

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, January 7, 2015

Subject: Action taken by City Council on Tuesday, January 6, 2015.  
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, December 2, 2014 as submitted.
- ✓ City Council adopted a resolution awarding the FY2014-2015 Equipment Financing Agreement to BB&T at an interest rate of 1.44%.
- ✓ On behalf of City Council, Mayor Gibbons presented a resolution and a key to the City to James M. (Jim) Clark, Jr. in recognition of his twenty-five years of dedicated service on the Lenoir Planning Board and Board of Adjustments.
- ✓ On behalf of City Council, Mayor Gibbons presented a resolution and a key to the City to William D. (Doug) Spicer in recognition of his twenty years of service on the Lenoir Planning Board and Board of Adjustments.
- ✓ Scott Brown, Chief of Police, presented the Life Saving Medal to Officer Stella Coffey for her life saving actions at the scene of a felonious assault on September 15, 2014. On behalf of City Council, Mayor Gibbons commended Officer Coffey for her heroic actions.
- ✓ Scott Brown, Chief of Police, presented information on the implementation of a body camera program at the Lenoir Police Department. Chief Brown explained the benefits and challenges of this worthy project.
- ✓ City Council approved the FY2014-2015 Annual Audit Contract in the amount of \$28,500 for the City of Lenoir as submitted by S. Eric Bowman, PA.
- ✓ City Council approved an Offer to Purchase Real Property in the amount of \$3,200.00 as submitted by Roger Patterson for property located at 302 Glenwood Place. Note: A legal advertisement to accept the Offer to Purchase Real Property will be published in order to accept any upset bids.
- ✓ City Council further discussed their options for the West End Community Center as requested by Mr. Doug Perkins, Upward Movement Ministries. Following discussion, both the American Legion Post 231 and the Upward Movement Ministries were in agreement to proceed with the current lease arrangement.

- ✓ Upon a recommendation by Mayor Gibbons, Merlin Perry and Jerry Reid were appointed to serve four-year terms on the Lenoir Planning Board.
- ✓ City Council authorized the Mayor to sign and execute the Certified Retirement Community Application on behalf of the City of Lenoir. The application will be submitted by January 30, 2015.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), (5), City Council entered into closed session to discuss economic development and personnel.
- ✓ By consensus of the Council, the calendar for the month of January was approved with various meetings and events. The following events were highlighted:
  - Curbside Christmas Tree pick up ends on Friday, January 9 and Curbside Leaf Pickup ends on Thursday, January 15.
  - The Lenoir Tourism Development Authority will meet on Thursday, January 8 at 3:00 p.m. at City Hall.
  - The City/County Services Committee will meet on Monday, January 12 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, January 13 at 8:00 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, January 13 at 6:00 p.m. at City Hall.
  - The ABC Board will meet on Tuesday, January 13 at 6:00 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - The Sister Cities Committee will meet on Wednesday, January 14 at 11:30 a.m.
  - City offices will be closed on Monday, January 19 in observance of the Martin Luther King, Jr. holiday.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, February 4, 2015

Subject: Action taken by City Council on Tuesday, February 3, 2015.  
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 Committee of the Whole Meeting of Tuesday, January 27, 2015 as submitted.
- ✓ Mr. Joseph Delk IV, Ms. Kimberly Edmisten, Ms. Leah Hamilton, Mr. Jonathan Rogers, Ms. Kimmie Rogers and Mr. Frederick Soule addressed City Council regarding the vacant City Council seat created by the passing of Councilman Stilwell. City Council will appoint an individual to fill this vacancy at its February 17 City Council meeting.
- ✓ City Council approved a Rezoning Request as submitted by Bruce Vanderbloemen, for property located at 2214 Norwood Street. The applicant seeks rezoning from Heavy Industrial to General Business Zoning (I-2 to B-2.)
- ✓ Mr. Rick Oxford, Plan Administrator, Western Piedmont Council of Governments, held the first of two public meetings to receive public comments regarding the proposed FY2015-2019 Consolidated Plan, the Unifour Consortium HOME Plan and the FY2015 Action Plan for the City of Lenoir Consolidated Plan. The City serves as the Lead Entity for this program. These plans will be submitted to City Council for their approval following the second public meeting.
- ✓ City Council approved a Conditional Use Permit Extension request as submitted by Roy Helm, Wesley Community Development Corporation, for extension of this project until October 16, 2015. The permit was originally approved by City Council on April 16, 2013 for a 50 multi-family units at the corner of Abington Road & Harper Avenue (Arbor Glen Apartments, f/k/a Brookdale Apartments.) Construction is slated to being in April.
- ✓ Upon a recommendation by Mayor Gibbons, Gerry Bair, Doris Bush, Karen Burton, Tina Moeller and Mary Poteat were re-appointed to serve a term on the Sister Cities Committee. In addition, James Robertson was re-appointed to serve a two-year term on the Parks & Recreation Advisory Board.
- ✓ Mayor Pro-Tem T.J. Rohr currently serves on the National League of Cities (NLC) Finance, Administration and Intergovernmental Relations Steering (FAIR) Committee. He presented a power point regarding "How to Build a Great Small City" from a session he attended at the NLC's Annual Conference in Austin, Texas in November.

- ✓ Councilman Ben Willis currently serves on the National League of Cities Small Cities Advisory Council. He shared several things he learned at the conference such as how technology is going to become a bigger issue for municipalities in the future and that local government is all about transparency, but public input is needed to make it successful. Mayor Gibbons thanked Mr. Rohr and Mr. Willis for the good reports.
- ✓ Councilwoman Crissy Thomas commended all City Staff that assisted with the successful Martin Luther King, Jr. Day Celebration March held on Monday, January 19 in downtown Lenoir.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (5), City Council entered into closed session to discuss personnel and a property acquisition.
- ✓ By consensus of the Council, the calendar for the month of February was approved with various meetings and events. The following events were highlighted:
  - The Martin Luther King, Jr. Center is hosting events throughout the month of February in honor of Black History Month. A Jazz Show is scheduled on Saturday, February 7 from noon – 5:00 p.m. featuring Bryan Anderson from Charlotte, N.C.
  - The City/County Services Committee will meet on Monday, February 9 at 11:45 a.m.
  - The Caldwell County Economic Development Commission Celebration Luncheon is scheduled for Tuesday, February 17 at noon at the J.E. Broyhill Civic Center.
  - The Lenoir Business Advisory Board will meet on Tuesday, February 10 at 6:00 p.m.
  - The Sister Cities Committee will meet on Wednesday, February 11 at 11:30 a.m.
  - The City/County Coordinating Committee will meet on Monday, February 16 at 11:30 a.m.
  - The Parks & Recreation Advisory Board will meet on Monday, February 16 at 6:00 p.m.
  - The ABC Board will meet on Tuesday, February 17 at 5:30 p.m. at Lenoir Store #1.
  - The Corridors & Appearance Committee will meet on Thursday, February 19 at noon on second floor of City Hall.
  - City Council will conduct an FY2015-2016 Budget Work Session on Friday, February 20 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, February 26, 2015

Subject: Action taken by City Council on Tuesday, February 17, 2015.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council unanimously appointed Kimberly Edmisten to fill the vacant Council seat created by the passing of Councilmember Ron Stilwell. Ms. Edmisten will serve until November 30, 2015. The filing for the two-year unexpired term of Mr. Stilwell begins on Monday, July 6 and ends at noon on Friday, July 17.
- ✓ City Council approved a Conditional Use Permit as submitted by John R. Lewis, for property located at 310 Westview Street for a duplex use in the Single-Family Residential (R-12) Zoning District, through the conversion of an existing 1,806 square foot single family home on the subject property with the following conditions: 1) The second driveway must extend a minimum of 20-feet from the property line onto the subject property so that the parking pad is not located within the public right-of-way. The configuration of the pad must provide space for two vehicles to be parked without encroaching into the right-of-way; 2) Valid permits must be obtained for this project and all construction must meet the requirements of the City of Lenoir Code of Ordinances, the North Carolina State Building Code, the North Carolina State Fire Code, and any other federal, state, or local regulation that applies; and 3) If a building permit is not issued with 24 months of the adoption of the Conditional Use Permit, the approval shall be considered null and void.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, January 20, 2015 as submitted.
- ✓ City Council approved closed session minutes of October 21, 2014, November 4, 2014, November 17, 2014, December 2, 2014, January 6, 2015 & February 3, 2015 as reviewed by the City Attorney, Assistant City Manager and City Council.
- ✓ City Council approved a Resolution of Adoption of the Unifour Regional Natural Hazard Mitigation Plan as submitted by the Planning Department. The plan has been approved by FEMA for a period of five years, which will expire January 11, 2020.
- ✓ On behalf of City Council, Mayor Gibbons presented a resolution to Gary Thomas Sanders upon his retirement from the Fire Department effective February 1, 2015 following twenty-eight years of dedicated service. Chief Briscoe presented him with a shadow box containing his badge, bar ribbons, and fire shield. Mayor Gibbons also presented him with a watch from the Staff of the Fire Department in commemoration of

his tenure.

- ✓ City Council approved a resolution authorizing the acceptance of a State Technical Assistance Grant from the Water Infrastructure fund in the amount of \$50,000. The grant is for the Lenoir Biosolids Study, Project No. E-TAG-W-15-0011.
- ✓ City Council approved an Engineering Service Contract as submitted by McGill Associates, for the Lenoir Biosolids Study, Project No. E-TAG-W-15-0011 in accordance with the submitted proposal.
- ✓ City Council approved an Engineering Service Contract as submitted by McGill Associates, for the George L. Bernhardt, Sr., Water Treatment Plant Improvements Project, Project No. W1F-1875, in accordance with the submitted proposal.
- ✓ City Council approved the North Main Street Small Area Plan as submitted by the Planning Department. Planning Director Jenny Wheelock presented an overview of the plan. A copy of the plan is on file in the Planning Department.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), City Council entered into closed session to discuss personnel.
- ✓ City Council recessed the City Council meeting until 4:00 p.m. on Wednesday, February 18. The following action was taken at the meeting:
- ✓ City Clerk Shirley Cannon administered the Oath of Office to Kimberly Edmisten, Councilmember.
- ✓ City Council accepted the letter of resignation as submitted by City Manager Lane Bailey effective March 20, 2015 upon his acceptance of the position of City Manager for the City of Salisbury, North Carolina.
- ✓ City Council appointed Assistant City Manager/Finance Director Danny Gilbert to serve as the Interim City Manager following the resignation of the City Manager.
- ✓ The following events for February were highlighted:
  - The Corridors & Appearance Committee will meet on Thursday, February 19 at noon on second floor of City Hall.
  - City Council will conduct an FY2015-2016 Budget Work Session on Friday, February 20 at the Caldwell County Library, Room 7.
  - The Planning Board will meet on Monday, February 23 at 5:30 p.m.
  - The Committee of the Whole will meet on Tuesday, February 24 at 8:30 a.m.
  - The Foothills Regional Airport Authority will meet on Wednesday, February 25 at noon.
  - The Sister Cities Committee will meet on Wednesday, March 11 at 11:30 a.m.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: W. Lane Bailey, City Manager

Date: Wednesday, March 4, 2015

Subject: Action taken by City Council on Tuesday, March 3, 2015.  
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- ✓ On behalf of City Council, Mayor Gibbons presented Phyllis Huffstetler with a resolution and a key to the City upon her retirement from the Lenoir Planning Board and Board of Adjustments following twenty-eight years of dedicated service. Ms. Huffstetler served as Chairperson of the Planning Board for many years.
- ✓ On behalf of City Council, Mayor Gibbons welcomed and recognized a group of exchange students along with faculty members Eva Hilger and Gregor Futterer from Gymnasium Stegen, Germany. Mayor Gibbons and Mayor Pro-Tem Rohr presented each one with a lapel pin and a business card holder.
- ✓ On behalf of City Council, Mayor Gibbons commended Assistant City Manager/Finance Director Danny Gilbert and all of his Staff upon receiving the Award of Financial Reporting Achievement from the Government Finance Officers Association. A Certificate of Achievement for Excellent Financial Reporting represents the highest award in government financial reporting.
- ✓ City Council approved an Ordinance Amending Chapter 19 (Subdivisions) and Appendix A (Zoning) of the City of Lenoir's Charter Code of Ordinances as related to sidewalk requirements, creating a sidewalk fund, providing for severability codification, and an effective date as recommended by City Staff.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, February 17, 2015 as submitted.
- ✓ City Council approved the minutes from the recessed City Council Meeting of Wednesday, February 18, 2015 as submitted.
- ✓ City Council approved a Capital Project Budget Ordinance Resolution in the amount of \$6,670,800.00 for improvements to the George L. Bernhardt, Sr., Water Treatment Plant as recommended by City Staff.
- ✓ Mr. Bill Kirby, 1354 Fairview Drive, addressed City Council regarding a railroad crossing located on Fairview Drive that needs maintenance work and further expressed safety concerns regarding a dilapidated structure located at the intersection of Hoff Court and Fairview Drive.

- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to appoint Mac Martin, Mattie Patterson and James Bradshaw to serve a term on the Board of Adjustments. Merlin Perry and Tim Scobie were appointed by Council to serve as Alternates on the Board of Adjustments.
- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to re-appoint Oscar Doebereiner to serve a two-year term on the Sister Cities Committee.
- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to re-appoint Rodney Warren to serve a term on the Fire Department Relief Board.
- ✓ Mayor Pro-Tem Rohr presented information regarding policies and resolutions adopted by the National League of Cities (NLC) for FY2014-2015. Mr. Rohr represents the City of Lenoir by serving as a member of the NLC's Finance, Administration and Intergovernmental Relations Steering Committee (FAIR).
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), 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 March was approved. The following events were highlighted:
  - The National League of Cities Congressional Cities Conference will be held on March 7 through March 11 in Washington, DC. Mayor Pro-Tem Rohr will be attending this conference on behalf of City Council.
  - The Lenoir Tourism Development Authority will meet on Friday, March 6 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - The City/County Services Committee will meet on Monday, March 9 at 11:45 a.m.
  - The Parks & Recreation Advisory Board will meet on Monday, March 9 at 6:00 p.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, March 10 at 8:00 a.m.
  - The Lenoir ABC Board will meet on Tuesday, March 10 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - The Lenoir Business Advisory Board will meet on Tuesday, March 10 at 6:00 p.m.
  - The Sister Cities Committee will meet on Wednesday, March 11 at 11:30 a.m.
  - City Manager Lane Bailey will be honored at a reception on Thursday, March 12 from 3:00 – 5:00 p.m. at the City/County Chambers.
  - The City/County Coordinating Committee will meet on Monday, March 16 at 11:30 a.m.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: Wednesday, March 18, 2015

Subject: Action taken by City Council on Tuesday, March 17, 2015.  
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 commended City Manager Lane Bailey for his dedicated service to the City of Lenoir and the City Council. Mr. Bailey was given a standing ovation from Councilmembers and the audience. Mr. Bailey has accepted the position of City Manager for the City of Salisbury, North Carolina and will begin his new duties on Monday, March 23. Mayor Gibbons wished Mr. Bailey and his family all the best as they begin this new phase of their lives.
- ✓ Mr. Colin Foust, Executive Director, Caldwell Heritage Museum, presented information regarding the celebration of March as “Caldwell County and City of Lenoir History Month.” Mr. Foust reported Caldwell County and the City of Lenoir will celebrate its 175<sup>th</sup> Anniversary in March 2016. Caldwell County was created on March 1, 1841 in accordance with an act of the North Carolina Legislature which also provided for the formation of a county seat town to be named Lenoir. Mr. Foust asked for support from City Council in celebrating this historic event. Additional information will be presented in the near future.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, March 17, 2015 as submitted.
- ✓ City Council approved the minutes from the City Council Budget Work Session of Friday, February 20, 2015 as amended.
- ✓ City Council approved an Offer to Purchase in the amount of \$5,000 as submitted by Carlos Palma for property located at 523-B Hill Street NW. The legal advertisement of the Offer to Purchase Real Property will be published on Friday, March 20. Staff recommends the Offer to Purchase providing the City does not receive any additional upset bids.
- ✓ City Council renewed a lease agreement between the North Carolina State Employees’ Credit Union and the City of Lenoir for a period of five years which expires April 30, 2020. The purpose of the lease agreement is to continue to allow the Credit Union to maintain an ATM kiosk located on West Avenue.
- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to re-appoint Dana Clark and Grey Scheer to serve a term on the Lenoir Business Advisory Board.

- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to appoint Leah Hamilton to serve a term on the Lenoir Planning Board.
- ✓ Upon a recommendation by Mayor Gibbons, City Council voted to appoint Councilmember Ike Perkins to serve as the Alternate to the Western Piedmont Council of Governments. This appointment was to fill the vacancy created by the passing of Councilmember Stilwell.
- ✓ The following events for the month of March were highlighted:
  - The North Carolina League of Municipalities' Town Hall Day is scheduled for Wednesday, March 18 in Raleigh.
  - The Planning Board will meet on Monday, March 23 at 5:30 p.m.
  - The Committee of the Whole will meet on Tuesday, March 24 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Foothills Regional Airport Authority will meet on Wednesday, March 25 at noon.
  - The City of Lenoir's annual Employee Recognition Banquet is scheduled for Tuesday, March 31 at 6:00 p.m. at the J.E. Broyhill Civic Center.
  - City offices will be closed on Friday, April 3 in observance of Good Friday.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: Thursday, April 9, 2015

Subject: Action taken by City Council on Tuesday, April 7, 2015.  
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- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Regina Jenkins, Catawba Valley Realtors Association, proclaiming the month of April as “Fair Housing Month” throughout the City of Lenoir and Caldwell County.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, March 17, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, March 24, 2015 as submitted.
- ✓ City Council adopted a proclamation proclaiming Tuesday, April 7 as “National Service Day” throughout the City of Lenoir and Caldwell County as requested by Paige Pitts, NC Department of Health and Human Services, Senior Corps Director, J. Iverson Riddle Developmental Center. The 3<sup>rd</sup> National Mayor’s Day sponsored by the Corporation for National and Community Service (CNCS) will be observed nationwide on April 7.
- ✓ City Council approved an Offer to Purchase in the amount of \$5,000.00 as submitted by Carlos Palma for property located at 523-B Hill Street, NW. The legal advertisement of the Offer to Purchase Real Property was published on Friday, March 20 in the *News-Topic* and Staff recommends the City accept the Offer to Purchase because the City did not receive any additional upset bids during the ten-day period.
- ✓ City Council approved Staff’s recommendation to accept the 40-foot right-of-way as granted by the People’s Tabernacle for God Church, Inc. and also pave the +/-187 feet of Collett Place with funds from the FY2014-2015 Budget.
- ✓ City Council approved a resolution requesting NCDOT to allow the City of Lenoir to assume ownership of the state owned and maintained portion of Virginia Street from Morganton Boulevard to Fairview Drive SW. Following approval by NCDOT, the City of Lenoir will assume the right-of-way for said road, provide for future maintenance and add said street to the City of Lenoir’s Powell Bill Map.
- ✓ City Council approved Staff’s recommendation to authorize Staff to proceed with the filing of the request for issuance of a Notice of Interim Trail Use to the Surface Transportation Board, to rail bank the discontinued section of the Caldwell Rail Commission’s rail line in order to construct a greenway trail.

- ✓ City Council approved a Deed of Easement between the City of Lenoir, First Baptist Church and Rankin Ridge, Inc., approving the right-of-way along Ridge Street in order to allow Rankin Ridge, Inc. access to their property known as the Rankin House.
- ✓ City Council delayed an Offer to Purchase in the amount of \$15,000.00 as submitted by Mr. Arthur Dixon for property located at 537 Beall Street in order to allow Council additional time to review the submitted offer.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), (4), City Council entered into closed session to discuss a property acquisition and potential litigation.
- ✓ By consensus of the Council, the calendar for the month of April was approved. The following events were highlighted:
  - The Sister Cities Committee will meet on Wednesday, April 8 at 11:30 a.m.
  - The Lenoir Tourism Development Authority will meet on Thursday, April 9 at 5:00 p.m.
  - The City/County Services Committee will meet on Monday, April 13 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, April 14 at 11:45 a.m. for their annual awards luncheon.
  - The Lenoir ABC Board will meet on Tuesday, April 14 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - The Lenoir Business Advisory Board will meet on Tuesday, April 14 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - The NCOdT's annual Spring Litter Sweep Campaign begins April 18 through May 2.
  - The Sanitation Division's annual Spring Trash Bash begins Monday, April 20 through Friday, April 24.
  - The City/County Coordinating Committee will meet on Monday, April 20 at 11:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Parks & Recreation Advisory Board will meet on Monday, April 20 at 6:00 p.m.
  - Google's Gravity Games will be held on Saturday, April 25 beginning at 7:30 a.m. in downtown Lenoir.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: Wednesday, April 22, 2015

Subject: Action taken by City Council on Tuesday, April 21, 2015.  
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- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Captain Brent Phelps, Lenoir Police Department, proclaiming the month of May as *“Motorcycle Safety and Awareness Month”* throughout the City of Lenoir.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Captain Brent Phelps, Lenoir Police Department, proclaiming the week of May 11-15 as *“Peace Officers’ Memorial Week”* throughout the City of Lenoir and further called upon all citizens to observe Thursday, May 14 as *“Peace Officers’ Memorial Day.”*
- ✓ City Council approved a Conditional Use Permit submitted by Workforce Homestead, Inc., for property located at 1201-1223 Wilkesboro Boulevard between Taylorsville Road and Arrowood Street. The applicant proposes to build a 48 unit multi-family development.
- ✓ City Council approved Staff’s recommendations by ordinance to implement the zoning recommendations of the North Main Street Small Area Plan adopted by Council on February 17, 2015. The City is proposing changes to the base zoning of several properties in addition to approval of an overlay district over the entire North Main Street study area. City Council also adopted an ordinance, amending Appendix A, Article IV, Definitions, as related to the implementation of the Plan providing for severability, codification, and an effective date. The City’s Charter Code of Ordinances will be amended to reflect these changes. A copy of the Plan is available for public review in the Lenoir Planning Department.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, April 7, 2015 as submitted.
- ✓ City Council adopted a proclamation proclaiming the month of May as *“Motorcycle Safety and Awareness Month”* throughout the City of Lenoir.
- ✓ City Council adopted a proclamation proclaiming the week of May 11 – 15 as *“Peace Officers Memorial Week”* throughout the City of Lenoir and further called upon all citizens to observe Thursday, May 14 as *“Peace Officers’ Memorial Day.”*
- ✓ City Council approved the preliminary plat as submitted by Caldwell Habitat for Humanity for property located at the corner of Fairview Drive and Harper for the

proposed Fairview Drive and Harper Redevelopment Subdivision.

- ✓ City Council approved an Offer to Purchase in the amount of \$15,000.00 as submitted by Arthur Dixon for property located at 537 Beall Street, NW, providing the City does not receive any additional upset bids. The legal advertisement of the Offer to Purchase Real Property will be published on Friday, April 24 in the *News-Topic*.
- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), (6), City Council entered into closed session to discuss economic development and personnel.
- ✓ The following events for the month of April were highlighted:
  - The Business Growth Committee will meet on Thursday, April 23 at 11:30 a.m. at City Hall, Second Floor Conference Room.
  - Google's Annual Gravity Games will be held on Saturday, April 25 beginning at 7:30 a.m. in downtown Lenoir.
  - The Planning Board has cancelled their regular meeting of Monday, April 25. The next meeting is scheduled for Monday, May 18 at 5:30 p.m.
  - The Committee of the Whole will meet on Tuesday, April 28 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers. **Note:** This meeting is a planned work session for City Councilmembers.
  - The Foothills Regional Airport Authority will meet on Wednesday, April 29 at noon.
  - The tenth annual Caldwell is Hiring Job Fair is scheduled for Thursday, April 30 from 9:00 a.m. until noon at the J.E. Broyhill Civic Center.
  - A Cruise-In is scheduled for Saturday, May 2 from 4:00 – 9:00 p.m. in downtown Lenoir.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: Wednesday, May 6, 2015

Subject: Action taken by City Council on Tuesday, May 5, 2015.  
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- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Charles Beck, Public Works Director, proclaiming the week of May 18-22 as “*National Public Works Week*” throughout the City of Lenoir and Caldwell County.
- ✓ Radford Thomas Public Utilities Director, presented a report on his recent trip to East Timor as part of the ICMA Professionals Program. Mr. Thomas explained the structure of the country’s new government and shared general information about the culture of the country and its people.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, May 5, 2015 as submitted.
- ✓ City Council approved an Offer to Purchase in the amount of \$15,000.00 as submitted by Arthur Dixon for property located at 537 Beall Street, NW, because the City did not receive any additional upset bids. The legal advertisement of the Offer to Purchase Real Property was published on Friday, April 24 in the *News-Topic*.
- ✓ City Council approved a resolution to join the Western Piedmont JOBS Training Consortium as requested by the Western Piedmont Council of Governments.
- ✓ City Council approved a proclamation proclaiming the week of week of May 18-22 as “*National Public Works Week*” throughout the City of Lenoir and Caldwell County.
- ✓ City Council approved the FY2015-2019 Consolidated Plan for the City of Lenoir and the Unifour HOME Consortium and the FY2015 Action Plan for the City of Lenoir as presented by Rick Oxford, Plan Administrator. Copies of the Plans are available in the City’s Clerk’s office.
- ✓ By consensus of the Council, the calendar for the month of May was approved. The following events were highlighted:
  - The annual Mayor’s Prayer Breakfast will be held on Thursday, May 7 at 8:00 a.m. at First Baptist Church located at 304 Main Street NW. The Honorable Susan Kluttz, Secretary, North Carolina Department of Cultural Resources, is the guest speaker. Tickets are \$10.00 and available at City Hall. The public is encouraged to attend.

- The City/County Services Committee will meet on Monday, May 11 at 11:45 a.m.
- The Caldwell County Economic Development Commission will meet on Tuesday, May 12 at 8:00 a.m. at the City/County Chambers.
- The Lenoir Business Advisory Board will meet on Tuesday, May 12 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
- The Sister Cities Committee will not meet in May. The next meeting will be held in June and additional information regarding the date, time and location of the meeting will be submitted.
- The City/County Coordinating Committee will meet on Monday, May 18 at 11:30 a.m. at the City/County Chambers.
- The Planning Board will meet on Monday, May 18 at 5:30 p.m. Please note date change.
- Public Works will host a breakfast on Wednesday, May 20 at 7:30 a.m. at 1841 Café in honor of all Public Works employees.
- City Council will conduct a Budget Work Session on Thursday, May 21 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
- A ground breaking ceremony is scheduled for Friday, May 22 at 3:00 p.m. for the historic Freedman High School Memorial located at 323 Harrington Street.
- A Dedication Ceremony for the West End Community Center is scheduled for Saturday, May 23 from 10:00 a.m. – 2:00 p.m.
- City offices will be closed on Monday, May 25 in observance of Memorial Day.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: Friday, May 29, 2015

Subject: Action taken by City Council on Tuesday, May 19, 2015.  
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- ✓ Mr. Vance Patterson presented a power point presentation on Foundation Forward, Inc., an educational project regarding displaying the Declaration of Independence, the Constitution and the Bill of Rights monuments in the downtown area. City Council was in consensus to move forward with this project. Additional information will be submitted in the near future.
- ✓ City Council approved the minutes from the City Council meeting of Tuesday, May 5, 2015.
- ✓ Mr. Casey Fields, Duke Energy, presented information regarding Duke Energy's Neighborhood Assistance Program. He reported this is a residential neighborhood program to provide weatherization type work for income eligible homes. Duke Energy will be assisting around 500 to 1,500 homes and has planned a kick-off event on Tuesday, June 9 beginning at 6:00 p.m. at the Martin Luther King, Jr., Center.
- ✓ Mr. Clyde Ferguson presented information regarding the upcoming Pop Ferguson Blues Festival which will be held on Friday, June 12 and Saturday, June 13 at the Exela Pharma facility located at 1245 Blowing Rock Boulevard.
- ✓ City Council approved a resolution to be submitted to the State Revolving Loan Fund requesting additional state loan assistance in the amount of \$300,000 to cover construction, related engineering, inspections and administration of the project up to \$300,000.
- ✓ Interim City Manager Gilbert presented the recommended FY2015-2016 Annual Budget to City Council. The budget is comprised of General Fund \$15,638, 904, Water & Sewer Fund of \$8,185,199, Special Downtown District of \$177,617, and Tourism Development of \$60,000 for a total budget of \$23,824,103. The current property tax rate of \$0.58 per \$100 valuation remains unchanged. The budget also includes a 0% increase in water rates and a 3% increase in wastewater rates. Council also scheduled a public hearing to be held on Tuesday, June 2 for consideration of adoption of the proposed budget.
- ✓ Upon a recommendation by Mayor Gibbons, Bryon Grayson was reappointed to serve a four-year term on the Lenoir Business Advisory Board. Rick Pierce was also

reappointed to serve a term on the Parks & Recreation Advisory Board.

- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), (6), City Council entered into closed session to discuss economic development and personnel.
- ✓ . The following events for May were highlighted:
  - Public Works will host a breakfast on Wednesday, May 20 at 7:30 a.m. at 1841 Café in honor of all Public Works employees.
  - City Council will conduct a Budget Work Session on Thursday, May 21 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - A ground breaking ceremony is scheduled for Friday, May 22 at 3:30 p.m. for the historic Freedman High School Memorial located at 323 Harrington Street.
  - A Dedication Ceremony for the West End Community Center is scheduled for Saturday, May 30 from 10:00 a.m. – 2:00 p.m.
  - City offices will be closed on Monday, May 25 in observance of Memorial Day.
  - The Committee of the Whole will meet on Tuesday, May 26 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers. A budget work session will be held if necessary. Note: An additional work session will be held on Thursday, May 28 if necessary.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Danny A. Gilbert, Interim City Manager

Date: June 3, 2015

Subject: Action taken by City Council on Tuesday, June 2, 2015.  
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 resolution to Perry Bernard “Barney” Cloer in honor and recognition of his 92<sup>nd</sup> birthday. A City of Lenoir flag will also be flown over the square in his honor on Sunday, June 7.
- ✓ City Council appointed Scott E. Hildebran as the new City Manager for the City of Lenoir. Mr. Hildebran is currently serving as the Assistant City Manager for the City of Morganton and will begin his duties with the City of Lenoir on Monday, July 13.
- ✓ City Council approved the FY2015-2016 Annual Budget for the City of Lenoir with an effective date of July 1, 2015. The budget is comprised of \$15,638,904 General Fund & \$8,185,199 Water & Wastewater Fund for a total budget of \$23,824,103. The Special Downtown District budget is \$177,617 and the Tourism Development Authority budget is \$60,000 for a total budget of \$237,617. The budget includes a \$1.00 increase in the solid waste fee, a 3% increase in sewer rates, a 3% COLA for employees along with a financing package for vehicles and equipment.
- ✓ On behalf of City Council, Mayor Gibbons commended Interim City Manager Danny Gilbert for all of his hard work as he continues to serve as the Interim City Manager until July 13 and also for the good budget he has presented to Council.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, May 19, 2015 as submitted.
- ✓ City Council approved the minutes from the City Council Budget Work Session of Thursday, May 21, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, May 26, 2015 as submitted.
- ✓ City Council approved a resolution and agreement for the City of Lenoir to provide the Employee Death Benefit for non-sworn employees with the North Carolina Local Government Employee Retirement System.
- ✓ City Council approved a Capital Project Budget Ordinance in the amount of \$979,940 for the FY2015 Unifour Consortium HOME Program as requested by Rick Oxford, Plan Administrator, Western Piedmont Council of Governments.

- ✓ City Council approved a Capital Project Budget Ordinance in the amount of \$144,353 for the FY2015 Community Development Block Grant Program as requested by Rick Oxford, Plan Administrator, Western Piedmont Council of Governments.
- ✓ Upon a recommendation by Mayor Gibbons, City Council re-appointed Sandy Rossborough to serve a two-year term on the Lenoir Parks & Recreation Advisory Committee.
- ✓ Upon a recommendation by Mayor Gibbons, City Council appointed Jeff Church to serve a four-year term on the Lenoir Planning Board.
- ✓ By consensus of the Council, the calendar for the month of June was approved. The following events were highlighted:
  - Friday after Five is scheduled on Friday, June 5 from 7:00 – 10:00 p.m. on the square in downtown Lenoir. The band Night Move will be performing.
  - A Cruise-In event is scheduled for Saturday, June 6 from 4-9:00 p.m. in downtown Lenoir.
  - The City/County Services Committee will meet on Monday, June 8 at 11:45 a.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, June 9 at 8:00 a.m.
  - The Lenoir Tourism Development Authority will meet on Tuesday, June 9 at 4:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - The Lenoir Business Advisory Board will meet on Tuesday, June 9 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - The Sister Cities Committee will meet on Wednesday, June 10 at 11:30 a.m.
  - Festivities for the Pop Ferguson Blues Festival are scheduled for Friday, June 12 and Saturday, June 13 at the Exela Pharma Sciences facility located at 1245 Blowing Rock Boulevard.
  - The City/County Coordinating Committee will meet on Monday, June 15 at 11:30 a.m. at the City/County Chambers.
  - The Lenoir ABC Board will meet on Tuesday, June 16 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: Danny A. Gilbert, Interim City Manager

Date: June 17, 2015

Subject: Action taken by City Council on Tuesday, June 16, 2015.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved proposed amendments relating to application deadlines for subdivision plats, zoning map amendments, ordinance amendments, special and conditional use permits and variance requests providing for codification and an effective date as recommended by the Planning Department. The City's Charter Code of Ordinances, Appendix A, Zoning, Chapter 19, will be amended to include these amendments.
- ✓ City Council approved proposed amendments relating to non-conforming lots and accessory dwelling units providing for severability, codification and an effective date. These proposed changes will allow for detached accessory cottages (sometimes referred to as "garage apartments" and will also allow for the owner of two adjacent platted lots that are non-conforming for lot width area to sell or develop the lots as two separate lots according to the original platted lot lines. The City's Charter Code of Ordinances, Appendix A, Zoning, will be amended to include these amendments.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, June 2, 2015 as submitted.
- ✓ City Council approved closed session minutes from February 17, March 3, April 7, April 21 (as amended), April 28, May 4, May 5, May 19 and May 2, 2015 as reviewed by the City Attorney, Interim City Manager, and City Council.
- ✓ City Council approved a Minimum Housing Ordinance to abate the minimum housing violations by demolishing the structure on the property located at 307 Reform Street, Parcel ID#06-12-1-6 and NCPIN #274-975-260-4.
- ✓ City Council approved a resolution authorizing the City of Lenoir to submit an application to the Greater Hickory Metropolitan Planning Organization (GHMPO) for Surface Transportation Program-Direct Appointment (STP-DA) funds for the Hospital Avenue Sidewalk Project. The grant requires a 20% cash match (\$200,000) for this project.
- ✓ On behalf of City Council, Councilmember Crissy Thomas commended City Staff for all their support and assistance during the Pop Ferguson Blues Festival held on June 12 and 13 at Exela Corporation. The event was well attended and enjoyed by everyone.

- ✓ Pursuant to N.C.G.S. §143-318.11(a), (4), City Council entered into closed session to discuss economic development. Following returning to open session, City Council scheduled a public hearing to be held on Tuesday, July 21 to consider awarding an economic development incentive to Sealed Air Corporation.
- ✓ The following events for June were highlighted:
  - The City/County Coordinating Committee Meeting of Monday, June 15 has been cancelled. The next meeting will be held on Monday, July 20 at 11:30 a.m. at the City/County Chambers.
  - Friday after Five is scheduled on Friday, June 19 from 7:00 – 10:00 p.m. on the square in downtown Lenoir. The Matt Stratford Band will be performing. The Chad Triplett Band will be performing on Friday, June 26 from 7:00 – 10:00 p.m.
  - The Planning Board will meet on Monday, June 22 at 5:30 p.m.
  - The Committee of the Whole Meeting is scheduled for Tuesday, June 23 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Foothills Regional Airport Authority will meet on Wednesday, June 24 at noon.
  - The Business Growth Committee will meet on Thursday, June 25 at 9:00 a.m. at City Hall, Second Floor Conference Room.
  - Fabulous Film Night begins on Saturday, June 27 with the movie “Alexander and the Terrible, Horrible, No Good, Very Bad Day” being shown on the square at 8:30 p.m.
  - City offices will be closed on Friday, July 3 in observance of Independence Day.
  - The annual Fourth of July Celebration will be held at Mulberry Recreation Center on Saturday, July 4 from 5:00 – 10:00 p.m. The event will end with a fireworks display. A rain date is scheduled for Sunday, July 5.
  - A Cruise-In event is scheduled for Saturday, July 4 from 4:00 – 9:00 p.m. in the downtown area.
  - The City Council Meeting for Tuesday, July 7 has been cancelled. The next meeting is scheduled for Tuesday, July 21 at 6:00 p.m. The Committee of the Whole Meeting of Tuesday, July 28 has also been cancelled.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: July 22, 2015

Subject: Action taken by City Council on Tuesday, July 21, 2015.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ City Council approved an Economic Development Incentive Agreement between the City of Lenoir and Sealed Air Corporation for their proposed expansion. Sealed Air plans to add twenty new positions and will make an investment of \$100,000.00.
- ✓ City Council approved a request to amend Appendix A, of the Lenoir City Code to remove Special Use Districts and Special Use Permits, establish provisions for Conditional Zoning Districts, and adopt a fee for Conditional Zoning Requests. The City's Charter Code of Ordinances will be amended to reflect these changes.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, June 16, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, June 23, 2015 as amended.
- ✓ City Council approved a Declaration of Official Intent to Reimburse for the items to be financed as included in the FY2015-2016 Annual Budget.
- ✓ City Council approved acceptance of the 2014 Assistance to Firefighters Grant in the amount of \$266,429 with a 5% City match of \$13,321. This grant will be used to purchase 40 Air Packs and equipment used in conjunction with the Air Packs.
- ✓ City Council approved a resolution as submitted by the Western Piedmont Council of Governments for a revised Memorandum of Understanding between governmental jurisdictions within the Hickory urbanized area and the North Carolina Department of Transportation that sets forth the responsibilities and working arrangements for maintaining a continuing, comprehensive and cooperative transportation planning process.
- ✓ City Council approved the FY2014-2015 Budget Amendments in the amount of \$890,000 for the General Fund and \$200,000 for the Water/Sewer Fund for a total amount of \$1,090,000.
- ✓ City Council authorized City Staff to execute the purchase of the Vactor 2112 Vacuum Jet Rodding Machine in the amount of \$339,931 as specified in the quotation submitted by the Public Works Equipment and Supply, Inc.

- ✓ City Council approved an amended Project Budget Ordinance in the amount of \$1,606,500 to include the additional \$300,000 borrowed from the State Revolving Loan Program for the Meadowood Sewer Replacement Project.
- ✓ City Council approved a request to name the unnamed private street addressed as Boxwood Place to Pinetop Place as recommended by City Staff.
- ✓ City Council approved an agreement between the City of Lenoir and the North Carolina Department of Transportation (NCDOT) for an NCDOT Administered Bicycle Planning Grant. The estimated project cost is \$55,000, with NCDOT's participation of \$38,500 and a City match of \$16,500.
- ✓ Mr. Randy Hintz, North Carolina Department of Environment and Natural Resources, Asheville Regional Office, presented the Area Wide Optimization Program Award to Kevin Matheson, Water Treatment Plant Superintendent, for the City of Lenoir achieving Optimized Performance during 2014. Mr. Matheson accepted the award on behalf of City Staff. Mr. Hintz commended City Staff for receiving this award for the fifth straight year.
- ✓ Public Utilities Director Radford Thomas presented information from the Drought Management Advisory Group that the City of Lenoir and surrounding areas have entered into a Stage 1 drought phase. Director Thomas stated our area was abnormally dry and asked citizens to voluntarily conserve water during this time.
- ✓ Upon a recommendation by Mayor Gibbons, Richard Hedrick was re-appointed to serve a three-year term on the Board of Adjustments.
- ✓ On behalf of City Council, Mayor Gibbons commended City Staff for all their hard work and assistance regarding the festivals and events held during the month of July.
- ✓ Mayor Gibbons announced the City of Lenoir received notification from the Office of the Governor that Lenoir has received accreditation by the National Main Street Program for 2015. Mayor Gibbons commended Economic Development Director Kaylynn Horn for this accomplishment.
- ✓ Mayor Gibbons also announced the City of Lenoir has been designated as a North Carolina Certified Retirement Community by the Economic Development Partnership of North Carolina. An official ceremony was held on Tuesday, July 21 with Andre' Nabors and Wit Tuttell, North Carolina Economic Development Partnership Representatives, presenting the award to City officials.
- ✓ By consensus of the Council, the calendar for the month of August was approved with various meetings and events. The following events were highlighted:
  - The Lenoir Tourism Development Authority will meet on Thursday, July 23 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - Friday after Five is scheduled on Friday, July 24 from 7:00 – 10:00 p.m. on the square in downtown Lenoir with the band Low Counts performing. The Silvio Martinat Swing Band will be performing on Friday, July 31 from 7:00 – 10:00 p.m.
  - Fabulous Film Night is scheduled for Saturday, July 25 with the movie "Big Hero 6" being shown on the square at 8:30 p.m.

- The Planning Board will meet on Monday, July 27 at 5:30 p.m.
- The Committee of the Whole meeting for Tuesday, July 28 has been cancelled. The next meeting will be held on Tuesday, August 25 at 8:30 a.m.
- The Foothills Regional Authority will not meet in July. The next meeting will be held on Wednesday, August 26 at noon.
- The annual Harambee Festival is scheduled from Saturday, August 1 through Friday, August 7 with events being held at the Martin Luther King, Jr., Center throughout the week. The annual Multi-Cultural Festival will also be held on Saturday, August 1 as part of the Harambee Family Fun Day. **Note:** Also, an “Old School” Basketball game between area students and adults will be held on Monday, August 3 at 7:00 p.m. at the Martin Luther King, Jr., Center. Councilmember Crissy Thomas will be participating in this event. Additional information regarding the Harambee Festival is available on line at [www.cityoflenoir.com](http://www.cityoflenoir.com).

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: August 6, 2015

Subject: Action taken by City Council on Tuesday, August 4, 2015.  
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 21, 2015 as submitted.
- ✓ Kevin Matheson, Water Treatment Plant Superintendent, informed the public that the Catawba Wateree Drought Management Group will meet on Tuesday, August 11 to further discuss whether conditions in our area have changed from the current Phase I Drought Stage to a Phase II Drought Stage which indicates severe drought conditions. He reported that all “non-essential” use of water will be eliminated in a Stage 2 drought and asked everyone to continue to use water conservatively. Additional information regarding current drought conditions will be presented in the near future.
- ✓ City Council approved an Offer to Purchase in the amount of \$35,000 as submitted by Chris Aiken, Aiken Development, LLC, for property located at 1020 West Avenue providing the City does not receive any additional upset bids. The legal advertisement of the Offer to Purchase Real Property will be published on Friday, August 7 & Friday, August 14 in the *News-Topic*.
- ✓ Mayor Gibbons commended City Staff along with Lester Whittington, Director, Martin Luther King, Jr., Center, for all their hard work in organizing the City’s 43<sup>rd</sup> annual Harambee Festival. Events are scheduled throughout the week of August 3 through 7 at the Martin Luther King, Jr., Center. The public is encouraged to attend.
- ✓ Mr. Curt Hiller, 1103 Hillsboro Court, addressed City Council and commended Department Heads and City Staff for all they do for the City of Lenoir. He also encouraged all citizens to attend the public meetings and participate in what is currently going on in the community. Mr. Hiller briefly asked whether Google’s proposed expansion would require additional water with Mayor Gibbons responding that the City has sufficient water plus protocols in place to address these types of issues.
- ✓ Upon a recommendation by Mayor Gibbons, Jimmie Griffith was re-appointed to serve a three-year term on the Sister Cities Committee.
- ✓ Councilman Ben Willis gave a brief update on the Greater Hickory Metropolitan Planning Organization (MPO) meeting of July 22 which he currently serves as the City’s representative. Mr. Willis reported that funding has been approved by NCDOT for their

Transportation Improvements Project (TIP) for Nuway Circle. This project is slated to begin in the fall and consists of changing the traffic pattern flow on this road.

- ✓ Pursuant to N.C.G.S. §143-318.11(a), (3), City Council entered into closed session to discuss litigation.
- ✓ The following events for the month of August were highlighted:
  - Friday after Five is scheduled on Friday, August 7 with the band Brown Mountain Conspiracy performing on the square from 7:00 – 10:00 p.m. The band Fraxured will perform on Friday, August 14.
  - Fabulous Film Night is scheduled for Saturday, August 8 with the movie “*When the Game Stands Tall*” being shown on the square at 8:30 p.m.
  - The City/County Services Committee will meet on Monday, August 10 at 11:45 a.m.
  - The Parks & Recreation Advisory Board will meet on Monday, August 10 at 6:00 p.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, August 11 at 8:00 a.m.
  - The Lenoir ABC Board will meet on Tuesday, August 11 at 5:30 p.m. at Lenoir Store #1 located at 123 ABC Court.
  - The Lenoir Business Advisory Board will meet on Tuesday, August 11 at 6:00 p.m., Third Floor, City Hall.
  - The Sister Cities Committee’s August meeting has been cancelled. The next meeting will be held on Wednesday, September 9 at 11:30 a.m., Third Floor, City Hall.
  - The City/County Coordinating Committee will meet on Monday, August 17 at 11:30 a.m., Third Floor, City Hall.
  - A community presentation of the Overmountain Victory Trail Master Plan will be held on Thursday, August 27 at 6:00 p.m. at the City/County Chambers. The public is encouraged to attend.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: August 20, 2015

Subject: Action taken by City Council on Tuesday, August 18, 2015.  
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 4, 2015 as submitted.
- ✓ City Council approved an amended Conditional Zoning District request as submitted by Tapaha Dynamics, LLC, for five parcels located on Lynhaven Street and Virginia Street, south of Morganton Boulevard. Mayor Pro-Tem Rohr voted against this motion.
- ✓ City Council approved by resolution a revised Offer to Purchase in the amount of \$39,000 as submitted by Chris Aiken, Aiken Development, LLC, for property located at 1020 West Avenue providing the City does not receive any additional upset bids. The offer also provides for the City's continued use of the parking lot subject to a lease agreement as well as parking lot improvements (resurfacing/sealing, landscaping and lighting.) The legal advertisement of the Offer to Purchase Real Property will be published on Thursday, August 20 in the *News-Topic*. This item will be placed on the September 1 City Council Agenda for Council's consideration of approval.
- ✓ City Council approved an FY2014-2015 Budget Amendment in the amount of \$120,000 as recommended by City Staff.
- ✓ Planning Director Jenny Wheelock presented a brief slide presentation of the Freedman High School Memorial located at the site of the Harrington Street Apartments on Arlington Circle. An archway has been installed with the title, Freedman High School, 1926-1966, displayed across the top. A plaque recognizing all the members of the Freedman Community Historical Recognition Committee along with bronze plaques of the three former principals of the school will also be placed on the columns. Ms. Sylvia Greene, Chair of the Freedman Community Historical Recognition Committee, thanked City Council for all of their support. She stated she was proud to be part of this awesome project that the Committee has worked on since 2010. Mayor Gibbons commended Ms. Greene for all her hard work in getting this notable project accomplished.
- ✓ City Council approved a Minimum Housing Ordinance to abate the minimum housing violations by demolishing the structure on the property located at 813 Corpening Place. This property is ranked as number 4 on the City's Minimum Housing Priority list.
- ✓ City Council approved by resolution an Offer to Purchase in the amount of \$800.00 as

submitted by Marco Flores for property located at 522 Prospect Street, NW. The legal advertisement of the Offer to Purchase Real Property will be published on Friday, August 21. This item will be placed on the September 1 City Council Agenda for Council's consideration of approval.

- ✓ Upon a recommendation by Mayor Gibbons, Patrick Longano was appointed to serve a two-year term on the Lenoir Business Advisory Board.
- ✓ The following events for the month of August were highlighted:
  - Friday after Five is scheduled on Friday, August 21 with the band Fox & Company performing on the square from 7:00 – 10:00 p.m. The band Southern Ember will perform on Friday, August 28.
  - Fabulous Film Night is scheduled for Saturday, August 22 with the movie “*Earth to Echo*” being shown on the square at 8:30 p.m.
  - The Planning Board cancelled its August 24 meeting. The next meeting will be held on Monday, September 28 at 5:30 p.m.
  - The Committee of the Whole will meet on Tuesday, August 25 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Foothills Regional Airport Authority will meet on Wednesday, August 26 at noon.
  - A community presentation of the Overmountain Victory Trail Master Plan will be held on Thursday, August 27 at 6:00 p.m. at the City/County Chambers. The public is encouraged to attend.
  - The Lenoir Tourism Development Authority will meet on Friday, August 28 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - City offices will be closed on Monday, September 7 in observance of the Labor Day holiday.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Thursday, September 3, 2015

Subject: Action taken by City Council on Tuesday, September 1, 2015.  
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 18, 2015 as submitted.
- ✓ City Council adopted a proclamation proclaiming the month of September as “*Hunger Action Month*” and Thursday, September 3 as “*Hunger Action Day*” throughout the City of Lenoir and Caldwell County. This proclamation will be presented to Sharon Osborne, Executive Director, Caldwell County Yokefellow, Inc., at the Tuesday, September 15 City Council Meeting.
- ✓ City Council approved by resolution an Offer to Purchase in the amount of \$800.00 as submitted by Marco Flores for property located at 522 Prospect Street, NW, because the City did not receive any additional upset bids.
- ✓ City Council scheduled a public hearing to be held on Tuesday, September 15 to consider amending the Charter Code of Ordinances, Chapter 13, Article I, Section 13-15, Prohibited Conduct in Public Parks and Facilities as recommended by City Staff.
- ✓ City Council scheduled a public hearing to be held on Tuesday, October 6 to consider a street closing ordinance (Resolution of Intent) to close the abandoned alleyway between Boundary Street and Church Street.
- ✓ City Council approved a Sidewalk Café Permit as submitted by Bella Torte Bistro & Bakery located at 128 Main Street, NW, with the following conditions: 1) A 5-foot clear pedestrian path must be maintained to provide access to the restaurant, the public sidewalk adjacent to Main Street, and the Veterans Memorial adjacent to the Sidewalk Café; 2) the applicant must coordinate with the City’s Public Works Director to allow inspection of the light structure prior to, during, and after installation; 3) the applicant is responsible for any repairs to City property needed following the removal of the light structure and any damage that may result from the structure; and 4) string lights installed over the Sidewalk Café are limited to white, non-blinking lights.
- ✓ Upon a recommendation by Mayor Gibbons, Elizabeth “Betsy” Wilson was appointed to serve a three-year term on the Lenoir ABC Board.
- ✓ Pursuant to N.C.G.S., §143-318.11(a), (5), City Council entered into closed session to confer with the City Attorney regarding contract negotiations. Upon returning to open

session, City Council approved the following items regarding property located at 1020 West Avenue:

- ✓ City Council approved by resolution a revised Offer to Purchase in the amount of \$39,000 as submitted by Chris Aiken, Aiken Development, LLC, for property located at 1020 West Avenue because the City did not receive any additional upset bids. The offer also provides for the City's continued use of the parking lot subject to a lease agreement as well as parking lot improvements (resurfacing/sealing, landscaping and lighting.)
- ✓ City Council approved a Lease Agreement and a Contract between the City of Lenoir and Aiken Development, LLC, for property located at 1020 West Avenue. City Council also authorized the Mayor and City Manager to execute the Lease Agreement.
- ✓ The following events for the month of September were highlighted:
  - A Cruise-In Event is scheduled for Saturday, September 5 from 4-9:00 p.m. in the downtown area.
  - City offices will be closed on Monday, September 7 in observance of the Labor Day holiday.
  - The Lenoir Business Advisory Board will meet on Tuesday, September 8 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - The Sister Cities Committee will meet on Wednesday, September 9 at 11:30 a.m.
  - The annual Sculpture Festival will be held on Saturday, September 12 beginning at 9:00 a.m. at the T.H. Broyhill Walking Park.
  - Fabulous Film Night is scheduled for Saturday, September 12 with the movie "*Strange Magic*" being shown at 8:00 p.m.
  - The City/County Services Committee will meet on Monday, September 14 at 11:45 a.m.
  - The Parks & Recreation Advisory Board will meet on Monday, September 14 at 6:00 p.m.
  - The Caldwell County Economic Development Commission will meet on Tuesday, September 15 at 8:00 a.m. Please note date change.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Wednesday, September 16, 2015

Subject: Action taken by City Council on Tuesday, September 15, 2015.  
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 1, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, August 25, 2015 as submitted.
- ✓ Mrs. Sarah Nicoli, 310 Hibriten Avenue, addressed City Council regarding the City constructing round-a-bouts at intersections and the possible elimination of some downtown traffic signals. Also, Mrs. Nicoli suggested Council consider the possibility of using solar energy in the future.
- ✓ Radford Thomas, Public Utilities Director, encouraged citizens to continue with their voluntary water restrictions and reported all of the entire river basin areas may be declared as being in a Stage 2 Drought within the next several weeks. Citizens will have to abide by mandatory water restrictions while in a Stage 2 and Mr. Thomas also noted that citizens will be asked to reduce their water consumption by 10%. Additional information is available on the City's website at [www.cityoflenoir.com](http://www.cityoflenoir.com).
- ✓ City Council approved an amendment to the Charter Code of Ordinances, Chapter 13, Article I, Section 13-15, Prohibited Conduct in Public Parks and Facilities as recommended by City Staff.
- ✓ City Council appointed Ben Willis to serve as the City's Delegate at the North Carolina League of Municipalities Annual Business Meeting to be held on Monday, October 12 at the Benton Convention Center in Winston-Salem. Councilmember Crissy Thomas was appointed to serve as the Alternate Delegate.
- ✓ City Council appointed Mayor Pro-Tem T. J. Rohr to serve as the City's Delegate at the National League of Cities Annual Business Meeting to be held on Saturday, November 7 at the Congress of Cities & Exposition Conference in Nashville, Tennessee. Councilmember Ben Willis was appointed to serve as the Alternate Delegate.
- ✓ City Council approved the removal of the traffic signal at the intersection of Harper Avenue and Boundary Street and Staff's request to erect a stop sign to control traffic on Broadway Street at this same intersection.

- ✓ City Council approved a resolution authorizing the acceptance of state loan assistance from the North Carolina Department of Environment and Natural Resources (NCDENR) in the amount of \$6,540,000 (20 year-0% interest) for the Filter Rehabilitation and Replacement of High-Service Pumps, Bulk Chemical Storage Tanks & Chemical-Feed Systems and related items for the George L. Bernhardt, Sr., Water Treatment Plant. Mayor Pro-Tem Rohr voted against this request.
- ✓ 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 the month of September were highlighted:
  - The NCDOT's Fall Litter Sweep Program begins on Saturday, September 19 through Saturday, October 3.
  - The Sanitation Division's Annual Fall Trash Bash Week begins on Monday, September 21 through Friday, September 25. Additional information 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 21 at 11:30 a.m. at the City/County Chambers.
  - The Committee of the Whole will meet on Tuesday, September 22 at 8:30 a.m. at Lenoir Fire Station No. 1 located at 602 Harper Avenue. **Note:** A dedication ceremony is scheduled for 8:00 a.m. to dedicate the Fire Department's new fire truck in memory of former Councilman Ron Stilwell.
  - The ABC Board will meet on Tuesday, September 22 at 5:30 p.m. at Lenoir Store No. 1 located at 123 ABC Court.
  - A ceremony is scheduled for Wednesday, September 23 at 10:30 a.m. at the Martin Luther King, Jr., Center, to announce a grant awarded to the City by Google.
  - The Planning Board will meet on Monday, September 28 at 5:30 p.m.
  - The Foothills Regional Airport Authority will meet on Wednesday, September 30 at 9:00 a.m. at City Hall. Please note time and location change.
  - The annual Caldwell is Hiring Event is scheduled for Thursday, October 1 from 8:30 a.m. until noon at the J.E. Broyhill Civic Center. Interested individuals are encouraged to attend and come prepared to submit their resumes to all of the participating businesses.
  - The Police Department will host their annual National Night Out Event on Tuesday, October 6 from 6:00 p.m. – 9:00 p.m. on the square downtown.
  - A Cruise-In Event will be held on Saturday, October 3 from 4:00 p.m. – 9:00 p.m. in downtown Lenoir.
  - The North Carolina League of Municipalities Conference will be held on Sunday, October 11 through Tuesday, October 13 at the Benton Convention Center in Winston-Salem.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Thursday, October 8, 2015

Subject: Action taken by City Council on Tuesday, October 5, 2015.  
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 15, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, September 22, 2015 as submitted.
- ✓ City Council adopted a proclamation proclaiming the month of October as "*Dysautonomia Awareness Month*" as requested by Ms. Ashley Helton.
- ✓ On behalf of City Council and the City's Customer Service Design Team, Daniel Bowman was honored and recognized for his years of service to the City, and as a charter member of the Customer Service Design Team. Mr. Bowman was presented with a plaque by Mayor Gibbons.
- ✓ Radford Thomas, Public Utilities Director, informed Council the City has received eleven (11) inches of rainfall over the past twelve (12) days. Mr. Thomas noted this was a tremendous improvement over the current drought conditions and further stated our area may be able to revert back to a Stage 0 Drought Phase which requires no action by the general public.
- ✓ Mr. Eric Bowman, P.A., presented the FY2014-2015 annual Audit Report to City Council. Mr. Bowman reported the City is in great financial shape and also added a total of \$483,739 to its Fund Balance in FY2014-2015, which represents 23% of the City's expenditures in reserves.
- ✓ City Council adopted a Street Closing Order for the permanent closure of the abandoned alleyway between Boundary Street and Church Street as submitted.
- ✓ City Council declined to take any formal action regarding a request to designate Millbrook Place in the Prestwood Heights Subdivision as a No Parking Area as recommended by City Staff. City Council further directed the residents of Millbrook Place to try and settle this no parking dispute themselves.
- ✓ Upon a recommendation by Mayor Gibbons, Scott Barnett was appointed to serve a two-year term on the Parks & Recreation Advisory Board. City Council also appointed Jonas Brown to serve as the Student Representative for a two-year term.

- ✓ Councilmember Perkins commended the Planning Department Staff and Director Wheelock for serving as the City’s liaison during the discussions between the City of Lenoir and the North Carolina Department of Transportation regarding the proposed diverging diamond interchange project slated for the Smith Crossroads Intersection in FY2020. City Council has been opposed to the plan due to the number of businesses that will be displaced.
- ✓ The following events for the month of October were highlighted:
  - The Police Department will host their annual National Night Out Event on Tuesday, October 6 from 6:00 p.m. – 9:00 p.m. on the square downtown.
  - The Sister Cities Committee will meet on Thursday, October 8 at noon at the 1841 Café.
  - The North Carolina League of Municipalities Conference will be held on Sunday, October 11 through Tuesday, October 13 at the Benton Convention Center in Winston-Salem.
  - The City/County Services Committee will meet on Monday, October 12 at 11:45 a.m. in the Board Room at CCC&TI.
  - The Caldwell County Economic Development Board will meet on Tuesday, October 13 at 8:00 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, October 13 at 6:00 p.m., at City Hall, Third Floor, former Council Chambers.
  - The first annual “Smoking in the Foothills Barbeque Event” will be held on Friday, October 16 from 5:00 p.m. – 10:30 p.m. in downtown Lenoir and on Saturday, October 17 from 10:00 a.m. – 10:00 p.m. The public is encouraged to attend.
  - The City/County Coordinating Committee will meet on Monday, October 19 at 11:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - On Wednesday, October 21, the third annual “National Bioenergy Day” will be observed. This is a nationwide day of advocacy for all kinds of heat and power generated by woody biomass and agricultural waste, from large-scale utilities to home heating stoves.
  - One Stop Voting begins on Thursday, October 22 through Saturday, October 31 from 8:00 a.m. – 5:00 p.m. at the City/County Chambers located at 905 West Avenue, Lower Avenue. The Board of Elections will be open from 8:00 a.m. – 1:00 p.m. on Saturday, October 31.
  - The 5<sup>th</sup> annual Loving Lenoir 2015 (Sustaining Our Musical Legacy) is being celebrated by different events throughout the week and will conclude with a concert on Sunday, October 11 at 2:30 p.m.
  - A Ribbon Cutting Ceremony is scheduled for Monday, October 26 at 3:00 p.m. for the historic Freedman High School Memorial.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Wednesday, October 21, 2015

Subject: Action taken by City Council on Tuesday, October 20, 2015.  
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 6, 2015 as submitted.
- ✓ City Council approved the minutes from joint ABC Board & City Council Meeting of Thursday, October 1, 2015 as submitted.
- ✓ City Council adopted a 2015-2016 Unifour Consortium Home Program Capital Project Budget Ordinance totaling \$979,490 as recommended by City Staff.
- ✓ City Council adopted a proclamation proclaiming the week of October 26 – 30 as “Red Ribbon Week” throughout the City of Lenoir and Caldwell County.
- ✓ Lenoir Police Captain Brent Phelps presented a report on the recent improvements to the City’s E-911 Communication Center. These improvements are slated to be completed in early 2016.
- ✓ Mr. Greg D. Icenhour, Mid Atlantic Engineering and Environmental Solutions, presented a report regarding the City’s intent to submit an application to the US Environmental Protection Agency for funding to undertake a community-wide Brownfield Assessment Program. Community input and support is needed for this project. Additional information will be submitted in the near future.
- ✓ City Council approved a Conditional Zoning Request including the Planning Department’s recommended conditions as submitted by John D. Farthing for property located at 439 Virginia Street. The applicant plans to allow residential dwelling units in an unused area of an existing industrial building zoned Heavy Industrial (I-2.)
- ✓ City Council approved a resolution to adopt the Overmountain Victory Trail Master Plan as recommended by City Staff. Mayor Gibbons stated a sign has also been installed downtown in recognition of Lenoir being part of the Blue Ridge Heritage Music Trails and further noted that a kiosk will be installed in November containing additional information about the historic Overmountain Victory Trail and Lenoir being a Certified Retirement Community.
- ✓ City Council approved a property purchase in the amount of \$30,000 for the lot located at 132 Tremont Park Drive, NCPIN #2759-790-520. The lot is comprised of 0.61 acres

and zoned as General Business (B-2.)

- ✓ Upon a recommendation by Mayor Gibbons, Council voted unanimously to appoint Lillian Goudas to serve a three-year term on the Sister Cities Committee.
- ✓ On behalf of City Council, Mayor Gibbons commended City Staff for all their hard work and support during the Smoking in the Foothills Barbeque Event held on October 16 & 17 in downtown Lenoir. The event was very successful and well attended.
- ✓ The following events for the month of October & November were highlighted:
  - The 2016 Holiday Schedule was submitted to Council as information.
  - The 2016 City Council Meeting Schedule was reviewed and approved by Council as submitted.
  - Fabulous Film Night is scheduled for Saturday, October 24 with the movie “Box Troll’s” being shown at 7:00 p.m. at the former LHS Auditorium.
  - A ribbon cutting ceremony for the Freedman High School Memorial is scheduled for Monday, October 26 at 3:00 p.m. The public is encouraged to attend.
  - The Planning Board will meet on Monday, October 26 at 5:30 p.m.
  - The Parks & Recreation Advisory Board will meet on Monday, October 26 at 6:00 p.m.
  - The Committee of the Whole will meet on Tuesday, October 27 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - The Foothills Regional Airport Authority will meet on Wednesday, October 28 at noon.
  - The annual Downtown Trick or Treat event is scheduled for Friday, October 30 from 3:00 p.m. – 5:00 p.m.
  - The Recreation Department’s annual Halloween Carnival will be held from 5:00 p.m. – 8:30 p.m. on Friday, October 30 at the Martin Luther King, Jr., Center.
  - The City Council Meeting scheduled for Tuesday, November 3 has been changed to Tuesday, November 10 at 6:00 p.m. due to Election Day. Please note date change.
  - The National League of Cities Annual Conference will be held on Wednesday, November 4 through Saturday, November 7. Mayor Pro-Tem T.J. Rohr, Councilman Ben Willis and City Manager Scott Hildebran are attending this event.
  - The City/County Services Committee will meet on Monday, November 9 at 11:45 a.m. in the Board Room at CCC&TI.
  - The Caldwell County Economic Development Commission will meet on Tuesday, November 10 at 8:00 a.m.
  - The Lenoir Business Advisory Board will meet on Tuesday, November 10 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
  - City offices will be closed on Wednesday, November 11 in observance of

Veterans Day.

- A Veterans Day Ceremony is scheduled for Wednesday, November 11 at 11:00 a.m. on the square in downtown Lenoir. The public is encouraged to attend.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Friday, November 20, 2015

Subject: Action taken by City Council on Tuesday, November 10, 2015.  
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 20, 2015 as submitted.
- ✓ City Council approved the minutes from the Committee of the Whole Meeting of Tuesday, October 27, 2015 as submitted.
- ✓ City Council approved closed session minutes from Tuesday, June 16, 2015 and Tuesday, September 15, 2015 as submitted.
- ✓ On behalf of City Council, Mayor Gibbons presented a proclamation to Ms. Heather Watson proclaiming Friday, November 13 as “World Pancreatic Cancer Day” throughout the City of Lenoir and Caldwell County.
- ✓ On behalf of City Council, Mayor Gibbons recognized Candace McLean, Assistant Scoutmaster, and members of Boy Scout Troop #271, who were in attendance at the Council meeting as part of their requirements for their citizenship badge and community merit badge.
- ✓ City Council approved a request to change the current designation of former City Manager Lane Bailey to City Manager Scott Hildebran as the Caldwell-Lenoir Transload, LLC, Manager. This designation was changed for their annual report.
- ✓ City Council awarded the request for qualifications (RFQ) to McGill Associates for the engineering services required for the design and construction of the Steel Street/College Avenue Sewer Line Replacement Project.
- ✓ City Council scheduled a public hearing to be held on Tuesday, December 1 to consider amending the Charter Code of Ordinance, Chapter 13, Article I, Section 13-17, Solicitation and Begging Prohibited as submitted.
- ✓ Councilmember Ben Willis presented a report from the North Carolina Rural Broadband Conference he recently attended.
- ✓ Pursuant to N.C.G.S., §143-318.11(a), (4), City Council entered into closed session to discuss economic development.
- ✓ The following events for the month of November were highlighted:

- A Veterans Day Ceremony is scheduled for Wednesday, November 11 at 11:00 a.m. on the square in downtown Lenoir. The public is encouraged to attend.
- City offices will be closed on Wednesday, November 11 in observance of the Veterans Day Holiday.
- The Sister Cities Committee will meet on Thursday, November 12 at 1:30 p.m. at Loe's Brewery.
- The annual Meleah Mikeal Half-Marathon is scheduled for Saturday, November 14 at 9:00 a.m. at the Aquatic & Fitness Center.
- The City/County Coordinating Committee for Monday, November 16 was cancelled due to no agenda items.
- The Planning Board will meet on Monday, November 16 at 5:30 p.m. Please note date change.
- The City Council Meeting of Tuesday, November 17 has been cancelled. The next meeting will be held on Tuesday, December 1 at 6:00 p.m. Note: There will only be one meeting in December.
- The Lenoir Tourism Development Authority will meet on Tuesday, November 17 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
- The annual Light-Up Lenoir event is scheduled for Thursday, November 19 at 4:30 p.m. in downtown. Also, the downtown annual Light Show begins daily on Thursday, November 19 through Sunday, January 3 from 6:00 p.m. – 10:00 p.m.
- Holiday Voices on the Square is scheduled for Friday, November 20 from 5:30 p.m. – 7:30 p.m.
- The annual Caldwell Rotary Club Christmas Festival will be held on Saturday, November 21 from 10:00 a.m. – 4:00 p.m. downtown.
- The annual Turkey Tuesday Giveaway Event is scheduled on Tuesday, November 24 at 6:00 p.m. at the Martin Luther King, Jr., Center. One turkey per vehicle will be given out on a first come, first serve basis. Senior citizens may pick up a turkey between 5:00 p.m. & 6:00 p.m.
- The Committee of the Whole meeting will be held on Tuesday, November 24 at 8:30 a.m. at City Hall, third floor, former Council Chambers.
- City offices will be closed on Thursday, November 26 & Friday, November 27 in observance of the Thanksgiving holiday.
- The Foothills Regional Airport Authority will meet on Wednesday, December 2 at noon. Please note date change.

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott E. Hildebran, City Manager

Date: Wednesday, December 2, 2015

Subject: Action taken by City Council on Tuesday, December 1, 2015.  
Review all information to insure that your department maintains action taken by City Council.

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- ✓ The Honorable Clerk of Court Kim Clark administered the Oath of Office to the Honorable Joseph L. Gibbons, Mayor, the Honorable Todd H. Perdue, Councilmember, the Honorable Timothy J. Rohr, Councilmember and the Honorable Benjamin K Willis, Councilmember.
- ✓ The Honorable Chief District Court Judge, Retired, Robert Brady administered the Oath of Office to the Honorable Kimberly P. Edmisten, Councilmember.
- ✓ Councilman Ben Willis was elected to serve a two-year term as Mayor Pro-Tempore for the City of Lenoir.
- ✓ City Council approved the minutes from the City Council Meeting of Tuesday, November 10, 2015 as submitted.
- ✓ City Council approved an amendment to the Charter Code of Ordinances, Chapter 13, Article I, Section 13-71, Solicitation and Begging as recommended by City Staff.
- ✓ City Council approved an amendment by ordinance to the Charter Code of Ordinances, Appendix A, (Zoning), as related to parking ratios and as recommended by City Staff.
- ✓ City Council approved a request as submitted by Woodgrain Millwork to amend the terms of their economic development incentive awarded on December 4, 2012, for the five-year property tax abatement period to begin with the 2015 tax year instead of 2013.
- ✓ City Council approved a funding request to Caldwell County Pathways in the amount of \$12,000 for FY2015-16 and \$12,000 for FY2016-17 to cover the cost of hiring a consultant to serve as a trail developer to develop the project from Google to the Caldwell County line.
- ✓ City Council scheduled a public hearing to be held on Tuesday, January 5, 2016 to consider adoption of an ordinance declaring the former Bost Lumber Building located at 1201 Steel Street, NC PIN#274-965-0842, as a danger to the public health, safety, morals, and general welfare of inhabitants of the City and a nuisance by the City Council, in accordance with Section 12-12 (15) of the Lenoir City Code.
- ✓ Upon a recommendation by Mayor Gibbons, the following individuals were appointed to serve on the newly formed Brownfields Advisory Committee: Pete Kidder, Deborah

Murray, Merlin Perry, Alvin Daughtridge, John Moore, Alan Merck, Jennifer Grayson, Ben Willis, Ex-Officio, David Stevens, Ex-Officio, Radford Thomas, Public Utilities Director, Ken Briscoe, Fire Chief and Jenny Wheelock, Planning Director.

- ✓ Jessica Wesson, Lenoir Police Department, presented information about Project Mason (Managing Autism Safety Objectives and Needs.) Ms. Wesson stated if emergency personnel have information on file regarding an autistic child, they can better provide for their needs during an emergency.
- ✓ Mr. Charles Senf, Collettsville Road, addressed City Council and presented ideas on how to improve the City's Authorities/Boards/Commissions appointment process in order to better make the general public aware of any board vacancies.
- ✓ The following events for the month of December were highlighted:
  - The Foothills Regional Airport Authority will meet on Wednesday, December 2 at noon.
  - The annual downtown Christmas Parade will be held on Friday, December 4 at 6:30 p.m.
  - A Toy Drive for Toys for Tots and a Cruise-In Event is scheduled for Sunday, December 6 from 1:00 p.m. – 4:30 p.m. in downtown Lenoir.
  - The Lenoir Business Advisory Board will meet on Monday, December 7 at noon.
  - The City/County Services Committee meeting for Monday, December 7 has been cancelled.
  - The Caldwell County Economic Development Commission will meet on Tuesday, December 8 at 8:00 a.m.
  - The annual Luminary Display is scheduled for Friday, December 11 from 6:00 p.m. – 10:00 p.m. at Blue Ridge Memorial Park. A rain date is scheduled for Friday, December 18.
  - The City/County Coordinating Committee is scheduled to meet on Monday, December 21 at 11:30 a.m. at City Hall, Third Floor, former Council Chambers.
  - Fabulous Film Night is scheduled for Saturday, December 12 at 7:00 p.m. at the former LHS Auditorium with the movie "Polar Express" being shown. Kids dressed in pajamas will receive a raffle ticket plus pizza will be served to the first 100 guests.