



**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 Frank Botorff  
City Clerk Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, January 28, 2019 – 7:00 PM

**DATE:** 1/25/2019

**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 January 14, 2019 Board of Commissioners Workshop Meeting
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**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. Make Havelock Shine Awards

The City of Havelock Appearance Commission recently solicited nominations for the "Make Havelock Shine Awards." The nominated 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 be recognized this evening. They will be presented as follows:

- Carolina Christmas Award: John & Tiffany Oliver, 210 Belltown Road
- Religious Theme: Amanda & Eddie Hesson, 499 Arnold Court
- Joyce Blackburn Award: Elvie, Hugh & Francis Brewer, 115 Joseph Drive
- Techno Christmas: Jeff Fedyna, 104 Catbird Lane
- Children's Theme: Brian Johnson & Rico Abreu, 101 Joseph Drive
- Business Christmas: Playback Arcade - Will Barber, 231 W. Main Street
- Best Neighborhood: Coachman Lane

**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. Offer to Purchase - 121 Pineview Street**

As first reported at the January 14, 2019 workshop, the City did receive an executed "Offer to Purchase and Contract" (**Exhibit #2A**) for 121 Pineview Street (**Exhibit #2B - GIS tax parcel card**) along with the required deposit.

This property is jointly owned by the City of Havelock and Craven County based upon a foreclosure. The property was listed on Craven County's website as property available for purchase. Based upon the offer, Staff is seeking the Board's adoption of a resolution (**Exhibit #3C**) to authorize the initiation of the upset bid process for real property. Once adopted, the offer and advertisement of upset bids will be published, requiring any upset bids to be received within 10 days of publication. This procedure will be repeated until no further qualifying upset bids are received, at which time the City of Havelock and Craven County may accept the offer and sell the property to the highest bidder.

**City Code References:** N/A

**Request:** A Commissioner's motion and a second is being requested to adopt Resolution #19-R-01, a resolution initiating the upset bid process for 121 Pineview Street.

**City Manager's Opinion:** The manager concurs with the adoption of the resolution as presented.

## **Item #3. Consideration of Award of Phoenix Waste Debris Removal and Relocating/Spreading Project**

As briefed at the October 8, 2018 and January 14, 2019 work sessions, Staff has been working with Mid-Atlantic Associates on a work plan and identifying piles within the site to move toward clean up at the Phoenix Recycling Site.

On January 7, 2019, Mid-Atlantic Associates (on behalf of the City) received and opened bids (**Exhibit #3A - bid tab sheet**) for the Phoenix Waste Debris Removal and Relocating/Spreading Project. The bid document was prepared such that the City received unit prices per activity in the project allowing for award flexibility. As the Board may recall, this portion of the project is funded with \$1,000,000 received from the State under Session Law 2017-57. Darin McClure and Eric Aufderhaar with Mid-Atlantic Associates reviewed the bids. After the review, the firm also checked references on the bidders. As a result, Mid-Atlantic Associates has recommended award to Sawyer's Land Development Inc. (**Exhibit #3B**). In addition to the contract amount, a portion of the state funds will be used toward contract management, oversight and contingency. Based on this information, the recommendation is to award the contract not to exceed \$925,000.

**City Code References:** N/A

**Request:** A Commissioner's motion and a second is being sought to award the Phoenix Recycling Site Waste Debris Removal, Relocating and Spreading Project/Contract to Sawyer's Land Development, Inc. not to exceed \$925,000 in accordance with the unit rates provided in the bidder's response.

**City Manager's Opinion:** The manager concurs with awarding the contract to Sawyer's Land Development, Inc. as presented.

#### **Item #4. Monthly Financial Presentation:** *December 2018 Report*

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the December 2018 monthly financial report (**Exhibit #4A**). As of this writing, the Finance Officer has placed the Hurricane Department on watch status. Also, it should be noted that the TEC Revenues are highlighted as the Facility remains closed. While no action is necessary at this time, the Board's questions and comments 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 #5. Consideration of Additional Sewer Funding

Interim Public Services Director Sue Sayger shall appear before the Board of Commissioners this evening to summarize the need for additional sewer funding (**Exhibit #5A – PPT Overview**).

The Sewer Plant is experiencing issues with pumping systems. The effluent pumps are not functioning properly. Staff has requested that our pump contractor inspect the pumps to identify the issue. After the inspection is complete, Staff will either have the pumps repaired or recommend replacing. The second issue is with the influent pumping system. This system is comprised of two banks of pumps with each bank containing three pumps. One bank is inoperable along with one of the other bank's pumps underperforming. Staff has requested that the pump contractor inspect these pumps. Therefore, \$125,000 from Sewer Fund Retained Earnings is being requested for the inspections and to begin addressing the pump issues.

Additionally, as discussed in the past, the City is considering having casings installed as NCDOT completes the Havelock Bypass. Since the City has a narrow opportunity to have the casings installed as the NCDOT project unfolds, \$25,000 from Sewer Fund Retained Earnings is also being requested to contract with Hazen and Sawyer on the engineering/design of the install.

In total, \$150,000 from Sewer Fund Retained Earnings is being requested for the inspections and to begin addressing the pump issues.

**City Code References:** N/A

**Request:** A Commissioner's motion and a second is being requested to appropriate \$150,000 from Sewer Fund Retained Earnings to address the required pump expenses, along with the allowance of engineering to commence with the described casings associated with the Havelock Bypass Project.

**City Manager's Opinion:** The manager has reviewed the requests and concurs with appropriating the additional funding.

## Item #6. Elected/Appointed Officials Reports/Comments:

- a. **City Manager:** At this time, City Manager Frank Bottorff 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**