

1. Agenda Packet

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[MARCH 5, 2019 AGENDA PACKET.PDF](#)

2. Meeting Materials

Documents:

[AFTER ACTION MEMORANDUM.PDF](#)

AGENDA



**CITY OF LENOIR
CITY COUNCIL MEETING
905 WEST AVENUE
TUESDAY, MARCH 5, 2019
6:00 P.M.**



I. CALL TO ORDER

- A. Moment of Silence & Pledge of Allegiance
- B. Update; Zoning Changes: Planning Director Jenny Wheelock will present an update on the proposed changes to the City of Lenoir's Zoning Ordinance.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

- A. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, February 19, 2019, as submitted.
- C. Minutes: Approval of the minutes of the City Council Planning Retreat of Friday, February 15, 2019, as submitted.
- D. Financing Agreement; Lenoir Metering Project: Staff recommends Council call for a public hearing to be held on Tuesday, March 19 to consider financing of the Lenoir Metering Project as authorized by N.C.G.S. §160-20. **Note:** This project requires the approval of the N.C. Local Government Commission (LGC).

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

- 1. The City/County Services Committee will meet on Monday, March 11 at 11:45 a.m.
- 2. The Caldwell County Economic Development Commission will meet on Tuesday, March 12 at 8:00 a.m.
- 3. The Lenoir Business Advisory Board will meet on Thursday, March 14 at 6:00 p.m. at City Hall, Third Floor.
- 4. The annual Leprechaun Leap 5K & 10K race will be held on Saturday, March 16 beginning at 9:00 a.m. at the Lenoir Soccer Complex.
- 5. The Parks & Recreation Advisory Board will meet on Monday, March 18 at 6:00 p.m. at Mulberry Recreation Center.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

X. ADJOURNMENT

PLANNING DEPARTMENT MEMORANDUM

CITY OF LENOIR, 801 WEST AVENUE, LENOIR, NC 28645

TO: Scott Hildebran, City Manager
FROM: Jenny Wheelock, Planning Director 
DATE: February 27, 2019
SUBJECT: Zoning Use and District Regulation Overhaul
CC: Lenoir City Council
T.J. Rohr, City Attorney

The Planning Board has been reviewing an ordinance for several months that will modernize the Lenoir Zoning Ordinance, specifically focusing on the intent of the zoning districts, the district-specific development regulations, and the chart of permitted uses. This ordinance has been in development by staff for several years, and implements many policy goals of the Comprehensive Plan, addresses needs identified by Council and Department Heads during annual strategic planning retreats, and fixes errors and deficiencies identified by staff in day-to-day zoning administration.

A public hearing has been scheduled for the March 19, 2019 City Council meeting.

The over-arching policy goals guiding this amendment process are as follows:

- **GOAL 1: Transparent, accessible regulations.** The proposed changes should make it easier for relators, developers, and the general public to look up and understand the rules specific to their properties, and how the districts relate to one another.
- **GOAL 2: Productive Re-Use and Infill.** Development regulations that hinder the re-use or re-development of existing buildings for new uses have been eliminated in favor of standards that allow for flexibility of use over time. Where ever changes are proposed, such changes aim to facilitate infill development, productive re-use of buildings, and gradual intensification of existing lots already served by infrastructure, thus growing the tax base without adding additional maintenance responsibility to the City.
- **GOAL 3: Increase Variety of Allowable Housing Types.** Much needed “missing middle” housing types (accessory apartments, townhomes, duplex, triplex, quadplex, etc.) are added to the list of permitted uses in appropriate residential areas, and an overall scheme for regulating maximum density by zoning district is proposed. The intent is to move away from contentious quasi-judicial public hearings, while establishing fair density and design standards to balance the need for development of new housing with protection of established neighborhoods.

- **GOAL 4: Context-Sensitive Zoning.** Proposed changes lay the groundwork for future map amendments and corridor studies, to ensure that intensities, design standards, access management standards, streetscape requirements, etc. can be adopted in the future in a more context-sensitive way – the distinction between what uses are allowed in each zone becomes secondary to the design and development requirements for each zone.

Highlights of Specific Changes

- Definitions are added and updated to add clarity to interpretation and memorialize previous uses deleted from the use chart within the definitions for the new use categories.
- Zoning District changes: The intent statements for the zoning districts have been consolidated into a single section and are updated to better reflect the differences between each district.
 - A new district, Residential-Commercial, is created to accommodate higher density multi-family housing. (Note: no properties are proposed to be re-zoned to this district immediately. However, the creation of this district creates a legislative option for higher density projects to be facilitated through “straight” zoning, rather than the quasi-judicial CUP process or the Conditional Zoning process.
 - The B-4 “Limited Business” district is deleted (rarely used and not very effective)
 - The B-6 district is re-named from “Exclusive Business District” to “Transitional Business District” to better reflect the intent of the district.
 - The B-7 district is re-named from “Planned Highway Business District” to “Highway Business District” and the intent is revised to set up a district that can accommodate development on highway corridors that protects vehicular mobility through consolidated access standards, while relaxing the pedestrian-oriented standards to help keep development costs affordable in areas that are not conducive to high levels of pedestrian activity. (Note: this code amendment updates the intent statement for the district, and the proposed permitted use chart has been updated with this new intent in mind, but the details of revised design and access standards will come in a future amendment. Currently, only a handful of properties in the City are zoned B-7, so additional map amendments will likely be proposed with future amendments.)
- The existing permitted use chart with 249 uses is repealed and replaced with two new charts that each fit on a single page – a table of permitted residential uses (17 separate uses) and a table of permitted non-residential uses (36 separate uses). Footnotes are used to clarify intentions. Some key changes incorporated into the revisions:

- Agriculture added as a conditional use in R-R, R-20, I-1, and I-2, whereas all agriculture is technically “prohibited” under existing code (animal regulations are adopted separately and will not change).
- Boutique/Artisan manufacturing uses enumerated separately from higher intensity manufacturing uses, to allow for these “funky” uses in more districts – things like glass blowing, custom wood-working, small-run print shops, small scale bakeries, coffee roasting, etc.
- Multi-family Dwellings are divided into two categories, low-density garden apartments and mid/high density apartments:
 - Low-density apartments are capped at the densities allowed in each district for detached single family, but are designated as “permitted” uses rather than requiring CUPs in the higher density residential districts
 - Higher density projects remain CUPs in residential districts, when allowed at all, but the CUP requirement is eliminated for the higher intensity commercial districts. To balance out this “by right” allowance, maximum density standards are established, which will complement existing performance standards and give staff objective criteria to review and permit projects at densities appropriate to the district.
- Accessory structure rules are updated to address existing internal conflicts between code sections, and rules are adopted for non-residential districts.
- Minor changes to the design standards for commercial districts are proposed that help to codify and clarify staff interpretations of consistently hard to meet regulations (this is particularly relevant to help staff apply the standards to existing buildings).
- Deletes ~35 pages of repetitive zoning district regulations, which over the years have led to multiple conflicts between various code sections as regulations are amended in one location but not in another. Development standards (setbacks, lot sizes, frontage requirements, allowable densities, etc.) are put into a single table, with a handful of footnotes, similar to the approach used to present permitted and conditional uses. Key changes to development regulations are proposed:
 - Reduce minimum lot widths and minimum street frontage requirements, to facilitate efficient use of existing infrastructure and gradual intensification of development as infill occurs.
 - Reduce street yard setbacks to be consistent with front yard setbacks in various zoning districts. Existing requirement for a 25 ft. setback regardless of zoning district is overly restrictive, considering many commercial districts allow front and side yard setbacks of 0-10 ft.

- Eliminate the “setback scenarios” in favor for a single standard for each district (in all cases, the least restrictive). Today, some districts have up to 4 different setback standards, depending on the width of the adjacent street and the proposed use of the property, which creates a confusing regulatory context.
 - Maximum density standards are established for each district, which helps balance the creation of by-right multi-family projects in many districts and helps with planning for future impacts of development by establishing a clear maximum limit to potential development.
 - Accessory structure setbacks included for each district.
 - District-specific design standards remain unchanged, and follow the chart of permitted uses in this section.
- Moves on-street loading standards that previously were repeated under each zoning district subsection into the section that regulates parking and off-street loading, so that all transportation-related standards are consistent and located in one logical place.

**LENOIR CITY COUNCIL
TUESDAY, FEBRUARY 19, 2019
6:00 P.M.**

PRESENT: Mayor Gibbons presiding. Councilmembers present were Beal, Perdue, Perkins, Stevens, Thomas and Willis. Also in attendance were City Manager Hildebran, City Clerk Cannon and City Attorney Blair.

Note: Councilmember Rohr's seat is vacant on City Council due to his oath of office as City Attorney.

I. CALL TO ORDER

- A. The meeting was opened by a moment of silence followed by the Pledge of Allegiance led by Mayor Gibbons.

**OATH OF OFFICE;
TIMOTHY J. ROHR:**

- B. The Honorable Richard Holloway administered the Oath of Office to Timothy J. Rohr as City Attorney.

A copy of the Oath of Office is hereby incorporated into these minutes by reference. (Refer to page 69).

Mr. Rohr thanked City Council for placing their confidence in him and he commented he hopes to carry on the tradition that Attorney Blair has established over the years.

On behalf of City Council, Mayor Gibbons commended Attorney Blair for all he has done for the City of Lenoir over the past twenty-six years. Mayor Gibbons also reported a joint reception will be held on Tuesday, March 5 from 4:00 p.m. – 5:30 p.m. at the City/County Chambers to honor Attorney Blair and Councilmember Rohr for their tenure on City Council.

**PRESENTATION; PROCLAMATION;
ROTARY DAY 2019:**

- C. On behalf of City Council, Mayor Gibbons presented a proclamation to Mr. Paul Brandenburg, President of Lenoir Rotary Club and Mrs. Courtney Wright, President of Caldwell Rotary Association proclaiming Saturday, February 23 as "Rotary Day 2019" throughout the City of Lenoir and Caldwell County.

A copy of the proclamation is hereby incorporated into these minutes by reference. (Refer to page 70).

Mr. Brandenburg stated Rotary International is growing rapidly and it was an honor to accept this proclamation of behalf of the organization. Mrs. Wright stated Rotarians work hard to make the community a better place and thanked City Council for recognizing what they do.

Mayor Gibbons thanked them for their partnership with the City and for their support.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

HISTORIC PRESERVATION COMMITTEE:

- A. A public hearing was held to consider adoption of a Historic Preservation Commission Ordinance to establish the Lenoir Planning Board to serve as the Lenoir Historic Preservation Commission. This ordinance is proposed at this time in order to establish the legal framework for future requests for local landmarks and /or districts, which may help with long-term planning and redevelopment goals for key historic properties.

A copy of the Ordinance is hereby incorporated into these minutes by reference. (Refer to pages 71-79).

Mayor Gibbons opened the public hearing to receive public comments regarding the proposed Ordinance.

There being no further public participation, Mayor Gibbons closed the public hearing and asked Council for action.

Planning Director Wheelock clarified that the entire Planning Board would serve as the Lenoir Historic Preservation Commission. Mayor Gibbons commented this organization would be a key factor for the City in the years to come.

Upon a motion by Councilmember Thomas, Council voted 6 to 0 to adopt the Ordinance to Establish a Historic Preservation Committee as recommended by City Staff.

III. CONSENT AGENDA ITEMS

- A. Upon a recommendation by City Manager Hildebran, the following Consent Agenda items were submitted for approval:
1. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, February 5, 2019, as submitted.
 2. Minutes: Approval of the minutes of the joint City Council and ABC Board Meeting of Tuesday, February 12, 2019 as submitted.
 3. Resolution; MS4 Stormwater Program: Approval of the submitted resolution as requested by the N.C. Department of Environmental Quality (DEQ) in order to demonstrate the City of Lenoir's commitment to take the necessary steps to comply with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) requirements. (A copy of the resolution is hereby incorporated into these minutes by reference. Refer to page 80-81).

4. Resolution; Hotel Street and Market Street: Approval of a resolution accepting the construction of Hotel Street and Market Street as complete and dedicated for public use, including rights-of-way, underground utilities, stormwater drainage systems, curb and guttering and sidewalk(s). (A copy of the resolution is hereby incorporated into these minutes by reference. (Refer to page 82).
5. Proclamation; Rotary Day 2019: Approval of a proclamation proclaiming "Saturday, February 23 as "Rotary Day 2019" throughout the City of Lenoir and Caldwell County.

Upon a motion by Councilmember Stevens, Council voted 6 to 0 to approve the above listed item on the Consent Agenda as presented and as recommended by City Manager Hildebran.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

PLANNING

- BOARD:** 1. The Planning Board will meet on Monday, February 25 at 5:30 p.m. in the City/County Chambers.

COMMITTEE OF THE

- WHOLE:** 2. The Committee of the Whole will meet on Tuesday, February 26 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.

FOOTHILLS REGIONAL AIRPORT

- AUTHORITY:** 3. The Foothills Regional Airport Authority will meet on Wednesday, February 27 at noon.

RECEPTION; ED BLAIR &

- T.J. ROHR:** 4. A joint reception will be held on Tuesday, March 5 from 4:00 p.m. – 5:30 p.m. to honor Ed Blair upon his retirement as City Attorney and Councilmember T.J. Rohr upon his resignation from City Council in order to accept the position of City Attorney.

B. ITEMS FOR COUNCIL ACTION

CONTRACT AGREEMENT;

MUELLER SYSTEMS:

1. Staff recommends City Council enter into a Contract Agreement with Mueller Systems in the amount of \$3,656,097.34 for the implementation of the Advanced Metering Infrastructure (AMI) Upgrade Project. Mr. Andy Honeycutt, President, MeterSYS, was in attendance to review the project.

A copy of the contract agreement is on file in the City Clerk's office.

Staff further recommends that the City Council grant the City Manager authority to execute the agreements and any necessary change orders associated with the project and report those change orders at the next City Council meeting.

Andy Honeycutt, President of MeterSYS, presented a power point presentation and explained the City's process in recommending MeterSYS Advanced Metering Solutions for the City's metering project.

Andy Honeycutt, President of MeterSys, made a brief presentation to the City Council to review the vendor solicitation and selection process for the meter replacement project. He provided an overview of the scoring matrix that was utilized to determine the short list of prospective vendors for the project. The list was narrowed to three companies based on the scores and rankings generated in the Matrix. Mueller Systems was the highest scoring vendor of those on the shortlist which included Itron and National Meter/Badger. Mr. Honeycutt also reviewed the pricing comparison and analysis which included Mueller Systems and National Meter/Badger. The analysis looked at the total cost of ownership through 15 years. Mueller Systems had the lower cost at \$4,632,564.00.

The presentation included a summary of the project cost elements considering full meter replacement and using 100% remote disconnect functionality for all residential size meters. Mr. Honeycutt presented the program management overview from MeterSys and discussed key milestones in the project timeline. These included the project set up and activation, network installation/testing, full deployment and project closeout. The project is scheduled to begin in April/May 2019 and conclude in fourth quarter 2020. In conclusion, he briefly reviewed the customer portal WaterSmart and the advanced customer service opportunities it will provide.

Upon a motion by Councilmember Perdue, Council voted 6 to 0 to approve the Contract Agreement with Mueller Systems in the amount of \$3,656,097.34 and authority the City Manager to execute the agreements and any necessary change orders associated with the project and report those changes at the next City Council meeting as recommended by City Staff.

**SERVICE AGREEMENT; METERSYS
ADVANCED METERING SOLUTIONS:**

2. Service Agreement; MeterSYS Advanced Metering Solutions: Staff recommends City Council approval to enter into a Service Agreement with MeterSYS Service Agreement; MeterSYS Advanced Metering Solutions in the amount of \$339,130.00 to undertake Task Order 3-Project Management and Implementation for the Mueller AMI Meter Reading System.

A copy of the service agreement is on file in the City Clerk's office.

Upon a motion by Mayor Pro-Tem Willis, Council voted 6 to 0 to approve the Service Agreement with MeterSYS Advanced Metering Solutions in the amount of \$339,130.00

to undertake Task Order 3-Project Management and Implementation for the Mueller AMI Meter Reading System as recommended by City Staff.

**BID AWARD;
OPTIMIST PARK:**

3. Bid Award; Optimist Park: Staff recommends that Council award the low bid of \$94,615.00 to Camp Electric Company, Inc. for the lighting project at Optimist Park Baseball Field.

A copy of the bid tab is hereby incorporated into these minutes by reference. (Refer to page 83).

Upon a motion by Mayor Pro-Tem Willis, Council voted 6 to 0 to award the low bid of \$94,615.00 to Camp Electric Company, Inc. for the lighting project at Optimist Park Baseball Field as recommended by City Staff.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

**BOARD APPOINTMENT;
PLANNING BOARD:**

1. Board Appointment; Planning Board: Mayor Gibbons recommends that Kaye Reynolds be appointed to serve a four-year term on the Lenoir Planning Board. Ms. Reynolds will be replacing Merlin Perry who recently retired off of the Board. This appointment was announced at the February 5 City Council Meeting.

Upon a motion by Councilmember Stevens, Council voted 6 to 0 to appoint Kaye Reynolds to serve a four-year term on the Lenoir Planning Board.

RE-APPOINTMENTS:

2. Mayor Gibbons recommends the following individuals be re-appointed to serve on the following Authorities/Boards/Commissions. These re-appointments were announced at the January 15 City Council Meeting.

Lenoir Tourism Development Authority	Matt Underwood
Lenoir Business Advisory Board	Sean Williams and Kimmie Rogers
Lenoir Housing Authority	Debbie Smith
Parks and Recreation Advisory Board	Michael Dineen and James Robertson

Upon the motion by Councilmember Stevens, Council voted 6 to 0 to re-appoint the above list of individuals as described above and as recommended by Mayor Gibbons.

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

X. ADJOURNMENT

A. There being no further business, the meeting was adjourned at 6:40 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor

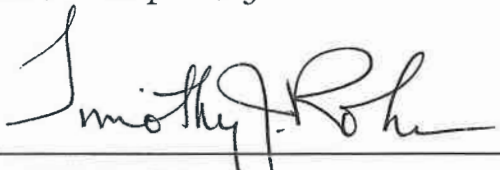
CITY OF LENOIR, NORTH CAROLINA

OATH OF CITY ATTORNEY

❧ **TIMOTHY J. ROHR** ❧

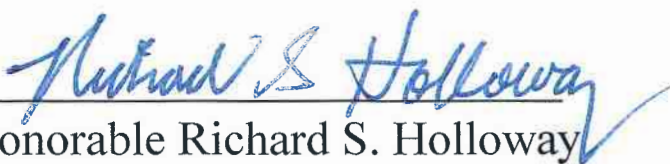
I, **TIMOTHY J. ROHR**, solemnly swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are or may be established for the government thereof; and, that I will endeavor to support, maintain, and defend the Constitution of said state, not inconsistent with the Constitution of the United States.

I, **TIMOTHY J. ROHR**, further swear that I will execute the duties of the office of CITY ATTORNEY for the City of Lenoir, North Carolina, to the best of my ability and judgment, so help me, God.


TIMOTHY J. ROHR

Sworn to and subscribed before me this 19th day of February, 2019.




Honorable Richard S. Holloway
District Court Judge, Judicial District 25



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

PROCLAMATION

ROTARY DAY 2019

WHEREAS, Rotary was founded in 1905 in Chicago Illinois, as the world's first volunteer service organization by attorney Paul Harris, and three business associates for the purpose of "developing acquaintance as an opportunity for service," and

WHEREAS, Rotary today is comprised of 1.2 million business and professional leaders in over 200 countries and over 32,000 local Rotary clubs dedicated to providing humanitarian service and to helping build goodwill and peace; and

WHEREAS, through the Rotary Foundation, Rotary International is the largest private provider of international student scholarships, helping over 1,000 students annually; and

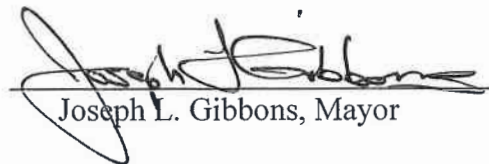
WHEREAS, the City of Lenoir is home to two outstanding Rotary Clubs, the Rotary Club of Lenoir, founded in 1930 and the Caldwell Rotary Club founded in 1982; which together contribute thousands of dollars to the community each year through their service endeavors; and

WHEREAS, Rotarians seek to direct their service in six areas of focus: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

NOW, THEREFORE, I Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim Saturday, February 23, 2019, as "*Rotary Day 2019*" throughout the City of Lenoir and Caldwell County, in recognition of the service and contributions of Rotarians to the well-being and betterment of our community and the world.

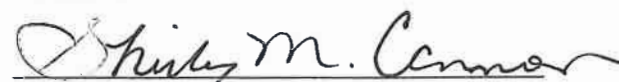
This the 19th day of February 2019.

Seal



Joseph L. Gibbons, Mayor

ATTEST:



Shirley M. Cannon, City Clerk



**AN ORDINANCE OF THE CITY COUNCIL OF LENOIR,
NORTH CAROLINA, AMENDING APPENDIX A OF THE
LENOIR CITY CODE TO ADD ARTICLE XVII: HISTORIC
PRESERVATION, RELATED TO THE ESTABLISHMENT OF A
LOCAL HISTORIC PRESERVATION COMMISSION AND
PROCEDURES AND PARAMETERS FOR LANDMARKS,
DISTRICTS AND CERTIFICATES OF APPROPRIATENESS,
PROVIDING FOR CODIFICATION, AND AN EFFECTIVE
DATE.**

Whereas, the historical heritage of the City of Lenoir is a valued and important part of the general welfare; and

Whereas, the conservation and preservation of that heritage, through the documentation and regulation of historic districts or landmarks, or through the acquisition of historic properties, stabilizes and increases property values; and

Whereas, NCGS 160A-400 authorizes the appointment of a Planning Board to serve as the Local Historic Preservation; and

Whereas, the Lenoir Planning Board finds and declares that this ordinance and these amendments consistent with the City's adopted Comprehensive Plan, which calls for the preservation of cultural and historic properties and the establishment of local standards for the renovation and re-use of historic properties; and

Whereas, the Lenoir City Council hereby finds and declares that this ordinance and these amendments are in the best interest of the public health, safety, and welfare; and

NOW, THEREFORE, LET IT BE ENACTED BY THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA, AS FOLLOWS:

SECTION 1. Appendix A of the Code of Ordinances, City of Lenoir, North Carolina, "Zoning" is hereby appended to add Article XVII to read as follows:

Article XVII: HISTORIC PRESERVATION

1700 Purpose.

Whereas the historical heritage of the City of Lenoir is a valued and important part of the general welfare; and whereas the conservation and preservation of that heritage, through the documentation and regulation of historic districts or landmarks, or through the acquisition of historic properties, stabilizes and increases property values, and pursuant to North Carolina General Statute (NCGS 160A-400.1 to 400.14) this ordinance is enacted in order to:

- A. Safeguard the heritage of Lenoir by preserving districts and landmarks therein that embody important elements of its culture, history, architectural history, or prehistory; and
- A.B. Promote the use and conservation of such districts and landmarks for the education, pleasure, and enrichment of the residents of the City of Lenoir and of the State as a whole.

1701 Historic Preservation Commission

1701.1 Creation and Appointment – The Lenoir Planning Board is hereby created as the Lenoir Historic Preservation Commission, pursuant to general statute 160A-400.7, hereinafter referred to as the “Commission.”

1701.2 Qualification of Members – At least three members of the Planning Board must have demonstrated education, experience, special interest, or a combination thereof, in historic preservation, history, architecture, architectural history, archaeology, cultural anthropology, planning, or related field.

1701.3 Rules of Procedure

- A. The Commission shall adopt rules of procedure necessary to the conduct of its affairs and in keeping with the provisions of this ordinance.
- B. The Commission shall meet at least quarterly. All meetings shall conducted in accordance with the North Carolina Open Meetings Law, G.S. Chapter 143, Article 33C (NCGS 143-318.9 to 318.18).
- C. The Commission shall annually present to the local legislative body a report of its activities, budget, findings, recommendations, and actions, which shall be made available to the public.

1701.4 Powers and Duties – The Commission is hereby empowered to undertake such actions as may be reasonably necessary to the discharge and conduct of its duties and responsibilities as set forth in this ordinance and in the North Carolina General Statutes, including, but not limited to:

- A. organizing itself and conducting its business;
- B. receiving and spending funds appropriated by the Lenoir City Council for operating and performing its duties;
- C. conducting an inventory of properties of historical, archaeological, architectural, and/or cultural interest;
- D. recommending to the Lenoir City Council that individual buildings, structures, sites, areas, or objects within its zoning jurisdiction be designated as “historic landmarks” and that areas within its zoning jurisdiction be designated as “historic districts;”
- E. recommending to the Lenoir City Council that designation of any area as a historic district, or part thereof, or of any building, structure, site, area, or object as a historic landmark, be revoked or removed for cause;
- F. reviewing and acting on proposals for
 - 1. exterior alteration, relocation, or demolition of designated his landmarks;
 - 2. exterior alteration, relocation, demolition, or new construction properties within designated historic districts;

- G. negotiating with property owners who propose to demolish or relocate a designated landmark, or a building, structure, site, area, or object within a designated district, in an effort to find a means of preserving such properties, including consulting with private civic groups, interested private citizens, and other public boards or agencies;
- H. instituting action, through the Planning Department enforcement staff, to prevent, restrain, correct, or otherwise abate violations of this ordinance or of ordinances designating historic landmarks or districts;
- I. reviewing and acting on proposals for alterations of interior features of designated historic landmarks, as specified, and for which owner consent was given, in the ordinance establishing designation;
- J. appointing advisory bodies or committees as appropriate;
- K. advising property owners about appropriate treatment(s) for characteristics of historic properties;
- L. proposing to the Lenoir City Council amendments to this or to any other ordinance, and proposing new ordinances or laws relating to historic landmarks and districts or to the protection of the historic resources of the City of Lenoir and its environs.

1702 Inventory – The Commission shall use as a guide to identification, assessment, and designation of historic landmarks and districts an inventory of buildings, structures, sites, areas, or objects which are of historic, prehistoric, architectural, archaeological, and/or cultural significance. The Commission shall take steps as necessary to ensure that the inventory reflects information current to within twenty (20) years.

1703 Historic Landmarks

1703.1 Adoption of Ordinance of Designation

- A. The Lenoir City Council may adopt and, from time to time, amend or repeal an ordinance designating one or more historic landmarks. The ordinance must include the following information:
 - 1. the name or names of the owner or owners of the property;
 - 2. description of each property designated by the ordinance, including the address, if applicable, the physical configuration and orientation of the property so designated;
 - 3. describe those elements of the property which are integral to its historic, architectural, archaeological, and/or cultural significance;
 - 4. provide for each designated historic landmark a suitable sign or plaque indicating that the landmark has been so designated; and
 - 5. any other information deemed necessary, within the authority of this ordinance and the general statutes, as determined by the local governing body .
- B. The landmark designation process may be initiated by either the Commission or at the request of a property owner. No ordinance to designate any building, structure, site, area, or object shall be adopted or amended until all of the requirements of this ordinance and its subsections have been satisfied.

1703.2 Criteria of Designation – To be designated as a historic landmark, a property, building, site, area, or object shall be found by the Commission to possess special significance in terms of its history, prehistory, architecture, archaeology, and/or cultural importance, and to retain the integrity of its design, setting, workmanship, materials, feeling, and/or association.

1703.3 Procedure for Designation

- A. The Commission shall make, or cause to be made, an investigation and designation report that includes:
1. the name of the property to be designated, including both common and historic names if they can be determined;
 2. the name(s) and address(es) of the current owner(s);
 3. the location of the property for which designation is proposed, including the street address and Caldwell County tax map parcel number or parcel identification number;
 4. the dates of original construction and of all later additions or alternations, as applicable;
 5. an assessment of the significance of the building or site as prescribed by this ordinance;
 6. an architectural or archaeological description of the area of the site or structure, including descriptions of all outbuildings and appurtenant features, for which designation is proposed;
 7. a historical discussion of the site or structure within its type, period, and locality;
 8. a photograph showing, to the fullest extent possible, the overall disposition of the property; one photograph of each facade or elevation and supplementary photographs as necessary to illustrate architectural details or ornamentation, siting, scale, proportion, and relationship of features or buildings, structures, or objects to each other; and
 9. a map showing the location of the property, including all outbuildings and appurtenant features.
- B. Pursuant to G.S. 160A-400.6, as amended, the designation report shall be submitted to the North Carolina Department of Cultural Resources, Division of Archives and History, or its successor agency, which, acting through the State Historic Preservation Officer, shall review it and provide written comments and recommendations to the Commission regarding the substance and effect of the proposed designation. Failure of the Department to respond within thirty (30) days following its receipt of the report shall constitute approval of the report by the Department and relieve the City of Lenoir of all responsibility to consider the Department's comments or recommendations concerning the report.
- C. At the expiration of the 30-day review period, the Commission shall hold a public hearing to consider the proposed landmark designation, and shall consider the report and any comments or recommendations from the State Historic Preservation Officer, and shall accept it, amend it, reject it, or defer a decisions until completion of a period of further study, not to exceed 60 days. The Commission shall forward to the Lenoir City Council a copy of the report, copies of written comments received from the Department of Cultural Resources, and a recommendation either to approve or disapprove designation of the property, stating in its recommendation the extent to which the property meets the criteria for designation as set forth in this ordinance. A recommendation for disapproval shall not necessarily prevent any future consideration of a property for designation as a historic landmark.
- D. The Lenoir City Council shall hold a public hearing to consider the proposed ordinance. Reasonable notice of the time and place thereof shall be given. Following the public hearing, the Lenoir City Council shall consider the Commission's designation report, its recommendation(s), the Department of Cultural Resources' recommendation(s), and comments made at the public hearing, and shall adopt the ordinance as proposed, adopt the ordinance with amendments, or reject the ordinance.
- E. Upon adoption of the ordinance, the Planning Department staff shall, within 30 days of adoption:
1. send the owner(s) of the landmark(s) written notice of such designation, explaining the substance of the Commission's decision, via certified mail with a return receipt requested;
 2. file one copy of the ordinance, and any subsequent amendments thereto, in the office of the Register of Deeds of Caldwell County, which office shall index each historic landmark according to the name of the owner in the grantee and grantor indexes.

3. file a second copy of the ordinance, and any subsequent amendments thereto, in the office of the City Clerk , where it shall be made available for public inspection at any reasonable time,
4. provide a third copy to the Caldwell County building inspector .
5. notify the tax assessor of County name of the landmark designation.

F. In disapproving a designation report, a copy of the minutes of the meeting at which such decision to deny was made shall be mailed to the owner of the property proposed for designation, together with a letter explaining the substance of the City's decision.

1704 Historic Districts

1704.1 Adoption of Ordinance of Designation – The Lenoir City Council may adopt and, from time to time, amend or repeal an ordinance designating a historic district. The ordinance shall include information that describes the physical area proposed for designation, its boundaries, and general historic, architectural, archaeological, and/or cultural significance. The district designation process may be initiated by either the Commission or at the request of any number of property owners. No ordinance to designate a district shall be adopted or amended until all of the requirements of this ordinance and its subsections have been satisfied.

1704.2 Criteria for Designation – To be designated as a historic district, an area shall be found by the Commission to possess special significance in terms of its history, prehistory, architecture, archaeology, and/or cultural importance, and to retain the integrity of its design, setting, workmanship, materials, feeling, and/or association.

1704.3 Procedure for Designation

A. The Commission shall make, or cause to be made, an investigation and designation report which includes:

1. an assessment of the significance of the buildings, sites, structures, features, objects, or environs to be included in a proposed district and a description of its boundaries; and
2. a map clearly indicating the boundaries of the district and the properties, showing their County name tax map parcel numbers, contained therein.

B. A district designation report must be submitted to the North Carolina Department of Cultural Resources, Division of Archives and History, or its successor agency, which, acting through the State Historic Preservation Officer, shall review it and provide written comments and recommendations to the local governing body regarding the substance and effect of the proposed designation. Failure of the Department to respond within 30 days following its receipt of the report shall constitute approval of the report by the Department relieve the City of Lenoir of all responsibility to consider the Department's comments or recommendations concerning the report.

C. At the expiration of the thirty (30) day review period, the Commission shall consider the report and any comments or recommendations from the State Historic Preservation Officer, and shall accept it, amend it, reject it, or defer a decision until completion of a period of further study, not to exceed 60 days. The Commission shall also review the report acting in their capacity as the Planning Board, following the procedure for zoning map amendments in Article XIV of the Lenoir Zoning Ordinance. The Commission shall forward to the Lenoir City Council a copy of the report, copies of written comments received from the Department of Cultural Resources, and a recommendation either to approve or disapprove designation of the district, stating in its recommendation the extent to which the proposed area meets the criteria for designation as set forth in this ordinance. A recommendation

for approval shall be accompanied by a proposed ordinance of designation. A recommendation for disapproval shall not necessarily prevent any future consideration of an area for designation as a historic district.

- D. Upon receipt of a recommendation and designation report from the Commission, the Lenoir City Council shall proceed in the same manner as it would for a zoning map amendment in Article XIV of the Lenoir Zoning Ordinance.

1704.4 Revisions to Districts – Changes in the boundaries of an adopted district subsequent to its initial establishment shall be effected as allowed by Sections 1703.1 and 1703.2 of this ordinance and as prescribed in Section 1703.3.

1705 Certificates of Appropriateness

1705.1 Certificate of Appropriateness Required

- A. From and after the designation of a historic landmark or district, no construction, alteration, reparation, rehabilitation, relocation, or demolition of any building, structure, site, area, or object shall be performed upon such landmark or within such district until a Certificate of Appropriateness (or "Certificate") has been granted by the Historic Preservation Commission. A Certificate shall be required for any and all exterior work, including masonry walls, fences, light fixtures, steps and pavement, any other appurtenant features, any above ground utility structures, and any type of outdoor advertising sign.
- B. A Certificate shall be required in order to obtain a building permit, or any other permit granted for the purposes of constructing, altering, moving, or demolishing structures, and shall be required whether or not a building permit or other permit is required. Any building permit or other permit not issued in conformity with this Section shall be invalid.
- C. For the purposes of this Article, "exterior features" shall include architectural style, general design, general arrangement, kind and texture of material, size and scale, and type and style of all windows, doors, light fixtures, signs, any other appurtenant features, historic signs, historic advertising, color, landscape, and archaeological or natural features.
- D. A Certificate shall be required for specific interior features of architectural, artistic, or historic significance in publicly owned landmarks and in privately owned landmarks for which consent to review has been given in writing by the owner. Such consent shall be filed in the Caldwell County Register of Deeds and indexed according to the name of the property owner in the grantee and grantor indexes and shall bind future owners and/or successors in title. The ordinance establishing historic designation of the property shall specify the interior features subject to review and the specific nature of the Commission's jurisdiction over those features.
- E. In approving a Certificate, the Commission may attach reasonable conditions necessary to the proper execution of this ordinance.
- F. Commission staff may issue a Certificate for minor works as defined in the Commission's Rules of Procedure. Minor works shall include the ordinary maintenance or repair of any exterior feature of a historic landmark or property located within a historic district, provided such maintenance or repair does not involve a change in design, material, or appearance thereof.
- G. No application for a minor works Certificate shall be denied without deliberation by the Commission.
- H. Under this section, the Commission shall institute action, through the Lenoir Planning Department, to prevent, restrain, correct, or otherwise abate the construction, reconstruction, alteration, restoration, relocation, or demolition of buildings, structures, appurtenant features, or any other features which would be incongruous with the special character of the landmark or district or violate the provisions of this Section.

1705.2 Review Guidelines

Prior to the designation of any historic landmark or district, the Commission shall prepare and adopt guidelines not inconsistent with G.S. 160A-400.1 – 400.14 for constructing, altering, restoring, rehabilitating, relocating, removing, or demolishing of property designated as historic, which guidelines shall ensure, insofar as possible, that changes in designated landmarks or properties located within designated districts shall be in harmony with the reasons for designation.

1705.3 Certain Changes not Prohibited

Nothing in this ordinance shall be construed to prevent:

- A. the ordinary maintenance or repair of any exterior feature of a historic landmark or property located within a historic district, provided such maintenance or repair does not involve a change in design, material, or appearance thereof;
- B. the construction, alteration, relocation, or demolition of any such feature, building, or structure when Caldwell County Building Inspector certifies to the Commission that such action is necessary to the public health or safety because of an unsafe or dangerous condition;
- C. a property owner from making of his property any use not otherwise prohibited by statute, ordinance, or regulation; or
- D. the maintenance of, or, in the event of an emergency, the immediate restoration of any existing above ground utility structure without approval by the Commission.

1705.4 Delay of Demolition

- A. Except as provided below, a Certificate authorizing the demolition of a designated historic landmark or property located within a designated historic district may not be denied. However, the Commission may delay the effective date of such a Certificate for a period of up to 365 calendar days from the date of approval. The Commission may reduce the period of delay where it finds that the owner would suffer extreme hardship or be deprived permanently of all beneficial use of such property as a result of the delay. During the delay period, the Commission shall negotiate with the property owner and with any other party in an effort to find a means of preserving the property as provided in Section 1701.4.
- B. The Commission may deny an application for a Certificate authorizing the demolition or destruction of any designated landmark, or of any property, building, site, object, area, or structure located within a designated district, which the State Historic Preservation Office has determined to be of Statewide Significance, as defined by the criteria of the National Register of Historic Places, unless the Commission finds that the owner would suffer extreme hardship or be deprived permanently of all beneficial use of the property as a result of the denial.
- C. In the event that the Commission has voted to recommend designation of a property as a landmark, or of an area as a district, and such designation has not yet been made by the Lenoir City Council, the demolition of any building, site, object, area, or structure located on the property of the proposed landmark or within the proposed district may be delayed by the Commission up to 180 calendar days or until the Lenoir City Council takes final action on the proposed designation, whichever occurs first. Should the Lenoir City Council approve the designation prior to the expiration of the 180 day delay period, an application for a Certificate of Appropriateness authorizing demolition must then be filed; however, the maximum delay period of 365 days shall be reduced by the number of days elapsed during the 180 day delay while designation was pending.

1705.5 Demolition through Neglect

Failure of an owner to regularly, consistently, and fully maintain a designated landmark or any property located within a designated district shall constitute demolition, through neglect, without a valid Certificate of Appropriateness and a violation of this ordinance. The Commission shall institute action, through the Planning Department code enforcement staff, to prevent, restrain, correct, or otherwise abate such demolition, provided such action includes appropriate safeguards to protect property owners from undue economic hardship.

1705.6 Applications and Required Procedures

- A. An application for a Certificate shall be obtained from the Lenoir Planning Department. Applications shall be completed in form and in content and filed with the staff at least 20 business days prior to the next regularly scheduled Commission meeting. Late applications shall be deferred until the following regularly scheduled meeting.
- B. The Commission shall have, as detailed in its Rules of Procedure, broad powers to require the submittal, with the application, of pertinent information sufficient to determine an application.
- C. Incomplete applications shall not be accepted.
- D. Before considering an application for a Certificate, the Commission shall notify by mail the owners of any adjacent property. Such notices are convenience of property owners and occupants and no defect or omission therein shall impair the validity of issuing a Certificate or of any subsequent action.
- E. When considering an application for a Certificate, the Commission shall give the applicant and owners of any property likely to be materially affected by the application an opportunity to be heard.
- F. When considering the application, the Commission shall apply the review guidelines required by Section 1705.2 and shall, in approving, approving with conditions, disapproving, or deferring an application, make findings of fact, indicating the extent to which the application is or is not in compliance with review criteria, and shall cause these findings of facts to be entered into the minutes of its meetings. The minutes shall also contain a summary of any citation to evidence, testimony, studies, or other authority upon which the Commission based its decision.
- G. The Commission shall have ninety (90) calendar days following submittal of a complete application within which to act. Failure by the Commission to take final action within such period shall constitute approval of the application as submitted. This period may be extended by mutual agreement between the Commission and the applicant.
- H. A Certificate shall be valid for 180 calendar days from date of issuance, or, in the case of a Certificate for demolition, from the effective date. If the authorized work has not commenced within that period, or has been discontinued for more than 365 calendar days from the date of issuance, such Certificate shall immediately expire and the applicant shall be required to reapply.
- I. If the Commission denies a Certificate, a new application affecting the same property may be submitted, provided a substantial change is proposed in the plans.
- J. An appeal of a final action by the Commission may be made to the Lenoir City Council. Written notice of intent to appeal must be sent to the Commission, postmarked within twenty (20) calendar days following the Commission's decision. Appeals must be filed with the Lenoir City Clerk within sixty (60) calendar days following the Commission's decision and shall be in the nature of certiorari. A decision by Lenoir City Council may be appealed to the superior court of Caldwell County.
- K. A Certificate shall be required for designated landmarks or buildings, structures, sites, areas, or objects within designated districts which are owned by the State of North Carolina or any of its agencies, political subdivisions, or instrumentalities, subject to the regulations of this ordinance and in accordance with North Carolina General Statute 160A-400.9(f).
- L. In the case of any building, structure, site, area, or object designated as a historic landmark or of any property located within a designated historic district being threatened with demolition, as the result of

willful neglect or otherwise, material alteration, rehabilitation, or removal, except in compliance with this ordinance, the Commission, the local governing body, or any other party aggrieved by such action may institute any appropriate action or proceeding to prevent, restrain, correct, or otherwise abate such violation, or to prevent any illegal act or conduct with respect to such property.

1706 Conflict with Other Laws

Whenever the provisions of this ordinance are in conflict with any other statute, charter provision, ordinance, or regulation of the City of Lenoir, the more restrictive ordinance or regulation shall govern.

SECTION 2. CODIFICATION. The City Clerk shall cause the Code of Ordinances of Lenoir, North Carolina to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 3. EFFECTIVE DATE. This ordinance takes effect upon adoption.

DONE, THE PUBLIC NOTICE, in a newspaper of general circulation in the City of Lenoir, North Carolina, by the City Clerk of the City of Lenoir, North Carolina, this 8th day of February and this 15th day of February, 2019.

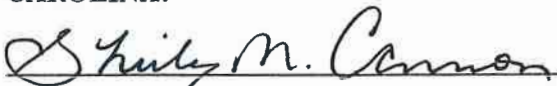
DONE, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE, by an affirmative vote of the a majority of a quorum present of the City Council of the City of Lenoir, North Carolina, at a regular meeting, this 19th day of February, 2019.

BY THE MAYOR/MAYOR PRO TEMPORE OF THE CITY OF LENOIR, NORTH CAROLINA:



Mayor/Mayor Pro Tempore

ATTEST, BY THE CLERK OF THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA:



City Clerk

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**RESOLUTION AFFIRMING THE CITY OF LENOIR'S SUPPORT
REGARDING IMPLEMENTATION OF A COMPLIANT NPDES MS4 STORMWATER PROGRAM**

A **RESOLUTION** to develop and implement a compliant stormwater management program that meets the requirements of the City of Lenoir's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit number NCS000474 to discharge stormwater, inclusive of the required Stormwater Management Plan to be prepared by the City of Lenoir and approved by the North Carolina Department of Environmental Quality.

WHEREAS, Section 402(p) of the federal Clean Water Act required NPDES permits for stormwater discharges from municipal separate storm sewer systems; and

WHEREAS, in North Carolina, NPDES Permits are issued by the North Carolina Department of Environmental Quality; and

WHEREAS, the North Carolina Department of Environmental Quality issued the City of Lenoir its third NPDES MS4 Permit for discharge of stormwater on February 20, 2017; and

WHEREAS, the City of Lenoir was issued Notice of Violation number NOV-2019-PC-0022 on January 24, 2019 for noncompliance with the issued NPDES MS4 Permit; and

WHEREAS, the City of Lenoir acknowledges the specific Notice of Violation requirement to obtain an individual NPDES MS4 Permit which does not include co-permittees; and

WHEREAS, the City of Lenoir acknowledges the specific Notice of Violation requirement to adopt a Council Resolution to implement a compliant and enforceable stormwater management program as defined by both the NPDES MS4 Permit number NCS000474 and the required approved Stormwater Management Plan, and said resolution is to be submitted to the North Carolina Department of Environmental Quality no later than March 29, 2019; and

WHEREAS, the City of Lenoir acknowledges the specific Notice of Violation requirement to develop and implement a Stormwater Management Plan in accordance with Section 402(p)(3)(B)(iii) of the Clean Water Act, 40 CFR 122.34(b) and NPDES MS4 Permit requirements and to submit its Stormwater Management Plan to the North Carolina Department of Environmental Quality for approval no later than July 27, 2019; and

WHEREAS, the City of Lenoir acknowledges the requirement to provide adequate funding and staffing to implement a Stormwater Management Program that complies with its NPDES MS4 Permit and approved Stormwater Management Plan; and

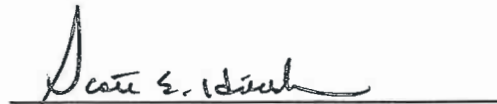
WHEREAS, the City of Lenoir acknowledges that North Carolina Department of Environmental Quality enforcement action and penalties could result from non-compliance with the specific requirements in Notice of Violation number NOV-2019-PC-0022; and

WHEREAS, the City of Lenoir acknowledges that any North Carolina Department of Environmental Quality enforcement action and penalties may not prohibit the U.S. Environmental Protection Agency from taking its own enforcement action for non-compliance with the issued NPDES MS4 Permit.

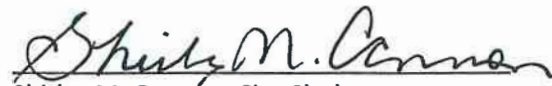
NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lenoir hereby affirm its support for development and implantation of a compliant NPDES MS4 Stormwater Program.

Adopted this the 19th day of February, 2019.


Joseph L. Gibbons, Mayor


Scott E. Hildebran, City Manager

ATTEST:


Shirley M. Cannon, City Clerk

CITY OF LENOIR, NC
CHARTERED
JANUARY 28, 1851

SEAL

**A RESOLUTION ACCEPTING PETITION FOR DEDICATION OF
STREET(S)/INFRASTRUCTURE
IN THE CITY OF LENOIR**

THAT WHEREAS, the Developer of Hotel Street & Market Street, Lenoir, Caldwell, North Carolina was desirous of dedicating said street's rights-of way, water and sewer utilities, stormwater structures within rights of way and utility easements to the City of Lenoir; and

WHEREAS, the recorded plat for P.B. Realty, Inc. (Market Street & Hotel Street) recorded in Plat Book 33 Page 79 depicts the street and utility easements within the subdivision as being dedicated for public use; and

WHEREAS, construction of Market Street and Hotel Street, including all underground utilities, stormwater drainage systems, asphalt paving, and concrete curb and guttering and sidewalks, has been completed; and

WHEREAS, the street, water and sewer utilities and stormwater structures were constructed in accordance with city standards and the Director of Planning and Community Development, Public Works and Utilities Director and City Manager recommend that the City officially accept the street, water and sewer utilities, stormwater structures and utility easements so that the City can be legally responsible for the maintenance and upkeep of the street, water and sewer utilities and stormwater structures;

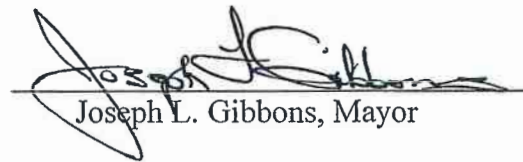
NOW, THEREFORE, BE IT RESOLVED AND ESTABLISHED by the Lenoir City Council of the City of Lenoir, North Carolina this 19rd day of February, 2019, as follows:

SECTION I. That, pursuant to N.C.G.S. Chapter 160A, Articles 15 and 16, the street and rights-of-way, water and sewer utilities, stormwater structures and utility easements offered for dedication as shown on a map entitled: "P.B. Realty, Inc. Subdivision" prepared by Western Carolina Surveyors, P.A. dated April 24, 2014, a copy of said map being incorporated herein, and by reference made a part hereof. Said map also being recorded in Plat Book 33 Page 79 of the Caldwell County Registry is hereby accepted as public facilities of the City of Lenoir, NC.

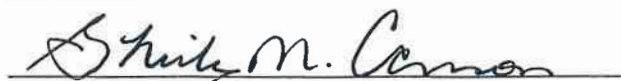
SECTION II. That this Resolution shall be and the same is hereby effective from and after the date of its adoption.

This the 19th day of February, 2019.

SEAL


Joseph L. Gibbons, Mayor

ATTEST:


Shirley M. Cannon, City Clerk

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

**Mulberry Recreation Center/Optimist Park Addition Improvements:
Bid request: Camp Electric Company Inc. for lighting project at Optimist
Park Baseball Field in the amount of \$94,615.00**

II. Background Information:

**This is part of the Parks and Recreation Trust Fund Grant for the
Mulberry Optimist Park Project.**

**Bids: Camp Electric Company Inc. \$94,615.00
Medallion Athletic products, Inc. \$112,625.00
Qualite Sports Lighting, LLC \$115,175.00**

III. Staff Recommendation:

**Staff recommends to approval the bid to Camp Electric Company Inc. in
the amount of \$94,615.00**

IV. Reviewed by:

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Planning Director:

Recreation Director: Kenny Story

MINUTES

City Council Strategic Planning Meeting Blue Ridge Energy Corporate Office February 15, 2019 8:30 A.M.

Facilitator: Anthony Starr, Western Piedmont Council of Government.

Participants: Mayor Joseph Gibbons, Mayor Pro-Tem Ben Willis, David Stevens, Todd Perdue, Crissy Thomas, Jonathan Beal, and Ike Perkins.

City Staff: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Fire Chief Ken Hair, Police Chief Brent Phelps, Economic Development Director Kaylynn Horn, Public Information Officer Joshua Harris, Planning Director Jenny Wheelock, Public Utilities Director Radford Thomas, Public Works Director Jared Wright, Recreation Director Kenny Story. Customer Service Design Team Members in attendance were Zack Carter, Hannah Williams, and Anthony Harrison.

Others in Attendance: Virginia Annable, *News-Topic*.

Call to Order

Mayor Gibbons welcomed everyone and stated this is City Council's most important meeting due to Council establishing their upcoming priorities for 2019. Mayor Gibbons introduced Anthony Starr, Western Piedmont Council of Governments, Facilitator, of the Session. Mr. Starr reviewed the ground rules for the meeting and also reviewed the agenda.

In addition, Mr. Starr informed Council that, other than reviewing their current priorities, Council needs to establish its goals for the next three to five years in order to give good guidance to Staff. He also pointed out Staff has identified issues for discussion for Council's consideration.

Customer Service Update

Zack Carter and Hannah Williams, Customer Service Design Team Members, stated the City's Customer Service Program, which began in 2008, is an employee-driven program. They reviewed the City's eight customer service keys which are personable, pro-active, effective communication, professionalism, timely & efficient, teamwork, equitable service and successful service delivery. Mr. Carter reported the Team has regular monthly meetings and all new employees, including seasonal and part-time positions, should receive departmental-level customer service training. In addition, Mr. Carter related the Team hopes to collaborate with CCC&TI to develop additional training opportunities.

The team is also changing their program "Everyday Heroes" to "Take a Break on Us" as a way to recognize groups that may otherwise go unnoticed, but are important to the operations of the City. The Team provides refreshments as a way to say thank you for a job well done. Joshua Harris, Public Information Officer, has also re-launched "*Team Talk*", an employee newsletter, as a way to share information with all employees. Mr. Carter shared that twenty-seven employees received the Golden Ticket award for outstanding customer service in 2018 and these individuals attended a lunch in their honor and received a certificate.

Ms. Williams highlighted several events the Design Team hosted such as the Employee Appreciation Day held at Bo's Entertainment and the successful "Litter Sweep" Campaign.

Mayor Gibbons commended the Design Team for the tremendous job they are doing and stated Customer Service is the greatest program the City has ever implemented. On behalf of City Council, he thanked the team members for all that they do for the citizens of Lenoir.

Mr. Carter and Ms. Williams thanked City Council for all of their support.

Mission Statement & Vision Review

Mr. Starr requested City Council review the current Mission and Vision Statement for any changes and/or additions. Following their review, City Council was in consensus to not make any revisions to the Mission and Vision Statement at this time.

The mission of the City of Lenoir is:

- To serve our citizens and the community by providing a clean, safe, healthy, attractive living and business environment, through the efficient delivery of essential city services in a fiscally responsible manner.
- To identify, plan and act on opportunities for preserving and improving the quality of life of all of our citizens and co-workers.

The vision of the City of Lenoir is:

- We aspire to be the city of choice for ourselves and future generations- beautiful, clean and safe.

We will achieve our vision through:

- A healthy economy
- Strong businesses
- Vital neighborhoods
- A vibrant downtown
- Extensive recreational and cultural opportunities

We will preserve Lenoir's friendly, small town atmosphere and celebrate the diversity of our people.

We require a city government that is:

- Accessible and engaged with the public
- Accountable
- Efficient and effective responsive
- Employer of choice
- Future-oriented Forward thinking
- Inclusive, Innovative, Collaborative
- Transparent
- Fiscally responsible
- With funding that is fair, affordable, and stable

State of the City Presentation – Mayor Gibbons/City Manager Hildebran

Mayor Gibbons and City Manager Hildebran reviewed a power point presentation “City of Lenoir, 2018 in Review, New Businesses, New Developments, and New Improvements.

Mr. Hildebran began by reviewing a list of new & expanded businesses that have recently opened in Lenoir. (A copy of the power point presentation is on file in the City Clerk’s office). He pointed out that Blue Ridge Energy has begun an \$18 million expansion for a new corporate office complex and Exela is in the process of completing a \$25 million expansion into the Old Expo Building with 50 new proposed jobs at a salary of \$50,000. Mr. Hildebran further reported Caldwell County has seen a 3.5% increase in wages and ranks 25th in the state. Also, unemployment has decreased to 3.1% which is a dramatic change. Mayor Gibbons shared UNC Health Care has invested \$24 million to renovate facilities and add services. A groundbreaking ceremony was held recently for the Jonas Hill Hospital & Clinic which will bring psychiatric and behavioral services to Lenoir and Caldwell County. The City assisted the hospital in applying for a \$500,000 Hope Grant to help fund this project which is slated to be completed by May 2019. A surgery center is also planned for the Granite Falls Medical Park. Mr. Hildebran reported the new Hampton Inn will be opening in March 2019 and Comfort Inn is currently remodeling its facility.

Next, Mr. Hildebran shared the former Lowes Grocery Store will be renovated for medical offices and Southern Crossroads Restaurant will be opening in the former Bud’s Diner site. He reported a distillery company has purchased the former Williams Produce site. The Environmental Protection Agency (EPA) has approved Phase II of the City’s Brownfield Project at the former City Service Cleaners and it was also noted a buyer is interested in purchasing this property. In the spring of 2018, the City received a \$300,000 Brownfields Grant to promote redevelopment and economic growth.

Mr. Hildebran explained the City received three North Carolina Opportunity Designations, Census Tract 301, 303 and 311. Included in the federal tax cuts and Jobs Act, (H.R.1), the legislation creates a tax benefit for qualified investors who wish to reinvest realized capital gains into Opportunity Zones, avoiding standard capital gains tax obligations. The City’s three designated areas are Funky Town/Downtown; Whitnel/Southwest Lenoir; and Northeast Lenoir-Nuway Circle area and then out of the City limits according to Planning Director Wheelock.

Mr. Hildebran stated in March 2018, the North Carolina State Historic Preservation Office (SHPO) released its final report on its Comprehensive Architectural Survey of the City of Lenoir. Following an extensive planning phase and a systematic fieldwork effort, SHPO prepared survey files on more than 350 resources in the City. He also mentioned Council would consider establishing the Planning Board as the City’s Historic Preservation Commission at its February 19 Council meeting.

Mr. Hildebran emphasized the need for housing and reported that Caldwell County has 9,000 commuters daily that live in another County due to the housing shortage in Caldwell County. He reported that vacant housing also dropped to 16%, which is down 2% according to the U.S. Census Bureau’s 2017 American Community Survey. He pointed out that Council has adopted ordinances making it easier for individuals to place infill manufactured homes plus easier to renovate single-family homes. The Planning Board has also reviewed draft ordinances to accommodate by-right multi-family development.

In addition, Mr. Hildebran announced the Development Finance Initiative (DFI) at the UNC School of Government presented their preliminary report on housing in Caldwell County on

February 12. DFI should complete the market and demand study by February by May. Mr. Hildebran reminded Council they extended a Conditional Use Permit in March 2018 for the 60-unit multi-family senior living development known as Crescent Pointe for one year. He further reported that Habitat for Humanity has completed four houses at their Statement Court development with two additional homes under construction.

Next, Mr. Hildebran shared Staff completed improvements to the North Main Street area. The road was paved from North Main beginning from downtown to Creekway Drive and Staff also made improvements to the intersection there. The City will identify other areas that need to be cleaned up and improved.

Mr. Hildebran mentioned that Joshua Harris, Public Information Officer, designed a new logo for Public Utilities which was painted on the City's water tanks and several Public Utilities vehicles.

Mr. Hildebran reviewed the background information regarding the City's \$11 million investment to build two new filters and install an Active Flow System at the Water Plant which enabled the plant to deliver a guaranteed 12 Million Gallons Per Day (MGD). In addition, the City invested \$5 million to build a new chemical storage building along with piping and new control systems. The City's first improvements project only has four punch list items left before completion and the second project will be completed in June.

Police Chief Brent Phelps shared the Department completed a fencing project which has increased security at the facility and provided a safer, controlled area for Staff exiting the rear of the building.

Public Works Director Jared Wright stated the Hospital Avenue Sidewalk Project will connect downtown and the City's Greenway plus improve the appearance of the Hospital Avenue corridor. This new \$1 million project will further connect neighborhoods to jobs, medical facilities, pharmacies and shopping opportunities on US Hwy 321. Additionally, City Council approved a contract with Freese and Nichols for the purpose of evaluating the City's stormwater infrastructure and needs. He reported the project will be bid out in the winter of 2019 with a projected completion date of spring 2020.

Also, the City contracted with Ramey and Kemp to study and present a plan for converting several downtown streets to two-way traffic. Following evaluation and meetings with Council and Staff, they developed a three-phase approach to the proposed project. This item will be discussed at the February 26 Committee of the Whole meeting.

Next, Mr. Hildebran stated the City completed Phase I of the renovations at J.E. Broyhill Park which included new picnic shelters & grills, new restrooms, new basketball court plus new sidewalks. The City also previously received a U.S. Environmental Protection Agency grant in the amount of \$240,000 and a partnership with North Carolina State University which will assist the City with stormwater improvements at the J. E. Broyhill Park.

In 2015, the Lenoir Optimist Club donated the 12 acre Optimist Park to the City of Lenoir. The City was awarded a \$327,000 Parks & Recreation Trust Fund Grant with a City match of \$100,000 for improvements to Optimist Park & the Mulberry Recreation Center. Several improvements include new fencing plus repairs of some old fencing, new lighting for the ball field, minor repairs to the Optimist Park Club House & renovation of the maintenance building. Future improvements will include two new picnic shelters, playground equipment, restrooms, lighting and a new parking

lot. This project is slated to be completed by October 2019. In addition, new tennis courts were installed at Mulberry Recreation Center.

Mr. Hildebran reported in 2018 the City paved approximately 5.28 miles on 28 streets. The Public Works Department also purchased an asphalt recycle and hotbox which can reheat asphalt and be used in small-scale paving and repair. Director Wright stated the City would save \$400 per use of the equipment and pointed out they have the option to pave when needed.

It was also noted Code Enforcement demolished four structures at 315 Beall Street, 337 Arlington Circle, 340 & 342 Finley Avenue and 1340 Fairview Drive.

Greenway

The City also invested \$150,000 in the Lenoir Greenway by purchasing two properties at the intersection of Morganton Boulevard and Harrisburg Drive to serve as a trailhead for a Greenway extension from Harrisburg Drive to the Rail Trail. City Staff demolished the car wash on this property and Google is funding the Greenway extension from Harrisburg Drive to the Rail Trail. In 2019, Public Works Staff will begin paving the Rail Trail through Lenoir starting at North Main Street and on to Morganton Boulevard. Also, Parks & Recreation will install a sign on the Big Loop portion of the Greenway in honor of Merlin and Judy Perry for their support of the Greenway.

Fire Station No. 3

Mr. Hildebran stated that in October 2018, City Council approved a land swap and purchase of property at 1015 Wilkesboro Boulevard to house the new Fire Station No. 3 which is a great addition for the City. This station will allow Firefighters to provide faster responses to calls in the Lower Creek area. A tentative date of March 4 is slated for the renovations to begin with a timeline of four months.

MeterSys/Biosolids Project

The MeterSys Radio Read Meter Project continues to move forward and the system will provide remote cut off/cut on abilities as well as an online portal where customer can manage their utility account. In addition, Council approved the purchase of a Gryphon Dryer system to handle biosolid waste produced at the Wastewater Treatment Plant. The City received a low-interest State Reserve loan in the amount of \$6,600,000 to fund this project.

General Comments

The goal for the City's new website is July 1.

Would like to see a way the City could address code enforcement and give property owners a deadline to fix & repair their property or have it demolished. Inner City properties need to be addressed.

Best ideas come from Staff-not City Council. Proud of ownership of Staff-it's not just a job to them.

Mr. Hildebran thanked City Council for not micro-managing and letting Staff perform their job. Proud of what the City has accomplished over the past 16 years. City has built customer service into a great program. The City "plugs the right people in positions."

Public Information Officer's position is a great investment for the City.

Housing is the City's number one need.

Culture of City is solid and Lenoir is well known across the state.

Next, Mr. Hildebran reviewed the FY2018-2019 Strategic Priorities. He reminded Council that

employee compensation remains their number one priority and reported that Caldwell County recently adopted a new pay plan which is greatly affecting several City Departments. Finance Director Bean stated she will be presenting some job reclassifications at the February 26 Committee of the Whole meeting to address the Police Department's issues.

It was noted that a number of City facilities need critical improvements and the goal is to plan ahead to address these issues.

Finance Director Bean reported Burl Sprouse, IT Technician, has completed a major overhaul of the City's firewall thereby making it more secure plus he has installed new cameras at several City facilities. Mr. Sprouse is also currently upgrading the City's e-mail server. Director Bean mentioned the City has an offsite backup for its servers, but is seeking to have three additional layers of backup. She commended City Staff for doing a great job.

Next, Mr. Starr asked Council to identify and rank their budget priorities. Following much discussion, Council compiled the list below and also their future budget priorities for a three to five year timeframe).

2019 Council Budget Priorities

1. Employee Compensation:

- Continue efforts to offer competitive compensation and benefits for employee recruitment and retention
- Incentives/Rewards for savings
- Satisfaction Surveys

2. Housing:

- Minimum Housing Enforcement
- Pursue Market Rate Housing (UNCSOG-DFI Study)
- Market City-owned Properties to Sell
- Encourage Downtown Living (Moving Lenoir to the 2nd Floor)
- Highlight shovel-ready areas such as Hibriten Mountain, Stonecroft, Huntington Woods, Summerhill, Parkview, Heritage Hills (Woodbine/Williamsburg) & Georgetown Estates
- Work with WPCOG Vacant & Substandard Housing Task Force

3. Healthy Infrastructure:

- Street Paving
- Downtown Traffic Study
- Bike Plan (Pennton Avenue)
- Maintain City Facilities
- Water/Sewer Improvements
- Stormwater
- City Hall
- Fire Station #3
- Sidewalks/Greenway/OVT (also downtown sidewalks)
- Optimist Park/Mulberry Improvements/JE Broyhill Park Improvements
- Information Technology

4. Economic Development:

- Explore what other local governments are doing with public/private partnerships
- Maintain Healthy Infrastructure

- Continue Work with EDC
- Market Quality of Life Amenities (Greenway, OVT, Bike Plan, etc.)
- 5. US 321 & Community Beautification**
 - Neighborhood Branding Signage
 - City Wayfinding
 - Work on Commercial Blight (city-wide & downtown)
 - Address Major Visibility Issues (Smith Crossroad, Old Mall, etc.)
 - Implement North Main Area Plan & Fairfield South Plan
- 6. Public Engagement**
 - Neighborhood Meetings
 - Walk-through's
 - State of the City Presentations
 - Social Media/Website Redesign

Future Issues/Items (3-5 Year Timeframe) Priorities

- 1. City Facilities**
- 2. Employee Compensation**
Street Maintenance
Wayfinding Signage
- 5. Pedestrian Access – Wilkesboro Boulevard Corridor**

Additional general discussion centered on the City having a Community Meeting before doing a neighborhood walk through. It was also noted that the City needs to change citizen's perception of the downtown area plus re-name the main corridor coming into downtown. Also, Council touched on 5G/Wireless Technology and its effect on local government. Council further discussed the need to become more competitive in order to retain employees in addition to compensation.

Council further talked about the proposed increase to municipalities' retirement rate and how these increases from the Board of Trustees of the Local Government Retirement System (LGRS) will greatly affect the City's budget over the next several years. Effective July 1, 2019, the "base" employer contribution rate with respect to law enforcement officers (LEOs) will increase from 8.5 to 9.70 percent of reported compensation. With respect to all other employees, it will increase from 7.75 to 8.95 percent of reported compensation. These increases were proposed in order to address a significant system funding shortfall expected in future years.

Council also discussed the possibility of establishing bonds or fees as a creative way to fund future capital improvements needs of the City. It was noted the revenue from bonds has to be for specific capital items. Mr. Starr explained how bonds work and pointed out their benefits but noted it takes a big effort to gear up for a bond issue.

Next, Council discussed the issue of the City's aging infrastructure and how to address it. Public Utilities Director Thomas stated Staff has a good inventory of the City's lines along with what types of lines have been installed over the years and the dates they were installed.

City Manager Hildebran asked Council to review the list of issues that were submitted by the Department Directors and mentioned that some of these items may change due to feasibility and/or funding. He explained the City would try to address these items as funding allows.

General Comments by Council

- Likes how the City is moving forward, its focus, doing a good job of preparing for future issues.
- Staff is very informative and does a great job. We rely on Mr. Hildebran and Department Directors to do their jobs which makes the Council's job a whole lot better.
- Likes how Council is looking at the budget to address issues.
- Employees are our most important assets and Council's priorities reflect that.
- Council can see the fruit of its handiwork, but there is so much more to do.
- Change and promotions keep Departments moving forward, great to be a part of the City of Lenoir. The City has sustainability-projects are coming together.

General Comments by Department Directors

- Recreation Director Story thanked City Council for the Recreation facilities, but stated the City needs to keep up its facilities in order not to have future problems and have a good environment for employees to work. He stated the Department is having issues with retaining lifeguards due to the salary and also mentioned the number of officials for games is declining.
- Fire Chief Hair expressed appreciation to City Council for their support and how it shows in the City's Team Lenoir Customer Service Program.
- Public Utilities Director Thomas thanked City Council for their commitment to Staff.
- Public Works Director Wright remarked the City is a great place to work and he doesn't regret his decision to return to the City.
- Police Chief Phelps stated he agrees with Council's priorities and also appreciates their support along with City Manager Hildebran's.

Adjourn

Mr. Starr thanked City Council for the opportunity to preside over the meeting and also commended them for their great working relationship and comradery.

Mayor Gibbons thanked Mr. Starr for the great partnership between the City and the WPCOG and commented it was great to have such an outstanding organization the City can call on.

There being no further business, the meeting was adjourned at 1:35 p.m.

CITY OF LENOIR
COUNCIL ACTION FORM

I. **Agenda Item:** Request Calling for a Public Hearing as required by the NC Local Government Commission for Financing of the Lenoir Metering Project

II. **Background Information:** Financing for the Lenoir Metering Project will be obtained by installment purchase. This project will require the approval of the NC Local Government Commission (LGC). There are specific steps to follow in obtaining LGC approval, including adoption of a resolution authorizing the filing of an application for approval of a financing agreement.

As you are aware, City Council authorized the award of the AMI (Advanced Metering Infrastructure) Project with Mueller Systems in the amount of \$3,656,097.34. City Council further authorized the award of Project Management and Implementation of the AMI Project with MeterSys in the amount of \$339,130.00.

Staff has requested proposals from local areas banks for installment financing of the Lenoir Metering Project, with a loan amount of \$4,400,000, including contingency, for a term of ten years.

Prior to entering into an installment purchase contract involving loans exceeding 5 years or in excess of \$500,000, the LGC requires a public hearing must be held. A notice of the public hearing shall be published at least 10 days before the date fixed for the hearing. The Publisher's Affidavit and certified copy of the minutes of the hearing shall be provided by the City Clerk.

III. **III. Staff Recommendation:** Recommend calling for a public hearing to be held on March 19, 2019, for financing of the Lenoir Metering Project, as authorized by N.C.G.S. 160-20.

IV. **Reviewed By:**

City Attorney:

Finance Director: Donna Bean

City Manager:

**NOTICE OF PUBLIC HEARING
CITY OF LENOIR**

Notice is hereby given that a public hearing will be held on Tuesday, March 19, 2019 at 6:00 p.m. in the City/County Chambers, 905 West Avenue, NW (Lower Level), Lenoir, NC at which time City Council will receive citizen input on an application to the Local Government Commission (LGC) for the financing of a loan for the proposed Lenoir Metering Project. This project consists of implementation of Advanced Metering Infrastructure (AMI) and includes the replacement of approximately 9,000 water meters utilizing infrastructure and technology from Mueller Systems. The loan amount is expected to be \$4,400,000 at an interest rate of 2.925% for a term of 10 years.

Any person with a disability needing special accommodations should contact the City Clerk's office at least 48 hours prior to the time scheduled for the public hearing.

Individuals may contact the City Clerk's office at (828) 757-2205 for additional information.

City of Lenoir
Shirley M. Cannon, MMC, NCCMC
City Clerk

Please publish on Friday, March 8 and Friday, March 15, 2019.

MEMORANDUM

To: Scott Hildebran, City Manager

From: Donna Bean, Finance Director

Re: Installment Finance Purchasing Proposals

Date: February 27, 2019

The City received six (6) proposals for its installment financing related to the MeterSYS project. The City solicited proposals from 14 institutions via email.

The City requested payment terms covering a 10 year term with a schedule detailing semi-annual payments. Each respondent supplied the City with the required terms. I have attached the full proposals provided by each firm.

The interest rate offered by US Bancorp was the lowest. As a result, I recommend beginning negotiations with US Bancorp for the installment financing agreement. Below is a table comparing the six firms on interest rate and total payback. If City Council approves this recommendation, staff will begin working with US Bankcorp to draft the final contract language that will be provided to the LGC and used for closing in early April.

Responses to RFP MeterSYS Financing				
INSTITUTION	RATE	TERMS	Total Payback	ADDITIONAL CHARGES
US Bancorp	2.925	10 years	\$ 5,072,100.00	None listed
BB&T	2.960	10 years	\$ 5,080,370.19	LGC fees, taxes, lawyer costs
Capital Bank	2.990	10 years	\$ 5,087,035.56	No Loan Origination Fee, \$3,000 Bank Counsel
First National Bank	2.990	10 years	\$ 5,087,035.56	No Loan Origination Fee, Legal Fee for Closing
SunTrust	3.054	10 years	\$ 5,101,741.33	\$250 documentation fee per schedule, \$250 for Escrow account set-up
PNC	3.380	10 years	\$ 5,176,909.21	
First Citizens Bank	No Bid			
Highlands Union Bank	No Bid			

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Government Leasing and Finance

February 22, 2019

City of Lenoir, NC

At your request, U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") has prepared for your consideration the following proposal for financing ("Proposal"). **This is only a proposal and does not represent a commitment by U.S. Bancorp Government Leasing and Finance, Inc.**

Interest Rate: 2.925%

Rate Expiration: May 20, 2019

Amortization Schedule: Attached

RFP Part B: Agreed

Funds will be deposited into a no fee U.S. Bank N.A. escrow account at closing. We expect to use standard documentation and no external counsel. Prepayment is permitted after 13 months on any payment date at the lower of a break funding fee or 103% of outstanding balance. If the funding amount is over \$5 million, a tax opinion will be required from nationally recognized "Red Book" bond counsel. The interest rates quoted are good for either bank qualified or non-bank qualified financing.

The financing will be structured as a Master Tax-exempt Installment Payment Plan, with title in the Borrower's name and USBGLF holding a security interest in the equipment during the term. The Installment Payment Plan is "triple-net" with the Borrower responsible for taxes, maintenance and insurance. Documentation will be provided by USBGLF, including (i) standard representations, warranties and covenants by the Borrower pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; and (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default. This offer is subject to the execution of all documentation by the Borrower within a reasonable time and in form and substance acceptable to Borrower, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal.

This Proposal is conditioned on there being no material adverse change in the financial condition of the Borrower. Additionally, the terms and conditions outlined herein are subject to final review and approval (including collateral and essential use review) by USBGLF's business, legal, credit, and equipment risk management personnel. If you would like to proceed, please complete the Essential Use Application and return along with a link to your 3 most recent Comprehensive Annual Financial Reports.

Thank you for the opportunity to present this proposal. Other financing options are available on request.

Sincerely,

Denise Beauchamp
Vice President
Direct (904) 284-3520
denise.beauchamp@usbank.com

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Government Leasing and Finance

Quote #PQ-25425.....GLF Muni Tax-Exempt_Periodic
 Average life.....5.222 years
 Average rate.....2.92500000%

date	starting balance	takedowns	debt service	interest	principal	ending balance
4/11/2019	\$ -	\$ 4,400,000.00	\$ -	\$ -	\$ -	\$ 4,400,000.00
10/1/2019	\$ 4,400,000.00	\$ -	\$ 280,775.00	\$ 60,775.00	\$ 220,000.00	\$ 4,180,000.00
4/1/2020	\$ 4,180,000.00	\$ -	\$ 281,132.50	\$ 61,132.50	\$ 220,000.00	\$ 3,960,000.00
10/1/2020	\$ 3,960,000.00	\$ -	\$ 277,915.00	\$ 57,915.00	\$ 220,000.00	\$ 3,740,000.00
4/1/2021	\$ 3,740,000.00	\$ -	\$ 274,697.50	\$ 54,697.50	\$ 220,000.00	\$ 3,520,000.00
10/1/2021	\$ 3,520,000.00	\$ -	\$ 271,480.00	\$ 51,480.00	\$ 220,000.00	\$ 3,300,000.00
4/1/2022	\$ 3,300,000.00	\$ -	\$ 268,262.50	\$ 48,262.50	\$ 220,000.00	\$ 3,080,000.00
10/1/2022	\$ 3,080,000.00	\$ -	\$ 265,045.00	\$ 45,045.00	\$ 220,000.00	\$ 2,860,000.00
4/1/2023	\$ 2,860,000.00	\$ -	\$ 261,827.50	\$ 41,827.50	\$ 220,000.00	\$ 2,640,000.00
10/1/2023	\$ 2,640,000.00	\$ -	\$ 258,610.00	\$ 38,610.00	\$ 220,000.00	\$ 2,420,000.00
4/1/2024	\$ 2,420,000.00	\$ -	\$ 255,392.50	\$ 35,392.50	\$ 220,000.00	\$ 2,200,000.00
10/1/2024	\$ 2,200,000.00	\$ -	\$ 252,175.00	\$ 32,175.00	\$ 220,000.00	\$ 1,980,000.00
4/1/2025	\$ 1,980,000.00	\$ -	\$ 248,957.50	\$ 28,957.50	\$ 220,000.00	\$ 1,760,000.00
10/1/2025	\$ 1,760,000.00	\$ -	\$ 245,740.00	\$ 25,740.00	\$ 220,000.00	\$ 1,540,000.00
4/1/2026	\$ 1,540,000.00	\$ -	\$ 242,522.50	\$ 22,522.50	\$ 220,000.00	\$ 1,320,000.00
10/1/2026	\$ 1,320,000.00	\$ -	\$ 239,305.00	\$ 19,305.00	\$ 220,000.00	\$ 1,100,000.00
4/1/2027	\$ 1,100,000.00	\$ -	\$ 236,087.50	\$ 16,087.50	\$ 220,000.00	\$ 880,000.00
10/1/2027	\$ 880,000.00	\$ -	\$ 232,870.00	\$ 12,870.00	\$ 220,000.00	\$ 660,000.00
4/1/2028	\$ 660,000.00	\$ -	\$ 229,652.50	\$ 9,652.50	\$ 220,000.00	\$ 440,000.00
10/1/2028	\$ 440,000.00	\$ -	\$ 226,435.00	\$ 6,435.00	\$ 220,000.00	\$ 220,000.00
4/1/2029	\$ 220,000.00	\$ -	\$ 223,217.50	\$ 3,217.50	\$ 220,000.00	\$ 0.00
total		\$ 4,400,000.00	\$ 5,072,100.00	\$ 672,100.00	\$ 4,400,000.00	
	=====	=====	=====	=====		

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott Hildebran, City Manager

Date: Tuesday, March 11, 2019

Subject: Action taken by City Council on Tuesday, March 5, 2019.
Review all information to ensure that your department maintains
action taken by City Council.

- ✓ A reception was held prior to the City Council meeting to honor City Attorney Ed Blair who retired off of City Council following 25+ years of service to the City of Lenoir and its citizens. On behalf of City Council, Mayor Gibbons presented Mr. Blair with a framed key to the City.
- ✓ Councilmember T.J. Rohr was also honored at the reception for his 15+ years on City Council and was presented a framed key to the City by Mayor Gibbons. Mr. Rohr's seat on City Council is currently vacant due to him accepting the position of City Attorney.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, February 19, 2019, as submitted.
- ✓ City Council approved the minutes of the City Council Planning Retreat of Friday, February 15, 2019, as submitted.
- ✓ City Council scheduled a public hearing on Tuesday, March 19 to consider financing of the Lenoir Metering Project as authorized by N.C.G.S. §160A-20. This project requires the approval of the North Carolina Local Government Commission (LGC).
- ✓ Planning Director Jenny Wheelock presented a power point presentation on the proposed changes to the City of Lenoir's Zoning Ordinance. A public hearing will be held on Tuesday, March 19 regarding consideration of approval by City Council.
- ✓ The following events for the month of March were highlighted:
 - The National League of Cities' Annual Congressional Cities Conference will be held on Sunday, March 10 through Tuesday, March 12 in Washington, D.C. Mayor Pro-Tem Ben Willis, Councilmembers T.J. Rohr, Crissy Thomas and City Manager Scott Hildebran will be representing the City of Lenoir at this event.
 - The City/County Services Committee will meet on Monday, March 11 at 11:45 a.m.
 - The Caldwell County Economic Development Commission will meet on Tuesday, March 12 at 8:00 a.m.
 - The annual Main Street Conference is scheduled for March 12 – 14 in Salisbury, North Carolina. The City of Lenoir has been nominated and will receive several

awards.

- The ABC Board will meet on Thursday, March 14 at 2:00 p.m. at Lenoir Store #1.
- The annual Leprechaun Leap 5K & 10K Race will be held on Saturday, March 16 beginning at 9:00 a.m. at the Lenoir Soccer Complex.
- The Parks and Recreation Advisory Board will meet on Monday, March 18 at 6:00 p.m. at Mulberry Recreation Center.
- The Lenoir Tourism Development Authority will meet on Thursday, March 21 at 4:00 p.m. at City Hall, Third Floor, former Council Chambers.
- The Lenoir Business Advisory Board will meet on Thursday, March 21 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
- Mr. Brian Moore has accepted the position of President, Chief Executive Officer, of the Caldwell County Chamber of Commerce.
- The third Annual Senior Talent Show (Motown Review) is scheduled for Friday, March 22 at the Freedman Cultural Center from 7:00 p.m. – 11:00 p.m. Tickets are \$7.00 and available for presale or may be purchased at the door.