

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, OCTOBER 27, 2020
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Update; Public Utilities – Public Utilities Director Radford Thomas

B. Update; Public Works Director Jared Wright

1. Update; Circle Drive, Roadway & Curb Repairs Proposed Project– Director Wright

IV. Community Development

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board held a virtual meeting on Thursday, October 8. Minutes of the September 10, 2020 meeting are submitted as information. Kaylynn Horn, Economic Development Director, will present a report of current projects.

B. Planning Board: The Planning Board will conduct a virtual meeting on Monday, October 26. Planning Director Jenny Wheelock will present a report of current projects.

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, October 19. Minutes of the meeting are submitted as information. Kenny Story, Recreation Director, will present a report of current activities.

V. FINANCE & ADMINISTRATION

A. September Financial Summary – Finance Director Donna Bean

1. Holiday Bonus – Director Bean

B. 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

1. Quarterly Report (July, August, & September)

VII. OTHER

A. November Calendar

VIII. ADJOURN

City of Lenoir
Public Works Department



DEPARTMENT MEMORANDUM

DATE: October 01, 2020

Mr. Scott Hildebran, City Manager
Ms. Donna Bean, Finance Director
Mr. Tracy Huffman, Street Superintendent

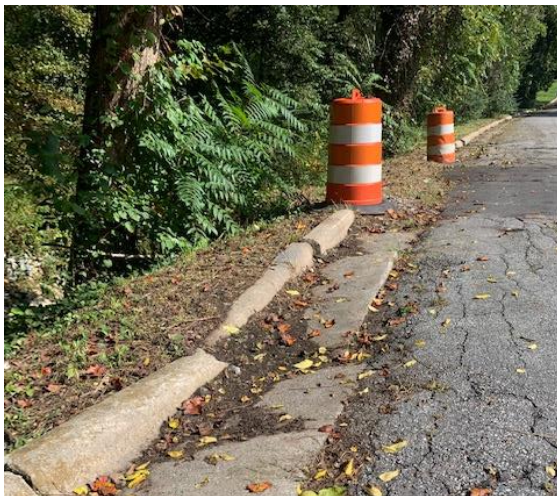
RE: Circle Drive – Roadway and Curb Repairs

On September 28, 2020, Public Works Department staff responded to comments from a resident of Circle Drive (Lower Creek area) regarding excessive asphalt cracking and a deteriorating roadway surface on this street. This area was previously investigated by staff for similar concerns, but during the site visit on September 28th it was determined that repairs should be expedited due to rapid degradation of the street travel lanes and adjacent curb and gutter.

Circle Drive (9-30-20)



Based on staff observations, it appears that the northern travel lane of the roadway and curbing are settling due to subgrade failure. It should be noted that this section of Circle Drive is perched directly above a large, unnamed tributary of Zack's Fork Creek. There was no evidence of stream bank or slope failure impacting the stream channel. With the absence of visible slope failure in the stream channel, it appears that subgrade issues are limited to the roadway so repairs should not impact the stream channel or require extensive environmental permitting.



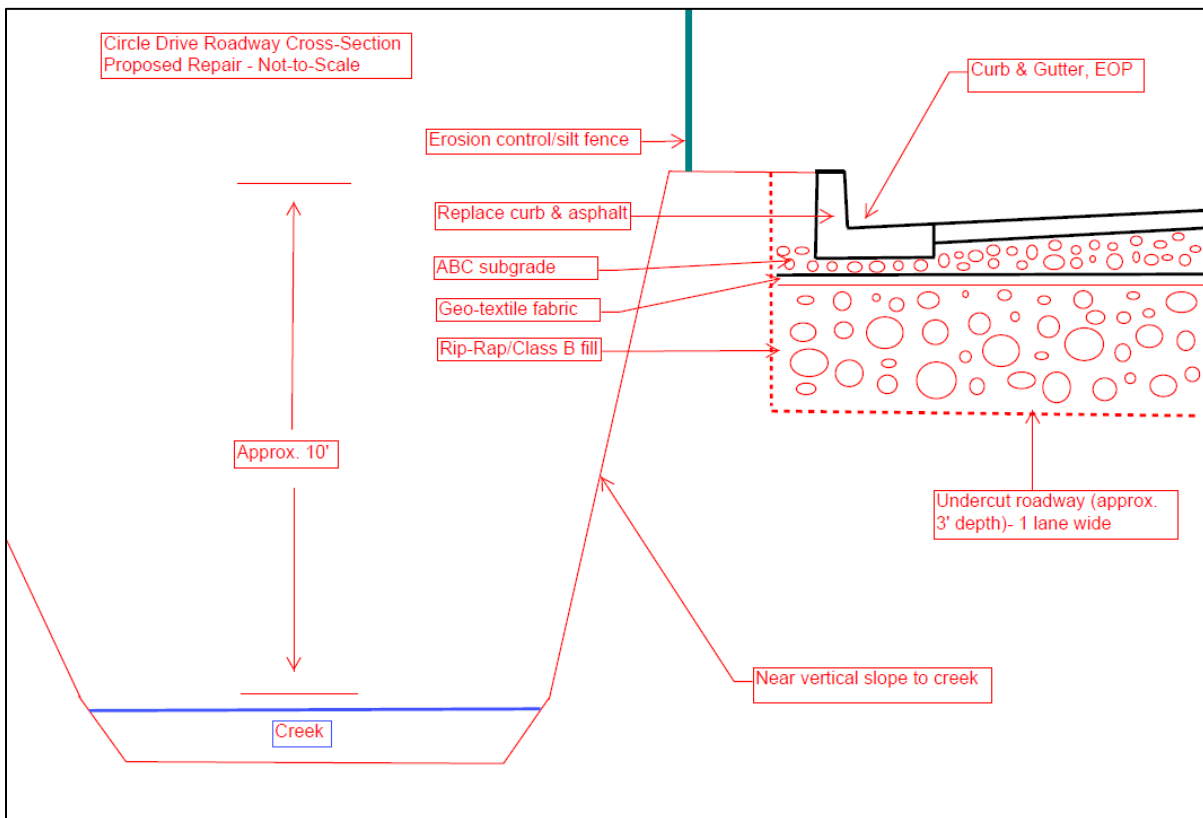
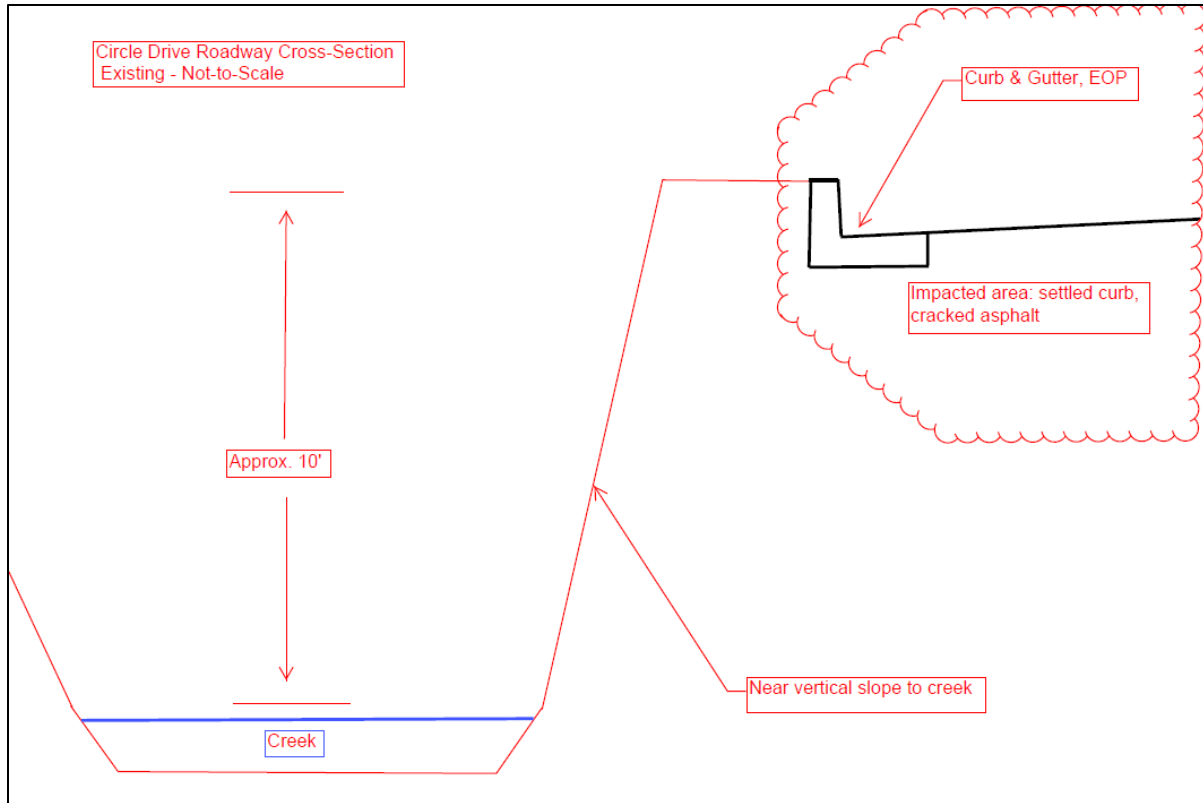
Photos showing significant asphalt cracking and curb settlement

At the time of initial investigation (~2019), staff considered a repair method incorporating gabion baskets, or large wire baskets filled with rip-rap stone, into the creek bank to provide subgrade stabilization, however this repair method was extremely expensive and would require significant impacts to the stream bank.



Gabion basket wall construction – Photo Credit- Warner Construction

Following the September 28th site visit, since the compromised subgrade appears to be limited to the roadway and curb/gutter, Public Works staff has proposed a repair method similar to the gabion basket method shown above, but without wire baskets, stream impacts, and excessive excavation. The proposal, as shown on the sketch below, includes removal of asphalt and curb in the northern travel lane for a distant of approximately one hundred fifty (150) linear feet, followed by significant undercut to remove the compromised soil, then backfilling using a combination of heavy aggregate, geo-textile fabric, and light aggregate. The combination of aggregate and fabric should stabilize the subgrade and provide a bridging effect for any poor soils below the undercut area.



Public Works staff estimates this repair to cost approximately \$35,000.00. The need to repair this section of Circle Drive is not immediate or dire, however the roadway will deteriorate until a permanent repair is completed. Poor roadway drainage, as a result of the presence of cracked asphalt and curb settlement, will continue to impact the street subgrade and expand the problem areas on this street.

Respectfully submitted,

City of Lenoir
Public Works Department

A handwritten signature in blue ink, appearing to read "Jared", with a stylized flourish at the end.

JARED WRIGHT
Public Works Director

Lenoir Business Advisory Board Meeting
Meeting Minutes
9/10/2020

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Mark Transou- Chair	1. Kimmie Rogers	1. Joe Gibbons	1. Ike Perkins
2. John Moore	2. Glenda Wilson	2. Scott Hildebran	2. Crissy Thomas
3. Matt Underwood	3. Patrick Longano		
4. Tim Biddix	4. Grey Scheer		
5. Dana Clark	5.		
6. Sean Williams			
7. Jennifer Indicott			
8. Gonzalo Vazquez			
9. Darin McKinney			
10.			
11.			

Staff Members PRESENT
1. Kaylynn Horn
2. Kyle Case
3. Lauren McKinney

Mark Transou called the meeting to order and welcomed the new members.

Approval of Minutes

Upon a motion from Dana Clark, seconded by Sean Williams the August 13, 2020 minutes were unanimously approved.

Report from Grants Committee

- o Kaylynn Horn gave an update on the B.U.I.L.D. Grant and the National Main Street NPS Grant.
 - The B.U.I.L.D. Grant has 2 applicants; the funds for this grant have been put on hold until the beginning of next year.
 - The National Main Street NPS Grant has 3 property owners interested in applying.

Lenoir Main Street Committee Update

- o Kaylynn Horn reported new business openings –Mandem Syndicate Barber Shop, with more coming soon.
- o The Econ Vitality page is always updated.

Promotions Team Update on Recent Events

- o The Halloween festivities and Christmas parade has been cancelled due to COVID-19.
 - The lights show will be held with a Christmas tree dedicated to schools and teachers.
- o Caldwell County Farmer's Market in Downtown Lenoir will run through November

Updates from Mayor Gibbons and City Manager Scott Hildebran

- o Constitution week is September 14-19th.
- o The Mulberry Recreations Center's outdoor playground, ballfields, and picnic shelters are now open to the public.
 - o City Hall still remains closed to the public.
 - o The Aquatic Center may open up for lap swim sessions.
- o Upcoming paving on Mulberry Street and Greenhaven/Finley.

Welcomes & Farewells

- o Mark Transou welcomes Gonzalo Vazquest and Darin McKinney as new members.
 - Gonzalo Vazquez introduced himself; he is the owner of Tumbleweeds and moved to Lenoir 15 years ago.
 - Darin McKinney introduced himself; he is the owner of The Shake n Dog and moved to Lenoir 17 years ago.
- o Everyone wished Kyle Case good luck in his new position at the NC Department of Commence.
- o Mayor Gibbons and Kaylynn Horn thanked Kyle for all he has done for the City.

Next meeting will be held October 8th.

Meeting adjourned.



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315
 Martin Luther King Center (828)757-2170
 Lenoir Aquatic & Fitness Center (828)757-2196
 Mulberry Recreation Center (828)757-2165
www.cityoflenoir.com/parks

Recreation Advisory Board Meeting

Minutes

Monday, October 19, 2020

The Recreation Advisory Board met at the Mulberry Recreation Center at 6:00pm.

Members present for this meeting were: Schonna Banner, Scott Barnett, Rick Pierce, and James Robertson.

City staff members present were: Kenny Story and Maria Swanson

Absences included: Michael Dineen, Darrell Lipford, Erik Rabinowitz and Crissy Thomas, Ex-Officio

Members were welcomed by Scott Barnett.

Minutes from the September 2020 meeting were reviewed. Motion made to approve minutes made by Pierce, second by Robinson. Motion carried.

Director's Report

- We had planned to reopen the facilities this week but as positive COVID cases began to rise, we decided to hold off. At this time we are undecided about our reopening date. When we do reopen it will be limited capacity. We are still working on plans to reopen facilities
- Shelters and Playgrounds are open and being used a lot but not overcrowded.
- HVAC system in Multipurpose Room #1 at Mulberry Rec has been replaced.
- LYSA Force is going well with no issues at Mack Cook on the weekends.
- The girls' softball clinic for ages 6-12 was well received with 30 participants.
- The boy's baseball clinic was cancelled because of low registration turnout.
- We are still waiting to make a decision on Winter Basketball and Wrestling. There is a high possibility that wrestling will be cancelled but at this time we are hoping to be able to offer basketball.
- We have new signs up at the Optimist Park fields and are installing 4x4 post and yellow chains to keep cars off the fields, walking path and grassy areas.
- The rise in positive COVID cases has caused us to cancel more events. These are: 9k Nocturnal Run at LAFC, Halloween Festival at MLK, Treat or Treating in Downtown, Christmas Parade, Light Up Lenoir, Holiday Film at Old Lenoir High School, Santa Claus is Coming to Town at MLK.
- We will still have the Light show in Downtown and a 1000 light Christmas tree. These will be on display from November 20th through January 4th.

New Business

- There was no new business to discuss.

Old Business

- No Old business was discussed.

There being no further business to discuss, the meeting was adjourned.

The next advisory board meeting will be held on Monday, February, 15, 2021

Minutes submitted by: Maria Swanson



**City of Lenoir
Financial Summary
As of 9/30/2020**



General Fund					
	2020-2021 Budget	9/30/2020	% of Budget	Change from Previous Year	9/30/2019
Total Revenue	\$ 17,830,516.00	\$ 15,981,288.73	90%	\$ 378,356.61	\$ 15,602,932.12
Expenditures	\$ 17,830,516.00	\$ 4,398,717.71	25%	\$ (424,363.22)	\$ 4,823,080.93
Over/Under	\$ -	\$ 11,582,571.02		\$ 802,719.83	\$ 10,779,851.19

Downtown District					
	2020-2021 Budget	9/30/2020	% of Budget	Change from Previous Year	9/30/2019
Revenues	\$ 183,738.00	\$ 23,401.35	13%	\$ 23,115.18	\$ 286.17
Expenditures	\$ 183,738.00	\$ 40,376.11	22%	\$ (10,333.18)	\$ 50,709.29
Over/Under	\$ -	\$ (16,974.76)		\$ 33,448.36	\$ (50,423.12)

Water/Sewer Fund					
	2020-2021 Budget	9/30/2020	% of Budget	Change from Previous Year	9/30/2019
Revenues	\$ 8,581,300.00	\$ 2,422,955.28	28%	\$ (49,918.36)	\$ 2,472,873.64
Expenditures	\$ 8,581,300.00	\$ 2,194,468.69	26%	\$ 507,426.08	\$ 1,687,042.61
					\$ 4.00
Over/Under	\$ -	\$ 228,486.59		\$ (557,344.44)	\$ 785,831.03

September 2020 Communication Report

By Joshua Harris, Director, Communication & Public Information 10/14/2020



LENOIR
NORTH CAROLINA

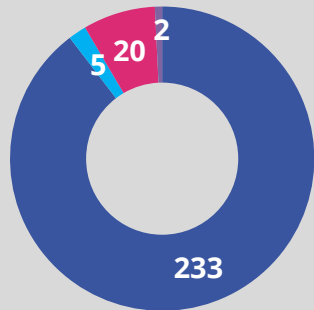
CONTENT CREATION

News Releases	Photos	Videos	Radio Spots	Social Posts	Notify Me	Q&A	eSign
5	3	3	1	88	16	27	4

PUBLIC ENGAGEMENT

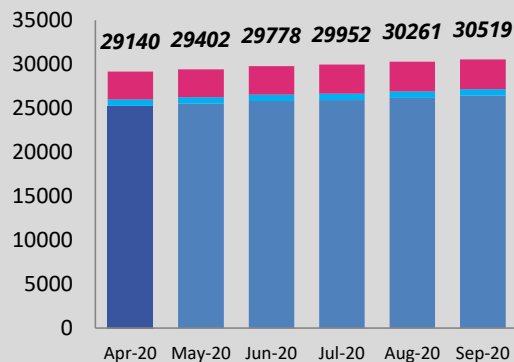
New Followers

260



Facebook Instagram Twitter City Alerts

Total Followers



Social Reach

62,866

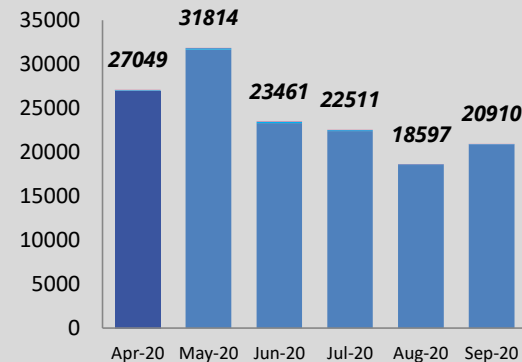
Facebook	59,066	
Twitter	3,568	

Video Views

1,570

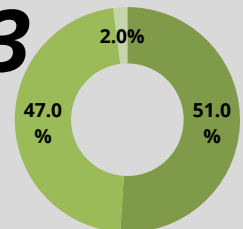
Facebook	1,515
YouTube	55

Social Engagement



Website Views

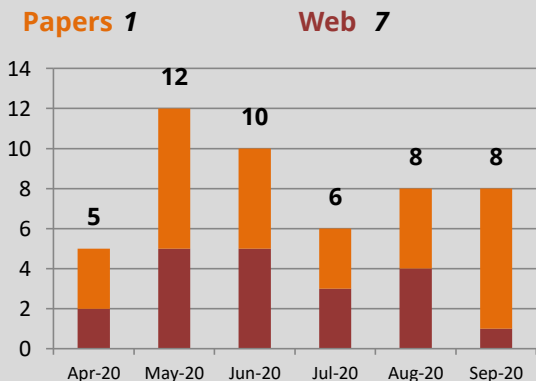
33,643



Top Pages

- 1 Payment Options
- 2 Jobs
- 3 Water & Sewer Service
- 4 Community Engagement Coordinator
- 5 Garbage Collection
- 6 Police
- 7 Parks & Recreation

Media Coverage





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

26,406

Last Month 26,173

Gain **233**

Lenoir Police Department
September 18 at 11:39 AM · 🌐

Fact Statement for Immediate Release

Date / Time:
September 18, 2020 / 11:00 am

Circumstance:
Human Trafficking

LPD PR 09/18/2020 (image)

Breotta Pringle



30,656
People Reached

7,272
Engagements

[Boost Post](#)

👍👎🗨️ 192 108 Comments 356 Shares

	Paid	Organic	Rate
Reach		30,656	
Engagements		7,272	24%
> Comments		108	
> Shares		356	

City of Lenoir Fire Department
September 7 · 🌐

Lenoir Fire would like to wish one of our own well wishes and prayers for safety as he takes a huge step in his life and joins the Army Reserves. Firefighter **Dakota Davis** will be leaving tomorrow for basic training and will be gone for some time. We appreciate your willingness to serve our Country and wish you nothing but the best Dakota. God speed!



5,038
People Reached

1,329
Engagements

[Boost Post](#)

👍👎🗨️ You and 314 others 54 Comments 8 Shares

	Paid	Organic	Rate
Reach		5,038	
Engagements		1,329	26%
> Comments		54	
> Shares		8	

Lenoir Parks and Recreation
September 9 · 🌐

Free One Day Softball Clinic for girls ages 6-12. Call Mulberry Rec at 828-757-2165 to register. Limited to 30 participants.

FREE Girls Softball Clinic
For Ages: 6-12

Wednesday, September 30th
6:00pm-8:00pm
Lenoir Optimist Park Softball Field

Clinicians:
Scott Triplett, Head Coach Caldwell Cobras
Caldwell Cobras Staff & Players

Interested girls need to pre-register by calling 757-2165 (M-F: 8:30am-4:00pm)

Participants will need to wear a facemask/covering onto the field plus bring their personal bat, glove, helmet and water.

Covid-19 guidelines will be followed

Clinic is sponsored by
Caldwell Community College Cobras
Softball Team
Lenoir Parks & Recreation Department

2,001
People Reached

66
Engagements

[Boost Post](#)

👍 1 15 Shares

	Paid	Organic	Rate
Reach		2,001	
Engagements		66	3%
> Comments			
> Shares		15	



Top Tweets

Impressions: Times people saw this Tweet on Twitter

Engagements: Times people interacted with this Tweet

Total Twitter Followers

730

Last Month

725

Gain

5

City of Lenoir, NC @CityofLenoir

The City recognizes that the COVID-19 pandemic has created financial hardships for some of our residential utility customers. In an effort to help those customers to bring their balances up to date, the City will offer payment plans. Read more at <https://bit.ly/32KdW7M>.



Reach a bigger audience

Impressions 414

Total engagements 8

Retweets 3

Link clicks 3

Likes 1

Detail expands 1

City of Lenoir, NC @CityofLenoir

City of Lenoir residents can keep backyard chickens as long as they apply for and receive a permit, but backyard roosters aren't very welcome. City of Lenoir Code allows for up to four backyard chicken hens. Read more at <https://bit.ly/2ZOGIDD>. pic.twitter.com/suZNprG0BP



Reach a bigger audience

Get more engagements by promoting this Tweet!

Impressions 336

Media views 53

Total engagements 8

Likes 4

Link clicks 2

Retweets 1

Media engagements 1



Downtown Lenoir, NC @DowntownLenoir

September 2020: Together We Create Newsletter -

<https://mailchi.mp/782c9ee223a6/downtownchrismas-6462874> ...

pic.twitter.com/8hvBur9Su1

Impressions 70

Total engagements 2

Likes 1

Link clicks 1



Top Instagram

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

Total Instagram Followers

3,383

Last Month 3,363

Gain **20**



Likes

73

Comments

n/a



Likes

39

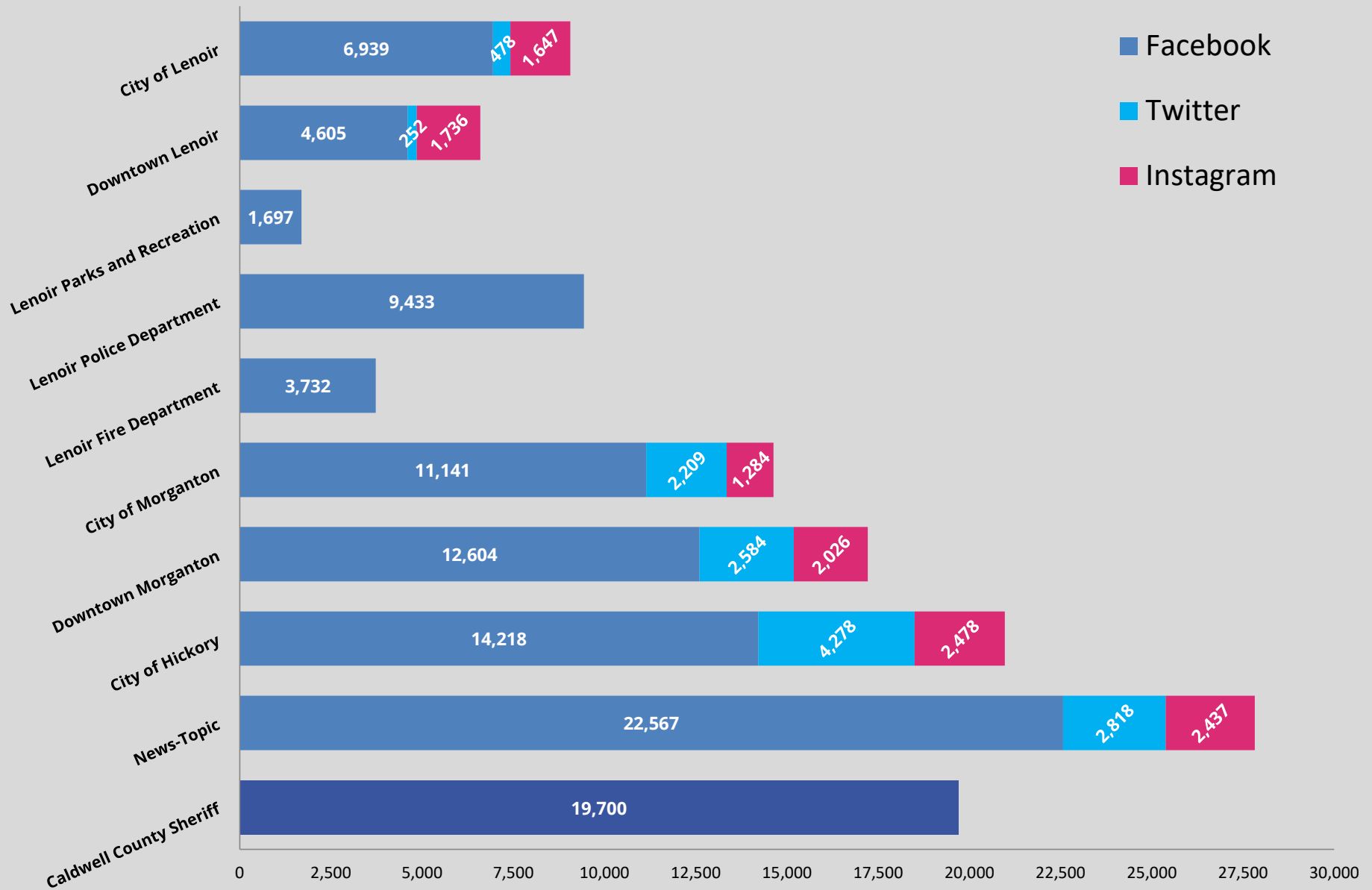
Comments

1



Social Comparison

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





Questions and Requests

27

Bulk Garbage 52
Garbage Pickup 48
Cart Issue 44
Extra Cart 44

Is it allowed to dispose of grey water onto the roadways in the city limits?

Lighthouse of Lenoir, the parsonage has received a trash cart free of charge, but church has not.

trying to figure out if y'all still have the cruise ins

Is the aquatic center going to reopen for exercise classes?

I was wondering if the car show was this evening?

When will I get my garbage cart?

I would like to unsubscribe from all Lenoir city calls. I keep getting calls even though I do not live there.

do y'all people read and keep up with the CDC? If so, why is Wilson's Creek closed??????

I would like to receive more information about possibly doing an internship with the Lenoir Police Department.

Abandoned property. Overgrown with shrubs, weeds and grass. Frequent drug addicts & homeless people staying on property littering, leaving b

I would like to let someone know that the left turning light at the intersection of Morganton Blvd. and Southwest Blvd won't turn green.

I can't get a hold of any number on the web site. I have a question regarding a neighbor's house

Is there a reason only the trash on 1 side of seehorn st was picked up today? My can hasn't been touched.

I would like to speak with Dana Clark, chair of the Lenoir Tourism Development Authority.

call to report dirty water

I am interested in starting a recovery group for women. Do I need to get permission from the city to start the group?

somebody needs to go to work at the county offices

Tree and yard debris have been cut and staged by the mailbox, making mail delivery difficult.

I have tree branches we to be picked up.

Someone in the Kentwood area has a rooster. I hear it when I walk and hear it down on Westview. It's very loud.

We are moving and need to cancel our trash service as well as our automatic draft from our checking acc't

Want to know if I could pay my water bill on the 14th of October

Old Miller Hill Grocery located at intersection of Virginia St and Fairview Drive SW has overgrown kudzu and presents a hazard for turn-around of

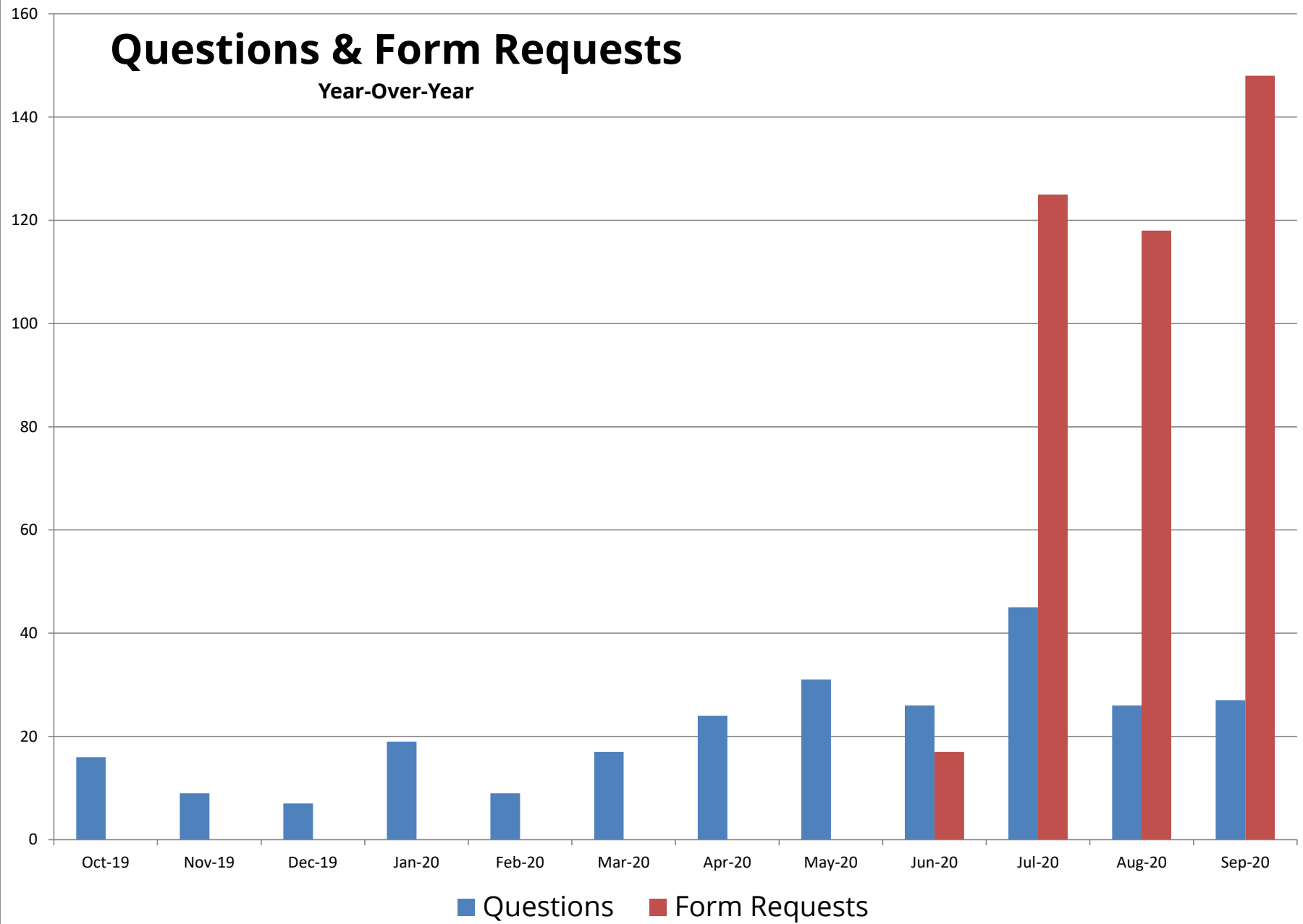
This page is pretending to be the "Town" of Lenoir and is posting ugly political posts.

Could the small road of Johnson St in Whitnel be paved.

What are the operating hours of the Lenoir, Greenway?

Questions & Form Requests

Year-Over-Year



TO: Scott Hildebran, City Manager
FROM: Ken Hair, Fire Chief
DATE: October 6, 2020
RE: Fire Department Report for July, August, and September 2020

TRAINING AND FIRE PREVENTION:

Training Hours	4,904
Inspections	75
Fire Prevention Education Programs	1

INCIDENT REPORTS BY TYPE SITUATION FOUND:

Total Incidents

Fire, structure	2
Fire, vehicle and heavy equipment	1
Fire, brush or grass	4
Fire, trash	2
Fire, other	2
Medical call	69
EMS lift assist	11
Assist Invalid, lift assist	0
10-50, PI	24
10-50, no PI	23
Rescue call	10
Service call, public	73
Cover in assignment	3
Hazardous condition, other, power lines down	20
Hazardous material or spill	8
False alarm, sprinkler malfunction	2
False alarm, smoke or carbon monoxide detector malfunction	41
False alarm, alarm sounded, no fire	14
False alarm, malicious	1
False alarm, other	27
Severe weather or natural disaster, other	0

TOTAL INCIDENTS

337

RESPONSES BY DISTRICTS:

<u>HQ's</u>	<u>STA. 2</u>	<u>STA. 3</u>
194	101	42



November 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daylight Savings Time Ends	2	3 6:00 p.m. City Council Meeting Election Day!	4 9:00 a.m. Staff Mtg.	5	6	7
8	9 11:45 City/County Services Committee (Virtual Meeting)	10	11 Veterans Day! City Offices Closed! 11:00 a.m. Veterans Service on Square	12 2:00 p.m. ABC Board 6:00 p.m. Lenoir Business Adv. Board	13	14
15	16	17 Cancelled City Council Meeting	18 NLC Virtual City Summit Begins	19	20 NLC Summit Ends! Christmas Tree & Holiday Light Show Begins - on Square	21
22	23	24 Cancelled Committee of the Whole	25	26 City Offices Closed in observance of Thanksgiving!	27 City Offices Closed in observance of Thanksgiving!	28
29	30					
Notes for December						
The annual Luminary Display at Blue Ridge Memorial Park will be held on Friday,						
December 11 from 6:00-10:00 p.m with a rain date of Friday, December 18.						

City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

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