



City of Havelock, North Carolina  
Board of Commissioners

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## AGENDA COMMUNIQUE

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**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, April 25, 2022 – 7:00 PM

**DATE:** 4/22/2022

**CC:** Department Heads; Press

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### 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.

<b>Consent Agenda Item A</b>	Minutes of the April 11, 2022 Board of Commissioners Special Meeting
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<b>Consent Agenda Item B</b>	Minutes of the April 11, 2022 Board of Commissioners Workshop Meeting
<b>Consent Agenda Item C</b>	FY 2021-2022 Budget Ordinance Amendment Number Two
<b>Consent Agenda Item D</b>	Capital Project Ordinance Amendment Number Two for the American Rescue Plan Act Grant Project Ordinance, a Capital Project Ordinance for ARPA water projects and a Capital Project Ordinance for ARPA sewer projects
<b>Consent Agenda Item E</b>	Schedule a Public Hearing on Monday, May 23, 2022 at 7:05 p.m., or as soon as the matter can be reached for the purpose of discussing the proposed FY 2022-23 budget

**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. RECOGNITIONS/PRESENTATIONS:

**A. National Public Works Week**

National Public Works Week is May 15-21, 2022. The presented proclamation (**Exhibit #1A.1**) calls upon all citizens and organizations of Havelock to acquaint themselves with the issues involved within public works. In addition, the proclamation recognizes the contributions that public works officials/staff make every day to our health, safety, comfort, and quality of life.

**City Code References:** N/A

**Request:** Mayor Lewis shall publicly submit Proclamation #22-P-06, proclaiming the week of May 15-21, 2022 as National Public Works Week in the City of Havelock.

**City Manager's Opinion:** The manager concurs with the presented Public Works Week Proclamation. Also as FYI, Public Works Director Patrick Lee and indicated that some of his department employees, along with Public Utilities employees may attend this evening's proclamation presentation.

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

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the March 2022 monthly financial report (**Exhibit #2A**). As shared at the BOC Retreat in March, the Finance Officer notes that interest is negative and the general legal department will probably require some funding from contingency before the fiscal year concludes. 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. Trap, Spay/Neuter, Return (TNR) Program**

During the March 2022 Planning Retreat, the Board was provided information on a proposed Trap, Neuter/Spay, Return (TNR) Program. Several cities across the country have implemented a TNR Program in an effort to reduce feral cat colonies. Interim Police Chief Chris Morning will take this opportunity to provide background and educational information to the public (**Exhibit #3A**).

Based on the Board's direction, Ordinance Amendment #22-O-02 (**Exhibit #3B**) is being provided for adoption consideration in order to implement a TNR program within the City of Havelock.

**City Code References:** N/A

**Request:** A Commissioner's motion and a second is being requested to adopt Ordinance Amendment #22-O-02, an ordinance establishing a Trap, Neuter/Spay, Return (TNR) Program within the City of Havelock, effective at 12:01 a.m. on April 26, 2022.

**City Manager's Opinion:** The manager supports the adoption of the ordinance as presented, along with department's plan for community education and awareness.

#### **Item #4. Local Water Supply Plan**

A Local Water Supply Plan is an assessment of a water system's current and future water needs and its ability to meet those needs. By understanding current and future needs, local governments will be better able to manage water supplies and better prepared to plan for water supply system improvements. By way of PowerPoint presentation, Interim Public Utilities Director Rick Day shall brief the Board on the plan, requirements and required action (**Exhibit #4A**).

North Carolina General Statute 143-355(l) requires all units of local government that provide or plan to provide public water service to prepare a Local Water Supply Plan. This plan (**Exhibit #4B**) has been reviewed and approved by the North Carolina Department of Environment and Natural Resources (NCDENR). As requested by NCDENR, a resolution approving the plan is being provided to the Board of Commissioners for adoption consideration this evening (**Exhibit #4C**).

**City Code References:** N/A

**Request:** A Commissioner's motion and a second is being requested to adopt Resolution #22-R-02, a resolution approving the City of Havelock Water Supply Plan.

**City Manager's Opinion:** To meet the requirements of NCGS 143-355, the manager concurs with the adoption of the Local Water Supply Plan as presented.

#### **Item #5. Governing Body Appointments: *Appearance Commission***

The terms of Appearance Commission members Agnes Curran-Tonkin, Mary Eastman, Maggie Pimentel and Stacy Ramos expire on April 30, 2022 (**Exhibit #5A**). Ms. Curran-Tonkin, Ms. Pimentel and Ms. Ramos would like to be considered for

reappointment (**Exhibit #5B**); however, Ms. Eastman does not. As of this writing, the City has received three (3) additional applications for your consideration (**Exhibit #5C**).

**City Code References:** 33.26

**Request:** A Commissioner's motion and a second is being sought to appoint four (4) members to the Appearance Commission for a term beginning May 1, 2022 and expiring April 30, 2025.

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

#### **Item #6. 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 #6A**) 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**