

CITY OF LENOIR  
AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Thursday, January 10, 2013

Subject: Action taken by City Council on Tuesday, January 8, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, December 4, 2012 as submitted.
- ✓ City Council approved the minutes of the Committee of the Whole Meeting of Tuesday, November 27, 2012 as submitted.
- ✓ City Council approved a request by City Staff to submit a North Carolina Trails Grant application on behalf of the City of Lenoir and Caldwell County Pathways, Inc. for an extension of the greenway. Following approval, this grant would provide funding to create a greenway section connecting Optimist Park and the Google Data Center. Mayor Pro-Tem Rohr voted against this request.
- ✓ Mr. Seth Nagy, County Extension Director, NC Cooperative Extension, presented information regarding the importance of forming a Local Food Council. Mr. Nagy stated he will be seeking potential grant funding along with support from the City Council, County Commissioners, surrounding municipalities and volunteers in order to move forward with this project. The Extension Agency's goal is to educate the public about the importance of healthy eating plus provide information on how to grow your own food.
- ✓ City Council tabled an Order of Abatement for property located at 822 Corpening Place to abate the public nuisance on the property including removal of uninhabited structures until the next City Council Meeting on Tuesday, February 5. This extension allows Staff the time to re-issue a proper Notice of Violation and the property owner the opportunity to comply with the City's Minimum Housing Standards.
- ✓ City Council awarded the CE & I contract for the Fairview Drive Bridge Project #B-5011 to the Louis Berger Group as recommended by City Staff.
- ✓ City Council appointed Councilman Merlin Perry as the voting delegate for the North Carolina League of Municipalities Advocacy Goals Conference on Thursday, January 24 and appointed Councilman Stilwell to serve as the alternate delegate for this meeting.
- ✓ Following discussion on the issue of eliminating the potential primary during the municipal election process, City Council agreed to consider adopting a Resolution of Intent for the first step in this process.

- ✓ City Manager Bailey referenced the recent ban on Internet Sweepstakes and noted that Police Chief Brown would be discussing this issue with the District Attorney regarding how the City should proceed with enforcement of this issue.
- ✓ Upon a recommendation by Mayor Gibbons, the following individuals were appointed/re-appointed to serve on the City's Authorities/Boards/Commissions:

**Sister Cities**

Doris Bush & Oskar Doeberiner (re-appointments)

**Lenoir Housing Authority**

Debbie Smith, Jimmy Jenkins & Sandy Rossborough (re-appointments)

**Lenoir Business Advisory Board**

Rod Harrelson & David Horn (re-appointments)

Tim Biddix & Matt Underwood (new appointments)

**Planning Board**

Phyllis Huffstetler (re-appointment)

James Bradshaw (new appointment)

**Recreation Board**

James Robertson (re-appointment)

- ✓ Pursuant to N.C.G.S. 143-318.11(a), (4), (5), City Council entered into closed session to discuss a property acquisition and economic development.
- ✓ By consensus of the Council, the calendar for the month of January was approved. The following events were hi-lighted:
  - The Sister Cities Committee will meet on Wednesday, January 9 at 11:30 a.m., Third Floor, City Hall.
  - Curbside Christmas Tree Pickup ends on Friday, January 11 and Curbside Leaf Pickup ends on Tuesday, January 15.
  - The City/County Services Committee meets on Monday, January 14 at 11:45 a.m.
  - The Lenoir ABC Board meets on Tuesday, January 15 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - City offices will be closed on Monday, January 21 in observance of the Martin Luther King, Jr. holiday.
  - The Committee of the Whole meets on Tuesday, January 22 at 8:30 a.m., Third Floor, City Hall.
  - The Lenoir Business Advisory Board will meet on Tuesday, January 22 at 6:00 p.m., Third Floor, City Hall.
  - The North Carolina League of Municipalities Advocacy Conference is scheduled for Thursday, January 24 at the Raleigh Convention Center.

- The City/County Coordinating Committee will meet on Monday, January 28 at 11:30 a.m. at City Hall, Third Floor. \*Please note date change.
- The Foothills Regional Airport Authority will meet on Wednesday, January 30 at noon.

CITY OF LENOIR  
AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, February 6, 2013

Subject: Action taken by City Council on Tuesday, February 5, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council honored and recognized Battalion Chief/Training Officer Ed Carswell, Lieutenant Todd Helton and Captain Jerry Pritchard who have announced their retirement from the Lenoir Fire Department effective February 1, 2013. Mayor Gibbons thanked them for all their dedicated service to the City of Lenoir. They were each presented with a resolution and a shadow box containing their badge, bar ribbons and fire memorabilia.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, January 8, 2013 as submitted.
- ✓ City Council approved the minutes of the Committee of the Whole Meeting of Tuesday, January 22, 2013 as submitted.
- ✓ City Council approved the closed session minutes from November 6, 2012, November 7, 2012, November 20, 2012, December 4, 2012 and January 8, 2013 as submitted.
- ✓ City Council approved the annual Audit Contract in the amount of \$28,500 for the City of Lenoir for FY2012-2013 as submitted by S. Eric Bowman, PA.
- ✓ City Council approved the Audit Contract in the amount of \$1,147 for the Lenoir Tourism Development Authority for FY2012-2013 as submitted by S. Eric Bowman, PA.
- ✓ City Council adopted a proclamation proclaiming the month of February as *Black History Month* throughout the City of Lenoir.
- ✓ Reverend Charlie Rivens, Smith Memorial United Methodist Church, accepted the proclamation on behalf of all the citizens. Reverend Rivens stated he was honored to represent the City and that the proclamation represented “ongoing rights for all people.”
- ✓ Lester Whittington, Director of the Martin Luther King, Jr., Center, invited City Council and the community to participate in all the events scheduled throughout February at the King Center in honor of *Black History Month*. Additional information is available on the City’s website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- ✓ Parks & Recreation Director Rob Winkler presented a power point presentation on the recent improvements at the Lenoir Aquatic & Fitness Center. The City’s goal is to

complete all the scheduled projects by the end of the year.

- ✓ City Council adopted a Resolution of Intent and scheduled a public hearing to be held on Tuesday, February 19 to consider amending the City's Charter Code of Ordinances, Article III, Section 3, Regular Municipal Elections; Conduct and Method of Election in order for the Mayor and Members of City Council to be elected by the Non-partisan Plurality Method rather than the Non-partisan Primary and Election Method.
- ✓ City Council approved a recommendation from the Lenoir Police Department for James Wilson Matlock, owner of Yellow Cab Company, to operate a taxi-cab business in the City of Lenoir. The Lenoir Police Department reviewed Mr. Matlock's application and submitted the recommendation for approval.
- ✓ City Council scheduled a public hearing to be held on Tuesday, February 19 to consider amending the Charter Code of Ordinances, Article 20, Vehicles for Hire, Sections 20-26, 20-27, 20-29, 20-52, and 20-53 authorizing the Chief of Police or his designee to approve the licensing and permitting process for taxi-cab operators.
- ✓ The Planning Board met on Monday, January 28. Adrienne Isenhour, Interim Planning Director, informed Council the Board is reviewing one request and additional information will be presented at a later date.
- ✓ Mayor Gibbons appointed Councilmen Todd Perdue, Lewis Price and Ben Willis to serve on a committee for the annual evaluation of the City Manager. Councilmen Perdue will serve as Chairperson.
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (5), City Council entered into closed session to discuss a property acquisition.
- ✓ By consensus of the Council, the calendar for the month of February was approved. The following events were hi-lighted:
  - The City/County Services Committee meets on Monday, February 11 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, February 12 at 8:00 a.m.
  - The Lenoir ABC Board will meet on Tuesday, February 12 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - The Lenoir Business Advisory Board will meet on Tuesday, February 12 at 6:00 p.m.
  - The Sister Cities Committee will meet on Wednesday, February 13 at 11:30 a.m.
  - The City/County Coordinating Committee will meet on Monday, February 18 at 11:30 a.m. at the City/County Chambers.
  - The Lenoir Parks & Recreation Committee will meet on Monday, February 18 at 6:00 p.m.
  - A Community Meeting is scheduled for Sunday, February 24 at 2:00 p.m. at St. Francis of Assisi located at 328-B Woodsway Lane, NW.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, February 20, 2013

Subject: Action taken by City Council on Tuesday, February 19, 2013.  
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- ✓ City Council held a public hearing but tabled taking any formal action until Tuesday, March 5 regarding an amendment to the City's Charter Code of Ordinances, Article III, Section 3, Regular Municipal Elections; Conduct and Method of Election in order for the Mayor and Members of City Council to be elected by the Non-partisan Plurality Method rather than the Non-partisan Primary and Election Method. Councilman Perdue voted against this motion.
- ✓ City Council approved an amendment to the City's Charter Code of Ordinances; Article 20, Vehicles for Hire, Sections 20-26, 20-27, 20-29, 20-52 and 20-53 authorizing the Chief of Police or his designee to approve the licensing and permitting process for taxi-cab operators.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, February 5, 2013 as submitted.
- ✓ On behalf of City Council, Mayor Gibbons presented a resolution and a key to the City to Greg Pilkenton for his twenty-years and five months of exemplary service to the citizens of Lenoir. Mr. Pilkenton served on the Planning Board, Board of Adjustments and was a Charter member of the Lenoir Economic Development Board. Mayor Gibbons thanked him for his years of service and for all his accomplishments during his tenure. Mrs. Pilkenton read a statement prepared by Mr. Pilkenton which stated, "It was an honor to serve the City and citizens and I always tried to do what was best for the City."
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation designating the month of March each year as "*Caldwell County and City of Lenoir History Month*" to John Hawkins, Executive Director, of the Caldwell Heritage Museum and Mike Gibbons, Chair of the Heritage Museum Board of Directors. Together they thanked City Council all for their support and encouraged everyone to attend a fundraiser on Friday, March 1 at Sweet T's Restaurant which will benefit the Museum.
- ✓ City Council approved a contract between the City of Lenoir and McGill Associates for engineering services for the Gunpowder Creek WWTP Improvements Project.
- ✓ City Council approved a resolution authorizing the City Manager to execute and file a

grant application on behalf of the City of Lenoir for state loan/grant assistance for the Meadowood Sewer Replacement Project. Mayor Pro-Tem Rohr voted against this request due to his opposition for grants.

- ✓ City Council approved a resolution to revise the Lenoir Water Shortage Response Plan to reflect the contact information for Radford Thomas, Public Utilities Director for the City of Lenoir.
- ✓ City Council awarded the construction contract and low bid in the amount of \$665,567.63 to Country Boys Landscaping for the replacement of the Fairview Drive Bridge, Project B-5011 as recommended by City Staff.
- ✓ City Council approved an acceptance of the rights-of-way for the unpaved portion of Holloway Place. All property owners adjoining the streets have signed rights-of-way agreements.
- ✓ Upon a recommendation by Mayor Gibbons, Betsy Wilson was appointed to serve a three-year term on the Sister Cities Committee.
- ✓ Upon a recommendation by Mayor Gibbons, Paul Teague was appointed to fill the unexpired term of Debra Murray on the Sister Cities Committee. Mr. Teague's term will expire January 2014.
- ✓ City Council also requested an update of the Sister Cities Committee to be presented on Tuesday, March 5, 2013.
- ✓ The following events for the month of February were highlighted:
  - The Lenoir Tourism Development Authority will meet on Thursday, February 21 at 4:00 p.m. at City Hall, Third Floor.
  - A Community Meeting has been scheduled for Sunday, February 24 at 2:00 p.m. at St. Francis of Assisi located at 328-B Woodsway Lane NW.
  - The Lenoir Planning Board will meet on Monday, February 25 at 5:30 p.m.
  - The Employee Recognition Banquet is scheduled for Monday, February 25 at the J. E. Broyhill Civic Center beginning at 6:00 p.m.
  - The Committee of the Whole will meet on Tuesday, February 26 at 8:30 a.m., Third Floor, City Hall.
  - City Hall has scheduled a Budget Retreat on Friday, March 1 beginning at 8:00 a.m. at the Caldwell County Library, Room 7.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Thursday, March 7, 2013

Subject: Action taken by City Council on Tuesday, March 5, 2013.  
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- ✓ Lee Carol Giduz, Executive Director of the Caldwell Arts Council, showed a video which captured the creation of the sculpture “*Across the Grain*” by renowned sculptor, Thomas Sayre and distributed information about *the SmART Initiative* which is an arts-driven economic development plan for the cities and towns of North Carolina. Ms. Giduz reported Mr. Sayre is receiving a lot of recognition for this piece and she thanked City Council for their partnership in making this project happen in our local community.
- ✓ City Manager Bailey presented a Certificate of Appreciation to Kara English and recognized her as the first Honorary Graduate of the City of Lenoir Customer Service Excellence University and Lenoir 101. Mr. Bailey commended Ms. English for all her accomplishments during her internship and stated she has done an outstanding job for the City of Lenoir. Ms. English will begin her new position with the City of Charlotte on March 11.
- ✓ City Council approved an amendment to the City’s Charter Code of Ordinances, Article III, Section 3, Regular Municipal Elections; Conduct and Method of Election in order for the Mayor and Members of City Council to be elected by the Non-partisan Plurality Method rather than the Non-partisan Primary and Election Method. Councilmembers’ Perdue, Stevens and Willis voted against this motion.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, February 19, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, February 26, 2013.
- ✓ City Council approved the agreement to extend Sales Tax Reinvestment between the City of Lenoir, Caldwell County, Town of Gamewell, Town of Sawmills, Town of Cajahs Mountain, Town of Hudson and Town of Granite Falls as submitted.
- ✓ City Council approved the proposed FY2013-2014 Membership Rates for the Lenoir Aquatic & Fitness Center as recommended by City Staff. The rates become effective July 1, 2013.
- ✓ The Planning Board met on Monday, February 26. The Board scheduled a public hearing to be held on Tuesday, March 19 to consider a proposed amendment that will

allow crematories as a principal use in the B-2, I-1 and I-2 Zoning Districts and as an accessory use to a funeral home in the O&I, B-2, B-4, B-5, B-6 and B-7 Zoning Districts.

- ✓ Kaye Reynolds, Communications & Resource Director, recognized the members of the Sister Cities Board that were in attendance and also commended Kara English for all her hard work in organizing the Committee's recent projects. Ms. English informed Council the Committee is currently waiting on a response from Brazil regarding a partnership with the City of Lenoir.
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (5), City Council entered into closed session to discuss a property acquisition,
- ✓ By consensus of the Council, the calendar for the month of March was approved with various meetings and events. The following events were highlighted:
  - The National League of Cities Conference will be held on March 9 through March 13 in Washington, DC.
  - The City/County Services Committee will meet on Monday, March 11 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, March 12 at 8:00 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, March 12 at 6:00 p.m. at City Hall, Third Floor.
  - The Sister Cities Committee will meet on Wednesday, March 13 at 11:30 a.m.
  - The City/County Challenge Event (Leprechaun Leap) will be held on Saturday, March 16 beginning at 9:00 a.m. at the Lenoir Aquatic & Fitness Center.
  - The City/County Coordinating Committee will meet on Monday, March 18 at 11:30 a.m. at City Hall, Third Floor.
  - The Parks & Recreation Advisory Board will meet on Monday, March 18 at 6:00 p.m.
  - The Lenoir ABC Board will meet on Tuesday, March 19 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, March 20, 2013

Subject: Action taken by City Council on Tuesday, March 19, 2013.  
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- ✓ City Council approved an amended Zoning Ordinance Amendment that will allow crematories as a principal use in the B-2, I-1 and I-2 Zoning Districts and as an accessory use to a funeral home in the O&I, B-2, B-4, B-5, and B-7 Zoning Districts as recommended by the Planning Board. Note: City Council amended the original proposal to omit the B-6 Zoning District as it does not allow for funeral homes.
- ✓ City Council approved the minutes of the March 5, 2013 City Council Meeting as presented.
- ✓ City Council approved the minutes of the annual City Council Budget Retreat held on Friday, March 1, 2013 as presented.
- ✓ Rick Oxford, Plan Administrator, Western Piedmont Council of Governments, held the first of two public meetings to receive public comments regarding the proposed FY2013-2014 Unifour Consortium's Consolidated Plan & the FY2013-2014 Action Plan of the City of Lenoir Consolidated Plan. The City of Lenoir serves as the Lead Entity for this program. The next public meeting will be held on Tuesday, April 16.
- ✓ Ms. Linda Haas, 2316 Lakeside Terrace, addressed City Council in opposition to the proposed purchase of the Transload Facility by the City & Caldwell County. Ms. Haas asked Councilmembers to reconsider their vote when they took formal action regarding this proposal.
- ✓ City Council tabled a proposed amendment until Tuesday, April 2 to further consider a second addendum to contract between Caldwell County, Robinson Lumber & the City of Lenoir and a proposed Offer to Purchase contract between the City of Lenoir and Caldwell County for the joint purchase of the Transload Facility.
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (5), City Council entered into closed session to discuss a property acquisition.
- ✓ The following events for March were highlighted:
  - The annual Easter Egg Hunt is scheduled for Saturday, March 23 at 10:00 a.m. at Mulberry Recreation Center.
  - The City of Lenoir has designated Saturday, March 23 at 8:30 a.m. as Earth Hour

throughout the City of Lenoir. This is an annual campaign by the World Wildlife Fund to raise awareness of the environmental challenges such as climate change. Additional information is available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).

- The Lenoir Planning Board will meet on Monday, March 25 at 5:30 p.m.
- The Committee of the Whole will meet on Tuesday, March 26 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
- The Foothills Regional Airport Authority will meet on Wednesday, March 27 at noon.
- The North Carolina League of Municipalities Town Hall Day is scheduled for Wednesday, March 27 in Raleigh.
- A Cruise-In Event is scheduled for Saturday, April 6 from 4:00 – 9:00 p.m. in downtown Lenoir.
- City offices will be closed on Friday, March 29 in observance of Good Friday.
- The Sanitation Division's annual Spring Trash Bash Week is scheduled for the week of April 15 – 19. Additional details are available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- The NCDOT's annual Spring Litter Sweep Campaign begins April 13 – 27.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, April 3, 2013

Subject: Action taken by City Council on Tuesday, April 2, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Glenda Wilson, Realtor, proclaiming the month of April as “Fair Housing Month” throughout the City of Lenoir.
- ✓ City Council honored and recognized Captain Sam Smith and Captain Bart Severt who have announced their retirement from the Lenoir Fire Department effective April 1, 2013. Mayor Gibbons thanked them for all their dedicated service to the City of Lenoir. They were each presented with a resolution and a shadow box containing their badge, bar ribbons and fire shield.
- ✓ City Council approved the minutes of the March 19, 2013 City Council Meeting as presented.
- ✓ City Council approved the minutes of the Committee of the Whole Meeting of Tuesday, March 26, 2013 as presented.
- ✓ Ms. Linda Haas, 2316 Lakeside Terrace, addressed City Council in opposition to the proposed purchase of the Transload Facility by the City & Caldwell County. Ms. Haas asked Councilmembers to reconsider their vote when they took formal action regarding this proposal.
- ✓ The Planning Board met on Monday, March 25. Phyllis Huffstetler, Chairperson, presented a report of the meeting. The Board scheduled public hearings to be held on Tuesday, April 16 for the following items:
  - a) Rezoning Application, submitted by James Michael Correll, for property located at 230 McCrary Place. The applicant seeks zoning from Heavy Industrial (I-2) to Multi-Family Residential (R-6) in order to construct a single family dwelling.
  - b) Conditional Use Permit, submitted by Roy Helm on behalf of Wesley Community Development for property located at Brookdale Place & Abingdon Road. The applicants propose to develop a 50 unit apartment complex for Senior citizens. The Planning Board recommends increasing the driveway width to 36 feet.
  - c) Conditional Use Permit, submitted by Jim Yamin on behalf of D&J Properties, for

property located at Linkside Court. The applicants propose to develop a multi-family housing facility on the property.

- ✓ City Council approved a second addendum to contract regarding the lease agreement between Robinson Lumber, Caldwell Railroad Commission, Caldwell County & the City of Lenoir for operation of the Transload Facility and also approved the joint Offer to Purchase the Transload Facility & Robinson Lumber Company by the City of Lenoir and Caldwell County. The total purchase price is \$900,000 with the City paying \$300,000 and Caldwell County paying \$600,000 for this property. **Note:** This approval is contingent upon an operational agreement between the City & County to include insurance cost and sharing. The City Manager was authorized by Council to negotiate the operational agreement. Mayor Pro-Tem Rohr & Councilman Stilwell voted against the motion to purchase this property.
- ✓ Upon a recommendation by Mayor Gibbons, the following individuals were appointed/re-appointed by City Council to serve on the **Lenoir Business Advisory Board:**
  - Reverend Bryon Grayson – 2 year term (new appointment)
  - Allen Stewart – 2 year term (re-appointment)
  - Mark Transou – 3 year term (re-appointment)
  - John Paul (J.P.) Miller – 4 year term (re-appointment)
- ✓ Upon recommendation by Mayor Gibbons, the following individuals were re-appointed by City Council to serve 2-year terms on the **Recreation Advisory Board:**
  - Rick Pierce
  - Sandy Rossborough
  - Jimmy Jenkins
  - Mark Transou
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (4), City Council entered into closed session to discuss economic development.
- ✓ By consensus of the Council, the calendar for the month of April was approved with various meetings & events. The following events were highlighted:
  - A Cruise-In Event is scheduled for Saturday, April 6 from 4:00 – 9:00 p.m. in downtown Lenoir.
  - The City/County Services Committee will meet on Monday, April 8 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, April 9 at 8:00 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, April 9 at 6:00 p.m., City Hall, Third Floor, former Council Chambers.
  - The Lenoir Tourism Development Authority will meet on Thursday, April 11 at 4:00 p.m., City Hall, Third Floor, former Council Chambers.
  - The City/County Coordinating Committee will meet on Monday, April 15 at 11:30 a.m. at the City/County Chambers.

- The Recreation Advisory Board will meet on Monday, April 15 at 6:00 pm.
- The Sanitation Division's annual Spring Trash Bash Week is scheduled for the week of April 15 – 19. Additional details are available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- The NCDOT's annual Spring Litter Sweep Campaign begins April 13 – 27.
- A Caldwell is Hiring Event is scheduled for Thursday, April 4 at the J. E. Broyhill Civic Center. The public is encouraged to attend.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Tuesday, April 16, 2013

Date: Friday, April 19, 2013

Subject: Action taken by City Council on Tuesday, April 16, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved a rezoning application submitted by James Michael Correll, for property located at 230 McCrary Place to be rezoned from Heavy Industrial (I-2) to Multi-Family Residential (R-6) in order to construct a single family dwelling.
- ✓ City Council approved a Conditional Use Permit submitted by Roy Helm on behalf of Wesley Community Development, for property located at Brookdale Place and Abington Road for the purpose of developing a 50-unit apartment complex. Council also approved the Planning Board's request to increase the driveway width to 36-feet.
- ✓ City Council approved a Conditional Use Permit submitted by Jim Yamin on behalf of D & J Properties, for property located at Linkside Court for the purpose of developing a 64-unit multi-family housing facility on the property with the condition that the D & J Properties install a privacy fence on the portion of the property that abuts Lenoir Golf Course.
- ✓ City Council approved the minutes of the April 2, 2013 City Council Meeting as submitted.
- ✓ City Council approved an FY2013-14 Budget Amendment in the amount of \$300,000 for the purchase of the Transload Facility as recommended by Staff.
- ✓ City Council approved an FY2013-14 Budget Amendment in the amount of \$149,730 for the Smith Crossroads improvements made with the NCDOT Beautification Grant as recommended by Staff.
- ✓ City Council approved an FY2013-14 Budget Amendment in the amount of \$30,000 for the RollEase Project and \$120,000 for the Randall Miller Company as recommended by Staff. The total Rural Center grants received was \$150,000.
- ✓ City Council approved a Utility Agreement between NCDOT and the City of Lenoir for improvements at the intersection of SR1160 (Mount Herman Road) and Roy E. Coffey Drive for the relocation of 1,353 feet of utility lines.
- ✓ Mr. Rick Oxford, Plan Administrator, Western Piedmont Council of Governments, held the second of two public hearings to receive public comments regarding the proposed FY2013 Unifour Consortium's Consolidated Plan and the FY2013 Action Plan for the

City of Lenoir Consolidated Plan. The City of Lenoir serves as the Lead Entity for this program and copies of both plans are available in the City Clerk's office. City Council approved both plans to be submitted to HUD in Greensboro in order to initiate the release of proposed funding. Mayor Pro-Tem Rohr voted against this motion.

- ✓ City Manager Bailey informed Council a broker was interested in purchasing the former watershed property located on Zacks Fork Road which consists of 570+ acres. City Council was in consensus to receive additional information regarding this request.
- ✓ City Manager Bailey informed Council the City is currently working with NCDOT regarding a cost difference of \$50,000 for the Fairview Drive Bridge replacement project. City officials will be advised by DOT whether they will need to rebid this part of the project.
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (3), City Council entered into closed session to discuss potential litigation.
- ✓ The following events were highlighted for April:
  - The Sanitation Division's annual Spring Trash Bash Week ends on Friday, April 19. Additional details are available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
  - The Planning Board will meet on Monday, April 22 at 5:30 p.m., Third Floor, City Hall.
  - The Committee of the Whole will meet on Tuesday, April 23 at 8:30 a.m., Third Floor, City Hall.
  - The Foothills Regional Airport Authority will meet on Wednesday, April 24 at noon.
  - The NCDOT's annual Spring Litter Sweep Campaign ends on Saturday, April 27.
  - A Cruise-In Event is scheduled for Saturday, May 4 from 4:00 – 9:00 p.m. in downtown Lenoir.
  - The annual Mayor's Prayer Breakfast will be held on Thursday, May 2 at 8:00 a.m. at First Baptist Church in Lenoir. The Honorable U.S. Representative Mark Meadows will be the guest speaker.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, May 8, 2013

Subject: Action taken by City Council on Tuesday, May 7, 2013.  
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- ✓ Mr. Bud Brown, Chair Emeritus, Employer Support of the National Guard & Reserve, presented Chief of Police Scott Brown with a plaque recognizing him for being a patriotic employer and an outstanding leader in the community. Chief Brown was nominated for this prestigious award by Police Sergeant Todd Penley.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Ms. Barbara Younce and Holly Sterne, declaring the month of May as “National Mental Health Month” throughout the City of Lenoir.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Public Works Director Charles Beck, proclaiming the week of May 19-25 as “National Public Works Week” throughout the City of Lenoir. Mayor Gibbons commended the staff of Public Works for all they do for the City.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Chief of Police Scott Brown proclaiming the week of May 13-17 as “Peace Officers’ Memorial Week” throughout the City of Lenoir.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Chief of Police Scott Brown proclaiming Saturday, May 25 as “National Missing Children’s Day” throughout the City of Lenoir.
- ✓ Dr. Steve Stone, Superintendent of Caldwell County Schools, along with Dr. Jeff Church and Board of Education Member Dottie Darcie, presented information and site plans for a new middle school in order to accommodate future growth of William Lenoir Middle School. The proposed new facility would be located on the back corner of Hibriten High School property and accommodate up to 750 students. The Board of Education and the Caldwell County Commission will conduct a joint meeting on Monday, May 13 at 6:00 p.m. at the Education Center to discuss possible funding for this proposal.
- ✓ City Council approved the Committee of the Whole minutes of Tuesday, April 23, 2013 as submitted.
- ✓ City Council approved an Agreement for Engineering Services in the amount of \$63,000 between McGill & Associates and the City of Lenoir for the Powell Road/Greenway

Sewer Replacement Project.

- ✓ City Council approved a resolution accepting an Offer and Acceptance Document as submitted by the North Carolina Department of Environment and Natural Resources (NCDENR) for a State Revolving loan in the amount of \$3,850,000 for the Gunpowder Creek WWTP Improvements Project. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved a resolution authorizing the City Manager to sign and execute a Special Order of Consent (SOC) between the City of Lenoir and the Environmental Management Commission for the Gunpowder Creek Wastewater Treatment Plant.
- ✓ City Manager Bailey presented the recommended FY2013-2014 Annual Budget to City Council. The budget is comprised of \$14,866,829 General Fund, \$179,332 Downtown District, and \$8,025,119 Water & Sewer Fund for a total budget of \$23,071,280. The budget includes a 1.8% increase in water rates and a 2% increase in sewer rates but does not include a property tax rate increase.
- ✓ City Council scheduled a public hearing to be held on Tuesday, June 4 to consider adoption of the proposed FY2013-2014 Annual Budget for the City of Lenoir.
- ✓ City Manager Bailey introduced Jenny Wheelock, who assumed her new position as Planning Director for the City of Lenoir on Wednesday, May 1.
- ✓ City Manager Bailey introduced Marcus Abernathy, Intern, who will be working with the City during the summer months. He attends Appalachian State University.
- ✓ Mayor Gibbons commended Assistant City Manager/Finance Director Danny Gilbert, upon receiving the Certificate of Achievement for Excellence in Financial Reporting awarded to the City of Lenoir by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report (CAFR.)
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (5), City Council entered into closed session to discuss a property acquisition.
- ✓ By consensus of the Council, the calendar for the month of May was approved with various meetings and events.
- ✓ The following events were highlighted for May:
  - The Sister Cities Committee will meet on Wednesday, May 8 at 11:30 a.m.
  - A Cycle to Serve bicycle race is scheduled for Saturday, May 11 beginning at 8:30 a.m. in the downtown area.
  - The City/County Services Committee will meet on Monday, May 13 at 11:45 a.m.
  - City Council will conduct an FY2013-2014 Budget Workshop on Monday, May 13 at 6:00 p.m., Third Floor, City Hall. If necessary, a second Budget Workshop will be held on Monday, May 20 at 6:00 p.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, May 14 at 8:00 a.m.
  - The Lenoir ABC Board will meet on Tuesday, May 14 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.

- The Lenoir Business Advisory Board will meet on Tuesday, May 14 at 6:00 p.m., Third Floor, City Hall.
- A ceremony for Peace Officers' Week is scheduled for Tuesday, May 14 at 6:00 p.m. at First Baptist Church of Lenoir. The service will conclude outside at the Officer Down Memorial located at the Caldwell County Courthouse.
- Festival in the Park is scheduled for Saturday, May 18 from 11:00 a.m. – 4:30 p.m. at the Mulberry Recreation Center.
- The City/County Coordinating Committee will meet on Monday, May 20 at 11:30 a.m. at the City/County Chambers.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Thursday, May 23, 2013

Subject: Action taken by City Council on Tuesday, May 21, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ On behalf of City Council, Mayor Gibbons recognized Caroline Dula, 8<sup>th</sup> Grade, Happy Valley School, who was the winner of the Lenoir Sister Cities Young Artists Showcase and also recognized Madison Hodges, 8<sup>th</sup> Grade, Happy Valley School, as the first runner up of the showcase. He congratulated both students and stated the City was proud of their achievements.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, April 16, 2013.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, May 7, 2013.
- ✓ City Council approved the minutes from the City Council Budget Work Session of Monday, May 13, 2013.
- ✓ City Council approved closed session minutes from Tuesday, February 5, Tuesday, March 5, Tuesday, March 19, Tuesday, March 26 & Tuesday, April 2 as submitted.
- ✓ Mr. Jarvis Parsons, Chaplain, American Legion Post 231, 510 Hill Street, addressed City Council and asked for consideration of assistance with an improvement project for this facility. City Council directed Mr. Jarvis to submit a cost estimate and further directed City Staff to review any possible grant funding available for these types of organizations.
- ✓ The Planning Board met on Monday, May 20. Jenny Wheelock, Planning Director, stated the Board discussed several items and additional information will be presented at the Committee of the Whole meeting. A joint meeting between the City Council and Planning Board will also be scheduled in the near future.
- ✓ City Council approved the revised bylaws for the Caldwell Railroad Commission as submitted.
- ✓ Pursuant to N.C.G.S. 143-318.11(a), (4), (5), City Council entered into closed session to discuss economic development and a property acquisition. Upon returning to open session, City Manager Bailey stated that City Council was also informed by Attorney Blair of pending litigation filed by Arnold Kerley, d/b/a Highway 18 Sweepstakes

versus the City of Lenoir.

- ✓ City Manager Bailey informed Council he has changed the proposed FY2013-2014 sewer rate increase from 2% to 4% in order for the City to be more competitive to receive a low interest loan from the Clean Water Management Trust Fund. The City has applied for a grant which would be used for the Gunpowder Creek WWTP Improvements Project following approval.
- ✓ Councilman Ben Willis informed Council he would be presenting a report from the National Brownfields Conference he recently attended at the Committee of the Whole meeting scheduled for Tuesday, May 28.
- ✓ The following events were highlighted for May:
  - A Public Works Breakfast for employee recognition was held on Wednesday, May 22 at 8:00 a.m. at 1841 Café. A moment of silence was observed in memory of Arthur Davenport, Sanitation Superintendent, who passed away on May 16. Mr. Davenport had served the citizens of Lenoir for 21 ½ years.
  - City offices will be closed on Monday, May 27 in observance of Memorial Day.
  - A Memorial Day Service is scheduled for Monday, May 27 beginning at 6:00 p.m. at the stage area on the square in downtown Lenoir.
  - The Committee of the Whole will meet on Tuesday, May 28 at 8:30 a.m. on third floor of City Hall.
  - The Foothills Regional Airport Authority will meet on Wednesday, May 29 at noon. A ribbon cutting ceremony is scheduled at 1:00 p.m. for the new hangars constructed at the airport.
  - A Cruise-In Event is scheduled for Saturday, June 1 from 4:00 – 9:00 p.m. in the downtown area.
  - The Pop Ferguson Blues Festival is scheduled for Friday, June 7 and Saturday, June 8 in downtown Lenoir.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, June 5, 2013

Subject: Action taken by City Council on Tuesday, June 4, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council honored and recognized Battalion Chief John Jett who has announced his retirement from the Lenoir Fire Department effective June 1, 2013 following 37 years of exemplary service to the City of Lenoir. Mayor Gibbons thanked him for his dedicated service and presented him with a framed resolution. City Manager Bailey presented him with a shadow box containing his badge, bar ribbons and fire shield.
- ✓ City Council tabled taking any action regarding the recommended FY2013-2014 Annual Budget for the City of Lenoir until the next City Council Meeting on Tuesday, June 18, 2013 in order to see how the state's final budget will affect the City's revenues.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, May 21, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, May 28, 2013 as submitted.
- ✓ City Council approved a resolution accepting an Offer and Acceptance Document submitted by the North Carolina Department of Environment and Natural Resources (NCDENR) for a State Revolving loan in the amount of \$578,500 with \$289,250 of principal forgiveness for the construction of the Powell Road Greenway Sewer Replacement Project. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved a Technical Service Contract between the City of Lenoir and Land of Sky Regional Council for services related to the preparation of an EPA Brownfield Assessment Grant. Councilmembers Perdue and Rohr voted against this motion.
- ✓ Upon a recommendation by Mayor Gibbons, Council re-appointed Lomack Stover to serve a three-year term on the Lenoir Housing Authority.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), & (5), City Council entered into closed session to discuss economic development, a property acquisition and pending litigation between the City of Lenoir and Arnold Kerley d/b/a Highway 18 Sweepstakes.
- ✓ By consensus of the Council, the calendar for the month of June was approved with various meetings and events. The following events were highlighted:

- The Pop Ferguson Blues Festival is scheduled for Friday, June 7 at 7:00 p.m. and Saturday, June 8 at 9:00 a.m. in downtown Lenoir.
- The City/County Services Committee will meet on Monday, June 10 at 11:45 a.m.
- The Caldwell County Economic Development Commission will meet on Tuesday, June 11 at 6:00 p.m. at 8:00 a.m.
- The Lenoir Business Advisory Board will meet on Tuesday, June 11 at 6:00 p.m., Third Floor, City Hall.
- The Lenoir Sister Cities Committee will meet on Wednesday, June 12 at 11:30 a.m., Third Floor, City Hall.
- Friday after Five begins on Friday, June 14 from 7-10:00 p.m. on the square in downtown Lenoir. The band “Nautical Wheelers” will be performing.
- The City/County Coordinating Committee will meet on Monday, June 17 at 11:30 a.m., Third Floor, City Hall.
- An Employee Appreciation event is scheduled for Monday, June 17 from 4:00 - 8:00 p.m. at the Aquatic & Fitness Center.
- The ABC Board will meet on Tuesday, June 18 at 5:30 p.m. at Lenoir Store #1.

CITY OF LENOIR  
AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, June 19, 2013

Subject: Action taken by City Council on Tuesday, June 18, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, June 4, 2013 as submitted.
- ✓ City Council approved the FY2013-2014 Annual Privilege License Fee Schedule for the City of Lenoir as submitted. Mayor Pro-Tem Rohr and Councilman Perdue voted against this motion.
- ✓ City Council tabled taking any action regarding the City's FY2013-2014 Annual Budget for the fiscal year beginning July 1, 2013 through June 30, 2014 until the Committee of the Whole Meeting on Tuesday, June 25.
- ✓ City Council scheduled a public hearing to be held on Tuesday, July 16 to consider a Municipal Tax Grant for Exela Pharma Sciences who is planning an expansion of their Lenoir operations.
- ✓ Following a discussion regarding a proposal submitted by Southern Land NC, LLC to purchase the former Watershed Property located on the Zacks Fork Road, City Manager Bailey was directed by Council to obtain cost information on having the property appraised before moving forward with this request. Additional information will be submitted in the future.
- ✓ City Council tabled a proposal to conduct a Best Use Assessment submitted by McGill Associates in the amount of \$6,200 for the Lenoir Watershed Property until a later date.
- ✓ Councilman Stilwell commended Recreation Director Winkler and Staff for all their hard work in making the Lenoir Aquatic & Fitness Center one of the finest in the state. He encouraged all the citizens to use this well maintained facility.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (5), City Council entered into closed session to discuss a property acquisition.
- ✓ The following events for June were highlighted:
  - Friday after Five is scheduled for Friday, June 21 from 7-10:00 p.m. on the square in downtown Lenoir. The band "Nautical Wheelers" will be performing. The "Deacon Black" band will be performing on Friday, June 28.

- Fabulous Film Night begins on Saturday, June 22 with the movie “The Odd Life of Timothy Green” being shown at dark on the square.
- The Planning Board cancelled its Monday, June 24 meeting. A joint meeting with the Lenoir City Council is scheduled for Tuesday, July 16 at 6:00 p.m.
- The Committee of the Whole will meet on Tuesday, June 25 at 8:30 a.m., Third Floor, City Hall.
- The Foothills Regional Airport Authority will meet on Wednesday, June 26 at noon.
- City offices will be closed on Thursday, July 4 in observance of Independence Day.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Thursday, July 18, 2013

Subject: Action taken by City Council on Tuesday, July 16, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, June 18, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, June 25, 2013 as submitted.
- ✓ City Council approved an FY2013-14 Capital Project Budget Ordinance for the Unifour Consortium HOME Program in the amount of \$977,392 as recommended. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved an FY2013-2014 Capital Project Budget Ordinance for the Community Development Block Grant Program in the amount of \$155,258 as recommended. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved a resolution of Declaration of Official Intent to Reimburse in the amount of \$529,000 as recommended.
- ✓ City Council approved a Capital Project Budget Ordinance in the amount of \$3,927,000 for the Gunpowder Creek WWTP Improvements Project as recommended.
- ✓ City Council approved a resolution authorizing City Staff to file an application for state loan/grant assistance in the amount of \$65,000 or 50% of project construction cost, whichever is the lesser amount, for the proposed Downtown Harper Avenue Stormwater Facility. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved a Charter Code Amendment, Chapter 5, Business Regulations, Licensing and Taxation, Article 1, Solicitors and Peddlers, which allows the solicitation permitting process to be coordinated by the Police Department.
- ✓ City Council tabled an economic development incentive request for Exela Pharma Sciences until the next City Council Meeting of Tuesday, August 6 at 6:00 p.m. in order to allow the City additional time to prepare an economic development incentive agreement.
- ✓ City Council approved the low bid of \$103,106.30 to Mountain Crest, LLC, which includes a 10% contingency of \$9,373.30 for the construction of the new parking lot at the intersection of Harper Avenue and Boundary Street. Note: The bid does not include

asphalt paving to be done by others at an estimated cost of \$12,000. Councilman Perdue recused himself from voting on this motion due to a conflict of interest.

- ✓ City Council approved a recommendation by the Lenoir Police Department to replace the stop sign at the intersection of Sharon Avenue and Pennton Avenue with a Yield Sign.
- ✓ City Council declined an Offer to Purchase as submitted by Southern Land NC, LLC for the former Watershed Property owned by the City of Lenoir. Councilman Perdue voted against this motion.
- ✓ Upon a recommendation by Mayor Gibbons, Jerry Brooks was re-appointed to serve a three-year term on the Lenoir ABC Board.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), City Council entered into closed session to discuss a property acquisition and economic development.
- ✓ Mayor Gibbons along with Councilman Willis commended City Staff for all their hard work and assistance with the recent Blackberry Festival held on Saturday, July 13. The annual event was very successful with over 13,000 in attendance.
- ✓ By consensus of the Council, the calendar for the month of August was approved with various meetings and events. The following events were highlighted:
  - Friday after Five is scheduled for Friday, July 19 from 7-10:00 p.m. on the square in downtown Lenoir. The “Band of Brothers” will be performing. “The Logic” will be performing on Friday, July 26 & “Tim Hall & Buffalo Country” on Friday, August 2.
  - The Committee of the Whole meeting for July has been cancelled. The next meeting is scheduled for Tuesday, August 27 at 8:30 a.m. at City Hall.
  - Fabulous Film Night is scheduled for Saturday, July 27 with the movie “Brave” being shown at dark on the square.
  - The Foothills Regional Airport Authority will meet on Wednesday, July 31 at noon.
  - The annual Harambee Festival begins on Saturday, August 3 and continues through Friday, August 9 at the Martin Luther King, Jr. Center.
  - A Cruise-In Event is scheduled for Saturday, August 3 beginning at 4:00 p.m. in the downtown area.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, August 7, 2013

Subject: Action taken by City Council on Tuesday, August 6, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, July 16 2013 as submitted.
- ✓ City Council approved a Budget Amendment in the amount of \$175,000 for the FY2013-2014 Main Street Grant for Carolina Distillery.
- ✓ City Council tabled a Municipal Tax Grant for Exela Pharma Sciences who is planning an expansion of their Lenoir operations until Tuesday, August 20 to allow Staff additional time to finalize the incentive agreement.
- ✓ City Council scheduled a public hearing on Tuesday, August 20 to consider amending the Charter Code of Ordinances, Chapter 13, Offenses and Miscellaneous Provisions, Section 13-6, Firearms, as recommended by the Police Department.
- ✓ City Council postponed a request to consider amending the Charter Code of Ordinances, Chapter 11, Motor Vehicles and Traffic, Sections 11-35 through 11-50, as recommended by the Police Department until the Committee of the Whole Meeting scheduled for Tuesday, August 27 to allow for additional discussion of the ordinance.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), & (5), City Council entered into closed session to discuss economic development, potential litigation and a property acquisition.
- ✓ The following events for August were highlighted:
  - Friday after Five is scheduled for Friday, August 9 from 7-10:00 p.m. on the square in downtown Lenoir. The “Harris Brothers” will be performing. The band “Chickweed” will be playing on Friday, August 16.
  - Fabulous Film Night is scheduled for Saturday, August 10 with the movie “Rise of the Guardians” being shown at dark on the square.
  - The City/County Services Committee will meet on Monday, August 12 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, August 13 at 8:00 a.m.
  - The ABC Board will meet on Tuesday, August 20 at 5:00 p.m. at Lenoir Store

#1. Please note date change.

- The Lenoir Business Advisory Board will meet on Tuesday, August 13 at 6:00 p.m.
- The Sister Cities Committee will meet on Wednesday, August 14 at 11:30 a.m.
- The City/County Coordinating Committee will meet on Monday, August 19 at 11:30 a.m.
- The Planning Board will meet on Monday, August 19 at 5:30 p.m. Please note date change.
- The Recreation Advisory Board will meet on Monday, August 19 at 6:00 p.m.

CITY OF LENOIR  
AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Thursday, August 22, 2013

Subject: Action taken by City Council on Tuesday, August 20, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, August 6, 2013 as submitted.
- ✓ City Council approved a proclamation proclaiming the City of Lenoir as a “Purple Heart City.” Mr. Jim Schaller, Military Order of the Purple Heart, presented the City of Lenoir with a flag from the Purple Heart Association.
- ✓ City Council tabled an amendment to the Charter Code of Ordinances, Chapter 13, Offenses and Miscellaneous Provisions, Section 13-6, Firearms, for sixty days to allow City Staff to further research this item. Councilmen Rohr, Price and Perry voted against this motion.
- ✓ City Council approved a Municipal Tax Grant for Exela Pharma Sciences who is planning an expansion of their Lenoir operations. Mayor Pro-Tem Rohr voted against this motion.
- ✓ The Planning Board met on Monday, August 19. Phyllis Huffstetler, Chairperson, informed Council the Board scheduled two public hearings to be held on Tuesday, September 3 for the following items:
  - a) Rezoning Application submitted by R & R Enterprises, for property located at 308 Morganton Boulevard. The applicant seeks rezoning from Neighborhood Business to General Business (B-1) to (B-2). Staff is also requesting neighboring properties located at 312 Morganton Boulevard be added to this request.
  - b) Floodplain Development Permit submitted by Stimmel Associates on behalf of McDonald’s restaurant, for property located at 110 Morganton Boulevard to allow for redevelopment of the McDonald’s restaurant.
- ✓ Mr. Wayne Douglas, 308 Ridge Street, addressed City Council regarding the City’s policy of advertising board vacancies. Mr. Douglas suggested the City advertise any vacancies at least 65 days prior to the vacancy.
- ✓ Upon a recommendation by Mayor Gibbons, City Council appointed Mac Martin to serve as an alternate on the Board of Adjustments.

- ✓ Councilman Willis gave an update from the Western Piedmont's Council of Governments Air Quality Committee.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), & (5), City Council entered into closed session to discuss economic development and a property acquisition. Following returning to open session, City Council took the following action:
  - a) As part of due diligence of the City of Lenoir and Caldwell County, some environmental issues have arisen concerning their Offer to Purchase of the Robinson Lumber Company. As a result, the City Council has authorized the City Attorney and City Manager to negotiate the parameters of a revised offer. The City's revised offer is also contingent upon the approval of the Caldwell County Commission.
- ✓ The following events for August were highlighted:
  - Friday after Five is scheduled for Friday, August 23 from 7-10:00 p.m. on the square in downtown Lenoir. The band "Hotz Gritz" will be performing. The band "Throw Down Jones" will be playing on Friday, August 30.
  - Fabulous Film Night is scheduled for Saturday, August 24 with the movie "Oz: The Great & Powerful" being shown at dark on the square.
  - The Committee of the Whole will meet on Tuesday, August 27 at 8:30 a.m., Third Floor, City Hall.
  - The Foothills Regional Airport Authority will meet on Wednesday, August 28 at noon.
  - The Lenoir Tourism Development Authority will meet on Friday, August 30 at 10:00 a.m., Third Floor, City Hall.
  - City offices will be closed on Monday, September 2 in observance of Labor Day.
  - The annual Sculpture Festival is scheduled for Saturday, September 7 beginning at 10:00 a.m. at the Broyhill Walking Park. The public is encouraged to attend.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, September 4, 2013

Subject: Action taken by City Council on Tuesday, September 3, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, August 20, 2013 as submitted.
- ✓ City Council approved a Rezoning Application submitted by R & R Enterprises, for property located at 308 Morganton Boulevard to be rezoned from Neighborhood Business to General Business (B-1) to (B-2). The additional neighboring properties located at 312 & 318 Morganton Boulevard was also rezoned as B-2.
- ✓ City Council approved a Floodplain Development Permit submitted by Stimmel Associates on behalf of McDonald's restaurant, for property located at 110 Morganton Boulevard to allow for redevelopment of the McDonald's restaurant contingent upon a satisfactory flood study and notarizing study of the property.
- ✓ City Council approved an Addendum to the City's Conservation Easement for the purpose of clarification and technical correction to the Zack's Fork Creek full delivery site in Caldwell County.
- ✓ City Council scheduled a public hearing to be held on Tuesday, October 1, 2013 to consider a proposed Zoning Ordinance Amendment as they pertain to Temporary Advertising Devices.
- ✓ City Manager Bailey reported the City has added a link to its website at ([www.cityoflenoir.com](http://www.cityoflenoir.com)) to make available to the public the City's application to serve on its Authorities, Boards & Commissions. Also, as information, a link is provided to the current list of members serving on the boards & committees and the length of their terms.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), City Council entered into closed session to discuss potential litigation and a property acquisition. Mayor Pro-Tem Rohr was excused by Council from the second half of the closed session regarding potential litigation due to his law partner representing the opposing party.
- ✓ By consensus of the Council the calendar for the month of September was approved with various meetings and events. The following events were highlighted:
  - The annual Sculpture Celebration is scheduled for Saturday, September 7

beginning at 9:00 a.m. at the T. H. Broyhill Walking Park.

- A Cruise-In event is scheduled for Saturday, September 7 at 4:00 p.m. in the downtown area.
- The Caldwell County Economic Development Commission will meet on Tuesday, September 10 at 8:00 a.m.
- The Lenoir Business Advisory Board will meet on Tuesday, September 10 at 6:00 p.m.
- The Sister Cities Committee will meet on Wednesday, September 11 at 11:30 a.m.
- Fabulous Film Night is scheduled for Saturday, September 14 with the movie "Wreck It Ralph" being shown at dark on the square.
- The annual Bridge to Bridge Bike Race will be held on Sunday, September 15 beginning at 8:00 a.m.
- The Sanitation Division's Annual Fall Trash Bash is scheduled for the week of September 16 – 20. A list of items that will not be collected is available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- The City/County Coordinating Committee will meet on Monday, September 16 at 11:30 a.m.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, September 18, 2013

Subject: Action taken by City Council on Tuesday, September 17, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, September 3, 2013 as amended.
- ✓ City Council approved the minutes from the joint City Council/Planning Board Meeting of Tuesday, August 20, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, August 24, 2013 as submitted.
- ✓ City Council approved closed session minutes from April 16, 2013, May 7, 2013, June 4, 2013, June 18, 2013, June 25, 2013, July 16, 2013, August 6, 2013, August 20, 2013 and September 3, 2013 as submitted.
- ✓ City Council approved the City's Economic Development Incentive Matrix as recommended by City Staff. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved a resolution honoring Ellis Hankins, Executive Director of the North Carolina League of Municipalities, upon his retirement effective January 1, 2014 following thirty-one years of dedicated service to the state of North Carolina.
- ✓ City Council appointed Councilman Willis to serve as the City's voting Delegate and Councilman Perry as the City's Alternate for the annual North Carolina League of Municipalities Business Meeting to be held on Tuesday, October 15, 2013.
- ✓ City Council appointed Mayor Pro-Tem Rohr to serve as the City's voting Delegate and Councilman Willis as the City's Alternate for the annual National League of Cities Business Meeting to be held on Saturday, November 16, 2013.
- ✓ City Council directed Staff to begin discussions with The Ferguson Group regarding ending the City's current contract with the organization at the earliest possible date.
- ✓ Councilman Willis commended City Staff and all the organizations that helped with the annual Bridge Challenge Bike Race held on Sunday, September 15.
- ✓ Councilman Willis requested that Department Heads begin presenting their reports at the City Council meeting in order to educate the public on upcoming events and projects.
- ✓ Mayor Pro-Tem Rohr reported that Tuesday, September 17 was Constitution Day and

additional information may be found at [www.constitutionday.cc](http://www.constitutionday.cc).

- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), City Council entered into closed session to discuss property acquisitions and potential litigation. Mayor Pro-Tem Rohr was excused by Council from the second half of the closed session regarding potential litigation due to his law partner representing the opposing party.
- ✓ Upon a recommendation by Mayor Gibbons, Katherine Matz and Michael Davis were appointed to serve as the Student Representatives on the Lenoir Parks & Recreation Advisory Board.
- ✓ The following events for September were highlighted:
  - The Sanitation Division's Annual Fall Trash Bash is scheduled for the week of September 16 – 20. A list of items that will not be collected is available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
  - NCDOT's Annual Fall Litter Sweep begins on Saturday, September 21 through Saturday, October 5.
  - The Planning Board will meet on Monday, September 23 at 5:30 p.m.
  - The Foothills Regional Airport Authority will meet on Wednesday, September 25 at noon.
  - The Committee of the Whole will meet on Thursday, September 26 at 8:30 a.m. on third floor of City Hall. Please note date change.
  - The ABC Board will meet on Thursday, September 26 at 5:00 p.m.
  - A joint meeting of the Lenoir City Council and the ABC Board will be held on Thursday, September 26 at 6:00 p.m., City Hall, Third Floor.
  - Fabulous Film Night is scheduled for Saturday, September 28 with the movie "Hotel Transylvania" being shown at dark on the square.
  - A Community Meeting will be held on Thursday, October 3 at 6:00 p.m. at New Life Baptist Church.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, October 2, 2013

Subject: Action taken by City Council on Tuesday, October 1, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, September 17, 2013 as amended.
- ✓ City Council approved a resolution amending the Municipal Records Retention & Disposition Schedule published on September 10, 2012. The schedule amends Standard 4, Budget, Fiscal & Payroll Records and Standard 12, Personnel Records.
- ✓ City Council approved a resolution establishing a Retention Schedule for records identified within the *Records Retention & Disposition Schedule* published by the NC Department of Cultural Resources, Division of Archives and Records, as having “Administrative Value.”
- ✓ City Council approved the proposed amendments to the Lenoir Zoning Ordinance Temporary Advertising Devices, Section 1109.2, as amended to **allow a maximum height of 35 feet** for these devices. City Council also amended the language of Section 1109.2 to allow the temporary advertising devices **two times per calendar year** in lieu of one time and added the word **Temporary** as the first word of the second sentence. Section 1109 Temporary Advertising Devices and Banners was also amended to change the word Discovery of a violation to **Notice** of a violation.
- ✓ City Council scheduled a public hearing to be held on Tuesday, November 19 to amend the Charter Code of Ordinances, Chapter 3, Article 1, Section 3-2 Livestock and Fowl within the City Limits as follows: Subject to a permit issued by the City, up to 4 chicken hens may be kept on a residential lot provided that they are located in the rear yard and at least 50 feet away from any adjoining residences.
- ✓ Upon a recommendation by Mayor Gibbons, Angela Johnson was appointed to fulfill the unexpired term of Jada Cable on the Lenoir Tourism Development Authority Board. Ms. Johnson’s term will expire January 2016.
- ✓ By consensus of the Council, the calendar for the month of October was approved with various meetings and events. The following events were highlighted:
  - A Community Meeting is scheduled for Thursday, October 3 at New Life Baptist Church beginning at 6:00 p.m.

- A Cruise-In is scheduled for Saturday, October 5 beginning at 4:00 p.m. in the downtown area.
- The Caldwell County Economic Development Commission will meet on Tuesday, October 8 at 8:00 a.m.
- The Lenoir Business Advisory Board will meet on Tuesday, October 8 at 6:00 p.m.
- The North Carolina League of Municipalities Conference will be held in Hickory on October 13 – 15.
- The City/County Services Committee will meet on Monday, October 14 at 11:45 a.m.
- The Lenoir Tourism Development Authority will meet on Thursday, October 10 at 3:00 p.m., Third Floor, City Hall.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, October 16, 2013

Subject: Action taken by City Council on Tuesday, October 15, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, October 1, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Thursday, September 26, 2013 as submitted.
- ✓ City Council approved the minutes from the joint City Council and ABC Board Meeting of Thursday, September 26 as submitted.
- ✓ City Council tabled amendments to the Charter Code of Ordinances, Chapter 11, Motor Vehicles and Traffic, Article II, Stopping, Standing and Parking, Sections 11-35 through 11-50 until Tuesday, December 3 to allow Staff additional time to review the ordinance.
- ✓ City Council approved amendments to the Charter Code of Ordinances, Chapter 13, Offenses and Miscellaneous Provisions, Article I, Section 13-6 Firearms as recommended by the Police Department.
- ✓ City Council approved a resolution adopting the FY2012 Local Water Supply Plan which will be submitted to the Department of Environment and Natural Resources, Division of Water Resources on behalf of the City of Lenoir.
- ✓ City Council awarded the low bid of \$133,750.00 to Hilton Construction, Inc. for the demolition of the former Carolina Custom Cabinets.
- ✓ Mike Norris and Jim Ford, McGill Associates, presented a report of the City of Lenoir's Comprehensive Pedestrian Plan. Mr. Ford reviewed the objectives of the plan and stated the plan addresses the City's priorities for its Master Plan and also pointed out it is a great tool for both NCDOT and the City. (A copy of the plan is on file in the City Clerk's office.)
- ✓ Mayor Gibbons presented a resolution to Mark Townsend, Water Treatment Plant Superintendent, in honor of his 35 ½ years of service to the citizens of Lenoir. On behalf of City Council, Mayor Gibbons congratulated Mr. Townsend for all of his accomplishments during his tenure.
- ✓ Mayor Gibbons recognized Gerry Bair, American Field Services, along with Foreign Exchange Students, Shin Mayazaki, Japan, Lisa Mock, Germany, Helena Schennings,

Sweden, and Leti Vacondio, Italy. On behalf of City Council, Mayor Gibbons welcomed them to the City of Lenoir and presented each one with a business card holder and lapel pin.

- ✓ Upon a recommendation by Mayor Gibbons, Charles Thomas was re-appointed to serve a two-year term on the Foothills Regional Airport Authority.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), City Council entered into closed session to discuss potential litigation and a property acquisition.
- ✓ The following events for the month of October were highlighted:
  - The City/County Coordinating Committee will be held on Monday, October 21 at 11:30 a.m., City Hall, Third Floor, former Council Chambers.
  - The Parks & Recreation Advisory Board meeting for Monday, October 21 has been cancelled.
  - The Committee of the Whole will meet on Tuesday, October 22 at 8:30 a.m., City Hall, Third Floor, former Council Chambers.
  - The ABC Board will meet on Tuesday, October 22 at 5:30 p.m. at Lenoir Store #1.
  - Downtown Trick or Treat will be held on Friday, October 25 from 3:00 – 5:00 p.m.
  - The Lenoir Planning Board will meet on Monday, October 28 at 5:30 p.m.
  - The Foothills Regional Airport Authority will meet on Wednesday, October 30 at noon.
  - A Halloween Youth Carnival is scheduled on Thursday, October 31 from 6-9:00 p.m. at the Martin Luther King, Jr. Center.
  - A Retirement Reception for Councilman Lewis Price will be held on Sunday, November 3 from 2:00 – 4:00 p.m. at First Baptist Church.
  - Election Day is Tuesday November 5. Note: City Council will meet at City Hall, Third Floor, former Council Chambers at 6:00 p.m.
  - The FY2014 City of Lenoir Holiday Schedule was submitted to Council as information.
  - The FY2014 City Council Meeting Schedule was finalized and approved by City Council.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, November 6, 2013

Subject: Action taken by City Council on Tuesday, November 5, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, October 15, 2013 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, October 22, 2013 as submitted.
- ✓ City Council approved closed session minutes from Tuesday, September 17, Tuesday, October 15 & Tuesday, October 22, 2013 as reviewed by the City Attorney, City Manager and City Council.
- ✓ Mayor Gibbons presented a proclamation to Sharon Osborne, Executive Director of the Caldwell County Yokefellow, Inc., proclaiming the week of November 18 – 23 as “National Hunger and Homelessness Awareness Week” throughout the City of Lenoir.
- ✓ Mayor Gibbons presented a proclamation to Deborah Ashley-Smith, Executive Director of the Caldwell County Chamber of Commerce, proclaiming the month of November as “Caldwell County Business Expose’ Month” throughout the City of Lenoir and Caldwell County.
- ✓ Mayor Gibbons recognized Joachim Korner, Hibriten High School Faculty Member, and a group of exchange students of the German American Partnership Program (GAAP) who are visiting our area for a two week period. Mayor Gibbons welcomed them to the City and presented each one with a business card holder and a lapel pin.
- ✓ City Council awarded the low bid of \$201,090.00 to Mountain Crest, LLC, for the Cambridge Court Stormwater Improvements Project. City Council also approved the establishment of a construction budget of \$221,199.00, which includes a 10% contingency fund of \$20,109.00.
- ✓ City Council approved a Project Budget Ordinance in the amount of \$1,300,500 for the Meadowood Sewer Replacement Project.
- ✓ The Planning Board met on Monday, October 28. The Board scheduled public hearings to be held on Tuesday, November 19 for the following items:
  - a) Conditional Use Permit, Rezoning Request & Floodplain Development Permit, as

submitted by the Caldwell County Schools, for property located along Wilkesboro Boulevard. The applicants propose to build a new middle school on the property. Staff recommends approval of the rezoning request. Staff also recommends approval for the conditional use permit and floodplain development permit subject to conditions in the Staff review report.

b) Rezoning Request, as submitted by the N.C. Datacenter, LP, for property located at 801 Main Street, NW. The applicants are requesting to rezone a portion of the property from Multi-Family Residential to Light Industrial (R-6 to I-1) for a computer datacenter.

- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (6), City Council entered into closed session to discuss personnel and potential litigation.
- ✓ By consensus of the Council, the calendar for the month of November was approved with various meetings and events. The following events were highlighted:
  - The Lenoir Tourism Development Authority will meet on Thursday, November 7 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - City offices will be closed on Monday, November 11 in observance of Veterans Day.
  - The City/County Services Committee for November has been cancelled.
  - A Veterans Day Ceremony will be held on Monday, November 11 from 10:45 a.m. until noon at the Veterans Plaza on the square.
  - The Caldwell County Economic Development Commission will meet on Tuesday, November 12 at 8:00 a.m.
  - The ABC Board will meet on Tuesday, November 12 at 5:30 p.m. at Lenoir Store #1.
  - The Lenoir Business Advisory Board will meet on Tuesday, November 12 at 6:00 p.m.
  - The Sister Cities Committee will meet on Wednesday, November 13 at 11:30 a.m.
  - The National League of Cities Conference will be held on Wednesday, November 13 through Saturday, November 16.
  - The City/County Coordinating Committee will meet on Monday, November 18 at 11:30 a.m.
  - The Planning Board will meet on Monday, November 18 at 5:30 p.m. at City hall, Third Floor, former Council Chambers.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Friday, November 22, 2013

Subject: Action taken by City Council on Tuesday, November 19, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, November 5, 2013 as submitted.
- ✓ City Council approved a resolution approving terms of re-financing between the City of Lenoir and Branch Bank and Trust Company (BB&T) to change the terms of the payment schedules to six original contracts.
- ✓ City Council approved an amendment by a 4 to 3 vote to the Charter Code of Ordinances, Chapter 3, Article 1, Section 3-2, Livestock and Fowl within the City Limits as follows: **Subject to a permit issued by the City, up to 4 chicken hens may be kept on a residential lot provided that they are located in the rear yard and at least 50 feet from any adjoining residences.** Councilmembers Price, Stevens and Stilwell voted against this motion.
- ✓ City Council approved a Rezoning Request, as submitted by the North Carolina Datacenter, LP, for property located at 801 Main Street NW for a portion of the property to be rezoned from Multi-Family Residential to Light Industrial (R-6 to I-1) for a computer datacenter.
- ✓ City Council approved a Rezoning Request as submitted by the Caldwell County Schools, for property located along Wilkesboro Boulevard to be rezoned from R-20 to R-9 with the understanding that the site will be annexed into the City and retain this zoning classification. The applicants propose to build a new middle school.
- ✓ City Council tabled a Conditional Use Permit as submitted by the Caldwell County Schools, for property located along Wilkesboro Boulevard until the Committee of the Whole Meeting on Tuesday, November 26 at 8:30 a.m. to allow the applicant the opportunity to address the traffic issues and bring back a proposal to City Council. The following conditions were also stipulated by the Planning Board: **Sidewalks be installed as required by the ordinance, or alternative greenways/multi-use paths be installed to the minimum standards of the City's Public Works Department, or the School Board participates in the Sidewalk Fund Program, should one be adopted by City Council, in lieu of constructing public facilities; (2) The existing vegetation be maintained to the fullest extent possible, particularly within the Flood Hazard Areas, in order to provide appropriate buffering of the school use to the**

**surrounding properties; and (3) Any lighting in parking facilities and athletic fields be fully shielded and directed only at the school property.**

- ✓ City Council tabled a Floodplain Development Permit, as submitted by the Caldwell County Schools, for property located along Wilkesboro Boulevard until the Committee of the Whole meeting on Tuesday, November 26 with the following conditions: **(1) All provisions of the Flood Damage Prevention Ordinance shall govern final construction permits and any deviations from the requirements shall require additional review and approval by City Council, as specified in Sec. 9-49; and (2) Any development activity within the floodway shall be certified not to increase the BFE of the floodway more than 1 foot.**
- ✓ City Council scheduled a public hearing to be held on Tuesday, December 3 regarding the City's intent to apply to the Environmental Protection Agency (EPA) for FY2014 Brownfields Cleanup Funds to assist with the cleanup of any environmental issues that may exist at the former Broyhill Furniture site located at the corner of College Avenue and Virginia Street. Information regarding the proposed project will be discussed and public input is requested.
- ✓ On behalf of City Council, Mayor Pro-Tem Rohr expressed appreciation to the Lenoir Fire Department for their response to the recent fires that occurred in the downtown area.
- ✓ On behalf of City Council, Councilman Willis expressed appreciation to City Staff for all their hard work in arranging and placing the Christmas trees in the downtown area to be decorated by students during the Light up Lenoir event scheduled for Thursday, November 21.
- ✓ The following events were highlighted for November:
  - Light up Lenoir is scheduled for Thursday, November 21 from 3:00 – 6:00 p.m. in the downtown area.
  - The annual downtown Light Show begins daily on Friday, November 22 through January 5 from 6:00 – 10:00 p.m. in downtown Lenoir.
  - Fabulous Film Night is scheduled for Saturday, November 23 with the movie "Escape from Planet Earth" being shown at 7:00 p.m. at the LHS Auditorium.
  - The Committee of the Whole will meet on Tuesday, November 26 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Foothills Regional Airport Authority will meet on Wednesday, November 27 at noon.
  - City offices will be closed on Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving holiday.
  - The Lenoir Christmas Parade is scheduled for Friday, December 6 at 6:00 p.m. in downtown Lenoir.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), City Council entered into closed session to discuss a property acquisition.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Monday, December 9, 2013

Subject: Action taken by City Council on Tuesday, December 3, 2013.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, November 19, 2013 as submitted.
- ✓ On behalf of City Council, Mayor Gibbons recognized and commended Councilman Merlin Perry for his years of service on the Lenoir City Council. Mr. Perry was presented with a resolution, commemorative brick paver to be installed on the square, and a key to the City.
- ✓ The Honorable Clerk of Court Kim Clark administered the Oath of Office to the Honorable James Ike Perkins, Councilmember, the Honorable David F. Stevens, Councilmember, the Honorable R. Ron Stilwell, Councilmember and the Honorable Crissy D. Thomas, Councilmember.
- ✓ Councilman T. J. Rohr was elected to serve a two-year term as Mayor Pro-Tempore for the City of Lenoir.
- ✓ City Council formally appointed Edward H. Blair, Jr. to serve as the City Attorney.
- ✓ The City of Lenoir has applied to the Environmental Protection Agency (EPA) for FY2014 Brownfields Cleanup Funds to assist with the cleanup of any environmental issues that may exist at the former Broyhill Furniture site located at the corner of College Avenue and Virginia Street. A public hearing was held to receive additional information regarding the application process and to also receive public input. Note: A link to the information is available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- ✓ City Council approved a Special Use Overlay District by a 4 to 3 vote for property located between Woodland Place and Blowing Rock Boulevard, north of Hospital Avenue as requested by MGM of Lenoir, LLC. Councilmembers Perkins, Rohr and Thomas voted against this motion.
- ✓ City Council approved a Special Use Permit for property located between Woodland Place and Blowing Rock Boulevard, north of Hospital Avenue as requested by MGM of Lenoir, LLC, subject to Staff's recommendations and to further amend Staff's recommendation (#4) to include the following language: **with the condition that a driveway should be marked and constructed with a physical barrier to allow left turn out movement only to discourage accidentally exiting north onto Woodland**

**Place.** Note: The applicant proposes to construct a drive-through restaurant on the northern portion of the subject properties.

- ✓ City Council approved amendments to the Charter Code of Ordinances, Chapter 11, Motor Vehicles and Traffic, Article II, Stopping, Standing and Parking, Sections 11-35 through 11-50 as recommended by the Police Department and **as amended to further amend** Section 11-44. Night Parking as follows: This section shall not apply to vehicles, ~~if their~~ when their owners live in the ~~area~~ **downtown business district** or on the premises, near which such vehicles are parked. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council awarded the low bid of \$21,917.00 to Central Carolina Sprinkler Company, Inc. for a Fire Sprinkler System to be installed at the new Homeless Shelter to be located at the former Carolina Cabinets location on Harper Avenue.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), City Council entered into closed session to discuss a property acquisition.
- ✓ Mayor Gibbons reported he would be presenting a list of Representatives for consideration by City Council to be appointed to various Committee's at the January 7<sup>th</sup> City Council meeting.
- ✓ Kaye Reynolds, Communications Director/Resource Director, presented an overview of the City's Connecting Lenoir link on the City's webpage at [www.cityoflenoir.com](http://www.cityoflenoir.com). A form is available on the web page that provides citizens with the opportunity to e-mail the City about any issues or problems they are aware of. The e-mail is forwarded on to the appropriate City Department or Department Head for action.
- ✓ By consensus of the Council, the calendar for the month of December was approved with various meetings and events. The following events were highlighted:
  - The annual Christmas Parade will be held on Friday, December 6 at 6:30 p.m. in downtown Lenoir.
  - The annual Luminary Display at Blue Ridge Memorial Gardens will be held on Friday, December 6 from 6:00 p.m. – 11:00 p.m. \*A rain date is scheduled for Friday, December 13.
  - The City/County Services Committee will meet on Monday, December 9 at 11:45 a.m.
  - The new City Council Orientation is scheduled for Wednesday, December 11 at 8:00 a.m. at Fire Station No. 2 in Whitnel.
  - The Caldwell County Services Committee on Monday, December 9 at 11:45 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, December 10 at 6:00 p.m.
  - The Sister Cities Committee will meet on Wednesday, December 11 at 4:00 p.m. at City Hall, Second Floor Conference Room.
  - Fabulous Film Night is scheduled for Saturday, December 14 at 7:00 p.m. at the LHS Auditorium with the movie "Santa Paws" being shown.
  - The City/County Coordinating Committee will meet on Monday, December 16

at 11:30 a.m.

- The Planning Board will meet on Monday, December 16 at noon.
- The Foothills Regional Airport Authority will meet on Wednesday, December 18 at noon.
- City offices will be closed on December 24, 25 & 26 in observance of the Christmas holidays and also on Wednesday, January 1 in observance of the New Year Holiday.