



City of Havelock, North Carolina  
Board of Commissioners

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## WORK SESSION AGENDA COMMUNIQUE

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**TO:** Mayor William L. Lewis, Jr.  
Board of Commissioners  
City Attorney Troy Smith

**FROM:** City Manager Frank Bottorff  
City Clerk Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, August 10, 2015 – 7:00 PM

**DATE:** 8/7/2015

**CC:** Department Heads; Press

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### I. CALL TO ORDER:

Mayor Will Lewis will call the meeting to order.

### II. OPENING PRAYER:

The Mayor, Board member, or Clergy member shall provide the opening prayer.

### 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>Agenda Item A</b>	Minutes of the July 27, 2015 Board of Commissioners Regular Meeting
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<b>Agenda Item B</b>	Annual Craven County Board of Education School Resource Officer Contract (no changes from last year)
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- 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. WORK SESSION AGENDA ITEMS:

### Item #1. City Facility Usage Policy

The Board was provided a copy of a draft City Hall Facility Usage Policy at the Annual Planning Retreat. It was at that time that the Board decided to expand the policy to include other City facilities. Therefore, attached for the Board's consideration is a "City of Havelock Facility Use Policy" (**Exhibit #1A**). The policy includes the following facilities: City Hall, Police Department, Fire/Rescue Department, Parks & Recreation Meeting Room and the Senior Center.

In summary, City facilities are available for use by all City Boards and Committees who are conducting official City business, free of charge. Use of these facilities is also available, free of charge, for other local, state and federal government agencies depending on availability and hours of operation. The only facility available for use by Havelock area non-profit organizations whose purpose is to provide services to the citizens is the Havelock Senior Center and the Parks & Recreation Meeting Room.

The Board's official approval of this policy is being sought this evening.

### Item #2. Consideration of Investment Policy

Local Governments in North Carolina are given investing authority per NCGS 159-30 (**Exhibit #2A**). The Finance Director has always chosen to use only a select few investments (certificates of deposit, an authorized pool - North Carolina Capital Management Trust) and money market accounts. This was due primarily to cash flow needs with the capital projects especially the Sewer Project. The sewer project is

complete and now it is time to consider other investment options. Having spent time reviewing the statutes and discussing investments with other local government finance officials, the Finance Director shall appear before the Board tonight requesting approval of an investment policy (**Exhibit #2B**). The manager has reviewed and agrees with the proposed policy; therefore, the Board will be asked to consider approving the policy this evening.

### **Item #3. Slocum Creek Waterfront Park Update**

Planning Director Katrina Marshall shall appear before the Board this evening to provide an update on Phases II and III of the Slocum Creek Waterfront Park Project. Environmental permits have been issued for the land clearing and improvements as outlined in the scope of work in the CAMA grants for Phases II and III. Those improvements included: kayak launch, picnic improvements, parking lot, parking spaces, etc. While preparing the RFP for the site clearing work, Staff has become aware that the cost may exceed the budget as prepared and submitted in the CAMA grants.

Staff has since met with The Wooten Company to review the scope of work and The Wooten Company has reworked (scale-back) the scope of work to align with the budget.

The Wooten Company has provided a scaled-back site plan (**Exhibit #3A**) and construction cost estimate for your review (**Exhibit #3B**). The plan site consists of an asphalt driveway that comes into the site from Church Road but will not exit onto Woodland Drive. Fifteen pervious concrete parking spaces will be included and a gravel path (ADA compliant) down to the kayak launch. No stormwater pond would be required with this amount of construction. The stormwater would drain into the existing ditches on Church Road via the catch basin and underdrains shown on the site plan. These items are shown on the highlighted site plan (**Exhibit #3C**).

The land clearing that is associated with Phase II for the installation of the kayak launch is being performed by the City Public Services Department. They will clear an access for the kayak launch to be delivered to the shoreline for installation. This will also include clearing up debris from the shoreline that has been dumped at the site over the years. This work will count towards the City's in-kind match for the CAMA grant.

### **Item #4. Lewis Farm Park Update**

The City of Havelock hired Rivers & Associates to provide design and development of Phase I of Lewis Farm Park. Rivers & Associates has developed three concept plans for the park design. Those designs will be presented to the Board this evening. Upon review of the concept designs by City Staff, several recommendations have been made to

Rivers & Associates. Certain aspects of the three designs have been combined to provide an additional concept that optimizes the use and feasibility layout for Phase I of Lewis Farm Park. This conceptual layout shall also be presented to the Board for review.

The Board's feedback will be requested on the Phase I layout of Lewis Farm Park.

**Item #5. Brief Reports:**

**A. 4<sup>th</sup> Annual Federal Update Luncheon**

The Havelock Chamber of Commerce will host its Annual Federal Update Lunch on Thursday, August 27, 11:30 am - 1:30 pm at the Havelock Tourist & Event Center. Congressman Walter B. Jones, Pete Rose from the Franklin Partnership, and a representative from the Fleet Readiness Center East are scheduled to speak. Tickets are \$20 and include lunch. Being that these tickets need to be purchased in advance, the Board will be asked if they plan on attending.

**B. Brian Woods Retirement Luncheon**

As a reminder, the retirement luncheon for Brian Woods will be held at 11:30 a.m. on Friday, August 21st at the Tourist & Event Center. This is an opportunity for the Board and City Staff to honor him for his more than 17 years of service to the Havelock Police Department.

**VII. ADJOURNMENT/RECESS**