

1 **PRESENT:** Mayor William L. Lewis, Jr.; Commissioners Brenda Wilson (*arrived at 10:02 a.m.*),  
2 Danny Walsh, Tyrone Cantey, Mark Larkin, and Cynthia Evans-Robinson  
3

4 **STAFF**

5 **PRESENT:** Interim City Manager Randy Martin; Assistant City Manager Cindy Morgan;  
6 Recreation Director Kelvin Hardesty; Human Resources Director Greta Meadows;  
7 TEC Sales Director Pam Holder; Information Technology Director Chad Ives; Police  
8 Chief Mike Broadwell; Fire Chief Tom Dorn; Planning Director Katrina Marshall;  
9 Public Services Director Patrick Lee; Finance Director Kimberly Walters; and City  
10 Clerk Mary Weigl  
11

12 **OTHERS**

13 **PRESENT:** Hazen and Sawyer Engineers Tom Tant and John Sorrell (*March 4<sup>th</sup>*)  
14

15 **PHONE**

16 **CONFERENCE:** Strategic Governmental Affairs Lobbyist Daniel Sheehan (*March 5<sup>th</sup>*)  
17

18 **WEDNESDAY, MARCH 4<sup>th</sup> SESSION**  
19

20 Mayor Will Lewis called the annual planning retreat meeting of the Havelock Board of  
21 Commissioners to order at 8:34 a.m., on Tuesday, March 4, 2026, at the Havelock Tourist & Event  
22 Center with a quorum present.  
23

24 **OPENING COMMENTS**  
25

26 Mayor Will Lewis welcome the Board members to the planning retreat and reminded everyone the  
27 goal is to evaluate issues that each department has so the Board can go into the Budget season with  
28 as much knowledge as possible to give direction to Staff, so they can provide the Board with the  
29 information they need.  
30

31 Interim City Manager Randy Martin welcomed the Mayor and Board members to the planning  
32 retreat and thanked them for their time this week and looked forward to their feedback on what they  
33 would see for the City of Havelock for the next year and beyond. Mr. Martin stated that the  
34 management team is excellent and that members respect and appreciate one another. He encouraged  
35 open and respectful debate, noting that civil discussion helps generate ideas and leads to better  
36 outcomes. He also expressed optimism about Havelock's future and the opportunities currently  
37 emerging, stating that the City is on the cusp of something special if its growth and development are  
38 managed well.  
39

40 **FINANCIAL ANALYSIS**  
41

42 Finance Director Kimberly Walters appeared before the Board of Commissioners to present the  
43 City's financial analysis to include an overall budget review, budget forecast, and the financial  
44 impacts.  
45

46 She explained that the City's financial position needs to be evaluated each year; and therefore,  
47 presented the following information detailing year-end projections.  
48

49 **YEAR END PROJECTIONS**  
50 )

51 The year-end projections by fund were presented as follows:

57		
58	<b><u>Water Fund</u></b>	
59	Budget.....	\$4,025,709
60	Estimated Revenues.....	\$3,197,309
61	Estimated Expenditures.....	\$4,025,621
62		
63	<b><u>Sewer Fund</u></b>	
64	Budget.....	\$8,952,702
65	Estimated Revenues.....	\$6,403,479
66	Estimated Expenditures.....	\$8,590,102
67		
68	<b><u>Solid Waste Fund</u></b>	
69	Budget.....	\$1,469,404
70	Estimated Revenues.....	\$1,545,000
71	Estimated Expenditures.....	\$1,465,173
72		
73	<b><u>Stormwater</u></b>	
74	Budget.....	\$535,000
75	Estimated Revenues.....	\$620,000
76	Estimated Expenditures.....	\$746,387
77		
78	<b><u>Tourist &amp; Event Center Fund</u></b>	
79	Budget.....	\$696,335
80	Estimated Revenues.....	\$660,707
81	Estimated Expenditures.....	\$667,707

82

83 Finance Director Kimberly Walters reported that General Fund revenues are performing as  
84 expected, with some categories, including interest and sales tax, exceeding projections. She advised  
85 that EMS revenues are currently delayed due to the federal shutdown this past fall but are expected  
86 to be received, noting this is a timing issue rather than a loss of revenue.

87

88 Ms. Walters explained that General Fund expenses are exceeding revenues due to the use of fund  
89 balance and carryover expenses. She noted that current totals do not yet include Budget Amendment  
90 No. 2 in the amount of \$305,561, nor any additional year-end adjustments. She further advised that  
91 while health insurance costs have trended lower than last year, several high-cost claims are  
92 anticipated and may require additional funding in the final budget amendment.

93

94 She reported that Water and Sewer Fund revenues are on pace to meet expectations, with interest  
95 earnings exceeding projections and receipt of system development fees. Ms. Walters noted that  
96 expenses in both funds are exceeding revenues due to carryover purchase orders and the use of fund  
97 balance. However, she expressed concern regarding Sewer Fund retained earnings and the condition  
98 of the City's aging infrastructure, citing significant expenditures this year for repairs and the  
99 purchase of two Vactor trucks.

100

101 She advised that Solid Waste revenues are on pace, with expenses expected to come in slightly  
102 below revenues. Ms. Walters reported that Stormwater revenues are projected to exceed estimates,  
103 while expenses are expected to exceed revenues due to carryover purchase orders.

104

105 She stated that Tourist Center revenues are exceeding expectations in most categories, while  
106 expenses remain on pace; however, the Center is still expected to operate at a loss, even with the  
107 transfer

and Visa. Staff reported that the City typically incurs between approximately \$8,000 and \$11,000 per month in credit card processing fees, not including fees associated with donations.

It was noted that the City currently accepts only Mastercard and Visa, as the interchange rates for Discover and American Express are significantly higher. It was further explained that payments made by cash, bank draft, handwritten check, or money order do not incur processing fees.

Ms. Walters advised that the use of convenience fees is a growing trend among local governments and private businesses. Under this model, the credit card processor charges a percentage of the transaction directly to the consumer, which would reduce the amount the City must budget annually for credit card processing fees.

She also explained that certain costs would still need to be budgeted each year, including fees associated with non-sufficient funds, chargebacks, eCheck rejects, and eCheck processing. The City would also continue to pay processing fees for transactions associated with Pink T-shirts, Shop with a Cop, and ECHAF Gala tickets, which are processed through PayPal using a separate payment processor.

Ms. Walters further explained that implementing a pass-through convenience fee option would allow the City to begin accepting Discover and American Express for most payment methods. Transactions processed through the PayPal platform would remain an exception. She noted that several neighboring municipalities currently utilize a convenience fee model, including New Bern, Morehead City, Newport, Atlantic Beach, and Jacksonville. It was also relayed that the proposed convenience fee would be 3.75 percent of the total transaction amount, with a minimum charge of \$2.50. Payments made through the credit card IVR system would include an additional \$0.50 per transaction on top of the convenience fee. Lastly, payments made by electronic check would include a \$1.95 fee per check, along with an additional \$0.50 per transaction.

Staff was seeking input from the Board to determine whether this is an option the Board would be interested in pursuing and indicated they were available to answer any questions.

Common Utility Charge Scenarios were shared as follows:

5,000-gallon utility bill paid with credit card in person or online		2,000-gallon utility bill paid with credit card in person or online		1,000-gallon utility bill paid with credit card in person or online	
Bill amount	\$190.56	Bill amount	\$144.41	Bill amount	\$130.04
3.75% convenience fee	\$7.15	3.75% convenience fee	\$5.42	3.75% convenience fee	\$4.88
Total to citizen	\$197.71	Total to citizen	\$149.83	Total to citizen	\$134.92
12-month convenience fees	\$85.75	12-month convenience fees	\$64.98	12-month convenience fees	\$58.52
5,000-gallon utility bill paid with credit card over phone IVR		2,000-gallon utility bill paid with credit card over phone IVR		1,000-gallon utility bill paid with credit card over phone IVR	
Bill amount	\$190.56	Bill amount	\$144.41	Bill amount	\$130.04
3.75% convenience fee	\$7.15	3.75% convenience fee	\$5.42	3.75% convenience fee	\$4.88
IVR transaction fee	\$0.50	IVR transaction fee	\$0.50	IVR transaction fee	\$0.50
Total to citizen	\$198.21	Total to citizen	\$150.33	Total to citizen	\$135.42
12-month convenience fees	\$91.75	12-month convenience fees	\$70.98	12-month convenience fees	\$64.52
5,000-gallon utility bill paid with check over phone IVR		2,000-gallon utility bill paid with check over phone IVR		1,000-gallon utility bill paid with check over phone IVR	
Bill amount	\$190.56	Bill amount	\$144.41	Bill amount	\$130.04
\$1.95 check fee	\$1.95	\$1.95 check fee	\$1.95	\$1.95 check fee	\$1.95
IVR transaction fee	\$0.50	IVR transaction fee	\$0.50	IVR transaction fee	\$0.50
Total to citizen	\$193.01	Total to citizen	\$146.86	Total to citizen	\$132.49
12-month convenience fees	\$29.40	12-month convenience fees	\$29.40	12-month convenience fees	\$29.40

Common Planning Charge Scenarios we shared as follows:

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BOARD OF COMMISSIONERS  
 ANNUAL PLANNING RETREAT  
 MARCH 4-5, 2026  
 PAGE 4

Average small permit credit card in person or online		Mid size permit paid with credit card in person or online		Large permit paid with credit card in person or online	
Bill amount	\$120.00	Bill amount	\$1,000.00	Bill amount	\$5,000.00
3.75% convenience fee	\$4.50	3.75% convenience fee	\$37.50	3.75% convenience fee	\$187.50
Total to citizen	\$124.50	Total to citizen	\$1,037.50	Total to citizen	\$5,187.50

Average small permit paid with credit card over phone IVR		Mid size permit paid with credit card over phone IVR		Large permit paid with credit card over phone IVR	
Bill amount	\$120.00	Bill amount	\$1,000.00	Bill amount	\$5,000.00
3.75% convenience fee	\$4.50	3.75% convenience fee	\$37.50	3.75% convenience fee	\$187.50
IVR transaction fee	\$0.50	IVR transaction fee	\$0.50	IVR transaction fee	\$0.50
Total to citizen	\$125.00	Total to citizen	\$1,038.00	Total to citizen	\$5,188.00

Average small permit paid with check over phone IVR		Mid size permit paid with check over phone IVR		Large permit paid with check over phone IVR	
Bill amount	\$120.00	Bill amount	\$1,000.00	Bill amount	\$5,000.00
\$1.95 check fee	\$1.95	\$1.95 check fee	\$1.95	\$1.95 check fee	\$1.95
IVR transaction fee	\$0.50	IVR transaction fee	\$0.50	IVR transaction fee	\$0.50
Total to citizen	\$122.45	Total to citizen	\$1,002.45	Total to citizen	\$5,002.45

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Common Tourist & Event Center and Administration Charge Scenarios were shared as:

Average rental at TEC with credit card in person or online		Animal License Admin with credit card in person or online		Golf Cart Admin with credit card in person or online	
Bill amount	\$1,200.00	Bill amount	\$10.00	Bill amount	\$50.00
3.75% convenience fee	\$45.00	\$2.50 minimum fee	\$2.50	\$2.50 minimum fee	\$2.50
Total	\$1,245.00	Total	\$12.50	Total	\$52.50

Average rental at TEC with credit card over the phone IVR		Liquor License Admin with credit card over the phone IVR		Golf Cart Admin with credit card over the phone IVR	
Bill amount	\$1,200.00	Bill amount	\$45.00	Bill amount	\$50.00
3.75% convenience fee	\$45.00	\$2.50 minimum fee	\$2.50	\$2.50 minimum fee	\$2.50
IVR transaction fee	\$0.50	IVR transaction fee	\$0.50	IVR transaction fee	\$0.50
Total	\$1,245.50	Total	\$48.00	Total	\$53.00

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It was the **general consensus of the Board to move forward with implementing the convenience fee model.** The Board acknowledged that Staff would need time to notify citizens of the impending changes and directed staff to return with an updated implementation plan at the April 29 budget workshop.

**BUDGETARY CAPITAL ITEMS**

**POLICE DEPARTMENT: STATE OF THE DEPARTMENT'S FLEET**

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Police Chief Mike Broadwell provided an overview of the Police Department's current vehicle fleet, noting that vehicles range from approximately 6,000 to 82,000 miles. He reported that the department currently has two 2019 Ford Tauruses in service with approximately 9,000 and 122,000 miles, respectively, and that four backup vehicles from model years 2014–2019 remain operational but are considered "racked out."

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He explained that larger trucks and SUVs are better suited for administrative roles, while mid-sized SUVs are preferred for patrol operations due to their maneuverability in tight spaces. Chief Broadwell further noted that the department's vehicle purchasing pattern since 2022 has been inconsistent, describing it as "buy a couple cars, then no cars."

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Chief Broadwell reported that the state contract price for a Dodge Durango patrol vehicle is approximately \$39,000. He explained that basic police outfitting through ECI Police Vehicle Outfitting is approximately \$13,500, excluding radar units, radios, and prisoner cages, and noted that fully outfitting a vehicle from scratch would bring the total outfitting cost closer to \$20,000. This results in an estimated total cost of approximately \$54,000 per vehicle.

187 Axon cameras, air cards, and radios require annual payments, and the air card used for internet  
188 connectivity costs approximately \$40 per month.

189  
190 Chief Broadwell indicated that the department is requesting funding for two to three vehicles to  
replace aging units and discussed the potential for selling older vehicles to generate limited revenue.

193 He reported that Vehicle 128 and Vehicle 130, both 2019 Ford Tauruses, need to be removed from  
194 full-time service and replaced as soon as possible. Chief Broadwell also advised that Vehicle 105, a  
195 2020 Dodge Charger currently with approximately 82,000 miles, will likely need to be removed  
196 from service during the FY 2027–2028 budget cycle. He noted that Vehicle 105 has already  
197 required approximately \$25,000 in maintenance and service costs and is currently in the shop due to  
198 a gasoline leak. By comparison, Vehicle 121, a Ford Taurus, has required only about \$2,000 in  
199 routine maintenance for oil changes, brakes, and other minor repairs. Chief Broadwell added that  
200 Vehicle 121, a 2018 Ford Taurus slip-top with approximately 73,000 miles, is currently in fair  
201 condition but will likely require replacement within the next year.

202  
203 Chief Broadwell reported that patrol vehicles typically accumulate between 15,000 and 20,000  
204 miles per year and advised that replacing two to three patrol vehicles annually would allow the  
205 department to maintain a reliable and sustainable fleet.

206  
207 He explained that older Tauruses typically sell for approximately \$900 at surplus, which barely  
208 covers the cost of removing equipment from the vehicles. Chief Broadwell noted that the Dodge  
209 Charger could potentially sell for between \$3,000 and \$4,000 if the current gasoline leak is repaired.

210  
211 Chief Broadwell explained that patrol vehicles generally transition into the department’s backup  
212 fleet as they age and stated that repairs to spare vehicles are evaluated on a cost-benefit basis to  
213 determine whether it is worthwhile to complete the repairs or retire the vehicle. He concluded by  
stating that the department’s goal is to maintain an average of approximately 60,000 miles across  
215 the fleet to ensure reliability and noted that SUVs typically retain better resale value than passenger  
216 cars due to current industry trends.

#### 217 218 **PUBLIC SERVICES: MINI DUMP TRUCK REQUEST**

219  
220 Public Services Director Patrick Lee reported that the current mini dump truck is approximately 20  
221 years old and requires major repairs on a yearly basis to keep the vehicle in operating condition. He  
222 explained that the vehicle is used daily for a wide variety of Public Services operations and remains  
223 an essential piece of equipment for the department.

224  
225 Mr. Lee advised that a replacement vehicle could also be outfitted with a snow plow, which would  
226 improve the department’s ability to respond to winter weather events and enhance overall service  
227 delivery.

228  
229 He further explained that staff has requested replacement of this vehicle during the last six budget  
230 cycles through the General Fund; however, the request has consistently been removed during the  
231 budget process. As an alternative, staff is proposing to fund the replacement through Powell Bill  
232 Reserve funds, which are currently in a healthy financial position.

233  
234 After considerable discussion regarding the need for a snow plow attachment versus the limited  
235 number of significant snowfall events experienced in Havelock in recent years, as well as the City’s  
responsibility to clear City-maintained roads, Commissioner Larkin **made a motion to amend the  
237 original request to remove the snow plow from the purchase and reduce the amount from**

244 Commissioner Walsh inquired about the current balance of the Powell Bill Fund, and Finance  
 245 Director Kimberly Walters reported that the balance is approximately \$700,000.

246  
 247 *Commissioner Brenda Wilson arrived at 10:02 a.m.*

248  
 249 **PUBLIC SERVICES: CAPITAL OUTLAY ALLOCATION CHANGES**

250  
 251 Public Services Director Patrick Lee sought the Board approval to reallocate the following funds to  
 252 different capital projects within the Sewer Fund to better serve the current needs:  
 253

Department	Description	Current Year Budget	Funds Spent	Remaining Funds
Sewer Plant	Auma Replacement	\$63,750.00	\$0.00	\$63,750.00
Sewer Plant	Effluent Motor	\$70,000.00	\$13,928.00	\$56,072.00
Sewer Plant	Backwash Pump	\$55,000.00	\$0.00	\$55,000.00
Sewer Plant	Aeration Repairs	\$45,000.00	\$15,954.15	\$29,046.00
<b>Total</b>		<b>\$233,750.00</b>	<b>\$29,882.15</b>	<b>\$203,868.00</b>

254

Department	Current Description	Available Funds	New Description	Requested Reallocated Funds
Sewer Plant	Auma Replacement	\$63,750	Maverick Truck	\$30,000
Sewer Plant	Auma Replacement	\$33,750	Clarifier Rehab	\$33,750
Sewer Plant	Effluent Motor	\$56,072	Clarifier Rehab	\$56,072
Sewer Plant	Backwash Pump	\$55,000	Sluzer Influent Pump	\$40,000
Sewer Plant	Backwash Pump	\$15,000	Clarifier Rehab	\$14,046
Sewer Plant	Backwash Pump	\$954	Chemical Pump & GBT Pump	\$954
Sewer Plant	Aeration Repairs	\$29,046	Chemical Pump & GBT Pump	\$29,046
<b>Total</b>		<b>\$203,868</b>		<b>\$203,868</b>

255  
 256 Staff sought a Commissioner's motion and a second to reallocate Capital Improvement Project  
 257 Funds; Auma replacement funds in the amount of \$63,750 to a Maverick truck for \$30,000 and  
 258 Clarifier Rehab \$33,750; Effluent motor funds of \$56,072 to Clarifier Rehab \$56,072; Backwash  
 259 Pump funds of \$55,000 to Sulzer Influent Pump \$40,000, Clarifier Rehab \$14,046, and Chemical  
 260 Pump & GBT Pump \$954.00; and Aeration Repairs \$29,046 to Chemical Pump and GBT Pump  
 261 \$29,046. This reallocates a total of \$203,868 Sewer Capital Improvement Projects.

262  
 263 At this time, Commissioner Walsh **made a motion to reallocate Capital Improvement Project**  
 264 **Funds; Auma replacement funds in the amount of \$63,750 to a Maverick truck for \$30,000**  
 265 **and Clarifier Rehab \$33,750; Effluent motor funds of \$56,072 to Clarifier Rehab \$56,072;**

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Mr. John Sorrell and Mr. Tom Tant with Hazen & Sawyer provided an overview of the City's transition from a reactive to a data-driven approach in managing the collection system, using recent condition assessments to guide budgeting and capital planning. Three priority areas were evaluated, resulting in the identification of 149 defects of severity level three or higher, along with widespread inflow and infiltration (I&I) throughout the system. The Rice Lane area was highlighted as a significant concern due to elevated defects and substantial flow increases during rainfall events.

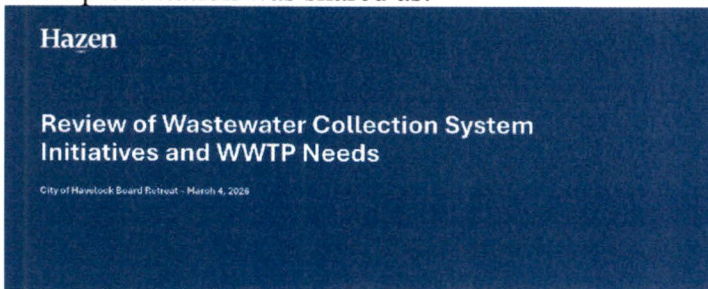
Mr. Sorrell and Mr. Tant emphasized prioritizing repairs in a cost-effective manner, utilizing technologies such as slip lining where feasible, and reserving open cut replacement as a last resort. Continued focus on I&I reduction was recommended to avoid unnecessary expansion of plant capacity and potential permit violations.

It was noted that wastewater flows have decreased over time, with current averages below permitted capacity, indicating available treatment capacity. However, long-term planning remains critical, particularly in light of aging infrastructure and Sewer Fund considerations.

Discussion included ongoing efforts to evaluate options for conveying wastewater from the West End, as well as the potential for regionalization as a cost-effective alternative to plant expansion. The importance of conducting a capacity study to support future growth and funding decisions was emphasized.

Mr. Sorrell and Mr. Tant also highlighted the need for continued investment in system maintenance, implementation of a comprehensive SCADA system for real-time monitoring, and pursuit of grant and funding opportunities. Overall, the City was described as being in a strong position to strategically plan for infrastructure improvements and future growth.

Their presentation was shared as:



300

**Key Topics**

- Ongoing wastewater collection system assessments
- WWTP Capacity and Process Needs
- WWTP SCADA System Recommendations

303

## Ongoing wastewater collection system assessments

304

### Asset Management 5-year Timeline



305

### 2025 Accomplishments

#### First Annual CCTV Contract

- Inspected 10% of gravity sewer system
- Annual renewable contract

#### First Annual Flow Metering Contract

- Installed 7 temporary flow meters

#### GIS & Data Improvements

- Unique IDs assigned for all gravity sewer mains
- Updated upstream and downstream manhole IDs
- All CCTV data accessible to staff through Pioneer web application



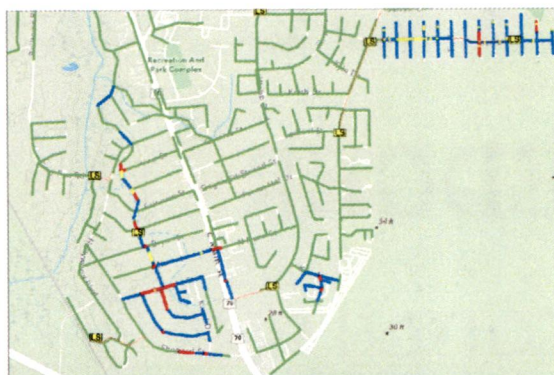
306

Hazen

### CCTV Inspections

#### First Annual CCTV Contract

- Focused on upstream areas with high pumps station run time
- Looking for defects that may contribute to I&I where rehab may provide downstream capacity benefits
- Good news:** limited major structural defects
- Expected news:** evidence of I&I and related sewer capacity issues



Hazen

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**What did we learn?**

Recommended inspection area for this year

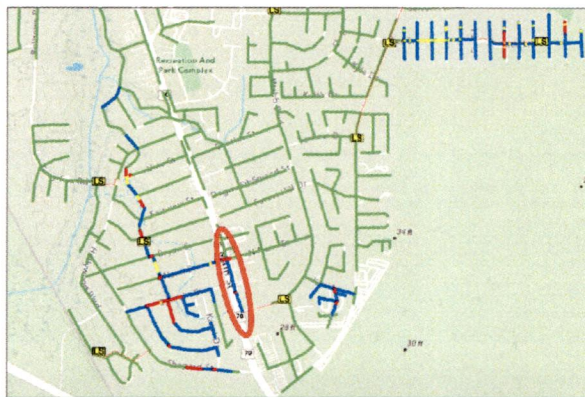


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**What did we learn?**

Significant structural defects and capacity issues along 70

Recommend project to replace and upsize

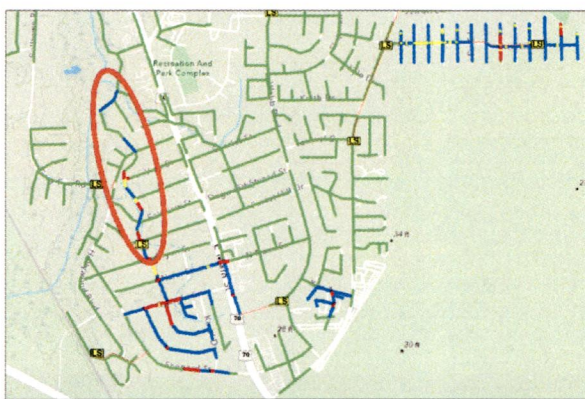


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**What did we learn?**

Significant Capacity issues upstream and downstream of Pineview Lift Station

Recommend project to replace and upsize



320

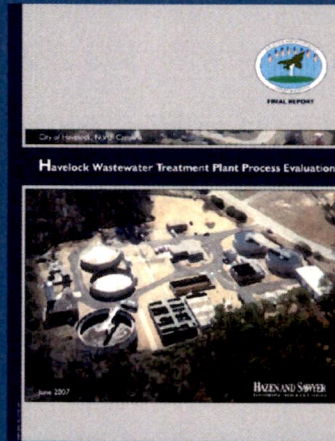
**Recommendations for 2026**

- Continue programmatic inspection
  - Next 10% of sewer main CCTV
  - Additional flow metering in targeted areas
  - Pump Station drawdown testing
- Package and budget projects for rehab and replacement
  - Rehabilitation projects
  - Upsizing
- Position for funding: Develop Asset Management Plan

325

## WWTP Capacity and Process Needs

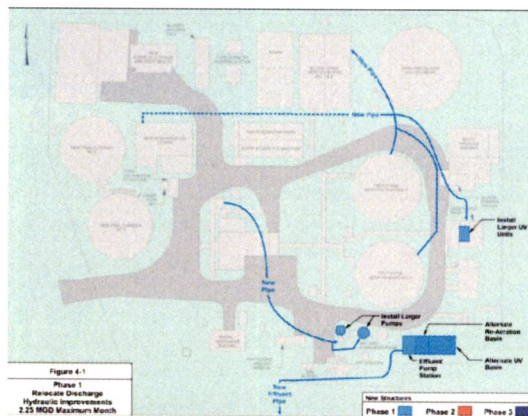
### 2007 WWTP Process Evaluation Summary



326

### Phase 1 – 2.25 MGD

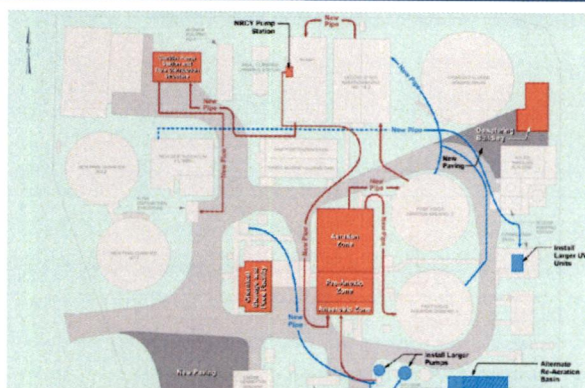
2007 Concept - Existing Condition



327

### Phase 2 – 2.75 MGD

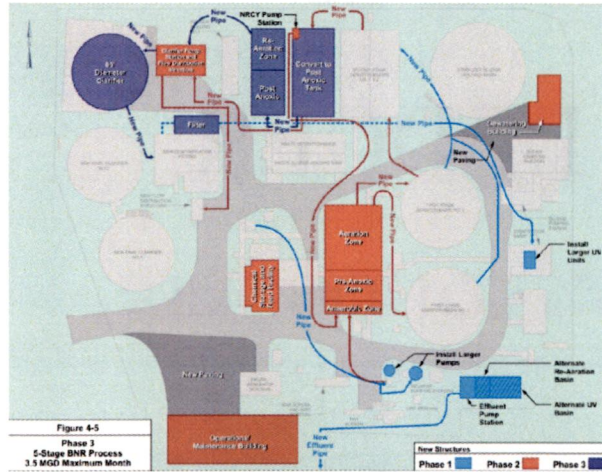
2007 Concept



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**Phase 3 – 3.5 MGD**

2007 Concept

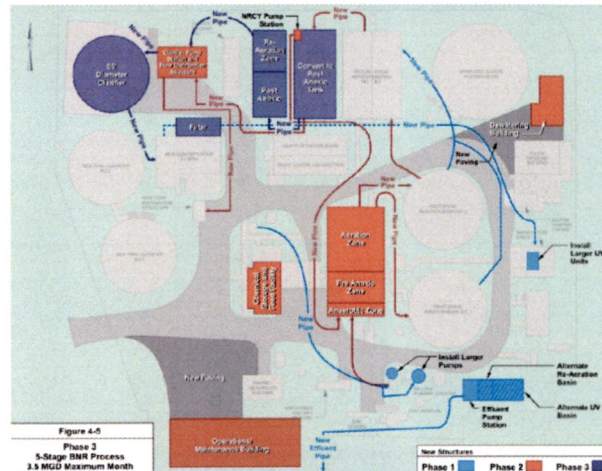


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Hazen

**Phase 3 – 3.5 MGD**

2007 Concept



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Hazen

**WWTP Influent Design Criteria**

**Table 2-3  
 Influent Design Criteria**

Criteria	Annual Average (mg/L) <sup>1</sup>	Maximum Month Peaking Factor <sup>2</sup>	Maximum Month (mg/L)
BOD	220	1.33 <sup>2</sup>	293
TSS	245	1.46 <sup>2</sup>	358
TKN	28.2	1.4 <sup>3</sup>	39.5
Ammonia	19.6	1.4 <sup>3</sup>	27.4
TP	4.2	1.4 <sup>3</sup>	5.9

<sup>1</sup> Historical data based on plant data from Jan 2003 - September 2006.

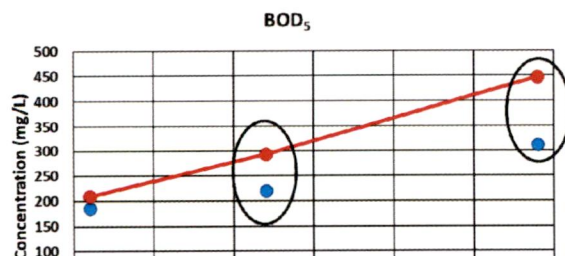
<sup>2</sup> Based on plant data from Jan 2003 - September 2006.

<sup>3</sup> Based on best professional engineering judgment.

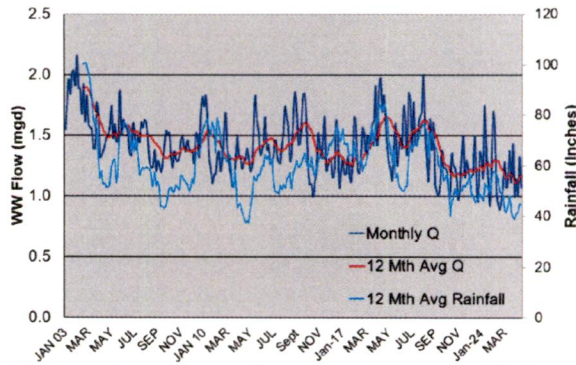
334

Hazen

**WWTP Pollutant Load Increases Since 1996**

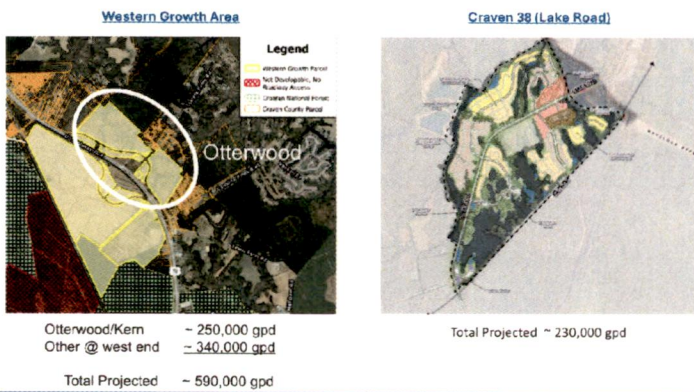


WWTP Flows 2003 through 2025



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Remaining Large Growth Areas Considered in Capacity Planning



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Recommended Next Steps

Fund an update to the WWTP process evaluation to:

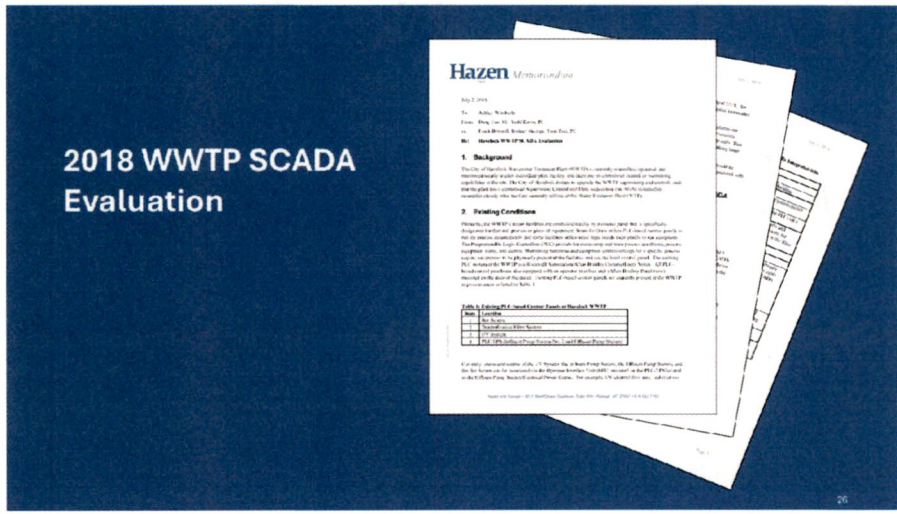
- Review historical sampling data and complete some supplemental sampling to further define waste load characteristics
- Address how much wastewater can get through the current plant configurations at these higher loads
- Define the revised capacity for future phases (2 and 3) at the recent loads

The construction cost of wastewater treatment capacity is substantial. Understanding the City's real needs is key to sound decision making and financial planning.

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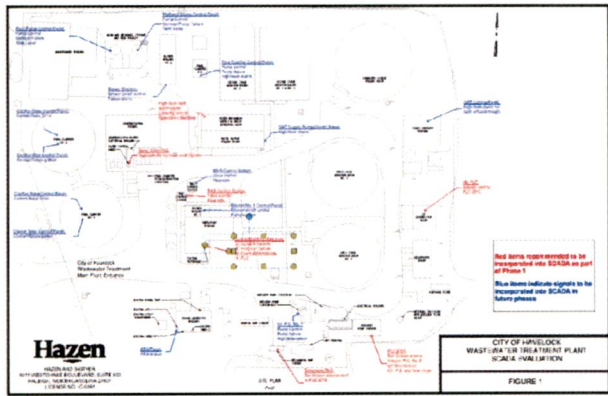
Hazen

## WWTP SCADA System Recommendations



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**Phase Implementation Concept**



Based on the 2018 Estimate adjusted for inflation with an additional 25% contingency for additional undefined scope required since the 2018 assessment, a budget estimate of \$500,000 is recommended for Phase 1 Implementation of the SCADA system at the WWTP.

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**PARKS & RECREATION: RECREATION MASTER PLAN OVERVIEW**

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Recreation Director Kelvin Hardesty provided additional details regarding the Parks and Recreation Master Plan update, noting a total project cost of \$125,000, which is funded in the FY 2025–2026 budget. The plan will include extensive public engagement, stakeholder meetings, surveys, data analysis, department inventory, facility assessments, and evaluations of staffing, expenses, and revenues. The plan will also produce “grant-ready” conceptual designs and complete the long-term Capital Improvement Plan (CIP). Staff emphasized that a comprehensive update is necessary due to the acquisition of new recreation properties and the age of the existing plan.

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He advised that the project would have a high level of service (LOS) impact, including a statistically valid survey to capture citizen needs and best practice recommendations based on current trends and NRPA standards. Key components of the project include:

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- **Public Engagement Opportunities:** Three public input meetings, six stakeholder meetings, Recreation Advisory Board engagement, multiple Board of Commissioners feedback sessions, community surveys, and a dedicated Master Plan website.
- **Park Development:** Conceptual plans for the Fort Macon Housing Property, Yacht Club, and Lewis Farm Park (Phase 2), along with redevelopment opportunities for City Park, the Recreation Complex, and other facilities.

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- Inventory & Best Practices: Development of a comprehensive asset inventory and recommendations to improve operational efficiency and increase revenue.
- Levels of Service Impact: Levels of service are expected to increase immediately upon implementation and continue to improve as plan objectives are completed.
- Revenue Opportunities: Staff noted statewide data suggests recreation revenues could be in the range of \$180,000 to \$200,000. Long-term improvements could help offset the tax rate or fund future CIP projects.
- Comparative Data: The plan will provide detailed benchmarking data, allowing the City to evaluate performance against peer and similarly sized municipal recreation departments.

The project timeline was outlined as an approximately eight-month process; however, staff noted that a ten-month timeframe is more realistic to allow for thorough data collection, public engagement, and plan development, culminating in adoption by the Board of Commissioners.

Staff requested a Commissioner’s motion and second to award McGill Associates the development of the Comprehensive Recreation Master Plan project at the proposed cost of \$125,000.

At this time, Commissioner Larkin **made a motion to award McGill Associates the development of the Comprehensive Recreation Master Plan project at the proposed cost of \$125,000.** Commissioner Cantey seconded and the motion carried unanimously. (5-0)

**RECREATION MEMBERSHIP FEES**

Additionally, staff proposed the following updates to the recreation membership fees:

CARD TYPE	ANNUAL FEE	MONTHLY FEE
Youth (Under 12)	No Charge--must be accompanied by a Member	No Charge--must be accompanied by a Monthly User
Youth Card (12-17) Resident	\$50.00	\$10.00
Youth Card (12-17) Non-Resident	\$100.00	\$20.00
Adult Card (18-59) Resident	\$100.00	\$15.00
Adult Card (18-59) Non-Resident	\$200.00	\$30.00
Senior Card (60 & up) Resident	\$50.00	\$10.00
Senior Card (60 & up) Non-Resident	\$100.00	\$20.00

Other Fees	Amount
<b>Daily Visitor Fee</b>	<b>\$5.00</b>
Lost Card Fee	\$5.00

With minimal discussion on the matter, Commissioner Evans-Robinson **made a motion to update the recreation membership fee schedule, effective immediately.** Commissioner Cantey seconded and the motion carried unanimously. (5-0)

415 Commissioner Larkin echoed Commissioner Cantey's comments and added that he enjoyed the  
416 recent trip to Washington, D.C. with Mayor Lewis and Commissioner Cantey, noting that it was a  
417 very enlightening learning experience.

418  
419 Commissioner Wilson thanked staff for their work in preparing and presenting today's materials.  
420

421 Commissioner Evans-Robinson stated that she enjoyed the retreat and that the presentations were  
422 helpful for everyone working together to meet Havelock's needs.

423  
424 Mr. Martin noted that there are good presentations scheduled for tomorrow.  
425

426 **RECESS**

427  
428 With there being no other items to discuss at this time, Commissioner Evans-Robinson made a  
429 **motion to recess until 8:30 a.m. on Wednesday, March 5, 2026 at the Tourist & Event Center**  
430 **to continue the Annual Planning Retreat.** Commissioner Larkin seconded and the motion carried  
431 unanimously (5-0). The meeting ended at 12:45 p.m.  
432

433 **WEDNESDAY, MARCH 5<sup>th</sup> SESSION**

434  
435 Mayor Will Lewis called the recessed meeting of the Havelock Board of Commissioners to order at  
436 8:32 a.m. on Wednesday, March 5, 2026, at the Tourist & Event Center with a quorum present.  
437

438 At this time, the Board continued with the agenda of the annual planning retreat.  
439

440 **OTHER BUSINESS MATTERS**

441 **PUBLIC HEARING REQUEST**

442  
443 Planning Director Katrina Marshall explained that, in order to meet legal publishing requirements,  
444 the Board would need to take action during the meeting to schedule two (2) public/legislative  
445 hearings.  
446

447 She stated that the first hearing would be held on March 23, 2026, regarding the consideration of a  
448 Zoning Map Amendment to rezone property located at 94 Belltown Road from R-7 (Residential) to  
449 HC (Highway Commercial), as well as a request to amend the City's CAMA Land Use Plan Future  
450 Land Use Map (FLUM) from Medium Density Residential to Neighborhood Mixed Use.  
451

452 Ms. Marshall further stated that the second hearing, also to be held on March 23, 2026, would be for  
453 the consideration of a Text Amendment to the Unified Development Ordinance (UDO) related to  
454 Minor Subdivisions.  
455

456 As a result, Commissioner Cantey **made a motion to schedule two (2) public/legislative hearings**  
457 **for March 23, 2026 at 7:05 p.m., or as soon as the matters could be heard: the first to consider**  
458 **a Zoning Map Amendment for the property located at 94 Belltown Road to rezone from R-7**  
459 **(Residential) to HC (Highway Commercial), along with an amendment to the City's CAMA**  
460 **Land Use Plan Future Land Use Map (FLUM) from Medium Density Residential to**  
461 **Neighborhood Mixed Use; and the second to consider a Text Amendment to the Unified**  
462 **Development Ordinance (UDO) related to Minor Subdivisions.** Commissioner Wilson seconded  
463 and the motion carried unanimously. (5-0).  
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Mr. Lee explained that the current structure limits the Stormwater Manager position to stormwater-related work only. He noted that downtime during drier seasons, along with limited drainage projects due to funding constraints, can result in a stagnant workload. He stated that converting the position to serve across all divisions of Public Services would allow for more efficient use of the role and would also help reduce the workload currently carried by the Contracts/Project Manager.

The current structure was shared as:

Public Services						
Patrick Lee (Public Services Director)						
Mike Hunter (Public Services Assistant Director)						
Jake Waslowsky (Public Services Manager) Reclassified from Stormwater Manager		Danny Fornes (Part Time Contract Specialist)			Vacant (Public Services Manager) Reclassified from Contracts/Project Manager	
Melinda Rose (Admin Specialist)						
Garage	Streets/Stormwater	Buildings/Street Lighting	Solid Waste	Utility Lines	Water Plant	Sewer Plant
1. Scott Odum CDL	1. Clint Meadows	1. Joseph Burroughs	GFL	1. Eric Smith	1. David Hernenway	1. Rodney George
2. Harrison Somers	2. Willie Ellison	2. Brendan Lawrence		2. Kevin Morris	2. Mike Hernandez	2. Aubrey Collins
	3. Chris Huntley			3. Corey Gayle	3. Daulton Butcher	3. Warron Ostrum
	5. Josh Brooks			4. Dustin Anderson	4. Trista Smith	4. Meagan Callahan
	6. Eugene Clark			5. Josh Madison		
	4. Chris Robinson			6. Lee Palmore		
	7. Davon Buelow			7. John Pratt		
	8. Anthony Ethridge			8. Nich Rodriguez		
	9. Catalino Nunez			9. Andrew Scheall		
	10. Chris Ried			10. Alex Trevino		
	10. Kevin Sullivan			11. Vacant		
	11. Nishaun Henderson					
	12. Work Release					
	13. Work Release					
	14. Work Release					
	15. Work Release					
	16. Contract Laborer					
	17. Contract Laborer					
	18. Contract Laborer					
	19. Contract Laborer					
	20. Contract Laborer					
	21. Contract Laborer					
	22. Contract Laborer					
	23. Contract Laborer					
	24. Contract Laborer					
	25. Contract Laborer					

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He further explained that the current Contracts/Project Manager position already serves as a dual role across all divisions and that the proposed change for that position would primarily be a title change. He stated that both positions are proposed to be reclassified as Public Services Manager positions.

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Mr. Lee relayed that the positions would remain at their current pay grades, but funding would be allocated through a combination of the General Fund, Water Fund, and Sewer Fund. He stated that this would allow both positions to oversee projects across all areas of Public Services.

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He stated that these changes would provide additional oversight for Public Services projects and added that there are no expected tax increases associated with the proposal, as the changes have already been accounted for in the initial Fiscal Year 2026-2027 salary budgets.

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A Commissioner’s motion and a second was sought to revise the FY 2025-26 Pay and Classification Scale to reflect reclassifying the Grade 23 “Stormwater Manager” to Grade 23 “Public Services Manager” and the Grade 23 “Contracts/Project Manager” to Grade 23 “Public Services Manager”.

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At this time, Commissioner Larkin **made a motion to revise the FY 2025-26 Pay and Classification Scale to reflect reclassifying the Grade 23 “Stormwater Manager” to Grade 23 “Public Services Manager” and the Grade 23 “Contracts/Project Manager” to Grade 23 “Public Services Manager”.** Commissioner Walsh seconded and the motion carried unanimously. (5-0)

513 Those updates were described as:

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517

*CITY OF HAVELOCK  
COMPENSATION PHILOSOPHY*

518 *The City of Havelock Mayor and Board of Commissioners recognize that competitive compensation is the cornerstone*  
519 *for recruiting, retaining, and motivating our employees. To this end, the City's compensation philosophy is to pay all*  
520 *categories of employees at competitive levels established by the market area, considering both salary and benefits as a*  
521 *total compensation package.*

522

523 *The City recognizes "total compensation" as:*

524

- 525 ○ *Salary*
- 526 ○ *Group Benefits: (medical, vision, dental, life and accidental death and disability insurances)*
- 527 ○ *Retirements: LGERS & Supplemental 401(k)*
- 528 ○ *Paid vacation*
- 529 ○ *Sick leave*
- 530 ○ *Paid holidays*
- 531 ○ *Other annual considerations based upon FY Budget Analysis*
  - 532 ○ *Cost of Living Adjustment (COLA): Based on the Consumer Price Index (CPI) for All Urban*
  - 533 *Consumers (CPI-U) for the month of March.*
  - 534 ○ *Longevity Options*
  - 535 ○ *Job-Related Certification Increases*
  - 536 ○ *Periodic review of market conditions to identify potential market adjustments as part of the City's*
  - 537 *overall compensation strategy, ensuring continued competitiveness and employee retention.*
  - 538 ○ *Rewards and recognition for achievements in the workplace and learning opportunities.*
  - 539 ○ *Opportunity for Tuition Assistance and/or Career Development*

540

541 Ms. Morgan explained that one of the existing provisions, specifically the fourth bullet item, was  
542 direction previously provided by the Board. She stated that annual compensation considerations  
543 should be based on the Fiscal Year budget analysis and are not guaranteed each year.

544

545 She discussed the Cost of Living Adjustment (COLA), explaining that the Board previously  
546 expressed a desire to utilize the Consumer Price Index (CPI) for the month of March. She noted that  
547 the City currently utilizes the December CPI figure, as it is available in January when the budget is  
548 being prepared. She explained that using the March CPI would require adjustments during the  
549 budget process and emphasized the importance of maintaining a consistent timeline throughout  
550 January, February, and March.

551

552 Ms. Morgan stated that job-related certification increases are already being utilized as a recruitment  
553 and retention tool. She noted that Public Services employees currently receive a 2.5% increase upon  
554 obtaining job-related certifications and emphasized that such certifications must be directly related  
555 to the employee's position.

556

557 She relayed that the City covers the cost of certification courses for employees. She further noted  
558 that there is a discrepancy between the current longevity language and a previous version of the  
559 policy, explaining that the older document contains three provisions while the updated draft  
560 includes six. She emphasized that no changes to the document can take effect until formally  
561 approved by the Board and that updated dates must be incorporated.

562

563 Ms. Morgan stated that the Board has discussed these matters on multiple occasions; however, some  
564 items were discussed but not formally adopted.

565

566 She reviewed additional discussion regarding COLA, noting that it is applied as a percentage across  
567 the board and is determined by the Board based on Fiscal Year analysis. She reiterated that the

573 suggestion to implement a tiered approach (1.5% upon certification and an increase upon renewal),  
574 the Board was advised against lowering the initial percentage.

575  
576 She addressed concerns related to loss of certification, explaining that if an employee loses a  
577 required certification, the associated pay increase may be removed. She noted that many  
578 certifications are required for employees to perform their job duties and are often included as  
579 minimum qualifications within job descriptions.

580  
581 Ms. Morgan stated that the Board expressed support for job-related certification increases but  
582 emphasized the importance of ensuring that increases are discontinued if certifications are not  
583 maintained or no longer benefit the department. She added that this item will be reviewed further as  
584 part of a broader update to the City's personnel policy, which may include the use of a third-party  
585 consultant to ensure compliance with current legal and federal labor standards.

586  
587 She summarized that there is general consensus that the City's compensation philosophy should be  
588 based on Fiscal Year budget analysis, with the March CPI serving as the most relevant figure for  
589 final decision-making. She explained that while the budget is initially developed using the January  
590 CPI, adjustments can be made using the March CPI prior to finalization. She noted that the Board  
591 retains discretion in selecting the appropriate figure during the budget process.

592  
593 Ms. Morgan outlined the budget development process, explaining that it includes revenue  
594 projections, meetings with department heads, and final determinations by the City Manager. She  
595 stated that adjustments based on the March CPI can be completed efficiently prior to final budget  
596 preparation.

597  
598 She concluded by noting that longevity options may be determined based on Fiscal Year analysis,  
599 that job-related certifications should continue to be supported with input from department heads,  
600 and that ongoing review of market conditions is necessary to identify appropriate market  
601 adjustments separate from COLA. She added that current initiatives such as employee recognition  
602 programs, professional development opportunities, and tuition assistance are functioning well

603  
604 All agreed that the entire personnel policy needs to be updated.

605  
606 At this time, Commissioner Larkin **made a motion to approve the revised Compensation**  
607 **Philosophy (Policy #17-BOC-01) as written.** Commissioner Cantey seconded and the motion  
608 carried unanimously. (5-0)

609  
610 **LIGHT POLE BANNER PROGRAM & POLICY**

611  
612 Assistant City Manager Cindy Morgan presented a proposed Banner Policy, noting that the item  
613 originated from prior discussions with the Tourism Development Authority (TDA) and planning for  
614 the Harrier Sundown event.

615  
616 The proposed policy (26-BOC-01) was shared as:

617  
618 ***LIGHT POLE BANNER PROGRAM & POLICY***

619  
620 ***Purpose:*** *The City of Havelock Light Pole Banner Policy allows eligible applicants the opportunity to place banners on*  
621 *the City's light poles to promote activities and various educational, historical, cultural or celebratory events. The goal*  
622 *is to enhance community aesthetics and promote public/private partnerships that support the activities and events of the*  
623 *City.*

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**Scope of Work:** *The scope of work must be submitted to the City for approval and shall include details of the program, concept design, and other pertinent information related to the proposed banners to be installed. Authorization of the scope of work may be obtained through the City Manager or his/her designee. The City reserves the right to remove the banners at any time for any reason.*

**Application Process:** *The City of Havelock Banner Program request is initiated by an eligible applicant and must follow the following steps for implementation:*

1. *A Letter/Email of Interest from an eligible applicant submitted to the City of Havelock outlining the reason for the request, scope of work, expected completion date of banners, and desired display timeframe.*
2. *If the applicant is eligible and all the requirements are met, the applicant must complete and sign the City of Havelock Light Pole Banner Application (page 3 of this policy).*
3. *A letter/email notifying the applicant of approval/denial will be sent to the applicant. Additionally, times when the banners are to be installed and removed shall be outlined. The City Manager or his/her designee has the discretion to approve or deny any request.*
4. *If approved, applicant shall have banners manufactured to meet the minimum specifications as determined by the Public Services Director and deliver to the City of Havelock for display.*
5. *The City of Havelock shall install/remove banners according to the approved application.*

**CITY OF HAVELOCK LIGHT POLE BANNER PROGRAM APPLICATION**

Applicant Contact Name: \_\_\_\_\_

Applicant Contact Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Banners to be installed: \_\_\_\_\_

Description of proposed banner design: \_\_\_\_\_

Date Banners should be installed: \_\_\_\_\_

Date Banners should be removed: \_\_\_\_\_

*Note: Dates of install and removal are not guaranteed. The Public Services Director will discuss available times and the locations for installation given the requests received throughout the year and other City events.*

*I understand the City of Havelock Light Pole Banner Program Application must be reviewed by the City Manager and Public Services Director prior to commencement of work. I understand that failure to comply with the approved application may result in forfeiture of City assistance with the program. Additionally, all expenses incurred by the applicant due to failure of compliance with the process will be the responsibility of the applicant.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Public Services Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ms. Morgan explained that the proposed policy would allow banners for City events, City-sponsored events, Marine Corps Air Station Cherry Point events, and events that support Craven County tourism. She stated that applicants would be required to submit a request for banner

698 approach, and that Havelock would follow comparable guidelines, including requiring installation  
699 and removal dates as part of the application. She added that the Public Services Director would have  
700 final approval authority.  
701

702 Ms. Morgan explained that banner placement in Havelock presents challenges, as the City must  
703 coordinate with three (3) different utility companies, each with their own requirements, including  
704 height restrictions and installation guidelines. She noted that the proposed policy and application  
705 have been designed to address these limitations.  
706

707 She clarified that the intent of the policy is to broadly promote tourism and economic development  
708 within Craven County, while ensuring that the City of Havelock retains final authority over all  
709 banner approvals. She added that the City already owns banner hardware currently used for seasonal  
710 displays such as Memorial Day and Independence Day banners.  
711

712 Ms. Morgan stated that the application language is consistent with that used for digital signage and  
713 is intended to prevent inappropriate or excessive requests, such as banners for personal events. She  
714 emphasized the need for a structured and comprehensive program rather than allowing individual or  
715 inconsistent banner placements.  
716

717 She further noted that City staff does not intend to manage responsibilities such as collecting funds,  
718 gathering images, or designing banners. She added that consideration may be given to implementing  
719 a long-term banner program, which could limit or prohibit additional banner requests during  
720 designated timeframes.  
721

722 At this time, Commissioner Walsh **made a motion to approve the Light Pole Banner Program &**  
723 **Policy (Policy #26-BOC-01) as written.** Commissioner Wilson seconded and the motion carried  
724 unanimously. (5-0)  
725

## 726 **FUND BALANCE POLICY**

727

728 Assistant City Manager Cindy Morgan presented information regarding a proposed Fund Balance  
729 Policy, noting that the City has historically operated under an unwritten practice of maintaining a  
730 50% fund balance and that the goal is to formalize this policy in writing.  
731

732 The proposed Fund Balance Policy (26-BOC-02) was shared as:  
733

### 734 ***FUND BALANCE POLICY***

735

736 ***Purpose:*** *The City desires to maintain a prudent level of financial reserves to guard its citizens against service*  
737 *disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. Fund Balance*  
738 *has been accumulated to meet this purpose, to provide stability and flexibility, and to respond to unexpected adversity*  
739 *and/or opportunities.*  
740

741 ***Policy:*** *The primary reasons for a general fund reserve policy are to:*  
742

- 743 • ***Plan for contingencies.***
  - 744 ○ *Because revenue sources can be volatile, governments face challenges when it comes to matching*
  - 745 *planned revenues with actual expenditures. Local events, extreme weather, or global economics can*
  - 746 *affect operating and/or capital costs. Reserves can be used to make up these temporary shortfalls.*
- 747 • ***Maintain good standing with lenders and rating agencies.***
  - 748 ○ *Lenders and bond rating agencies consider an adequate level of reserves a sign of creditworthiness*
  - 749 *because it enhances a government's ability to repay debt.*
- 750 • ***Avoid interest expenses.***

- 757                   ○ Reserves can be used to cover disbursements during times of the year that normally experience low  
758                   ○ levels of cash. Reserves can also be used to cover disbursements for projects funded by reimbursable  
759                   ○ grants.
- 760           • **Create a shared understanding.**
- 761                   ○ A formal reserve policy clearly outlines appropriate use of the reserves.

762

763 **Administration and Implementation**

764 *The Fund Balance Reserve Policy is established by the Board of Commissioners. The City Manager and Finance*  
765 *Director are charged with carrying out the policy.*

766

767 **Components of Fund Balance**

768 *Fund Balance vs. Reserves - Fund Balance is an accounting term defined as the difference between assets and liabilities*  
769 *in a governmental fund at a point in time. One critical date of measurement is June 30 of each fiscal year. Fund*  
770 *Balance is reported in a government's annual financial statements to reflect the unit's financial position on that date.*

771

772 *Reserves comprise a portion of total fund balance. Governmental Accounting Standards Board Statement No. 54, Fund*  
773 *Balance Reporting and Governmental Fund Type Definitions governs the descriptions used to report Fund Balance.*  
774 *The statement focuses on the "extent to which the government is bound to honor constraints on the specific purposes for*  
775 *which amounts in the fund can be spent" and breaks total Fund Balance into five (5) different components:*

- 776
- 777           • **Non-Spendable Fund Balance.**
- 778                   ○ *Fund Balance in this category is inherently non-spendable. For example, the value of inventory or*  
779                   ○ *other non-liquid assets may be included in Non-Spendable Fund Balance.*
- 780           • **Restricted Fund Balance.**
- 781                   ○ *This category has externally enforceable limitations on the use of Fund Balance, imposed by parties*  
782                   ○ *such as creditors, grantors, laws or regulations of other governments.*
- 783           • **Committed Fund Balance.**
- 784                   ○ *This encompasses limitations imposed by the government on itself at its highest level of decision*  
785                   ○ *making (e.g., governing board through an ordinance or resolution). For example, the governing*  
786                   ○ *board might like to commit a portion of Fund Balance for a planned project or to fund anticipated*  
787                   ○ *increases in insurance premiums.*
- 788           • **Assigned Fund Balance.**
- 789                   ○ *This category is for the portion of Fund Balance that is earmarked for an intended use. The intent is*  
790                   ○ *established at either the highest level of decision making or by a body or an official designated for*  
791                   ○ *that purpose. For example, a portion of Fund Balance might be assigned to balance the following*  
792                   ○ *year's budget ordinance although the hope is only some or none of the amount will ultimately be*  
793                   ○ *needed.*
- 794           • **Unassigned Fund Balance.**
- 795                   ○ *This reflects the portion of Fund Balance left after considering the other four categories. The*  
796                   ○ *potential use is least constrained in this category of Fund Balance.*

797

798 *The last three components (Committed, Assigned, and Unassigned Fund Balance) together comprise "Unrestricted*  
799 *Fund Balance," which is the part of Fund Balance covered by this reserve policy because unrestricted fund balances*  
800 *are either unconstrained or the constraints are self-imposed, so they could be lifted to make fund balances available for*  
801 *other purposes. Conversely, restricted fund balances or non-spendable fund balances are not suited for many of the*  
802 *purposes a reserve policy typically is intended to fulfill.*

803

804 **Required Reserve Levels**

805 *The city policy requires a minimum Unrestricted General Fund Balance of **Fifty Percent (50%)** of the total actual*  
806 *expenditures and transfers out. The minimum requirement will be reviewed by the Finance Director as changes in*  
807 *economic conditions occur, new legislation is being enacted, or revenue sources change. If Fund Balance is*  
808 *appropriated to balance the following year's budget in an amount that, if spent, would reduce the percentage below fifty*  
809 *percent (50%), the budget officer shall prepare and submit in conjunction with the proposed budget a plan for*  
810 *expenditure reductions and/or revenue increase necessary to restore the amount of Fund Balance to the minimum*  
811 *requirements within two (2) fiscal years..*

812

813 **Excess Fund Balance Levels**

814 *Available Fund Balance more than the minimum established amount of fifty (50) percent may be used in the following*  
815 *manner:*

- 816           • *Emergency response to a natural or man-made disaster.*

824 also supports the City's standing with lenders and rating agencies, helps minimize interest expenses  
825 on financing, generates interest revenue, and serves as a valuable cash management tool.

826  
827 She reviewed the different classifications of fund balance, explaining that non-spendable funds  
include inventory and non-liquid assets; restricted funds are limited by external requirements such  
as grants, Powell Bill funds, and 911 funds; committed funds are designated for specific purposes;  
830 assigned fund balance typically reflects Capital Improvement Projects (CIP); and unassigned fund  
831 balance represents the least restricted portion.

832  
833 Ms. Morgan stated that the proposed policy establishes a target fund balance of 50% of annual  
834 expenditures. She explained that if the fund balance falls below this threshold, the Budget Officer  
835 (City Manager) would be required to present a plan to restore the balance within two years through  
836 expense reductions or revenue adjustments. She added that the policy would be reviewed by the  
837 City Manager and Finance Director.

838  
839 She further explained that if the fund balance exceeds 50%, the excess may be used for emergency  
840 response, one-time capital expenditures, large-scale projects, and major maintenance and repair  
841 needs, but not for ongoing operating expenses.

842  
843 Ms. Morgan relayed that the 50% threshold was selected based on the Board's prior comfort level,  
844 particularly in consideration of the financial impacts associated with storm events. She noted that  
845 pursuing grants and congressionally directed spending often requires upfront expenditures, making  
846 a strong fund balance essential.

847  
848 She explained that the Local Government Commission (LGC) evaluates financial health by  
849 reviewing assets and depreciation, noting that a fund balance below 50% can be viewed as a  
performance concern. She added that recent capital investments, including the completion of the  
Highway 70 project, contributed to improving the City's financial standing.

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852  
853 Ms. Morgan stated that any use of fund balance for emergency purposes would still require Board  
854 approval and appropriation through the budget process or a formal Board action. She emphasized  
855 that the 50% target serves as a guiding benchmark for staff during budget development and  
856 financial planning.

857  
858 She noted that maintaining a 50% fund balance provides the City with the ability to operate for  
859 approximately six months in the event of a complete interruption of revenue. She contrasted this  
860 with the State minimum requirement of 8%, explaining that while 8% is the legal minimum, it does  
861 not reflect a financially prudent target.

862  
863 Ms. Morgan explained that enterprise funds operate on a different revenue cycle, often receiving  
864 revenues throughout the year, while the General Fund allows departments to initiate projects  
865 without waiting on incoming revenue. She emphasized that the 50% target should be viewed as a  
866 minimum goal, with flexibility built in to account for unforeseen economic conditions.

867  
868 She stated that the City is currently in a strong fund balance position but noted that there are  
869 common misconceptions among the public regarding fund balance. She explained that codifying the  
870 policy will help communicate the purpose and importance of maintaining reserves, particularly the  
871 flexibility provided by unassigned fund balance.

872  
873 Ms. Morgan further discussed concerns at the state and federal level regarding local government  
874 revenues, including potential impacts to property tax authority. She emphasized that property tax

881

882 After extensive discussion on the matter, Commissioner Cantey **made a motion to approve the**  
883 **Fund Balance Policy (Policy #26-BOC-02) as written.** Commissioner Larkin seconded and the  
884 motion carried unanimously. (5-0)

885

886 **FOOD AND MERCHANISE VENDOR POLICY UPDATE**

887

888 Assistant City Manager Cindy Morgan presented updates to the Food and Merchandise Vendor  
889 Policy, explaining that the policy was originally developed for food truck vendors participating in  
890 City-hosted events such as Movies in the Park and concerts. She stated that the policy is being  
891 updated to also include merchandise vendors and to reflect evolving needs.

892 Ms. Morgan explained that the updated policy now includes provisions related to alcoholic  
893 beverages, noting that City events are now eligible to apply for alcohol permits. She further stated  
894 that a participation fee structure is being proposed, with a fee for for-profit vendors and a reduced  
895 fee for non-profit organizations.

896 She relayed that prior to the adoption of the policy, vendor fees were set at \$100 per event. She  
897 noted that attendance varies significantly by event, citing large-scale events such as the Freedom  
898 Festival with approximately 6,000 attendees, compared to smaller events averaging 400–500  
899 attendees. She recommended removing specific dollar amounts from the policy and instead  
900 referencing the City’s adopted fee schedule.

901 Ms. Morgan stated that the fee schedule is updated annually during the budget process and  
902 suggested that applicable fees be clearly identified on the vendor application rather than within the  
903 policy itself.

904 She explained that the previous version of the policy included a map identifying specific vendor  
905 placement locations; however, this was removed due to its restrictive nature. She noted that  
906 flexibility is needed to accommodate varying event layouts.

907 Ms. Morgan addressed safety considerations, explaining that there is no universal standard for food  
908 truck spacing due to differences in vendor setups. She stated that the current practice is to maintain  
909 approximately 20–25 feet between vendors and that staff will coordinate with the Fire Marshal and  
910 Health Department to ensure compliance with applicable safety standards.

911 She noted inconsistencies in terminology within the policy, explaining that terms such as  
912 “food/merchandise vendor,” “truck,” and “unit” are used interchangeably. She recommended  
913 standardizing the language to use the term “vendor” throughout the document, noting that specific  
914 operational details are outlined within the application.

915 Ms. Morgan stated that the policy includes insurance requirements, including a \$1 million liability  
916 requirement for vendors, with additional requirements for vendors serving alcohol in accordance  
917 with applicable policies.

918 She explained that the policy has been updated to allow freestanding signage, noting that such  
919 signage can improve customer flow by allowing patrons to view menus prior to reaching the  
920 vendor.

921 Ms. Morgan added that a clarifying statement will be included in the policy indicating that it does  
922 not apply to vendors who are not selling food or merchandise

923

930 that the revised policy will be shared with the Board via SharePoint or email for review and  
931 that, if no concerns are raised, the item may be placed on the March 23 consent agenda.

932  
933 The revised Food Truck and Merchandise Vendor Policy (21-BOC-02) was described as:

936 **FOOD TRUCK AND MERCHANDISE VENDOR POLICY**  
937 **Designated Recreational Parks/Senior Center Facility**

938  
939 *Food Truck Vendors must submit a written application to the Havelock Recreation Department at least 2 weeks prior to*  
940 *the event.*

941  
942 **1. Application:**

- 943 a) *Any pushcart or mobile food/merchandise vendor desiring to operate shall prepare and file an*  
944 *application with the Recreation Director or his or her designee which shall contain the following*  
945 *information:*
- 946 • *The name, address and telephone number of the person desiring to operate a pushcart*  
947 *or mobile food unit. Please note, alcoholic beverages are strictly prohibited on all City*  
948 *property.*
  - 949 • *Date and Park Location: Food/Merchandise trucks are not allowed at league sporting*  
950 *events unless permitted by the appropriate endorsed athletic association.*
  - 951 • *The hours of operation of the proposed pushcart or mobile food/merchandise unit.*
  - 952 • *The type of food, beverage or other merchandise to be sold and served from the pushcart*  
953 *or mobile food/merchandise unit to include menu pricing.*
- 954  
955 b) *Insurance:*
- 956 • *Food/merchandise vendors must obtain and provide proof of a Comprehensive and*  
957 *General Liability Insurance Policy including coverage for products, operations and*  
958 *contractual liability for the indemnification provision in the vendors permit. The policy*  
959 *will be issued by an insurance provider authorized in the State of North Carolina.*
  - 960 • *The City of Havelock will be listed as an additional insured on the policy in order to*  
961 *protect itself and its employees, from any claims concerning bodily injury, death, or*  
962 *property damage.*
  - 963 • *The amount of the Comprehensive General Liability Insurance shall not be less than*  
964 *\$1,000,000 bodily injury and property damage liability per occurrence.*
  - 965 • *Any termination or lapse of such insurance shall automatically revoke any application*  
966 *approval issued.*
  - 967 • *An indemnity statement, whereby the food truck vendor operator agrees to indemnify*  
968 *and hold harmless the city and its officers, agents and employees from any claim arising*  
969 *from the operation of the food truck unit.*
- 970  
971 c) *Alcoholic Beverages: City or City-sponsored events, as approved by the City Manager that*  
972 *involve the sale or consumption of alcohol in any capacity will require the following:*
- 973 • *Possession/submission of all required ABC permits*
  - 974 • *Submission of proof to the City Manager, in advance of the event, of liability insurance*  
975 *covering event selling/serving alcoholic beverages in an amount not less than*  
976 *\$1,000,000 and naming the City of Havelock as an additional insured*
  - 977 • *No alcohol beverages of any kind other than those sold at an event shall be possessed or*  
978 *consumed at such event. Consumption of alcoholic beverages sold at an event shall be*  
979 *possessed and consumed solely within the boundaries of the event.*
- 980  
981 d) *The vendor shall not damage City property and will be responsible for disposal of all trash*  
982 *associated with the operation. (See Prohibitions section for detailed waste disposal parameters).*
- 983  
984 e) *All food truck vendors must contain a rated fire extinguisher and comply with all Craven County*  
985 *Health Department requirements.*
- 986  
987

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**2. Vendor Locations:**

- a) *The following City-owned parks/facilities have been designated as permissible locations for food/merchandise vendors:*
  - o *City Park*
  - o *Walter B Jones Park*
  - o *Lewis Farm Park*
  - o *Recreation Complex*
  - o *Senior Center*
- b) *All vendor locations within each site must be determined and approved by the Recreation Director prior to the event. The maximum number of vendors per property shall be determined by the Recreation Director.*

**3. Hours of Operation:**

- a) *Hours of Operation must be determined and approved by the Recreation Director prior to the event. No units shall be located in any City park or City facility overnight.*

**4. Prohibitions:**

- a) *Vendors may not use audio amplification or freestanding signage.*
- b) *All equipment and freestanding signage associated with the food trucks must be located within three (3) feet of the food truck.*
- c) *All vendors are responsible for disposing of all trash associated with the operation of their unit.*
- d) *City trash receptacles may not be used to dispose trash or waste.*
- e) *All areas within five (5) feet of the unit must be kept clean.*
- f) *Grease and liquid waste may not be disposed in tree pits; storm drains, the sanitary sewer system or public streets.*
- g) *The sales or distribution of any alcoholic beverage is strictly prohibited.*

**5. Maximum Number of Trucks Per Property:**

- a) *City Park: Maximum of six (6) food trucks*
- b) *Walter B. Jones Park: Maximum of six (6) food trucks*
- c) *Lewis Farm Park: Maximum of three (3) food trucks*
- d) *Recreation Complex: Maximum of eight (8) food trucks*
- e) *Senior Center: Maximum of two (2) food trucks*

**5. Reservation of Rights:** *The city reserves the right to require any food truck vendor established pursuant to this section to cease part or all of its operation in order to allow for construction, maintenance, or repair of any street, sidewalk, utility or public building by the city, its agents or employees or by any other governmental entity or public utility; and to allow for use of the street or sidewalk in connection with parades, civic festival, and other events of a temporary nature as permitted by the city.*

**BRIEF DISCUSSION ITEMS**

**LICENSE PLATE READER UPDATE**

Police Chief Mike Broadwell presented information regarding the proposed Public Safety Camera Program, including budgetary impacts, levels of service improvements, and the Request for Proposal (RFP) process.

Chief Broadwell explained that the program includes an initial annual cost based on the number of cameras and locations selected. He stated that ongoing operational costs will remain consistent each year and will include all equipment, future camera replacements, cloud storage, and software platforms. He noted that the annual cost could range from approximately \$12,000 to \$40,000

1054  
1055 Chief Broadwell relayed that the program aligns with the Board of Commissioners' goals and  
1056 supports the Havelock Police Department's mission to "serve our community and provide the  
1057 highest level of customer service."

1  
1058 He reviewed the Police Department's current investigative strengths and weaknesses. He stated that  
1059 strengths include strong community involvement and cooperation, with many businesses and  
1060 residents willing to provide private surveillance footage when requested. He also noted that the City  
1061 currently operates cameras at several facilities, including the Police/Fire building, City Hall, City  
1062 Park, the Water Treatment Plant, and the Tourist & Event Center.  
1063

1064  
1065 Chief Broadwell explained that current weaknesses include the lack of City-operated intersection  
1066 cameras, roadway cameras, and cameras in high crime or high call volume areas. He further noted  
1067 the absence of license plate reader capabilities and AI-integrated video monitoring, as well as  
1068 potential evidentiary challenges associated with privately owned surveillance footage.  
1069

1070 He stated that, at the direction of the Board, staff issued a Request for Proposals (RFP) for Pan-Tilt-  
1071 Zoom (PTZ) intersection cameras and License Plate Reader (LPR) cameras. He explained that the  
1072 project scope includes eight LPR cameras to provide inbound and outbound coverage at the City's  
1073 four primary entrances, as well as five PTZ cameras for monitoring key intersections.  
1074

1075 Chief Broadwell reported that proposals were received from Flock Safety, Verkada, Convergent,  
1076 and SCI Technologies. He stated that, following evaluation, Flock Safety was selected as the  
1077 recommended vendor.  
1078

1079 This afternoon, Staff sought Board authorization to proceed with the purchase of eight (8) LPR  
1080 cameras and five (5) PTZ cameras through Flock Safety at a Year 1 cost of \$36,600 to be funded  
1081 from the General Fund – Fund Balance. He added that future annual costs will be incorporated into  
1082 the department's operating budget.  
1083

1084 At this time, Commissioner Walsh **made a motion to authorize the purchase of eight (8) LPR**  
1085 **cameras and five (5) PTZ cameras through Flock Safety at a Year 1 cost of \$36,600 to be**  
1086 **funded from the General Fund – Fund Balance.** Commissioner Larkin seconded and the motion  
1087 carried unanimously. (5-0)  
1088

### 1089 **SIDEWALKS UPDATE**

1090  
1091 Planning Director Katrina Marshall provided an update regarding the Sidewalk in Lieu Fee Fund.  
1092

1093 Ms. Marshall reported that the current reserve balance is \$110,344.47. She stated that a total of  
1094 \$17,641.25 has been collected to date in Fiscal Year 2025–2026. She noted that recent contributions  
1095 to the fund include projects associated with Express Oil and Nelson Climate Control Storage.  
1096

1097 The City Sidewalk Map was provided as:  
1098

1099 \*\*\* This section left blank intentionally to page 28 \*\*\*  
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**MPO Meeting Overview and Timeline**

Planning Director Katrina Marshall provided an update regarding the MPO Expansion Meeting held on February 19, 2026.

Ms. Marshall reported that the City attended the meeting alongside other Craven County municipalities and reviewed the MPO expansion process and next steps. She stated that a draft Memorandum of Understanding (MOU) was provided.

She explained that the MPO will be renamed the Craven County MPO, with Craven County designated as the Lead Planning Agency. She further noted that the draft MOU includes governance provisions establishing equal voting weight for each municipality and a funding structure based on county population.

Ms. Marshall stated that the draft MOU was distributed on February 20, with feedback due by March 6.

She outlined the upcoming timeline, noting that resolutions will be distributed on March 16, with anticipated Board of Commissioners consideration at the March 23 meeting. She added that resolutions are to be returned by April 17, materials submitted to NCDOT by May 1, and the finalized MOU executed by July 1, 2026.

It was the **consensus of the Board to follow this timeline.**

**BUILDING INSPECTIONS COUNTY SERVICES**

Planning Director Katrina Marshall discussed the potential use of Craven County for full-time inspection services.

Ms. Marshall stated that staff met with Craven County representatives on March 3, 2026, to further

1139 It was the **general consensus of the Board to move forward with this approach.**

1140

1141 **CITY MANAGER SEARCH UPDATE**

1142

1143 Assistant City Manager Cindy Morgan provided an update on the recruitment process, outlining the  
1144 progression of applicants through the selection process.

1145

1146 Ms. Morgan reported that a total of 25 applications were received. She stated that 10 applicants  
1147 were invited to submit a Supplemental Application Form, and three (3) candidates were selected to  
1148 advance to video interviews conducted on February 24, 2026, by The Maps Group.

1149

1150 She explained that all three candidates have been selected to participate in the Assessment Center  
1151 process.

1152

1153 Ms. Morgan outlined the Assessment Center exercises, noting that each candidate will participate in  
1154 an interview with a panel of three assessors, during which all candidates will be asked the same  
1155 questions and evaluated based on criteria established by the Board.

1156

1157 She further explained that candidates will complete a Performance Coaching Role Play designed to  
1158 assess supervisory and communication skills, as well as a Difficult Conversation Role Play focused  
1159 on evaluating conflict resolution, problem-solving, and communication abilities. She noted that  
1160 assessors will provide recommendations following these exercises.

1161

1162 Ms. Morgan stated that The Maps Group is scheduled to provide feedback to the Board of  
1163 Commissioners on April 16, 2026, and that the Board will conduct interviews with selected  
1164 candidate(s) on April 22, 2026.

1165

1166 **VOLUNTEER APPRECIATION DINNER**

1167

1168 Assistant City Manager Cindy Morgan shared with the Board the following invitation to the  
1169 Volunteer Appreciation dinner on April 24:

1170



1173 **ANNOUNCEMENTS – SUMMER MOVIE/CONCERTS IN THE PARK SERIES**

1174  
1175 For general knowledge, the 2026 Summer Movies & Concerts schedule was shared with the Board.  
1176 It was also shared that movies will begin at dusk and concerts will begin at 6:00 p.m.  
1177

The poster for the 2026 Summer Concert Series features a vertical title '2026 Summer Concert Series' on the left. At the top are the logos for Havelock North Carolina and Havelock Parks & Recreation. The main text reads '6 p.m. - 8 p.m. Havelock City Park'. Below this is a list of events in colored rounded rectangles: May 15 | I-42 BAND (Beach, Funk, Top-40); June 12 | BRITISH INVADERS (British Rock and Pop); July 04 | TO BE ANNOUNCED (Freedom Festival); July 24 | OPEN MIC NIGHT; Aug 7 | RIGGSBEE ROAD (Bluegrass, Pop, Rock); Sept 11 | NRPhyme (Variety).

1178

The poster for the 2026 Summer Movie Series features a vertical title '2026 SUMMER MOVIE SERIES' on the left. At the top are the logos for Havelock North Carolina and Havelock Parks & Recreation. The main text reads 'Movies Begin at Dusk Havelock City Park'. Below this is a list of movies in red-bordered rounded rectangles: March 27 | WICKED FOR GOOD (PG); June 5 | ZOOTOPIA 2 (PG); July 17 | TOP GUN (PG-13).

1179  
1180  
1181 **FEDERAL LOBBYING UPDATE**  
1182

1189 Mr. Sheehan explained that cities which regularly brief members of Congress and their staff are  
1190 more likely to be successful in securing funding. He noted that Havelock's level of engagement is  
1191 somewhat unusual for a city of its size, but emphasized that it continues to pay dividends by  
1192 building strong relationships and trust. He relayed that congressional offices recognize that the City  
1 brings forward well-supported and thoroughly planned projects.

1195 He stated that during last week's presentation, updates were provided on several City priorities,  
1196 including McCotter Canal, Phoenix Park and the recycling site, Fort Macon vacant housing  
1197 property, West End sewer expansion, Miller Boulevard naming, the bypass update, Craven 38  
1198 development, and the Havelock University/Middle School campus redevelopment concept, which  
1199 was introduced as a new initiative.

1201 Mr. Sheehan advised that the FY26 appropriations process extended into early February, and that  
1202 the FY27 appropriations process has now begun, with the House Appropriations Committee issuing  
1203 notice on February 25 inviting requests for community project funding, also referred to in the  
1204 Senate as congressionally directed spending.

1206 He reported that funding requests submitted on behalf of the City include \$12.1 million through  
1207 Congressman Murphy for sewer extension to the bypass and wastewater treatment plant, \$8.2  
1208 million through Congressman Davis for West End sewer improvements, a sewer extension request  
1209 through Senator Tillis, and an additional funding request through Senator Budd.

1211 Mr. Sheehan relayed that Congressman Murphy's office continues to maintain a strong relationship  
1212 with the City. He also noted that staff in Congressman Davis's office have been eager to assist,  
1213 particularly in light of the upcoming election and the redrawn district that will include Havelock.  
1214 Additionally, he shared positive feedback from Senator Tillis's lead appropriations staffer, who  
1215 commented that the City's projects are well planned, ahead of the appropriations process, and  
1216 supported by a demonstrated record of success.

1218 Regarding the FY27 appropriations outlook, Mr. Sheehan explained that although the process has  
1219 just begun, it is expected to be complex. He noted there is some reluctance among certain elected  
1220 officials due to the current administration's actions involving federal funding. He further stated that  
1221 the Office of Management and Budget is working to increase White House control over spending  
1222 decisions, and that the election year adds additional uncertainty.

1224 He explained that 12 appropriations bills must be adopted annually to fund the federal government,  
1225 and that a continuing resolution (CR) is likely after September to maintain funding at FY26 levels.  
1226 Mr. Sheehan noted that the timing and duration of any continuing resolution will likely depend on  
1227 the outcome of the November elections, and that more clarity will be available after that time.

1229 In closing, Mr. Sheehan stated that the changing congressional map presents Havelock with a  
1230 unique opportunity. He emphasized that the City's longstanding relationships with federal  
1231 representatives continue to position it well for future success, and noted that Havelock's growth and  
1232 forward-thinking initiatives are being recognized at the federal level.

1234 Mr. Sheehan thanked the Board of Commissioners for their time today.

1236 **CLOSING - BOARD MEMBERS COMMENTS**

1239 Commissioner Walsh stated that this was a good planning retreat this year. He expressed that, in his  
opinion, the potential MOU with Craven County Inspections is a good move.

1246 Commissioner Larkin stated this was a fantastic retreat. He appreciated everyone's hard work. He  
1247 ended his comments by saying that he understands that it probably isn't possible but would like to  
1248 see the tax rate decreased by 2 cents.  
1249

1250 Commissioner Cantey stated that the retreat was excellent with the presentations being spot-on. He  
1251 thanked the staff for their hard work and acknowledged that "thank you" is not enough.  
1252

1253 Mayor Will Lewis led a discussion regarding the City Center Vision, outlining a long-term concept  
1254 for redevelopment and strategic growth within the City.  
1255

1256 Mayor Lewis explained that the vision includes City control of multiple properties, including the  
1257 Slocum property and the former middle school site. He stated that the goal is to create a centralized  
1258 City complex incorporating parks and supporting a range of development opportunities, including  
1259 micro-manufacturing, small defense industry uses, Class A office space, and mixed-use  
1260 development similar in concept to Mayfaire in Wilmington.  
1261

1262 He discussed innovative ideas presented during the retreat, including a suggestion to relocate the  
1263 Chili Festival and activities currently held at Walter B. Jones Park to the 29-acre recreation area. He  
1264 stated that this would allow for redevelopment of the existing site for commercial purposes while  
1265 maintaining City ownership and control. He noted that the area may qualify as a workforce  
1266 development zone, allowing for the use of New Market Tax Credits to support future development.  
1267

1268 Mayor Lewis emphasized the importance of connectivity and future planning, noting opportunities  
1269 to support expansion of the local college through reconfiguration of roadways and additional  
1270 developable land. He stated that the vision includes creating a walkable environment with trails  
1271 connecting key destinations such as the recreation center and other community amenities, as well as  
1272 considering relocation of the library to a more prominent location within the City Center.  
1273

1274 He noted that a preliminary plan is expected within the coming weeks and that additional  
1275 discussions will occur with project partners as the concept continues to develop.  
1276

1277 Mayor Lewis relayed that consideration has been given to the creation of an overlay zoning district  
1278 to guide development within the area. He stated that the location is not within a restrictive flight  
1279 path, allowing for increased development flexibility, and described the area as suitable for higher  
1280 density development compared to surrounding residential areas.  
1281

1282 He discussed the potential economic benefits of redevelopment, including increased tax base and  
1283 the opportunity to provide additional housing options, particularly for military personnel. He added  
1284 that improved connectivity across Highway 70 could enhance property values and stimulate further  
1285 development.  
1286

1287 Mayor Lewis noted that local partners are aligned in support of the vision and that the County has  
1288 identified potential funding to assist with the project. He emphasized the importance of  
1289 collaboration with educational institutions and other stakeholders to ensure a comprehensive and  
1290 unified approach.  
1291

1292 He also referenced potential tourism and placemaking elements, including concepts such as a  
1293 Harrier history museum, an outdoor amphitheater with natural seating, and integration of water  
1294 features such as fountains and ponds.  
1295

1296 Mayor Lewis stated that implementation of the vision will require updates to the City's

1302 master plan. He emphasized the importance of maintaining flexibility within the plan to allow for  
1303 adjustments over time.

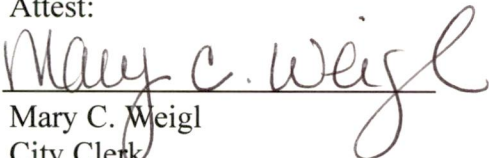
1304  
1305 Mayor Lewis concluded by stating that the City Center Vision should be viewed as a  
1306 comprehensive and evolving framework, requiring creative planning efforts, coordination with  
1307 architects and partners, and the development of a formal master plan to guide future growth.

1308  
1309 **ADJOURNMENT/RECESS**

1310  
1311 With there being no other business to discuss, Commissioner Larkin **moved to adjourn.**  
1312 Commissioner Cantey seconded and the motion carried unanimously (5-0). The meeting adjourned  
1313 at 1:54 p.m.

1314  
1315 Date approved: 3.23.2024

  
\_\_\_\_\_  
William L. Lewis, Jr., Mayor

1317  
1318 Attest:  
1319   
1320 \_\_\_\_\_  
1321 Mary C. Weigl  
1322 City Clerk