COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, FEBRUARY 26, 2019
8:30 A.M.

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

City Manager Hildebran, City Clerk Cannon, Public Information Officer Harris, Police Chief Phelps, Deputy Fire Chief Nelson, 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. Note: There is one Council seat vacant due to T. J. Rohr being appointed as the City Attorney.

OTHERS: Virginia Annable, *News-Topic*.

I. CALL TO ORDER

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

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

A. Public Utilities/Public Works

1. Presentation; Two-Way Traffic Study; Harper Avenue & West Avenue: Public Works Director Jared Wright presented a power point presentation regarding the conversion of Harper Avenue and West Avenue from one-way traffic to two-way traffic flow along with a map of the proposed changes. The City hired the firm of Ramey & Kemp Associates, Inc. to evaluate the potential conversion and develop concepts. (Please refer to the power point presentation attached to these minutes as information).

The primary objectives of the project are as follows:
a) Convert traffic flow from 1-way to 2-way
b) Improve truck access to/from fire station downtown
c) Traffic calming effects
d) Pedestrian Safety

Pros:
a) Increased visibility & access to businesses
b) Reduced traffic speeds
c) Safer for pedestrians

Cons:
a) Increased congestion
b) Could be costly

Concept 1
Two-way conversion with traffic signal

Concept 2
Two-way conversion with roundabout

Director Wright clarified there would not be a round-a-bout at the Fire Station but West Avenue would be realigned and a cul-de-sac would be constructed on Steel Street to allow people to turn around. Also, the number of traffic signals would be reduced. He further shared these improvements would be phased in due to their cost. In addition, Director Wright stated that crosswalks would be installed on Norwood Street, Harper Avenue and Ridge Street plus traffic calming devices would also be installed.

Phase I
Realign West Avenue
Cul-de-sac Steel Street

Phase 2
Restripe Harper Avenue from one-way to two-way/Upgrade traffic signals
Install traffic signal at Harper Avenue & Norwood Street/Ridge Street

Phase 3
Restripe West Avenue from one-way to two-way/Upgrade traffic signals
Remove traffic signals at Boundary & Church Streets and convert to a two-way or all-way stop-control

Final Results
No round-about
Install traffic signal on Harper Avenue at Norwood St./Ridge Street
Realign West Avenue/Cul-de-sac on Steel Street
Reduce number of traffic signals
Remove traffic signals on Boundary & Church Streets
*Break project improvements up into 3 phases to distribute costs

Director Wright stated the City would be holding community meetings to inform the public of the development design and dedicated plan when this project moves forward. He shared the initial cost of Phase I is $125,000, Phase 2, $960,000+ and Phase 3, $600,000+. Staff will try to build these costs into future budgets. It was noted the project will be contracted out and possibly done in phases as described above.

B. Public Works

1. Public Works Director Jared Wright updated City Council on the following projects:
   a) Staff is currently paving several streets at a cost savings to the City due to asphalt being less expensive in the offseason.

b) Glenn Clark was recently promoted as Superintendent of Vehicle Services.

c) Sanitation's Leaf Compost Sale will be held on April 6 and the Department's

annual Spring Trash Bash Week is scheduled for the week of April 8 through 12.

C. Public Utilities: Public Utilities Director Radford Thomas presented the following report:

1) Water Treatment Plant Improvements Project #1 is very close to being completed and the Water Treatment Plant Improvements Project #2 will be substantially completed in June. Equipment and filters are being installed and Staff is currently evaluating several future projects.
2) City Council approved an agreement with Gryphon for the purchase of a new dryer system for the Biosolids project.
3) The City will be seeking approval from the Local Government Commission (LGC) for the financing of the recent metering project. A public hearing will be held on March 19 for consideration of approval by City Council.
4) The Asset Inventory Grant projects are nearing completion.
5) The three-year Brownfields grant will allow the City time to identify sites and work on the projects.

C. Planning Board: The Planning Board met on Monday, February 25. Planning Director Wheelock reported on the following items:

1. Update; EPA Stormwater Audit: Planning Director Jenny Wheelock referred to the resolution City Council adopted on February 19, 2019 affirming the City's support of the implementation of a compliant NPDES MS4 Stormwater Program. The requirements of the City's permit are also for the towns of Gamewell, Cajahs Mountain, Hudson, Sawmills and Granite Falls which until recently were considered "co-permittees" under the City's permit. Several deficiencies were discovered following the audit by the Environmental Protection Agency (EPA) and the NC Department of Environmental Quality (DEQ) thereby requiring these municipalities to adopt separate stormwater management plans plus apply for a separate NPDES permit. The stormwater contracts between the City and these municipalities expire June 30, 2019.

   Director Wheelock stated this step will standardize how the City conducts its audit and explained the City will also develop its stormwater plan, but may have to share this technology with these municipalities when they begin to take over their program.

2. Zoning Ordinance Amendments: Director Wheelock reported the Planning Board has been working on amendments to the City's Zoning Ordinance which focuses on the (B-4 Zoning District) and intent of the zoning districts, the district-specific development regulations, and the chart of permitted uses. A public hearing is scheduled for Tuesday, March 19 for Council's consideration of approval. She informed Council she would review the proposed changes at the Council meeting on Tuesday, March 5.

   In addition, Director Wheelock stated a public hearing will also be held on Tuesday, March 19 to consider a Conditional Use Permit for multi-family development on Lower Creek Drive. She reminded Council they approved a similar request several years ago submitted by a different developer. Director Wheelock also informed Council several residents of Lower Creek Drive asked the Planning Board about lowering the speed limit on Lower Creek Drive to 25 mph. The current speed limit is 35 mph from Lower Creek Elementary School to Lower Creek Drive.

IV. COMMUNITY DEVELOPMENT

A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority (LTDA) met on February 14. Minutes of the meeting will be submitted as information. Economic Development Director Kaylynn Horn reviewed a handout listing downtown Lenoir events/festivals along with points for consideration for each event. She stated the City has a very solid group of signature events scheduled for 2019. Organizers will be asked to conduct surveys in order for the City to track the economic impact of the events on our local economy. Also, applications are available on line along with a list of guidelines and requirements that have to be met by the applicant.

Director Horn further shared a state of the art amp system will be installed at the stage area on the square to be funded by the Lenoir Tourism Development Authority.

B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, February 14. Minutes of the January 10 meeting were submitted as information.

Director Horn reported the NC Main Street Conference will be held on March 12 through 14 in Salisbury. The awards ceremony will be held on Wednesday, March 13. Also, she shared that Connie Kincaid, Alexander County Economic Development Commission, will be coming in April to do a presentation for the Downtown Merchants Association.

C. Financial and Administration

1. Financial Summary: Finance Director Bean reviewed the Financial Summary as of January, 2019. The over/under balance in the General Fund is $2,700,463.48, Downtown District ($97,424.19), and Water & Sewer Fund $1,647,091.97. Director Bean stated revenue remains above expenditures and reported the City collected $1,890,537.61 in sales tax as of January 31, 2019 for a change of 6.65%. (A copy of the January financial summary is attached to these minutes as information).

2. Reclassifications: Director Bean presented a list of recommendations for the Police Department which moved all sworn officers from Patrol Officer I to Lieutenant up one level on the City's Pay Scale to remain competitive in today's workforce environment. Employees would be given an increase of 2.5% or the difference in pay grade, whichever is larger. These reclassifications become

effective on March 1, 2019.

In addition, Director Bean submitted a list of recommendations for the Collections Department which included re-organization of duties but left the current pay grade unchanged. The recommendations also included a full-time Human Resources Secretary position which will be filled by the City's current receptionist. Director Bean reported this re-organization will make the City more efficient.

City Manager Hildebran stated Lenoir has a good size Police Department and reiterated this step will help the City recruit and retain police personnel.

Police Chief Phelps stated the Department appreciates what the City is doing to help improve this situation.

Motion
Upon a motion by Councilmember Stevens, Council voted 4 to 0 to approve the above described pay scale recommendations as presented by Finance Director Bean.

D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, February 18. Director Kenny Story reported he is working with McGill Associates on a notarized permit for moving the lighting out of the floodway at Optimist Park. Also, Camp Electric Company, Inc. was awarded the low bid for the lighting project at the Park. He stated all the events for Black History Month were well attended and the program was a success.

Director Story also shared the 7 & 8 year old basketball team played in the All-Star game and Lenoir will be hosting the 11 & 12 year old Western Youth Athlete Association Basketball tournament which will have a big economic impact on our local economy. The Leprechaun Leap 5K & 10K will be held on Saturday, March 16 at 9:00 a.m. at the Lenoir Soccer Complex. The City's Wellness Screening will be held at Mulberry Recreation Center on April 24 – April 26. The Kick-Off date is April 24.

In addition, Director Story stated the J.E. Broyhill Park Improvements Project is going well. The restrooms are being currently winterized and should be open within the next few weeks. Public Works Director Jared Wright mentioned that surveyors would be onsite on February 27 to begin looking at Phase II of the stormwater part of the project.

E. Update: Public Communications: Joshua Harris, Public Information Officer, reviewed the highlights of the Communications Reports for January. Activity included 228 social posts, 40 photos, 2 radio spots and 7 news releases. In addition, the website experienced 34,365 views and the City's Facebook account has 18,529 followers. Director Harris reported the City will have a summer intern and asked Department Directors to submit any ideas for future radio spots. He further shared the host of the NC Weekend show will be onsite during the Google's

Gravity Games scheduled for Saturday, April 13 and he along with Kyle Case will be assisting during this event.

VI. PUBLIC SAFETY

A. Police Department; Proposed Golf Cart Ordinance: Police Chief Brent Phelps led a brief discussion regarding a citizen's previous request for golf carts in the downtown area. City Council was in consensus to postpone this issue until a later date.

Chief Phelps expressed his appreciation to Council and City Manager Hildebran for all of their support. He stated the Department will have an audit next week and briefly mentioned he has met with some of the owners of the CBD stores in Lenoir that carry hemp products and other items. It was noted that employees would need to be sure they are not in violation of the City's substance abuse policy when using these products. The City will be updating its Personnel Policy pertaining to substance abuse to include information regarding these products.

B. Fire Department: Deputy Fire Chief Kenny Nelson reported construction is set to begin on Monday at Fire Station No. 3 and the project should be completed in 120 days. He stated they held an officers meeting on February 25 to review cost savings ideas for their Department.

Chief Nelson hi-lighted several items from the Department's Annual Report. He pointed out the Department responded to its most calls last year although the number of fire calls decreased. They also responded to around 100 calls during the recent storms in our area and assisted the Police Department.

V. OTHER

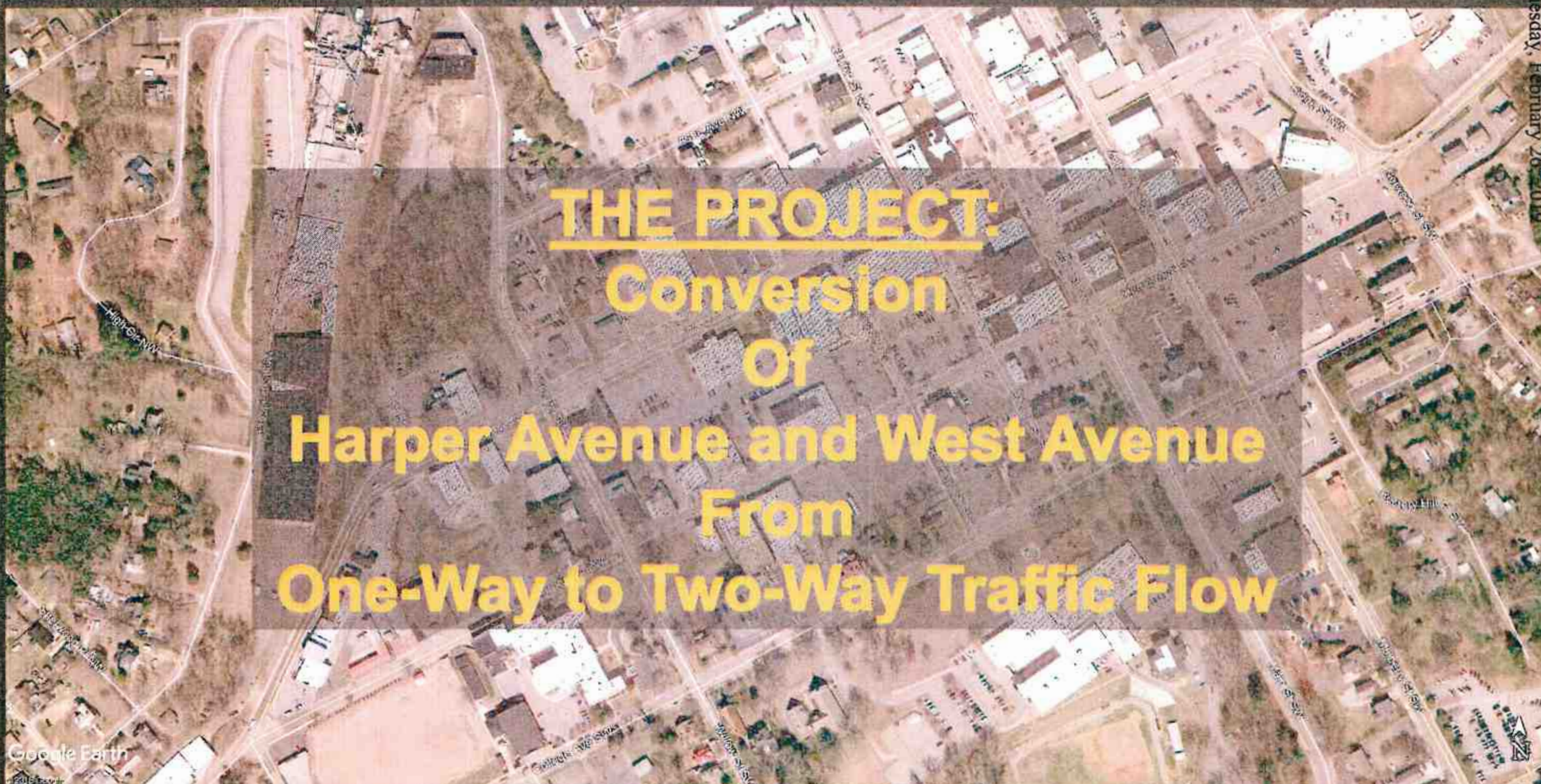
A. March Calendar: By consensus of the Council, the calendar for the month of March was approved by Council listing various meetings and events. The following event was highlighted:

- The City's Employee Banquet Awards event is scheduled for Tuesday, March 26 at 6:00 p.m. at the J. E. Broyhill Civic Center.

VI. Adjourn:

There being no further business; the meeting was adjourned at 10:17 a.m.

Attachments
Power Point (Harper Avenue & West Avenue)
Financial Summary
Downtown Lenoir Events (Handout)



February 15, 2019

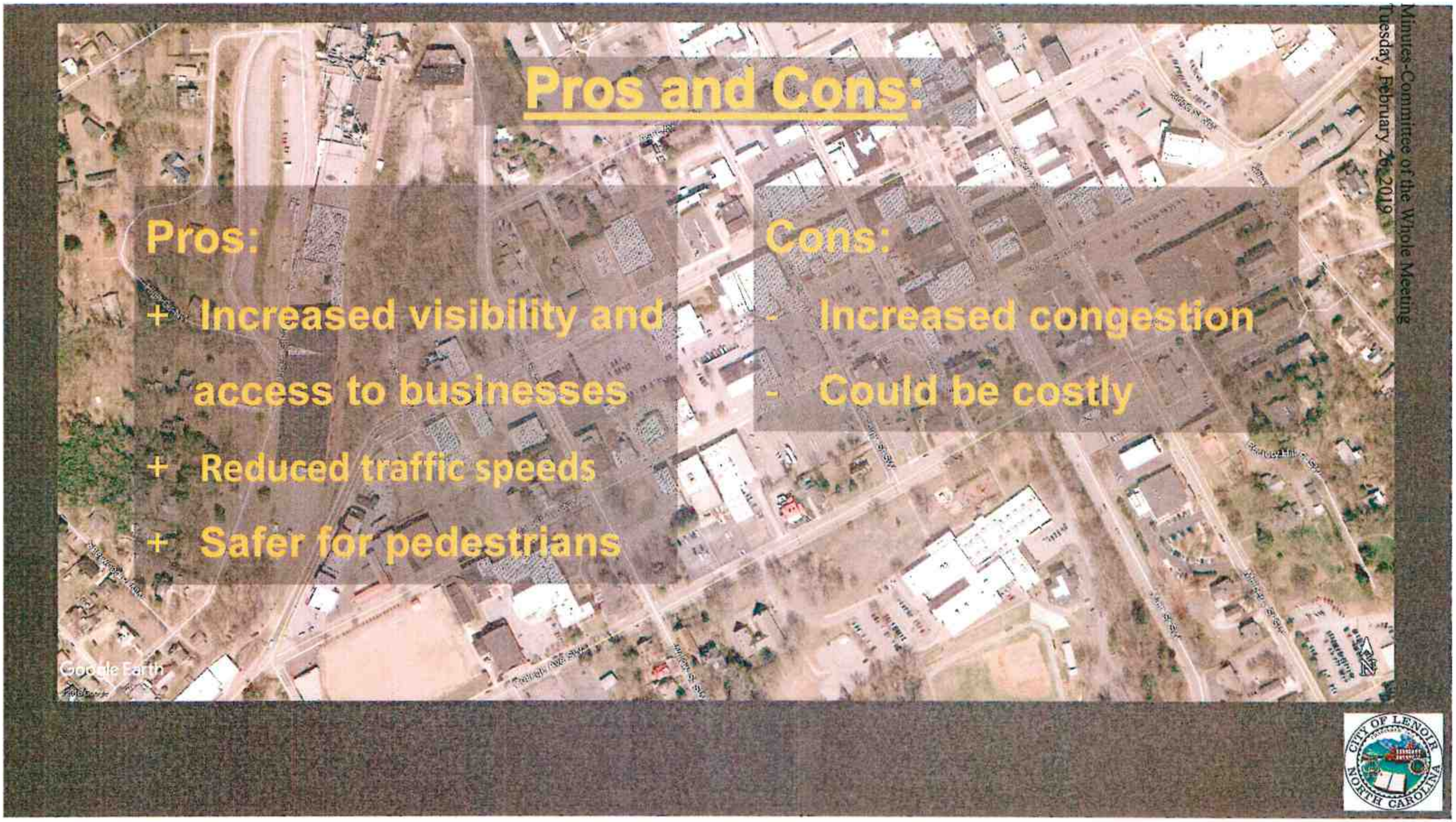
CITY OF LENOIR NORTH CAROLINA

Minutes-Committee of the Whole Meeting
Tuesday, February 26, 2019

Project Description:

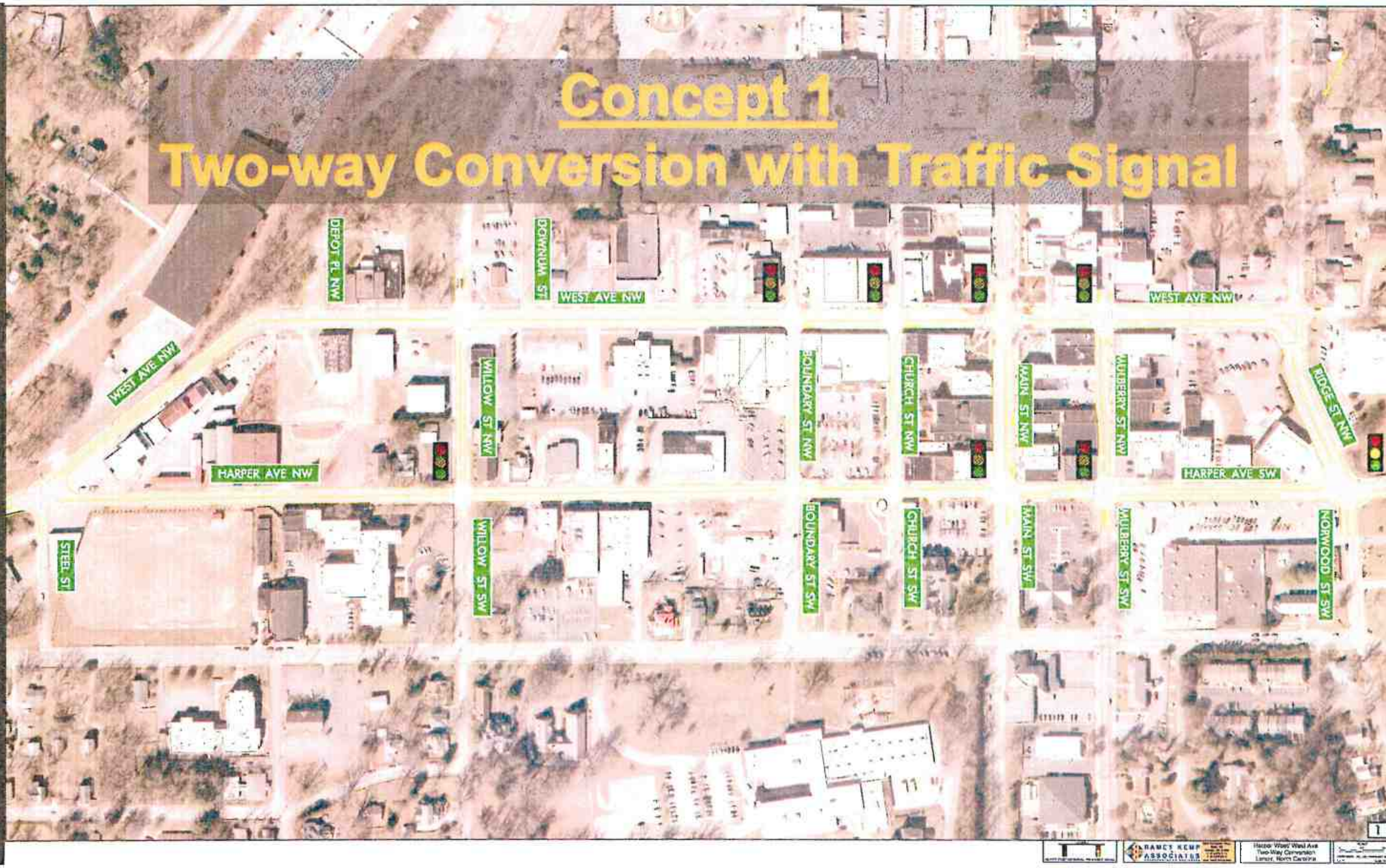
City was interested in converting traffic flow on Harper Avenue and West Avenue from one-way to two-way, and hired Ramey Kemp & Associates, Inc. to evaluate the potential conversion and develop concepts.

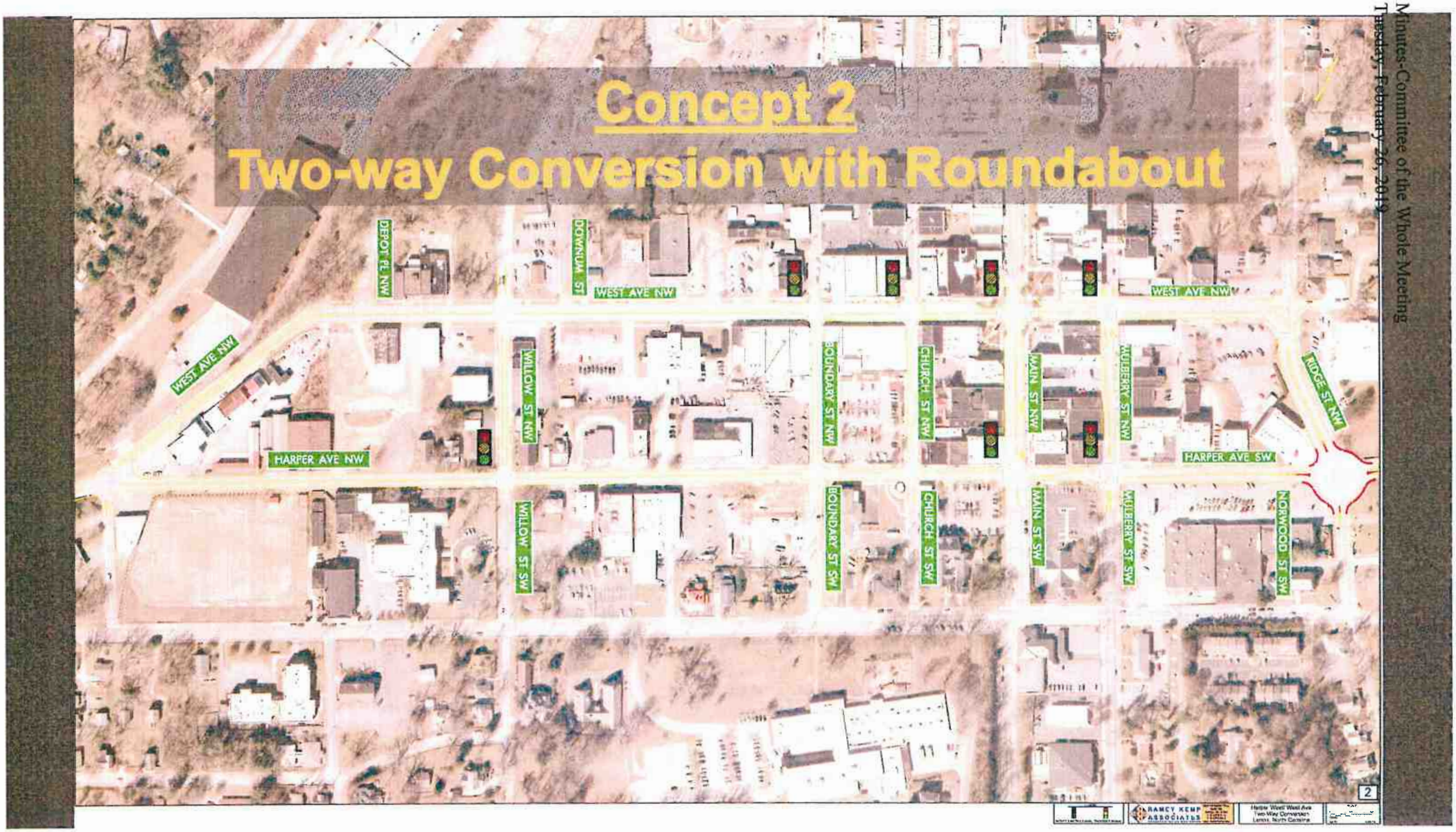
CITY OF LENOIR NORTH CAROLINA


Pros and Cons:
Pros:
+ Increased visibility and access to businesses
+ Reduced traffic speeds
+ Safer for pedestrians
Cons:
- Increased congestion
- Could be costly
Google Earth
CITY OF LENOIR
NORTH CAROLINA

Initial Concepts

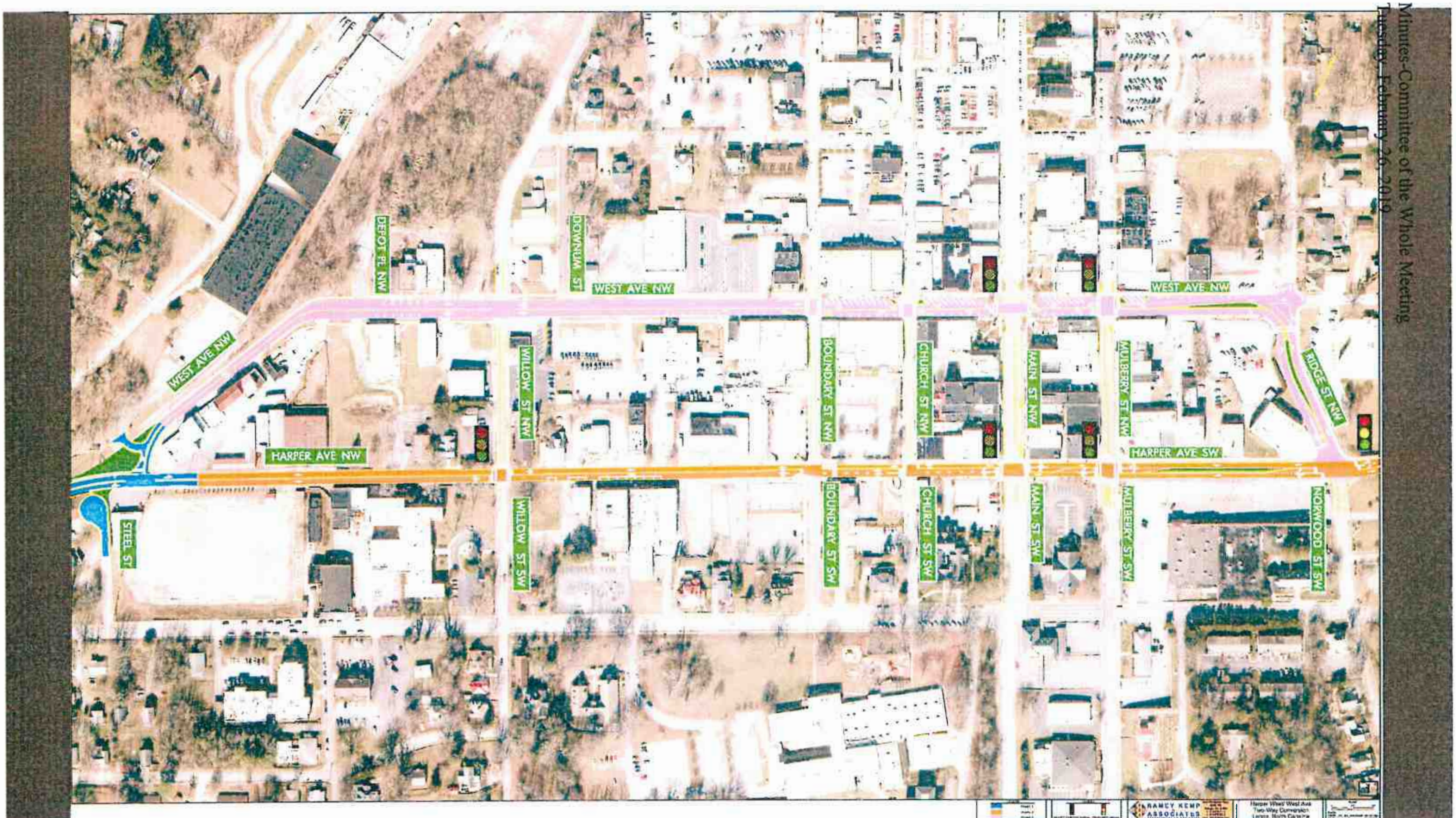
CITY OF LENOIR
NORTH CAROLINA

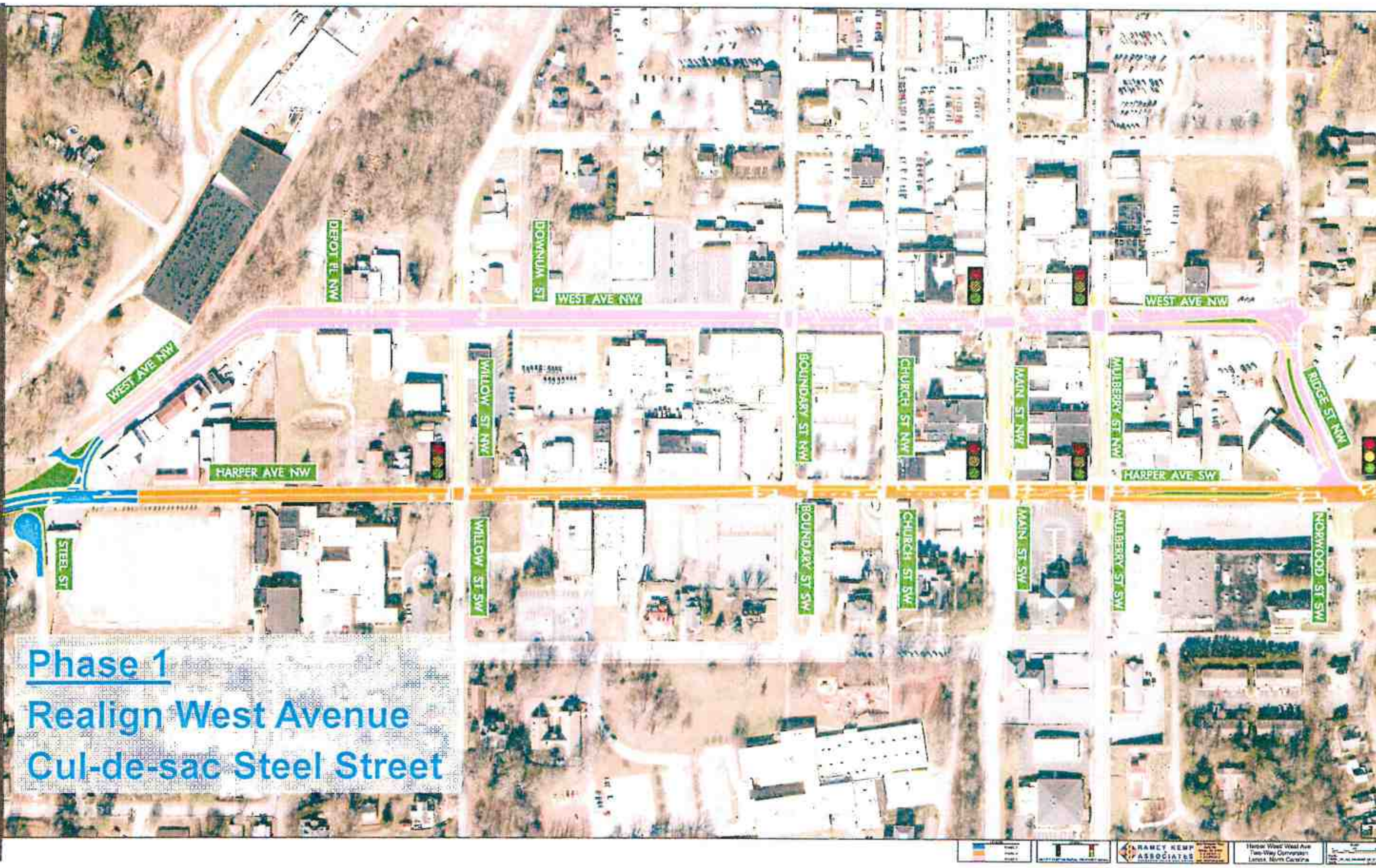

Concept 1
Two-way Conversion with Traffic Signal
DEPOT PL NW
DOWNUM ST
WEST AVE NW
WEST AVE NW
WEST AVE NW
WILLOW ST NW
BOUNDARY ST NW
CHURCH ST NW
MAIN ST NW
MULBERRY ST NW
RIDGE ST NW
HARPER AVE NW
HARPER AVE SW
STEEL ST
WILLOW ST SW
BOUNDARY ST SW
CHURCH ST SW
MAIN ST SW
MULBERRY ST SW
NORWOOD ST SW
RAMEY KEMP ASSOCIATES
Harper Ave/ West Ave
Two-Way Conversion
Lenoir, North Carolina

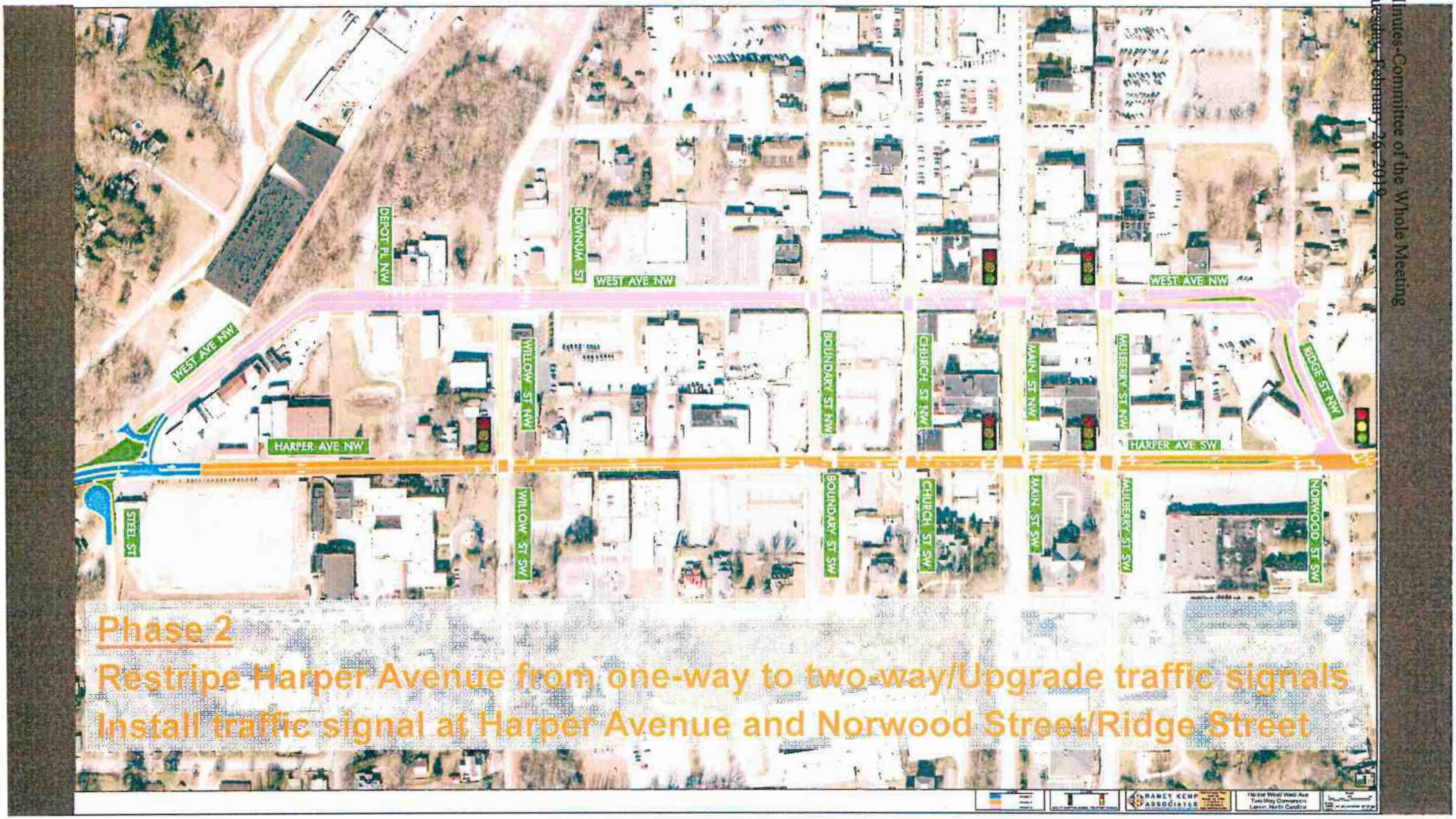

Concept 2
Two-way Conversion with Roundabout
DEPOT PL NW
DOWNUM ST
WEST AVE NW
WEST AVE NW
WEST AVE NW
HARPER AVE NW
WILLOW ST NW
BOUNDARY ST NW
CHURCH ST NW
MAIN ST NW
MULBERRY ST NW
RIDGE ST NW
HARPER AVE SW
WILLOW ST SW
BOUNDARY ST SW
CHURCH ST SW
MAIN ST SW
MULBERRY ST SW
NORWOOD ST SW
2
RAMEY KEMP ASSOCIATES

CITY OF LENOIR
NORTH CAROLINA

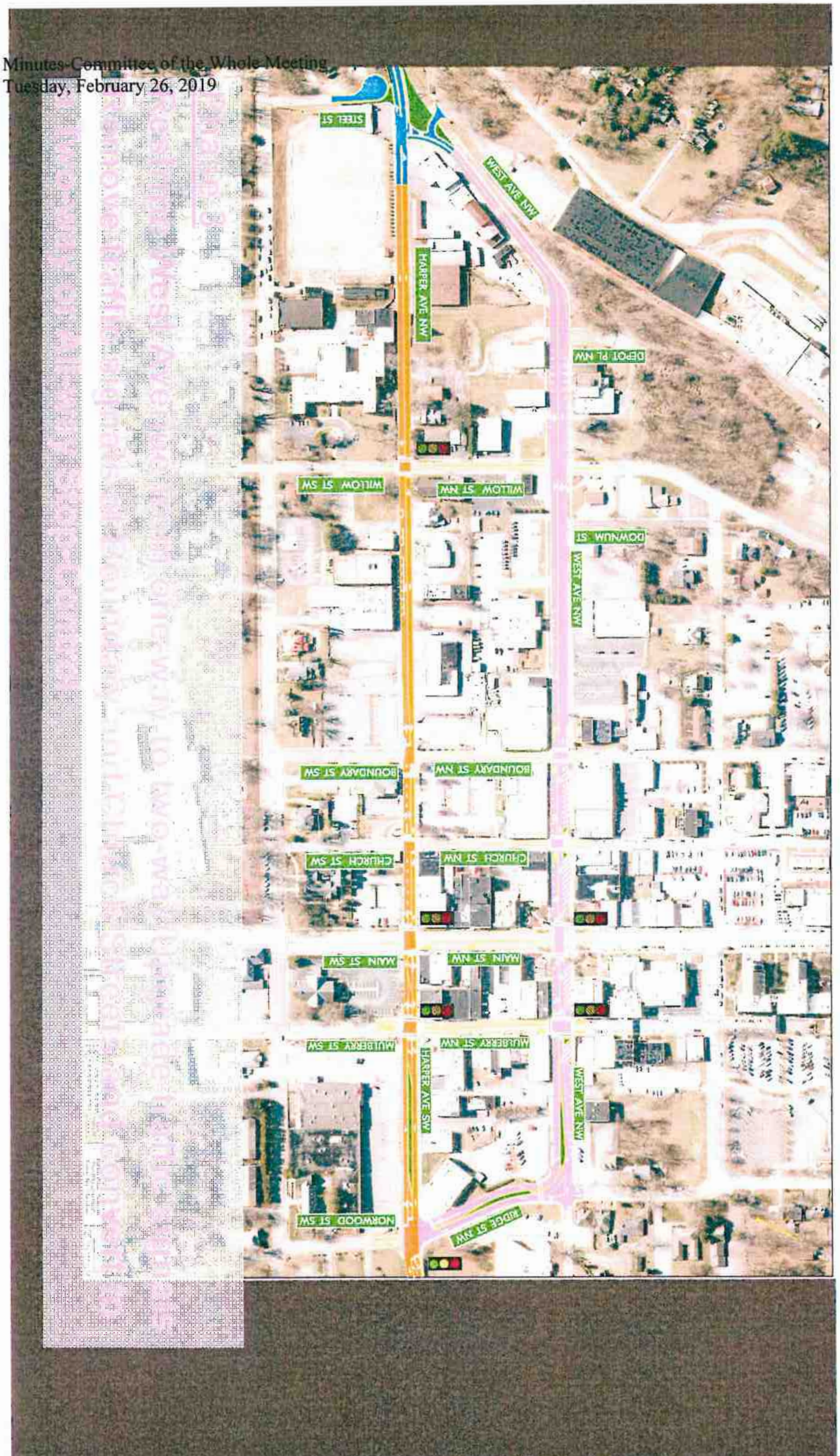

Final Concept
Google Earth


DEPOT PL NW
DOWNUM ST
WEST AVE NW
WEST AVE NW
WEST AVE NW
WILLOW ST NW
BOUNDARY ST NW
CHURCH ST NW
MAIN ST NW
MULBERRY ST NW
RIDGE ST NW
HARPER AVE NW
HARPER AVE SW
STEEL ST
WILLOW ST SW
BOUNDARY ST SW
CHURCH ST SW
MAIN ST SW
MULBERRY ST SW
NORWOOD ST SW
RAMEY KEMP ASSOCIATES
Harper West West Ave
Two-Way Conversion
Lenoir, North Carolina


Phase 1
Realign West Avenue
Cul-de-sac Steel Street
WEST AVE NW
WEST AVE NW
WEST AVE NW
HARPER AVE NW
HARPER AVE SW
DEPOT PL NW
DOWNUM ST
WILLOW ST NW
WILLOW ST SW
BOUNDARY ST NW
BOUNDARY ST SW
CHURCH ST NW
CHURCH ST SW
MAIN ST NW
MAIN ST SW
MULBERRY ST NW
MULBERRY ST SW
RIDGE ST NW
NORWOOD ST SW
STEEL ST
RAMEY KEMP ASSOCIATES


DEPOT PL NW
DOWNUM ST
WEST AVE NW
WEST AVE NW
WEST AVE NW
WILLOW ST NW
BOUNDARY ST NW
CHURCH ST NW
MAIN ST NW
MULBERRY ST NW
RIDGE ST NW
HARPER AVE NW
HARPER AVE SW
STEEL ST
WILLOW ST SW
BOUNDARY ST SW
CHURCH ST SW
MAIN ST SW
MULBERRY ST SW
NORWOOD ST SW
Phase 2
Restripe Harper Avenue from one-way to two-way/Upgrade traffic signals
Install traffic signal at Harper Avenue and Norwood Street/Ridge Street


Final Results:
NO ROUNDABOUT
Install Traffic Signal on Harper Ave at Norwood St/Ridge St
Realign West Avenue / Cul-de-sac Steel Street
Reduce Number of Traffic Signals
Remove Traffic Signals on Boundary and Church Streets
Phase Improvements
Break Project Improvements up into 3 Phases to distribute costs
CITY OF LENOIR
NORTH CAROLINA


STEEL ST
WEST AVE NW
HARPER AVE NW
DEPOT PL NW
WILLOW ST SW
WILLOW ST NW
DOWNUM ST
WEST AVE NW
BOUNDARY ST SW
BOUNDARY ST NW
CHURCH ST SW
CHURCH ST NW
MAIN ST SW
MAIN ST NW
MULBERRY ST SW
MULBERRY ST NW
HARPER AVE SW
WEST AVE NW
NORWOOD ST SW
RIDGE ST NW

City of Lenoir
Financial Summary
As of January 31, 2019

General Fund					
	2018-2019 Budget	1/31/2019	% of Budget	Change from Previous Year	1/31/2018
Total Revenue	$ 17,090,331.00	$ 12,394,307.92	73%	$ (516,440.18)	$ 12,910,748.10
Expenditures	$ 17,090,331.00	$ 9,693,844.44	57%	$ 211,647.61	$ 9,482,196.83
Over/Under	$ -	$ 2,700,463.48		$ (728,087.79)	$ 3,428,551.27

Downtown District					
	2018-2019 Budget	1/31/2019	% of Budget	Change from Previous Year	1/31/2018
Revenues	$ 183,736.00	$ 6,238.36	3%	$ 4,734.66	$ 1,503.70
Expenditures	$ 183,736.00	$ 103,662.55	56%	$ (10,576.60)	$ 114,239.15
Over/Under	$ -	$ (97,424.19)		$ 15,311.26	$ (112,735.45)

Water/Sewer Fund					
	2018-2019 Budget	1/31/2019	% of Budget	Change from Previous Year	1/31/2018
Revenues	$ 8,890,000.00	$ 5,420,956.92	61%	$ (160,570.71)	$ 5,581,527.63
Expenditures	$ 8,890,000.00	$ 3,773,864.95	42%	$ 228,541.15	$ 3,545,323.80
Over/Under	$ -	$ 1,647,091.97		$ (389,111.86)	$ 2,036,203.83

Tax Collections					
		Collections As Of 1/31/19***	Percentage of Change	Change from Previous Year	Collections As Of 1/31/18
Ad Valorem Tax Collection - % of Budget		1.08%			103%
Sales Tax (January Deposits with adjustment for HB97)		$ 2,010,088.39	6.62%	$ 124,806.15	$ 1,885,282.24
Sales Tax (January Deposits without adjustment for HB97)		$ 1,890,537.61	6.65%	$ 117,939.78	$ 1,772,597.83
Sales Tax adjustment for HB97					
	2018-2019 Budget	Collections As Of 1/31/19***	Percentage Collected YTD		
Sales Tax adjustment for HB97	$ 218,000.00	$ 119,550.78	54.84%		

***6 months collections

Downtown Lenoir Events/Festivals
Points for Consideration

Downtown Lenoir Events showcase the "living room of our community;" reemphasize our downtown Lenoir brand identity and marketing efforts; and expose businesses and our unique, historic structures to visitors, many for the first time.

Downtown Lenoir Events drive tourism efforts that result in heads-in-beds and generate significant economic impacts within the Downtown core, the City and the County. The LTDA and the event organizers are making a conscious effort to gather data and survey event attendees in order to gain an awareness of their economic impacts, social media impacts and visitor data.

Downtown Lenoir Events generate support for community partner organizations that host and co-sponsor the event and engage the local community in volunteer efforts furthering awareness of COL initiatives and activities.

Several of our signature events are now NC sanctioned events and award winning thus promoting Downtown Lenoir and COL on a statewide level.

As these events continue to grow, so does the support provided by the City. Support, time and resources are provided for these events from every City Department. Therefore, event organizers are encouraged and assisted in implementing best-practices leading toward sustainability. Although, "giving back" to the community is admirable, that type of contribution should be practiced after several years of sustainability.

Event organizers are encouraged to, and have in the past, given back to the Lenoir Main Street program. These contributions are used to purchase additional items, such as trash cans, barricades, and other needs that support future events and growth.