



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/City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, January 09, 2023 – 7:00 PM

DATE: 1/6/2023

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 December 12, 2022 Board of Commissioners Regular Meeting
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<p>Consent Agenda Item B</p>	<p>Memorandum of Understanding (MOU) between the City of Havelock and Craven County for a 50/50 capital needs funding partnership for a 9-hole disc golf course and replacement athletic fencing at fields #5 and #6, to include appropriating the total project cost of \$51,700 from General Fund- Fund Balance with the understanding that 50% (\$25,850) will be reimbursed to the City of Havelock by Craven County</p>
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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. Work Session 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 work session 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. Ordinance Exemption Request: *Allowance of Goats at Havelock High School*

Havelock High School Agricultural Education Teacher and FFA Advisor Regan Tell and HHS Student Isabelle Colantoni shall appear before the Board of Commissioners this evening to formally request the Board's consideration in amending the City's Code of Ordinances pertaining to prohibited animals in order to allow goats at Havelock High School. By way of PowerPoint presentation (**Exhibit #1A**), the Board will be provided information on the importance of agricultural education.

While the high school currently has an exemption to allow chickens for educational and instructional purposes (approved 09/26/2011), such only provides limited exposure. In an effort to open the students up to multiple opportunities, remain competitive with other schools and provide a first-hand learning experience, the high school is requesting an expansion to the current exemption to include the allowance of goats. Furthermore, information will be provided on the potential breed options, community outreach opportunities, proposed location and how the goats will be cared for.

After meeting with Mayor Lewis and City Staff, two ordinance amendment options are being provided to the Board for discussion and future consideration. It should be

noted that any changes to the City's current ordinance would need to be made at a televised meeting.

Item #2. BluePrint Business Communications: *TEC Digital Marketing Overview*

In November 2021, the City entered into a marketing agency service agreement with Blueprint Business Communications, LLC in an effort to increase visitors, leads and events at the Havelock Tourist & Event Center (TEC). This agreement was an initial 6-month term that began on November 22, 2021 and was further extended through January 3, 2023. The costs for these services has totaled \$30,333.33.

Representatives from BluePrint Business Communications will provide a digital marketing overview of the TEC to include their campaign review, results generated, economic impact and the proposed next steps, which would include a renewal of their existing contract (**Exhibit #2A**). In a related matter, TEC Staff provides comparison booking data for the November-December 2022 timeframe (**Exhibit #2B**).

While no official action is being requested this evening, it should be noted that the terms of previous contracts have been for 6 months at a cost of \$14,000. Currently, there is no funding available in the Tourist & Event Center budget to extend these marketing services. Any sort of renewal prior to the FY 2023-24 budget year would require an appropriation from General Fund.

Item #3. Request for Additional Funding: *Public Utilities - Water Distribution Fund*

Public Utilities Director Rick Day shall appear before the Board of Commissioners this evening to request additional funding for the Water Distribution Fund (**Exhibit #3A**). The FY 2022-23 budget consisted of \$85,000 with expenditures currently exceeding \$89,000 as of this writing. This expenditures include the major waterline repair at the ABC Store, waterline repairs at Hollywood and Miller Boulevards, and various hydrant replacements. Mr. Day will also take this opportunity to brief the Board on the specifics pertaining to the ABC Store waterline repair and the associated costs.

Based on the remaining available balance in this fund, a Commissioner's motion and a second is being sought to appropriate \$45,000 from Water Fund Retained Earnings for maintenance and repair of water distribution lines.

Item #4. Craven County Schools: *School Resource Officer Grant Proposal*

Police Chief Chris Morning shall appear before the Board of Commissioners this evening to brief the Board on a recent Craven County Schools Resource Officer (SRO) Grant (**Exhibit #4A**). Craven County Schools Director of Safety and Security Nick Lucas presented this as an opportunity to add a 4th SRO position in Havelock.

Currently, the Havelock Police Department has three (3) SRO positions with officers located at Tucker Creek Middle School, Havelock Middle School and Havelock High School. The annual cost to fund the SRO program is \$206,979, with the City receiving \$116,925 from Craven County Schools to partially fund the program. The City's portion of the current program is \$90,054.

Based upon the Center for Safer Schools Grant, Craven County Schools proposed utilizing the funding for a 4th SRO position in Havelock. If accepted by the Board, a new SRO Contract with Craven County Schools would increase the City's funding to \$187,948, thereby reducing the City's portion of the SRO Program to \$87,784. It should be noted that the grant is only for two years and the City would only continue to receive monies to support a 4th SRO position if the grant is continually approved. As a result, Chief Morning will provide options for the Board to consider if the grant is not approved in the future.

This evening, the Board will be provided options as to accept “or” not accept the grant funding from Craven County Schools to add a 4th SRO to the program. If the Board supports the grant acceptance, additional startup costs (est. \$64,819) would also be needed. Staff will be seeking the Board's feedback and direction regarding this proposal.

Item #5. Panhandling Concerns: *Options & Public Education*

Based upon continued panhandling concerns and complaints, Police Chief Chris Morning shall appear before the Board of Commissioners this evening to describe the current issues taking place and how the City can take a proactive step in eliminating/reducing the presence.

The presentation will include an overview of the types of panhandling, policing challenges and educational outreach opportunities (**Exhibit #5A**). In relation to some of the complaints received, Staff also suggests implementing a specific ordinance to prohibit urinating and defecating in public.

Per the Board's discussion and direction, Staff will pursue the options desired.

Item #6. Brief Reports:

A. Schedule January 23, 2023 Public Hearing - UDO Text Amendment for Billboards

The Planning Board heard a request for a text amendment pertaining to billboards at their January 3, 2023 meeting. The proposal was to amend the UDO to allow signs to be 600 sq. ft., reduce the setback from the right-of-way to 20' and reduce the distance to a residence to 20'. The application packet is attached as a reference **(Exhibit #6A.1)**.

The current regulations state, under General Provisions, Section 157.09(B)(5) that no sign shall exceed 200 square feet in sign area except as specified in Section 157.09(H)(1)(b). Section 157.09(E) Billboards and commercial off-premises signs states: "Billboards and commercial off-premises signs shall not be allowed within the city limits." They are only allowed outside the city limits in the H-C (Highway -Commercial) Districts and the billboards shall not be located closer than 50' to a public right-of-way or a residential dwelling.

The Planning Board discussed each part of the request. The excerpt of the draft Planning Board minutes is attached **(Exhibit #6A.2)**. The Planning Board recommended amending the UDO to allow a maximum of 378 sq. ft. for billboards and the 20' setback from the property line. This is in keeping with Craven County requirements.

Based on this request and including the Planning Board's recommendation, a Commissioner's motion and a second is being requested to schedule a Public Hearing on Monday, January 23, 2023 beginning at 7:05 p.m. or as soon as the matter can be reached to consider amending the UDO in regards to billboard regulations as recommended by the Planning Board.

B. Schedule January 23, 2023 Public Hearing - Craven County Comprehensive Transportation Plan

The Down East Rural Planning Organization (DERPO) Senior Transportation Planner Becca Joan Eversole has provided the City with the draft Craven County Transportation Plan (CTP) and requested the Board to hold a public hearing and approve the CTP.

A CTP is a multimodal transportation plan, which identifies transportation deficiencies and provides recommendations to be implemented within a 25-30-year timeframe. The CTP is being developed in an effort to determine the county's future transportation needs based on the best information available including: population, economic conditions, traffic trends, and patterns of land development. The CTP addresses the following modes of transportation: highway, public transportation, rail, transit, and pedestrian and covers needs through 2040. Recommendations made will

provide for the efficient, cost-effective, and environmentally sensitive use of the transportation system while addressing current and future travel needs. A copy of the Executive Summary is attached **(Exhibit #6B.1)**.

The NCDOT Planning Division, the Down East Rural Planning Organization, and our local communities have been working on the CTP to identify long-term transportation needs and recommendations for the county. This has been a multi-year process that was significantly delayed by COVID, but the end of the process is near as we have begun the adoption process for the CTP.

Craven County Board of Commissioners adopted the plan on October 3, 2022. The CTP will also need to be adopted by all of the municipalities in the county. To view the draft plan online, you may access: https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study_id=Craven%20County

Notable projects in the CTP for the Havelock area include:

- Future I-42/ US 70: Upgrade the existing facility from Jones County to Carteret County to interstate standards (page 2-8 of the CTP)
- US 70 (Havelock Bypass): Construct a freeway on a new location from North of Pine Grove to North of Carteret County Line, scheduled completion in spring 2024 (page 2-9)
- NC 101 (Fontana Blvd) / Miller Blvd: The dates for this project are R/W acquisition in 2026 and begin construction in 2028 (page 2-12 and 2-13).

At the November 1, 2022 Planning Board meeting, Ms. Hemal Shah, NC DOT Project Engineer, presented the project recommendations in the CTP with an overview that included reviewing the maps that comprise a large part of the CTP. After Ms. Shah's presentation and discussion, the Planning Board recommended approval of the draft CTP to the Board of Commissioners. They determined that the plan is both reasonable and in the public interest as it is a key element to implementation of the CAMA Land Use Plan, especially the transportation policies. Minutes from that meeting are attached **(Exhibit #6B.1)**.

The next step for the City is to hold a public hearing and then consider adopting the CTP. At this time, Staff is providing the draft CTP information for your review and requesting a Commissioner's motion and a second to schedule a public hearing on Monday, January 23, 2023 beginning at 7:10 p.m. or as soon as the matter can be reached to consider adopting the CTP Plan.

C. NCDOT Safety Proposal - Miller Blvd and Lake Rd Intersection

North Carolina Department of Transportation (NCDOT) Division Two Planning Engineer Len White approached the City with a Safety Proposal for the intersection of Miller Blvd. and Lake Road.

Due to the strong patterns of frontal impact crashes (48 over 5 years, or almost 10 per year), all-way stop control (AWSC) has been recommended. This would be an interim safety measure until the U-3431 project constructs the roundabout as planned at this intersection. According to the analysis, 37 people have been injured in collisions at this intersection in the past 5 years, and it sounds like there are at least 5 more years until the STIP project comes through.

All-way stops are known to be an extremely cost-effective safety measure to prevent frontal impact crashes (angles and left turns) and fatal/injury crashes. NCDOT is not aware of any fatal crashes statewide at an all-way stop controlled intersection. For low volume intersections (ADTs less than 7,500 on each leg), an all-way stop does not pose a threat to traffic operations. The 2018 AADTS at this intersection are between 4,400 and 7,100 vehicles per day on Miller Blvd and between 1,700 and 5,000 vehicles per day on Lake Rd/Church Rd, so well within the volume limits where we expect AWSC to operate acceptably. If there is concern about the operations, we can have our Congestion Management Section perform a more detailed analysis that would give a better idea of delay and queuing during the peak hours.

NCDOT has provided a map of the intersection with all the Average Daily Traffic (ADT) statistics and crashes identified (**Exhibit #6C.1**) for review. In closing, Staff requests input from the Board to determine interest in submitting this to NCDOT as a safety project.

D. 2020 Census Results Challenge (CQR)

It is staff's opinion that the 2020 Census count process resulted in the populations for Havelock being undercounted. The below background information describes the ability to challenge the count results.

Since 1990 the Census Bureau has offered communities a way to request a review of their decennial census results if they felt the count was inaccurate. This process is called Count Question Resolution (CQR). The challenge can only be based on 2 criterion as follows: 1) Boundary Cases - inaccurate boundaries for the jurisdiction in the census record that results in a housing unit being left out of a jurisdictions count. 2) Housing Cases - The boundary was correct, but housing units were incorrectly placed outside the jurisdiction's boundary or a housing unit was excluded from enumeration because of inaccuracies in the census records.

In summary, these are the only items that can be challenged in the census results. The fact that the resulting population numbers may seem inaccurate and low is not an allowable method for a challenge. Staff has analyzed the census results and have found approximately 50 cases that can be challenged on both boundary issues and housing issues (**Exhibit #6D.1**). Staff is recommending submitting these items for review via the CQR.

Census Data: Havelock population 2010 = 21,095
Havelock population 2020 = 16,996
Havelock population 2022 - 17,052

Items to consider that may have resulted in the reduction: 1) Census data was collected in the spring of 2020 (enumeration process possibly altered by COVID-19); 2) Changes to the population numbers at Cherry Point; and 3) Household occupancy possibly still impacted by Hurricane Florence.

Being that the Census Bureau requires that the highest elected official for a jurisdiction make the request for a count, Staff is requesting the Board's feedback and/or direction on preparing/submitting a census challenge letter for the Mayor's signature challenge based on the identified boundary and housing issues.

E. Self-Service Kayak Rental Opportunity

City Manager Chris McGee will take this opportunity to provide some basic information to the Board regarding a potential partnership with Rent.Fun, LLC, a self-service kayak rental company that partners with various groups and municipalities to make kayaking more convenient and accessible.

The City would have to pay a one-time fee of \$16,000 with a guaranteed service for 5 years consisting of logistics, liability and customer support. A Kayak Rental Station consisting of four (4) sit-on-top kayaks and associated paddles and lifejackets would be placed at the Slocum Creek Recreation Area. In return, the City would receive 50% of the rental revenue. While this could be a great amenity to offer additional recreational opportunities to our citizens, additional implementation costs (est. \$40,000) would be required (i.e. concrete pad, power, cameras, signage, etc.). If the Board is interested in pursuing further, Staff will research and verify any CAMA regulations/requirements that could come into play.

F. Havelock FY23 Omnibus Appropriations

For general reporting purposes, on December 29, 2022, President Biden signed the Omnibus into law, which includes \$7.9 million in FY23 federal funds for the Phoenix Recycling Site Cleanup (\$3.5M - Senator Burr) and the City of Havelock Western

Growth Expansion (\$4.4M - Senator Tillis). RFQs are currently being drafted on these projects as Staff works through the process of gaining official access to the funds.

G. Community Listening Sessions: Session #1 General Government

As part of the City's strategic planning process, the Board agreed to support a variety of community interactive listening sessions throughout 2023 (**Exhibit #6G.1**). As a reminder, the first session will be held on Tuesday, January 17, 2023 from 7:00 - 9:00 p.m. at Big Apple, with a focus on General Government. Those in attendance will have the opportunity to understand the basics of the various funds, revenues/expenditures and how they tie into the annual budget.

The City kicked off the advertising of this session on January 3, 2023 thorough various media outlets, social media platforms and the City's website (**Exhibit #6G.2**). A specific page on the website will be dedicated to updates and presentation materials for easy access. In addition, Staff will provide business card materials (**Exhibit #6G.3**) at these sessions and throughout the City to further educate the public on the City's annual budgets by fund, the adopted tax rate, ad valorem tax base, along with some quick stats pertaining to Havelock. A QR code is incorporated on the card to allow instant access to our website and dedicated listening sessions page.

VI. ADJOURNMENT/RECESS