1. Agenda Packet

    Documents:

        OCTOBER 2, 2018 AGENDA PACKET.PDF

2. Meeting Materials

    Documents:

        BROYHILL PARK BIDS CURB GUTTER SIDEWALK PAVING.PDF
        AFTER ACTION MEMORANDUM.PDF

AGENDA

CITY OF LENOIR
CITY COUNCIL MEETING
CITY HALL, THIRD FLOOR
801 WEST AVENUE
TUESDAY, OCTOBER 2, 2018
6:00 P.M.

I. CALL TO ORDER

A. Moment of Silence & Pledge of Allegiance

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

A. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, September 18, 2018, as submitted.
B. Minutes: Approval of the minutes of the Committee of the Whole Meeting of Tuesday, September 25, 2018, as submitted.

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 Police Department's annual National Night Out Event will be held on Tuesday, October 2 from 6:00 p.m. to 9:00 p.m. in downtown Lenoir.
2. The 2019 Holiday Schedule will be submitted to Council as information.
3. The 2019 City Council Meeting Schedule will be submitted to Council for their review and approval.
4. A Cruise-In event will be held on Saturday, October 6 at 4:00 p.m. in downtown Lenoir.
5. The City/County Services Committee will meet on Monday, October 8 at 11:45 a.m.
6. The Caldwell County Economic Development Commission will meet on Tuesday, October 9 at 8:00 a.m.
7. The ABC Board will meet on Thursday, October 11 at 2:00 p.m. at Lenoir Store #1 located at 115 ABC Court.
8. The Lenoir Tourism Development Authority will meet on Thursday, October 11 at 4:00 p.m.
9. The Lenoir Business Advisory Board will meet on Thursday October 11 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
10. The Parks and Recreation Advisory Board will meet on Monday, October 15 at 6:00 p.m. at the Optimist Park Clubhouse.

11. The City Council Meeting of Tuesday, October 16 will be held at City Hall, Third Floor, former Council Chambers due to early voting.
12. One Stop Voting is scheduled from Wednesday, October 17 through Friday, November 2 from 7:00 a.m. until 7:00 p.m. Early voting will also be available on Saturday, November 3 from 8:00 a.m. until 1:00 p.m. in the City/County Chambers.
13. The annual Caldwell is Hiring Event will be held on Thursday, October 25 from 8:30 a.m. – noon at the J. E. Broyhill Civic Center.

B. Items for Council Action

1. Bid Award; J. E. Broyhill Park; Phase I: Bids were received on Friday, September 28 for the J. E. Broyhill Park Improvements Project, Phase I. City Staff recommends the low bid of $20,550.00 to Mountain Crest, LLC, for the Curb, Guttering and Sidewalks part of the project.

2. Bid Award: J. E. Broyhill Park; Phase I: Due to the paving contractors needing additional time to submit their bids, Staff will present a recommendation to City Council at the Council meeting on Tuesday, October 2 to award the low bid for paving the park if ready.

3. NLC Delegates: City Council will appoint a Delegate and an Alternate Delegate to represent the City of Lenoir at the National League of Cities (NLC) Annual Conference to be held November 6 through 11 in Los Angeles. Those attending are Mayor Pro-Tem Ben Willis, Council members Jonathan Beal, T.J. Rohr, Crissy Thomas and City Manager Scott Hildebran.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

A. Mayor Gibbons will announce for the general public that there are two vacancies on the Parks and Recreation Advisory Board and one vacancy on the Lenoir Housing Authority Board. Applications are being reviewed for these appointments at this time and interested individuals may obtain an application at City Hall or online at www.cityoflenoir.com.

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

A. Closed Session: Pursuant to N.C.G.S. §143-318.11(a) (5), City Council will enter into closed session to discuss property acquisition.

X. ADJOURNMENT

LENOIR CITY COUNCIL
TUESDAY, SEPTEMBER 18, 2018
6:00 P.M.

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

ABSENT: Councilmember Stevens.

I. CALL TO ORDER

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

CONGRATULATIONS; TODD PERDUE:

B. On behalf of City Council, Mayor Gibbons expressed congratulations to Councilman Todd Perdue upon the birth of his granddaughter, Lola Paige Perdue. The proud parents are Ben and Molly Perdue.

COMMENDED; CITY STAFF:

B. On behalf of City Council, Mayor Gibbons commended City Staff for their hard work and assistance during the recent storm, Florence.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

CLOSEOUT OF APPALACHIAN REGIONAL COMMISSION GRANT:

A. A public hearing was held to receive public comments on the closeout of an Appalachian Regional Commission (ARC) Grant Water Improvement Project. The purpose of this $273,000 ARC Grant was to replace sewer lines located near the City of Lenoir's downtown district. Staff recommended City Council accept the closeout of the ARC grant.

A copy of the closeout report is hereby incorporated into these minutes by reference. (Refer to page 247).

Mayor Gibbons opened the public hearing to receive public comments regarding the grant.

A member of the audience asked for an explanation of the grant fund closeout process.

City Manager Hildebran stated that funds were expended for the project, and now that it is complete, the project is being closed out.

As additional information, Public Utilities Director Radford Thomas explained

the line located behind the former Bost Lumber facility at Steel Street and Harper Avenue was replaced with a slip line that tied into a manhole on College Avenue. This project also allowed Staff the opportunity to conduct some maintenance and cleaning out of the line.

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

Upon a motion by Mayor Pro-Tem Willis, Council voted 6 to 0 to accept the closeout of the Appalachian Regional Commission (ARC) Grant Water Improvement Project as described above and 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, September 4, 2018, as submitted.
2. Minutes: Approval of the minutes of the Committee of the Whole Meeting of Tuesday, August 28, 2018 as submitted.
3. Minutes: Approval of the closed session minutes of Tuesday, September 4, 2018, as reviewed by the City Attorney, City Manager and City Council.

Councilmember Perkins requested that Item No. 4 Bid Award, Mulberry Optimist Park, for the construction of a new tennis court be removed for additional discussion.

Upon a motion by Perdue, Council voted 6 to 0 to approve Items 1, 2 and 3 on the Consent Agenda items as listed above and as recommended by City Manager Hildebran.

4. Bid Award; Mulberry Optimist Park Project: Staff recommends approval of the low bid of $18,995.48 to Versacourt, LLC for the construction of a new tennis court at Mulberry Recreation Center.

Copies of the bid tabs are hereby incorporated into these minutes by reference. (Refer to page 248-250).

Councilmember Perkins stated he was not opposed to the proposed tennis court project at Mulberry Recreation, but pointed out the improvements project at T. H. Broyhill Park has been ongoing for the past 2 ½ years and still not complete. He suggested the City complete one project before moving on to another one.

City Manager Hildebran shared that bids for the paving of the parking lot and curb and gutter for the Park would be received on Friday, September 21 and a recommendation would be placed on the October 2 City Council Agenda for

consideration of approval by City Council.

Recreation Director Story stated he was trying to expend the Parks and Recreation Trust Fund Grant (PARTF) for Mulberry as reasonable as possible and mentioned he is also using City Staff whenever feasible. He pointed out the playground and picnic shelters are available for public use at the T. H. Broyhill Walking Park.

In addition, he explained the PARTF grant funds have to be expended within a three-year time period and emphasized Staff was not putting other projects ahead of the Park.

Director Story clarified that City Staff would complete the landscaping at the Park, but an outside contractor would be used for the paving of the parking lot plus the construction of curb and gutter. He estimated the project may be completed by the end of October or first of November and remarked he was trying to make the Park as presentable as possible for the public. It was also noted the project consists of Phase I and Phase II.

Upon a motion by Councilmember Perkins, Council voted 6 to 0 to award the low bid of $18,995.48 to Versacourt, LLC for the construction of a new tennis court at Mulberry Recreation Center as recommended by City Staff.

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

CANCELLED; NCLM'S ANNUAL FALL CONFERENCE:

1. The North Carolina League of Municipalities (NCLM) cancelled its Fall City Vision Conference due to the recent inclement weather. The conference will not be rescheduled for this year.

NCDOT'S FALL LITTER SWEEP:

2. The NCDOT's Fall Litter Sweep begins on Saturday, September 15 through Saturday, September 29. Additional information is online at www.ncdot.gov.

SANITATION DIVISION'S ANNUAL TRASH BASH WEEK:

3. The Sanitation Division's Annual Trash Bash Week is scheduled for Monday, September 17 through Friday, September 21. Additional information is available on the City's website at www.cityoflenoir.com. The public is encouraged to participate in this event.

PARKS & RECREATION ADVISORY BOARD:

4. The Parks and Recreation Advisory Board will meet on Monday, September 17 at 6:00 p.m. at Mulberry Recreation Center in the Multi-Purpose Room.

CANCELLED; PLANNING BOARD: 5. The Planning Board cancelled it meeting of Monday, September 24 at 5:30 p.m. The next meeting will be held on Monday, October 22 at 5:30 p.m.

COMMITTEE OF THE WHOLE: 6. The Committee of the Whole will meet on Tuesday, September 25 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.

FOOTHILLS REGIONAL AIRPORT AUTHORITY: 7. The Foothills Regional Airport Authority will meet on Wednesday, September 26 at noon.

NATIONAL NIGHT OUT: 8. The Police Department's National Night Out event will be held on Tuesday, October 2 beginning at 6:00 p.m. in downtown Lenoir.

B. ITEMS FOR COUNCIL ACTION

CONSIDERATION OF REJECTION OF BIDS; FIRE STATION NO.3:

1. Bids were received on Thursday, August 30, 2018, for the construction of Fire Station No. 3. Due to the bids exceeding budgeted amounts, Staff recommended that City Council reject all bids as submitted and further direct the City Manager to review other options.

   A copy of the bid tab is hereby incorporated into these minutes by reference. (Refer to page 251).

   City Manager Hildebran reported that, out of the four bids received, Brushy Mountain Builders came in as the low bidder of $2,020,000. Mr. Hildebran noted that additional add-on items outside of the base bid are estimated at $300,000+. The architect's opinion of the total construction project cost was estimated to be approximately $1,720,000. He pointed out that, taking into consideration both the lowest base bid and the additional items, the total project cost would approach $2,400,000.

   In addition, Mr. Hildebran related that Staff reviewed the bids to see if any changes could be made to the project, but determined that taking steps to reduce the difference between budget and base bid/add-on items would entail the re-scoping of the project. Mr. Hildebran stated that, given the variation of over 39% and the proposed budget for this project, Staff recommends Council reject all bids and further direct the City Manager to review other options.

   Upon a motion by Councilmember Rohr, Council voted 6 to 0 to formally reject the submitted bids for Fire Station No. 3 and authorized the City Manager to review additional options for this facility.

AMENDED PROPERTY ACQUISITION;
1507 AND 1515 MORGANTON BOULEVARD:

2. City Staff recommended approval of the purchase of a 0.634392 acre lot in the amount of $65,300, NCPIN #274952541, PARCEL#06-130-2-8, located at 1515 Morganton Boulevard and owned by Service Distributing Co., Inc.

   City Manager Hildebran advised Council the owners of Services Distributing has tendered an offer to the City to purchase an additional 0.722553 acre lot, NCPIN#2749527425 located at 1507 Morganton Boulevard for a total purchase price of $150,000 for the two lots. Mr. Hildebran stated one lot includes the Servco Station and the other includes the car wash. In addition, Mr. Hildebran pointed out the Greenway could be extended across the lot onto the trestle bridge which ties into the Over Mountain Victory Trail project and the Rails to Trails.

   Councilmember Perdue inquired whether the property had any environmental issues the City should be concerned about.

   City Manager Hildebran responded the underground storage tanks on the Servco Tract were removed years ago. Based on the discussions with our Brownfield's consultant, Staff believes there are minimal environmental concerns with both tracts and repurposing the site will greatly improve beautification of the area. It was also noted that both tracts are located in the floodway.

   A copy of the maps are hereby incorporated into these minutes by reference. (Refer to page 252-253).

   Upon a motion by Councilmember Perdue, Council voted 6 to 0 to approve the amended property purchase for property located at 1507 and 1515 Morganton Boulevard as described above and as recommended by City Staff.

MEETING CANCELLATION:

3. Upon a motion by Councilmember Thomas, City Council voted unanimously to cancel its regular scheduled meeting of Tuesday, November 6 due to Election Day and the National League of Cities (NLC) Conference.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

BOARD RE-APPOINTMENT;
ABC BOARD:

A. Mayor Gibbons recommended that Elizabeth Wilson be re-appointed to serve a three-year term on the ABC Board. This re-appointment was announced for the general public at the September 4 City Council meeting.

   Upon a motion by Mayor Pro-Tem Willis, Council voted unanimously to re-appoint Elizabeth Wilson a three-year term on the ABC Board as recommended by Mayor Gibbons.

BOARD VACANCIES:

B. Mayor Gibbons announced for the general public there was a vacancy on the Lenoir Housing Authority Board and also several vacancies on the Parks and Recreation Advisory Board.

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

CLOSED SESSION:

A. Pursuant to N.C.G.S. §143-318.11(a), (3), (5), and upon a motion by Mayor Pro-Tem Willis which carried unanimously, City Council entered into closed session to discuss attorney-client privilege.

OPEN SESSION:

B. Upon a motion by Councilmember Rohr, Council voted 6 to 0 to re-enter into open session.

X. ADJOURNMENT

A. There being no further business, the meeting was adjourned at 7:05 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor

NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION (REDD)
ARC

CLOSEOUT PERFORMANCE REPORT

Grantee Name: City of Lenoir **Grant Number:** NC-18021

Grantee Address: 801 West Avenue NW, Lenoir, NC 28645

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to REDD, in which case they may be incorporated by reference.)
   a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under this grant;
   b. The grantee's assessment of the comment; and
   c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.
2. The grantee's authorized official representative must certify the following:
   a. To the best of his/her knowledge and belief, data in this report is true and correct;
   b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request.

Joseph Gibbons	Mayor
Typed Name of Authorized Representative	Title
Signature of Authorized Representative	9/19/2018
	Date

Preparer Information

Name: Rick Oxford

Address: 1880 Second Avenue NW, Hickory 28601

Telephone Number: 828-485-4245

Versacourt, LLC
P.O. Box 927
Dalton, GA 30722
P: 706-529-0201

VERSACOURT™

Email: kstory@ci.lenorir.nc.us
Date: 9/6/2018
Rep: Laronda Roberts | laronda.roberts@versacourt.com

Customer Name: City of Lenoir- Kenny Story-828 757 2166
Terms: Payment before processing
P.O. #:

Billing

Shipping
720 Mulberry Recreation Center
Lenoir, NC 28645

Versacourt Kit: Game | 50'-8" by 119'-0"
Required concreted pad size: 50'-10" by 119'-2"
Distance from front of backboard to edge of concrete:

I hereby accept and agree to the terms of this proposal:

Customer Signature

Quantity	Color		Description	Unit Price	Total
1			Versacourt Custom Court	$17,833.20	$17,833.20
	Royal Blue	Inner court	Court | Outdoor		
	TBD		Lane | Outdoor		
	Olive Green	Outer court	No border Border | Outdoor		
	TBD		Ramp (Hook) | Game Outdoor Ramp	$0.00	$0.00
	TBD		Ramp (Receiver) | Game Outdoor Ramp	$0.00	$0.00
	TBD		Corner | Outdoor	$0.00	$0.00

Quantity	Description	Unit Price	Total
1	Game Lines - Tennis - Full Court	$670.00	$670.00
		Shipping:	$492.28
			$18,995.48

Notes:

Shipping Quote Prices are valid for 7 days
All Other Quote Prices are valid for 30 days

Due to dimensions of our tile, painted game lines may not meet standard regulation
Customers in Georgia or Missouri are subject to sales tax which is not included on this quote

FLEX COURT International Inc.
4328 US Hwy 34
Kewanee IL 61443
United States

FLEX COURT
ATHLETICS
OUR COURT. YOUR GAME.

Lenoir Parks and Rec Dept
Kenny Story
720 Mulberry St SW
Lenoir NC 28645

Estimate #	CC 8201
Estimate Date	August 6, 2018
PO#	Tennis Court
Estimate Total (USD)	**$19, 589.53**

Item	Description	Unit Cost	Quantity	Line Total
ProStep Court	All Weather Outdoor Game Court By FLEX COURT Athletics (50.10x119) Pro Step Court Surface 16 Colors to Choose Includes Inlaid Lines for Tennis Play Includes Ramp Edges for Perimeter	19,192.00	1	19, 192.00
Freight	Freight	397.53	1	397.53
INSTALLC	OPTIONAL: installation—Court Surface	3,670.00	0	0.00
		Estimated Total (USD)		**$19, 589.53**

Terms

50% on order / Balance on Ship - DIY Project
50% on order / 40% on Ship / Balance on Completion - Installed Terms

Notes

Pricing Includes Standard 16 Year Warranty

From: DuraplaySupport [mailto:support@duraplaycourts.com]
Sent: Thursday, August 02, 2018 11:47 AM
To: Story, Kenny
Subject: Re: Duraplay Tennis Court

Thanks Kenny for the response,

You can make the 99' 11" work, but there will be an area 10' on each end that will still have old concrete showing. The width of 50' 2" will work well for you.

Price for a larger court size 50' 10" X 119' is $18,635
Shipping with the extra tiles is $1298
Total is: $19,933

So the 50 x 100 is a large savings, if you can make us of the size.

Thank you
Lee

From: DuraplaySupport
Sent: Wednesday, August 1, 2018 4:51 PM
To: kstory@ci.lenoir.nc.us
Subject: Duraplay Tennis Court

Kenny:
Price on a 50' 2" x 99' 11" tennis court kit is: $15,990
Shipping to your location is: $1048
Total price delivered is $17,038.00

Price includes:
Shipping to your location, 7 pallets weighing 500lbs each. You will need to unload them with a fork lift.
All lines for tennis court pre-painted white unless another color is chosen.
Ramps on all four sides as well as corners.
Your choice of colors - most customers get border color and second color inside the tennis playing area. (Royal Blue/Olive Green)
We will work with you on your net placements so the playing area will match your present layout.

I have attached a picture of one of our tennis courts covering an old court; a photo showing how the tiles cover cracks; and a tennis court we built to cover a decaying court that the customer added on full basketball, volleyball, two shuffleboard courts, and pickle ball lines to.

J B PLASTER ARCHITECT
626 HARPER AVENUE LENOIR, NC 28645 828.230.1726

LENOIR FIRE DEPARTMENT STATION 3

CERTIFIED BIDS:

BID DATE 08/30/18

Firm: Brushy Mountain Builders

Contact: John Moore

Phone: 828.758.5577

Email: jmoore@brushymountaininc.com

Bid: $2,020,000

Firm: Wilkie Construction

Contact: Brandon Harrison

Phone: 828.754.6431

Email: brandon@wilkie-const.com

Bid: $2,182,588

Firm: Moss Marlow

Contact: David Deal

Phone: 828.328.2333

Email: ddeal@mossmarlow.com

Bid: $2,387,000

Firm: Neill Construction

Contact: Scott Zanotti

Phone: 828.324.6774

Email: scott@neillinc.com

Bid: $2,080,000

This map is NOT of land survey quality and is NOT suitable for such use.

Owner	SERVICE DISTRIBUTING
	P O BOX 310
	ALBEMARLE, NC 28001
Acct Number	34428
Parcel ID	06130 2 8
NCPIN	2749525451

Deferred Val	$0
Assessed Val	$65,300
Calc Acreage	0.634392
Land Units	200 (FF)
Legal Desc	0811/0622 1983 0.00
Plat Ref	/
Property Addr	1515 MORGANTON BV

Caldwell County

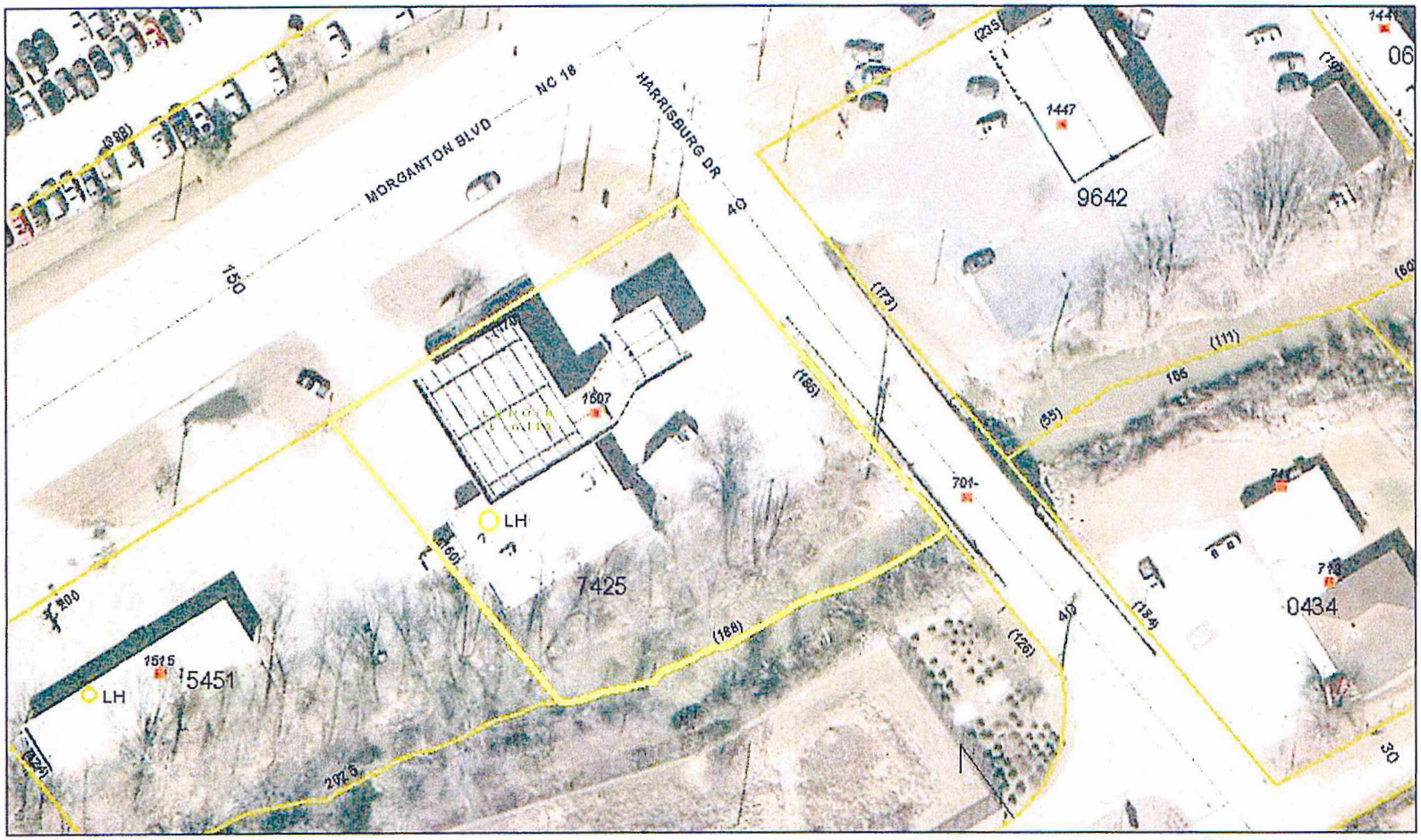
1:738

0 0.005 0.01 0.02 mi

0 0.01 0.02 0.04 km

September 12, 2018

15



This map is NOT of land survey quality and is NOT suitable for such use.

Owner	SERVICE DISTRIBUTING
	P O BOX 310
	ALBEMARLE, NC 28001
Acct Number	34428
Parcel ID	06130 2 7
NCPIN	2749527425

Deferred Val	$0
Assessed Val	$74,600
Calc Acreage	0.722553
Land Units	200 (FF)
Legal Desc	0811/0622 0083 250.00
Plat Ref	/
Property Addr	1507 MORGANTON BV

Caldwell County

1:738

0 0.005 0.01 0.02 mi

0 0.01 0.02 0.04 km

September 14, 2018

COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, SEPTEMBER 25, 2018
8:30 A.M.

PRESENT: Mayor Pro-Tem Willis presiding. Committee members Gibbons, Perkins, Rohr, Stevens and Thomas.

City Clerk Cannon, Police Chief Phelps, Fire Chief Hair, Economic Development Director Horn, Finance Director Bean, Recreation Director Story, Planning Director Wheelock, Public Utilities Director Thomas, and Public Works Director Wright.

ABSENT: Councilmembers Jonathan Beal and Todd Perdue, City Manager Hildebran, and Public Information Director Harris.

OTHERS: Virginia Annable, *News-Topic*, Kenneth Teague, EMS Coordinator, and Norman Staines, Instructor, CCC&TI.

I. CALL TO ORDER

A. Mayor Pro-Tem Willis welcomed everyone and called the meeting to order.

II. CITIZEN COMMENT PERIOD

III. ICS-402 Incident Command System (ICS) Overview: Kenneth Teague, Caldwell County Emergency Management System Coordinator, presented a power point presentation regarding an Incident Command System (ICS) Overview for Executives/Senior Officials.

Mr. Teague stated this training is required by presidential directive in order to keep elected officials and City Staff in compliance in order to receive reimbursement for expenses during an event. It was noted the City of Lenoir adopted a resolution on September 19, 2006, designating the National Incident Management System (NIMS) as the basis for management of all incidents in the City of Lenoir. (A copy of the resolution is attached to these minutes as information).

Mr. Teague explained that, should an incident occur, the goal is to prevent or minimize the loss of life, or damage to property and/or the environment. He pointed out everyone should be self-sufficient within seventy-two hours following an incident. Mr. Teague stated all municipalities would have representation in the Incident Command Center (ICC), and during an incident, everyone reports to one person. He remarked the ICC helps to ensure the safety of responders and others, the achievement of tactical objectives and the efficient use of resources.

Mr. Teague emphasized additional volunteers were needed and mentioned 10% of Caldwell County residents would require shelter during an event, but only 5,000 beds were currently available. He also mentioned a lot of hazardous materials were stored in Caldwell

County due to the different types of manufacturers located here. He noted Caldwell County's cost to operate an Incident Command Center is $20,524 per day and they have to meet a threshold of $302,000 before documentation can be submitted to FEMA for reimbursement for infrastructure damage. Mr. Teague mentioned this amount is a percentage of Caldwell County's capital outlay. Fire Chief Ken Hair stated the City's threshold is $172,000 to submit for FEMA reimbursements and shared the City has never met this requirement.

In addition, Mr. Teague reminded Council the City's Public Information Officer (PIO) should be the only contact person at an Incident Command Center to give an update about the current situation in order to prevent incorrect information from possibly being given out. Also, during an occurrence, Mr. Teague reported the City needs an Operations Chief, Planning Chief, Logistics Chief and Finance Officer available. The Finance Officer's job would be to provide any necessary funding. It was further noted the most qualified person at the scene is designated as the Incident Commander. This individual provides overall leadership and accountability for incident response and also takes policy direction from City Council plus ensures incident safety.

Mr. Teague further explained the difference between command versus coordination. He stated command is the act of directing, ordering, or controlling by virtue of explicit statutory regulatory, or delegated authority. Multi-agency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. He emphasized it was the job of the Incident Commander to maintain unity of command and safety of responders and noted the chain of command must not be bypassed. Mr. Teague restated the City's overall priorities are the safety of life, incident stabilization and property/environmental conservation.

Next, Mr. Teague addressed the steps to be reimbursed by FEMA. He stated the Incident Commander creates an Incident Action Plan that is required by FEMA and in turn, the City is given an asset number and tracking number to use when applying for reimbursements. Mr. Teague also shared the Joint Information Center (JIG) is a physical location used to coordinate critical emergency information, crisis communications and public affairs functions.

Lastly, Mr. Teague mentioned Caldwell County's five-year Hazard Mitigation Plan is coming up for review in the near future. He thanked City Council for the opportunity to present this information on the National Incident Management System (NIMS).

On behalf of City Council, Mayor Pro-Tem Willis thanked Mr. Teague for the good report.

VI. Adjourn:

There being no further business, the meeting was adjourned at 10:45 a.m.

City of Lenoir
Resolution No. 10
Adopted on: 9-19-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LENOIR DESIGNATING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR MANAGEMENT OF ALL INCIDENTS IN THE CITY OF LENOIR

WHEREAS, the President of the United States in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent, nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, to facilitate the most efficient and effective incident management, it is critical that Federal, State, local and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated emergency operations plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, it is necessary and desirable that all City of Lenoir departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, Homeland Security Presidential Directive (HSPD)-5 requires Federal departments and agencies to make adoption of the NIMS by State, local and tribal organizations a condition for Federal preparedness assistance beginning in fiscal year 2006;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the City's ability to utilize federal funding to enhance local readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System (ICS) components of NIMS are already an integral part of various incident management activities throughout the State of North Carolina, the County of Caldwell and the City of Lenoir; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE BE IT RESOLVED, that the Lenoir City Council does hereby establish the National Incident Management System (NIMS) as the standard for incident management to be followed by all agencies, departments, and organizations within the City of Lenoir.

Adopted this the 19th day of September, 2006.

SEAL

David W. Barlow, Mayor

ATTEST:

Shirley M. Cannon

Shirley M. Cannon, City Clerk

CITY OF LENOIR

2019 HOLIDAY SCHEDULE

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr. Day
Friday, April 19	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veterans Day
Thursday, November 28 Friday, November 29	Thanksgiving Holiday
Tuesday, Wednesday & Thursday December 24, 25, & 26	Christmas Holiday

CITY OF LENOIR

LISTING OF
CITY COUNCIL MEETINGS FOR 2019

JANUARY		
City Council	**Tuesday, January 15**	**6:00 p.m.**
Committee of the Whole	**Tuesday, January 22**	**8:30 a.m.**
FEBRUARY		
City Council	**Tuesday, February 5**	**6:00 p.m.**
City Council	**Tuesday, February 19**	**6:00 p.m.**
Committee of the Whole	**Tuesday, February 26**	**8:30 p.m.**
MARCH		
City Council	**Tuesday, March 5**	**6:00 p.m.**
City Council	**Tuesday, March 19**	**6:00 p.m.**
Committee of the Whole	**Tuesday, March 26**	**8:30 a.m.**
APRIL		
City Council	**Tuesday, April 2**	**6:00 p.m.**
City Council	**Tuesday, April 16**	**6:00 p.m.**
Committee of the Whole	**Tuesday, April 23**	**8:30 a.m.**
MAY		
City Council	**Tuesday, May 7**	**6:00 p.m.**
City Council	**Tuesday, May 21**	**6:00 p.m.**
Committee of the Whole	**Tuesday, May 28**	**8:30 a.m.**
JUNE		
City Council	**Tuesday, June 4**	**6:00 p.m.**
City Council	**Tuesday, June 18**	**6:00 p.m.**
Committee of the Whole	**Tuesday, June 25**	**8:30 a.m.**
JULY		
City Council	**Tuesday, July 16**	**6:00 p.m.**

***Only one meeting in July**

AUGUST

City Council	**Tuesday, August 6**	**6:00 p.m.**
City Council	**Tuesday, August 20**	**6:00 p.m.**
Committee of the Whole	**Tuesday, August 27**	**8:30 a.m.**

SEPTEMBER

City Council	**Tuesday, September 3**	**6:00 p.m.**
City Council	**Tuesday, September 17**	**6:00 p.m.**
Committee of the Whole	**Tuesday, September 24**	**8:30 a.m.**

OCTOBER

City Council	**Tuesday, October 1**	**6:00 p.m.**
City Council	**Tuesday, October 15**	**6:00 p.m.**
Committee of the Whole	**Tuesday, October 22**	**8:30 a.m.**

NOVEMBER

City Council	**Tuesday, November 5**	**6:00 p.m.**
City Council	**Tuesday, November 19**	**6:00 p.m.**

***November 5 is Election Day & November 19 is NLC Conference**

***November 12 –alternative date for meeting in November**

Committee of the Whole	**Tuesday, November 26**	**8:30 a.m.**

DECEMBER

City Council	**Tuesday, December 3**	**6:00 p.m.**

***Only one meeting in December**

2019 SCHEDULE OF EVENTS

NCLM Meetings	Event
February 20	Town & State Dinner
May 14-16	Annual City Vision Conference (Hickory)

NLC MEETINGS	Event
March 10-13	Congressional City Conference (Washington, DC)
November 20-23	City Summit (San Antonio, Texas)

CITY OF LENOIR

COUNCIL ACTION FORM

I. Agenda Item:

Bid Award: Curb, Guttering, and Sidewalks at J.E. Broyhill Park.

II. Background Information:

This is part of phase1 of the improvement plan at J. E. Broyhill Park and is being funded with CDBG funds.

Bids:	Mountain Crest, LLC	$20,550.00
	Precision Contracting	$22,487.00
	Tim & Sons Concrete	$27,500.00

Attachments: Public Advertisement, Signed Bid Tab

III. Staff Recommendation:

Following review of bids submitted, staff recommends awarding the bid to Mountain Crest, LLC in the amount of $20,550.00

IV. Reviewed by:

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Planning Director:

Recreation Director: Kenny Story

BID TAB

Public Bid Opening
2018 J.E. Broyhill Park Curb, Guttering & Sidewalk
City of Lenoir
September 28, 2018 - 1:00 p.m. Local Time

Kenny Story
Recreation Director

Contractor	Bid Security	Bid Price
Mountain Crest, LLC	Yes	$20,550.00
Precision Contracting	Yes	$22,487.00
Tim & Sons Concrete	Yes	$27,500.00
Valdese Concrete	No Bid	
Unifour Concrete	No Bid	

CITY OF LENOIR
ADVERTISEMENT FOR BIDS

Sealed bids for the **J. E. Broyhill Parking Lot Curb and Gutter and Sidewalk Project** will be received by City of Lenoir at 1:00 p.m. September 28, 2018 in the Mulberry Recreation Center located at 720 Mulberry Street SW, Lenoir, NC and then publicly opened and read aloud.

The project consists of construction of 500 linear feet of 24 inch concrete Curb and Gutter and 280 linear feet of 5 feet wide 4 inch thick concrete sidewalks. Concrete must be at least 3000 psi.

Bid packets may be picked up at the office of Mulberry Recreation Center located at 720 Mulberry Street SW, Lenoir, NC 28645 or by contacting Rick Oxford (828)485-4245 at the Western Piedmont Council of Government, 1880 2nd Avenue NW, Hickory, NC 28601.

This project is funded with Community Development Block Grant (CDBG) funds All applicable state and federal regulations regarding construction contracts will apply. All work must be in compliance with City of Lenoir and Caldwell County Building Code as well as ADA standards. Attention is called to the fact that the federal determined prevailing (Davis-Bacon) wage rates must be paid on this project which will be included in the bid packet. Contract will require contractor's compliance with all federal Davis Bacon Wage requirements. The successful bidder shall be required to furnish evidence of liability insurance of at least $100,000 and bodily insurance of at least $300,000. The Contractor must have Workman Compensation insurance on all employees. Each bidder must be appropriately licensed in the State of North Carolina.

The City of Lenoir reserves the right to reject any and all bids, and to waive any defects and formalities in such bids. The City reserves the right to award the contract to the lowest responsive, responsible bidder which the City considers to be the best and most advantageous bid for the City.

The City of Lenoir encourages small, minority, female, and local contractors to bid on this project. The City also promotes fair housing, is an equal opportunity employer, and encourages others to provide equal employment opportunities. Small and minority firms are encouraged to submit bids. The City encourages contractor to hire Section 3 (local residents) when hires are needed. Section 3 Businesses subject to the requirements of section 3 of the HUD Act of 1968, as amended, 12 U.S.C. 1701u (section 3) will be given preferences as regulated in HUD's 24 CFR part 135.

This information can be made available in Spanish or other languages upon request by contacting Kenny Story at 828-757-2166, TDD 711.

Esta información está disponible en español o en cualquier otro idioma. Por favor estar en contacto con Kenny Story a 828-757-2166, TDD 711.

HUD

EQUAL HOUSING OPPORTUNITY

CITY OF LENOIR

COUNCIL ACTION FORM

I. Agenda Item:

Bid Award: Paving Parking Lot at J.E. Broyhill Park.

Note: Due to the paving contractors needing more time to get there bids turned in we will hand out the bids before the council meeting on Tuesday. If these are not received by the meeting we will inform you.

II. Background Information:

This is part of phase1 of the improvement plan at J. E. Broyhill Park and is being funded with CDBG funds.

Bids:

III. Staff Recommendation:

Staff recommends awarding low bid to contractor with low bid when received.

IV. Reviewed by:

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Planning Director:

Recreation Director: Kenny Story

National League of Cities Delegates

City Council Attendees:

Mayor Pro-Tem Ben Willis

Councilman Jonathan Beal

Councilman T.J. Rohr

Councilwoman Crissy Thomas

***City Manager Scott Hildebran**

CITY OF LENOIR

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Planning Director:

Recreation Director: Kenny Story

CITY OF LENOIR

AFTER ACTION MEMO

To:	Department Heads/Division Superintendents
From:	Scott Hildebran, City Manager
Date:	Friday, October 5, 2018
Subject:	Action taken by City Council on Tuesday, October 2, 2018. Review all information to ensure that your department maintains action taken by City Council.

- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, September 18, 2018, as submitted.
- ✓ City Council approved the minutes of the Committee of the Whole Meeting of Tuesday, September 25, 2018, as submitted.
- ✓ City Council awarded the low bid of $20,550 to Mountain Crest LLC, to for the J. E. Broyhill Park Improvements Project, Phase I, for the Curb, Guttering and Sidewalks part of the project.
- ✓ City Council awarded the low bid of $33,354.42 to M & K Enterprises, LLC, Denver, NC, for the J. E. Broyhill Park Improvements Project, Phase I, for the paving of the parking lot.
- ✓ City Council appointed Councilwoman Crissy Thomas to represent the City of Lenoir as the voting Delegate at the National League of Cities (NLC) Conference on November 6 through 11 in Los Angeles. Mayor Pro-Tem Ben Willis will serve as the Alternate voting Delegate.
- ✓ Mayor Joe Gibbons announced for the general public there are two vacancies available on the Parks and Recreation Advisory Board and one vacancy on the Lenoir Housing Authority Board. Applications are currently being reviewed for these appointments and individuals interested in serving on one of the City's Boards may pick up an application at City Hall or go online at www.cityoflenoir.com.
- ✓ Police Chief Brent Phelps announced the promotion of Brett Ingram to the rank of Police Lieutenant and commended him for his excellent work. Lieutenant Ingram will be assigned to the Patrol Division.
- ✓ On behalf of City Council, Mayor Gibbons commended the Staff of the Police Department for all they do for the citizens of Lenoir.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (5), City Council entered into closed session to discuss property acquisition.
- ✓ The following events for the month of October were highlighted:
    - ➢ The Police Department's annual National Night Out Event was held on Tuesday, October 2 beginning at 6:00 p.m. in downtown Lenoir.

- The 2019 Holiday Schedule was submitted to Council as information.
- The 2019 City Council Meeting Scheduled was approved by City Council as submitted.
- A Cruise-In Event will be held on Saturday, October 6 at 4:00 p.m. in downtown Lenoir.
- The City/County Services Committee will meet on Monday, October 8 at 11:45 a.m.
- The Caldwell County Economic Development Commission will meet on Tuesday, October 9 at 8:00 a.m.
- The ABC Board will meet on Thursday, October 11 at 2:00 p.m. at Lenoir Store #1 located at 115 ABC Court.
- The Lenoir Tourism Development Authority will meet on Thursday, October 11 at 4:00 p.m.
- The Lenoir Business Advisory Board will meet on Thursday, October 11 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
- The Parks and Recreation Advisory Board will meet on Monday, October 15 at 6:00 p.m. at the Optimist Park Clubhouse.
- Fall leaf pickup begins on Monday, October 15 through Tuesday, January 15. Additional information is available online at www.cityoflenoir.com.
- The City Council meeting of Tuesday, October 16 will be held at City Hall, Third Floor, former Council Chambers due to early voting being held in the City/County Chambers.
- One Stop Voting is scheduled from Wednesday, October 17 through Friday, November 2 from 7:00 a.m. – 7:00 p.m. Early voting is also available on Saturday, November 3 from 8:00 a.m. until 1:00 p.m. in the City/County Chambers.
- The annual Caldwell is Hiring Event will be held on Thursday, October 25 from 8:30 a.m. – noon at the J. E. Broyhill Civic Center.