

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR**

TUESDAY, FEBRUARY 28, 2023

8:30 A.M.

Present: Mayor Joe Gibbons, Mayor Pro-Tem Crissy Thomas, Jonathan Beal, Kent Greer, Ike Perkins, Ralph Prestwood, and David Stevens.

Absent: Councilmember Todd Perdue.

Staff Present: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Main Street & Economic Development Director Kaylynn Horn, Public Services Director Radford Thomas, Public Works Operations Manager Jon Hogan, Public Utilities Operations Manager Jeff Church, Parks & Recreation Director Kenny Story, Deputy Fire Chief Kenny Nelson, Police Major Andy Wilson, Interim Planning Director Hannah Williams, and Communications Director Joshua Harris.

- I. Mayor Pro-Tem Crissy Thomas welcomed everyone and called the meeting to order.
- II. Presentation; Clock Tower Sculpture: Joe Bigley, Founder and Director of the Western Carolina Sculpture Center and ASU Professor, presented an update on the proposed clock tower sculpture. (A copy of the power point is attached to these minutes as information.)

Mr. Bigley reviewed the center's Mission Statement and stated they are currently working to renovate their studio that is located on the Patterson School grounds. Mr. Bigley mentioned he has participated in the Wood, Fire and Smoke annual event and has a relationship with the City. He asked for Council's consideration to build a new clock tower and reviewed a preliminary concept design. Mr. Bigley mentioned the historic clock would be placed on the tower. In addition, he stated the tower would have stained glass incorporated on it. Mr. Bigley reported he has also worked with Public Works Operations Manager Jon Hogan on this project along with David Coffey and Matthew Anthony. This project is fully funded by a private donor.

Mr. Bigley shared he and a colleague from Appalachian State would like the preliminary concept to include tiles on the exterior of the clock. Citizens will also have the opportunity to design and purchase tiles in honor or memory of someone at an estimated cost of \$50 to \$75 each. Discussion centered on offering workshops for people to learn how to design their own tiles and having elementary students design tiles for the bottom of the clock tower. Councilmember Beal offered to sponsor three students. The project is estimated to be completed in 2023.

Following a brief discussion, it was the consensus of City Council to move forward with the clock tower project as presented.

III. Citizen Comments

- A. There were no citizen comments presented at this time.

IV. Committee Items:

- A. Update; Public Services: Radford Thomas, Public Services Director, introduced Van Cashen, Project Manager with Freese and Nichols along with Charles Archer and Emily Smith who presented information about the General Fund Asset Inventory & Management project.

Director Thomas stated representatives with Freese and Nichols visited each facility and talked with staff to gather ideas/information that may need to be incorporated into this project. Director Thomas mentioned there would be ongoing training for staff and discussion is needed to decide which city staff should be authorized to view the software information. This program is documented and based in an excel spreadsheet form. Mr. Archer pointed out the facility assessment provides staff with the opportunity to know the life expectancy of the facility and its equipment and to know when maintenance should be performed.

Mr. Cashen reviewed a demonstration of the tool and stated a training workshop is scheduled for next week. He stated a Master List of all facilities needs to be compiled as well. As an illustration, he viewed photos of City Hall and explained the condition assessment and architectural assessment would equal a building's combined score. Mr. Cashen included links to photos of areas in the City Hall and stated each item would be scored and also include proper notes. He stated a PDF of the assessment study would be available for staff for their use plus they have the option to utilize the software.

Director Thomas advised the next phase would be a water and wastewater equity assessment.

- B. Update; Public Utilities Operation Manager Jeff Church reported on the following items:

1. The Kincaid wastewater pump station pump went out on Sunday, February 26, 2023 and, upon removing the pump, Staff realized the shaft was broken. Staff is currently trying to repair the shaft and will be borrowing one while it is being repaired. The estimated cost of a new pump, if needed, is in the \$14,000 -15,000 range.
2. Received an email from Mueller on February 21, 2023: 206 meters have been identified as high priority for firmware upgrade. As of this date, 92 have been completed with 114 remaining. Mueller is hoping the Broadcast Remote Firmware Upgrade (BRFU) for meters may arrive as early as next week.
3. Finley Water Project: Field work is currently underway with surveying being done in the Finley area.
4. Crossroads Sewer Project: The pipe installation between the seafood restaurant and the golf course is complete. Restoration work is underway and staff is waiting on paving to be done. Once everything is completed, the contractor will move to Wilkesboro Boulevard and complete that portion of the project.

5. Field work continues for the Brownfield Assessment Project and work at the LHS gym and band room is complete. A report is currently being prepared.
6. Working with several developers on commercial projects who are looking at Lenoir.
7. Getting quotes to replace the bar screen at Gunpowder wastewater plant and to possibly install a bar screen at the Meadowood lift station in Hudson.
8. Obtaining quotes to look into installing a septic receiver at Lower Creek Wastewater facility. If purchased, this will allow for better metering of influent from vendors.

C. Update; Public Works Operations Manager Jon Hogan reported on the following items:

Operational:

1. Compost Day will be held on Saturday, April 1st. Rain date will be Saturday, April 15th.
2. Street Department will be performing drainage addition and asphalt repair at Lower Creek Greenway Parking in near future.

Projects:

1. Hospital Avenue Sidewalk Project: We have received Duke Energy's Utility Relocation plan and cost.
2. LFD Infrastructure Failure (Sinkhole): Catawba Valley Engineering and WK Dickson are working on package to bid out for bid, based on (1) option for complete replacement and an alternate for pipe repair/rehab.
3. Greenway Culvert (Red Roof): Working with McGill; Project went out for bid on 2/27. Bid opening on March 16th.
4. Smith Crossroads Sign: Awaiting Traffic Engineer's "Traffic Safety Study" report for NCDOT encroachment agreement.
5. EV Charging Station: Awaiting 2 quotes, meeting with National Car Charging next week.
6. 2023 Paving: Will assess and prioritize spring/summer paving in the coming weeks.
7. City Hall Improvements: Building quote received. Jessie Plaster is working on quote for window replacement.
8. LPD Stormwater Issue: Property has been surveyed and Catawba Valley Engineering has submitted proposal for Engineering and GEO services to explore the issues.
9. Greenway: All greenway connections are currently in design with Mattern and Craig. I am working with Traffic Engineer to assist with PED counts for the HWY. 18 crossing and Google Connection.
10. Stormwater Mapping Project: We will be working with WPCOG to provide complete stormwater mapping services in order to meet our NPDES permitting requirements.
11. Pennton Ave. Wetland Project: Working with NC State Stormwater/Engineering to perform maintenance on the flow-through wetland on Pennton Ave. We will be using a contractor to aid (long reach machine) in removal of silt and sediment to allow the wetland features to operate efficiently.

V. Community Development

- A. Lenoir Business Advisory Board: Kaylynn Horn, Economic Development Director, on the following items:

- DRL Group will conduct workshops for downtown business owners and citizens in order to receive ideas/suggestions for the new Downtown Master Plan. Director Horn encouraged City Councilmembers and Staff to be involved in the project and pointed out the material would also be available in Spanish. She explained this is an open interacting process with communication. Director Horn stated meetings would be held on March 3, 4, 5 & April 28 at the Harper Room (former Williams Produce.)

B. Planning Board: Interim Planning Director Hannah Williams presented the following report:

1. The next steps for Hillhaven: The preliminary plat allows the applicants to commence any improvements to the land. When the improvements are complete, the final plat will be approved administratively by Council.
2. Planning staff issued two floodplain Notice of Violations for the Lenoir Golf Course and the Hibriten Mulch Yard.
3. We are receiving new single family home permits for Park View. The lots are small so we are requesting to review their grading and runoff plans.
4. Planning Board did not meet in February due to no new business. The Board will meet in March for a training session, regardless of whether there is new business to discuss.

Director Williams further stated there is a vacancy on the Planning Board and Board of Adjustments.

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, February 20. Minutes of the meeting were submitted as information. Recreation Director Kenny Story gave the following report:

1. Baseball & Softball registrations will end on March 10th and Lenoir Youth Soccer registration is currently ongoing.
2. February is Black History Month and events were scheduled throughout the month and well attended.
3. The annual Leprechaun Leap 5k/10k will be held at the Soccer Complex on March 18th.
4. Rentals at Mulberry Recreation Center and the Optimist Clubhouse continue to increase.
5. The lighting project at Mack Cook Stadium may be completed by the end of February. Staff will be able to control the lights through an app on their cell phones. New bleachers are being installed at Mack Cook Stadium and will hold around 200 people.
6. Reported that he and Zack Carter have met with the contractors for the new splash pad which will be funded through the Parks & Recreation Trust Fund Grant (PARTF) the department received. For the locker room renovations, there may be some issues with the plumbing lines and how we will be able to work around those lines. The completion date is November 2025.
7. The Broyhill Family Foundation recently donated \$100,000 to have the Walking Park pond dredged.

Director Story stated he would miss everyone as he has announced his retirement effective February 28. He thanked City Council and Department Directors for all of their support during his tenure.

1. Bid Award: Staff recommends Council approval of the low bid of Barger-Ashe Roofing in the amount of \$184,603.00 to install the new TPO Fleece back membrane roof on all of the roof area at Mulberry Recreation Center. Director Story reported funding was included in the budget for this project.

(A copy of the bid tab is attached to these minutes as information.)

Motion

Upon a motion by Councilmember Stevens, City Council voted 5 to 0 to award the low bid of \$184,603.00 to Barger-Ashe Roofing to install the new TPO Fleece back membrane roof on all of the roof area at Mulberry Recreation Center as recommended by City Staff.

VI. Finance and Administration

- A. January Financial Summary: Finance Director Donna Bean reviewed the Financial Summary as of January 31, 2023. The over/under balance in the General Fund is \$4,162,912.96, Downtown District (\$202,813.73) and Water & Sewer Fund \$2,025,918.51.)

(A copy of the January Financial Summary is attached to these minutes as information.)

Director Bean stated the City is on track with its budget and in good financial shape. Next, she presented Personnel Policy Revisions for Council's consideration of approval. (A copy of the Current Policy and Proposed Policy is attached to these minutes as information. Refer to this policy for additional information.)

Director Bean stated that, due to recruitment challenges, staff recommends reverting to the Personnel Resolution dated 7-2016 as it relates to the employment of relatives. The position of Finance Director has been added to the current policy and the title of Human Resources Officer has been changed to Human Resources Manager.

Motion

Upon a motion by Councilmember Beal, City Council voted 5 to 0 to adopt the current Personnel Resolution Proposed Policy as submitted and as recommended by City Staff.

- E. Update: Public Communications: Joshua Harris, Public Information Officer, presented the Communications Report for the month of January. Director Harris reported there were 4 news releases, 154 photos, 5 videos, 65 social posts, 20 questions & answers and 2 e-sign ups. The website's social reach is 86,552 along with 2,162 video views. There were 44,657 Facebook, Twitter, and Instagram followers.
- F. Lease Agreement with Bernhardt Transportation, LLC: City Manager Hildebran informed Council he has been contacted by Bernhardt regarding their lease agreement with the City. Mr. Hildebran stated he plans to notify Bernhardt that, based on Council/Staff discussions, the City intends to terminate future lease renewals at the end of this lease term (December 31, 2024) in order to accommodate our Public Services Department's space needs. City Council will consider a one-year extension at the next meeting.

VII. Public Safety

- A. Update; Police Department: Andy Wilson, Major, reported the department is planning to hire a candidate who will be graduating from Western Piedmont Community College. He also reported the Caldwell County School System is funding four School Resource Officers (SROs).
- B. Update; Fire Department Annual Report: Interim Fire Chief Kenny Nelson, reviewed information in the Department's Annual Report. Below are several highlights of the report.
- The department signed contracts to purchase a new Rescue Pumper Truck at a cost of just over \$695,000, which will help the department enhance its service to the citizens. The new truck was purchased through HGAC which is a group purchasing organization along with funding through the ARP available funds. The department also purchased a new 2022 Chevrolet Silverado 1500 pick-up truck at a cost of \$38,000 to be used by the Fire Marshall. The department also transferred a Kia Optima to the Police Department for their utilization.
 - Ten firefighters resigned in 2022 for various reasons, but the department is actively working on recruitment.
 - Call volume increased in 2022.
 - Received two grants from the North Carolina League of Municipalities (NCLM) which helped with the purchase of a hose roller and a hose tester. The cost to the department's budget was \$5,894.
 - The City of Lenoir is rated as a Class 2 fire district. Including all 1,533 fire districts, only 13 cities have a better fire rating than the City of Lenoir which means the department's fire rating is within the top 2% of all the fire departments in North Carolina.

A copy of the complete report is available on the City's website at www.cityoflenoir.com/fire.

VIII. OTHER

- A. The March calendar was provided in packet as information listing committee meetings and upcoming events.

IX. ADJOURN

There being no further business, the meeting was adjourned at 10:20 a.m.

Attachments

Bid Award (Barger Ashe)
January Financial Summary



BID TAB

2023 Mulberry Recreation Center Roof
City of Lenoir

Kenny Story
Recreation Director

[illegible]



**City of Lenoir
Financial Summary
As of 1/31/2023**



General Fund					
	2022-2023 Budget	1/31/2023	% of Budget	Change from Previous Year	1/31/2022
Total Revenue	\$ 20,320,130.00	\$ 16,302,366.52	80%	\$ 1,544,583.77	\$ 14,757,782.75
Expenditures	\$ 20,320,130.00	\$ 12,139,453.56	60%	\$ 1,673,660.58	\$ 10,465,792.98
Over/Under	\$ -	\$ 4,162,912.96		\$ (129,076.81)	\$ 4,291,989.77
Downtown District					
	2022-2023 Budget	1/31/2023	% of Budget	Change from Previous Year	1/31/2022
Revenues	\$ 288,220.00	\$ 36,153.07	13%	\$ 4,725.20	\$ 31,427.87
Expenditures	\$ 288,220.00	\$ 238,966.80	83%	\$ 136,226.34	\$ 102,740.46
Over/Under	\$ -	\$ (202,813.73)		\$ (131,501.14)	\$ (71,312.59)
Water/Sewer Fund					
	2022-2023 Budget	1/31/2023	% of Budget	Change from Previous Year	1/31/2022
Revenues	\$ 10,232,980.00	\$ 6,186,687.50	60%	\$ 376,888.64	\$ 5,809,798.86
Expenditures	\$ 10,232,980.00	\$ 4,160,768.99	41%	\$ (2,110.64)	\$ 4,162,879.63
Over/Under	\$ -	\$ 2,025,918.51		\$ 378,999.28	\$ 1,646,919.23