



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 Bottorff
City Clerk Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, October 14, 2019 – 7:00 PM

DATE: 10/11/2019

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 September 23, 2019 Board of Commissioners Regular Meeting
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Consent Agenda Item B	Minutes of the October 8, 2019 Board of Commissioners Special Meeting
Consent Agenda Item C	Resolution #19-R-11, a resolution recommending NCDOT street closures for the Havelock Christmas Parade on December 7, 2019

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. Banners, Flags and Christmas Lights

Recreation Director Travis Adams will provide a briefing on Banners, American Flags and Christmas Lights displayed throughout the City (**Exhibit #1A**). Overall, the City had 20 "Home of the Brave" banners, which were purchased in 2018. Ten (10) of those were damaged during Hurricane Florence. Therefore, Staff will be seeking the Board's input in regards to purchasing additional replacements banners, along with the idea of increasing the inventory each year.

In a related matter, information will also be provided on the periods of installation and removal of the “Home of the Brave” banners, American Flags and Christmas lights throughout the year, to include associated man hours.

Item #2. Project Updates - Sewer & Lines

Public Services Director Sue Sayger will provide an update on numerous sewer projects, including those funded, unfunded and currently in development (**Exhibit #2A**). Included as part of the presentation are two items requiring immediate funding. They are identified as the Pista Grit and Effluent Pump Check Valves.

The Pista Grit's purpose is to protect the influent well and pumps by removing solids from the system. The current Pista Grit at the Wastewater Treatment Plant is 23 years old, with a life expectancy of 10 years. The reduced efficiency is allowing additional solids in the system, which will increase the likelihood of clogs, thus damaging the pumps. The estimated cost to repair the Pista Grit is \$49,000.

The Effluent Pump Check Valves keep treated flow from backwashing. The funding requested will be used to replace a check valve and flanges on Effluent Pump 3, along with additional funding to purchase a spare check valve and flanges for Effluent Pumps 1 and/or 2. The estimated cost to make these specific repairs is \$30,000.

Staff will be seeking the Board's authorization to allocate the described funding from Sewer Fund Retained Earnings at the October 28, 2019 meeting.

Item #3. Street Naming: *Streets added in NCDOT Slocum Interchange Project (R-5516)*

NCDOT Project R-5516, Slocum Interchange, is nearing completion and NCDOT has asked the City for names to be placed on the new streets. The City Traffic Committee met on September 18, 2019 to discuss the request and provide a recommendation to the Board of Commissioners. The draft minutes (**Exhibit #3A**) and the map (**Exhibit #3B**) with the new streets are attached.

The section needing a new name is currently part of Sermons Boulevard and runs from the Hwy 70 service road to the entrance of Tucker Creek Middle School. There are no houses along this section which fronts onto Sermons Boulevard, and therefore; no addresses would need to be changed. The Traffic Committee discussed that some road names in Tucker Creek are named after former City Commissioners and it would be fitting to keep this naming convention. The Committee recommended that the road be named after former Commissioner Jim Stuart.

The new section of road running from US 70 (at the West End Fire Station) to Sermons Boulevard could be seen as an extension of Sermons Boulevard. Addresses along Sermons Boulevard are higher toward the rear of the subdivision which leaves address numbers available in case of future development along the new section of road closer to Hwy 70. The Committee supported naming this section of road Sermons Boulevard.

The third section of road extends from the end of Marsha's Way in MacDonald Downs and intersects with the new section of road running from Hwy 70 to Sermons Boulevard. There are no houses along this section of road. The Committee supported this section of road to keep the name Marsha's Way.

In summary, the recommendation is as follows: 1) the section of Sermons

Boulevard (at the Tucker Creek subdivision entrance) near the Hwy 70 service road be renamed to Stuart Drive; 2) the new section of road between Hwy 70 and Sermons Boulevard (at the West End Fire Station) be named Sermons Boulevard; and 3) the section of road extending from Marsha's Way to its intersection with the new road be named Marsha's Way. This recommendation passed in the Traffic Committee with a unanimous vote.

The Board's feedback and/or direction will be sought with moving forward with the recommendations at an upcoming Board meeting for formal approval consideration.

Item #4. Proposed Ordinance Text Amendment: *Maintenance of Vegetation in Street Right-of-Way; and Drainage & Utility Easements*

It has been observed that many property owners do not maintain the area between the property line and the edge of the pavement. This resulting uncontrolled growth of vegetation can present a visual obstruction to traffic on adjacent roadways and/or the inhabitation or breeding of pests or vermin, which are or may be dangerous or prejudicial to the public health or safety. Additionally, failure to maintain the stormwater drainage areas free of obstructions (such as trash and other debris) can contribute to flooding. Moreover, this lack of maintenance can result in decreased property values in the area.

The attached draft Ordinance Amendment (**Exhibit #4A**) requires abutting property owners to provide aesthetic maintenance in the area between the property line and the edge of the street pavement. It also provides a reminder to all property owners that they are responsible for maintenance of the drainage and utility easements on their property.

The Board's comments/feedback are being sought on the suggested ordinance amendment. If the Board wishes to move forward with adopting requirements for property owners to maintain the area abutting their property in the right-of-way that extends to the paved road as well as the areas within their property that are within drainage/utility easements, the attached ordinance amendment may be scheduled for adoption consideration at an upcoming meeting. While a public hearing is not required, one may be scheduled if desired.

Item #5. Proposed Ordinance Text Amendment: *Small Wireless Facilities*

Recent federal and state laws have required that new technology be integrated into the telecommunications system. This technology, commonly known as small wireless

facilities, is necessary to provide advanced broadband and wireless telecommunication services throughout the community and to ensure the ready availability of reliable wireless service to the public, government agencies, and first responders, with the intention of furthering the public safety and general welfare. These laws limit the discretion that local governments have in the regulation of the placement, construction, or modification of these wireless facilities. The North Carolina General Statute regarding Wireless Telecommunication Facilities is attached for your review (**Exhibit #5A**). You will also find attached for your review, a copy of the National League of Cities Municipal Action Guide, "Small Cell Wireless Technology in Cities," (**Exhibit #5B**) which provides further information about this technology.

The attached draft sample ordinance amendment (**Exhibit #5C**) is necessary to provide telecommunication carriers with local regulations regarding the installation of the small wireless facilities and their support structures. This amendment specifies permitting procedures, design standards including height limitations, concealment, use of existing utility poles, preferred placement of small wireless facilities and their associated support structures, and other conditions, as permitted by federal and state laws.

No formal action is needed at this time; however, the Board is encouraged to ask any questions they may have before authorizing the Planning Director to proceed with preparation of an ordinance amendment for the Board's future consideration.

Item #6. Brief Report Items:

A. Havelock Fire Rescue "Brave Enough to Wear Pink" Campaign

The Fire Rescue Department has kicked off their fundraising efforts for their annual "Brave Enough to Wear Pink" campaign. All proceeds from this fundraiser will go to the Havelock Fire/Rescue Cancer Center Fund managed by Carolina East Foundation. In addition to the adult pink t-shirts, kid's t-shirts are also available. All items are \$20 each and may be purchased at both Havelock fire stations and City Hall, as well as online at www.havelocknc.us and Havelock's Facebook Page.

VII. ADJOURNMENT/RECESS