



City of Havelock, North Carolina
Board of Commissioners

WORK SESSION AGENDA COMMUNIQUE

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, August 12, 2019 – 7:00 PM

DATE: 8/9/2019

CC: Department Heads; Press

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. WORK SESSION & 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.

Consent Agenda Item A	Minutes of the July 22, 2019 Board of Commissioners Regular Meeting
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Consent Agenda Item B	Accept the Clerk's Certification of the Wells Wayside Furniture Company, Inc. Annexation Petition and Schedule a Public Hearing to be held at 7:05 p.m. or as soon as the matter can be reached on Monday, September 23, 2019
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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. Work Session 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. Project Funding

There were multiple approved and funded projects in Fiscal Year 2018-19 that Staff was unable to begin. Since a vendor had not been awarded the project, purchase orders could not be issued (funds were not reserved). Therefore, Staff is requesting that the Board allocate funds to fund ABC Road Stone, Public Services Equipment Building, Webb Boulevard Sidewalks, Senior Center Freezer and Sewer Lift Station Fencing **(Exhibit #1A)**.

In summary, Staff is requesting that the Board allocate \$253,000 from General Fund Fund Balance (road repairs, a storage building for equipment, sidewalk installation on Webb Boulevard and the Senior Center freezer); and \$30,000 from Sewer Fund Retained Earnings (lift station fencing).

Item #2. 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, Public Services Director Sue Sayger shall brief the Board on the plan, requirements and required action **(Exhibit #2A)**.

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. All community water systems that regularly serve 1,000 or more service connections or serve more than 3,000 people are also required to prepare a Local Water Supply Plan. Each year the plan is updated and every five years the plan must be adopted by the governing body. The City of Havelock completed a plan in 2014 and last updated the plan in 2018 **(Exhibit #2B)**. This plan 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 will be provided to the Board of Commissioners for adoption consideration at the September 23, 2019 meeting. The Board's approval of this plan will now be consistent with the timeline of the Water Shortage Response Plan.

Item #3. Water Shortage Response Plan

All public and privately owned water systems subject to North Carolina General Statute 143-355 (l) are required to submit a Water Shortage Response Plan (WSRP) as part of their Local Water Supply Plan (LWSP). The rules governing water use during droughts and water emergencies (15A NCAC 02E. 0607) stipulate specific issues that must be included in those plans. The WSRP establishes authority for declaration of a water shortage, defines different stages of water shortage severity, and outlines appropriate responses for each stage.

By way of PowerPoint presentation, Public Services Director Sue Sayger will brief the Board of Commissioners on Havelock's Water Supply and the drivers/actions associated with the City's WSRP **(Exhibit #3A)**. As background, the City submitted a WSRP in 2018; however, due to an oversight by Public Services, the plan was not presented to the Board for adoption consideration. There are no violations due to this oversight; the plan simply needs to be adopted by the Board in order to meet the requirements.

In order to comply with a public comment period, a resolution approving this plan will be presented to the Board during the September 23, 2019 meeting. An ordinance amendment will also be required in order to make the plan and the ordinance consistent. The draft plan **(Exhibit #3B)** will be posted on the City's website, with notifications for public comments being solicited through various venues.

Item #4. Revision of the Athletic Association Endorsement Policy

On July 24, 2006, the Havelock Board of Commissioners adopted an Athletic Association Endorsement Policy to organize and strengthen relations between the

various volunteer athletic associations operating within the City of Havelock Parks & Recreation Department (**Exhibit #4A**). The requirements of endorsed athletic associations are listed within the policy, along with a list of endorsed associations. From time to time, this list needs to be updated. Currently, there are several associations that are no longer active or meeting the requirements to be an endorsed association. As a result, the Board is being asked to revise the policy by removing the noted associations.

Item #5. Brief Reports:

A. City Park Picnic Shelter

As the Board may recall, the City Park Picnic Shelter was damaged during Hurricane Florence. As an overview (**Exhibit #5A.1**), Staff issued a RFP to replace the shelter and received three bids. The low bid was \$39,612. Insurance proceeds were \$12,420 and Staff has applied to FEMA to help with the remaining cost. The Havelock Civitan Club voiced an interest in assisting with the costs; therefore, Staff is seeking guidance from the Board on a specific Civitan funding request.

B. Green Waste – Compactor Truck

The current FY 2019-20 budget includes \$150,000 for the purchase of a knuckle boom truck for green waste pick up. After further discussion and research, it has been determined that a compactor truck would be a better option (**Exhibit #5B.1**). The total cost is estimated at \$146,367.58, which includes add-on equipment, City decals and associated DMV costs (**Exhibit #5B.2**). An additional consideration would be to include a mobile refuse cart lifter, increasing the total cost to \$151,000. Staff will be seeking the Board's feedback and/or direction on moving forward.

C. Shackleford Drive: Request for extension of City Water and Sewer

Mr. Martin Cieszko, on behalf of the Havelock Regional Development Corporation (HRDC), has requested to extend water and sewer from Outer Banks Drive down Shackleford Drive, as those lots do not have water or sewer service. Staff has determined that the old plans that were submitted in the 1990's will suffice for the project. Shackleford Drive is a City-maintained street. NCDOT states that it is not State-maintained; therefore, no encroachment agreement from NCDOT will be required to permit the installation of the utilities in the right-of-way. Staff is seeking the Board's authorization to proceed.

VI. CLOSED SESSION: *...a motion and second is requested to go into closed session for the following purpose:*

- NCGS 143-318.11(a)(5) –*Property Acquisition*

VII. ADJOURNMENT/RECESS