



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
City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, February 14, 2022 – 7:00 PM

DATE: 2/11/2022

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 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 24, 2022 Board of Commissioners Regular Meeting
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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. Work Session 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. WORK SESSION AGENDA ITEMS:

Item #1. Eastern Carolina Council of Government Discussion

The Eastern Carolina Council (ECC) is one of sixteen multi-county planning and development regions in the State. Regional Councils are governed by local public and private sector appointments. These Councils are forums where local officials determine priorities for the larger area in which their communities are an integral part. ECC is governed by a General Membership Board that includes one elected official from the county/municipality served by the organization. The full board meets twice a year to set policy for ECC, guide programming and discuss regional challenges. The ECC Executive Committee conducts business for the organization in months that the General Membership Board does not meet.

The City of Havelock has been a member of ECC for several years (annual membership cost: \$4,274) and Commissioner Jim Kohr represents Havelock on this board. As aware, the future of ECC has been a concern for many in the region. This evening, Commissioner Jim Kohr will lead the discussion to provide information on a recent assessment of ECCs current state (**Exhibit #1A**), a letter that was provided to the Board of Directors from the region's County Managers (**Exhibit #1B**), and a proposed letter from the City of Havelock (**Exhibit #1C**).

The Board's feedback and direction will be sought on proceeding with the City's membership.

Item #2. Appearance Commission Request: *Use of Unspecified Funds*

During the budget process, the Board of Commissioners approved funding in the amount of \$5,650 for the Community Appearance Commission (**Exhibit #2A**). While some of these funds were project specific, \$2,030 was designated as "unspecified funds."

In return, the Appearance Commission is required to receive Board authorization prior to expending.

On behalf of the Appearance Commission, Recreation Director Travis Adams will present the Committee's request **(Exhibit #2B)** to utilize \$1,008.96 from the Appearance Commission's "unspecified funds" line item for additional costs associated with the "Make Havelock Shine Awards," Yard Signs for the committee's annual Plant Swap event, vinyl banners to be displayed at various events, pamphlets, and a "Make Havelock Shine" business video.

If the Board has no objections, official action would need to be taken this evening to authorize the use of \$1,008.96 from the Appearance Commission's "Unspecified Funds" line item for the purchase of the described items.

Item #3. 2022 Board of Commissioners Meeting Schedule: *Proposed Revisions*

Due to other meeting/event conflicts, Staff proposes the following revisions to the 2022 Board of Commissioners Meeting Schedule:

- Annual Planning Retreat: Revise from March 9-10, 2022 to March 17-18, 2022
- Budget Meeting: Reschedule the May 10, 2022 budget meeting to May 12, 2022

The locations/times will remain the same. If there are no Board objections, a Commissioner's motion and a second is being sought to revise the 2022 BOC meeting schedule as presented **(Exhibit #3A)**.

Item #4. Mayor & Board of Commissioners Expectations Policy

In 2006, the Board of Commissioners adopted an Expectations Policy to provide a full and clear understanding of expectations and guidelines pertaining to the Mayor, Commissioners and City Manager. In 2014, this specific policy was reviewed and amended. With the recent hiring of a new City Manager, now is an opportune time to review and discuss the Mayor and Board Members' expectations of the Manager and the Manager's Expectations of the Board **(Exhibit #4A)**. Any changes made will require official action by the Board.

Item #5. Brief Reports: Upcoming Events

A. Upcoming Events:

The Board is reminded of the following upcoming events:

- **ECAHF Annual Gala:** The Eastern Carolina Aviation Heritage Foundation (ECAHF) will hold their 2022 Gala on Friday, February 25, 2022 at 5:30 p.m. at the Havelock Tourist & Event Center. The City sponsors three tables for this event. Please inform the City Clerk if you plan to attend.
- **NCLM Annual Conference:** The NC League of Municipalities Annual Conference will be held April 26-28, 2022 in Wilmington. This three-day event will focus on municipal issues, leadership and network opportunities. Further details will be provided once registration opens.
- **Craven Community College Foundation Fabric Awards:** The 12th Annual Craven Community College Foundation Fabric Awards will be held on Tuesday, April 26, 2021 from noon to 1:30 p.m. at the New Bern Convention Center. The Tourist & Event Center is a Silver Sponsor to this event, which will include preferred seating, and four tickets to the event. Unfortunately, this event will be held at the same time as the annual NCLM Conference. If all Board members plan to attend the NCLM Conference, Staff members will attend the Fabric Awards on your behalf.

B. Marsha's Way Lighting Update

As the Board is aware, Duke Energy contracted the Marsha's Way Lighting Project to Pike Engineering Group in August 2021. The \$10,000 lighting project, consisting of 14 fiberglass poles, has been officially approved and the City should be receiving the approval documents in the coming days. With this approval, construction should move forward within the coming months.

VI. CLOSED SESSION: ...a motion and second is requested to go into closed session for the following purpose:

- NCGS 143-318.11(a)(6) –Personnel

VII. ADJOURNMENT/RECESS