

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, MAY 24, 2022
8:30 A.M.**

PRESENT: Mayor Joe Gibbons, Mayor Pro-Tem Crissy Thomas, Councilmembers Kent Greer, Ike Perkins, David Stevens, Ralph Prestwood.

STAFF PRESENT: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Police Chief Brent Phelps, Interim Public Works Director Ed Evans, Public Utilities Director Radford Thomas, and Event Coordinator Matthew Anthony.

ABSENT: Communications and Public Information Officer Joshua Harris.

VIA ZOOM: Councilmembers Jonathan Beal and Todd Perdue, Fire Chief Ken Hair, Planning Director Jenny Wheelock, and Parks & Recreation Director Kenny Story.

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. Parks & Recreation Advisory Board: The Parks and Recreation Advisory Board will not meet in June or July. Kenny Story, Recreation Director, presented the following report.
- Work continues with McGill on obtaining a PARTF grant for LAFC and the Soccer Complex.
 - Reported there are 14 teams registered for the Youth Baseball/Softball groups.
 - Registration is currently underway for the Basketball League for boys and girls ages 8 through 12. The games will be held at the Martin Luther King, Jr. Center (MLK).
 - A new program called the Summer Swim Club has been established for ages 6 through rising seniors. Currently, there are between 15 to 20 people enrolled. Registration is open through May 27.
 - A Summer Music Festival will be held again this year at the MLK Center on July 22 and 23 beginning at 6:00 p.m. each evening.
 - The outdoor pool at the Aquatic & Fitness Center opens on Saturday, May 28. The Recreation Department is accepting applications for certified lifeguards.
 - One HVAC unit has been replaced at The Campus (formerly Lenoir High School.)
1. July 4th Fireworks Permit Authorization
Fire Chief Ken Hair explained Pyro Shows, Inc. will be conducting the fireworks display at Optimist Park this year and the City is required by statute to provide them a copy of the City's insurance certificate. He stated Chris Jacobs, Fire Marshall, also

included a packet of information in the agenda packet for Council's review.

Motion

Following a brief discussion and upon a motion by Councilmember Stevens, Council voted 7 to 0 to approve the July 4th Fireworks Permit Authorization form as presented.

B. FINANCE AND ADMINISTRATION

1. Job Descriptions of Re-organization of Public Services

Finance Director, Donna Bean, asked if Council has any questions regarding the April Financial Summary that was presented at the May 19 Budget Work session. Council did not have any questions about the report at this time.

Next, Director Bean presented information/job descriptions regarding the re-organization of Public Works and Public Utilities. She stated this re-organization would make these departments be more effective and efficient.

Copies of the job descriptions are attached to these minutes as information.

Public Services Director

Director Bean reviewed the general statement of duties of a Public Services Director. This individual performs complex managerial, administrative, and supervisory work planning, organizing, and directing public works and public utilities services for the City. The purpose of this position is to manage the public services functions of the City. Successful performance helps ensure the effective and efficient operation and provision of city services.

Public Works Operations Manager

Director Bean reviewed the general statement of duties of a Public Works Operations Manager. This individual performs complex managerial, administrative, and supervisory work planning, organizing, and directing public works services for the City.

Public Utilities Operations Manager

Director Bean reviewed the general statement of duties of a Public Utilities Operations Manager. This individual performs difficult professional and managerial work planning, organizing and directing the operations, maintenance and analysis of a wastewater treatment plant, water treatment plants, related laboratory facilities, distribution and collection system maintenance and repair, utility engineering services, a wide scope of capital improvement projects and other areas as assigned.

City Manager Hildebran stated the City has twenty (20) capital projects coming up within the next twelve (12) months. He reiterated the Public Services Director will manage both Public Works and Public Utilities as well as hire several

qualified individuals to be on Staff. Mr. Hildebran stated the City should be able to get a lot projects accomplished.

Motion

Following a brief discussion, and upon a motion by Councilmember Prestwood, Council voted 7 to 0 to approve the re-organization of Public Works/Public Utilities and the three (3) job descriptions as described above and as recommended by Finance Director Bean.

C. Public Safety

1. Police Department

- A. Quarterly report (January, February & March): Police Chief Phelps presented the Department's first quarterly report as information. This report details training hours, outreach, demos, events and tours by staff plus the types of calls that officers respond too. Chief Phelps also mentioned the Department has included a snapshot of Nuisance Abatement activity for the quarter.

A copy of the report is on file.

Chief Phelps reported staff recently attended training in order to use the Department's new web based code enforcement system. He reported Detective Hartley had 55 follow-up and 60 self-initiated code enforcement calls for the first quarter of 2022. In addition, Chief Phelps presented a map indicating the locations and addresses of properties that staff visited. Also, Chief Phelps mentioned staff is working on easements and stated they did an easement document for Council's review.

Letter of Engagement for Legal Representation

2. Chief Phelps informed Council that Attorney Rohr could no longer advise the Police Department due to a 2019 decision by the Court of Appeals that ruled a City Attorney who advises a City's Police Department cannot handle criminal cases where the Police Department is the prosecuting agency. Chief Phelps stated Attorney Rohr has never handled such cases, but another attorney at his law firm does. Chief Phelps stated the Police Department has been using an attorney from out of town but has been frustrated.

Chief Phelps presented a letter of engagement from Angela P. Clark, Clark & Clark, P.A., outlining the scope and terms of their engagement, which will primarily consist of advising the Client (the City) with reviewing and revising City ordinances, assisting the Client with nuisance abatement actions in conjunction with the North Carolina Alcohol Law Enforcement, and reviewing federal asset forfeiture award forms. The scope of services that the firm will provide may be expanded as necessary to assist the Client with other legal matters that may arise during the course of the representation.

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

Chief Phelps stated Ms. Clark is very knowledgeable and has a great work ethic. He recommended the firm of Clark & Clark, P.A. to City Council to serve as the Police Department's legal representative.

Motion

Upon a motion by Councilmember Perkins, Council voted 7 to 0 to approve the law firm of Clark & Clark, P.A., to provide legal services for the Lenoir Police Department as presented and as recommended by Police Chief Phelps.

D. Public Utilities: Public Utilities Director Radford Thomas gave the following report:

- Reported the area is in Stage 0 drought and encouraged everyone to monitor their water usage.
- FEMA BRIC Grant – The City should be notified by July 2022 whether the grant will be funded.
- EPA Brownfield Assessment Grant 2 Application – The City should receive funding for this project in October 2022.
- Crossroads Sewer Project –The pipe has been delivered; however, the construction crew is still waiting on manholes to be delivered. Construction cannot begin until the manholes are on site.
- Biosolids Project at Lower Creek Wastewater Plant – This project is close to being finished.
- Water System Lead and Copper Analysis – Freese and Nichols is currently performing survey work for this project.
- Meter Replacement Project – Currently waiting on information and a response from the Project Manager.
- Re-submitted application for the Lower Creek Wastewater Treatment Plant Project.
- Working with the attorneys regarding the Animal Shelter property.
- Joyceton Waterworks Acquisition – Finalizing the contract for the acquisition of the Joyceton Waterworks Water System.

E. Public Works: Interim Public Works Director Ed Evans reported on the following items:

- FY21-22 Street Resurfacing –Finley Avenue to Broadway Street to Creekway Drive has been paved along with the section of Countryside Drive to Commercial Court.
Director Evans reported that \$19,000 remains in the resurfacing budget line. This amount will purchase around 194 tons of asphalt that equals to ½ mile of paving.
- Hospital Avenue Sidewalk Project –The City needs to acquire easements a few remaining properties before the project can proceed.
- Sinkhole at Station No. 1 – A meeting is scheduled today with the Engineering Contractor regarding the ongoing study of the sinkhole at Fire Station No. 1.
- Director Evans reported he included funding for a sanitation truck for Shane Barrier in the upcoming budget. Staff has found one that is available at a cost of \$280,000 with an October delivery. The turning radius is equal to the sanitation trucks the City currently

uses and he shared the truck will be converted for a right-handed driver.

- Staff installed a generator at the firing range.
- A company is currently pressuring washing the downtown area and pavers will be installed at the Veterans Memorial on Wednesday.
- Submitted an application for an electric vehicle grant and the City needs to determine a location for a second charging station.
- Included a new gas pump in the budget to replace the current one which is 20+ years old.
- Waiting on notification to see if the City is successful in being awarded a FEMA BRIC grant which will be used to replace the Arrowood Bridge.

IV. COMMUNITY DEVELOPMENT

A. The Lenoir Business Advisory Board (LBAB) met on Thursday, April 21. Minutes of the meeting are submitted as information. Matthew Anthony, Downtown Event Coordinator, gave the following report.

- Farmers Market 5/7
- Lenoir Bicycle Fest 5/14
- Summer Music Madness 6/ 24
- Blackberry Festival 7/15-16

B. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority did not meet in May. The next meeting will be scheduled in June.

C. Planning Board: Planning Director Jenny Wheelock reported the Planning Board met on Monday, May 23. She stated each board member took an oath of office to comply with recent legislation regarding serving on Committees/Boards.

D. Updates-Comprehensive Plan

A public hearing is scheduled for Tuesday, June 7 to consider updates to the City's Comprehensive Plan by resolution in order to comply with legislative guidelines. The City's Code of Ordinances will be amended to include these updates.

E. Demolition of 530-A Wheeler Street

The property located at 530-A Wheeler Street is scheduled for demolition this week. In addition, Director Wheelock stated the property located at 1301 Jolly Place has been posted for demolition due to all of the code violations. The individual that was living there has moved.

F. Grants – Bike Pedestrian Trail

Director Wheelock stated she is currently working with Brian Newman regarding grants for a Bike Pedestrian Trail.

G. Public Communications: A copy of the April 2022 Communications Report was submitted to City Council as information. A report was not given at this time.

H. PUBLIC SAFETY

A. Fire Department

- Fire Chief, Ken Hair reviewed information in the Department's First Quarter Report for January, February, and March. He reported that COVID previously affected a number of Staff members, but pointed out the citizens and operational efficiency were never comprised. He stated the Department was able to unfreeze Staff's vacation list and resume normal operations due to the number of COVID positives by Staff being drastically reduced. He expressed his appreciation to all City Staff for all of their hard work during this time.

In addition, Chief Hair reported the Department filled two vacancies plus the remaining full-time vacancy that was open. Chief Hair reported their training equaled to 89 hours per person. He further reported the Department distributed 31 smoke alarms and thanked the local Ford dealership for their monetary donation, which helped with the purchase of additional gear for the firefighters.

Chief Hair stated the Quick Response Vehicles (QRV's) are helping Staff reach patients sooner and has been a huge improvement in efficiency for the Department. He stated the Caldwell County Emergency Management Services (EMS) also appreciates their assistance and pointed out these vehicles are a cost saving to the Department. In addition, he shared the Fire Chief in Hickory has requested a copy of Lenoir's policy regarding using QRV's to respond to medical calls.

Information, Roadside Litter Pickup

Next, City Manager Hildebran stated the County Commissioners would be entering into a contract for roadside litter pickup at their May meeting. This contract is with the Goldstar Project group, an NCDOT pre-approved contractor. The County will begin cleanup along some of the worst roads in Caldwell County first and the Commissioners have also agreed to open it up and allow for a partnership with the municipalities.

The cost is \$80.00 per road mile or \$40.00 per mile per lane mile (or ditch line.) Four lane median is \$160.00.

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

VII. Adjourn

There being no further business; the meeting was adjourned at 9:35 a.m.

Public Services Director

General Statement of Duties

Performs complex managerial, administrative, and supervisory work planning, organizing, and directing public works and public utilities services for the City. The purpose of this position is to manage the public services functions of the city. Successful performance helps ensure the effective and efficient operation and provision of city services.

Distinguishing Features of the Class

An employee in this class plans, coordinates and directs department operations, staff, engineers, and contractors in general services. Work involves planning on a short-range basis, for long-range and major construction projects, budget development, the administration and management for the department, personnel management and oversight of the operations management of daily services. The employee provides technical advice and assistance to the Public Works and Public Utilities Operations Managers, the City Manager and City Council. Responsibilities include contract management, supervision of the Public Works and Public Utilities Operations Managers, handling citizens' issues, and working with other department heads. Work is performed with a high degree of independence and initiative requiring sound judgment and analytical and organizational skills. Performs complex work that consists of varied administrative, managerial, supervisory, and technical duties. The number of services performed by the department contributes to the complexity of the work. Work requires ensuring compliance with various state and federal guidelines and regulations. Work is performed under the general direction of the City Manager and is evaluated through reports, established timelines, discussion and citizen and community feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Directs the operations of the Public Services Department, including water and wastewater treatment plant operations and distribution, water and wastewater construction and meter services, fleet management, building services, landscape services, cemeteries, streets, solid waste services and professional engineering operations. Oversees the department operations through the Operations Managers' feedback and direct observation where appropriate.
- Develops guidelines and procedures to assure compliance with city ordinances, policies, and procedures, engineering guidelines, Clean Water Act, Safe Drinking Water Act, OSHA regulations, and other relevant federal and state laws and regulations. These guidelines require judgment, selection, and interpretation in application. This position oversees the implementation and adherence to the guidelines through feedback from the operations managers and by supervision of department personnel.
- Researches, writes and administers grants for public services; consults and works with state officials as well as Federal designated grants administrator
- Oversees the development and administration of the Capital Improvement Plan and department budgets.
- Oversees the maintenance of records.
- Collaborates with the operations managers to prepare required reports.
- Collaborates and communicates with co-workers, other city employees, developers, contractors, state and federal officials, architects and representatives of engineering firms, vendors, representatives of public utilities, and the general public.

- The Director confers with consulting engineers on the construction of new facilities, improvements and expansions as well as evaluation studies of existing facilities.
- Works with consulting engineers and others to develop, design, and construct public works projects; inspects work in progress and upon completion to ensure adherence to specifications; negotiates contracts, meets with City attorney, when necessary, and make recommendations to the City Manager.
- Oversees and coordinates the City's capital project management.
- Coordinates City projects with the City Manager and other department heads.
- Evaluates the recommended specification or develops in consultation with consultant; involves division heads in developing; advertises for bids; reviews bids and makes recommendation to City Manager.
- Guides and works with Operations Managers in developing and implementing program services; analyzes level and cost of department services; assesses public expectations and general standards in other municipal operations; recommends revisions to existing services and implementation of new services.
- Evaluates the Operations Managers' recommendations for maintenance, repair, enhancements or improvements in service programs and plans, designs, prioritizes, schedules, assigns, and reviews results of services being provided.
- Has oversight of departmental operating and capital budgets in consultation with Operations Managers on their projections; monitors and approves expenditures; researches funding sources and potential grants.
- Consults with Operations Managers regarding the hiring, promoting, training, disciplining, evaluating, and other personnel actions and decisions for the department.
- Plans and implements safety programs, in coordination with the Risk Manager and Operations Managers to include training, procedures, and equipment as necessary.
- Consults with and advises the City Manager on the varied public services, status of projects and budget items, prepares agenda items, resolutions and ordinances for the City Manager and City Council to review and approval; attends City Council and Committee meetings; makes presentations.
- Responds to, investigates and resolves citizens' complaints, inquiries and concerns in coordination with the Operations Managers.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the modern principles and practices for effective management and supervision of a large staff.
- Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.
- Thorough knowledge of related City policies, and state and federal laws and regulations.
- Considerable knowledge of the principles and practices of public works services management and administration.
- Considerable knowledge of and skill in utilizing word processing and spreadsheet software.
- Demonstrated skills in modern and effective managerial, organizational, and leadership principles and practices.
- Skills in budget development and preparation and to monitor and manage expenditures.
- Ability to plan, organize, and delegate work in varied service functions.
- Ability to exercise sound professional judgment.

- Ability to direct operations and supervise subordinate supervisors utilizing effective communication, motivation, and coaching techniques.
- Ability to interpret and prepare complex and detailed records and reports.
- Ability to maintain effective working relationships with City, State, and local officials, management, subordinate supervisors, employees, contractors, engineers, and the general public.
- Ability to present ideas effectively in oral and written form.

Physical Requirements

- Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to produce and review written reports and records including mathematical calculations, to operate a computer terminal, to analyze data and to read extensively, and to determine the accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in public administration, civil engineering, management, or related field, and considerable related experience in municipal engineering and/or public works and/or public utilities fields, including extensive supervisory and management experience; or an equivalent combination of education and experience. A Professional Engineering (PE) certification is preferred.

Special Requirement

- Possession of a valid North Carolina driver's license.

PUBLIC WORKS OPERATIONS MANAGER

General Statement of Duties

Performs complex managerial, administrative, and supervisory work planning, organizing, and directing public works services for the City.

Distinguishing Features of the Class

An employee in this class plans, coordinates and directs department operations, staff and contractors in general services. Work involves planning on short-range basis and for long-range projects and major construction projects; budget development, administration and management for the department; personnel management and daily services' operations management. The employee provides technical advice and assistance to the Public Services Director, City Manager and the City Council. Work also includes contract management, handling citizens' issues, and working with other department heads. Work is performed with a high degree of independence and initiative requiring sound judgment and analytical and organizational skills. Work requires ensuring compliance with varied state and federal guidelines and regulations. Work is performed under the general direction of the Public Services Director and is evaluated through reports, established timelines, discussion and citizen and community feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, directs, coordinates and supervises department operations, programs and services including building, grounds and traffic maintenance, cemetery operations and maintenance, automotive maintenance and repair, solid waste collection, and street repair and maintenance.
- Develops policies and procedures for divisional and departmental operations.
- Guides and works with division heads in developing and implementing program services; analyzes level and cost of department services; assesses public expectations and general standards in other municipal operations; recommends revisions to existing services and implementation of new services.
- Determines needs for maintenance, repair, enhancements or improvements in service programs and plans, designs, prioritizes, schedules, assigns, and reviews results of services being provided.
- Prepares departmental operating and capital budgets in consultation with division heads on their projections; monitors and approves expenditures; researches funding sources and potential grants.
- Manages the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the department in consultation with the Public Services Director; plans and implements safety programs, in coordination with the Risk Manager, including training, procedures, and equipment as necessary.
- Consults with and advises the Public Services Director on the varied public works services, status of projects and budget line items balances; prepares agenda items, resolutions and ordinances for the Public Services Director, City Manager and City Council to review and approval; attends City Council and Committee meetings; makes presentations.
- Coordinates City projects with Public Services Director, City Manager and other department heads.
- Works with consulting engineers and others to develop, design, and construct public works projects; inspects work in progress and upon completion to ensure adherence to specifications; negotiates contracts, may meet with City attorney and recommends to Public Services Director.

- Defines specification or develops in consultation with consultant; involves division heads in developing; advertises for bids; reviews bids and makes recommendation to Public Services Director.
- Responds to, investigates and resolves citizens' complaints, inquiries and concerns; coordinates as appropriate with division superintendents.
- Meets with division superintendents daily and makes field visits to monitor work progress, quality, etc; discusses priorities each morning.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of the modern principles and practices for effective management and supervision of a large staff.
- Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.
- Thorough knowledge of related City policies, and state and federal laws and regulations.
- Considerable knowledge of the principles and practices of public works services management and administration.
- Considerable knowledge of and skill in utilizing word processing and spreadsheet software.
- Demonstrated skills in modern and effective managerial, organizational, and leadership principles and practices.
- Skills in budget development and preparation and to monitor and manage expenditures.
- Ability to plan, organize, and delegate work in varied service functions.
- Ability to exercise sound professional judgment.
- Ability to direct operations and supervise subordinate supervisors utilizing effective communication, motivation, and coaching techniques.
- Ability to interpret and prepare complex and detailed records and reports.
- Ability to maintain effective working relationships with City, State, and local officials, management, subordinate supervisors, employees, contractors, engineers, and the general public.
- Ability to present ideas effectively in oral and written form.

Physical Requirements

- Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to produce and review written reports and records including mathematical calculations, to operate a computer terminal, to analyze data and to read extensively, and to determine the accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in public administration, civil engineering, management, or related field, and considerable related experience in municipal engineering or public works field,

including some supervisory and management experience; or an equivalent combination of education and experience. A Professional Engineering (PE) certification is preferred.

Special Requirement

- Possession of a valid North Carolina driver's license.

Lenoir 2022

PUBLIC UTILITIES OPERATIONS MANAGER

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and directing the operations, maintenance, and analysis of wastewater treatment plant, water treatment plants, related laboratory facilities, distribution and collection system maintenance and repair, utility engineering services, a wide scope of capital improvement projects and other areas as assigned.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plants, wastewater treatment plant, distribution and collections systems, pumping facilities, related facilities and equipment and other areas as assigned. Work also includes responsibility for a wide variety of utility capital improvement projects including coordination of design, bidding, construction management, inspection, and project acceptance for the City. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for department staffing, capital and operating budget development and administration. General administrative direction is received from the Public Services Director regarding matters of policy, budget, long-range plans, personnel matters, establishing and maintaining records and reports necessary for full compliance with all regulations and work priorities. The position receives assistance with and advising from the Public Services Director, City Manager, and Council regarding long range planning for facilities and system capacity, as well as technical compliance needs. The Public Utilities Operations Manager is responsible for effective management decision-making, representing the City in multiple regional and state issues, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgment. The employee may occasionally enter confined spaces and encounter other hazards. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

Duties and Responsibilities

Essential Job Tasks

- Plans, organizes and directs the work of subordinate supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and collection system operations and maintenance, pumping stations, and preventive maintenance and repair.
- Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency or regulatory compliance; manages the budgeting, design, construction, and inspection of a wide variety of capital projects for capacity, environmental compliance, service extension, etc.
- Manages the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the department in consultation with the Public Services Director; plans and implements safety programs, in coordination with the Risk Manager, including training, procedures, and equipment as necessary.
- Researches and recommends strategies for meeting new regulatory requirements.
- Evaluates utility customer service policies and procedures, coordinates evaluation of fee structures; recommends improvements.
- Plans and supervises contracted construction and maintenance projects; insures proper inspection and adherence to plans and standards prior to City acceptance.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Public Utilities Operations Manager
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- Plans, organizes, and directs the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; supervises the meter reading program, water service connections and disconnections, and related utility customer response.
- Oversees response to citizen complaints, service requests and other response; insures excellent customer service.
- Requests resources as part of annual budget process; reviews and submits budget requests of subordinate supervisors; controls allocated resources once approved; participates in capital budgeting to construct and maintain utility infrastructures.
- Participates in plan review; approves all plans and specifications regarding utility systems.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledges, Skill, and Abilities

- Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection transmission lines, pumping stations, metering, and other utility systems appurtenances.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and wastewater treatment, distribution and collection.
- Thorough knowledge of the City budget, purchasing, and personnel policies and practices.
- Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.
- Considerable knowledge of the application of information technology to the work of the department.
- Working knowledge of engineering principles and their application to utilities construction and maintenance.
- Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Ability to provide leadership to a large staff in multiple locations providing around the clock services.
- Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with City officials, industrial officials, regulatory officials, contractors, engineers, other employees, regional customers, and the general public.
- Ability to prepare, present and interpret complex records and reports.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to move objects.

Public Utilities Operations Manager

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- Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Desirable Education and Experience

- Graduation from college with a degree in business or public administration, environmental sciences, civil engineering, chemistry, or related field and extensive experience managing water and/or wastewater treatment or distribution and collection systems; or an equivalent combination of education and experience. Professional Engineering certification is a plus.

Special Requirement

- May require certification for wastewater treatment, water treatment, or distribution or collections systems operations by the State of North Carolina or the ability to obtain within two years.
- Possession of a valid North Carolina driver's license.



May 20, 2022

Mr. Scott Hildebran
City Manager
City of Lenoir
801 West Avenue, NW
Lenoir, NC 28645

Re: Engagement for Legal Representation

Dear Mr. Hildebran,

Thank you for contacting Clark & Clark, P.A. (the "Firm") for legal representation for the Lenoir Police Department (the "Client"). This letter will set forth the scope and terms of our engagement, which will primarily consist of advising the Client with reviewing and revising city ordinances, assisting the Client with nuisance abatement actions in conjunction with the North Carolina Alcohol Law Enforcement, and reviewing federal asset forfeiture award forms. The scope of services that the Firm will provide may be expanded as necessary to assist the Client with other legal matters that may arise during the course of the representation.

Although I will be the primary attorney working on this matter, I may engage the assistance of my law partner, Macon Clark, as well as legal assistants as necessary. Billable time for legal services will be charged in one-tenth of an hour increments and will be rounded up to the nearest one-tenth of an hour. Small tasks will be charged at a minimum of 0.1 hour (six minutes). Invoices will be submitted periodically charging for any time spent at the rate of \$200.00 per hour. I will bill separately for any out-of-pocket expenses, including travel, copying, postage, etc. All invoices will need to be paid within thirty days of receipt. I will include a detailed itemization of the services provided and expenses incurred with the invoice. Should any invoice not be paid within thirty days, I reserve the right to withdraw from representation.

While we will perform our professional services on behalf of the Client to the best of our ability under the circumstances, we cannot and have not made any guarantees regarding the outcome of our professional efforts. Any expressions about possible outcomes or results achievable are our best professional estimates only and are limited by our knowledge at the time they are expressed.

The City agrees to pay for the performance of the legal services described above and any costs incurred as set forth above. The Client agrees to fully cooperate with providing all information that will assist us in this representation. I will send copies of pertinent correspondence, documents, and other materials prepared or received by us in the course of the representation. The Client is encouraged to contact us as to any questions or comments regarding the services, fees, or status of the matter or as to any pertinent facts or considerations which may come to their attention.

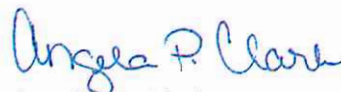
The Firm reserves the right to withdraw from representing the Client upon written notice at any time, with or without cause. Likewise, the Client may terminate the Firm's services prospectively upon written notice to the Firm. Upon termination by either the Firm or the Client, the City agrees to pay for all amounts due for services rendered and costs incurred up to the time of the notice of termination.

The Firm will protect the confidence of the Client and will not divulge confidential information concerning the Client's business or legal matters, as required by the Rules of Professional Conduct. However, we understand that, unless you advise us to the contrary, you do not object to our mentioning to others our representation of you or our listing of your name as one of our clients in professional literature or in material published about this Firm.

To avoid any possible conflict of interest in the representation of the Client, the Firm agrees not to undertake representation of any client charged with a crime by the Client, or in any matter in which the Client or the City of Lenoir would be considered an adverse party.

Our objective is to provide the Client with high quality legal services at a fair cost. If you have any questions at all concerning the terms of this engagement or about any matter relating to a billing statement that is unclear or appears to be unsatisfactory, we invite your inquiries. If the terms of this engagement letter are acceptable, please sign it or have the appropriate person sign on behalf of the City and return to my attention.

Sincerely,



Angela P. Clark

Terms of representation are agree to:
CITY OF LENOIR

By: _____



cc: Brent Phelps