



**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/City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, September 26, 2022 – 7:00 PM

DATE: 9/23/2022

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. 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 September 12, 2022 Board of Commissioners Workshop
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Request: Commissioners 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. RECOGNITIONS/PRESENTATIONS:

A. Shop with a Cop Donation

On September 10, 2022, the Havelock Moose Lodge and "Kats fer Kidz" held a fish fry with all proceeds received being donated to the "Havelock Police Department - Shop with a Cop" program.

The citizens of Havelock demonstrated overwhelming support for the program, with \$1,247 being collected. This donation will assist the department in reaching their goal of \$3,600. The "Shop with a Cop" program is a Christmas fundraiser that provides selected Havelock students with money to spend, on items of their choosing, during a shopping trip with local law enforcement.

A representative from "Kats fer Kidz" will be in attendance this evening to officially present the City of Havelock with a donation check for this worthwhile cause.

City Code References: N/A

Request: Officially accept a donation check from Kats fer Katz for Havelock Police Department's "Shop with a Cop" program.

City Manager's Opinion: This presentation is a wonderful opportunity to thank all of the volunteers and those who donated to this special event.

B. National Night Out 2022

Police Chief Chris Morning shall appear before the Board of Commissioners this evening to provide an overview of the events/activities planned for National Night Out (**Exhibit #1B.1**).

Proclamation #22-P-11 (**Exhibit #1B.2**) will be presented to recognize the Havelock/MCAS Cherry Point National Night Out (NNO) Event, which will be held on Tuesday, October 4, 2022 beginning at 4:00 p.m. at Walter B. Jones Park. The 2022 NNO event will mark the 13th year that the City of Havelock and MCAS Cherry Point have co-hosted the event, the 24th year that Havelock has participated in the event, and the 38th year for NNO nationally.

City Code References: N/A

Request: With the support of the Board of Commissioners, Mayor Lewis shall formally present Proclamation #22-P-11 (**Exhibit #1B.2**) to the Havelock Police Department, proclaiming October 4, 2022 as National Night Out in Havelock.

City Manager's Opinion: The manager concurs with the proclamation of support and endorses the October 4th event taking place at Walter B. Jones Park.

C. 2022 Brave Enough to Wear Pink Campaign

Fire Chief Tom Dorn shall appear before the Board of Commissioners this evening to provide a briefing on the department's fundraising efforts for their annual "Brave Enough to Wear Pink" campaign, beginning on October 1, 2022 (**Exhibit #1C.1**). All proceeds from this fundraiser will go to the Havelock Fire/Rescue Cancer Center Fund managed by Carolina East Foundation. In addition to the adult pink t-shirts, kids t-shirts will also be available. All items are \$20 each and may be purchased at both Havelock fire stations and City Hall, as well as online at www.havelocknc.us and Havelock's Official Facebook Page.

City Code References: N/A

Request: The t-shirt design will be officially unveiled this evening. No Board action is necessary.

City Manager's Opinion: The manager supports this fundraiser and will be "Brave Enough to Wear Pink." In addition, the Mayor and Commissioners may want consider supporting this effort by purchasing and wearing their pink t-shirts at their October 24, 2022 televised Board meeting.

Item #2. Ordinance Amendment – Chapter 90: Allowance of Chickens

The Board has discussed the proposed text amendment to allow chickens in the city limits at two recent workshops, June 13th and September 12th. In summary, the proposed text includes the following:

- A. The number of chickens allowed per the zoning district per single-family parcel and when a parcel is two (2) acres or larger, the maximum number of chickens allowed is 12.
- B. No roosters are permitted.
- C. Slaughter is not permitted.
- D. Chickens shall be confined in the rear yard of the property within a fenced area.
- E. Any associated structure (i.e. coop) shall be restricted to the rear yard, and shall meet the required setback of seven (7) feet from the side and rear property lines. Enclosures shall allow a minimum of three (3) square feet per fowl.

Furthermore, a chicken coop permit and the associated fee shall be required for any coop. For a chicken coop with any dimension exceeding 12 feet, a building permit and associated fee shall be required. In a yard abutting a street, any coop requiring a Building Permit must meet the same setback as the house. A fence permit will also be required if a fence is added.

The proposed text (**Exhibit #2A**) for these items is attached along with the proposed fee shown on the Planning Dept. section of the City's Fee Schedule (**Exhibit #2B**).

City Code References: Chapter 90: Animals

Request: A Commissioner's motion and a second is being sought to adopt Ordinance Amendment #22-O-03, an ordinance permitting chickens for personal domestic use in

the corporate limits to include a maximum number of chickens allowed per single-family parcel within a zoning district; and the inclusion of a chicken coop permit fee of \$20.00 within the City's Fee Schedule, effective at 12:01 a.m. on September 27, 2022.

City Manager's Opinion: After research and several work sessions discussing the best options for an allowance of chickens for residents, the manager supports the ordinance amendment and the associated chicken coop permit fee as presented.

Item #3. Monthly Financial Presentation: *August 2022 Report*

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the August 2022 monthly financial report (**Exhibit #3A**). The Finance Officer has previously noted that legal fees for the month of July were higher than anticipated. August's Budget-to-Actual report shows that the department is at the high level of normal. The Department will continue to be monitored the next several months in case additional funding is necessary. The Board's questions and comments on the report are solicited and welcomed.

City Code References: 32.31(A)

Request: No action necessary.

City Manager's Opinion: The manager concurs with the financial report as presented.

Item #4. Governing Body Appointments: *Recreation Advisory Board*

The terms of Recreation Advisory Board members Consuelo Colvin, Pam Holder, Jennifer Taylor-Sabdo, Sharon Knapp (Township #5) and Gary Odle (Township #6) expire on September 30, 2022 (**Exhibit #4A**). All members except for Ms. Colvin wish to be considered for reappointment. As of this writing, the City has only received one (1) application from a City resident interested in serving on the Recreation Advisory Board (**Exhibit #4B**).

City Code References: Resolution #09-R-28

Request: After a vote by written ballot, a Commissioner's motion and a second is being sought to appoint three (3) City Members; one (1) Township #5 Member; and one (1) Township #6 Member to the Recreation Advisory Board for a term beginning October 1, 2022 and ending September 30, 2024.

City Manager's Opinion: The manager recognizes that appointments are made at the Board's discretion; and therefore, does not offer an opinion.

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

- a. **City Manager:** With the Board conducting a workshop on September 22, 2022, City Manager Chris McGee does not have a written manager's report to submit at this time. If any updates materialize between now and the meeting, such will be provided verbally.
- 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