



**City of Havelock, North Carolina
Board of Commissioners**

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 22, 2024 – 7:00 PM

DATE: 1/19/2024

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. REGULAR & CONSENT AGENDA:

The City Clerk respectfully submits to Board, the Regular 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 January 8, 2024 Board of Commissioners Workshop Meeting
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Consent Agenda Item B	Pension Spike Notification/Official Acknowledgement
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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 regular 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. PUBLIC COMMENTS:

If any citizen wishes to address the City of Havelock Board of Commissioners during this “Public Comments” segment of this meeting, they may do so by signing up prior to the beginning of the meeting.

The City Clerk shall provide the sign-up sheet, which lists the name and address. It should be noted that comments shall be limited to five (5) minutes and Board reserves the right not to act on requests first presented this evening.

VI. REGULAR AGENDA ITEMS:

Item #1. RECOGNITIONS/PRESENTATIONS:

A. National FFA Week Proclamation

FFA is a premier youth organization preparing members for leadership and careers in the science, business and technology of agriculture. In 1988, the name of the organization was changed from "Future Farmers of America" to the "National FFA Organization" to accommodate these aspects, as well as farming. This organization helps members achieve their potential and develop their talent through interactive experiences. Members of this organization will likely become veterinarians, chemists, bankers, government officials, and teachers of the future. Every year, over 700,000 FFA members will celebrate National FFA Week during the week of George Washington's birthday.

To encourage the community to support various projects that affect FFA members, Mayor Lewis will publicly proclaim February 17-24, 2024 as National FFA Week in Havelock (**Exhibit #1A.1**).

City Code References: N/A

Request: Mayor Lewis shall officially present Proclamation #24-P-01 to the members of Havelock High School FFA, which proclaims February 17-24, 2024 as FFA Week in Havelock.

City Manager's Opinion: The manager supports this special recognition of FFA. This organization continues to help generations rise up to meet challenges by helping its members develop their own unique talents and explore their interests in a broad range of agricultural career pathways.

B. Make Havelock Shine Awards

The City of Havelock Appearance Commission solicited nominations for the "2023 Make Havelock Shine Awards." The nominated houses/businesses, lawns/yards had to be in the City Limits with unique and/or exciting decorations for the holidays. While nominations are accepted by the public, the Appearance Commission determined the winners. Each winner will be recognized this evening. They will be presented as follows:

- Carolina Christmas: Mr. & Mrs. Joe Dechuytner, 1113 Litewood Court
- Religious Theme: Mr & Mrs. David Bullock, 511 Hollywood Boulevard
- Joyce Blackburn Award: Mr. Ricardo Abre and Mr. Herbert Johnson, 101 Joseph Drive
- Children's Theme: Mr. & Mrs. William Dill, 314 Coachman Lane
- Techno Christmas: Mr. & Mrs. Brad Turner, 411 Chadwick Avenue
- Best Business Window Decorations:
 - o Havelock Pool & Spa, 269 HWY 70 West
- Best Business Live Display:
 - o Nightmare Factory & Rules of Engagement, 29 Park Lane

City Code References: 33.28

Request: Members of the Appearance Commission and the Board of Commissioners shall publicly recognize the winner's at this evening's meeting

City Manager's Opinion: Being a responsibility under City Code Section 33.28, the Appearance Commission is to be commended for initiating and maintaining this holiday event.

Item #2. Ordinance Amendment: *Section 50.21 - Collection Practices, Yard Waste*

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 #2A**). Based on this new information, Board action is necessary, as our current ordinance allows the use of biodegradable bags.

During the January workshop, Public Works Director Patrick Lee recommended to leave bins/containers as “optional” in addition to allowing yard waste piles on the curbside all year long as the City is currently set up for both methods based on our equipment. With the Board's concurrence, Staff provides an official ordinance amendment for the Board's adoption consideration (**Exhibit #2B**).

City Code References: 50.21

Request: A Commissioner's motion and a second is being sought to adopt Ordinance Amendment #24-O-01, an ordinance revising Chapter 50: Garbage, Section 50.21 Collection Practices, Yard Waste, removing the described "leaf season" along with use of biodegradable bags for grass and leaves.

City Manager's Opinion: The manager concurs with the adoption of the ordinance as presented. In addition, Staff will utilize all avenues of public outreach to inform the citizens of this change.

Item #3. Resolution Establishing a Senior Center Advisory Committee

As discussed at the January workshop, the Havelock Senior Advisory Board has been operating based upon an internal set of bylaws. In order for the Center to receive grant funding, an advisory committee does have to exist; however, this committee should be made up of individuals appointed by the Board of Commissioners. As a result, Staff has prepared a resolution to officially establish a Havelock Senior Center Advisory Committee (**Exhibit #3A**). The purpose is to discuss, recommend, plan and implement various programs, services and activities to benefit senior citizens in the community.

Based on the Board's direction, the attached resolution provides the committee with their duties, organizational rules and attendance policy. The committee shall consist of nine (9) members, made up as follows:

- All membership seats shall be senior citizens, age 55 or older
- Seven (7) seats shall be City residents

- Two (2) seats may reside in Township #5 or Township #6

In addition, the Mayor shall appoint one (1) elected official as an ex-officio member, and the Senior Center Director shall serve as a liaison to the committee.

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to adopt Resolution #24-R-02, a resolution establishing a senior center advisory committee.

City Manager's Opinion: The manager concurs with the adoption of the resolution as presented. Staff will solicit applications from interested volunteers with the intent to request the Board to make appointments at their February televised board meeting.

Item #4. Monthly Financial Presentation: *December 2023*

Interim Finance Officer Kimberly Walters shall appear before the Board of Commissioners this evening to present the December 2023 monthly financial report (**Exhibit #4A**). The Interim Finance Officer as of this writing does not have any items on the watch list. The Board's questions and comments on the report are solicited and welcomed.

In a related financial matter, Staff will be seeking Board action regarding an allocation of funding in reference to the sanitary sewer overflow (SSO) that occurred on January 14, 2024 (**Exhibit #4B**).

City Code References: 32.31(A)

Request: While no action is needed in regards to the financial report, Staff is seeking a Commissioner's motion and a second to allocate \$500,000 from Sewer Fund Retained Earnings to Sewer Fund Collections for the January 14, 2024 SSO cleanup.

City Manager's Opinion: The manager concurs with the financial report as presented, along with the requested allocation of funding.

Item #5. Elected/Appointed Officials Reports/Comments:

- City Manager:** At this time, City Manager Chris McGee submits a manager's report as referenced in the agenda packet (**Exhibit #5A**) and at this evening's meeting may offer other comments.

- b. **City Attorney:** At this time, City Attorney Troy Smith is provided an opportunity to report on any related City business matters.
- c. **Commissioners:** At this time, Commissioners are provided an opportunity to report on any related City business matters.
- d. **Mayor:** At this time, Mayor Will Lewis is provided an opportunity to report on any related City business matters.

VII. ADJOURNMENT/RECESS