



City of Havelock, North Carolina
Board of Commissioners

AGENDA COMMUNIQUE

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 26, 2019 – 7:00 PM

DATE: 8/23/2019

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. 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.

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| Consent Agenda Item A | Minutes of the August 12, 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. Havelock Civitan Club Check Presentation

A representative from the Havelock Civitan Club is scheduled to attend this evening's meeting to present a donation check to the City of Havelock to assist with the costs associated with the replacement of the City Park Picnic Shelter. As aware, this shelter was damaged during Hurricane Florence. The Civitan Club reached out to the City voicing their desires to assist with its replacement.

City Code References: N/A

Request: No official action is needed; however, the Havelock Civitan Club should be applauded for assisting the City with this project.

City Manager's Opinion: The manager shares his appreciation of this gracious offer from the Civitan Club.

Item #2. ESInet Integration for E911 System - Next Generation 911

An advanced network upgrade is being provided from the NC State 911 Board in order to prepare for next generation 911 call handling. This upgrade will allow enhanced features such as sending text messages, images and videos to the 911 telecommunicators. It will require the City to purchase additional hardware, along with a new software configuration on our existing 911 phone equipment. The cost to do this is \$42,754.62, which is a 911 Fund eligible expense (**Exhibit #2A**). It should be noted that the specifics of this upgrade were not available until after July 1st; therefore, such was not included in our current FY 2019-20 budget.

City Code References: N/A

Request: A Commissioner's motion and a second is being requested to allocate \$42,754.62 from the 911 Fund Balance for the ESInet Hardware Upgrade.

City Manager's Opinion: The manager supports this upgrade and funding allocation.

Item #3. Monthly Financial Report Presentation: *July 2019 Report*

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the July 2019 monthly financial report (**Exhibit #3A**). As of this writing and as expected, the Finance Officer has not noted any concerns. 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 #4. ECAHF Membership Revision

The Board of Commissioners adopted a resolution in 2006 to establish the "Eastern Carolina Aviation Heritage Foundation" (ECAHF) to advise the Board on exhibit matters and to organize, coordinate and implement historical programs that support the Havelock Tourist & Event Center. Over the years, this resolution has been revised to further meet the needs and desires of the Foundation. At this time, the Foundation requests a revision to change the "Educational Outreach Representative Seat" from a non-voting seat to a voting seat. Resolution #19-R-08 includes this change and is presented for adoption consideration (**Exhibit #4A**).

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to adopt Resolution #19-R-08, a resolution amending the membership and terms of the Eastern Carolina Aviation Heritage Foundation as presented.

City Manager's Opinion: The manager supports this described ECAHF recommendation.

Item #5. City Fee Schedule: Inclusion of ECAHF Annual Membership Fees

The Eastern Carolina Aviation Heritage Foundation (ECAHF) offers four different membership levels to support their mission to preserve the military aviation heritage in eastern North Carolina and to encourage students to pursue STEM skills. To ensure the Board's involvement in the setting the rates, along with an accurate recording of the membership fees, Staff recommends adding these annual fees to the City's Fee Schedule (**Exhibit #5A**).

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to approve the inclusion of the annual ECAHF Membership Fees in the City's Fee Schedule, effective August 27, 2019.

City Manager's Opinion: The manager supports the addition of ECAHF membership fees in the City's Fee Schedule.

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