



**AGENDA**  
**City of Lenoir**  
**City Council Meeting**  
**905 West Ave. NW, Lenoir, NC 28645**  
**Monday, May 4, 2026 | 6:00 PM**



**I. Call to Order**

- A. Moment of Silence & Pledge of Allegiance
- B. Special Recognition: On behalf of City Council, Mayor Gibbons will recognize Lester Whittington, Martin Luther King Jr. Center Manager upon his retirement from the City of Lenoir in honor of his 30+ years of dedicated and outstanding service to the City Council, City of Lenoir and its citizens. Mr. Whittington's retirement date is effective June 1, 2026.
- C. Special Recognition: On behalf of City Council, Mayor Gibbons will present a proclamation to Emily Hippensteel, Miss Carolina Foothills Teen 2026, proclaiming the week of May 10-16, 2026 as “Food Allergy Awareness Week” throughout the City of Lenoir.
- D. Special Recognition: On behalf of City Council, Mayor Gibbons will present a proclamation to Public Services Public Utilities Director Jeff Church, proclaiming the week of May 3-9, 2026 as “Celebrate Drinking Water Week” throughout the City of Lenoir.
- E. Special Recognition: On behalf of City Council, Mayor Gibbons will present a proclamation to Police Chief Andy Wilson, proclaiming the week of May 10-16, 2026 as “Peace Officers Memorial Week” throughout the City of Lenoir.
- F. Special Recognition: On behalf of City Council, Mayor Gibbons will present a proclamation to Public Services Public Works Director Jon Hogan, proclaiming the week of May 17-23, 2026 as “National Public Works Week” throughout the City of Lenoir.
- G. Presentation: Bryan Moore; Caldwell Chamber of Commerce Update

**II. Matters Scheduled for Public Hearings**

- A. A Public Hearing will be held for R2-26, Conditional Zoning Ordinance #13 (CZ-13), located at 710 Blowing Rock Blvd., between Crestline Place and Ellision Place. Applicant Foresite Group is requesting to rezone the subject property to a Conditional Zoning distrix (CZ-13) from B-6 (Transitional Business) and R-15 (Single-Family Housing, to allow for a drive-through establishment with a residential buffer. Lenoir Planning Board recommends approval of the CZ-13 conditional zoning ordinance by a vote of 6 to 4, as submitted.

**III. Consent Agenda Items**

- A. Minutes: Approval of the City Council minutes of the meeting of Tuesday, April 21, 2026, as submitted.
- B. Minutes: Approval of the Committee of the Whole minutes of the meeting of Tuesday, April 28, 2026, as submitted.

- C. Approval: ARC Flash Assessment. Staff received Statements of Qualifications from firms interested in an ARC flash assessment of the City’s public utilities facilities. Proposals were received by twenty-five (25) firms. After staff review of the submissions, the highest ranking firm was McGill Associates. The project cost proposal from McGill Associates is \$97,500. Staff recommends City Council approve the firm of McGill Associates to conduct ARC flash assessments at the City’s public utilities facilities, as submitted.
- D. Approval; Service Line Material Field Inspections to Support the Lead and Copper Rule Improvements (LCRI) Service Line Inventory Development. The City received 100% principal forgiveness funding in the amount of \$1,000,000 through the Division of Water Infrastructure for the LCRI Service Line Inventory project. Staff received three formal proposals. After staff review, and a recommendation letter from Freese and Nichols, McKim and Creed received the highest ranking. Staff recommends City Council approve the firm of McKim & Creed to perform the service line material field inspections project, as submitted.
- E. Acceptance Resolution; Lenoir-Valdese Interconnect Project. The City of Lenoir received and has accepted a direct appropriation of \$17,000,000 (less loan fees) through the NC General Assembly to fund the undertaking of a project to interconnect the Lenoir and Valdese water systems. The City has applied for additional funding in the amount of \$3,000,000 from the NC Department of Environmental Quality Division of Water Infrastructure. The State Water Infrastructure Authority has approved this additional funding amount (less loan fees). Staff recommends City Council approval of the Acceptance Resolution for the additional funding amount of \$3,000,000 for the Lenoir-Valdese Water Interconnect Project, as submitted.
- F. Resolution: Approval of a resolution presented to Lester Whittington in honor and recognition upon his 30+ years of dedicated and outstanding service to the City Council, City of Lenoir, and its citizens.
- G. Proclamation: Food Allergy Awareness Week 2026: Approval of a proclamation proclaiming May 10-16, 2026, as “Food Allergy Awareness Week” throughout the City of Lenoir.
- H. Proclamation: Celebrate Drinking Water Week: Approval of a proclamation proclaiming May 3–9, 2026, as “Celebrating Drinking Water Week 2026” throughout the City of Lenoir.
- I. Proclamation: Peace Officers Memorial Week: Approval of a proclamation proclaiming May 10-16, 2026, as “Peace Officers Memorial Week” throughout the City of Lenoir.
- J. Proclamation: National Public Works Week: Approval of a proclamation proclaiming May 17–23, 2026, as “National Public Works Week” throughout the City of Lenoir.

**IV. Requests and Petitions of Citizens**

**V. Reports and Boards and Commissions**

**VI. Reports and Recommendations of the City Manager**

- A. Items of Information

1. The National Day of Prayer will be on Thursday, May 7 in Downtown Lenoir from 12:00 p.m. - 1:00 p.m
2. Lenoir Dog Day will be on Saturday, May 9 in Downtown Lenoir from 11:00 a.m. - 1:00 p.m.
3. The City/County Services Committee will meet on Monday, May 11 at noon at the J.E. Broyhill Civic Center.
4. The Planning Board will meet on Monday, May 11 at 5:30 p.m. at the City/Council Chambers.
5. The Economic Development Advisory Committee will meet on Tuesday, May 12 at 8:15 a.m. at the J.E. Broyhill Civic Center.
6. The ABC Board will meet on Thursday, May 14 at 2:00 p.m.
7. The Lenoir Business Advisory Board will meet on Thursday, May 14 at 6:00 p.m. at City Hall, Third Floor.

#### **VII. Reports and Recommendations of the City Attorney**

#### **VIII. Reports and Recommendations of the Mayor**

#### **IX. Reports and Recommendations of Council Member**

- A. Closed Session: City Council will enter into closed session under N.C.G.S. §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease.

#### **X. Adjournment**



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R.C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

Food Allergy Awareness Week Proclamation  
May 10-16, 2026

WHEREAS, Food Allergy Awareness Week was established as a national week of encouraging food allergy awareness and supporting those who are impacted by food allergies and anaphylaxis; and

WHEREAS, Food allergies affect approximately 32 million Americans, including 6 million children; and

WHEREAS, the prevalence of food allergies appears to be increasing among children under the age of 18, which is two students in every classroom; and

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), between 1997 and 2011, the prevalence of food allergies rose 50 percent; and

WHEREAS, nine foods account for 90 percent of all food allergy reactions: peanuts, tree nuts, milk, egg, wheat, soy, fish, shellfish, and sesame; and

WHEREAS, there is no cure for food allergies, strict avoidance is the only way to prevent an allergic reaction; and

WHEREAS, anaphylaxis is a serious allergic reaction that comes on quickly and has the potential to become life-threatening; and

WHEREAS, managing a food allergy on a daily basis involves constant vigilance and trace amounts of an allergen can trigger an allergic reaction in some individuals; and

WHEREAS, Food Allergy and Anaphylaxis Connection Team (FAACT) is a national, nonprofit organization committed to their mission to educate, advocate, and raise awareness for all individuals and families affected by food allergies and life-threatening anaphylaxis; and

NOW, THEREFORE, I, Joseph L. Gibbons, Mayor of the City of Lenoir, North Carolina, do hereby proclaim May 10-16, 2026 as **Food Allergy Awareness Week** in the City of Lenoir, North Carolina and encourage all residents to increase their understanding and awareness of this potentially life-threatening medical condition, improving the quality of life of the 32 million Americans affected by food allergies and anaphylaxis by visiting [www.FoodAllergyAwareness.org](http://www.FoodAllergyAwareness.org).

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Lenoir, North Carolina to be affixed this 4th day of May 2026.

SEAL

\_\_\_\_\_  
Joseph L. Gibbons, Mayor

ATTEST:

\_\_\_\_\_  
Lauren Hartley, City Clerk





CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R.C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

**PROCLAMATION**  
**IN CELEBRATION OF**  
**DRINKING WATER WEEK**

**WHEREAS,** water is our most valuable natural resource; and

**WHEREAS,** only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS,** any measure of a successful society - low mortality rates, economic growth and diversity, productivity, and public safety are in some way related to access to safe water; and

**WHEREAS,** we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS,** each citizen of the City of Lenoir is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

**NOW, THEREFORE, BE IT RESOLVED** that by virtue of the authority vested in me as Mayor of the City of Lenoir, North Carolina, and on behalf of the Lenoir City Council, I do hereby proclaim the week of May 3 – 9, 2026, as *“Celebrate Drinking Water Week”* throughout the City of Lenoir.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Lenoir to be affixed this the 4<sup>th</sup> day of May, 2026.

SEAL

\_\_\_\_\_  
Joseph L. Gibbons, Mayor

ATTEST:

\_\_\_\_\_  
Lauren Hartley, City Clerk





# Lenoir Police Department

## Council Action Form



I. Agenda Item:

Proclamation in Recognition of National Peace Officer’s Memorial Week (May 10 – 16) and Peace Officers’ Memorial Day (May 15) to present at the May 5, 2026 City Council meeting.

II. Background Information:

May 15<sup>th</sup> and Peace Officers’ Memorial Week is an annual memorial event that honors the service and sacrifice of U.S. law enforcement officers who have lost their lives in the line of duty.

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____	Date: _____
City Manager: _____	Date: _____
Police Chief: <u>Charles A. Wilson</u>	Date: <u>4/21/2026</u>



# PROCLAMATION

*In Recognition of  
Peace Officers' Memorial Week  
May 10 – 16, 2026*



*WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and*

*WHEREAS, the members of the law enforcement agency of the Lenoir Police Department play an essential role in safeguarding the rights and freedoms of those inside the City of Lenoir; and*

*WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of law enforcement, and that our law enforcement agency recognize their duty to serve the people by safeguarding life and property, protecting them against violence and disorder, and protecting the innocent against deception and the weak against oppression; and*

*WHEREAS, the men and women of the law enforcement agency of the City of Lenoir Police Department unceasingly provide a vital public service;*

*NOW THEREFORE, BE IT RESOLVED, that I, Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim and call upon all citizens of Lenoir and upon all patriotic, civic and educational organizations to observe the week of May 10 – May 16, 2026, as Police Week with appropriate ceremonies and observances in which all may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens;*

*FURTHERMORE, I proclaim and call upon all citizens of the City of Lenoir to recognize May 15, 2026, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty. Let us recognize and pay respect to the survivors of our fallen heroes.*

*WITNESS, my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.*

SEAL

\_\_\_\_\_  
*Joseph L. Gibbons, Mayor*

ATTEST:

\_\_\_\_\_  
*Lauren Hartley, City Clerk*



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R.C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

**PROCLAMATION IN HONOR OF  
NATIONAL PUBLIC WORKS WEEK  
“Advancing Quality of Life For All”**

**WHEREAS**, Public Works Professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Lenoir; and

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

**WHEREAS**, it in in the public interest for the citizens, civic leaders and children in the City of Lenoir to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

**NOW, THEREFORE, I**, Joseph L. Gibbons, Mayor, and on behalf of the Lenoir City Council, do hereby designate the week of May 17 through May 23, 2026, as “*National Public Works Week*” and urge all citizen to join with representatives of governmental agencies and the American Public Works Association in activities and ceremonies designed to pay tribute to our Public Works professionals, engineers and administrators and to recognize the substantial contributions they have made to our national health and welfare.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Lenoir to be affixed this the 4<sup>th</sup> day of May, 2026.

SEAL

\_\_\_\_\_  
Joseph L. Gibbons, Mayor

ATTEST:

\_\_\_\_\_  
Lauren Hartley, City Clerk



**CITY OF LENOIR**

**COUNCIL ACTION FORM: May 4, 2026**

**I. Agenda Item:**

Public hearing for R 2-26, Conditional Zoning Ordinance #13 (CZ-13).

Applicant Foresite Group is requesting to rezone the subject property to a Conditional Zoning district (CZ-13) from B-6 (Transitional Business) and R-15 (Single-Family Housing), to allow for a drive-through establishment with a residential buffer.

**II. Background Information:**

The subject property is located at 710 Blowing Rock Boulevard, between Crestline Place and Ellison Place. The parcel is zoned B-6 and features four buildings, including two rental homes and two vacant buildings. The applicant has proposed to develop a coffee drive-through establishment and a second ready-to-build site to reactivate a commercial area zoned for transitional business. CZ-14 will include several development conditions outlined in the ordinance and staff report (attached), including a minimum setback of 45 feet from abutting single-family residential zones and uses, a 30-foot landscaped buffer (four staggered rows of trees) abutting single-family residential zones and uses, and meeting commercial design standards including sidewalk, landscaping, side and rear parking, and stacking spaces. Per NCGS 160D-703(b), the property owner must consent to all conditions. Approximately half the site will be built-upon pending approval and the remainder will be developed at a later date.

The proposed CZ-13 Ordinance and the staff report with supporting zoning analysis are attached to this packet.

**III. Staff and Planning Board Recommendation:**

Lenoir Planning Board recommends approval of the CZ-13 conditional zoning ordinance by a vote of 6 to 4, based on the following consistency statement:

The proposed Conditional Zoning Ordinance is consistent with 2045 Comprehensive Plan, because it is identified as Neighborhood Mixed Use on the Future Land Use Map where restaurants and light retail are appropriate land uses and largely permissible in B-6 zoning. The proposed development is a drive-through that addresses neighboring residential concerns with a wide natural buffer and proper traffic circulation into and out of the site. It also addresses a pressing desire by Lenoir residents to attract new businesses to the area and intentionally support new commercial opportunities. Staff finds the proposed Conditional Zoning Ordinance to be reasonable and in the public interest as it provides practical development standards tailored to a complex site and fulfills goals set out by the 2045 Comprehensive Plan.

**IV. Reviewed by:**

Planning Director: 

**AN ORDINANCE OF THE CITY COUNCIL OF LENOIR, NORTH CAROLINA, DESIGNATING CERTAIN LAND GENERALLY LOCATED ON US-321 (BLOWING ROCK BOULEVARD) BETWEEN THE INTERSECTION WITH CRESTLINE PLACE AND ELLISON PLACE, COMPRISED OF 2.3 ACRES, MORE OR LESS, AS CONDITIONAL ZONING DISTRICT #13 (CZ-13) ON THE CITY'S OFFICIAL ZONING MAPS; DIRECTING AMENDMENT OF THE OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY, AND AN EFFECTIVE DATE.**

**Whereas**, at the regularly scheduled meetings on March 9 and April 13, 2026 the Lenoir Planning Board considered zoning application case number R 1-26, requesting the Conditional Zoning district designation (CZ-13), for approximately 2.3 acres of land, described by the recorded plat (Caldwell County Plat Book 30 Page 18) attached to this ordinance as **Exhibit "A"** (hereinafter the "Property"); and

**Whereas**, based upon the evidence presented to the Lenoir Planning Board, including the information and analysis contained in the staff report for application case number R 1-26 and subject to certain conditions, the Lenoir Planning Board recommended that the Lenoir City Council approve said conditional zoning application and adopt an ordinance in accordance therewith; and

**Whereas**, the Lenoir Planning Board has found that approval of the application is consistent with the City's adopted Comprehensive Plan; and

**Whereas**, the Lenoir City Council hereby finds that this ordinance is consistent with the intent and purpose of the Conditional Zoning designation as established by Appendix A, Article V, Section 502, Lenoir City Code; and

**Whereas**, the Lenoir City Council hereby finds and declares that this ordinance and these amendments are in the best interest of the public health, safety, and welfare; and

**NOW, THEREFORE, LET IT BE ENACTED BY THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA, AS FOLLOWS:**

**SECTION 1. ZONING.** After due notice and public hearing, and pursuant to Appendix A, Article XIV of the Lenoir City Code, and other relevant portions of the Lenoir City Code, the zoning designation for the Property is hereby changed from the B-6 Transitional Business district and R-15 Single Family District to Conditional Zoning district on the City's Official Zoning Map (to be denoted as "CZ-13"), as depicted in Exhibit "B" to this ordinance.

**SECTION 2. OTHER DEVELOPMENT LAWS.** Except as expressly provided otherwise by this ordinance, the CZ-13 zoning district remains subject to all applicable federal, state, and local laws, and

nothing in this ordinance shall be construed to exempt the Property from the lawful authority or jurisdiction of any federal, state, or local agency.

**SECTION 3. DEFAULT ZONING DISTRICT.** Except as expressly provided otherwise by this ordinance, the Property shall be governed by the land development regulations of the B-6 (Transitional Business) zoning district.

**SECTION 4. SPECIAL CONDITIONS.** The Conditional Zoning district for the Property is subject to the following special conditions:

1. **Concept Plan.** Subject to any modifications expressly contained in the text of this ordinance, development and maintenance of the Property must be consistent with the concept plan attached to this ordinance as Exhibit “B” (hereinafter the “Concept Plan”). In the event of a conflict between the text of this ordinance and the Concept Plan, the text of this ordinance shall control. References in this ordinance to lots, parcels, buildings, phases, and other development features refer to such features as identified on the Concept Plan.
2. **Variances.** Zoning variances to the standards of the default zoning district not modified by this ordinance may be approved pursuant to the procedures set forth in Appendix A, Article XIII, Section 1312.1 of the Lenoir City Code.
3. **Modification.** The special conditions specific to the CZ-13 zoning district may only be modified by application for a zoning map amendment following the procedures outlined in Appendix A, Article VIII, Section 820 of the Lenoir City Code.
4. **Permitted/Special Uses.** In addition to the uses permitted by the base zoning district, Eating and Drinking Establishment with drive-through is added as a permitted use.
5. **Setbacks.** The setbacks shall be as follows:
  - a. Wherever an Eating & Drinking establishment with drive-through use abuts a single-family residential zone, the building setback shall be 45 feet.
  - b. All other setbacks for front, side, and rear setbacks for the development shall be 10 feet.
  - c. Setbacks for any other use on this property shall be governed by the base zoning district, including separation setbacks between residential and non-residential districts.
6. **Buffer.** Wherever an Eating & Drinking establishment with drive-through use abuts a single-family zone, a 30-foot-wide planted buffer strip shall be required. Mature trees within the 30-foot-wide buffer must remain. Credit for utilizing existing trees on site greater than or equal to required standards shall be two trees for every one tree retained. To maintain the same level of screening performance across the expanded area, the planting requirements of Section 712 will be applied at twice their normal intensity. This means the buffer must contain four staggered rows of trees and shrubs (instead of the standard two), spaced according to the Section 712 Buffering and Screening standards in the Lenoir Ordinance, so that a continuous six-foot-tall screen is established within two years.
7. **Design Standards.** Design Standards for Commercial, Office, Institutional, And Government Buildings found in Section 714 of the Zoning Ordinance shall be required for Eating & Drinking establishment with drive-through uses, which includes but is not limited to building features including materials, colors, and entrances; landscaping; outdoor storage, garbage collection, and loading areas; pedestrian flow and movement within the site.

8. **Access.** Development must provide ingress and egress from Crestline Place and Ellison Place when appropriate for development. Cross-access for the property must be established for sufficient traffic circulation and safety. No ingress or egress is permitted along US-321.
9. **Lighting.** All lighting shall be fully cut-off and shielded so as to eliminate/minimize light spill-over onto adjacent residential properties.

**SECTION 5. SEVERABILITY.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION 6. EFFECTIVE DATE.** This ordinance takes effect upon receipt of owner's written consent to the conditions herein by the City of Lenoir, which must be within 10 days of adoption.

**DONE, THE PUBLIC NOTICE,** in a newspaper of general circulation in the City of Lenoir, North Carolina, by the City Clerk of the City of Lenoir, North Carolina, the 22<sup>nd</sup> and 29<sup>th</sup> days of April, 2026.

**DONE, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE,** by an affirmative vote of the a majority of a quorum present of the City Council of the City of Lenoir, North Carolina, at a regular meeting, this 4<sup>th</sup> day of May, 2026.

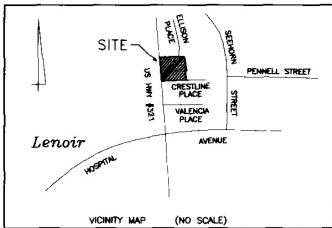
**BY THE MAYOR/MAYOR PRO TEMPORE OF THE CITY OF LENOIR, NORTH CAROLINA:**

\_\_\_\_\_  
Mayor/Mayor Pro Tempore

**ATTEST, BY THE CLERK OF THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA:**

\_\_\_\_\_  
City Clerk

# Exhibit A



PART OF PROPERTY IS CURRENTLY ZONED "R-15"  
PART OF PROPERTY IS CURRENTLY ZONED "B-6"

R-15 MINIMUM B/LG SETBACKS

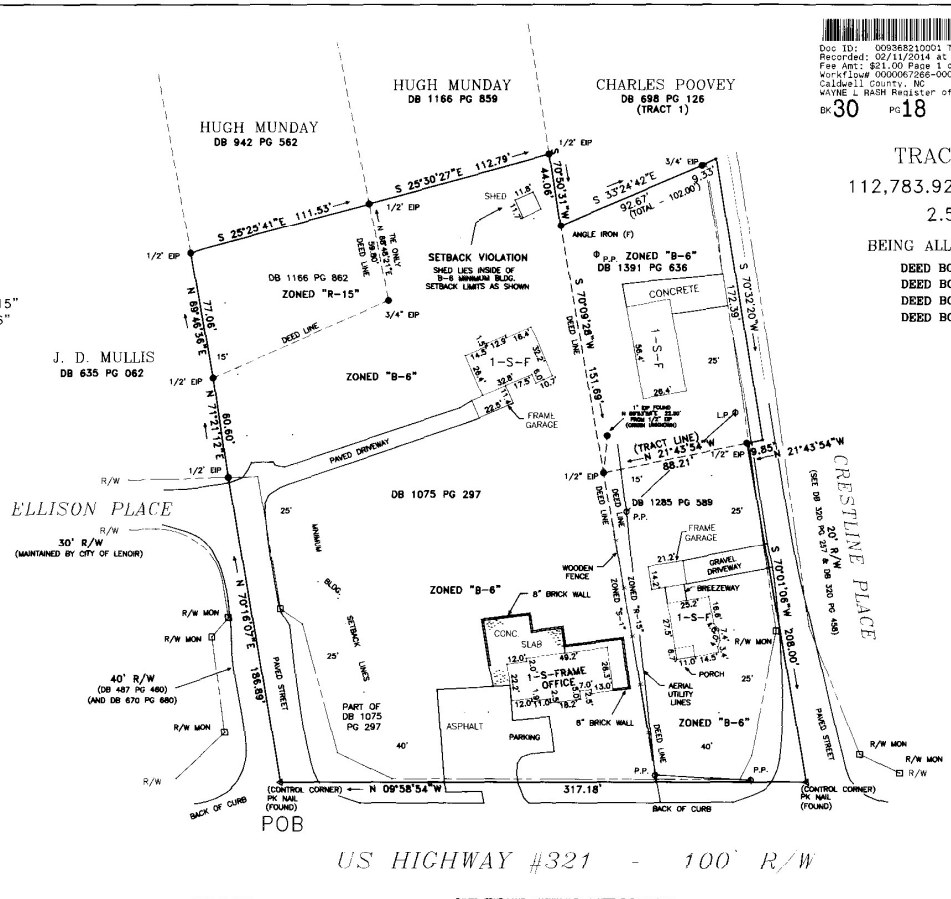
FRONT 40' FROM R/W  
SIDE 15'  
SIDE ABUT. 25'  
REAR 35'

B-6 MINIMUM B/LG SETBACKS (\*)

FRONT 40' WITH FRONT PARKING  
10' WITH SIDE OR REAR PARKING

SIDE 30' WHEN ABUTTING RESIDENTIAL ZONED PROPERTY  
10' WHEN ABUTTING NON RESIDENTIAL PROPERTY  
25' SIDE WHEN ABUTTING STREET

REAR 30' WHEN ABUTTING RESIDENTIAL PROPERTY  
10' WHEN ABUTTING NON RESIDENTIAL PROPERTY  
25' WHEN ABUTTING A REAR STREET



Doc ID: 00936210002 Type: PLA  
Recorded: 02/11/2014 at 09:58:34 PM  
Fee Amt: \$21.00 Page 1 of 1  
Work Flow: 0000007266-0001  
Caldwell County, NC  
WVINE - RACH Register of Deeds  
Br 30 pg 18

TRACT CONTAINS:  
112,783.92 SQ. FT. GROSS  
2.589 ACRES  
BEING ALL OF THE FOLLOWING:  
DEED BOOK 1075 PAGE 297  
DEED BOOK 1186 PAGE 862  
DEED BOOK 1285 PAGE 569  
DEED BOOK 1391 PAGE 836

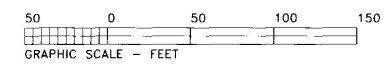
Presented For Registration And Recording in This Office in Book  
Of Maps \_\_\_\_\_ Page \_\_\_\_\_ This The \_\_\_\_\_ Day  
Of \_\_\_\_\_ 2014 . At \_\_\_\_\_ O'clock \_\_\_\_\_ M.  
Register of Deeds - Caldwell County

We Herely Certify That We Are the Owners of The Property Shown and  
Described Hereon And That We Herely Adopt This Plan of Subdivision  
With Our Free Consent And Dedicate All Streets, Sowers, Water Lines, Alleys,  
Walks, Parks, And Other Sites To Public Or Private Use As Noted. Further,  
We Certify The Land As Shown Hereon is Within The Platting Jurisdiction  
Of Caldwell County, North Carolina.  
2-11-2014  
2-11-2014  
Date Owner

North Carolina Caldwell County  
I, Sandra Greene, Review Officer of  
Caldwell County, Certify That The Map Or Plat To Which  
This Certification is Affixed, Meets All Statutory  
Requirements For Recording  
Sandra Greene  
Review Officer

POB IS LOCATED:  
S 13°40'31" E 1,450.69' FROM NCDOT STATION "LOWE".  
NCDOT GRID COORDINATES (NAD 83) IN FEET  
POB: N= 801,028.456 E= 1,252,221.419  
"LOWE": N= 802,436.021 E= 1,251,878.448  
"WEAVER": N= 803,582.976 E= 1,251,584.557  
COMBINED FACTOR = 0.99989806 AND IS APPLIED TO GRID THE ONLY.

- NOTES:
- 1) R/W LOCATION TAKEN FROM NCDOT HIGHWAY PLANS RECORDED AT REGISTER OF DEEDS VOLUME 1 PAGE 86 (PROJECT NO. 9.811536).
  - 2) AREA COMPUTED BY COORDINATE METHOD.
  - 3) PROPERTY DOES NOT LIE WITHIN A WATERSHED PROTECTED AREA AS DEFINED BY CALDWELL COUNTY.
  - 4) PROPERTY IS LOCATED WITHIN THE LENOIR CITY LIMITS.
  - 5) THE PURPOSE OF THIS SURVEY IS TO COMBINE PARCELS AS SHOWN.

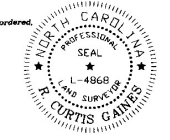


THE MAP SHOWN HEREON IS NOT WITHIN A  
100 YEAR FLOOD HAZARD ZONE ACCORDING  
TO FIRM MAP PANEL  
No: 3710288000 DATED: 07-07-2009

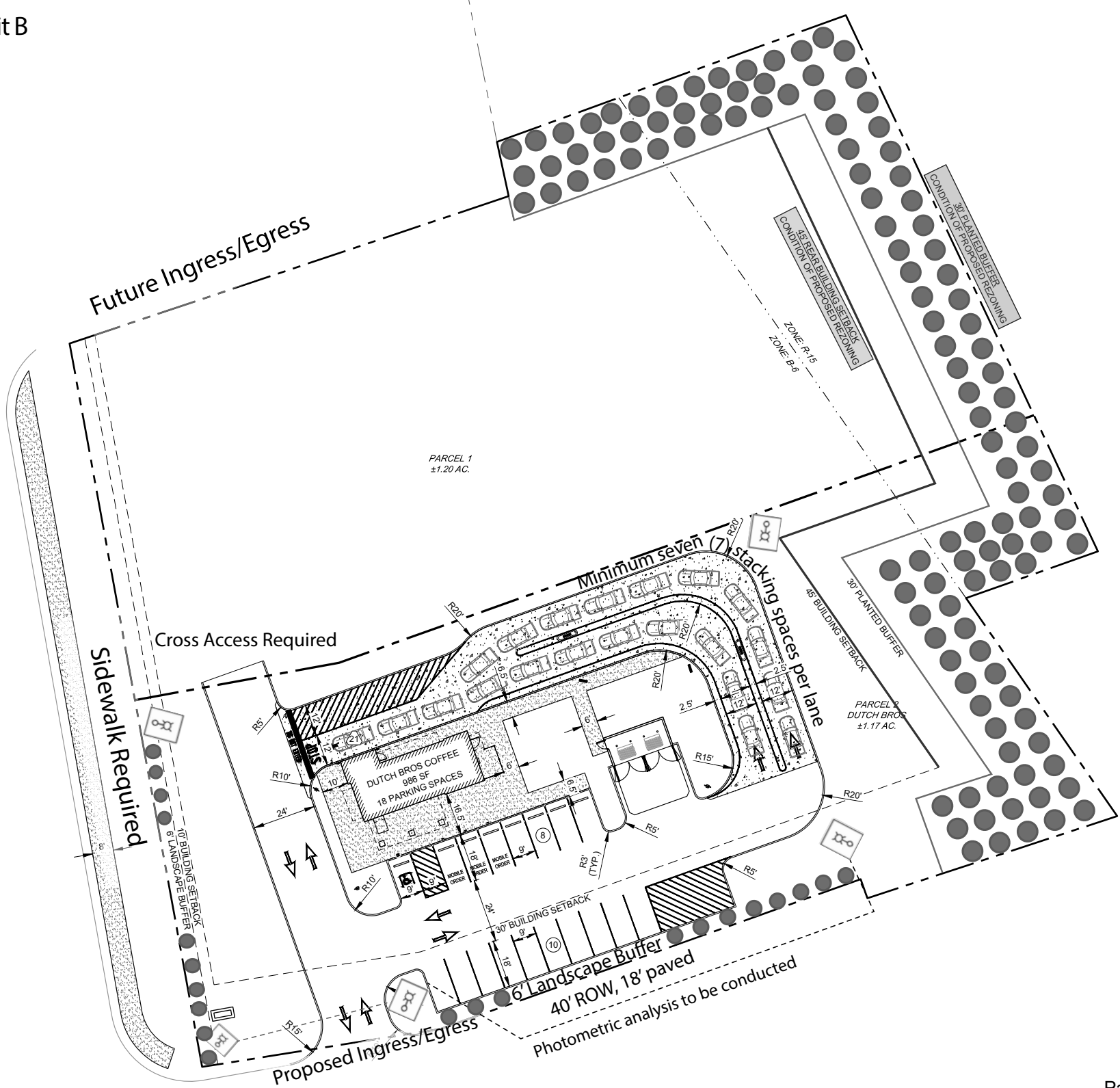
- LEGEND
- Existing Iron Pipe
  - New Iron Pipe
  - P. K. Nail
  - Point
  - Concrete Monument
  - New Iron Rod
  - Existing Iron Rod
  - EIP
  - NIP
  - P.K.
  - PT.
  - C.M.
  - NIR
  - EIR

I, R. Curtis Gaines, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book (as shown), page (as shown), etc.) (other), that the boundaries not surveyed are clearly indicated as drawn from information found in Book (as shown), page (as shown); that the ratio of precision as calculated is 1:17,772; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 7th day of February, 2014.

F-11 3d: That the survey is of another category,  
such as the recombination of existing parcels - a court-ordered,  
or other exception to the definition of subdivision.  
R. Curtis Gaines  
Registration Number: L-4868



WESTERN CAROLINA SURVEYORS, P.A. 2121 HARPER AVE. S.W. LENOIR, N.C. TELE. (828) 756-5353 LICENSE NO. C-0338			
TITLE: RECOMBINATION SURVEY OF PROPERTY BELONGING TO: STEVEN A. STRANGE and wife, CONNIE H. STRANGE			
CLIENT:	TOWNSHIP	COUNTY	STATE
STEVE STRANGE	LOWER CREEK	CALDWELL	NC
DEED REF:	BOOK AS SHOWN	PAGE	TAX MAP NUMBER:
	87	1-19, 20,	21, 22, 35
APP. BY:	DRAWN BY:	DATE	SCALE: 1" = 50'
RCG	RCG	2-7-2014	7790
			BY LB
			7790-14
			FIELD PC
			SHEET



# Staff Report

## CONDITIONAL ZONING REQUEST CASE NUMBER R #2/26 (CZ-14)



### LOCATION MAP/AERIAL PHOTOGRAPH



Subject Property:  
108 Ellison Place

### SUMMARY

**Owner**  
Steven & Katherine Strange

**Applicant**  
Foresite Group

**Location**  
710 Blowing Rock Blvd. (2.3 ac)

**NC PIN**  
2850213080

**Project Planner**  
Hannah Williams, AICP, CZO  
Matt Duchan, AICP, CZO

*Updated April 23, 2026*

**Applicant's Request:**  
The applicant is requesting to re-zone the subject property to a Conditional Zoning district (CZ-14) from B-6 (transitional business), to allow for a drive-through establishment with a residential buffer.

**Staff Recommendation:**  
Approval, with the conditions outlined in the staff report.

**Planning Board Recommendation:**  
Approval of the request based on the consistency statement on page 8.

**Public Comment:**  
Two (2) citizens spoke in opposition of the proposed rezoning at the 3/9 meeting.

Two (2) citizens spoke in opposition of the proposed rezoning at the 3/30 meeting.

**Planning Board Meeting:** March 9, March 30, and April 13, 2026. Notices were mailed to adjacent property owners on February 25, 2026 and March 11, 2026. Case was tabled twice for further information from developer.

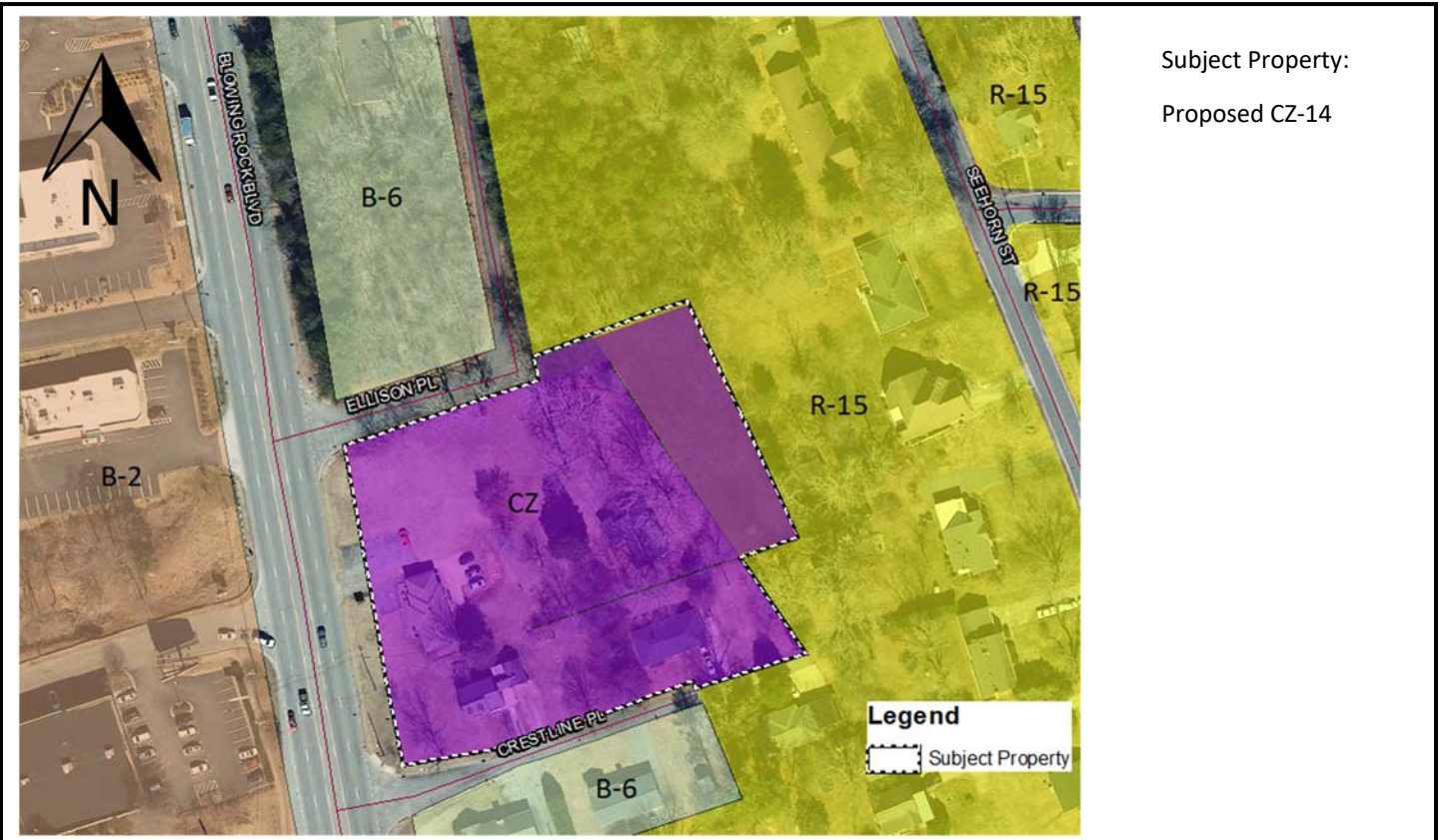
**City Council (Public Hearing):**  
Scheduled for May 4, 2026.



### EXISTING ZONING



### PROPOSED ZONING



## BACKGROUND AND ANALYSIS

### Intent of Conditional Zoning

The City of Lenoir's Zoning Ordinance establishes an official zoning map/atlas for the City of Lenoir. The zoning map may be amended from time to time by the City Council when public necessity, convenience, general welfare, or good zoning practice justifies the amendment. Conditional Zoning is intended for use in unique development scenarios when a development proposal does not fit into a conventional zoning district, but may be desirable and compatible with an area depending on the specific details of the project and its surroundings.

The conditional zoning process gives the City sufficient flexibility to determine whether a specific project on a given site will be compatible with the environment and the Comprehensive Plan. Conditional Zoning is a legislative process requiring the Planning Board to review and make a recommendation to the City Council on the request. Each Conditional Zoning district is adopted as an ordinance and is recorded with the Register of Deeds.

### Intent of Base Zoning District (B-6)

B - 6 (Transitional Business) District is intended to serve the needs of the traveling public as well as provide convenience goods and services to surrounding residential neighborhoods. This district is further intended to promote commercial activity in a high-volume traffic corridor that is in close proximity to well established, economically healthy residential neighborhoods, and as such requires design and performance standards to ensure commercial development occurs at compatible intensities, with appropriate architectural standards and buffering/screening requirements. Areas zoned B-6 tend to be already developed with medium density single family homes and a variety of multi-family uses, and are experiencing pressure for commercial expansion due to their close proximity to major transportation facilities. This district promotes incremental change to accommodate the conversion of existing structures into offices and low intensity retail or service uses, along with new development of non-residential uses, while allowing single family residences to remain as permitted land uses as the areas undergo gradual change.

### Subject and Surrounding Properties

The 2.3 acre subject property is located along Blowing Rock Blvd. (US-321) between Crestline Place and Ellison Place. The property features four buildings. Two are rental homes addressed as 105 & 111 Crestline Place. Another building facing 321 is a house converted to office addressed as 710 Blowing Rock Blvd. There is also a vacant and deteriorated house toward the rear of the property that sits vacant addressed as 108 Ellison Place. The property abuts a single-family residential neighborhood to the east along Seehorn Street, while there are a few homes across Crestline as well as along Ellison. The subject property is situated amongst several undeveloped B-6 properties along the west side of Ellison Place. The R-15 zoning district is directly east of the site, while the vast majority of sites along 321 are zoned B-2 (general business) and developed with similar proposed uses such as light retail and restaurants with drive-throughs.

### Reason for Request

The applicant is seeking to develop a coffee drive-through establishment with 21 stacking spaces (and a second, ready-to-build site) to reactivate a commercial area zoned for transitional business (see site plan on page 7). The proposed conditional zoning district (CZ-14) will allow for a drive-through and also buffer the established single-family houses nearby. Two existing residences on the subject property are proposed to be removed in order to develop the drive-through establishment.

## BACKGROUND AND ANALYSIS (CONT.)

### Zoning Analysis

The site is zoned B-6 along a predominantly B-2 zoned corridor. As other B-2 sites on 321 have easily redeveloped in the last 10+ years, no development has occurred here despite several years on the market. Developing drive-throughs is a common use along the US-321 commercial corridor and the proposed establishment will likely be successful at this location.

Still, the surrounding low-density residential context calls for thoughtful transitions, so enhanced standards are proposed to protect the character and livability of the adjacent neighborhood. This development will be subject to the design standards common to the corridor and buffers for single-family and low-density uses can provide a protective transition.

The Conditional Zoning Ordinance will accommodate an eating and drinking establishment with a drive-through, providing for a wider setback adjacent to single family neighborhoods. A 30-foot-wide planted buffer is proposed along the R-15 zoned properties to sufficiently screen a busy and well-trafficked use away from neighboring residences. The buffer will also be supplemented with a 45 foot setback along abutting R-15 property lines. The Design Standards for Commercial, Office, Institutional, and Governmental Uses in Section 714 will be required to ensure an attractive and welcoming development with predictable standards that other recent developments in the 321 commercial corridor meet.

Additionally, drive-through establishments with a minimum of seven (7) stacking spaces per lane would be a permitted use, with 21 total proposed. The stacking spaces per lane requirements in the surrounding region range between four and seven spaces, but with the possibility of backups onto the street, it is practical to recommend the higher end of the spectrum moving forward with any new development proposed.

### B-6/CZ-14 Zoning Standards

Standards	B-6	CZ-14 Changes
Development Standards	Minimum Lot Size—10,000 SF  Setbacks Front: 10' Side Yard: 10' Abutting side Street: 25' Minimum Rear Yard: 10'  New construction shall be screened from adjoining residentially zoned property by a brick wall at least 6 feet in height. The wall shall be landscaped on both sides with shrubs spaced no more than 3 feet apart.	Setbacks Front: 10' Side Yard: 10' Abutting side Street: 25' Minimum Rear Yard: 45'  Buffer A 30-foot-wide planted buffer strip along the rear of the property shall separate the property from abutting single-family zoning districts
Summary of Permitted Uses	Accessory Structure (Cottage, Apartment) Attached Dwellings (townhomes) Dwelling, Single Family Multifamily, Low-density (7.2 dwelling units per acre) Family Care Facility (up to 6 residences) Eating and Drinking (no drive-through) Retail, Neighborhood and Light Service, Business and Personal; Office uses Studio and Specialty School Veterinarians (no outdoor kennels)	<ul style="list-style-type: none"> <li>• All permitted uses in B-6</li> <li>• Eating and Drinking (with drive-through) and a minimum 7 stacking spaces per lane</li> </ul>

## BACKGROUND AND ANALYSIS (CONT.)

### Proposed Conditional Zoning District: CZ-14 Specific Standards

1. **Base Zoning.** The underlying zoning district for the subject parcel is B-6 (Transitional Business).
2. **Permitted Uses.** The uses permitted in CZ-14 are as follows:
  - a. All permitted uses allowed in B-6.
  - b. Eating and drinking establishments (with drive-through) with a minimum of seven (7) stacking spaces per lane.
3. **Buffer.** A 30-foot-wide planted buffer strip shall separate the subject properties from property lines abutting R-15 zoning. Mature trees within the 30-foot-wide buffer must remain. Credit for utilizing existing trees on site greater than or equal to required standards shall be two trees for every one tree retained. To maintain the same level of screening performance across the expanded area, the planting requirements of Section 712 will be applied at twice their normal intensity. This means the buffer must contain four staggered rows of trees and shrubs (instead of the standard two), spaced according to the Section 712 Buffering and Screening standards in the Lenoir Ordinance, so that a continuous six-foot-tall screen is established within two years.
4. **Setbacks.** For any development abutting single-family zoning districts and/or uses (R-15), the minimum setback is 45 feet. All other setbacks are the same as prescribed in the B-6 zoning district, which are:
  - Front: 10 ft.
  - Side: 10 ft.
  - Street side: 10 ft.
5. **Design Standards.**
  - A. Design Standards for Commercial, Office, Institutional, And Government Buildings found in Section 714 must be met, which includes but is not limited to building features including materials, colors, and entrances; landscaping; outdoor storage, garbage collection, and loading areas; pedestrian flow and movement interior to the site, and an 8-foot wide sidewalk along the Crestline Place & US-321 street frontage.
  - B. Drive-throughs must accommodate a minimum of 7 stacking spaces per lane.
6. **Ingress and Egress.** Development must provide ingress and egress from Crestline Place and Ellison Place when appropriate for development. Cross-access for the property must be established for sufficient traffic circulation and safety. No ingress or egress is permitted along US-321.



---

## CONSISTENCY STATEMENT/STAFF RECOMMENDATIONS

### Consistency with the Comprehensive Plan/Reasonableness of Amendment

When adopting or rejecting any zoning amendment, City Council must adopt a brief statement describing whether or not the action is consistent with the City's Comprehensive Plan, in accordance with G.S. 160D-605(a), and must also address the reasonableness of any proposed map amendments. Staff offers the following draft statement on the consistency and reasonableness of the request.

The proposed Conditional Zoning Ordinance is consistent with 2045 Comprehensive Plan, because it is identified as Neighborhood Mixed Use on the Future Land Use Map where restaurants and light retail are appropriate land uses and largely permissible in B-6 zoning. The proposed development is a drive-through that addresses neighboring residential concerns with a wide natural buffer and proper traffic circulation into and out of the site. It also addresses a pressing desire by Lenoir residents to attract new businesses to the area and intentionally support new commercial opportunities. Staff finds the proposed Conditional Zoning Ordinance to be reasonable and in the public interest as it provides practical development standards tailored to a complex site and fulfills goals set out by the 2045 Comprehensive Plan.

## PLANNING BOARD RECOMMENDATIONS

# SITE PHOTOS

Below: Crestline and 321 intersection, approximate location of the future drive way will be to the right.



Below: Existing rear buffer on the site, that will need to be improved to meet proposed conditions



Above: Northeast corner of site, overlooking front building to be removed and 321.



Above: Ellison Place and 321

# SITE PHOTOS



Above: House on site, pending removal

Below: Vacant house in the middle of the site



**LENOIR CITY COUNCIL  
MEETING MINUTES  
TUESDAY, April 21, 2026  
6:00 P.M.**

**PRESENT:** Mayor Joe Gibbons presiding. Mayor Pro-Tem Ike Perkins, Councilmembers present were Jonathan Beal, Rebecca Dellinger, Ralph Prestwood, Kimmie Rogers, Crissy Thomas, City Manager Scott Hildebran, City Clerk Lauren Hartley, and City Attorney Will Sparks.

**CITY STAFF:** In attendance was Finance Director Donna Bean, Public Services Public Works Director Jon Hogan, Fire Chief Norman Staines, Police Chief Andy Wilson, Public Services Public Utilities Director Jeff Church, Planning Director Hannah Williams, Parks & Recreation Director Phil Harper, Communication & Public Information Director Joshua Harris, Economic Development Main Street Director Brenda Floyd, and Planner Matt Duchan.

**ABSENT:** Councilmember David Stevens

**I. CALL TO ORDER**

- A. The meeting was opened by a moment of silence and the pledge of allegiance as led by Mayor Gibbons.
- B. Mayor Gibbons presented a proclamation to Public Services Public Works Director Jon Hogan proclaiming April 24, 2026, as “Arbor Day” throughout the City of Lenoir.

Director Hogan thanked the Mayor and council for the recognition and said trees are an important role in environmental management. He said in 2023 the city partnered with the North Carolina Forestry Service and Western Piedmont Council of Governments to provide a tree canopy assessment and shared the findings. Jon Hogan said Arbor Day is to celebrate trees and to acknowledge our commitment to our trees and urban spaces.

Director Hogan introduced Jeff Holland, Parks and Public Property Superintendent and Markie Townsend, Horticulture Specialist. Director Hogan said he appreciates them and the department.

- C. Mayor Gibbons presented a proclamation to Police Chief Andy Wilson proclaiming the month of May, 2026 as “Motorcycle Safety Month” throughout the City of Lenoir.

Police Chief Andy Wilson thanked the Mayor and Council for the proclamation. Wilson said Caldwell County has approximately 46-47 motorcycle crashes a year with 38-45 resulting in injury. Chief Wilson said it’s everyone’s responsibility to look out for vehicles to share the roadway. This proclamation is important to talk about the awareness of motorcycle safety.

- D. Mayor Gibbons presented a proclamation to Fire Chief Norman Staines proclaiming May 4, 2026, as “International Firefighters Day” throughout the City of Lenoir.

Fire Chief Staines thanked the Mayor and council. Chief Staines said last year the fire department responded to 3,253 calls for service, 16,843 training hours, installed 59

smoke detectors free to citizens, and completed 75 fire inspections on businesses inside the city. The fire department also protected over \$41 million worth of property on calls for structural or content damage.

## **II. MATTERS SCHEDULED FOR PUBLIC HEARING:**

- A. A public hearing was held for R1-26, Conditional Zoning Ordinance #13 (CZ-13). Applicant Connelly Development LLC is requesting to rezone the subject property; land located on Seehorn Street between the Intersection with US-321 and Robinwood Circle to a Conditional Zoning district (CZ-13) from B-6 (Transitional Business) and R-15 (Single-Family Housing), to allow for medium-density multi-family housing (68 units).

Mayor Gibbons opened the public hearing and asked Planning Director Hannah Williams to come speak about the proposed ordinances.

Director Williams said many people have been engaged with this apartment proposal over the last couple of months, with two Planning Board meetings. The Planning Board and staff's role is to apply the city's adopted plans and ensure growth happens responsibly.

Williams presented a PowerPoint presentation on the subject property at 938 Seehorn Street, which has two parcels with a total of 7.3 acres. One parcel is currently zoned B-6 and the other is R-15. Connelly Builders and Development has proposed to rezone to Conditional Zoning (CZ) 13 to allow for medium-density apartments. The CZ will allow a density of 10 dwelling units per acre, a 45' building setback from abutting R-15 zones and single-family uses, and a 30' wide planted buffer (4 rows of trees).

Williams stated the B-6 parcel has commercial land entitlements, which could be allowed by right for different types of businesses.

Hannah Williams spoke about the shared findings on traffic from NCDOT and the transportation group at Western Piedmont Council of Governments (WPCOG). The proposed development would generate approximately 20% more trips but would still be below the operational capacity of Seehorn Street.

The City of Lenoir comprehensive plan has goals that involves housing and this proposal directly supports the 2045 Living Lenoir Comprehensive Plan Goals.

Planning Board recommends approval of this request presented based on the following consistency statement.

### Consistency statement:

The proposed Conditional Zoning Ordinance is consistent with the 2045 Comprehensive Plan because it specifically addresses the three most significant priorities for the future of housing development in Lenoir which are affordable housing, new housing developments, and good quality of life. While the Future Land Use Map identifies this property as mixed use and single-family, the proposed development on the subject property would revitalize a vacant site and effectively provide homes for upwards of 150 residents. The development proposed also subscribes to multiple components of good design including efficient land use in the form of medium density development reducing urban sprawl, transportation and connectivity with immediate access to 321, and community spaces including a clubhouse, multiple playgrounds, and common areas. This site is explicitly mentioned in the 2025 Caldwell County Housing

Plan which encourages thoughtful and attainable development connecting residents to local job opportunities and access to community resources. The City continues to make intentional efforts to support effective developments for the greater Lenoir community.

Councilmember Beal asked about the traffic signals at the intersection of Seehorn and Hwy 321 and Hospital Ave and asked if they were controlled by the City of Lenoir or the State. Public Services Public Works Director Jon Hogan confirmed the traffic signals are controlled by the State, not the City of Lenoir.

Councilmember Thomas asked if the current zoning would possibly bring more types of development that could cause more traffic and concern. Planning Director Hannah Williams replied yes, and stated the list of commercial uses that would be allowed with the current B-6 zoning.

Councilmember Beal asked if one of these businesses wanted to develop on the property, they would not have to come before council. Planning Director Hannah Williams replied yes, it would be a staff administrative review.

Developers Field Goodlett at 118 Tanglewood Dr., Lexington, SC, and Andy Rosen 812 Berkely Street, Durham, NC, with Connelly Builders and Development presented their case to council.

Mr. Rosen said Connelly Builders and Development is a family owned business out of Lexington, SC, they are both a developer and contractor. The developers presented to council their proposal with design standards and landscape buffers restrictions. Rosen stated the rent for the apartments will be around \$500-\$1100 per month and serving the middle income folks. Rosen said this development should address the significant housing needs in the area.

Mr. Goodlett said yearly inspections are done each year on the apartments, with a strict compliance and screening procedures. The developers had a traffic study done as well, which was included in the packet.

Councilmember Thomas asked about the buffer and if the neighborhood residents will be able to see the apartments.

Mr. Goodlet said the buildings will be lower in grade than the adjacent homes, they will minimize the visual impact.

Councilmember Rogers asked what are the number of bedrooms, parking spaces, and will they have fencing.

The developers responded there will be 122 parking spaces and 15 handicap parking spaces. There will be 12-1 bed room, 32-2 bedrooms, 24-3 bedrooms. At this moment there is no fencing proposed other than around the retention pond.

Councilmember Prestwood asked about the lighting at the property.

Mr. Goodlet stated they will work with their electrical engineer on a photometric plan.

Mayor Gibbons asked about the site management and how that will be addressed on the weekends.

Mr. Goodlet said on the weekends, it will be covered by a AI leasing agent system.

Mayor Gibbons asked if anyone would like to address the council concerning this public hearing.

The following people spoke against the rezoning:

- James Bradshaw of 315 Fairlane Drive
- Eddie Winkler of 921 Barrington Drive
- Ray Suddreth of 409 Carrituck Court
- Brenda Walters of 309 Carrituck Court
- Megan Dodd of 214 Robinwood Circle
- Derrick Walter 309 Carrituck Court

Concerns:

- traffic
- street parking
- no traffic signals
- building height/character and scale of structure
- pedestrians
- too many apartment complexes in the surrounding area
- school crowding
- not appropriate and unsafe fit for area
- increase noise and light
- lack of access

Councilmember Rogers asked about the maximum income limit to rent an apartment.

Mr. Rosen said it is based on family size, up to five individuals would be around \$56,000 max income.

Councilmember Beal asked city staff if parking on the street is currently allowed on Seehorn Street. Police Chief Wilson said it is not regulated at this time.

Councilmember Beal asked Fire Chief Staines if the intersection at Hospital Ave and Hwy 321 is as dangerous as the intersection from Hwy 321 and Seehorn Street. Fire Chief Staines Staines said there is not as many incidents and it has more visibility.

Councilmember Beal said the design of this project and amenities are great and the city does need the housing. The biggest issue is the signalization of the two intersections, unfortunately the City of Lenoir cannot control the signalization. Beal stated he will vote against this project because of the location and of the two intersections.

Councilmember Thomas said it is in the city's comprehensive plan for the need for all housing types. Thomas said she loves the product, but the building height is a concern. Thomas said she wants the public to understand if this project does not happen, there may be another project that council has no control over. Thomas said she appreciates all the work the staff has done and addressing the concerns. Thomas said her concerns are the location and access.

Mayor Pro-Tem Perkins said with his time on council they have addressed the need for housing. He stated other projects this developer has completed in other locations; the community is not what we have here. He commended Planning Director Hannah Williams

and staff for their work on this project. Perkins stated his vote would be against this housing project.

Councilmember Prestwood said he has concerns that it does not fit with the residential neighborhood. Prestwood said loves the project but this is not the place for it. Prestwood said his vote would be against the project.

Mayor Gibbons said one of our major concerns is housing. There are limited locations for projects like this. Whatever the decision comes to, hopefully the developer will consider being in Lenoir at a different location.

Mayor Gibbons closed the public hearing.

Upon a motion by Councilmember Beal, City Council voted 6 to 0 to deny the rezoning request, as presented.

### **III. CONSENT AGENDA ITEMS:**

Mayor Gibbons presented the following items:

- A. Minutes: Approval of the City Council minutes of the meeting of Tuesday, April 7, 2026, as submitted.
- B. Proclamation; Arbor Day 2026: Approval of a proclamation proclaiming April 24, 2026, as “Arbor Day” throughout the City of Lenoir.
- C. Proclamation; Motorcycle Safety Month: Approval of a proclamation proclaiming the month of May 2026 as “Motorcycle Safety Month” throughout the City of Lenoir.
- D. Proclamation; International Firefighters Day: Approval of a proclamation proclaiming May 4, 2026, as “International Firefighters Day” throughout the City of Lenoir.
- E. Bid Award; Veterans Plaza Paver Replacement Project (Phase 2). Phase 2 of the Veterans Plaza Paver Replacement Project includes removal of the old engraved pavers and replacement with a modern style New Holland paver. Following the review of bids submitted, staff recommends awarding the Veterans Plaza Paver Replacement Project Phase 2 – Option #1 to Southern Lawnsapes for the total sum of **\$93,550.00**. Southern Lawnsapes is the lowest, responsive, responsible bidder, is appropriately licensed, and is adequately equipped to perform work of this nature.

Upon a motion by Mayor Pro-Tem Perkins, City Council voted 6 to 0 to adopt the above listed items (A through E) on the Consent Agenda as listed and recommended.

### **IV. REQUESTS AND PETITIONS OF CITIZENS**

There were no request or petitions.

### **V. REPORTS OF BOARDS AND COMMISSIONS**

There were no reports from Boards and Commissions.

### **VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER**

City Manager Scott Hildebran presented the following items of information:

1. The Committee of the Whole will meet on Tuesday, April 28 at 8:30 a.m. at City Hall, Third Floor.

2. The NC Main Street and The Gibbons Award Ceremony will be held Tuesday, April 28 at 5:00 p.m. at Side Street Pour House.
3. The Foothills Regional Airport Authority will meet on Wednesday, April 29 at noon.
4. As a reminder (per the adopted 2026 Council Meeting Schedule, the first City Council meeting in May will be held on Monday, May 4, 2026 at 6:00 p.m. The change is due to the North Carolina League of Municipalities City Vision Annual meeting being held May 5 – 7, 2026 in Raleigh. Please note this change on your calendars.

**VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY**

There was no report from the City Attorney.

**VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR**

There was no report from the Mayor.

**IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS**

There was no report from Councilmembers.

**X. ADJOURNMENT**

There being no further business, Mayor Gibbons adjourned the meeting at 8:40 p.m.

---

Lauren Hartley, City Clerk

---

Joseph L. Gibbons, Mayor



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R.C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

**PROCLAMATION  
IN HONOR OF  
ARBOR DAY 2026**

**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

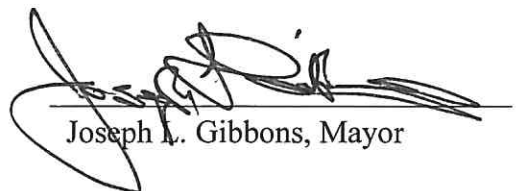
**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE**, I, Joseph L. Gibbons, Mayor of the City of Lenoir, do hereby proclaim April 24, 2026 as **ARBOR DAY** In the City of Lenoir, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*


**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

This the 21<sup>st</sup> day of April, 2026.

SEAL

  
Joseph L. Gibbons, Mayor

ATTEST:

  
Lauren Hartley, City Clerk





# PROCLAMATION



*Motorcycle Safety & Awareness Month*

*May 2026*

*WHEREAS, the growth in popularity of motorcycle riding and touring, combined with the many scenic destinations in our state and the year-long riding season, have led to North Carolina having one of the largest populations of motorcycle enthusiasts in the nation; and*

*WHEREAS, more and more residents of the City of Lenoir are taking up this mode of transportation to commute to and from their places of employment; and*

*WHEREAS, many motorcyclists undergo specialized training by attending professionally taught motorcycle operator training courses with emphasis on skills, traffic laws, and proper safety equipment; and*

*WHEREAS, it is the responsibility of all motorists to be aware of motorcyclists and extend to them the same courtesy as any other vehicles on our roadways.*

*NOW, THEREFORE, BE IT RESOLVED, that I, Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim the month of May as "Motorcycle Safety and Awareness Month" throughout the City of Lenoir.*

*WITNESS, my hand and seal this the 21<sup>st</sup> day of April, 2026.*

SEAL

*Joseph L. Gibbons, Mayor*

ATTEST:

*Lauren Hartley, City Clerk*



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R. C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

**PROCLAMATION  
IN HONOR OF**

**INTERNATIONAL FIREFIGHTERS' DAY**

**WHEREAS**, International Firefighters' Day is observed each year on May 4<sup>th</sup> to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served in this line of work and to show support and appreciation for those who presently serve; and

**WHEREAS**, regardless of the language a firefighter speaks, or the country in which he or she works and resides, all firefighters fight against the same enemy - fire; and

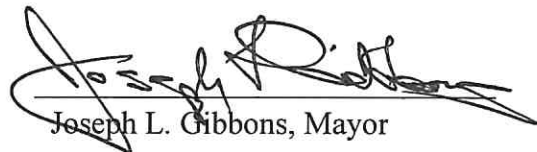
**WHEREAS**, firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors and strangers alike; and

**WHEREAS**, the demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives of others.


**THEREFORE BE IT RESOLVED**, that I, Joseph L. Gibbons, Mayor of the City of Lenoir, North Carolina, and on behalf of the Lenoir City Council, I do hereby proclaim Monday, May 4<sup>th</sup>, 2026, as "*International Firefighters' Day*" throughout the City of Lenoir and encourage all citizens to show support and appreciation to our City, County, and State firefighters who protect our lives and property so diligently throughout the year and by remembering past firefighters who dedicated their lives to preserve our safety.

This the 21<sup>st</sup> day of April, 2026.

SEAL

  
Joseph L. Gibbons, Mayor

ATTEST:

  
Lauren Hartley, City Clerk



### New Holland Paver



## City of Lenoir: Veterans Paver Project

### Option 1:

- Remove existing pavers (3100 sq ft)
- Re-Install all pavers keeping dark bands (3100 sq ft)

### Option 2:

- Remove existing pavers (1500sqft)
- Re-Install only the area inside the red line on map (see below) and cleaning and sealing the old pavers outside the yellow line; using brand new Holland style pavers inside the red area 39 by 38 (~1500sqft) sealing all pavers when finished

*(Quotes needed for both options)*



*Option #2 Footprint*



# SOUTHERN

## LAWNSCAPES

2425 N Center ST  
 PMB 325  
 Hickory, NC 28601  
 (828) 308-0739

To: City of Lenoir

<u>Task</u>	<u>Price</u>
Option 1	
Redo all pavers keeping dark bands ( 3100sq ft)	\$80,800
Existing Paver removal (3100 sq ft)	\$12750
TOTAL:	\$93550
Option 2	
Redo only the area inside the yellow line on design and cleaning and sealing the old pavers outside the yellow line; using brand new holland style pavers inside the yellow area 39 by 38) (~1500sq ft) sealing all pavers when finished	\$39400
Existing Paver removal(1500 sq ft)	\$8750
TOTAL:	\$48150

Thank you for considering my Services

**Mountain Crest, LLC**  
1264 Taylorsville Road SE  
Lenoir NC 28645  
(828) 312-9000

**Attention: Jon Hogan jon.hogan@CI.LENOIR.NC.US**

**Proposal for: City of Lenoir**  
**Date: 4/17/2026**  
**Project: Veterans Paver Project**

**Mountain Crest, LLC offers this proposal for Veterans Paver Project.**

**Description of work scope as shown on attached project description.**  
**Includes reconstruct base as required.**  
**Mechanically compact sand bed and screed to original elevation.**  
**Furnish & install Keystone CityStone 6cm thick 12"x12" concrete pavers**  
**in Pewter and Charcoal colors to reflect the original design.**  
**Sweep joints with granite fines and rinse surface clean**  
**All new pavers require us to return in 60 to 90 days to clean and apply**  
**one coat of a penetrating zero VOC water-based sealer per manufacturer**  
**recommendations.**

**OPTION 1: \$ 95,565.00**  
**OPTION 2: \$ 63,250.00**

**COMMENTS / EXCLUSIONS:**

**Proposal includes only work as listed on attached project description.**  
**High-performance polymeric joint sand in lieu of granite fines add to**  
**Option 1 \$2,150.00. Add to Option 2 \$1,200.00.**

# Artistic Design Landscapes

---

Jeff Holland  
City of Lenoir  
Parks & Public Properties Superintendent

## Landscape Proposal

### Renovation of Veteran Memorial paver patio:

- Proposal is for the removal of 3100 square feet of existing pavers within the areas specified by the City of Lenoir in the map given.
- It was stated to me to try and salvage the pavers that have been engraved with the names of veterans for the hope of getting to a family member. We will do our best to make this happen, but it is all about how the pavers come out and how long they have been installed. Even though it is a concrete product they will weaken/breakdown over time.
- All pavers will be removed within the projected space and those that are not wanted will be hauled off.
- Assessment of base and bedding material for structure and stability will be evaluated. If there are any issues outside normal scope of a project, then the representative for the City will be notified of a resolve and potential additional costs to do perform.
- There are well lights that exist within the proposed area.
- Final grading of bedding material and installation of new Holland (4" x 8") pavers. Style/Design of pavers is not specified in project request so that can be discussed at time of contract signing.
- All pavers will be set to industry standards and provide the correct contour for existing drainage.
- After all pavers have been installed polymeric sand will be installed and then compaction of paver area will be performed. Upon completion of this process all areas will have water applied to set the polymeric sand.
- Once the entire surface is dry. Sealing of paver area will be performed.
- Area of construction will be cleaned of all debris and construction processes.

# Artistic Design Landscapes

---

- This is a very public area. While demo and installation are being performed, we will set up a construction fence to alert the public of no entry. We would appreciate the cooperation with the City of Lenoir to assist in any way necessary to help us with this aspect of the project and public safety.

**Total Veteran Memorial Paver Proposal**

**\$120,125.00**

\*\*Total proposed price includes a 6-month warranty on all parts and labor. Materials provided by the customer will not be warranted by Artistic Design Landscapes, however, should be backed by manufacturer. Warranty is based on customer providing proper plant care practices and proper care of materials, if any, including proper watering of plant material and does not include damage caused by animals, wildlife, unforeseen weather events (such as floods, lightning, tornado's, etc....), damage caused by vehicles or acts of vandalism. The warranty provided by Artistic Design Landscapes is providing customers account is currently in good standing or arrangements have been made and approved by Artistic Design Landscapes. The project proposal price of (\$ ) shall be paid in 2 payments. There will be a 50% deposit payment of (\$ ) and the remaining 50% (\$ determined on total scope of work) when the project is completed and the customer is completely satisfied with the quality of work performed. Avg. project scheduling time is approx. 4 weeks from the date the contract is entered into. This proposal price is good for 45 days from the date of this proposal.

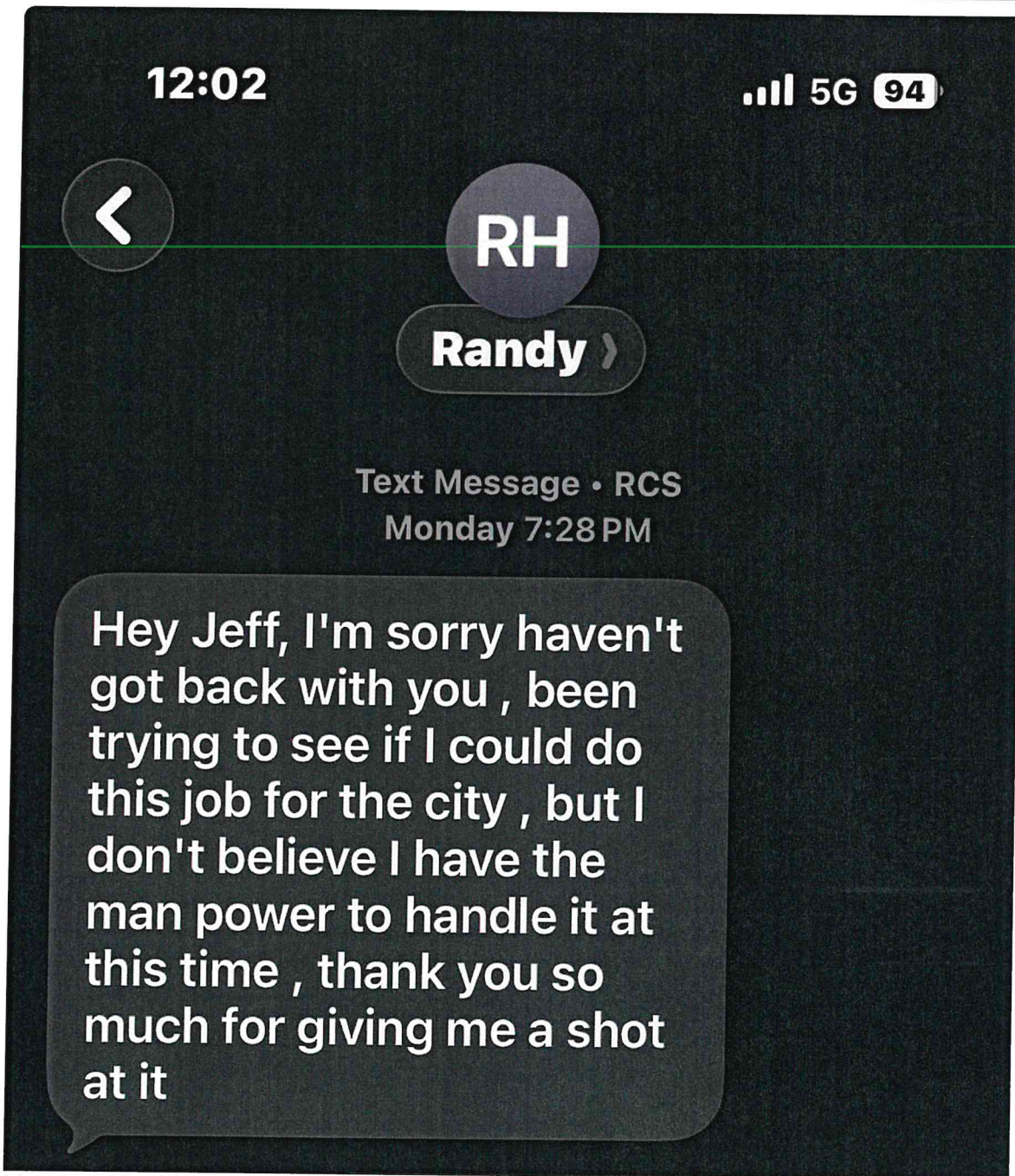
\_\_\_\_\_  
**Charles Tomberlin**  
**Artistic Design Landscapes**  
**NC Landscape Contractor #2735**  
**Corporate License #1689**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City of Lenoir representative**

\_\_\_\_\_  
**Date**

From: [Holland, Jeff](#)  
To: [Jon Hogan](#)  
Subject: Pavers No Bid  
Date: Wednesday, March 4, 2026 12:04:04 PM  
Attachments: [Image.png](#)



Here's a No Bid  
Hefner Landscaping  
Owner is Randy Hefner

Get [Outlook for iOS](#)

### Slanted granite monument with bronze plaque

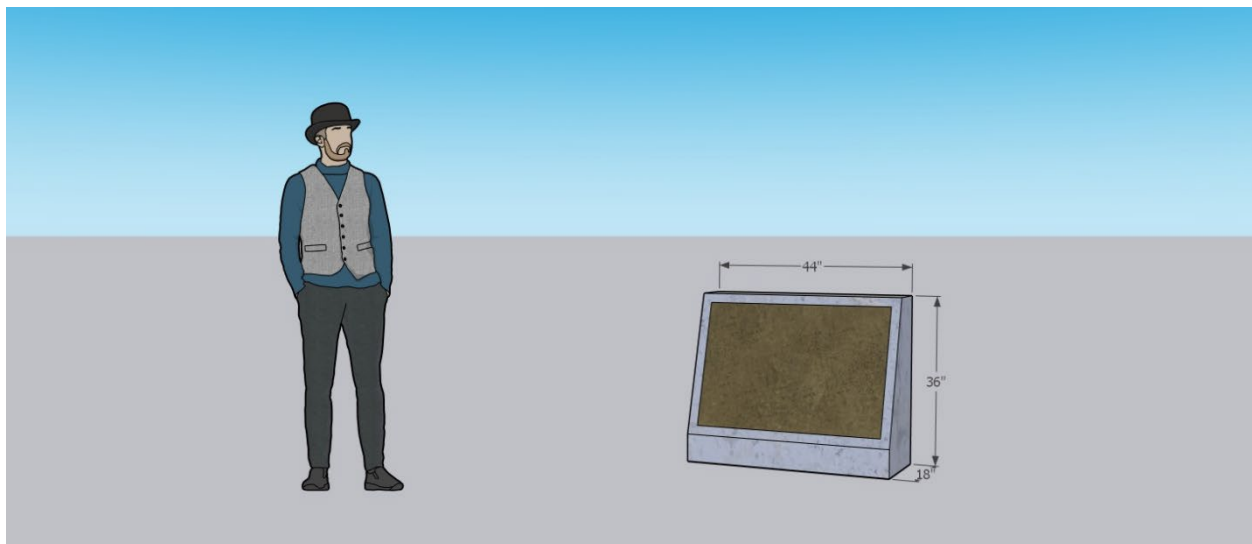
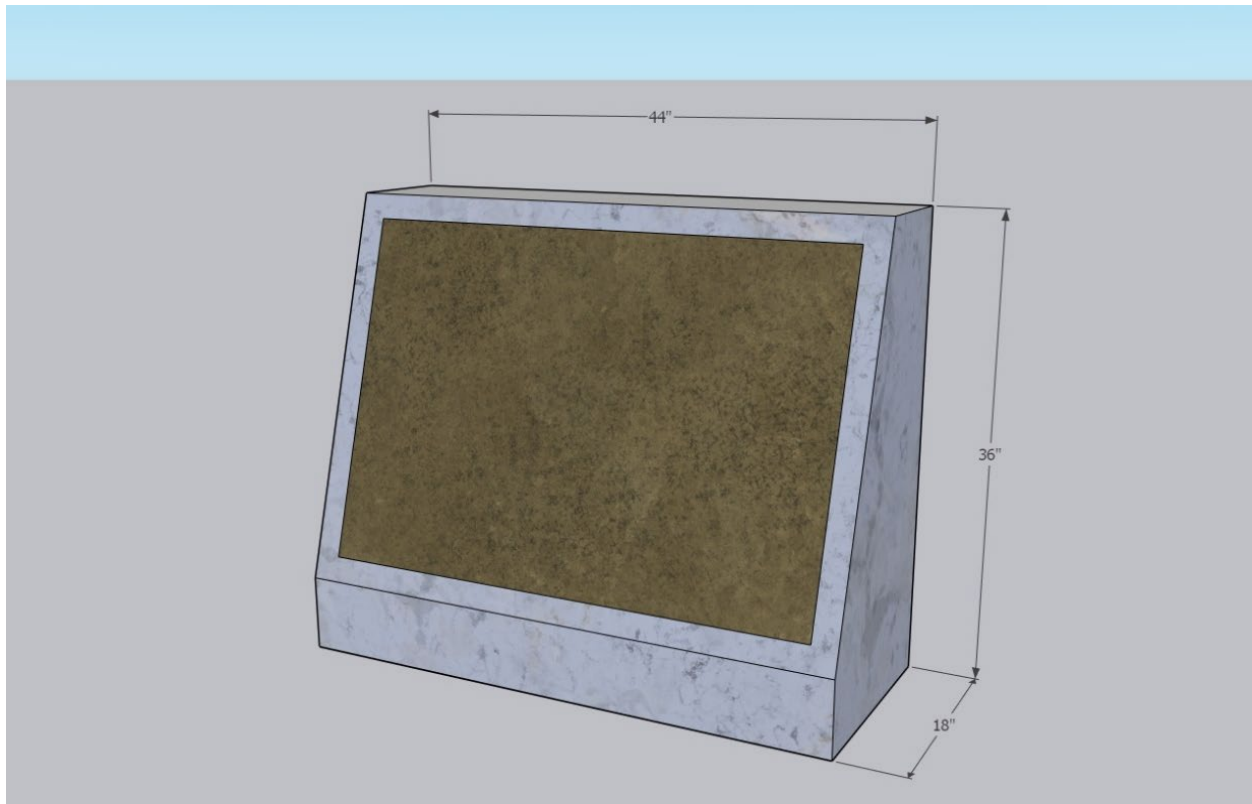
The monument below is similar to what will be installed at the City’s Veterans Courtyard. The City monuments will be larger with square plaques.



# Veterans Monument Design concept

4/30/2025

The monuments will be 44 inches wide by 36 inches tall by 18 inches thick with a 44-inch by 36-inch gray beveled slant. Each monument will hold a 40-inch x 30-inch bronze plaque that can list 172 names.



COMMITTEE OF THE WHOLE  
MEETING MINUTES  
Tuesday, April 28, 2026  
8:30 A.M.

Present: Mayor Joe Gibbons, Mayor Pro-Tem Ike Perkins, Councilmembers Jonathan Beal, Rebecca Dellinger, Kimmie Rogers, Crissy Thomas, David Stevens.

Staff Present: City Manager Scott Hildebran, City Clerk Lauren Hartley, Finance Director Donna Bean, Planning Director Hannah Williams, Public Services Public Works Director Jon Hogan, Communications & Public Information Director Joshua Harris, Police Chief Andy Wilson, Economic & Main Street Director Brenda Floyd, Parks & Recreation Director Phil Harper, Fire Chief Norman Staines, Community Engagement Coordinator Ashley Smith, Planner Matt Duchan.

Absent: Councilmember Ralph Prestwood, Interim Director of Special Projects & Grants & Risk Management/Purchasing David Coffey, Public Services Public Utilities Director Jeff Church.

I. CALL TO ORDER

Mayor Pro-Tem Ike Perkins welcomed everyone and called the meeting to order.

II. CITIZEN COMMENT

There were no citizen comments presented at this time.

III. PUBLIC SAFETY

A. Police Chief Andy Wilson gave the following update:

- Chief Wilson gave highlights from the First Quarter Report January-March 2026, which is included in these minutes.
- The C.A.D.E.T Camp will be held June 15-19.
- The Police Department will have four trainees from the BLET program through Caldwell Community College & Technical Institute that graduate in June.

B. Fire Chief Norman Staines gave the following update:

- Chief Staines gave highlights from the First Quarter Report January-March 2026, which is included in these minutes.
- Former Lenoir Fire Department Battalion Chief and long-time Gamewell Chief Keith Franklin passed away. The Lenoir Fire Department will be involved with the service.
- The City of Lenoir implemented their burn ban on March 28 when the NC Forest Service issued their ban. We continue to check open burning and advising occupants of the burn ban.

IV. PUBLIC SERVICES

A. Public Services Public Works Director Jon Hogan gave the following update:

- Triangle Park: A modified proposal and design was provided in the packet. This design has been revised based on the available funds of \$7,000. No city funds were

requested. However, the city would provide labor to remove existing trees/shrubs and assist with new plantings. The removal would begin this spring/summer and plant during fall.

- Lenoir Fire Department Infrastructure Repair (Sinkhole): The project bid was canceled due to low interest from contractors. Public Works is currently working with Catawba Valley Engineering and Testing to complete updated GPR (Ground Penetrating Radar) evaluation of the sinkhole and possible void spaces beneath the Fire Department slab. This data will be compared with existing data to update the current design approach.
- Hospital Avenue Sidewalk Project: Project is underway. Public Works is currently working with Wetherill Engineering (design firm) to address utility conflicts (stormwater, gas, water and sewer) at Taubrook Street. Neill Grading has paused construction while we address the design issues.
- Wayfinding Sign Project: Rite Lite Signs will be in town this week to complete the project, weather permitting.
- Phase II Gateway Project: The Shop Drawing is currently being reviewed. Once approved, the signs will go into manufacturing. This project has a July completion date.
- Clock Tower: Western North Carolina Sculpture Center continues the welding of the art tiles and other pieces. Completion date will be late spring/early summer.
- Veterans Plaza Project: A pre-construction meeting was held on April 27 with all involved parties. The goal is to have the project complete prior to the Blackberry Festival.
- Harper Avenue Streetscape: A draft resolution for support to apply for 2026 LAP funding has been completed, with the final to come before City Council on May 4.

B. Public Services Public Works Director Jon Hogan gave the following update on behalf of Public Services Public Utilities Director Jeff Church:

- Lenoir-Valdese Water Interconnect: Design progress for the proposed water main, lake crossing, and booster pump station will be reviewed with City staff in early May. Surveyors will need to obtain additional topo and site features at Big View Lane in Waterfront. Easement needs are currently being identified for the entire project. Additional surveying will be needed later for boundary locates for easements.
- Lead and Copper: Project is ongoing, working on the predictive modeling program.
- Lower Creek WWTP Process Basin Upgrades: The ER/EID was approved by Division of Water Infrastructure (DWI) at the end of March. The final ER/EID was provided to the City, along with previous meeting notes that detailed the scope of work for the project. Preliminary design will begin in May.
- ARC flash assessments for public utilities facilities: Twenty-five (25) proposals were submitted to the City for review on April 22, 2026. McGill was the highest-ranking firm. This will come before City Council on May 4.
- Water and Sewer AIAs: Water and sewer evaluations and project recommendations are being completed. High priority projects that were on previous year Capital

Improvement Plans (CIP) have been updated for the FY2026-27 CIP update. Other high priority projects will be included in the next CIP and the Asset Management Plans.

- Finley Water project: Foundation work for the new tank is complete. The new 8” water main along Finley Avenue from the tank site to Holloway Ave is expected to be placed into service soon.
- Division 2 (East Harper) Sewer Replacement: This project is currently under construction.

## V. COMMUNITY DEVELOPMENT

### A. Economic & Main Street Director Brenda Floyd gave the following update:

- The Lenoir Business Advisory Board met on April 9. The project at 118 H Lewis Price Street is now complete. There are several board seat vacancies.
- The Lenoir Tourism Development Authority met on April 22. A funding request was submitted for the Caldwell Arts Council.
- The City of Lenoir Main Street received their accreditation approval from Main Street America.
- The NC Main Street and The Gibbons Award Ceremony will be held on April 28 at the Side Street Pour House.

#### Events

- Bloom Blast 5/23
- Memorial Day Celebration 5/24
- Friday Night Live concerts starts June 5
- Council briefly discussed information received that the Lenoir Cruise-In would be relocating to Sawmills. Ms. Floyd advised that no one has officially contacted the city about same.

### B. Planning Director Hannah Williams and Planner Matt Duchan gave the following report and update:

- The Certified Local Government (CLG) opportunity was presented to council. The City of Lenoir would partner with the State Historic Preservation Office (SHPO) and the National Park Service to preserve and restore its historic resources. It would consist of five members who have education, experience, or a demonstrated special interest in historic preservation. Matt Duchan proposed to create a separate Historic Preservation Commission where members can still serve on Planning Board similar to the Board of Adjustment. After discussion, council was in favor to move forward with the Certified Local Government (CLG).
- The Green Mountain Park Resort will now have street names for each street, this will help with emergency response.
- 7 Brew has now been issued zoning permits, this will be located on the old Popeyes site on Blowing Rock Blvd.
- The Planning Department has received many questions for the property on the corner of Hospital Ave and Hwy 321, no permits have been issued.

- A rezoning case will come before council on May 4 for a Dutch Bros to add a drive thru. The location will be at 710 Blowing Rock Blvd.
- Planning Board will be reviewing their rules of procedures for the citizen comment section of the meetings.
- Code Compliance Officer Matt Bolick is taking the Certified Zoning Official (CZO) course.
- Planning Technician Kim Staines has completed the Notary class and attending training sessions, along with other Planning Board members.

C. Parks & Recreation Director Phil Harper reported on the following:

- Sports- youth baseball, adult basketball, softball, youth and adult tennis are ongoing.
- The outdoor pool and splashpad will open on May 25.
- The Parks & Recreation Board met on April 20.
- Zack Carter has received his recertification for lifeguard.
- Lester Whittington, Martin Luther King Jr. Center (MLK) Manager is retiring, effective June 1. Kathy Dula will be promoted to MLK Manager and Juliana Tripician will move from Administrative Assistant, Mulberry Recreation Center to the MLK Assistant.
- Parks & Recreation Board member, Rick Piece passed away recently. Rick also founded the youth soccer program. Phil Harper proposed to rename one of the soccer fields and the trophy case at the Mulberry Recreation Center in honor of him.

Upon a motion by Councilmember Stevens, City Council voted 6 to 0 to rename a soccer field and trophy case in honor of Rick Pierce.

## VI. FINANCE & ADMINISTRATION

A. Finance Director Donna Bean gave the following update:

1. Financial Summary:

The General Fund was within budget and progressing as expected.

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

B. City Manager Scott Hildebran gave the following updates:

- The Campus Project gymnasium and auditorium is underway. The city received a \$100,000 donation towards the pavilion.
- The Aquatic & Fitness Center remodel is almost complete.
- An application was submitted for the EDA Implementation-Construction grant for the Foothills Regional Airport Wastewater Project and for the Lenoir-Hickory Regional Water Interconnect EDA.
- The Hickory Regional Airport is looking into having commercial service return to the airport. If it goes forward, the Lenoir Tourism Development Authority (LTDA) has approved \$10,000 in funding to support economic growth and to increase tourism and compete to attract employers, employees and visitors.

- Congratulations to Councilmember Rebecca Dellinger on graduating the Caldwell Leadership program.

C. Communications & Public Information Director Joshua Harris gave the following update:

- Communication Report. There were 2 new releases, 114 social posts, 63 photos, 2 videos, and 40 web updates. The website had a total of 39, 835 views along with 8,796 video views. Social followers total 65,896 and there were 408 new followers this month.
- The Leadership Lenoir Civic Learning Academy is going well and held their recent class at the Mulberry Recreation Center. A graduation ceremony will be held at the June 16 City Council meeting starting at 5:00 p.m.

VII. OTHER

- A. The calendar for the month of May was provided in the packet as information.

VIII. ADJOURN

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

Attachments

Fire Department 2026 First Quarter Report  
Police Department 2026 First Quarter Report  
Triangle Park Proposal  
Certified Local Government



Chief Andy Wilson  
First Quarter Report  
January - March, 2026



**LENOIR POLICE DEPARTMENT QUARTERLY REPORT**

<b>DEPARTMENTAL TRAINING</b>	
	<b>Investigations Training Hours 32</b>
Suicide Investigations	32
	<b>School Resource Training Hours 6</b>
SRO Update (2026)	6
	<b>Special Response Team Training Hours 160</b>
Sniper Course	50
SRT Non-Specified	110
	<b>State Mandated Training Hours 240</b>
Bloodborne Pathogens / Hazmat	4
Committed to Integrity (2026)	56
Critical Decision Making Model (2026)	56
Firearms Classroom - Instructor (2026)	8
General Instructor Update (2026)	9
DCI Module 1	16
Security Awareness Training	5
TO (2026): Surviving Op Disruptions, Railroad Safety, Processing Calls/QA, Leadership from Within, How Can I Help	40
Youth Focused - Strategies & Responsibilities (2026)	50
	<b>Supplemental Training Hours 2087</b>
Basic Narcotics	24
Bean Bag Deployment	40
Community Oriented Policing	24
Criminal Record Inquiries	1
Field Training Evaluation Program for New Officers	1856
Field Training Officer Training	40
Flock Camera System	2
Huntress Training (as assigned by I.T. )	7
Intoxilyzer	40
Less Lethal Training	36
Recreational Off-HWY Vehicle Course	1
Surviving the First 3 Seconds	16
	<b>Supervisory Training Hours 86</b>
An Evaluation Program that Works	6
Tactical Leadership - Critical Lessons	80
	<b>TOTAL TRAINING HOURS 2611</b>



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### DEPARTMENTAL ACTIVITIES

#### Achievements & Announcements

Certificate Programs (400+): Intermediate - Ryerse; Traffic Crash Reconstruction - MacLeod  
 Supervisory Promotions: LT Bumgarner to MJR, CPL Pennell to SGT, PTL Barrett to CPL  
 Telecommunicator Certificates: General - Hollingworth, Hollowell, Hollar, Gainey, Eller, Dula, & Davis

#### Committees & Meetings

Board Meetings: Crime Stoppers, Robins Nest, Shelter Home  
 Committees: Child Abuse/Fatality Prevention, Criminal Justice Advisory, Cust Svc, FTO/Trg, FOP, SCAT  
 Other: Cadet Camp Planning, FBI-NAA Conference, NC Chief's Conference, Supervisors

#### Demos, Events & Tours

Caldwell Rotary Speaking Engagement; Crime Stoppers BINGO fundraiser, 5K/10K Race  
 Governor's Highway Safety Initiatives  
 Leadership of Lenoir Class  
 Safe Kids: Car Seat Check; Read Across America/Elementary Engagement

#### Programs & Other Mentions

Audits Completed: CJLeads, LInx, & Criminal Justice In-Svc. Compliance  
 Essential Personnel Program (Under Development)  
 Reserve Guard Duty: SRO Inman  
 Retirements: Major Stilwell, SGT Spears & MPO Ruppard  
 Urban Archery Season Renewed for 2026



*K-9 Team teaching at the City of Lenoir Leadership Class*



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### CRIMES AGAINST PERSONS

NIBRS	Charge Description	1Q23	1Q24	1Q25	1Q26
13A	Aggravated Assault	8	5	2	10
11D	Forcible Fondling	2	6	4	12
11A	Forcible Rape	1	4	4	3
11B	Forcible Sodomy	0	1	1	0
64A	Human Trafficking ( Commercial Sex Acts )	0	0	0	0
64B	Human Trafficking ( Involuntary Servitude )	0	0	0	0
36A	Incest	0	0	0	0
13C	Intimidation	4	2	10	17
09C	Justifiable Homicide	0	0	0	0
100	Kidnapping / Abduction	1	0	2	1
09A	Murder / Non-Negligent Manslaughter	0	0	0	0
09B	Negligent Manslaughter	0	0	0	1
11C	Sexual Assault with Object	1	3	0	0
13B	Simple Assault	84	64	61	94
36B	Statutory Rape	0	2	4	0

<b>TOTALS</b>	<b>101</b>	<b>87</b>	<b>88</b>	<b>138</b>
---------------	------------	-----------	-----------	------------

### CRIMES AGAINST SOCIETY

NIBRS	Charge Description	1Q23	1Q24	1Q25	1Q26
720	Animal Cruelty	1	0	0	1
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	76	69	64	85
35B	Drug Equipment Violations	39	20	30	33
39A	Gambling ( Betting / Wagering )	0	0	0	0
39C	Gambling ( Equipment Violations )	0	0	0	0
39B	Gambling ( Operating / Promotion )	0	0	0	0
39D	Gambling ( Sports Tampering )	0	0	0	0
370	Pornography / Obscene Materials	0	6	2	2
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	11	5	12	11

<b>TOTALS</b>	<b>127</b>	<b>100</b>	<b>108</b>	<b>132</b>
---------------	------------	------------	------------	------------



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### CRIMES AGAINST PROPERTY

NIBRS	Charge Description	1Q23	1Q24	1Q25	1Q26
200	Arson	1	1	3	1
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	37	53	29	20
250	Counterfeiting / Forgery	2	5	2	1
290	Destruction/ Damage/ Vandalism of	26	41	39	22
270	Embezzlement	0	0	0	0
210	Extortion / Blackmail	0	0	0	0
26G	Hacking / Computer Invasion	1	0	0	0
26F	Identity Theft	0	1	0	4
23H	Larceny ( All Other )	50	57	46	36
23D	Larceny ( From Building )	12	5	11	7
23E	Larceny ( From Coin-Operated Machines / Devices )	0	0	0	0
23F	Larceny ( From Motor Vehicles )	17	21	7	10
23G	Larceny ( Motor Vehicle Parts and Accessories )	4	1	5	5
23A	Larceny ( Pick-Pocket )	0	0	1	1
23B	Larceny ( Purse Snatching )	0	0	0	0
23C	Larceny ( Shoplifting )	25	27	17	6
240	Motor Vehicle Theft	20	7	14	5
26B	Fraud ( Credit / Debit Card / ATM )	7	11	5	9
26A	Fraud ( False Petense / Swindle / Confidence Game )	10	19	15	11
26C	Fraud ( Impersonation )	3	5	5	1
26D	Fraud ( Welfare )	0	0	0	0
120	Robbery	1	1	3	1
280	Stolen Property	6	1	3	5
26E	Wire Fraud	1	0	0	0

TOTALS	223	256	205	145
--------	-----	-----	-----	-----

### CRIME STOPPERS

Description	1Q23	1Q24	1Q25	1Q26
Calls Received	44	33	22	8
Illegal Narcotics Recovered	\$0	\$0	\$0	\$0
Rewards Paid	\$0	\$200	\$800	\$0
Stolen Property Recovered	\$90	\$300	\$0	\$0
Total Arrests	3	3	0	7



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### GROUP B OFFENSES

NIBRS	Charge Description	1Q23	1Q24	1Q25	1Q26
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	3	1	5	2
90D	Driving under Influence	11	4	8	10
90E	Drunkenness	0	1	2	1
90F	Family Non Violent Offenses	28	55	39	47
90G	Liquor Law Violations	1	0	1	1
90H	Peeping Tom	0	1	1	0
90I	Runaways	4	1	1	3
90J	Trespass of Real Property	1	3	2	3
90Z	All Other Offenses ( Person / Property / Society )	3	3	0	8
<b>TOTALS</b>		<b>51</b>	<b>69</b>	<b>59</b>	<b>75</b>

### CALLS FOR SERVICE

Description	1Q23	1Q24	1Q25	1Q26	
Alarms	353	388	322	367	
Animal Complaints	71	61	48	58	
Civil Disturbances	198	191	150	176	
Domestic Disturbances	222	201	196	233	
Field Contacts	49	192	63	464	
Follow-Ups	283	239	226	192	
Foot Patrols	23	27	25	14	
Incomplete 911s	768	511	505	461	
Loud Noise Complaints	60	58	46	52	
Special/House Checks	2776	4104	2623	2620	
Stranded Motorists	133	155	100	125	
Suspicious Persons	481	522	514	626	
Suspicious Vehicles	308	249	245	256	
Warrant Service	226	217	148	229	
<b>TOTALS</b>		<b>5951</b>	<b>7115</b>	<b>5211</b>	<b>5873</b>

Group B offenses are non-reportable and consist of Crimes Against Society, except bad checks, runaway juvenile, and all other offenses.  
Runaway juvenile is not classified as a crime by the FBI, but we feel documentation is warranted.



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### CANINE ACTIVITIES

Description	1Q23	1Q24	1Q25	1Q26
Building Searches	4	2	4	7
Building Search Apprehensions	0	0	1	0
Call Outs	0	0	0	0
Demonstrations	0	1	5	4
Currency Seized	\$0	\$0	\$0	\$75
Assist Narcotics Searches	0	3	19	4
Assist Narcotics Seizures	0	3	21	3
Narcotic Utilizations	88	14	19	37
Street Value of Seized Narcotics	\$11,678	\$2,339	\$2,829	\$17,444
Tracks	2	1	1	2
Tracks Apprehensions	1	0	1	2
Training Hours	24	83	350	123
Utilizations	56	19	29	62

### CHARGES / ARRESTS

Description	1Q23	1Q24	1Q25	1Q26
-------------	------	------	------	------

#### Felony Charges

Adult	170	142	126	148
Juvenile	4	3	1	2

#### Misdemeanor Charges

Adult	556	479	463	462
Juvenile	6	10	18	16

<b>TOTALS</b>	<b>736</b>	<b>634</b>	<b>608</b>	<b>628</b>
---------------	------------	------------	------------	------------

Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.	<b>Felony Arrests</b>	112	113	87	112
	<b>Misdemeanor Arrests</b>	452	417	375	375
	<b>Involuntary Commitments</b>	54	47	57	70



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### TRAFFIC

Description	1Q23	1Q24	1Q25	1Q26
<b>Crashes</b>				
Crashes with Injuries	46	50	49	44
Crashes with Property Dmg	196	205	188	228
<b>TOTALS</b>	<b>242</b>	<b>255</b>	<b>237</b>	<b>272</b>

<i>Figures to the right are included in the totals above.</i>	Fatalities	0	2	0	1
	Hit & Runs	50	55	59	43
	Parking Lots	49	69	75	63

*In 1st quarter 2026, we had 4 pedestrians and/or cyclists injured in traffic crashes.*

Tickets	1Q23	1Q24	1Q25	1Q26
Handicap Tickets Issued	0	2	0	0
Parking Tickets Issued	54	115	34	2
Parking Tickets Paid	33	129	26	8
Traffic Citations Issued	355	488	536	662
Warning Tickets Issued	144	318	334	325

Top Five Contributing Circumstances	1Q26
Failure to Reduce Speed	43
Improper Backing	37
Failure to Yield Right of Way	35
Improper Turn	24
Inattention	20

Top Five Crash Locations	1Q26
Blowing Rock Blvd / Hospital Ave	6
Blowing Rock Blvd / ABC Ct	4
Blowing Rock Blvd / Nuway Cir	4
Blowing Rock Blvd / Elizabeth St	3
Hickory Blvd / McLean Dr	3



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### ADMINISTRATIVE

Description	1Q26
<b>ABC Permits</b>	<b>7</b>
Addict Help (Caldwell Fairgrounds) - 2 Events (2/8 & 3/28)	Malt Bev. & Spirituous Liquor (Sell on premise)
Addict Help (Caldwell Fairgrounds) - 2 Events (2/22 & 4/4)	Malt Bev. & Spirituous Liquor (Sell on premise)
Addict Help (Caldwell Fairgrounds) - 2 Events (3/15 & 4/12)	Malt Bev., Spirituous Liq. (Serve/Sell on premise)
Addict Help (Caldwell Fairgrounds) - 2 Events (3/15 & 11/14)	Malt Bev., Spirituous Liq. (Serve/Sell on premise)
Caldwell Memorial Hospital Foundation - Special One Time	Malt Bev., Wine, Spirit. Liq. (Serve/Sell on premise)
The Caldwell House - Special One Time Event	Malt Bev., Wine, Spirit. Liq. (Serve on premise)
Western Piedmont Symphone - Special One Time	Malt Bev., Wine, Spirit. Liquor (Sell on premise)

### COMMUNICATIONS

Description	1Q23	1Q24	1Q25	1Q26
CAD Requests DSS	62	44	27	0
Criminal History Requests	75	78	51	158
Entered CAD Calls	10017	10991	8969	9137
Interpreter Requests (all Spanish)	4	2	6	0
Number of Monthly Validations	160	162	172	162
Utility Calls	64	66	88	129

### RECORDS

Description	1Q23	1Q24	1Q25	1Q26
CAD Reports	\$90	\$115	\$25	\$80
Fingerprinting	\$75	\$15	\$5	\$15
Parking Ticket Payments	\$290	\$1,175	\$220	\$150
Reports	\$55	\$35	\$20	\$20

<b>TOTALS</b>	<b>\$510</b>	<b>\$1,340</b>	<b>\$270</b>	<b>\$265</b>
---------------	--------------	----------------	--------------	--------------

### PROPERTY & EVIDENCE

Description	1Q23	1Q24	1Q25	1Q26
Evidence Disposed	13	596	264	879
Evidence Received	649	525	505	821
Evidence Inventory Total	50057	52067	54207	26563

*Total evidence inventory has changed to more accurately reflect number of items currently on hand vs. previous reporting of total collected since tracking in 2006.*



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### GENERAL INVESTIGATIONS

Description	1Q23	1Q24	1Q25	1Q26
Interviews / Forensic Interviews	95 / 1	201 / 10	159 / 10	98 / 6
Recovered Stolen Property	\$223,356	\$9,645	\$48,558	\$25,154
Recovered Stolen Vehicles (number of)	23	4	12	5
Recovered Stolen Vehicles (value of)	\$217,520	\$40,400	\$36,100	\$59,744
Narcan Use	21	21	14	2
Overdoses	40	33	24	5
<i>Opioid Induced Overdoses</i>	26	18	12	3
Suicides	2	2	1	4
Unattended Deaths	10	20	15	11

*Narcan is used to reverse fatal drug overdoses. In 1st quarter 2026, its administration likely saved 2 lives.*

### CASE STATUSES

Description	1Q23	1Q24	1Q25	1Q26
Open	105	87	88	205
Inactive	316	216	161	131
CBA (Cleared by Arrest)	90	43	228	242
Exceptionally Cleared	9	6	14	0
Unfounded	37	35	47	48
<b>TOTALS</b>	<b>557</b>	<b>387</b>	<b>538</b>	<b>626</b>

### NUISANCE

Description	1Q23	1Q24	1Q25	1Q26
<b>Offenses</b>				
Abandoned / Junk Vehicle	5	3	7	1
Graffiti	25	4	2	2
Health and Safety	2	2	7	3
Junk and Debris	33	35	39	47
Miscellaneous	1	7	0	2
Tall Grass or Vegetation	0	0	0	2
<b>TOTALS</b>	<b>66</b>	<b>51</b>	<b>55</b>	<b>57</b>

#### Case Statuses

City Abated	8	9	4	3
Owner Abated	15	25	30	33



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

### NARCOTICS ACTIVITIES

Description	1Q23	1Q24	1Q25	1Q26
Arrests	5	7	21	9
Charges	12	14	43	22
Cases Opened or Initiated Within City Limits	20	68	20	16
Cases Opened or Initiated While Assisting Other Agencies	13	27	21	19
Cash and Property Seized	\$762,079	\$15,737	\$1,812	\$2,978
Cash and Property Seized While Assisting Other Agencies	\$1,040	\$9,866	\$7,600	\$1,400
Illegal Narcotics Seized	\$3,343,899	\$218,717	\$109,387	\$168,924
Illegal Narcotics Seized While Assisting Other Agencies	\$74,065	\$613,251	\$650,001	\$667,365
Knock and Talks	2	9	4	5
Search Warrants	35	25	8	5
Total Assists and Joint Investigations	13	27	21	19
Vehicle Seizures	0	0	0	0

### NARCOTICS CONFISCATED

Description	1Q26	
Drug Name	Quantity	Value
Cocaine	2 g	\$400
Crack Cocaine	1 g	\$200
Fentanyl	24.4 g	\$14,640
Marijuana	438.6 g	\$3,509
Methamphetamine	991.9 g	\$148,785
Oxycodone	49 du	\$1,390
<b>TOTAL</b>		<b>\$168,924</b>



## LENOIR POLICE DEPARTMENT QUARTERLY REPORT

For the Alcoholic Beverage Commission Board's reporting requirements, listed below are alcoholic violations and drug charges from inside the city limits of Lenoir for the quarters below:

### ALCOHOLIC VIOLATIONS

Description	1Q23	1Q24	1Q25	1Q26
Contributing to the Delinquency of a Minor	0	4	0	2
Consuming - Underage	0	0	1	2
Defrauding a Drug / Alcohol Screening Test	0	1	0	0
Driving While Subject to Impairing Substances	8	4	6	10
Driving While Impaired	3	1	2	0
Hold Until Sober	6	3	6	7
Impaired Driving Revocation	0	2	0	1
Intoxicated and Disruptive	4	3	4	2
<b>TOTALS</b>	<b>21</b>	<b>18</b>	<b>19</b>	<b>24</b>

### DRUG CHARGES

Description	1Q23	1Q24	1Q25	1Q26
Felony Drug Charges	33	37	35	63
Misdemeanor Drug Charges	49	61	23	29
<b>TOTALS</b>	<b>82</b>	<b>98</b>	<b>58</b>	<b>92</b>

## What's New in Nuisance?

➤ The Investigation's Division receives complaints from various sources about nuisances in the city limits of Lenoir.

Please see the map on the next page for a visible view of the code enforcement reports the detectives have documented this quarter.

*\*Please note duplicate visits have been limited to one incident per address for mapping purposes\**

➤ The following pictures are some before and after shots of properties in the city that detectives have been working on this quarter. Take a look!

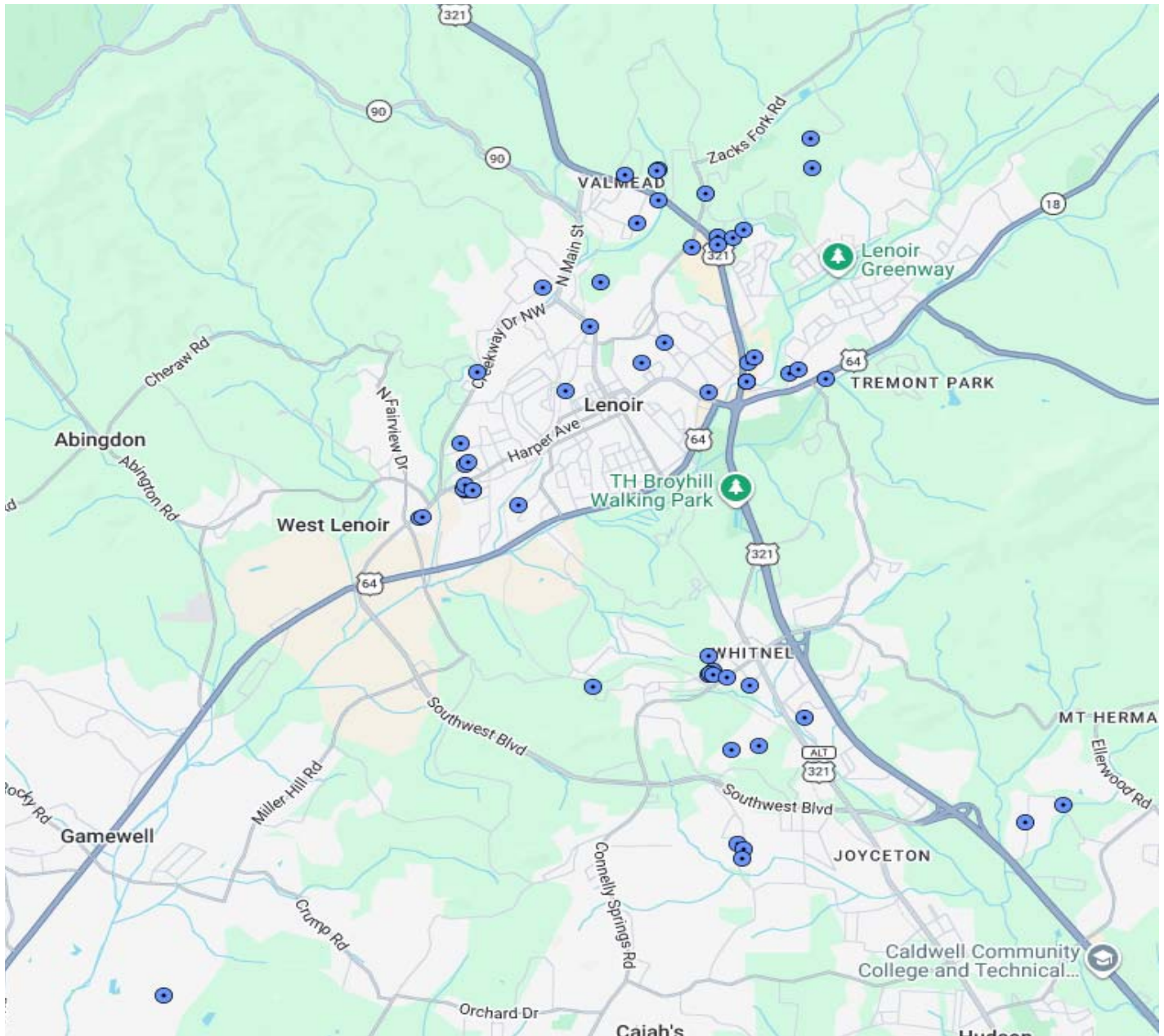
*This owner abated property is located at 125 ABC Ct*



*This owner abated property is located at 126 Torrence Cir*



# Follow us around town!



115 SW HICKORY ST  
214 NE GREENVALLEY PL  
221 NW SUNSET ST  
103 SW HICKORY ST  
108 SW HICKORY ST  
110 SW HICKORY ST  
2303 WALT ARNEY RD  
2205 WALT ARNEY RD  
2116 WALT ARNEY RD  
115 SW HICKORY ST  
201 NE LOWER CREEK DR  
2620 FAIRWOOD DR  
132 NW TORRENCE CIR  
1207 NE WEAVER CT  
120 NE CEDAR RUN ST

710 SW JASON PL  
216 NE LOWER CREEK DR  
308 BLOWING ROCK BLVD  
506 WILKESBORO BLVD  
404 SW RENWICK ST  
620 NW WENTWORTH PL  
1939 NW HARPER AVE  
1949 SW HARPER AVE  
304 NE GREENVALLEY PL  
202 BLOWING ROCK BLVD  
311 NW GLENDALE ST  
222 NE NUWAY CIR  
2726 FAIRWOOD DR  
306 BLOWING ROCK BLVD  
424 NW STONEWALL ST

511 SW OAK ST  
512 SW OAK ST  
516 SW OAK ST  
519 SW CONNELLY SPRINGS RD  
126 NW TORRENCE CIR  
1010 BLOWING ROCK BLVD  
1145 NE POWELL RD  
205 NW GREENHAVEN DR  
601 SW JASON PL  
202 BLOWING ROCK BLVD  
1285 NE PRINCE WILLIAM DR  
1326 NE PRINCE WILLIAM DR  
1625 NW HAYES PL  
1210 NW PIEDMONT DR  
1349 BLOWING ROCK BLVD



# Lenoir Police Department

## Calls For Service

20

*115 NE ABC CT  
LENOIR, NC 28645*

*January 1, 2026 - March 31, 2026*

---

ESCORT BUSINESS	1
SPECIAL CHECK	3
SUSPICIOUS PERSON	1

---

<b>Total Calls:</b>	<b>5</b>
---------------------	----------



# Lenoir Police Department

## Calls For Service

21

*1326 SW CONNELLY SPRINGS RD  
LENOIR, NC 28645*

*January 1, 2026 - March 31, 2026*

---

ESCORT FUNERAL	5
SPECIAL CHECK	4
TRAFFIC STOP	3

---

<b>Total Calls:</b>	<b>12</b>
---------------------	-----------



**Chief Norman Staines**  
**First Quarter Report**  
**January - March 2026**

## OVERVIEW

Thank you for taking the time to look through the Lenoir Fire Department's quarterly report. This report is designed to give you an understanding of the day-to-day operations of our department and staff for the first quarter of 2026. The first quarter of the year has been busy for our department and staff.

### MAJOR EVENTS:

#### January:

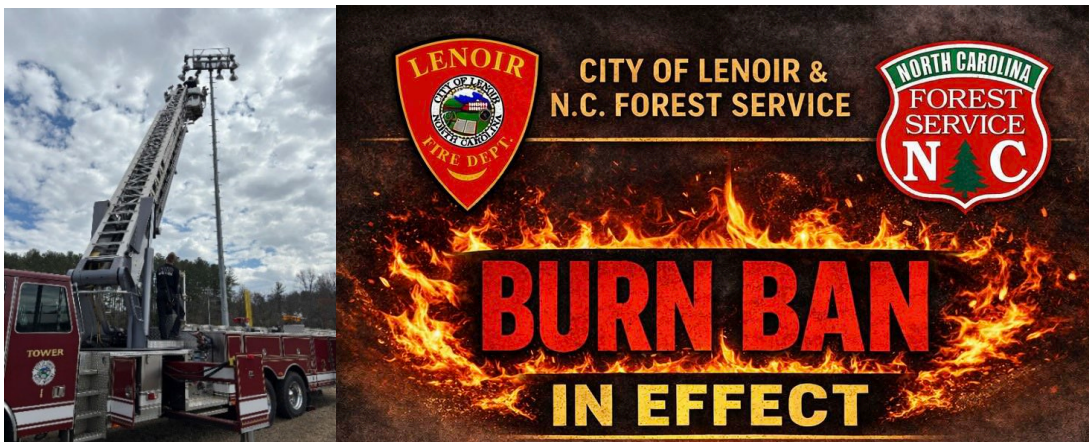
- Staff participated in a Caldwell Early College High School Career Fair (22<sup>nd</sup>)
- Battalion Chief Chris Bradshaw retired (31<sup>st</sup>)

#### February:

- Staff attended the Caldwell Together meeting at St. James Episcopal Church (17<sup>th</sup>).
- Staff participated in their first off-duty facilities training at Catawba Valley Community College (24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>)
- Staff conducted a fire truck visit at Lenoir Christian Fire Academy (27<sup>th</sup>)

#### March:

- Staff hosted quarterly retiree breakfast at Station # 2 (6<sup>th</sup>)
- Staff assisted with replacing lights at Mulberry Recreation Center (10<sup>th</sup>)
- Staff attended an Emergency Workers Breakfast at College Avenue Baptist Church (13<sup>th</sup>)
- Staff completed medical standby at the Leprechaun Leap 5K/10K with UTV and 2 Firefighters (14<sup>th</sup>)
- Staff participated in a Career Fair at Whitnel Elementary School (27<sup>th</sup>)
- Staff participated in a Career Fair at Hibriten High School (27<sup>th</sup>)
- An open burn ban was put into place on March 28, 2026, beginning at 1800.



## Winter Storms

### Community Support

During the two winter storms staff were shown appreciation by local restaurants. Both Longhorn of Lenoir and Chick-fil-A feed on duty staff.



### Responses

During the winter storms the decision was made to respond Ranger 1 and 2 on medical calls in Station 1 and 2 districts. As needed Ranger 1 would assist with calls in the district of Station 3. This was done due to their maneuverability in the slick conditions. During this time Ranger 1 responded to 60 calls for service and Ranger 2 responded to 16 calls for service.



**RESPONSES / INCIDENTS / CALLS FOR SERVICE**

**INCIDENT COUNT**

<b>INCIDENT TYPE</b>	<b>1<sup>st</sup> Quarter 2024 # INCIDENTS</b>	<b>1<sup>st</sup> Quarter 2025 # INCIDENTS</b>	<b>1<sup>st</sup> Quarter 2026 # INCIDENTS</b>
<b>MEDICAL</b>	<b>548</b>	<b>530</b>	<b>514</b>
<b>FIRE</b>	<b>231</b>	<b>286</b>	<b>265</b>
<b>TOTAL</b>	<b>779</b>	<b>816</b>	<b>779</b>

**PRE-INCIDENT VALUE – VS – DOLLAR LOSSES – VS PROPERTY SAVED**

	<b>PRE-INCIDENT VALUE</b>	<b>LOSSES</b>	<b>PROPERTY SAVED</b>
<b>2024 – 1<sup>st</sup> QUARTER</b>	<b>\$10,589,200</b>	<b>\$266,100</b>	<b>\$10,323,100</b>
<b>2025 – 1<sup>st</sup> QUARTER</b>	<b>\$11,840,300</b>	<b>\$671,000</b>	<b>\$11,169,300</b>
<b>2026 – 1<sup>st</sup> QUARTER</b>	<b>\$6,846,500</b>	<b>\$62,550</b>	<b>\$6,783,950</b>

**LIGHTS AND SIREN AVERAGE FOR ALL CALLS (MM:SS)  
FIRST ARRIVING APPARATUS (TRAVEL TIME)**

<b>2024 – 1<sup>st</sup> QUARTER</b>	<b>3:27</b>
<b>2025 – 1<sup>st</sup> QUARTER</b>	<b>3:05</b>
<b>2026 – 1<sup>st</sup> QUARTER</b>	<b>3:48</b>

**Turnout Compliance (NERIS)**

**Count of Incidents:** 779

**Count of Turnout Time Less than 80 seconds:** 722

*Average Unit Turnout Time:* 0m:08s

**Count of Response Times less than 320 Seconds:** 642

*Average Unit Response Time:* 3m:48s

**Count of Incident Where Travel Time less than 240 seconds:** 519

*Average Unit Travel Time* 3m:39s

**Count of Incidents per Station**

	<b>January 2026</b>	<b>February 2026</b>	<b>March 2026</b>	<b>Station Totals</b>
Station 1	157	135	136	428
Station 2	56	56	68	180
Station 3	65	55	44	164
Out of District	1	4	2	7
<b>Monthly Totals</b>	<b>279</b>	<b>250</b>	<b>250</b>	<b>779</b>

### Mutual Aid Given

Department	Count of Incidents
Gamewell Fire Department	3
Hudson Fire Department	1
<b>Total</b>	<b>4</b>

### Mutual Aid Received

Department	Count of Incidents
North Carolina Forest Service	2
Hudson Fire Department	1
Valmead Fire Department	1
<b>Total</b>	<b>4</b>

### Addresses with Multiple Incidents

Location	Count of Incidents
<b>100 Abington Road</b>	<b>18</b>
<b>322 Nuway Circle</b>	<b>13</b>
<b>1902 Hickory Boulevard</b>	<b>12</b>
<b>102 Willow Street</b>	<b>12</b>
<b>505 Wilkesboro Boulevard</b>	<b>11</b>

Percent of Total Incidents That Were Responses to Address with Multiple Incidents: 49.9%

Count of Incidents to Addresses with Multiple Incidents: 389

Count of Address with Multiple Incidents: 116



### COUNT OF INCIDENTS BY APPARATUS

	2024 – 1 <sup>st</sup> QUARTER	2025 – 1 <sup>st</sup> QUARTER	2026 – 1 <sup>st</sup> QUARTER
Battalion	80	143	122
Car 1	14	17	35
Car 2	7	1	0
Car 3	18	31	42
Car 4	6	7	9
Engine 1	41	169	32
Engine 2	84	144	125
Engine 3	117	126	127
Ladder 1	151	132	172
Ladder 2	107	108	141
Personal	2	2	0
QRV – 1	292	225	188
QRV – 2	118	113	78
QRV – 3	68	111	100
Ranger 1 (UTV)	N/A	N/A	63
Ranger 2 (UTV)	N/A	N/A	18
Rescue 1	144	69	104
Rescue 10	7	16	0
Support 1 (UTV)	1	1	0
S-10 (Command Trailer)	0	0	0
ST1 – Headquarters	1	2	7
ST2 – Station 2	0	0	4
ST3 – Station 3	0	2	4
Tower 1	5	22	12
Truck 17	1	2	0
Truck 18	0	0	0
<b>TOTAL FOR ALL APPARATUS</b>	<b>1,275</b>	<b>1,443</b>	<b>1,383</b>

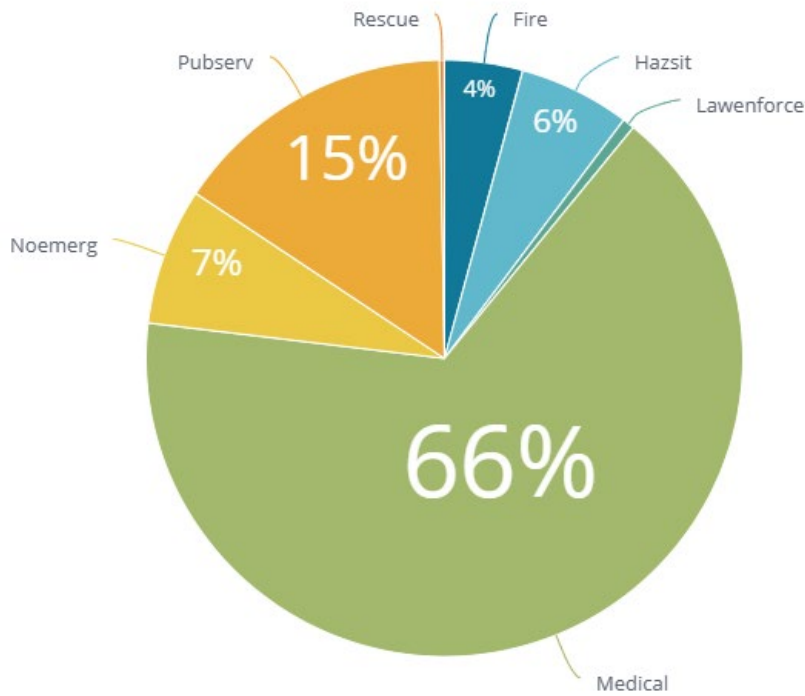


### Call Response by Type

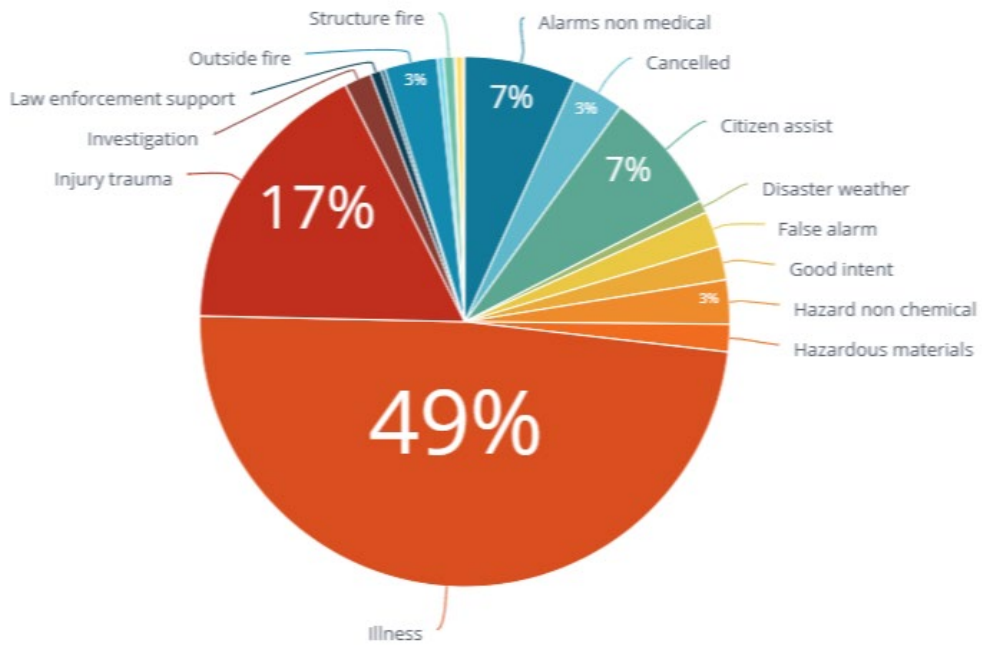
Primary Incident Type	Incidents			
	01/2026	02/2026	03/2026	Grand Total
Abdominal pain / problems	5.0	5.0	5.0	15.0
Accidental alarm	4.0	6.0		10.0
Allergic reaction / stings	2.0	3.0		5.0
Altered mental status	2.0	2.0	2.0	6.0
Animal bites			1.0	1.0
Aviation standby	1.0			1.0
Back pain (non-trauma)	2.0	2.0	4.0	8.0
Breathing problems	31.0	24.0	34.0	89.0
Burns / explosion	1.0			1.0
CO alarm	5.0	2.0		7.0
Cancelled	9.0	7.0	9.0	25.0
Cardiac arrest	7.0	6.0	7.0	20.0
Chest pain (non-trauma)	17.0	21.0	26.0	64.0
Choking			1.0	1.0
Citizen assist / service call	17.0	8.0	10.0	35.0
Confined cooking / appliance fire	1.0			1.0
Controlled burning (Authorized)	1.0	2.0	1.0	4.0
Convulsions / seizures	6.0	6.0	1.0	13.0
Damage assessment		1.0		1.0
Diabetic problems	3.0	3.0	3.0	9.0
Drowning / diving / scuba accident	1.0			1.0
Dumpster / other outdoor container fire		2.0		2.0
Electrical hazard / short circuit	2.0	4.0		6.0
Electrical power line down / arching / malfunction			2.0	2.0
Extrication / entrapped		1.0		1.0
Fall	30.0	20.0	17.0	67.0
Fire / smoke alarm	7.0	22.0	16.0	45.0
Fuel spill / fuel odor	1.0			1.0
Gas alarm		1.0		1.0
Gas leak / gas odor	1.0	4.0	7.0	12.0
Gunshot wound	3.0	2.0	2.0	7.0
Headache	1.0	1.0	3.0	5.0
Heart problems	8.0	5.0	3.0	16.0
Hemorrhage / laceration		3.0	1.0	4.0
Investigate hazardous release (Nothing found)	1.0			1.0
Law enforcement support	1.0		4.0	5.0
Lift assist	11.0	7.0	4.0	22.0

Malfunctioning alarm	6.0			6.0
Medical alarm			1.0	1.0
Motor vehicle collision	17.0	18.0	23.0	58.0
Move-up	2.0		1.0	3.0
Nausea / Vomiting			1.0	1.0
No incident found upon arrival / location error	3.0	2.0	1.0	6.0
Odor investigation	3.0	1.0	1.0	5.0
Other false call			1.0	1.0
Other outside fire		1.0	6.0	7.0
Other traumatic injury	1.0	3.0	1.0	5.0
Overdose	3.0	4.0	3.0	10.0
Person in distress			1.0	1.0
Poisoning		1.0		1.0
Pregnancy / childbirth		1.0	2.0	3.0
Psychological / behavior issues	1.0			1.0
Room and contents fire			1.0	1.0
Sick case	33.0	18.0	19.0	70.0
Smoke from non-hostile source (Smoke scare)	2.0	2.0	1.0	5.0
Smoke investigation	4.0	1.0	3.0	8.0
Stab / penetrating trauma			1.0	1.0
Standby request (medical)		1.0		1.0
Stroke / CVA	2.0	9.0	3.0	14.0
Structural involvement	3.0			3.0
Trash / rubbish fire	2.0	2.0	1.0	5.0
Unconscious victim	8.0	6.0	6.0	20.0
Unknown problem (medical)	1.0	2.0	1.0	4.0
Vegetation / grass fire		3.0	5.0	8.0
Vehicle fire - commercial	1.0			1.0
Vehicle fire - passenger	1.0		1.0	2.0
Weather response	1.0	4.0		5.0
Well person check	4.0		1.0	5.0
Wildfire - urban interface		1.0	1.0	2.0
Wildfire - wildland			1.0	1.0
Grand Total	279.0	250.0	250.0	779.0

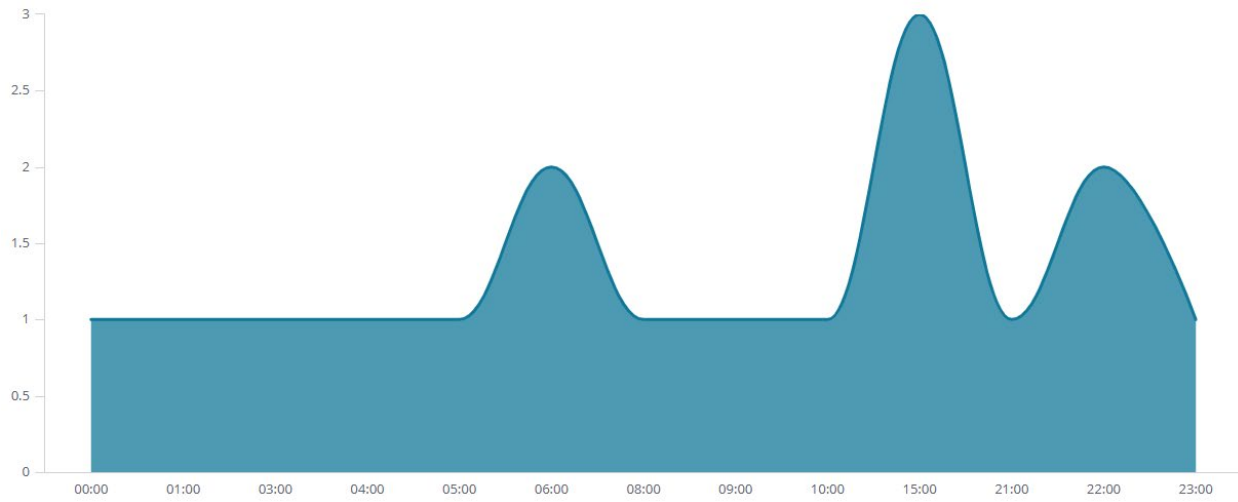
### Primary Incident Type Category



### Primary Incident Types by Subcategory

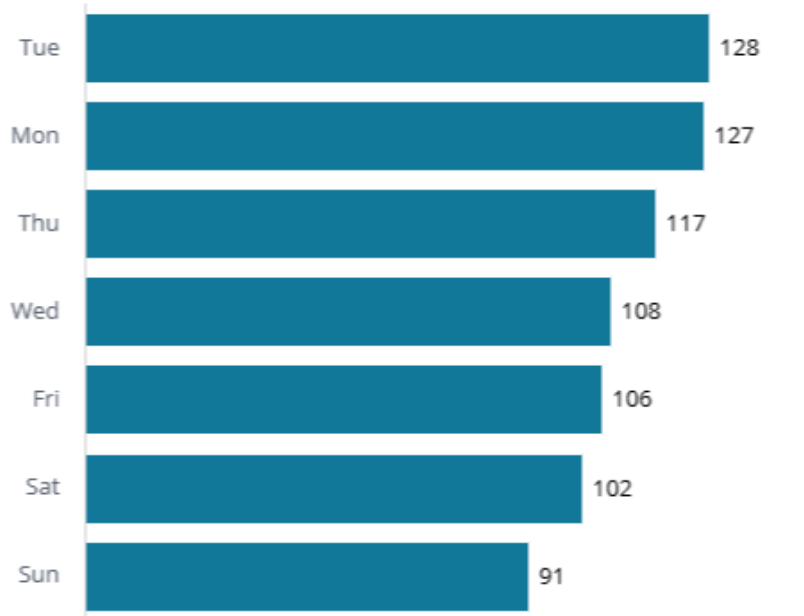


### Fire Alarms over Time

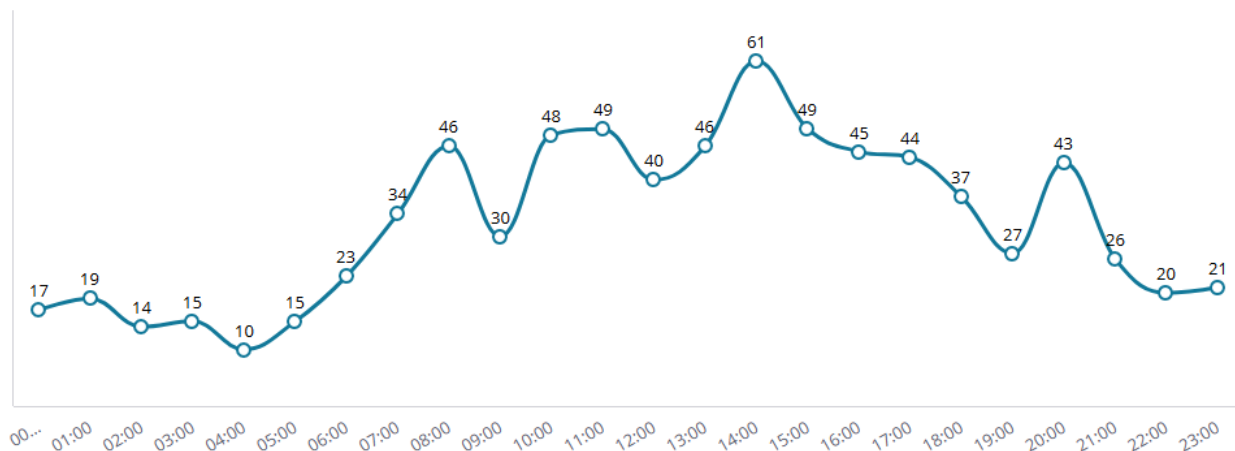


**Incidents with False Alarms:** 17  
**Percentage of Incidents with False Alarms:** 2.18%

### Incident County by Day of Week



### Incident County by Hour of Day



### TRAINING REPORT

In the first quarter, our department participated in **5,215.67** hours of training. This accounts for both on and off duty training.

#### Student Hours by Month

January	1,519.67
February	2,002.5
March	1,692.5
<b>Total</b>	<b>5,215.67</b>

**January:** During the month, EMS training was conducted on Bloodborne Pathogens. The annual required 12 hours of “Officer” related training was completed that involved various leadership topics. Staff also reviewed several Line of Duty Deaths (LODDs) to examine how to be better prepared.

**February:** During the month, EMS training was conducted on cardiac arrest and CPR skills. Each staff member completed 7 of their 18 annual facilities training hours at CVCC off duty. This training consisted of everything from basic firefighter skills like forcible entry to more advanced skills like victim rescue, Rapid Intervention (downed firefighter), VES (vent enter search) with much of the training under live fire and smoke conditions. Staff completed their six hours of annual HazMat training. Forcible Entry was reviewed and new techniques were practiced.

**March:** During the month, EMS training was conducted on vital signs and monitoring devices. For firefighter training during the month staff trained with a focus on a training house on Norwood Street. Training included hose deployments, and ladder evolutions. Several staff were able to attend a class on “Dementia Education for County Professionals” at the Caldwell County HHS Building (March 31<sup>st</sup> and April 1<sup>st</sup>.)

### NEW FOR 2026

During the last ISO rating “Facilities Training” was an area that could give us the greatest impact of gaining points. The ability to obtain the 18 hours of “Facility” training will be a big gain. Beginning in 2026 and moving forward quarterly off-duty training will be scheduled to achieve this goal. February’s training was completed and the next training has been scheduled for May.

In addition, to help ensure all staff get the maximum credit for ISO and stay up on new techniques and / or refresh previously learned materials an online training program was developed. The 2026 plan has been provided to staff and each month they will receive 6 to 8 hours of online training credit to complement our current training program. This training will be credited for company training, officer training, fire investigator training, fire and life safety educator training and / or HazMat training.

### CVCC Training Shift Pictures



A-Shift



B-Shift



C-Shift

## FIRE PREVENTION ACTIVITIES

In the first quarter of 2026 the department delivered 4 fire prevention presentations / public education programs. We were able to perform these programs for businesses, schools, and religious groups and had an estimate of 419 participants.

0-4 years (preschool)	20
5-10 years (elementary)	290
11-13 years (middle school)	0
14-18 years (high school)	85
Adults (19-61)	24
Seniors (62+)	0
Total Participants	419

Twelve (12) smoke detectors were installed in the first quarter of 2026. Detectors can be requested, if available, and installed for free to our citizens by calling one of our stations and scheduling installation.



## **FIRE MARSHAL's REPORT**

**Fire Marshal** – This quarter 179 fire code inspections were completed within the Lenoir City Limits.

- The Fire Marshal investigated one (1) compliant this quarter. The compliant was located at Marvin's One Stop. Staff works with any business owner to resolve if issues are found.
- The Fire Marshal worked on plans with Thomasville Plant, LHS Auditorium, LHS Gym, Kingdom Hall, Dead People's Stuff Building, Caldwell Memorial Hospital, First Baptist Church, JBS Meath Packing, Catawba Valley Vascular, Bethel Colony, Los Tres Socios Bakery, Lenoir Aquatic Center, Friendly Lunch, Gootle # 1, Google # 2, 808 Management Building, 2115 Hickory Blvd and Old Popeyes Building.
- Fire Department used approximately 47,878 gallons of water on fires and during training.
- Burning Issues:
  - 18 illegal burns
  - 5 legal burn
- Permits – 8 Burn Permit, 2 Fire Protection Change, 2 Fire Protection Impairment, 0 Special Amusement, 1 Special Event, 0 Hot Works, 1 Tank Removal, 0 Operational Permit, 2 Tent, 1 Fumigation, 0 Fireworks/Pyrotechnics and 1 Mixed use Apartment.

**Fire Investigations** - In accordance with N.C.G.S. Chapter 58 article 79, all fires that occur inside the City Limits of Lenoir are investigated for cause and determination. We have certified fire investigators on each shift and they work under the direct supervision of our Fire Marshal. This quarter we had 35 investigations that occurred in the City with below being of higher impact:

- House fires: Meadowlane, Winfield, Sunset and Delwood
  - Commercial fire: Google
  - Wildland fires: Powell Brickyard, Old North, McLean and Civic
- Total acres burned within the City: 4

**Emergency Management** - The Fire Marshal also acts as the City of Lenoir's Emergency Manager under the direct supervision of the Fire Chief. This position works closely with local and State Emergency Management and partners with the LEPC to respond and mitigate hazardous/disasterous incidents or situations.

- Gas Leaks: Penley, O'Reilly Auto, Creative Beginnings, Hemlock, Caldwell Opportunities, Perkins, Main St., Elizabeth and Finley.
- CO tank removal without a permit
- Fuel Spill: Countryside Drive and Caldwell Memorial Hospital (from truck)
- Search: Lost person from Foxwood (found on Collettsville Road)
- Multiple storm preparations with three (3) resulting in calls and damage

## Other

- Standbys:
  - Events 4
  - For EMS 0
  - Lift Assists 32
  - Invalid 57




## NEW Pierce Enforcer Ascendant 107' Single Axle Ladder Truck

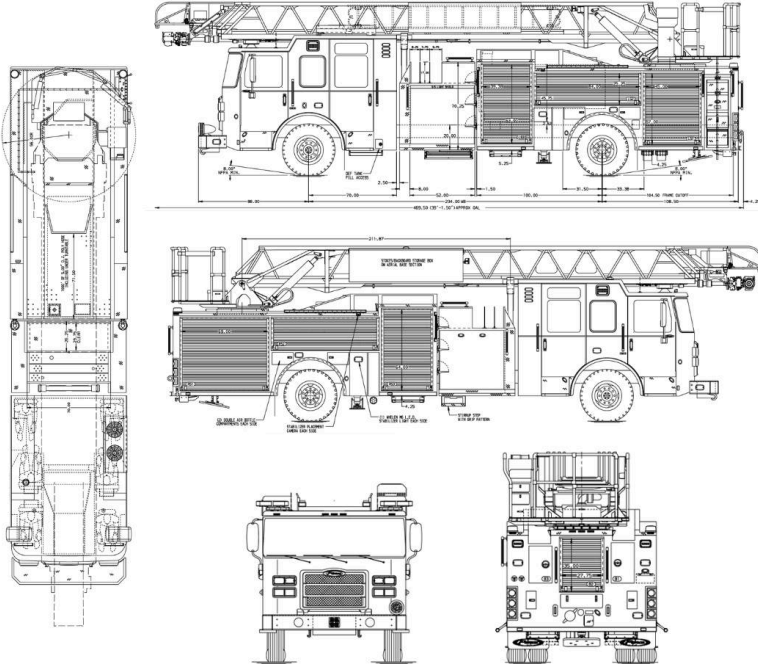
On April 1, 2026, the City of Lenoir confirmed order of a new Ladder 1. The truck is to be completed in September 2026.

Details include:


- Enforcer 70" Cab
- 11' 11" OAH / 39' 1.5" OAL
- 510 HP Paccar MX 13 Engine
- Pierce Command Zone
- ClearSky Telematics
- TAK-4 Independent Front Suspension
- Waterous 2000 GPM Pump
- 500 Gallon Poly Tank
- Whelen Emergency Lighting
- HiViz Scene Lighting

NEW  
ORDER!
LENOIR FIRE DEPARTMENT  
PIERCE ENFORCER ASCENDANT 107' SINGLE AXLE LADDER TRUCK (500 GALLONS)  
NORTH CAROLINA





THANK YOU FOR YOUR BUSINESS!
CHRIS GRACE - REGIONAL ACCOUNT MANAGER



## TRIANGLE PARK HIGHLAND AVE MODIFIED PROPOSAL

### AREAS OF IMPORTANCE:

1- Removal of trees and planting of oaks, redbuds, serviceberry and sweetshrubs.

Oaks 6 at \$400	\$2400
Dogwoods 3 @ \$200	\$600
Serviceberry 3 at \$ 200	\$600
Sweetshrub 3 at \$200	\$600
Major plant material	\$4200

### 2-Sculpture area

Brick border 50 ft non mortered	\$500
ABC 4 inches 5 yards at \$25	\$125
Decorative pea gravel at 150 per ton	\$225
Level existing area	\$200
Total	\$1000
Alternate steel edging at \$10/ft	\$500
	\$1500

### 3- Memorial bench area

Brick border 36 ft non mortered	\$360
Decorative pea gravel over	
Non woven filter cloth 8 oz	\$150
Alternate steel edging	\$360
	\$870

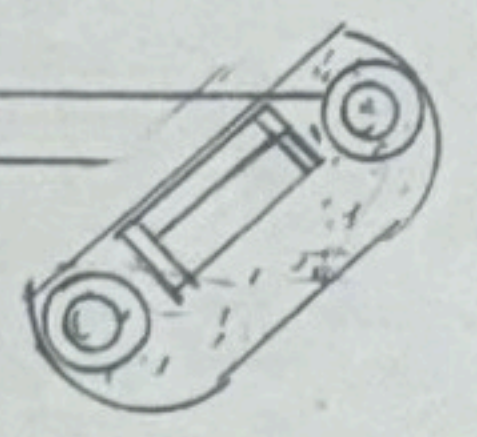
Total \$6570

\$- Other Seed, Pots , Trash cans

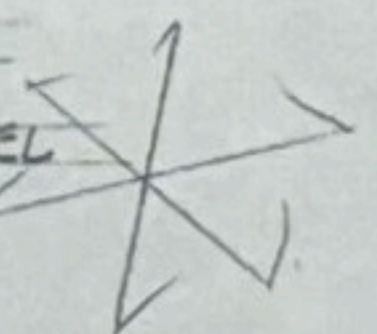
36" POTS - SEASONAL COLOR

MEMORIAL BENCH - MATCH SCULPTURE AREA

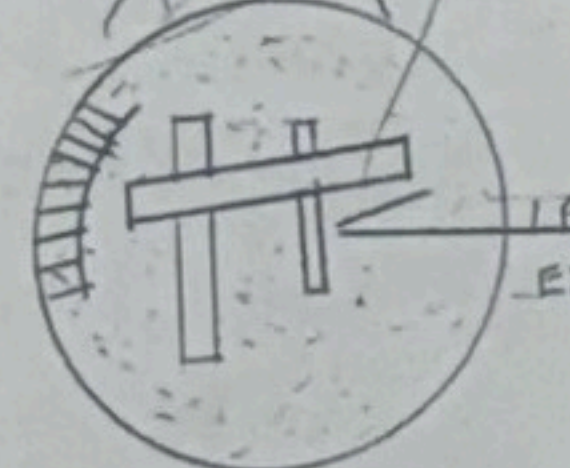
LOCATE CENTER POINT A-B



LIGHTLY DRESS TO CREATE SEMI-LEVEL MULTI-ACTIVITY AREA



CENTER POINT PARK



LEVEL & DRESS UP EXISTING SCULPTURE AREA

HIBRITEAY AVE

SCALE 1:80

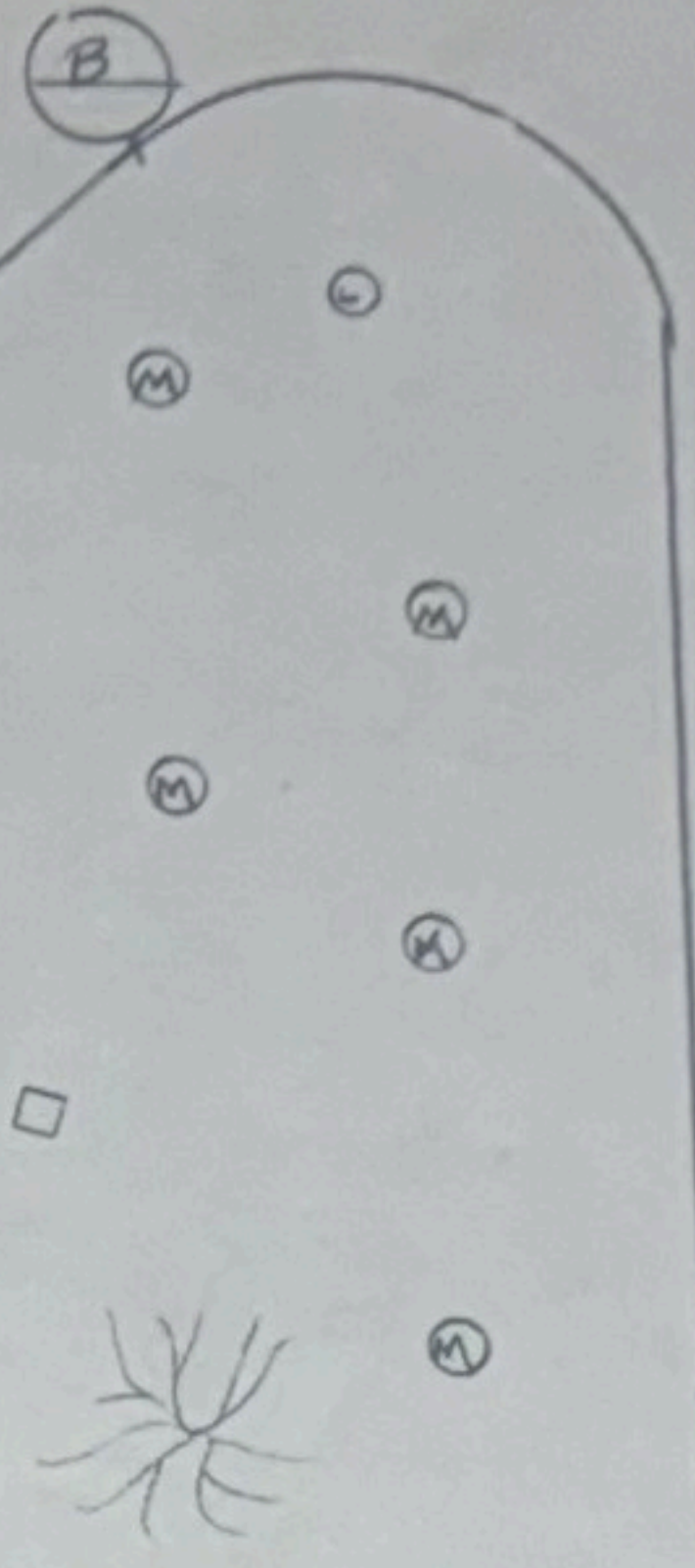
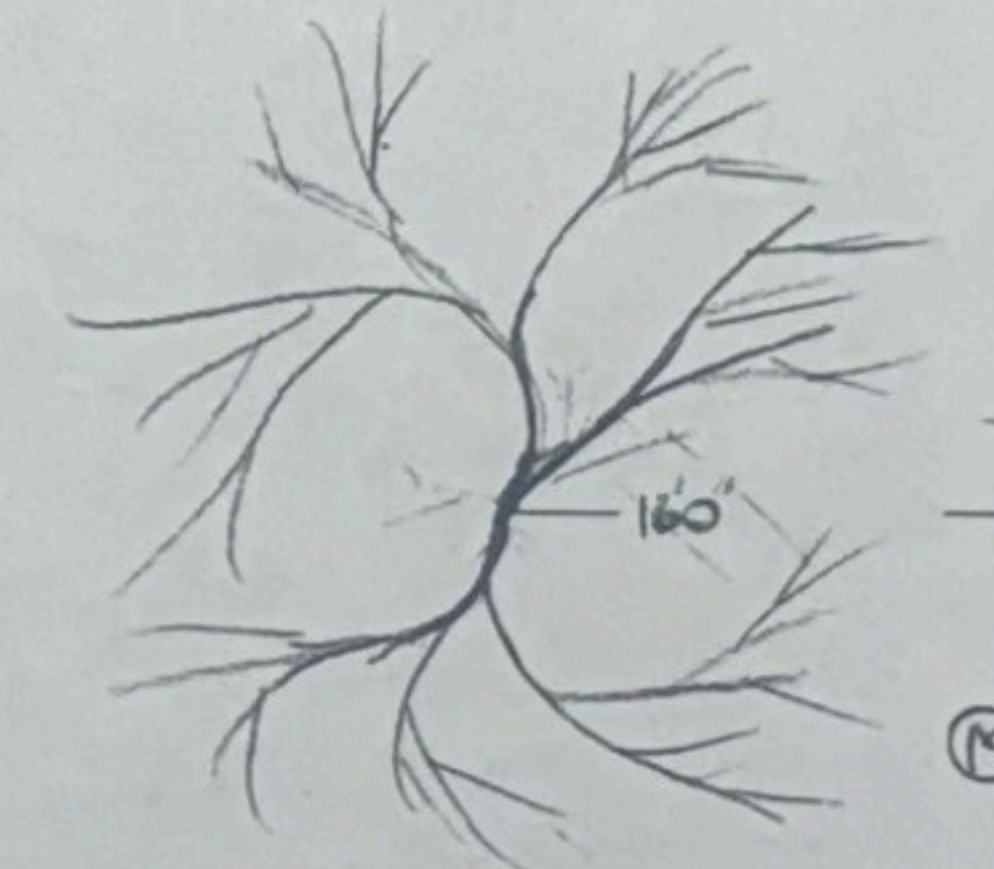
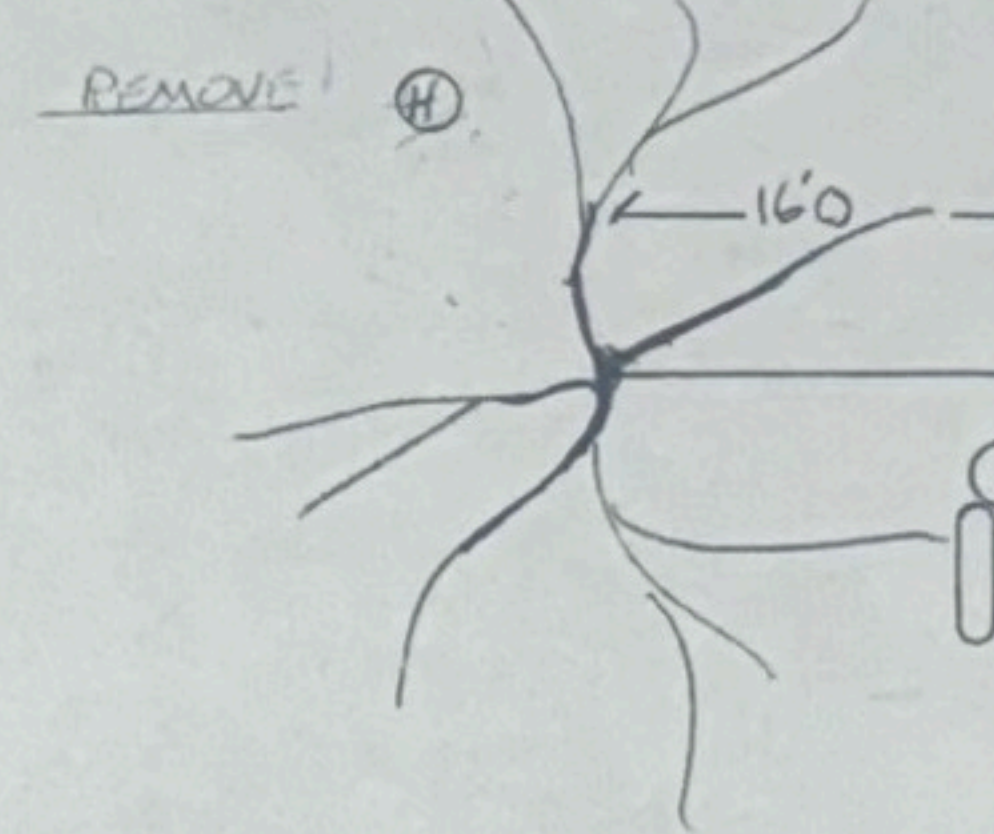
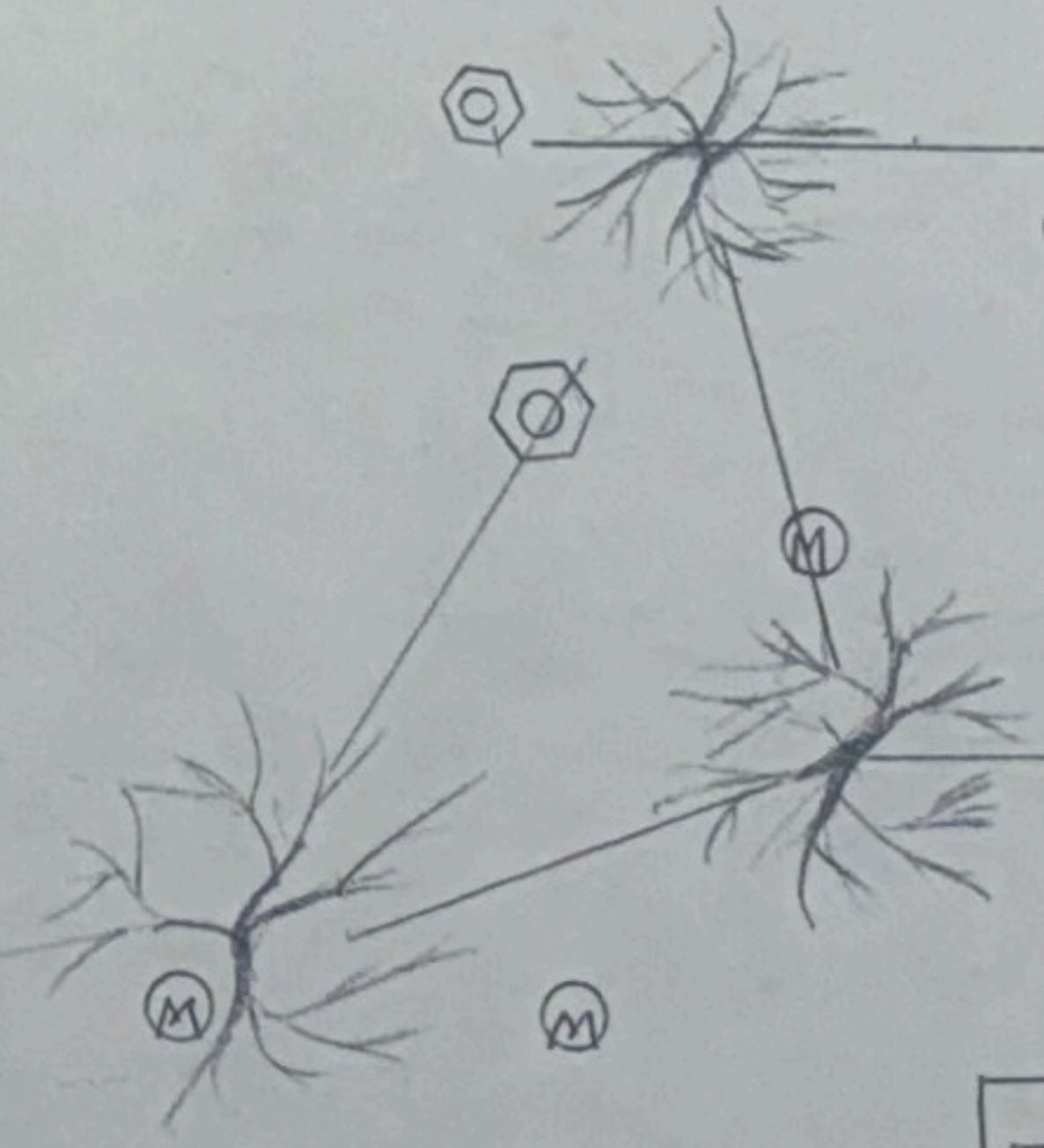
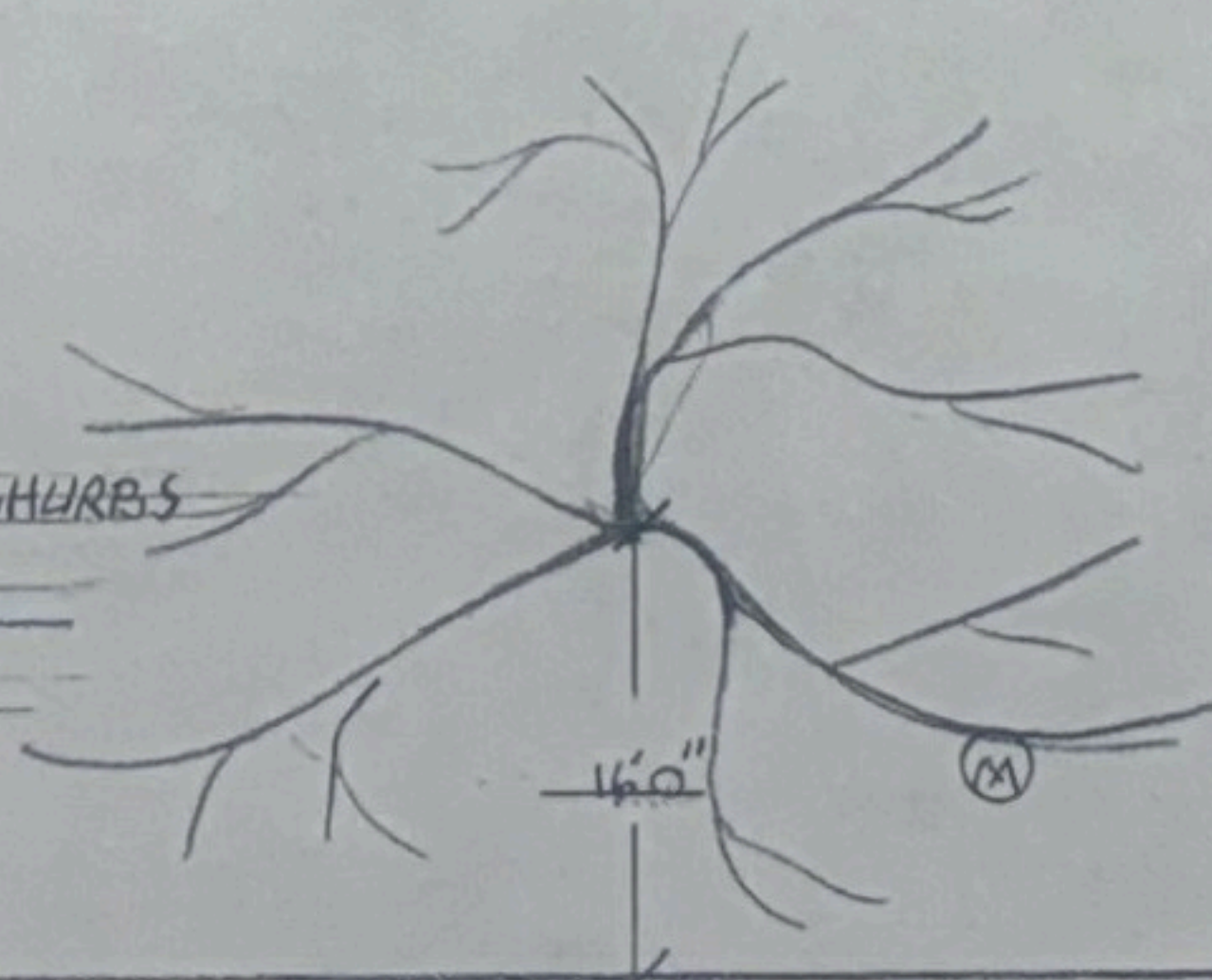
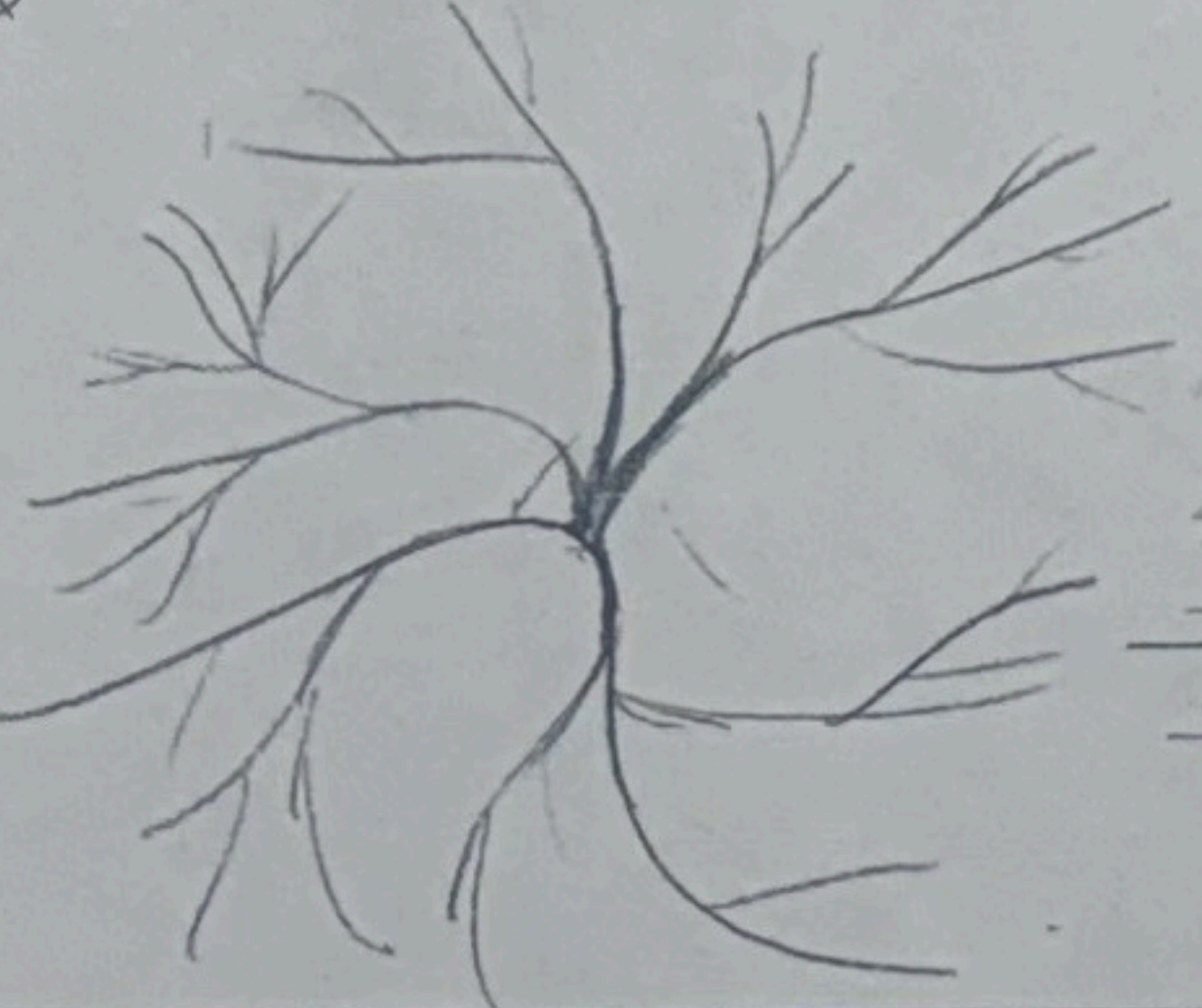


ADD PARK SEATING

REMOVE ALL HEMLOCKS

REMOVE DECLINING SHRUBS

SMOOTH AND RESEED PERIMETER



QUERCUS SHUMARDII 23" CAL  
TOLE, IRRIGATION, ELECTRICAL  
NEIGHBOR INFORMATIONAL KIOSK

HANDICAP ENTRY AREA - FUTURE

MEADOW ST

RELOCATE 48Y

GROUP OF SMALL FLOWERING TREES  
10'-25'-16-DOGWOOD - CLOUD NINE  
FLOWERING CHERRY CULTIVAR

HIGHLAND AVE

# Certified Local Government (CLG) Opportunity

Committee of the Whole

April 28, 2026

## Overview

### What is a CLG?

A CLG is a community that partners with the State Historic Preservation Office (SHPO) and the National Park Service to preserve and restore its historic resources.

### Why Consider CLG Status Now?

- Advance the many National Register study-listed properties to fully-listed status.
- Unlock financial incentives, tourism benefits, and stronger planning tools with structure, expertise, and training provided by the State.

## Key Benefits of Becoming a CLG

### Funding

- Exclusive access to CLG-only grants
- Arch. surveys, preservation efforts, & planning studies
- Improves access to preservation tax incentives

### Local Control

- CLGs provide communities with a stronger, formal role in preservation efforts
- Stronger planning tools for decision-making
- Builds capacity for stewardship

### Expertise

- State HPO Guidance
- Formal training opportunities

## What Structural Change is Required?

To qualify, we must have a **Historic Preservation Commission (HPC)** whose members have *education, experience, or a demonstrated special interest in historic preservation.*

### Current Structure

- The Planning Board is the official HPC.
- Three members need to have education or experience in historic preservation for Planning Board to serve as HPC.

### Proposed Structure

- Create a separate Historic Preservation Commission, composed of five qualified members.
- Members can still serve on both the HPC and Planning Board.

## Living Lenoir Comp Plan and Downtown Lenoir Master Plan

- Historic preservation is a core strategy in the Downtown Lenoir Master Plan, supporting placemaking and strong urban design.
- Expanding preservation efforts advances major Comprehensive Plan goals to promote community pride and enhance livability. Historic preservation can:
  - Strengthen community identity
  - Encourage reinvestment in underutilized properties
  - Protect Lenoir’s small-town character
- Moving forward positions Lenoir to attract reinvestment, enhance its sense of place, and safeguard the historic assets that make the community unique.

**CITY OF LENOIR**

**COUNCIL ACTION FORM**

**I. Agenda Item:** Consideration to approve the ARC Flash Assessment at Public Utilities Facilities proposal from McGill Associates.

**II. Background Information:** Staff received Statements of Qualifications from firms interested in an ARC flash assessment of the City’s public utilities facilities at 2:00 PM on Thursday, April 9, 2026. Proposals were received by twenty-five (25) firms and were ranked on the basis of:

Ranking Criteria

- 10%: Qualifications of key staff members
- 20%: Firm’s relevant arc flash assessment experience meeting current requirements
- 20%: Working knowledge of municipal water and wastewater infrastructure
- 10%: Successful past performance on municipal infrastructure projects
- 40%: Other relevant considerations
- 100%

After staff review of the submissions, the highest ranking firm was McGill Associates with a total ranking of 9.28. The project cost proposal from McGill Associates is \$97,500.

**III. Staff Recommendation:** Staff recommends City Council approve the firm of McGill Associates to conduct ARC flash assessments at the City’s public utilities facilities, as presented.

**IV. Reviewed by:**

**City Attorney:** \_\_\_\_\_

**Finance Director:** \_\_\_\_\_

**Public Works/Public Utilities Director:** Jeff Charch

**City of Lenoir**  
**ARC Flash Assessment at Public Utilities Facilities RFQ**  
**Ranking Order**

Vendor	Bid Attachment Submitted	Created On	Ranking
McGill Associates	Yes	4/9/2026 8:17	<b>9.28</b>
SKA Consulting Engineers, Inc.	Yes	4/9/2026 10:50	<b>8.88</b>
McKim & Creed, Inc.	Yes	4/8/2026 14:54	<b>8.43</b>
Apogee Consulting Group, P.A.	Yes	4/9/2026 12:54	<b>8.40</b>
Dewberry Engineers Inc.	Yes	4/8/2026 14:44	<b>8.38</b>
Utility Technology Engineers-Consultants PLLC	Yes	4/9/2026 12:08	<b>8.30</b>
Sidebotham Substation Services PLLC	Yes	4/9/2026 11:44	<b>8.13</b>
TICH2-JV LLP	Yes	4/9/2026 13:48	<b>8.10</b>
Atkins Engineering Solutions LLC	Yes	3/27/2026 13:17	<b>8.08</b>
CDG Engineers, Inc.	Yes	4/7/2026 11:35	<b>8.08</b>
LND TECHNICAL SERVICES LLC	Yes	3/30/2026 22:25	<b>8.08</b>
ArcSafe Engineering PLLC	Yes	4/2/2026 15:38	<b>8.03</b>
Casne Engineering, Inc	Yes	4/9/2026 13:17	<b>7.98</b>
Atom Engineering	Yes	4/1/2026 12:42	<b>7.95</b>
Guidant Power	Yes	3/25/2026 11:04	<b>7.95</b>
M.C. Dean, Inc.	Yes	4/6/2026 12:08	<b>7.93</b>
The Fishel Company	Yes	4/6/2026 7:39	<b>7.90</b>
Emtec Consulting Engineers, DPC	Yes	4/9/2026 11:32	<b>7.73</b>
Hallam Engineering, LLP	Yes	4/8/2026 9:29	<b>7.68</b>
Kinectrics AES	Yes	4/8/2026 20:57	<b>7.68</b>
AMPSAFE LLC	Yes	3/24/2026 18:09	<b>7.63</b>
KOECH Engineering LLC	Yes	4/6/2026 14:07	<b>7.55</b>
LOTO Lighthouse	Yes	3/20/2026 11:21	<b>7.48</b>
Micheals Electric And Design	Yes	4/2/2026 10:44	<b>3.60</b>
The EI Group, Inc.	Yes	3/26/2026 10:39	<b>0*</b>
Casne Engineering, Inc	No	4/9/2026 9:04	
Guidant Power	No	3/18/2026 20:45	

\*exceeded allowed pages

# CONSULTING SERVICES AGREEMENT

This contract entered into this \_\_\_\_\_ day of May, 2026 by and between City of Lenoir, hereinafter called the Client, and McGill Associates, PA;

Witnesseth that:

Whereas, the Client desires to engage McGill Associates to provide consulting services; and,  
Whereas, the Client finds that the attached Scope of Services and terms of this agreement are acceptable; and,  
Whereas, McGill Associates desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth. Now, therefore, the parties hereto do mutually agree as follows:

**1. Scope of Services:** McGill Associates shall provide the services attached hereto in the Contract Proposal "Scope of Services" of this Agreement, hereinafter called services. Fees for additional services will be negotiated with the Client prior to proceeding with the work.

**2. Standard of Care:** McGill Associates will perform its services using that degree of skill and diligence normally employed by professional engineers or consultants performing the same services at the time these services are rendered.

**3. Authorization to Proceed:** Execution of this Consulting Services Agreement will be considered authorization for McGill Associates to proceed unless otherwise provided for in this Agreement.

**4. Changes in Scope:** The Client may request changes in the Scope of Services provided in this Agreement. If such changes affect McGill Associates cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement.

**5. Compensation:** The Client shall pay the compensation to McGill Associates set forth in the Contract Proposal "Basis of Compensation" attached hereto. Unless otherwise provided in the Basis for Compensation, McGill Associates shall submit invoices to the Client monthly for work accomplished under this agreement and the Client agrees to make payment to McGill Associates within thirty (30) days of receipt of the invoices. It is also mutually agreed that should the Client fail to make prompt payments as described herein, McGill Associates reserves the right to immediately stop all work under this agreement until disputed amounts are resolved.

**6. Personnel:** McGill Associates represents that it has, or will secure at their own expense, all personnel required to perform the services under this agreement and that such personnel will be fully qualified and adequately supervised to perform such services. It is mutually understood that should the scope of services require outside subcontracted expertise McGill Associates may employ such services at their discretion.

**7. Opinions or Estimates of Cost:** Any costs estimates provided by McGill Associates shall be considered opinions of probable costs. These along with project economic evaluations provided by McGill Associates will be on a basis of experience and judgment, but, since McGill Associates has no control over market conditions or bidding procedures, McGill Associates cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions.

**8. Termination:** This Agreement may be terminated for convenience by either the Client or McGill Associates with fifteen (15) days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within five (5) days of written notice and diligently complete the correction thereafter. On termination, McGill Associates will be paid for all authorized work performed up to the termination date plus reasonable project closeout costs.

**9. Limitation of Liability:** McGill Associates liability for Client's damages will, in aggregate, not exceed the total fees paid by the Client for the Scope of Services referenced herein or \$50,000 whichever is greater. This provision takes precedence over any conflicting provision of this Agreement

or any documents incorporated into it or referenced by it. This limitation of liability will apply whether McGill Associates liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include McGill Associates' directors, officers, employees and subcontractors. At additional cost, Client may obtain a higher limit prior to commencement of services.

**10. Assignability:** This agreement shall not be assigned or otherwise transferred by either McGill Associates or the Client without the prior written consent of the other.

**11. Severability:** The provisions of this Consulting Services Agreement shall be deemed severable, and the invalidity or enforceability of any provision shall not affect the validity or enforceability of the other provisions hereof. If any provision of this consulting services agreement is deemed unenforceable for any reason whatsoever, such provision shall be appropriately limited, and given effect to the extent that it may be enforceable.

**12. Ownership of Documents:** All documents, calculations, drawings, maps and other items generated during the performance of services shall be considered intellectual property and remain the property of McGill Associates. Client agrees that the deliverables are intended for the exclusive use and benefit of and may be relied upon for this project only by the Client and will not be used otherwise. Client agrees that any prospective lender, buyer, seller or third party who wishes to rely on any deliverable must first sign McGill Associates' Secondary Client Agreement.

**13. Excusable Delay:** If performance of service is affected by causes beyond McGill Associates control, project schedule and compensation shall be equitably adjusted.

**14. Indemnification:** Client agrees to indemnify, defend and hold McGill Associates, its agents, employees, officers, directors and subcontractors harmless from any and all claims, and costs brought against McGill Associates which arise in whole or in part out of the failure by the Client to promptly and completely perform its obligations under this agreement, and as assigned in the Contract Proposal "Scope of Services" or from the inaccuracy or incompleteness of information supplied by the Client and reasonably relied upon by McGill Associates in performing its duties or for unauthorized use of the deliverables generated by McGill Associates. Furthermore, McGill agrees to indemnify, defend and hold the Client harmless from any claims brought against the Client as a result of McGill's work.

**15. Choice of Law:** This Agreement shall be governed by the internal laws of the State of North Carolina.

**16. Entire Agreement:** This Agreement contains all of the agreements, representations and understandings of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements, whether oral or written, and may only be modified or amended as herein provided; and as mutually agreed.

**17. Attachments to this document:**

1. Contract Proposal including Scope of Services and Basis of Compensation.

Client: City of Lenoir

Authorized Signature:

Print Name: Dr. Jeff Church

Title: Public Services Public Utilities Director

Address: 510B Greer Circle SW  
Lenoir, North Carolina 28645

McGill Associates, P.A.

Authorized Signature:

Print Name: Douglas Chapman, PE

Title: Principal/Office Manager

Address: 1240 19<sup>th</sup> Street Lane NW  
Hickory, North Carolina 28601

April 22, 2026

Dr. Jeff Church  
Public Services Public Utilities Director  
City of Lenoir  
510B Greer Circle SW  
Lenoir, NC 28645

RE: Proposal for Professional Services Electrical Arc Flash Study at Gunpower Creek Wastewater Treatment Plant and associated collection system facilities

Dear Mr. Church:

McGill Associates (McGill) is pleased to submit this proposal for professional engineering services to the City of Lenoir (City) to provide an Arc Flash Study (Study) and associated field labeling at several Lenoir facilities. Our understanding of the scope of the Study is based upon the information contained in the original Arc Flash Study and our subsequent discussions with Lenoir.

The Study will provide information to the City to assure that they meet current standards in accordance with 29CFR1910.132(d)(1), NFPA 70E, and thereby safeguard workers from injury while working on or near exposed electrical conductors or circuit parts that are energized. The Study will provide the City with the necessary flash protection boundary distances and incident energy to determine the correct work procedures, PPE, and labeling requirements for their existing facilities.

### **SCOPE OF SERVICES**

McGill shall provide the following services associated with the Study:

1. The following locations will be a part of this study:
  - a. Gunpower Creek Wastewater Treatment Plant
  - b. Sewer Collection facilities:
    - 1) Cypress Street PS
    - 2) Meadowood PS
    - 3) Spring Street PS
    - 4) Fir Street PS
    - 5) Quarry Estates
    - 6) Sawmills Flume
2. Obtain source impedance data, transformer and feeder impedance data and associated protective device settings from the electric utility company for each service.

3. Obtain field data and create facility one-line models using an appropriate electronic model/database in ETAP power analysis system software. McGill will provide engineering personnel to perform the field work with the assistance of Lenoir personnel.
4. Determine system operating modes and conditions that can impact short circuit currents and arc flash hazard energy levels.
5. Perform a preliminary short circuit and equipment verification study to verify that the facility's equipment is rated to safely handle short circuit currents without creating hazardous conditions. To complete the preliminary study, McGill will first perform a fault current study to determine the magnitude of fault currents flowing throughout the power system at various time intervals after a fault (short circuit) occurs in the system. This study will be completed for three-phase, phase-to-phase and phase-to-ground faults at different locations throughout the system. The study cases will consider the various operating scenarios (different sources and loads) for each system. From this calculated fault current data, along with fault duration data, each existing device will be evaluated for adequacy to interrupt imposed fault current. Any over-dutied circuit breakers, fuses, switches and conductors will be identified along with optional strategies to correct the condition.
6. Review the preliminary study described above with the City for comments and approval.
7. At the completion of the preliminary study and after any adjustments are made as a result of preliminary findings, the final study will be completed and certified by McGill. The final Study will include a protective device coordination study and the arc flash hazard study to determine arc flash energy levels and arc flash protection boundaries.
8. Prepare a detailed report on findings of the analysis. The report will include fault current and arc flash energy and clearance conditions at each electrical bus for each operating scenario. Coordination curves will be presented for groups of interrelated protection devices along with corresponding one-line diagrams. McGill will provide complete one-lines of all systems studied in both paper and PDF form. The one-lines will display ratings information about all conductors and devices such as wire size, type, raceways, buses, controllers, fuses, circuit breakers, transformers, utility sources, generators and loads.
9. Produce and install arc flash informational labels for appropriate equipment identified and studied for incident energy and PPE requirements to satisfy NFPA 70E. We will not provide labels for underrated equipment or any equipment on the load side of an underrated overcurrent protection device.
10. Provide one (1) hard copy of the analysis report and an electronic copy on USB. Provide one copy in PDF format.

### **EQUIPMENT VERIFICATION/OPERATION**

The validity of the Study and incident energy readings is in part based on proper setting of overcurrent device trip times and the proper operation of the overcurrent devices and breakers themselves. The City will be responsible for proper settings and verification of the operation of overcurrent devices and breakers.

### **LENOIR RESPONSIBILITIES**

1. Assist McGill with the collection of field manufacturer's nameplate data of applicable existing equipment, including protective relays and settings; circuit breakers and trip modules; fuses; transformers; switchgear; switchboards; and power feeders for the systems involved. Data collected will include nameplate data; short circuit and equipment duty ratings; bus/conductor type, size and length; continuous voltage and current ratings; and protective device make and model. The City will provide personnel to open enclosures to allow the necessary observation of equipment to collect the data.
2. Provide copies of all available record drawings and diagrams of the existing systems under study.
3. Make all necessary arrangements for McGill to enter facilities as may be required for McGill to perform their services under this Agreement.
4. Examine all studies, reports, and other documents presented by McGill and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of McGill.

### **BASIS OF COMPENSATION**

McGill will provide the services described herein for a **lump-sum fee of \$28,500.00.**

Our invoice payment terms are Net 30 days.

### **OTHER ADDITIONAL SERVICES**

Any item not contained in Project Understanding or Scope of Services will be deemed as other additional services. If requested by the Town, we will provide other additional services per our Basic Fee Schedule (see attached).

April 22, 2026  
Dr. Jeff Church  
Page 4 of 4

**ACCEPTANCE**

We have prepared and attached the Consulting Services Agreement detailing the requirements for the work. If it is acceptable to you, please execute and return the Agreement. We appreciate your consideration for our services with the study and hope to have the opportunity of working with you. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,  
McGILL ASSOCIATES, P.A.



Nick Huffman, PE  
Practice Area Leader



Doug Chapman, PE  
Vice President / Office Manager

Attachment: Consulting Services Agreement  
Basic Fee Schedule

Cc: Joel Whitford, PE, McGill Associates, PA (via email)

April 22, 2026

Dr. Jeff Church  
Public Services Public Utilities Director  
City of Lenoir  
510B Greer Circle SW  
Lenoir, NC 28645

RE: Proposal for Professional Services Electrical Arc Flash Study at George Bernhardt Water Treatment Plant and associated water supply facilities

Dear Mr. Church:

McGill Associates (McGill) is pleased to submit this proposal for professional engineering services to the City of Lenoir (City) to provide an Arc Flash Study (Study) and associated field labeling at several Lenoir facilities. Our understanding of the scope of the Study is based upon the information contained in the original Arc Flash Study and our subsequent discussions with Lenoir.

The Study will provide information to the City to assure that they meet current standards in accordance with 29CFR1910.132(d)(1), NFPA 70E, and thereby safeguard workers from injury while working on or near exposed electrical conductors or circuit parts that are energized. The Study will provide the City with the necessary flash protection boundary distances and incident energy to determine the correct work procedures, PPE, and labeling requirements for their existing facilities.

### **SCOPE OF SERVICES**

McGill shall provide the following services associated with the Study:

1. The following locations will be a part of this study:
  - a. Water Treatment Plant
  - b. Water distribution facilities:
    - 1) Cahah's Mountain Tank site
    - 2) Hudson Booster Station and Tank site
    - 3) Whitnel Tank site
    - 4) Finley Tank site
    - 5) Indian Hills Booster Station and Tank site
    - 6) Bushtown Booster Station and Tank site
    - 7) Blue Ridge Forest Booster Station and Tank site
2. Obtain source impedance data, transformer and feeder impedance data and associated protective device settings from the electric utility company for each service.

3. Obtain field data and create facility one-line models using an appropriate electronic model/database in ETAP power analysis system software. McGill will provide engineering personnel to perform the field work with the assistance of Lenoir personnel.
4. Determine system operating modes and conditions that can impact short circuit currents and arc flash hazard energy levels.
5. Perform a preliminary short circuit and equipment verification study to verify that the facility's equipment is rated to safely handle short circuit currents without creating hazardous conditions. To complete the preliminary study, McGill will first perform a fault current study to determine the magnitude of fault currents flowing throughout the power system at various time intervals after a fault (short circuit) occurs in the system. This study will be completed for three-phase, phase-to-phase and phase-to-ground faults at different locations throughout the system. The study cases will consider the various operating scenarios (different sources and loads) for each system. From this calculated fault current data, along with fault duration data, each existing device will be evaluated for adequacy to interrupt imposed fault current. Any over-dutied circuit breakers, fuses, switches and conductors will be identified along with optional strategies to correct the condition.
6. Review the preliminary study described above with the City for comments and approval.
7. At the completion of the preliminary study and after any adjustments are made as a result of preliminary findings, the final study will be completed and certified by McGill. The final Study will include a protective device coordination study and the arc flash hazard study to determine arc flash energy levels and arc flash protection boundaries.
8. Prepare a detailed report on findings of the analysis. The report will include fault current and arc flash energy and clearance conditions at each electrical bus for each operating scenario. Coordination curves will be presented for groups of interrelated protection devices along with corresponding one-line diagrams. McGill will provide complete one-lines of all systems studied in both paper and PDF form. The one-lines will display ratings information about all conductors and devices such as wire size, type, raceways, buses, controllers, fuses, circuit breakers, transformers, utility sources, generators and loads.
9. Produce and install arc flash informational labels for appropriate equipment identified and studied for incident energy and PPE requirements to satisfy NFPA 70E. We will not provide labels for underrated equipment or any equipment on the load side of an underrated overcurrent protection device.
10. Provide one (1) hard copy of the analysis report and an electronic copy on USB. Provide one copy in PDF format.

### **EQUIPMENT VERIFICATION/OPERATION**

The validity of the Study and incident energy readings is in part based on proper setting of overcurrent device trip times and the proper operation of the overcurrent devices and breakers themselves. The City will be responsible for proper settings and verification of the operation of overcurrent devices and breakers.

### **LENOIR RESPONSIBILITIES**

1. Assist McGill with the collection of field manufacturer's nameplate data of applicable existing equipment, including protective relays and settings; circuit breakers and trip modules; fuses; transformers; switchgear; switchboards; and power feeders for the systems involved. Data collected will include nameplate data; short circuit and equipment duty ratings; bus/conductor type, size and length; continuous voltage and current ratings; and protective device make and model. The City will provide personnel to open enclosures to allow the necessary observation of equipment to collect the data.
2. Provide copies of all available record drawings and diagrams of the existing systems under study.
3. Make all necessary arrangements for McGill to enter facilities as may be required for McGill to perform their services under this Agreement.
4. Examine all studies, reports, and other documents presented by McGill and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of McGill.

### **BASIS OF COMPENSATION**

McGill will provide the services described herein for a **lump-sum fee of \$35,500.00.**

Our invoice payment terms are Net 30 days.

### **OTHER ADDITIONAL SERVICES**

Any item not contained in Project Understanding or Scope of Services will be deemed as other additional services. If requested by the City, we will provide other additional services per our Basic Fee Schedule (see attached).

**ACCEPTANCE**

We have prepared and attached the Consulting Services Agreement detailing the requirements for the work. If it is acceptable to you, please execute and return the Agreement. We appreciate your consideration for our services with the study and hope to have the opportunity of working with you. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,  
McGILL ASSOCIATES, P.A.



Nick Huffman, PE  
Practice Area Leader



Doug Chapman, PE  
Vice President / Office Manager

Attachment: Consulting Services Agreement  
Basic Fee Schedule

Cc: Joel Whitford, PE, McGill Associates, PA (via email)

April 22, 2026

Dr. Jeff Church  
Public Services Public Utilities Director  
City of Lenoir  
510B Greer Circle SW  
Lenoir, NC 28645

RE: Proposal for Professional Services Electrical Arc Flash Study at Lower Creek  
Wastewater Treatment Plant and associated collection system

Dear Mr. Church:

McGill Associates (McGill) is pleased to submit this proposal for professional engineering services to the City of Lenoir (City) to provide an Arc Flash Study (Study) and associated field labeling at several Lenoir facilities. Our understanding of the scope of the Study is based upon the information contained in the original Arc Flash Study and our subsequent discussions with Lenoir.

The Study will provide information to the City to assure that they meet current standards in accordance with 29CFR1910.132(d)(1), NFPA 70E, and thereby safeguard workers from injury while working on or near exposed electrical conductors or circuit parts that are energized. The Study will provide the City with the necessary flash protection boundary distances and incident energy to determine the correct work procedures, PPE, and labeling requirements for their existing facilities.

### **SCOPE OF SERVICES**

McGill shall provide the following services associated with the Study:

1. The following locations will be a part of this study:
  - a. Lower Creek WWTP
  - b. Sewer Collection System Facilities:
    - 1) Acorn Square WWPS
    - 2) Arrowood WWPS
    - 3) Cajah's Flume
    - 4) Dula Miller Hill WWPS
    - 5) Gamewell WWPS
    - 6) Georgetown WWPS
    - 7) KFC WWPS
    - 8) Summer Hill WWPS
    - 9) Summit WWPS
    - 10) Town and Country WWPS
    - 11) Valmead WWPS

2. Obtain source impedance data, transformer and feeder impedance data and associated protective device settings from the electric utility company for each service.
3. Obtain field data and create facility one-line models using an appropriate electronic model/database in ETAP power analysis system software. McGill will provide engineering personnel to perform the field work with the assistance of Lenoir personnel.
4. Determine system operating modes and conditions that can impact short circuit currents and arc flash hazard energy levels.
5. Perform a preliminary short circuit and equipment verification study to verify that the facility's equipment is rated to safely handle short circuit currents without creating hazardous conditions. To complete the preliminary study, McGill will first perform a fault current study to determine the magnitude of fault currents flowing throughout the power system at various time intervals after a fault (short circuit) occurs in the system. This study will be completed for three-phase, phase-to-phase and phase-to-ground faults at different locations throughout the system. The study cases will consider the various operating scenarios (different sources and loads) for each system. From this calculated fault current data, along with fault duration data, each existing device will be evaluated for adequacy to interrupt imposed fault current. Any over-dutied circuit breakers, fuses, switches and conductors will be identified along with optional strategies to correct the condition.
6. Review the preliminary study described above with the City for comments and approval.
7. At the completion of the preliminary study and after any adjustments are made as a result of preliminary findings, the final study will be completed and certified by McGill. The final Study will include a protective device coordination study and the arc flash hazard study to determine arc flash energy levels and arc flash protection boundaries.
8. Prepare a detailed report on findings of the analysis. The report will include fault current and arc flash energy and clearance conditions at each electrical bus for each operating scenario. Coordination curves will be presented for groups of interrelated protection devices along with corresponding one-line diagrams. McGill will provide complete one-lines of all systems studied in both paper and PDF form. The one-lines will display ratings information about all conductors and devices such as wire size, type, raceways, buses, controllers, fuses, circuit breakers, transformers, utility sources, generators and loads.
9. Produce and install arc flash informational labels for appropriate equipment identified and studied for incident energy and PPE requirements to satisfy NFPA 70E. We will not provide labels for underrated equipment or any equipment on the load side of an underrated overcurrent protection device.
10. Provide one (1) hard copy of the analysis report and an electronic copy on USB. Provide one copy in PDF format.

## **EQUIPMENT VERIFICATION/OPERATION**

The validity of the Study and incident energy readings is in part based on proper setting of overcurrent device trip times and the proper operation of the overcurrent devices and breakers

themselves. The City will be responsible for proper settings and verification of the operation of overcurrent devices and breakers.

### **LENOIR RESPONSIBILITIES**

1. Assist McGill with the collection of field manufacturer's nameplate data of applicable existing equipment, including protective relays and settings; circuit breakers and trip modules; fuses; transformers; switchgear; switchboards; and power feeders for the systems involved. Data collected will include nameplate data; short circuit and equipment duty ratings; bus/conductor type, size and length; continuous voltage and current ratings; and protective device make and model. The City will provide personnel to open enclosures to allow the necessary observation of equipment to collect the data.
2. Provide copies of all available record drawings and diagrams of the existing systems under study.
3. Make all necessary arrangements for McGill to enter facilities as may be required for McGill to perform their services under this Agreement.
4. Examine all studies, reports, and other documents presented by McGill and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of McGill.

### **BASIS OF COMPENSATION**

McGill will provide the services described herein for a **lump-sum fee of \$33,500.00.**

Our invoice payment terms are Net 30 days.

### **OTHER ADDITIONAL SERVICES**

Any item not contained in Project Understanding or Scope of Services will be deemed as other additional services. If requested by the City, we will provide other additional services per our Basic Fee Schedule (see attached).

**ACCEPTANCE**

We have prepared and attached the Consulting Services Agreement detailing the requirements for the work. If it is acceptable to you, please execute and return the Agreement. We appreciate your consideration for our services with the study and hope to have the opportunity of working with you. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,  
McGILL ASSOCIATES, P.A.



Nick Huffman, PE  
Practice Area Leader



Doug Chapman, PE  
Vice President / Office Manager

Attachment: Consulting Services Agreement  
Basic Fee Schedule

Cc: Joel Whitford, PE, McGill Associates, PA (via email)

**BASIC FEE SCHEDULE**
**July 2025**

<b>PROFESSIONAL FEES</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Senior Principal	\$320			
Principal – Regional Manager – Director	\$265	\$275	\$295	\$305
Practice Area Lead	\$235	\$260	\$285	\$295
Senior Project Manager	\$235	\$255	\$280	\$290
Senior Engineer	\$235	\$255	\$280	\$290
Project Manager	\$205	\$220	\$235	\$245
Senior Project Engineer	\$205	\$220	\$235	\$245
Project Engineer	\$165	\$180	\$190	\$200
Engineering Associate	\$145	\$155	\$160	\$165
Planner- Consultant – Designer	\$145	\$160	\$180	\$200
Engineering Technician	\$130	\$145	\$155	\$165
CAD Operator – GIS Analyst	\$110	\$120	\$135	\$145
Construction Services Manager	\$190	\$200	\$210	\$225
Construction Administrator	\$145	\$160	\$170	\$185
Construction Field Representative	\$120	\$130	\$145	\$155
Project Administrator	\$110	\$130	\$135	\$155
Funding-Financial Service-Manager	\$215	\$230	\$240	\$250
Grant Administrator	\$135	\$150	\$160	\$170
Environmental Specialist	\$115	\$125	\$130	\$135
Administrative Assistant	\$90	\$100	\$110	\$125
Survey Party Chief	\$110	\$125	\$140	\$160
Survey Field Technician	\$95	\$100	\$105	\$110

**EXPENSES**

- a. Mileage - \$0.75/mile
- b. Flow Monitoring Equipment: Pressure Flow Meter- \$400/wk.; Gravity Flow Meter - \$1,000/deployment
- c. Robotics/GPS Equipment: \$35/hr.
- d. Aquatic Surveying Equipment – Vessel \$250/day
- e. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

**ASSOCIATED SERVICES**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.



# City of Lenoir

## Arc Flash Study

### Table of Contents

Cover Letter .....	1
01 Statement of Services .....	2-3
02 Company Information .....	4
03 Proposed Staff and Qualifications .....	5-8
04 Relevant Project Experience .....	9-13



April 9, 2026

Jeff Church, Public Utilities Director  
City of Lenoir  
510B Greer Circle SW  
Lenoir, NC 28645

RE: Statement of Qualifications  
Arc Flash Study

Dear Jeff:

The City of Lenoir is taking another important step for employee safety by renewing its arc flash study. We appreciate the opportunity to continue our relationship with Lenoir and are, therefore, submitting our qualifications to provide engineering services for this new arc flash study. McGill Associates, PA (McGill) is very familiar with your existing electrical systems and the personnel responsible for operating and maintaining these systems. Our team members have been involved in the previous study and recent upgrades to Lenoir's water and wastewater facilities. We believe this uniquely positions McGill to complete this upcoming study. Some of our strengths include:



**In-House Electrical Team:** New codes were approved in 2018, which require updates to the work we completed previously. McGill's electrical engineering team is entirely in-house and has extensive experience studying, planning, designing, and troubleshooting electrical power systems. We have all the necessary resources to successfully conduct this new study.



**Extensive Arc Flash Experience:** McGill has provided arc flash analysis services for many years on large and small facilities throughout North Carolina, including for City of Lenoir. Our electrical team is experienced in performing the services that are necessary to complete a comprehensive arc flash study, including required field work, system modeling and analysis, reports and labels for equipment, cost estimates, and arc flash safety training.



**Strength of Deliverables:** McGill's reports are not intended to gather dust on a shelf. We focus on putting the most important information in the hands of users and at the point of use, which is critical to reduce the potential for an arc flash hazard. Our final reports are clear, informative, and meet all the requirements of regulatory agencies. We provide and apply all labels for equipment containing the required information per National Electric Code (NEC) requirements. After the project is complete, we provide a training session for client personnel to review the results of the study and discuss any issues.

Lenoir deserves credit for its demonstrated dedication to arc flash safety. We are excited about the opportunity to work with your team on this crucial study. If you have any questions, please feel free to contact us by email at [nick.huffman@mcgillassociates.com](mailto:nick.huffman@mcgillassociates.com) or by phone at 828.328.2024. Thank you for your consideration.

Sincerely,  
MCGILL ASSOCIATES, PA



NICK HUFFMAN, PE  
Electrical Practice Area Leader



Blowers at Gunpowder Creek WWTP

## Our Approach

McGill helps our clients understand the importance of an electrical safety program. Our team is well versed in Institute of Electrical and Electronics Engineers (IEEE) 399 (Recommended Practice for Industrial and Commercial Power System Analysis), as well as Occupational Health and Safety (OSHA) and National Fire Protection Association (NFPA) 70E (Standard for Electrical Safety in the Workplace). For this contract, McGill will conduct an arc flash study for the following facilities:

- Lower Creek Wastewater Treatment Plant (WWTP)
- Sewer collection facilities serving Lower Creek WWTP, including 10 lift stations and a flume meter
- Gunpowder Creek WWTP
- Sewer collection facilities serving Gunpowder Creek WWTP, including 6 lift stations and a flume meter
- Lake Rhodhiss Water Treatment Plant (WTP)
- Water distribution facilities, including 6 tanks and 4 booster pump stations

Our approach for this arc flash study follows a series of specific tasks designed to address the proposed scope of work and the inherent requirements of the study.

### Phase 1: Project Kickoff

McGill will meet with the City to introduce the project team and establish relevant project parameters, confirm the extent of systems involved, review existing record documentation and past arc flash studies, and finalize the project schedule. The preliminary phase of the project includes conducting initial field investigations.

### Phase 2: Studies

Studies required to complete this project include:

- 1. Load Flow:** We will analyze the power flow on system feeders for various operating conditions; this includes normal and emergency loading conditions, system loading for each possible switching configuration within the system, identification of potentially overloaded feeders, and recommendations for future improvements. Knowing the load on each feeder and bus will allow for tighter setting of circuit breakers and fuses to optimize operation and safety.
- 2. Fault Current (Short Circuit):** Next, we will determine the magnitude of fault currents flowing throughout the power system at various time intervals after a fault (short circuit) occurs in the system. This study will be completed for three-phase, phase-to-phase, and phase-to-ground faults at different locations throughout the system. This information will be used to correctly select fuse, breaker, and switchgear ratings, as well as device trip values and protective relay settings.
- 3. Selective Coordination of Protective Devices:** We will analyze the clearing characteristics of protective devices, such as fuses, circuit breakers, and relays, used in a power system protection scheme. The objective of a protection scheme is to minimize hazards to personnel and equipment while causing the least disruption of power service. The study will also determine settings for adjustable circuit breakers and protective relays, as well as ratings of fuses that will provide selective fault isolation.
- 4. Arc Flash Analysis:** The analysis will determine working clearances in and around electrical equipment and indicate the appropriate level of Personal Protective Equipment (PPE) to be worn within the various boundaries. The study will consider both normal and standby power system supply sources, along with contributions from rotating machinery.



### Phase 3: Recommendations and Scenarios

Study methodology will comply with IEEE 1584 (Guide for Performing Arc-Flash Hazard Calculations) recommendations. The study results will be used to define the arc flash protection boundary and the incident energy at bus locations in the electrical distribution system. Our staff will make recommendations regarding protective device settings, in order to balance system operational integrity and personnel safety around equipment. We will recommend alternate settings for certain devices to reduce the hazard during live system maintenance operations. Necessary PPE will be suggested based upon NFPA 70E. Safe working distances will be specified for calculated fault locations. We use system analysis software suites to model electrical systems. Study parameters for each type of study under consideration are supplied to the analysis software.

### Phase 4: Electrical Safety Program

McGill takes safety seriously and understands that safe projects do not just happen; they require thoughtful planning through data gathering, planning, design, construction, and use by the public. We are committed to providing safe and practical engineering solutions to complex problems. Having a wide range of experience in electrical systems, we understand the critical need for your staff to come home safely when they are working in or around energized electrical equipment. The dangers of energized parts range from electrical shock to arc flash and arc blast. Understanding the dangers allows us to conduct on-site assessments of the vast range of facilities we might encounter within the City's systems. We understand the need to assess the dangers and provide proper labeling for each piece of equipment to alert staff of dangers and the proper PPE required.



Example of proper PPE



Lake Rhodiss WTP ActiFlo Building

### Phase 5: Final Study

McGill staff will provide a final study and report once the preliminary study is approved and any adjustments required as a result of preliminary findings are made. The final study will indicate a selectively coordinated system, to the extent possible, for each operating scenario. Device, relay setting, and fuse size reports will be provided as part of the deliverables, in addition to complete, updated one-line diagrams of all systems studied (in both hard-copy and PDF format) to give an accurate representation of the current electrical distribution system at each site. After the final study is approved, we will place arc flash labels that meet the NFPA 70E requirements on specific equipment (switchgear, motor control centers, disconnects, panelboards, control panels, etc.).

### Experience with Schedules and Budget

Our staff has many years of collective experience and a lengthy record of effective cost control, accurate project scheduling, high-quality work, and innovative design capabilities. Over the years, we have found that consistent communication is the best way to keep a project on schedule throughout the entire process. With our familiarity of Lenoir's systems and our proximity to Lenoir's infrastructure, McGill will be able to complete this project expeditiously.

## Contact



**Nick Huffman, PE**

**Electrical Practice Area Leader**

nick.huffman@mcgillassociates.com

p. 828.328.2024

f. 828.328.3870



## Company History

McGill was founded in 1984 in Asheville with a focus on helping communities provide safe drinking water and collect and treat wastewater — services that remain central to our work today. From the beginning, McGill has partnered with municipalities to plan, design, and deliver practical, cost-effective infrastructure that supports public health, growth, and quality of life. Over the past four decades, McGill has grown into a multidisciplinary engineering firm with eight offices across the region, offering services that support the full lifecycle of infrastructure projects.

In 1999, McGill opened its Hickory office to better serve communities throughout the Piedmont. This office has since become one of McGill’s technical hubs and has supported the City of Lenoir by developing the its previous arc flash study.

## How We’re Different

McGill serves public clients throughout the Southeast. The range and depth of McGill’s expertise includes a wide spectrum of engineering services, land planning and recreation, and consulting services. Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients’ visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

Office Location	Employees	MEP Employees
Asheville, NC*	77	9
Hickory, NC*	64	4
Pinehurst, NC	10	
Raleigh, NC	19	
Shallotte, NC	11	
Knoxville, TN	13	
Roanoke, VA	3	1
Williamsburg, VA	4	

\*Offices where work will be conducted

## What We Do

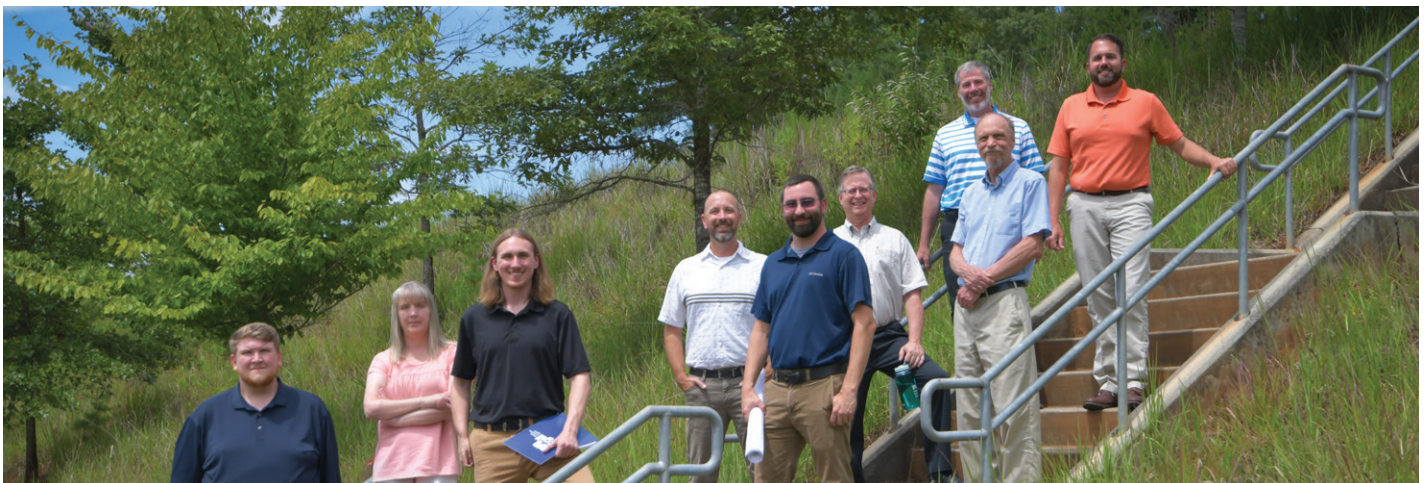
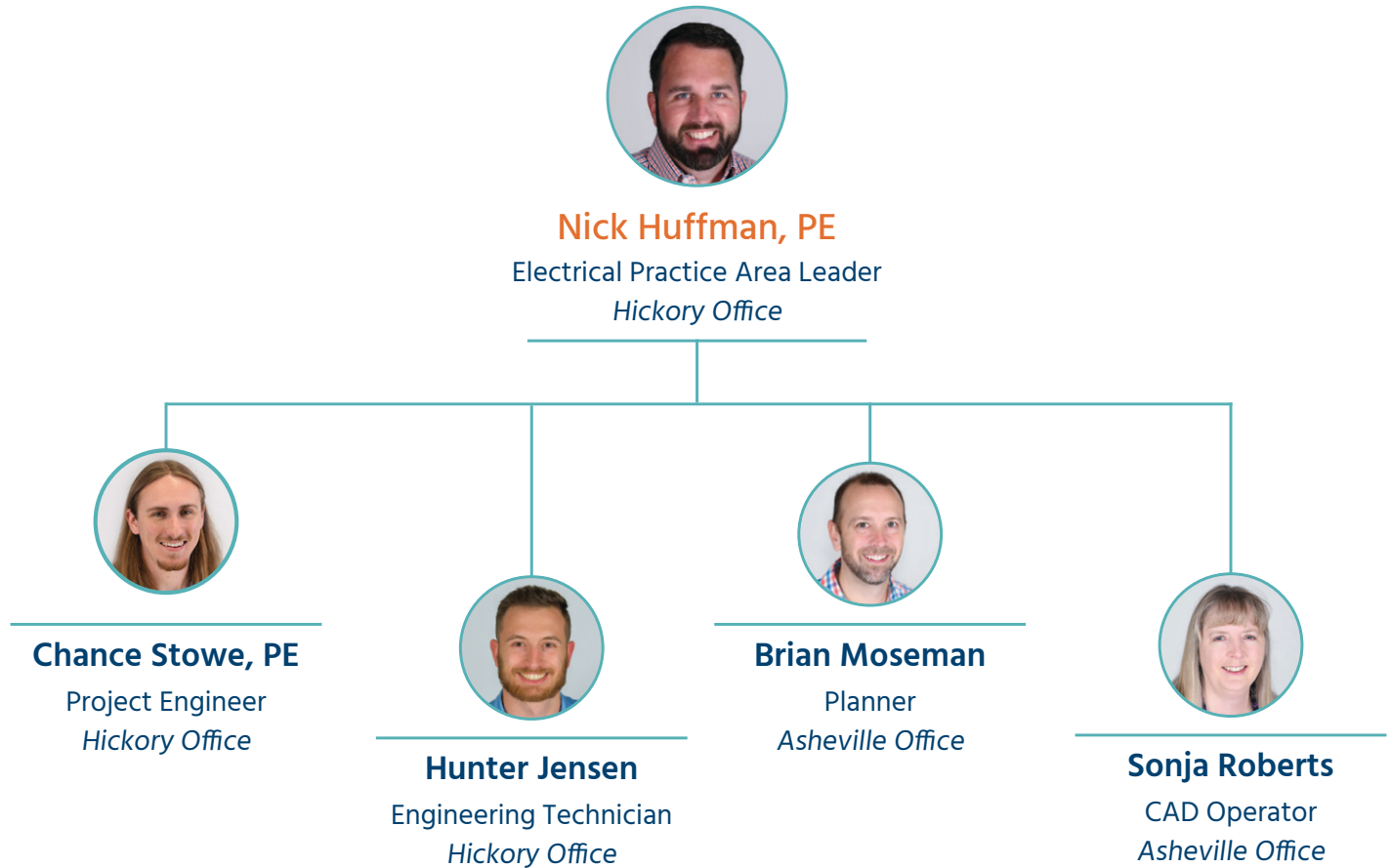
- Water and Wastewater
- Civil Engineering
- Water Resources
- Land Planning and Recreation
- Electrical Engineering
- Mechanical, Electrical, and Plumbing
- Surveying
- Construction Administration
- Solid Waste
- Environmental
- Consulting Services



# 03 | Proposed Staff and Qualifications

## Team Overview

Our goal in assembling the proposed team outlined below is matching the individual and team qualifications with the expertise and experience appropriate for this project. Our comprehensive project team approach is particularly appropriate for projects where coordination, scheduling, and efficiency are important considerations.





*Nick worked with the City of Lenoir on its past arc flash study and helped with most water and wastewater projects at Lenoir after the study.*

## Nick Huffman, PE

### Electrical Practice Area Leader

Nick Huffman has spent much of his career tackling complicated electrical engineering projects. With 22 years of experience — 19 with McGill — he is energized by providing electrical solutions to a variety of clients. Nick oversees our electrical engineering team, which offers electrical services for three different realms of work – water / wastewater, utilities, and architecture. As the electrical practice area leader, he demonstrates strong leadership for the team and ensures the highest quality end products for clients. Nick is skilled at working with multiple moving pieces in a project in a manner that does not disrupt service to our clients and that results in successful projects. He is highly analytical, which allows him to analyze a situation, problem, or task and quickly find a solution.

Nick is confident in his engineering design skills and appreciates the variety of his work — specifically observing construction in the field, meeting with a client, or traveling to work with staff in another McGill office. He received a Siemens substation design certification and completed a transmission lines design class through the University of Wisconsin. Nick also has written articles on and presented about arc flash studies, detailing their requirements and benefits. He understands the unique properties that each project entails and enjoys the challenges associated with them; challenges like these have expanded Nick’s knowledge and experience, and this keeps him looking forward to future endeavors in the electrical engineering field.

#### Education

BS, Electrical Engineering,  
North Carolina State  
University (NCSU)

BS, Computer Engineering,  
NCSU

#### Professional Licensure

PE	VA #0402059110
PE	NC #0368400
PE	TN #114460
PE	SC #35652

#### Professional Association

IEEE Power and Energy  
Society

#### Years of Experience

22

#### Related Experience

- Arc Flash Study, City of Lenoir
- Standby Generator Improvements at the George Bernhardt WTP, City of Lenoir
- Finley Area Water System Improvements, City of Lenoir
- FY 2024-25 Arc Flash Study, Town of Valdese
- 2016 Water Collection System and WWTP Arc Flash Study, Town of Valdese
- Long and Crowders WWTP Arc Flash Study, City of Gastonia
- Eagle Road WWTP Arc Flash Study, City of Gastonia
- Arc Flash Study, Building No. 3, Poppelmann Plastics USA LLC, Claremont
- 2023, 2024, and 2025 Arc Flash Studies, Metropolitan Sewerage District of Buncombe County (MSDBC)
- Arc Flash Study, Phase 2, MSDBC
- Arc Flash Study, Hopewell Water Renewal, Hopewell, VA
- Douglas Lake Intake Arc Flash Study, Sevier Water Board, Inc., Sevierville, TN
- Arc Flash Study, City of Statesville
- Electric System Arc Flash Study, City of Elizabethton, TN





### Education

MS, Electrical Engineering,  
Clemson University

BS, Electrical Engineering,  
Clemson University

BS, Mathematics,  
Lander University

### Years of Experience

4



*Chance brings a forward-thinking perspective to our team, considering future needs for our clients*

## Chance Stowe, PE

### Project Engineer

Chance Stowe developed a passion for electrical engineering upon realizing that he wanted to be a part of bringing the vital resources of power to people and businesses. He believes in genuinely investing in the client and strives to efficiently complete successful projects. Chance has worked on projects that have dealt primarily with improvements or expansions to WTPs, WWTPs, and communications infrastructure. With much of his recent coursework and research focused on renewable energy technologies, the future of distribution networks, and the electrification of transportation, Chance is looking toward the future in this rapidly changing field.

### Licensure

PE: NC #060957, VA #0402070872, TN #133138, SC #44642

### Related Experience

- 2023, 2024, and 2025 Arc Flash Studies, MSDBC
- FY 2024-25 Arc Flash Study, Town of Valdese
- Long and Crowders WWTP Arc Flash Study, City of Gastonia



### Education

BS, Electrical Engineering,  
NCSU

BS, Computer Engineering,  
NCSU

### Years of Experience

2



*Hunter has direct experience with arc flash studies and cares about keeping people safe.*

## Hunter Jensen

### Engineering Technician

Hunter Jensen has always been curious about things that run on electricity, which is what motivated him to become an electrical engineer. He has worked on municipal infrastructure, transmission lines, and arc flash studies — all of which have varied in size. Hunter is an excellent communicator who enjoys helping people and coordinating with others. He majored in electrical and computer engineering and minored in business administration, which brings a unique perspective to the team. Hunter says the most fulfilling parts of his job include helping ensure people have clean water and protecting people’s safety through arc flash studies.

### Related Experience

- 2023, 2024, and 2025 Arc Flash Studies, MSDBC
- FY 2024-25 Arc Flash Study, Town of Valdese
- Long and Crowders WWTP Arc Flash Study, City of Gastonia
- Eagle Road WWTP Arc Flash Study, City of Gastonia
- Arc Flash Study, Hopewell Water Renewal, Hopewell, VA





*Brian's has completed multiple arc flash studies, study updates, and equipment testing for McGill's clients.*

## Brian Moseman

### Planner

Brian Moseman is a valued member of McGill's electrical services team and offers an extensive and diverse background in project management background. His versatility allows him to quickly understand the client's needs and move the project forward. Brian has worked in a variety of professional environments, which have shaped his capacity to solve complex problems and ensure project success. His ability to effectively manage projects has reduced production downtime and keep projects working within their budgets. Brian's experience includes field lighting, field fencing, electrical distribution design, and fiber-optic systems.

### Related Experience

- 2023, 2024, and 2025 Arc Flash Studies, MSDBC
- 2016 Water Collection System and WWTP Arc Flash Study, Town of Valdese
- Long and Crowders WWTP Arc Flash Study, City of Gastonia
- Cane Creek Sewer District – Arc Flash Study, Henderson County
- Arc Flash Study, Hopewell Water Renewal, Hopewell, VA

### Education

BS, Business Management,  
Mars Hill College

AAS, Electronics  
Engineering Technology,  
Asheville-Buncombe  
Technical Community  
College

### Years of Experience

26



*Sonja provides consistent and quality results to support our electrical engineering team.*

## Sonja Roberts

### CAD Operator

Sonja Roberts has 35 years of drafting experience for electrical engineering projects of varying sizes for municipal clients, including pump stations, power substations, transmission and distribution lines, fiber optic cabling, and industrial and commercial facilities. She has acquired extensive knowledge and experiences in civil, mechanical, plumbing, architectural, structural, and electrical disciplines throughout her career. Sonja has excellent computer skills and is highly knowledgeable in AutoCAD software.

### Related Experience

- 2023, 2024, and 2025 Arc Flash Studies, MSDBC
- 2015 Arc Flash Study and Selective Equipment Testing, MSDBC
- Arc Flash Study, City of Statesville
- 2016 Water Collection System and WWTP Arc Flash Study, Town of Valdese
- Cane Creek Sewer District – Arc Flash Study, Henderson County

### Education

AAS, Architectural  
Technology, Catawba Valley  
Community College

### Years of Experience

35

### Specialties

- AutoCAD
- REVIT





Labeling equipment at Lower Creek WWTP, City of Lenoir

## Arc Flash Studies for Water and Wastewater Facilities

### City of Lenoir

McGill conducted an arc flash study for the City of Lenoir, which included the following sites: George Bernhardt Sr. Lake Rhodhiss Water Treatment Plant, Lower Creek Wastewater Treatment Plant, and Gunpowder Creek Wastewater Treatment Plant. The study encompassed 11 water support facilities, and 19 wastewater collection facilities. This study also incorporates device coordination study, fault current study, device duty, and PPE recommendations for plant staff. All panels are labeled at each site, and with new construction, the City will need to update the study. We have incorporated the revisions into our current projects at the site.

### Client Reference

Jeff Church  
Public Utilities Director  
801 West Avenue NW  
Lenoir, NC 28645  
jeff.church@ci.lenoir.nc.us  
828.757.2200

### Project Highlights

- PPE recommendations
- Labeling
- Operations planning



## 2023, 2024, and 2025 Arc Flash Studies

### MSDBC

McGill provided a complete arc flash study for a number of MSD facilities. The sites included the existing 40-million-gallons-per-day (MGD) water reclamation facility, 3 megawatt (MW) Craggy Hydroelectric facility, and 3 administration buildings. The study provided information to MSD to ensure it met current standards in accordance with 29CFR1910, 132(d)(1), National Fire Protection Association (NFPA) 70E, thereby safeguarding workers from injury while working on or near exposed and energized electrical conductors or circuit parts. McGill worked with MSD to gather all necessary equipment data and nameplate information. Our investigation covered various operational scenarios to evaluate the arc flash conditions associated with each piece of equipment. The water reclamation facility, in particular, can be configured to operate with any combination: normal (Duke Energy), three standby diesel generators (two 1 MW and one 2 MW), and three hydroelectric units (1 MW).

Every scenario presents a distinct arc flash situation. The equipment has been clearly labeled in accordance with NFPA 70E standards for normal operational scenarios. Detailed reports encompassing the results of other operating conditions were compiled for MSD's use. In conjunction with the arc flash study, we performed an equipment evaluation and conducted a system coordination study. The evaluation study determines if the equipment is adequate for the imposed electrical conditions, and we made recommendations regarding the adequacy of existing equipment to perform its intended function. We optimized the settings of protective devices to achieve consistent system reliability and safety. We completed all studies by using ETAP Power System Design and Analysis Software.

McGill completed the first arc flash study for MSDBC in 2018. Since that time, MSD and McGill have broken up the revisions of the arc flash study into multiple phases. Each phase included a few additional sites that have been built since the first arc flash study was completed in 2018.

### Client Reference

Hunter Carson  
Engineering Director  
2028 Riverside Drive  
Asheville, NC 28804  
[hcason@msdbc.org](mailto:hcason@msdbc.org)  
828.224.9646

### Project Highlights

- Arc flash studies
- NFPA0-70E-compliant labeling
- Alternative scenarios



High service pump station at Valdese WTP.

## Arc Flash Study

### Town of Valdese

McGill conducted an arc flash study for the Town's WTP and WWTP. The study involves four water support facilities and five wastewater collection facilities. This study also incorporates a device coordination study, a fault current study, device duty, and PPE recommendations for plant staff. We provide our clients with an arc flash study and labeling that is compliant with OSHA and NEC 70E standards. This helps plant and operations staff beware of the risk when working on or around energized electrical equipment.

### Client Reference

Bo Weichel  
Assistant Manager / CFO  
Post Office Box 339  
Valdese, NC 28690  
bweichel@valdesenc.gov  
828.879.2123

### Project Highlights

- Arc flash study
- Device coordination study
- Fault current study
- Device duty
- PPE recommendations

## Arc Flash Study – Building No. 3

### Poppelmann Plastics USA, LLC

McGill conducted an arc flash study at Poppelmann Plastics USA, LLC (Poppelmann) and implemented corresponding field labeling at its Claremont, North Carolina, facility. This study ensured Poppelmann's compliance with current standards, such as 29CFR1910.132(d)(1) and NFPA 70E, thereby enhancing worker safety when dealing with energized electrical conductors or circuit parts. The study delivered essential data, including flash protection boundary distances and incident energy levels, enabling Poppelmann to establish appropriate work procedures, PPE protocols, and labeling requirements for its facilities. Additionally, we conducted a training session to communicate the study's findings and instruct employees on identifying hazards associated with energized equipment throughout the facility, along with the requisite PPE for safe operations.

This study involved creating and placing over 90 labels in the plant's third building addition to the current plant site. McGill worked with Poppelmann and Duke Energy to obtain the necessary source and impedance data needed for the three separate electrical services associated with this new building.

### Client Reference

Bill Loftin  
Quality / EHS Manager  
2180 Heart Drive  
Claremont, NC 28610  
billloftin@poeppelmann.com  
828.466.9500

### Project Highlights

- Arc flash studies
- NFPA-70E-compliant labeling



## Arc Flash Study

### City of Statesville, NC

McGill conducted arc flash studies for all of the City of Statesville’s water and wastewater facilities. The studies for the wastewater facilities included two WWTPs (Third Creek and Fourth Creek). Each of these facilities is designed to treat six MGD. The treatment plants have a sewer collection system that totals 18 wastewater lift stations; these stations consist of a normal utility power and standby generator power that both must be evaluated to determine a worst-case arc flash scenario. The City’s water system consists of a 15-MGD WTP, 2 raw water intakes (South Yadkin and Catawba Rivers) with a combined capacity of 22 MGD, and 3 elevated storage tank sites that can hold 2.8 million gallons of water for distribution across the system. McGill is currently updating this study, first completed in 2019, as part of providing continuing electrical engineering services for the City’s water and wastewater projects.

### Client Reference

Andy Smith  
Water Resources  
Operations Manager  
301 South Center Street  
Statesville, NC 28687  
asmith@statesvillenc.net  
704.878.3439

### Project Highlights

- Arc flash study
- Assessment of multiple systems

## Wastewater Collection System and Water Renewal Arc Flash Capital Budget Planning

### Hopewell Water Renewal (HWR), Hopewell, VA

McGill worked with HWR to review facilities and include an arc flash study within its annual budgeting process. This endeavor involved visiting HWR facilities, including the collection system and water renewal facilities, in order to determine the scope and magnitude of the electrical distribution system at each location. Once this preliminary work was completed, we produced a proposed budget for the HWR’s capital improvements plan (CIP).

### Client Reference

Richard Thompson  
Clearwater, Inc. Eastern  
Virginia Sales Engineer  
(Former Director  
of HWR)  
300 North Main Street  
Hopewell, VA 23860  
dickie.thompson@  
clearwaterinc.net  
828.855.3182

### Project Highlights

- Arc flash studies
- Proposed budget for CIP



## Arc Flash Hazard Study

**Two Rivers Utilities, City of Gastonia, NC**

McGill performed an arc flash hazard assessment and made recommendations for PPE and labeling requirements for the City's Long Creek WWTP, Crowders Creek WWTP, and Resource Recovery Farm. The assessment and associated studies ensure that the City meets current standards in accordance with OSHA 29CFR1910.132(d)(1) and NFPA 70E and safeguards workers from injury while working on or near exposed electrical conductors or circuit parts that could become energized. These assessments provide the utilities department with the necessary flash protection boundary distances and incident energy to determine the correct work procedures, PPE, and labeling requirements for its existing facility.

### Client Reference

Charlie Graham  
Project Manager,  
Wastewater Division  
Post Office Box 1748  
Gastonia, NC 28053  
charlieg@  
tworiversutilities.com  
704.913.9855

### Project Highlights

- Medium and low voltage
- Multiple power sources
- Multiple utility suppliers
- Arc flash hazard assessment
- PPE recommendations
- Labeling requirements

## WWTP Secondary Electrical Substation Replacement

**Two Rivers Utilities, City of Gastonia, NC**

The Two Rivers Utilities needed a redundant secondary substation at the Long Creek WWTP. This secondary substation is one of four currently at the Long Creek WWTP. This unit serves the area and buildings for the intermediate lift station, filter control building, digester building, and chlorine building. The project will provide redundancy to the electrical system in the intermediate screw pump station / filter area of the plant. McGill worked with the Gastonia Electric Department to provide overhead / underground power to the new, pad-mounted transformer. We reviewed the electrical system with these proposed upgrades and provided overcurrent protection coordination, as well as short-circuit and load-flow analyses, for the area served by this secondary electrical substation.

### Client Reference

Charlie Graham  
Project Manager,  
Wastewater Division  
Post Office Box 1748  
Gastonia, NC 28053  
charlieg@  
tworiversutilities.com  
704.913.9855

### Project Highlights

- Substation
- Review of the electrical system
- Overcurrent protection coordination
- Short-circuit and load-flow analyses





**McGill Associates, PA**

1240 19th Street Lane NW, Hickory, NC 28601

828.328.2024 | [mcgillassociates.com](http://mcgillassociates.com)



**CITY OF LENOIR**

**COUNCIL ACTION FORM**

- I. Agenda Item:** Consideration to approve the Service Line Material Field Inspections to Support the Lead and Copper Rule Improvements (LCRI) Service Line Inventory Development Proposal from M<sup>c</sup>Kim & Creed

**Background Information:** The City received 100% principal forgiveness funding in the amount of \$1,000,000 through the Division of Water Infrastructure for the LCRI Service Line Inventory project. Staff received formal proposals for Service Line Material Field Inspections to support the LCRI inventory development at 2:00 PM in the Public Utilities Director’s office on Thursday, April 9,2026. Proposals were received by three firms and were ranked on the basis of:

<u>Firms</u>	<u>Ranking</u>	<u>Ranking Criteria</u>
KCI Associates of NC, PA	8.75	50%: Price
LJA Environmental Services	9.25	25%: Prior Experience
McKim & Creed	9.50	25%: Project Scheduling

After staff review, and a recommendation letter from Freese and Nichols, McKim and Creed received the highest ranking. Their proposal is within the budget documented in the SK SRF-D-LSL-017 Funding Scope of Work that was submitted to NCDEQ in November of 2025.

- II. Staff Recommendation:** Staff recommends City Council approve the firm of McKim & Creed to perform the service line material field inspections project, as presented.

- III. Reviewed by:**

City Attorney: \_\_\_\_\_

Finance Director: \_\_\_\_\_

Public Works/Public Utilities Director: Jeff Church

April 20, 2026

Jeff Church  
Public Services Public Utilities Director  
City of Lenoir

Dear Dr. Jeff Church,

FNI recommends the City of Lenoir contract with McKim & Creed (MKC) to complete the Scope for Service Line Material Field Inspections to Support the Lead and Copper Rule Improvements (LCRI) Service Line Inventory Development. MKC's reference (City of Durham) provided positive feedback on MKC's performance and commitment to quality. MKC's cost proposal is within the budget documented in the SL SRF-D-LSL-017 Funding Scope of Work (submitted to NCDEQ Nov. 2025). FNI looks forward to working with City of Lenoir and MKC on completing field inspections to support LCRI compliance.

Sincerely,

Isabella Stubbs, PE  
Project Manager

CC:  
Brian White, PE  
Koby Boman, PE  
Radha Jagwani, EIT



Requests for Proposal for

# SERVICE LINE MATERIAL FIELD INSPECTIONS

PRINTED

SUBMITTED TO:

**CITY OF LENOIR**

510B Greer Circle SW  
Lenoir, NC 28645  
828.957.2200

APRIL 9, 2026

SUBMITTED BY:

**MCKIM & CREED, INC.**

Charlotte, NC  
704.841.2588 | mckimcreed.com





April 9, 2026

Dr. Jeff Church  
Public Utilities Director  
City of Lenoir  
510B Greer Circle SW  
Lenoir, NC 28645

**RE: City of Lenoir – SERVICE LINE MATERIAL FIELD INSPECTIONS TO SUPPORT THE LEAD AND COPPER RULE IMPROVEMENTS (LCRI) SERVICE LINE INVENTORY DEVELOPMENT**

Dear Dr. Church:

McKim & Creed, Inc. is pleased to present its qualifications for the Service Line Material Field Inspections to Support Lead and Copper Rule Improvements contract for City of Lenoir (the City). Verifying water service line materials is essential for safeguarding public health, ensuring regulatory compliance, and advancing environmental equity throughout the City.

McKim & Creed brings a proven record of delivering Lead Service Line Inventory (LSLI) and field verification projects across North Carolina. With experience on more than 1,000 municipal projects over the past 20 years, the firm understands the operational constraints municipalities face and the critical importance of accurate service line verification. **This capability is demonstrated by the City of Durham project, where McKim & Creed executed 1,500 lines in six months under a strict, penalty-backed deadline while maintaining schedule compliance and minimizing impacts to the public and stakeholders.**

McKim & Creed has helped procure Lead Service Line Replacement (LSLR) funding from the North Carolina Division of Water Infrastructure (NCDWI) for multiple North Carolina municipalities. Our team can mobilize quickly to develop funding applications and is well-versed in the subsequent administrative tasks after notice of intent to fund. Our Lead and Copper Rule technical advisors stay up-to-date on the evolving legislation and can help the City navigate the various compliance requirements and deadlines of the Lead and Copper Rule Improvements (LCRI).

**SAFETY FIRST /** For this project, McKim & Creed will ensure public safety by using advanced technology such as vacuum excavation for precise, minimally invasive field investigations. This approach minimizes environmental disruption and exposure risks while maintaining strict adherence to regulatory standards.

**COMMUNICATION BUILDS TRUST /** The team prioritizes effective communication with stakeholders, employing public meetings, informational door hangers, and direct outreach to keep residents informed and engaged throughout the process.


**LOCAL KNOWLEDGE BACKED BY LARGE FIRM RESOURCES /** With four decades of Subsurface Utility Engineering (SUE) experience in North Carolina, McKim & Creed offers local knowledge backed by large-firm resources. The Charlotte office will support this project. We offer all SUE levels, including Quality Levels A-D. In addition to SUE, McKim & Creed offers data collection, utility inspection, electromagnetic detection, ground-penetrating radar, data processing and map development. Additional resources, whether personnel or equipment, can be deployed quickly from our office in Raleigh. Our team has the necessary qualifications and support personnel to complete the inventory by the City's deadline of November 2026.

We appreciate the opportunity to submit this proposal and look forward to a positive and professional relationship with the City of Lenoir.

Sincerely,

McKim & Creed, Inc.

  
**Kenneth Williams**  
Project Manager

  
**Rob English**  
Principal-in-Charge



**POINT-OF-CONTACT**

Kenneth Williams Project Manager  
P: 919.233.8091  
E: KRwilliams@mckimcreed.com

**CORE VALUES**



**RESPECT FOR PEOPLE**



**CONTINUOUS IMPROVEMENT**



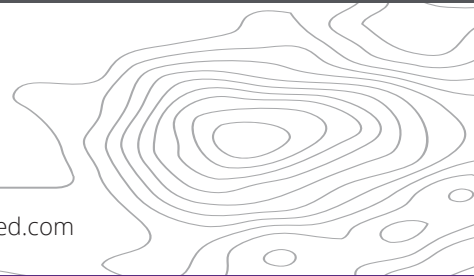
**CLIENT SATISFACTION**



**SAFETY**



**OWNERSHIP**



# A PRICING

Type	Cost
Meter box inspection (single-side and dual-side)	\$30 single-side/\$40 dual-side
Hand excavation (single-side and dual-side)	\$350 single-side / \$400 dual-side
Mechanical excavation (single-side and dual-side)	\$490 single-side / \$540 dual-side
New sod and soil (single-side and dual-side)	No additional cost for restoration
Pavement cuts and repair (per square foot)	\$800 Per square foot

Fee Table | **Water Service Line Field Investigations for City of Lenoir**

McKim & Creed is committed to fair, transparent, and well-defined pricing that aligns directly with the scope of work and the City's objectives. Our pricing is developed from a detailed understanding of project requirements and is structured to ensure clients pay only for the level of effort and resources necessary to deliver high-quality, defensible results.

We emphasize clear cost breakdowns, realistic production assumptions, and efficient use of personnel and technology to control costs without compromising quality or safety. Where appropriate, our approach incorporates phased or overlapping tasks and proven methodologies that reduce rework and avoid unnecessary field effort—resulting in cost-effective delivery over the life of the project.

McKim & Creed's pricing reflects our focus on budget predictability and accountability, with clearly defined scopes and procedures for managing any additional services. This approach provides clients with confidence that project costs are reasonable, justified, and aligned with successful project outcomes.

**Completed 1,500 lines for the City of Durham within a six-month window under a non-negotiable, accelerated deadline with financial consequences for delay, while minimizing impacts to the public and stakeholders.**



# B PRIOR EXPERIENCE

## 1 LEAD AND COPPER RULE REVISIONS INVENTORY - 2 CONTRACTS CITY OF DURHAM, NC

The City of Durham Department of Water Management is currently completing water service evaluation as part of its LCRR efforts. As part of this project, the City is receiving requests from property owners that need assistance with determining buried service materials. McKim & Creed is currently serving on two contracts for the City.



### LCRR CONTRACT #21868 FOR DISADVANTAGED AREAS IN CITY OF DURHAM

McKim & Creed conducted partial Quality Level A Subsurface Utility Engineering (SUE) services for the City of Durham's LCRR efforts. The firm focused on approximately 1,000 water service line verifications in disadvantaged areas of the City's distribution system.

### LCRR CONTRACT #18384 FOR CITY OF DURHAM

McKim & Creed provided professional Subsurface Utility Engineering (SUE) services to assist the City in identifying lead and copper water lines. This project focused on verifying the material types of both public and private water services. Approximately 200 water meters were excavated as part of this initiative. The project is aligned with the North Carolina Department of Environmental Quality's Division of Water Infrastructure (NCDWI) standards, ensuring compliance with state regulations and contributing to the city's efforts to maintain safe and reliable water services.

### PROJECT DETAILS

#### OWNER

City of Durham

#### PROJECT DATES

07/2025 - Current

#### PROJECT COSTS

\$1 Million (Contract #21868)

\$200,000 (Contract #18384)

### TEAM MEMBERS INVOLVED

Rob English, Leon Mackey, Lee Cooper

### REFERENCE CONTACT

City of Durham

Harmon Henderson

P: 919.560.4881

E: harmon.henderson@durhamnc.gov

## 2 CAPE FEAR UTILITY WATER LINE SERVICE INVENTORY - CONTRACT B CAPE FEAR PUBLIC UTILITY AUTHORITY (CFPUA)

The Environmental Protection Agency (EPA) issued an Initial Lead Service Line Inventory compliance deadline of October 2024 for all public water systems. Many utilities are using McKim & Creed to assist with water service line inventories and in-field material verifications. Compliance requires a complete inventory of all service lines, both system and customer owned sides, and to determine a replacement strategy if lead or galvanized lines requiring replacement are found.



As part of a full-service LCRR compliance service, which also involves our Asset Management team, McKim & Creed's SUE group provided Cape Fear Public Utility Authority with a material assessment and inventory of water service lines throughout the Wilmington and Wrightsville Beach area, including downtown Wilmington. To date, our team has completed more than 5,000 excavations. Lead line service inventory work is important as it protects public health, helps replace lead and copper in lines and is essential for prioritizing lead removal.

### KEY HIGHLIGHTS

- Completed over 5,000+ service line excavations for CFPUA

### PROJECT DETAILS

#### OWNER

Cape Fear Public Utility Authority (CFPUA)

#### PROJECT DATES

August 2023 - May 2025

#### PROJECT COSTS

\$594,675

### REFERENCE CONTACT

CFPUA

Steve Mongeau

Program Manager - Asset Management

P: 910.332.6658

E: steve.mongeau@cfpua.org

### 3 FAYETTEVILLE PWC LEAD AND COPPER RULE REVISION FAYETTEVILLE PWC

McKim & Creed provided professional Subsurface Utility Engineering (SUE) services as a subconsultant to CDM Smith for the Fayetteville Public Works Commission (PWC) Lead and Copper Rule Service Project in Fayetteville, North Carolina. The team was tasked with verifying water service line materials at 400 meter locations throughout the city, a critical step in supporting PWC's compliance with the EPA's LCRR.



Utilizing non-destructive vacuum excavation methods, McKim & Creed exposed service lines on both the public and private sides of the meter to visually verify and document the pipe material and configuration. Each test hole included photographic documentation, meter number or service address, and the date of investigation. The team coordinated closely with utility records and ensured that all excavations were carefully backfilled with original spoils and compacted using a pneumatic hand tamp to restore the site with minimal disruption.



### 4 LCRR WATER SERVICE INVENTORY - PHASE 1 TOWN OF WRIGHTSVILLE BEACH, NC

McKim & Creed has assisted the Town of Wrightsville Beach in completing their service line inventory ahead of initial submission deadline while successfully classifying over 64% of their service lines as Non-Lead through coordinated desktop efforts alone. The team helped compile and organize available data to classify the maximum number of service lines before the Town had to employ the most costly field-based efforts. The project manager, Mr. Marlin, procured a \$2 million dollar loan from NCDEQ DWI at 0% to replace the Town's unknown service lines. He also assisted the Town in submitting the initial inventory and issuing the annual customer service line material notifications. He coordinated with DWI to ensure all funding would be maintained as the Town's water system was procured by Cape Fear Public Utility Authority (CFPUA). **Received NTP in February with an accelerated completion required by April to avoid spring break community impacts; completed approximately 3,000 lines within the compressed schedule.**

### 5 HARNETT COUNTY LCRR COMPLIANCE PROGRAM ASSISTANCE, PHASE 3 HARNETT COUNTY, NC

Harnett County's LCRR Compliance Project supports Harnett Regional Water in meeting updated EPA requirements for identifying and managing potential lead service lines within its distribution system. McKim & Creed is providing field verification of service line materials through hand-tool excavations, data collection, and inventory updates to ensure accurate classification of each line as lead, galvanized, or non-lead. Findings will guide future replacement and compliance planning to safeguard public health and meet the November 2027 federal deadline. Funded through a \$1.12 million capital allocation, the program is anticipated to include approximately 4,300 individual service line verifications across Harnett County's service area, focusing on areas with older infrastructure or limited material records.



#### KEY HIGHLIGHTS

- ✔ Completed 400 meter locations
- ✔ Utilized non-destructive vacuum excavation
- ✔ Provided thorough documentation for each test hole

#### PROJECT DETAILS

##### OWNER

Fayetteville Public Works Commission (PWC)

##### PROJECT DATES

May 2023 - August 2025

##### PROJECT COSTS

\$553,120

#### REFERENCE CONTACT

CDM Smith

Dave Malinauskas, PE, PMP

P: 919.325.3500

E: malinauskas@cdmsmith.com

#### PROJECT DETAILS

##### OWNER

City of Wrightsville Beach

##### PROJECT DATES

January 2024 - July 2024

##### PROJECT COSTS

\$44,969

#### REFERENCE CONTACT

City of Wrightsville Beach

Bill Fay

P: 910.256.7935

E: bfay@towb.org

#### PROJECT DETAILS

##### OWNER

Harnett County, NC

##### PROJECT DATES

August 2025 - Current

##### PROJECT COSTS

\$959,700

#### REFERENCE CONTACT

Harnett County

Seann Byrd

P: 910.514.2502

E: sbyrd@harnett.org

# C PROJECT SCHEDULING

**McKim & Creed is committed to meeting the project timeline and is fully prepared to complete this contract by the specified deadline.** The firm is aware that the federal completion date for this project is November 1, 2027, **and will ensure all work is delivered by the City's requested deadline of November 2026.** McKim & Creed understands the importance of quality work in achieving the City's objectives and approaches each project with tailored planning and field operations based on site-specific requirements. Below is the anticipated project task completion schedule, based on a Spring 2026 Notice to Proceed (NTP) date and the November 1, 2027, federal completion date.

The City of Lenoir is incentivized to minimize the number of unknown service lines by the Nov. 1, 2027 deadline set by the EPA, which reduces the burden of an annual 10% replacement rate moving forward. Based on the initial inventory submission data available from NCDEQ at the time of reporting, ranging from 10/16/24 to 1/7/25 City of Lenoir has a approximately 2300 unknown service lines. The schedule below is based on a Spring 2026 Notice to Proceed (NTP) and conservatively assumes no further reduction in unknowns since the initial report. Note that McKim & Creed can begin mobilization field verification crews within 30 days of NTP if a list of addresses is provided.

» FIG. 1 | Project Schedule

TASK	START	FINISH	2026												
			1	2	3	4	5	6	7	8	9	10	11	12	
Lead Service Line Inventory: City of Lenoir	04/2026	11/2026													
<b>A.</b> Inventory Assessment	04/2026	05/2026													
<b>B.</b> Inventory Desktop Development	05/2026	06/2026													
<b>C.</b> Field Investigations	05/2026	10/2026													
<b>D.</b> Closeout	10/2026	11/2026													

## ADDITIONAL INFORMATION

### PROJECT SAFETY

In lead service line field verification projects, safety considerations are paramount to protect both field personnel and the community. McKim & Creed emphasizes the following safety measures:

**Advanced Technology and Equipment:** The use of advanced technology, such as vacuum trucks, is crucial for precise excavation. This minimizes environmental disruption and reduces the risk of exposure to lead particles, ensuring a safer work environment.

**Compliance with Regulations:** Adhering to the Underground Utility Safety and Damage Prevention Act and other relevant regulatory standards is essential. This compliance ensures that all safety protocols are followed, reducing the likelihood of accidents and ensuring the protection of both workers and the public.

**Comprehensive Training:** McKim & Creed provides thorough training for employees on safety procedures and safety-conscious work habits. This training equips team members with the knowledge and skills needed to identify potential hazards and take preventive measures.

**Safety Responsibility:** Safety is considered every employee's responsibility. Employees are encouraged to point out potential hazards and take all reasonable actions to prevent accidents or injuries.

**Community Engagement:** Effective communication with the

community is vital to ensure cooperation and understanding of the project's safety measures. This includes educating residents about the risks associated with lead and the steps being taken to mitigate these risks.

**McKim & Creed has a robust safety program that includes regular equipment inspections, PPE, Smith System Defensive Driver Training, dash cams, and a third-party company who conducts recurring full safety assessments to maintain high standards.**

### QUALITY ASSURANCE/QUALITY CONTROL

McKim & Creed's approach to quality aligns with the Total Quality Management philosophy and incorporates ISO 9001:2015 and ISO 10007:2017 Standards by providing guidance on every aspect of the project. From initial project proposal, field measurements, processing, deed interpretations, data analysis, computations, data truthing and adjustments to monthly billings, status reports, final CAD drawings, field staking, and digital file structures, the quality checkpoints are maintained, documented and adhered to. We believe that Quality Assurance begins before the first survey stake is driven into the ground, the first paint is sprayed on the ground, or the computer is turned on.

# D APPROACH TO THE PROJECT

## PROJECT UNDERSTANDING

Our team brings extensive experience developing lead service line inventories throughout North Carolina, supported by active contracts with the Cities of Durham, Raleigh, Fayetteville, and Wilmington that demonstrate our proven ability to deliver consistent, high-quality results. Additionally, we understand the critical importance of effective public communication. Our field teams engage daily with homeowners, residents, and pedestrians, ensuring that all interactions are handled with professionalism, clarity, and respect.

The City is incentivized to minimize the number of unknown service lines in advance of the EPA's November 1, 2027 deadline, while also requiring completion of field inspection activities by November 2026 to support compliance and planning efforts. Meeting this accelerated schedule reduces the burden of an ongoing annual 10% replacement rate. McKim & Creed's depth of field investigation experience and the ability to mobilize multiple crews from our Charlotte and Raleigh offices position us as an effective and efficient partner to deliver the inventory within the City's required timeframe

## PROJECT APPROACH

McKim & Creed's project approach for conducting lead service line field verifications for the City is structured to ensure compliance with all contractual and regulatory requirements while maintaining safety and efficiency. By following this structured approach, McKim & Creed aims to deliver high-quality service line verifications that meet the City's expectations and regulatory standards within the specified timeframe.

All proposed field procedures for the City will be conducted in strict compliance with the City's Scope, including Sections 2.0–3.0 and Appendix A (Service Line Inspection SOP) as outlined in the City of Lenoir RFP for Service Line Field Inspections. The approach below explicitly maps City requirements to operational commitments, ensuring that every aspect of the inspection process aligns with the City's standards and expectations. The firm confirms its availability and willingness to attend the field inspection kickoff meeting within two (2) weeks of Project start, as required..

**Kenneth Williams, Project Manager (PM)** or a qualified designee confirms their commitment to attend and actively participate in bi-weekly progress meetings with the City for the duration of the Project, as required under Section 2.2 – Progress Meetings. These meetings will be used to:

**Report on completed field inspections and verified service line materials, including site locations and inspection status**

**Discuss field procedures and any recommended refinements based on field conditions**

**Review the remaining inspection schedule and budget status**

The PM will attend each meeting and will be prepared with up-to-date inspection metrics derived directly from the City's Field Inspection App. This commitment aligns with the shared City/Vendor responsibility outlined in Section 2.0 – Field Inspection Coordination.

### TASK 1: IN-OFFICE RESEARCH

All proposed field procedures for the City of Lenoir's Service Line Material Field Inspections will be conducted in strict compliance with the City's Scope, including Sections 2.0–3.0 and Appendix A (Service Line Inspection SOP) as outlined in the City of Lenoir RFP for Service Line Field Inspections. The approach below explicitly maps City requirements to operational commitments, ensuring that every aspect of the inspection process aligns with the City's standards and expectations.

It's indicated that the City has approximately 2300 unknown service line materials that require field inspections to complete the LCR compliance.



### LCRR BY THE NUMBERS

10,000+

SERVICE LINES INVENTORIED

10+

ENTITIES CURRENTLY SERVING FOR LCRR COMPLIANCE

**McKim & Creed is well-versed in meeting service line inventories and data sets where they are. Whether in paper format, scanned PDFs, spreadsheets, GIS data, institutional knowledge, or likely some combination, our team of professionals can quickly digest your inventory and mobilize a standardized review and documentation process.**

McKim & Creed's team of experienced engineering and SUE professionals will begin by meeting with City staff to gain an understanding of the status of each water system's existing service line inventories and the methods and data sources used for their development to date. Armed with this information, our team will provide recommendations for additional desktop data collection and integration efforts if necessary by using the following data sources:

- » County parcel data and address point
- » Tap cards and work orders
- » Well abandonment records
- » Tax listing records
- » Deed and plat research
- » Billing information
- » Institutional knowledge
- » Water system record drawings
- » Existing water system asset GIS data

Using this enriched dataset, McKim & Creed's GIS analysts will update the initial service line inventory and ensure classification of service lines materials for the following criteria:

**🕒 AGE OF INITIAL DEVELOPMENT:**

Derived from existing GIS data, parcel information, tax records, deed research, and well abandonment data.

**📏 SERVICE LINE DIAMETER:**

Informed by GIS records and supporting documentation from tap cards and work orders.

**🏢 INSTITUTIONAL KNOWLEDGE:**

Drawn from interviews and meetings with internal City staff.

Effort will be focused on records that provide the most valuable insight and potentially establish patterns that can be used to effectively direct and prioritize field investigations. The goal is to minimize the number of unknowns before proceeding with more costly field investigation efforts. A prioritized field investigation plan will be issued to the City based on the findings from Task 1.



## TASK 2: FIELD SURVEY EXCAVATION

Our team will conduct hand or vacuum excavation on the utility-owned and customer-owned portion of the service line, ensuring minimal disruption and accurate documentation of service line materials. Pre-work and post-work photographs will be taken, and all staff will be identifiable by company attire and vehicles. The results of the in-office research task vetting service lines will affect the scope of the associated field investigation requirements. To illustrate this, three simple examples are provided below:

- » For example, if all service lines for a system were found to be Non-Lead based on records approved by the EPA in the Lead & Copper Rule Improvements, there is no requirement to validate the classification of these services lines through field investigations. McKim & Creed could still assist in field validation to ensure the City's comfort.
- » However, if some service lines were found to be Non-Lead through means other than approved records review or 2-point visual inspection, then those become a validation pool from which a minimum number of randomly selected service lines must be field investigated per EPA requirements. For example, if the City were to classify 3,800 service lines as Non-Lead using Institutional Knowledge, then a minimum of 351 would need to be field validated to confirm the classification accuracy of all 3,800 per EPA validation requirements.
- » Statistical methods, approved by NCDEQ on a case-by-case basis, can be used to physically verify a subset of unknowns if no lead or galvanized requiring replacement lines are discovered after exhausting the desktop inventory effort. This can significantly reduce the total number of field investigations required.



Regardless of the results of the in-office research task, McKim & Creed is prepared to assist the City in finding the most efficient and cost-effective approach for the field investigation stage. Field investigations will be batched to simplify public notification coordination, minimize mobilization costs, and lump service lines together that may require special equipment, such as those needing concrete pavement coring and restoration. Results from this stage will be evaluated to assist in prioritizing the long-term replacement of galvanized lines requiring replacement (GRR) and lead lines, if found.

The firm confirms strict adherence to the City's Leak, Damage, and Incident Reporting procedures as outlined in Section 3.2 of the Field Inspection SOP. All field crews will be trained to immediately recognize, stop work, and report issues through the City's established chain of communication:

### Existing leaks or damage (pre-existing):

Work will stop immediately.

The Distribution and Collections Superintendent/designee will be notified without delay.

Work will not resume until direction is received from the City.

### Vendor-caused leaks or damage:

On the customer side, the firm will complete repairs in compliance with current plumbing codes and within the same shift, while coordinating with the City as required.

On the system side, the firm will immediately notify the City and await further instruction.

### Incidents (e.g., hostile residents, accidents, injuries):

Inspections will cease immediately. The Public Utilities Director will be notified in accordance with City protocol.

These procedures are embedded in daily field safety briefings and are reinforced through supervisor oversight to ensure full compliance with City expectations. [City of Le...nspections

The firm will implement the following training and QA measures:

### Field Staff Training

All field personnel will be trained on the City's Diamond Maps Field Inspection Application, including required fields, photo documentation, inspection status selections, and action item coding. Training will explicitly follow the step-by-step procedures in Appendix A, including meter box inspections, excavations. Crews will be trained to correctly document field issues using only the permitted fields (Inspection Status, Action Item, and Field Visit Notes) when inspections cannot be completed.

### Quality Assurance Controls

Supervisors will conduct routine reviews of submitted inspections to confirm that both system-side and customer-side materials are properly documented and field-verified. Photo documentation will be checked for clarity, completeness, and alignment with SOP examples. Any identified data inconsistencies will be corrected promptly in coordination with the City, ensuring only "complete" inspections are submitted for invoicing eligibility.

This structured training and QA approach ensures that all field data meets the City's SOP requirements and supports efficient City review and verification.



### ■ TASK 3: DATA COLLECTION AND MANAGEMENT

Following the update of the initial inventory, McKim & Creed will deploy GIS-based applications to support data collection, review, and communication. All field efforts will be conducted using the City's Diamond Maps FieldInspection App or ArcGIS Field Maps and Survey123, enabling real-time data collection. This information will be reviewed for accuracy and made visible via office-based applications such as ArcGIS Operations Dashboard and customized web experiences. A report for each batch of field investigations will be provided and reviewed with TriRiver to discuss to reduce remobilization and address specific and unique challenges in a timely and efficient manner.

### ■ EXPERIENCE WITH GRANT ADMINISTRATION

Our team is well-versed on the latest funding sources and availability for LCRR compliance programs in North Carolina. Our team can assist the City in evaluating funding opportunities and preparing letters of interest and application packages. Currently, the most likely funding assistance program for the City's LCRR compliance program is the Lead Service Line Replacement (LSLR) Funding program developed by NCDEQ DWI.

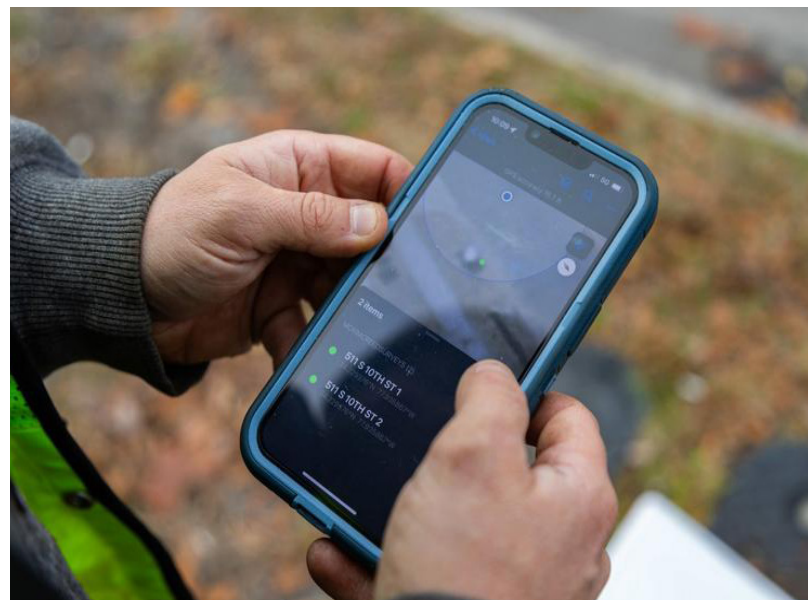
DWI developed the LSLR funding program as a result of the \$87 million/year that the Bipartisan Infrastructure Law (BIL) allocated to North Carolina for LSLR over five fiscal years (FY22-FY26). NCDEQ DWI is still accepting Project Solicitation Forms for LSLR projects (including inventory projects) on an ongoing basis.

McKim & Creed has supported multiple municipalities, including the Town of Wrightsville Beach, Harnett County, and the City of Eden, in procuring and administering LSLR funding through NCDEQ. Our team maintains regular communication with NCDEQ DWI staff to stay current on all funding requirements.

### ■ FAMILIARITY WITH THE LOCALITY

McKim & Creed has experience working on City of Lenoir and Lenoir County projects over the past 25 years. The firm has delivered subsurface utility engineering, surveying, and construction support for the City utilizing advanced geophysical techniques to ensure accurate mapping and minimize utility conflicts. McKim & Creed also maintains a strong working relationship with contractors.

- » Yelerton and Eason GTP Boundary Surveys
- » Lenoir-23 Replacement
- » Lenoir-72 Replacement
- » U-4435 US64 at US321
- » Lenoir Events-Operations Center HVAC
- » U-2928 SUE
- » Lenoir State Employees Credit Union Survey
- » 15 Lots Lenoir County
- » Jones County 911 Facility
- » Lenoir County Hazard Mitigation Grant Project



- ▶ With recent and relevant experience on LCRR contracts, McKim & Creed's team is well-prepared to address common challenges efficiently and effectively.

# E TEAM ORGANIZATION AND EXPERIENCE

McKim & Creed's team brings a robust and proven track record of performing lead service line inventories in North Carolina. **The firm has supported numerous municipalities, including the City of Durham, Harnett County, Fayetteville PWC, and others, in meeting regulatory requirements and advancing public health through comprehensive service line inventories, material verifications, and replacement planning.**

Throughout North Carolina, McKim & Creed has been a trusted partner, providing comprehensive engineering, GIS, and field investigation services for water main replacements and upgrades. These projects frequently require detailed Subsurface Utility Engineering (SUE) investigations—including both Quality Level A and B services—to accurately identify, map, and document existing water service line materials. The team's integrated approach leverages advanced engineering technologies such as ground penetrating radar, vacuum excavation, and GIS-based asset management systems, ensuring minimal disruption, precise results, and robust geospatial data for project planning and regulatory reporting.

This expertise is further demonstrated in similar work for the City of Durham, where McKim & Creed has performed on-call LCRR water service line material verifications. These services

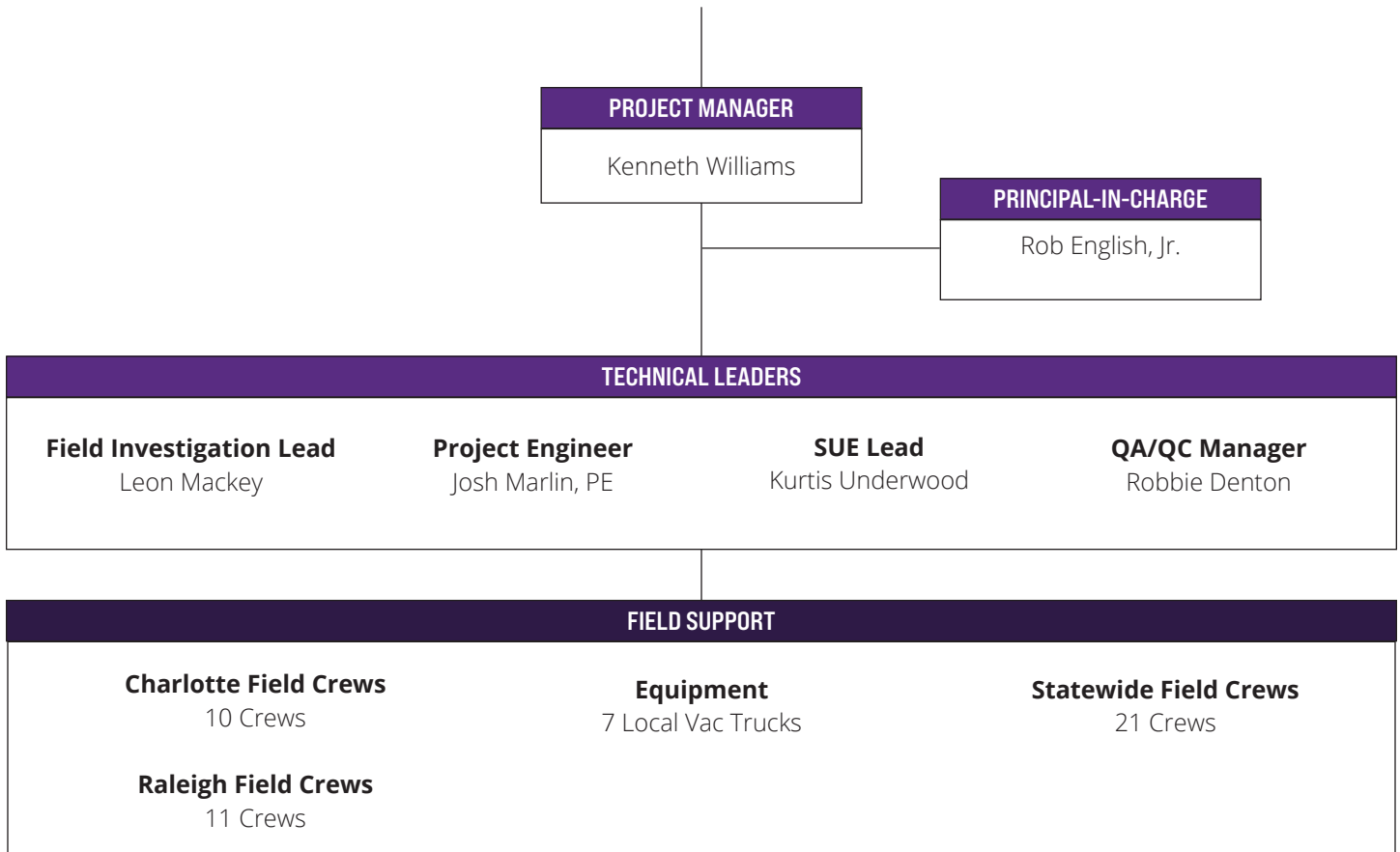
include visual inspections, scratch and magnet tests, GIS data integration, and comprehensive documentation to support regulatory compliance and asset management.

**Kenneth Williams, Project Manager**, has 33 years of Subsurface Utility Engineering (SUE) experience in North Carolina, managing projects for public and private clients such as the City of Durham, City of Raleigh, UNC Chapel Hill, and the North Carolina Department of Transportation. As a Project Manager with McKim & Creed, Inc., he has led multiple Lead and Copper Rule (LCR) compliance projects, including lead service line inventories and replacements. His expertise covers all aspects of SUE and LCR work, ensuring regulatory compliance and effective project delivery.

**Project Engineer Josh Marlin, PE**, has extensive experience with LCRR contracts, supporting water utilities across North Carolina in achieving compliance. He has served as project manager and technical advisor for multiple LCRR initiatives, including the Harnett County LCRR Compliance Program, the Town of Mooresville Lead & Copper Rule Program Assistance, and the LCRR Water Service Inventory for the Town of Wrightsville Beach.

## ORGANIZATIONAL CHART

### CITY OF LENOIR Lead Service Line Inventory



## KEY TEAM MEMBERS

Getting the right team on board is the first step in executing a successful project. We have assembled a diverse, local team of engineering, and SUE professionals that are experienced with, and understand the nuances of lead service line inventory for the City.



**Rob English, Jr.**  
PRINCIPAL-IN-CHARGE

Mr. English serves as McKim & Creed's Regional SUE Director – Mid Atlantic, overseeing SUE operations in North and South Carolina. He supports business development and project management and has extensive experience with utilities, municipalities, DOTs, and the U.S. Army Corps of Engineers.

### Unique Qualifications

- ✓ 23 years of Subsurface Utility Engineering QA-D experience
- ✓ Experience managing multiple service line field investigation contracts in North Carolina



**Josh Marlin, PE**  
PROJECT ENGINEER

Mr. Marlin has assisted North Carolina water utilities with Lead and Copper Rule compliance, including service line inventories, GIS development, NCDEQ LSLR funding, and field investigations. He is highly familiar with the new Lead & Copper Rule Improvements and presented on the legislation at the 2024 NC One Water Conference.

### Unique Qualifications

- ✓ Water Systems Specialist
- ✓ GIS Inventory Management
- ✓ Lead and Copper Rule Expert
- ✓ LCRR Field Data Collection Management



**Kenneth Williams**  
PROJECT MANAGER

Mr. Mackey has over three decades of experience working for public and private sector clients in the Subsurface Utility Engineering (SUE) industry. He has completed projects for numerous municipalities and government agencies including Town of Cary, City of Raleigh, City of Durham, Town of Holly Springs, Town of Fuquay-Varina, FEMA and USACE.

### Unique Qualifications

- ✓ 34 years of experience in the Subsurface Utility Engineering industry
- ✓ GPR
- ✓ Utility & Survey Coordination
- ✓ Utility Excavation



**Leon Mackey**  
FIELD INVESTIGATION LEAD

Mr. Mackey has nearly three decades of experience working for public and private sector clients in the Subsurface Utility Engineering (SUE) industry. He has completed projects for numerous municipalities and government agencies including Town of Cary, City of Raleigh, City of Durham, Town of Holly Springs, Town of Fuquay-Varina, FEMA and USACE.

### Unique Qualifications

- ✓ 28 years of experience in the Subsurface Utility Engineering industry
- ✓ 1.5 years of experience working on LCRR projects
- ✓ Utility Excavation



**Robbie Denton**  
QA/QC MANAGER

Mr. Denton serves as Director of SUE in McKim & Creed's Charlotte office. He has over two decades of experience in the surveying and SUE field and has been with McKim & Creed for over a decade. In that time, Mr. Denton has worked for a variety of clients including Duke Energy, Piedmont Natural Gas, Charlotte Water, Orange County Water and Sewer Authority, UNC Chapel Hill and NCDOT.

### Unique Qualifications

- ✓ 22 Years Subsurface Utility Engineering QA-D experience
- ✓ QA/QC Reviewer
- ✓ Utility Mapping
- ✓ Utility Locating
- ✓ Project Management



**Kurtis Underwood**  
SUE LEAD

With over a decade of industry experience, Mr. Underwood specializes in utility mapping and subsurface utility locating, ground-penetrating radar, electromagnetic radar, GPS, GIS, project management, field operations management, and quality/budget control. As a highly skilled SUE Project Manager at McKim & Creed, Mr. Underwood has successfully managed large-scale projects for departments of transportation, energy providers, cable and communications companies, and private industries.

### Unique Qualifications

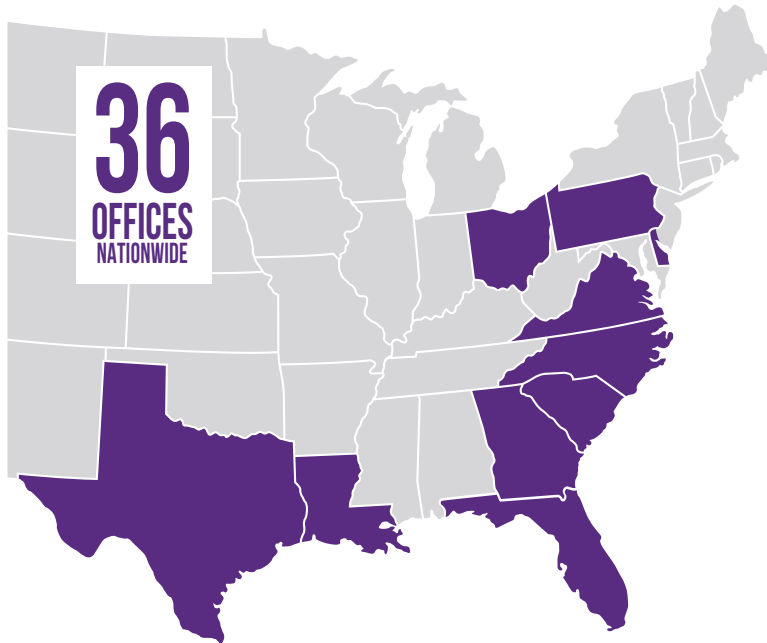
- ✓ 11 years of experience in the GIS industry
- ✓ Utility Mapping
- ✓ Subsurface Utility Locating
- ✓ Project Management

## FIRM OVERVIEW

McKim & Creed, Inc. is recognized as one of the largest and most comprehensive geomatics firms in the United States. Established in 1978 by Herbert P. McKim, Jr., PE, PLS, and Michael W. Creed, PE, Ph.D., the firm has grown from a two-person structural engineering company to an employee-owned organization with hundreds of professionals and offices across the country.

McKim & Creed's Geomatics and Engineering division delivers a comprehensive range of services, including conventional and hydrographic surveying, airborne and mobile lidar, photogrammetry, unmanned aerial systems, subsurface utility engineering, and advanced GIS solutions. The firm's licensed surveyors, engineers, and GIS professionals operate in more than 20 states, providing topographic, hydrographic, engineering, and mapping services for public and private sector clients nationwide.

## OFFICE LOCATIONS



### FLORIDA

Boca Raton  
Clearwater  
Daytona Beach  
Fort Myers  
Jacksonville  
Orange City  
Orlando  
Palm Coast  
Pensacola  
Sarasota  
Tampa

### OHIO

Columbus

### TEXAS

Austin  
Dallas-Fort Worth  
Houston  
Stafford

### VIRGINIA

Norfolk  
Charlottesville

### DELAWARE

Newark

### PENNSYLVANIA

Pittsburgh  
Sewickley

### N. CAROLINA

Asheville  
\*Charlotte  
Raleigh  
Wilmington

### S. CAROLINA

Charleston  
Greenville

### GEORGIA

Atlanta

### LOUISIANA

Baton Rouge  
Gonzales

\*Charlotte will provide primary support for this contract with support from Raleigh if needed.

**With over 1,000 team members across 36 offices, our team of local professionals will provide the same attention to detail to all work assignments, regardless of size.**

## SIMILAR CONTRACT EXPERIENCE

McKim & Creed brings extensive, directly relevant experience to the City of Lenoir's lead service line inventory contract, having successfully delivered similar projects for municipalities across North Carolina. **The firm has supported clients such as:**

- » City of Raleigh
- » City of Durham
- » Harnett County (Harnett Regional Water)
- » Fayetteville Public Works Commission (PWC)
- » Cape Fear Public Utility Authority (CFPUA)
- » Town of Wrightsville Beach
- » Town of Mooresville





**CITY OF LENOIR**

**COUNCIL ACTION FORM**

**I. Agenda Item:** Consideration of an Acceptance Resolution for additional funding for the Lenoir-Valdese Water Interconnect Project.

**II. Background Information:** N.C. General Statute 160A-460 through 160A-466, NC General Statute 160A-11 and N.C. General Statute 160A-322 authorize municipalities to enter into joint undertaking to own and operate a public enterprise. N.C. General Statute 160A-311(2) defines a public enterprise to include water supply and distributions systems. N.C. General Statute 160A-274 authorizes governmental units such as Lenoir and Valdese to exchange with, lease to, lease from, sell to, or purchase from one another an interest in real or personal property upon such terms and conditions as the governmental units deem wise. Lenoir and Valdese operate water distribution systems. Valdese currently has available excess capacity of treated water sufficient to supply the request of Lenoir of up to 4,000,000 gallons per day.

The City of Lenoir received and has accepted a direct appropriation of \$17,000,000 (less loan fees) through the NC General Assembly to fund the undertaking of a project to interconnect the Lenoir and Valdese water systems. This project has been identified for several years on the Utilities CIP. The City has applied for additional funding in the amount of \$3,000,000 from the NC Department of Environmental Quality Division of Water Infrastructure. The State Water Infrastructure Authority has approved this additional funding amount (less loan fees).

**III. Staff Recommendation:** Staff recommends City Council approval of the Acceptance Resolution for the additional funding amount of \$3,000,000 for the Lenoir-Valdese Water Interconnect Project.

**IV. Reviewed by:**

**City Attorney:** \_\_\_\_\_

**Finance Director:** \_\_\_\_\_

**Public Works/Public Utilities Director:** *Jeff Church*



NORTH CAROLINA  
Environmental Quality

April 23, 2026

**JOSH STEIN**  
Governor  
**D. REID WILSON**  
Secretary  
**SHADI ESKAF**  
Director

Scott Hildebran, City Manager  
City of Lenoir  
PO Box 958  
Lenoir, NC 28645

Subject: **REVISED** Letter of Intent to Fund  
City of Lenoir  
Lenoir-Valdese Water Interconnect  
Fall 2025 Application Cycle  
**Project No.:** SRP-D-134-0165; HEL-RTA-0004; SRP-D-0240  
**Agreement ID:** 2000077801

Dear Manager Hildebran:

The North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI) has reviewed your funding application for the project listed above, and we're pleased to share that the State Water Infrastructure Authority (SWIA) has determined your project is eligible for funding as shown below.

**Funding Information**

<b>Funding Source:</b>	Drinking Water State Reserve Program (DWSRP)
<b>Total Funding Amount*:</b>	\$3,000,000 total additional funding including \$3,000,000 DWSRP Loan with the loan term below This brings the total funding for the project to \$20,095,000, including previously awarded funding.
<b>Loan Term:</b>	2.45% interest rate over 20 years
<b>Total Project Cost:</b>	\$24,796,000
<b>Fee:</b>	2% of the DWSRP award to be invoiced after bids are received

**DWI Project Manager:**  
Jason Fulton  
jason.fulton@deq.nc.gov  
828-296-4682

**Viable Utility Contact (if distressed)**  
(not applicable)



Manager Hildebran  
 April 23, 2026  
 Page 2 of 5

Please note that this intent to fund is contingent on DWI receiving funds from the US EPA, approval of the loan portion through the Local Government Commission (if applicable), and on meeting all the following milestones:

<b><u>Milestone*</u></b>	<b><u>Date</u></b>
Engineering Report Submittal	8/17/2026
Engineering Report Approval**	01/15/2027
Bid and Design Package Submittal	7/15/2027
Bid and Design Package Approval	11/15/2027
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	3/15/2028
Execute Construction Contract(s)	6/15/2028

\*Failure to meet any milestone may result in the forfeiture of funding for the proposed project.

\*\*Funding offer will be prepared after Engineering Report approval.

**Submittals and Disbursement**

All project documents must be submitted via Laserfiche:

<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

The first milestone is the submittal of an Engineering Report by the date shown above. The Engineering Report must be developed using the guidance found on our website’s *I Have Funding* webpage at <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>. This website includes Engineering Report guidance, checklists, and templates to use for funded projects.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total funding amount may be reduced. Additionally, changes in the scope or priority points awarded that become apparent during project review may also result in changes to the total funding amount and loan terms.

Prior to the first disbursement, required documents will include, but are not limited to:

1. Executed funding offer and Conditions & Assurances
2. Governing body resolution accepting the award (sample attached)
3. Federal Tax ID / UEID form (attached)
4. Sales tax certification (attached)
5. Executed contracts and service agreements
6. Engineering Services Procurement Certification (attached)
7. Site Certification (if applicable)

DWI will notify you when these documents are required. Loan components must receive LGC

Manager Hildebran  
 April 23, 2026  
 Page 3 of 5

approval prior to disbursement.

**Disbursement of Funds**

Funds are disbursed to the Recipient for eligible costs that are documented as part of the project only after the costs have been incurred by the Recipient and all necessary documentation has been received and approved by DWI. If the Recipient requests disbursement before paying contractors, payment to contractors must be made within three business days of receiving the funds.

After required documents have been reviewed and approved, the Recipient will request disbursements through the DWI’s EBS system at: <https://www.ebs.nc.gov/logon/index.html>. A reference copy of the Disbursement Request Form, access to the EBS portal, and frequently asked questions are available on the DWI website at: <https://www.deq.nc.gov/construction-disbursement-funds>.

**Document Naming Conventions and Identification Requirements**

To support timely review and processing, all required documents must be clearly named and properly identified when submitted through Laserfiche or any other designated portal.

Please use clear, consistent file names in the following format:

Project Number\_Document Type\_Date  
 (Example: SRP-W-ARP-0000\_Resolution\_2025-01-18.pdf)

Using this naming convention helps ensure documents are correctly categorized and processed without delay.

**Examples:**

- SRP-W-ARP-0000\_Resolution\_2025-02-10.pdf
- SRP-D-ARP-0000\_ExecutedEngineeringContract\_2025-01-15.pdf
- SRP-W-134-0000\_UEIForm\_2025-02-01.pdf
- SRP-W-ARP-0000\_InsuranceCertificate\_2025-03-05.pdf
- SRP-D-134-0000\_SiteCertification\_2025-01-30.pdf

**Additional Requirements**

Projects must comply with:

- N.C.G.S. 143-64.31 (Engineering Procurement)
- Davis-Bacon wage requirements
- American Iron and Steel provisions
- LGC debt approval and legislative notification requirements, if applicable
- Annual audit compliance

Topic	Requirement
-------	-------------

Manager Hildebran

April 23, 2026

Page 4 of 5

<b>Engineering Services Procurement</b>	All projects must comply with N.C.G.S. 143-64.31 (Article 3D) governing procurement of architectural, engineering, and surveying services. Qualification-based selection cannot be waived under N.C.G.S. 143-64.32. Any services procured outside of federal and state requirements will be ineligible for disbursement.
<b>Davis-Bacon &amp; American Iron and Steel (AIS)</b>	All SRF-funded projects must comply with Davis-Bacon prevailing wage requirements and American Iron and Steel provisions. Standard specifications are available on the DWI I Have Funding webpage.
<b>Local Government Commission (LGC) Approval</b>	Projects that include a repayable DWI loan must receive approval from the Local Government Commission (LGC). Final debt approval occurs after construction bids are received and must be coordinated directly with the LGC. Required materials should be emailed to <a href="mailto:srf@nctreasurer.com">srf@nctreasurer.com</a> .
<b>Legislative Notification (G.S. 120-157.2)</b>	Local governments issuing debt greater than \$1,000,000 must submit a notification letter to the Joint Legislative Committee on Local Government (Committee Chairs, Committee Assistant, and Fiscal Research Division) at least 45 days prior to presentation before the LGC. A copy of this letter must also be provided to DWI.
<b>Annual Audit Requirement</b>	Local government recipients must be current on all annual audits to receive loan or grant disbursements. The most recent audited financial statements must be submitted to the LGC by July 1 following the close of the fiscal year.
<b>Extended Term Loans</b>	Projects eligible for a targeted interest rate that demonstrate a weighted average design life greater than 20 years may qualify for an extended loan term, up to the calculated design life (not to exceed 30 years). Requests must be coordinated with the DWI Project Manager and supported by the design life calculation found on the I Have Funding webpage.
<b>Coordination with Other Funding Sources</b>	SRF funds may not duplicate costs already funded by another state or federal source. Recipients must notify the DWI Project Manager if they have secured or are seeking other funding (including FEMA Public Assistance) for any portion of the project scope.
<b>Declination of Funding</b>	If the recipient chooses to decline this potential funding, a signed declination letter on official letterhead from the Authorized Representative must be submitted within 30 days of receipt of the Letter of Intent to Fund.
<b>Future Funding Eligibility</b>	Additional funding may only be considered for documented unfunded project costs. The amount identified in this Letter of Intent will not be considered in future applications. To pursue different funding terms for the same project through another DWI program, the recipient must reapply and formally decline this funding prior to the application deadline.

If you choose to decline this potential funding, please submit a signed declination letter on official letterhead within 30 days of receipt. If you have any questions, please contact the assigned Project Manager, Jason Fulton.


Manager Hildebran

April 23, 2026

Page 5 of 5

Congratulations on the selection of your application for a funding award.

Sincerely,

DocuSigned by:  
  
6300A872077B4C5...

Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Federal Tax ID/Unique Entity ID (UEID) Form  
Engineering Services Procurement Certification Form  
Sales Tax Certification form  
Sample Resolution  
Site Certification Form

EC: Scott Hildebran, City of Lenoir, shildebran@ci.lenoir.nc.us  
Lauren Elliott, McGill Associates, lauren.elliott@mcgillassociates.com  
Jason Fulton (via email)  
DWI Agreement ID 2000077801 (**COM – LOIF**)

# SALES-TAX REIMBURSEMENT CERTIFICATION FORM

(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: The City of Lenoir

Project Number: SRP-D-134-1065; HEL-RTA-0004; SRP-D-0240

Check If Applicant is not a unit of government under North Carolina law

***If the applicant noted above is a Unit of Government in North Carolina, check the applicable box below.***

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

The construction contract was bid without sales taxes

Donna Bean, Finance Director

---

(Printed Name and Title of Authorized Representative)

---

(Signature of Authorized Representative)

---

(Date)

Submit to: NC Dept. of Environment & Natural Resources  
Division of Water Infrastructure  
Pam Whitley, Project Management Branch  
1633 Mail Service Center  
Raleigh, NC 27699-1633



**FEDERAL ID & Unique Entity ID # REQUEST MEMO**

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number & Unique Entity ID

Please be advised that all local government units receiving funds from the State of North Carolina must supply their Federal Identification Number. The Unique Entity IDs are required for certain federal funds, as well. Fill out the applicable portions of the form below and email it to Pam Whitley at [pam.whitley@ncdenr.gov](mailto:pam.whitley@ncdenr.gov).

**RECIPIENT:**

**City of Lenoir**

---

**PROJECT NUMBER:**

**SRP-D-134-0165; HEL-RTA-0004; SRP-D-0240**

---

**FEDERAL IDENTIFICATION NUMBER (All Programs):**

**56-600-1265**

---

**UNIQUE ENTITY ID:**

**L8WTLRPYDDE3**



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
R.C. DELLINGER  
J. I. PERKINS  
R. S. PRESTWOOD  
K. R. ROGERS  
D. F. STEVENS  
C. D. THOMAS

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a (State Revolving Loan, State Grant, or State Bond Loan) in the amount of \$3,000,000 for the construction of the Lenoir-Valdese drinking water interconnect project, and

**WHEREAS,** the **City of Lenoir** intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LENOIR:**

That **City of Lenoir** does hereby accept the (State Revolving Loan, Grant, or State Bond Loan) offer of \$3,000,000.

That the **City of Lenoir** does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the (loan or grant) offer, Section II - Assurances will be adhered to.

That **Scott Hildebran, City Manager**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That **City of Lenoir** has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the **4<sup>th</sup> day of May, 2026** at Lenoir, North Carolina.

SEAL

\_\_\_\_\_  
Joseph L. Gibbons, Mayor

ATTEST:

\_\_\_\_\_  
Lauren Hartley, City Clerk

