



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
City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, April 11, 2022 – 7:00 PM

DATE: 4/8/2022

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 March 17-18, 2022 Board of Commissioners Planning Retreat
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Consent Agenda Item B	Minutes of the March 28, 2022 Board of Commissioners Regular Meeting
Consent Agenda Item C	NCDOT Municipal Bridge Inspection Agreement (Standard Option C – no changes)

Request: Commissioners 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 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. WORK SESSION AGENDA ITEMS:

Item #1. Eastern Carolina Council of Government Briefing

The Eastern Carolina Council of Government (ECCOG) is one of sixteen multi-county planning and development regions in the State. Regional Councils are governed by local public and private sector appointments. These Councils are forums where local officials determine priorities for the larger area in which their communities are an integral part. ECC is governed by a General Membership Board that includes one elected official from the county/municipality served by the organization. The full board meets twice a year to set policy for ECC, guide programming and discuss regional challenges. The ECC Executive Committee conducts business for the organization in months that the General Membership Board does not meet.

The City of Havelock has been a member of ECC for several years (annual membership cost: \$4,274) and Commissioner Jim Kohr represents Havelock on this board. Being that the future of ECC has been a concern for many in the region, ECC President Jay Bender agreed to attend tonight's Board meeting to respond to questions/concerns the Board may have. No Board action is required this evening.

Item #2. BluePrint Marketing Report: *Havelock Tourist & Event Center*

On November 22, 2021, the Board approved an Agency Services Agreement between the City of Havelock and BluePrint Business Communications for a six-month term ending June 30, 2022, at a fee not to exceed \$14,000. The purpose of the agreement is the further highlight the Tourist & Event Center's features/amenities, expand the digital footprint, and increase the number of visitors and leads.

Over the past three months, BluePrint Marketing and Havelock Tourist & Event Center Sales Manager Pam Holder have been executing their marketing campaign. BluePrint President Brice Connors will provide an overview of these efforts and the results generated. **(Exhibit #2A)**. While the current agreement expires on June 30, 2022, additional funding is included in the upcoming budget. No official action is requested this evening but the Board's questions are welcomed.

Item #3. Financial Updates:

A. Recreation Storage Facilities & Athletic Fencing Funding Appropriation

The City of Havelock and Craven County entered into a 50/50 cost share Memorandum of Understanding (MOU) on January 24, 2022 for Recreation Storage Facilities and Athletic Fencing at the Hwy 101 Recreation Complex **(Exhibit #3A.1)**.

The storage facilities portion of this project was bid on January 25, 2022 with a March 1, 2022 deadline, and Staff solicited quotes for the athletic fencing. Recreation Director Travis Adams will brief the Board on the project and provide an overview of the bids/quotes received **(Exhibit #3A.2)**. In order to proceed, Staff is seeking the Board's authorization to appropriate \$187,050 from General Fund - Fund Balance for the Recreation Storage Facilities and Athletic Fencing at the Recreation Complex. Per the MOU, Craven County will reimburse the City within thirty (30) days its pro-rata share after receipt of paid invoices from the City.

B. Havelock Police Department K9 Program

At the March 2022 Planning Retreat, Interim Police Chief Chris Morning provided information on implementing a K9 program within the Havelock Police Department. The costs, to include the K9 and equipment, were estimated at \$30,600.

After recent discussions with the Craven County Sheriff's Office, the Havelock Police Department can be the recipient of one of two K9s donated by the American K9 Detection Services, LLC **(Exhibit #3B.1)**. The Board will be provided specific

information on the donation and the background of the K9. With this acceptance, there is also an opportunity for the department to receive some equipment.

Overall, Staff will be requesting the Board to formally accept the K9, further identified as a 3 year old Belgian Malinois named Rowan, along with an AceK9 Hot-n-Pop Cool Guard System and a K9 Streetfighter Ballistic Vest.

C. Street Sweeper Purchase Option

As briefed at the March 2022 Planning Retreat, the City's street sweeping contract with Butler Trieu will be increasing significantly in the upcoming budget year (\$21,000/year to \$66,000/year). Based upon this information and being that there are no other street sweeping contractors within close proximity; Public Works Director Patrick Lee will brief the Board on a City purchase alternative (**Exhibit #3C.1**). Information will be provided on how this would be handled in-house to include potential cost savings over time.

If the Board is in favor of a City purchase, action would need to be taken this evening based upon the lead time for delivery. Therefore, Staff is asking the Board to consider transferring \$191,586 from Powell Bill Fund Balance to General Fund in order to purchase a street sweeper.

Item #4. Brief Reports:

A. Proposed Recreation Stage Rental Fees

During the March 2022 Planning Retreat, the Board was briefed on recent inquiries regarding renting the City's new stage, located in City Park. As a result, City Staff provides an option for stage rental and stage/shelter rental for the Board's consideration (**Exhibit #4A.1**). The proposed fees are consistent with the 4-hour blocks for the shelter rentals. The Board's comments/feedback are being sought with approving the fees as presented or revised. Being that the fees are included in the City's Fee Schedule, official Board action would need to be taken to make any changes.

B. Eastern North Carolina Tech Bridge Industry Day/Technology Scan

As the Board is aware, Craven County Economic Development, the Eastern North Carolina (ENC) Tech Bridge and Fleet Readiness Center East (FRC East) will hold an Industry Day/Technology Scan Event on Wednesday, April 27, 2022, from 9:00 a.m. to 3:00 p.m. at the Havelock Tourist & Event Center. Commissioner Danny Walsh has

been registered to attend on behalf of the Board. The event will focus on problem-solving, networking and science, technology, engineering and mathematics (STEM) pipeline development. It will serve as an opportunity to bring together government, state, industry, academia, small businesses, and private capital to expand and sustain partnerships aimed at bringing innovative capabilities to the U.S. Navy and the U.S. Marine Corps.

In a related matter, the manager has been consulting Craven County ED Director Jeff Wood regarding the City providing potential office space for the NavalX Tech Bridge Executive Director, along with conference room space for meetings. The Board will be briefed on specifics regarding this conceptual plan, along with estimated costs to renovate the space and formally proceed.

C. Salute to the Veterans Event

The Havelock Chamber of Commerce will host their annual Salute to the Vets event on Tuesday, May 10, 2022 beginning at 6:00 p.m. at the Tourist & Event Center. The Keynote Speaker will be LtGen Walter Gaskin, Secretary of the NC Department of Military & Veterans Affairs. The Tourist & Event Center will be sponsoring a table for this event; therefore, please inform the City Clerk if you would like to attend.

D. Essentials of Municipal Government

The UNC School of Government is offering the Essentials of Municipal Government course in New Bern this year. The course will be held June 9-10, 2022. The City Clerk will register all those interested in attending.

VI. CLOSED SESSION: ...a motion and second is requested to go into closed session for the following purpose:

- NCGS 143-318.11(a)(6) –*Personnel*

VII. ADJOURNMENT/RECESS