



NEW BERN

CITY OF NEW BERN

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Aldermen

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Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager



3/7/19

Date: March 8, 2019

Re: March 12, 2019 Agenda Explanations

- 1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Bengel. Pledge of Allegiance.**
- 2. Roll Call.**
- 3. Request and Petition of Citizens.**

This section of the Agenda is titled Requests and Petitions of Citizens. This is an opportunity for public comment, and we thank you for coming to the Board of Aldermen meeting tonight to share your views. We value all citizen input.

Speaker comments are limited to a maximum of 4 minutes during the public comment period. At the conclusion of 4 minutes, each speaker shall leave the podium. Comments will be directed to the full board, not to an individual board member or staff member. Although the board is interested in hearing your comments, speakers should not expect any comments, action or deliberation from the board on any issue raised during the public comment period.

In the board's discretion, it may refer issues to the appropriate city officials or staff for further investigation. If an organized group is present to speak on a common issue, please designate one person to present the group's comment, which shall be limited to a maximum of 4 minutes.

Consent Agenda

4. Consider Adopting a Resolution Calling for a Public Hearing to Amend the Fiscal Year 2018 CDBG Allocation of Funds.

Staff proposes to amend the FY2018 CDBG fund allocations. The amendment will authorize reallocation of funds for the construction of up to four rental, affordable housing units. A public hearing will need to be held on March 26, 2019 to receive input on the proposed amendment. A memo from Bradleigh Sceviour, Land and Community Development Administrator, is attached.

5. Consider Adopting a Resolution to Close Streets for United Worship Center's Annual Community Day and Church Grand Opening.

(Ward 1) Walter Linsey with United Worship Center has requested the 800 block of West Street and 900 block of Main Street be closed from 10 a.m. to 5 p.m. on April 6, 2019 for the church's annual community day and grand opening. A memo from Foster Hughes, Director of Parks and Recreation, is attached.

6. Consider Adopting a Resolution to Close Streets for A Memorial Day Parade.

(Ward 1) On behalf of Vision Forward, Victor Taylor has requested specific streets be closed to vehicular traffic on May 25, 2019 from 10 a.m. to 2 p.m. for a Memorial Day Parade. Those streets are the 400-600 blocks of Fort Totten Drive, 1300-1600 blocks of Trent Boulevard, 400 block of First Street, 700-1300 blocks of Broad Street, 400-800 blocks of George Street, and the 700 block of Cedar Street. A rain date of June 1, 2019 is also requested. A memo from Foster Hughes is attached.

7. Consider Approving a Proclamation for Folds of Honors 10th Anniversary.

Folds of Honor, a charity organization that honors military sacrifices by awarding educational scholarships to spouses and dependents, has requested a proclamation observing its 10th anniversary. The organization will hold its annual golf tournament on June 1, 2019 at the Emerald Golf Club.

8. Consider Approving a Proclamation for Arbor Day.

Parks and Recreation is requesting a proclamation for Arbor Day, which is observed on March 22, 2019. A memo from Foster Hughes is attached.

9. Approve Minutes.

Minutes from the February 26, 2019 regular meeting are provided for review and approval.

10. Presentation by Craven County Schools on Education Vision.

Dr. Meghan Doyle, Superintendent of Craven County Schools, will present the vision for Craven County Schools and a brief overview of the 2108-2023 Strategic Plan. Dr. Doyle will describe the process by which the Craven County Board of Education convened a 62-member community stakeholder committee of Craven County citizens to create a vision for public education, which was the foundation for the writing of their new strategic plan.

11. Conduct a Public Hearing on the Rezoning of 4526 US Highway 17 South; and
a) Consider Adopting a Statement of Zoning Consistency; and
b) Consider Adopting an Ordinance Rezoning 4526 US Highway 17 South.

John Thomas of Thomas Engineering has requested 2.40+/- acres located at 4526 US Highway 17 South be rezoned from R-20 Residential District to C-3 Commercial District. The property is further identified as Tax Parcel 8-206-079, which is located in the City's extraterritorial jurisdiction. A public hearing was noticed and advertised as required. After conducting the hearing, the Board is asked to consider adopting a statement of zoning consistency and an ordinance rezoning the property. A memo from Morgan Potts, City Planner, is attached. Mrs. Potts will share a brief PowerPoint detailing the request and depicting the parcel of land.

12. Consider Accepting a Petition to Annex Property at 4250 US Highway 70 East and Adopt a Resolution to Call for a Public Hearing on the Annexation.

Brice's Creek Bible Church, Inc. is the owner of property located at 4250 US Highway 70 East (Tax ID 7-037-019) consisting of approximately 32.17 acres. The church has submitted a request to be annexed by the City. If the petition is accepted, the Board is asked to call for a public hearing on March 26, 2019 to receive comments on the annexation. A memo from Mrs. Potts is attached.

13. Consider Adopting a Resolution Approving a General Warranty Deed from Habitat for Humanity of Craven County NC and the City of New Bern for 813 West Street.

(Ward 1) At its March 8, 2016 meeting, the Board of Aldermen approved a Deed and a Transfer and Reversion Agreement with Habitat for Humanity for the property located at 813 West Street. A home has since been constructed on the property, and Habitat is now ready to convey the property to Daae Khetphilbum and wife, Chen Paw. To facilitate this conveyance, the City's signature is needed on a general warranty deed to evidence that Habitat has complied with the terms and conditions of the Transfer and Reversion Agreement and that the reversion provisions of the Agreement are no longer applicable.

14. Consider Adopting a Resolution Approving the 2019 Local Government Agencies General Records Retention and Disposition Schedule.

In accordance with Chapters 121 and 132 of the NC General Statutes, the NC Department of Cultural Resources issues schedules establishing the minimum amount of time records must be retained by local governments. Once issued, the City approves and adopts the schedules, thus agreeing to comply with the retention periods established. The latest schedule was issued on March 1, 2019, and requires the City's adoption. A memo to this regard from Brenda Blanco, City Clerk, is attached.

15. Consider Adopting a Resolution Declaring a 2008 Sewer Cleaner Truck as Surplus Property and Authorizing Sale by Electronic Auction.

In 2008, the City purchased a new sewer jet-vac truck. After almost 11 years of use, the vehicle was pulled from service in 2018 and replaced with a new unit. Staff is requesting the old truck be declared as surplus property and sold through an electronic auction. A brief memo from J.R. Sabatelli, Director of Finance, is attached.

16. Consider Adopting a Resolution to Authorize the Submission of a Rural Housing Recovery Infrastructure Grant Application.

(Ward 4) The NC Department of Commerce Division of Rural and Economic Development offers a Rural Housing Recovery Infrastructure Grant to help address critical housing shortages by supporting developments impacted by recent hurricanes. The grant is for \$350,000 and requires no matching funds. Staff desires to apply for the grant to offset costs associated with the Tate Commons tax-credit project located at 1025 Karen Drive. A memo from Jeff Ruggieri, Director of Development Services, is attached.

17. Consider Adopting a Resolution to Authorize the Submission of a Highway Safety Grant Application.

The Police Department is seeking approval to apply for a grant through the 2018 Governor's Highway Safety Program. If awarded, the funding of \$17,500 will be utilized to procure a motorcycle to replace the department's existing 2013 Harley Davidson motorcycle. The grant requires a 30% match and a trade-in value of \$9,500 for the existing motorcycle. The matching funds of \$7,500 are earmarked in the department's current-year budget. A memo from Police Chief Toussaint Summers is attached.

18. Consider Adopting a Resolution Authorizing the City Manager to Sign a Landowner Consent Form for the Installation of Natural Gas Lines at 203 First Street.

(Ward 2) Natural gas service is desired at the Workforce Development / VOLT Center. To have this service installed, it is requested the Board authorize the City Manager to execute a Land Owner Consent Agreement with Piedmont Natural Gas, allowing them to install gas lines and meters on the property. A memo from Mr. Ruggieri is attached.

19. Discuss Accepting Bid on Tax Parcel ID 8-013-020 Located in the Redevelopment Commission's Boundary.

At the January 9, 2018 Board meeting, a desire was voiced to hold off on the sale of any city-owned property until a Redevelopment Commission could be viewed. On July 10, 2018, the Board confirmed its desire to leave frozen all city-owned properties that fall within the Redevelopment Commission's boundary. The Board voted unanimously to accept bids only on properties outside of the Commission's boundary and to establish a minimum bid policy.

Alderman Best has since been contacted by a constituent who has indicated a desire to bid on property located at 1507-1509 Washington Street (Tax Parcel ID 8-013-020). According to Mr. Ruggieri, this property falls within the boundary of the Redevelopment Commission. The constituent, who lived in the North Hills Drive area and sustained flooding during the hurricane, desires to locate a home on the Washington Street property, which is adjacent to her mother's property.

20. Appointment(s).

- (a) Raymond Layton's second term on the Planning and Zoning Board has expired, and he is ineligible for reappointment. Alderman Kinsey is requested to make a new appointment to fill this vacancy. The new appointee shall serve a three-year term.
- (b) Carol Williams' second term on the Planning and Zoning Board has expired, and she is ineligible for reappointment. Alderwoman Harris is requested to make a new appointment to fill this vacancy. The new appointee shall serve a three-year term.
- (c) Rose Williams' appointment on the New Bern Appearance Commission expired February 8, 2019. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. Mayor Outlaw is asked to make an appointment to serve a three-year term. The ordinance provides appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closely-related field.

- (d) Mattie Tatum's appointment on the New Bern Appearance Commission will expire February 22, 2019. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. Alderman Bengel is asked to make an appointment to serve a three-year term. The ordinance provides appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closely-related field.
- (e) Jeff Ruggieri, Director of Development Services, has resigned from the Craven 100 Alliance Board of Directors. The Board of Aldermen is requested to make an appointment to fill this vacancy. Of note, Alderman Jeffrey Odham and Mark Stephens, City Manager, also represent the City on this Board.

21. Attorney's Report.

22. City Manager's Report.

23. New Business.

24. Closed Session.

25. Adjourn.