



City of Havelock, North Carolina  
Board of Commissioners

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## AGENDA COMMUNIQUE

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**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, October 24, 2022 – 7:00 PM

**DATE:** 10/21/2022

**CC:** Department Heads; Press

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### 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.

<b>Consent Agenda Item A</b>	Minutes of the September 26, 2022 Board of Commissioners Regular Meeting
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<b>Consent Agenda Item B</b>	Board Policy Amendment: Policy #87-BOC-01: Flag and Banner Display Days - U.S. Flag and Home of the Brave Banners
<b>Consent Agenda Item C</b>	Board Policy Amendment: Policy #06-BOC-01: Athletic Association Endorsement Policy

**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. Havelock-Craven County Library Briefing

Havelock–Craven County Library Branch Manager Rebecca Lucas shall appear before the Board of Commissioners this evening to provide information on how the library has utilized the \$6,000 provided by the City. As you may recall, the library requested funding from the City during the budget process for projects to enhance the library for citizens. Some of those projects were specifically identified as:

- Wi-Fi routers to thirteen (13) computers
- Creativity Wall in Youth Services
- Three (3) portable display screens

In addition to providing an update on how the funds have been applied, Ms. Lucas will take a few moments to identify some things they will be working on in the future.

**City Code References:** N/A

**Request:** For informational purposes only, no action needed.

**City Manager's Opinion:** The manager appreciates Ms. Lucas providing an update on how the approved funds have been used to improve the offerings to our citizens and children.

## **Item #2. FY 2021-2022 Audit Presentation**

Pursuant to NCGS 159-34 (**Exhibit #2A**), Finance Director Lee Tillman and Matt Braswell of Martin Starnes and Associates, CPAs, P.A. are scheduled to appear before the Board of Commissioners for presentation of the FY 2021-2022 audit report (**Exhibit #2B - PPT**). Please reference the electronic copy of the audit report from Martin Starnes and Associates within your agenda packet (**Exhibit #2C**).

**City Code References:** 32.31 (A)

**Request:** No Board action necessary.

**City Manager's Opinion:** At the end of the City's audit review, preliminary outcomes raised no issues. Mr. Braswell, Audit Manager - Martin Starnes & Associates did meet with the Finance Officer and City Manager to express his appreciation for staff's cooperation and readiness. He also complimented the City on its financial position. He noted that the Board continued to make difficult decisions to maintain the financial health of the City.

Also, it was reported that the Water Fund had a net income of \$610,320, the Sewer Fund showed a net loss of \$208,710, and Solid Waste a net income of \$59,210. The TEC fund had an operating loss of \$134,015. The General Fund as a whole had net increase in total fund balance of \$790,467 although available fund balance declined by \$472,703. As discussed at past budget work sessions, retreats and Board meetings, it is still the City's strategy to substantially increase the utility fund net assets and revenue streams to pay for the upcoming capacity and system improvements.

Overall, it is the manager's opinion that Finance Officer Lee Tillman and the Finance Department did a very good job and should be commended on managing, accounting for and reporting on the City's Finances for FY 2021-2022.

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

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the September 2022 monthly financial report (**Exhibit #3A**). The Finance Officer has placed interest revenue and general legal expense on the watch list. Both items will continue to be monitored for the next several months in case additional action 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. ECAHF Funding Allocation Request - Armistead Estate Donation**

Dr. Ray Armistead, a local orthopedic surgeon, and his family were tragically killed in a plane crash near Charleston, SC on December 22, 2006.

On December 29, 2016, the estate of the Armistead Family gifted a parcel of land (PID 6-221-017, 1.3 acres), located on East Main Street near Coldwell Banker to the City of Havelock/Eastern Carolina Aviation Heritage Foundation (ECAHF). In 2021, Piedmont Natural Gas (PNG) purchased the rights to a permanent easement and a temporary easement at the total purchase price of \$116,550. As part of the donation, the Armistead Family requested the money from any sale of the property be used for Science, Technology, Engineering, Math (STEM) education and safety training for students.

To honor the request of the family, ECAHF would like to purchase items to promote STEM education and safety to assist in developing activities for students. TEC Sales Manager Pam Holder will brief the request on behalf of ECAHF (**Exhibit #4A**).

**City Code References:** N/A

**Request:** A Commissioner's motion and second is being sought to appropriate \$40,000 from Exhibits Armistead Reserve and authorize the purchase of equipment and curriculum promoting Science, Technology, Engineering, and Math education and safety.

**City Manager's Opinion:** The request meets the desires of the Armistead Family; therefore, the manager supports the appropriation request 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**