



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, August 14, 2023 – 7:00 PM

DATE: 8/8/2023

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. 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 June 16, 2023 BOC Special Meeting
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Consent Agenda Item B	Minutes of the June 26, 2023 BOC Regular Meeting
Consent Agenda Item C	Minutes of the June 27, 2023 BOC Recessed Meeting
Consent Agenda Item D	Minutes of the July 10, 2023 BOC Workshop Meeting
Consent Agenda Item E	Minutes of the July 18, 2023 BOC Special Meeting
Consent Agenda Item F	Capital Grant Project Ordinance - Phoenix Recycling Site Cleanup
Consent Agenda Item G	Capital Grant Project Ordinance - Western Growth Expansion
Consent Agenda Item H	Appropriation of \$619,374 in North Carolina Emergency Management (NCEM) grant revenue and \$619,374 to Streets – Contracted Services expense for the Gray Fox Pipe Replacement Project
Consent Agenda Item I	Appropriation of \$3,000 in Contributions/Donations Revenue and \$3,000 to Part-Time Exhibits Expense for the TEC Engineering Camp
Consent Agenda Item J	Resolution #23-R-07, a Resolution Awarding to Retired Police Chief Christopher L. Morning His Badge & Service Sidearm
Consent Agenda Item K	Schedule a Public Hearing for Monday, September 25, 2023 beginning at 7:05 p.m., or as soon as the matter can be reached to consider a zoning map amendment to rezone a 3.87-acre parcel at 7560 US Hwy 70 East, New Bern from R-MH (Residential - Mobile Home) to HC (Highway Commercial).

Request: Commissioners 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. WORK SESSION AGENDA ITEMS:

Item #1. Levels of Service Discussions - Technology

As previously relayed, City Staff would like to begin Board discussions in regards to departmental levels of service. As we conclude the 2023 listening sessions, these conversations have, and will continue to assist the City in properly managing budgetary constraints while considering the citizens increased service demands. Each topic discussed will include an overview of departmental responsibilities/expectations and some of the challenges moving forward.

After reviewing a list of topics brought forward by department heads, Staff has chosen to proceed with "technology" being the first level of service discussion with the Board. As you are aware, the City has taken steps over the years to maintain advancements pertaining to technology among our internal and external customers. However, there are many other layers that can be added to improve customer relations and ease to our residents and clients. Some of those involve the use/acceptance of electronic signatures for account applications (water/sewer, permits, TEC rentals, animal licenses, recreational programs, etc.), and agency contracts. Customers, clients, partners, employees and vendors now expect convenient, fast agreement experiences. Enabling them to sign practically any type of agreement/application on almost any device will overall improve their experience with the City. Other possible advancements include an app for customer payments. All of these advancements have to tie into the City's financial software, which will take further research and eventual funding. At this point, Staff is seeking the Board's feedback on whether this is a service they would like Staff to pursue.

Item #2. Backflow Prevention/Cross-Connection Program & FOG Program

For several years, Public Utilities Staff have been working on a Backflow Prevention/Cross Connection Program. The purpose of this program is to eliminate backflow/cross connections within the public potable water supply that could result in contamination of the Public Water Supply System. The draft policy (**Exhibit #2A**) would need to be written in ordinance form and would apply to all users connected to the City's public potable water supply regardless of whether the user is located within the City limits or outside the City limits.

This ordinance is required by:

1. Federal Safe Drinking Water Act (P.L. 93523),
2. North Carolina State Administrative Code (Title 15A, Subchapter 8C), and
3. North Carolina State Building Code (Volume II) as they pertain to cross connections with the public water supply.

Public Utilities Director Rick Day will brief the Board on the provided draft policy, which identifies objectives, responsibilities, definitions, legalities and enforcement. The enforcement of such an ordinance will be a huge undertaking, which will likely take additional staffing in future years. If the Board concurs, Staff would suggest a more formal presentation and in depth review during the Fall Retreat. Additionally, the Board will also be briefed on the City's Fats, Oil & Grease (FOG) Program, required by NCDEQ and our own ordinance (**Exhibit #2B - PPT & Code Overview**).

Item #3. Phoenix Brownfield Park Conversion - Consulting Services Award

Based upon the Department of Housing and Urban Development (HUD) Grant No. B-23-CP-NC-0928 (\$3,500,000), the City invited interested parties to submit proposals of qualifications to provide environmental consulting services regarding the recycling site cleanup at Phoenix Brownfield Park (**Exhibit #3A**).

A total of five (5) proposals were received and reviewed by the City's selection committee (**Exhibit #3B - PPT**). Based upon the committee's recommendation, a Commissioner's motion and a second are being requested to award Mid-Atlantic Associates, Inc. the contract for consulting services for the Phoenix Brownfield Park Conversion Project. As the Board may recall, Mid-Atlantic Associates, Inc. has assisted the City with this project in the past, in addition to other project assessments. The scope of services provided in the Request for Proposals (RFP) is preliminary with the final scope to be negotiated and modified as needed and dependent on site conditions.

Item #4. Police Department: Update on Department Patrol Rifles

Police Captain Jeff Fedyna shall appear before the Board of Commissioners this evening to provide an update of the department's patrol rifles, to include a history, and comparison of the Ruger Mini 14 and Modern Patrol Rifles (**Exhibit #4A**).

Based on the age of the department's current 5 Mini-14 Rifles, Staff is requesting to utilize a portion of the approximate \$14,000 in drug seizure funds to purchase 5 new Modern Patrol Rifles at an estimated cost of \$5,700. In addition, the department is requesting approval to sell the Mini-14 Rifles for \$400/each to active duty HPD officers per NCGS 20-187.2. The monies from the sale of the current rifles will go into the General Fund.

Item #5. Brief Reports:

A. Craven County Recreational Appropriations

The City of Havelock recently received notification that the Craven County Board of Commissioners appropriated a total of \$157,518 within their FY 2023-24 budget for recreational enhancements (**Exhibit #5A**).

As the Board is aware, the City entered into a Memorandum of Understanding (MOU) with the County in February 2023 to enhance the Hwy 101 Recreational Complex. The \$66,666 appropriation noted in the attached correspondence will be used to install a control link lighting system with bulb replacements, along with the replacement of three (3) batting cages. The City's portion is included in the budget. Staff is currently looking into options for the \$90,852 recreation complex contribution and will briefly share those ideas this evening.

B. The Wall That Heals - Havelock Committee

Havelock is honored to be one of two locations in North Carolina to host the “Wall That Heals” from November 2-5, 2023.

The Wall That Heals exhibit includes a three-quarter scale replica of the Vietnam Veterans Memorial along with a mobile Education Center. The traveling exhibit honors the more than three million Americans who served in the U.S. Armed Forces in the Vietnam War and it bears the names of the 58,281 men and women who made the ultimate sacrifice in Vietnam.

As an update, the committee is currently seeking volunteers for setup, wall volunteers (greeting visitors, assist with finding names and name rubbings, serve as expert regarding layout, facts, and stories), visitor tent, mobile education center and breakdown. For more information, volunteers are encouraged to visit: <https://www.thewallthathealshavelock.org/volunteers>.

Staff will continue working on all the needs from the City's perspective.

C. Operation Greenlight

Operation Greenlight is a national collaborative initiative to support military veterans, as well as raise awareness about the unique challenges they may face. While studies show the vast majority of Americans support our veterans, too often that support is not seen or felt by service men and women. Operation Greenlight is changing that. Residents and businesses are encouraged to change one light bulb in the entryway of their house or business to a green bulb. By shining a green light, veterans are aware that

they are seen, appreciated and supported. This event is focused around the week of Veterans Day (November 6-12).

Craven County participated for the first time last year and Commissioner Sherry Hunt has asked Havelock to engage in the program as well. This support and recognition can be provided by issuing a resolution or a proclamation. In addition, the City can share our participation and encourage others on social media using *#OperationGreenLight*.

D. ECAHF Fly-In Event

The Eastern Carolina Aviation Heritage Foundation (ECAHF) will hold its 12th Annual “Fly-In” Family Night starting at 5:00 p.m. on Friday, August 18, 2023 at the Havelock Tourist and Event Center (**Exhibit #5D**).

This event will allow families in the community and surrounding areas an opportunity to enjoy a FREE family night and learn how STEM (Science, Technology, Engineering, & Mathematics) education relates to aviation in the local area. Activities include fun, interactive, and educational demonstrations/booths, free giveaways which include school supplies, a photo opportunity with Marine Corps flight gear and concluding with door prize drawings, and much more.

F. Interactive Listening Session #7 – Arts & Cultural Resources

The City’s seventh and final listening session of 2023 will be held on Tuesday, August 15, 2023 from 7-9 pm at Big Apple. This session will focus on arts and cultural resources. The public is invited to attend and participate.

G. Summer Concerts & Movies in the Park

The Havelock Parks & Recreation Department will conclude their “Summer Concerts/Movies in the Park.” The last movie, “DC League of Super Pets” will be featured on Thursday, August 17th at City Park beginning at dusk. The last concert, I-42 Band with Bryan Mayer, will be held on Friday, September 1st, beginning at 6:00 p.m. at City Park.

VI. ADJOURNMENT/RECESS