stabilize the local economy, result in the creation of a substantial number of new permanent jobs in the County, and result in increased tax revenues to the County.

At 8:33 am, Commissioner Mark motioned to go into Public Hearing, as advertised, seconded by Commissioner Liner and unanimously approved.

There were no citizens from the public that signed up to speak.

At 8:34 am, Commissioner Liner motioned to close the Public Hearing, seconded by Commissioner Mitchell and unanimously approved.

CONSENT AGENDA

Commissioner Mark motioned to approve the Consent Agenda, inclusive of the Minutes of March 28, 2022 Special Session, Minutes of April 4, 2022 Regular Session, Tax Releases (*Credits = \$442.29*), Economic Development Request to Set Public Hearing – Project Blue Fin and three Broadband Providers Memorandum of Understanding. Commissioner Mitchell seconded the motion, which carried 7-0 in a roll call vote.

TRIED BY FIRE PRESENTATION

Bonita Simmons gave the Board a history and progress report on My Sister’s House, which is a re-entry plan to provide living quarters for females who have recently re-entered society from incarceration. She invited everyone to attend Gospel Fest on May 14th at 6:00 pm being held on the campus of Craven Community College, stating that it is a fundraiser, with vendor opportunities.

JUVENILE CRIME PREVENTION COUNCIL PRESENTATION

JCPC Chair, Jennifer Dacey, reviewed the recommended funding allocations for the JCPC FY 22-23 budget, for the following providers: Area Day Reporting Center, the Mediation Center of Eastern Carolina, VOLT Workforce Development, Girls Empowered/Man-up and JCPC Administration. The funding amount of \$320,335.00 is unchanged from the current budget year.

Jeff Schulz, Director of the VOLT Center, explained the vocational skills which address the older youth and highlighted one of their students’ accomplishments as a result of being in the program.

Commissioner Mark motioned to approve the following JCPC Funding recommendations, as presented; seconded by Commissioner Smith and approved 7-0 in a roll call vote.

Program Provider	Needed Programs	Current Funding	Request 22-23	Recommendation
1. Area Day Reporting Center	Juvenile Structured Day	\$ 85,000	\$ 85,000	\$ 85,000
2. Mediation Center of ENC		\$160,000	\$160,000	\$160,000
Teen Court	Teen Court			
Community Service/Restitution	Restitution/Community Service			
Family Connections	Parent/Family Skill Building Services			
3. Volt Workforce Development	Vocational Skills	\$ 42,000	\$ 42,000	\$ 42,000
4. Girls Empowered/Man-Up	Mentoring Services	\$ 30,000	\$ 30,000	\$ 30,000
JCPC Administrative Funds		\$ 2,835	\$ 2,835	\$ 2,835
TOTALS		\$320,335	\$320,335	\$320,335

ACT WORK READY COMMUNITIES' RECOGNITION – CRAVEN COUNTY

George Kramer, Work Ready Community Business Service Representative for eastern NC, presented the Board with their fourth Act Work Ready recognition since 2015. To date, Craven County has issued 5,471 Career Readiness Certificates with 177 employers acknowledging that Craven County has a skilled workforce ready to meet their business demands.

CRAVEN AGING PLANNING BOARD BUDGET REVISION

Clayton Gaskins, Chairman of the Craven Aging Planning Board, explained that in February 2022 the CAPB received an additional \$37,293.00 from the Home & Community Care Block Grant from the Division of Aging. At the same time, CARTS surrendered \$25,000, giving the CAPB \$66,022.00 in their budget to reallocate. Mr. Gaskins reported the Board voted to divide the funds between the DSS Senior Center and the Havelock Senior Center for operational expenses.

Commissioner Liner motioned to approve the HCCBG Revised FY21-22 budget and approve the Budget Amendment. His motion was seconded by Commissioner Smith and approved in a roll call vote 7-0.

County Manager, Jack Veit, commended Clayton Gaskins for what he does and reminded the Board that he serves in this position as a volunteer.

DSS/Havelock/CARTS

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015212-33419 HCCBG In Home	\$(49,362.00)	1015212-44000 Contractual Services	\$(54,847.00)
1010000-39901 Fund Balance	\$(5,485.00)		
1015212-33450 HCCBG Care Mgmt	\$ 44,373.00		
1010000-39901 Fund Balance	\$(44,373.00)		
1015217-33107 HCCBG Cong Meals	\$(4,868.00)	1015217-44000 Contractual Services	\$(14,540.00)
1010000-39901 Fund Balance	\$(547.00)		
1015217-33108 HCCBG Home Del Meals	\$(8,212.00)		
1010000-39901 Fund Balance	\$(913.00)		
1015217- Senior Ctr Operations	\$ 63,422.00	1015217-47302 C/O Other Improvements	\$ 20,100.00
1010000-39901 Fund Balance	\$ 7,047.00	1015217-47321 C/O \$500-\$4,999	\$ 8,200.00
1010000-39901 Fund Balance	\$(41,169.00)	1015217-43201 Office Supplies	\$ 1,000.00
1014291-33107 Havelock Senior Oper	\$ 17,000.00	1014291-49124 Havelock Senior Services	\$ 18,889.00
1010000-39901 Fund Balance	\$ 1,889.00		
1014511-33303 HCCBG Tran St Grn	\$(10,000.00)	1014510-43101 Fuel & Other	\$(10,000.00)
1014513-33303 HCCBG Tran St Grn	\$(15,000.00)	1014512-43101 Fuel & Other	\$(15,000.00)
TOTAL	\$(46,198.00)	TOTAL	\$(46,198.00)

DEPARTMENTAL MATTERS: HEALTH – DENTAL INCREASE

Health Director, Scott Harrelson, reported that since the dental unit has left Craven County Health Department's location and moved back to the schools, there has been a 44% increase in patient visits in the past 8 months (July 2021 - Feb 2022). As of March 25, 2022, the health department has received 96% of Medicaid revenues.

He indicated that in order to continue, additional funding in medical supplies and contractual lines is necessary to provide services to those children in need in Craven, Pamlico and Jones counties.

Mr. Harrelson requested approval of a budget amendment in the amount of \$50,000.00.

Commissioner Mitchell motioned to approve the following budget amendment, in the amount of \$50,000.00, as requested, seconded by Commissioner Liner and approved 7-0 in a roll call vote.

Health/Dental

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015030-34707 Medicaid Revenues	\$50,000.00	1015030-43208 Medical Supplies	\$ 7,500.00
		1015030-44050 Contract Employees	\$22,500.00
		1015030-44051 Contract Employee Bonus	\$20,000.00
TOTAL	\$50,000.00	TOTAL	\$50,000.00

**DEPARTMENTAL MATTERS: PLANNING – COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION GRANT**

Chip Bartlett, Insight Planning and Development, announced that Craven County has been awarded \$750,000.00 in CDBG Neighborhood Revitalization (CDBG-NR) grant funds from the North Carolina Department of Commerce Rural Economic Development Division. These funds will be used to perform rehabilitation activities on up to six (6) structures. He indicated that currently the needs assessment and qualification determinations are being completed, so individual recipients have not been chosen at this time.

To move forward with activities associated with this grant funding and remain in compliance, Mr. Bartlett requested that the Board of Commissioners authorize the Chairman to adopt and sign the Resolution and Policies below:

- 1) Project Budget Ordinance
- 2) Financial Management Resolution
- 3) Housing Assistance Policy
- 4) Housing Construction Contract Award Policy
- 5) Citizen Participation Plan
- 6) Residential Anti-displacement and Relocation Assistance Plan
- 7) Local Jobs Initiative (Section 3) Plan
- 8) Temporary Relocation Policy
- 9) Code of Conduct
- 10) Fair Housing Policy
- 11) Excessive Force Policy
- 12) Procurement Standards Policy Plan
- 13) Equal Opportunity Plan
- 14) Language Assistance Plan (Providing Meaningful Communication with Person with Limited English Proficiency)
- 15) Recipient’s Plan to Further Fair Housing

Commissioner Mark expressed frustration over the delay in receiving funds from the State related to recovery for Hurricane Matthew.

Commissioner Mitchell motioned to approve adoption of the CDBG Neighborhood Revitalization Grant Program's Resolutions and Policies, and to authorize the Chairman's signature, seconded by Commissioner Liner and approved 6-1 in a roll call vote, there being one (1) "nay" from Commissioner Mark.

**CRAVEN COUNTY 2021 CDBG NEIGHBORHOOD
REVITALIZATION (CDBG-NR) PROGRAM
Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Craven County wishes to carry out its Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Craven County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Craven County 2021 CDBG-NR Program:

1. Re-certification of Project Budget Ordinance
2. Financial Management Resolution
3. Housing Assistance Policy
4. Housing Construction Contract Award Policy
5. Citizen Participation Plan
6. Residential Anti-displacement and Relocation Assistance Plan
7. Local Jobs Initiative (Section 3) Plan
8. Temporary Relocation Policy
9. Code of Conduct
10. Fair Housing Policy
11. Excessive Force Policy
12. Procurement Standards Policy/Plan
13. Equal Opportunity Plan
14. Language Assistance Plan (Providing Meaningful Communication with Persons with Limited English Proficiency)
15. Recipient's Plan to Further Fair Housing

Adopted this 18th day of April 2022.

**CRAVEN COUNTY 2021 CDBG NEIGHBORHOOD
REVITALIZATION (CDBG-NR) PROGRAM
Re-Certification of Project Budget Ordinance**

Be it ordained by Craven County, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the 2021 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Program described in the work statement contained in the grant agreement and funding approval (Grant #20-C-3629) between Craven County and the North Carolina Department of Commerce, Rural Economic Development Division. This project is more familiarly known as the Craven County 2021 CDBG-NR Program.

Section 2. Craven County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

2021 Community Development Block Grant Neighborhood Revitalization (CDBG-NR)
Project

Total Grant Award \$750,000

Section 4. The following amounts are appropriated for the project activities:

2021 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Project

Project Budget \$750,000

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Board.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 18th day of April 2022.

DEPARTMENTAL MATTERS: SOCIAL SERVICES – SHARE THE WARMTH/SHARE THE LIGHT ADDITIONAL FUNDS

Social Services Director, Geoffrey Maret, announced that additional funding has been awarded for Energy programs Share the Warmth and Share the Light (new). He stated these funds were 100% State, with no County match required.

Mr. Maret requested approval of a budget amendment in the amount of \$6,353.00.

Commissioner Liner motioned to approve the following budget, as requested, in the amount of \$6,353.00, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

Mandated 5215

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015215-33430 Share the Warmth	\$2,128.00	1015215-42342 Share the Warmth	\$2,128.00
1015215-33430 (for new Share the Light program)	\$4,225.00	1015215-42342 (for new Share the Light program)	\$4,225.00

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – PROJECT COAST (SALE OF LOT 19-4)

Economic Development Director, Jeff Wood, reported that Crystal Coast Machine seeks to purchase Lot 19-4 in the Industrial Park, as they are interested in expansion. They currently serve larger industries in the area, including Moen and Bosch. Mr. Wood stated they pay well and have a 5,000 sq. ft. building planned.

Commissioner Mark motioned to adopt the following resolution authorizing the sale of Lot 19-4, as requested, seconded by Commissioner Smith and approved unanimously.

**RESOLUTION OF THE CRAVEN COUNTY BOARD OF COMMISSIONERS APPROVING
CONVEYANCE OF REAL PROPERTY FOR ECONOMIC DEVELOPMENT PURPOSES**

WHEREAS, Craven County (hereinafter "County") has determined that County has historically suffered a degree of economic and fiscal distress which can be remedied in part by the expansion of industries currently located in County and the location of new industries in County; and,

WHEREAS, the expansion and location of industries in County will benefit County and its citizens by increasing and diversifying both the personal property and real property ad valorem tax bases which will increase tax revenue, and resulting ancillary economic activity will increase sales tax revenues, all of which will make available to County more funds with which to improve the general health, safety and welfare of County's citizens; by providing a greater number of jobs with higher salaries and better benefits than are now available to citizens of County; by stimulating secondary economic activity which is directly beneficial to County and its citizens, including residential real estate development and the expansion of existing services and businesses; by increasing and improving the infrastructure of County; by increasing the economic opportunity available to County's citizens and by improving the general technical training of County's workforce; and,

WHEREAS, Capolavoro Properties, LLC (referred to herein as "Buyer") intends to construct a 5,000 SF ("New Facility") expected to be valued at over \$1,000,000 with potential to invest more; and,

WHEREAS, the New Facility will be constructed on a +/- 2.5 acre tract (hereinafter "Tract") of land, the Tract being a portion of the Tract known as Lot 19-4 ("the Site") in the Craven County Industrial Park; and,

WHEREAS, Buyer's construction of the New Facility will aid tremendously in remedying the previously identified economic and fiscal distresses suffered by County and its citizens; and,

WHEREAS, Buyer has offered to purchase from County the Site for a total purchase price of Fifty Thousand and no/100 Dollars (\$50,000.00) (the "Purchase Price"), or Twenty Thousand and no/100 Dollars (\$20,000.00) per acre; and,

WHEREAS, County has determined that the fair market value of the Site is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre, for a total fair market value of Fifty Thousand (\$50,000.00) (the "Fair Market Value"); and,

WHEREAS, N.C. Gen. Stat. § 158-7.1(a), provides:

Each county and city in this State is authorized to make appropriations for economic development purposes. These appropriations must be determined by the governing body of the city or county to increase the population, taxable property, agricultural industries, employment, industrial output, or business prospects of the city or county. These appropriations may be funded by the levy of property taxes pursuant to G.S. 153A-149 and 160A-209 and by the allocation of other revenues whose use is not otherwise restricted by law.

WHEREAS, N.C. Gen. Stat. § 158-7.1(d) provides:

A county or city may acquire and develop land for an industrial park, to be used for manufacturing, assembly, fabrication, processing, warehousing, research and development, office use, or similar industrial or commercial purposes. A county may acquire land anywhere in the county, including inside of cities, for an industrial park, while a city may acquire land anywhere in the county or counties in which it is located. A county or city may develop the land by installing utilities, drainage facilities, street and transportation facilities, street lighting, and similar facilities; may demolish or rehabilitate existing structures; and may prepare the site for industrial or commercial uses. A county or city may convey property located in an industrial park pursuant to subsection (d) of this section.

WHEREAS, County has determined that the probable average hourly wage to be paid to employees to be employed at the New Facility is \$_____ per hour; and,

WHEREAS, the Site has heretofore been owned for over 3 decades by County, thereby generating no ad valorem tax revenue for County, and upon transfer of the site to Buyer, ad valorem tax revenue generated by the Site will begin accruing to County; and,

WHEREAS, on April 18, 2022, and after proper public notice, pursuant to N.C. Gen. Stat. § 158-7.1(d) the Board of Commissioners for County held a public hearing concerning its intent to convey and sell the Site to Buyer, upon the terms and conditions herein described; and,

WHEREAS, the Board of Commissioners of County does desire to convey and grant to Buyer the Site, by and through the Agreement for Purchase and Sale of Improved Real Property attached hereto and incorporated herein by reference and does further desire that this RESOLUTION serve as a memorial of the actions taken by the Board of Commissioners on this matter.

Now, therefore, be it resolved as follows:

Section 1. That the Agreement for Purchase and Sale of Real Property attached hereto and incorporated herein by reference is hereby ratified and approved in its entirety.

Section 2. That, pursuant to the aforesaid agreement, County shall execute and deliver such documents and instruments as may be reasonably necessary in the opinion of counsel to County to accomplish the purposes of said agreement, including but not limited to the transfer and conveyance to Buyer of the Site.

Section 3. That the Chairman, Clerk to the Board, Manager, Assistant Managers, Economic Developer and such other officers and agents of County are hereby authorized to execute any and all documents necessary in the opinion of counsel to County to effectuate any of the transactions contemplated herein.

Section 4. That this RESOLUTION be entered in the official minutes of the Board of Commissioners of County and that the Clerk to the Board certify copies of this RESOLUTION as may be necessary in the opinion of counsel to County.

This the 18th day of April, 2022.

**DEPARTMENTAL MATTERS: FINANCE – ANNUAL AUDIT CONTRACT FOR
FISCAL YEAR 2022**

Finance Director, Craig Warren, reported that Thompson, Price, Scott, Adams & Co., P.A. has submitted a proposal to perform the County's annual audit for the current fiscal year ending June 30, 2022. The proposed fee is \$72,600.00, the same fee charged for fiscal year 2021; and represents the final year of the three (3) year cost proposal previously approved by Commissioners. Mr. Warren stated that staff recommends that the County continue to contract with Thompson, Price, Scott, Adams & Co., P.A. for the performance of the County's annual audit for fiscal year 2022.

Commissioner Liner motioned to approve the audit contract with Thompson, Price, Scott, Adams & Co., P.A. for fiscal year 2022, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

APPOINTMENTS

Pending

Chairman Jones reviewed the following pending appointments:

- Community Child Protection Team
- Craven Aging Planning Board

Current

Juvenile Crime Prevention Council

Commissioner Mitchell nominated Wendy Phillips Peaden for appointment. There being no additional nominations, Ms. Peaden was appointed by acclamation.

Voluntary Agricultural District Advisory Board

Commissioner Mark recommended Wyatt Whitford for reappointment. Chairman Jones recommended David Parker, Glen Ipock and Carl Turner for reappointment. There being no additional nominations, Mr. Whitford, Mr. Parker, Mr. Ipock and Mr. Turner were reappointed by acclamation.

Chairman Jones requested the Craven County Board of Adjustments and Board of Equalization and Review be moved to pending, as potential changes in the Rules of Procedures will affect their terms.

Upcoming

Chairman Jones reviewed upcoming appointments to boards and committees whose terms are due to expire in May 2022.

COUNTY ATTORNEY'S REPORT

*Initial Offer to Purchase Real Property – 107 Blueberry Ln., New Bern
(Parcel Number 5-014-216)*

County Attorney, Arey Grady, reported that Craven County has received an offer in the amount of \$2,430.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$1,508.33. The tax value of this property is \$2,430.00.

He stated that should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Mark motioned to adopt the following resolution approving the transaction and authorizing the upset bid process, seconded by Commissioner Mitchell and approved unanimously.

**CRAVEN COUNTY
RESOLUTION ACCEPTING OFFER TO PURCHASE
SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 5-014-216 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 3188, Page 246 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

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

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

1. The Craven County 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. The County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution.

ADOPTED THIS 18th DAY OF APRIL, 2022.

Rules of Procedures Revision Discussion

Attorney Grady gave a brief summary of the primary changes, stating there were three categories:

1. Formatting
2. Areas in which the BOC practice does not match the requirement of the existing rules, revisions made to conform the rules to meet current practices
3. Changes of substance

Mr. Grady highlighted all of the changes of substance as follows:

- ❖ Rule 1 – Applicability of Rules - conform to State Law in any case our rules conflict with State Law
- ❖ Rule 3(c) – Closed Sessions Permitted – can only attend in person and all electronic devices must be deactivated
- ❖ Rule 4 – Organizational Meeting – changing the meeting time to 6:00 pm for evening meetings; and the current Chair presides
- ❖ Rule 6(d) – Sunshine List – reworded to include reasonable efforts to notify of regular meetings
- ❖ Rule 6(f) – Attendance via Simultaneous and/or Electronic Communications – roll call vote on each item
- ❖ Rule 6 – addition of No Commissioner may participate in a Closed Session by remote or electronic means
- ❖ Rule 6(g) – State of Emergency – follow provisions of NC General Statutes
- ❖ Rule 6(h) – addition of No Commissioner may vote by proxy
- ❖ Rule 9(b) – Agenda – delivery of agenda packets by electronic means
- ❖ Rule 9(c) – Consent Agenda – increase Budget Amendment amount to \$15,000
- ❖ Rule 10 (g) addition of Distribution of Written Comments
- ❖ Rule 31 – Appointments – increase length of service to be no more than twelve consecutive years

There was discussion among the members about appointments terms of service and ensuring each Board/Committee received and understood the appointments terms.

Commissioner Mitchell motioned to approve the revised Rules of Procedures, as presented, seconded by Commissioner Mark.

Following Commissioner Mark's second, there was in depth discussion about non-profits providing budgets with their requests.

Commissioner Jones pointed out a few minor errors to be corrected in the document. County Manager Jack Veit recommend that adoption of the revised Rules of Procedures be implemented July 1, 2022.

Commissioner Mitchell revised her motion to include the implementation date of July 1, 2022. Commissioner Mark seconded and it was approved in a 7-0 roll call vote.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, remarked that today's agenda is a county government agenda, as the County provides services to the people and is instrumental to the public at the local level with health care, social services, planning and economic development.

Mr. Veit reported on the recent Re-Entry Council event and informed the Board that Greg Singleton has taken another position and will be leaving the area. Mr. Veit stated Greg deserves a lot of credit for his leadership role in the success of this program. Chairman Jones sought the Boards approval to have staff draft a letter of appreciation of service for Mr. Singleton.

Commissioner Smith motioned to draft a letter of appreciation for Mr. Singleton, seconded by Commissioner Mitchell and approved unanimously.

Mr. Veit referred the Board to their most recent County Quarterly magazine, as Commissioner Liner received recognition.

He reported that the Keener Avenue trailer park drainage and paving project have been completed and came in at budget.

Mr. Veit highlighted the recent Memorandum and relayed that Lauren Wargo has been working with department heads to tell their story and gave examples with the Planning & Inspection report and the Veterans Services report.

COMMISSIONERS' REPORTS

Commissioner Mark wished everyone a Happy Easter!

Commissioner McCabe remarked he spent a nice Easter with his children. He thanked Mr. Veit, Assistant County Manager, Gene Hodges, and his fellow Commissioners for the recent appropriation to install a new floor in the Harlowe Community Center. He stated it was a beautiful job and very well received in the community. Mr. McCabe reported there would be an Emergency Preparedness meeting held on April 26th at 6:00 pm at the Community Center and Stanley Kite would be presenting.

Commissioner Smith had nothing to report.

Commissioner Liner provided a follow-up report on the DIX Crisis Center, stating that things had changed in that they were now considering a 12-hour chair. As the BOC representative, he indicated he was not in support of this, and the Board members were in consensus there would be a better way to spend tax-payer dollars than this.

Mr. Liner commented on the CART's report in the Memorandum, highlighting the improvements they have made and the increase in ridership. He stated they are doing a good job providing their service and should be recognized for their work. He also remarked the Memorandum is a great resource for those running for office as it is packed full of facts of how tax dollars are being utilized.

Commissioner Mitchell reported on a recent New Bern Library Board meeting, indicating they are concerned over the lack of space and needing more parking. Mrs. Mitchell revealed that in her door-to-door campaigning it is very evident there has been a large turnover in households and all should strive to make each new citizen welcome.

Commissioner Bucher spoke about the recent Re-Entry Council event and how critical that program is for those individuals coming out of prison. He remarked on the two testimonies given and was moved by the positive impact they expressed about how their lives were changed.

Commissioner Jones reported he was holding a town hall meeting in Cove City at their fire department on April 28th at 6:30 pm and invited others to attend. He highlighted that Register of Deeds, Sherri Richard; Tax Assessor, Leslie Young, and Jasmine Canady, with the opioid program, would present as well.

At 10:35 am, Commissioner McCabe motioned to adjourn, seconded by Commissioner Mark and approved unanimously.

Chairman Jason R. Jones
Craven County Board of Commissioners

Nan Holton
Clerk to the Board