



AGENDA

**CITY OF LENOIR CITY
COUNCIL MEETING
905 WEST AVENUE
TUESDAY, OCTOBER 5, 2021
6:00 P.M.**



I. CALL TO ORDER

- A. Moment of Silence & Pledge of Allegiance
- B. Eric Bowman, PA, will present the City's FY2020-2021 Annual Audit Report to City Council.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

- A. Minutes: Approval of the minutes of the City Council meeting of Tuesday, September 21, 2021 as submitted.
- B. Minutes: Approval of the minutes of the Committee of the Whole meeting of Tuesday, September 28, 2021 as submitted.
- C. Amendment; Annual Budget Ordinance: Staff requests that City Council amend the funding to the Capital Project Budget Ordinance for the Linkside Connector/Hotel Street Capital Project in the amount of \$38,585.00. Funds will be transferred from the General Fund to the Capital Project Fund as submitted.
- D. Amendment; Capital Project Budget Ordinance: Staff requests that City Council approve the amendment to the Capital Project Budget Ordinance for the Linkside Connector/Hotel Street Capital Project in the amount of \$38,585.00 for a total project cost of \$260,800.00 as submitted.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITYMANAGER

- A. Items of Information
 - 1. The 2022 Holiday Schedule will be submitted to City Council as information.
 - 2. The 2022 City Council Meeting Schedule will be submitted to City Council for their review and approval.
 - 3. The City/County Services Committee will meet on Monday, October 11 at noon.
 - 4. The Caldwell County Economic Development Commission will meet on Tuesday, October 12 at 8:00 a.m.
 - 5. Early voting for the municipal elections begins on Thursday, October 14 through Friday, October 29 from 8:00 a.m. – 5:00 p.m. and Saturday, October 30 from 8:00 a.m. – 3:00 p.m. at the Caldwell County Resource Center located at 120 Hospital Avenue.

6. The Lenoir Business Advisory Board will meet virtually on Thursday, October 14 at 6:00 p.m.
7. The Parks and Recreation Advisory Board will meet on Monday, October 18 at 6:00 p.m.

B. Items for Council Action

1. Construction Bid Award; Hotel Street Extension: Bids were received for the Hotel Street Extension Project on Tuesday, September 21, 2021. A total of three (3) bids were received. Following review of the bids, Staff recommends awarding the Hotel Street Extension Construction Contract to the low bidder Mountain Crest, LLC. The contract value will be \$215,800.00 (base bid only).

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

- A. Board Appointment/ABC Board: Mayor Gibbons will recommend to City Council that Steven Stewart be appointed to serve a three-year term on the Lenoir ABC Board.

IX. REPORT AND RECOMMENDATIONS OF COUNCIL MEMBERS

- A. National League of Cities Annual City Summit; Delegate/Alternate: City Council will appoint a Delegate and an Alternate Delegate to represent the City of Lenoir during the virtual business meeting of the National League of Cities (NLC) Annual City Summit scheduled for Friday, November 19 at 4:00 p.m. City Manager Scott Hildebran, Mayor Joe Gibbons, City Attorney T.J. Rohr and Councilman Ben Willis are participating in the virtual conference scheduled for November 15 through 19.

X. ADJOURNMENT

City of Lenoir, North Carolina

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended June 30, 2021

(Exhibit D)

	General	Special Revenue Fund	Non Major Governmental Funds	Total Governmental Funds
Revenues				
Ad valorem taxes	\$ 9,200,974			\$ 9,200,974
Other taxes and licenses	4,855,140			4,855,140
Unrestricted intergovernmental revenues	2,487,684			2,487,684
Restricted intergovernmental revenues	1,406,612	1,265,342	300,000	2,971,954
Permits and fees	279,079			279,079
Sales and services	1,372,601			1,372,601
Investment earnings	2,401	60	2,949	5,410
Miscellaneous	272,459	1,047,045	17,000	1,336,504
Payment from ABC Board	425,000			425,000
Total revenues	20,301,950	2,312,447	319,949	22,934,346
Expenditures				
Current:				
General Government	3,083,553			3,083,553
Public safety	9,757,825			9,757,825
Transportation	1,864,531			1,864,531
Environmental protection	805,122			805,122
Economic and physical development	545,687	2,361,572		2,907,259
Cultural and recreational	1,576,116			1,576,116
Capital projects			578,017	578,017
Debt service:				
Principal retirement	215,543			215,543
Interest and fees	1,603			1,603
Total expenditures	17,849,980	2,361,572	578,017	20,789,569
Excess (deficiency) of revenues over (under) expenditures	2,451,970	(49,125)	(258,068)	2,144,777
Other financing sources (uses)				
Transfers	(250,000)		250,000	-
Total other financing sources (uses)	(250,000)	-	250,000	-
Net change in fund balances	2,201,970	(49,125)	(8,068)	2,144,777
Fund balance - beginning	12,321,524	632,925	325,330	13,279,779
Fund balance - ending	\$ 14,523,494	\$ 583,800	\$ 317,262	\$ 15,424,556

City of Lenoir, North Carolina

Balance Sheet
 Governmental Funds
 June 30, 2021
 (Exhibit C)

	General	Special Revenue Fund	Non Major Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 13,203,513	\$ 2,276,636		\$ 15,480,149
Cash and cash equivalents-restricted			315,846	315,846
Taxes receivable (net)	220,587			220,587
Accounts receivable (net)	1,142,223			1,142,223
Other receivables	596,165	224,509	300,000	1,120,674
Total assets	<u>\$ 15,162,488</u>	<u>\$ 2,501,145</u>	<u>\$ 615,846</u>	<u>\$ 18,279,479</u>
Liabilities:				
Accounts payable	418,407		298,584	716,991
Advance from ARPA		1,917,345		1,917,345
Total liabilities	<u>418,407</u>	<u>1,917,345</u>	<u>298,584</u>	<u>2,634,336</u>
Deferred Inflow of Resources:				
Unavailable Property Taxes	220,587			220,587
Total Deferred Inflows of Resources	<u>220,587</u>	<u>-</u>	<u>-</u>	<u>220,587</u>
Fund balances:				
Non Spendable				
Cemetery Care			315,846	315,846
Restricted				
Stabilization by State Statute	1,738,388			1,738,388
Public Safety	171,274			171,274
Assigned				
To Future Capital Projects			1,416	1,416
To Future Economic Development		583,800		583,800
Unassigned	12,613,832			12,613,832
Total fund balances	<u>14,523,494</u>	<u>583,800</u>	<u>317,262</u>	<u>15,424,556</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 15,162,488</u>	<u>\$ 2,501,145</u>	<u>\$ 615,846</u>	<u>\$ 18,279,479</u>

City of Lenoir, North Carolina

Enterprise Fund - Water and Sewer Fund

Supplemental Schedule of Revenues and Expenditures -
For the Year Ended June 30, 2021

(Schedule 10, Part III)

Reconciliation from budgetary basis (modified accrual) to full accrual basis:

	2021 Actual
Total revenues and other financing sources on Schedule 11, Part I, Water and Sewer	\$ 9,661,140
Total expenditures on Schedule 7, Part II, Water and Sewer	<u>8,030,732</u>
Revenues and other sources over (under) expenditures and other uses:	<u>1,630,408</u>
Reconciling items:	
Grants-Capital Projects	88,480
Interest Earned - Capital Projects	61
Debt principal	1,428,240
Capital outlay	344,757
Transfer to Capital Projects	55,550
Decrease in accrued vacation pay	70,388
Depreciation expense	(1,598,135)
Increase in Inventory	140,154
Increase in Deferred Outflows-Pensions	177,287
Decrease in Deferred Inflows-Pensions	8,470
Increase in Net Pension Liability	(447,305)
Increase (Decrease) in deferred outflows of resources - OPEB	56,052
(Increase) Decrease in deferred inflows of resources - OPEB	12,232
(Increase) Decrease in OPEB Liability	<u>(83,182)</u>
Total reconciling items	<u>253,049</u>
Change in Net Position (Exhibit G)	<u>\$ 1,883,457</u>

City of Lenoir, North Carolina

Management's Discussion and Analysis
For the Year ended June 30, 2021City of Lenoir's Outstanding Debt
Revolving Loans and Installment Purchases

Figure 7

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Direct Placement Revolving Loans		\$	\$ 18,788,832	\$ 16,469,484	\$ 18,788,832	\$ 16,469,484
Direct Placement Installment Purchase Contracts	\$ 972,632	1,188,175	3,520,000	4,058,323	4,492,632	5,246,498
Total	\$ 972,632	\$ 1,188,175	\$ 22,308,832	\$ 20,527,807	\$ 23,281,464	\$ 21,715,982

The above debt of the City of Lenoir increased by \$1,565,482 (7.21%) during the past fiscal year.

As mentioned in the financial highlights section of this document, the City of Lenoir has a "AAA" rating from Standard & Poor's, and a "AAA" rating from Moody's Investors Services.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8 percent of the total assessed value of taxable property located within that government's boundaries less statutory deductions for bonds applicable to water systems. The legal debt margin for City of Lenoir is \$206,603,677.

Additional information regarding the City of Lenoir's long-term debt can be found beginning on page 61 of this report.

Economic Factors and Next Year's Budgets and Rates

During fiscal year 2020-2021, the economic indicators for Lenoir exhibited small, but significant gains, reflecting that the economy of the City is continuing to recover from the impact of the national recession. Retail sales tax revenue and local occupancy tax revenue both increased. The Hickory-Lenoir-Morganton MSA unemployment rate continued to decline with the availability of more private sector jobs.

City of Lenoir, North Carolina
Statement of Net Position
June 30, 2021
(Exhibit A)

	Governmental Activities	Business Type Activities	Total Primary Government	Component Units		Total Reporting Unit
				City of Lenoir ABC Board	City of Lenoir LTDA	
Assets						
Cash and cash equivalents	\$ 15,480,149	\$ 11,907,165	\$ 27,387,314	\$ 435,842	\$ 296,941	\$ 28,120,097
Cash and cash equivalents - restricted	315,846	172,617	488,463			488,463
Taxes receivable (net)	220,587		220,587			220,587
Accounts receivable (net)	1,142,223	540,035	1,682,258		13,644	1,695,902
Other receivables	1,120,674	521,999	1,642,673			1,642,673
Inventories		197,576	197,576	454,503		652,079
Prepaid expenses			-	3,471		3,471
Capital assets:						
Nondepreciable Capital Assets	4,378,211	21,224,601	25,602,812	155,849		25,758,661
Depreciable Capital Assets	19,139,736	48,157,581	67,297,317	196,558		67,493,875
Total assets	41,797,426	82,721,574	124,519,000	1,246,223	310,585	126,075,808
Deferred Outflows of Resources	3,294,045	1,137,133	4,431,178	84,698		4,515,876
Liabilities						
Accounts payable	716,991	377,731	1,094,722	309,426		1,404,148
Advance from ARPA	1,917,345		1,917,345			1,917,345
Compensated Absences	224,027	47,352	271,379			271,379
Customer deposits		172,617	172,617			172,617
Long term obligations:						
Due in less than one year	129,684	1,679,668	1,809,352			1,809,352
Due in more than one year	842,948	20,629,164	21,472,112			21,472,112
Total OPEB Liability	2,676,696	435,741	3,112,437			3,112,437
Compensated Absences	149,351	38,744	188,095			188,095
Total Pension Liability	2,380,585		2,380,585			2,380,585
Net Pension Liability	3,588,148	1,932,080	5,520,228	50,385		5,570,613
Total liabilities	12,625,775	25,313,097	37,938,872	359,811	-	38,298,683
Deferred Inflows of Resources	613,728	95,796	709,524			709,524
Net Position						
Net investment in capital assets	22,545,315	47,073,350	69,618,665	352,407		69,971,072
Restricted for:						
Cemetery (Nonexpendable)	315,846		315,846			315,846
Stabilization by State Statute	1,738,388		1,738,388		13,644	1,752,032
Public Safety	171,274		171,274			171,274
Unrestricted	7,081,145	11,376,464	18,457,609	618,703	296,941	19,373,253
Total Net Position	\$ 31,851,968	\$ 58,449,814	\$ 90,301,782	\$ 971,110	\$ 310,585	\$ 91,583,477

**LENOIR CITY COUNCIL
TUESDAY, SEPTEMBER 21, 2021
6:00 P.M.**

PRESENT: Mayor Joe Gibbons presiding. Councilmembers present were Todd Perdue, Ike Perkins, Ralph Prestwood, and David Stevens. City Attorney T. J. Rohr, City Manager Scott Hildebran, Communications Director Joshua Harris were also present along with Candace Simmons, *News-Topic*.

ZOOM: Mayor Pro-Tem Crissy Thomas, Councilmembers Jonathan Beal and Ben Willis along with City Clerk Shirley Cannon participated via Zoom.

Department Directors participating via Zoom were Planning Director Jenny Wheelock, Economic Development Director Kaylynn Horn, Public Works Director Jared Wright, Public Utilities Director Radford Thomas, Deputy Fire Chief Kenny Nelson, Police Chief Brent Phelps, and Recreation Director Kenny Story.

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.
- B. On behalf of City Council, Mayor Gibbons asked for continued prayers for the community, nation, healthcare workers, Emergency Services personnel, Police, Fire and all the people that are currently hospitalized along with all those that have lost loved ones because of the COVID-19 virus. Mayor Gibbons informed everyone to be as safe as possible, get vaccinated and continue to wear a mask during this pandemic.

**SPECIAL RECOGNITION, 100th ANNIVERSARY;
FAIRFIELD CHAIR:**

- C. On behalf of City Council, Mayor Gibbons presented John Beall, Fairfield Chair Board of Directors, and Stewart Beall, Board Member, a resolution and a framed City flag in honor and recognition of Fairfield Chair Company's 100th Anniversary.

A copy of the resolution is hereby incorporated into these minutes by reference. (Refer to page 331.)

Mr. Beall thanked the City of Lenoir for the recognition and support along with providing the infrastructure necessary for Lenoir's businesses. Mr. Beall further expressed appreciation to the Lenoir Fire Department for all their support and assistance in helping Fairfield to maintain their insurance rates. Mr. Beall also attributed Fairfield's success to their ability to recognize talent along with treating their employees and families well.

Mr. John Beall shared the current Civic Center was originally the furniture showroom for Fairfield. He stated he was proud of what Fairfield Chair has accomplished and commented the company is working on its next 100 years.

Gibbons stated he was proud to honor and recognize Fairfield Chair Company.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

1. Minutes: Approval of the minutes of the City Council meeting of Tuesday, September 7, 2021 as submitted.
2. Minutes: Approval of the minutes of the Committee of the Whole meeting of Tuesday, September 28, 2021 as submitted.
3. Resolution; Fairfield Chair: Approval of a resolution congratulating Fairfield Chair Company upon their 100th Anniversary of operations in the City of Lenoir.

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

POSTPONED; EMPLOYEE

- LITTER SWEEP:** 1. City Manager Hildebran reported the Employee Litter Sweep scheduled for Wednesday, September 22 has been postponed due to inclement weather. The event will be rescheduled for a later date.

PLANNING

- BOARD:** 2. The Lenoir Planning Board will meet on Monday, September 27 at 5:30 p.m.

COMMITTEE OF THE

- WHOLE:** 3. The Committee of the Whole will meet on Tuesday, September 28 at 8:30 a.m. at City Hall, Third Floor.

FOOTHILLS REGIONAL AIRPORT AUTHORITY:

4. The Foothills Regional Airport Authority will meet on Wednesday, September 29 at noon at the Airport Facility.

CRUISE-IN:

5. A Cruise-In event will be held downtown on Saturday, October 2 from 3:00 p.m. – 8:00 p.m.

B. ITEMS FOR COUNCIL ACTION

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

ANNOUNCEMENT, BOARD VACANCY;

ABC BOARD: A. Mayor Gibbons announced a vacancy on the Lenoir ABC Board due to Board Member Elizabeth Wilson moving out of state. Mayor Gibbons reported he will recommend Mr. Steven Stewart for consideration of appointment at the October 5 City Council meeting.

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

X. ADJOURNMENT

1. There being no further business, the meeting was adjourned at 6:20 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
R. S. PRESTWOOD
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

**RESOLUTION CONGRATULATING FAIRFIELD CHAIR
ON THE COMPANY'S 100TH ANNIVERSARY**

WHEREAS, Fairfield Chair Company was incorporated by W.J. Lenoir, J.H. Beall Sr. and E.F. Allen and started operating in the City of Lenoir in 1921, and

WHEREAS, Fairfield Chair Company headquarters and Plant 1 has operated on the corner of Harper Avenue and Beall Street NW in the City of Lenoir since its founding, and

WHEREAS, Fairfield Chair Company built a showroom in Lenoir on US 321 in 1970, and that building still stands as an iconic piece of architecture and still serves as the community civic center; and

WHEREAS, in 1971, Fairfield Chair Company built Plant 2 on Kincaid Circle in Lenoir thus expanding its operations, employing more residents, and adding to the local economy; and

WHEREAS, Fairfield Chair Company expanded operations again in 1997 with the first expansion of Plant 2 and in 2007 with the second expansion of Plant 2, which added cutting and sewing departments, and

WHEREAS, Fairfield Chair Company has been a great contributor to the local economy for one hundred years, providing jobs to local residents and sales staff across the country and globe and through purchases from local, state, national, and global suppliers, and

WHEREAS, Fairfield Chair Company has supported community projects, organizations, and events in the City of Lenoir and Caldwell County since its founding, providing financial and leadership support to campaigns for local hospitals, fire departments, churches, recreation facilities, Caldwell Community College & Technical Institute, Caldwell County Schools and supporting agencies, the Chamber of Commerce, and many non-profit organizations, and

WHEREAS, Fairfield Chair Company helped build Lenoir's reputation as the Furniture Capital of the South, and

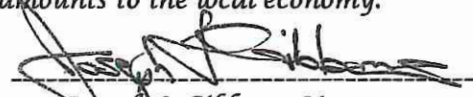
WHEREAS, Fairfield Chair Company operates more than 500,000 square feet of production, warehousing, and display space, and all the manufacturing, warehousing, and company trucking facilities are located in Lenoir and Caldwell County, and

WHEREAS, Fairfield Chair Company is the ninth largest employer in Caldwell County and has provided careers and job opportunities for thousands of local residents across ten decades;

NOW THEREFORE BE IT RESOLVED, I, Mayor Joseph L. Gibbons, on behalf of the City of Lenoir City Council and all our citizens, congratulate Fairfield Chair Company and the Beall Family on the company's 100th Anniversary, and further, I want to thank Fairfield Chair Company and the Beall Family for working tirelessly throughout the years to keep the company prosperous, for employing so many residents, and for contributing untold amounts to the local economy.

This the 21st day of September 2021.

SEAL


Joseph L. Gibbons, Mayor



**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, SEPTEMBER 28, 2021
8:30 A.M.**

PRESENT: Committee members, Mayor Joe Gibbons and Councilmembers David Stevens and Ben Willis.

VIA ZOOM: Mayor Pro-Tem Crissy Thomas.

ABSENT: Councilmembers Jonathan Beal, Todd Perdue, Ike Perkins and Ralph Prestwood.

STAFF PRESENT: City Manager Scott Hildebran, City Clerk Shirley Cannon and Communications Director Joshua Harris.

VIA ZOOM: Fire Chief Ken Hair, Recreation Director Kenny Story, Economic Development Director Kaylynn Horn, Planning Director Jenny Wheelock, Fire Chief Ken Hair, Police Chief Brent Phelps, 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. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

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

- Received the draft plans for the Whitnel Water Main Project.
- Freeze & Nichols are conducting a Lead & Copper Study.
- Biosolids Project is almost complete except for punch list items.
- Bids will be received in November or December for the Crossroads Sewer Line Replacement Project. A few final easements are still needed.
- A new grant application will be submitted for the second EPA Brownfields Grant. The previously awarded funds have been expended and \$300,000 is needed to complete the project.
- The metering software continues to be modified and Staff is experiencing shipping issues for additional meters.
- McGill Associates submitted a Letter of Intent to FEMA for floodplain mitigation in the amount of \$500,000 for the Zacks Fork Sewer outfall.

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

- Three (3) bids were received for the Hotel Street Extension project. A recommendation will be submitted to City Council at the October 5 meeting.
- Additional streets will be resurfaced next week as per the paving contractor.

- Work continues on various sections of the Greenway including the section at the former service station which will complete this area. Connection points will be constructed at each entrance.
- Hospital Avenue Sidewalk project is ongoing and Staff is half-way finished with the right-of-way acquisitions.
- Cameras will be used on Thursday to review the foundation issues at Fire Station #1 to determine if a sinkhole has occurred. Finance Director Bean and Risk Manager David Coffey are checking with the City's insurance company regarding this issue.
- The IT Department along with Staff are working on installing cameras at Blue Ridge Memorial Cemetery and around the downtown area.
- Leaf pickup begins soon and Director Wright mentioned the Department is doing internal transfers to address staff issues. This step is working well. Also, the number of job applications for areas of Public Works has increased.

IV. COMMUNITY DEVELOPMENT

- A. The Lenoir Tourism Development Authority (LTDA) conducted a virtual meeting on September 9. Kaylynn Horn, Economic Development Director, reported the LTDA helped support the Sculpture Festival, Tuckers Gallery and the Visit Lenoir website.
- B. The Lenoir Business Advisory Board (LBAB) conducted a virtual meeting on Thursday, September 9, 2021. Minutes of the August 12 meeting were submitted as information. Kaylynn Horn, Economic Development Director, gave the following report:
 - The downtown bathrooms were closed during the pandemic and the City currently provides port-a-johns. She stated additional lighting would be installed in the parking lot to address security and overnight issues that are happening in this lot.
 - Director Horn shared issues with scheduling the annual Christmas Parade this year. She stated the cost to hire the number of buses needed to bring the marching band from Winston Salem has significantly increased. Also included is the expense of providing food for the band members along with a safe place to social distance. Staff is seeking other activities that may be held downtown instead. Also, Staff will consult with UNC Healthcare before making a determination on the parade.
- C. Planning Board: The Planning Board and Board of Adjustment met on Monday, September 27. Jenny Wheelock, Planning Director, gave the following report:
 - Reported the Board of Adjustment approved a variance for property located on Dulatown Road.
 - Code Enforcement is currently working on an update.
 - City Manager Hildebran said the City is also working with the Western Piedmont Council of Governments (WPCOG) regarding market rate housing and apartments.
- D. Parks & Recreation Advisory Board: The Recreation Advisory Board met on Monday, September 20. Minutes of the meeting were submitted as information. Kenny Story, Recreation Director, presented the following report:
 - The annual Sculpture Festival went well and was well attended.
 - A free baseball clinic will be held on Wednesday, September 29. The coaches and players from Appalachian State University will be the clinicians for this clinic.

- A free softball clinic will be held on Thursday, September 30 from 6:00 p.m. – 8:00 p.m. The CCC&TI coaches and players will be the clinicians for this clinic.
- The Lenoir Youth Soccer Association is practicing at the Soccer Complex and at Mack Cook Stadium.
- Staff will be compiling another bid packet for additional renovations the former Lenoir High School Renovations Project.
- The new roof replacement at the Martin Luther King, Jr. Center is almost 100% complete.
- Hibriten High School is hosting a Cross Country meet at the Soccer Complex.
- The Department is still having issues with vandalism resulting in some property damage. The individuals broke the door locks at the outside restrooms at Mulberry Recreation Center and broke the lock to the concession stand at Optimist Park. Also, some damage occurred at the Martin Luther King, Jr. Center (MLK) where three signs were damaged around the playground and the walking trail. Staff has replaced the locks and three signs were replaced at MLK.

E. Financial and Administration

1. Finance Director Donna Bean reviewed the Financial Summary as of August 31, 2021. She stated the City is in good financial shape and remains on track with its budget. The over/under balance in the General Fund is \$10,862,177.18, Downtown District (\$6,049.66), and Water & Sewer Fund \$390,093.85.

A copy of the August financial summary is attached to these minutes as information.

Director Bean explained the changes in total revenue was anticipated due to a reduction in personal property taxes. Also, expenditures have increased due to an extra payroll cycle, a salary increase for part-time employees, plus several capital items being purchased.

The Downtown District has not hosted any events due to the ongoing pandemic. In addition, Director Bean said expenditures in the Water Department reflect the additional payroll, but the Department is on target with its budget. She also mentioned IT Staff continues to work on installing cameras in different areas for safety measures.

Director Bean thanked the Department Directors for maintaining their budgets and shared that Eric Bowman, PA, will present the FY2020-21 Annual Audit Report to City Council at the October 5 meeting.

- F. Public Communications: A copy of the August 2021 Communications Report was presented to Council as information.

There were 9 news releases, 182 photos, 5 videos, 1 podcasts/radio, 95 social posts, 20 notify me requests, 25 questions & answers, and 7 e-sign ups. The website experienced 44,821 views and reached 74,716 people via Facebook and Twitter. Also, there were 355 new followers and 3,709 video views.

V. PUBLIC SAFETY

A. Police Department

1. Update; Police Department: Police Chief Brent Phelps reported on the following items.
 - Two new officers are currently in training plus staffing levels are full. There will be announcements of several upcoming retirements in the future.
 - Due to new legislation, Supervisors and Attorneys are looking at how the Department can come into compliance with the new changes.
 - Seeking ways to modify how the Department tracks information in its database to assist Staff with compiling audit reports.

Code Enforcement Issues

Chief Phelps gave an update on code enforcement situations on Jolly Place and Oak Street. The Code Enforcement Officer has been working with Zack Clark and Jenny Wheelock to try and mitigate these more intense cases. Staff will be submitting a recommendation to City Council in the near future regarding Jolly Place.

Chief Phelps stated the City has made some progress by removing a large amount of vehicles, etc. from the property, but one home owner is making the process more difficult by refusing to come into compliance.

Homeless Issue

Chief Phelps reported Sharon Harmon, Executive Director of Yokefellow, and he will be meeting with other community partners to discuss ways to address this issue. He emphasized this problem is not specific to Lenoir.

Councilman Willis asked how the current homeless problem was different from several years ago. Chief Phelps stated Staff is encountering individuals who have mental health and substance abuse issues making it harder for officers to engage with them. Also, he remarked these individuals are not as proactive in trying to find solutions to change their situation. In addition, Chief Phelps shared a meeting has been scheduled with smaller focus groups in order to start having group discussions as to what can be done. However, he stressed the Police Department would not be able to administer this project as they cannot provide the services these individuals require.

2. Update; Fire Department: Fire Chief Ken Hair presented the following report:
 - Reported inspectors will check the pipe creating issues at Station No. 1 on Thursday. He stated the pipe extends 25-feet into the ground and Staff is hoping it can be repaired.
 - Reported an incident occurred with the large tower truck resulting in the truck having to be sent back to the factory for repairs. The insurance adjuster's estimated cost is \$20,000.
 - Staff will assist with the upcoming cruise-in on October 2 and any other downtown events coming up.
 - October is Fire Prevention Month and Staff will be participating in events with the Caldwell County School System.
 - Reported Staff will be conducting hydrant flow testing.

VI. COTHER

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

- B. Former City of Lenoir Fire Chief Ken Briscoe has been hired as the Interim Fire Chief for the Isle of Palms Fire Department in South Carolina.
- C. The annual Cross Community Turkey Tuesday will be held on Tuesday, November 23 at the Martin Luther King, Jr. Center. Additional details will be submitted.
- D. Mayor Gibbons reported Donald Duncan has been hired as the new Manager for Caldwell County. Mr. Duncan currently serves as the Town Manager for the Town of Conover and will begin his employment with Caldwell County on November 1.

VII. Adjourn

There being no further business; the meeting was adjourned at 9:38 a.m.

Attachments

August Financial Summary



**City of Lenoir
Financial Summary
As of 8/31/2021**



Minutes-Committee of the Whole Meeting
Tuesday, September 28, 2021

General Fund					
	2021-2022 Budget	8/31/2021	% of Budget	Change from Previous Year	8/31/2020
Total Revenue	\$ 18,594,890.00	\$ 14,194,944.38	76%	\$ (112,591.48)	\$ 14,307,535.86
Expenditures	\$ 18,594,890.00	\$ 3,332,767.20	18%	\$ 578,628.80	\$ 2,754,138.40
Over/Under	\$ -	\$ 10,862,177.18		\$ (691,220.28)	\$ 11,553,397.46
Downtown District					
	2021-2022 Budget	8/31/2021	% of Budget	Change from Previous Year	8/31/2020
Revenues	\$ 184,638.00	\$ 19,047.79	10%	\$ (1,512.55)	\$ 20,560.34
Expenditures	\$ 184,638.00	\$ 25,097.45	14%	\$ 3,666.71	\$ 21,430.74
Over/Under	\$ -	\$ (6,049.66)		\$ (5,179.26)	\$ (870.40)
Water/Sewer Fund					
	2021-2022 Budget	8/31/2021	% of Budget	Change from Previous Year	8/31/2020
Revenues	\$ 9,629,744.00	\$ 1,722,339.27	18%	\$ 147,826.85	\$ 1,574,512.42
Expenditures	\$ 9,629,744.00	\$ 1,332,245.42	14%	\$ 71,178.01	\$ 1,261,067.41
Over/Under	\$ -	\$ 390,093.85		\$ 76,648.84	\$ 313,445.01

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Budget Amendments - Request for an amendment to be made to the annual budget ordinance for the fiscal year ending June 30, 2022

II. Background Information:

Request for an amendment to be made to the annual budget ordinance for the fiscal year ending June 30, 2022 as follows:

- Budget Amendment - Amend the funding for the Linkside Connector/Hotel Street Capital Project in the amount of \$38,585.00. Funds will be transferred from the General Fund to the Capital Project Fund.

Staff Recommendation:

Approve as requested

III. Reviewed by:

City Attorney:

Finance Director: Donna Bean

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

**2021-2022 Fiscal Year
Budget Amendment Ordinance 2021-2022 October 5, 2021**

Request for amendments to be made to the annual budget ordinance for the fiscal year ending June 30, 2022 as follows:

Section 1. To amend the General Fund - the appropriations are to be changed as follows:

Item 1: Allocate funds for the final phase of the Linkside Connector/Hotel Street Capital Project.

Acct. No.		Increase - Budged Amount
40-20-3981-906	Transfer from General Fund Linkside Connector	38,585.00
	Net increase in appropriation to the Capital Project Fund for this item	38,585.00
		Decrease Balance
10-20-4511-986	Transfer to Fairview Bridge (Streets)	38,585.00
	Net decrease in appropriation to the General Fund for these items	38,585.00
	Total Change in Fund Balance	0.00

**CITY OF LENOIR
COUNCIL ACTION FORM**

- I. Agenda Item:** Consideration of an amendment to the Capital Project Budget Ordinance for the Linkside Connector/Hotel Street Capital Project that was approved May 18th, 2021.
- II. Background Information:** Based on the construction bid award recommended to the Lenoir City Council on October 5th, 2021, it is necessary to increase the budget for the Linkside Connector/Hotel Street Capital Project by \$38,585.00 for a total project budget of \$260,800.
- III. Staff Recommendation:** Staff requests that City Council approve the amendment to the Capital Project Budget Ordinance for the Linkside Connector/Hotel Street Capital Project in the amount of \$38,585.00 for a total project cost of \$260,800.
- IV. Reviewed By:**

City Attorney:

Finance Director: *Donna Bean*

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

Capital Project Ordinance for the City of Lenoir

Linkside Connector/Hotel Street Capital Project – AMENDED 10/5/2021

BE IT ORDAINED by the City Council Members of the City of Lenoir, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1: The project to amend activities for Linkside Connector/Hotel Street Capital Project to include the expenditure of local funds for the engineering, right-of-way acquisition, construction, and project administration for the Linkside Connector/Hotel Street Capital Project. The project is to be funded by local funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3: The following amended amounts are appropriated for the project:

	Current	Change	Recommended
Engineering	\$12,000.00	\$0.00	\$12,000.00
Land and Right-Of-Way	\$30,000.00	(\$8,000.00)	\$22,000.00
Construction	\$171,630.00	\$44,370.00	\$216,000.00
Contingency	\$8,585.00	\$2,215.00	\$10,800.00
Total Expenditures	\$222,215.00	\$38,585.00	\$260,800.00

Section 4: The following revenues are anticipated to be available to complete this project:

Local Funding	\$260,800.00
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Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the Project Ordinance.

Section 6: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3.

Section 7: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 8: Copies of this capital project ordinance shall be furnished to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this _____ day of October, 2021.

Joseph L. Gibbons, Mayor

Shirley M. Cannon, City Clerk

CITY OF LENOIR

2022 HOLIDAY SCHEDULE

Friday, December 31

New Year's Day

Monday, January 17

Martin Luther King, Jr. Day

Friday, April 15

Good Friday

Monday, May 30

Memorial Day

Monday, July 4

Independence Day

Monday, September 5

Labor Day

Friday, November 11

Veterans Day

Thursday, November 24

Thanksgiving Holiday

Friday, November 25

Friday, Monday & Tuesday
December 23, 26, & 27

Christmas Holiday

CITY OF LENOIR

LISTING OF CITY COUNCIL MEETINGS FOR 2022

JANUARY

City Council	Tuesday, January 4	6:00 p.m.
City Council	Tuesday, January 18	6:00 p.m.
Committee of the Whole	Tuesday, January 25	8:30 a.m.

FEBRUARY

City Council	Tuesday, February 1	6:00 p.m.
City Council	Tuesday, February 15	6:00 p.m.
Committee of the Whole	Tuesday, February 22	8:30 a.m.

MARCH

City Council	Tuesday, March 1	6:00 p.m.
City Council	Tuesday, March 15	6:00 p.m.
Committee of the Whole	Tuesday, March 22	8:30 a.m.

APRIL

City Council	Tuesday, April 5	6:00 p.m.
City Council	Tuesday, April 19	6:00 p.m.
Committee of the Whole	Tuesday, April 26	8:30 a.m.

MAY

City Council	Tuesday, May 2	6:00 p.m.
City Council	Tuesday, May 16	6:00 p.m.
Committee of the Whole	Tuesday, May 24	8:30 a.m.

JUNE

City Council	Tuesday, June 7	6:00 p.m.
City Council	Tuesday, June 21	6:00 p.m.
Committee of the Whole	Tuesday, June 28	8:30 a.m.

JULY

City Council	Tuesday, July 19	6:00 p.m.
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***Only one meeting in July.**

AUGUST

City Council	Tuesday, August 2	6:00 p.m.
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City Council	Tuesday, August 16	6:00 p.m.
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Committee of the Whole	Tuesday, August 23	8:30 a.m.
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SEPTEMBER

City Council	Tuesday, September 6	6:00 p.m.
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City Council	Tuesday, September 20	6:00 p.m.
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Committee of the Whole	Tuesday, September 27	8:30 a.m.
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OCTOBER

City Council	Tuesday, October 4	6:00 p.m.
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City Council	Tuesday, October 18	6:00 p.m.
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Committee of the Whole	Tuesday, October 25	8:30 a.m.
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NOVEMBER

City Council	Tuesday, November 1	6:00 p.m.
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***Only one meeting in November**

DECEMBER

City Council	Tuesday, December 6	6:00 p.m.
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City Council	Tuesday, December 20	6:00 p.m.
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2022 SCHEDULE OF EVENTS**NCLM MEETINGS****Event**

April 19 - 21

Town & State Dinner
Annual City Vision Conference
(Wilmington, NC)

NLC MEETINGS**Event**

March 6 - 9

Congressional City Conference
(Washington, DC)

November 16 - 19

City Summit
(Kansas City, Missouri)

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Recommendation for Award: Construction Contract – Hotel Street Extension

II. Background Information:

Public Works Department staff received bids for the *Hotel Street Extension* project on Tuesday, September 21, 2021. A total of three (3) bids were received and read aloud at the bid opening.

The purpose of this project is to construct a street connection from the current terminus of Hotel Street east of Hampton Inn (on Wilkesboro Boulevard), to Hibriten Drive. The project has been under consideration since 2015/2016.

III. Staff Recommendation:

Following review of bids received for this contract, staff recommends awarding the Hotel Street Extension construction contract to Mountain Crest, LLC. The contract value will be \$215,800.00 (base bid only). Please refer to the attached department memo for additional project background, a certified bid tabulation, and contract advertisement/bid solicitation.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Public Works/Public Utilities Director: _____



City of Lenoir
Public Works Department



DEPARTMENT MEMORANDUM

DATE: September 29, 2021

Mr. Scott Hildebran, City Manager

Ms. Donna Bean, Finance Director

RE: Construction Bids – Hotel Street Extension

On Tuesday, September 21, 2021, the Public Works Department received bids for the project titled *Hotel Street Extension*. The purpose of this project is to construct a connector street from the current Hotel Street, which terminates east of Hampton Inn off of Wilkesboro Boulevard, to Hibriten Drive.

This project has been under consideration for several years, with preliminary design beginning as early as 2015/2016. In the years since that time, the City has acquired the parcel directly adjacent to Hibriten Drive, and recently (through condemnation) claimed portions of three (3) additional parcels necessary to provide adequate street right of way to complete the connection from the current terminus to the Hibriten Drive connection.

The roadway design includes minor grading, storm drainage installation, asphalt street surfacing, concrete curb, gutter, and driveway connections for neighboring parcels, and extension of an existing retaining wall.

Bid Summary

Project design engineer, McGill Associates, assisted with bidding and solicited bids from five (5) reputable contractors. A total of three (3) bids were received and read aloud during the bid opening. A bid tab is attached for review.

Project bids included a “base” bid for work described above, as well as an “alternate” bid for additional work to mill and resurface existing asphalt adjacent to Hibriten Drive.

Recommendation

Public Works staff, in agreement with design engineer McGill Associates, recommends awarding the contract for the **base bid only** to Mountain Crest, LLC. This contractor submitted the lowest bid and has a proven track record of successful projects with the City of Lenoir.

Respectfully submitted,

City of Lenoir
Public Works Department

A handwritten signature in blue ink, appearing to read 'J. Wright', is positioned above the printed name.

JARED WRIGHT
Public Works Director

cc: Tracy Huffman, Street Superintendent

Attachments: Award Recommendation Letter, Bid Tabulation, Invitation to Bidders, Addendum #1,
Project Vicinity Map

September 28, 2021

Mr. Jared Wright, Director of Public Works
City of Lenoir
Post Office Box 958
Lenoir, North Carolina 28645

RE: Award Recommendation
Hotel Street Extension
Lenoir, North Carolina

Dear Mr. Wright:

The public bid opening for the Hotel Street Extension project was held on September 21, 2021 and a total of three (3) bids were received. Mountain Crest, LLC of Lenoir, North Carolina, submitted the lowest responsive, responsible bid with a total base bid amount of \$215,800.00.

We recommend award of this project to Mountain Crest, LLC based on the following information:

- Mountain Crest, LLC is appropriately licensed with the North Carolina General Contractor Board
- Mountain Crest, LLC has successfully completed similar projects
- The base bid is below the estimated construction cost

Enclosed for your use is the certified bid tabulation. If you have any questions or comments, please do not hesitate to contact us at (828) 328-2024.

Sincerely,
McGILL ASSOCIATES, P.A.

A handwritten signature in blue ink, appearing to read 'Matthew D. Oetting', written over the company name.

MATTHEW D. OETTING, PE
Project Manager

Enclosures: Certified Bid Tabulation

BID TABULATION**HOTEL STREET EXTENSION
CITY OF LENOIR**Tuesday, September 21, 2021; 2:00 pm local time
Lenoir, North Carolina

BIDDERS	BASE BID	ALTERNATE 1	TOTAL BID
Hilton, Inc.	\$304,950.00	\$15,675.00	\$320,625.00
Maymead, Inc.	\$335,525.00	\$16,000.00	\$351,525.00
Mountain Crest, LLC	\$215,800.00	\$12,100.00	\$227,900.00

1240 19th Street Lane, NW
Hickory, North Carolina 28603

This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 p.m. on the
21st day of September 2021, at the Lenoir Public Works Facility, 510-B Greer Circle, Lenoir, North
 Carolina.



MEMORANDUM

To: Bidding Contractors
 From: Matthew Oetting, PE
 Date: September 3, 2021
 Subject: Hotel Street Extension

Thank you for your interest in bidding on this project. Digital copies of plan sheets and technical specifications including design and details for the purpose of bidding are available through www.mcgillassociates.com. These documents may be downloaded by selecting from the "Bids" link and by entering **Quest Project Number 8027030**. **For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com.**

Bidders are encouraged to only secure project bid documents as noted above. Neither the Owner nor the Engineer will be responsible for full or partial sets of Bidding Documents, including any Addenda, obtained from any other source. Each bidder shall be responsible for the review of all addenda for the project and shall acknowledge the addenda on the bid form.

The project can generally be described as follows:

The City of Lenoir desires to extend Hotel Street from the current endpoint near Hampton Inn and NAPA Auto Parts approximately 500 LF northeast toward Hibriten Drive. This project includes grading, drainage piping and structures, retaining wall construction, concrete curbing, asphalt paving, and erosion control. The project shall be priced unclassified, with no additional payment for rock excavation. Final surface restoration shall be accomplished through pavement construction, permanent seeding, matting, and mulching as indicated on the drawings.

The Contractor shall provide a certificate of insurance, naming the City of Lenoir as an additional insured, with the following minimum coverages:

Workman's Compensation	Statutory
Comprehensive Automobile Liability	\$1,000,000 each for Bodily Injury and Property Damage
Comprehensive General Liability	\$1,000,000 each for Bodily Injury and Property Damage
Umbrella Liability	\$5,000,000

The City of Lenoir intends to award this project soon after the bids are received but requires the bid to be valid for **60 days**. Consequently, the Contractor shall complete all work related to this project under a **90-day contract**. The Contractor agrees to pay the City of Lenoir Liquidated Damages in the amount of **\$800** for each and every calendar day the work is not complete beyond the contract date of completion.

The successful bidder will be required to provide performance and payment bonds prior to issuance of Notice to Proceed.

Bidding Contractors are asked to submit a bid proposal on the provided Bid Form to Jared Wright, Director of Public Works (email – jwright@ci.lenoir.nc.us) at the Public Works Facility (510-B Greer Circle, Lenoir, NC 28645) by **2:00 pm on Tuesday, September 21, 2021**. Bid proposals may be submitted in either paper or email format. Questions related to this bid must be submitted in writing to matthew.oetting@mcgillassociates.com prior to **5:00 pm Thursday, September 16, 2021** to receive consideration.

ADDENDUM NO. 1

HOTEL STREET EXTENSION CITY OF LENOIR LENOIR, NORTH CAROLINA

BID OPENING: September 21, 2021, 2:00 pm local time

This Addendum No. 1 is issued this **17th day of September 2021** to all parties who hold a set of Bidding Documents for the project entitled "HOTEL STREET EXTENSION". This Addendum No. 1 becomes a part of the Contract Documents and its receipt shall be acknowledged as follows:

Bidder shall acknowledge receipt of this Addendum by writing its number and date on the Bid Form. Failure to do so may subject the bidder to disqualification.

REMINDERS

1. Bidders should refer to the McGill Associates bid line for current plan holders' lists and other pertinent information regarding the bid. The website address is www.mcgillassociates.com/bids.

PLEASE NOTE THE FOLLOWING ITEMS:

1. Drawings C-101, C-103, C-104, C-202, and C-501 are attached and contain the following revisions:
 - Removal of the stepped end of the existing retaining wall has been added to C-101.
 - The road profile has been slightly changed between 19+00 and 22+00 to better fit the shoulder grade to the existing retaining wall on C-103.
 - Proposed contours have been adjusted to match the new road profile on C-103 and C-104.
 - Cross sections have been updated on C-202 to match the new road profile
 - The shoulder grading at retaining wall detail has been updated to eliminate adjusting the top of the existing retaining wall on C-501

BIDDERS QUESTIONS AND ANSWERS

Q: Our wall guy says that the existing block used at Hotel Street is no longer made. It is smaller than block currently available. They can come close on the color but new block are standard 8"x18". He said a possible solution is to put a column to separate the old and new wall extension.

Also the note says to raise the existing wall a maximum of 12" but the cross section view shows raising it higher. Also matching block and cap is not available.

Please advise how to bid the wall work.

- A: *The road shoulder grades have been adjusted to eliminate the need to raise the top of the existing retaining wall. Details have been added to C-504 to address connection of the new retaining wall to the existing retaining wall.*

MATTHEW D. OETTING, PE

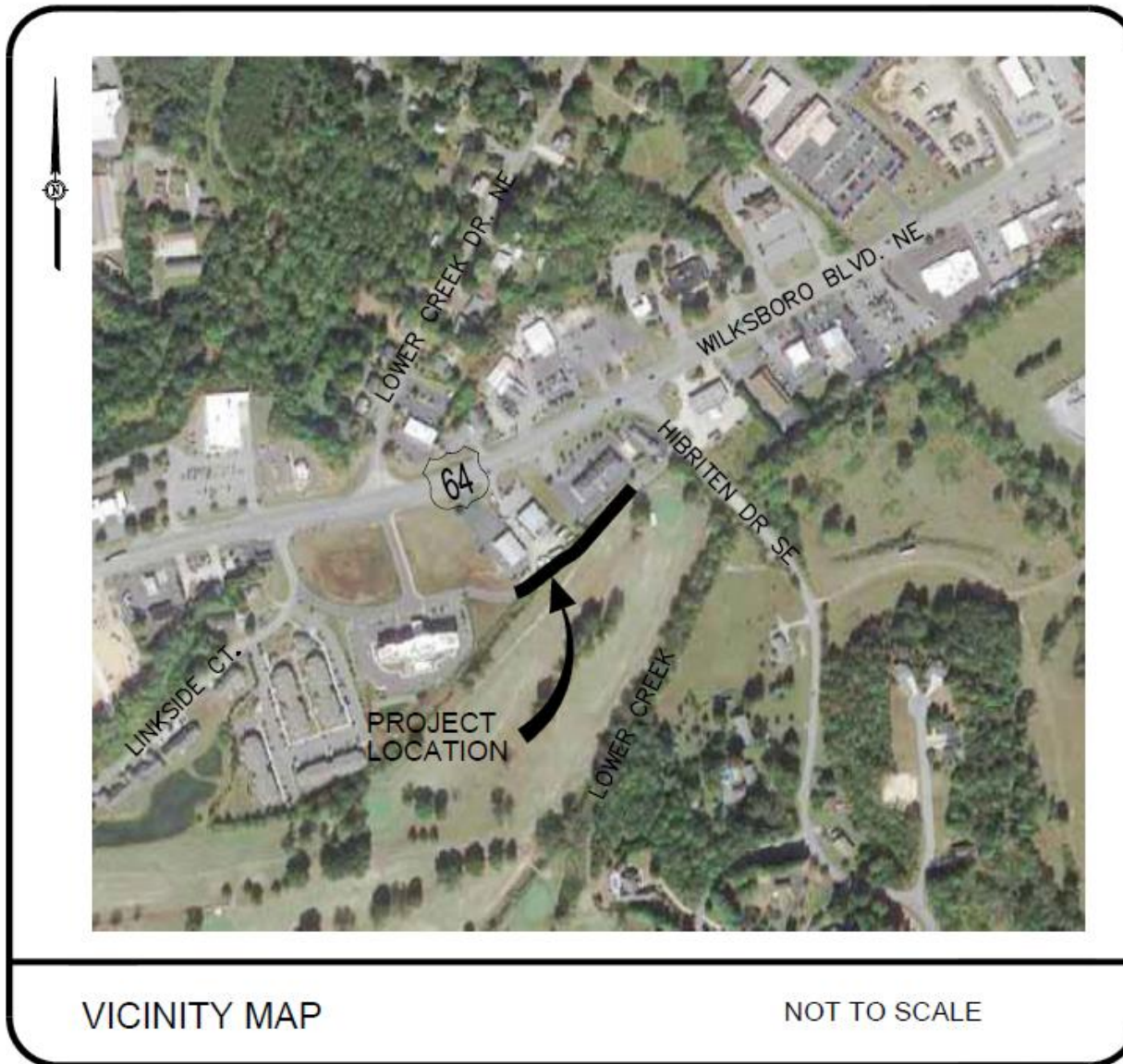


Engineering • Planning • Finance

1240 19th Street Lane NW
Hickory, North Carolina 28601
Firm License No. C-0549



END OF ADDENDUM NO. 1



Board Appointment

Steven Stewart

ABC Board

3-year term

National League of Cities Annual City Summit; Delegate/Alternate

City Council will appoint a Delegate and an Alternate Delegate to represent the City of Lenoir during the virtual business meeting of the National League of Cities (NLC) Annual City Summit Business Meeting scheduled for Friday, November 19 at 4:00 p.m.

Participating

Mayor Joe Gibbons

Councilman Ben Willis

City Attorney T.J. Rohr

City Manager Scott Hildebran