



City of Havelock
Board of Commissioners
Regular Meeting
Monday, May 22, 2023
7:00 p.m.
Havelock City Hall

Item #	Agenda Topics	Presenter
I.	CALL TO ORDER	Mayor Will Lewis
II.	OPENING PRAYER/MOMENT OF SILENCE	
III.	PLEDGE OF ALLEGIANCE	Mayor Will Lewis
IV.	REGULAR & CONSENT AGENDA: <i>A. Consent Agenda Items (A-F)</i> <i>B. Regular Agenda</i>	Mayor Will Lewis
V.	PUBLIC COMMENTS	(5 minutes per citizen)
VI.	REGULAR AGENDA ITEMS:	
<input type="checkbox"/> 1.	Recognition/Presentation: <i>National Public Works Week</i>	Mayor Will Lewis
<input type="checkbox"/> 2.	Public Hearing – FY 2023-24 Proposed Budget	Finance Director Lee Tillman
<input type="checkbox"/> 3.	Future Sermons Dog Park <i>Ordinance Amendment & Dog Parks Rules/Regulations</i>	Recreation Director Travis Adams
<input type="checkbox"/> 4.	Public Works Projects: Consideration of Awards <i>A. Lee Drive Culvert</i> <i>B. Public Works Storage Building</i>	Public Works Director Patrick Lee
<input type="checkbox"/> 5.	Reports/Comments: <i>A. City Manager</i> <i>B. City Attorney</i> <i>C. Commissioners</i> <i>D. Mayor</i>	City Manager Chris McGee City Attorney Troy Smith Commissioners Mayor Will Lewis
VII.	ADJOURNMENT	Mayor Will Lewis



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, May 22, 2023 – 7:00 PM

DATE: 5/19/2023

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 April 10, 2023 Board of Commissioners Regular Meeting
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Consent Agenda Item B	Minutes of the April 18, 2023 Board of Commissioners Special Meeting
Consent Agenda Item C	City of Havelock & Havelock Chamber of Commerce - Annual Contract for Visitor Information Center Services <i>(no changes from current contract)</i>
Consent Agenda Item D	City of Havelock & Havelock Chamber of Commerce Contract & Lease Agreement for use of the Havelock Tourist & Event Center <i>(no changes from current agreement)</i>
Consent Agenda Item E	Appointment of Interim Deputy Finance Officer
Consent Agenda Item F	Schedule a Public Hearing for Monday, June 26, 2023 beginning at 7:05 p.m. or soon thereafter to consider a Conditional Zoning District – Rezone from HC to R-7(CD) to allow Duplexes at 120 MacDonald Boulevard

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. Regular 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. Recognition/Presentation: National Public Works Week

National Public Works Week is May 21-27, 2023. The presented proclamation (**Exhibit #1A**) calls upon all citizens and organizations of Havelock to acquaint themselves with the issues involved within public works. In addition, the proclamation recognizes the contributions that public works officials/staff make every day to our health, safety, comfort, and quality of life.

City Code References: N/A

Request: Mayor Lewis shall publicly submit Proclamation #23-P-04, proclaiming the week of May 21-27, 2023 as National Public Works Week in the City of Havelock.

City Manager's Opinion: The manager concurs with the presented Public Works Week Proclamation. Also as FYI, Public Works Director Patrick Lee and Public Utilities Director Rick Day have indicated that some of their department employees will attend this evening's proclamation presentation. It should also be noted that this department was recently recognized in Kinston with the First Year Gold NCDOL Safety Award for their continued commitment to workplace safety and health.

Item #2. Public Hearing – FY 2023-24 Proposed Budget

Per North Carolina State Statute 159-12(b) (**Exhibit #2A**) it is required that the Board of Commissioners hold a public hearing before adopting the annual budget ordinance. A public hearing notice was published in the Sun Journal on May 9, 2023 meeting the established legal requirements (**Exhibit #2B**). The public hearing allows citizens an opportunity to address the Board with concerns and comments regarding the proposed budget for FY 2023-2024.

Staff is prepared to briefly present by way of PowerPoint the proposed budget (**Exhibit #2C**), including revisions resulting from the work sessions. A draft budget ordinance (**Exhibit #2D**), along with proposed fee schedule changes (**Exhibit #2E**) are attached for reference.

City Code References: 32.16(B)(5)

Request:

- a. Mayor Lewis is to open up the hearing and first call upon Finance Director Lee Tillman to briefly present the proposed budget (PPT Presentation), as work sessions revised, to the public; and
- b. Solicit public comments; and
- c. Upon receiving no further public comments, Mayor Lewis is to close the public hearing; and

d. It shall be noted that a June 6th listening session will be held from 7-9 pm at La Casa Del Patron, along with a scheduled June 12th final budget work session beginning at 6:00 pm at the Tourist & Event Center prior to the scheduled June 26th budget adoption meeting date.

City Manager's Opinion: As aware, this is the time for citizens to comment on the proposed budget. After receiving citizen related budget comments, the governing body can consider their merit in a final budget passage.

Item #3. Future Sermons Dog Park - *Ordinance Amendment & Dog Parks Rules/Regulations*

Recreation Director Travis Adams shall appear before the Board of Commissioners to provide an update on the future Sermons Dog Park.

As Staff prepares for the project completion and future opening, an ordinance amendment and dog park rules are being provided for official Board adoption/approval. Being that the City's current ordinance prohibits animals upon City property, the attached ordinance (**Exhibit #3A**) provides an exception to allow dogs on or upon the designated park area of Sermons Park, further noting that all persons must comply with the rules and regulations (**Exhibit #3B**), which will be posted onsite.

To keep the project on track, Staff would like the Board to adopt the provided ordinance amendment and approve the rules/regulations so appropriate signs can be ordered and installed.

City Code References: 90.47

Request: A Commissioner's motion and a second is being sought to adopt Ordinance Amendment #23-O-08, an ordinance providing an exception to allow dogs on or upon the designated park area of Sermons Park, effective at 12:01 a.m. June 30, 2023, along with the approval of the posted rules and regulations.

City Manager's Opinion: The City's legal team has reviewed both documents and their suggestions have been incorporated; therefore, the manager supports the adoption/approval as presented. In addition, the June 30th timeline will provide sufficient time to complete the ordering and posting of the appropriate signage, along with a proposed June 30th ribbon cutting ceremony.

Item #4. Public Works Projects - Consideration of Awards

A. Lee Drive Culvert

The Lee Drive Culvert Project is a grant-funded project that will provide drainage improvements along Lee Dree, which feeds into the southwest prong of Slocum Creek. The project consists of the removal of two (2) concrete drainage pipes which will be replaced with a new box culvert.

Public Works Director Patrick Lee shall appear before the Board of Commissioners this evening to provide a briefing on the project and the bids received (**Exhibit #4A.1**). The City received eight (8) bids, with Waters Contracting Company being the lowest responsible bidder in the amount of \$153,678.

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to award the Lee Drive Culvert Project to Waters Contracting Company in the amount of \$153,678.

City Manager's Opinion: The manager supports awarding this contract as requested.

B. Public Works Storage Building

The Public Works Storage Building Project is the installation of one (1) 100' x 50' commercial grade building on concrete footers with associated electrical. This project was funded in the current FY budget.

By way of PowerPoint, Public Works Director Patrick Lee will provide an overview of the project along with the bids received (**Exhibit #4B.1**). A total of six (6) bids were received, all of which were over budget. However, State Procurement Procedures allowed Staff to negotiate the project with the lowest responsible bidder, identified as Pinam Construction, Inc. As a result, Staff will be seeking the Board's authorization to award the project to Pinam Construction, Inc. in the amount of \$280,000.

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to award the Public Works Storage Building Project to Pinam Construction, Inc. in the amount of \$280,000.

City Manager's Opinion: Noting that this project has been on the schedule throughout previous budget cycles, the manager supports awarding this project as presented.

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

- a. **City Manager:** At this time, City Manager Chris McGee submits a manager's report as referenced in the agenda packet (**Exhibits #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