

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

PRESENT: Mayor Gibbons presiding. Committee members, Perdue, Perkins, Thomas and Stevens.

City Manager Hildebran, City Clerk Cannon, Fire Chief Hair, Economic Development Director Horn, Finance Director Bean, Police Chief Phelps, Assistant Recreation Director Carter, Planning Director Wheelock, Public Utilities Director Thomas, Public Works Director Wright, and Public Information Officer Harris.

ABSENT: Mayor Pro-Tem Ben Willis, Councilmembers Jonathan Beal and Ralph Prestwood and Recreation Director Kenny Story.

OTHERS: Guy Lucas, *News-Topic*.

I. CALL TO ORDER

A. Mayor Gibbons welcomed everyone and called the meeting to order.

B. Postponed; Water Treatment Plant Tour: It was the consensus of City Council to postpone the tour of the Water Treatment Plant until a later date in order that all of the Councilmembers could attend.

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

A. Public Works

1. Update; Public Works: Director Jared Wright updated City Council on the following projects:
 - a) Paving of Greenway-The area from North Main to Harper Avenue is almost complete. The mill area to Hwy 18 will follow with the building of the sub-grade and the City will asphalt over the stone that is currently there.
 - b) Street Paving –J.T. Russell, Paving Contractor, will begin fall paving of the designated City streets during the second week of December.
 - c) Automated Sanitation Trucks – the two new automated sanitation trucks have been delivered and Staff is training on how to operate them. A meeting is scheduled with the Staff of Western Piedmont Council of Governments to begin compiling the new route design for the City.
 - d) Leaf Collection – Staff is operating on schedule and almost finished with leaf pickup in the City's fourth quadrant. Director Wright stated the City is also using temporary Staff for this project.
 - e) Roof Replacement Projects – A new roof has been installed at Fire Station No. 2 with the remaining three roof replacement projects at City facilities underway.

- f) Blue Ridge Memorial Park- the annual Luminary Display is scheduled for Friday, December 13 from 6:00 p.m. - 10:00 p.m. Also, the survey for the Tranquility section at Blue Ridge Memorial Park is now complete.

2. Update; Public Utilities: Director Thomas reported on the following items:

- a) Biosolids Project –the Notice to Proceed for the Biosolids Project is scheduled for Monday, January 6 and a pre-construction meeting will be held in the near future.
- b) Crossroads Sewer Line Replacement Project – project is being finalized.
- c) Water Treatment Plant Project – working on completing punch list items.
- d) Brownfields Project is ongoing.
- e) Retirement; Daniel Clark- A reception was held on Friday, November 22 for Utility Code Coordinator Daniel Clark who is retiring from the City following twenty-nine+ years of dedicated service to the City and its citizens. Daniel was also commended for serving on the City's Customer Service Team. Director Thomas mentioned he has a plan in place for filling Daniel's position.
- f) Distributed the Annual Water Report to City Council.
- g) Water Meter Replacement Project – Staff is currently doing selective meter replacements for testing purposes. Once the Smart Start utility software is determined to be working properly, Staff will proceed with installing the remainder of the meters. The goal is to install fifty meters per day. Citizens will then have the option to log in and view their account online plus report any problems.
- h) The Water for All Annual Summit 2020 is scheduled for Thursday, February 13 beginning at 9:30 a.m. at the Gastonia Conference Center. The event is sponsored by the Catawba Wateree Association.

B. Planning Board: The Planning Board met on Monday, November 25. The Board scheduled a public hearing for Tuesday, January 7, 2020 for the following item:

- 1) Rezoning; 413 Vance Street NW – Roger Triplett, applicant, is requesting rezoning from I-1 (Light Industrial) to R-9 (Mixed Density Residential). Director Wheelock stated the building is currently zoned as industrial and the goal is to convert the building into a warehouse.
- 2) Update; Stormwater Code Enforcement – Director Wheelock reported six properties remain out of compliance.

IV. COMMUNITY DEVELOPMENT

- A. The Lenoir Tourism Development Authority (LTDA) met on Thursday, November 14. Minutes of the meeting will be submitted. Kaylynn Horn, Economic Development Director, presented a report of the meeting.

Director Horn stated funding will be provided by the LTDA for the new bathroom facilities at the former Lenoir High School Auditorium (LHS). These bathrooms will be located on the main entrance level. It was noted that Foothills Performing Arts has expressed interest in holding events at the facility and possibly the annual Main Street Conference may be held there in the future.

- B. The Lenoir Business Advisory Board (LTDA) did not meet in November due to

not having a quorum present. Kaylynn Horn, Economic Development Director, presented a report of current activities.

Director Horn commended all of the Main Street volunteers and the Staff of Public Works for the successful Light up Lenoir event held on Thursday, November 21. There were a total of 42 trees sponsored by local businesses and decorated by area school children. The annual downtown Musical Light Show began on Thursday, November 21 and will end on Wednesday, January 1 from 6:00 p.m. – 10:00 p.m. Ms. Horn reported the annual Christmas Parade is scheduled for Friday, December 6 at 6:30 p.m. in downtown Lenoir. Also, the annual Breakfast with Santa event begins on Saturday, December 7.

C. Financial and Administration

1. Finance Director Bean reviewed the Financial Summary as of October 31, 2019. The over/under balance in the General Fund is \$10,997,205.35, Downtown District (\$66,716.82), and Water & Sewer Fund \$1,424,732.96. (A copy of the September financial summary is attached to these minutes as information).

Director Bean reported revenues are on track and expenditures are averaging 37%. She stated the Water/Sewer Fund is on target with their budget and expenditures have decreased due to the timing of projects. Sales Tax Revenue is currently trending about the same as last year's amount.

Holiday Bonus

Director Bean requested that Council consider approving a \$250.00 holiday bonus for all full-time employees. She stated the City has experienced savings regarding lapsed salaries, a monthly savings for the telephone system and mentioned that bids came in under budget for the four roof replacements. City Manager Hildebran remarked employees really appreciate the bonus which also serves as a morale booster. Upon approval, the bonuses will be distributed to employees on Monday, December 2.

Motion

Upon a motion by Councilmember Perkins, Council voted 4 to 0 to approve the \$250.00 holiday bonus as requested by Finance Director Bean.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in November. Assistant Recreation Director Zack Carter reported on the following items:
 - 1) Youth basketball and wrestling programs are underway with games to begin in December.
 - 2) Three swim meets have been held at the Aquatic & Fitness Center.
 - 3) The gym floors have been refinished at Mulberry Recreation Center and the Martin Luther King, Jr. Center.
 - 4) The Grinch movie will be shown at the former Lenoir High School Auditorium on Saturday, December 14 at 7:00 p.m. Santa will greet everyone from 6:00 p.m.

to 7:00 p.m.

- E) Update; Public Communications: Joshua Harris, Public Information Officer, reviewed the highlights of the Communications Reports for November. (A copy of the report is attached to these minutes as information). Activity included 231 social posts, 197 photos, 2 radio spots, 8 videos, 55 notify me, questions & answers and 6 news releases. In addition, the website experienced 28,018 views and the City's social outreach had 92,382 views.

Director Harris also reported he would be doing a public service announcement regarding holiday safety.

IV. PUBLIC SAFETY

A. Police Department

1. Update: Chief Brent Phelps stated he appreciated Councilmembers Ike Perkins and Crissy Thomas for all of their hard work in planning the sixth annual Turkey Tuesday event scheduled for Tuesday, November 26. The Police Department will assist with the distribution of turkeys to families in need beginning at 3:00 p.m. and will also help provide traffic control. In addition, Chief Phelps reported the Department has hired two new officers and they are currently finishing up their in service training.

Next, the Department plans a review of all its policies which will be sent to the North Carolina League of Municipalities (NCLM) for their follow up. He also shared their toy collection for the Toys for Tots program has been very successful this year. In addition, Chief Phelps mentioned the Department is tweaking their appearance policy by allowing officers to have a beard, but emphasized everyone would still look professional while on duty. He also shared the Granite Falls Police Department is currently reviewing their appearance policy as well.

B. Fire Department

1. Update: Fire Chief Ken Hair stated the Department would be installing new radio upgrades effective January 1, 2025. This change will result in separate frequencies for calls and different tones for response calls. In addition, Staff is working on in house assessments and qualifications.

Next, he reported that Corporal Joe Hamrick, Lenoir Police Department and Deputy Paul Exon, Caldwell County Sheriff's Office, will be recognized at the December 3 City Council meeting for their lifesaving efforts at a recent house fire.

V. OTHER

- A. December Calendar: By consensus of the Council, the calendar for the month of December was approved listing various meetings and events.

VI. Adjourn:

There being no further business; the meeting was adjourned at 9:36 a.m.

Attachments

October Financial Summary

October Communications Report



**City of Lenoir
Financial Summary
As of 10/31/2019**



General Fund					
	2019-2020 Budget	10/31/2019	% of Budget	Change from Previous Year	10/31/2018
Total Revenue	\$ 17,362,391.00	\$ 17,190,549.98	99%	\$ 3,700,881.40	\$ 13,489,668.58
Expenditures	\$ 17,362,391.00	\$ 6,213,344.63	36%	\$ 519,684.73	\$ 5,693,659.90
Over/Under	\$ -	\$ 10,977,205.35		\$ 3,181,196.67	\$ 7,796,008.68

Downtown District					
	2019-2020 Budget	10/31/2019	% of Budget	Change from Previous Year	10/31/2018
Revenues	\$ 183,736.00	\$ 386.17	0.2%	\$ (289.08)	\$ 675.25
Expenditures	\$ 183,736.00	\$ 67,102.99	37%	\$ 9,096.32	\$ 58,006.67
Over/Under	\$ -	\$ (66,716.82)		\$ (9,385.40)	\$ (57,331.42)

Water/Sewer Fund					
	2019-2020 Budget	10/31/2019	% of Budget	Change from Previous Year	10/31/2018
Revenues	\$ 8,941,688.00	\$ 3,346,162.54	37%	\$ 372,781.68	\$ 2,973,380.86
Expenditures	\$ 8,941,688.00	\$ 1,921,429.58	21%	\$ (149,311.07)	\$ 2,070,740.65
Over/Under	\$ -	\$ 1,424,732.96		\$ 522,092.75	\$ 902,640.21

October 2019 Communications Report

By Joshua Harris, Director, Communications

Nov. 21, 2019



LENOIR
NORTH CAROLINA

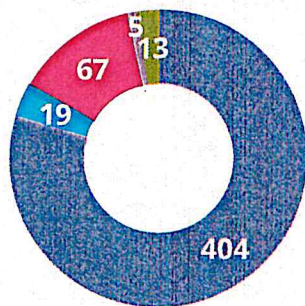
CONTENT CREATION

News Releases	Photos	Videos	Radio Spots	Social Posts	Notify Me	Q&A	eSign
6	197	8	2	231	55	16	3

PUBLIC ENGAGEMENT

New Followers

508



Facebook Twitter Instagram
eNews City Alerts

Social Reach

92,382

Facebook	81,909	
Twitter	10,190	

Video Views

5,691

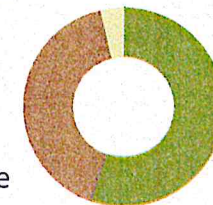
Facebook	5,535
YouTube	156

Website Views

28,018

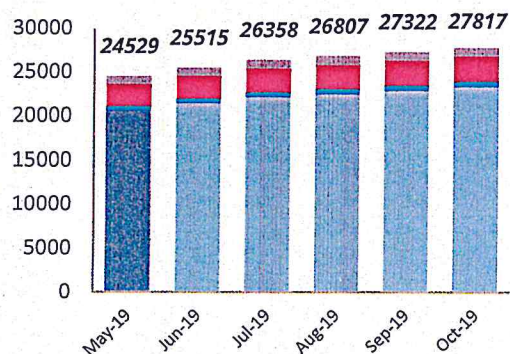
Top Pages

- 1 /Payment-Options
- 2 /Jobs
- 3 /Water-Sewer-Service
- 4 /Calendar
- 5 /Lenoir-Aquatic-Fitness-Center
- 6 /Police
- 7 /CANCELED - Downtown Trick-Or-Treating

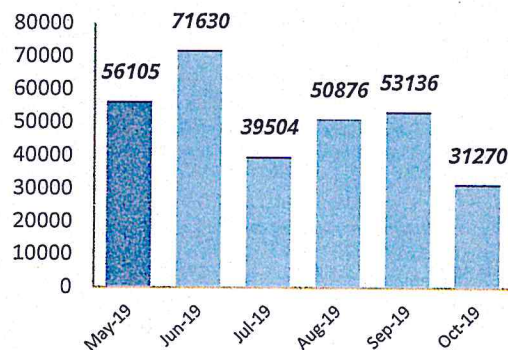


Mobile
Desktop
Tablet

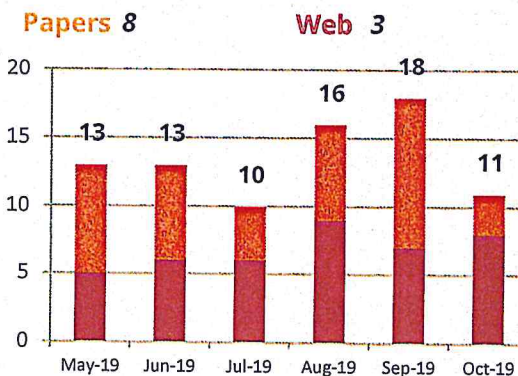
Total Followers



Social Engagement



Media Coverage **11**



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



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

23,280

Last Month 22,876

Gain **404**

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

17

Lenoir Police Department
Published by Police Dept [P] · October 8 ·

2ND UPDATE: SUSPECT IS IN CUSTODY (3:14 PM - 10/9/19)
Updated Information (5:57 PM - 10/9/19)

Mr. Davis was taken into custody on 10/09/2019 at the Caldwell County Magistrate's Office at around 2:52 PM. He received a \$300,000.00 secured bond for the Felony Hit and Run Resulting in Serious Injury or Death warrant. He was served an additional Misdemeanor warrant for Unauthorized Use of a Motor Conveyance and received a \$10,000.00 secured bond on that charge. He is scheduled for a first appearance in court on 10/10/2019. Additional charges related to this case may be filed in the future.



Kenneth Avery Davis - Ref: PR 10-8-19

27,015 People Reached
8,658 Engagements
46 Comments 430 Shares

	Paid	Organic
Reach		27,015
Engagements		8,658
Comments		46
Shares		430

Downtown Lenoir
Published by kyle case [P] · October 31 at 10:16 AM ·

Downtown Trick-or-Treating has been cancelled and will not be rescheduled. We apologize for the inconvenience but, unfortunately, the weather is beyond our control. Facepainting, balloon artists, and other activities will be moved to the Halloween Carnival at the Lenoir MLK Center which is indoors. That event is today from 5:30pm-8:30pm. Please come out and support that event.

15,127 People Reached
1,978 Engagements
30 Comments 220 Shares

	Paid	Organic
Reach		15,127
Engagements		1,978
Comments		30
Shares		220

City of Lenoir, NC Government
Published by Joshua Harris [P] · October 1 ·

If you're looking for a seasonal job to make some extra money, we have a few openings here in the City of Lenoir. We're looking for drivers, master equipment operators, and laborers in the Sanitation Division to help collect leaves and other brush this fall. Check out the job descriptions online at www.cityoflenoir.com/jobs.



5,401 People Reached
1,121 Engagements
57 Shares

	Paid	Organic
Reach		5,401
Engagements		1,121
Comments		
Shares		57



Top Tweets

Impressions: Times people saw this Tweet on Twitter
Engagements: Times people interacted with this Tweet

Total Twitter Followers

610

Last Month 591 Gain 19

City of Lenoir, NC @CityofLenoir

Guess what? @DowntownLenoir's motto "Together We Create" was voted the best motto in the state by @BusinessNC! Read more at <https://mailchi.mp/businessnc/test-daily-digest-7302017-570065> ...



Reach a bigger audience

Get more engagements by promoting this Tweet!



City of Lenoir, NC @CityofLenoir

An old dilapidated house located at 610 Hospital Ave. is being demolished by new owners who are interested in redeveloping the property. City staff started enforcement on the property several years ago because the house was unsafe and uninhabitable. pic.twitter.com/bHUVf943gD



Downtown Lenoir, NC @DowntownLenoir

STREET CLOSURE UPDATES for BBQ Festival: Together We Create Newsletter - <https://mailchi.mp/e0f74216c85b/downtownchr> istmas-739651 ... pic.twitter.com/E6jkDKSuXi

Impressions

624

Total engagements

15

Link clicks

6

Likes

4

Detail expands

4

Retweets

1

Impressions

496

Total engagements

31

Media engagements

24

Likes

5

Detail expands

2

Impressions

168

Total engagements

6

Link clicks

6

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



Top Instagram

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



cityoflenoirnc
Lenoir, North Carolina

cityoflenoirnc And lot of great barbeuce and other festival foots at @smokinginthefoothills today in @downtownlenoir !

50 likes
October 18



cityoflenoirnc

cityoflenoirnc Thank you to everyone who came out to the Lenoir Fire Department Station 3 Open House. We hope you had a good time!

43 likes
October 18

Total Instagram Followers

2,855

Last Month 2,788

Gain 67

Likes

50

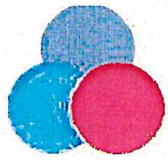
Comments

Likes

43

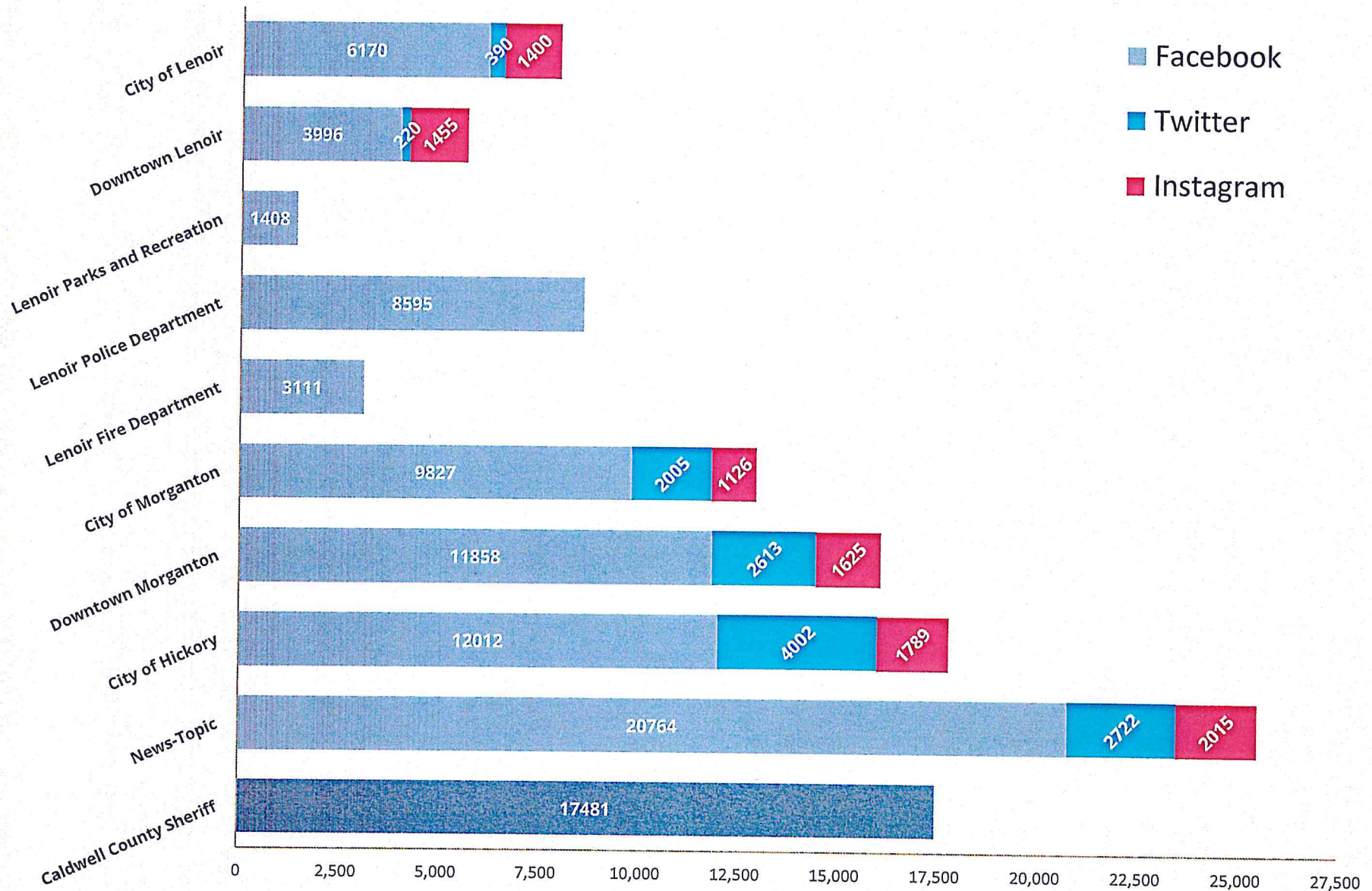
Comments

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



Social Comparison

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





Questions from the public

16

Phone call scam this morning (Oct. 4). Male called me with the "Grandma" approach.

Is it too late to get Deacon Black to play at Smoking in the Foothills?

I'm trying to find out if the Lenoir PD participates in the "shop with a cop" program.

Do you know the date the luminaries will be lit this year? Thanks!

Who can I contact to help pick up trash along my road? It needs attention. I will help. Let me know. Thanks.

Can you tell me if the Biosolids Facility Improvement project has been awarded?

I called about 2 weeks ago to get our gravel street scrapped . Its getting so bad that our cars are starting to bottom out just trying to drive down it

Garbage Collection Request

I live on Plantation Drive 1001 and would like to get rid of Duke Power and have Blue Ridge for my power. Is this possible?

Our street light has been out for four days. Very dark and unsafe.

I am trying to contact human resources to see if they are interested in having a booth during Hibriten High School's Career Fair

My mother's family lived in Lenoir on Scruggs street. I have been trying to find with Google map but it does not recognize scruggs street.

I am the SRO at Gamewell Middle School. I was told by Dr. Church at the Education Center to contact the City of Lenoir for signage.

The street light in front of our house is out. It is the one located across from our house-when you turn left onto Chesterfield,

Can you clarify when the City Council will meet in November? The website list Nov. 12 as the evening meeting date

