

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 25, 2025
8:30 A.M.**

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

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, Planner Matt Duchan, Parks & Recreation Director Phil Harper, Fire Chief Norman Staines, Police Chief Brent Phelps, Police Major Andy Wilson, Director of Special Projects & Grants Jared Wright, and Communications Director Joshua Harris.

Absent: Hannah Williams, Planning Director.

I. CALL TO ORDER

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

III. CITIZEN COMMENT

IV. PUBLIC SAFETY

- A. Update; Police Department: Police Chief Brent Phelps presented the following report:
- There are 2 openings in Patrol, 3 officers are in field training and 3 trainees are enrolled in the Basic Law Enforcement Training (BLET) programs at CCC&TI.
 - The Department is half-way through the budget year and working to finish up outstanding projects with budget impact.
 - Thank you to Building Maintenance crew for all of their hard work on the lounge and to Brenda Floyd for interior design assistance on lounge project.
- B. Update; Fire Department: Fire Chief Norman Staines presented the following report:
- The Department has one open position.
 - Cameras are going to be installed in all the large apparatus, the Quick Response Vehicles and the Battalion Chief's vehicle.
 - The Department requested to participate in the Smoke Detector program again in June and requested 36 detectors as part of the grant process.
 - Reviewed the annual 2024 Report and explained their response time.

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

V. PUBLIC SERVICES

- A. Public Services Public Works: Public Services Public Works Director Jon Hogan presented updates on the following projects:
1. **Wayfinding Sign Project**: The City received NCDOT comments and are working with RiteLite Sign and Destination by Design to address DOT comments. Staff does feel like we now have a good path moving forward. Per DOT notes we will have to make some slight modifications such as shrinking the size of the city logo, removing the logo on the rear of the sign and routing "Create with Us" on the sign post. We will still be allowed to attach the local artwork and keep graphics on the back of the sign. Those rules will apply to signs on NCDOT roadways. We will stick to the original design on city streets. The city will also need to relocate 7 signs that were concerns. Once the changes have been made, we will resubmit for their final review. Manufacturing of the signs will take around 6 months, likely being a fall installation.
 2. **Gateway Sign Project**: Destination by Design (DbyD) has created four conceptual sign designs. These options have been designed in a vertical orientation utilizing the city logo and having artistic similarities to the center sign at Smith Crossroads.

City Council agreed with the vertical sign with letters top to bottom (A picture of the design is attached to these minutes as information.)

DbyD did not want to recreate the Smith Crossroads sign at all four locations. Due to utilizing NCDOT ROW and needing to be out of the roadway clear zones, the signs were designed vertically versus horizontally. The final designs will include landscaping.

3. **Veteran's Pavers**: Staff has worked with local contractors on numerous designs for stones for this area. Unfortunately, due to the number of names we have to address and availability of materials to local monument companies, we have not yet been able to design a solution. Staff has designed a smaller monument (Presentation by Joshua Harris attached to these minutes) similar to what is already there. Staff has solicited 3 quotes and are awaiting responses on those.
4. **Creekway Drive Landscape Median**: Staff is currently working on numerous landscape projects to address cleaning up gateways into the city. Due to improper tree pruning and lack of mulch and maintenance this gateway has become an eyesore. Our plan is to remove and replace all plant material with 11 trees and a number of low maintenance shrubs. The zoysia sod will be removed and replaced by mulch beds and river rock to not only add aesthetic appeal but to also minimize maintenance or mowing needs.
5. **Self-Watering Planters Harper Avenue**: This is another gateway cleanup project. Staff has removed the unsightly crepe myrtles as they have been topped throughout the years creating a major eyesore and issues with pedestrian traffic and sight issues for drivers. Staff is proposing placing self-watering planters along Harper Avenue from Pennton Avenue to Ridge Street. These planters will be planted with a mix of shrubs, perennials and annuals to add some color and spruce up the aesthetics along Harper Avenue.
6. **321 Sculpture Landscape Design**: Staff has received some inquiries in reference to cleaning this area up. Unfortunately, due to lack of maintenance, the shrubs have become overgrown and mulch nonexistent creating an eyesore. Staff has worked on in-house design and design with Southern Lawnsapes. Due to lack of manpower, time and equipment we will self-perform the removal plant materials and soil prep. Southern

Lawnsapes will handle the installation of plant materials, rock, boulders and mulch. The plant materials will consist of low maintenance blooming shrubs and perennials to add seasonal color as well as evergreen trees to create a back drop for the sculpture.

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

B. Public Services Public Utilities: Public Services Public Utilities Director Jeff Church presented updates on the following projects:

1. Revised Water and Sewer Service Extension Policy: Staff recommends approval of the City of Lenoir's revised Water and Sewer Service Extension Policy as submitted. The City shall deal with each petition to construct extensions to its water and sewer systems on a case-by-case basis and the City Council reserves the right to accept or reject any proposal for such extension on its merits.

A copy of the Revised Water and Sewer Extension Policy is attached to these minutes as information.

Motion

Upon a motion by Councilmember Perkins, City Council voted 7 to 0 to approve the City of Lenoir's revised Water and Sewer Service Extension Policy as submitted.

2. Finley Water Project: With the Public Water Supply approval in hand, the Division of Water Infrastructure will soon send their approval, which is the final approval needed to move forward. McGill is currently reviewing plans to ensure they are ready for bidding. In addition, they are finalizing all bid documents, verifying quantities, setting up alternate bid items, and developing a construction sequence plan for the tank. McGill expects the project could advertise for bids within the next few weeks.
3. Valdese Water Interconnection: The preliminary plan has been drafted with pump station alternatives, lake crossing methods, and alternative water main routes through Caldwell County to the tie-in.
4. East Harper Sewer Replacement: The proposed replacement has been upsized to 10" based on existing upstream sewer sizes. A sewer permit application will need to be submitted to the North Carolina Department of Environmental Quality (NCDEQ).
5. Ridge Street/West Avenue Sewer: The proposed sewer plans have been completed and are being reviewed internally by McGill Associates before bidding.
6. Water and Sewer AIA: Inventory work is underway. A site visit by McGill to Lower Creek Wastewater Treatment Plant (WWTP) and the pump stations is scheduled for next week. A meeting with City Staff is needed to review existing water and sewer mapping to fill in the inventory gaps.

V. COMMUNITY DEVELOPMENT

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, February 6. Minutes of the October 30 meeting are submitted as information. Brenda Floyd, Economic & Main Street Director will report on current activities.

Director Floyd said several would be attending the Main Street Conference in Mooresville on March 11 through March 13. Also, she stated a ribbon cutting would be held at Pixel Planet Gaming Lounge located at 130 Church Street NW on Friday, February 28 at 5:00 p.m. Market Deli restaurant will be opening on Main Street.

- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, February 6. Minutes of the January 9, 2025 meeting were submitted as information. Brenda Floyd, Economic & Main Street Director will report on current activities.

Director Floyd stated she is trying to fill downtown vacancies. A local property owner has inquired about applying for a building grant, but noted it is interest only at the moment.

- C. Planning Board: The Planning Board met on Monday, February 24. Matt Duchan, Planner presented the following report:

- Former site of Whitnel United Methodist Church; closed its doors in 2023.
- 4 parcels totaling 4.17 acres
- Currently split-zoned R-15/R-6
- Proposed base zoning is R-6
- Blowing Rock Country Club (BRCC) is under contract with this property
- Phase 1: BRCC intends to implement group housing/dormitory-style housing for seasonal employees (May-October), transportation will be provided by the club.
- Phase 2: BRCC will eventually convert the sanctuary into an event space or daycare.
- Added permitted uses include group housing, cultural and community facilities, and daycare.
- Phase 3: Develop the two vacant parcels with housing options for the workforce or individually platted plots for sale.
- Whitnel neighborhood is one of two focus neighborhoods in 2045 Comprehensive Plan efforts.

VAR 1-25 - 530A Wheeler Street

- R-6 zoning
- 3700 SF, 2300 SF below minimum lot size requirement.
- Variance for 10' setbacks on all sides.
- Current setbacks (35' front, 25' rear, 10' side) only allow for a building envelope of about 250 square feet.
- The variance would allow for about 1450 square feet of building space, with ample room for parking and site maneuvering.
- West End neighborhood is the other focus neighborhood in 2045 Comprehensive Plan efforts.
- Purchased on foreclosure in November 2024 by current property owner.
- West End features many lots that pre-date zoning standards, so this is one of many.

Other Business

- Freese & Nichols, our consultant for the 2045 Comprehensive Plan, will be presenting a project-to-date update at the City Council Planning Retreat at BREMCO on Friday, 2/28.

- The next round of community engagement meetings to receive public input for the 2045 Comprehensive Plan will take place on Wednesday, March 5, and Thursday, March 7 from 5:30 p.m. - 7:30 p.m.
- A Community Open House is scheduled for Wednesday, March 5 at the J. E. Broyhill Civic Center from 5:30 p.m.- 7:30 p.m.

D. The Parks and Recreation Advisory Board met on Monday, February 17. Phil Harper, Parks and Recreation Director presented an update on the following current activities and projects.

- 1) Youth basketball/cheer regular season finished up last night at Mulberry Recreation Center.
- 2) All-Star games with Gamewell Optimist League begin on Monday, March 10 at Mulberry Recreation & Saturday, March 15 at Gamewell Middle.
- 3) Quiz Bowl rescheduled for Thursday, March 6 at 6:00 p.m. at the Martin Luther King, Jr. Center.
- 4) Adult Industrial Basketball league registrations continue until March 4 at 5:00 p.m.
- 5) Leprechaun Leap Race is scheduled for Saturday, March 15 at 10:00 a.m. starting at the Rotary Soccer Complex – 5K/10K races.

IV. Director of Special Projects and Grants Jared Wright gave the following report:

PROJECTS

1. **Mulberry Recreation Center** – (2) projects remaining: pickleball court conversion has been delayed due to weather – 50 degrees and dry, work should be complete this week; underground drainage replacement (phase 2 of the roof and drainage repairs project) will be performed by staff, material is on-site but need better weather and some free time ~ 1-week ~ to perform the work.
2. **MLK Improvements** – Work is ongoing, exterior doors have been replaced, exterior wooden trim repair(s) are underway; gutter replacement and exterior painting to follow, floor replacement will be priority in February. **Bids received for asbestos floor covering removal. Will award contract within the next week and schedule work for removal and installation of new floor.**
3. **PARTF Project** – LAFC Design-Build: Will schedule a project kickoff and scoping meeting within the next couple of weeks.
4. **Campus Improvements Project** – Plans are between 80 and 90%. On target for 90%+ submission in early to mid-March. A summary of ongoing tasks includes: architectural design, including MEP, civil/site design, geotechnical testing at LEOS site, A/V scoping, and budget review and refinement by CM (as plans continue to be developed).
5. **TH Broyhill Walking Park Retaining Wall Replacement** – Work began in December, demolition is mostly complete and boulder wall placement has begun, but the project was significantly delayed in December and January due to weather. Work resumed in February, appears to be 2-3 weeks away from completion.
6. **LFD Infrastructure Repair (Sinkhole)** – LFD sewer project will be bundled with East Harper sewer and advertised as a single project. Acquired easement from Caldwell County to relocate sewer line between West Ave and Ashe Ave away from creek and property line. Project could go to bid as quickly as 1-2 weeks.

GRANTS/FUNDING APPS

1. **Great Trails funding application** – \$497,994 funding application for OVT Connector submitted 11.12.24 – Notification of award expected by March (“early 2025”).
2. **Blue Ridge Energy/USDA REDLG** – loan application in development for loan funding to assist the Fire Department with acquisition of a new ladder engine. The application is due 3.31 and will be for the maximum amount of \$1,180,000. The loan term will be for 7-years.

V11. Finance and Administration: Finance Director Donna Bean presented the Financial Summary as of January 31, 2025.

The over/under balance in the General Fund is \$4,105,971.42 Downtown District (\$150,406.31) and Water & Sewer Fund \$1,340,864.34.

A copy of the January 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 general fund budget at this time.

Next, Director Bean stated property values have gone up and the new tax values are located on the Caldwell County’s website. City Manager Hildebran stated that Caldwell County recently completed its state-mandated property revaluation and have notified owners by mail of the 2025 appraised property values. The County will also be considering formal and informal appeals.

2. Training and Certification Increase Schedule: Staff recommends City Council’s consideration of approval for the Training and Certification Increase Schedules by Department as presented.

A copy of the Training and Certification Increase Schedules are attached to these minutes as information.

Finance Director Bean stated the goal of these schedules is to standardize the pay increases throughout the City and to base the increases on the amount of time required for the certificates as well as job requirements and agency regulations.

Motion

Upon a motion by Councilmember Prestwood and seconded by Councilmember Beal, City Council voted 7 to 0 to approve the Training and Certification Increase Schedule as presented.

- A. Update; Public Communications: Joshua Harris, Public Information Director referred to the January 2025 Communication Report. There were 5 new releases, 101 social posts, 71 photos, 2 videos, and 194 web updates. The website had a total of 45,137 views along with 1,069 video views. Social followers total 58,708 and there were 199 new followers this month. Director Harris asked Staff to send him any news/stories they would like to have published.

V111. OTHER

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

1X. ADJOURN

- A. There being no further business, the meeting was adjourned at 10:17 a.m.

Attachments

Creekway Drive Landscape

Creekway Median Plant Materials

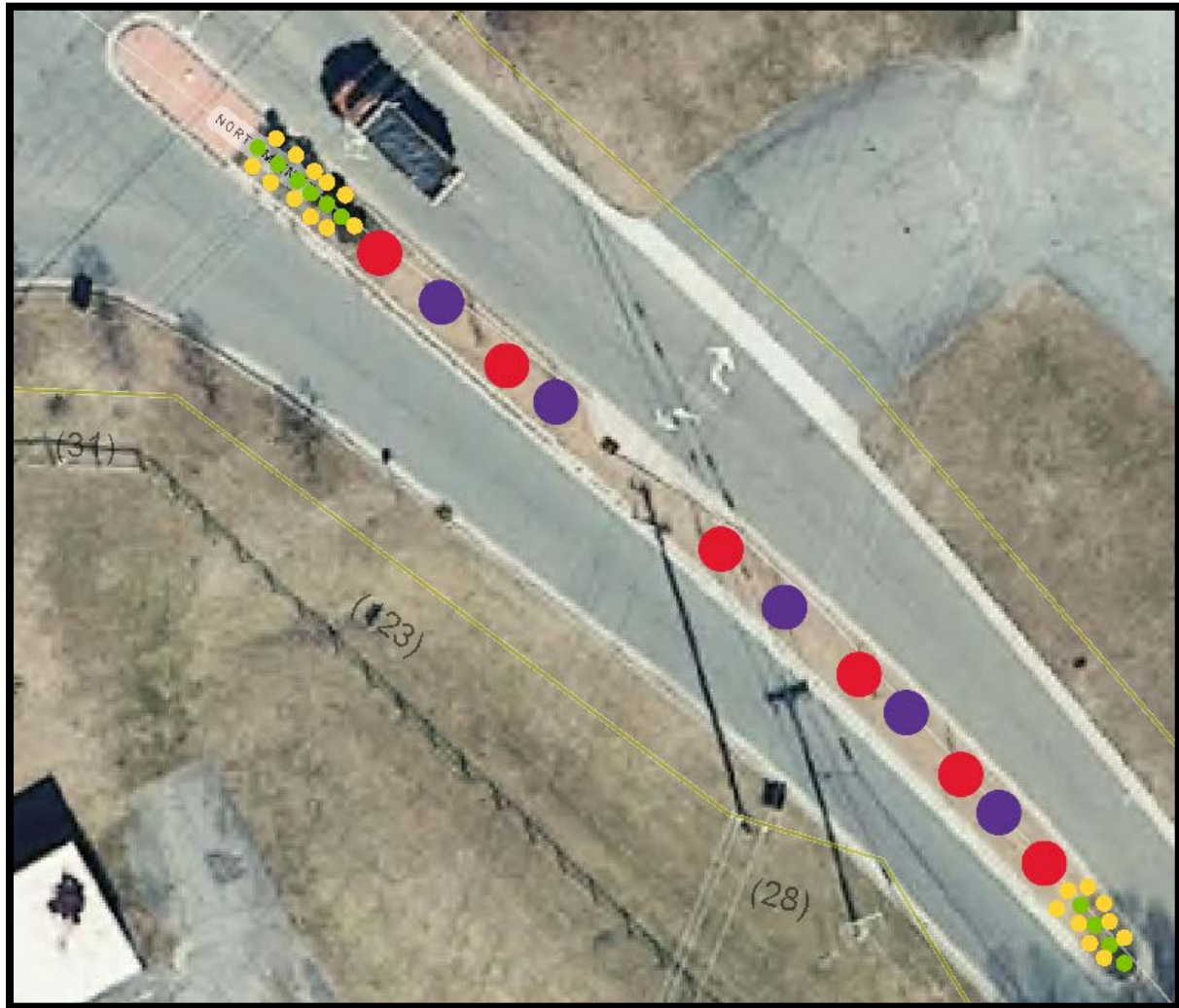
Monument Designs –Veterans Plaza Proposal (Options 1 and Option 2)

February Financial Summary

Certifications and Training Spreadsheets

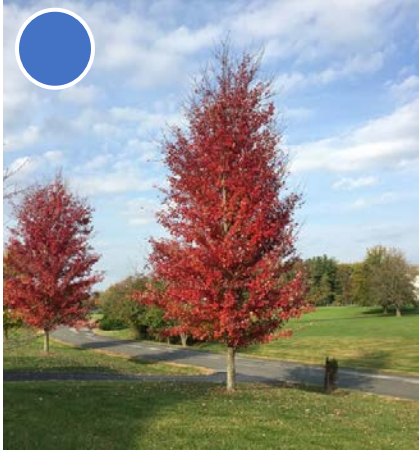
Revised Water and Sewer Extension Policy

Creekway Median Landscape



Creekway Median Plant Materials

Acer 'Autumn Blaze'



Chamaecyparis 'Lemon Yellow'



Thuja 'Degroot's spire'



Acer 'Hot Wings'

Downtown Lenoir Veterans Memorial Project

2/18/2025 | Joshua Harris

The City of Lenoir is working on a project to renovate the Veterans Memorial located at 140 N Main Street NW in Downtown Lenoir. The goal is to replace roughly 1,030 pavers with a more durable memorial.

The City renovated the Veterans Memorial in 2009 and sold pavers to anyone who wanted to honor military service. During the past 15+ years, many of the pavers have degraded and are either illegible or very hard to read.

City staff wants to get pavers off of the ground and place the names onto a more durable memorial.

Staff have talked with local monument providers and discussed several ideas. One of the challenges we face is the small footprint of the Veterans Memorial in Downtown. The memorial is located on the main intersection in Downtown Lenoir and is adjacent to local businesses. Using vertical walls similar to other memorials in the area would block the view of local businesses. This is probably why pavers were selected.

Our latest concept is to use a gray granite monuments with a slanted face to hold a bronze plaque. These new monuments would replace the small black granite monuments in the current memorial. See pics below.

Please review the Option 1 and Option 2 specs and info and let us know if you can source the monument and plaques, and provide cost estimates for both options.

Thank you for your time.

Joshua Harris

City of Lenoir, NC

Current Veterans Memorial

The current memorial sits in a square courtyard. It contains a center monument surround by five smaller, black granite monuments. The center monument has plaques dedicated to people who died in previous wars. The black monuments contain one of the five military branch seals on the slanted face. There are eight flag poles.

The black monuments and flag poles are arranged in an octagon around the center monument.



There is also an eternal flame monument at the entrance to this courtyard.



Slanted granite monument with bronze plaque

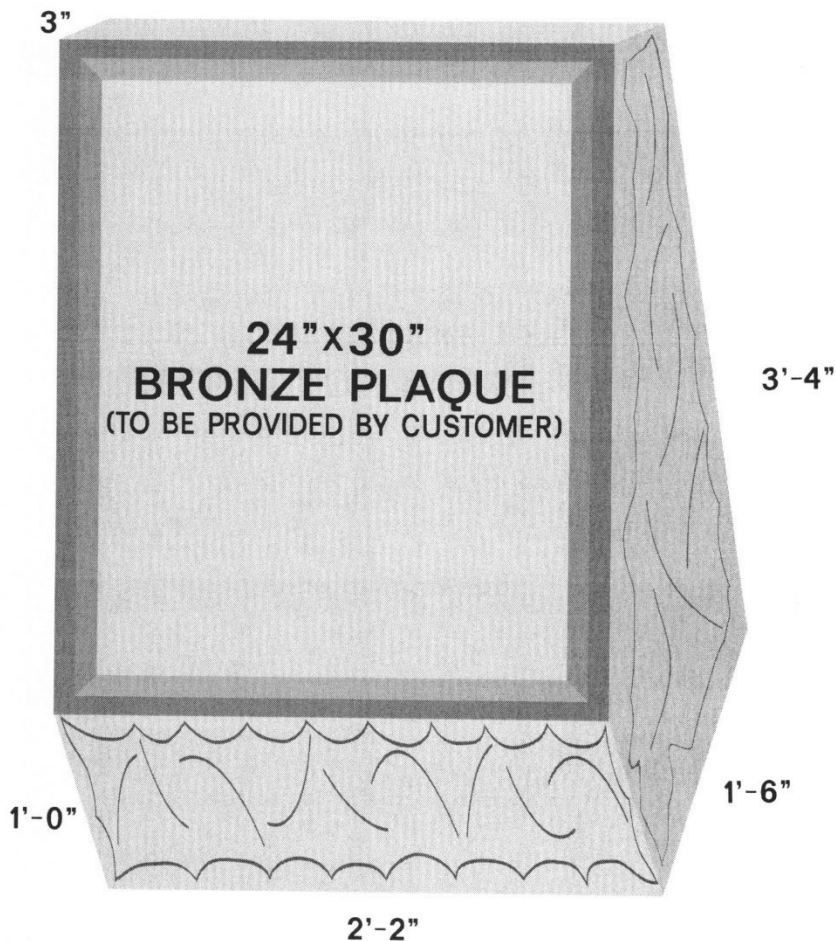


Option 1

- Granite monument = 2'-2" wide x 1'-6" deep x 3'-4" tall
 - The slant face is 2'-2" wide x 2'-8" tall (26" X 32")
 - The face top and back are polished, the sides and front border are rough
 - All sides could be polished
 - There is a 1' face on the front bottom of the slant face
 - See images and drawings below
- Bronze plaque – 24" wide x 30" tall
 - At least three columns of names, 1/4" (5/16?) tall to match plaques currently in the memorial, see images below of current plaque
 - We need at least five branch headers (maybe more headers depending on layout of names)
- We could fit 7 to 10 of these monuments (7 to 10 plaques) in the space

Questions

1. Can you source a similar monument based on these specs?
2. How many names can you fit on the 24" wide x 30" tall bronze plaque? The names need to be 1/4" to 5/16" tall.
 - a. We currently need 22 characters per name if we list names under a branch header.
3. How many plaques would you need to cover 1,030 names?

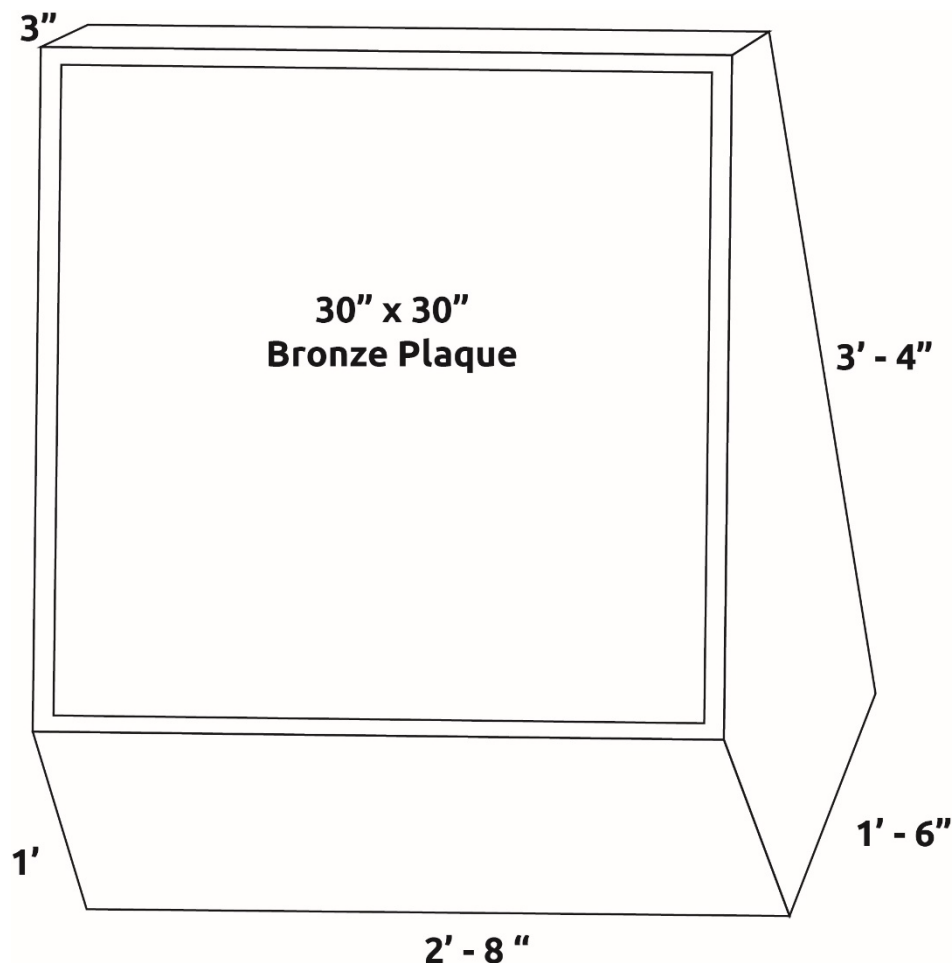


Option 2

- Granite monument = 2'-8" wide x 1'-6" deep x 3'-4" tall
 - The slant face is 2'-8" wide x 2'-8" tall (32" x 32")
 - The face top and back are polished, the sides and front border are rough
 - All sides could be polished
 - There is a 1' face on the front bottom of the slant face
 - See images and drawings below
- Bronze plaque – 30" x 30"
 - At least four columns of names, 1/4" (5/16?) tall to match plaques currently in the memorial, see images below of current plaque
 - We need at least five branch headers (maybe more headers depending on layout of names)
- We could fit 5 of these monuments (10 plaques) in the space

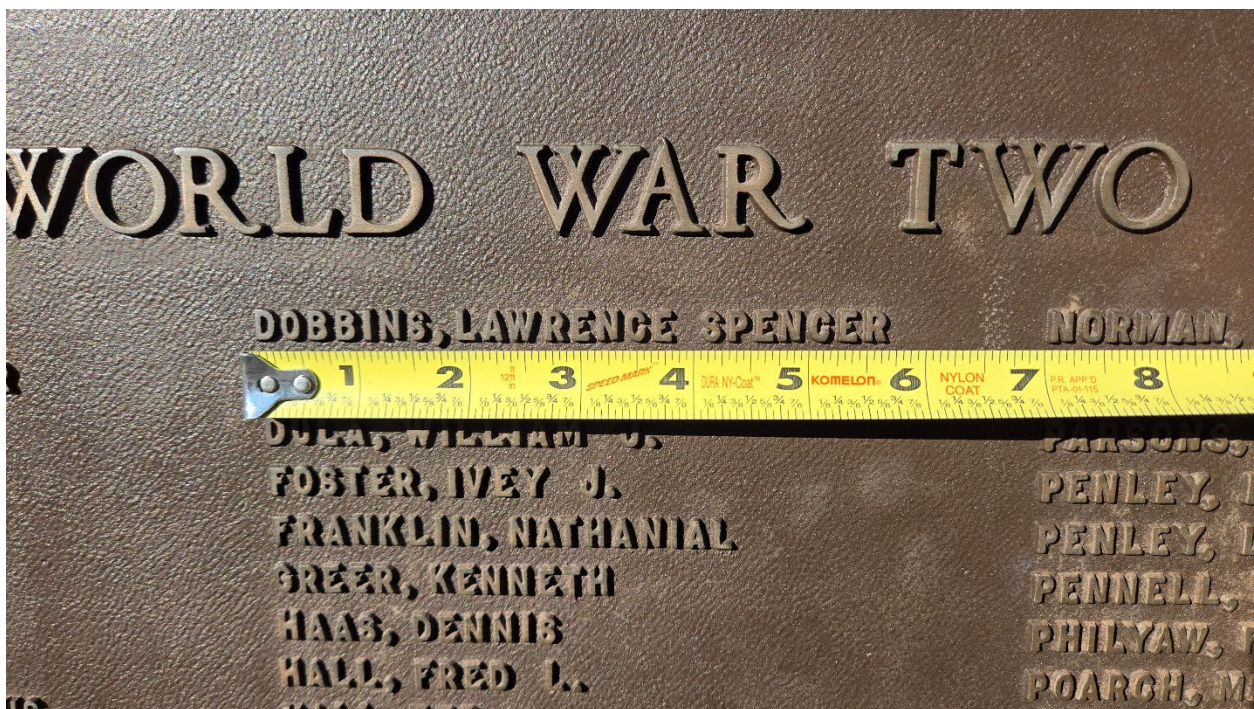
Questions

1. Can you source a similar monument based on these specs that could hold a 30" x 30" bronze plaque?
2. How many names could you fit on a 30" x 30" plaque? The names need to be 1/4" to 5/16" tall.
 - a. We currently need 22 characters per name if we list names under a branch header.
3. How many plaques would you need to cover 1,030 names?



Current 24" x 30" Bronze plaque in the City of Lenoir Veterans Memorial

We currently have a 24" x 30" WW2 plaque in located on a monument in the center memorial. The names are roughly 1/4" to 5/16" tall. The longest line is 5.75" with 25 characters including spaces.



Training and Certification Increases		
City of Lenoir		
2025 Update		
All increase are for certifications beginning 2-1-25. There will be no retroactive increases or decreases due to changes in this plan.		
Pay incentives other than those listed, must be pre-approved by the department head, HR, Finance Director and City Manager and based on the relevancy of the certification or educational attainment to the individual's current or future employment status with the City of Lenoir.		
Employees in a position that requires various certificates/licenses as a minimum requirement for employment will not be eligible for an increase.		
Increases for training are given unless the education is required for promotion. In these cases, increases will be given in the form of the promotion.		
Increases are given when initial certificates are received <i>but not each time they are renewed</i> .		
All increases will become effective when proof of training/certification along with a Personnel Action Form has been submitted to HR and the recommendation has completed the approval process.		
Pay increases for certifications that have maintenance requirements will be reversed by same amount should the employee fail to maintain the certification. It is the employee's supervisor's responsibility to notify HR if the certificate is not maintained.		
Books, tuition, one-time bonuses, and other fees paid by the City on the employee's behalf for the attainment of any educational degree shall be pro-rated and repaid to the City by the employee should the employee voluntarily terminate employment before the time frame listed in the reimbursement agreement.		
Achievement	% Increase	Hours of Training
City Wide		
Post Secondary Degree (AA, AAS, BS, MS)	2.5% per degree that is job related and pre-approved	
CDL- Class A Tractor and Trailer - if not required for the current position otherwise it will be included in the promotional raise	2.50%	Various
CDL- Class B - if not required for the current position otherwise it will be included in the promotional raise	1.50%	Various
Chainsaw Safety - Initial	\$300	4 hours
Power Industrial Truck (Forklift) Certification - Initial	\$300	8 hours
Bi-lingual/Multilingualism (Only one increase regardless of the number of languages spoken - must agree to be on call to interpret, increase will be reversed if the individual isn't available for interpreting)	\$1000	
Notary - If required for position or utilized as a back-up - Initial	\$300	6 hours
OSHA - 10 Hour - Initial	\$300	10 hours
Other Certifications Not Listed – as authorized by the City Manager and are job related.	\$10 per hour in class or pre-approved agreed upon rate by the City Manager	
Pesticide Certification/License - Initial	\$300	8 hour course and exam
Public Executives Leadership Academy (PELA)	2.00%	65+ hours
OSHA 501 (general industry - to complete instructor certification w/ OSHA 511)	\$300	
OSHA 511 (general industry - 30 hr. course - certificate + 1/2 of instructor certification - OSHA 501 to complete instructor certification)	\$300	30 hours

UNC-SOG Municipal & County Administration	2.00%	95+ hours
Work Zone Flagger Training - Initial	\$200	4 hours
Trenching "Competent Person" Certification - Initial	\$300	8 hours
Administration		
IIMC Certified Municipal Clerk	2.50%	
Building Official Certifications	\$300 for individual certification (Plumbing, Electrical, Building, and Mechanical)	
ICMA Manager	2.50%	
IIMC Master Municipal Clerk	2.50%	
UNC-SOG Certified Government Chief Information Officer	3.00%	
UNC-SOG Clerks Certification Institute	2.50%	
Finance		
APA-CPP Certification (Certified Payroll Professional)	2.50%	6-12 weeks
APA-FPC Certification	2.50%	6-12 weeks
Certified Local Government Purchasing Officer	2.50%	
Certified Public Accountant (CPA)	3.00%	MA + exam
IOFM Accounts Payable Certification Program - Accredited Payables Specialist	2.50%	
Local Government Finance Officer Certification	5.00%	180+ hours + 4 exams
Microsoft Office Training	10 per hour of class time	various
Risk Management Certification	1.50%	
Fire		
Certified Emergency Manager	3.00%	EM Degree, 3-5 years and exam
Certified Fire Investigator	2.00%	80-96 hours
Certified Firefighter (Firefighter II)	5.00%	428-514 hours
Driver Operator - Pumps	2.50%	110-132 hours
Fire & Life Safety Educator I	2.00%	36 -43 hours
Fire & Life Safety Educator II	1.00%	36 -43 hours
Fire & Life Safety Educator III	1.00%	36 -43 hours
Fire Inspector I	2.00%	51-61 hours
Fire Inspector II	2.00%	32-48 hours
Fire Inspector III	2.00%	24-39 hours
Fire Instructor I	2.00%	26-31 hours
Fire Instructor II	2.00%	38-46 hours
Fire Officer I	2.00%	36-43 hours
Fire Officer II	2.00%	28-34 hours
Fire Officer III	2.50%	80-96 hours
Fire Officer IV	2.50%	**Direct Delivery program with OSFM..no set hours as it is project based
Technical Rescuer	2.50%	156-187 hours
Human Resources		
APA-CPP Certification (Certified Payroll Professional)	2.50%	
APA-FPC Certification	2.50%	

IPMA-SCP Certification	2.50%	
IPMA-HR Certified Professional (IPMA-CP), Society of Human Resource Management Certified Professional (SHRM-CP), Senior Certified Professional (SHRM-SCP), Senior Professional in Human Resources (SPHR), Professional in Human Resources (PHR)	\$400 for each certification obtained	
IT		
COMPTIA	2.00%	9-12 months of hands on training and 120-160 hours of exam prep.
COMPTIA A+	2.00%	9-12 months of hands on training and 120-280 hours of exam prep.
COMPTIA NETWORK+	2.00%	9-12 months of hands on training and 120-160 hours of exam prep.
COMPTIA SECURITY+	2.00%	9-12 months of hands on training and 120-280 hours of exam prep.
UBIQUITI Certificate	1.00%	30 + hours
UNC SOG CIO Certification	3.00%	
Parks and Recreation		
Certified Park and Recreation Professional	2.00%	
Certified Pool Operator	\$500	
Certified Playground Safety Inspector	\$500	
Playground Maintenance Technician (PMT) certificate program	\$500	
Aquatic Facility Operator (AFO) certification	\$500	
Planning		
American Institute of Certified Planners	2.00%	
Certified Floodplain Manager	2.00%	
Zoning Officer Certification	2.00%	
Police		
Accident Reconstruction/Traffic/Investigative Enforcement Certification	2.50%	
Advanced Certificate	5.00%	
Community Policing/DARE Certification	3.00%	
Crime Analyst Certificate Program	5.00%	
Criminal Investigations I Tactical Training Certification	3.00%	
Evidence and Property Technician Certification	3.00%	
FBI National Academy	3.00%	
Field Training Officer (FTO) Certification	3.00%	
General or Specialized Instructor	3.00%	
Intermediate Certificate	3.00%	
K-9 Handler Training	\$500	
LE General Certificate	2.50%	
NCJA Traffic Certificate-Advanced	5.00%	
NCJA SRO Certificate Program	\$500	

Public Works		
Advanced Sanitation Driver	2.50%	
609 AC Certification	\$500	3-5 hours + exam
APWA Facilities & Grounds Manager Program	\$10 per hour of class	8 hours w/Exam
EV & Hybrid Safety & Service Cert. Level 1 and Level 2	\$300	Level 1 :20 Question Exam
	\$300	Level 2: 30 Question Exam
Groundskeepers University Training - 100 Level Introduction to Grounds keeping Modules	\$10 per hour of class	16 hours- 2 hr per module (8 modules + Exam)
Industrial Maintenance (each level)	\$500	
Intermediate Sanitation Driver	2.50%	
Lift Truck (Forklift) Operator Course (Basic) - Initial	\$200	
Lift Truck (Forklift) Operator Course (Instructor) - Initial	\$200	
Mobile Air Certification (EPA Required) - Initial	\$500	
Mobile Air Climate Systems Association - Initial	\$500	
NC DOT Work Zone Installer Certificate - Initial	\$500	
NC Road Scholar Designation - When all certificates complete or increases per certificate obtained as listed not both.	5% or increase per certificate	
NC Safety Inspection License - Initial	\$500	
NC-LTAP Courses not listed individually	\$300> 10 hours, \$400 < 10 hours	
NC-LTAP Advanced Road Scholar - When all certificate complete or increases per certificate obtained as listed not both.	5% or increase per certificate	
NC-LTAP Master Road Scholar - When all certificate complete or increases per certificate obtained as listed not both.	5% or increase per certificate	
Scan Tool Certification (7 hour course, essential scan tool techniques by ATG) - Initial	\$10 per hour of class	
Stihl Certification (small engine repair)	\$10 per hour of class	
Turf Management	2.00%	
Water and Sewer		
Biosolids Land Application Certification	2.50%	Certificates required for plant operations
NCRWA Water University Utility Management Certificate	2.50%	Certificates required for plant operations
Wastewater Collection System Certifications I, II, III, and IV	2.50%	Certificates required for plant operations
Wastewater Treatment Plant Operator Certifications I, II, III and IV	2.50%	Certificates required for plant operations
Bacteriological Coliform Certification (WTP)	2.50%	Certificates required for plant operations
Phy/Chem I Cert (WTP)	2.50%	Certificates required for plant operations
B Surface in Water Treatment (WTP)	2.50%	Certificates required for plant operations
A Certification in Surface Water Treatment (WTP)	2.50%	Certificates required for plant operations
Pretreatment Program Spec Cert. (WWTP)	2.50%	Certificates required for plant operations
Land Application (Biosolids) Exam (WWTP)	2.50%	Certificates required for plant operations
Grade I Lab Cert. (WWTP)	Move from trainee to scale employee	Certificates required for plant operations
Wastewater, Biological, Well Water, Laboratory Analyst, Physical/Chemical Treatment, Total Coliforms & E. Coli, Land Application, Spray Irrigation	2.50%	Certificates required for plant operations
Water Backflow and Cross Connection	2.50%	Certificates required for plant operations
Water Distribution System Certifications - A, B and C	2.50%	Certificates required for plant operations
Water Treatment Plant Certifications - A, B and C	2.50%	Certificates required for plant operations

WATER AND SEWER SERVICE EXTENSION POLICY

Revised
February 25, 2025

GENERAL WATER AND SEWER SERVICE EXTENSION POLICY

The City of Lenoir, North Carolina (City) shall extend, or allow others to extend, its water and sewer systems according to the terms and conditions of its policies and procedures. Extension of water and sewer infrastructure and service may be accomplished at the initiative of the City or, with its consent, by allowing others to extend such facilities and services. When other parties are involved in such extensions, the City will be guided by this policy and other policies and ordinances of the City.

PURPOSE

The purpose of the Policy for Water and Sewer Service Extensions is to set forth guidelines and criteria for the extension of the water and sewer facilities of the City. Such extensions are intended to provide essential water and sewer service to unserved areas within the City's service area or in areas where Caldwell County is either unable or unwilling to serve outside the City limits as they currently exist and may exist in the future.

The objective of this policy for the extension of service from the City water and sewer systems is to define a process for evaluating and prioritizing capital water and sewer extensions for consideration by the City. This policy has a financial basis which recovers a portion of the City funded costs associated with each extension from the direct project beneficiaries, being those receiving water or sewer service from such extension projects.

The extension of water and sewer service facilities may consist of the construction of the following:

- Water distribution lines
- Water transmission lines
- Water storage tanks
- Water pumping stations
- Sewer collection lines or sewer interceptors
- Sewer pumping stations
- Other equipment and appurtenances necessary to provide water and sewer service

This Cost Recovery Policy is not intended to conflict with any other policies or procedures of the City or to be complete in all aspects of the extension of water and sewer services by the City. The City reserves the right to amend this policy from time to time at its discretion. The City shall deal with each petition to construct extensions to its water and sewer systems on a case-by-case basis and the City Council reserves the right to accept or reject any proposal for such extension on its merits.

OPTIONS FOR ACCOMPLISHING WATER AND SEWER EXTENSIONS

The City recognizes certain options by which to accomplish extensions of water and sewer service. The determination as to which option described below is most appropriate shall be at the sole discretion of the City.

Any petitioner having need for the extension of water and sewer service shall petition the City Council for such extension. The City Council, in response to a petition for an extension of service, may elect to address each request in one of the following ways:

- a. Require the petitioner to install the extension to meet all City requirements, at his expense, and dedicate ownership of the improvements to the City for operation and maintenance.
- b. Jointly finance and construct the proposed extension in cooperation with the petitioner initiating the request.
- c. Construct the proposed extension solely at the expense of the City, as a component of the planned water and sewer system development program of the City, where the City deems said improvements to be instrumental to the development of the City's core water and sewer infrastructure and where said improvements are consistent with the City Master Water and Sewer Plan.
- d. Deny the requested proposed water and sewer system extension.

The City Council may authorize the extension of water and sewer system facilities on its own volition without receipt of a petition. The City may, at its own discretion, make improvements to the City water and sewer system in order to remedy inadequacies in the existing system, to address public health issues, or to extend service as it deems appropriate.

MUNICIPAL EXTENSIONS OF SERVICE

Any municipality or owner of a public water or sewer system having need of connecting new service lines to the City's infrastructure shall petition the City for such interconnections. Such interconnections or extensions of services shall be accomplished at no cost to the City.

Since the City does not enjoy the benefits of property taxes from the beneficiaries of such extensions, the municipality and the City may elect to assess the beneficiaries of such extensions monthly availability fees until such time as the municipality has been repaid for its initial capital outlay related to said extensions. Such fees may be collected by the City as a component of its monthly water and sewer billing and shall remit such collection to the municipality on an annual basis.

COST RECOVERY POLICY FOR WATER AND SEWER EXTENSIONS

In instances where the City elects to participate in the initial cost of water and sewer extensions proposed by a petitioner, the following policies shall apply:

- a. The City shall recover, at a minimum, its initial capital investment in any extension project within five (5) years of the beginning date of project operation. Cost recovery of the initial capital investment shall include direct capital contributions and principal and interest on funds borrowed for such investments, as well as any associated increases in operating and maintenance costs.
- b. The recovery of costs may be achieved from cost recovery fees, user charges and other fees, taxes and charges received by the City over the five (5) year period, in accordance with the worksheet attached as Exhibit A.
- c. Proposed water and sewer extension projects that can be cost recovered within the five (5) year recovery period will be prioritized for implementation based on their ability to provide investment return in the shortest time frame.
- d. Water extension projects that do not meet the cost recovery criteria of five (5) years will not be funded with City participation unless capital funding contributions are provided by project beneficiaries and/or other parties willing to provide such contributions without restrictions, to the extent and amount necessary for the City to recover its financial participation within the five (5) year period.
- e. The petitioner(s) for the extension will conduct a written survey of all potential project beneficiaries for the purpose of obtaining commitments to connect to proposed water and/or sewer extensions immediately upon completion of construction or to pay the prescribed minimum monthly water and/or sewer fees and charges if service is not desired immediately. The results of the survey, including written agreements with all beneficiaries for purchase of services, will be the basis for the five (5) year cost recovery evaluation.
- f. The petitioner, project beneficiary contributions, and/or other party capital contributions will be provided to the City prior to beginning the engineering design, permitting and construction of the project. These contributions will be held in an interest-bearing escrow account by the City until such time as the project begins. Should the project not proceed within a reasonable time, the City will return all such contributions with interest.
- g. Any other potential project beneficiaries that do not desire service or are not willing to pay the initial and minimum monthly fees and charges without service immediately at the completion of the project will be required to pay an amount equal to the cost recovery fee paid by the initial project participants during the five (5) year cost recovery period, should they desire water or sewer service during that time period.

- h. The capital water and sewer projects would be identified each year for implementation during the next fiscal year based on the above prioritization/cost sharing policy.

CONSIDERATION FOR PROJECTS TO PROTECT THE PUBLIC HEALTH AND ENVIRONMENT

Proposed water projects that will mitigate a public health problem shall be considered when the public health problem meets the following criteria for the affected residences or businesses:

- a. Existing and potential water sources in the area are contaminated beyond public drinking water regulatory standards and cannot be reasonably treated to meet those standards without excessive treatment processes; or
- b. Residences or businesses are without water service from their existing water source and such water service cannot be restored due to their existing well being dry; other similar wells in the area are also dry and an existing well is not deep enough to otherwise achieve a water supply; and
- c. Adequate water service from any other potential source such as another public or private water system, an additional well, a deeper well or a shared well is not possible or practical.
- d. Existing on-site sewer disposal systems have failed and cannot be repaired to avoid serious public health issues.

The petitioner(s) for water or sewer service under this public health criteria shall provide whatever information, documentation and data is necessary to satisfy the City that the criteria has been met. This may require the petitioner(s) to retain professional technical services to assist in the criteria evaluations by the City.

Residences or businesses without water or sewer service under this public health criteria must be within 500 linear feet per affected residence or business of an existing water or sewer line owned by the City or must be willing to pay the additional costs of water or sewer service extension greater than 500 linear feet per affected residence or business.

Proposed water and sewer projects that meet the public health criteria as outlined above will be considered for funding by the City based on the cost recovery criteria in five (5) years as outlined herein.

APPLICATION FOR EXTENSION

All petitioners desiring to construct water or sewer improvements and to connect to the water and/or sewer system of the City of Lenoir for operation and maintenance by the City shall make application in writing to the City of Lenoir.

The application shall specify:

- a. The name, address and telephone number of the petitioner(s);
- b. The location of the property and geographic alignment for which the connection is desired;
- c. The total number of residential units, commercial establishments or industrial facilities to be served with a description of each;
- d. The size of the water and sewer services and facilities proposed;
- e. The schedule by which the petitioner plans to construct and/or install the extension(s);
- f. Evidence that all necessary permits, easements, rights-of-way, encroachments or other approvals necessary have been or will be obtained by the petitioner, at no expense to the City;
- g. The estimated cost of proposed improvements;
- h. The estimated water usage in gallons per day and peak gallons per hour;
- i. The number and location of new jobs to be created, if commercial, industrial or institutional development is to be served, by the proposed improvements;
- j. The tax value of the property to be developed or benefited in connection with the facilities extension(s) as of the date the initial request is made.
- k. The application shall be accompanied by a plat and plans showing the proposed extensions in relation to all properties to be passed or served.

REQUIREMENTS, CONDITIONS AND PROVISIONS TO BE MET UPON RECEIPT OF APPLICATION

It shall be the responsibility of the petitioner to conduct the requisite engineering design and secure the regulatory approvals for proposed extensions to the City's water and sewer systems. The following requirements shall apply:

- a. The petitioner shall employ, at his expense, a competent engineer, registered in the State of North Carolina, to prepare plans for the proposed water or sewer extensions or improvements. The City shall make available any master specifications that may be available and/or necessary to prepare the construction documents.
- b. Three (3) sets of completed plans and specifications shall be submitted to the City for

review and approval before submittal to other agencies. The plans shall be prepared by a registered professional engineer, with the engineer's seal affixed thereto, and shall meet the utility requirements of the City of Lenoir Utilities Department, and/or the North Carolina Department of Environmental Quality/Water Resources Division. The plans shall be approved by the City. The engineer shall provide as-built plans and location maps for all valves, hydrants, manholes, pump stations, easements and service locations.

- c. Approval of plans and specifications by the City does not release the petitioner from obtaining any and all approvals and permits necessary for the construction of said water or sewer facilities.
- d. Upon City approval, the petitioner shall submit related construction documents to the appropriate State agencies for their approval, with such approval being granted before construction.
- e. Upon approval of the project by the City, it shall issue an extension permit. The petitioner shall have one (1) year from the issuance of this permit to complete the project. Should the project not be completed within this period, the petitioner may request a permit extension. This request must be made in writing not less than ten (10) days before the date of expiration of the permit. Requests for extensions may be granted if the project is deemed to be substantially progressing toward completion.
- f. The petitioner shall agree to indemnify and save harmless the City from any and all loss, cost, damages, expense and liability (including attorney's fees) caused by accident or occurrence causing bodily injury or property damage arising from the installation of such utilities by the petitioner or the petitioner's contractor(s).

CONSTRUCTION REQUIREMENTS

- a. All water and sewer extensions shall be designed and constructed in conformance with the State of North Carolina's requirements and be approved by the City's Engineer or the City's Consulting Engineer, who must verify that adequate water pressure or hydraulic conditions exist or can be attained and the projected extension would not unduly tax the City's available water supply and/or sewage treatment capacity before any facilities may be extended.
- b. The minimum distance for any extension of a water main or sanitary sewer main shall be determined by the City. In general, the minimum distance shall be across the entire length or width of all properties being developed in order to provide access to adjoining parcels of land, wherever feasible.
- c. When the City determines that utility lines larger in size than the required minimums established are necessary to serve only the property of the petitioner, the petitioner shall install such larger lines at his expense.

- d. The City will make applications for all necessary permits for extensions. No tie-ins to the existing system shall be made until all permits have been secured.
- e. The City shall inspect the water and sewer facilities and appurtenances during and after construction to ensure conformity with approved design drawings. The facilities must be built in accordance with the approved plans and specifications before they may be placed in service. If any part of the system fails inspection, no further building permits will be issued until corrections are made.
- f. Mains and lines shall be located within dedicated public rights-of-way; if this is not possible, easements must be provided. When required, the petitioner and/or present and future property owners shall grant to the City such utility easements as the City may require. The permanent rights-of-way or easement shall be a minimum of 25 feet. Within this boundary, the City shall have the right to operate, maintain, inspect, repair and replace such facilities.
- g. Meters, expansion wheels, washers and locks meeting City specifications and of appropriate size for desired application shall be furnished to the City at the expense of the petitioner prior to final inspection of the project.

POST-CONSTRUCTION REQUIREMENTS

- a. Upon completion of construction, the project engineer shall submit to the City certification that the project was completed in accordance with approved plans and specifications.
- b. The petitioner shall guarantee the accepted facilities to be free of defects in materials and workmanship and to be properly functioning in all respects for a period of one (1) calendar year from the date of acceptance by the City. The date of acceptance shall be the date upon which the City records the deed transferring ownership to the City.
- c. During the year of warranty, the petitioner shall correct or have corrected any defects that may develop in material, equipment, or workmanship. In the event that the petitioner neglects to correct defects, the City shall have the right to declare all or any of the rights of the petitioner under the contract forfeited, and to remove and/or disconnect any connections that might have been made to the City's water or sewer system, or the City may elect to make the necessary repairs and institute a lien on the petitioner's property, both real and personal.
- d. As-built drawings shall be provided to the City prior to conveyance of the improvements to the City by the petitioner, in the form of computer files and reproducible drawings.
- e. Upon completion of the utilities and connection thereof to the City's water and sewer system, the water lines or sewer lines and any fire hydrants, valves, manholes, sewer lift stations, force mains or other facilities or equipment required in connection therewith

shall thereupon and thereafter be the entire and sole property of the City and under the sole and exclusive control of the City.

OTHER CONSIDERATIONS

- a. Allocation of funds by the City for any water or sewer system extension shall always be based on the sole determination by the City that funds are available for such extensions.
- b. The full cost of the extension of facilities to serve private property within the boundaries of private developments shall be borne by the property owner or persons or entities other than the City. The extension of such facilities shall be accomplished in accordance with the applicable policies and procedures of the City.
- c. The size, extent, layout and details of any water extension considered under this policy shall be determined solely by the City.
- d. Any project cost overrun for any extension under this policy shall be paid by the beneficiary contributors prior to receiving service from the project.
- e. The City's capital investment must not exceed the petitioner's investment, and the City shall solely determine the appropriate level of its participation for each project.