

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

TUESDAY, MAY 23, 2023

8:30 A.M.

Present: Mayor Joe Gibbons, Jonathan Beal, Kent Greer, Ike Perkins, Ralph Prestwood, and David Stevens.

Absent: Mayor Pro-Tem Crissy Thomas, Councilmember Todd Perdue, and Economic Development Director Kaylynn Horn.

Staff Present: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Public Services Director Radford Thomas, Public Works Operations Manager Jon Hogan, Public Utilities Operations Manager Jeff Church, Parks & Recreation Director Phillip Harper, Downtown Event Coordinator Matthew Anthony, Deputy Fire Chief Kenny Nelson, Police Major Andy Wilson, Planning Director Hannah Williams, and Communications Director Joshua Harris.

I. Mayor Joe Gibbons welcomed everyone and called the meeting to order.

II. Citizen Comments

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

III. Committee Items:

A. Update; Public Services: Radford Thomas, Public Services Director, presented the following report:

- * Looking at additional properties for Brownfields assessment.
- * As information, Director Thomas reported the City will install 30-inch water lines for the Connelly Springs Road widening project which is in the planning stages and shared the City will pay 25% of the cost difference to install the better pipe. He stated the City would reimburse NCDOT over three to five years. Director Thomas emphasized this is a critical project that will begin in Whitnel and end at Castle Bridge on the Connelly Springs Road.
- * Re-submitted the application for a stormwater grant to the state plus submitted a Letter of Intent to begin the lead and copper project.

B. Update; Public Works/Public Utilities

1. Public Utilities Operation Manager Jeff Church reported on the following items:
2. Mueller Update: 5/19/23: Eric Remote Firmware Broadcast Update (RFBU) was very successful with Valdese. In summary, the update far exceeds what they have been able to do before. It will take approximately 2-3 weeks to update the entire Lenoir system

which will begin on Tuesday, May 30, 2023. The firmware for 10,000 meters will be updated in batches of 500. The updates start daily mid-day into evening. Read performance is currently at 99%. Target date of June 21 to meet in person with Eric Remote Firmware Broadcast Update in Lenoir to discuss project close out.

3. Asset Inventory and Assessment Grant: McGill's contract was approved at the May 16, 2023 council meeting. McGill is beginning work on the project.
4. Freeze and Nichols Facilities Assessment Project: 5/19/23: Blue prints have been gathered for the utilities facilities and are provided to the firm. Staff will meet with FNI in the near future to kick off the project.
5. Freeze and Nichols Lead and Copper Inventory Project: 5/19/23: The phase one final report was received on 4/25/23. Phase two contract was approved on 4/18/23 and an executed copy was emailed to FNI on the morning of 4/26/23. As we move forward with the project we will be working to provide information about the lead and copper requirements to the public in a timely manner.
6. Finley Water Project: 5/19/23: Surveying has been completed and McGill is in the design phase, currently laying out the new water lines. Field engineers will be on site beginning the week of 5/22/23 to insure line installation location from computer modeling is actually feasible in a real world situation. Since the site is a former water plant and structures were most probably covered over, McGill is coordinating with a ground penetrating radar GPR firm to provide a proposal to analyze the site. Once GPR is completed the next step is to work with a geotechnical firm to provide a proposal to layout exploratory boring locations and to approve and schedule the work. Field work is underway, milestone deadlines are updated from the original schedule that was approved by the October 17, 2022, *Letter of Intent to Fund*.

Milestone	Original Deadline	New Deadline
Bid and Design Package Submittal (obtain all necessary permits)	February 1, 2023	August 1, 2023
Bid and Design Package Approval	June 1, 2023	December 1, 2023
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award from DWI	October 2, 2023	April 2, 2024
Execute Construction Contract(s)	November 1, 2023	May 1, 2024

7. Crossroads Sewer Project: 5/19/23: manholes were poured with flowable fill on the evening of April 18. Staff is now waiting for confirmation for second night of work where the contractor will remove the manholes and patch the road. After the meeting we received notification the manhole removal and road patch project will happen overnight on Tuesday, May 30th.
8. Rhodhiss Flashmix Basin Repairs Project: 5/19/23: Bids were received on 4/20/23. They were significantly over budget. Staff is working with McGill and SKA to determine options. After the meeting we received notification the value engineering was only able to reduce the cost of the project to approximately \$600,000. We will work with McGill and SKA to rebid the project as a formal project this fall.

CONTRACTOR	Freyssinet, Inc.	Watertight Systems, Inc.	Strickland, Inc.
NC LIC. NO.	72158	70228	N/A
BASE BID	\$744,041.00	\$1,519,485.00	\$1,017,000.00
ALTERNATE NO. 1 (CREDIT)	\$31,000.00	\$27,830.00	\$145,000.00
BID BOND	YES	YES	YES
CONSTRUCTION SCHEDULE	YES	YES	N/A
QUALIFICATIONS FORM & AIA A305	YES	YES	YES
ACKNOWLEDGEMENT OF ADDENDA	YES	YES	YES

9. Brownfield Assessment Project - Field work continues.
10. Connelly Springs Road Widening: 5/1/23: Received an email from Joseph Rogers with Withers Ravenel in Wilmington, NC requesting information regarding water and sewer line information along the Connelly Springs Road. Their firm will perform extensive locating services. They will begin sometime early summer with field work locating, marking and surveying. They may be drilling test holes near winter.

C. Update; Public Works Operation Manager Jon Hogan gave the following report:

Operational:

1. Street Department has completed stream bank restoration at Fire Station #2.

Projects:

1. Hospital Avenue Sidewalk Project – NCDOT states that the project is still scheduled for a May let date, executed Duke URA has been submitted.
2. LFD Infrastructure Failure (Sinkhole) -Catawba Valley Engineering and WK Dickson are working on design issues. RFQ for full design will go out this week.
3. Greenway Culvert (Red Roof) - We received one bid, coming in at \$311,000 due to pour in place headwall construction. Working with McGill on options. Have a repair quote from Shotcrete for \$62,000.
4. Smith Crossroads Sign- NCDOT lighting plan/certification has been completed and submitted to NCDOT.
5. EV Charging Station- Awaiting Equipment to be delivered.
6. 2023 Paving - Will assess and prioritize spring/summer paving in the coming weeks.
7. City Hall Improvements: Building quote received. David Coffey should have final window quotes.
8. LPD Stormwater Issue- Working with Chief Phelps and property owner on issue.
9. Greenway: All greenway connections are currently in design with Mattern and Craig. Street Department has started construction on the Waterlife Connection. Asphalt has been removed and delineator curb has been installed. Painting will begin next week. Next piece will be the Google connection once they complete the stream bank restoration project. Awaiting PED counters for HWY 18 crossing.
10. Pennton Ave. Wetland Project: Wetland cleanout is complete. Working on cleaning up the landscape and repairing the kiosk and observation deck.
11. Stormwater Issue at 1003 Pennell St.- Meeting with engineers today on site to inspect and provide design/repair options.

V. Community Development

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, May 11, 2023. Minutes of the February 16, 2023 meeting were submitted as information.

Donna Bean, Finance Director, gave the following update on behalf of Kaylynn Horn, Economic Development Director. Director Bean stated the LTDA is working on a marketing campaign for downtown Lenoir. Also, she gave an update on City events.

- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, May 11 with the DRL Group to work on the Downtown Master Plan. Mayor Gibbons stated the community meeting went well and the project was moving along.
- C. Planning Board: The Planning Board met on Monday, May 22, 2023. Hannah Williams, Planning Director, gave the following report:

- * Planning Board approved the rezoning recommendation at 2702 Ellerwood Rd and called for a public hearing on June 20. Annexation of the same will also go to public hearing on June 20.
- * New planner has accepted offer of employment and plans to start June 26
- * Finishing up site plan reviews for Quality Plus, Mattress Warehouse, Biscuitville, and AJ's Steakhouse site in the next week or two.
- * Issued floodplain permits for the Google streambank restoration.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board does not meet in May, June or July. Minutes of the April 17, 2023 meeting were submitted as information. Recreation Director Phil Harper gave the following report:

- * Barger Ashe should complete the new roof at Mulberry Recreation Center in a few weeks.
- * Receiving quotes to pressure wash the tennis courts and repaint the boundary lines of the basketball court.
- * Staff at the Aquatic & Fitness Center are prepping to get the outdoor pool ready to open for the summer season.
- * Three pickleball courts have been lined off in the gym at the Martin Luther King, Jr. Center.
- * Youth baseball/softball games began on April 17 and umpires are desperately needed. 90 youth are participating.
- * The Mack Cook Stadium lights are working and staff are being trained to turn the lights on remotely. Director Harper is currently working with David Coffey to get the stadium ADA compliant.

VI. Finance and Administration

- A. Update: Donna Bean, Finance Director presented the following new positions for Council's consideration of approval:

1. Public Services-Safety Coordinator/Public Services Administrative Assistant: Director

Bean stated, based on input from the Department Head, Staff recommends the following changes.

Director Bean said she recommends adding a new position that will help with safety compliance as well as allow for succession planning. Director Bean reported this position is included in the budget but will be posted internally first before being advertised. This position becomes effective May 30, 2023.

- B. Public Services – Logistics and Procurement Coordinator: Director Bean stated Staff recommends adding a new position for a Logistics and Procurement Coordinator for Public Services that will provide cost saving by centralizing purchasing and logistics at the Public Services facility. This position becomes effective July 1, 2023.

A copy of each job description is attached to these minutes as information.

Motion

Upon a motion by Councilmember Stevens, City Council voted 6 to 0 to approve the recommendation for a Safety Coordinator/Public Services Administrative Assistant for Public Services and the recommendation for a Logistics and Procurement Coordinator for Public Services as presented and as recommended by Finance Director Bean.

- VII. A. Update; Retail Strategies: Mr. Matt Jaeger, Portfolio Director, stated it is an honor to work with the City of Lenoir. He stated Retail Strategies' goal is to create a unique trade area that is specific to Lenoir and will allow retailers to be successful. The company compiles data and demographics of the area to help define what businesses may want to locate here in addition to building relationships with possible retailers. Mr. Jaeger cited growth along US Hwy 321 and explained how they could market areas along the highway. He pointed out this is a five-year plan and remarked their Staff would visit Lenoir annually.

Mr. Jaeger reported companies interested in locating a business here would first monitor and measure the success of local businesses via tracking. These companies also track the amount of money spent outside our area. He shared the local Wal-Mart in Lenoir is in the top 20 businesses for traffic in North Carolina which helps with recruitment. Mr. Jaeger stated Retail Strategies attends several trade shows annually and would keep in touch with City Staff via e-mail and phone calls.

On behalf of City Council, Mayor Gibbons thanked Mr. Jaeger for the update and stated the City wanted to continue its relationship with Retail Strategies. The City has an annual contract with the company. It was the consensus of City Council continue to contract with Retail Strategies for recruitment services.

- E. Update; Public Communications: Joshua Harris, Public Information Officer, presented the Communications Report for the month of April. Director Harris reported there were 11 news releases, 383 photos, 3 videos, 145 social posts, 25 questions & answers and 2 e-sign ups. The website's social reach is 124,199 along with 694 video views. There were 499 new Facebook, Twitter, and Instagram followers.

Director Harris reported that Planet Fitness is opening today and will have a ribbon cutting on Tuesday, June 6. As information, he stated Planet Fitness sponsors Joey Logano, Nascar driver. He stated he would post news stories as City projects are completed.

Director Harris mentioned the Neon Bike Ride coming up on Friday, June 2 and the second annual Bike Fest is scheduled on Saturday, June 3 from 2:00 p.m. until 2:00 p.m. He stated the City will be giving away a number of bicycle helmets that have been donated and several bicycles. The Police Department will be giving a Bicycle Safety Class at the festival.

VIII. Public Safety

- A. Update; Police Department: Andy Wilson, Major, gave a few highlights of the Department's first quarter report for January through March 2023. Major Wilson stated involuntary commitments have increased and overdoses have increased slightly. In addition, nuisance calls have increased regarding debris and tall grass. Detective Hartley is responding to these types of calls. Major Wilson stated several nuisance properties would be recommended to City Council for consideration of abatement.

Major Wilson further reported the Department has hired three new employees that are in the Basic Law Enforcement Training (BLET) program at CCC&TI. He mentioned four additional new hires would be graduating on August 18, 2023 from Western Piedmont Community College.

- B. Update; Fire Department: Interim Fire Chief Kenny Nelson, reported the Department has responded to 300+ calls and completed 150 inspections. The Department will be burning a house on Saturday, May 27 as a training exercise for firefighters. He also mentioned the Fire Marshall recently issued a citation for an illegal burn.

Chief Nelson commended Mr. Hildebran upon the hiring of Norman Staines as the incoming new Fire Chief. He stated Chief Staines is a great hire for the Department and the City as Mr. Staines is a well respected educator in the community with a background in Public Safety.

In addition, Chief Nelson stated Staff was stream lining some of their equipment in order to use it on their new apparatus that will be delivered in August. He stated that Public Works Operation Manager Jon Hogan and he have discussed installing cameras on the new fire truck which may help with obtaining a lower insurance cost.

IX. OTHER

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

X. ADJOURN

There being no further business, the meeting was adjourned at 10:25 a.m.

Attachment

Job Descriptions

(Safety Coordinator/Public Administrative Assistant & Logistics & procurement Coordinator)

Recommendation					
<i>Recommendation: Based on input from the Department Head, staff recommends the following changes.</i>					
To Be Effective 5-30-2023					
Department	Current Title	Proposed Title	Recommendation	Grade	Grade
Add New Position					
Public Services		Safety Coordinator/Public Services Administrative Assistant	Recommend adding a new position that will help with safety compliance as well as allow for succession planning.		20

To Be Effective 7-1-2023					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Add New Position					
Public Services		Logistics and Procurement Coordinator	Recommend adding a new position that will provide cost saving by centralizing purchasing and logistics at the Public Services facility.		43

SAFETY COORDINATOR/PUBLIC SERVICES ADMINISTRATIVE ASSISTANT

General Statement of Duties

Performs a variety of complex administrative support, office management and safety related duties requiring a comprehensive understanding of the department's mission, rules, regulations, procedures and services.

Distinguishing Features of the Class

An employee in this class assists the Director of Public Services and Public Works and Public Utilities Operations Managers in carrying out a program's administrative activities by performing a variety of administrative, safety and technical functions and may be independently responsible for some program activities. The employee is responsible for documenting and ensuring the adherence to safety regulations and requirements. Work is characterized by its variety and complexity and requires analytical ability and organizational knowledge of applicable policies, OSHA regulations, safety and City procedures, and programs. The employee must exercise considerable independent judgment, discretion, and initiative in completing assignments and in handling difficult public contact situations requiring considerable tact. Work is typically performed under limited supervision of the Director of Public Services and Public Works and Public Utilities Operations Managers and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Duties and Responsibilities

Essential Duties and Tasks

- Gathers information to ensure compliance and prepare safety, OSHA, or related reports for monitoring and compliance agencies.
- Works with the Risk Manager and administration to plan and implement OHSA policies and programs.
- Evaluates the adherence to all safety rules and regulations to include storage of materials.
- Prepare reports on accidents and violations and works with the Risk Manager to determine causes.
- Serves as a member of the Safety Committee.
- Recommends workplace repairs and installations to make the work place safer and avoid harm.
- Works with the Risk Manager and Fire Marshall to insure that all regulations are being followed.
- Routinely inspects fire extinguishers, First Aid Kits and AEDs to ensure compliance.
- Assists with conducting safety meetings or works with departments to present and conduct their own sessions.
- Inspects work areas for compliance with laws, policies, rules and regulations; communicates corrective measures needed to management; reviews and rechecks progress on a regular basis until standards have been met.
- May assist with processing timesheets for the department; verifies timesheets and leave records are accurate and calculates overtime; maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
- Handles confidential or sensitive technical information in an appropriate manner.
- Drafts and composes correspondence and prepares a variety of scheduled and special

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reports for senior management and/or governmental agencies; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies; researches files, activity reports and other information; compiles data and statistics and prepares reports; creates or updates policy and procedures manuals.

- Provides customer service requiring considerable knowledge of the department's services, regulations and procedures; answers a variety of questions based on program and technical knowledge; selects appropriate materials to answer questions; explains rationale of answer and often resolves problems or complaints without management's assistance.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of safety procedures and protocol required by OSHA and other compliance agencies.
- Thorough knowledge of assigned department, its functions, policies, procedures, practices, and related laws and operations.
- Thorough knowledge of the organization's safety policies.
- Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and databases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, databases, presentations, etc. to compile records and generate reports.
- Skill in communicating effectively and confidently while conducting the department's business and have problem-solving and conflict resolution abilities.
- Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.
- Ability to do research and gather and compile materials from a variety of sources.
- Ability to arrange and place data, statistics, records, reports and files into a proper sequence and develop hardcopy and electronic systems for retrieval and storage of departmental records.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with the supervisor, coworkers, City officials, customers and the general public.
- Ability to work independently on responsible administrative support, technical and program tasks, some of which may be confidential or sensitive.
- Ability to be tactful and courteous while being persuasive and confident on City business.
- Ability to complete assigned tasks based on general or limited instructions.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, pushing, pulling, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, do accounting work,

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operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned

Desirable Education and Experience

- Graduation from high school supplemented by extensive experience with safety and some administrative tasks, preferably in a public organization or an equivalent combination of education and experience. Prefer graduation from a two-year community college or business school with an associate degree in a related field and experience in safety and administrative duties.

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Logistics and Procurement Coordinator

General Statement of Duties

Performs administrative work for the city departments specifically related to purchasing and logistics.

Distinguishing Features of the Class

The Logistics and Procurement Coordinator is responsible for the efficient oversight of purchasing and distributing materials which includes material procurement, materials cost, and delivery of materials. This position performs technical duties in the storage, inventory, and issuance of equipment, materials and supplies and is responsible for directing tasks, making sure materials procured comply with estimated costs, arrive in accordance with the projected schedule and safeguarding the assets. Work is typically performed under limited supervision of the Director of Public Services and Public Works and Public Utilities Operations Managers and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Duties and Responsibilities

Essential Duties and Tasks

- At the direction and approval of the appropriate director, manager or superintendent, this individual procures and issues uniforms, materials, and other equipment to departmental personnel.
- Serves as a liaison between divisions and vendors for obtaining quotes, ordering and maintaining departmental supplies.
- Responsible of shipping, tracking and receiving of all service related materials to include receiving deliveries for the facility and other city departments; verifying materials with packing slips and purchase orders.
- Enter invoices and other information into the computer utilizing various platforms.
- Assist staff, as well as vendors and subcontractors, with scheduling and coordinating materials delivery, notifying departments concerning deliveries or delivers materials to departments and keeping staff well informed of any changes or updates in material availability.
- Maintains inventory and tracking records of distributions.
- Reviews, codes and forwards invoices to the appropriate individual for approval before sending the invoices to accounts payable in an accurate and timely manner.
- Work closely with divisions of City to make centralized/bulk purchases to better utilize resources.
- Maintains records of division's cell phones.
- Manages fleet recordkeeping to include entering information into IWORQ, tracking inventory, issuing gas cards and other tasks related to recordkeeping.
- Prepares accurate equipment related records and reports to include department inventories along with insurance verification and tracking of vehicles and equipment.
- Verifies all purchases have the necessary approvals.
- When necessary, prepares and processes purchase orders.
- Responsible for the warehouse operations to include organization and securing assets.
- Works with suppliers to determine product availability and assure competitive pricing and communicates to City personnel.

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- Responsible for and ensures the completeness, proper expense coding, contract or purchase order terms, attaches the appropriate attachments, and confirms compliance with City Policies and North Carolina Statutes for all purchase orders and invoices.
- Operates forklift to load or unload trucks.
- Responsible for obsolete inventory and selling items on Govdeals.

Additional Job Duties

- Performs other duties as required.

Recruitment and Selection Requirements

Knowledge, Skills, and Abilities

- Considerable knowledge of the operations, functions, procedures, and processes of the City.
- Ability to read and understand the purchasing policy for the City.
- Knowledge of inventory control techniques and policies.
- Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of activities.
- Ability to develop and maintain effective work relationships with the public, staff, supervisors, and vendors.
- Thorough knowledge of the City, its functions, policies, procedures, practices, and related laws and operations.
- Considerable knowledge of laws, regulations, procedures and practices related to area of assignment and of the organization's administrative, financial, personnel and purchasing procedures.
- Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and databases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, databases, presentations, etc. to compile records and generate reports.
- Skill in communicating effectively and confidently while conducting the department's business in person and by telephone and in customer service, problem-solving and conflict resolution.
- Ability to plan and organize administrative support and technical activities and tasks.
- Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.
- Ability to do research and gather and compile materials from a variety of sources.
- Ability to arrange and place data, statistics, records, reports and files into a proper sequence and develop hardcopy and electronic systems for retrieval and storage of departmental records.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with the supervisor, coworkers, City officials, customers and the general public.
- Ability to work independently of responsible administrative support, technical and program tasks, some of which may be confidential or sensitive.
- Ability to be tactful and courteous while being persuasive and confident on City business.

- Ability to complete assigned tasks based on general or limited instructions.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 50 pounds of force occasionally; 25 pounds frequently and 5 pounds constantly.
- Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.
- Must possess the visual acuity to prepare and analyze data and figures, do accounting work, operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by some experience with purchasing and administrative tasks, preferably in a public organization or an equivalent combination of education and experience. Prefer graduation from a two-year community college or business school with an associate degree in a related field and experience in administrative duties.

SPECIAL QUALIFICATIONS

- Possession of a valid North Carolina driver's license
- Possession of a valid forklift certification or the ability to obtain one within (6) six months