



**City of Havelock, North Carolina  
Board of Commissioners**

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**WORK SESSION 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, November 14, 2022 – 7:00 PM

**DATE:** 11/10/2022

**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. WORK SESSION & CONSENT AGENDA:**

The City Clerk respectfully submits to Board, the Work Session 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 22, 2022 Board of Commissioners Recessed Workshop
<b>Consent Agenda Item B</b>	Minutes of the October 10, 2022 Board of Commissioners Fall Retreat
<b>Consent Agenda Item C</b>	Minutes of the October 24, 2022 Board of Commissioners Regular Meeting
<b>Consent Agenda Item D</b>	Resolution #22-R-07: Authorizing the Sale of Surplus Property through GovDeals.com

**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. 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 workshop 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. National Motto Display: *Havelock City Hall*

On September 22, 2022, Resolution #22-R-03 was unanimously adopted by the Board of Commissioners in support of displaying the National Motto, "In God We Trust" in a prominent location at City Hall.

US Motto Action Committee Member Rick Lanier submitted proofs/options for the Board's consideration (**Exhibit #1A**). As the Board recalls, the Committee incurs the full cost of these displays. This evening, Staff is seeking feedback and direction from the Board regarding the placement locations, font/style and font color.

## **Item #2. Nuisance and Zoning Violations Enforcement Process**

Staff presented the Nuisance and Zoning Violations Enforcement Process to the Board at the October 10, 2022 Fall Retreat that included a review of the draft public information brochure and website proposal that contains the written procedures for enforcement. As a result, Staff made updates to incorporate the input received from the Board. The updated brochure and website proposal are includes **(Exhibit #2A)**.

In a related matter, Staff will provide a review of recent Nuisance Abatement enforcement activity as noted in the attachment **(Exhibit #2B)**.

At this point, Staff is prepared to proceed with the completion of the brochure and website information upon a consensus of the Board.

## **Item #3. Proposed Ordinance Revision: *Chpt 33-Community Appearance Commission***

At the October 10, 2022 Fall Retreat, the Board was provided with suggested ordinance revisions to specifically update the powers and duties of the Appearance Commission. As relayed, the current ordinance is very outdated and based on legislation from 1971. The provided revisions better define the purpose of the Commission and appropriately condense the duties/responsibilities, providing flexibility to the Board and City Manager.

The yellow highlighted edits are additional revisions provided by legal **(Exhibit #3A)**. Furthermore, being that the statute specifically authorizes a "commission," legal does not advise changing it from a "commission" to a "committee" as one does not provide any more authority. No matter the name, the Board of Commissioners may curtail and control the functions of the group as desired.

If the Board concurs, an official adoption of this ordinance may be sought prior to the end of the year.

## **Item #4. Proposal to Establish a Cultural Arts Advisory Committee**

At the October 10, 2022 Fall Retreat, the Board was briefed on a proposal to establish a Cultural Arts Advisory Committee to recommend, plan and promote community programming/events for general entertainment. Examples provided were: Summer Concert Series, Movies in the Park, Art Shows, Community Gatherings, Talent Shows, Plays, Dance/Music Shows, Children's Art Exhibits, Festivals, Car Shows, etc.

Based on the Board's concurrence to pursue, a draft establishment resolution is provided for review and input (**Exhibit #4A**). This resolution establishes this committee as a nine-member committee and includes the purpose, duties, membership terms, meeting schedule and reports.

With no objections from the Board, Staff will finalize the resolution for official adoption consideration. An advertisement for volunteers could begin after the New Year.

#### **Item #5. Dog Park Options: *Sermons Park & Tarheel Park***

As a follow-up to the October 10, 2022 Fall Retreat, Recreation Director Travis Adams shall appear before the Board of Commissioners this evening to provide additional comparison details in regards to locating a dog park at either Sermons Park or Tarheel Park (**Exhibit #5A**).

Prior to discussing the location options, the Board will be asked to consider forwarding the suggested dog park rules and regulations to the City's legal staff for final review. Pertaining to the locations, Staff will brief the Board on the key elements of each location to include the estimated costs associated with dog park amenities. To move this project along, the Board's direction will be sought on pursuing a dog park at Sermons Park or Tarheel Park.

#### **Item #6. Fire/EMS Part-Time Pay Rates: Recruitment & Retention**

As part of the October 10, 2022 Fall Retreat, Fire Chief Tom Dorn provided a staffing overview which included recruitment and retention options for consideration. The department continues to struggle filling vacant positions, thus placing a strain on full-time staff. An advanced option to include a career development plan and certification pay options will be presented during the Spring Retreat; however, in the short-term, Staff has prepared an option to increase part-time pay in an effort to encourage part-time staff to pick up more hours thereby alleviating strain on full-time staff.

By way of PowerPoint presentation, the Board will be briefed on the department's current full-time rates, a part-time salary comparison of other agencies and a recommendation for the Board to consider (**Exhibit #6A**).

It should be noted that the police department was given an opportunity to provide a similar option; however, Staff reports that such is not needed, as they no longer have numerous vacancies.

**Item #7. Disaster Debris Removal Contract: *Consideration of Award***

The City's Storm Debris Removal Contract with DRC Emergency Services, LLC expires on November 30, 2022. As a result, City Staff solicited proposals, with five (5) companies responding with their proposals and price sheets (**Exhibit #7A**).

Based on the timing and proposals received, Staff is requesting Board action this evening with an official report at the November 28, 2022 Board meeting. Therefore, a Commissioner's motion and a second is being sought to award a 5-year Disaster Debris Removal Contract to Santee Modular Homes, Inc. and authorizing the City Manager to execute the contract.

**Item #8. 2022 Paving Maintenance Contract: *Consideration of Award***

With the completion of a pavement condition survey, an "Invitation to Bid" was solicited for the described 2022 Havelock Paving Maintenance Contract to include grading, asphalt milling, asphalt overlay, adjustment of water valves and manholes, and shoulder repair. The paving contract map is included as a reference (**Exhibit #8A**).

A total of three (3) bids were received ranging from \$924,853.82 to \$1,433,201. To push this project forward, Staff is requesting a Commissioner's motion and a second to award the 2022 Paving Maintenance Contract to Onslow Grading in the amount of \$924,853.82 (**Exhibit #8B**). An official report of this action will be conveyed at the November 28, 2022 Board meeting. It should be noted that \$940,000 was included in the adopted FY 2022-23 budget; therefore, additional funds will not be needed.

**Item #9. Brief Reports:**

**A. Benefits Update and Consideration of Employer Provided Short Term Disability**

Annually, as part of the budget process, Staff and our insurance brokers review employer provided benefits as well as voluntary benefits. The focus topics this year were life insurance and prescription drug costs.

After much research and multiple discussions and meetings, our broker has suggested a couple of changes. First, the City is switching life insurance companies. The new provider, Sun Life is AA, very strong rated with Standard and Poor's; Aa3 with Moody's, and our broker has extensive experience working with them. The change will provide employees with options of purchasing larger life insurance policies at a reduced cost and save the City approximately \$3,500 annually. Additionally, the policies are portable (policy holder may convert to individual policy if no longer an active employee). Also,

they will offer cancer, critical illness, and other voluntary benefits at a slightly cheaper rate than our current provider. A special open enrollment will occur in November with an effective date of January 1, 2023.

Secondly, the broker has also recommended that the City enroll in a prescription advantage program. This new service will work in tandem with our regular prescription coverage and generate savings by utilizing prescription rebate programs. Savings for this change will depend on actual prescriptions filled but it is anticipated to save at least \$15,000 a year. The utilization of the program will be seamless for plan participants. Other options that would be noticed by members are being reviewed for possible implementation July 1st since the City's plan just like the industry in general is impacted by specialty drugs.

Lastly, Staff is requesting to use the generated savings to provide Short Term Disability (STD) to all full-time employees. The plan will provide up to 60% of weekly income after a 14-day waiting period not to exceed \$750 a week. The cost for this benefit is \$18,000 annually. Many local units offer this benefit and Human Resources believes this is one small step towards addressing recruitment and retention. It will benefit our newer employees as they have not been in service long enough to build a sick leave bank. The savings allows the Board to offer Short Term Disability insurance to employees with no budgetary impact. In order to move this forward in a timely manner, a Commissioner's motion and is second is being sought to authorize employer paid Short Term disability as an employee benefit to full time employees.

## **B. Financial Updates**

The Board will be briefed on upcoming financial matters requiring official action during November's televised Board meeting. The items are further described below:

1. Finance will present FY 22-23 Budget Amendment Number 1 for adoption consideration on November 28, 2022. The amendment formalizes the acceptance of donations and seizure taxes (\$26,211), state grants (\$1,182,831) and transfers the funds to TEC for the chair replacement purchase. Further, the amendment will seek additional funding of \$15,000 for general legal department and an allocation of \$45,000 for general fund contingency due to expenses associated with purchasing and demolishing 1 Jaycee Street.
2. As part of the FY 22-23 budget, the Board appropriated \$100,000 to the manager's contingency fund. As of this writing, \$44,565 has been utilized for the 1 Jaycee Street property and there is a \$5,000 reserve for expenses associated with the Healing Wall host fee, leaving a balance of \$50,435. Budget Amendment #1 will include \$25,000 to allow for adequate contingency.

### **C. Upcoming Events**

The Board will be reminded of the following upcoming City events:

- Friday, December 2, 2022 - 6:00 pm: Havelock Christmas Dinner/Dance, Havelock Senior Center (Announcement of Christmas Parade Grand Marshal)
- Saturday, December 3, 2022 - 3:30 pm: Havelock Tree Lighting Jubilee, Havelock City Park
- Saturday, December 10, 2022 - 10:00 am: Havelock Christmas Parade
- Wednesday, December 21, 2022 - 12 Noon: City of Havelock Employee Christmas Luncheon, Havelock Tourist & Event Center

## **VI. ADJOURNMENT/RECESS**