

**CITY OF NEW BERN
BOARD OF ALDERMEN MEETING
JULY 23, 2019 – 6:00 P.M.
CITY HALL COURTROOM
300 POLLOCK STREET**

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Best. Pledge of Allegiance.
2. Roll Call.

Consent Agenda

3. Consider Adopting a Resolution to Close Specific Streets for MumFest 2019.
4. Consider Adopting a Resolution to Close Specific Streets for the United Worship Center's Back-to-School Event.
5. Consider Adopting a Resolution Calling for a Public Hearing to Permanently Close a Portion of Saint John Street.
6. Approve Minutes.

7. Consider Adopting a Resolution to Amend the Classification Pay Plan for FY2019-20.
8. Consider Adopting a Resolution to Approve a License Agreement with The New Bern Area Improvements Association, Inc.
9. Consider Adopting a Resolution of Support for the Installation of Split Side-Street Signal Phasing at the Intersection of US Highway 70 East and Thurman Road.
10. Submission of Tax Collector's Annual Settlement for Tax Year 2018.
11. Consider Adopting an Ordinance to Amend Section 66-85 of Chapter 66 for City-Sponsored Events.
12. Appointment(s).
13. Attorney's Report.
14. City Manager's Report.
15. New Business.

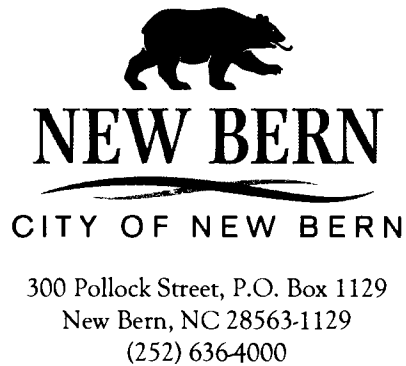
16. Closed Session.

17. Adjourn.

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager

Date: July 17, 2019

Re: July 23, 2019 Agenda Explanations

- 1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Best. Pledge of Allegiance.**
- 2. Roll Call.**

Consent Agenda

- 3. Consider Adopting a Resolution to Close Specific Streets for MumFest 2019.**

(Ward 1) Lynne Harakal, Executive Director of Swiss Bear Downtown Development Corp., has requested several street closures to accommodate the 2019 MumFest event slated for October 11-13, 2019. The streets to be closed from 5:00 p.m. on October 11th until 11 p.m. on October 13th are the 200-400 blocks of Broad Street, 200-300 blocks of East Front Street, 200-300 blocks of Middle Street, 300 block of Craven Street, and the 300-400 blocks of Pollock Street. In addition, she has requested the 200 blocks of Craven and Pollock Street have restricted vehicular access. Swiss Bear is also requesting use of the city-owned lots known as the "Talbots Lot" located at 304 and 308 South Front Street and the City-owned parking lot on the corner of Craven and Pollock Streets. Union Point Park will also be utilized for the event, and the Director of Parks and Recreation has authority to close the park. A memo from Foster Hughes, Director of Parks and Recreation, is attached along with the event application and a map of the affected areas.

4. Consider Adopting a Resolution to Close Specific Streets for the United Worship Center's Back-to-School Event.

(Ward 1) Elder Marvin Collins with United Worship Center has requested the 900 block of Main Street and part of the 800 block of West Street be closed to vehicular traffic on August 24, 2019 from 11:00 a.m. to 4:00 p.m. for a "Back to School Jam". A memo from Mr. Hughes is attached along with the event application and a map of the affected streets.

5. Consider Adopting a Resolution Calling for a Public Hearing to Permanently Close a Portion of Saint John Street.

(Ward 2) Attorney Brian Taylor, on behalf of James "Smoke" Boyd, has requested a portion of Saint John Street be permanently closed pursuant to NCGS §160A-299. Mr. Boyd owns all of the adjoining properties on both sides of the proposed area of closure. A public hearing is requested to be called for August 27, 2019. A memo from Matt Montanye, Director of Public Works, is attached along with a map of the street.

6. Approve Minutes.

Draft minutes from the July 9, 2019 regular meeting are provided for review and approval.

7. Consider Adopting a Resolution to Amend the Classification Pay Plan for FY2019-20.

As part of the budget process, the Board adopted the Budget Ordinance for Fiscal Year 2019-20 on May 28, 2019. That ordinance incorporated a Classification Pay Plan. After reviewing efficiencies and operational needs of the Police Department, it is recommended the Pay Plan be amended to add a position of Deputy Chief of Police. The pay schedule grade will be 27, which is a minimum salary of \$69,726, midpoint salary of \$91,603 and maximum of \$113,480.

8. Consider Adopting a Resolution to Approve a License Agreement with The New Bern Area Improvements Association, Inc.

(Ward 1) Prior to being substantially damaged during Hurricane Florence, Parks and Recreation offered several programs at the Stanley White Recreation Center. Discussions have been held with the owner of the Omega Center about the possibility of conducting these programs at their facility. The Omega Center is located in the same neighborhood as the Stanley White Recreation Center and would be convenient for area residents who are within walking or biking distance. The license agreement proposes a three-year term at a rate of \$85,000. The Omega Center shall provide all water, sewer and electric utilities, but the City will reimburse the cost of those utilities on a monthly basis at a sum equal to 57.14% of

each utility bill. Additionally, the Omega Center shall make specified improvements to the property and will be responsible for all routine repairs and maintenance on the property. The City will be responsible for mowing and maintaining the grass and landscaping.

9. Consider Adopting a Resolution of Support for the Installation of Split Side-Street Signal Phasing at the Intersection of US Highway 70 East and Thurman Road.

(Ward 3) Alderman Aster has been involved in conversations with Craven County Commissioner Denny Bucher regarding safety concerns at the intersection of Highway 70E and Thurman Road. This is a highly-traveled area which has been the scene of several vehicular accidents. It is suggested a resolution be adopted to indicate the City's support of NCDOT installing a split side-street signal at this intersection. Craven County adopted a similar resolution of support at their July 15, 2019 meeting.

10. Submission of Tax Collector's Annual Settlement for Tax Year 2018.

NC General Statute §105-373 requires the Tax Collector to furnish to the Board an annual settlement of property taxes. Ron Antry, Craven County Tax Administrator, has provided a statement revealing the total 2018 amended tax levy was \$13,334,949.79. As of June 30, 2019, \$13,238,730.63 of this had been collected, which represents a 99.28% collection rate. The amount delinquent as of that date was \$96,219.16.

In addition, the 2018 amended tax levy for the Municipal Service District was \$195,977.75. As of June 30, 2019, \$195,596.51 of this had been collected, which equates to a collection rate of 99.81%. The amount remaining delinquent as of June 30th was \$381.24.

The Board is asked to make a motion to accept these settlement reports.

11. Consider Adopting an Ordinance to Amend Section 66-85 of Chapter 66 for City-Sponsored Events.

On May 14, 2019, the Board adopted an ordinance amending Section 66-85 regarding city-sponsored events after receiving a request to move the 2019 Duffest from May to June. This was a one-time request, after which the desire was to restore the event to its normal month of May. Now that the 2019 event has been held, the ordinance needs to again be amended to reverse the change in month.

The ordinance specifies the months in which events will be held to ensure that all city-sponsored events are spread out over the course of the year. Otherwise, several events could be scheduled in the same month or over the same span of time; thus, putting a strain on staff and City resources.

12. Appointment(s).

- (a) Anne Schout resigned from her seat as an alternate on the Board of Adjustment effective March 1, 2019. Alderman Kinsey is asked to make an appointment to fill the remainder of Mrs. Schout's term, which will expire on November 12, 2021.
- (b) Craig Badder's term on the Police Civil Service Board expired on June 30, 2019. He is not eligible for reappointment, as appointees cannot serve more than one consecutive term. Alderman Kinsey is asked to make a new appointment to fill this seat. The appointee will serve a two-year term. The requirements of this position are outlined in the attached memorandum.
- (c) Peter Walker resigned from the Board of Adjustment. Alderman Aster is asked to make a new appointment to fill this seat. The appointee will serve a three-year term, as Mr. Walker's term expired on June 30, 2019.
- (d) Steve Strickland resigned from his seat on the Board of Adjustment. Alderman Best is asked to appoint someone to fill this seat. The appointee will serve a three-year term, as Mr. Strickland's term expired on June 30, 2019.
- (e) Juleon Dove resigned from the Friends of the Firemen's Museum Board, and Alderman Kinsey is asked to make an appointment to fill this seat. The new appointee will serve out the remainder of Mr. Dove's term, which expires on April 22, 2020.
- (f) At the July 9, 2019 meeting, Alderwoman Harris made a motion to appoint Barbara Sampson to the Planning and Zoning Board to fill Carol Williams' expired term. Ms. Sampson has respectfully declined the appointment, citing a desire to serve on the Board of Adjustment. Therefore, Alderwoman Harris is asked to make another appointment to the Planning and Zoning Board.
- (g) On December 12, 2017, the Board appointed Alderman Kinsey as the City's representative to serve on the Eastern Carolina Council's ("ECC") General Membership Board. ECC has requested a reappointment or a new appointment be made at this time. A copy of this request is attached.

13. Attorney's Report.

14. City Manager's Report.

15. New Business.

16. Closed Session.

17. Adjourn.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution to close streets use city property for the annual MUMFEST.

Date of Meeting: 7/23/2019	Ward # if applicable: Ward 1
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Swiss Bear has made a request to Close the following streets to vehicle traffic from 5:00pm on Friday, October 11, 2019 through 11:00pm on Sunday, October 13, 2019: 200-400 blocks of Broad Street, 200-300 blocks of East Front Street, 200-300 blocks of Middle Street, 300 block of Craven Street, 300-400 blocks of Pollock Street. Provide limited access to the 200 block of Craven and Pollock Streets from 6:00am on Saturday, October 12, 2019 through 7:00 p.m. on Sunday, October 13, 2019. Use the vacant lots located at 304 and 308 South Front Street (old Talbot's lot) from 8:00 am on Thursday, October 10, 2019 through 8:00 pm on Sunday, October 13, 2019
Actions Needed by Board:	Adopt the Resolution
Backup Attached:	Resolution – Memo – Application – Street Closures

Is item time sensitive? ☐Yes ☒No

Will there be advocates/opponents at the meeting? ☐Yes ☒No

Cost of Agenda Item:

If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? ☐Yes ☐No

Additional Notes:



Aldermen

Sabrina Bengel
Jameesha Harris
Bobby Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

Foster Hughes, CPRE
Director of Parks & Recreation



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memo to: Mayor and Board of Aldermen

From: Foster Hughes, CPRE
Director of Parks and Recreation

Re: Adopt a Resolution to close specific streets to vehicle traffic as well as use of city property for the annual MUMFEST celebration.

Background Information:

Lynne Harakal, Executive Director of Swiss Bear Downtown Development Corporation has made a request to:

- 1) Close the following streets to vehicle traffic from 5:00pm on Friday, October 11, 2019 through 11:00pm on Sunday, October 13, 2019: 200-400 blocks of Broad Street, 200-300 blocks of East Front Street, 200-300 blocks of Middle Street, 300 block of Craven Street, 300-400 blocks of Pollock Street.
- 2) Provide limited access to the 200 block of Craven and Pollock Streets from 6:00am on Saturday, October 12, 2019 through 7:00 p.m. on Sunday, October 13, 2019.
- 3) Use the vacant lots located at 304 and 308 South Front Street (old Talbot's lot) from 8:00 am on Thursday, October 10, 2019 through 8:00 pm on Sunday, October 13, 2019

Recommendation:

The Parks and Recreation Department recommends approval and request the Board adopt a Resolution approving the request.

If you have any questions concerning this matter, please let me know.

1307 Country Club Rd
New Bern, NC 28562
Office 252 639-2901
Fax 252 636-4138

RESOLUTION

THAT WHEREAS, Swiss Bear Downtown Development Corporation is planning their annual MumFest and has requested the 200-400 blocks of Broad Street, 200-300 blocks of East Front Street, 200-300 blocks of Middle Street, 300 block of Craven Street, and 300-400 blocks of Pollock Street be closed to vehicular traffic from 5:00 p.m. on Friday, October 11, 2019, until 11:00 p.m. on Sunday, October 13, 2019; and

WHEREAS, Swiss Bear has also requested limited access to the 200 blocks of Craven and Pollock Streets from 6:00 a.m. on Saturday, October 12, 2019 until 7:00 p.m. on Sunday, October 13, 2019; and

WHEREAS, Swiss Bear has further requested to use the vacant lots located at 304 and 308 South Front Street (known as the "Talbot's lot") from 8:00 a.m. on Thursday, October 10, 2019 until 8:00 p.m. on Sunday, October 13, 2019, as well as the City's parking lot located at the corner of Craven and Pollock Streets from 5:30 p.m. on Friday, October 11, 2019 until 7:00 p.m. on Sunday, October 13, 2019; and

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the above requests be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That the 200-400 blocks of Broad Street, 200-300 blocks of East Front Street, 200-300 blocks of Middle Street, 300 block of Craven Street, and the 300-400 blocks of Pollock Street be closed to vehicular traffic from 5:00 p.m. Friday, October 11, 2019 until 11:00 p.m. on Sunday, October 13, 2019; and

That access to the 200 blocks of Craven and Pollock Streets shall be restricted from 6:00 a.m. on Saturday, October 12, 2019 until 7:00 p.m. on Sunday, October 13, 2019; and

Further, use of the vacant lots located at 304 and 308 South Front Street ("Talbot's lot") from 9:00 a.m. on Thursday, October 10, 2019 until 8:00 p.m. on Sunday, October 13, 2019, as well as use of the parking lot located at the corner of Craven and Pollock Streets from 5:30 p.m. on Friday, October 11, 2019 until 7:00 p.m. on Sunday, October 13, 2019 is hereby granted to facilitate the 2019 MumFest event.

ADOPTED this 23RD day of July, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



The purpose of this form is to obtain information before the application or permit process is requested. All requests are to be returned to Parks & Recreation Administration; requests include, but not limited to parks, open spaces, ball fields, streets, festivals, parades, road races and rallies. Fri - 10/11

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.

Name: Lynne Harakal for Swiss Bear Today's Date: 6/7/19

Address: PO Box 597 City: New Bern

State: NC Zip: 28563 Telephone: 252-626-6280 Cell: SAME

E-mail address: director@swissbear.org

Facility Requested (check one): ☐ Stanley White Rec. Center ☐ West New Bern Rec. Center
☐ George St. Park Spray Ground ☐ New Bern Aquatics Center ☐ Athletic Field ☐ City Park
☒ Other (example: Open Space/Ball Field/Street): See attached

Date of Event: 10/11/19 10/13 Hours: From: 5pm To: 11pm

Purpose of Event: MumFest 2019

Is this an ongoing event? ☐ Yes ☒ No (if yes, please explain, include dates & times:

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern? ☐ Y* ☒ N

*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT. If you require this form, please let our office know and we will supply one for you. Once the NCDOT Special Events Form is complete, attached the following: a map of the route along with a certificate of insurance naming the City of New Bern and NCDOT as an additional insured.

Is event for fundraising purposes? X Yes ___ No (If yes, please provide non-profit or not-for-profit organization name and tax I.D.)

Number) Organization Name: Swiss Bear, Inc. ID #: 56-1255578

Projected Attendance: 100,000 Will you be charging admission? Yes ☒ No (If yes, state how much \$)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

Recreation Center: _____ please check the area(s) you are requesting

Meeting Room Kitchen Multi-purpose Room Game Room Fitness Room Gymnasium

Park Name: _____ Please check the area(s) you are requesting.

Shelter _____ Open Space _____ Stage _____ Gazebo _____ Other: City Streets, see attached

Electricity? X Yes No (Check one) Water? X Yes ___ No (Check one)

Lynne Harakal
Signature

Executive Director
Title (if applicable)

6/7/2019
(Date)



The purpose of this form is to obtain information before the application or permit process is requested. All requests are to be returned to Parks & Recreation Administration; requests include, but not limited to parks, open spaces, ball fields, streets, festivals, parades, road races and rallies. Craven St lot

Craven St lot
10/10 - 10/13

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

Thurs. Sun.

Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.

Name: Lynne Harakal for Swiss Bear Today's Date: 6/7/19

Address: PO Box 597 City: New Bern

State: NC Zip: 28563 Telephone: 252-626-6280 Cell: SAME

E-mail address: director@swissbear.org

Facility Requested (check one): ☐ Stanley White Rec. Center ☐ West New Bern Rec. Center

George St. Park Spray Ground _____ New Bern Aquatics Center _____ Athletic Field _____ City Park _____

X Other (example: Open Space/Ball Field/Street): Lot at corner of Craven and South Front (Talbot lot)

Date of Event: 10/10/19-10/13/19 Hours: From: 8am To: 8pm

Purpose of Event: MumFest (Beer Garden and Stage)

Is this an ongoing event? ☐ Yes ☒ No (if yes, please explain, include dates & times:

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern? ☐ Y* ☒ N

*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT. If you require this form, please let our office know and we will supply one for you. Once the NCDOT Special Events Form is complete, attached the following: a map of the route; along with a certificate of insurance naming the City of New Bern and NCDOT as an additional insured.

Is event for fundraising purposes? X Yes No (If yes, please provide non-profit or not-for-profit organization name and tax I.D.)

Number) Organization Name: Swiss Bear, Inc. ID #: 56-1255578

Projected Attendance: 5000 Will you be charging admission? Yes ☐ No ☒ (If yes, state how much \$_____)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

Recreation Center: _____ please check the area(s) you are requesting

Meeting Room _____ Kitchen _____ Multi-purpose Room _____ Game Room _____ Fitness Room _____ Gymnasium _____

Park Name: _____ Please check the area(s) you are requesting.

Shelter _____ Open Space _____ Stage _____ Gazebo ☒ Other: Grass lot at Craven and South Front

Electricity? ☒ Yes ☐ No (Check one) Water? ☒ Yes ☐ No (Check one)

Lynne Harakal
Signature

Executive Director

Title (if applicable)

6/7/2019
(Date)

Mumfest 2019

Street Closures - Red
Street Limited Access - Yellow
City Parking & Beer Garden - Green



Google Earth

©2018 Google

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution to close the 900 block of Main Street, and a partial blockage of the 800 block of West Street.

Date of Meeting: 7/23/2019	Ward # if applicable: Ward 1
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Elder Marvin Collins has requested to close the 900 block of Main Street, and a partial blockage of the 800 block of West Street on August 24, 2019 from 11:00 a.m. until 4:00 p.m. for United Worship Center Back to School Jam.
Actions Needed by Board:	Adopt the Resolution.
Backup Attached:	Resolution – Memo – Application - Map

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: N/A
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



Aldermen

Sabrina Bengel
Jameesha Harris
Bobby Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

Foster Hughes, CPRE
Director of Parks & Recreation



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE
Director of Parks and Recreation

Re: Adopt a Resolution to close streets to vehicle traffic for United Worship Center Back to School Jam on Saturday, August 24, 2019.

Background Information:

Elder Marvin Collins, with the United Worship Center has made a request to close the following streets: 900 block of Main Street, and a partial blockage of the 800 block of West Street, to vehicle traffic, on Saturday, August 24, 2019 from 11:00 a.m. until 4:00 p.m. for the United Worship Center Back to School Jam.

Recommendation:

The Parks and Recreation Department recommends approval and requests the Board adopt a Resolution approving this request.

If you have any questions concerning this matter, please let me know.

1307 Country Club Rd
New Bern, NC 28562
Office 252 639-2901
Fax 252 636-4138

RESOLUTION

THAT WHEREAS, the United Worship Center has scheduled a "Back to School Jam" and has requested the 900 block of South Front Street, and a partial blockage of the 800 block of West Street be closed to vehicular traffic from 11:00 a.m. until 4:00 p.m. on Friday, April 26, 2019, and from 8:00 a.m. until 1:00 p.m. on Saturday, April 27, 2019.

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the street be closed as requested.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That the 900 block of South Front Street, and a partial blockage of the 800 block of West Street be closed to vehicular traffic from 11:00 a.m. until 4:00 p.m. on Friday, April 26, 2019, and from 8:00 a.m. until 1:00 p.m. on Saturday, April 27, 2019 for the "Back to School Jam."

ADOPTED THIS 23rd DAY OF JULY 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Aug 24th

CITY OF NEW BERN

APPLICATION FOR PUBLIC ASSEMBLY, PARADE & SPECIAL EVENTS IN CITY PARKS

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with attachments must be presented at least **60 days prior** to the event date.

Festival – A concert, fair, festival, exhibit, athletic event, promotion, community event, block party, or similar event.

Parade – A march, ceremony, pageant, procession or other similar activities consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street.

Public Assembly – A festival or demonstration which is reasonably anticipated to obstruct the normal flow of traffic upon any public street and that is collected together in one place; or a festival in any city-controlled park.

Name of Event/Activity: Back to School JAM (Book Saks + Pencils)
Organization Name: United Worship Center
Responsible Contact: Elder MARVIN COLLINS
Address: 901 Main Street
City: New Bern State: NC Zip code: 28560
Phone: (252) 933-4134 Alternate Phone: (252) 617-3462
Email: 4DMARVINCOLLINS@gmail.com

street
closing

Type of Event: ☐ Demonstration ☒ Festival ☐ Parade

Date of Event: August 24 Proposed Rain Date: NONE

Event Set up time: 11:00AM Event Tear Down Completed Time: 4:00 pm

Event Start Time: 12:00pm Event End Time: 4:00pm

What is the specific location and/or route of the proposed event? (Attach additional information if needed)

CORNER OF MAIN STREET AND WEST STREET, partial

Note: A detailed map of the proposed route as well as a specific list of streets is required. The specific location of the Public Assembly must include the aerial overview with location marked. *Festivals/Events require detailed aerial map with complete layout.*

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)

The purpose is to Give booksaks and school supplies to the kids in the community. We will have a fun day while doing this event.

Estimated attendance: 200; Attendance not to exceed: 500

*Note: If more than 1,000 in attendance is expected 1) Proof of Crowd Manager Training Certification is required. Training is available at the following link: http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php 2) Public Safety Plan is required. Information must be submitted with application. For additional info, please contact the Fire Marshall at 252-639-2931.

Tents # N/A Sizes N/A Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.)

How will you handle trash generated from the event?

We are requesting # trash cans.

☒ We will provide our own bags & dispose of any trash generated ourselves.

☐ We request that City Staff dispose of all trash generated. We understand additional fees will be charged for this service, including the cost of labor, and materials (bags, etc.) used.

Are you requesting any City of New Bern Street Closures?

☒ Yes*

☐ No

*Any street closures require approval of the Board of Aldermen. Street closures must be received **at least 60 days in advance** for consideration. Street closures require barricades. A fee of **\$5.00 per barricade** must be paid 48 business hours prior to the event.

*What Street(s) are you requesting to close? Be specific: In front of United Worship Center on MAIN Street AND the corner of West street on the side of United Worship Center.

Are you requesting any State Road or Bridge closures?

☐ Yes*

☒ No

*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at 252-439-2816. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

Will Inflatables or other Play features be part of this event?

☒ Yes

☒ No (Additional insurance may be required)

Will Food Vendors or Commercial/Non-Profit vendors be part of this event?

☐ Yes

☒ No

(If you answered YES, Additional Fees apply. A detailed list of all vendors is required.)

The following items are required and must be attached **at the time of Application**:

☐ A detailed map – including the location, route with beginning and ending point and street names included.

☐ Petition of Signatures – of business/residents affected – If roads are closed.

The following items are required within **two (2) business days of the event or event shall be cancelled**:

☐ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".

☐ List of all food/commercial/non-profit vendors.

☐ Payment in full of applicable fees and charges.

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage to person or property during this activity.

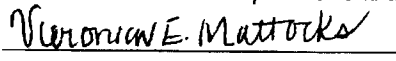
The following items must be submitted with Application:

- ☐ Completed & Signed Application
- ☐ Detailed maps of parade route and/or festival layout
- ☐ Petition of signatures (if road closure is requested)
- ☐ Proof of Crowd Manager training & Public Safety Plan (if attendance is 1,000 or more)


Authorized Signature

6/24/2019
Date

All documents have been provided and this application is recommended for approval


Administrative Support Supervisor

7/11/2019
Date

This application has been approved.

Director of Parks & Recreation

Date

Total Anticipated Charges

Barricades: # 6
\$ \$30.00

Trash Collection: \$ _____

City Staff: # _____
\$ _____

Vendor Fees # _____
\$ _____

Park/Facility Rental: \$ _____

Total Due: \$ 30.00

- ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with: _____
- ☐ Approved by Department Date: _____ Staff Initials: _____
- ☐ Submitted for Board Approval Date: _____ Staff Initials: _____
- ☐ All Paperwork collected Date: _____ Staff Initials: _____
- ☐ All fees collected \$ _____ Date: _____ Staff Initials: _____

City Sponsored Event

☐ Yes ☐ No

Updated 6-3-2019



Back to School Jam

Write a description for your map.

Legend

- 907 Main St
- Back to School Jam
- Church

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution Calling for a Public Hearing to Close a Portion of Saint John Street

Date of Meeting: 7/23/2019	Ward # if applicable: Ward 2
Department: Public Works	Person Submitting Item: Matt Montanye
Call for Public Hearing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Public Hearing: 8/27/2019

Explanation of Item:	Attorney Brian Taylor, on behalf of James "Smoke" Boyd, has requested a portion of Saint John Street be permanently closed. Mr. Boyd currently owns all of the adjoining properties on both sides of the proposed closure. A public hearing will be held on August 27, 2019 to consider this request.
Actions Needed by Board:	Consider adopting resolution calling for public hearing.
Backup Attached:	Memo, resolution and area map

Is item time sensitive? ☐Yes ☒No

Will there be advocates/opponents at the meeting? ☐Yes ☒No

Cost of Agenda Item:

If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? ☐Yes ☐No

Additional Notes:



Public Works Department
P.O. Box 1129, 1004 S. Glenburnie Road
New Bern, N.C. 28563-1129
Phone: (252) 639-7501
Fax: (252) 636-1848

July 15, 2019

Memo to: Mayor and Board of Aldermen
From: Matt Montanye, Director of Public Works
Re: **Consider adopting resolution calling for a Public Hearing to close a portion of Saint John Street.**

Background Information:

Mr. Brian Taylor, with White and Allen P.A. has requested on behalf of James "Smoke" Boyd that a portion of Saint John Street, within the Pembroke neighborhood be closed in accordance with NCGS 160A-299. This section of Saint John Street is approximately 172 feet in length and is at the dead-end section of Saint John Street. Mr. James Boyd currently owns all of the adjoining properties on both sides of the proposed closure.

As a follow-up to this request all City Departments have reviewed the request and there were no concern regarding any of the City's infrastructure.

Recommendation:

The Public Works Department recommends and request that the Board consider adopting an resolution calling for a public hearing on August 27, 2019 to close a portion of Saint John Street in accordance with NCGS160A-311.

If you have any questions regarding this issue, please feel free to give me a call.

RESOLUTION

THAT WHEREAS, the Saint John Street in the City of New Bern is a city street located on the southern side of Hartford Avenue; and

WHEREAS, the Board of Aldermen of the City of New Bern has been requested to consider closing a portion of Saint John Street, beginning at a point one hundred feet (100') south of the intersection of Saint John Street with the southern right-of-way line of Hartford Street and extending to its terminus, as shown on the attached Exhibit A, and the Board deems it advisable to consider doing do.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

Section 1: That the Board of Aldermen will consider closing that portion of Saint John Street in the City of New Bern more fully described hereinabove, and does hereby declare its intent to do so.

Section 2: That a public hearing will be conducted by the Board of Aldermen of the City of New Bern at 6:00 p.m., or as soon thereafter as the matter may be reached, on August 27, 2019, in the City Hall Courtroom in said City on the question of closing that portion of Saint John Street beginning at a point one hundred feet (100') south of the intersection of Saint John Street with the southern right-of-way line of Hartford Street and extending to its terminus, as shown on the attached Exhibit A, in order that all interested parties may be given an opportunity to be heard.

Section 3: That pursuant to North Carolina General Statute § 160A-299(f), upon closing that portion of Saint John Street described herein, the Board of Aldermen will consider reserving an easement for any above ground or underground distribution line, device, system, or facility used in the provision of any public enterprise as defined in North Carolina General Statute §160A-311.

ADOPTED THIS 23rd DAY OF JULY, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



PROPOSED STREET CLOSING: Portion of Saint John Stree (2300 Block)

Beginning 100 feet south of Hartford Ave. and extending to its terminus



Area to be Closed

Imagery Early 2016



CITY of NEW BERN

Scale: 1 = 200 ft



AGENDA ITEM COVER SHEET

Agenda Item Title:

Resolution to Amend Classification Pay Plan For Fiscal Year 2019-2020

Date of Meeting: 7/23/2019	Ward # if applicable: N/A
Department: Administration	Person Submitting Item: Mark A. Stephens, City Manager
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Resolution to amend Classification Pay Plan to add the position of Deputy Chief of Police with a pay schedule grade of 27.
Actions Needed by Board:	Approve Resolution to amend Classification Pay Plan for Fiscal Year 2019-2020
Backup Attached:	Resolution to Amend Classification Pay Plan for Fiscal Year 2019-2020; Memo from Mark A. Stephens, City Manager

Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Aldermen

Robert V. Aster
Barbara J. Best
Jameesha S. Harris
Johnnie Ray Kinsey
Sabrina D. Bengel
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

TO: Mayor and Board of Aldermen
FROM: Mark A. Stephens, City Manager *[Signature]*
DATE: July 23, 2019 *7/10/19*
SUBJECT: **Approval of Amended Classification Pay Plan**

Background

On May 28, 2019, the Board of Aldermen adopted the Budget Ordinance for Fiscal Year 2019-20, which incorporated a Classification Pay Plan. After reviewing efficiencies and operational needs of the Police Department, I am recommending a Classification Pay Plan amendment. It is my recommendation that the Plan be amended to add the position of Deputy Chief of Police with a pay schedule grade of 27 (minimum - \$69,726, midpoint - \$91,603 and maximum of \$113,480).

Requested Action

It is recommended that the Board of Aldermen adopt the proposed Resolution to Amend the Classification Pay Plan for Fiscal Year 2019-20.

**RESOLUTION TO AMEND CLASSIFICATION PAY PLAN FOR
FISCAL YEAR 2019-2020**

THAT WHEREAS, pursuant to Code Section 54-40, the City Manager may recommend, and the Board of Aldermen may approve that certain classes of positions be added to the Classification Pay Plan for fiscal year 2019-2020; and

WHEREAS, the City Manager recommends that the Classification Pay Plan for fiscal year 2019-20 be amended to add the position of Deputy Chief of Police with a pay schedule grade of 27 (Minimum of \$69,726, Midpoint of \$91,603 and Maximum of \$113,480); and

WHEREAS, the Board of Aldermen desires to approve such recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

THAT the Classification Pay Plan for fiscal year 2019-2020 be and the same is hereby amended by adding the position of Deputy Chief of Police with a pay schedule grade of 27 (Minimum of \$69,726, Midpoint of \$91,603 and Maximum of \$113,480), a copy of which is attached hereto and incorporated herein by reference.

ADOPTED THIS 23rd DAY OF JULY, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

Grade	Title	Minimum	Midpoint	Maximum
1		19,610	25,763	31,915
2		20,591	27,051	33,511
3		21,620	28,404	35,186
4		22,701	29,824	36,946
5	Custodian	23,836	31,315	38,793
6	Lead Custodian Parks Worker	25,028	32,880	40,733
7	Accounting Clerk Hydrant/Meter Maintenance Worker I Inventory Control Clerk Office Assistant II Recreation Program/Athletic Assistant Senior Maintenance Worker Tree Trim Groundworker Utility Maintenance Worker I Utility Services Specialist	26,279	34,524	42,770
8	Billing Services Representative Enrichment Program Assistant Equipment Operator I Maintenance Construction Worker Payment Services Representative Police Service Technician Utility Service Technician	27,593	36,251	44,908

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

9	Bio-Solids Operator Customer Service Representative Electric Meter Technician Fire Trainee Hydrant/Meter Maintenance Worker II Irrigation Operator Lead Equipment Operator I Lead Maintenance Worker Office Assistant III Parks Maintenance Specialist Senior Billing Services Representative Tree Trimmer Trainee Utility Control System Operator Utility Maintenance Worker II Warehouse Assistant	28,973	38,063	47,153
10	Accounting Technician I Electric Groundworker Engineering Assistant Equipment Operator II Maintenance Technician Police Officer Trainee Police Service Technician (Animal Control) Police Service Technician (Property & Evidence) Senior Customer Service Representative Wastewater Treatment Plant Operator I Water Treatment Plant Operator I	30,422	39,966	49,511
11	Administrative Assistant Fire Specialist Human Resources Assistant Hydrant/Meter Maintenance Lead Worker Police Service Technician/Telecommunicator I Tree Trimmer Utility Maintenance Lead Worker	31,943	41,965	51,987

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

12	Auto Mechanic Fire Specialist I Laboratory Technician Lead Equipment Operator II Lead Maintenance Technician Parks Crew Leader Police Service Technician/Telecommunicator II Pump Station Mechanic Wastewater Treatment Plant Operator II Water Treatment Plant Operator II	33,540	44,063	54,586
13	Accounting Technician II Customer Relations Assistant Electric Line Worker 3rd Class Fire Specialist II Inflow and Infiltration Technician Load Management Systems Technician Payment Services Supervisor Police Service Technician/Telecommunicator III	35,217	46,266	57,315
14	Building Inspector I Electric Svc. Representative Fire Specialist III Human Resources Technician Lead Auto Mechanic Nuisance Abatement Officer Police Officer Substation Technician I Tree Trim Crew Leader Wastewater Treatment Plant Operator III Water Treatment Plant Operator III	36,978	48,579	60,181

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

15	Biosolids Supervisor Electric Line Worker 2nd Class Electrical Engineer Technician Electrician Facilities Maintenance Crew Supervisor GIS Technician Hydrant/Meter Crew Supervisor Pretreatment Coordinator Water/Sewer Crew Supervisor	38,826	51,008	63,190
16	Account Services Supervisor Athletic Coordinator Billing Services Supervisor Building and Grounds Maintenance Supervisor Building Inspector II Fire Inspector/Educator Fire Prevention Inspector Heavy Equipment Manager IT Technician Master Police Officer I Planner I Recreation Program Coordinator Special Programs & Events Coordinator Special Projects Coordinator Substation Technician II Wastewater Treatment Plant Oper. IV Water Treatment Plant Operator IV	40,768	53,559	66,349
17	Accountant Administrative Support Supervisor Civilian Unit Supervisor Electric Line Worker 1st Class Fire Engineer Master Police Officer II MPO Planner Treatment Plants Maint. Supervisor	42,806	56,236	69,667

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

18	Athletic Supervisor Building Inspector III Chief Treatment Plant Operator Deputy Fire Marshal Energy Management Specialist Facilities Maintenance Superintendent Facility Manager Field Service and Metering Supervisor Financial and Budget Analyst Fire Captain Laboratory Supervisor Master Police Officer III Planner II Project Coordinator Senior IT Technician Telemetry and Control Technician Water Facilities Maintenance Superintendent	44,946	59,048	73,150
19	Building and Grounds Maintenance Superintendent Business Assistant/Analyst City Clerk Community Development Coordinator Fiber Systems Technician Fleet Maintenance Superintendent IT Infrastructure Analyst IT Systems Analyst Parks Superintendent Police Sergeant Purchasing and Warehouse Manager Recreation Superintendent Safety Officer Stormwater Superintendent Waste Collection Superintendent Water/Sewer Construction Superintendent	47,194	62,001	76,808
20	Electric Line Crew Leader Planner III Senior Accountant	49,553	65,101	80,648

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

21	Chief Building Inspector Land & Community Development Administrator Metropolitan Planning Organization Administrator Public Information Officer	52,031	68,356	84,681
22	Fire Battalion Chief Fire Division Chief of Training Fire Marshal/Division Chief of Fire Prevention Police Lieutenant SCADA/Control Systems Supervisor Senior Financial and Budget Analyst Senior IT Analyst Staff Engineer Streets Superintendent Utility Maintenance Superintendent Wastewater Treatment Plant Manager Water Treatment Plant Manager	54,633	71,774	88,915
23	Assistant Director of Public Works Asst. Director of Human Resources City Planner Electric Substation Superintendent GIS Manager	57,364	75,362	93,360
24	Accounting Manager Community & Economic Development Manager Deputy Fire Chief/Operations Commander Police Captain Utility Business Office Manager	60,232	79,130	98,028
25	Electric Engineering Manager	63,244	83,087	102,929
26		66,406	87,241	108,076
27	Deputy Chief of Police Information Technology Manager	69,726	91,603	113,480

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

**Effective July 1, 2019
Amended 07/23/19**

28	Electric Distribution Superintendent	73,213	96,183	119,154
29	Transmission and Distribution Manager	76,873	100,992	125,111
30	Director of Human Resources Director of Parks & Recreation	80,717	106,042	131,367
31	City Engineer Fire Chief	84,753	111,344	137,935
32	Chief of Police Director of Development Services Director of Finance Director of Public Works Director of Utilities	88,991	116,911	144,832
33	Assistant City Manager	93,441	122,757	152,074

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution to Approve a License Agreement with The New Bern Area Improvements Association, Inc.

Date of Meeting: 7/23/2019	Ward # if applicable: Ward 1
Department: Administration	Person Submitting Item: Mark A. Stephens
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	A license agreement is proposed for the City's use of the Omega Center to offer recreational and other programs to citizens.
Actions Needed by Board:	Consider adopting a resolution approving a license agreement with The New Bern Area Improvements Association, Inc., which is the owner of the Omega Center
Backup Attached:	Memo, resolution and license agreement

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: \$85,000
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes: None

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memorandum

TO: Mayor and Governing Board
FROM: Mark Stephens, City Manager
DATE: July 16, 2019

A handwritten signature in black ink, appearing to read "M. Stephens", is written over the "FROM:" line of the memorandum.

SUBJECT: Resolution Approving License Agreement for Use of the Omega Center

Parks and Recreation offered several programs at Stanley White Recreation Center ("SWRC") prior to it sustaining damage during Hurricane Florence. As announced at the July 9, 2019 Board meeting, discussions have been held with the owner of the Omega Center about using their facility to host these programs. The Omega Center is situated in the same neighborhood as SWRC and, thus, would allow the programs to again be held in that area of the City. This would be convenient for the local residents who live within walking or biking distance.

The license agreement proposes a three-year term at a rate of \$85,000. The Omega Center shall provide all water, sewer and electric utilities, but the City will reimburse the cost of those utilities on a monthly basis at a sum equal to 57.14% of each utility bill. The Omega Center shall make specified improvements to the property and will perform all routine repairs and maintenance on the property. The City will be responsible for mowing and maintaining the grass and landscaping.

/beb

RESOLUTION

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That the License Agreement dated July 23, 2019 by and between The New Bern Area Improvements Association, Inc. and the City of New Bern, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute the same in duplicate originals for and on behalf of the City.

ADOPTED THIS 23rd DAY OF JULY, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

NORTH CAROLINA

CRAVEN COUNTY

LICENSE AGREEMENT

THIS LICENSE AGREEMENT ("License"), dated July 23, 2019, for convenience of reference, is made by and between the THE NEW BERN AREA IMPROVEMENTS ASSOCIATION, INC. ("Omega Center"), a North Carolina non-profit corporation, and the CITY OF NEW BERN ("City"), a North Carolina municipal corporation, collectively referred to as the "Parties."

WITNESSETH:

THAT WHEREAS, the Omega Center owns the real property located at 800 Cedar Street in the City of New Bern, said parcel being identified by Craven County Tax Parcel Number 8-007-316 ("Subject Property") and commonly referred to as the "Cedar Street Recreation Center" or the "Omega Center"; and

WHEREAS, the Omega Center has agreed that the City may license a portion of the Subject Property more specifically described herein as the "Premises" to provide public recreational services and other similar public activities, subject to the terms and conditions established herein; and

WHEREAS, the Parties have agreed upon the terms of a License and wish to reduce their agreement to writing.

NOW, THEREFORE, the Omega Center does hereby license unto said City, and said City does hereby accept as licensee of said Omega Center, the Premises, for the term and upon the conditions hereinafter set forth:

1. **INCORPORATION OF RECITALS.** The foregoing WHEREAS paragraphs are incorporated herein as part of the terms and conditions of this License.

2. **THE PREMISES.** In consideration of the obligation of the City to pay a license fee as herein provided and in consideration of the other terms, covenants, and conditions hereof, the Omega Center hereby licenses to the City, and the City hereby licenses from the Omega Center, those certain premises containing a commercial structure of approximately 13,177 square feet, along with on-site parking at the real property located at 800 Cedar Street in the City of New Bern (the "Premises"). The license granted herein is specifically limited to the days of Monday through Thursday (24 hours per day), with the exception of an adequate storage room which shall be provided by the Omega Center to the City at all times. By mutual agreement, the

Parties may modify the hours and/or days of the license from time to time, provided such agreement is reduced to writing which may be in the form of confirming emails. The Omega Center shall provide the City with keys to the Premises to facilitate the City's use of the Premises.

3. **LICENSE FEE.** As consideration for the license granted herein, the City agrees to pay the Omega Center the sum of Eighty-five Thousand Dollars (\$85,000) upon the Omega Center's execution of this License.

4. **OMEGA CENTER UPFITTING RESPONSIBILITIES.** The Omega Center, at its sole cost and expense, shall make certain improvements to the Premises as more specifically itemized on the attached Exhibit A, with such work to begin immediately. The Omega Center warrants that all work shall be in compliance with all federal, state and local environmental laws, ordinances, rules and regulations (including but not limited to the American with Disabilities Act and the Occupational Safety and Health Act of 1970). In the event of a dispute between the Omega Center and the City with respect to the work performed hereunder, and the Omega Center and the City cannot resolve the dispute, then the dispute shall be resolved by arbitration conducted in accordance with the North Carolina Uniform Arbitration Act.

5. **TERM.** The term of this License shall commence on September 1, 2019 and terminate on August 31, 2022, unless sooner terminated or extended in accordance with the terms hereof. The Parties, by written instrument, may agree to an extension of the license term prior to the termination of this License.

Notwithstanding the foregoing, the City may terminate this License at any time upon thirty (30) days' advance written notice to the Omega Center with no refund or proration of the License Fee.

6. **PERMITTED USES.** The City agrees to utilize the Premises to provide public recreational services and other similar public activities, and for no other purposes without the Omega Center's prior written consent.

7. **UTILITIES.** The Omega Center shall provide all utilities necessary to serve the Premises including water, sewer, and electric services. The City shall reimburse the Omega Center on a monthly basis a sum equal to 57.14% of each monthly utility bill.

8. **REPAIR AND MAINTENANCE.** The Omega Center shall perform all routine repairs and maintenance necessary to maintain the facilities, driveways and parking areas located

on the Subject Property. The City shall mow and maintain the grass and landscaping located on the Subject Property. The City shall also repair any damage to the Premises caused during its occupancy of the Premises.

9. **CARE OF PREMISES.** The Parties shall be solely responsible for cleaning the Premises after each Party's use of the Premises.

10. **ALTERATIONS AND IMPROVEMENTS.** The City shall make no alterations or improvements to the Premises other than those itemized on Exhibit A without the Omega Center's written consent. All said alterations or improvements to the Premises on Exhibit A shall be performed in a workmanlike manner.

11. **CASUALTY AND LIABILITY INSURANCE.** The Parties, at their respective sole cost and expense, shall maintain for the benefit of themselves and the other Party, general liability insurance protecting the Parties against any claim or claims for damage arising by reason of injury, death or damage occasioned in, upon or adjacent to the Premises, and products liability, such insurance to protect the Parties jointly and severally to the combined limit of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of any one (1) or more persons by the same accident or for damage to property of other persons. Each policy effecting such coverage shall designate each Party as additional insureds, and shall contain a clause that the insurer will not cancel or materially modify the insurance coverage without first giving the other Party a minimum of thirty (30) days' advance written notice. Further, each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina and reasonably approved by each Party, and a certificate of insurance shall be provided to each Party.

The Omega Center shall keep all improvements upon the property of which the Premises are a part insured to the extent of not less than One Hundred percent (100%) of the replacement cost thereof against loss or damage by fire, with extended coverage. Each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina

12. **DAMAGE OR DESTRUCTION.** In the event the Premises shall be totally or partially damaged or destroyed by fire, flood, act of God or other casualty, the duties, rights and obligations of the Parties shall be as follows:

- (a) If the Premises shall be damaged or destroyed so as to render the Premises untenable, the Omega Center shall use its insurance proceeds to immediately commence reconstruction of the Premises. During such construction period, the term of this License shall be suspended and shall resume upon completion of such construction.

Untenantable shall mean that the improvements upon property of which the Premises are a part shall be damaged or destroyed by fire, the elements, or other casualty to the extent of one-half (1/2) of the replacement cost thereof as determined by the final adjustment of the insurance claim related thereto.

(b) If the Premises are not rendered untenantable by such damage or destruction, this License shall remain in full force and effect and the Omega Center shall promptly commence the required repair or restoration using such insurance proceeds as are available and prosecute the work of repair to completion with reasonable speed and diligence. The City shall during any period of repair and restoration continue to operate on the Premises to the extent reasonably practical.

13. **DEFAULT.** If either Party shall fail to perform or comply with any of the agreements or covenants of this License and if such nonperformance shall continue for a period of ten (10) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the ten (10) day period, such party shall not in good faith have commenced performance within the ten (10) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this License.

14. **REMEDIES.** Upon the occurrence of any default, each party shall have all of the rights and remedies that are available under the laws of the State of North Carolina, including, but not limited to the termination of this License.

15. **QUIET POSSESSION.** The Omega Center agrees that the City shall, upon paying the consideration and performing the covenants of this License, quietly have, hold and enjoy the Premises during its periods of occupancy over the term of this License.

16. **SURRENDER OF POSSESSION.** Upon expiration of the term of this License, the City shall surrender the Premises to the Omega Center in as good condition as the same are at the beginning of the license term, reasonable wear and tear and casualty excepted.

17. **NOTICES.** All notices required to be given with respect to any matter pertaining to this License shall be sent by certified mail, return receipt requested, or other nationally recognized overnight courier and shall be deemed delivered upon receipt or refusal if addressed to the City or to the Omega Center at the following addresses:

Licensee

City of New Bern
Attn: Director of Public Works
P.O. Box 1129
New Bern, N.C. 28560

Licensor

The New Bern Area Improvements Association, Inc.
Attn: Kurtis Stewart, President
800 Cedar Street
New Bern, N.C. 28560

Either Party may change the address to which notices are to be sent to them by giving written notice of such change of address to the other party as herein provided.

18. **INDEMNIFICATION/LIMITATION OF LIABILITY.** To the extent allowed by law, and as limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of the City, its officers, public officials, agents, contractors, or employees, the City shall indemnify the Omega Center and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, or the occupancy or use by the City of the Premises, unless the same is caused by the negligence or willful misconduct of the Omega Center. To the extent allowed by law, and as limited by all state and federal laws, and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of the Omega Center, its officers, agents, contractors, or employees, the Omega Center shall indemnify the City and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, unless the same is caused by the negligence or willful misconduct of the City.

19. **ENTIRE AGREEMENT.** This License contains the entire agreement between the Parties with respect to the Premises, and cannot be changed or terminated except by written instrument subsequently executed by the parties hereto.

20. **BINDING EFFECT.** All the terms and conditions of this License shall be binding upon and shall apply and inure to the benefit of the parties hereto.

21. **CONSTRUCTION OF LICENSE.** In construing and interpreting this License, the following rules shall apply:

(a) This License shall be construed with equal weight for the rights of both parties, the terms hereof having been determined by fair negotiations with due consideration for the rights and requirements of both parties.

(b) Pronouns used in this License importing any specific gender shall be interpreted to refer to corporations, partnerships, men and women, as the identity of the parties hereto, or the parties herein referred to, may require.

(c) Pronouns, verbs and/or other words used in this License importing the singular number shall be interpreted as plural, and plural words as singular, as the identity of the parties hereto, or the parties or objects herein referred to, may require.

(d) Paragraph headings appearing in this License are for purposes of easy reference and shall be considered a part of this License and shall in no way modify, amend, or affect the provisions thereof.

22. GOVERNING LAW. This License shall be construed and interpreted in accordance with the laws of the State of North Carolina.

IN TESTIMONY WHEREOF, the City has caused this instrument to be executed as its act and deed by the Mayor, and its corporate seal to be hereunto affixed, and attested by its City Clerk, all by the authority of its Board of Aldermen; and the President of The New Bern Area Improvements Association, Inc. has executed or caused this document to be duly executed, all as of the day and year first above written.

LICENSEE:

CITY OF NEW BERN

By: _____
DANA E. OUTLAW, MAYOR

ATTEST:

BRENDA E. BLANCO, CITY CLERK

(CORPORATE SEAL)

LICENSOR:

**THE NEW BERN AREA IMPROVEMENTS
ASSOCIATION, INC.**

By: _____
KURTIS STEWART, PRESIDENT

[SEAL]

NORTH CAROLINA
_____ COUNTY

I, _____, a notary public in and for said county and state, do hereby certify that on the ____ day of July, 2019, 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 of 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 notarial seal, this the ____ day of July, 2019.

NOTARY PUBLIC

My Commission Expires:

NORTH CAROLINA
_____ COUNTY

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: KURTIS STEWART.

Date: _____

Signature of Notary Public

Notary's printed or typed name

My commission expires: _____

Exhibit A

City Improvements to the Premises

1. Refurbish Main Floor and Stage
2. Cemented Floor in Main Room – Mortar and Paint
3. Paint and Seal Roof
4. Men's Bathroom Partitions, Stalls, Fixtures, etc.
5. Women's Bathroom Partitions, Stalls, Fixtures, etc.
6. Parking Lot
7. Interior Doors
8. Replace Front Windows
9. Bathroom Entrance Way
10. Landscaping – Minor work around building
11. Bat Remediation – Seal building and remove bats

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution in Support of Installation of Split Side-Street Signal Phasing at the Intersection of US Highway 70 East and Thurman Road

Date of Meeting: 7/23/2019	Ward # if applicable: Ward 3 area
Department: Administration	Person Submitting Item: Mark Stephens
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Resolution indicating support of signal changes at the US Highway 70E and Thurman Road to enhance public safety
Actions Needed by Board:	Consider adopting resolution
Backup Attached:	Memo and resolution

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: N/A
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memorandum

TO: Mayor and Governing Board

FROM: Mark Stephens, City Manager

DATE: July 16, 2019

SUBJECT: Split Side-Street Signal Phasing at Highway 70E and Thurman Road

As mentioned at the last meeting, Alderman Aster has been involved in conversations with Craven County Commissioner Denny Bucher regarding safety concerns at the intersection of Highway 70E and Thurman Road. This is a very busy intersection which has been the scene of several vehicular accidents. It is suggested that a resolution be adopted to indicate the City's support of NCDOT installing a split side-street signal at this site. Notably, Craven County adopted a similar resolution of support at their meeting on July 15, 2019.

/beb

**RESOLUTION SUPPORTING THE INTENT OF THE
NC DEPARTMENT OF TRANSPORTATION TO INSTALL
SPLIT SIDE-STREET SIGNAL PHASING AT THE
INTERSECTION OF US HIGHWAY 70 EAST AND THURMAN ROAD**

THAT WHEREAS, the City of New Bern Board of Aldermen is a local governing body with areas of jurisdiction at or adjacent to the above-referenced proposed targeted location of US Highway 70 East and Thurman Road; and

WHEREAS, the proposed targeted location for the installation of split side-street signal phasing at US Highway 70 East and Thurman Road will improve highway safety; and

WHEREAS, the proposed targeted location is entirely within the right-of-way of US Highway 70 East and Thurman Road and is owned and maintained by the State of North Carolina; and

WHEREAS, the City of New Bern Board of Aldermen is well aware of the need for efficient and safe traffic movements for the protection of its citizens and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT:

1. Support is expressed for the NC Department of Transportation to install split side-street signal phasing at the intersection of US Highway 70 East and Thurman Road, and the Governing Board understands that such signal phasing may cause delays for vehicles entering onto US Highway 70, but it will help to create safer traffic movement at this intersection; and

2. A copy of this resolution shall be forwarded to the Division Office of the NC Department of Transportation.

ADOPTED THIS 23RD DAY OF JULY, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

Annual Settlement of 2018 Real & Personal Tax Collections

Date of Meeting 7/23/19

Ward # if applicable N/A

Department Finance

Person Submitting Item: JR Sabatelli, CPA Director of Finance

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

State statutes (G.S. §105-373) require that the tax collector provide the Board of Aldermen with an annual settlement of property taxes. Pursuant to G.S. § 105-373, it is requested that the Board accept and enter into the minutes the enclosed settlement statements submitted by Ronald Antry, Craven County Tax Administrator.

Actions Needed by Board:

Accept the annual tax settlement of the 2018 tax levy.

Is item time sensitive? ☐ Yes ☒ No

Will there be advocates/opponents at the meeting? ☐ Yes ☒ No

Backup Attached:

Memo and tax settlement memos from Ron Antry, Craven County Tax Collector.

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : ☐ Yes ☐ No

Additional notes:



TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: Joseph R. Sabatelli, CPA - Director of Finance

DATE: July 11, 2019

RE: Annual Settlement of 2018 Real & Personal Property Tax Collections

Background

State statutes (G.S. §105-373) require that the tax collector provide the Board of Aldermen with an annual settlement of property taxes. Pursuant to G.S. § 105-373, it is requested that the Board accept and enter into the minutes the enclosed settlement statements submitted by Ronald Antry, Craven County Tax Administrator. The city wide collection rate for the 2018 taxes was 99.28%, leaving a remaining balance of \$96,219.16 of the \$13,334,949.79 levied. The collection rate for the MSD was 99.81% of the \$195,596.51 levied.

Requested Action

It is recommended that the Board accept the annual tax settlement of the 2018 tax levy at its July 23, 2019 meeting.

***Tax Administrator
Craven County***



Listing (252) 636-6604
Collections (252) 636-6605
Fax (252) 636-2569
E-mail tax@cravencountync.gov

Ronald V. Antry
Tax Administrator

July 1, 2019

Mr. Joseph R. Sabatelli, Finance Officer
City of New Bern
PO Box 1129
New Bern NC 28563-1129

Dear Mr. Sabatelli:

I am pleased to present the settlement of the City of New Bern tax collections for tax year 2018. This date corresponds to the city's 2018-2019 fiscal year.

2018 Tax Levy (Per Scroll)	\$ 13,388,022.10
Additions	581.12
Releases	<53,334.83>
Adjustments	-0-
Write-Offs	<318.60>
Total 2018 Amended Tax Levy	\$ 13,334,949.79
Collections as of June 30, 2019	\$ 13,238,730.63
Delinquent 2018 Taxes	96,219.16
Percent Collected	99.28

The net taxable valuation of all property excluding registered motor vehicles within the town corrected through June 30, 2019 is \$2,895,026,457. If I can provide to you anything further, please call on me.

Respectfully submitted,

A handwritten signature in black ink that reads "Ronald V. Antry".

Ronald V. Antry
Craven County Tax Administrator



226 Pollock St
PO Box 1128 New Bern, North Carolina 28563-1128

***Tax Administrator
Craven County***



Ronald V. Antry
Tax Administrator

Listing (252) 636-6604
Collections (252) 636-6605
Fax (252) 636-2569
E-mail tax@cravencountync.gov

July 1, 2019

Mr. Joseph R. Sabatelli, Finance Officer
City of New Bern
PO Box 1129
New Bern NC 28563-1129

Dear Mr. Sabatelli:

I am pleased to present the settlement of the City of New Bern Municipal Service District tax collections for tax year 2018. This date corresponds to the city's 2018-2019 fiscal year.

	Real and Other Personal Property
2018 Tax Levy (Per Scroll)	\$ 195,982.07
Additions	-0-
Releases	-0-
Adjustments	-0-
Write-Offs	<4.32>
Total 2018 Amended Tax Levy	\$ 195,977.75
Collections as of June 30, 2019	\$ 195,596.51
Delinquent 2018 Taxes	381.24
Percent Collected	99.81

The net taxable valuation of all property excluding registered motor vehicles within the New Bern Municipal Service District corrected through June 30, 2019 is \$142,532,192. If I can provide to you anything further, please call on me.

Respectfully submitted,

A handwritten signature in black ink that reads "Ronald V. Antry".

Ronald V. Antry
Craven County Tax Administrator



226 Pollock St
PO Box 1128 New Bern, North Carolina 28563-1128

AGENDA ITEM COVER SHEET

Agenda Item Title:

Ordinance to amend Section 66-85 "Definitions" of Chapter 66 "Streets, Sidewalks and Other Public Places" of the Code of Ordinances

Date of Meeting: 7/23/2019	Ward # if applicable:
Department: City Attorney	Person Submitting Item: Scott Davis
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Ordinance amending the definition of City-sponsored events to change the date back for Duffest
Actions Needed by Board:	Adopt Ordinance
Backup Attached:	Ordinance

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: N/A
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memorandum

TO: Mayor and Governing Board

FROM: Mark Stephens, City Manager

DATE: July 16, 2019

SUBJECT: Ordinance Amending Section 66-85 "Definitions" of Chapter 66 "Streets, Sidewalks and Other Public Places"

On May 14, 2019, the Board adopted an ordinance amending Section 66-85 regarding city-sponsored events after receiving a request to move the 2019 Duffest from May to June. This was a one-time request, after which the desire was to restore the event to its normal month of May. Now that the 2019 event has been held, the ordinance again needs to be amended to reverse the change in month.

The Board previously questioned why the ordinance specifies the months in which events will be held. This language was included to ensure that all city-sponsored events are spread out over the course of the year. Otherwise, several events could be scheduled in the same month or over the same span of time; thus, putting a strain on staff and City resources.

/beb

**AN ORDINANCE TO AMEND SECTION 66-85 “DEFINITIONS” OF CHAPTER 66
“STREETS, SIDEWALKS AND OTHER PUBLIC PLACES” OF THE CODE OF
ORDINANCES OF THE CITY OF NEW BERN**

THAT WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends that an amendment be made to Section 66-85 “Definitions” of Chapter 66 “Streets, Sidewalks and Other Public Places” of the Code of Ordinances of the City of New Bern; and

WHEREAS, the Board of Aldermen of the City of New Bern deems it advisable and in the public interest to effect said revision to Section 66-85 “Definitions” of Chapter 66 “Streets, Sidewalks and Other Public Places” of the Code of Ordinances of the City of New Bern.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

SECTION 1. That Section 66-85 “Definitions” of Chapter 66 “Streets, Sidewalks and Other Public Places” of the Code of Ordinances of the City of New Bern be and the same is hereby amended by deleting the definition of *City-sponsored event* and inserting in its stead the following:

“City-sponsored event means the following events:

<u>Name of Event</u>	<u>Month of Event</u>
Beary Merry Christmas	November-December
Christmas Parade	December
City’s New Year’s Eve Celebration	December
Martin Luther King, Jr. Parade	January
Shriners Parade	January
Neuse River Senior Games	April
Duffest	May
Antique Car Show	May
Twin Rivers YMCA 5K & 10K	May
Neuse River Days	June
Vision Forward	August
MS Bike Tour	September
Crop Walk	October
MumFest	October
Bridge Run	March
Ghost Walk	October
Library Book Sale (2 times per year)	March/October

National Night Out	August
Relay for Life	April
George Washington's Southern Tour	April"

SECTION 2. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS 23rd DAY OF JULY, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



NEW BERN

CITY OF NEW BERN

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Memorandum

TO: Alderman Johnnie Ray Kinsey
FROM: Brenda Blanco, City Clerk *PEB*
DATE: March 15, 2019
SUBJECT: Appointment to Board of Adjustment

On November 13, 2018, you appointed Anne Schout to an alternate seat on the Board of Adjustment. Mrs. Schout has tendered a resignation effective March 1, 2019. You are requested to appoint someone to fill the remainder of her seat, which will expire on November 12, 2021.

/beb

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

MEMO TO: Alderman Johnnie Ray Kinsey
FROM: Brenda Blanco, City Clerk *BE B*
DATE: May 31, 2019
SUBJECT: Appointment to Police Civil Service Board

Craig Badder's term on the Police Civil Service Board will expire on June 30, 2019. Members of this Board are not eligible to serve more than one consecutive term. For that reason, Mr. Badder is not eligible for reappointment. You are asked to make a new appointment to fill this seat for a two-year term.

When considering an appointee, please bear in mind the Civil Service Board does not have regularly-scheduled meetings as do most other City Boards and Commissions. Instead, meetings are on an as-needed basis and are almost always held during normal working hours of 8 a.m. to 5 p.m. For this reason, it is prudent for an appointee to have a flexible schedule that would permit attending hearings that are not only conducted during the day, but also are scheduled on relatively short notice and often last all day and possibly two to three days.

Additionally, the City's charter provides members shall be appointed based upon relevant professional experience. Appointees cannot be a member of the Board of Aldermen, an elected officer, a member or employee of the Police Department or a person who has served as a volunteer in the Police Department within the previous 36 months, or an employee of the City. Appointees shall be a qualified voter in the City's municipal election.

/beb

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

TO: Alderman Robert Aster

FROM: Bradleigh Sceviour
Land & Community Development Administrator

DATE: June 21st 2019

SUBJECT: Board of Adjustment Appointment.

Mr. Peter Walker resigned from the Board of Adjustment and his seat will need to be filled. You are requested to nominate an appointment to fill this seat on the Board of Adjustment.

The Board of Adjustment is a quasi-judicial body acting independently from the Board of Aldermen. Board membership is composed of 10 regular and 3 alternate members. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings on the last Monday night of each month. The Board's major responsibilities are the granting of variances, appeals and special use permits. Members must have the ability to read and understand complex land ownership and development issues.

To nominate a citizen of your choosing, please provide the contact information to the City Clerk for inclusion on the Board's next meeting agenda. If you have questions or need additional information, please contact me at 639-7582.

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

TO: Alderman Barbara J. Best

FROM: Bradleigh Sceviour
Land & Community Development Administrator

DATE: June 21st 2019

SUBJECT: Board of Adjustment Appointment.

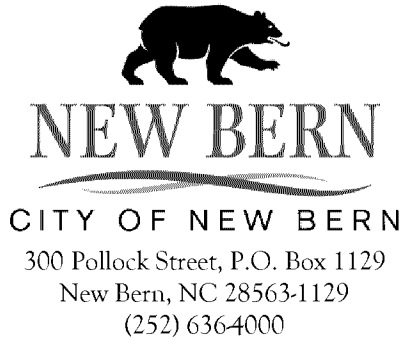
Mr. Steve Strickland resigned from the Board of Adjustment and his seat will need to be filled. You are requested to nominate an appointment to fill this seat on the Board of Adjustment.

The Board of Adjustment is a quasi-judicial body acting independently from the Board of Aldermen. Board membership is composed of 10 regular and 3 alternate members. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings on the last Monday night of each month. The Board's major responsibilities are the granting of variances, appeals and special use permits. Members must have the ability to read and understand complex land ownership and development issues.

To nominate a citizen of your choosing, please provide the contact information to the City Clerk for inclusion on the Board's next meeting agenda. If you have questions or need additional information, please contact me at 639-7582.

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

MEMORANDUM

TO: Alderman Johnnie Ray Kinsey

FROM: Brenda Blanco, City Clerk

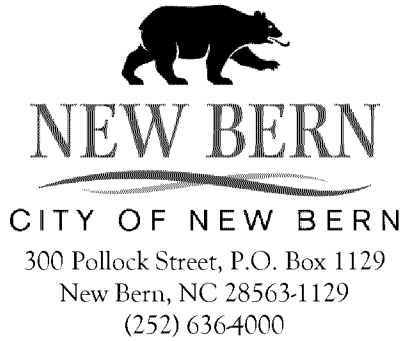
DATE: July 12, 2019

SUBJECT: Appointment to Firemen's Museum Board

Juleon Dove has resigned from his seat on the Friends of the Firemen's Museum Board, and you are asked to make an appointment to fill this vacancy. The new appointee will serve out the remainder of Mr. Dove's term, which expires on April 22, 2020. Betty Blythe has expressed an interest in serving in this capacity.

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

MEMORANDUM

TO: Alderwoman Jameesha Harris

FROM: Brenda Blanco, City Clerk

DATE: July 12, 2019

SUBJECT: Appointment to Planning and Zoning

At the July 9, 2019 meeting, you appointed Barbara Sampson to the Planning and Zoning Board to fill Carol Williams' expired seat. Ms. Sampson has respectfully declined the appointment, expressing a desire to instead serve on the Board of Adjustment. Thus, you are asked to make a new appointment to the Planning and Zoning Board.



Yearly Municipal Appointment

Please use this form to appoint or reappoint a representative from your municipality to actively serve on the Eastern Carolina Council General Membership Board. You may submit this form via email (eccadmin@eccog.org), fax (252-638-3187), or mail (P.O. Box 1717, New Bern, NC 28563-1717). For questions or concerns please contact Leighann Morgan, Administrative Assistant, at 252-638-3185 ext. 3001 or eccadmin@eccog.org. Please complete this form and convey it to us ASAP so that we may extend an invitation to this individual to attend our next meeting.

Municipality: City of New Bern

We here do appoint _____ to serve on the
(Name of Appointment)
Eastern Carolina Council General Membership Board.

Contact information:

Title: _____
Mailing Address: _____
City and Zip: _____
Home Phone: _____
Cell Phone: _____
Email: _____

Date Signature Title