



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, January 14, 2019 – 7:00 PM

DATE: 1/11/2019

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. 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 December 10, 2018 Board of Commissioners Regular 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 (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. Update on Phoenix Site Waste Debris Removal and Relocating/Spreading Bids

As briefed at the October 8, 2018 work session, Staff has been working with Mid-Atlantic Associates on a site work plan and identifying piles within the site to move towards cleaning up the former Phoenix Recycling site.

On January 7, 2019, Mid-Atlantic Associates (on behalf of the City) received and opened bids 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 remember, this portion of the project is funded with the \$1,000,000 received from the State under Session Law 2017-57. As of this writing, Darin McClure with Mid-Atlantic Associates is reviewing the bids and will be prepared to brief the Board this evening. Staff anticipates the Board awarding the bid at the January 28, 2019 televised meeting.

Item #2. Phoenix Site - Request to Apply for EPA Brownfield Grant

As part of the overall plan for the former Phoenix Recycling site, the City has been working on identifying and securing available funding for the purposes of cleaning up the former landfill and dump site. The City is now in position to apply for additional funding from the Environmental Protection Agency's (EPA) Brownfields Program to assist with clean-up and redevelopment.

As a recap, the City received earlier funding for the 2015 EPA Brownfields Assessment Grant and the property's environmental site assessment and data collection was part of that project. During the same time period, the City of Havelock voluntarily sought and acquired the 34.5-acre site in November 2015 with the goal of making it safer and pursuing environmental mitigation and clean-up. The property was annexed into the City of Havelock on March 29, 2016, allowing the City to perform public safety duties on the property using City law enforcement officers. Additional work has been performed at the site to gain more information about the debris piles on site and outline information to position the City to apply for EPA Brownfields Clean-Up Grant Funds.

Additional funding that the City has obtained includes the \$1 million under Session Law 2017-57 Section 13.3, that was approved by the State of North Carolina to assist with Phoenix site clean-up. These funds must be expended by June 30, 2019.

Application for the 2019 EPA Brownfields Clean-up Grants are due by January 31, 2019. The Brownfield Grant period would begin in the fall of 2019. The maximum amount of EPA funds that will be awarded is \$500,000. The grant requires a 20% cost share. For the maximum amount of \$500,000 the City cost share would be \$100,000. The City may request a waiver for the cost share if meeting a cost share will place an undue hardship. Relevant data that would pertain in this year's application for the City to request a waiver is that the area was hit by Hurricane Florence and that the area was in a President-declared disaster area. To continue with the project, Staff is asking the Board to approve applying for the grant funds and allocating the cost share match of \$100,000 from General Fund, Fund Balance, if the hardship waiver is not granted.

The Board's direction and feedback is being sought regarding this request.

Item #3. Brief Items:

A. Offer to Purchase – 121 Pineview Street

It is anticipated that the City will receive an executed "Offer to Purchase and Contract" for 121 Pineview Street **(Item #3A.1)**. 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 an offer, Staff will be seeking the Board's adoption of a resolution at the next Board meeting to authorize the initiation of the upset bid process for real property. Once adopted, the offer and an advertisement of upset bids must be published, requiring any upset bids to be received within 10 days of publication. This procedure is 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.

B. ECAHF Annual Gala

The Eastern Carolina Aviation Heritage Foundation's (ECAHF) Annual Gala "The Wright Stuff" will be held on Friday, March 22, 2019 at 5:30 p.m. at the Havelock Tourist & Event Center. As you may be aware, this event had to be delayed due to the facility being closed based on the damage caused by Hurricane Florence.

Local columnist and historian Bill Hand will take the audience on an epic journey from the first airplane models of the Wright Brothers to the modern aircraft of today. Tickets are \$55.00 each or two for \$100.00. Sponsorship opportunities are also available. The Board is being asked to inform the Clerk if they wish to attend as the City will purchase table sponsorships for this event.

C. Upcoming Conferences and Meetings

Per information, the following conferences and meetings will be taking place within the next few months:

- Manager's Annual City/County Manager's Association Conference: Winston-Salem, February 6-8, 2019
- Manager/Mayor Annual Washington, DC Lobbying Trip: February 26-28, 2019
- Manager/Mayor Association of Defense Communities (ADC) Installation Innovation Forum, Miami, FL: March 4-6, 2019
- Board of Commissioners Annual Planning Retreat: West End Fire Station, March 12-13, 2019 - If the Board members have any specific topics they would like presented, they will be asked to inform the manager for preparation purposes

VI. ADJOURNMENT/RECESS