

**City of Havelock
Board of Commissioners
Planning Retreat**

Dates: Tuesday & Wednesday, March 14-15, 2023

Location: Havelock Tourist & Event Center
201 Tourist Center Drive
Havelock, North Carolina 28532



Agenda



<i>Est. Time</i>	<i>Tuesday, March 14th Topics</i>	<i>Presenters</i>
8:30 a.m.	WELCOME & OPENING COMMENTS:	Mayor Will Lewis City Manager Chris McGee
8:40 a.m.	OTHER BUSINESS MATTERS: <ol style="list-style-type: none"> 1. April 10, 2023 BOC Meeting: Schedule Public Hearing to consider a Conditional Zoning District Modification of Woodfield Landing Apartments to reduce site plan by two (2) 8-unit buildings 2. April 10, 2023 BOC Meeting: Schedule Public Hearing to consider a rezoning request of 801 Greenfield Heights Blvd. (21 acres – Dr. Larry Paul Property) from Residential-Agricultural and Light Industrial to Highway Commercial. 3. May 22, 2023 BOC Meeting: Schedule Public Hearing on the Proposed FY 2023-24 Budget 4. Adoption of Resolution #23-R-05, a resolution authorizing the donation of surplus property (1988 Federal Truck – Fire Pumper, VIN: 1F9PBAA81J037303) to South River Fire Department 5. Consideration of NCDOT R-5516 Offer to Purchase Agreements 	Asst. City Manager Cindy Morgan Planning Director Katrina Marshall
8:50 -9:30 a.m.	FINANCIAL UPDATE: <ul style="list-style-type: none"> ▪ Year End Projections ▪ Craven County Revaluation Update 	Finance Director Lee Tillman
9:30 a.m.-12 Noon	PLANNING DEPARTMENT MATTERS: <ul style="list-style-type: none"> ▪ Stormwater Ordinance & Local Program Plan Presentation/Set Public Hearing – <i>Matthew Jones, H&S</i> ▪ CAMA Land Use Plan Update – Set Public Hearing ▪ Billboards Ordinance – Review/Discussion/Direction <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; text-align: center; margin: 10px 0;"> 15 Minute Break </div> <ul style="list-style-type: none"> ▪ Nuisance Abatement Enforcement/Legal Action ▪ NCDOT Bike and/or Pedestrian Grant Opportunity ▪ Current Sidewalk Maps & Sidewalk Priorities 	Planning Director Katrina Marshall

12-1:00 p.m.	<i>Lunch....at TEC</i>	
1:00 – 1:30 p.m.	NEW POSITION REQUESTS FOR FY 23-24 PROPOSED BUDGET: <ul style="list-style-type: none"> ▪ Brief Overview of 10 Requested Positions and Associated Salaries 	HR Manager Angie Hall
1:30 – 2:45 p.m.	FIRE/EMS PERSONNEL NEEDS: <ul style="list-style-type: none"> ▪ Current Staffing Overview ▪ Phase II: Recruitment & Retention Plan 	Fire Chief Tom Dorn
	<i>15 Minute Break</i>	
3:00 – 4:00 p.m.	POLICE DEPARTMENT PERSONNEL: <ul style="list-style-type: none"> ▪ Current Staffing Overview: 3 SRO Slot Options/BOC Direction ▪ Proposed Career Development Plan 	Police Chief Chris Morning
4:00 – 4:30 p.m.	MAYOR/COMMISSIONERS COMMENTS & FEEDBACK... <i>an opportunity for the elected officials to provide comments or feedback on the presented topics.</i>	Mayor Lewis Board of Commissioners
4:30 p.m.	<i>DAY 1 SESSION RECESS</i>	
<i>Est. Time</i>	<i>Wednesday, March 15th Topics</i>	<i>Presenters</i>
8:30 a.m.	OPENING COMMENTS:	Mayor Will Lewis City Manager Chris McGee
8:45 – 10:00 a.m.	BUILDING/FACILITY UPGRADES: <ul style="list-style-type: none"> ▪ Recreation Department: <ul style="list-style-type: none"> ○ Gymnasium Floor Replacement ○ Basketball Goals Replacement ▪ Tourist & Event Center: <ul style="list-style-type: none"> ○ Main Hall Flooring Replacement ○ Speakers & Sound System Replacement 	Recreation Director Travis Adams TEC Sales Manager Pam Holder
10:00 – 12 Noon	PUBLIC UTILITIES DEPARTMENT: <ul style="list-style-type: none"> ▪ Award of HWY 70 Sewer Replacement Project ▪ Asset Inventory/Mapping Assessment Program <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"><i>15 Minute Break</i></div> <ul style="list-style-type: none"> ▪ Future Programs & Requirements <ul style="list-style-type: none"> ○ Backflow Prevention Program ○ Cross- Connection Program 	Public Utilities Director Rick Day

	<ul style="list-style-type: none"> ○ Fats, Oils and Grease (FOG) Program ▪ Vector Truck Issues – Replacement Request 	
12 – 1:00 p.m.	<i>Lunch....at TEC</i>	
1:00 – 2:00 pm	<p>BRIEF DISCUSSION ITEMS:</p> <ul style="list-style-type: none"> ▪ CIP for VM Hardware/Software Environment ▪ Wayfinding Signage Update ▪ Paving Project Status ▪ Electronic Advertising of Bids ▪ Official Acceptance of Grant Funding/Federal Appropriations ▪ Dog Park, Athletic Fencing & Disc Golf Progress ▪ Announcement – Summer Movies/Concerts in the Park Series 	<p>IT Director Chad Ives</p> <p>Planning Director Katrina Marshall</p> <p>Public Works Director Patrick Lee</p> <p>Finance Director Lee Tillman</p> <p>Recreation Director Travis Adams</p>
2:00 – 2:30 p.m.	MAYOR/COMMISSIONERS CLOSING COMMENTS & ADJOURNMENT	<p>Mayor Lewis</p> <p>Board of Commissioners</p>