



REVISED AGENDA

**CITY OF LENOIR
CITY COUNCIL MEETING
905 WEST AVENUE
TUESDAY, FEBRUARY 2, 2021
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, January 19, 2021 as submitted.
- B. Minutes: Approval of the minutes of the Committee of the Whole meeting of Tuesday, January 26, 2021 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 City/County Services Committee will conduct a virtual meeting on Monday, February 8 at noon.
- 2. The Caldwell County Economic Development Commission will conduct a virtual meeting on Tuesday, February 9 at 8:00 a.m.
- 3. The ABC Board will conduct a virtual meeting on Thursday, February 11 at 2:00 p.m.
- 4. The Lenoir Business Advisory Board will conduct a virtual meeting on Thursday, February 11 at 6:00 p.m.
- 5. The Parks and Recreation Advisory Board will meet on Monday, February 15 at 6:00 p.m. at the Mulberry Recreation Center.

B. Items for Council Action

- 1. Sales Tax Reinvestment Agreement: If Council wishes to enter into a new Sales Tax Reinvestment Agreement between Caldwell County and the Town of Gamewell, Town of Sawmills, Town of Cahah's Mountain, Town of Hudson, Town of Granite Falls and the City of Lenoir, please authorize adoption of the attached Agreement. **Note:** The proposed agreement will run for a term of four (4) years – July 1, 2021 to June 30, 2025.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

A. Board Appointment: Mayor Gibbons will recommend that Tim Poarch be appointed to serve a two-year term on the Parks and Recreation Advisory Board. **Note:** This appointment was announced at the January 19 City Council meeting.

B. Board Announcements: Mayor Gibbons will announce the following list of individuals for consideration of appointment to the City's Authorities/Boards/Commissions. These individuals will be voted on at the February 16 City Council Meeting.

Lenoir Tourism Development Authority (LTDA)

Matt Underwood

Parks and Recreation Advisory Board

James Robertson

Michael Dineen

Lenoir Business Advisory Board (LBAB)

Kimmie Rogers

*Upcoming Announcements for March

Board of Adjustments

James Bradshaw

Mac Martin

Tim Scobie

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

X. ADJOURNMENT

**LENOIR CITY COUNCIL
TUESDAY, JANUARY 19, 2021
6:00 P.M.**

PRESENT: Mayor Joe Gibbons presiding. Councilmembers present were Jonathan Beal, Ike Perkins, David Stevens, and Ben Willis. City Manager Scott Hildebran and Communications Director Joshua Harris were also in attendance at the meeting.

VIA TELECONFERENCE:

Participating via teleconference were Mayor Pro-Tem Crissy Thomas, Councilmembers Todd Perdue, Ralph Prestwood, City Attorney T.J. Rohr, and City Clerk Shirley Cannon.

Department Directors participating via teleconference were Finance Director Donna Bean, Fire Chief Hair, Police Chief Brent Phelps, Recreation Director Kenny Story, Planning Director Jenny Wheelock, Economic Development Director Kaylynn Horn, Public Utilities Director Radford Thomas, Public Works Director Jared Wright and Communications Director Joshua Harris.

Also participating via teleconference was Garrett Stell, *News Topic*.

I. CALL TO ORDER

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

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

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, January 5, 2021 as submitted.
 - 2. FY2021 Annual Audit Contract: Approval of the FY2021 Annual Audit Contract as submitted by S. Eric Bowman, PA for the City of Lenoir. The agreed upon cost for the audit is \$98.00 per hour per person with a 75% cap for interim invoice approval of \$36,382.00, which is 75% of the prior year's audit fee. (A copy of the Audit Contract is hereby incorporated into these minutes by reference. Refer to pages 32-51).
 - 3. Budget Amendments: Approval of Budget Amendments to be made to the annual budget ordinance for the fiscal year ending June 30, 2021 as follows:
 - 1) General Fund to allocate COVID reimbursement \$314,054.98
 - 2) Water Fund to allocate COVID reimbursement \$ 25,400.00
 - 3) Main Street to allocate COVID reimbursement \$ 8,200.00
 - 4) LTDA to allocate COVID reimbursement \$ 18,000.00

- 5) General Fund to allocate funding for NC Rural Center Grant Reimbursement for Woodgrain Millwork \$ 55,000.00
- 6) General Fund to allocate funding for donation to improve bathrooms and deck at T.H. Broyhill Walking Park \$100,000.00

A copy of the Budget Amendment is here by incorporated into these minutes by reference. (Refer to page 52).

Upon a motion by Councilmember Stevens, Council voted 7 to 0 to approve the above listed items on the Consent Agenda as presented and as recommended by City Manager Hildebran.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

PLANNING BOARD:

1. The Planning Board and Board of Adjustments will conduct a virtual meeting on Monday, January 25 at 5:30 p.m.

COMMITTEE OF THE WHOLE:

2. The Committee of the Whole will conduct a virtual meeting on Tuesday, January 26 at 8:30 a.m.

FOOTHILLS REGIONAL AIRPORT AUTHORITY:

3. The Foothills Regional Airport Authority will conduct a virtual meeting on Wednesday, January 27 at noon.

B. ITEMS FOR COUNCIL ACTION

ORDINANCE; CHAPTER 160D LEGISLATION:

1. A public hearing was held on Tuesday, January 5, 2021 in order for City Council to consider the N.C.G.S. 160D Ordinance updates as presented by Planning Director Jenny Wheelock regarding legislation adopted by the General Assembly pertaining to Chapter 160D. This law also makes technical and clarifying amendments to Chapter 160D.

A copy of the proposed Ordinance is on file in the Planning Department. The Ordinance will also be submitted to Municode for codification into the City of Lenoir's Code of Ordinances.

City Council deferred action on adoption of the submitted Ordinance until the January 19 City Council meeting due to current legislation guidelines pertaining to public hearings. The legal ad for the public hearings was published in the *News-Topic* on Friday, December 25, 2020 and again on Friday, January 1, 2021.

Staff recommends approval of the proposed Ordinance as submitted.

City Council commended Planning Director Wheelock and Staff for the excellent job they did in incorporating these changes into the proposed ordinance.

Upon a motion by Councilmember Perdue, Council voted 7 to 0 to adopt the Ordinance for Chapter 160D and to codify the ordinance with Municode as recommended and as presented by City Staff.

BID AWARD; T.H. BROYHILL WALKING PARK:

2. City Staff recommends Council award the low bid of \$70,892.00 to Precision Construction Company, Granite Falls, NC, for the renovations/upgrades to the restroom facility at the T.H. Broyhill Walking Park.

A copy of the bid tab is hereby incorporated into these minutes by reference. (Refer to pages 53).

Recreation Director Story stated that, although the donation would be funding the necessary upgrades, City Staff would be making the repairs to the conservation deck at the pond.

On behalf of City Council, Mayor Gibbons recognized and thanked the Broyhill Family Foundation, Inc. for their generous donation of \$100,000.00 for this improvements project.

Upon a motion by Councilmember Perkins, Council voted 7 to 0 to award the low bid of \$70,892.00 to Precision Construction Company for the Improvements Project at T. H. Broyhill Walking Park as submitted.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

BOARD RE-APPOINTMENTS:

- A. Mayor Gibbons recommended the following individuals for re-appointment to the City's Authorities/Boards/Commissions. These re-appointments were announced at the January 5 City Council meeting.

Lenoir Business Advisory Board	Tim Biddix	3-year term
	Matt Underwood	3-year term
Planning Board	James Bradshaw	4-year term

Upon a motion by Councilmember Perdue, Council voted 7 to 0 to appoint the above list of individuals to the City's Authorities/Boards/Commissions as recommended by Mayor Gibbons.

BOARD ANNOUNCEMENT; PARKS & RECREATION

ADVISORY BOARD:

- A. Mayor Gibbons announced that Tim Poarch will be appointed to serve a two-year term on the Parks & Recreation Advisory Board. This new appointment will be voted on by City Council at the February 2, 2021 meeting.

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

VIRTUAL MARTIN LUTHER KING, JR.

CELEBRATION:

- A. Councilmembers Ike Perkins and Crissy Thomas expressed appreciation to Rocky Dula, who participated in a virtual program honoring Dr. Martin Luther King, Jr. on Monday, January 18. Mr. Dula recited the original "I Have a Dream Speech," given by Dr. King in 1968.

Councilmembers Ike Perkins and Crissy Thomas also thanked Lester Whittington, Director, Martin Luther King, Jr. Center, and others for arranging special music in honor of this historic event.

X. ADJOURNMENT

- A. There being no further business, the meeting was adjourned at 6:23 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor

The	Governing Board City Council
of	Primary Government Unit (or charter holder) City of Lenoir
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name S. Eric Bowman, PA
	Auditor Address PO Box 1476 Morganton, NC 28680

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

David Stevens

Council Member/Smith, Stevens

dstevens@ssfcpa.net

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

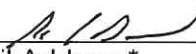
Primary Government Unit	City of Lenoir
Audit Fee	\$ 98 per hour per person
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 98 per hour per person
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 36,382.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	NA
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
S. Eric Bowman, PA	
Authorized Firm Representative (typed or printed)*	Signature*
S. Eric Bowman	
Date*	Email Address*
12/10/20	sericbowmanpa@bellsouth.net

GOVERNMENTAL UNIT

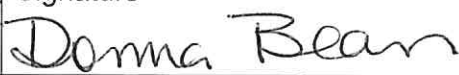
Governmental Unit*	
City of Lenoir	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	1-19-2021
Mayor/Chairperson (typed or printed)*	Signature*
Joe L Gibbons-Mayor	
Date	Email Address
1-19-2021	josephgibbons@yahoo.com

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Donna Bean	
Date of Pre-Audit Certificate*	Email Address*
	dbean@ci.lenoir.nc.us

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

**2020-2021 Fiscal Year
Budget Amendment Ordinance 2021-01
1/19/2021**

ITEM 1: ADJUSTMENTS TO THE GENERAL FUND BUDGET TO ALLOCATE COVID REIMBURSEMENT.

ACCOUNT	TYPE	AMOUNT OF INCREASE
GENERAL FUND GRANT REVENUE	REVENUE	314,054.98
4120 ADMIN	EXPENDITURE	50,000.00
4130 FINANCE	EXPENDITURE	65,000.00
4250 VEHICLE SERVICES	EXPENDITURE	404.98
4260 BLDG MAINTENANCE	EXPENDITURE	10,050.00
4270 ENGINEERING	EXPENDITURE	9,600.00
4310 POLICE SUPPORT SERVICES	EXPENDITURE	30,000.00
4311 POLICE DETECTIVES	EXPENDITURE	5,590.00
4312 POLICE PATROL	EXPENDITURE	15,000.00
4340 FIRE SUPPORT	EXPENDITURE	50,000.00
4341 FIRE SUPPRESSION	EXPENDITURE	15,000.00
4510 STREET ADMINISTRATION	EXPENDITURE	20,000.00
4511 STREET MAINTENANCE	EXPENDITURE	2,500.00
4512 STREET TRAFFIC CONTROL	EXPENDITURE	500.00
4710 SANITATION	EXPENDITURE	2,500.00
4740 CEMETERIES	EXPENDITURE	2,300.00
4910 PLANNING	EXPENDITURE	6,000.00
6120 RECREATION ADMINISTRATIVE	EXPENDITURE	4,000.00
6121 AQUATIC/FITNESS CENTER	EXPENDITURE	19,000.00
6122 MULBERRY CENTER	EXPENDITURE	1,400.00
6123 ML KING CENTER	EXPENDITURE	2,080.00
6130 PARKS	EXPENDITURE	3,130.00
TOTAL GENERAL FUND		314,054.98

ITEM 2: ADJUSTMENTS TO THE WATER FUND BUDGET TO ALLOCATE COVID REIMBURSEMENT.

ACCOUNT	TYPE	AMOUNT OF INCREASE
WATER FUND GRANT REVENUE	REVENUE	25,400.00
7130 RHODHISS PLANT	EXPENDITURE	90.00
7131 WATER DISTRIBUTION	EXPENDITURE	7,500.00
7132 WATER RESOURCES	EXPENDITURE	1,740.00
7133 WATER ADMIN	EXPENDITURE	9,000.00
7140 WASTEWATER COLLECTION	EXPENDITURE	3,850.00
7141 WASTEWATER PRETREATMENT	EXPENDITURE	2,000.00
7142 GUNPOWDER WASTEWATER PL	EXPENDITURE	660.00
7143 LOWER CREEK WASTEWATER PL	EXPENDITURE	560.00
TOTAL WATER FUND		25,400.00

ITEM 3: ADJUSTMENTS TO THE MAIN STREET BUDGET TO ALLOCATE COVID REIMBURSEMENT.

ACCOUNT	TYPE	AMOUNT OF INCREASE
MAIN STREET GRANT REVENUE	REVENUE	8,200.00
4920 MAIN STREET	EXPENDITURE	8,200.00

ITEM 4: ADJUSTMENTS TO THE LENOIR TOURISM DEVELOPMENT AUTHORITY FUND BUDGET TO ALLOCATE COVID REIMBURSEMENT.

ACCOUNT	TYPE	AMOUNT OF INCREASE
4990 LTDA COVID GRANT	REVENUE	18,000.00
4990 LTDA COVID EXPENDITURES	EXPENDITURE	18,000.00

ITEM 5: ADJUSTMENTS TO THE GENERAL FUND BUDGET TO ALLOCATE FUNDING FOR THE NC RURAL CENTER GRANT REIMBURSEMENT FOR WOODGRAIN MILLWORK.

ACCOUNT	TYPE	AMOUNT OF INCREASE
3326 RURAL CENTER GRANT	REVENUE	55,000.00
4110 ECONOMIC DEVELOPMENT	EXPENDITURE	55,000.00

ITEM 6: ADJUSTMENTS TO THE GENERAL FUND BUDGET TO ALLOCATE FUNDING FOR DONATION TO IMPROVE BATHROOMS AND DECK AT THE BROYHILL WALKING PARK.

ACCOUNT	TYPE	AMOUNT OF INCREASE
3833 CONTRIBUTION FOR BEAUTIFICATION PROJECT	REVENUE	100,000.00
6134 CAPITAL IMPROVEMENTS	EXPENDITURE	100,000.00

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Bid Award: Renovations/Upgrades to the Restroom Facility and the Large Deck that overlooks the Pond at T.H. Broyhill Walking Park.

II. Background Information:

The Restrooms and Deck Area are in need of repairs and upgrades to accommodate the patrons who use the park. This project is being funded by a generous \$100,000.00 Donation from the Broyhill Family Foundation, Inc. The bids below are for the restroom upgrades only and the remaining balance of the donation will be for materials for self-performed deck repair.

Bids: Precision Contracting Company	\$70,892.00
Brushy Mountain Builders	\$74,575.00
David E. Looper & Company	\$93,381.00

III. Staff Recommendation:

Staff recommends awarding the low bid to Precision Contracting Company in the amount of \$70,892.00

IV. Reviewed by:

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Planning Director:

Recreation Director: Kenny Story

2021 T.H. Broyhill Walking Park
City of Lenoir

Kenny Story
Recreation Director

[illegible]

Precision Contracting Co.
1761 Morris Creek Rd.
Granite Falls, NC 28630
Office (828) 759-3994 Mobile (828) 217-1879
Unlimited License #64428

To: Kenny Story
Parks and Recreation Director/City of Lenoir

January 3, 2021

Shelia Brady
Broyhill Foundation Administrator

Re: Renovation/Upgrades to Broyhill Walking Park
Existing Toilet Building

Item: Construction Cost Proposals

Folks,
See the following requested proposals:

1. See attached our prelim drawings for reference and scope of work.
2. All the existing exterior items on building will remain with only minor repairs. See new floor plan for location of new 3x7 metal exterior door to serve as access to new Storage Room, this door will match existing. Across the rear 25', we will install concrete curb approx. 8" wide, 12" tall on top existing concrete floor to prevent future water damage. We will replace approx. 24" bottom wood siding and trim on all 4 walls due to current water/age damage. We will repaint all the exterior building. Painting of building only, not Pergola Roof.
3. The interior including the concrete slab will be demolished and removed.
4. The new interior will include concrete slab sloped to new floor drains, new painted block walls, new acoustical tile ceilings with R16 insulation.
5. Each of 3 new toilets will have ADA std fixtures, see Triplett Plumbing quote for the scope of work.
6. The 3 new Toilet Rooms will have a specialty floor covering to be determined. Allowance for this item is \$3,000.00.
7. The Storage Room will have the relocated electrical panel, mop sink and space for other utilities.
8. Heating will be new electric recessed wall units similar to existing.
9. Electrical will include relocation of the existing service panel, re-connection to all existing service panel, re-connection to all existing fixtures to remain, all new LED light fixtures, 3 new LED fixtures in exterior entry ceiling, 4 new LED bulbs in 2 existing Gazebo Ceiling.
10. Removal of existing electric water coder. We will install new single foundation unit furnished by City.

11. All labor, equipment, taxes, clean-up, supervision and complete commercial insurance package.

Total Base Bid \$70,892.00

We will be glad to preform the work as cost plus 10% fee, have this amount a max. sum, give back owner all cost savings.

Option #1

See Triplett Option #2 for revised hw heaters, this will allow Mop Sink to have hot water.

Add Cost of \$922.00

Option #2

See Triplett Option #3 for all S.S. plumbing fixtures.

Add Cost of \$13,673.00

Option #3

Replace 60 existing 2x6x12 Pergola Ceiling Beams with pre-finished PVC beams.

Add Cost of \$11,624.00

Option #4

Replace existing Pergola beams with 2x6x12T wood that we will field stain and seal.

Add Cost of \$5,644.00

Per our meeting on 12-8-20 to review this proposal, we discussed that due to the nature of this project and the high probability of unexpected issues, that for budget planning we would recommend a contingency allowance of 15% total cost. We will only use this allowance item for approved extra change orders.

Thank you for the opportunity of this proposal.

David Gray



Adam Gray



January 5, 2021

Mr. Kenny Story

Parks & Rec. Director City of Lenoir

Reference: Upgrades to restrooms at Broyhill Walking Park

Mr. Story,

Brushy Mountain Builders, Inc. proposes the following for the Broyhill Walking Park Restroom Project:

- Exterior improvements consist of; New 3' by 7' exterior door to storage room, Install concrete curb along back to prevent water damage, replace rotted wood along the bottom of building, & painting of exterior.
- Remove & replace concrete slab with proper slopes to new drains, new painted block walls, & new ACT with R-16 insulation.
- Three new toilets with ADA fixtures.
- Relocate Electrical panel to storage room and mop sink.
- The new toilet rooms will have new specialty flooring. Allowance is \$3,000.00.
- Replace existing heaters with similar units.
- Replace all lighting with LED fixtures.
- Remove existing electric water heater and replace with new one provided by others.
- Final cleanup.

Total price for this scope of work is \$74,575.00.

Alternate #1 Hot water heater that will accommodate mop sink \$985.00.

Alternate #2 Provide Stainless Steel plumbing fixtures \$14,150.00

Alternate #3 Replace existing "Pergola" beams with pre finished PVC beams \$11,400.00

Alternate #4 Replace existing "Pergola" beams with treated 2 by 6's stain & seal \$5,250.00

If you have any questions or need additional information please feel free to contact me (828)217-2300 or jmoore@brushymountaininc.com.

Thank you,

John Moore

Brushy Mountain Builders, Inc.

3390 GAITHER WALKER CIRCLE • LENOIR, NC 28645 • PHONE: 828-758-5577 • FAX: 828-495-4003



January 8, 2021

Mr. Kenny Story
Lenoir Parks and Recreation
Lenoir, NC

RE: Renovations to existing Restroom Building

Mr. Story,

We are pleased to provide pricing for the Renovation and Modification to the existing Broyhill Walking Park Toilets. Our price includes the following:

General Scope:

- Project supervision and project management
- Tools and equipment
- Builders risk and permitting
- Add standing curb along rear elevation
- Repair siding affected by water damage only
- Exterior siding will be painted in its entirety
- Provide one new hollow metal frame and door for access to new storage area
- Interior demolition to include:
 - o Removal of existing separation walls, frames and doors
 - o Removal of existing fixtures
 - o Removal of existing concrete slab on grade
- Provide new under slab plumbing
- Provide new concrete slab on grade
- New separation walls will be CMU
- Finishes to include:
 - o Painted CMU Walls
 - o New acoustical ceilings with insulation overhead
 - o Floor finish assumed to be epoxy finished concrete
- Plumbing fixtures to include:
 - o One (1) mop sink
 - o Three (3) lavatories (standard ADA)
 - o Three (3) water closets (standard ADA)
- Electrical to include:
 - o Electrical panel relocation
 - o Electric unit heaters
 - o New LED light fixtures

Hickory Office:

PO Box 3224
320 15th Street SE
Hickory, NC 28603

828-324-1284
828-324-1289 (fax)
NC GC License
31511

Charleston Office:

2089 Wambaw
Creek
Road, Unit 2
Charleston, SC
29492

843-471-2742
828-471-2741 (fax)

Project Total \$93,381.00

Exclusions:

- Asbestos testing or abatement
- Any work beyond building foot print
- Bonding of any kind
- Toilet accessories and changing stations
- No work associated with pergola
- Contractor contingency

We appreciate this opportunity and would be happy to discuss any questions that you may have regarding this proposal.

Respectfully,

Dustin W. Davis

Dustin W. Davis – Preconstruction Service Manager
dustin@delcompany.com
828-270-6892 - Mobile

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, JANUARY 26, 2021
8:30 A.M.**

PRESENT: Committee members, Joe Gibbons, David Stevens, Ben Willis and Ike Perkins.

STAFF PRESENT: City Manager Scott Hildebran and Communications Director Joshua Harris.

VIA TELECONFERENCE:

Participating via teleconference were Mayor Pro-Tem Crissy Thomas, Councilmembers Todd Perdue, Jonathan Beal, Ralph Prestwood, City Clerk Shirley Cannon, Fire Chief Ken Hair, Finance Director Donna Bean, Police Chief Brent Phelps, Recreation Director Kenny Story, Main Street Director Kaylynn Horn, Planning Director Jenny Wheelock, Public Utilities Director Radford Thomas, and Public Works Director Jared Wright.

I. CALL TO ORDER

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

- II. A. Job Description; Human Resources Administrative Assistant: Finance Director Donna Bean explained the Human Resources Secretary position is currently vacant due to the recent retirement of Martha Clark. Director Bean explained that, based upon input from the Human Resources Specialist, the recommendation is being made to change the position from Human Resources Secretary to Human Resources Administrative Assistant. This change is being recommended as the duties and responsibilities of this position will be increased and be more in line with a paraprofessional position.

Director Bean also shared the pay grade was being changed from Grade 14 to Grade 18 and mentioned the position will be advertised in early February. This change in position will become effective February 1, 2021.

Motion

Upon a motion by Councilmember Willis, Council voted 7 to 0 to approve the Job Description for the Human Resources Administrative Assistant position as presented by Finance Director Donna Bean.

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

- A. Public Utilities: Public Utilities Director Radford Thomas reported on the following items:

- Biosolids Project continues to remain on track and the contractor is making great progress.
- Gryphon Dryer – Representatives are back on site working to get the conveyor dryer ready to go online.

- Finley Avenue Water Pressure Issues – City is waiting on notification from the state regarding its submitted funding application before starting the project.
- Crossroads Sewer Replacement Project –Design is in its final stages and the next step is to obtain easements.
- Brownfield Site – Contractors from RCI Demolition have begun cleanup of the former Broyhill Furniture site.
- MeterSys Project – Around 70% of the new meters have been installed. Staff will conduct a test run this week in order to address any technical issues.

B. Public Works: Public Works Director Jared Wright reported on the following items:

- The City received notification in December 2020 from the NC Department of Natural and Cultural Resources that its application for a \$250,000 grant from the Recreational Trails Program was successful. These funds will be used towards completing the connection of the rail trail between Harper Avenue and West Avenue and College Avenue. Director Wright congratulated Planning Director Jenny Wheelock and Staff for all of their hard work on this project.

Next, Director Wright mentioned the Historic Mill Project is well underway and that surveys have also been completed for intersection improvements.

- The Department of Environmental Quality (DEQ) and the Army Corps of Engineers have both reviewed the plans to replace the large culvert located on the Greenway behind Day Inn.
- The Expense Plan for Hospital Avenue Sidewalk Project was submitted to the state in December. The City may receive notification from the state around mid-February and the project could begin in late spring or early summer.
- The Greenway Connection for the Parkview Subdivision near the Zack's Fork Soccer Complex may also begin in early spring. City Manager Hildebran commented the connection will have to follow the road bed and pointed out the bank is steep on one side. The Greenway will connect to the southern end of the parking lot at the Soccer Complex.
- The downtown Pruning Project entailed 70 trees that were pruned for safety/sightline issues.
- The demand for yard waste pickups has exceeded the Department's expectations. Staff is experiencing 50 additional pickups on Wednesdays. Also, no seasonal staff was hired during leaf pickup season. A brief discussion was held regarding notifying the public in the future about brush pickups. Options included e-mail notification, by telephone and door hangers.
- Garbage collection routes are now finalized and efficiency in this transition has greatly increased.

IV. COMMUNITY DEVELOPMENT

- A. The Lenoir Business Advisory Board (LBAB): The Lenoir Business Advisory Board (LBAB) conducted a virtual meeting on Thursday, January 14. Minutes from the December 10 meeting were submitted as information. Director Horn also introduced Matthew Anthony, Main Street Community Engagement Coordinator, who began work with the City on January 4.

Director Horn stated that some of Matthew's duties include promoting downtown Lenoir, marketing, events planning and managing the website. In addition, she reported the annual Main Street Conference is scheduled on March 9 – 11 and several downtown business owners will be participating.

1. Presentation; Wayfinding Signage & Branding Project: Economic Development Director Kaylynn Horn and Planning Director Jenny Wheelock gave a presentation regarding the City's Wayfinding Signage and Main Street's Branding Campaign for the City of Lenoir. Director Horn and Director Wheelock thanked the Branding Team, Lenoir Tourism Development Authority, Destination by Design (a design firm located in Boone, NC) along with designers and vendors for the creation of the new City logo.

A copy of the presentation is attached to these minutes as information.

Director Horn stated the theme for the branding project is "Create with Us" and showed example pages such as new opportunities, healthier lifestyle, your community, a vibrant economy, memorable days and a place to call home. Director Horn shared that 668 people participated in a survey regarding the branding campaign.

Director Wheelock stated the wayfinding signs will be artistic and industrial themed signage. She commented the signage is as much about marketing as giving people directions.

- B. Planning Board: The Planning Board conducted a virtual meeting on Monday, January 25, 2021. Planning Director Jenny Wheelock reported the Planning Board, Board of Adjustment and Historic Preservation Committee has adopted a Joint Rules of Procedure ordinance in order to have consistency among the three Boards. Also, she stated a Sub-Division Ordinance will be presented to Council in either February or March.

- C. Parks and Recreation Advisory Board: The Parks and Recreation Advisory Board will meet on Monday, February 15 at 6:00 p.m. at Mulberry Recreation Center. Recreation Director Kenny Story stated all facilities remain closed, but individuals are still using the outdoor park areas. He stated the Baseball and Softball season is still in the planning stages and pointed out Black History Month will be celebrated in the future.

In addition, Director Story reported the improvements projects at the T. H. Broyhill Walking Park and the former Lenoir High School Auditorium will begin next week and should be completed within three months.

- C. Financial and Administration

1. December Financial Summary: Finance Director Donna Bean reviewed the Financial Summary as of December 31, 2020. (A copy of the financial summary is attached to these minutes as information).

General Fund

Revenue and Expenditures (Net of COVID) \$17,830,516.00

Downtown District

Revenue and Expenditures (Net of COVID) \$ 183,738.00

Water/Sewer Fund

Revenue and Expenditures (Net of COVID) \$ 8,531,300.00

Director Bean shared that various downtown events were cancelled in FY2020 because of COVID-19 plus the Parks and Recreation Department cancelled their events as well. She remarked that downtown revenue increased slightly while expenditures increased in the Water/Sewer Fund due to major purchases of new equipment. In addition, Director Bean reported that sales tax revenue has increased.

As information, City Manager Hildebran informed Council the annual Retreat Dates are Tuesday, February 23 from 8:30 a.m. until 11:30 a.m. and on Thursday, February 25 from 2:00 p.m. until 5:00 p.m. Mr. Anthony Starr, Executive Director, Western Piedmont Council of Governments, will serve as the facilitator of the meetings.

Mr. Hildebran also informed Council that Monty Woods, Caldwell County Tax Administrator, will present an update on the upcoming 2021 property revaluation at the February 23 Committee of the Whole meeting.

- D. Update; Public Communications: A copy of the December 2020 Communications Report was presented to Council as information.

As information, there were 8 news releases, 53 photos, 2 videos, 1 radio spot, 94 social posts, 16 notify me requests, 21 questions & answers and 5 e-sign ups. The website experienced 32,806 views and reached 57,473 people via Facebook and Twitter. Also, there were 478 new followers and 5,333 video views.

V. PUBLIC SAFETY

A. Police Department

1. Update: Police Chief Brent Phelps reported the Department has filled several positions and may fill two additional positions next week. He also stated Staff is currently reviewing policies to address various issues and pointed out the Department already has a policy in place prohibiting choke holds following the “Eight Can’t Wait” campaign.

In addition, Chief Phelps discussed a new vendor to manage off duty work for officers. He commented there are a lot of pros to using the vendor. The process has been streamlined and participating officers will receive payment directly from the business they are providing services for.

B. Fire Department

1. Update: Quarterly Report: Chief Hair reviewed the quarterly report for October, November and December, 2020. Staff participated in 3,390 training hours, conducted 89 inspections and participated in 6 fire prevention education programs. The Department also responded to 559 total incidents. He also announced that Todd Laws is retiring after thirty years of service with the City of Lenoir.

VI. OTHER

- A. February Calendar: By consensus of the Council, the calendar for the month of February was approved listing various committee meetings.

VII. Adjourn:

There being no further business; the meeting was adjourned at 10:42 a.m.

Attachments

Wayfinding & Branding Power Point

December Financial Summary

Job Description (Human Resources Administrative Asst. Position)

Communications Report

Quarterly Report (Fire Department)

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
Grade: 18

General Statement of Duties

Performs responsible administrative work for the Human Resources Department, assisting the departments and employees of the City.

Distinguishing Features of the Class

An employee in this class is responsible for supporting the Human Resources function in a variety of administrative activities. Work involves providing administrative support duties with programming and processing various benefits, wellness activities, insurance programs, employee records, hiring processes, and other related activities. Judgment, attention to detail and accuracy are required in the completion and processing of forms and for maintaining confidential and accurate records. Tact and courtesy are needed in working with the general public, with job applicants, and with employees and supervisors throughout the City. Work is performed under regular supervision and is evaluated through review of completed assignments, reports, performance appraisals, and through observation and feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Performs data entry for applicant tracking; assists with performing reference checks for the hiring process; assists with posting vacancies and other recruitment efforts.
- Enters information into state and federal databases for new hires, including NC New Hire program and e-Verify; assists with completion of HR related surveys and reports regarding salaries and benefits.
- Assists in conducting new employee orientation and provides support for new employee enrollment and exiting employee dis-enrollment for various benefits and insurance programs.
- Assists with benefits administration by preparing and processing various insurance enrollments and claim forms; reconciles insurance billings/statements; assists employees with problem-solving on benefits issues; provides support for COBRA benefits for exiting employees.
- Creates and maintains personnel files by processing a variety of forms for new hires, current employees and exiting employees; creates and maintains medical files for new hires, current employees and former employees; maintains personnel files of former employees.
- Performs data entry into the Payroll and Personnel systems for all employees by creating the payroll and personnel files for new hires, updating salaries, job titles changes, deductions, etc. for existing employee; removes former employees from the current Payroll and Personnel systems.
- Performs a variety of administrative and administrative support duties including composition, and production of a variety of documents, correspondence, memoranda, forms, etc.; reads and routes incoming mail for the HR Department.
- Types memoranda, reports, bulletins, schedules, manuals, letter and forms for the human resources staff; uses software programs; maintains departmental files.

- Receives and screens visitors and telephone calls as City Hall's 2nd floor receptionist, including serving as one of the backup telephone operators and collection/distribution of mail; answers and handles many of the standardized questions and inquiries.
- Assists with the maintenance of the City Council Minute books.
- Assists with Accounts Payable filing.
- Other duties as assigned.

Recruitment and Selection Guidelines

- Considerable knowledge of City Personnel policies and procedures.
- Considerable knowledge of personnel records and filing systems and the confidentiality required in maintaining human resources records.
- Considerable knowledge of the application of information technology and office technology to human resource administration and maintenance of documents.
- Knowledge of basic math for payroll and benefits calculations.
- Knowledge of City government including the Council-Manager form of government.
- Some knowledge of the laws and regulations related to human resources and personnel actions and decisions.
- Some knowledge of basic accounting practices.
- Skill in the operation of personal computers at a moderate speed with accuracy.
- Ability to maintain complex files and records relating to various City functions.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected officials, City management, department heads, City employees and the general public.
- Ability to use confidentiality, tact and courtesy in dealing with City employees and the general public.
- Ability to meet deadlines.
- Accuracy in the performance of duties.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, kneeling, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and type, proofing human resources pay and employee actions, and extensive reading.

Desirable Education and Experience

Graduation from high school supplemented by some experience in human resources, payroll, or insurance/benefits, preferably in a public organization or an equivalent combination of education and experience. Prefer graduation from a two-year community college or business school with an associate degree in human resources, accounting or business and experience in human resources; or an equivalent combination of education and experience.

Recommendation						
<i>Recommendation: Based on input from the HR Specialist, the recommendation is being made to change the position for the Human Resources Secretary to a Human Resources Administrative Assistance. This changed is being recommended as the duties and responsibilities of this position will be increased and be more inline with a paraprofessional position.</i>						
To Be Effective 02/1/21						
Department	Current Title	Proposed Title	Impact for Current Budget	Recommendation	Current Grade	Proposed Grade
Job Responsibilities -Re-Organized - Change Pay Grade						
Finance Department						
Finance	Human Resources Secretary	Human Resources Administrative Assistant	224.85	Re-Organization of duties to assume additional responsibilities in human resources.	14	18



**City of Lenoir
Financial Summary
As of 12/31/2020**



General Fund					
	2020-2021 Budget	12/31/2020	% of Budget	Change from Previous Year	12/31/2019
Total Revenue	\$ 18,144,570.98	\$ 11,951,689.63	66%	\$ 91,939.86	\$ 11,859,749.77
COVID-19- Revenue	\$ 314,054.98	\$ 314,054.98	100%		
Revenue Net of COVID	\$ 17,830,516.00	\$ 11,637,634.65	65%	\$ (222,115.12)	\$ 11,859,749.77
Expenditures	\$ 18,144,570.98	\$ 8,524,011.80	47%	\$ (685,240.66)	\$ 9,209,252.46
COVID-19 Expenditures	\$ 314,054.98	\$ 314,054.98	100%		
Expenditures Net of COVID	\$ 17,830,516.00	\$ 8,209,956.82	46%	\$ (999,295.64)	\$ 9,209,252.46
Over/Under Net of COVID	\$ -	\$ 3,427,677.83		\$ 777,180.52	\$ 2,650,497.31
Downtown District					
	2020-2021 Budget	12/31/2020	% of Budget	Change from Previous Year	12/31/2019
Total Revenue	\$ 191,938.00	\$ 34,901.93	18%	\$ 28,291.01	\$ 6,610.92
COVID-19- Revenue	\$ 8,200.00	\$ 8,200.00	100%		
Revenue Net of COVID	\$ 183,738.00	\$ 26,701.93	15%	\$ 20,091.01	\$ 6,610.92
Expenditures	\$ 191,938.00	\$ 71,067.11	37%	\$ (37,508.10)	\$ 108,575.21
COVID-19 Expenditures	\$ 8,200.00	\$ 7,989.65	97%		
Expenditures Net of COVID	\$ 183,738.00	\$ 63,077.46	34%	\$ (45,497.75)	\$ 108,575.21
Over/Under Net of COVID	\$ -	\$ (36,375.53)		\$ 65,588.76	\$ (101,964.29)
Water/Sewer Fund					
	2020-2021 Budget	12/31/2020	% of Budget	Change from Previous Year	12/31/2019
Revenues	\$ 8,606,700.00	\$ 4,832,400.47	56%	\$ 29,368.74	\$ 4,803,031.73
COVID-19- Revenue	\$ 25,400.00	\$ 25,400.00	100%		
Revenue Net of COVID	\$ 8,581,300.00	\$ 4,807,000.47	56%	\$ 3,968.74	\$ 4,803,031.73
Expenditures	\$ 8,606,700.00	\$ 3,563,520.93	41%	\$ 672,494.39	\$ 2,891,026.54
COVID-19 Expenditures	\$ 25,400.00	\$ 25,400.00	100%		
Expenditures Net of COVID	\$ 8,581,300.00	\$ 3,538,120.93	41%	\$ 647,094.39	\$ 2,891,026.54
Over/Under Net of COVID	\$ -	\$ 1,268,879.54		\$ (643,125.65)	\$ 1,912,005.19

December 2020 Communication Report

By Joshua Harris, Director, Communication & Public Information 1/8/2021



LENOIR
NORTH CAROLINA

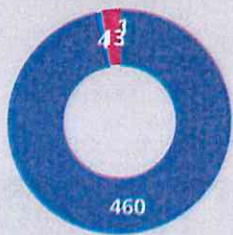
CONTENT CREATION

News Releases	Photos	Videos	Radio Spots	Social Posts	Notify Me	Q&A	eSign
8	83	2	1	94	16	21	5

PUBLIC ENGAGEMENT

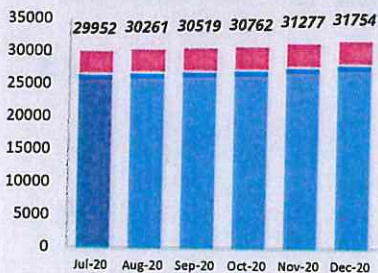
New Followers

478



Facebook Twitter
Instagram City Alerts

Total Followers



Social Reach

57,473

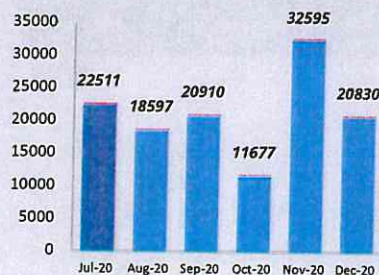
Facebook	52,128	f
Twitter	4,955	t

Video Views

5,333

Facebook	2,325
YouTube	3,008

Social Engagement

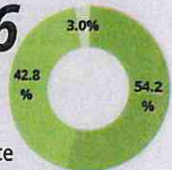


Website Views

32,806

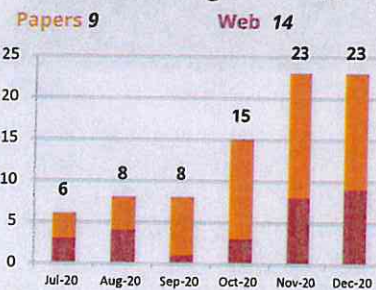
Top Pages

- 1 Payment Options
- 2 Water & Sewer Service
- 3 Jobs
- 4 Garbage Collection
- 5 Holiday Collection Schedule
- 6 Police
- 7 Wastewater Treatment Plant Operator



Mobile
Desktop
Tablet

Media Coverage **23**





Top Tweets

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

Total Twitter Followers

782

Last Month 778 Gain **4**



City of Lenoir, NC @CityofLenoir

Public Works staff will finish up round 1 of the City's leaf collection service this week. Crews are about a week behind, but plan to catch up soon. Residents will get 2 more leaf pickups, one in December and one in January. For more information, visit

<https://www.cityoflenoir.com/210/Yard-Waste-Collection> ... pic.twitter.com/5h1hBbQ3NC

Impressions

438

Total engagements

7

Media engagements

7



City of Lenoir, NC @CityofLenoir

City of Lenoir employees set out roughly 8,000 luminaries Friday morning at Blue Ridge Memorial Park. The annual Luminary Display at Blue Ridge Memorial Park starts tonight at 6:00 p.m. Read more at <http://bit.ly/2LkKYGo> ... pic.twitter.com/8qsMr9oi4M

Impressions

347

Total engagements

26

Media engagements

15

Link clicks

3

Detail expands

3

Retweets

2

Likes

2

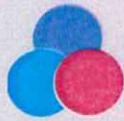
Profile clicks

1



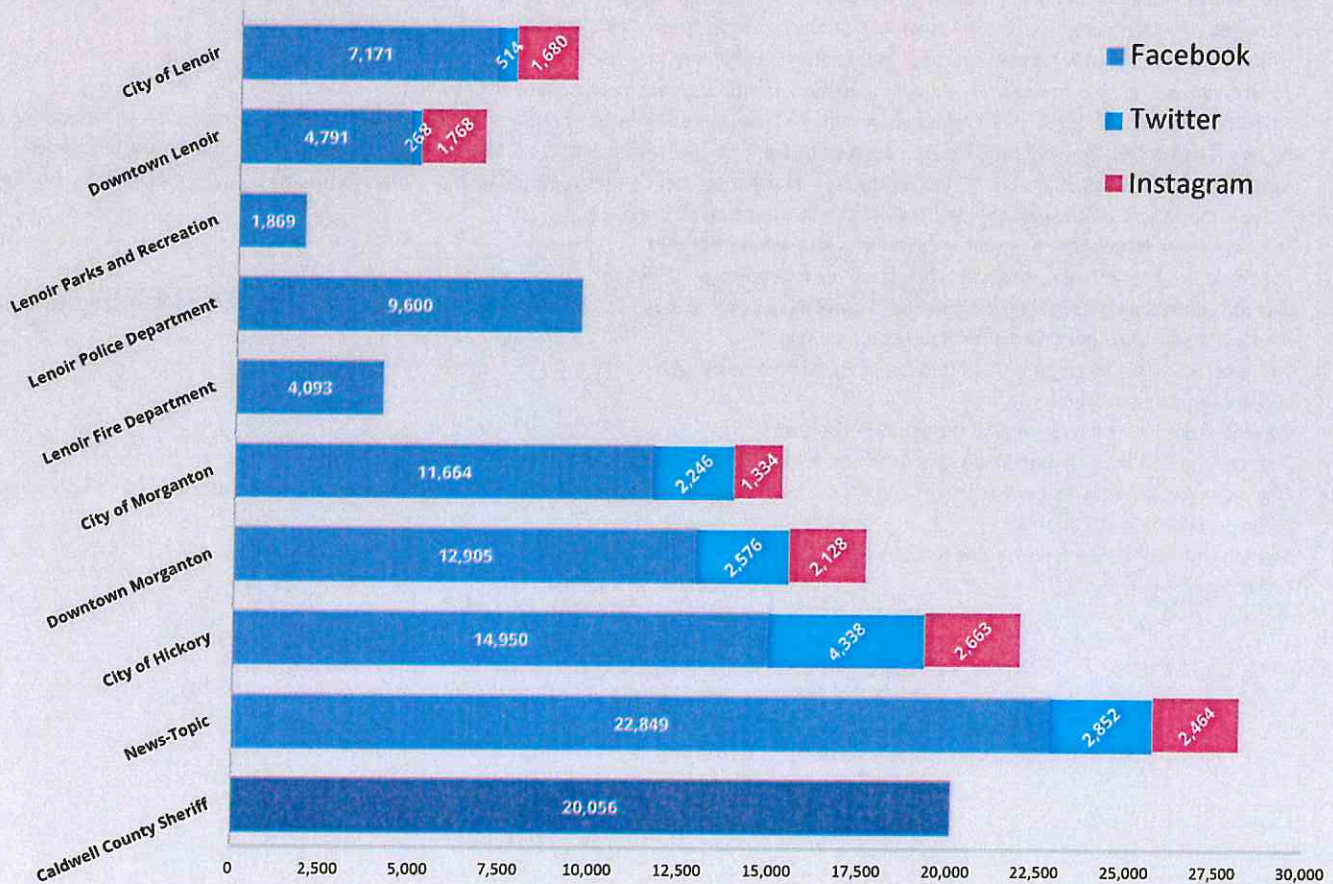
Reach a bigger audience

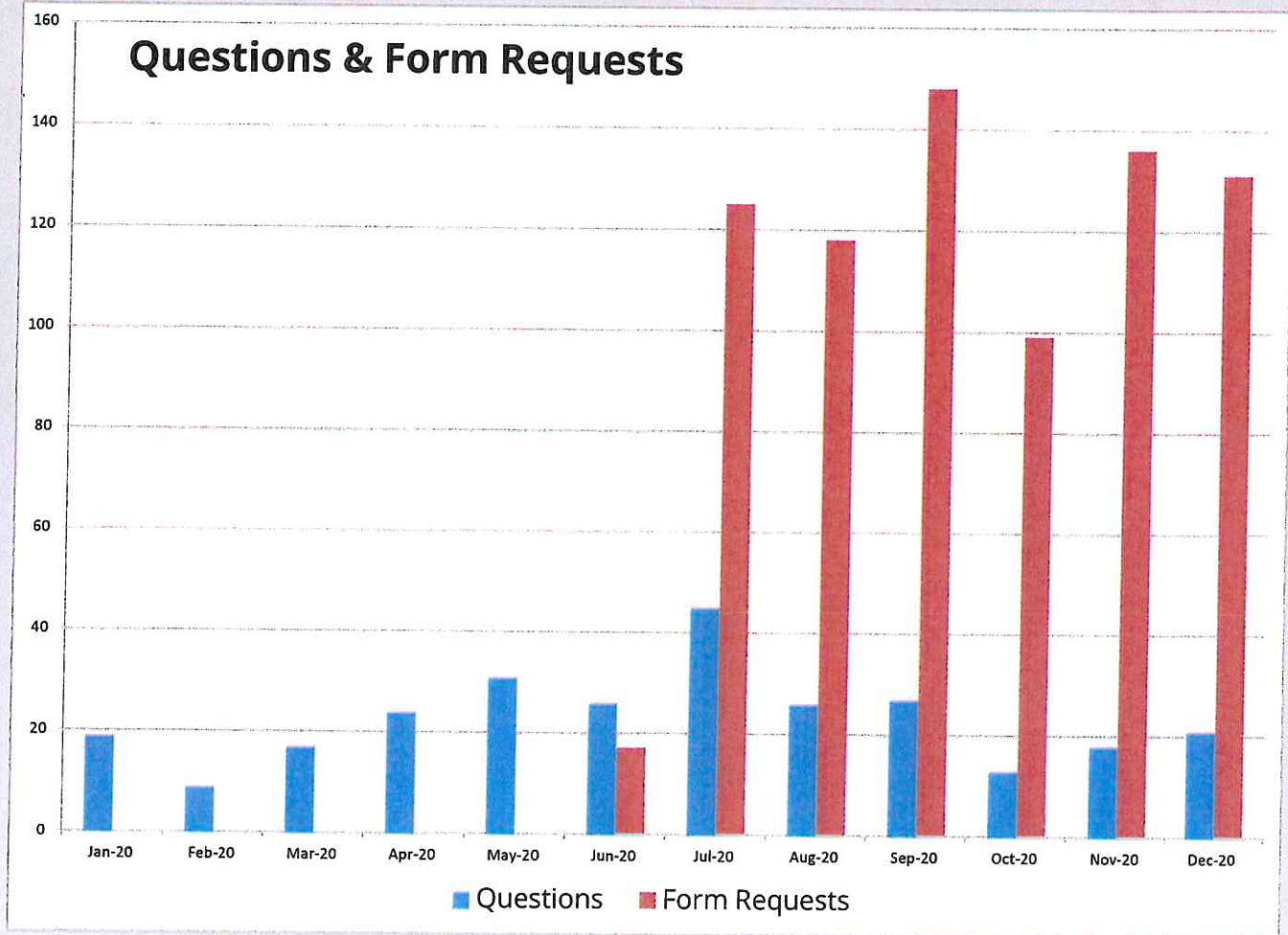
Get more engagements by promoting this Tweet!



Social Comparison

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





TO: Scott Hildebran, City Manager
FROM: Ken Hair, Fire Chief
DATE: January 6, 2020
RE: Fire Department Report for October, November, and December 2020

TRAINING AND FIRE PREVENTION:

Training Hours	3,390
Inspections	89
Fire Prevention Education Programs	6

INCIDENT REPORTS BY TYPE SITUATION FOUND: Total Incidents

Fire, structure	6
Fire, vehicle and heavy equipment	1
Fire, brush or grass	12
Fire, trash	2
Fire, other	1
Medical call	225
EMS lift assist	13
Assist Invalid, lift assist	3
10-50, PI	36
10-50, no PI	39
Rescue call	25
Service call, public	54
Cover in assignment	2
Hazardous condition, other, power lines down	18
Hazardous material or spill	10
False alarm, sprinkler malfunction	12
False alarm, smoke or carbon monoxide detector malfunction	49
False alarm, alarm sounded, no fire	24
False alarm, malicious	1
False alarm, other	18
Severe weather or natural disaster, other	8

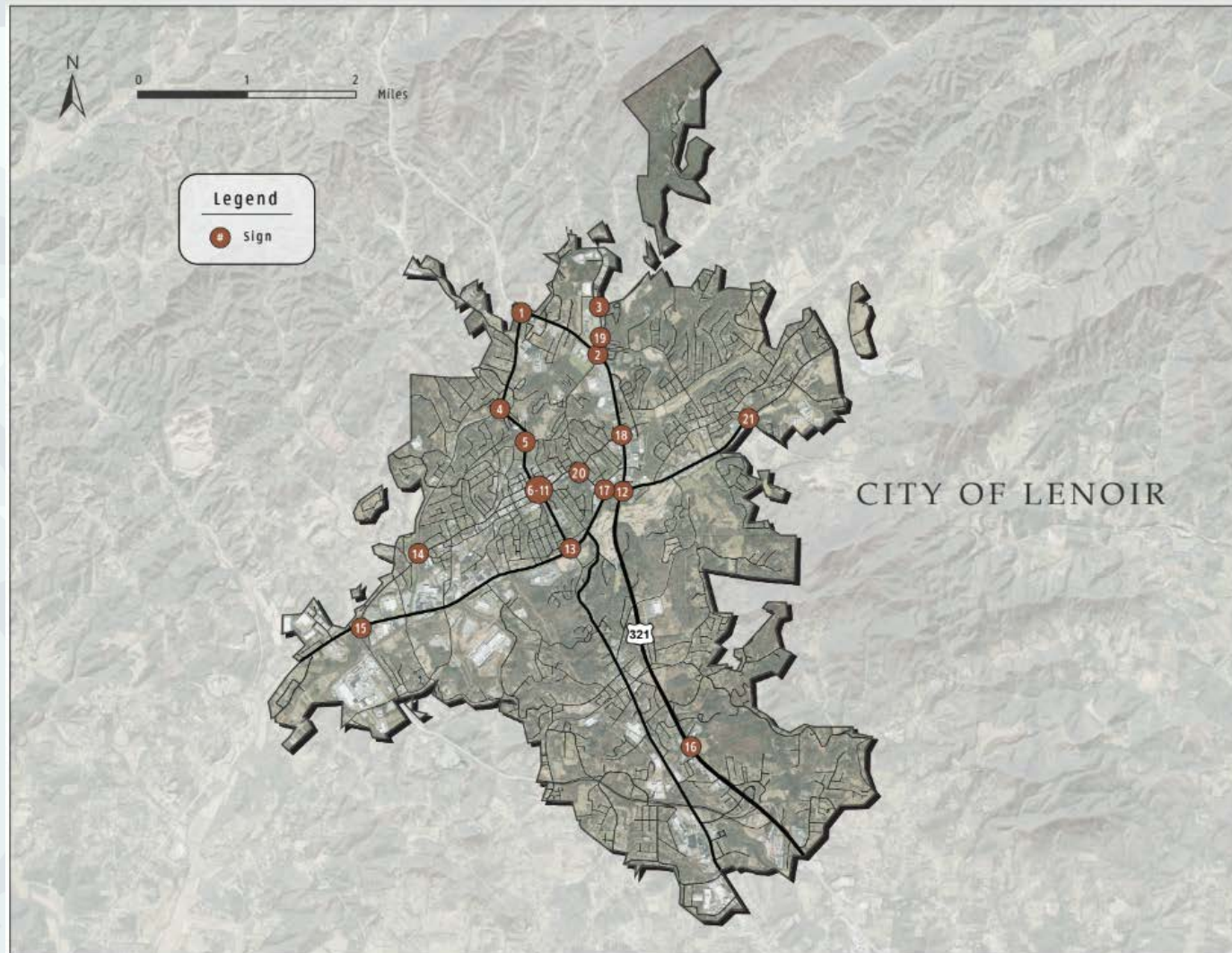
TOTAL INCIDENTS **559**

RESPONSES BY DISTRICTS:

<u>HQ's</u>	<u>STA. 2</u>	<u>STA. 3</u>
375	131	53

Lenoir Wayfinding Plan

A City-Wide Wayfinding System





While the branding team worked, so did the wayfinding team...

- Brainstorm/identify destinations
- DBD first draft – key intersections identified, designations suggested, alternative destinations outlined.
- Staff review and response – fine tuning decisions on destinations, identifying missing sign locations, verifying directions.
- DBD second draft; staff review
- Final Draft of sign locations prepared; additional details on construction and design to be added to plan in finished version.

Vehicular Wayfinding Plan

- Technical considerations
 - must meet safety standards for crashes, visibility
- Each intersection has 2-4 unique signs
- Destinations/signs need to make sense together



Related/Future projects could include...

- Pedestrian-oriented signage – Downtown & Greenways
- Downtown parking wayfinding
- Gateway signage



...but not focus of this plan.



- Makes amenities and destinations VISIBLE
- Pique interest for residents, visitors, passers-through
- Present image/brand for the community; show pride
- Assist those unfamiliar with the area in finding places

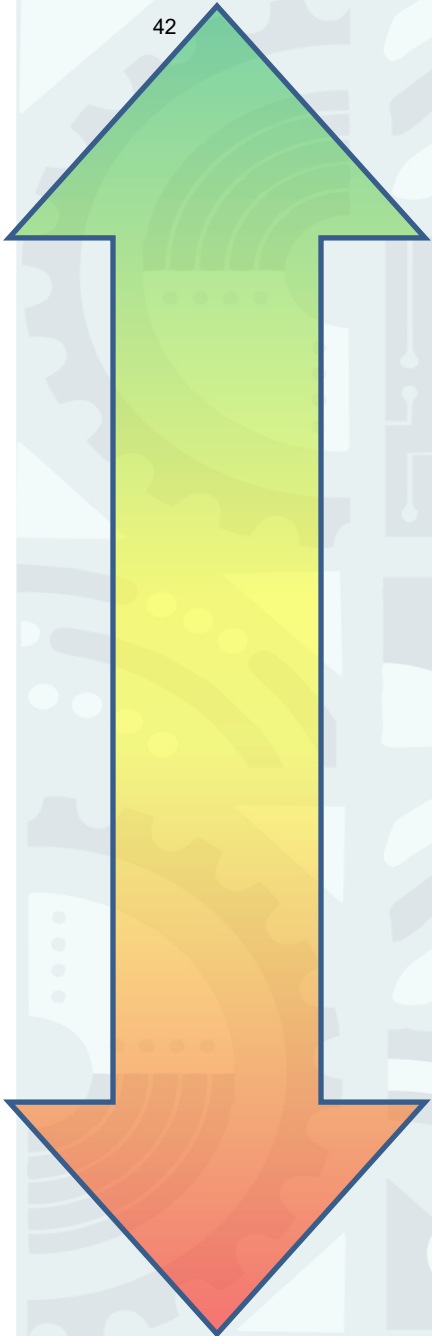


So, we focused on:

- unique community amenities
- places that tend to attract outside visitors
- greenway access as a feature of many of our recreational facilities
- gateways/approaches to Downtown (treated as a singular destination)

Lenoir has mountain bike trails? Cool!



- 
- Downtown Business District*
 - Greenway Access
 - Rec Facilities (Mulberry, LAFC, MLK)
 - ZF MTN Bike Trail/Rotary Soccer (greenway access)
 - Unity Park Community Gardens (greenway access)
 - Freedman Cultural Center
 - Visitor's Center
 - Library (greenway access)
 - Lenoir High School Auditorium
 - Walker Stadium
 - Arts Council/Heritage Museum
 - Hospital
 - Post Office
 - Caldwell Health and Human Services
 - City Hall/County Admin
 - Courthouse
 - County Jail

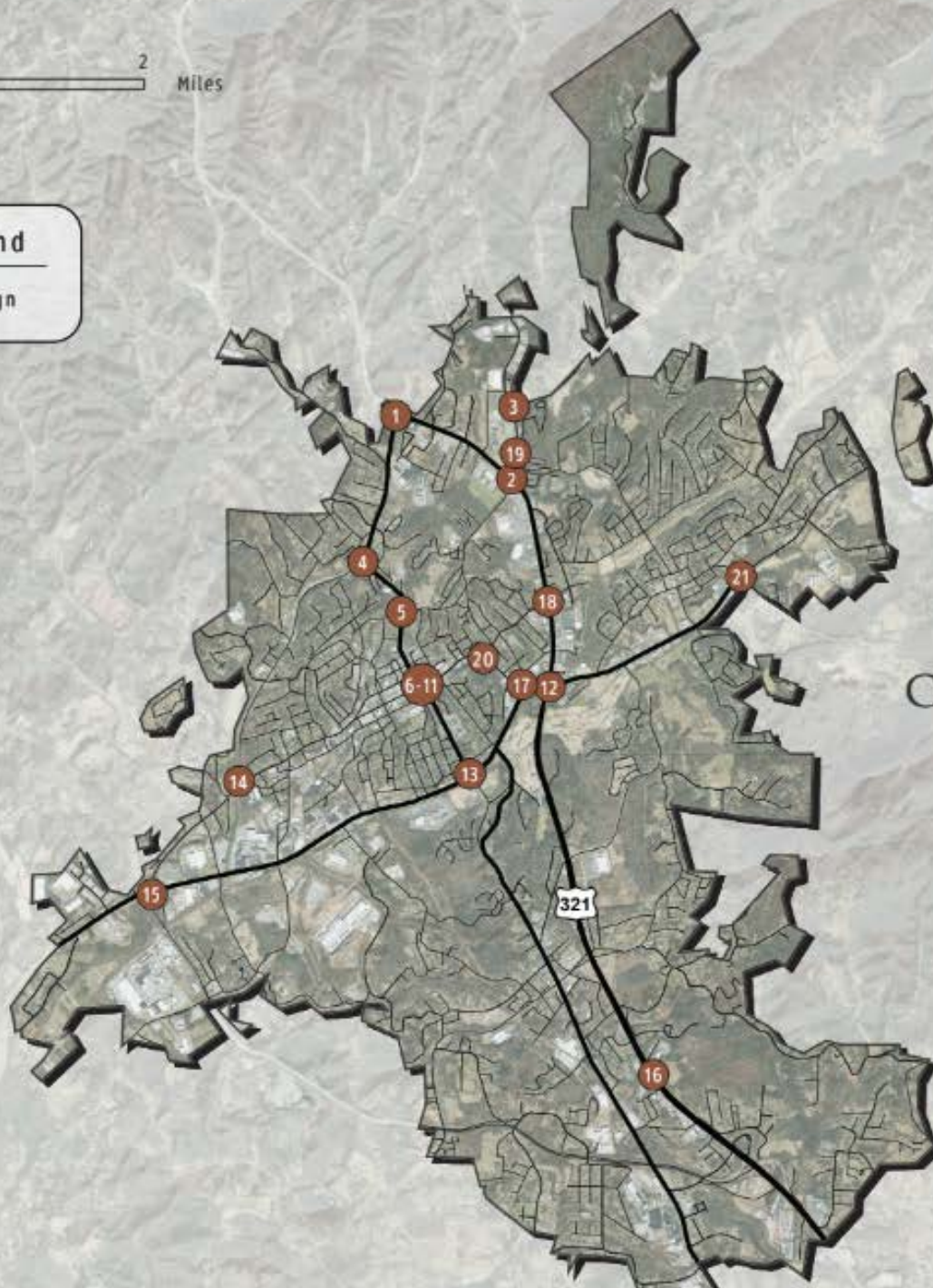
*Way-finding within the downtown core is usually pedestrian-scaled, with vehicular wayfinding to find parking.



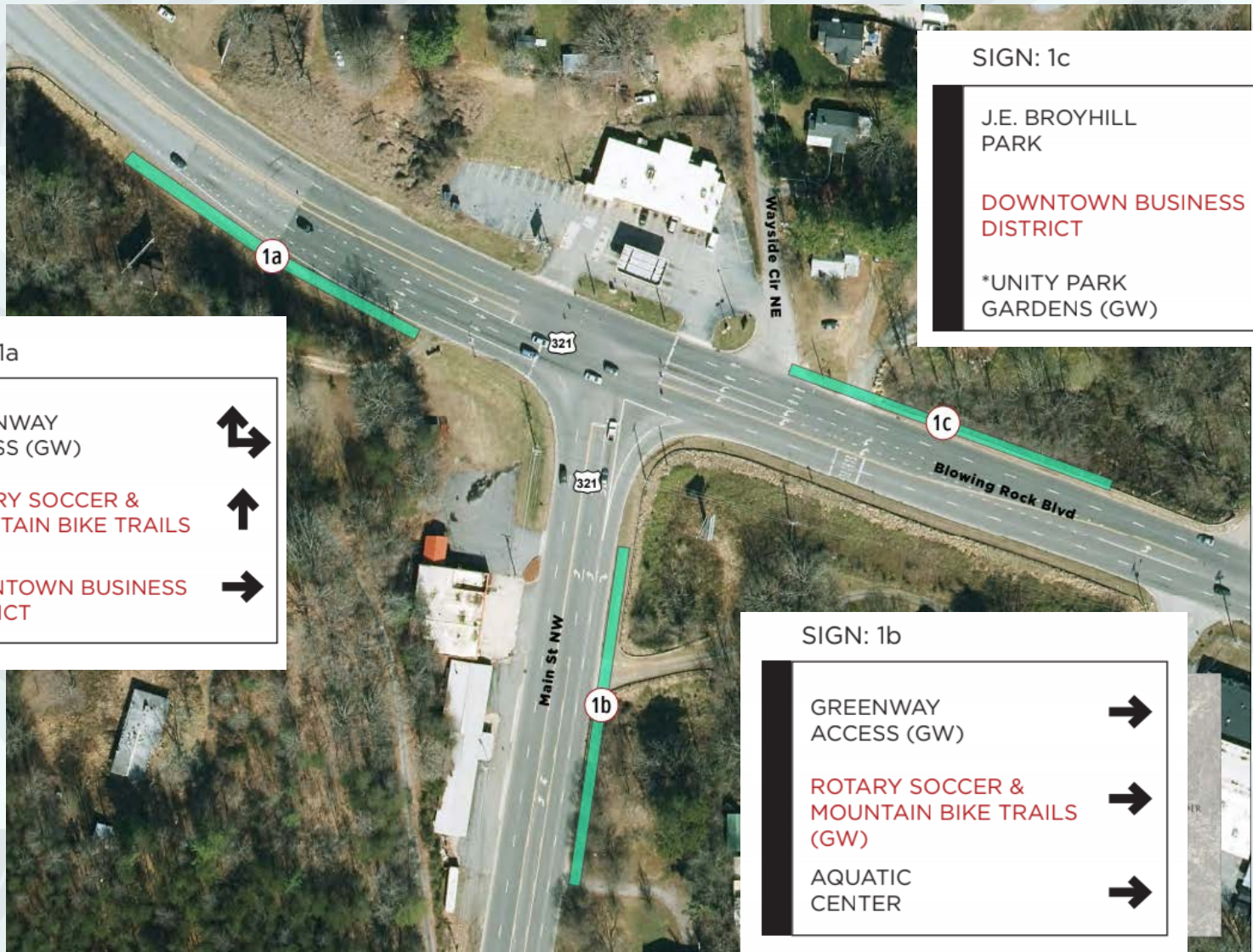
0 43 1 2 Miles

Legend

Sign



CITY OF LENOIR



SIGN: 1a

GREENWAY
ACCESS (GW)



ROTARY SOCCER &
MOUNTAIN BIKE TRAILS
(GW)



DOWNTOWN BUSINESS
DISTRICT



SIGN: 1c

J.E. BROYHILL
PARK



DOWNTOWN BUSINESS
DISTRICT



*UNITY PARK
GARDENS (GW)



SIGN: 1b

GREENWAY
ACCESS (GW)



ROTARY SOCCER &
MOUNTAIN BIKE TRAILS
(GW)



AQUATIC
CENTER



SIGN: 4a

*UNITY PARK
GARDENS (GW)



J.E. BROYHILL
PARK



DOWNTOWN BUSINESS
DISTRICT



SIGN: 4c

*UNITY PARK
GARDENS (GW)



AQUATIC
CENTER



ROTARY SOCCER &
MOUNTAIN BIKE TRAILS
(GW)



SIGN: 4b

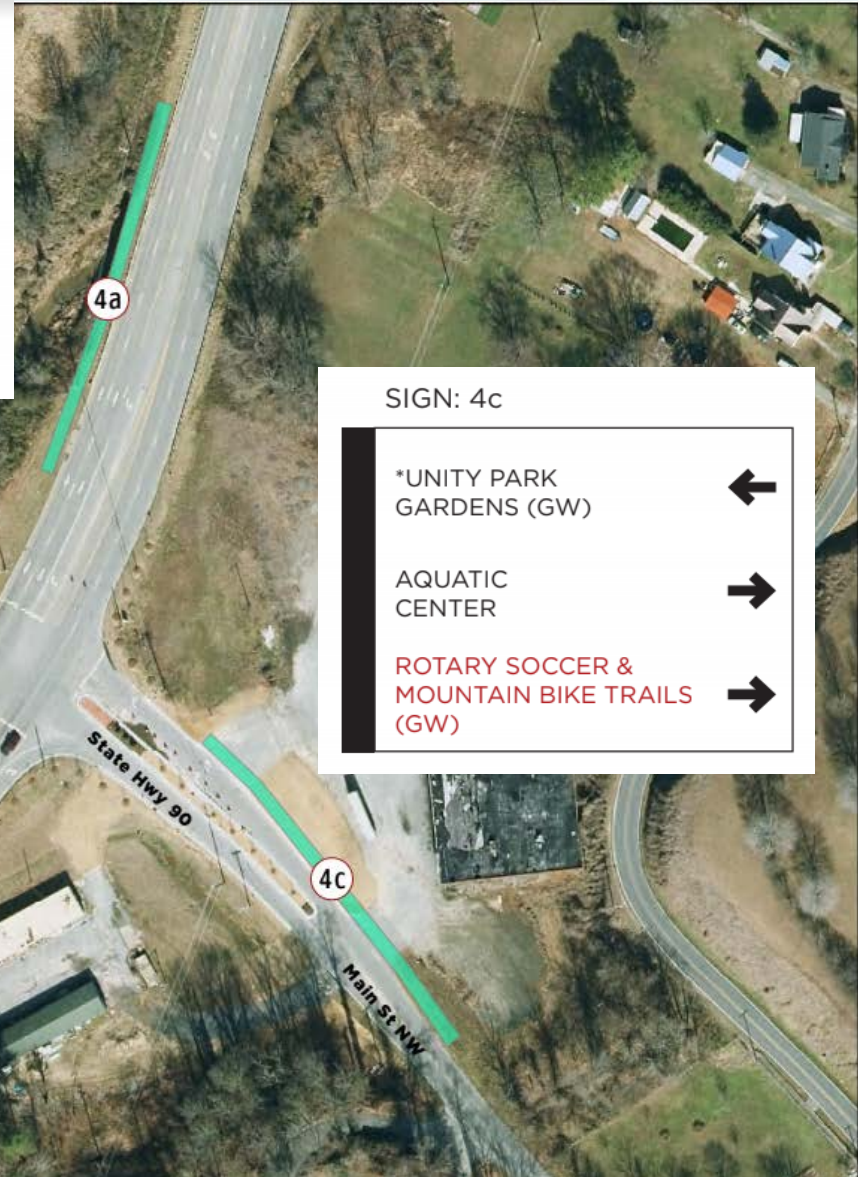
GREENWAY
ACCESS (GW)



ROTARY SOCCER &
MOUNTAIN BIKE TRAILS
(GW)



J.E. BROYHILL
PARK



SIGN: 5a

DOWNTOWN BUSINESS
DISTRICT



FREEDMAN CULTURAL
CENTER



MARTIN LUTHER
KING JR. CENTER



SIGN: 5b

FREEDMAN CULTURAL
CENTER



MARTIN LUTHER
KING JR. CENTER



AQUATIC
CENTER



SIGN: 5c

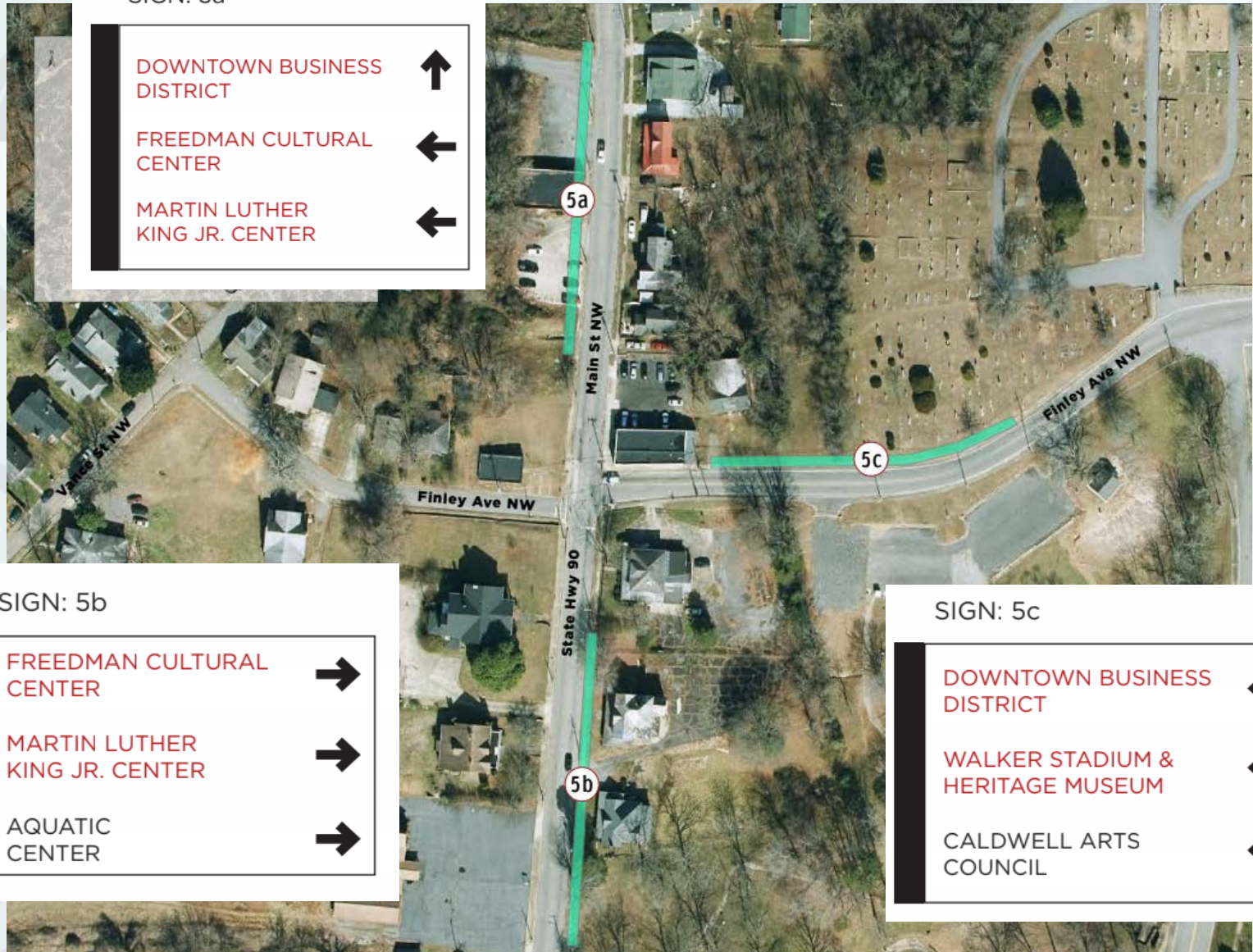
DOWNTOWN BUSINESS
DISTRICT



WALKER STADIUM &
HERITAGE MUSEUM



CALDWELL ARTS
COUNCIL





SIGN: 7a

WALKER STADIUM &
HERITAGE MUSEUM



*LHS THEATER



CALDWELL ARTS
COUNCIL



SIGN: 7d

CALDWELL ARTS
COUNCIL



*LHS THEATER



**UNITY PARK
GARDENS (GW)



SIGN: 7b

CALDWELL ARTS
COUNCIL



HOSPITAL



WALKER STADIUM &
HERITAGE MUSEUM



SIGN: 7c

DOWNTOWN BUSINESS
DISTRICT



HOSPITAL



POST OFFICE

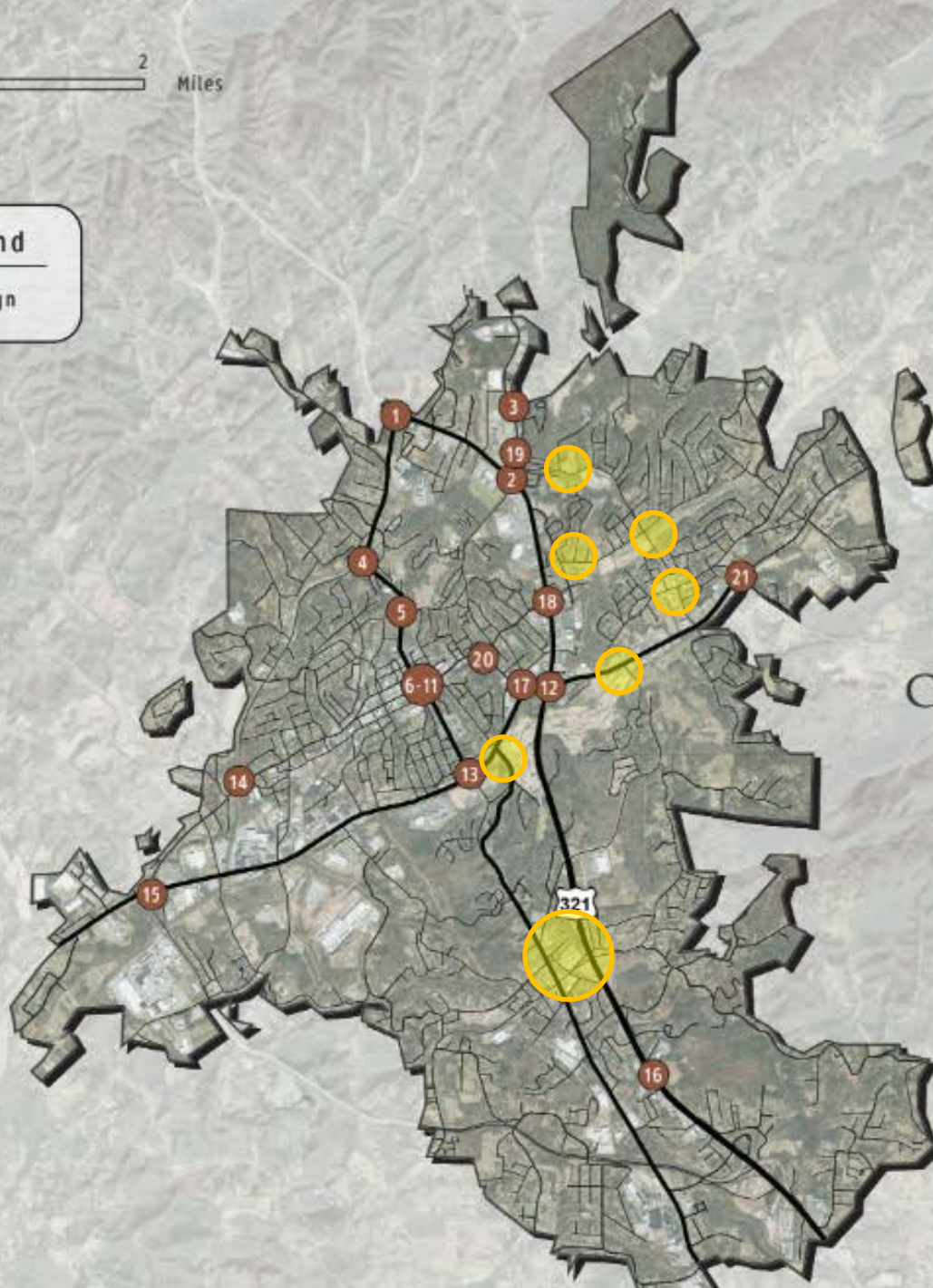




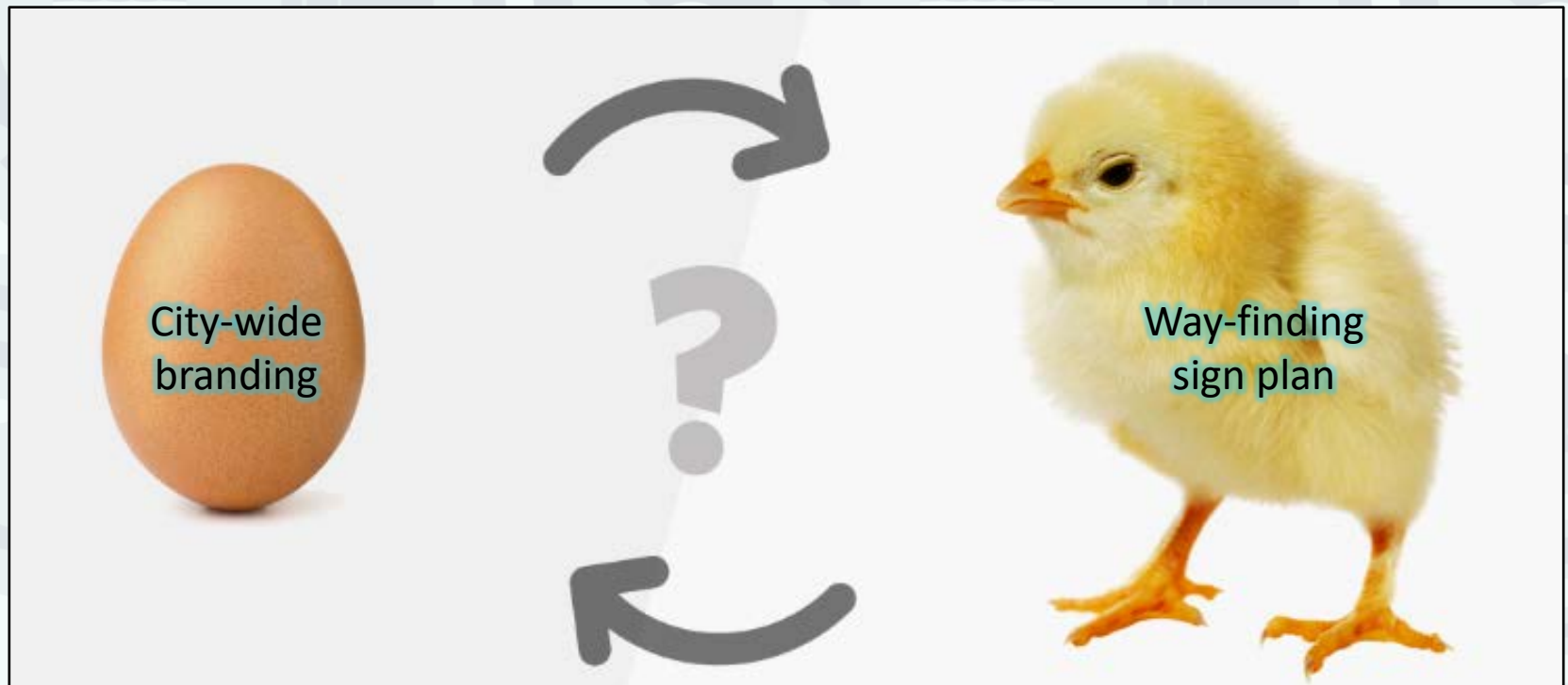
0 48 1 2 Miles

Legend

Sign



CITY OF LENOIR



CITY OF **LENOIR**
NC ★ CREATE WITH US



Lenoir Greenway Sunset



Lenoir Greenway Sculptures

CREATE WITH US

healthy lifestyles



NC Gravity Games



NC Blackberry Festival

CREATE WITH US

your community



Google Data Center



Blue Ridge Energy

CREATE WITH US

a Vibrant Economy



Ground Breaking Ceremony



Wall Raising Ceremony

CREATE WITH US

New Opportunities

CREATE WITH US *a great team*

Before we even get started...

Many THANKS to the 100's of hands that got us here:

City of Lenoir Branding Team / Wayfinding Sign Design - Allesia Audrey, Terese Alquist, Brenda Floyd, Grey Sheer, Jimmie Griffith, Glenda Wilson, Kyle Case, Jenny Wheelock, Joshua Harris, Matthew Anthony, Jesse Plaster, Joe Biggley, Mark Transou, Hannah Williams, Jared Wright

City of Lenoir TDA –Dana Clark, Matt Underwood, Rose Noakes, Pam Pusteoska, Angela Johnson, Donna Bean , Glenda Wilson, Brenda Floyd

Destination by Design Team

Matt Powell, Alex Gotherman, Matt Wagnor, Eric Woolrich

Designers and Vendors – Sara Wert Designs, Peggy Thompson Apparel Authority, Barney Drum HPG, Lenoir Printing Staff, Symbol Arts, I-Promo Staff, Shirley Cannon, Nina Horn, John Tye

Hundreds of folks who took the survey!



City of Lenoir Place Branding and Wayfinding Sign Design and Location Plan Project Background

- In the 3rd Quarter of 2019, the Lenoir Tourism Development Authority granted funding to secure Destination by Design , a placemaking design firm in Boone, NC
- A Branding Team was established to collaborate with DbD and work began on developing a brand, logo and tagline for the City
- Simultaneously, DbD began work on a Wayfinding Sign Design and Sign Location Plan with the COL Planning Department and Team members
- Stakeholder and public surveys were completed and designs were further developed over several weeks while wayfinding plans continued to evolve
- With a brand and tagline designed, wayfinding sign designs were created with input from community stakeholders and the Branding Team. Also, the sign location plan was completed
- Various SWAG items, apparel, paper goods produced by City Staff

Survey Overview

19 questions - 668 responses overall

General Public - 386 responses

Community College Students - 155 responses

Community Partners - 51 responses

City of Lenoir Employees - 50 responses

LBAB/LTDA/Council/Dept. Heads - 20 responses

Branding Team - 6 responses

City of Lenoir

Branding: Survey Results & Early Concepts

JANUARY 22, 2020

Matt Powell and Magnolia Sloboda



DESTINATION BY DESIGN

Q04 What concept should a new Lenoir brand most evoke?

#1 Community

#2 Commerce

#3 Creativity

#4 Trails/Outdoor Recreation/Greenways

#5 Heritage/Tradition

Q18 What do you hope this campaign will achieve?

29% Encourage entrepreneurs and creatives to start up here

29% Communicate progress and revitalization

20% Investments of new businesses

10% Bring people together

6% Other

6% Educate locals about our assets

Q03 What should be the goal of a new branding campaign for the City of Lenoir?

40% Revitalization/Redevelopment

29% Business Development/Industry Recruitment

11% Citizen Engagement

10% Attract Residents

6% Tourism

5% Other

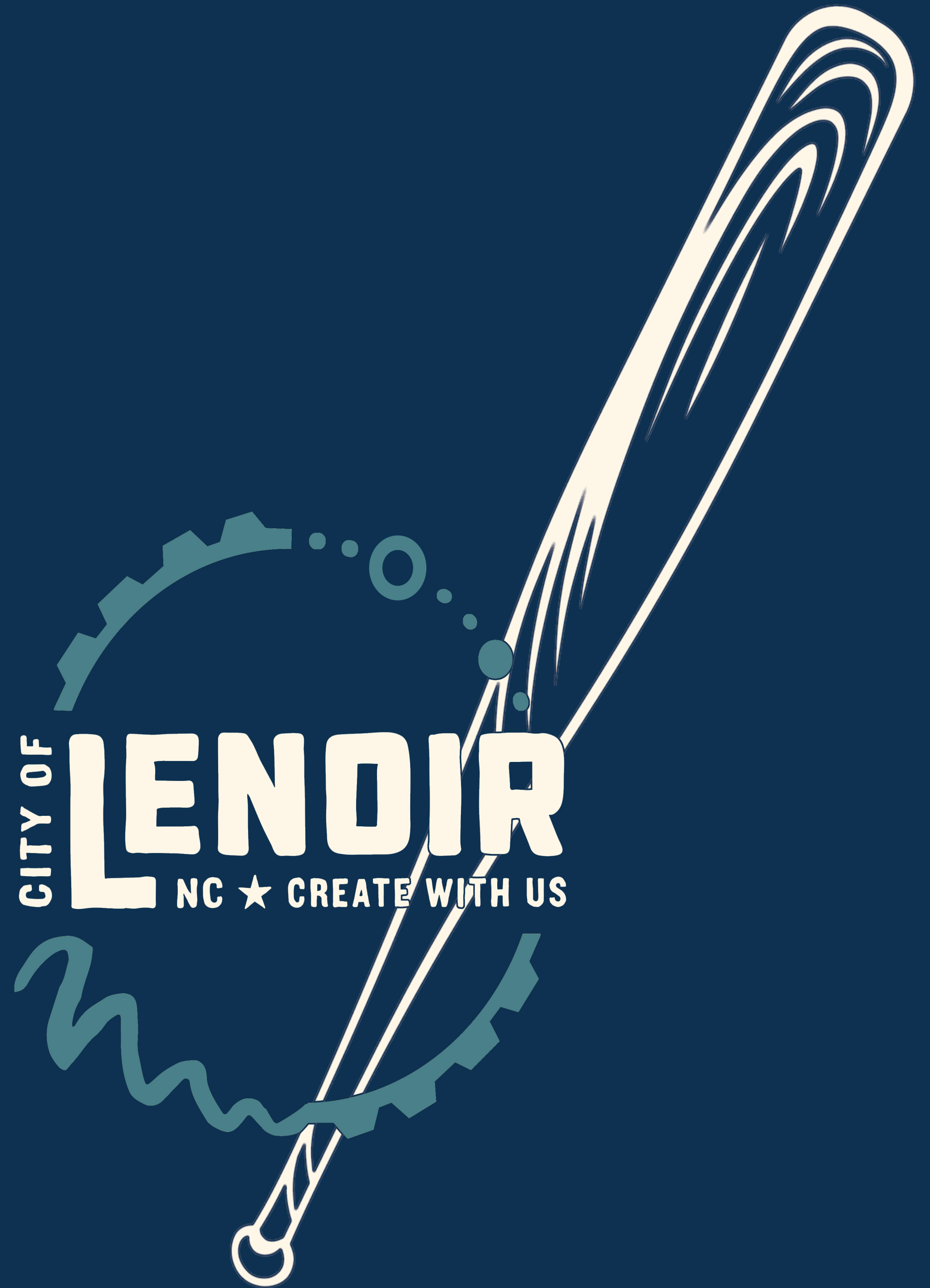
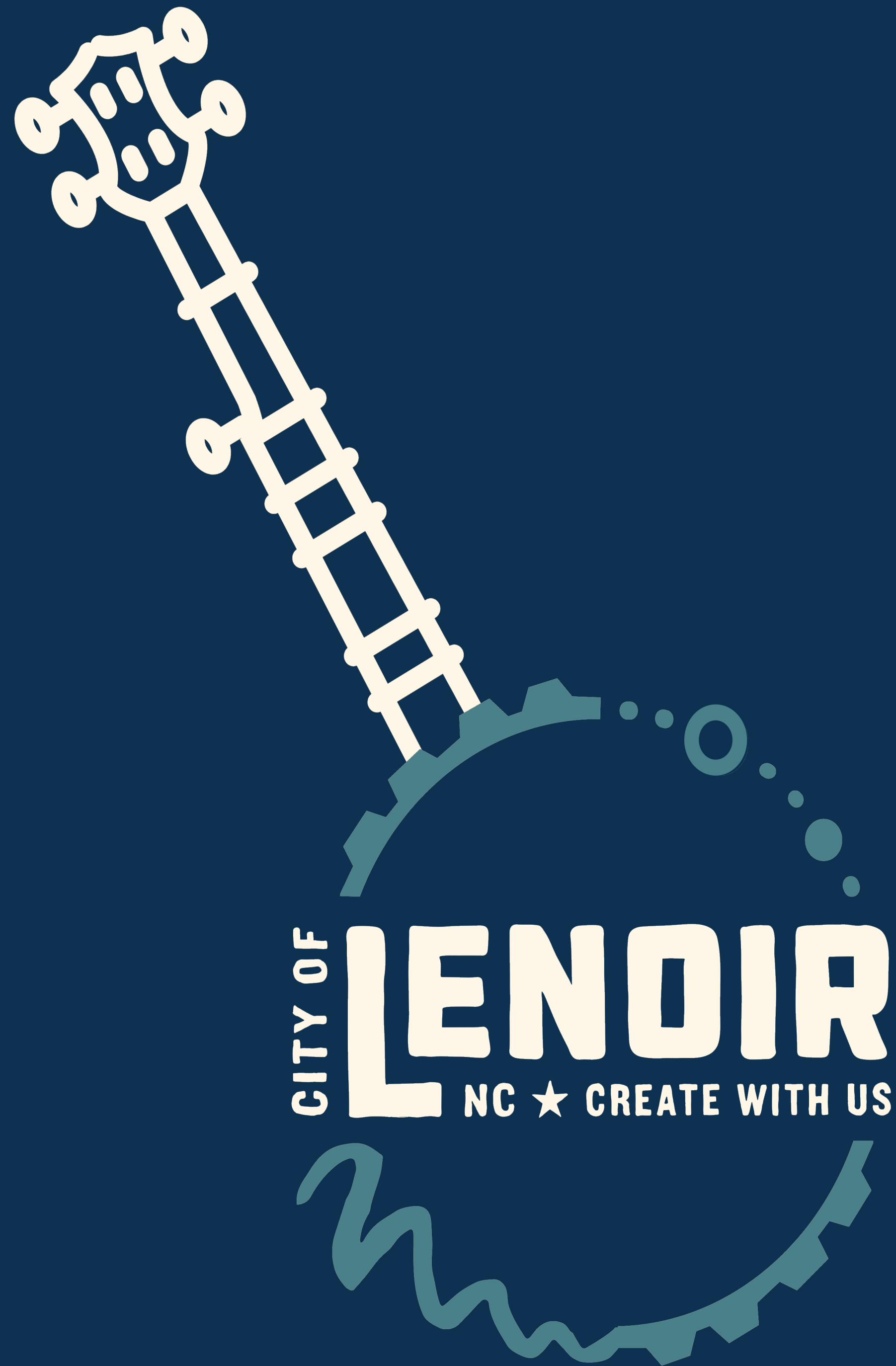
CITY OF **LENOIR**
NC ★ CREATE WITH US

BRAND SYSTEM

PRIMARY LOGO WITH TAGLINE

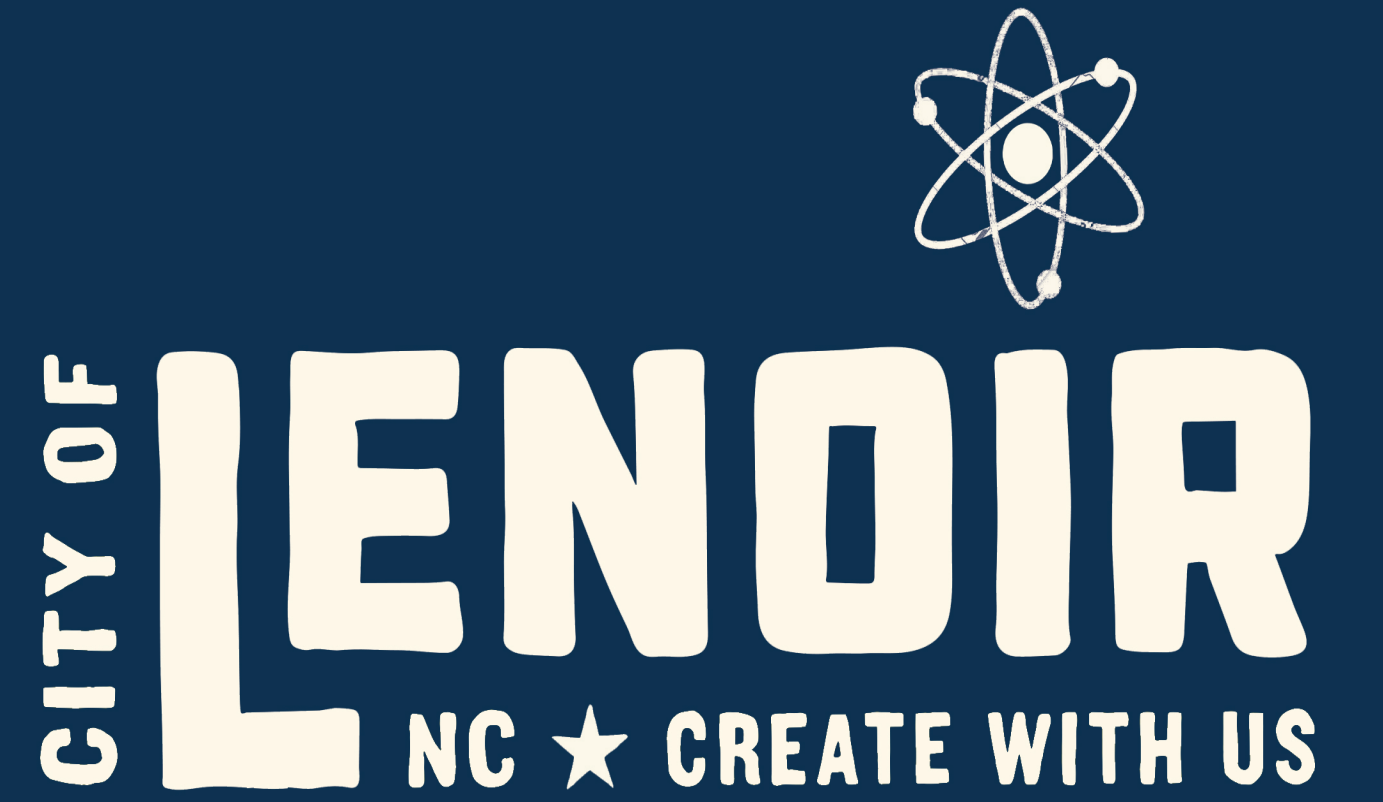






HORIZONTAL LOGO WITH TAGLINE





CIRCULAR LOGO

WORDMARK

ICON (WAYFINDING ASSET)

FULL COLOR



NAVY



TEAL



BLACK



TEAL BACKGROUND



NAVY BACKGROUND



WHITE



CIRCULAR LOGO WITH TAGLINE

WORDMARK

ICON

FULL COLOR



NAVY



TEAL



BLACK



TEAL BACKGROUND



CITY OF **LENOIR**
NC ★ CREATE WITH US

**CREATE
WITH US**

NAVY BACKGROUND



CITY OF **LENOIR**
NC ★ CREATE WITH US

**CREATE
WITH US**

WHITE



CITY OF **LENOIR**
NC ★ CREATE WITH US

**CREATE
WITH US**

LOGO USAGE

CORRECT LOGO USAGE

Use the full color primary logo whenever possible. The full color logo should only be on white backgrounds so utilize the white tag when necessary. When the logo gets small enough that the “North Carolina” tagline cannot be read, then please use the LNR icon (see page 6 under “Icon Wayfinding Asset”).

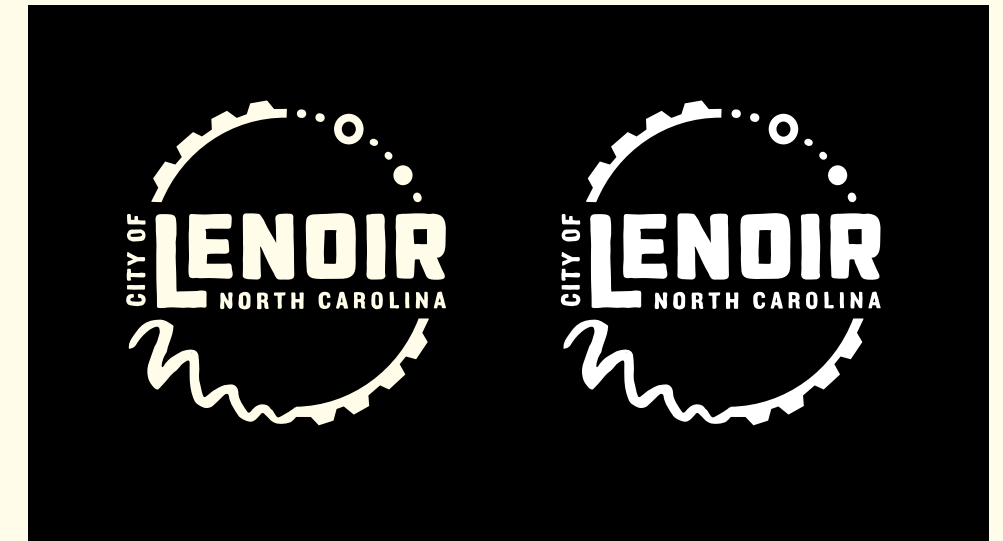
Use the appropriate full-color variation when the background color is navy, as well as when the background color is teal. Do not use these variations on any other background color(s).

Generally use the white logo for photo backgrounds (if you cannot utilize the white tag) or when the background color is not a primary brand color. Being thorough about color and logo usage will create more brand consistency and thus a professional and trusted brand image.

Please keep in mind, these guidelines also apply to logos with the City’s tagline, “Create With Us.”



Use the full color primary logo whenever possible—only on white backgrounds.



Use the one-color, brand white or true white logo on black backgrounds.



Use a one-color, true white logo when on non-brand, dark background colors.



Use a one-color, navy logo when on non-brand, light background colors.



This logo’s colors are specifically for use on navy backgrounds.

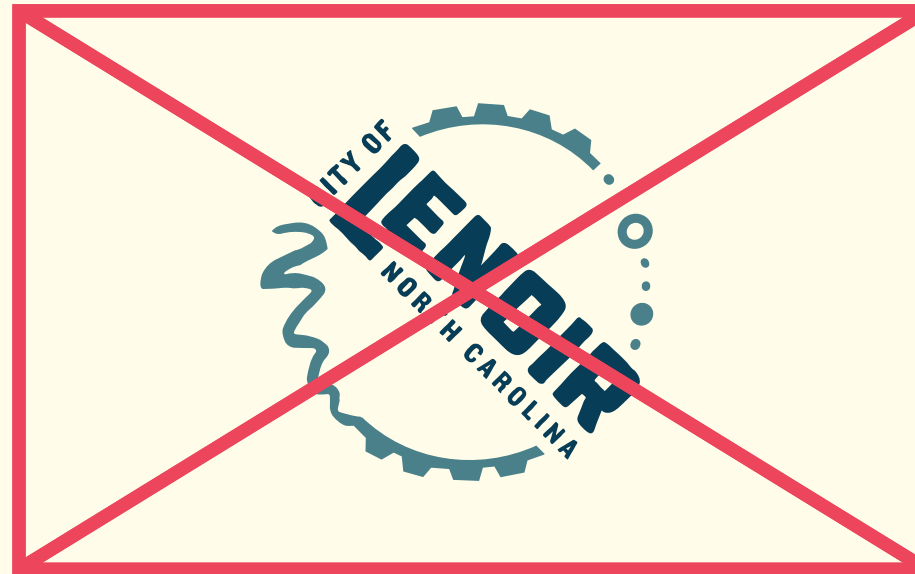


This logo’s colors are specifically for use on teal backgrounds.

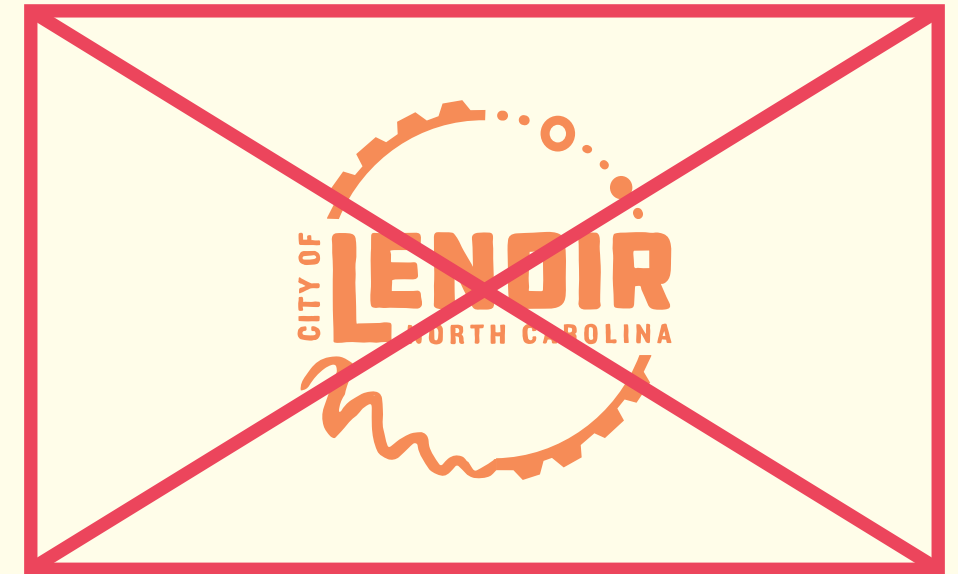
INCORRECT LOGO USAGE

When using the City of Lenoir logo these rules should be followed at all times.

Not following these rules will lead to inconsistencies in the brand and create a less professional and credible impression of the brand. Please keep in mind, these guidelines also apply to logos with the City's tagline, "Create With Us."



DON'T rotate the logo



DON'T make the logo any color than the specified brand colors



DON'T use transparency over images of full color



DON'T place logo on colors not specified



DON'T alter the gear or change the proximity of it to the word mark.



DON'T use shadows, bevels, or other effects on the logo



DON'T use gradients on the logo



DON'T stretch or compress the logo

COLORS & FONTS

PRIMARY CITY OF LENOIR BRAND COLORS

These are the primary brand colors for the City of Lenoir. These colors are used the most when designing for the City’s print and digital collateral. They are a key part of the brand identity and play an integral role in maintaining the consistency of the brand.



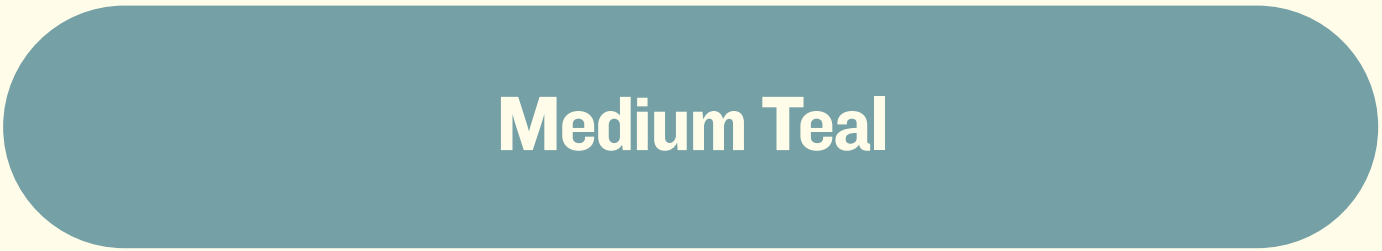
Navy

RGB: 7, 61, 86
CMYK: 98, 71, 44, 34
PANTONE: 3035 C
092f45



Dark Teal

RGB: 74, 128, 138
CMYK: 74, 37, 40, 6
PANTONE: 2221 C
3b6e77



Medium Teal

RGB: 116, 160, 166
CMYK: 57, 26, 32, 0
PANTONE: 2232 C
648f95

When using the Lenoir color palette, this is a general guideline for the percent of each color that you will see. Navy, dark teal, and white will account for most of the color on Lenoir collateral with about 10% being medium teal.



SECONDARY CITY OF LENOIR BRAND COLORS

These are the secondary brand colors for the City of Lenoir. These colors are to be used when presenting the brand with other colors is necessary; i.e., when a red is needed, use the specific red outlined in this guide.



PMS 2035C
CMYK: 16 / 100 / 100 / 7
RGB: 193 / 27 / 37
c11b25



PMS 1685C
CMYK: 31 / 82 / 95 / 32
RGB: 134 / 58 / 32
863a20



PMS 158C
CMYK: 3 / 66 / 99 / 0
RGB: 238 / 118 / 35
ee7623



PMS 7409C
CMYK: 3/32/98/0
RGB: 244/178/35
f4b223



PMS 7492C
CMYK: 22/ 15/ 85/ 9
RGB: 188/ 180/ 70
bcb446

FONT USAGE

TITLE	FONT NAME & PT SIZE	CREATING THE ADVENTURE
	DDC HARDWARE	
	50pt, 48pt	
HEADLINE	KNOCKOUT 51	10 BEST FAMILY ACTIVITIES TO DO IN THE CITY OF LENOIR
	23pt, 30pt	
SUBTITLE	KNOCKOUT 51	PLACEHOLDER SUBHEADER 40PX
	14pt	
BODY COPY	UBUNTU	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna
	REGULAR	
	10pt, 18pt	
LIST HEADER	KNOCKOUT 51	BULLET LIST
	BOLD	
	18pt, 22pt	
LIST BULLETS	UBUNTU	- Dolor sit amet, consectetur adipiscing elit - Ut wisi enim ad minim veniam - Lorem ipsum dolor sit amet - Tincidunt ut laoreet dolore magna
	REGULAR	
	10pt, 18pt	

TITLE	FONT NAME & PT SIZE	CREATING THE ADVENTURE
	DDC HARDWARE	
	50pt, 48pt	
HEADLINE	KNOCKOUT 51	10 BEST FAMILY ACTIVITIES TO DO IN THE CITY OF LENOIR
	23pt, 30pt	
SUBTITLE	KNOCKOUT 51	PLACEHOLDER SUBHEADER 40PX
	14pt	
BODY COPY	UBUNTU	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna
	BOLD	
	10pt, 18pt	
LIST HEADER	KNOCKOUT 51	BULLET LIST
	BOLD	
	18pt, 22pt	
LIST BULLETS	UBUNTU	- Dolor sit amet, consectetur adipiscing elit - Ut wisi enim ad minim veniam - Lorem ipsum dolor sit amet - Tincidunt ut laoreet dolore magna
	BOLD	
	10pt, 18pt	

PATTERN USAGE

CORRECT PATTERN USAGE

When you are creating print and digital collateral for the City of Lenoir, please keep the following guidelines in mind.

The navy and teal patterns are intended to emphasize and draw attention to the City brand; these patterns are best applied to marketing materials such as t-shirts, tote bags, street banners, billboards, wayfinding signage, etc.

When placing text on top of the patterns, maintain the standards for font selection and size as outlined previously in this guide.



Use the brand-white color for text on top of the navy pattern.



Use the brand-white logo on top of the navy pattern; place a solid color block behind the text to separate it from the pattern.

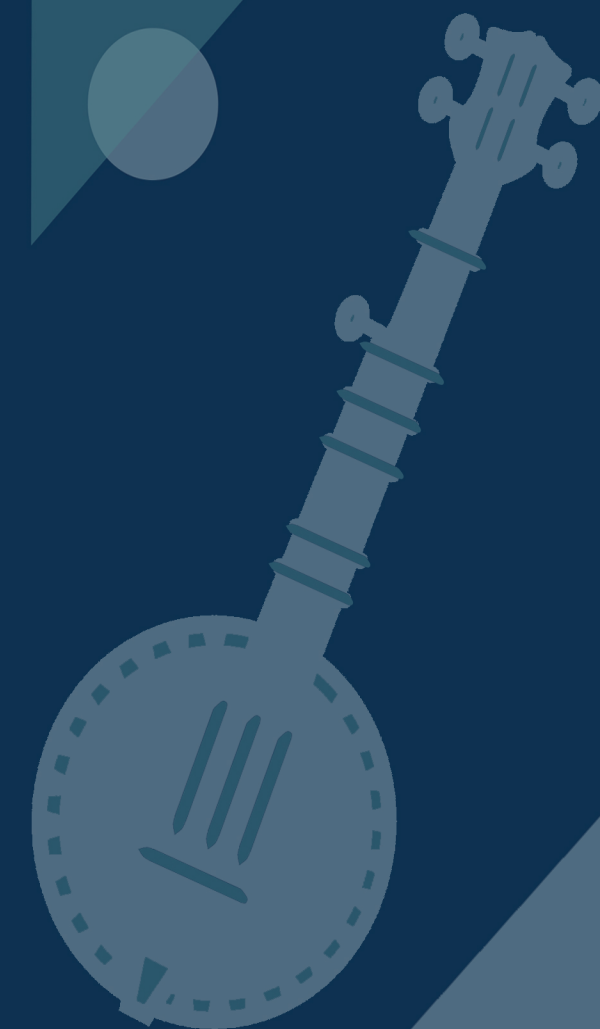


Use the brand-white color for text on top of the teal pattern.



Use the brand-white logo on top of the teal pattern; place a solid color block behind the text to separate it from the pattern.

CITY OF **LENOIR**
NC ★ CREATE WITH US



CITY OF **LENOIR**
NC ★ CREATE WITH US





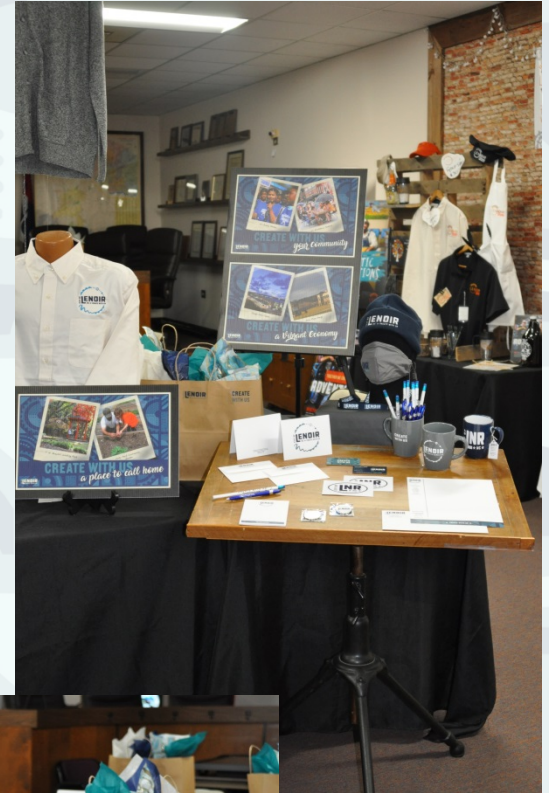
CITY OF **LENOIR**
NC ★ CREATE WITH US



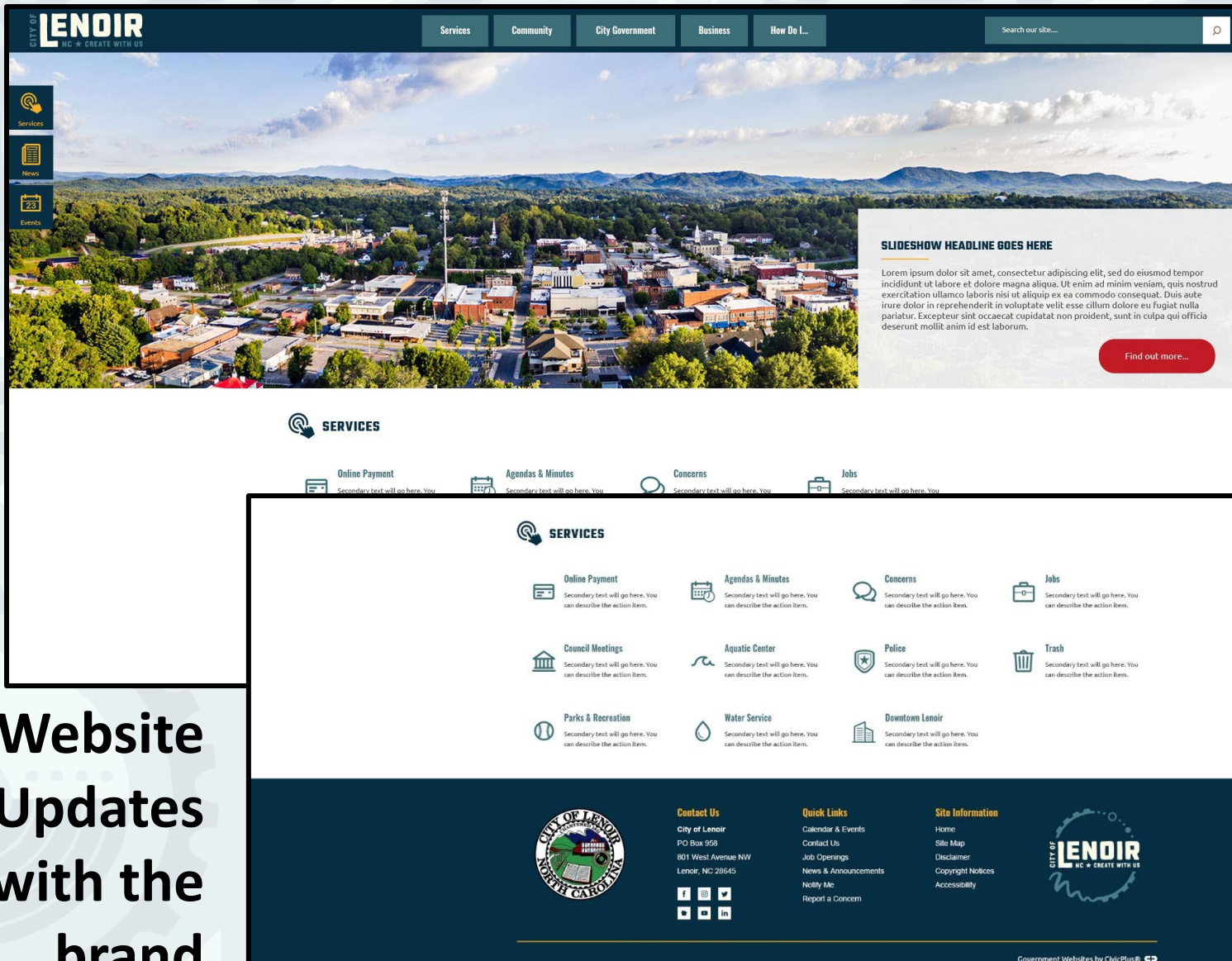
Apparel and Paper Products Produced



Apparel and Paper Products Produced



Coming Soon!!



Website Updates with the brand



Coming Soon!!

The City of Lenoir Customer Service Team
has some great plans and
fun projects in store for us all!

**SNEAK
PREVIEW!**

*But not too
much of
one!*



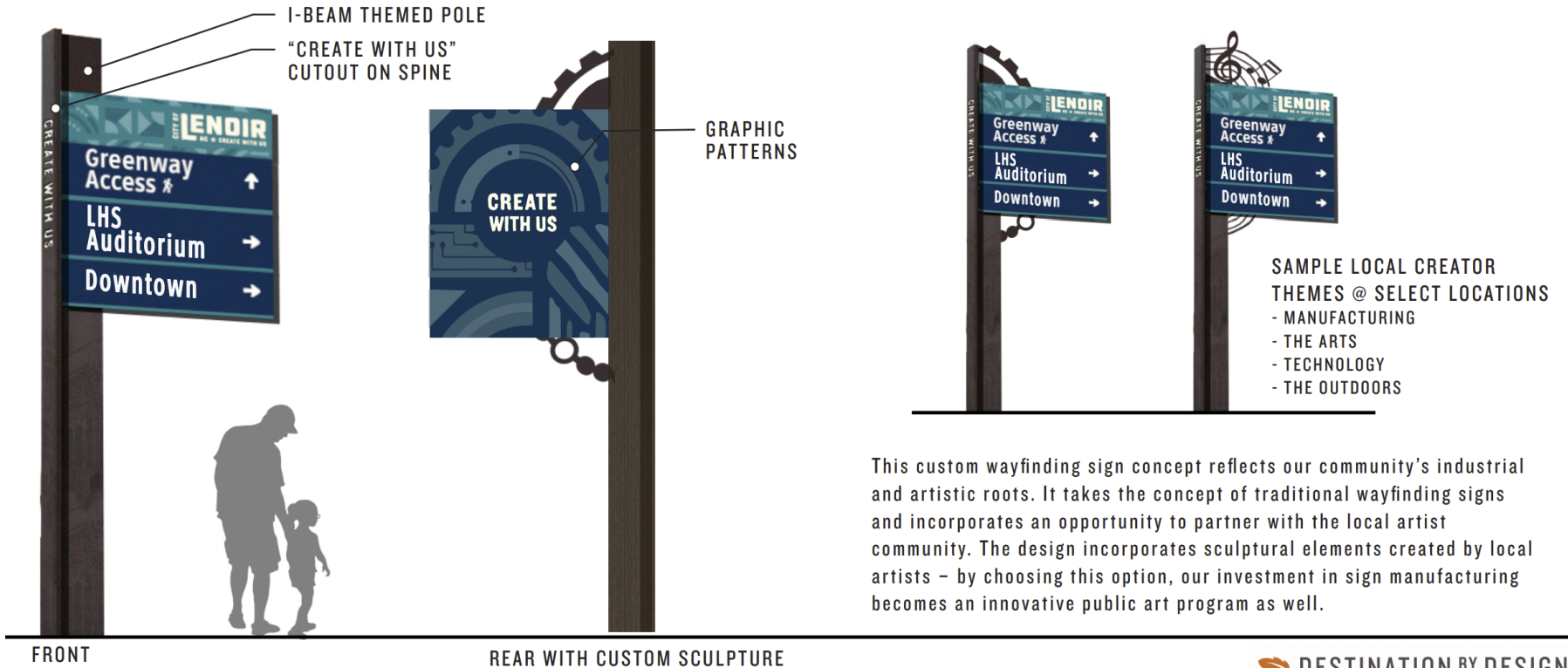


Wayfinding Sign Plan

Jenny Wheelock

On the Horizon!

ARTISTIC/ INDUSTRIAL-THEMED WAYFINDING





Fourth of July



Walker Stadium

CREATE WITH US

memorable days



T. H. Brayhill Walking Park



Unity Park Community Garden

CREATE WITH US

a place to call home

**CITY OF LENOIR
COUNCIL ACTION FORM**

- I. Agenda Item:** Consideration of a new Sales Tax Reinvestment Agreement between Caldwell County and the county's municipalities.
- II. Background Information:** Attached for your consideration is a new Sales Tax Reinvestment Agreement between Caldwell County and the county's municipalities governing the use of the sales tax distribution. The proposed agreement will run for a term of four (4) years - July 1, 2021 to June 30, 2025.

The agreement remains unchanged from the existing agreement except the dates to cover the next 4 years.

As you are aware, every April, counties can change the method of distributing local option sales tax revenues within the county: from per capita to the proportion of ad valorem tax levies or the other way around. Caldwell County distributes sales tax via the “per capita” method in lieu of the “ad valorem” method. Historically, the County has used Sales Tax Reinvestment as a method to encourage participation by other municipalities, who benefit financially from the “per capita” sales tax distribution method, to contribute to the county economic efforts.

- III. Staff Recommendation:** If Council wishes to enter into a new Sales Tax Reinvestment Agreement, please authorize adoption of the attached Agreement.

- IV. Reviewed By:**

City Attorney:

City Manager: *Scott Hildebran*

NORTH CAROLINA

CALDWELL COUNTY

SALES TAX REINVESTMENT AGREEMENT

This Sales Tax Reinvestment Agreement (“this Agreement”) is entered into by and among CALDWELL COUNTY (“the County”), a political subdivision of the State of North Carolina, and TOWN OF GAMEWELL (“Gamewell”), TOWN OF SAWMILLS (“Sawmills”), TOWN OF CAJAH’S MOUNTAIN (“Cajah’s Mountain”), TOWN OF HUDSON (“Hudson”), TOWN OF GRANITE FALLS (“Granite Falls”) and CITY OF LENOIR (“Lenoir”), all being North Carolina municipal corporations (collectively “the Municipalities”).

WITNESSETH:

WHEREAS, the Towns of Gamewell, Sawmills, Cajah’s Mountain, Hudson, and Granite Falls and the City of Lenoir are all municipal corporations located in Caldwell County; and

WHEREAS, the Municipalities and the County desire to collectively fund economic development activities and other public purposes within Caldwell County; and

WHEREAS, the parties have agreed that these activities and purposes will be funded by the Municipalities in consideration of the County’s continued election of the per capita method of distribution of local government sales and use tax among the County and the Municipalities pursuant to G.S. §105-472(b)(1), under which election the County receives less sales and use tax revenues, and the Municipalities receive more sales and use tax revenues, than they would receive if the County elected the ad valorem method of distribution; and

WHEREAS, pursuant to the authority of G.S. Chapter 160A, Article 20, Part 1, the County and the Municipalities have each resolved to enter into this interlocal agreement to provide funding for the activities and purposes set forth herein:

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree and contract as follows:

1. This Agreement is entered into for the purpose of collectively funding economic development activities and other public purposes in Caldwell County. It is the intention of the parties to this Agreement that those activities which are anticipated to have the greatest county-wide impact will receive priority in funding. Decisions on which economic development activities and other public purposes to fund, and the amount of funding, will be made by the Caldwell County Board of Commissioners. Provided, however, that no more than \$350,000.00 per fiscal year will be spent from the Fund for public purposes other than economic development, for four (4) consecutive years beginning with the fiscal year that begins July 1, 2021.

2. Administrative implementation of the Fund and of the activities and purposes funded thereby shall be the responsibility of the Caldwell County Manager and his staff.

3. Pursuant to the terms of previous similar agreements, the County has established a special appropriation fund ("the Fund") under the authority and control of the Caldwell County Finance Department, which has been and shall continue to be reserved for the activities and purposes herein provided. Each Municipality's contribution to the Fund shall be paid into the Fund during July of each year, beginning July, 2021. All interest earned on the monies in the Fund shall be credited to Fund and spent for the intended activities and purposes. The County shall include the Fund in its annual audit, and within two (2) weeks after its receipt of the annual audit report, it shall provide to each of the Municipalities a written report showing Fund

receipts, interest, expenditures and balance. During the term of this Agreement, the county shall continue to elect each year the per capita method of sales and use tax distribution.

4. The term of this Agreement is for a period for four (4) years, beginning July 1, 2021 and ending June 30, 2025.

5. During the four (4) year term of this Agreement, the Municipalities' respective annual contributions to the Fund shall be the following:

Gamewell	-	\$189,000.00
Sawmills	-	194,000.00
Granite Falls	-	27,500.00
Hudson	-	27,500.00
Cajah's Mountain	-	155,000.00
Lenoir	-	<u>7,000.00</u>
TOTAL		\$600,000.00

6. Monies paid into the Fund prior to July 1, 2017 that have not been expended will be used only for economic development purposes.

7. Should the sales tax revenues fall to a level below the level experienced at the time of this Agreement, each Municipality shall retain the right to request that its contribution be lowered. The request must be submitted to the County Board of Commissioners no later than January 31st. If approved, the lowered contribution would take effect in the following fiscal year, for the payment due to the County in July. Upon obtaining a request to lower the contribution amount the County shall analyze the actual sales tax receipts of each Municipality and determine if a reduction in the contribution is warranted. The ultimate authority on whether or not to reduce the contribution from each Municipality shall rest with the County Board of Commissioners.

8. This Agreement may be modified only with the unanimous consent of all of the parties hereto.

9. This Agreement supersedes all previous agreements between these parties dealing with this same subject matter.

10. Each of the signatories below hereby represents that this Agreement has been approved in an open meeting by the governing body represented by the signatory, and that the signatory has been duly authorized to execute this Agreement as the binding act of the governing body.

CALDWELL COUNTY

ATTEST:

Clerk to the Board of Commissioners

By: _____
Chairman, Board of Commissioners

TOWN OF GAMEWELL

ATTEST:

Clerk to the Town Council

By: _____
Mayor

TOWN OF SAWMILLS

ATTEST:

Clerk to the Town Council

By: _____
Mayor

TOWN OF CAJAH'S MOUNTAIN

ATTEST:

By: _____

Clerk to the Town Council

Mayor

TOWN OF HUDSON

ATTEST:

Clerk to the Town Council

By: _____
Mayor

TOWN OF GRANITE FALLS

ATTEST:

Clerk to the Town Council

By: _____
Mayor

CITY OF LENOIR

ATTEST:

Clerk to the City Council

By: _____
Mayor

Board Appointment List

Parks and Recreation Advisory Board

Term

Tim Poarch

2-year

Board Announcements

***These announcements will be voted on at the February 16 Council meeting.**

Lenoir Tourism Development Authority (LTDA)

Matt Underwood

Parks & Recreation Advisory Board

James Robertson

Michael Dineen

Lenoir Business Advisory Board (LBAB)

Kimmie Rogers

Upcoming Announcements for March

Board of Adjustments

James Bradshaw

Mac Martin

Tim Scobie