

**CITY OF NEW BERN  
BOARD OF ALDERMEN MEETING  
FEBRUARY 08, 2022 – 6:00 P.M.  
CITY HALL COURTROOM  
300 POLLOCK STREET**

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.

Consent Agenda

4. Consider Adopting a Resolution to Close Specific Streets for the First Capital Antique Automobile Car Show.
5. Consider Adopting a Resolution to Close Specific Streets for the Neuse River Bridge Run.
6. Consider Adopting a Resolution to Close the 1000 Block of Queen Street for the New Bern Autism Awareness 5k Walk/Run.
7. Consider Adopting a Resolution to Call for a Public Hearing to Annex 3436 Old Airport Road.
8. Approve Minutes.

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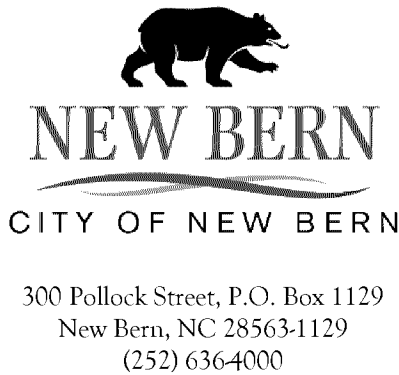
9. Presentation of Cost Estimates to Construct Roads and Install Utilities on Unimproved Rights of Way in Pembroke.
10. Consider Adopting a Resolution Approving a Water and Sewer Use Agreement for 3436 Old Airport Road.
11. Consider Adopting a Resolution Approving a Memorandum of Understanding with New Bern Historic, LLC.
12. Consider Adopting a Resolution to Amend the Classification Pay Plan for Fiscal Year 2021-22 to Add Executive Director of Redevelopment Commission.
13. Consider Adopting a Budget Ordinance Amendment for FY21-22.
14. Update on Sidewalks.
15. Appointment(s).

16. Attorney's Report.
17. City Manager's Report.
18. New Business.
19. Closed Session.
20. 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

**Foster Hughes**  
City Manager  
**Brenda E. Blanco**  
City Clerk  
**Kimberly A Ostrom**  
Director of Finance

**Memo to: Mayor and Board of Aldermen**

**From: Foster Hughes, City Manager**

**Date: February 04, 2022**

**Re: February 08, 2022 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 to Close Specific Streets for the First Capital Antique Automobile Car Show.**

(Ward 1) On behalf of the First Capital Chapter of the Antique Automobile Club of America, Michael Wilson has requested the 200-300 blocks of Middle Street, the 300-400 blocks of Pollock Street, and the 300 block of Craven Street be closed to vehicular traffic from 4:30 a.m. until 3:30 p.m. on May 14, 2022 for an annual car show. A memo from Kari Warren, Interim Director of Parks and Recreation, is enclosed along with a copy of the event application and a map of the route.

**5. Consider Adopting a Resolution to Close Specific Streets for the Neuse River Bridge Run.**

(Ward 1) Gary Kenefick, event organizer, has requested to close the 200 blocks of East Front and South Front Streets from 4 a.m. until 1 p.m. on April 09, 2022 for the Neuse River Bridge Run. Additionally, he has sought the use of Union Point Park on April 08, 2022 from 12 p.m. until 9 p.m. for the Super Kids Fun Run. The Interim Director of Parks and Recreation has authorized the closure of the park for the kids' event. A memo from Mrs. Warren, a copy of the event application, and maps of the route are enclosed.

**6. Consider Adopting a Resolution to Close the 1000 Block of Queen Street for the New Bern Autism Awareness 5k Walk/Run.**

(Ward 1) Emilio Davis with Davis Distributor, LLC, in partnership with Garden of Edins, Inc., has requested that the 1000 block of Queen Street be closed to vehicular traffic from 7 a.m. until 5 p.m. for a New Bern Autism Awareness 5k Run/Walk event on April 23, 2022. A rain date of April 30, 2022 has been requested. The event application, maps of the involved areas, and a memo from Mrs. Warren are attached.

**7. Consider Adopting a Resolution to Call for a Public Hearing to Annex 3436 Old Airport Road.**

Eddie and Iris Teachey have requested the annexation of property at 3436 Old Airport Road Road, further known as Tax Parcel ID 7-105-020. The property is a 1.02-acre parcel in Township 7. It is requested a public hearing be set for February 22, 2022, to receive comments and consider the request. A memo from Brenda Blanco, City Clerk, is attached along with a copy of the petition for annexation.

**8. Approve Minutes.**

Minutes from the January 25, 2022 ARP workshop and regular meeting are provided for review and approval.

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**9. Presentation of Cost Estimates to Construct Roads and Install Utilities on Unimproved Rights of Way in Pembroke.**

(Ward 2) As requested by Alderwoman Harris, this presentation will review the 2.37 miles of unimproved rights of way in the Pembroke community. The estimated costs associated with design and construction of a 22' wide asphalt road is \$9,700,000, which does not include land acquisitions, relocation of existing utilities, or costs associated with wetlands and regulated drainage ways. The presentation will review concerns with making improvements, such as drainage issues, encroachment of existing residential structures and outbuildings, etc. A memo from George Chiles, Public Works Staff Engineer, is attached along with the presentation.

**10. Consider Adopting a Resolution Approving a Water and Sewer Use Agreement for 3436 Old Airport Road.**

The owners of 3436 Old Airport Road propose to build a single-family residence on the property, which is currently outside of New Bern's municipal city limits. The development will have a calculated average daily sewer demand of 360 gallons per day. To facilitate the development, a standard water and sewer service connection can be provided to the property without the need for main extensions. Section 74-74 of the Code of Ordinances requires the property owners to enter into a written agreement with the City for water and sewer use. A memo from Jordan Hughes, City Engineer, is attached.

**11. Consider Adopting a Resolution Approving a Memorandum of Understanding with New Bern Historic, LLC.**

The proposed Memorandum of Understanding ("MOU") indicates the City's willingness to work on economic development incentives that will promote the plans of New Bern Historic to develop three commercial areas in downtown New Bern.

**12. Consider Adopting a Resolution to Amend the Classification Pay Plan for Fiscal Year 2021-22 to Add Executive Director of Redevelopment Commission.**

After reviewing efficiencies and operational needs relative to the Redevelopment Commission, a desire was identified for a new position that would focus on fulfilling the needs of the Commission. It is recommended the Pay Plan be amended to add the position of Executive Director of Redevelopment Commission at a pay grade of 27, which is a minimum salary of \$71,763, midpoint salary of \$94,279 and maximum of \$116,795.

**13. Consider Adopting a Budget Ordinance Amendment for FY21-22.**

This budget amendment appropriates \$60,000 from the General Fund for the new position of Executive Director as referenced in the previous item and \$6,500 for

CradlePoint and antenna installation in nine Fire vehicles. The MSD Fund will appropriate \$30,000 for a survey, trash receptacles, and parking lot signs. A memo from Kim Ostrom, Director of Finance, is attached.

**14. Update on Sidewalks.**

(Wards 1 and 2) As requested by the Board, this update will identify the proposed sidewalk projects to be performed in FY21-22 utilizing the \$250,000 designated for such improvements. Bids will be sought in the spring with work commencing shortly thereafter. A memo from Al Cablay, Director of Public Works, is attached along with maps showing the areas of planned improvements.

**15. Appointment(s).**

**16. Attorney's Report.**

**17. City Manager's Report.**

**18. New Business.**

**19. Closed Session.**

**20. Adjourn.**

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

## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to close streets for First Capital Antique Automobile Club of America Car Show.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> Ward 1
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Interim Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	First Capital Antique Automobile Club of America has made a request to close the 200-300 blocks of Middle Street, the 300-400 blocks of Pollock Street, and the 300 block of Craven Street to vehicular traffic for the First Capital Antique Automobile Club of America Car Show on May 14, 2022, from 4:30 a.m. until 3:30 p.m.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Application – 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 been 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

Kari Warren, CPRP  
Interim Director of Parks & Recreation



Dana E. Outlaw  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk

Memo To: Mayor and Board of Aldermen  
From: Kari Warren, CPRP *KW*  
Interim Director of Parks and Recreation  
Re: First Capital Antique Automobile Club of America Car Show.

**Background Information:**

First Capital Antique Automobile Club of America has made a request to close the 200-300 blocks of Middle Street, the 300-400 blocks of Pollock Street, and the 300 block of Craven Street to vehicular traffic for the First Capital Antique Automobile Club of America Car Show on May 14, 2022, from 4:30 a.m. until 3:30 p.m. If the car show is cancelled due to inclement weather, it will not be rescheduled per the event organizer.

**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 call.

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

## **RESOLUTION**

THAT WHEREAS, First Capital Antique Automobile Club of America has scheduled its annual car show and requested that the 200-300 blocks of Middle Street, the 300-400 blocks of Pollock Street, and the 300 block of Craven Street be closed to vehicular traffic from 4:30 a.m. until 3:30 p.m. on Saturday, May 14, 2022; and

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

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

That the 200-300 blocks of Middle Street, the 300-400 blocks of Pollock Street, and the 300 block of Craven Street be closed to vehicular traffic from 4:30 a.m. until 3:30 p.m. on May 14, 2022, for the First Capital Antique Automobile Club of America annual Car Show.

ADOPTED THIS 8<sup>TH</sup> DAY OF FEBRUARY 2022.

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DANA E. OUTLAW, MAYOR

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BRENDA E. BLANCO, CITY CLERK

RECEIVED

DEC 06 2021

BY: ND

CITY OF NEW BERN

Saturday, May 14th  
4:30 AM - 3:30 PM  
Street Closure

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: CAR SHOW  
Organization Name: 1st CAPITAL CHAPTER AACA  
Responsible Contact: MICHAEL WILSON  
Address: 3907 SIENNA TRAIL  
City: NEW BERN State: NC Zip code: 28562  
Phone: 252-571-5635 Alternate Phone: 252-631-3145  
Email: MIKEWILSON1940@MSN.COM

Type of Event: ☐ Demonstration ☐ Festival ☐ Parade  
Date of Event: 5/14/2022 Proposed Rain Date: —  
Event Set up time: 4:30 AM Event Tear Down Completed Time: 3:30  
Event Start Time: 10:00 Event End Time: 3:00

What is the specific location and/or route of the proposed event? (Attach additional information if needed)  
POLLOCK ST., MIDDLE ST. CRAVEN ST.

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)  
ANTIQUE CAR SHOW

Estimated attendance: 225; 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](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 # — Sizes — 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:

POLLOCK FROM HANCOCK TO CRAVEN

MIDDLE FROM BROAD TO S. FRONT ST

CRAVEN FROM POLLOCK TO BROAD ST

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

Date

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

Administrative Support Supervisor

Date

This application has been approved.

Director of Parks & Recreation

Date

#### Total Anticipated Charges

Barricades: # \_\_\_\_\_

\$ \_\_\_\_\_

Trash Collection: \_\_\_\_\_

\$ \_\_\_\_\_

City Staff: # \_\_\_\_\_

\$ \_\_\_\_\_

Vendor Fees # \_\_\_\_\_

\$ \_\_\_\_\_

Park/Facility Rental: \_\_\_\_\_

\$ \_\_\_\_\_

Total Due: \$ 0

☒ 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





# Craven County GIS

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on January 24, 2022 at 1:05:04 PM

1 inch = 351 feet





## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to close streets for the Neuse River Bridge Run.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> Ward 1
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Interim Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	The event organizer has made a request to close the 200 block of East Front Street and the 200 block of South Front Street to vehicle traffic for the Neuse River Bridge Run from 4:00 a.m. until 1:00 p.m. on April 9, 2022, and the "SuperKids Fun Run" will take place at Union Point Park on Friday, April 8, 2022, from 12:00 p.m. until 9:00 p.m.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Application – Maps – Road Closure Notification

**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 been 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

Kari Warren CPRP  
Interim Director of Parks & Recreation



Dana E. Outlaw  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk

Memo To: Mayor and Board of Aldermen  
From: Kari Warren, CPRP *KW*  
Interim Director of Parks and Recreation  
Re: Neuse River Bridge Run

**Background Information:**

The event organizer, has made a request to close the 200 block of East Front Street and the 200 block of South Front Street to vehicle traffic for the Neuse River Bridge Run from 4:00 a.m. until 1:00 p.m. on April 9, 2022, and the "SuperKids Fun Run" will take place at Union Point Park on Friday, April 8, 2022, from 12:00 p.m. until 9:00 p.m.

**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 call.

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

## **RESOLUTION**

THAT WHEREAS, the event organizer has requested Union Point Park be closed to vehicular traffic on Friday, April 8, 2022, from 12:00 p.m. until 9:00 p.m. for the Neuse River Bridge "SuperKids Fun Run", and the Interim Director of Parks and Recreation has approved this request; and

WHEREAS, the organizer also requested the closure of the 200 block of East Front Street and the 200 block of South Front Street from 4:00 a.m. until 1:00 p.m. on Saturday, April 9, 2022, for the Neuse River Bridge Run; and

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

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

That the 200 block of East Front Street and the 200 block of South Front Street be closed on Saturday, April 9, 2022, from 4:00 a.m. until 1:00 p.m. for the Neuse River Bridge Run.

ADOPTED THIS 8<sup>th</sup> DAY OF FEBRUARY 2022.

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DANA E. OUTLAW, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

RECEIVED

JAN 05 2022

BY: ND

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: Neuse River Bridge Run

Organization Name: Neuse River Bridge Run

Responsible Contact: Gary Kenefick

Address: 1879 Brices Creek Road

City: New Bern State: NC Zip code: 28562

Phone: 252-617-8705

Alternate Phone: \_\_\_\_\_

Email: CTKid1948@yahoo.com

Type of Event:

☐ Demonstration

☒ Festival

☐ Parade

Date of Event: April 8-9, 2022

Proposed Rain Date: n/a

Event Set up time: 4/8- 12 pm; 4/9 4 am

Event Tear Down Completed Time: 4/8 9 pm; 4/9 1 pm

Event Start Time: 4/8 4 pm; 4/9 7 am

Event End Time: 4/8 9 pm; 4/9 1 pm

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

Route maps are provided

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 Neuse River bridge Run is a fund raising event which generates revenue for 7 non-profit organizations in our communities

Estimated attendance: 500; Attendance not to exceed: 800

\*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](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 # 0 Sizes 0 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.

4/8/22  
Friday  
Kids  
Run  
12noon  
9pm  
Sun  
1pm-9pm

April 9/22  
Sat. Run  
4am  
1pm

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: East Front Street, South Front Street

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. NCDOT Form is being submitted

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

Date

1/5/2022

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

Administrative Support Supervisor

Date

This application has been approved.

Hari Warren  
Director of Parks & Recreation

Date

1-24-2022

#### Total Anticipated Charges

Barricades: # 6  
\$ \_\_\_\_\_

Trash Collection: \$ \_\_\_\_\_

City Staff: # \_\_\_\_\_  
\$ \_\_\_\_\_

Vendor Fees # \_\_\_\_\_  
\$ \_\_\_\_\_

Park/Facility Rental: \$ \_\_\_\_\_

Total Due: \$ 0

- ☐ 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



## **ROAD CLOSURE NOTIFICATION**

On April 9<sup>th</sup>, 2022 The Neuse River Bridge Run will be held for its fifteenth year. Part of the course is run through New Bern on South and East Front Streets. The 200 block of East Front Street and the 200 block of South Front Street will be closed to motor vehicle traffic from 4:00 a.m. until 1:00 p.m. Barriers at each street intersecting the 200 block of East Front Street and the 200 block of East Front Street will be in place. The New Bern Police Department will be redirecting all traffic away from the course route. As such, only emergency vehicle traffic will be allowed to travel on the 200 blocks of East and South Front Streets during those times. If you need to use your vehicle please consider moving it to an adjacent street.

The Neuse River Bridge Run is an event that raises revenue for a variety of local non-profit organizations that provide support, services and advocacy for our neighbors who need help. This is especially needed after Hurricane Florence as some people are still recovering from that storm.

We apologize for any inconvenience these street closures may cause you. We appreciate your support. If you have any questions please contact the Neuse River bridge Run committee at [NeuseRiverBridgeRun@gmail.com](mailto:NeuseRiverBridgeRun@gmail.com).

Kind regards,

The Neuse River Bridge Run Committee



<http://www.bridgerun.org>

Neuse River Bridge Run (FB)

# 2015 NEUSE RIVER BRIDGE RUN 5K RUN/WALK

## START TIMES

### HALF MARATHON

7:00 A.M.

(NOTE: HANDCRANK START 6:55 A.M.)

### 10K RUN

7:15 A.M.

### 5K RUN/WALK

8:05 A.M.

(W) = WATER STOP



N.T.S.



# 2015 NEUSE RIVER BRIDGE RUN 10K RUN

## START TIMES

HALF MARATHON

7:00 A.M.

(NOTE: HANDCRANK START 6:55 A.M.)

10K RUN

7:15 A.M.

5K RUN/WALK

8:05 A.M.

(W) = WATER STOP

TOWN OF  
BRIDGETON

HWY 17

HWY 55

NEUSE  
RIVER

NOTE: RUNNERS ON BRIDGE TO USE  
THE OUTSIDE LANE OF THE  
TWO SOUTHBOUND LANES OF  
HWY 17 (CLOSEST TO GUARD RAIL)

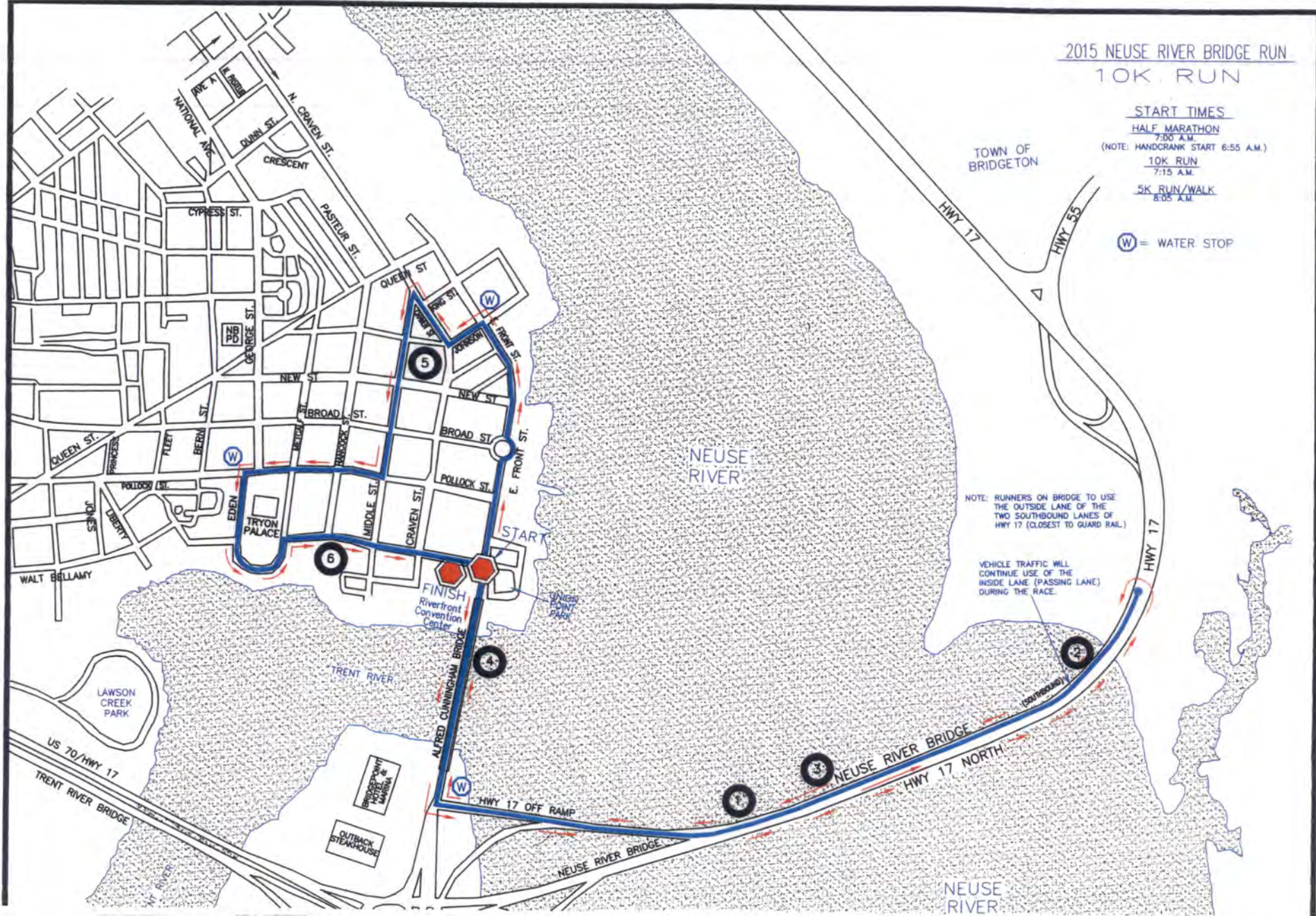
VEHICLE TRAFFIC WILL  
CONTINUE USE OF THE  
INSIDE LANE (PASSING LANE)  
DURING THE RACE.

HWY 17

NEUSE RIVER BRIDGE

HWY 17 NORTH

NEUSE  
RIVER





# Neuse River BRIDGE RUN



## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to close a specific street for Davis Distributor, LLC New Bern Autism Awareness 5k Walk/Run/Event.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> Ward 1
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Interim Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	Davis Distributor, LLC has made a request to close the 1000 block of Queen Street between Princess Street and Forbes Alley to vehicular traffic for its first New Bern Autism Awareness 5k Walk/Run/Event on April 23, 2022, with a rain date of April 30, 2022, from 7:00 a.m. until 5:00 p.m.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Application – Maps

**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 been 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

Kari Warren, CPRP  
Interim Director of Parks & Recreation



Dana E. Outlaw  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk

Memo To: Mayor and Board of Aldermen

From: Kari Warren, CPRP *KW*  
Interim Director of Parks and Recreation

Re: Davis Distributor, LLC New Bern Autism Awareness 5k Walk/Run/Event.

**Background Information:**

Davis Distributor, LLC has made a request to close the 1000 block of Queen Street between Princess Street and Forbes Alley to vehicular traffic for its first New Bern Autism Awareness 5k Walk/Run/Event on April 23, 2022, with a rain date of April 30, 2022, from 7:00 a.m. until 5:00 p.m.

**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 call.

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

## **RESOLUTION**

THAT WHEREAS, Davis Distributor, LLC has scheduled its first New Bern Autism Awareness 5k Walk/Run event and requested that the 1000 block of Queen Street between Princess Street and Forbes Alley be closed to vehicular traffic from 7:00 a.m. until 5:00 p.m. on Saturday, April 23, 2022, with a rain date of April 30, 2022; and

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

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

That the 1000 block of Queen Street between Princess Street and Forbes Alley be closed to vehicular traffic from 7:00 a.m. until 5:00 p.m. on April 23, 2022, with a rain date of April 30, 2022, for the New Bern Autism Awareness 5k Walk/Run event.

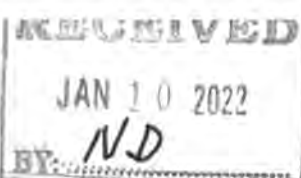
ADOPTED THIS 8<sup>TH</sup> DAY OF FEBRUARY 2022.

---

DANA E. OUTLAW, MAYOR

---

BRENDA E. BLANCO, CITY CLERK



April 23, 22

Saturday

Rain date  
April 30th

## 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: New Bern Autism Awareness 5k Run/Walk  
Organization Name: Davis Distributor LLC partner with Garden of Edins Inc.  
Responsible Contact: Emilio Davis  
Address: 1004 Queen Street  
City: New Bern State: N.C. Zip code: 28511  
Phone: 252-671-3580 Alternate Phone: 252-671-2318 - Lindell Davis  
Email: davisdistributor@gmail.com

Type of Event: ☐ Demonstration ☒ Festival ☐ Parade 5k Run/Walk - 8:00 am  
Date of Event: April 23rd 2022 Proposed Rain Date: April 30th 2022  
Event Set up time: 7am Event Tear Down Completed Time: 5 pm  
Event Start Time: 8am Event End Time: 4 pm

Walk → What is the specific location and/or route of the proposed event? (Attach additional information if needed)  
Start at 1004 Queen St, Norwood St, Church St, Jones St, Pollock St, Eden St, S. Front St, beside Convention Center

Run → This is the route, See Attachment Map - Street closing - event on private property

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)  
To raise awareness for Autism in Eastern North Carolina and Health awareness while bridging the gap and unity the acceptance and understanding our autistic sisters and brothers in the community.

Estimated attendance: 50; Attendance not to exceed: 100

\*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](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 # \_\_\_\_\_ Sizes \_\_\_\_\_ 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.

St. closure  
1000  
Blockade  
between  
Princess  
&  
Forbes Alley

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: Hi Queen Street between  
to Princess St, close then between Forbes Ave close.

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)

#### Total Anticipated Charges

Barricades: # 4  
\$ 5.00

Trash Collection: \$ \_\_\_\_\_

City Staff: # \_\_\_\_\_  
\$ \_\_\_\_\_

Vendor Fees # \_\_\_\_\_  
\$ \_\_\_\_\_

Park/Facility Rental: \$ \_\_\_\_\_

Total Due: \$ 20.00

Authorized Signature

Date

1-10-22

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

Administrative Support Supervisor

Date

This application has been approved.

Director of Parks & Recreation

Date

1-26-2022

- ☐ 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

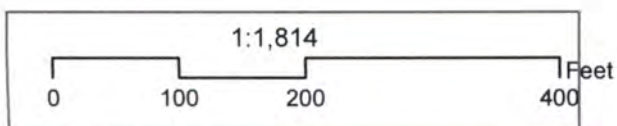
☐ Yes ☐ No

Updated 6-3-2019





Closed Street:  
Queen St  
Between Princess St  
and Forbes Alley



## Support 5k run/walk

To: Residents and Business owners

In Support of: **Health and Autism 5k run/walk**

**Summary:** Hello, my name is Emilio Davis, and I am asking for your permission to have Queen St. Road to be blocked off for Saturday April 23<sup>rd</sup>, 2022, for our 1<sup>st</sup> annual New Bern Health and Autism 5k run/walk from 7am to 5pm.

The undersigned shows support for the Health and Autism 5k run/walk

Full Name	Signature	Address #/ building	Contact Info.
Christopher C Beaver	<i>Chris Beaver</i>	1019	
CHRIS ADAMS	<i>Chris Adams</i>	1019 Queen st	Omar Sails
	Vacant	1029 Queen St	—
→ Kenneth Jones	<i>Kenn Jones</i>	1031 Queen St.	
→ Lisa Richards	<i>Lisa Richards</i>	1036	
→ Sudie Hill	<i>Sudie Hill</i>	1042	
		1044	
→ Anahian Temple #42			





Walk/Run

Walk/Run

Google Earth



## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to Call for a Public Hearing on the Annexation of 3436 Old Airport Road

<b>Date of Meeting:</b> 02/08/21	<b>Ward # if applicable:</b>
<b>Department:</b> Administration	<b>Person Submitting Item:</b> Brenda Blanco, City Clerk
<b>Call for Public Hearing:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Public Hearing:</b> 2/22/2022

<b>Explanation of Item:</b>	Eddie and Iris Teachey have requested to annex 3436 Old Airport Road (tax parcel 7-105-020) into the City
<b>Actions Needed by Board:</b>	Adopt a resolution calling for a public hearing on February 22, 2021
<b>Backup Attached:</b>	Memo, Resolution, Certificate of Sufficiency, Signed Petition, Annexation 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 type="checkbox"/> No

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

**Additional Notes:**

**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

**Foster Hughes**  
City Manager  
**Brenda E. Blanco**  
City Clerk

**Kimberly A. Ostrom**  
Director of Finance

**TO:** Mayor and Board of Aldermen

**FROM:** Brenda E. Blanco, City Clerk

**DATE:** January 28, 2022

**SUBJECT:** Consider Adopting a Resolution Calling for a Public Hearing on the Request to Annex Property Located at 3436 Old Airport Road

---

**Background**

The Board of Alderman is requested to call for a public hearing to be held on February 22, 2022 at 6:00 p.m., or as soon thereafter as possible, to consider a request by Eddie and Iris Teachey to annex a 1-acre parcel located at 3436 Old Airport Road (Tax Parcel ID 7-105-020) in Township 7.

**Recommendation**

Consider adopting a resolution to call for a public hearing on the annexation.

## **RESOLUTION**

THAT WHEREAS, the Board of Aldermen of the City of New Bern has received a petition from Eddie D. Teachey, Jr. and wife, Iris J. Teachey, bearing date January 10, 2022, seeking annexation to the City of New Bern of a parcel of land consisting of 1.015 acres, more or less, which said parcel is located at 3436 Old Airport Road in Number 7 Township, Craven County, more particularly identified on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, the Board of Aldermen has caused the City Clerk to investigate the sufficiency of said petition and to certify the results of her investigation; and

WHEREAS, the Board of Aldermen has received the certification of the City Clerk attesting to the sufficiency of the petition; and

WHEREAS, the Board of Aldermen desires to conduct a public hearing on February 22, 2022, in the City Hall Courtroom at 6:00 p.m. on the question of annexing to the City of New Bern the above-described parcel of land owned by Eddie D. Teachey, Jr. and wife, Iris J. Teachey.

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

Section 1. That a public hearing will be conducted by the Board of Aldermen of the City of New Bern on February 22, 2022, in the City Hall Courtroom at 6:00 p.m., or as soon thereafter as the matter may be reached, on the question of annexing to the City of New Bern the parcel of land owned by Eddie D. Teachey, Jr. and wife, Iris J. Teachey, which said parcel is located at 3436 Old Airport Road in Number 7 Township, Craven County, North Carolina, the boundaries of which are shown on Exhibit A attached hereto and incorporated herein by reference.

Section 2. That a notice of public hearing shall be published once in the *Sun-Journal* at least ten (10) days prior to February 22, 2022.

ADOPTED THIS 8<sup>th</sup> DAY OF FEBRUARY, 2022.

---

DANA E. OUTLAW, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

## EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina, and being more particularly described as follows:

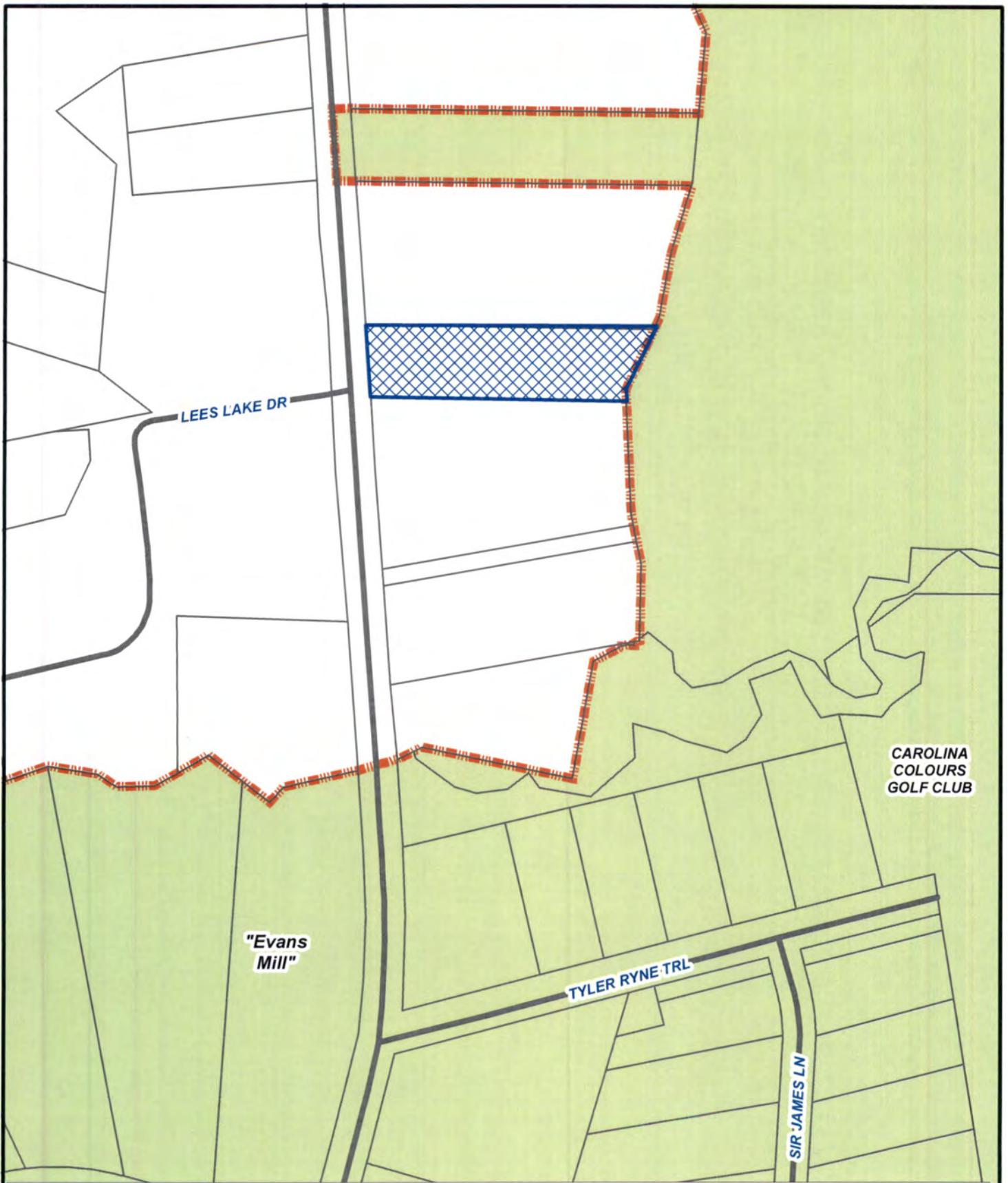
Being all of Lot No. 4, as the same is shown upon a map of the subdivision of Lee's Branch Estates, Part 2, as drawn by Robert H. Davis, R. L. S., dated the 25<sup>th</sup> day of January, 1988, and recorded in Plat Cabinet E, Slide 115 of the Craven County Registry, reference to which should be made for a more particular description of said lot. Said property is conveyed subject to the setback requirements as set forth on said map.

Said Lot is also conveyed subject to a 10 foot drainage and utility easement along each lot line and a 25 foot drainage and utility easement along the rear lot line.

This conveyance is made subject to the restrictive and protective covenants recorded in Book 1210, Page 754 and the mineral reservations recorded in Book 1150, Page 239, in the Office of the Register of Deeds of Craven County.

Being the same property as described in deed recorded in Book 3198, Page 683, in the Office of the Register of Deeds of Craven County.





Proposed Annexation: 3436 Old Airport Rd - 1.015 Acres: Tax ID: 7-105-020



Existing New Bern Limits

Proposed Annexation Area

N

Scale: 1 = 200 ft

EXHIBIT B

0

200

500

**CERTIFICATE OF SUFFICIENCY**

I, BRENDA E. BLANCO, City Clerk of the City of New Bern, North Carolina, do hereby certify that I have investigated the sufficiency of the Petition of Eddie D. Teachey, Jr. and wife, Iris J. Teachey, requesting annexation by the City of New Bern of a parcel of land located at 3436 Old Airport Road in Number Seven Township, Craven County, which said Petition is dated January 10, 2022, and I do hereby certify that said Petition is in order in all respects.

THIS 8<sup>TH</sup> DAY OF FEBRUARY, 2022.

\_\_\_\_\_  
BRENDA E. BLANCO, CITY CLERK

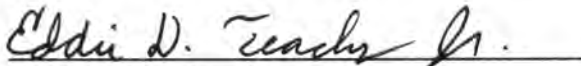
**PETITION TO ANNEX**

TO: BOARD OF ALDERMEN OF THE CITY OF NEW BERN

1. Eddie D. Teachey, Jr. and wife, Iris J. Teachey, the undersigned owners of real property, respectfully request that the area described in Paragraph 2 below be annexed to the City of New Bern.

2. The area to be annexed is contiguous to the City of New Bern, and the boundaries of such territory are more particularly described on Exhibit A attached hereto and incorporated herein by reference.

OWNERS:

  
Eddie D. Teachey, Jr.

  
Iris J. Teachey

Date: 1-10-2022

Mailing Address: 3436 Old Airport Road, New Bern, NC 28562



## EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina, and being more particularly described as follows:

Being all of Lot No. 4, as the same is shown upon a map of the subdivision of Lee's Branch Estates, Part 2, as drawn by Robert H. Davis, R. L. S., dated the 25<sup>th</sup> day of January, 1988, and recorded in Plat Cabinet E, Slide 115 of the Craven County Registry, reference to which should be made for a more particular description of said lot. Said property is conveyed subject to the setback requirements as set forth on said map.

Said Lot is also conveyed subject to a 10 foot drainage and utility easement along each lot line and a 25 foot drainage and utility easement along the rear lot line.

This conveyance is made subject to the restrictive and protective covenants recorded in Book 1210, Page 754 and the mineral reservations recorded in Book 1150, Page 239, in the Office of the Register of Deeds of Craven County.

Being the same property as described in deed recorded in Book 3198, Page 683, in the Office of the Register of Deeds of Craven County.

## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Cost estimate to construct roads and necessary utilities in existing unimproved right of ways within the Pembroke Community.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> Ward 2
<b>Department:</b> Public Works	<b>Person Submitting Item:</b> George Chiles, Staff Engineer
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	George Chiles, Staff Engineer, will make a presentation on the estimated cost to construct roads and necessary utilities in existing unimproved right of ways within the Pembroke Community.
<b>Actions Needed by Board:</b>	None
<b>Backup Attached:</b>	PowerPoint Presentation

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

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

**Additional Notes:**



**NEW BERN**

NORTH CAROLINA

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

January 28, 2022

Memo to: Mayor and Board of Aldermen

From: George Chiles, Staff Engineer

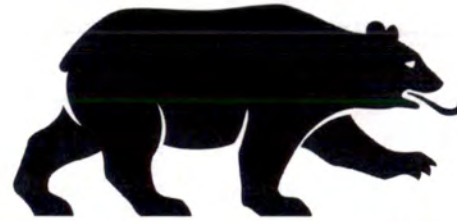
Re: Presentation on estimated cost to construct roads and necessary utilities  
in existing right of ways in the Pembroke Community

**Background Information:**

Alderman Harris requested Public Works to provide a cost estimate for constructing roads and necessary utilities in existing unimproved right of ways in the Pembroke Community.

**Recommendations:**

Recommendations pending discussion following Public Works informative presentation.



NEW BERN



NORTH CAROLINA

# Pembroke Unimproved Right of Ways

George Chiles, Staff Engineer  
Public Works Department  
February 2022



NORTH CAROLINA

(2.37 Miles)



## Pembroke Unimproved ROW Construction Considerations

- Soil conditions and hydrology may have prevented many of these unimproved right of ways from being originally constructed.
- Improvement of right of ways may conflict with existing residential structures and outbuildings which encroach into the right of way.
- Existing utility infrastructure constructed in unimproved right of ways may conflict with any proposed roadway improvements.



## Pembroke Unimproved ROW Construction Considerations

- Construction of 12,500 LF of paved road will increase the impervious area within the community by 6.3 acres. The stormwater runoff from the proposed roadways will need permitting and design of new Stormwater Control Measures to prevent degrading surface water quality and negatively impact localized drainage.

## Pembroke Unimproved ROW Estimated Construction of 12,500 LF of Unimproved Right of Way

The estimated construction cost for approximately 12,500 LF of 22' wide asphalt road, necessary drainage, utilities, survey, design and normal commons state and municipal permitting is **\$9,700,000.**

\*Cost associated with jurisdiction wetlands, regulated drainage ways, land acquisition, relocation of existing utilities are not included with this estimate.



## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Adopt Resolution Approving Water and Sewer Use Agreement with the Owners of 3436 Old Airport Road.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> N/A
<b>Department:</b> Public Utilities – Water Resources	<b>Person Submitting Item:</b> Jordan Hughes
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	Standard water and sewer use agreement that is required when service is requested for a property that is currently located outside of the New Bern municipal limits.
<b>Actions Needed by Board:</b>	Adopt Resolution Approving Water and Sewer Use Agreement with the owners of 3436 Old Airport Road.
<b>Backup Attached:</b>	Memo from Jordan Hughes, copy of Water and Sewer Use Agreement and draft resolution for approving the Agreement.

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

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

**Additional Notes:**



**NEW BERN**

**NORTH CAROLINA**

**Department of Public Utilities**

**Water Resources**

527 NC Highway 55 West, P.O. Box 1129

New Bern, NC 28563

(252) 639-7526

**MEMORANDUM**

**TO:** Mayor and Board of Aldermen  
**FROM:** Jordan B. Hughes P.E., City Engineer *JBH*  
**DATE:** January 27, 2022  
**SUBJECT:** Recommendation to Approve Sewer Use Agreement  
For 3436 Old Airport Road

**Background Information:**

The owners of 3436 Old Airport Road are planning to build a single family, residential home on the subject property, which is currently outside of the New Bern municipal limits. The owners of the property have indicated that they desire to connect their home to the City's water and sewer systems along Old Airport Road. This proposed home has a calculated average daily sewer demand of 360 gallons per day (GPD). To facilitate the proposed connections to the City's water and sewer systems, standard water and sewer service connections can be provided to the property without the need for main extensions.

Per Section 74-74 of the City of New Bern Code of Ordinances, any proposed connection for service located outside of the New Bern municipal limits requesting water and sewer capacity shall be required to enter into a written sewer use agreement with the City. The purpose of this agreement is to formally outline the roles and responsibilities of both, the City and the owners in establishing service for the proposed project.

**Recommendation:**

The water and sewer use agreement for this project has been prepared by City Attorney and executed by the owners. In order to allow the homeowners to proceed with the proposed connections, City Staff is recommending the Board of Aldermen approve the enclosed water and sewer use agreement.

Attached please find a copy of the water and sewer use agreement and a draft resolution for approving the agreement.

Please contact me if there are any questions or if additional information should be required.

*Everything comes together here.*

**RESOLUTION**

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

That the Agreement dated February 08, 2022, by and between the City of New Bern and Eddie D. Teachey Jr. and wife, Iris J. Teachey, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor and the City Clerk are hereby authorized and directed to execute the same, in duplicate originals, for and on behalf of the City.

ADOPTED THIS 8<sup>th</sup> DAY OF FEBRUARY 2022.

\_\_\_\_\_  
DANA E. OUTLAW, MAYOR

\_\_\_\_\_  
BRENDA E. BLANCO, CITY CLERK



**NORTH CAROLINA**

**CRAVEN COUNTY**

**AGREEMENT**

THIS AGREEMENT ("Agreement") is made and entered into this 8th day of February 2022, by and between the CITY OF NEW BERN, a North Carolina municipal corporation ("City"), and EDDIE D. TEACHEY, JR and wife, IRIS J. TEACHEY ("Owner").

**WITNESSETH:**

THAT WHEREAS, Owner owns a tract or parcel of land located within in Craven County, North Carolina, and more specifically described in Exhibit A attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, Owner intends to use or develop the Property as a single-family residence requiring permitted water and sewerage treatment capacity of 360 gallons per day; and

WHEREAS, Owner desires to annex the Property into the City, and to connect to the City Water System and City Sewer System so that the City might provide such services to the Property, subject to certain terms and conditions contained herein; and

WHEREAS, the City and Owner have reached an agreement with respect to said provision of such utility services to the Property and wish to reduce said agreement to writing.

NOW, THEREFORE, IT IS MUTUALLY AGREED by and between the City and Owner as follows:

**1. Definitions**

1.1. Certain terms having specific definitions are used in this Agreement, and these terms and definitions, unless the context clearly indicates to the contrary, are as set forth in this Section 1. The defined terms appearing in this Section are set forth in the Agreement in the exact capitalized form as they appear between the quotation marks. When the same term is used in this Agreement with the meaning as assigned herein, it shall appear in the identical capitalized form. Otherwise, the meaning shall be as used in the context of the sentence in which it appears and not necessarily that as defined herein.

1.1.1. "Agreement" – means this Agreement between Owner and the City.

1.1.2. "Owner" – means Eddie D. Teachey, Jr. and Iris J. Teachey, citizens of Craven County, North Carolina.

1.1.3. "Force Majeure" – means any delay or default in performing hereunder if

such delay or default is caused by conditions beyond such party's control without its fault or negligence, including, but not limited to acts of god, government restrictions (including the denial or cancellation of any license or permit), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

1.1.4. "City" – means the City of New Bern, a municipal corporation duly established and existing pursuant to the laws of the State of North Carolina.

1.1.5. "Property" – means the real property owned by Owner located in the City of New Bern, Craven County, North Carolina, more specifically described on Exhibit A attached hereto and incorporated herein by reference.

1.1.6. "Property Sewer System" – means the unified system of pipes, conduits, lift stations, force mains, and appurtenances for collecting and transmitting sewage and other wastewater from residences, commercial establishments or any other buildings within the Property. It shall also include the rights-of-way, easements, and land parcels dedicated for the construction, operation, and maintenance of such system.

1.1.7. "Property Water System" – means the unified and independent system of pipes, lines, conduits and appurtenances for transmitting and distributing water to residences, industrial establishments or any other buildings within the Property. It shall also include the rights-of-way, easements, and land parcels dedicated for the construction, operation, and maintenance of such system.

1.1.8. "Property Systems" – means the Property Sewer System and the Property Water System.

1.1.9. "City Sewer System" – means the unified system of pipes, conduits, lift stations, force mains, and appurtenances for collecting and transmitting sewage that are owned and maintained by the City of New Bern.

1.1.10. "City Water System" – means the unified and independent system of pipes, lines, conduits and appurtenances for transmitting and distributing water that are owned and maintained by the City of New Bern.

1.1.11. "City Systems" – means the City Sewer System and the City Water System.

1.1.12. "Connection Location" – means the specific location and configuration as identified by the City, where the Owner shall cause for the Property Systems to be connected to the City Systems.

1.1.13. "NCDEQ" – means the North Carolina Department of Environmental Quality.

## **2. City Obligations**

2.1. The City shall provide sewer and water service to the Property in an amount not to exceed 360 gallons per day (average monthly flow) of permitted water and sewer flow.

2.2. The City's obligation herein to provide sewer service to the Property is solely based upon permitted sewer flow, and not actual sewer flow. Additionally, the City's obligation to provide water and sewer service to the Property does not constitute a transfer or sale of the City's water or sewer treatment capacity to Owner. Owner shall have no ownership interest in the City's water or sewer treatment capacity, other than Owner's contract rights established herein.

2.3. The City shall allow for the connection of the Property Systems to the City Systems at the Connection Locations as identified below:

2.3.1 The Connection Location for water shall be a standard service connection provided by the City along Old Airport Road..

2.3.2 The Connection Location for sewer shall be a standard service connection provided by the City along Old Airport Road.

2.4. The City shall have no obligation to pay for, fund, or finance any portion of the construction of the Property Systems.

2.5. The City represents and warrants that it shall reserve and guarantee sufficient water and sewer collection and treatment capacity to fulfill its obligations established herein pursuant to the terms and conditions contained herein, SUBJECT ALWAYS to a force majeure, and the rights of the State of North Carolina, or any agency or department thereof, to restrict or preclude the City's ability to comply with its obligations hereunder. In the event of a force majeure, or any limitation or moratorium imposed on the City by the State of North Carolina or any agency or department thereof that limits or precludes the City's ability to comply with its

obligations hereunder, the City shall use reasonable efforts and proceed in good faith to cure its inability to comply with the terms of this Agreement as promptly as reasonably possible.

2.6. It is specifically understood and agreed between the Parties that every obligation assumed herein by the City is subject to the limitation "to the extent that it may legally do so."

### **3. Owner Obligations**

3.1 Prior to performing any land disturbing activities on the Property, the Owner shall petition the Board of Alderman of the City of New for annexation of the Property. This action shall be performed by the Owner prior to obtaining a City of New Bern building permit and/or a City of New Bern sewer availability letter.

3.2. Owner understands and agrees that all water and sewer users within the Property will pay user rates, user system development fees, user connection fees, and any other applicable fees and charges established in the City Code as are established and fixed from time to time by the Board of Aldermen. Owner further understands and agrees that all water and sewer users within the Property will become City water and sewer customers subject to all of the rules and regulations applicable to City water and sewer customers as the same are established and fixed from time to time by the Board of Alderman of the City.

### **4. Miscellaneous**

4.1. If any of the provisions of this Agreement shall be held by a court of competent jurisdiction to be unconstitutional or unenforceable, the decision of such court shall not affect or impair any of the remaining provisions of this Agreement, and the parties shall, to the extent they deem to be appropriate, take such actions as are necessary to correct any such unconstitutional or unenforceable provision. It is hereby declared to be the intent of the parties to this Agreement that this Agreement would have been approved and executed had such an unconstitutional or unenforceable provision been excluded therefrom.

4.2. This Agreement shall be enforceable by each party hereto by all remedies available at law or in equity, including but not limited to specific performance. Failure or delay to exercise any right, remedy or privilege hereunder shall not operate as a waiver of such right, remedy or privilege nor prevent subsequent enforcement thereof.

4.3. This Agreement shall be executed by the Parties hereto in duplicate originals, each of which, when executed, shall constitute one and the same Agreement and one of which shall be retained by each party.



4.4. This Agreement shall be governed in accordance with the laws of the State of North Carolina.

4.5. Each party agrees that from and after the date of execution hereof, each will, upon the request of the other, execute and deliver such other documents and instruments and take such other actions as may be reasonably required to carry out the purpose and intent of this Agreement.

4.6. This Agreement may not be modified or amended except by subsequent written agreement authorized and executed by each party.

4.7. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

4.8. Owner may not assign this Agreement without the express written consent of the City.

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 Owner has executed or caused this document to be executed by them, all as of the day and year first above written.

**CITY OF NEW BERN**

By: \_\_\_\_\_  
Dana E. Outlaw MAYOR

ATTEST:

\_\_\_\_\_  
Brenda E. Blanco City Clerk

(CORPORATE SEAL)

OWNER

\_\_\_\_\_  
Eddie D. Teachey, Jr

\_\_\_\_\_  
Iris J. Teachey

NORTH CAROLINA  
CRAVEN COUNTY

I, \_\_\_\_\_, a notary public in and for said county and state, do hereby certify that on the 8th day of February, 2022, 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 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 8th day of February, 2022.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

NORTH CAROLINA  
CRAVEN COUNTY

This is to certify that on the 19 day of January, 2022, before me personally appeared Eddie D. Teachey Jr. and Iris J. Teachey with whom I am personally acquainted, who, being by me duly sworn, says:

WITNESS my hand and notarial seal, this 19 day of January, 2022

Shannon M. Moore-Difo  
NOTARY PUBLIC

My commission expires:

3/23/24

EXHIBIT A

3436 OLD AIRPORT ROAD  
CRAVEN COUNTY PARCEL ID: 7-105-020

All that certain tract or parcel of land lying and being in Number Seven (7) Township, Craven County, North Carolina, and being more particularly described as follows:

Being all of Lot No. 4, as the same is shown upon a map of the subdivision of Lee's Branch Estates, Part 2, as drawn by Robert H. Davis, R.L.S., dated the 25<sup>th</sup> day of January 1988, and recorded in Plat Cabinet E, Slide 115 of the Craven County Registry, reference to which should be made for a more particular description of said lot. Said property is conveyed subject to the setback requirements as set forth on said map.

Said Lot is also conveyed subject to a 10foot drainage and utility easement along each lot line and a 25 foot drainage and utility easement along the rear lot line.

This conveyance is made subject to the restrictive and protective covenants recorded in Book 1210, Page 754 and to the mineral reservations recorded in Book 1150, Page 239, in the Office of the Register of Deeds of Craven County.

Being the same property as described in deed recorded in Book 3198, Page 683, in the Office of the Register of Deeds of Craven County.

## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider Adopting a Resolution Approving a Memorandum of Understanding with New Bern Historic, LLC

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b> 1
<b>Department:</b> City Attorney	<b>Person Submitting Item:</b> Scott Davis
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	This MOU indicates the City's willingness to work on economic development incentives that will promote New Bern Historic's plans to develop three commercial areas in downtown New Bern.
<b>Actions Needed by Board:</b>	Consider adopting the resolution approving the MOU
<b>Backup Attached:</b>	MOU

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 been budgeted and are funds available and certified by the Finance Director? ☐Yes ☐No

**Additional Notes:**



## **RESOLUTION**

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

That the Memorandum of Understanding by and between the City of New Bern and New Bern Historic, LLC, 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 8<sup>th</sup> DAY OF FEBRUARY, 2022.

---

DANA E. OUTLAW, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

## **NORTH CAROLINA**

### **CRAVEN COUNTY**

### **MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this \_\_\_\_\_ day of February, 2022, by and between the CITY OF NEW BERN ("City"), a North Carolina municipal corporation, and NEW BERN HISTORIC, LLC ("NBH"), a Delaware limited liability company, collectively referred to as a "Party" or collectively herein as the "Parties".

#### **WITNESSETH:**

WHEREAS, the City is a body corporate and politic and a municipal corporation of the State of North Carolina;

WHEREAS, NBH, and its affiliates, are in the business of developing, owning, and managing mixed-use properties including boutique hotels, restaurants, retail establishments and residential housing throughout the United States; and

WHEREAS, after researching and considering development opportunities throughout the Southeast, NBH is exploring development opportunities within the downtown commercial area of the City of New Bern, North Carolina to include: (1) the acquisition and rehabilitation of property located at 301 Middle Street, commonly known as the Elk's Temple Building into a 50-room +/- boutique hotel; (2) the acquisition and development of the vacant parcels owned by the City located at the corner of Craven Street and South Front Street for the potential development of an upscale multi-family development including street level retail; and (3) the acquisition and development of two parcels owned by the City that constitute a portion of the City's Union Point Park located on the northern side of the terminus of East Front Street with the terminus of South Front Street (now closed) for the development of a luxury hotel to contain a restaurant, meeting rooms, an art gallery/retail, and related facilities (collectively, the "Projects"); and

WHEREAS, NBH has requested assistance from the City in the form of economic development incentives set forth in a development agreement to offset a portion of the costs associated with the development of the Projects; and

WHEREAS, G.S. §158-7.1 authorizes the City to make appropriations for economic development purposes, and to convey interests in real property in consideration for NBH's investment in improvements and job creation all subject to the procedural requirements set forth therein specifically including that the Board of Aldermen of the City determines that the

appropriations increase the population, taxable property, employment, or business prospects of the city; and

WHEREAS, consistent with the requirements of G.S. §158-7.1, the Parties hereto desire to work together expeditiously and in good faith, after the City's approval of this MOU, to develop an economic incentive agreement that will provide NBH with necessary economic incentives as well as benefit the City by increasing the population, the tax base, the employment opportunities for its citizens, and the business prospects for the City as a whole, recognizing that such economic incentive agreement may or may not include all of the Projects; and

WHEREAS, the City and NBH intend to work together to strengthen their partnership for the good of the greater New Bern community, and the City and the NBH view this cooperation as an integral part of the vision for the Projects and anticipates that the City and NBH will each benefit from the Projects; and

WHEREAS, the Parties desire to enter into this MOU as a basis for memorialized agreements, provided the terms of this MOU are acceptable to the Parties.

NOW, THEREFORE, the Parties hereto agree as follows:

**1. Description of Potential Projects.**

**1.1. The Elk's Temple Building.** The Elk's Temple Building is located at 301 Middle Street in the downtown commercial district of the City. The Elk's Temple Building has been unoccupied and in state of disrepair for a period in excess of 15 years with a current tax value of \$849,890. NBH has acquired the Elk's Temple Building for use as a 50-room +/- boutique hotel and related amenities. Kessler's expected rehabilitation budget, including a parking area located at 306 Hancock Street, is approximately \$25,000,000. The hotel and associated facilities would employ approximately 70 employees at an average annual wage in excess of the median wage in the City. In connection with NBH's rehabilitation activities on the Elk's Temple Building, the City hereby agrees and acknowledges that the City shall cooperate with and shall assist NBH with obtaining certain economic development incentives, which may include property tax abatement, impact and permit fee abatement, grants for the rehabilitation of commercial historic structures, annual incentive payments, or such other grants or incentives as may be authorized by G.S. §158-7.1.

**1.2. Vacant Lots Located at the Corner of Craven Street and South Front Street.** The City owns the vacant lots located at the corner of Craven Street and South Front Street

in the downtown commercial district of the City identified as 304 and 308 South Front Street (the "Front Street Property"). The subject parcels have been undeveloped for a period in excess of 20 years. The current tax value of the subject parcels is \$567,630. NBH and City agree and acknowledge that the Parties shall cooperate and use good faith efforts to agree on the terms and conditions by which the City will convey the Front Street Property for the development of an upscale multi-family development comprised of street level retail to service the greater community. The proposed development and associated facilities would provide an increased tax value of the Front Street Property and allow for the employment of employees in excess of the median wage in the City. To allow for NBH's proposed development activities on the Front Street Property, the City hereby agrees and acknowledges that the City shall convey the Front Street Property to NBH as authorized by, and consistent with the procedures set forth in G.S. §158-7.1(d) and (d)(2), subject to the terms and conditions as agreed upon by the Parties. In connection with NBH's proposed development activities on the Front Street Property, the City hereby agrees and acknowledges that the City shall cooperate with and shall assist NBH with processing and obtaining economic development incentives, which may include grants, annual incentive payments, or other grants or incentives as may be authorized by G.S. §158-7.1.

**1.3. Union Point Park Development Site.** The City owns two parcels that constitute a portion of the City's Union Point Park located on the northern side of the terminus of East Front Street and the terminus of South Front Street (now closed) (the "Union Point Park Property"). The Union Point Park Property was acquired with funds provided by the Land and Conservation Fund, and is subject to certain grant restrictions. Any sale or transfer of the Union Point Park Property will require the City to replace the Union Point Park Property with an equivalent parcel to be dedicated as a public park, and be subject to the ultimate approval of the National Park Service. Provided that the City is able to acquire an equivalent parcel to be dedicated as a public park, and subject to the approval of state and federal agencies responsible for administering grants provided by the Land and Conservation Fund, BOTH OF WHICH THE CITY AGREES TO DILIGENTLY PURSUE, NBH and City agree and acknowledge that the Parties shall cooperate and use good faith efforts to agree on the terms and conditions by which the City will convey the Union Point Park Property for the development of a luxury hotel to include, a restaurant, meeting rooms, an art gallery/retail, and related facilities. The proposed development and associated facilities would enhance the existing public park for the greater use and enjoyment



for the citizens and visitors of New Bern and provide an increased tax value of the Union Point Park Property and allow for the employment of employees in excess of the median wage in the City. To allow for NBH's proposed development activities on the Union Point Park Property, the City hereby agrees and acknowledges that the City shall convey the Union Point Park Property to NBH as authorized by, and consistent with the procedures set forth in G.S. §158-7.1(d) and (d)(2), subject to the terms and conditions as agreed upon by the Parties. In connection with NBH's proposed development activities on the Union Point Park Property, the City hereby agrees and acknowledges that the City shall cooperate with and shall assist NBH with processing and obtaining economic development incentives, which may include grants, city bonds, annual incentive payments, or other grants or incentives as may be authorized by G.S. §158-7.1. Notwithstanding the above, the Parties recognize and agree that potential economic development opportunity or the development of the Union Point Park Property will require additional exploration and planning by the Parties, and specific economic development incentives available for the Union Point Park Property will be subject to the Parties further discussion and agreement.

## **2. Objectives.**

**2.1.** With respect to the Projects identified in Sections 1.1 and 1.2, the Parties desire to cooperate to develop an economic incentive agreement consistent with the statutory and procedural requirements set forth in G.S. §158-7.1, specifically including a properly noticed public hearing where the Board of Aldermen of the City shall determine the content and the terms of the economic development appropriations that are in the best interest of the City and comply with the statutory requirements of G.S. §158-7.1.

**2.2.** With respect to the Project identified in Section 1.3, the Parties agree to cooperate and negotiate on the terms and conditions by which NBH may acquire the Union Point Park Property for NBH's proposed hotel development. Furthermore, the Parties shall cooperate to develop an economic incentive agreement consistent with the statutory and procedural requirements set forth in G.S. §158-7.1, specifically including a properly noticed public hearing where the Board of Aldermen of the City shall determine the content and terms of the economic development appropriations that are in the best interest of the City and comply with the statutory requirements of of G.S. §158-7.1.

**3. Non-binding Nature of Memorandum of Understanding.** The Parties recognize and agree that the purpose of this MOU is to set forth a process by which NBH may proceed with

the development of the Projects, and the City may exercise its development powers granted by statute under N.C.G.S. 158-7.1, which authorizes the City to engage in economic development activities in order to increase the population, taxable property, agricultural industries, employment, industrial output, or business prospects of the City. Nothing in this MOU shall be binding on the Parties other than to (i) proceed with the further assessment of the Projects, and (ii) negotiate diligently, reasonably, and in good faith on a development agreement between the parties identifying the economic development incentives described herein generally consistent with the objectives set forth herein and in accordance with the statutory and procedural requirements set forth in G.S. §158-7.1. The Parties acknowledge and agree that the Projects terms described in this MOU are a preliminary statement of intent of the Parties and are subject to all necessary City approval procedures and definitive documents setting forth the complete agreement and understanding of the Parties in form and content satisfactory to the City and NBH, which the parties agree to diligently prosecute for the parties' review and acceptance. The Parties acknowledge that development of the Projects will necessarily involve terms and conditions that have not yet been agreed upon; that this MOU is in no way intended to be a complete or definitive statement of the terms and conditions of the proposed transactions; and that any binding agreements between the Parties will be subject to the future negotiation and execution of such necessary documents. Notwithstanding the above, upon acceptance and determination of the appropriate economic development appropriations as provided in Section 2, the Parties shall agree as to the timing and form of any applications necessary to provide for the award or grant of such appropriations.

**4. General Provisions.**

- (a) The City and NBH will use reasonable efforts and act in good faith in the performance of their respective obligations under this MOU.
- (b) No modifications, amendments or waiver of any provision of this MOU shall be effective unless the same shall be in writing and signed by all of the Parties hereto.
- (c) The covenants and conditions contained in this MOU shall bind and inure to the benefit of the City and NBH and their respective successors and assigns.
- (d) This MOU shall be governed by and construed under the laws of the State of North Carolina.

(e) The City and NBH will each be responsible for their own expenses incurred in connection with the performance of any obligations required by this MOU.

(f) Each Party represents to the other that it has all necessary authority to enter into, execute, deliver and perform its obligations under this MOU.

(g) This MOU may be signed in counterparts; each counterpart shall be considered an original.

6. **Exclusivity.** In connection with NBH's development of the Projects, the City shall not solicit, accept or negotiate any proposal from any other Party to acquire, lease or license the South Front Property or the Union Point Park Property.

{SIGNATURES ON FOLLOWING PAGE}

IN TESTIMONY WHEREOF, the City has caused this instrument to be executed in its corporate name by its Mayor and its seal to be hereunto affixed and attested by its City Clerk; and NBH has caused this instrument to be properly executed, all on the date first above written.

CITY OF NEW BERN, a North Carolina  
municipal corporation

By: \_\_\_\_\_  
Dana E. Outlaw, Mayor

\_\_\_\_\_  
Brenda E. Blanco, City Clerk

NEW BERN HISTORIC, LLC, a Delaware  
limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_



Project	Elks Building	South Front and Craven	Restroom Parcel at Union Point Park
Scope of Project	Boutique Hotel	Retail first floor Upscale apartments above	Grand Luxury Hotel
Anticipated Investment	\$25 million	\$15 million	\$75 million
Estimated Annual Ad-valorem Taxes	\$120,550.00	\$72,330.00	\$361,650.00
Estimated Annual MSD Taxes	\$34,375.00	\$20,625.00	\$103,125.00
Estimated Jobs	70		109
Starting Hourly Wage	<div> <div>Executive Avg Salary \$87,714.29</div> <div>Manager Avg Salary \$54,250.00</div> <div>Line Avg Wage \$16/hr</div> </div> <div> <div>Total Breakout</div> <div>7</div> <div>4</div> <div>59</div> </div>		<div> <div>Executive Avg Salary \$104,000.00</div> <div>Manager Avg Salary \$52,000.00</div> <div>Line Avg Wage \$15/hr</div> </div> <div> <div>Total Breakout</div> <div>78</div> <div>11</div> <div>90</div> </div>

New Bern per capita income \$29,459.00  
 (Source: [uscensus.gov](https://www.uscensus.gov), 2015-2019)

## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to Amend the Classification Pay Plan for FY21-22 to add an Executive Director of Redevelopment Commission Position.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b>
<b>Department:</b> Administration	<b>Person Submitting Item:</b> Foster Hughes
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	Resolution to amend Classification Pay Plan to add the position of Executive Director of Redevelopment Commission.
<b>Actions Needed by Board:</b>	Approve Resolution to amend Classification Pay Plan for Fiscal Year 2021-2022.
<b>Backup Attached:</b>	Memo from Foster Hughes, Job Description, Resolution and Pay Plan

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

<b>Cost of Agenda Item:</b> N/A
<b>If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director?</b> <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



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

Dana E. Outlaw  
Mayor

Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk

Kimberly A. Ostrom  
Director of Finance

TO: Mayor and Board of Aldermen  
FROM: Foster Hughes, City Manager  
DATE: February 8, 2022  
SUBJECT: Approval of Amended Classification Pay Plan

**Background**

Redevelopment initiatives and the ultimate success of the Redevelopment Commission are top priorities of the City of New Bern. After reviewing efficiencies and operational needs that pertain to the Redevelopment Commission, I have determined that the Commission would benefit from having a dedicated employee to fulfill the needs of the of the entity while working to ensure its success. Therefore, I am recommending an amendment to the Classification Pay Plan for Fiscal Year 2021-2022 to add the position of Executive Director Redevelopment Commission to be assigned to Grade 27 (minimum - \$71,763, midpoint - \$94,279, maximum - \$116,795).

**Requested Action**

It is recommended that the Board of Aldermen adopt the proposed Resolution to amend the Classification Pay Plan for Fiscal Year 2021-2022.

**RESOLUTION TO AMEND CLASSIFICATION PAY PLAN FOR FISCAL YEAR 2021-2022**

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 2021-2022; and

WHEREAS, the City Manager recommends that the Classification Pay Plan for fiscal year 2021-22 be amended to add the position of Executive Director Redevelopment Commission with a pay schedule grade of 27 (Minimum of \$71,763, Midpoint of \$94,279 and Maximum of \$116,795); 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 2021-2022 be and the same is hereby amended by adding the position of Executive Director Redevelopment Commission with a pay schedule grade of 27 (Minimum of \$71,763, Midpoint of \$94,279 and Maximum of \$116,795).

ADOPTED THIS 8<sup>TH</sup> DAY OF FEBRUARY, 2022.

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DANA E. OUTLAW, MAYOR

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BRENDA E. BLANCO, CITY CLERK



City of New Bern  
Classification Pay Plan  
Fiscal Year 2021 - 22  
Effective July 1, 2021  
Amended July 27, 2021  
Amended February 8, 2022

Grade	Title	Minimum	Midpoint	Maximum
1		20,183	26,516	32,847
2		21,192	27,841	34,490
3		22,252	29,234	36,214
4		23,364	30,695	38,025
5	Custodian	24,532	32,230	39,926
6	Lead Custodian Parks Worker	25,759	33,840	41,923
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 Service Specialist	27,047	35,532	44,019
8	Billing Services Representative Enrichment Program Assistant Equipment Operator I Maintenance Construction Worker Payment Services Representative Police Service Technician Utility Service Technician	28,399	37,310	46,220
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	29,819	39,175	48,530

	Warehouse Assistant			
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	31,311	41,133	50,957
11	Administrative Assistant Fire Specialist Human Resources Assistant Hydrant/Meter Maintenance Lead Worker Police Service Technician/Telecommunicator I Tree Trimmer Utility Locator Utility Maintenance Lead Worker	32,876	43,191	53,506
12	Auto Mechanic Fire Specialist I Laboratory Technician Lead Equipment Operator II Lead Maintenance Technician Metering and Billing Coordinator Parks Crew Leader Police Service Technician/Telecommunicator II Pump Station Mechanic Wastewater Treatment Plant Operator II Water Treatment Plant Operator II	34,520	45,350	56,180
13	Accounting Technician II Cross Connection Coordinator Customer Service Supervisor Electric Line Worker 3rd Class Fire Specialist II Inflow and Infiltration Technician Load Management Systems Technician Payment Services Supervisor Police Service Technician/Telecommunicator III Utility Locate Coordinator	36,246	47,617	58,989
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	38,058	49,998	61,939

	Wastewater Treatment Plant Operator III			
	Water Treatment Plant Operator III			
15	Biosolids Supervisor	39,960	52,498	65,036
	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			
16	Account Services Supervisor	41,959	55,123	68,287
	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			
17	Accountant	44,056	57,879	71,702
	Administrative Support Supervisor			
	Civilian Unit Supervisor			
	Electric Line Worker 1st Class			
	Fire Engineer			
	Master Police Officer II			
	MPO Planner			
	Treatment Plants Maint. Supervisor			
18	Athletic Supervisor	46,259	60,773	75,287
	Building Inspector III			
	Center Supervisor			
	Chief Treatment Plant Operator			
	Deputy Fire Marshal			
	Energy Management Specialist			
	Facilities Maintenance Superintendent			
	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			
	Water Resources Service Coordinator			
19	Building and Grounds Maintenance Superintendent	48,573	63,812	79,052
	Business Assistant/Analyst			
	Community Development Coordinator			
	Fiber Systems Technician			
	Fleet Maintenance Superintendent			
	Key Accounts Analyst			
	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			
20	Electric Line Crew Leader	51,000	67,003	83,004
	Planner III			
	Senior Accountant			
	Utility Coordinator (Electric)			
21	Chief Building Inspector	53,551	70,353	87,155
	City Clerk			
	Land & Community Development Administrator			
	Metropolitan Planning Organization Administrator			
	Public Information Officer			
22	Fire Battalion Chief	56,229	73,871	91,512
	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			
23	Assistant Director of Public Works	59,040	77,563	96,087
	Asst. Director of Human Resources			
	City Planner			
	Electric Substation Superintendent			
	GIS Manager			
	Utility Business Operations Manager			
24	Accounting Manager	61,991	81,441	100,891
	Community & Economic Development Manager			
	Deputy Fire Chief/Operations Commander			



	Police Captain Utility Business Office Manager			
25	Electric Engineering Manager	65,091	85,514	105,936
26		68,346	89,789	111,233
27	Deputy Chief of Police Executive Director Redevelopment Commission Information Technology Manager	71,763	94,279	116,795
28	Electric Distribution Superintendent	75,352	98,993	122,634
29	Transmission and Distribution Manager	79,118	103,942	128,765
30	Director of Human Resources Director of Parks & Recreation	83,075	109,139	135,204
31	City Engineer Fire Chief	87,229	114,596	141,964
32	Chief of Police Director of Development Services Director of Finance Director of Public Works Director of Utilities	91,590	120,326	149,063
33	Assistant City Manager	96,170	126,343	156,516

## EXECUTIVE DIRECTOR REDEVELOPMENT COMMISSION

### **General Definition of Work:**

FLSA Status: Exempt

Performs difficult professional and administrative work planning, organizing, and coordinating the redevelopment activities of the Redevelopment Commission of the City of New Bern; does related work as required. Work is performed in conjunction with the Redevelopment Commission of New Bern and under general supervision of the City Manager or their designee. No supervision is exercised over personnel.

### **Essential Functions/Typical Tasks:**

**Organizing, directing, and managing redevelopment initiatives within the boundary of the Redevelopment Commission of New Bern Redevelopment Plan; coordinating work with the Director of Development Services, Redevelopment Commission, City Manager, department heads; maintaining records and files; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Identifies and facilitates community and economic redevelopment planning initiatives consistent with the adopted Redevelopment Commission Redevelopment Plan.
- Meets with citizens, business representatives and community officials to determine overall redevelopment needs in the redevelopment area.
- Contact and coordinate with local, state, and federal service providers to establish programs and resources within the redevelopment area boundary.
- Secures funding for redevelopment activities and programs; pursues available grants and other financial programs.
- Assists Redevelopment Commission with establishing economic and community development plans and projects; identifies opportunities for private and public joint ventures.
- Administers all aspects of the redevelopment program; develops plans, acquires properties, and arranges for the demolition of units and the relocation of families; negotiates contracts with developers; coordinates engineering plans for site development; supervises construction; coordinates land closings; ensures compliance with contract provisions.
- Directs a variety of committees and community task forces; provides direction and oversees the implementation of committee and task force decisions.
- Researches and analyzes contemporary redevelopment issues including legislation, policies, annual reports, and correspondence; prepares responses to information requests.
- Provides technical assistance and makes presentations to boards, civic organizations, neighborhood groups, consultants, and citizens.
- Prepares and administers the budget for the Redevelopment Commission of New Bern; reviews expenditures for accuracy and budgetary compliance; coordinates all draw request for reimbursement to the City for all grant related programs; assures the accuracy of all financial reports and contracts;
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Comprehensive knowledge of the principles, practices, laws, regulations and procedures of community development programing; Thorough knowledge of redevelopment process and land development processes to include acquisition and disposition; Thorough knowledge of federal, state, and local statues governing bidding and contracting, and property acquisition and disposition; thorough knowledge of public and private financing; ability to analyze complex and technical financial ,social and economic reporting, in addition to projects; ability to develop and administer program policies, procedures, and guidelines; ability to negotiate and resolve complex technical problems involving diverse and conflicting issues; ability to establish and maintain effective working relationship with property owners, community groups, building contractors, City officials, co-workers, other professionals and the general public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, engineering, architecture, project management, non-profit management, or related field; Master's Degree preferred; considerable experience with leading community development initiatives, including some supervisory experience.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina.

## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider adopting an amendment to the FY 2021-22 annual adopted budget.

<b>Date of Meeting:</b> 2/8/2022	<b>Ward # if applicable:</b>
<b>Department:</b> Finance	<b>Person Submitting Item:</b> Kim Ostrom, Finance Director
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	Add \$60,000 for new Executive Director of Redevelopment Commission position; add \$6,500 for Fire -IT Restricted account; increase MSD by \$30,000 for survey, trash receptacles, and parking signs
<b>Actions Needed by Board:</b>	Adopt ordinance amendment
<b>Backup Attached:</b>	Memo, Ordinance Amendment

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

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

**Additional Notes:**



TO: City Manager, Honorable Mayor and Members of the Board of Aldermen  
FROM: Kim Ostrom – Finance Director  
DATE: February 8, 2022  
RE: Amendments to the FY 2021-22 Operating Budget

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The following are amendments to the Fiscal Year 2021-22 Operating Budget:

**General Fund**

The General Fund is amended to appropriate \$60,000 to add the position of Executive Director Redevelopment Commission. The midpoint annual estimated salary of \$94,279 plus benefits totals approximately \$132,000. FY2021-22 at 42% remainder of the fiscal year totaling \$60,000. It is also amended to appropriate \$6,500 to the Fire Department – IT Restricted account for CradlePoint and antenna installation for nine vehicles.

**MSD Fund**

The MSD Fund is amended to appropriate \$30,000 for the cost of a survey, trash receptacles, and parking lot signs, which was approved at the January 26, 2022 meeting.

**Requested Action**

The Board considers adopting the enclosed budget amendment at its meeting on February 8, 2022.



CITY OF NEW BERN, NORTH CAROLINA  
REQUESTED AMENDMENT TO  
Fiscal Year 2021-2022

FROM: Kim Ostrom, Finance Director

Meeting Date: February 8, 2022

EXPLANATION:

The General Fund is amended to appropriate \$60,000 to add the position of Executive Director Redevelopment Commission. The midpoint annual estimated salary of \$94,279 plus benefits totals approximately \$132,000. FY2021-22 at 42% remainder of the fiscal year totaling \$60,000. It is also amended to appropriate \$6,500 to the Fire Department – IT Restricted account for CradlePoint and antenna installation for nine vehicles. The MSD Fund is amended to appropriate \$30,000 for the cost of a survey, trash receptacles, and parking lot signs, which was approved at the January 26, 2022 meeting.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN  
THAT THE 2021-2022 ANNUAL BUDGET ORDINANCE IS AMENDED AS FOLLOWS:

Section 1 - Appropriations

Schedule A - GENERAL FUND

Increase: Development Services	\$ 60,000
Fire Department - IT Restricted	6,500
	<u>\$ 66,500</u>

Schedule B - MUNICIPAL SERVICE DISTRICT FUND

Increase: Municipal Service District	<u>\$ 30,000</u>
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Section 2 - Estimated Revenues

Schedule A - GENERAL FUND

Increase: Fund Balance Appropriated	<u>\$ 66,500</u>
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Schedule B - MUNICIPAL SERVICE DISTRICT FUND

Increase: Fund Balance Appropriated	<u>\$ 30,000</u>
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NATURE OF TRANSACTION:

☐ ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION  
☐ TRANSFER WITHIN ACCOUNTS OF SAME FUND  
☒ OTHER: FUND BALANCE APPROPRIATION

APPROVED BY THE BOARD OF ALDERMEN AND  
ENTERED ON MINUTES DATED FEBRUARY 8, 2022  
AGENDA ITEM NUMBER \_\_\_\_\_

\_\_\_\_\_  
BRENDA E. BLANCO, CITY CLERK

# AGENDA ITEM COVER SHEET

## Agenda Item Title:

Cost estimate for FY321-22 Preliminary Sidewalk Improvements

<b>Date of Meeting:</b> 2/8/2021	<b>Ward # if applicable:</b> 1 & 2S
<b>Department:</b> Public Works	<b>Person Submitting Item:</b> Al Cablay, PW Director
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	Al Cablay, Public Works Director, will make a presentation on preliminary list of sidewalk improvements we are planning to bid this spring. We have calculated an estimated cost and anticipate having to reduce the scope or linear footage in some areas as not to exceed the budgeted \$250,000. Attached are vicinity maps that show the areas included in the list.
<b>Actions Needed by Board:</b>	None
<b>Backup Attached:</b>	Memo & PDF presentation

**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 been budgeted and are funds available and certified by the Finance Director?** ☐Yes ☐No N/A

## Additional Notes:

### FY 21-22 Preliminary Sidewalk Improvements

- Sections of N. Craven (R&R)
- Sidewalk from National to Neuse Rd.
- One block of 6<sup>th</sup> to YMCA
- One block adjacent to Omega Center to West St.
- Country Club Rd. - Hartford to Newsome

Council Bluffs Repair - Collapsed Section (\$60,000 incumbered for contracted repair)



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

February 8, 2022

Memo to: Mayor and Board of Aldermen

From: Al Cablay, Director of Public Works

Re: Requested presentation on preliminary list of sidewalk improvements by Public Works for FY 21-22.

**Background Information:**

The Governing Board has requested a presentation by Public Works to address planned sidewalk improvements for the FY 21-22. Enclosed are vicinity maps that show the areas included in the planned improvements to be bid this spring. We have calculated an estimated cost and anticipate having to reduce the scope or linear footage in some areas as not to exceed the budgeted \$250,000. The estimates include associated work such as ramps, driveway aprons, and truncated domes. As with any of our previous sidewalk projects, we will add or cut linear footage as needed to utilize the entire budget amount.

**Recommendation:**

Presentation is informative in nature and no action by the Board of Aldermen is required.

If you have any questions concerning this matter, please feel free to contact me directly.

Enclosures

### FY 21-22 Sidewalk Project

• Sections of N. Craven (R&R) 700 +/- LF	\$38,007.50
• Sidewalk from National to Neuse Rd. 750 +/- LF	\$24,175.00
• One block of 6 <sup>th</sup> to YMCA 310 +/- LF	\$11,636.00
• One block by Omega Center 215 +/- LF	\$13,527.50
• Country Club Rd. Hartford to Newsome 1800 +/- LF	\$77,271.50
• Council Bluffs Repair Collapsed Section (Contracted)	<u>\$60,000.00</u>
<b>Sub Total</b>	<b>\$224,617.50</b>
<b>10% contingency</b>	<b>\$ 22,461.75</b>
<b>3% mobilization</b>	<b><u>\$ 6,738.53</u></b>
<b>Total</b>	<b><u>\$253,817.78</u></b>

\* All costs are preliminary estimates and include associated concrete work such as driveway aprons, ramps, and truncated domes.



QUEEN & NORTH CRAVEN STREETS - Ward 1





NEUSE AVENUE TO NATIONAL AVENUE - Ward 1





6TH STREET (FROM SPENCER AVENUE TO PARK AVENUE) - Ward 1





CEDAR STREET (OMEGA CENTER) - Ward 1





# COUNTRY CLUB ROAD - Wards 1 & 2 Area

