

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

4 **STAFF**

5 **PRESENT:** City Manager Chris McGee; Assistant City Manager/City Clerk Cindy  
6 Morgan; City Attorney Troy Smith; Information Technology Director Chad  
7 Ives; Interim Police Chief Chris Morning; Planning Director Katrina Marshall;  
8 Recreation Director Travis Adams; Public Works Director Patrick Lee; Interim  
9 Public Utilities Director Rick Day; Finance Director Lee Tillman; Fire Chief  
10 Tom Dorn; TEC Sales Manager Pam Holder; and Deputy City Clerk Mary  
11 Weigl  
12

13 Mayor Will Lewis called the regular meeting of the Havelock Board of Commissioners to  
14 order at 7:01 p.m. on April 25, 2022 at the Havelock City Hall with a quorum present. At this  
15 time, Mayor Lewis called for a moment of silence, followed by the pledge of allegiance.  
16

17 **REGULAR & CONSENT AGENDA**  
18

19 City Clerk Cindy Morgan presented the Board of Commissioners with the Regular Agenda  
20 and the Consent Agenda for their review and approval. Mayor Lewis informed the Board that  
21 Item C: FY 2021-2022 Budget Ordinance Amendment Number Two included revision for  
22 their review. As a result, Commissioner Lewis made a **motion to adopt the Consent Agenda**  
23 **as revised.** Commissioner Wilson seconded and the motion carried unanimously. (5-0).  
24 Consequently, Commissioner Jim Kohr made **motion to approve the regular agenda as**  
25 **presented.** Commissioner Lewis seconded and the motion carried unanimously. (5-0) The  
26 motions included the following approvals:  
27

28 **Consent Agenda as revised:**

- 29 • **Minutes of the April 11, 2022, Board of Commissioners Special Meeting**
- 30 • **Minutes of the April 11, 2022, Board of Commissioners Workshop Meeting**
- 31 • **FY 2021-2022 Budget Ordinance Amendment Number Two as revised**  
32

33 **BUDGET AMENDMENT NUMBER TWO**  
34 **TO THE 2021-2022 BUDGET ORDINANCE FOR**  
35 **THE CITY OF HAVELOCK, NORTH CAROLINA**  
36

37 *BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE CITY OF HAVELOCK, NORTH*  
38 *CAROLINA:*  
39

40 *Section I: That the 2021-2022 General Fund Budget adopted by the City of Havelock is hereby amended as*  
41 *follows:*  
42

43 **A. GENERAL FUND APPROPRIATIONS:**  
44

- 45 1. *Pay (#4150) is hereby increased in the amount of \$186,046. (To incorporate pay increase*  
46 *approved by BOC 12/13/21.)*
- 47 2. *Fund Balance Appropriated (#3990) is hereby increased in the amount of \$186,046. (To*  
48 *incorporate pay increase approved by BOC 12/13/21.)*
- 49 3. *Transfers (#6900) is hereby increased in the amount of \$4,585. (To incorporate pay increase*  
50 *approved by BOC 12/13/21.)*
- 51 4. *Fund Balance Appropriated (#3990) is hereby increased in the amount of \$4,585. To*  
52 *incorporate pay increase approved by BOC 12/13/21.)*
- 53 5. *Police (#5100) is hereby increased in the amount of \$33,435. (To incorporate funds to replace*  
54 *patrol car and replenish OT approved 12/13/21.)*
- 55 6. *Fund Balance Appropriated (#3990) is hereby increased in the amount of \$33,435. (To*  
56 *incorporate funds to replace patrol car and replenish OT approved 12/13/21.)*
- 57 7. *Police (#5100) is hereby increased in the amount of \$175,000. (To incorporate funding for*  
58 *patrol cars approved 12/13/21.)*
- 59 8. *Fund Balance Appropriated (#3990) is hereby increased in the amount of \$175,000. (To*  
60 *incorporate funding for patrol cars approved 12/13/21.)*
- 61 9. *Police (#5100) is hereby increased in the amount of \$15,291.50. (To incorporate insurance*  
62 *funds received.)*
- 63 10. *Police (#5100) is hereby increased in the amount of \$912. (To incorporate donation funds*  
64 *received.)*
- 65 11. *Recreation (#6200) is hereby increased in the amount of \$187,050. (To incorporate funding*  
66 *for storage buildings and fencing.)*
- 67 12. *Fund Balance Appropriated (#3990) is hereby increased in the amount of \$187,050. (To*  
68 *incorporate funding for storage buildings and fencing.)*

- 69 13. **Police (#5100) is hereby increased in the amount of \$1,868.00.** (To incorporate insurance  
70 funds received.)
- 71 14. **Fire (#5300) is hereby increased in the amount of \$15,342.58.** (To incorporate insurance  
72 funds received.)
- 73 15. **Police (#5100) is hereby increased in the amount of \$1,250.** (To incorporate calendar  
74 donation received.)
- 75 16. **Powell Bill (#5700) is hereby increased in the amount of \$18,968.61.** (To incorporate  
76 insurance proceeds received.)
- 77 17. **Recreation (#6200) is hereby increased in the amount of \$120,000.** (To incorporate State  
78 playground grant received.)
- 79 18. **Governing Body (#4100) is hereby increased in the amount of \$100,000.** (To incorporate  
80 State wayfinding grant received.)
- 81 19. **Streets (#5600) is hereby increased in the amount of \$300,000.** (To incorporate State  
82 Fairview Street grant received.)
- 83 20. **Powell Bill (#5700) is hereby increased in the amount of \$191,586.** (To incorporate funding  
84 for street sweeper.)
- 85 21. **Powell Bill Fund Balance Appropriated is hereby increased in the amount of \$191,586.** (To  
86 incorporate funding for street sweeper.)

87  
88  
89 **B. GENERAL FUND REVENUE:**

- 90 1. **Donations is hereby increased in the amount of \$912.** (To incorporate donation received for  
91 Shop with a Cop.)
- 92 2. **Insurance Proceeds is hereby increased in the amount of \$15,291.50.** (To incorporate  
93 insurance proceeds received.)
- 94 3. **Insurance Proceeds is hereby increased in the amount of \$1,868.00.** (To incorporate  
95 insurance proceeds received.)
- 96 4. **Insurance Proceeds is hereby increased in the amount of \$15,342.58.** (To incorporate  
97 insurance proceeds received.)
- 98 5. **Donations is hereby increased in the amount of \$1,250.** (To incorporate donation received for  
99 Police calendar.)
- 100 6. **Insurance Proceeds Powell Bill is hereby increased in the amount of \$18,968.61.** (To  
101 incorporate insurance proceeds received.)
- 102 7. **Grant is hereby increased in the amount of \$120,000.** (To incorporate State playground grant  
103 received.)
- 104 8. **Grant is hereby increased in the amount of \$100,000.** (To incorporate State wayfinding grant  
105 received.)
- 106 9. **Grant is hereby increased in the amount of \$300,000.** (To incorporate State Fairview Street  
107 grant received.)

108  
109  
110 *Section II: That the 2021-2022 The Water Fund Budget adopted by the City of Havelock is hereby amended as*  
111 *follows:*

112  
113 **A. WATER APPROPRIATIONS:**

- 114 1. **Water Retained Earnings appropriated is hereby increased in the amount of \$16,643.**  
115 (To incorporate pay increase approved by BOC 12/13/21.)
- 116 2. **Water Fund Expenditures is hereby increased in the amount is hereby increased in the**  
117 **amount of \$16,643.** (To incorporate  
118 pay increase approved by BOC 12/13/21.)

119  
120  
121 *Section III: That the 2021-2022 The Sewer Fund Budget adopted by the City of Havelock is hereby amended as*  
122 *follows:*

123  
124 **B. SEWER APPROPRIATIONS:**

- 125 1. **Sewer Retained Earnings appropriated is hereby increased in the amount of**  
126 **\$16,863.** (To incorporate pay increase approved by BOC 12/13/21.)
- 127 2. **Sewer Fund Expenditures is hereby increased in the amount \$16,863.** (To  
128 incorporate pay increase approved by BOC 12/13/21.)
- 129 3. **Sewer Retained Earnings appropriated is hereby increased in the amount of**  
130 **\$275,000.** (To incorporate funds for engineering as approved by BOC 1/24/22.)
- 131 4. **Sewer Fund Expenditures is hereby increased in the amount \$275,000.** (To  
132 incorporate funds for engineering as approved by BOC 1/24/22.)

133  
134  
135 *Section IV: That the 2021-2022 Fund Budget adopted by the City of Havelock is hereby amended as follows:*

136  
137 **A. TEC APPROPRIATIONS:**

- 138 1. **Transfer from General Fund is hereby increased in the amount of \$4,585.** (To incorporate  
139 pay increase approved by BOC 12/13/21.)
  - 140 2. **TEC Expenditure is hereby increased in the amount of \$4,585.** (To incorporate pay increase  
141 approved by BOC 12/13/21.)
- 142

143  
144 *Section V: That this Budget Amendment be made a part of the minutes of this meeting, and a copy of the same be*  
145 *attached to the Budget Ordinance Adopted on the 28<sup>th</sup> day of June 2021.*

146  
147 *ADOPTED THIS THE 25<sup>th</sup> DAY OF APRIL 2022.*

- 148  
149 • **Capital Project Ordinance Amendment Number Two for the American Rescue**  
150 **Plan Act Grant Project Ordinance, a Capital Project Ordinance for ARPA water**  
151 **projects, and a Capital Project Ordinance for ARPA sewer projects**

152  
153 **CITY OF HAVELOCK**  
154 **BOARD OF COMMISSIONERS**  
155 **CAPITAL PROJECT ORDINANCE-SEWER**

156  
157 *BE IT ORDAINED by the Board of Commissioners of the City of Havelock, North Carolina,*  
158 *pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina that the following*  
159 *Grant Project Fund is hereby established:*

160  
161 *Section 1. The Board of Commissioners hereby creates a Capital Project Fund – Sewer*  
162 *for accounting for sewer related projects funded from the Coronavirus State and Local Fiscal Recovery*  
163 *Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFR).*

164  
165 *Section 2. The Board of Commissioners hereby authorizes said Fund to be known as*  
166 *CAPITAL PROJECT ORDINANCE– SEWER. This fund will account for costs and associated activities*  
167 *for investing in sewer infrastructure and other necessary investments.*

168  
169 *Section 3. Total expenditures are estimated*  
170 *\$3,000,000 Hwy 70 Sewer Outfall*  
171 *\$ 400,000 Sewer SCADA System*  
172 *\$ 750,000 Waste Water Plant Dry Well Repair*

173  
174 *Section 3. The Fund shall begin in fiscal year 2021-2022 and remain operational for*  
175 *the life of the grant or December 31, 2026, whichever is sooner.*

176  
177 *Section 4. Revenue for this fund shall come from ARPA Grant Project Fund in the*  
178 *amount of \$4,150,000.*

179  
180 *Section 5. The Finance Officer is hereby directed to report the financial status of this*  
181 *fund to the governing body on an annual basis.*

182  
183 *Section 6. Copies of this grant ordinance shall be furnished to the Finance Officer and*  
184 *to the City Clerk.*

185  
186 *Section 7. This Ordinance shall become effective upon adoption.*

187  
188 *Adopted the 25th day of April 2022.*

189  
190  
191 **CITY OF HAVELOCK**  
192 **BOARD OF COMMISSIONERS**  
193 **CAPITAL PROJECT ORDINANCE-WATER**

194  
195 *BE IT ORDAINED by the Board of Commissioners of the City of Havelock, North Carolina, pursuant to*  
196 *Section 13.2 of Chapter 159 of the General Statutes of North Carolina that the following Grant Project Fund is*  
197 *hereby established:*

198  
199 *Section 1. The Board of Commissioners hereby creates a Capital Project Fund – Water for*  
200 *accounting for water related projects funded from the Coronavirus State and Local Fiscal Recovery Funds of*  
201 *H.R. 1319 American Rescue Plan Act of 2021 (CSLFR).*

202  
203 *Section 2. The Board of Commissioners hereby authorizes said Fund to be known as CAPITAL*  
204 *PROJECT ORDINANCE– WATER. This fund will account for costs and associated activities for investing in*  
205 *AMI infrastructure, meters and other necessary investments.*

206  
207 *Section 3. Total expenditures are estimated to be \$2,000,000.*

208  
209 *Section 3. The Fund shall begin in fiscal year 2021-2022 and remain operational for the life of*  
210 *the grant or December 31, 2026, whichever is sooner.*

211  
212 *Section 4. Revenue for this fund shall come from ARPA Grant Project Fund in the amount of*  
213 *\$2,000,000.*

214  
215 *Section 5. The Finance Officer is hereby directed to report the financial status of this fund to the*

216 governing body on an annual basis.

217

218 Section 6. Copies of this grant ordinance shall be furnished to the Finance Officer and to the  
219 City Clerk.

220

221 Section 7. This Ordinance shall become effective upon adoption.

222

223 Adopted the 25th day of April 2022.

224

225 **CITY OF HAVELOCK**  
226 **BOARD OF COMMISSIONERS**  
227 **GRANT PROJECT ORDINANCE**  
228 **AMENDMENT TWO**  
229 **AMERICAN RESCUE PLAN ACT FUNDS**

230

231 *BE IT ORDAINED* by the Board of Commissioners of the City of Havelock, North Carolina, pursuant to  
232 Section 13.2 of Chapter 159 of the General Statutes of North Carolina that the following Grant Project Fund is  
233 hereby amended:

234

235 Section 3. This fund will account for expenditures for  
236 \$3,000,000 Sewer Capital Project Transfer - Hwy 70 Outfall  
237 \$2,000,000 Water Capital Project Transfer - AMI Project  
238 \$ 400,000 Sewer Capital Project Transfer - SCADA System

239

240 Section 6. Copies of this grant ordinance shall be furnished to the Finance Officer and to the  
241 City Clerk.

242

243 Section 7. This Ordinance shall become effective upon adoption.

244

245 Adopted the 25th day of April 2022.

246

- 247 • **A Public Hearing on Monday, May 23, 2022 at 7:05 p.m., or as soon as the matter**  
248 **can be reached for the purpose of discussing the proposed FY 2022-23 budget**

249

250 **PUBLIC COMMENTS**

251

252 Prior to discussing the agenda topics, Mayor Lewis stated he would like to give the public an  
253 opportunity to address the Board of Commissioners on any issue. Anyone providing a public  
254 comment was asked to speak their name and address for the record and noted that comments  
255 would be limited to five (5) minutes. In summary, it was further explained that the Board  
256 would take all comments and questions very seriously and would assign follow-up as  
257 necessary to City staff. As a result, the following appeared before the Board:

258

259 **Michele Leo, 200 Poplar Road, Havelock, NC:** Ms. Michele Leo appeared before the Board  
260 of Commissioners this evening to thank the Parks and Recreation Department for their recent  
261 Movie in the Park “Encanto”. She had a good time and looks forward to future movie and  
262 music events in the City Park. Ms. Leo also asked for information on the recent fire that  
263 occurred on some City property in Woodhaven. Mayor Lewis stated that the City does not  
264 have any information for release. Ms. Leo asked that a “City of Havelock Property” sign be  
265 placed in the area.

266

267 Ms. Leo also took the opportunity to remind everyone of the following upcoming events in the  
268 City:

269

- 270 • Appearance Commission, Annual Plant Swap: Saturday April 30 10 a.m. – 12 p.m. in the City Park  
271 • Appearance Commission, Salute the Boot: May 26 – May 31 in the City Park  
272 • Havelock Chamber of Commerce, Salute to the Veterans Dinner: Tuesday May 10: Tourist & Event  
273 Center at 6:00 p.m.

274

275 **Shannon Casey, 213 Sanders Lane, Havelock, NC:** Mr. Casey stood before the Board of  
276 Commissioners this evening to express his concerns for the youth of Havelock to have a safe  
277 place to hang out. Places such as laser tag, a bowling alley, a pool hall, or a skating rink. Mr.  
278 Casey also suggested that a church could hold an event for the youth, to get them off the  
279 street.

280

281 **Pat Jones, 436 Sycamore Lane, Havelock, NC:** Ms. Jones stood before the Board of  
282 Commissioners this evening to suggest the City start bussing the school children from the  
283 schools to the recreation center and back to the schools from 4 p.m. to 7 p.m. She also asked

284 for a dog park in the City as well as a community garden. She would like the Mayor and  
285 Commissioners to look into both of these items.

286  
287 She went on to state that the City needs new zoning laws because there are buildings in the  
288 City that need to be fixed or torn down.

289  
290 Finally, Ms. Jones stated that the City needs affordable housing with maintenance for their  
291 senior residents.

292  
293 **Joshua Monnens, 211 Farina Drive, Havelock, NC:** Mr. Monnens stood before the Board  
294 of Commissioners this evening to ask what the City is doing to bring revenue into the City  
295 before the bypass is completed. He has only been here three years and stated that he loves this  
296 community. He wants to see Havelock thrive after the bypass is complete. Mr. Monnens said  
297 that New Bern has a fair and a circus. He stated that he understands that in years past,  
298 Havelock had a circus. “What happened to our circus?” He wants to know what we can do  
299 and how he can help grow revenue and draw folks from other towns to Havelock.

300  
301 **Debby Guthrie, 129 Woodland Drive, Havelock, NC:** Ms. Guthrie stood before the Board  
302 of Commissioners this evening to ask everyone for their support of Pete Benton for NC  
303 House. Pete is a Havelock native.

304  
305 **Glenda Strunk, 906A Lake Road, Havelock, NC:** Ms. Strunk stood before the Board of  
306 Commissioners this evening to ask them to do their research after being asked by citizens for  
307 things that have been covered in the CAMA plan. She stressed that they do find a way to do  
308 some of the things that are being asked of them.

309  
310 **Maggie Pimentel, 106 Leslie Lane, Havelock, NC:** Ms. Pimentel stood before the Board of  
311 Commissioners this evening to thank the Board and the Public Works Department for the  
312 “unbelievably fast response” to cleaning out the ditches at her property. She is very  
313 appreciative.

314  
315 At this time, Mayor Lewis responded to some of the public concerns saying that the City is  
316 looking at some options for dog parks and he hopes to have some good news on that in the  
317 fall. He went on to state that some things are the City’s responsibility, and some things are not.  
318 There are legal issues involving personal property and the City is on top of things that can be  
319 handled.

320  
321 Continuing on, Mayor Lewis stated that as far as bussing and facilities for teens – we offer  
322 summer camps for our youth, and we advertise everyone else’s summer camps. We have City  
323 events, but “hangouts,” pool halls or bowling alleys are businesses that are privately owned,  
324 not City provided. He then took this time to remind everyone that his office hours for meeting  
325 with the public are Mondays from 3 – 5 p.m. or others times by appointment. He also  
326 encouraged all to attend the City’s upcoming listening sessions that will be small informal  
327 conversations about various topics in the City at different venues in the City.

328  
329 Commissioner Walsh asked Mayor Lewis to remind the public that the City is expressly not  
330 allowed to be involved in the school system. The school system owns the school buses, the  
331 City of Havelock does not; therefore, the City cannot bus the students to the recreation center.

332  
333 **REGULAR AGENDA ITEMS**

334  
335 **NATIONAL PUBLIC WORKS WEEK**

336  
337 National Public Works Week is May 15-21, 2022. The presented proclamation calls upon all  
338 citizens and organizations of Havelock to acquaint themselves with the issues involved  
339 within public works. In addition, the proclamation recognizes the contributions that  
340 public works officials/staff make every day to our health, safety, comfort, and quality of life.

341  
342 At this time, Mayor Lewis recognized the City’s Public Works employees and presented them  
343 with the below mentioned proclamation.

**NATIONAL PUBLIC WORKS WEEK  
 MAY 15-21, 2022  
 “READY AND RESILIENT”**

WHEREAS, public works services provided in our community are an integral part of our citizens’ everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people’s attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, William L. Lewis, Jr., Mayor of the City of Havelock, do hereby proclaim the week of May 15-21, 2022 as:

**“NATIONAL PUBLIC WORKS WEEK”**

in the City of Havelock, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of the City of Havelock to be affixed, on the 25th day of April 2022.

**MONTHLY FINANCIAL PRESENTATION: MARCH 2022 REPORT**

Finance Director Lee Tillman stood before the Board of Commissioners this evening to present the March 2022 monthly financial report. As shared at the BOC Retreat in March, the Finance Officer noted that interest is negative, and the general legal department will probably require some funding from contingency before the fiscal year concludes. The report was presented as follows:

**CITY OF HAVELOCK  
 BUDGET VERSUS ACTUAL  
 MARCH 2022  
 GENERAL FUND**

**Revenues**

Source	Budget	Actual	Percentage
Ad Valorem Taxes	\$ 5,225,900	5,090,178	97.40%
Sales Tax	2,963,000	2,469,470	83.34%
Powell Bill	400,000	469,819	117.45%
Intergovernmental Revenues	1,630,484	2,022,581	124.05%
Permit Fees	97,033	113,999	117.49%
Rents & Concessions	215,000	169,249	78.72%
EMS Revenues	1,158,500	1,061,175	91.60%
Interest	12,153	(205,624)	-1691.96%
Other	4,289,485	115,971	2.70%
<b>Total Revenues</b>	<b>15,991,555</b>	<b>11,306,819</b>	<b>70.70%</b>

**Expenditures**

Departments	Budget	Actual	Percentage
Governing Body	183,018	110,268	60.25%
ACT Expenses	11,440	10,480	91.61%
Administration	1,353,103	676,088	49.97%
Economic Development	99,811	-	0.00%
Finance & Revenue	238,817	(47,324)	-19.82%
Legal	100,000	84,460	84.46%
Information Technology	695,406	453,577	65.22%

Planning	514,190	314,763	61.22%
Police	3,421,869	2,558,582	74.77%
Animal Control	106,504	73,801	69.29%
Fire & EMS	2,776,132	1,872,519	67.45%
Public Works	322,233	212,605	65.98%
Street Lighting	161,260	97,551	60.49%
Garage	183,608	118,667	64.63%
Streets-Nonpowell	1,063,023	457,466	43.03%
Powell Bill	596,216	209,025	35.06%
Public Buildings	419,754	267,164	63.65%
Recreation	1,326,116	1,110,614	83.75%
Interfund/Hurricane	2,419,055	2,121,448	87.70%
<b>Total Expenditures</b>	<b>15,991,555</b>	<b>10,701,754</b>	<b>66.92%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ - \$</b>	<b>605,066</b>	

390  
391  
392  
393  
394  
395  
396  
397  
398  
399

Actual expenses include encumbrances some of which are for the entire year.

**CITY OF HAVELOCK  
BUDGET VERSUS ACTUAL  
MARCH 2022  
WATER FUND**

**Revenues**

Source	Budget	Actual	Percentage
Water Revenue	\$ 2,737,662	\$ 1,982,831	72.43%
System Development Fees	-	-	0.00%
Reconnect Fees	30,000	30,996	103.32%
Interest	8,050	(22,067)	-274.12%
Other	1,053,400	30,456	2.89%
<b>Total Revenues</b>	<b>3,829,112</b>	<b>2,022,216</b>	<b>52.81%</b>

**Expenditures**

Departments	Budget	Actual	Percentage
Plant	3,146,531	1,589,904	50.53%
Distribution	682,581	406,912	59.61%
<b>Total Expenditures</b>	<b>3,829,112</b>	<b>1,996,816</b>	<b>52.15%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ 25,400</b>	

400  
401  
402  
403  
404  
405  
406  
407  
408

Actual expenses include encumbrances some of which are for the entire year.

**CITY OF HAVELOCK  
BUDGET VERSUS ACTUAL  
MARCH 2022  
SEWER FUND**

**Revenues**

Source	Budget	Actual	Percentage
Sewer Revenue	\$ 4,035,115	\$ 2,869,133	71.10%
System Development Fees	-	-	0.00%
Reconnect Fees	23,948	21,938	91.60%
Interest	7,200	(2,223)	-30.88%
Other	1,253,161	16,878	1.35%

<b>Total Revenues</b>	<b>5,319,424</b>	<b>2,905,725</b>	<b>54.62%</b>
<b>Expenditures</b>			
Departments	Budget	Actual	Percentage
Plant	3,431,916	1,938,758	56.49%
Collection	1,887,508	1,206,759	63.93%
<b>Total Expenditures</b>	<b>5,319,424</b>	<b>3,145,517</b>	<b>59.13%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ (239,792)</b>	

409  
 410  
 411  
 412  
 413  
 414  
 415  
 416  
 417  
 418

Actual expenses include encumbrances some of which are for the entire year.

**CITY OF HAVELOCK  
 BUDGET VERSUS ACTUAL  
 MARCH 2022  
 SOLID WASTE**

<b>Revenues</b>			
Source	Budget	Actual	Percentage
Solid Waste Revenue	1,148,562	\$ 891,365	77.61%
<b>Total Revenues</b>	<b>1,148,562</b>	<b>891,365</b>	<b>77.61%</b>
<b>Expenditures</b>			
Departments	Budget	Actual	Percentage
Solid Waste	1,148,562	1,048,326	91.27%
<b>Total Expenditures</b>	<b>1,148,562</b>	<b>1,048,326</b>	<b>91.27%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ (156,962)</b>	

420  
 421  
 422  
 423  
 424  
 425  
 426  
 427  
 428  
 429  
 430

Actual expenses include encumbrances some of which are for the entire year.

**CITY OF HAVELOCK  
 BUDGET VERSUS ACTUAL  
 MARCH 2022  
 TOURIST AND EVENT CENTER**

<b>Revenues</b>			
Source	Budget	Actual	Percentage
Building Rent	75,475	\$ 49,250	65.25%
ABC Sales	14,250	11,933	83.74%
Exhibit Revenue	25,320	36,051	142.38%
Transfer from General Fund	191,051	191,051	100.00%
Other	234,340	9,695	4.14%
<b>Total Revenues</b>	<b>540,436</b>	<b>297,980</b>	<b>55.14%</b>
<b>Expenditures</b>			
Departments	Budget	Actual	Percentage
Center	515,116	341,580	66.31%
Exhibits	25,320	19,198	75.82%



<b>Total Expenditures</b>	<b>540,436</b>	<b>360,778</b>	<b>66.76%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ (62,798)</b>	

431  
 432  
 433  
 434  
 435  
 436

Actual expenses include encumbrances some of which are for the entire year.

**Prior Year Revenue:**

Source	March 2021		
	Budget	Actual	Percentage
Building Rent	70,000	\$ 16,400	23.43%
ABC Sales	15,000	-	0.00%
Exhibit Revenue	24,750	5,864	23.69%
Transfer from General Fund	194,832	-	0.00%
Other	137,500	8,925	6.49%
<b>Total Revenues</b>	<b>442,082</b>	<b>31,189</b>	<b>7.06%</b>

437  
 438  
 439  
 440  
 441  
 442  
 443  
 444

Ms. Tillman reported that we are 75% into the year and sales tax is strong although it is slowing. Right now, interest is just down however Ms. Tillman is optimistic that it will bounce back. Everything else looks good except for legal which may need to be funded by \$5–10,000 but that is normal for having a new manager on board and our ongoing ARPA projects contracts. So, she has no concerns.

**TRAP, NEUTER/SPAY, RETURN (TNR) PROGRAM**

445  
 446  
 447  
 448  
 449  
 450  
 451

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 took this opportunity to provide background and educational information to the public:

452  
 453  
 454  
 455  
 456  
 457  
 458

- Havelock has as many as 9-10 colonies in the city
- Island Cat Allies out of Carteret County
- 95% hands off program: Animal Control may be needed to coordinate
- City does not need to provide monies or equipment
- May need to assist on recruiting volunteers
- Island Cat Allies is very excited and ready to start after an established city ordinance

459  
 460  
 461

To move forward with the program, an ordinance was provided for adoption consideration.

462  
 463  
 464  
 465

In discussions, Commissioner Jim Kohr requested to know if kittens could be adopted if caught young enough. Interim Police Chief Morning replied yes, young kittens could be domesticated. Commissioner Jim Kohr also stated that the citizens that he has talked to were very excited about this program and thanked the Interim Chief for his work on the program.

466  
 467  
 468  
 469

Commissioner Lewis asked how long it would take to implement once the ordinance was adopted and Interim Police Chief replied within one month. This will allow time to print brochures, get the website up and running and begin addressing citizen concerns.

470  
 471  
 472  
 473

Commissioner Josh Kohr asked if it was possible to track data on the trapped cats and Interim Police Chief Morning replied yes, the animal control officers would work with Island Cat Allies to have this information.

474  
 475  
 476

Commissioner Lewis asked if the cats' ears are clipped before they are returned to the colony and Interim Chief Morning replied yes.

477  
 478  
 479  
 480

At this time, Commissioner Walsh made a **motion to adopt Ordinance Amendment #22-O-02, establishing a Trap, Neuter/Spay, Return (TNR) Program within the City of**

481 **Havelock.** Commissioner Lewis seconded the motion and it passed unanimously. (5-0)

482

483 Ordinance Amendment #22-O-02 reads as follows:

484

485

486

487

488

**CITY OF HAVELOCK  
CODE OF ORDINANCES TEXT AMENDMENT #22-O-02  
TRAP, NEUTER/SPAY, RETURN PROGRAM**

489 *BE IT HEREBY ORDAINED by the Board of Commissioners of the City of Havelock, North Carolina that the*  
490 *following revisions be made to “Chapter 90: Animals” of the City of Havelock Code of Ordinances as follows:*

491

492 *Please Note: “Blue indicates text to be added”*

493

*General Provisions*

495 *90.01 Animals owned or kept at Cherry Point Marine Corps Air Station exempt*

496 *90.02 Enforcement*

*Animals; Generally*

498 *90.15 Definitions*

499 *90.16 Prohibited animals*

500 *90.17 Permitted animals*

501 *90.18 Animals declared vicious*

502 *90.19 Animals declared dangerous*

503 *90.20 Inoculation against rabies; licensing of dogs, cats, ferrets, and miniature pigs*

504 *90.21 Dog feces*

505 *90.22 Trap, Neuter/Spay, Return (TNR) Program*

506

*§ 90.22 TRAP, NEUTER/SPAY, RETURN (TNR) PROGRAM.*

507 *TNR programs are implemented to help manage feral cat populations. Individuals, groups, or organizations,*  
508 *known as caretakers, that operate or volunteer for TNR programs must be registered with the Chief of Police or*  
509 *Animal Control Officer. Paperwork on cats returned from TNR programs must be maintained by the registered*  
510 *caretaker. All TNR cats must be inoculated for rabies as required by state law.*

511

*This ordinance shall take effect at 12:01 a.m. on April 26, 2022.*

512

*Adopted this the 25<sup>th</sup> day of April, 2022.*

513

514

515

516

**LOCAL WATER SUPPLY PLAN**

517

518

519 A Local Water Supply Plan is an assessment of a water system's current and future water  
520 needs and its ability to meet those needs. By understanding current and future needs, local  
521 governments will be better able to manage water supplies and better prepared to plan for water  
522 supply system improvements.

523

524 By way of PowerPoint presentation, Interim Public Utilities Director Rick Day briefed the  
525 Board on the plan, requirements and required action. North Carolina General Statute 143-  
526 355(I) requires all units of local government that provide or plan to provide public water  
527 service to prepare a Local Water Supply Plan. This plan has been reviewed and approved by  
528 the North Carolina Department of Environment and Natural Resources (NCDENR). As  
529 requested by NCDENR, a resolution approving the plan is being provided to the Board of  
530 Commissioners for adoption consideration this evening.

531

532 With no questions, Commissioner Josh Kohr made a **motion to adopt Resolution #22-R-02,**  
533 **a resolution approving the City of Havelock Water Supply Plan.** Commissioner Wilson  
534 seconded the motion and it passed unanimously. (5-0)

535

536 Resolution #22-R-02 reads as follows:

537

538

**CITY OF HAVELOCK RESOLUTION #22-R-02  
A RESOLUTION APPROVING A LOCAL WATER SUPPLY PLAN**

539

540

541 *WHEREAS, North Carolina General Statute 143–355 (I) requires that each unit of local government*  
542 *that provides public water services or plans to provide such services shall, either individually or together with*  
543 *other such units of local government, prepare and submit a Local Water Supply Plan; and*

544

545 *WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water*  
546 *Supply Plan for the City of Havelock has been developed and submitted to the Board of Commissioners of the*  
547 *City of Havelock for approval; and*

548

549 *WHEREAS, the Board of Commissioners of the City of Havelock finds that the Local Water Supply Plan*  
550 *is in accordance with the provisions of North Carolina General Statute 143–355 (I) and that it will provide*

551

552 appropriate guidance for the future management of water supplies for the City of Havelock, as well as useful  
553 information to the Department of Environment and Natural Resources for the development of a state water  
554 supply plan as required by statute.

555  
556 *BE IT FURTHER RESOLVED that the Board of Commissioners of the City of Havelock intends that this*  
557 *plan shall be revised to reflect changes in relevant data and projections at least once every five years or as*  
558 *otherwise requested by the Department, in accordance with the statute and sound planning practice.*

559  
560 *ADOPTED, this the 25<sup>th</sup> day of April, 2022.*

561  
562 **GOVERNING BODY APPOINTMENTS: APPEARANCE COMMISSION**

563  
564 The Board was informed that the terms of Appearance Commission members Agnes Curran-  
565 Tonkin, Mary Eastman, Maggie Pimentel and Stacy Ramos expire on April 30, 2022.

566  
567 Ms. Curran-Tonkin, Ms. Pimentel and Ms. Ramos would like to be considered for  
568 reappointment; however, Ms. Eastman does not. The City received three (3) additional  
569 applications for consideration.

570  
571 After a vote by written ballot (5 votes Barra; 5 votes Curran-Tonkin, 5 votes Ramos, 4 votes  
572 Pimentel and 1 vote Cannon), Commissioner Lewis made a **motion to appoint John Barra,**  
573 **Agnes Curran-Tonkin, Maggie Pimentel, and Stacy Ramos to the Appearance**  
574 **Commission for a term beginning May 1, 2022, and expiring April 30, 2025.**  
575 Commissioner Jim Kohr seconded the motion and it passed unanimously. (5-0)

576  
577 **CITY MANAGER'S REPORT**

578  
579 City Manager Chris McGee reported on the following:

580  
581 For public information purposes, the Board of Commissioners took the following actions  
582 during their scheduled April 11<sup>th</sup> workshop:

583  
584 **Havelock Police Department K9**

585 The Board formally accepted a K9, further identified as a 3 year old Belgian Malinois named  
586 Rowan, along with an Ace K9 Hot-n-Pop Cool Guard System and a K9 Streetfighter Ballistic  
587 Vest. The Craven County Sheriff's Office received a donation of two K-9s from the American  
588 K9 Detection Services, LLC and as result offered one to the Havelock Police Department.  
589 With the acceptance of the described donations, the City will only have to provide monies to  
590 cover insurance, vet bills and food. Officer Jonathan Frysiek has been selected as the K9  
591 Officer and we anticipate Rowan to be an active member of the department within the next  
592 month.

593  
594 **Recreation Storage/Fencing**

595 The Board appropriated \$187,050 from General Fund-Fund Balance to proceed with the  
596 Recreation Storage Buildings and Athletic Fencing at the Highway 101 Recreational  
597 Complex. As part of the Memorandum of Understanding, Craven County agreed to a 50/50  
598 cost share regarding this project. Craven County Manager Jack Veit has been advised of the  
599 Notice of Award. Once determined, the City will also provide dates of pre-construction  
600 meetings, notice(s) to proceed, and a proposed construction to completion timeline.

601  
602 **City Park Stage Fees**

603 Based on public inquires, the Board revised the City's Fee Schedule to include an option to  
604 rent the City's new City Park Stage, along with an option to rent the stage and one (1) park  
605 shelter. Specific rental fees are included on the City's website or the public may contact with  
606 Recreation Department directly at (252) 444-6429 regarding fees and availability.

607  
608 **Street Sweeper**

609 The Board appropriated \$191,586 from Powell Bill Fund Balance to purchase a street  
610 sweeper. This purchase was based on a significant contract cost increase and the lack of other  
611 street sweeper contract options. Handling this service in-house also includes a potential cost  
612 savings over time. Staff has proceeded with the order and the Board will be notified when it  
613 has been received.

614  
615 **NCLM Publication: Havelock ARP Funds**

616 The NC League of Municipalities (NCLM) recently published an article regarding Havelock's  
617 planned use of American Rescue Plans (ARP) funds (\$6.3M). In summary, the plan includes  
618 the Highway 70 Sewer Outfall, Advanced Metering Infrastructure (AMI Project), Sewer Plant  
619 Well, Building Ventilation Systems and Personal Protective Equipment. In an effort to inform  
620 our citizenry, this article has been shared on the City's website, Facebook page and the New  
621 Bern Sun Journal.

622

### 623 **Wayfinding Signage Project**

624 Based on the State's \$100,000 funding for a Havelock Wayfinding Project, Staff recently held  
625 a meeting with the Marketing Director of MCCA to gain further knowledge and guidance  
626 being that Cherry Point recently installed new signage. This meeting was very productive and  
627 provided Staff with some ideas moving forward. In addition, Staff will be meeting with  
628 NCDOT officials on Friday, April 29th to receive their requirements for posting such signage  
629 on US 70. This meeting will be followed by formalizing a design and determining locations  
630 for Board review. As a reminder, the funds must be expended by June 30, 2023.

631

### 632 **Chamber of Commerce Partnership Request: Point N' Save Mobile App**

633 The Havelock Chamber of Commerce reached out to City Staff regarding a partnership  
634 opportunity for a mobile app, identified as Point N' Save. This software allows non-profits to  
635 have their own branded mobile application that provides connection with the next generation  
636 while also generating revenue for the Chamber. The features include quick access to  
637 resources, directories, and community events to include push notifications. Staff participated  
638 in a demo of the app; and, believes such is great opportunity for the Chamber and the City.  
639 The cost to create the app is \$3,000 and a \$3,600 annual cost to maintain. The Chamber asked  
640 the City to partner with them in this endeavor by paying the one-time \$3,000 startup cost. The  
641 manager advised that the City has funding in the Administration – Contracted Services line  
642 item if the Board concurs with funding this request. The Board supported this partnership.

643

### 644 **Leasing Request: Lewis Farm Property**

645 The City received a request to lease a portion (28 acres) of the City-owned property at Lewis  
646 Farm Road. A map of the property is attached. The tenant desires to farm the land, which is  
647 allowable in the deed restrictions, and requests to lease for multiple years. NCGS 160A-272  
648 allows for leasing of property owned by a city. If concurred, the manager requested the pursuit  
649 of a formal agreement, which would require 30 days' Notice by Publication describing the  
650 property to be leased, stating the annual rent, term, and announcing the Board's intent to  
651 authorize the lease at a specified board meeting. After brief discussion, the Board concurred  
652 with a potential lease and authorized further negotiations.

653

### 654 **Upcoming Budget Meetings**

655 On Monday, May 9, 2022, the Board will begin their work sessions regarding the proposed  
656 FY 2022-23 budget. This meeting will start at 2:00 p.m. at the Tourist & Event Center. Two  
657 additional work sessions are scheduled in May (May 11-12, 2022) followed by a public  
658 hearing set for Monday, May 23, 2022. The Board will then have the opportunity to consider  
659 any public comments at a June 3 workshop. At the conclusion of the workshops, Staff will be  
660 seeking the Board's adoption of the budget on Monday, June 27, 2022.

661

### 662 **CITY ATTORNEYS REPORT**

663

664 City Attorney Troy Smith had no comment/report.

665

### 666 **COMMISSIONERS REPORTS/COMMENTS**

667

668 Commissioner Lewis took the opportunity to remind everyone of the following upcoming  
669 events in the City:

- 670 • The Appearance Commission Plant Swap on April 30<sup>th</sup> from 10 a.m. to 12 p.m. in the  
671 City Park
- 672 • The Salute to the Veterans dinner at the Tourist & Event Center on Tuesday, May 10<sup>th</sup>  
673 at 6 p.m.

674

675 Commissioner Lewis also stated that she heard that the Movie in the Park was a great event,  
676 and she is sorry she had to miss it. She is also glad that Havelock has a donut shop now and  
677 encouraged all to patronize them.

678

679 Commissioner Wilson stated that the Military Service Person of the Quarter recognition is  
680 tomorrow, and she is sorry that she must miss it, but Commissioner Josh Kohr is attending in  
681 her place. She stated that the Mayor, Manager and Commissioners are all going to the NCLM  
682 City Vision Annual Conference in Wilmington this week, and Commissioner Walsh is staying  
683 behind to look after Havelock. She ended by saying that she looks forward to being back on  
684 Friday evening in time for the Volunteer Appreciation Dinner and encouraged all Havelock  
685 City volunteers to attend as well.

686

687 Commissioner Josh Kohr thanked all the citizens for coming tonight and voicing their  
688 concerns. He went on to thank Travis Adams and his staff for the Movie in the Park night.  
689 He stated from what he saw and everyone that he spoke with, it was a great evening.

690

691 Commissioner Walsh thanked Patrick Lee for getting the new LED streetlights in west  
692 Havelock. He ended by thanking Interim Chief Morning for the TNR Program.

693

694 Commissioner Jim Kohr encouraged all to come out and help the Community Cleanup  
695 Alliance on Saturday at 8:30 a.m. at City Hall before going to the Plant Swap at City Park.  
696 Commissioner Jim Kohr believes that the cleanup is working. He says that the citizens are  
697 keeping their neighborhoods clean. He also thanked Travis Adams for a great Movie in the  
698 Park event. In continuation, he also congratulated Interim Police Chief Morning on his  
699 upcoming swearing in ceremony, along with the new Assistant City Manager, Cindy Morgan  
700 on her promotion.

701

702 **MAYOR'S REPORTS/COMMENTS**

703

704 Mayor Lewis echoed all the Board comments this evening, adding that the Movie in the Park  
705 was a success.

706

707 In closing, he reminded everyone of the below mentioned upcoming events:

708

- 709 • City Wide clean up, "Community Cleanup Alliance" is this Saturday at 8:30 a.m. and meet at  
710 City Hall and go out from there.
- 711 • The Salute to the Veterans dinner at the Tourist & Event Center on Tuesday, May 10<sup>th</sup> at 6  
712 p.m.
- 713 • Allies for Cherry Points Tomorrow (ACT) "Brew & Bites" on the River event Thursday, May  
714 5 at the New Bern Riverfront Convention Center from 5 – 8 p.m. Tickets are only \$35.00

715

716 **ADJOURNMENT/RECESS**

717

718 With no further business, Commissioner Jim Kohr made a **motion to adjourn**. Commissioner  
719 Josh Kohr seconded and the motion carried unanimously (5-0)

720

721 Date approved:

722

William L. Lewis, Jr., Mayor

723

724 Attest:

725

726

727 Mary C. Weigl

728 Deputy City Clerk