



**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, March 25, 2019 – 7:00 PM

DATE: 3/22/2019

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.

Consent Agenda Item A	Minutes of the February 25, 2019 Board of Commissioners Regular Meeting
----------------------------------	---

Consent Agenda Item B	Records Retention and Disposition Schedule – General Records Schedule for Local Government Agencies, issued by the North Carolina Department of Cultural Resources (NCDCCR)
----------------------------------	---

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. Monthly Financial Presentation: *February 2019 Report*

Finance Director Lee Tillman shall appear before the Board of Commissioners this evening to present the February 2019 monthly financial report (**Exhibit #1A**). As of this writing, the Finance Officer has left the Hurricane Department on watch status as expenses continue to increase. Also, it should be noted that the TEC Revenues are highlighted as the facility has only recently opened. 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 #2. Land Application - WWTP Request

Interim Public Services Director Sue Sayger shall appear before the Board of Commissioners this evening to request additional funding pertaining to the Waste Water Treatment Plant (WWTP) land application process (**Exhibit #2A**).

As the Board is aware, the City has increased the number of sludge hauls/land applications over the last couple of years. It has been determined that land application is the most economical process; therefore, in order to allow additional applications, Staff is requesting a \$60,000 funding appropriation from Sewer Fund Retained Earnings.

City Code References: N/A

Request: A Commissioner's motion and second is being sought to appropriate \$60,000 from Sewer Fund Retained Earnings to proceed with the described land application process.

City Manager's Opinion: As relayed at the planning retreat, a majority of the current line item for land application has been expended based on needs; therefore, the manager supports the appropriation as requested.

Item #3. Rose Brothers Lift Station: Change Order Request

The original contract for Lift Station (LS) repairs included High School LS, Weyerhaeuser LS, Tarheel LS and Rose Brothers LS. Three (3) of these repairs are complete; however, the repair required for the Rose Brothers LS is beyond the scope of the original contract. As a result, Interim Public Services Director Sue Sayger shall appear before the Board of Commissioners this evening to provide some background information on this particular repair, along with requesting an appropriation of funds to complete the repair (**Exhibit #3A**).

City Code References: N/A

Request: A Commissioner's motion and second is being sought to appropriate \$115,000 from Sewer Fund Retained Earnings to complete the described Rose Brothers Lift Station Repair.

City Manager's Opinion: The manager concurs with the requested change order and appropriation.

Item #4. Sewer & Storm Water Repairs

Interim Public Services Director Sue Sayger shall appear before the Board of Commissioners this evening to provide a briefing on some new sewer and storm water repairs needed at Daniels Court, Forest Hill Drive and Shepard Street. Specific information will be provided on each of these repairs **(Exhibit #4A)**. Due to the nature of the repairs, Staff does not have reliable cost estimates at this time; however, fund appropriations will be requested to move forward with the maintenance and repairs.

City Code References: N/A

Request: A Commissioner's motion and second is being sought to appropriate \$225,000 from Sewer Fund Retained Earnings for Line Maintenance and Repairs; and \$100,000 from General Fund - Fund Balance for Storm Water Repairs.

City Manager's Opinion: The manager concurs with moving forward with the described repairs and the associated fund appropriations.

Item #5. Governing Body Appointments: *Recreation Advisory Board*

Recreation Advisory Board Member James MacRoberts recently submitted his resignation due to other commitments **(Exhibit #5A)**. As of this writing, the City has received one (1) application from an individual interested in serving on this Board **(Exhibit #5B)**. This appointment would fill the unexpired seat **(Exhibit #5C)**.

City Code References: Resolution #09-R-28

Request: A Commissioner's motion and a second is being sought to appoint one (1) City member to the Recreation Advisory Board for a term to expire September 30, 2019.

City Manager's Opinion: The manager recognizes that appointments are made at the Board's discretion; and therefore, does not offer an opinion.

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