



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, November 28, 2022 – 7:00 PM

DATE: 11/23/2022

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 November 14, 2022 Board of Commissioners Workshop
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Consent Agenda Item B	FY 2022-2023 Budget Ordinance Amendment Number One
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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. Craven Co. ABC Board Presentation & Municipal Check Distribution

Craven County ABC Board Chairman Chip Chagnon shall appear before the Board of Commissioners this evening to present the City of Havelock with a municipality check distribution. He will also provide a brief PowerPoint presentation (**Exhibit #1A**) outlining their mission, goals and objectives, along with the financial operations of the Craven County ABC Board.

In closing and on behalf of the Craven County ABC Board, the City will be presented with a check in the amount of \$23,192 for the citizens of Havelock.

City Code References: N/A

Request: The Mayor and Board of Commissioners shall formally accept the ABC check on behalf of the City.

City Manager's Opinion: The manager concurs with the acceptance and appreciates their willingness to provide a brief presentation on the financial operations of the ABC Board.

Item #2. Monthly Financial Presentation: *October 2022 Report*

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the October 2022 monthly financial report (**Exhibit #2A**). The Finance Officer has left interest revenue and general legal expense on the watch list. Legal will be addressed in Budget Amendment 1. 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 city manager concurs with the financial report as presented.

Item #3. Community Appearance Commission: *Chapter 33 Text Amendment*

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.

A draft of these revisions were further discussed at the November 14, 2022 Workshop. Ordinance Amendment #22-O-04 (**Exhibit #3A**) includes edits provided by the City's legal team, along with the revisions provided by the Board in regards to Section 33.30 Committees. This specific edit clarifies that committees may be established from their own membership with the approval of the city manager and as long as it is relevant to their purpose.

In summary, Staff is requesting the adoption of the provided ordinance text amendment as presented.

City Code References: Chapter 33

Request: A Commissioner's motion and a second is being sought to adopt Ordinance Amendment #22-O-04, and ordinance amending Chapter 33: Community Appearance Commission, as presented, and effective at 12:01 a.m. on November 29, 2022.

City Manager's Opinion: The manager concurs with the adoption of the provided amendment as presented. As relayed, the revisions better define the purpose of the Commission and eliminates the powers/duties that should be appropriately handled through the City's Planning & Inspections Department and the Planning Board. Furthermore, being that such ordinance has been previously introduced to the Board of Commissioners, only a simple majority vote is required to pass this amendment this evening.

Item #4. Resolution 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.

A draft resolution was presented for review at the November workshop, which included the committee's purpose, duties, membership terms, meeting schedule and reports. Resolution #22-R-08 (**Exhibit #4A**) establishes this committee as a nine-member committee to include the following seats:

1. One seat shall be a Havelock business representative
2. One seat shall be an educator or educational outreach representative
3. One seat shall be a senior citizen, age 60 or older
4. One seat shall be a Havelock based student
 - Student must be a high school junior (11th grade) or higher.
5. Five seats shall be At-Large in-City members

Staff is seeking the Board's adoption consideration of the provided Havelock Cultural Arts Advisory Committee establishment resolution, which incorporates the changes discussed at the November 14, 2022 Workshop. An advertisement for volunteers will begin after the New Year.

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to adopt Resolution #22-R-08, a resolution establishing a Havelock Cultural Arts Advisory Committee.

City Manager's Opinion: The manager supports the adoption of the presented resolution. Given the community's desire for additional events and activities in Havelock, the proposed committee would be vital in assisting City staff.

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