

**COMMITTEE OF THE WHOLE
TUESDAY, AUGUST 27, 2024**

8:30 A.M.

Present: Mayor Pro-Tem David Stevens, Mayor Joe Gibbons, Jonathan Beal, Councilmember Crissy Thomas, Todd Perdue, Ike Perkins, Ralph Prestwood, and Kimmie Rogers.

Staff Present: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Public Services Public Works Director Jon Hogan, Public Services Public Utilities Director Jeff Church, Main Street & Downtown Economic Development Director, Brenda Floyd, Planning Director Hannah Williams, Parks & Recreation Director Phil Harper, Deputy Fire Chief Kenny Nelson, Police Chief Brent Phelps, Director of Special Projects & Grants Jared Wright, Communications Director Joshua Harris.

Absent: Fire Chief Norman Staines.

Others in attendance were Danny Wilson, Project Planner, Freese and Nichols, Inc. and Radford Thomas.

I. Mayor Pro-Tem David Stevens welcomed everyone and called the meeting to order.

II. CITIZEN COMMENTS

III. COMMITTEE ITEMS

A. Public Services Public Works: Public Services Public Works Director Jon Hogan presented the following report:

1. Update; LFD Infrastructure Repair (Sinkhole): Director Hogan shared that contractors have expressed pricing concerns regarding the sinkhole repairs at Fire Station No. 1 downtown. Director Hogan stated the less difficult part of the project is out for bids.
2. Update; Hospital Avenue Sidewalk Project: Director Hogan reported that bids will be let on Friday, September 20 for the Hospital Avenue Sidewalk Improvements project. He stated they are currently waiting on Charter/Spectrum and AT&T to move their utilities.
3. Update; Clock Tower Project: Reported the design plans are 95% complete for the new clock tower and should be completed by the end of the month. The project will then move forward.
4. Update; Veteran's Memorial Project: They are working on appropriate sizes of spaces and the project is ongoing.

B. Public Services Public Utilities: Public Services Public Utilities Director Jeff Church presented the following report:

1. Finley Water Project: The plans and specs are under review by the Public Water Supply and the erosion control package will be submitted soon. Also, the bidding documents are being finalized.
2. Valdese Water Interconnection: The Water Purchase Agreement was approved in August by both the City of Lenoir and the Town of Valdese. Preliminary engineering work will now ramp up on the project. The City and McGill Associates need to coordinate existing utility locations with Baton Water along a several roads.
3. Harper Avenue Sewer Replacement: The contract for the Harper Avenue Sewer Replacement Project was approved on August 20th and survey work will begin soon on the project.
4. Water and Sewer AIA: Preliminary work and inventory work continue on the Water and Sewer Assessment and Inventory project.
5. Rhodhiss Flashmix Basin: The Rhodhiss Flashmix Basin project is going well and on schedule.
6. Lead Service Line Inventory: The Lead Service Line Inventory is due before October 1, 2024 and draft letters to customers are currently being reviewed. The letters are required to be mailed to customers within 30 days of the inventory submission.

IV. COMMUNITY DEVELOPMENT

- A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, August 8. The June minutes were submitted as information. Brenda Floyd, Economic Development & Main Street Director presented the following report: Director Floyd stated Amy Adams, owner of Southern Roots Salon was appointed to serve a term on the Lenoir Business Advisory Board effective July 1.
- B. Lenoir Tourism Development Authority Board: The Lenoir Tourism Development Authority (LTDA) met on Thursday, August 8. Economic Development and Main Street Director Brenda Floyd stated Julie Bentley was appointed to serve a term on the Lenoir Tourism Development Authority. Ms. Bentley recently reopened the Nara Express restaurant and has an air B&B.

The LTDA also approved travel expenses for Matthew Anthony, former City of Lenoir Events Coordinator to attend the Blackberry Festival held on July 12 & 13 in downtown Lenoir. Director Floyd shared the schedule for the festival along with the Friends of Downtown Sponsors including UNC Healthcare, Fleet Genius, Fairfield Chair, Blue Ridge Energies, McReary Modern and partners Food Lion/Colson Park. Eventeny Platform organized 200+ vendors/volunteer shifts and Placer Ai reported over 21,000 attended for 8 hours or less. The event was a great success.

In addition, the Carolina Tattoo & Arts Gathering will be held on September 1 through Sunday, September 3 in downtown Lenoir. In 2023, there were over 10,000 visitors reported in Placer Ai and in 2024, there were 40 vendors/artists.

- C. Planning Board: The Planning Board met on Monday, August 26. Hannah Williams, Planning Director presented the following report:
 1. Amendment; Comprehensive Plan: Director Williams stated staff has decided to add the Parks and Recreation Master Plan to this process in order to streamline community engagement efforts, and respond to recreation-themed feedback received during Phase I

of public input. The original cost of this project is \$125,000, which has been funded in the current physical year. The Parks and Recreation Master Plan adds \$50,000, which is allocated through received grant funding.

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

Danny Wilson Project Planner, Freese and Nichols, Inc. discussed the scope of the Parks and Recreation Master Plan and its amendment to the existing Comprehensive Plan contract.

Motion

Upon a motion by Councilmember Beal, City Council voted 6 to 0 to adopt the amendment as described above and as recommended by City Staff.

2. Withdrawn; Ellison Place Rezoning: Director Williams reported the rezoning application for Ellison Place was withdrawn by the developer.
3. Director Williams reported the Planning Board heard and tabled Mt. Pilgrim Baptist Church's electronic message board and amendment.
- D. Parks and Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, August 19. Phil Harper, Parks & Recreation Director presented a report of the meeting as follows:
 1. Darren Foddrell and Charlie Pilkenton were recently appointed to the Parks and Recreation Advisory Board and attended their first meeting.
 2. The annual Harambee Festival was a huge success. The 50th Anniversary Mural was displayed and well received.
 3. The annual Sculpture Celebration will be held on Saturday, September 7 at the J.E. Broyhill Walking Park.
 4. Programs: Fall youth soccer begins on Saturday, September 7 & Fall baseball & softball begins on Monday, September 16.
 5. Contracts are currently being executed for the replacement of the Mulberry Recreation Center gym floor.
- E. Director of Special Projects and Grants Jared Wright gave the following report:
 1. ARC funding application - \$500,000 funding application submitted July 26, 2024 for the OVT Pavilion (November award notification – FY25 funds.)
 2. Great Trails funding application - \$497,994 funding application for OVT Connector to be submitted November 12, 2024 (deadline has been extended from September 3, 2024.
 3. NC Amateur Sports funding application – Mulberry Recreation Center staff (Jacob and Mikayla) are working on a funding application for sports equipment (baseball and volleyball equipment – mobile trailer for “park and play” events). The grant does not require a City match and the deadline is November 1, 2024. Staff plans to submit the application August 30, 2024.

Note: Please refer to the attached list submitted by Director Wright for updates regarding the following Projects:

- A. PARTF Zacks Fork Splash Pad
- B. PARTF Rotary Soccer Complex Picnic Shelter
- C. PARTF Remaining Elements Lenoir Aquatic & Fitness Center

- D. Mulberry Recreation Center – Rooftop drainage and façade repairs
- E. Mulberry Pickleball Court Renovation
- F. UPCG Teaching and Learning Pavilion
- G. Martin Luther King Improvements
- H. TH Broyhill Walking Park Retaining Wall Replacement
- I. Campus Improvements Project
- J. LPD HVAC Replacement

- F. Update; Brownfields Program: Radford Thomas, Consultant, presented the following report:
1. Reported the grant had funded two (2) Phase I Environmental Site Assessments including one at the former Southeastern Adhesives property located on Virginia Street and the other at the Lenoir Cleaners building on Harper Avenue.
 2. Reported that almost all of the grant funds from the current assessment grant have been expended.
 3. In speaking with our EPA Project Manager regarding future grant applications, it has been determined that the City is eligible to apply for another site assessment grant as well as a site clean up grant. The clean up grant would be used to complete the clean up of the old Broyhill site at the corner of Virginia Street and College Avenue. It is our understanding the City could request up to \$1 million in clean up funds. Greg Icenhour with Mid-Atlantic Environmental Consultants is assisting with the grant applications.

- V. Finance and Administration: Finance Director Donna Bean presented the July Financial Summary as of July 31, 2024.

1. The over/under balance in the General Fund is \$8,488,499.48, Downtown District (\$7,967.50) and Water & Sewer Fund \$321,436.91.

A copy of the July Financial Summary is attached to these minutes as information.

Director Bean stated all of the financials are on target and are where she anticipated them to be in the budget at this time.

2. Mark III Brokerage Agreement: Staff recommends City Council approve contracting with Mark III Brokerage, Inc. as the City's benefit broker at a cost of \$25,500 annually. The terms of the contract are for three (3) years.

A copy of the contract is on file in the Finance Director's office.

Director Bean stated the company would serve as our benefits broker along with researching how Lenoir compares with other municipalities in the job market along with how competitive the City is.

A copy of the contract is attached to these minutes for reference.

Motion

Upon a motion by Councilmember Perdue, City Council voted 6 to 0 to adopt the contract with Mark III Brokerage, Inc. as the City's benefit broker as described above and as presented by City Staff.

3. Job Descriptions; Landscaping & Grounds Position: Staff recommends changing the position's job title from Parks and Grounds Equipment Operator to Parks and Public Properties Superintendent to provide the supervision needed for the re-organized division. Director Bean explained the Parks and Grounds department was moved to Public Works during the restructuring of positions. She stated a Superintendent position was needed along with an Assistant Superintendent. Director Bean stated a laborer position was converted into the Superintendent position and mentioned the Turf Manager position would be filled in January, 2025.

Motion

Upon a motion by Councilmember Thomas, City Council voted 6 to 0 to approve the job descriptions as described above and as recommended by City Staff.

4. Termination of Lease Agreement; Heart of Lenoir, LLC: City Manager Scott Hildebran informed City Council that City Attorney Rohr has drafted an agreement for consideration of approval by Council to terminate the lease agreement for the restrooms located behind 1841 Restaurant and noted the restrooms are located on their property. Mr. William A. and Janet Huntsinger both signed the agreement to terminate the lease and it was notarized by the City Clerk.

A brief discussion was held about the various issues concerning the restrooms.

As information, the lease to terminate the agreement was recorded at the Caldwell County Register of Deeds office on Wednesday, August 28, 2024 and a copy is attached to these minutes for reference.

Motion

Upon a motion by Councilmember Prestwood, City Council voted 6 to 0 to terminate the Lease Agreement between the City of Lenoir and Heart of Lenoir, LLC as submitted and as presented.

- F. Update; Public Communications: Joshua Harris, Public Information Director presented the July Communication Report as information. In addition, Director Harris distributed a map of the Greenway which will also be available online.

Public Works Director Jonathan Hogan shared staff is currently working on a kiosk for the Greenway and Planning Director Williams mentioned she is currently compiling a legend to add to the kiosk. This step will also assist citizens in giving their location to emergency personnel should an incident occur.

VI. Public Safety

- A. Update; Police Department: Brent Phelps, Police Chief presented the following report: Chief Phelps shared that Mitchell Foust has been promoted to Sergeant and Sergeant Jennifer Banks will transfer to the Caldwell School System as a Resource Officer (SRO). Also, National Night Out will be held on Tuesday, October 1 from 6:00 p.m.– 9:00 p.m. in the downtown area.

Next, Chief Phelps said Police K-9 Major is retiring and he will be staying with his handler. He reported the department has one opening and several individuals are currently finishing the Basic Law Enforcement Training (BLET) at CCC&TI.

- B. Update; Fire Department: Kenny Nelson, Deputy Fire Chief presented the following report: Chief Nelson reported the department has hired one full-time and one part-time staff members. Currently, the department is at full staff. In addition, he stated the department is currently testing the fire hydrants and mentioned October is Fire Prevention Month.

VII. OTHER

- A. September Calendar: The calendar for the month of September was provided in the packet as information listing committee meetings and upcoming events.

VIII. ADJOURN

- A. There being no further business, the meeting was adjourned at 9:53 a.m.

Attachments

Freese and Nichols-Amendment #1 (Lenoir 2045 Comprehensive Plan)
Project Update List (Jared Wright)
July Financial Summary



City of Lenoir, NC

801 West Avenue NW

Lenoir, NC 28645

PROFESSIONAL SERVICES AGREEMENT

AMENDMENT # 1

FNI Project: Lenoir 2045 Comp Plan

Client Contract: LNR24300

Date: 8/27/2024

Project Name:

2045 Comprehensive Plan; adding Parks and Recreation Master Plan

The citywide Parks and Recreation Master Plan update will include an introduction and community analysis, parks and recreation inventory, identification of vision and goals, needs assessment, and recommendations for existing and future parks, recreation, and open space desires. The study area will encompass the entire City limits. The assessment will include the 12 existing City-owned parks and recreation facilities listed on the City's website.

Task 1: Engagement and Meetings

Consultant will include the following additional meetings and engagements. Parks elements will be incorporated into the Comprehensive Plan public engagement events.

Description of Services:

1. Kickoff meeting with technical City staff members and parks and recreation facilities tours and inventory (2 days)
2. Updates to the Comprehensive Plan website to include a new webpage that contains information about the Parks and Recreation Master Plan
3. Additional online engagement and survey tools to be added to the Parks and Recreation Master Plan webpage
4. One (1) in-person community event
5. Two (2) Recreation Advisory Committee Meetings to obtain feedback and review information gathered to-date

These meetings and engagements may be adjusted for other engagements with similar levels of effort, as agreed upon by all parties. Should any of these meetings or engagements not be conducted during the planned consultant trips, they may be conducted virtually, by City staff without the consultant present, or by other means as agreed upon by all parties.

In addition to the Consultant-led engagement events, the City will also engage the community through the following activities:

1. During community events and festivals at which the City was already planned to pass out information
2. Handing out flyers, survey forms, and information during other events, such as high school football games, and at the Senior Center

Tuesday, August 27, 2024
Minutes-Committee of the Whole

3. Having a digital survey station setup at recreation facilities to encourage users to submit feedback
4. Coordinate with K-12 public schools to obtain input from school children

Task 2: Introduction & Community Analysis

1. FNI will prepare an introduction chapter to the report to summarize the purpose of the plan, the benefits of parks and recreation, and any necessary context beyond the Comprehensive Plan.
2. FNI will prepare a community context chapter. The chapter will document and analyze the City's demographic profile and previous planning efforts to understand user groups and establish a basis for park standards and future demands. Items to be included in the report may include historic and projected populations, growth areas, age distribution, race and ethnicity, educational attainment, employment, and economics. FNI will duplicate this information from the Comprehensive Plan as feasible.

Task 3: Parks Inventory

1. City staff will provide baseline parks and recreation data including park and facility names, locations, acreages, lists of amenities, condition/warranty information, and list of programs. FNI will provide questionnaires and spreadsheets to City staff during project initiation to facilitate this data gathering.
2. FNI will prepare a parks and recreation inventory chapter to document the following: current parkland size, location and classification; quantity of equipment and amenities; and identification of recreation programs to create a snapshot of the current parks and recreation system. This data will be used as the basis for the Parks Assessment.

Task 4: Parks Assessment

1. FNI will conduct demand-based, standards-based, and resource-based needs assessments to analyze parkland location, quantity, and amenities. Public input will be summarized in the demand-based assessment.
2. FNI will develop target levels of service for parkland acreage, trail corridors and linkages, and other amenities that are right sized for the City. Levels of service will be based on current population and future population projections from the Community Analysis.
3. Detailed assessment of indoor recreation facilities is not included in this scope of services; however, including detailed information obtained from the City about the indoor recreation facilities will be part of the project.

4. City staff will provide information about the condition and needs of indoor recreational items, including but not limited to flooring, equipment condition, room usage, programming challenges, and other related items that can be used to help identify improvements and prioritize capital needs.
5. FNI will present a summary identifying noted needs in the City's parks network and recreational programming, based on the findings of the Parks Assessment. These needs will be addressed in the recommendations.

Task 5: Recommendations & Implementation

1. FNI will draft a recommendations chapter based on the outcomes of the public input and the needs assessment. Recommendations may include land acquisition and development of new parks, enhancements and upgrades to existing parks, recreational programming, operations and maintenance considerations, high-level trails master plan (including pulling in greenway elements from the Pedestrian Plan and Downtown Plan), and partnerships and funding opportunities.
2. FNI will develop an Implementation Plan. Based on community and City staff feedback, recommendations will be prioritized into an implementation action plan to include initiation time frames and planning level potential cost ranges.
3. The Implementation Plan will include prioritization and general budgeting to help inform the City's 10-year Capital Improvement Plan.

Task 6: Preparation of Final Documents & Adoption

1. Draft Plan Report
 - a. Individual draft elements will be sent throughout the process, in alignment with the tasks above. The City will consolidate comments from staff and provide one set of consolidated comments per plan element to FNI.
 - b. A full draft of the Parks Plan (Draft 1) will be provided to the City and other parties the City wishes to include for internal review and comments. The City will consolidate comments from staff and others on Draft 1 and provide one set of consolidated comments within three (3) weeks of submission. FNI will facilitate a comment review meeting to clarify any comments, if needed.
 - c. A revised full draft of the Parks Plan will be provided that addresses the comments from Draft 1. This draft will serve as the draft for public review and comment, which will coincide with the Comprehensive Plan public review draft.
 - d. Changes will not be made to Draft 2 based on the public feedback gathered above, public feedback and comments will be provided in their entirety to City Commission along

Tuesday, August 27, 2024
Minutes-Committee of the Whole

with the draft plan for consideration and discussion.

2. Plan Adoption Meetings

- a. City staff will be responsible for presenting the draft Plan to the Recreation Advisory Board.
- b. One (1) Planning Board recommendation meeting, the same meeting where the Comprehensive Plan is being considered.
- c. One (1) City Council adoption meeting, the same meeting where the Comprehensive Plan is being considered.

1. Final Report and Deliverables

- a. Produce an "as adopted" final Plan that incorporates any changes requested during the adoption process by City Council.
- b. The Plan document will be prepared in Adobe InDesign and mapping will be done via ESRI's ArcGIS software. Other graphic software may be utilized at the consultant's discretion.
- c. Deliverables will be provided in digital format (PDF), including both text and mapping, such that it will be easily reproducible. Electronic files of the final Plan will be provided to the City.

Deliverables:

Schedule:	No changes
Compensation Type:	Lump Sum Fee
Current Contract Amount:	\$125,000
Amount of this Amendment:	\$50,000
Revised Total Amount Authorized:	\$175,000

The services described above shall proceed as amended upon execution of this Amendment. All other provisions, terms, and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

CITY OF LENOIR, NC

By: 
Name: Steve Hinkley
Title: City Manager
Date: 8/27/2024

FREESE AND NICHOLS, INC.

By: 
Name: Chance Sparks
Title: Principal/Vice President
Date: 8/27/2024



COW 8.27.24

Project Updates – Director of Special Projects and Grants (J. Wright)

PROJECTS

PARTF Zacks Fork Splash Pad – Construction is underway; under-slab plumbing and interior rough-in is almost complete; spray features are being installed; targeting a completion date of early October

PARTF Rotary Soccer Complex Picnic Shelter – Contract awarded 8.6.24, next steps include scheduling Pre-Con and coordinating construction with Splash Pad completion to minimize conflict between contractors

PARTF Remaining Elements – Will engage specialist/architect to review the remaining PARTF scope and LAFC facility to maximize benefits of remaining expenditures – planned work includes racquetball courts, restrooms/locker rooms, whirlpool, and miscellaneous elements (ping pong, cornhole boards)

MRC Rooftop drainage and façade repairs – Façade demolition and rooftop edge modification is nearing completion; metal trim and gutter installation to follow

MRC Gym Floor Replacement – Contracts being executed now; contractor estimates beginning immediately after roof repairs are complete and delivering in Oct. (well before the winter basketball season)

MRC Pickleball Court Renovation – Working with Jacob at MRC to draft and publish a Request for Proposals to renovate the old tennis court area and existing pickleball court to accommodate twelve (12) total courts - currently have four (4) courts. Bids due 9.10.24, and a recommendation for award should be on the 9.17 council agenda.

UPCG Teaching and Learning Pavilion – Pre-Construction meeting held 8.7.24, NTP established for 8.19.24, completion date of 11.17.24; Joshua created an excellent rendering of the proposed structure

MLK Improvements – Pre-Construction meeting held 8.22.24, NTP will be established once material delivery dates are set (doors and floor). Doors and floor covering will be completed first, then the remainder of work to follow. Center closure or isolation of sections during work may be required; coordination with Phil/Lester is paramount for successful project delivery

TH Broyhill Walking Park Retaining Wall Replacement – Received \$50,000 donation from Broyhill Foundation to replace failing cross-tie walls near the restroom building. After meeting with the Contractor and discussing some structural concerns, we opted to engage a geotechnical engineer to evaluate the replacement method. An updated drawing (signed and sealed) was sent 8.19 and has been forwarded to the contractor. Work will not begin prior to 9.9.24 due to the Sculpture Celebration.

Campus Improvements Project – Kickoff meeting held with Maurer Architecture and J.M. Cope, Inc. 8.20.24. Topics included the various components of the project (auditorium, gymnasium, OVT pavilion and support building), schedule development, pre-construction and construction tasks, and the respective roles of project team members. Next steps include execution of the CM contract with J.M. Cope (hope to have contract on 9.3 agenda) and scheduling site visits with CM, design team, and sub-consultants.

LPD HVAC Replacement – completed replacement of two (2) non-functioning 10-ton gas-pack HVAC units at LPD and worked with Duke Energy to submit an application for a rebate due to increasing efficiency with the new units – net rebate of \$3,000 has been approved.

 City of Lenoir Financial Summary As of 7/31/2024 					
General Fund					
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023
Total Revenue	\$ 23,751,580.00	\$ 10,476,031.58	44%	\$ (1,672,238.02)	\$ 12,148,269.60
Expenditures	\$ 23,751,580.00	\$ 1,987,532.10	8%	\$ (200,367.16)	\$ 2,187,899.26
Over/Under	\$ -	\$ 8,488,499.48		\$ (1,471,870.86)	\$ 9,960,370.34
Downtown District					
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023
Revenues	\$ 264,700.00	\$ 5,626.55	2%	\$ (9,679.40)	\$ 15,305.95
Expenditures	\$ 264,700.00	\$ 13,594.05	5%	\$ 794.83	\$ 12,799.22
Over/Under	\$ -	\$ (7,967.50)		\$ (10,474.23)	\$ 2,506.73
Water/Sewer Fund					
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023
Revenues	\$ 11,770,028.00	\$ 1,116,226.60	9%	\$ 301,200.19	\$ 815,026.41
Expenditures	\$ 11,770,028.00	\$ 794,789.69	7%	\$ 349,950.11	\$ 444,839.58
Over/Under	\$ -	\$ 321,436.91		\$ (48,749.92)	\$ 370,186.83