

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, MAY 28, 2019
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Update; Public Utilities Director Radford Thomas

B. Update; Public Works Director Jared Wright

IV. Community Development

A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, April 25 with Chris Cavanaugh, Magellan Strategic Group, for a Strategic Planning Session. Kaylynn Horn, Economic Development Director, will present a report of current activities.

B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, May 9. Minutes of the meeting will be submitted. Minutes of the April 11 meeting are submitted as information. Kaylynn Horn, Economic Development Director, will present a report of current activities.

C. Planning Board: The Planning Board met on Monday, May 20. Planning Director Jenny Wheelock will present a report of current projects.

1. Board Appointment; WPCOG's Transportation Advisory Committee (TAC): Director Wheelock will recommend that Mayor Joe Gibbons be appointed to serve as the City's Alternate Member on the Western Piedmont Council of Governments Metropolitan Planning Organization (MPO) Committee and affirm that Mayor Pro-Tem Ben Willis is still the City of Lenoir's delegate on the MPO Committee.

Note: While the MPO is housed under the WPCOG, this Board is a separate Board from the WPCOG's Policy Board, which the Council recently "swapped" the appointed delegates to have Mayor Gibbons serve as the primary delegate and Mr. Willis to serve as the alternate. The MPO's TAC approves the spending plan for federal transportation dollars for the region and is made of up elected officials representing

each of the local governments in the MPO.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board's next meeting will be held on Monday, August 19 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. Property/Liability and Worker's Comp Insurance Award – City Manager Hildebran
- C. 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. June Calendar

VIII. ADJOURN

Lenoir Business Advisory Board Meeting
Meeting Minutes
4/11/2019

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Terese Almquist- Vice Chair	1. Mark Transou- Chair	1. Scott Hildebran	1. Ike Perkins
2. Grey Scheer	2. Kimmie Rogers	2. Joe Gibbons	2. Crissy Thomas
3. Dana Clark	3. John Moore		3.
4. Matt Underwood	4. Barbara Weiller		
5. Tim Biddix	5. Sean Williams		
6. Glenda Wilson	6. Byron Grayson		
7. Jennifer Indicott	7. Patrick Longano		
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Staff Members PRESENT
1. Kaylynn Horn
2. Lauren McKinney

Terese Almquist called the meeting to order.

Approval of Minutes

Minutes could not be approved due to not having a quorum.

Report from Grants Committee

Dana Clark reported the committee had no new business.

Lenoir Main Street Committee Update

- o Promotions Team Update.
 - 4/20 Bootlegger 100
 - 4/27 Gravity Games
 - This event was moved to April, 27th due to weather.
 - 5/4 Lenoir Cruise In
 - This event was well attended.
 - 5/11 Cycle to Serve
 - 5/18 Bloom Blast
 - 5/25 Touch a Truck

- This event will be held at the Mulberry Recreation Center. The public will be able to view vehicles and ask questions from the Police, Fire, and the Sanitation Department staff.
- o Promotions Team Event Report
 - 4/6 Lenoir Cruise In
 - 4/8 Event Horizons
 - Kaylynn Horn thanked Mayor Gibbons and City Manager Scott Hildebran for attending this event. Kaylynn spoke about the merchants that attended and the future possibilities.

LBAB HAT (Housing Advisory Team)

Matt Underwood spoke on behalf of Sean Williams, no updates to report.

OTHER BUSINESS

Kaylynn Horn spoke about the National Main Street Conference held in Seattle. Kaylynn stated she was able to get an overview throughout the country and received great contacts.

A new restaurant, The Salad Bar with Piesmith located on the bottom level will be opening in Downtown in May.

The Red Carpet Inn has sold and will start demolition soon. A carwash will be replacing it.

The Fire Department in Lower Creek is estimated to be complete in 3 months.

Mayor Gibbons invited everyone to the Mayor's prayer breakfast on May 2nd at 8:00am at the Lenoir Presbyterian Church.

Next month's meeting will be held Thursday, May 9th.

Meeting adjourned at 6:30pm.

Memorandum

TO: Scott Hildebran and Donna Bean

FROM: Barbara Valentine and Laurie Eubank

DATE: May 21, 2019

SUBJECT: Insurance Competitive Bid Recommendations

- Automobile Liability (including Physical Damage)
- Crime
- Cyber Liability
- Employment Practices Liability
- General Liability
- Law Enforcement Legal Liability
- Public Officials Liability
- Property Damage (including Equipment Breakdown)
- Inland Marine
- Workers' Compensation & Employers' Liability
- Umbrella/Excess Liability

The City of Lenoir initiated a competitive bid process commencing in February 2019, with formal bids ultimately received on May 13, 2019. Assigned markets and bid specifications were sent to NC League (incumbent), Granite Insurance Agency, Surry Insurance Agency, Younce Insurance Agency, First National Bank and Reliable Insurance Agency. Proposals were received from NC League, Surry Insurance Agency, as agent for Travelers Insurance Company/Bitco Insurance Company and Granite Insurance Agency, as agent for US Specialty Insurance Company/Lloyds/Key Risk Insurance Company. Attached is a premium comparison based on each proposal.

It is McNeary's recommendation to renew coverages with the NC League. In addition to the League being the most competitively priced program presented, there were many enhancements offered that were not included in the other two proposals which are outlined as follows:

- Employment Practices Liability Coverage has defense cost outside the limit of liability. The other options have defense costs inside the limit of liability, which would erode the limit.
- General Liability Coverage is not subject to a general aggregate. The other options have general aggregates for the twelve month policy term.
- Law Enforcement Coverage deductible is \$2,500 compared to \$15,000 offered by Travelers.

The competitive bid process also produced broader Crime coverage for the City of Lenoir, which included Employee Dishonesty Coverage with a \$500,000 limit and Forgery or Alteration Coverage with a \$500,000 limit. These coverages have not been included in past Crime Policies provided by the NC League. The limits for Inside the Premises and Outside the Premises was increased from \$10,000 each to \$250,000 each.

McNeary recommends the City of Lenoir consider higher limits for the following coverages:

- Cyber Liability – The NC League currently provides \$100,000 limit to the City of Lenoir, but McNeary recommends a \$1M limit. The League can offer a \$1M Cyber quote with the completion of a Cyber Application.
- Unmanned Aircraft Liability (Drone Coverage) – The NC League currently provides \$250,000 limit on the General Liability Coverage as well as the Law Enforcement Liability Coverage. McNeary recommends a \$1M limit on each coverage. It is our understanding that \$250,000 is the maximum limit offered by the League; therefore, the City of Lenoir will need to have another firm quote this option.

As an option, McNeary also requested quotes for Umbrella Liability with a \$5M limit since the NC League provided primary limits of \$5M for Auto Liability, General Liability, Employment Practices, Public Officials and Police Professional Liability coverages. The League did provide a \$5M Umbrella option for an annual premium of \$21,000. Based on the other Umbrella quotes provided, we feel the League's quote is competitively priced, but based on the City's prior loss history we are not recommending the purchase of the additional \$5M limit.

We appreciate the opportunity to assist you and the City of Lenoir with the competitive bid process. We feel the process proved that your current program is the best that the current market place can provide and generated enhancements for some of your coverages.

We will be pleased to answer questions about our findings and to implement our recommendations at your direction.

CITY OF LENOIR

PREMIUM COMPARISON

Line of Coverage	2018-2019 Expiring Program NC League	2019-2020 Proposed Program NC League	2019-2020 Proposed Program Surry Insurance	2019-2020 Proposed Program Granite Insurance
Automobile Liability & Physical Damage	\$76,445	\$80,960	\$76,326	\$71,728
Crime	\$70	\$2,651	\$2,888	\$8,140
Cyber Liability	Included	Included	\$7,414	\$6,788
Employment Practices Liability	\$22,724	\$20,966	\$12,543	\$33,164
General Liability	\$50,728	\$46,643	\$37,179	\$35,052
Law Enforcement Legal Liability	\$37,600	\$35,883	\$27,050	\$24,822
Public Officials Liability	\$8,656	\$8,318	\$4,559	\$7,024
Property Damage including Equipment Breakdown	\$69,737	\$59,426	\$97,355	\$119,522
Inland Marine	\$7,588	\$8,823	\$5,135	\$8,466
Workers' Compensation & Employers' Liability	\$254,746	\$269,408	\$254,112	\$291,193
Umbrella Liability	N/A	See Note Below	\$52,940	\$25,585
TOTAL	\$528,294	\$533,078	\$577,501	\$631,484

NOTES:

As an option, McNeary also requested quotes for Umbrella Liability with a \$5,000,000 limit. The NC League quoted an annual premium of \$21,000. The Umbrella Liability would provide an additional \$5,000,000 limit over the Auto Liability, General Liability, Employment Practices, Public Officials and Police Professional Liability coverages.

April 2019 Communications Report

By Joshua Harris, Public Information Officer

5/6/2019

LENOIR
North Carolina



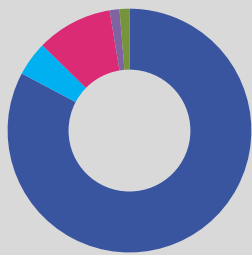
CONTENT CREATION

News Releases	Photos	Videos	Radio Spots	Social Posts	City Alerts	Q&A	eSign
9	185	2		219	6	16	1

PUBLIC ENGAGEMENT

New Followers

458



Facebook Twitter Instagram
eNews City Alerts

Social Reach

117,958

Facebook **103,452**
Twitter **12,965**

Video Views

12

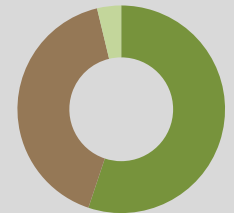
Facebook
YouTube **12**

Website Views

33,811

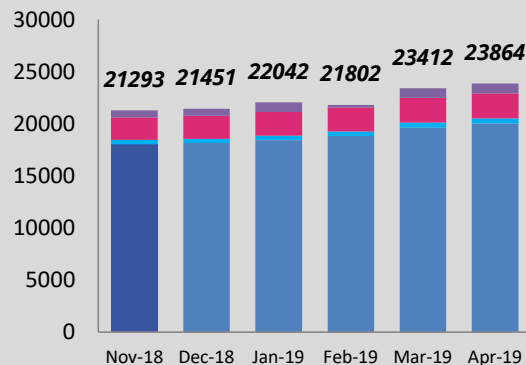
Top Pages

- 1 payonline
- 2 jobs
- 3 lafc
- 4 police
- 5 waterservice
- 6 parksrecreation
- 7 jobs/Secretary – Evening Shift

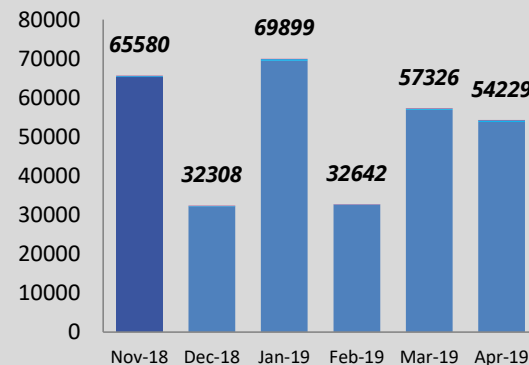


Mobile
Desktop
Tablet

Total Followers



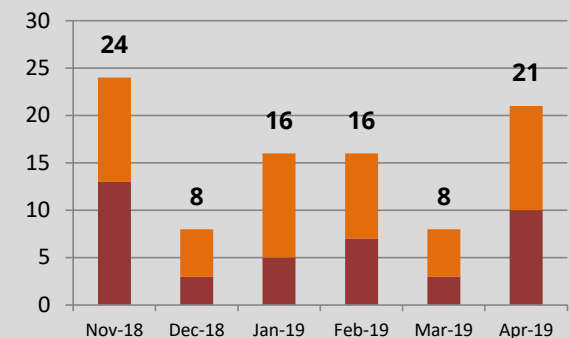
Social Engagement



Media Coverage **21**

Papers 10

Web 11





Top Facebook

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

Engagements: Reactions, comments, shares, photo/video views, and clicks

Total Facebook Followers

20,011

**Lenoir Police Department**
Published by Police Dept (?) · April 3 ·

Like Page

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Prayer for Those Addicted to Drugs

Vienna Cobb Anderson

Most loving God,
we ask your blessing upon all
who suffer from addiction.
Strengthen them to reach out for help.
Enable them to take the first step to recovery.
Bless them with the persistence to persevere
in the fight to be free.
Give courage and hope to their families,
drawing them close together
in the power of your love,
which alone can transform our living.
Amen.

32,457
People Reached

3,546
Engagements

Boost Post

 304

21 Comments 558 Shares

**City of Lenoir, NC Government**
Published by Joshua Harris (?) · April 4 ·

Like Page

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Work continues on the City of Lenoir Fire Department's new Station 3 located at 1015 Wilkesboro Boulevard.

Brushy Mountain Builders is currently upfitting both buildings on the site. Workers are reconfiguring the interior spaces for living quarters, installing sprinklers and plumbing, and finishing the exterior. The building facing Wilkesboro Boulevard will house the offices, training rooms, and bedrooms. The building in the rear will house the fire engine and other equipment.

Fire Chief Ken Hair hopes to open the station in June and have a grand opening ceremony July 1.

"We're excited and looking forward to getting this station open," Hair said. "We've been trying to add another station for decades. Now, we'll have firefighters in the east side of town who can respond much quicker to the area. Station 3 will definitely enhance our service to the public."

Once complete, Station 3 will be home to a battalion chief, four firefighters, and one fire engine.

Read more at <http://bit.ly/2FZEQyi>.



9,110
People Reached

3,490
Engagements

Boost Post

 168

11 Comments 57 Shares

**Downtown Lenoir**
Published by Downtown Lenoir (?) · April 8 at 7:38 PM ·

Like Page

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Opening soon in Downtown Lenoir - The Salad Bar! Check them out on Facebook for updates!



6,983
People Reached

1,417
Engagements

Boost Post

 227

18 Comments 59 Shares

	Paid	Organic
Reach		32,457
Engagements		3,546
Comments		21
Shares		558

	Paid	Organic
Reach		9,110
Engagements		3,490
Comments		11
Shares		57

	Paid	Organic
Reach		6,983
Engagements		1,417
Comments		18
Shares		59



Top Tweets

Impressions: Times people saw this Tweet on Twitter

Engagements: Times people interacted with this Tweet

Total Twitter Followers

496



City of Lenoir, NC @CityofLenoir

The checkered flag waves again at the 2019 NC Gravity Games & Feet Off the Street Fun Fest Saturday, April 13 in Downtown Lenoir. Plus, this year Gravity Games is going to space! Read more at <http://bit.ly/2la7Vtk> .
 @Google @ncscifest @appstate
 @ncspacegrant pic.twitter.com/3dEkf96VLv



Reach a bigger audience

Impressions	1,944
Total engagements	48
Media engagements	30
Likes	7
Detail expands	7
Link clicks	3
Retweets	1

Downtown Lenoir, NC @DowntownLenoir

Are you ready for the 2019 NC Gravity Games & Feet Off the Street Fun Fest!? Come on out to Downtown Lenoir this Saturday for the premier event of the @ncscifest!

Sponsored by @Google @appstate @moreheadplanet
 @ncspacegrant @queencitywknd @CityofLenoir

<http://downtownlenoirnc.com/nc-gravity-games-bringing-stem-education-races-science-space-exploration-downtown-lenoir/> ...
 pic.twitter.com/gsulXJdjBT

Impressions	510
Media views	866
Total engagements	50
Media engagements	40
Likes	4
Link clicks	3
Retweets	2
Profile clicks	1

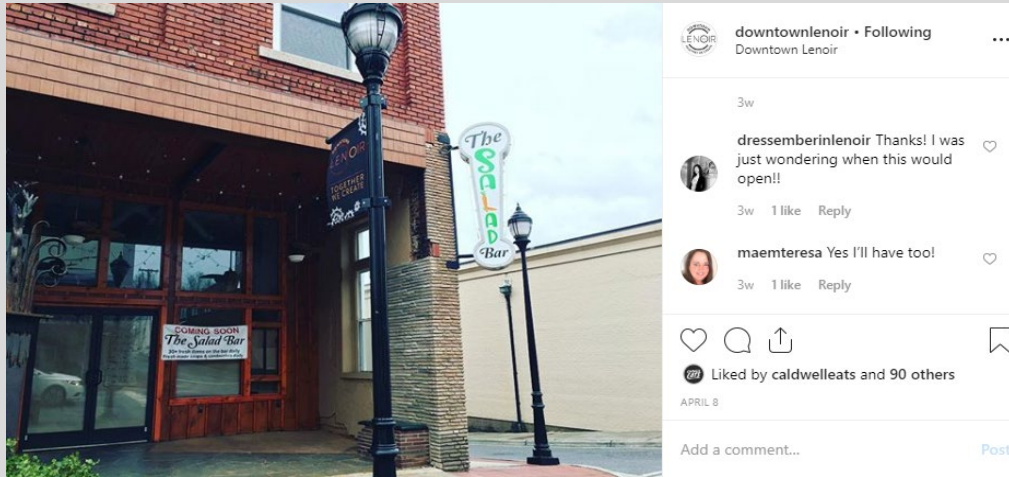


Top Instagram

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

Total Instagram Followers

2,412



Likes	91
Comments	2
Views	na

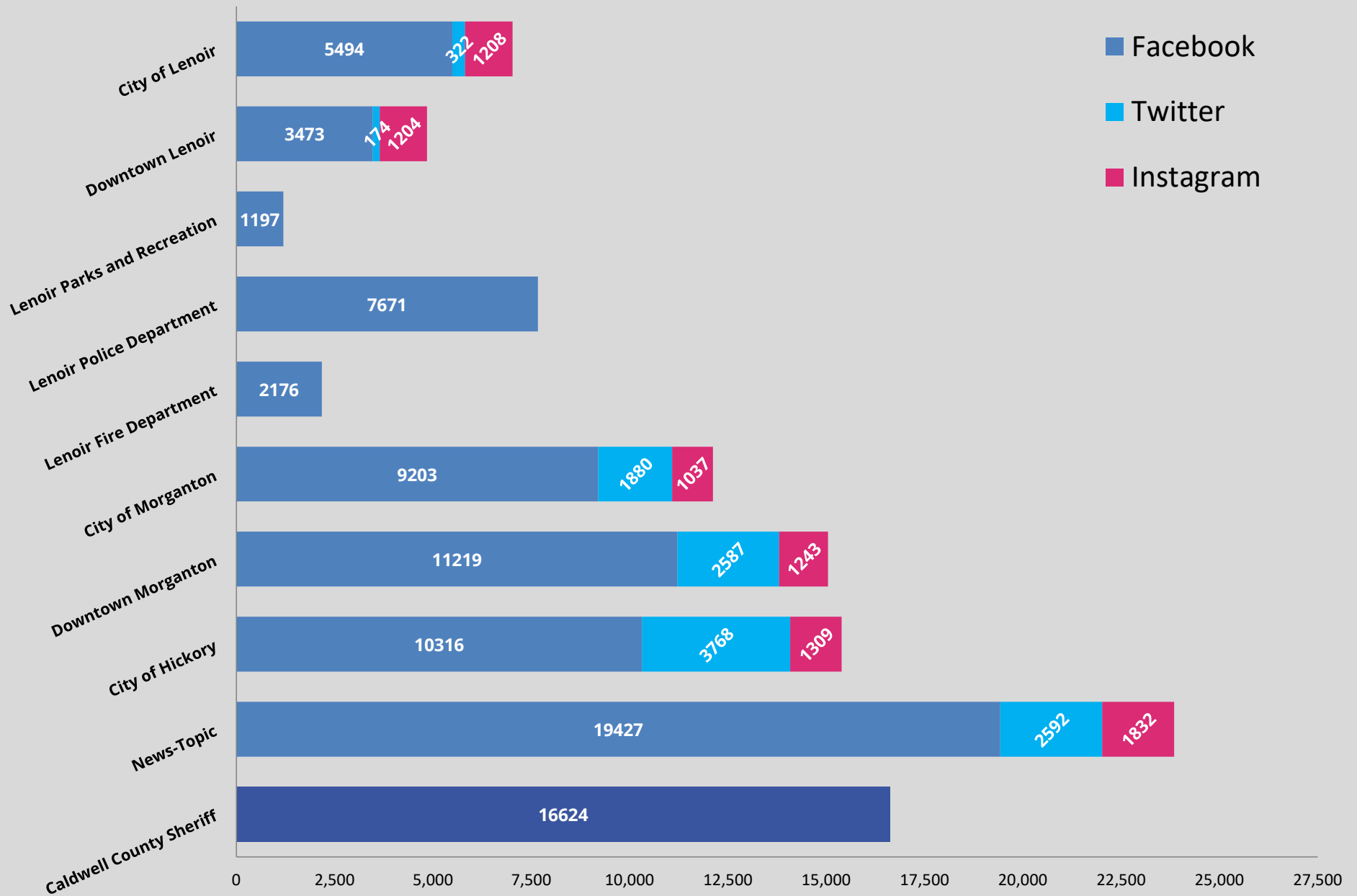


Likes	85
Comments	3
Views	na



Social Comparison

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





Questions from the public

16

I'm inquiring about the car show that will be held uptown.

How can the Girl Scout Camp in Lenoir get involved in community events?

Do we giveaway or sell mulch?

My trash didn't get picked up.

Bradford Mtn Road, lower house near the loop are putting a driveway in, not sure if they have a right of way, and they are opening a shop

Do you pick up yard debris?

The Marine Corps flag at the Veteran memorial is upside down.

Question about trash bash

What streets will be closed for the gravity games April 27?

Where can I get an application to transfer service to my name?

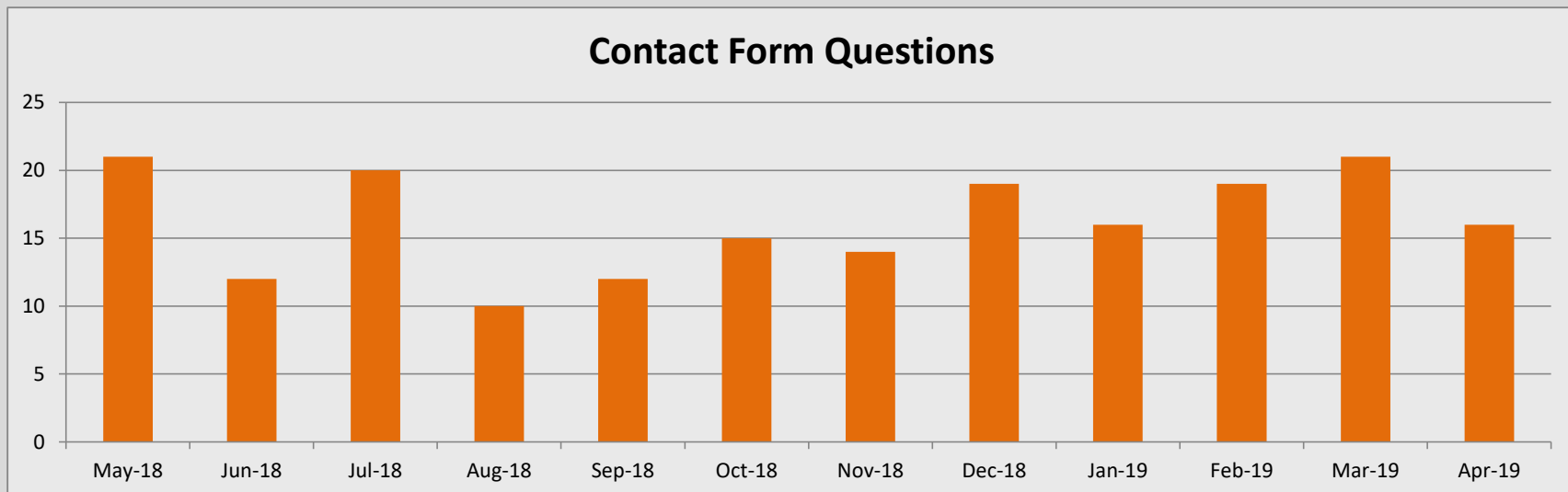
Does Lenoir no longer pick up yard waste on a regular schedule. My brush piles stay on the street for weeks before they are picked up. The service

I was wondering if you could help me know who to contact about the driveway into our business. Last year, Hwy 18 ,in front of our salons.

When we check our mail, it is a really hard drop off. Does the city maintain that or add gravel when needed?

Abandoned trailers on Maywood St SW

Sinkhole at hemlock dr damaged my car. Insurance will not cover repairs, but the city didn't mark the danger. I have 2 kids and cannot afford to fi



June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 4:00 p.m. Cruise-In (Downtown)
2	3	4 Noon-Ribbon Cutting (Hampton Inn) 6:00 p.m. City Council	5 9:00 a.m. Staff Mtg.	6	7 6-7:30 p.m. Chad Triplett/Two-Lane B.T. 8-10 p.m. Throwdown Jones (on Square)	8
9	10 11:45 a.m City/County Services Committee	11 8:00 a.m. EDC	12	13 6:00 p.m. Lenoir Business Adv. Board (City Hall, Third Floor)	14	15
16	17	18 6:00 p.m. City Council	19 9:00 a.m. Staff Mtg.	20	21	22 Fabulous Film Night 8:30 p.m. Spiderman: Into the Spiderverse (on Square)
23	24 5:30 p.m. Planning Board	25 8:30 a.m. Committee of the Whole	26	27 2:00 p.m. ABC Board	28 Music Madness Summer Concert 7-10 p.m. Cassette Rewind (on square)	29
30		Notes for July City offices will be closed on Thursday, July 4 in observance of Independence Day.				