



City of Havelock
Board of Commissioners
Work Session Agenda
Monday, January 8, 2024
7:00 p.m.
Havelock City Hall

Item #	Agenda Topics	Presenter
I.	CALL TO ORDER	Mayor Will Lewis
II.	OPENING PRAYER/MOMENT OF SILENCE	Clergy Member or Mayor Lewis
III.	PLEDGE OF ALLEGIANCE	Mayor Will Lewis
IV.	WORK SESSION & CONSENT AGENDA: <i>A. Consent Agenda (A-B)</i> <i>B. Work Session Agenda</i>	Mayor Will Lewis
V.	WORK SESSION DISCUSSION ITEMS:	
<input type="checkbox"/> 1.	Collection Practices: Yard Waste Ordinance – Section 50.21	Public Works Director Patrick Lee
<input type="checkbox"/> 2.	Finance Director Position	City Manager Chris McGee Assistant City Manager Cindy Morgan HR Manager Angie Hall
<input type="checkbox"/> 3.	Havelock Senior Center Advisory Board	City Manager Chris McGee Assistant City Manager Cindy Morgan
<input type="checkbox"/> 4.	Brief Reports: <i>A. Havelock Chamber of Commerce Annual Meeting & Awards Ceremony</i> <i>B. Proposed Interactive Listening Session – February 20, 2024</i>	City Staff
VI.	ADJOURNMENT	Mayor Will Lewis



City of Havelock, North Carolina
Board of Commissioners

WORK SESSION AGENDA COMMUNIQUE

TO: Mayor William L. Lewis, Jr.
Board of Commissioners
City Attorney Troy Smith

FROM: City Manager Chris McGee
Assistant City Manager Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, January 8, 2023 – 7:00 PM

DATE: 1/5/2024

CC: Department Heads; Press

I. CALL TO ORDER:

Mayor Will Lewis will call the meeting to order.

II. OPENING PRAYER/MOMENT OF SILENCE:

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

III. PLEDGE OF ALLEGIANCE:

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

IV. WORK SESSION & CONSENT AGENDA:

The City Clerk respectfully submits to Board, the Work Session Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

Consent Agenda Item A	Minutes of the December 11, 2023 Regular BOC Meeting
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Consent Agenda Item B	Resolution #24-R-01, a resolution accepting American Rescue Plan Funding for the McCotter Canal Bank Stabilization
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Request: A Commissioner’s motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Workshop Agenda as presented.

City Manager’s Opinion: The Board may by majority vote add items to or subtract items from both the proposed consent and workshop agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

V. WORK SESSION AGENDA ITEMS:

Item #1. **Collection Practices:** *Yard Waste Ordinance – Section 50.21*

As notified in November 2023, and based on an October 2023 State Facility Inspection of LCID (Land Clearing and Inert Debris) Landfills, brown paper yard waste type bags are no longer approved for disposal at LCID landfills (**Exhibit #1A**).

Fortunately, the City is in leaf season at the moment, and bags/containers are not required through the end of February. However, based on this new information, Board action is necessary, as our current ordinance allows the use of biodegradable bags (**Exhibit #1B**).

Public Works Director Patrick Lee will lead the discussion and provide a recommendation to leave bins/containers as “optional” in addition to allowing yard waste piles on the curbside all year long. The City is currently set up for both methods based on our equipment. Overall, it is Staff’s recommendation to keep the ordinance the same; with the exception of removing the use of biodegradable bags. If the BOC concurs, an official ordinance amendment can be prepared for the January 22, 2024 Board meeting for adoption consideration.

The Board’s feedback and direction will be sought this evening.

Item #2. Finance Director Position

As the Board is aware, the City has been advertising for the Finance Director position since July 2023 (**Exhibit #2A**). We contracted with Developmental Associates, LLC to assist in recruiting high quality and diverse candidates to fill this role. In September 2023, three (3) applicants were invited to participate in an interview and skills evaluation. This process resulted in one (1) applicant placing in a desirable range. After a final negotiation interview, the candidate opted to stay at their current place of employment. Since then, the City has not received any other viable applications.

It is a difficult market for recruiting chief financial officers; however, one of our issues is likely the starting salary of \$95,738. Per policy, the manager has the ability to offer up to \$105,311, which is 10% above the starting salary. Nonetheless, advertising the position at \$95,738 is likely limiting the number of applications/resumes received.

For review, the NC League of Municipalities 2023 Salary Survey for a Finance Director in a population of 10,000 – 24,999 is provided for discussion purposes (**Exhibit #2B**). In general, the manager would like the Board's authority to advertise this position above the starting salary range and more within the average salary of \$109,428, as noted in the survey. The Board's feedback and direction will be sought regarding this recommendation.

Item #3. Havelock Senior Center Advisory Board

For numerous years, the Havelock Senior Advisory Board has been operating based upon the attached internal set of bylaws (**Exhibit #3A**). In order for the Center to receive grant funding, an advisory board does have to exist; however, this board should be made up of individuals appointed by the Board of Commissioners.

Staff is seeking the Board's authorization to draft a resolution officially establishing a "Senior Center Advisory Board," similar to the City's other committees. Once adopted, official appointments can be made by the Board of Commissioners.

Item #4. Brief Reports:

A. Havelock Chamber of Commerce Annual Meeting & Awards Ceremony

The Havelock Chamber of Commerce will be hosting their annual meeting and awards ceremony on Thursday, January 11, 2024 at 5:30 p.m. at the Tourist & Event Center. The City has sponsored two (2) tables at this "Fiesta-themed" event. Dinner is included. If you have not already done so, please inform Staff if you plan to attend.

B. Proposed Interactive Listening Session – February 20, 2024

After a few meetings with the Neuse Riverkeepers regarding Slocum Creek and water quality, they have requested and agreed to participate in a listening session on this topic. Based on the number of inquiries they receive, in addition to the City, a listening session could be an opportunity to discuss water quality in general, along with the valuable resource that Slocum Creek is to the community.

If the BOC has no objections, this special meeting would be set for 7:00 pm on February 20, 2024 at the Havelock Tourist & Event Center.

VI. ADJOURNMENT/RECESS