



City of Havelock, North Carolina  
Board of Commissioners

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## WORK SESSION AGENDA COMMUNIQUE

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**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, February 11, 2019 – 7:00 PM

**DATE:** 2/7/2019

**CC:** Department Heads; Press

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### 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.

<b>Consent Agenda Item A</b>	Minutes of the January 28, 2019 Board of Commissioners Regular Meeting
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<b>Consent Agenda Item B</b>	The Golden Leaf Foundation Revised Grantee Acknowledgement and Agreement for the FY 2017-140/McCotter Canal Stabilization Project
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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. Workshop 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. NCDOT Miller/Fontana Road Widening Project (U-3431)**

Staff met with NCDOT project representatives on Friday, February 1, 2019 to receive updates on the U-3431 project and to discuss the intersection of Lake Road/Miller Boulevard. Attached is the map (**Exhibit #1A**) they provided with the plan for the intersection as they had not received concurrence from the NC Railroad for a roundabout within the NC Railroad right-of-way. Since that map, the NC Railroad has replied that they will accept the roundabout within the RR R/W "without exception."

Particular items that were discussed were using a roundabout for the intersection at Lake Road and Miller Blvd.; keep the project, as proposed, with 4-lanes throughout the project extent; and allow for City cost share to include sidewalks. NCDOT will replace sidewalks where they exist currently. The City can add sidewalks within the construction project with a local cost share.

These items have been drafted into a response letter from the City. Staff will discuss these points with the Board and ask for approval to send the letter to NCDOT (**Exhibit #1B**).

## **Item #2. Rural Housing Recovery Infrastructure Grant**

Mr. Charlie Heritage, Managing Partner of South Creek Development has provided information regarding grants that have become available from the Rural Housing Recovery Fund for local governments for use toward construction of infrastructure publicly-owned and operated by the local government. The requirements are outlined on the attached Rural Housing Recovery Infrastructure Application Materials (**Exhibit #2A**).

Mr. Heritage has provided this to the City for consideration of approving a Resolution and signature on his application for infrastructure improvements associated with Woodfield Cove. The purpose of this information is to discuss the funding, how it would be used and discuss the City's role and benefit of this program funding.

Mr. Heritage reported that they are just a short time away from closing on the property behind Walmart and hope to be breaking ground on construction this spring. The NC Department of Commerce is offering a grant of up to \$350,000 through its Rural Housing Recovery Fund to local governments for the planning, design, materials and labor necessary in the construction of public infrastructure including water, sewer, roads, sidewalks, etc. that support broader affordable housing development. The requirements are that the applicant (county or municipality) must partner with a project that received a 9% new construction low-income housing tax credit project from NCHFA between 2016-2018. Woodfield Cove received an award of credits in August of 2018. Mr. Heritage would like to request the City of Havelock to partner with him in submitting an application for these funds in order to assist with the completion of the Woodfield Cove development.

Mr. Heritage has completed the application form and will begin compiling the remainder of the information over the next week. One of the items on the checklist is a Local Government Resolution. He must submit a signed resolution adopted by the governing board in support of the application submission to the Department of Commerce. The resolution must state the purpose of the project and indicate the local government's support for the project.

The Board's comments/feedback will be requested this evening regarding the above mentioned application and resolution.

## **Item #3. Regional Hazard Mitigation Plan**

The City of Havelock is part of the approved 2015 Pamlico Sound Regional Multi-Jurisdictional Hazard Mitigation Plan (**Exhibit #3A**). The approved participating communities are eligible through the State for mitigation grant programs administered by Federal Emergency Management Agency (FEMA) and Public Assistance funding

following a declared natural disaster. Over the next six months, the Pamlico Sound Regional Hazard Mitigation Plan will be updated by the participating counties and cities.

The City must appoint a primary and secondary representative to the Regional Mitigation Advisory Committee (MAC). Because the City is a CRS (Community Rating System) participant, it must also appoint two (2) at-large citizens/stakeholders to attend the Regional MAC meetings.

Staff requests that the Board appoint the Planning Director as the primary representative and the Planner/Zoning Code Enforcement Officer as the secondary representative. Two (2) at-large citizens/stakeholders must also be appointed to attend the meetings. Staff suggests appointing two members from the Planning Board, being that it has been relayed that the appointees cannot be elected officials. Official appointments can take place at the next Board meeting if desired.

#### **Item #4. Woodhaven Drive Repair Options**

Interim Public Services Director Sue Sayger shall appear before the Board of Commissioners this evening to brief the Board on the existing conditions at Woodhaven Drive (**Exhibit #4A- PPT**). Based upon these issues/conditions, the following options will be presented to the Board for consideration:

1. Repair Roadway with Existing Culverts (\$540,000)
2. Replace Culverts Similar to Existing Capacity and Repair Roadway (\$1,030,000)
3. Replace Culverts with Some Capacity Increase and Repair Roadway (\$1,140,000)
4. Replace Culverts with Significant Capacity Increase and Repair Roadway (\$1,320,000)

The Board's comments/feedback will be sought on how to proceed.

#### **Item #5. Brief Items:**

##### **A. Police Department Fund Transfer**

The Police Department is requesting to transfer the remaining balance of "Capital Outlay Vehicles" (\$4,730.62) into the "Drug Investigations" account. The department has purchased and outfitted all of their allocated vehicles for this fiscal year; therefore, no additional Capital Outlay Vehicle funding is required. Currently, the department has utilized the last of their drug-buy funds (\$4,000) and do not have any more funds in the account. Now that the Investigations Division is fully staffed, a lot of work has been directed towards drug violations. While the budget for drug operations has been the

same over the past several years, the cost of drugs continue to increase (i.e. Heroin increased by 100% per gram over the past year). With the department's current case load, funds will be depleted by the end of next month. If there are no objections from the Board, the manager will authorize the request.

#### **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 are aware, this event was delayed due to the facility being closed based on the damage caused by Hurricane Florence. However, the contractors are progressing nicely, which should not create any further delays.

For this event, 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.

## **VII. ADJOURNMENT/RECESS**