

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, APRIL 23, 2019
8:30 A.M.**

PRESENT: Mayor Pro-Tem Willis presiding. Committee members Beal, Gibbons, Perdue, Perkins, and Stevens.

City Manager Hildebran, City Clerk Cannon, Public Information Officer Harris, Police Chief Phelps, Fire Chief Hair, Economic Development Director Horn, Finance Director Bean, Assistant Recreation Manager Zack Carter, Planning Director Wheelock, Public Utilities Director Thomas, and Tracy Huffman, Street Superintendent.

ABSENT: Councilmember Crissy Thomas, Public Works Director Jared Wright and Recreation Director Kenny Story.

OTHERS: Joel Whitford, PA, McGill Associates, Ms. Erin Schotte, Community & Economic Development Administrator, Western Piedmont Council of Governments, and Virginia Annable, *News-Topic*.

Note: There is one Council seat vacant due to T. J. Rohr being appointed as the City Attorney.

I. CALL TO ORDER

A. Mayor Pro-Tem Willis welcomed everyone and called the meeting to order.

B. Radford Thomas, Public Utilities Director, reminded Council the City received two Asset Inventory and Assessment (AIA) grants for the City's water and wastewater systems in 2018 which were funded by the North Carolina Division of Water Infrastructure. The cost of the wastewater project is \$140,000 and the City received a grant in the amount of \$126,000 with a City match of \$14,000. The cost of the water project is \$80,000 and the City received a grant in the amount of \$72,000 with a City match of \$8,000. Director Thomas then introduced Joel Whitford, McGill Associates, who presented a brief video outlining the goals and scopes of these two projects.

Copies of the two Assessment Reports are on file in the City Clerk's office.

Mr. Whitford stated they assessed the City's water and sewer system and these assessments would result in key findings for the City to address. He pointed out the City was awarded its AIA Assessment funding in the first round of applications. Mr. Whitford reviewed the scope and goals of each project and the future tasks as follows:

Water AIA Scope

- Review water GIS mapping
- Water mapping updates
- Update/expand water model

- Identify locations for testing
- Hydrant flow & pressure testing
- Calibrate water model
- Evaluate water system concerns
- Prioritize improvements
- Opinions of probable costs
- Update CIP

Water (AIA) Goals

- Condition Assessment - Hydraulic Modeling
- Operation Efficiency – Pumping and Pressure Zones

Sewer AIA Scope

- Review sewer GIS mapping
- Identify flow monitoring needs
- Flow monitoring equipment purchase and monitoring

Sewer AIA Goals

- Flow Monitoring and Analysis
- System Evaluation and Facility Assessment

Future Water Tasks

- Monitor water pumped to the main pressure zones.
- Update mapping and modeling as system upgrades are implemented.
- Regularly review priorities as the system grows or changes in demand and efficiency.
- Develop priority list of divisional valves to be replaced.
- Implement capital improvement projects.

Future Sewer Tasks

- Continue locating manholes and updating GIS mapping.
- When cleaning critical sewer lines, perform video evaluations.
- Develop program for continues flow monitoring in high priority areas and sub-basins.
- Continue to develop hydraulic models of key sewer outfalls.
- Begin smoke testing efforts in high 1/1 areas to determine sewer rehabilitation needs.

Mr. Whitford also pointed out there is an area of homes that experience low water pressure on Finley Avenue and another area that is upstream from Lower Creek Drive to Wilkesboro Boulevard. He reported that hydrants can be calibrated in order to address low pressure areas to help them function more efficiently and mentioned a project is currently listed on the City's Capital Improvement Project (CIP) list to address this issue.

Motion

Upon a motion by Councilmember Perdue, Council voted 5 to 0 to approve the Asset and Inventory Assessments (AIA's) Reports as submitted and as presented by McGill

Associates.

- C. Authorizing Resolution; Appalachian Regional Commission: Staff recommends approval of a Resolution Authorizing the Execution of a Grant Agreement with the Appalachian Regional Commission (ARC) for a \$300,000 Grant Award for the Old Broyhill Plant Site Clearance Project.

Staff further recommends that the Mayor and/or City Manager are hereby authorized to execute the Appalachian Regional Commission Grant Contract, and any related documents for the grant award of \$300,000, and further authorizes the grant match of \$250,000 in City funds for the Old Broyhill Plant Site Project.

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

Ms. Erin Schotte, Community & Economic Development Administrator, Western Piedmont Council of Governments, presented an update to City Council regarding the project. Ms. Schotte stated she has worked with both Planning Director Wheelock and Public Utilities Director Thomas and currently, the City has done as much environmental assessment as possible at the site. Ms. Schotte explained that a full environmental assessment can't be completed until all of the rubble on the site is cleaned up. Director Thomas stated the cost of the clean-up is around \$550,000 and once finished, the City will move forward with its Brownfields application process. Planning Director Wheelock also reported there were several more items that need to be completed for this project.

Ms. Schotte explained a portion of the funding from the Environmental Protection Agency (EPA) plus the appraisal value of the property was used in estimating the amount of the City's match. She reported the North Carolina Department of Commerce would administer this project instead of the Appalachian Regional Commission. The Brownfields grant will assist with the cost of this project as well.

Director Thomas clarified this funding would assist with making these properties more marketable and mentioned a buyer is interested in purchasing the former Depot building. In addition, Director Thomas stated that approval of the authorizing resolution is part of the ARC's criteria the City has to meet.

Motion

Upon a motion by Councilmember Perdue, Council voted 5 to 0 to adopt the Authorizing Resolution for the Execution of a Grant Agreement with the Appalachian Regional Commission (ARC) for a \$300,000 Grant Award, and further authorizes the Mayor and/or City Manager to execute the grant contract, and any related documents for the grant award of \$300,000 and further authorizes the grant match of \$250,000 in City funds for the Old Broyhill Plant Site Clean-up Project as submitted and as recommended.

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

A. Public Utilities/Public Works

1. Public Utilities Director Radford Thomas reported on the following items:

- The final change order was approved for Water Project #1 and the City is waiting on the final payment request. Water Project #2 is moving forward and may be completed by the end of May.
- Staff met with the engineers regarding the Biosolids Project and he reported the drawings and plans are 75% complete. The EPA will have to approve a Phase 2 Project. Director Thomas reported he did a presentation in Boone on April 10 for the NC Water Infrastructure Authority who is providing funding for this project and remarked they were impressed with the scope of this project.
- Reported that Request for Proposals (RFQ) for the Crossroads Sewer Line Replacement Project will be accepted on Tuesday, April 30. This procedure is part of the City's requirements for the State Revolving Loan Program and a recommendation will be placed on the May 7 City Council Agenda for consideration of approval.

B. Public Works

1. Street Superintendent Tracy Huffman updated City Council on the following Projects:

- 30 ADA (Americans with Disabilities Act) mats have been installed in the downtown area at a cost of \$175.00 each in order to remain in compliance.
- Gravel will be placed on the Greenway from Main Street to Robbins Avenue for the Over Mountain Victory Trail (OVT).
- The road will be repaired at the Police Department Firing Range due to the bank washing. The road is 10-feet wide.
- On Wednesday, April 24, Staff will assist with the placement of the Charters of Freedom at the historic downtown courthouse with the pouring of the footings & concrete. The Charters are the Declaration of Independence, Bill of Rights and the United States Constitution and were donated to the City by Mr. and Mrs. Vance Patterson. They will be installed at the courthouse in the near future.
- Building Maintenance Staff has upgraded the downtown sound system plus combined the City's two community gardens into one location.
- A reception will be held on Tuesday, April 30 from 2:00 – 4:00 p.m. at Mulberry Recreation Center in honor of J.R. Goforth who is retiring from the City following 23 years of dedicated service to the City and its citizens.
- The annual Leaf Compost sale was held on April 20 at the Public Works facility and will be held again on April 27.
- City Staff will begin to acquire the rights-of-way for the Hospital avenue Sidewalk Project in May.
- The annual Bloom Blast event is scheduled for Saturday, May 18 at 8:00 a.m. The Master Gardeners will plant flowers in the downtown planters.
- National Public Works Week will be held the week of May 19 – 25. Details regarding the annual Public Works Breakfast will be announced in the near future.

C. Planning Board: The Planning Board met on Monday, April 23. Planning Director Wheelock reported on the following items:

- The National Historic Preservation Committee is reviewing citizen comments from their prior community meeting. Director Wheelock stated the Committee needs further clarification on some of the historic sites and may be ready at the June 4 City Council meeting to submit ordinances for consideration of approval by City Council.
- The City continues to work with the Western Piedmont Council of Governments on ways to come into compliance with the state regarding the City's notice of violation received regarding its Stormwater program.

IV. COMMUNITY DEVELOPMENT

- A. The Lenoir Tourism Development Authority (LTDA) met on Thursday, April 11. Minutes of the February 14 and March 21 meetings were submitted as information. Economic Development Director Kaylynn Horn stated that Chris Cavanaugh will be meeting with the Committee on Thursday, April 25 to conduct a Strategic Planning Session.
- B. The Lenoir Business Advisory Board met on Thursday, April 11. Minutes of the February 14 and March 21 meetings were submitted as information. Economic Development Director Kaylynn Horn reported on the following:
- Due to the rescheduling of the Google Gravity Games, the City lost about 75% of the funfest events that were scheduled, but additional vendors signed up to attend.
 - The annual Bootlegger 100 Bike Race was very successful and had a large attendance.

C. Financial and Administration

1. Financial Summary: Finance Director Bean reviewed the Financial Summary as of March 31, 2019. The over/under balance in the General Fund is \$2,195,617.75, Downtown District (\$77,393.20), and Water & Sewer Fund \$2,099,991.91. Director Bean stated revenue remains above expenditures and reported the City collected \$2,506,634.68 in sales tax as of March 31, 2019 for a change of 4.71%. (A copy of the March financial summary is attached to these minutes as information).
2. Tax Releases and Refunds: Director Bean recommended approval of the Tax Releases and Refunds as of April 15, 2019 as submitted in accordance with N.C.G.S. §105-381.

A copy of the tax releases and refunds are attached to these minutes as information.

Motion

Upon a motion by Councilmember Stevens, Council voted 5 to 0 to approve the

Tax Releases and Refunds for April 15, 2019 as presented by Finance Director Bean.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, April 15. Lenoir Aquatic & Fitness Center Manager Zack Carter stated 150 children and youth participated in the annual Easter Egg Hunt at Mulberry Recreation Center. He reported that Saturday, May 4 is opening day for Youth Baseball/Softball and registration for the summer basketball leagues will be held in May.

Also Mr. Carter reported a new event called the End of School Blast is scheduled on Saturday, May 25 from noon – 4:00 p.m. at Mulberry Recreation Center. The outdoor pool at the Aquatic Center also opens on May 25. In addition, he reported the handicap sidewalk at the J.E. Broyhill Park has been completed and mentioned cameras are also being installed at the park for additional security. Mr. Carter thanked City Council for approving the playground equipment at the Lenoir Optimist Park.

- E. Update; Public Communications: Joshua Harris, Public Information Officer, reviewed the highlights of the Communications Reports for April. Activity included 209 social posts, 115 photos, 2 radio spots and 3 news releases. In addition, the website experienced 30,762 views and the City's Facebook account has 971 new followers. Director Harris reported the City will have a summer intern and asked Department Directors to submit any ideas for future radio spots.

Director Harris further shared the new website is moving forward and stated the code red emergency switch will be finished in May.

IV. PUBLIC SAFETY

- A. Police Department: Police Chief Brent Phelps stated the delay of their quarterly report is due to switching over to the National Incident-Based Reporting System, or *NIBRS*, which is technology to improve the overall quality of crime data collected by law enforcement.

Chief Phelps stated Staff will be working with the District Attorney's office regarding their evidence room and the amount of evidence they have stored. He shared that part-time Staff will be assisting with this project. Chief Phelps reported they are continuing their training, and mentioned a graduation ceremony is scheduled for Thursday, April 25 for the graduates of the Police Academy.

- B. Fire Department: Fire Chief Ken Hair presented a copy of the Department's Quarterly Report. (A copy of the report is attached to these minutes as information). He stated the Department has assisted Emergency Medical Services (EMS) recently with twenty (20) calls and is currently providing more service to

this Department.

Chief Hair reported construction continues on Station No. #3 and stated the framing has been completed and cabinets will be installed following the completion of the sheetrock. He shared the Department has saved money on some of the costs of this project and remarked a plaque has been ordered to be placed in the front entrance of the building.

V. OTHER

- A. Mayor Pro-Tem Ben Willis stated he currently serves on the Western Piedmont Council of Governments (WPCOG) Policy Board while Mayor Gibbons serves as an Alternate member. Mr. Willis explained they decided to switch positions and asked Council for consideration of approval.

Motion

Upon a motion by Councilmember Perdue, Council voted 5 to 0 to appoint Mayor Gibbons as the City's Delegate to the Western Piedmont Council of Governments and Mayor Pro-Tem Willis as the City's Alternate as recommended by Mayor Pro-Tem Willis.

- B. May Calendar: By consensus of the Council, the calendar for the month of May was approved by Council listing various meetings and events. The following event was highlighted:
- The Mayor's Prayer Breakfast in conjunction with the National Day of Prayer will be held on Thursday, May 2 at 8:00 a.m. at Lenoir Presbyterian Church located at 1002 Kirkwood Street.

VI. Adjourn:

There being no further business; the meeting was adjourned at 9:52 a.m.

Attachments

Authorizing Resolution (Brownfields)
Financial Summary
Tax Releases and Refunds



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

**Resolution Authorizing the Execution of a Grant Agreement with
the Appalachian Regional Commission (ARC) for a \$300,000
Grant Award for the Old Broyhill Plant Site Clearance Project**

WHEREAS, the City of Lenoir has received notification from the Appalachian Regional Commission (ARC) that its application for grant funds for the Old Broyhill Plant Site Clearance Project has been approved; and

WHEREAS, the Old Broyhill Plant Site Clearance Project proposes to prepare an old, blighted manufacturing site for a new industrial development by removing demolition debris, conducting environmental assessments and preparation of a Brownfield Agreement to create a marketable industrial 15-acre site; and

WHEREAS, the total project budget is \$768,000, which includes \$45,000 in Environmental Protection Agency Funds, \$173,000 in in-kind funds (appraised value of the property), and the ARC grant award in the amount of \$300,000 and a required cash match of \$250,000 in city funds.

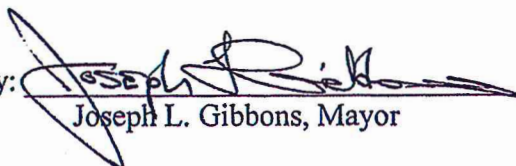
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LENOIR:

That the Mayor and/or City Manager are hereby authorized to execute the Appalachian Regional Commission Grant Contract, and any related documents for the grant award of \$300,000, and further authorizes the grant match of \$250,000 in City funds for the Old Broyhill Plant Site Project.

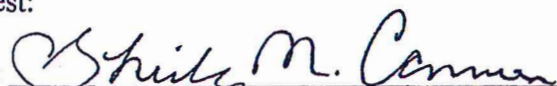
This the 23rd day of April, 2019.

(SEAL)

CITY OF LENOIR, NORTH CAROLINA

By: 
Joseph L. Gibbons, Mayor

Attest:

By: 
Shirley M. Cannon, City Clerk





City of Lenoir
Financial Summary
As of March 31, 2019



General Fund					
	2018-2019 Budget	3/31/2019	% of Budget	Change from Previous Year	3/31/2018
Total Revenue	\$ 17,090,331.00	\$ 14,837,294.76	87%	\$ (254,222.00)	\$ 15,091,516.76
Expenditures	\$ 17,090,331.00	\$ 12,641,677.01	74%	\$ 685,915.53	\$ 11,955,761.48
Over/Under	\$ -	\$ 2,195,617.75		\$ (940,137.53)	\$ 3,135,755.28

Downtown District					
	2018-2019 Budget	3/31/2019	% of Budget	Change from Previous Year	3/31/2018
Revenues	\$ 183,736.00	\$ 57,251.07	31%	\$ 55,541.17	\$ 1,709.90
Expenditures	\$ 183,736.00	\$ 134,644.27	73%	\$ (14,139.76)	\$ 148,784.03
Over/Under	\$ -	\$ (77,393.20)		\$ 69,680.93	\$ (147,074.13)

Water/Sewer Fund					
	2018-2019 Budget	3/31/2019	% of Budget	Change from Previous Year	3/31/2018
Revenues	\$ 8,890,000.00	\$ 6,948,983.63	78%	\$ 57,676.88	\$ 6,891,306.75
Expenditures	\$ 8,890,000.00	\$ 4,848,991.72	55%	\$ 239,411.95	\$ 4,609,579.77
Over/Under	\$ -	\$ 2,099,991.91		\$ (181,735.07)	\$ 2,281,726.98

Tax Collections					
		Collections As Of 3/31/2019***	Percentage of Change	Change from Previous Year	Collections As Of 3/31/2018
Ad Valorem Tax Collection - % of Budget		110%			104%
Sales Tax (January Deposits with adjustment for HB97)		\$ 2,665,955.32	4.77%	\$ 121,356.01	\$ 2,544,599.31
Sales Tax (January Deposits without adjustment for HB97)		\$ 2,506,634.68	4.71%	\$ 112,823.44	\$ 2,393,811.24
Sales Tax adjustment for HB97					
	2018-2019 Budget	Collections As Of 3/31/2019***	Percentage Collected YTD		Collections As Of 3/31/2018***
Sales Tax adjustment for HB97	\$ 218,000.00	\$ 159,320.64	73.08%		\$ 150,788.07

***8 months collections

Tax Releases and Refunds

Apr-19

Tax Refunds				
Tax Payer	REF #	Tax Year	Amount	Reason
Belk Inc.	735	2018	\$ 49.46	Discount did not apply
Charles Dula	2858	2018	\$ 264.83	County Exemption was not applied - system issue
Charles Tassinari	9203	2018	\$ 784.78	Overpayment
Charles Troutman	9544	2018	\$ 15.16	Discount did not apply
Cornellia Dobbins	2800 & 14847	2014 & 2017	\$ 46.22	Overpayment
Ernie & Brenda Cline	09 146 1 10	2013-2017	\$ 389.16	Overpayment of city split
Evolution Event Solutions Inc.	3100	2018	\$ 101.90	Customer paid tax and per county business was moved 8.17.17
Gloria and Larry Hatley	23441	2017	\$ 40.11	Customer was garnished twice resulting in credit balance
Henry Smith	8646	2018	\$ 26.32	Discount did not apply
Horace Gary Link	06173 1 16	2013-2017	\$ 2,474.10	Overpayment of city split
James Johnson	5318	2018	\$ 264.83	County Exemption was not applied - system issue
Jerry B Laws	5713	2018	\$ 190.54	Credit balance
Joretta C Stevens	47566	2017	\$ 253.64	Overpayment
Joretta C Stevens	8941	2018	\$ 264.83	County Exemption was not applied - system issue
Kelly Bentley	793 & 799	2013 & 2018	\$ 325.09	Overpayment
Lenoir Big LLC	09 48 1 9	2018	\$ 324.84	Customer paid full amount in July 18 and thus did not receive early payment discount
Malcolm Langston	30338	2017	\$ 23.36	Discount did not apply
Nancy Mills	6623	2018	\$ 8.37	Discount did not apply
Paul Propst	7700	2018	\$ 264.83	County Exemption was not applied - system issue
Richard Hagen	4115	2018	\$ 1,001.07	Customer and escrow paid
Roby June Michaux	09 30 1 12	2006-2017	\$ 323.39	Marcus Michaux was listed on tax bill by county incorrectly and he should have been listed in care of Marcus Michaux. Marcus was garnished incorrectly.
Sergio Venegas	9719	2018	\$ 10.78	Discount did not apply
Sheila Suddreth	9103	2018	\$ 211.64	County Exemption was not applied - system issue
Steve Marshall	03 18 1 12 & 03 18 1 14	2013-2017	\$ 238.33	Overpayment of city split
Terry Hall	4149	2018	\$ 13.64	Discount did not apply
Thomas Ives	5583	2012	\$ 77.07	Overpayment
Waterlife Church	9880	2018	\$ 4,529.69	County Exemption was not applied - system issue
Wells Fargo Vendor	9981	2018	\$ 34.17	Discount did not apply
George Beam	708	2018	\$ 45.47	Discount did not apply
Total			\$ 12,597.62	
Tax Releases				
Tax Payer	REF #	Tax Year	Amount	Reason
Bobby Joe Dixon	06 17 3 15	2006-2012	\$ 2,530.47	City foreclosed on property - Release back taxes
Tax Releases - Less than \$1				
Tax Payer	REF #	Tax Year	Amount	Reason
Bernice Griffin	20843	2017	\$ 0.35	Less than \$1
Bernice Griffin	3959	2018	\$ 0.02	Less than \$1
Charles Corriher	2312	2018	\$ 0.02	Less than \$1
Coffey's Insulation	2160	2018	\$ 0.09	Less than \$1
Heads Up Hair Design	4446	2016	\$ 0.05	Less than \$1
Heads Up Hair Design	23804	2017	\$ 0.05	Less than \$1
Heads Up Hair Design	23920	2015	\$ 0.06	Less than \$1
Jack Norman	6985	2016	\$ 0.04	Less than \$1
Jill Griffin	3953	2016	\$ 0.01	Less than \$1
Jonathan Greer	3823	2016	\$ 0.25	Less than \$1
Kristle Morrow	35926	2017	\$ 0.15	Less than \$1
Marvin Hartso Jr	4376	2018	\$ 0.03	Less than \$1
Mignonne Pearson	7262	2018	\$ 0.10	Less than \$1
Stephen Parlier	7757	2012	\$ 0.08	Less than \$1
Tammy Yarborough	10493	2016	\$ 0.13	Less than \$1
Total			\$ 1.43	