

1. Agenda Packet

Documents:

[NOVEMEBR 27, 2018 AGENDA PACKET.PDF](#)

2. Meeting Materials

Documents:

[DECEMBER 2018 CALENDAR.PDF](#)

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, NOVEMBER 27, 2018
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

- A. Public Utilities/Public Works
- B. Update; Public Utilities, Kevin Matheson, Water Treatment Plant Superintendent
- C. Update; MeterSys Water Metering Project
- D. Update; Public Works Director Jared Wright

IV. Community Development

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, November 8. Minutes of the meeting are submitted at information. Kaylynn Horn, Economic Development Director, will present a report of current activities.
- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board did not meet in November. Kaylynn Horn, Economic Development Director, will present a report of current activities.
- C. Planning Board: The Planning Board met on Monday, November 26. Planning Director Jenny Wheelock will present a report of current projects.
- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in November. The next meeting will be held Monday, February 18 at 6:00 p.m. Kenny Story, Recreation Director, will present a report of current activities.

V. FINANCE & ADMINISTRATION

- A. Financial Summary – Finance Director Donna Bean

B. Holiday Pay Proposal

C. Job Classification – Risk Manager and Purchasing Agent

D. P & L Workers Comp Consulting Service Agreement

E. Update; Public Communications – Public Information Officer Joshua Harris

VI. PUBLIC SAFETY

A. Update; Police Department –Chief Brent Phelps

B. Update; Fire Department –Chief Ken Hair

VII. OTHER

A. December Calendar

VIII. ADJOURN

Project Update – November 20, 2018

MeterSys Water Metering Project

City staff continues to work through the evaluation and selection process to determine the best solution for our water metering needs. Working in conjunction with our consultant MeterSys, city staff evaluated the five proposals that were submitted on September 21, 2018. Each vendor offers a little something different regarding the technology they are proposing, the meter manufacturer, installation plan and pricing. During October, the five proposals were narrowed down to three based upon the evaluation criteria developed by MeterSys and applied to the selection process by our review team. On November 8-9, 2018, we conducted interviews and heard presentations from the remaining three vendors. It was our hope that one would rise to the top through this process and we would be prepared to bring a recommendation to the council at the November 20th or December 4th Council meeting. However that was not the case.

After the interviews and presentations, we were able to shorten the list to two remaining vendors. They are National Meter/Badger and Mueller Systems. Each offers a totally different solution for our current and future metering program. National Meter/Badger uses a totally cellular based communications platform for their automated metering. They use Badger meters which are what we currently use, but we have some unanswered questions about communications capabilities and some limits on the two way communications (between the office and the meter) that we would like to review further. Due to our topography, we also want to be certain a cellular system will not have any “dead” zones that may cause issues with communications. Mueller Systems uses a network of data collectors and repeaters to provide communications between the office and the meter. They use Mueller meters and provide for a complete change out of every meter where National Meter/Bader proposes to retrofit a number of our existing meters. In comparing the communications features between the two, they both offer two way communications but the features are different. Both offers the remote disconnect feature. We feel either solution may work, however we want to be sure and satisfied that our recommendation has the best solution for our needs.

Our review team and representatives from MeterSys will be making site visits to two utilities that are currently using the metering solutions proposed by our final two vendors. This will give us the opportunity to talk to people at a staff level who are using these technologies currently on a day to day basis. This information should be valuable to us in our final selection process. This is a long term metering solution for the City of Lenoir. Our selection team believes it is very important to conduct its due diligence and provide a recommendation that answers our questions and concerns on the front end to assist us with a smooth transition into this new technology.

The current schedule is for the review team to bring a recommendation to the City Council for consideration during the month of January 2019. That takes us off schedule a bit, however we feel it is important to move forward very deliberately now and get this right.

Lenoir Tourism Development Authority Minutes November 8, 2018

Members Present	Members Absent	Ex-Officio Present	Ex-Officio Absent	Guests
Glenda Wilson	Rose Noakes	Mayor Gibbons	Scott Hildebran	Kaylynn Horn
Angela Johnson	Keith Nordan	Joan Coffey	Donna Bean	Kyle Case
Matt Underwood			Joshua Harris	Becky Warren
Dana Clark				

Chair Dr. Dana Clark called the meeting together at 4:05 p.m. and distributed copies of the agenda.

Attachment 1

Information on 365 Conference

Conference to be held in Wilmington, NC on March 31-April 2. Early registration ends soon and Dana proposes we send four attendees. Cost is calculated to be \$4,800.00~ for four attendees, including registration, hotel and travel expenses. Angela makes motion to approve \$4,800.00. Glenda seconded the motion and it passed unanimously.

Attachment 2

Caldwell Chamber of Commerce Update

Joan Coffey presents LTDA budget proposal for July 1 - December 31, 2018 totalling \$9,090.00. Becky Warren discusses current promotions including Christmas Tree Festival billboard. Dana proposes adding an additional \$110.00 to the budget for Social Media promotions through the holidays. Glenda makes a motion to approve the new amount of \$10,100.00. Angela seconded the motion and it passed unanimously.

Strategic Planning

Strategic Planning session scheduled for December 13, 12-5pm.

Meeting adjourned.



**City of Lenoir
Financial Summary
As of 10/31/2018**



General Fund					
	2018-2019 Budget	10/31/2018	% of Budget	Change from Previous Year	10/31/2017
Total Revenue	\$ 17,090,331.00	\$ 13,489,668.58	79%	\$ 183,208.47	\$ 13,306,460.11
Expenditures	\$ 17,090,331.00	\$ 5,693,659.90	33%	\$ 134,865.87	\$ 5,558,794.03
Over/Under	\$ -	\$ 7,796,008.68		\$ 48,342.60	\$ 7,747,666.08

Downtown District					
	2018-2019 Budget	10/31/2018	% of Budget	Change from Previous Year	10/31/2017
Revenues	\$ 183,736.00	\$ 675.25	0%	\$ -	\$ 238.70
Expenditures	\$ 183,736.00	\$ 58,006.67	32%	\$ 7,576.03	\$ 50,430.64
Over/Under	\$ -	\$ (57,331.42)		\$ (7,576.03)	\$ (50,191.94)

Water/Sewer Fund					
	2018-2019 Budget	10/31/2018	% of Budget	Change from Previous Year	10/31/2017
Revenues	\$ 8,890,000.00	\$ 2,973,380.86	33%	\$ (12,764.98)	\$ 2,986,145.84
Expenditures	\$ 8,890,000.00	\$ 2,070,740.65	23%	\$ 153,003.58	\$ 1,917,737.07
Over/Under	\$ -	\$ 902,640.21		\$ (165,768.56)	\$ 1,068,408.77



City of Lenoir, NC

Risk Consulting Services

October, 2018

Barbara M. Valentine, CIC
Area Senior Vice President
P 704.367.7129
Barbara_Valentine@aig.com

Scope of Consulting Services

Competitive Bidding Process:

McNeary will prepare formal specifications for City of Lenoir renewal of coverages, based upon exposure bases and loss information provided to us.

This process will include the following activities:

- **Broker Participation.** We will discuss with you the brokers whom you would like to have involved in the marketing process. Our suggestion in this regard is to limit the number of participants to two considering the state of the marketplace.
- **Market Selection.** We will write to those brokers selected, outlining an overview of the programs to be marketed, and request for their market selection by order of preference. Together, we will then make our final selections and communication of the assigned markets.
- **Specifications.** We will draw up specifications for each line of insurance to be marketed. These specifications will include information on limits and coverage required, loss history, types of plans to be quoted.
- **Distribution.** The specifications will be distributed to the brokers of City of Lenoir's choosing.
- **Information Resource.** We will function as the information resource as the brokers proceed to prepare proposals, which will conserve City of Lenoir's time and efforts in this area.
- **Proposals.** We will make comparisons of all proposals received outlining our observations and recommendations.
- **Implementation.** We will request binders from the broker selected by City of Lenoir and make certain the desired program is implemented in accordance with the program and coverages that were approved and accepted.



Project Timeline

The following is a draft of the anticipated timeline for the project, which is subject to change.

Competitive Bid Project

Action	Expected Completion
Request specific exposure information and additional underwriting data from client	January 2019
Notify selected brokers of plans for project and request market preferences from potential bidders	March 1, 2019
Receive updated data from client	March 4, 2019
Prepare insurance specifications	February/March 2019
Specifications released to brokers	March 14, 2019
Bid Due Date	May 13, 2019
McNeary recommendation due date	June 1, 2019
Binders received and reviewed	June 25, 2019
Inception date of P&C insurance program	July 1, 2019

Pricing

McNeary's fee is based on the estimated time required to complete the project and hourly billing rates that vary according to the experience and qualifications of the professional. In addition to our fee, we are also reimbursed for our out-of-pocket travel expenses and all trips are subject to City of Lenoir's approval.

Project or Service	Estimated Fees
Competitive Bid Process	\$22,000 - \$25,000



McNeary Representative Client List

Government Organizations

(Counties, Municipalities, Public Entities, School Boards, & Universities)

Cartersville School Board	GA
Cherokee County Board of Commissioners	GA
Cherokee County Schools	GA
City of Carrollton	GA
City of Marietta	GA
Georgia Ports Authority	GA
Polk Board of Education	GA
Harrison County Waste Water	MS
Buncombe County Schools	NC
Burke County Public Schools	NC
Caldwell County Schools	NC
Catawba County	NC
Catawba County Schools	NC
Charlotte Housing Authority	NC
City of Monroe	NC
City of Rocky Mount	NC
City of Wilmington	NC
City of Wilson	NC
Cleveland County Schools	NC
Cumberland County Schools	NC
Durham Public Schools	NC
Fayetteville Public Works Commission	NC
Gaston County	NC
Gaston County Schools	NC
Housing Authority of Charlotte	NC
Lincoln County	NC
Surry County	NC
Town of Cary	NC
Town of Chapel Hill	NC
Wilson County Schools	NC
Furman University	SC
Richland County	SC
Santee Cooper	SC
Madison County	TN
Austin Industries, Inc.	TX
Rice University	TX
Texas Christian University	TX

Consulting Services Agreement

THIS AGREEMENT is made and entered into and effective this ____ day of _____, 2018 by and between The City of Lenoir, NC ("**Company**"), and McNeary Consulting Services, a division of Arthur J. Gallagher Risk Management Services, Inc., an Illinois corporation ("**McNeary**").

I. TERM AND TERMINATION

This Agreement is effective immediately and shall terminate upon either party providing thirty (30) days' written notice to the other party.

II. OBLIGATIONS OF MCNEARY

McNeary will specifically provide the Services set out on Exhibit A, attached hereto. McNeary will not provide placement services for insurance policies on behalf of Company under the terms of this Agreement. (Does not affect Direct Writers).

III. OBLIGATIONS OF CLIENT

Company shall pay McNeary a fee in the amount of \$22,000 to \$25,000 for the services described herein.

IV. INDEMNIFICATION

- A. McNeary agrees to indemnify and hold Client harmless from any loss, cost, damage, or expense (including reasonable attorney's fees) arising from the negligent acts or omissions of McNeary; provided however, that McNeary's liability to Client, or any party claiming by or through Client, arising from any negligent acts or omissions of McNeary or its employees, whether related to the Services provided hereunder or not, shall not exceed \$20 million in the aggregate. Without limiting the foregoing, McNeary shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.
- B. Client agrees to indemnify and hold McNeary harmless from any loss, cost, damage, or expense (including reasonable attorney's fees) arising from the negligent acts or omissions of Client.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first written above.

MCNEARY CONSULTING SERVICES, A
DIVISION OF ARTHUR J. GALLAGHER RISK
MANAGEMENT SERVICES, INC.

City of Lenoir, NC

By: _____

By: _____

Name: William D. Yaeger

Name: _____

Title: Area President

Title: _____

EXHIBIT A

COMPETITIVE BID PROCESS – INSURANCE BID SPECIFICATIONS

McNeary will prepare formal specifications for City of Lenoir's renewal of coverages, based upon exposure bases and loss information provided to us.

This process will include the following activities:

- ◆ **Broker Participation.** We will discuss with you the brokers whom you would like to have involved in the marketing process. Our suggestion in this regard is to limit the number of selected participants to two or three considering the state of the marketplace.
- ◆ **Market Selection.** We will write to those brokers selected, outlining an overview of the programs to be marketed, and request for their market selection by order of preference. Together, we will then make our final selections and communication of the assigned markets.
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October 2018 Communications Report

By Joshua Harris, Public Information Officer

11/5/2018

LENOIR
North Carolina



CONTENT CREATION

News Releases

5

Photos

550

Videos

5

Social Posts

268

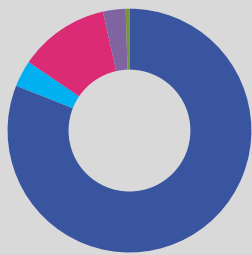
City Alerts

5

PUBLIC ENGAGEMENT

New Followers

400



Facebook Twitter Instagram
eNews City Alerts

Social Reach

82,641

Facebook 17,827
Twitter 8,059

Video Views

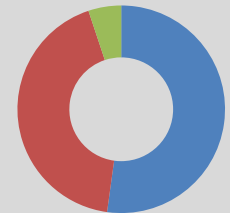
4,105

Facebook 4,067
YouTube 38

Website Views

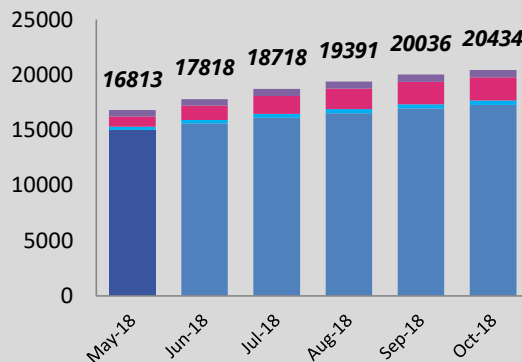
29,434

Top Pages
1 payonline
2 jobs
3 waterservice
4 police
5 parksrecreation
6 calendar
7 contact us

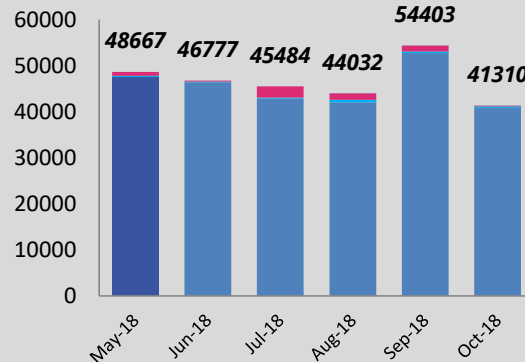


Mobile
Desktop
Tablet

Total Followers

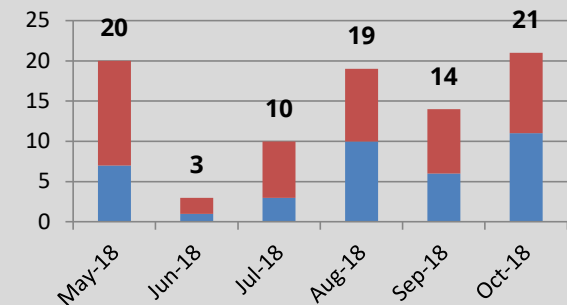


Social Engagement



Media Coverage 21

Papers 11 Web 10





Top Facebook

Reach: The number of people who saw the post on their feed

Total Facebook Followers

17,287

Lenoir Police Department  Published by CI Div [?] · October 18 at 11:28 AM · 

The Lenoir Police Department is seeking the public's assistance to identify a person of interest in reference to a larceny. On 09/28/2018, an unknown white male removed a laptop bag and contents from the dining area of Hardee's at 670 Morganton Boulevard. If you recognize this person, please contact the Lenoir Police Department in one of the following ways:

1. Anonymous tip at Crime Stoppers: 828-758-8300.
2. Call the investigator: 828-759-1682.
3. Message on Facebook.



8,987 People Reached **3,059** Engagements [Boost Post](#)

   Christel Jackson, Sesi Bonita and 32 others 9 Comments 162 Shares

City of Lenoir, NC Government  Published by Joshua Harris [?] · October 2 · 

Come to Downtown Lenoir tonight for the Lenoir Police Department's National Night Out! We'll have Live Music by Tim Hall and Buffalo Country, Bounce House, Free Food & Popcorn, Tram Rides by Johnny Wilson farm, Law Enforcement Car Show, and more!

Credit: Debbie Debaeremaeker



5,382 People Reached **808** Engagements [Boost Post](#)

   82 12 Comments 41 Shares

City of Lenoir Fire Department  Published by Tucker Price [?] · October 8 at 3:15 PM · 

Battalion 2 has confirmed a working structure fire at 515 SW Virginia Street. Please use caution if traveling through this area.



4,523 People Reached **481** Engagements [Boost Post](#)

   33 1 Comment 37 Shares

	Paid	Organic
Reach		8,987
Engagements		3,059
Comments		9
Shares		162

	Paid	Organic
Reach		5,382
Engagements		808
Comments		12
Shares		41

	Paid	Organic
Reach		4,523
Engagements		481
Comments		1
Shares		37



Top Tweets

Impressions: Times people saw this Tweet on Twitter

Engagements: Times people interacted with this Tweet

Total Twitter Followers

397



City of Lenoir, NC @CityofLenoir

Congratulations to @BigLots on the recent grand opening of their new location here in Lenoir! Mayor Joe Gibbons, Mayor Pro Tem Ben Willis, Councilman Ike Perkins and David Stevens, and Councilwoman Crissy Thomas attended the ribbon cutting last week to celebrate the new store.

pic.twitter.com/mZsme2eeau



Reach a bigger audience

Impressions 1,330

Total engagements 52

Media engagements 34

Likes 7

Link clicks 7

Detail expands 2

Retweets 1

Profile clicks 1

Downtown Lenoir, NC @DowntownLenoir

Congratulations to our own Charlie Frye of Folk Keeper Gallery on his showing this past weekend at the prestigious Kentucky Folk Art Festival in Northport, Alabama! Not only was he...

https://www.instagram.com/p/BpSZHTYjuYf/?utm_source=ig_twitter_share&igshid=17fggrzvc73x...

Impressions 124

Total engagements 3

Retweets 1

Likes 1

Link clicks 1



Top Instagram

Likes: The number of people who liked the post on their feed

Total Instagram Followers

2,083



cityoflenoirnc
Lenoir, North Carolina

cityoflenoirnc Congratulations to @BigLots on the recent grand opening of their new location here in Lenoir! Mayor Joe Gibbons, Mayor Pro Tem Ben Willis, Councilman Ike Perkins and David Stevens, and Councilwoman Crissy Thomas attended the ribbon cutting last week to celebrate the new store.

hopelesslee Where is the new store?

hollycassidy01 It would be wonderful if Lenoir could get a craft store (Michaels, Hobby Lobby, AC Moore, etc.). I get so tired of having to travel to Hickory every week to get my crafting supplies or ordering online.



71 likes

OCTOBER 10

Likes	71
Comments	4
Views	-



downtownlenoir • Following
Downtown Lenoir

downtownlenoir Have you seen the signs?! The Downtown Lenoir Christmas Tree Festival is coming up soon! Don't miss another great downtown event on Saturday, November 17!

cristonarnold My favorite festival!

abushelandapeckvintagerentals Oh wow!!! Awesome!



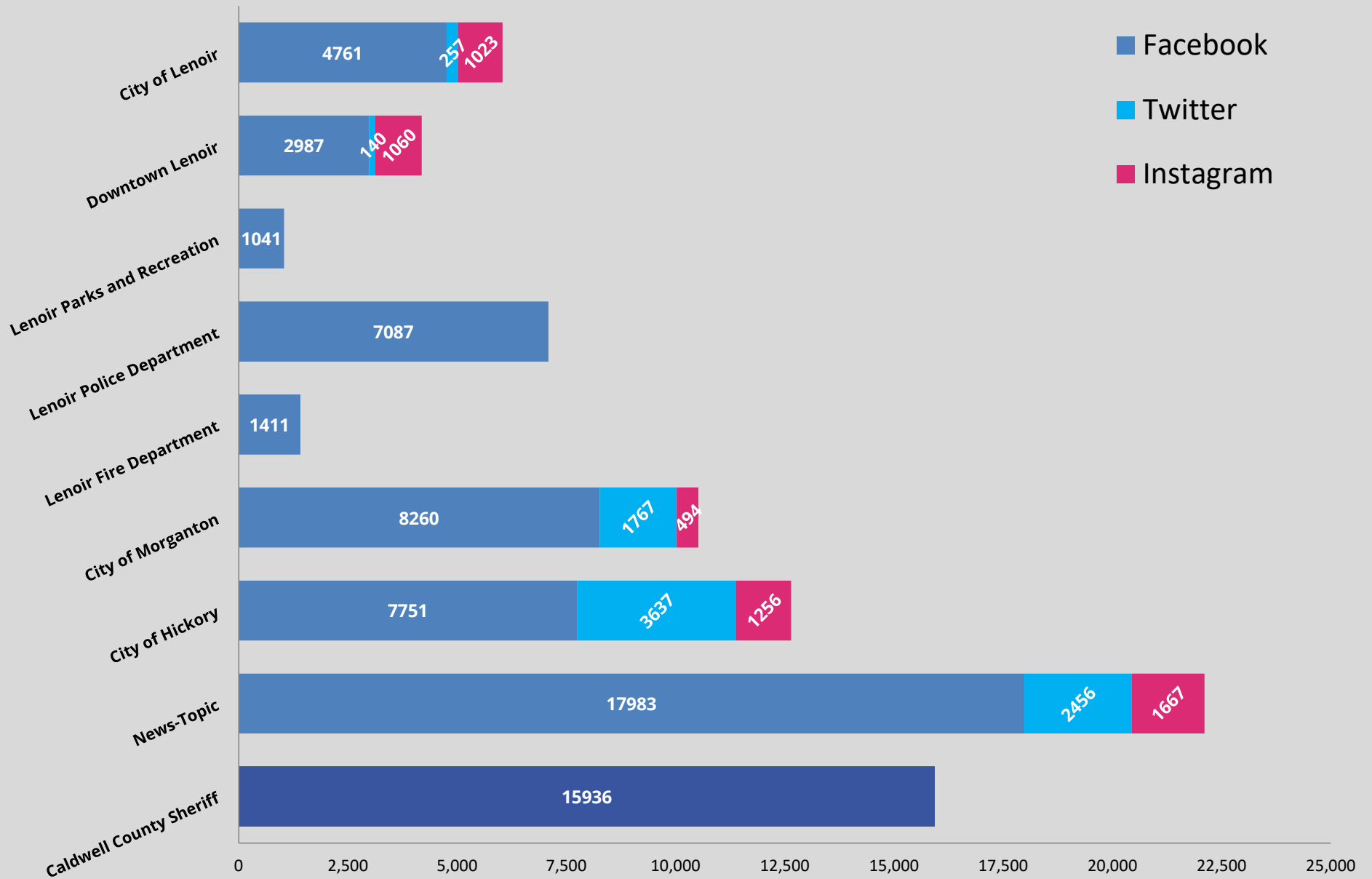
77 likes

Likes	77
Comments	2
Views	-



Social Comparison

The chart below compares Lenoir's social accounts with surrounding organizations.





Contact Form Questions

15

What do I do with old gallons of paint?

Dear Joshua, I moved to lenoir from Ct and I am already belong to nextdoor, I cannot sign in to nextdoor because i belonged to it in Ct. How do you sign up if you already belong? T

I am considering moving to Lenoir, however I just had a view questions regarding the deposit to turn services on. Is it based of a set rate or your credit?

My question pertains to the timeline for painting the middle stripe on Powell Rd in Lower Creek between Frosty and the walking park. The road has been re-paved for over 3 month

Hi, I have a concern regarding the road condition of Harrisburg Drive. The asphalt is broken up in places and needs to be paved.

This is a written request for a copy of the payment bond for the water plant project

Could you provide the address of the historical marker for Fort Grider, I have read where it's supposed to be where the old High School building is but I am not familiar with the tow

Do you have a relocation packet or something with more information that you can send me. We are looking to possibly retire there and would like to visit soon.

Are dogs allowed in your parks and trails? Thank you

I was looking to gain permission to hunt a property that the city owns. I am a respectful hunter and I am just trying to exercise my rights to hunt.

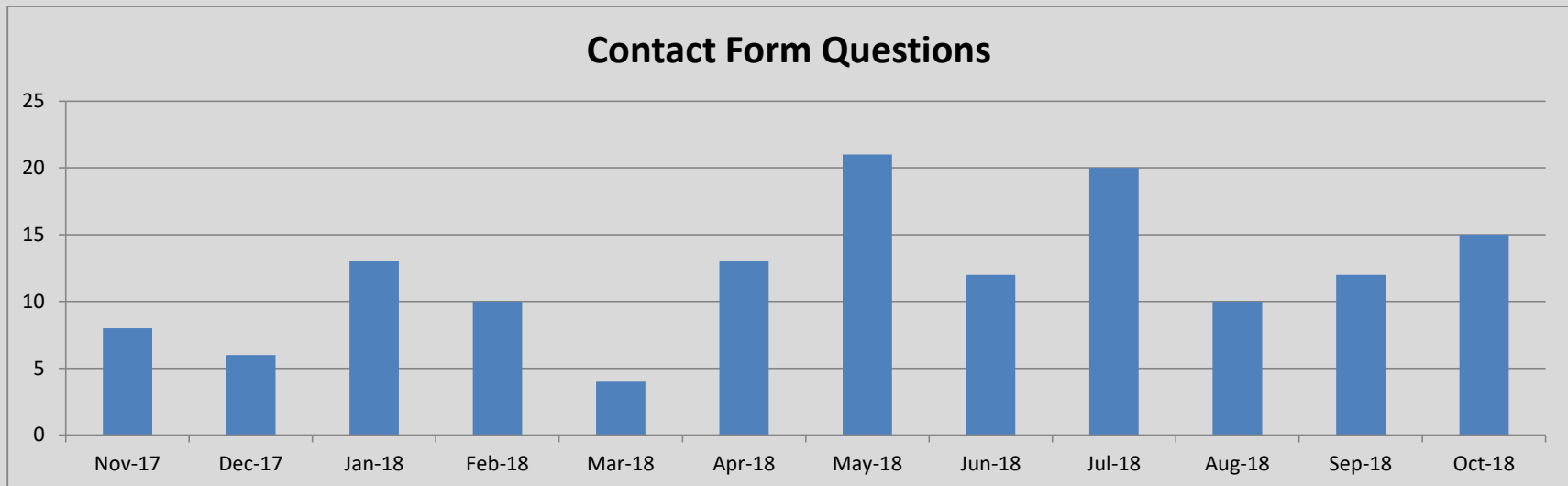
Early voting place in Lenoir for the midterm elections. Where is this voting in Lenoir taking place and directions to get there.

I have a few questions regarding a new Starbucks in Lenoir, NC.

I got stopped by the police this morning they took my keys and never got them back my car is sitting on the highway and i was wondering if u can jus give me my keys back or my a

Please contact me when the 2019 blackberry festival apps are available.

I was unable to access property tax records to make an online payment. It says to click on a row to view details but there are no rows that show even when entering all the request



December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 12:30 p.m. Christmas Toy Drive & Cruise-In (Downtown)	3	4 5:00 p.m. City Council <i>*Note: Time Change</i>	5 9:00 a.m. Staff Meeting	6	7 6:00 p.m. - 10:00 p.m. Luminary Display (Blue Ridge Memorial Park)	8 6:00 p.m. - 8:30 p.m. "Christmas w/the Krankes" (LHS Auditorium)
9	10	11	12	13	14 <i>*Rain Date For Luminary Display</i>	15
16	17	18 <i>Cancelled-City Council</i>	19	20	21	22
23	24 <i>Christmas Holiday! City Offices Closed</i>	25 <i>Merry Christmas! City Offices Closed</i>	26 <i>Christmas Holiday! City Offices Closed</i>	27	28	29
30	31	Notes for January City offices will be closed on Tuesday, January 1 in observance of New Year's Day and on Monday, January 21 in observance of Martin Luther King, Jr. holiday.				



December 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 12:30 p.m. Christmas Toy Drive & Cruise-In (Downtown)	3	4 5:00 p.m. City Council <i>*Note: Time Change</i>	5 9:00 a.m. Staff Meeting	6	7 6:00 p.m. - 10:00 p.m. Luminary Display (Blue Ridge Memorial Park)	8 6:00 p.m. - 8:30 p.m. "Christmas w/the Krankes" (LHS Auditorium)
9	10	11	12	13	14 <i>*Rain Date For Luminary Display</i>	15
16	17	18 <i>Cancelled-City Council</i>	19	20	21	22
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City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

Joseph L. Gibbons, Mayor
Scott E. Hildebran, City Manager
Shirley M. Cannon, City Clerk