

1 **PRESENT:** Mayor William L. Lewis, Jr.; Commissioners Jim Kohr, Josh Kohr, Karen Lewis,
2 Danny Walsh and Brenda Wilson
3

4 **STAFF**

5 **PRESENT:** City Manager Chris McGee; Information Technology Director Chad Ives; Interim
6 Police Chief Chris Morning; Planning Director Katrina Marshall; Recreation
7 Director Travis Adams; Public Works Director Patrick Lee; Interim Public
8 Utilities Director Rick Day; Finance Director Lee Tillman; Fire Chief Tom Dorn;
9 TEC Sales Manager Pam Holder; City Clerk Cindy Morgan, and Deputy City
10 Clerk Mary Weigl
11

12 Mayor Will Lewis called the workshop meeting of the Havelock Board of Commissioners to
13 order at 7:00 p.m. on February 14, 2022 at Havelock City Hall with a quorum present. At this
14 time, Mayor Lewis called for a moment of silence, followed by the pledge of allegiance.
15

16 **WORK SESSION & CONSENT AGENDA**

17
18 The Work Session Agenda and the Consent Agenda was provided to the Board of
19 Commissioners for their review and approval. Commissioner Lewis made a **motion to approve**
20 **the work session agenda and consent agenda as presented.** Commissioner Wilson seconded
21 and the motion carried unanimously. (5-0) The motion included the following approvals:
22

23 **Work Session Agenda as presented**

24
25 **Consent Agenda as presented:**

- 26 • **Minutes of the January 24, 2022 Board of Commissioners Regular Meeting**
27

28 **WORK SESSION AGENDA ITEMS**

29
30 **EASTERN CAROLINA COUNCIL OF GOVERNMENT DISCUSSION**

31
32 Commissioner Jim Kohr explained to the Board that the Eastern Carolina Council (ECC) is one
33 of sixteen multi-county planning and development regions in the State. Regional Councils are
34 governed by local public and private sector appointments. These Councils are forums where
35 local officials determine priorities for the larger area in which their communities are an integral
36 part. ECC is governed by a General Membership Board that includes one elected official from
37 the county/municipality served by the organization. The full board meets twice a year to set
38 policy for ECC, guide programming and discuss regional challenges. The ECC Executive
39 Committee conducts business for the organization in months that the General Membership Board
40 does not meet.
41

42 The City of Havelock has been a member of ECC for several years (annual membership cost:
43 \$4,274) and Commissioner Jim Kohr represents Havelock on this board. As aware, the future of
44 ECC has been a concern for many in the region. This evening, Commissioner Jim Kohr led a
45 discussion to provide information on a recent assessment of ECCs current state, a letter that was
46 provided to the Board of Directors from the region's County Managers, and a proposed letter
47 from the City of Havelock.
48

49 It should be noted that the City of Havelock is the largest municipality left in the ECC; however,
50 Commissioner Jim Kohr noted that the City has not used the ECC in quite a while, saying,
51 "When they are functioning, we do not see a benefit from them". They were involved in the
52 JLUS approximately ten years ago and we do receive Council on Aging funding from them, but
53 that is all.
54

55 After considerable discussion, it was agreed upon that the following actions should take place
56 before the Board decides on the City's membership:
57

- 58 • Investigate becoming a member of another area Council of Government
59 • Research other avenues of funding for the Council on Aging

- Invite Interim Director Tim Ware and President Jay Bender to the April 11th Workshop to hear their plan moving forward and for a question and answer session with the Board.

APPEARANCE COMMISSION REQUEST: USE OF UNSPECIFIED FUNDS

During the budget process, the Board of Commissioners approved funding in the amount of \$5,650 for the Community Appearance Commission. While some of these funds were project specific, \$2,030 was designated as "unspecified funds." In return, the Appearance Commission is required to receive Board authorization prior to expending.

On behalf of the Appearance Commission, Recreation Director Travis Adams presented the Committee's request to utilize \$1,008.96 from their "unspecified funds" line item for additional costs associated with the "Make Havelock Shine Awards," Yard Signs for the committee's annual Plant Swap event, vinyl banners to be displayed at various events, pamphlets, and a "Make Havelock Shine" business video.

If the Board has no objections, official action would need to be taken this evening to authorize the use of \$1,008.96 from the Appearance Commission's "Unspecified Funds" line item for the purchase of the described items.

Based upon a question posed by Commissioner Josh Kohr, it was stated that the City would have full rights to the described Christmas business video after purchase. Regarding the distribution of the video, Staff relayed Facebook could be utilized.

City Manager Chris McGee took this opportunity to bring up the Committee's request to use gift cards as an award. He advised the Board of the risk factors involved with gift cards and at this time, the Board was supportive of chosen gifts verses gift cards.

At this time, Commissioner Walsh made **a motion to authorize the use of \$1,008.96 from the Appearance Commission "Unspecified Funds" line item for the purchase of the described items.** Commissioner Wilson seconded and the motion carried unanimously. (5-0)

Pertaining to a recreation matter, Commissioner Walsh stated he would like Staff to look into a sports area for the handicapped, which was further described as a "miracle field." Mr. Adams explained he could provide some information in the future but advised that the costs would be around \$1 million dollars.

2022 BOARD OF COMMISSIONERS MEETING SCHEDULE: PROPOSED REVISIONS

On December 13, 2021, the Board of Commissioners adopted their 2022 meeting schedule. Due to other meeting/event conflicts, City Clerk Cindy Morgan provided the following revisions for scheduling purposes and discussion:

- Annual Planning Retreat: Revise from March 9-10, 2022 to March 17-18, 2022
- Budget Meeting: Reschedule the May 10, 2022 budget meeting to May 12, 2022

Ms. Morgan relayed that the times and locations would remain the same. While no Board member had any issues with the May budget meeting revision, Commissioner Wilson advised that she had appointment conflicts with the proposed March 17-18, 2022 retreat. As a result, it was proposed to change the times of the retreat dates to begin at 12:00 noon each day, with an estimated end time of 6:00 p.m.

After brief discussion, Commissioner Lewis made a **motion to revise the 2022 Board of Commissioners Meeting Schedule by changing the Annual Planning Retreat from Wednesday & Thursday, March 9 – 10, 2022 to Thursday & Friday March 17 – 18, 2022 beginning at 12 noon each day and rescheduling the Budget Meeting from Tuesday, May**

117 **10, 2022 to Thursday, May 12, 2022.** Commissioner Josh Kohr seconded and the motion
118 carried unanimously. (5-0)

119
120 The revised schedule is as follows:

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122



**2022 MEETING SCHEDULE
HAVELOCK BOARD OF COMMISSIONERS
ADOPTED DECEMBER 13, 2021
REVISED FEBRUARY 14, 2022**

REGULAR MEETINGS:

The regularly scheduled meetings of the Havelock Board of Commissioners will be held at Havelock City Hall, 1 Governmental Avenue, Havelock, NC beginning at 7:00 p.m. on the 2nd and 4th Monday of each month, except where otherwise noted. (*)

January 10 (Workshop Format) January 24 (Regular-Televised)	July 11 (Workshop Format)-City Hall 7:00 p.m. July 25 (Regular-Televised)-City Hall 7:00 p.m.
February 14 (Workshop Format) February 28 (Regular-Televised)	August 8 (Workshop Format)-City Hall 7:00 p.m. August 22 (Regular-Televised)-City Hall 7:00 p.m.
March 14* (NO MEETING DUE TO RETREAT) March 28 (Regular-Televised)	September 12 (Workshop Format)-City Hall 7:00 p.m. September 26 (Regular-Televised)-City Hall 7:00 p.m.
April 11 (Workshop Format) April 25 (Regular-Televised)	October 10* (NO MEETING DUE TO RETREAT) October 24 (Regular-Televised)-City Hall 7:00 p.m.
May 9* (REVISED TIME - See below budget mtgs) May 23 (Regular Televised; Budget Public Hearing)	November 14 (Workshop Format)-City Hall 7:00 p.m. November 28 (Regular-Televised)-City Hall 7:00 p.m.
June 13* (REVISED TIME - See below budget mtgs) June 27 (Regular-Televised; Adopt Budget)	December 12 (Regular-Televised)-City Hall 7:00 p.m.

OTHER MEETINGS SCHEDULED FOR 2022:

Annual Planning Retreat (Tourist & Event Center)
8:30 a.m. – 5:00 p.m., Wednesday & Thursday, March 9th and 10th
12:00 noon – 6:00 p.m. Thursday & Friday, March 17th and 18th

Budget Workshops (Tourist & Event Center)
2:00 p.m. – 5:00 p.m., Monday, May 9, 2022 (Budget Outlook & Overview)
6:00 p.m. – 9:00 p.m., Tuesday, May 10, 2022
6:00 p.m. – 9:00 p.m., Wednesday, May 11, 2022
6:00 p.m. – 9:00 p.m., Thursday, May 12, 2022
6:00 p.m. – 9:00 p.m., Monday, June 13, 2022 (Final Budget Workshop, if needed)

One-Day Fall Retreat (Tourist & Event Center)*
8:30 a.m. – 5:00 p.m., Monday, October 10, 2022

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124
125

MAYOR & BOARD OF COMMISSIONERS EXPECTATIONS POLICY

126 In 2006, the Board of Commissioners adopted an Expectations Policy to provide a full and clear
127 understanding of expectations and guidelines pertaining to the Mayor, Commissioners and City
128 Manager. In 2014, this specific policy was reviewed and amended. With the recent hiring of a
129 new City Manager, now is an opportune time to review and discuss the Mayor and Board
130 Members' expectations of the new Manager and also his expectations of the Board. Any changes
131 made will require official action by the Board.

132
133 After going through the Expectations Policy line by line, following is the Expectations Policy
134 with proposed changes to be further worked on at a future workshop meeting:

135
136 MAYOR AND BOARD MEMBERS' EXPECTATIONS OF THE MANAGER

- 137 1. Deal with all commissioners equally.
- 138
- 139 2. *In an effort to be transparent*, keep the board informed in a timely manner on sensitive issues,
- 140 issues that impact the budget, issues that are hitting the media and issues that impact the board
- 141 members role.
- 142
- 143 3. Assist the board in developing, *and refining* visions, *annually*.
- 144
- 145 4. Take responsibility for determining whether or not he should speak to groups on issues related to day-
- 146 to-day operations and established policy. The mayor should be informed of requests to speak on
- 147 matters that are pending (not decided by the board) or ceremonial requests.
- 148
- 149 5. Agenda to be provided to the mayor and commissioners on the Friday prior to the meeting date.
- 150 *a. Evaluate and look at in future if needed.*
- 151
- 152 6. When the board refers actions to the manager, he should report follow-up action at the next *appropriate*
- 153 board meeting; when individual commissioners refer items, the manager should report back on actions
- 154 in an appropriate manner.
- 155
- 156 7. Budget for the cost of living and equivalent of a one-step increase pay increase for the city manager so
- 157 a budget amendment is not required when the annual review is held.
- 158
- 159 8. Manage city staff effectively *and professionally*.
- 160
- 161 9. ~~Provide timely advice as needed.~~
- 162
- 163 10. Review presentations to be made to the board by staff in terms of public perception. Ensure that
- 164 information presented to the board is complete and accurate to reflect best available information
- 165
- 166

167 **MANAGER'S EXPECTATIONS OF THE BOARD**

- 168 1. Keep and maintain an open line of communication with the manager.
- 169 2. If you receive information or a complaint that you feel needs board action, advise the manager early on so
- 170 that it can be researched and placed on the board's agenda for action/debate.
- 171 3. Realize that the manager will have occasion to deal with individual board members, and understand that
- 172 when he does, he will share that information and discussions with all other members as appropriate.
- 173 4. The board should realize that the manager works for the board as a body, and as such, should not expect
- 174 special treatment on individual requests.
- 175 5. Treat each other with the respect that is due to an individual that is elected by and represents the citizens.
- 176 6. Allow personnel issues to be handled in accordance with the city's personnel policy without interference
- 177 from the elected body.
- 178 7. Recognize that the manager is a professional and refrain from public attacks on motives or interests.
- 179 8. At least annually, complete a formal appraisal of the manager.
- 180 9. Understand that the manager is a member of North Carolina City/County Managers' Association and as
- 181 such operates within a code of ethic.
- 182 10. Realize that on major construction contracts unanticipated issues will arise that will require an immediate
- 183 decision that will result in the issuance of a change order. Understand that the manager will occasionally
- 184 authorize that work and bring a change order to you for approval after the fact. The only alternative to this
- 185 is to shut down the job until the board can meet to approve the change order in advance of the work. This
- 186 option would only be exercised on change orders that are automatic and concurred in by the consulting
- 187 engineer and the staff representative. *Manager would like to reword the last sentence to remove*
- 188 *"automatic" and possibly add a manager's contingency clause, and then then revisit these changes.*
- 189 11. Assume that the staff is competent but understand that presentations may come in a conceptual form to get
- 190 general direction prior to complete research.
- 191

192 **BRIEF REPORTS**

193
194 City Manager Chris McGee took this opportunity to remind the Board of the following events
195 and project updates:

196
197 **ECAHF Annual Gala:** The Eastern Carolina Aviation Heritage Foundation (ECAHF) will hold
198 their 2022 Gala on Friday, February 25, 2022 at 5:30 p.m. at the Havelock Tourist & Event
199 Center. The City sponsors three tables for this event. The Board was asked to inform the City
200 Clerk if they plan to attend.

201
202 **NCLM Annual Conference:** The NC League of Municipalities Annual Conference will be held
203 April 26-28, 2022 in Wilmington. This three-day event will focus on municipal issues, leadership
204 and network opportunities. Further details will be provided once registration opens.

206 **Craven Community College Foundation Fabric Awards:** The 12th Annual Craven
207 Community College Foundation Fabric Awards will be held on Tuesday, April 26, 2022 from
208 noon to 1:30 p.m. at the New Bern Convention Center. The Tourist & Event Center is a Silver
209 Sponsor to this event, which will include preferred seating, and four tickets to the event.
210 Unfortunately, this event will be held at the same time as the annual NCLM Conference. If all
211 Board members plan to attend the NCLM Conference, the Board was advised that Staff members
212 would attend the event on their behalf.

213
214 **Marsha's Way Lighting Update:** The Board was reminded that Duke Energy contracted the
215 Marsha's Way Lighting Project to Pike Engineering Group in August 2021. The \$10,000 lighting
216 project, consisting of 14 fiberglass poles, has been officially approved and the City should be
217 receiving the approval documents in the coming days. Public Works Director Patrick Lee
218 relayed that the project should be complete by March 25th.

219
220 **COMMISSIONERS REPORTS/COMMENTS**

221
222 Commissioner Wilson reported that a new Chili Festival Committee has been formed and with
223 that, the Havelock Chili Festival has been set for September 24th. However, due to the rising
224 costs of wings, the event would not include the Friday night wing contest.

225
226 Commissioner Josh Kohr asked for a status report on the City Stage. Public Works Director
227 Patrick Lee responded that the contract has not been closed based upon site work that still needs
228 to be completed. In addition, City IT staff would also be installing security cameras. Secondly,
229 he stated that the brick sign in front of City Park needs to be pressure washed. Commissioner
230 Josh Kohr finalized his comments by stating that he would like to see NCDOT do something
231 about the traffic coming out of the main gate and merging onto Hwy 101, becoming a hazard
232 with the traffic that is on Hwy 101 merging to get onto Hwy 70.

233
234 Commissioner Lewis gave a kudos to Parks and Recreation and Public Services for the work
235 done to the helicopter at the Walter B. Jones Park. "It is much safer and looks fantastic!"

236
237 **MAYOR'S REPORTS/COMMENTS**

238
239 Mayor Lewis stated that the Town of Newport has expressed interest in borrowing the City's
240 mobile stage for the Newport Pig Picking Festival in April. "We have shared with Newport in
241 the past and I am sure that we will share with them in the future." We do participate in inter-
242 governmental agency sharing, so the Mayor wanted to come before the Board to ask their
243 blessing for this as well. All Board members agreed to let the Town of Newport borrow the
244 mobile stage for the Newport Pig Picking Festival.

245
246 **CLOSED SESSION**

247
248 At this time, Commissioner Jim Kohr **moved to enter into closed session under NCGS 143-**
249 **318.11(a)(6) to discuss a personnel matter.** Commissioner Walsh seconded and the motion
250 carried unanimously. (5-0) The Board entered closed session at 9:32 p.m.

251
252 **OPEN SESSION**

253
254 The Board exited closed session at 9:57 p.m. Commissioner Josh Kohr **moved to go back into**
255 **open session.** Commissioner Jim Kohr seconded and the motion carried unanimously. (5-0)

256
257 Commissioner Josh Kohr made a **motion to reclassify the Grade 10 Senior Facilities**
258 **Maintenance Worker to a Grade 17 Facilities & Grounds Supervisor by adopting the FY**
259 **2021-22 Pay & Classification Scale as revised and effective at 12:01 a.m. on February 15,**
260 **2022.** Commissioner Jim Kohr seconded and the motion carried unanimously. (5-0)

261
262 **ADJOURNMENT/RECESS**

263
264 With there being no other business to discuss, Commissioner Josh Kohr made a **motion to**

265 **adjourn.** Commissioner Wilson seconded and the motion carried unanimously. (5-0)

266

267 The meeting adjourned at 9:59 p.m.

268

269 Date approved: _____

270

William L. Lewis, Jr., Mayor

271 Attest:

272

273

274 _____

275 Mary C. Weigl

276 Deputy City Clerk