



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
City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, February 28, 2022 – 7:00 PM

DATE: 2/25/2022

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 February 14, 2022 Board of Commissioners Workshop
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Consent Agenda Item B	Contract to Audit City of Havelock Accounts for Fiscal Year 2021-2022 with Martin Starnes & Associates in the amount of \$36,695
Consent Agenda Item C	Acceptance of North Carolina Office of State Budget and Management Grants, totaling a \$520,000 for wayfinding signage and military family support (\$100,000); playground equipment at the Recreation Complex (\$120,000); and the Fairview Street drainage project (\$300,000); and furthermore authorizing the Mayor, City Manager and Finance Officer to execute any and all required documents

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. Make Havelock Shine Awards

The City of Havelock Appearance Commission solicited nominations for the "2021 Make Havelock Shine Awards." The nominated houses/businesses, lawns/yards had to be in the City Limits with unique and/or exciting decorations for the holidays. While nominations are accepted by the public, the Appearance Commission determined the winners. Each winner will recognized this evening. They will be presented as follows:

- Carolina Christmas: Earl & Star Waits, 119 Shepard Street
- Children's Theme: Naomi Clark, 600 Fox Ridge Court
- Joyce Blackburn Award: Mitchell & Tanya Whitney, 115 Magnolia Mills Place
- Religious Theme: Jimmy & Cherrie Sanders, 203 Farina Drive
- Techno Christmas: William Combs, 120 Shepard Street
- Best Business Decorations: Havelock Pool & Spa
- Business Live Window Display: Jillian's Furniture

City Code References: 33.28

Request: Members of the Appearance Commission and the Board of Commissioners shall publicly recognize the winner's at this evening's meeting.

City Manager's Opinion: Being a responsibility under City Code section 33.28, the Appearance Commission is to be commended for initiating and maintaining this holiday event.

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

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the January 2022 monthly financial report (**Exhibit #2A**). As of this writing, the Finance Officer does not note any concerns. 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 manager concurs with the financial report as presented.

Item #3. Governing Body Appointments: *Planning Board*

With the recent passing of Henry Sermons, the Planning Board has a current "City Member" vacancy (**Exhibit #3A**). As of this writing, the City has received two (2) applications for the Board's appointment consideration (**Exhibit #3B**).

City Code References: 153.02 (UDO)

Request: After a vote by written ballot, a Commissioner's motion and a second is being sought to appoint one (1) individual to serve on the Planning Board as City member for a term beginning March 1, 2022 and ending June 30, 2024.

City Manager's Opinion: The manager recognizes that appointments are made at the Board's discretion; and therefore, does not offer an opinion.

Item #4. 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 #4A**) 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