

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, FEBRUARY 25, 2020
8:30 A.M.**

I. CALL TO ORDER

II. ANNUAL AUDIT REPORT; ABC Board – Mike Suddreth, General Manager

III. CITIZEN COMMENT

IV. COMMITTEE ITEMS

A. Public Utilities/Public Works

B. Update; Public Works Director Jared Wright

IV. Community Development

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, February 13. Minutes of the January 9, 2020 meeting are submitted as information. Kaylynn Horn, Economic Development Director will present a report of current projects.

B. Planning Board: The Planning Board will meet on Monday, February 24. Planning Director Jenny Wheelock will present a report of current projects.

1. Update; N.C.G.S. §160D Land Use Law –Director Wheelock

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, February 17. Minutes of the meeting are submitted as information. Kenny Story, Recreation Director, will present a report of current activities.

V. FINANCE & ADMINISTRATION

A. Financial Summary – Finance Director Donna Bean

B. Update; Public Communications – Public Information Officer Joshua Harris

1. Communications Update/Review of City’s new Website – Director Harris

VI. PUBLIC SAFETY

A. Update; Police Department - Chief Brent Phelps

B. Update; Fire Department –Chief Ken Hair

1. Review of FY2019 Annual Report – Chief Hair

VII. OTHER

A. March Calendar

B. Closed Session: Pursuant to N.C.G.S. §143-318.11(a), (3), City Council will enter into closed session on Tuesday, February 25 to discuss attorney client privilege.

VIII. ADJOURN

Lenoir Business Advisory Board Meeting
Meeting Minutes
1/9/2020

Meeting Attendance

Board Members PRESENT		Board Members ABSENT		Ex-Officio Members PRESENT		Ex-Officio Members ABSENT	
1.	Mark Transou- Chair	1.	Grey Scheer	1.	Joe Gibbons	1.	Ike Perkins
2.	Terese Almquist- Vice Chair	2.	Barbara Weiller	2.	Scott Hildebran	2.	Crissy Thomas
3.	Matt Underwood	3.	Patrick Longano				
4.	Tim Biddix	4.	Sean Williams				
5.	John Moore	5.	Glenda Wilson				
6.	Jennifer Indicott						
7.	Kimmie Rogers						
8.	Dana Clark						
9.							
10.							

Staff Members PRESENT	
1.	Lauren McKinney
2.	Kaylynn Horn
3.	Kyle Case

Mark Transou called the meeting to order.

Approval of Minutes

Upon a motion from Dana Clark, seconded by Matt Underwood the October 10, 2019 minutes were unanimously approved.

Report from Grants Committee

Dana Clark reported the committee has one request for 908, 910, 912 West Ave-the JC Penny Building, owned by Davis Brooks. The applicant has asked for \$1100.00 of grant funding as a part of moving Lenoir to the 2nd floor. The grants committee would like to recommend approval for this grant.

Upon a motion from Mark Transou to approve the grant of \$1100.00 for 818 Harper Ave. All were in favor, non-opposed.

Lenoir Main Street Committee Update

- Promotions Team Update
 - 11/21 Light up Lenoir
 - 11/23 Rotary Christmas Tree Festival
 - 12/6 COL Starry Night Christmas Parade

- 12/14 Christmas Movie Night at LHS
- Upcoming Events
 - 1/20 MLK Memory March
 - 4/4 Cruise In
 - 4/18 Bootlegger
 - 4/25 Gravity Games

OTHER BUSINESS

2020 NC Main Street Conference- 3/10-3/12

- Anyone interested in attending please contact Kaylynn or Kyle.

Open House at Henkel Opera House 1/15, 4:30pm-6:30pm

City wide branding and survey

- A survey link was emailed out, Kaylynn encouraged everyone to give their thoughts and input.

Next month's meeting will be held Thursday, February 13th.

Meeting adjourned at 7:00pm.



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315

Martin Luther King Center (828)757-2170

Lenoir Aquatic & Fitness Center (828)757-2196

Mulberry Recreation Center (828)757-2165
www.cityoflenoir.com/parks

Recreation Advisory Board Meeting

Minutes

Monday, February 17, 2020

The Recreation Advisory Board met at the Optimist Park Clubhouse at 6:00pm.

Members present for this meeting were: Scott Barnett, Darrell Lipford, Rick Pierce, Erik Rabinowitz, and James Robertson.

City staff members present were: Mayor Gibbons, Scott Hildebran, Kenny Story and Maria Swanson.

Absences included: Schonna Banner, Michael Dineen, and Crissy Thomas, Ex-Officio.

Members were welcomed by Scott Barnett.

Minutes from the October 2019 meeting were reviewed. Motion made to approve minutes made by Rabinowitz, second by Robinson. Motion carried.

Director's Report

- Halloween Carnival was held at MLK on Oct. 31st. Due to the rain this event was combined with downtown activities. We had a large turnout – over 600 children attended.
- The 11-12 yr old Holiday Basketball Tournament was held at MLK in December.
- Santa Claus is Coming to Town Event for 3-12 yr old children was held at MLK in December. Toys and gifts were donated by area businesses and individuals. The first 100 children received a gift.
- The Annual MLK Day Breakfast was held in January with approximately 210 in attendance.
- The Martin Luther King Day March and Celebration was well attended.
- Black History Month activities are being well attended. They include:
 - Gospel Singing – Feb 3rd
 - Movie Night – Feb 8th
 - Blood Drive – Feb 11th
 - Middle and High School Quiz Bowl and Art Contest – Feb 27th at 6pm
 - Jazz/Music Concert – Feb 29th at 6pm
- The area high school swim teams used the LAFC pool in Nov. and Dec. for practice and home meets again this year. The conference meet was held at LAFC with 8 schools attending.
- The Meleah Mikeal Half Marathon was held in November with 41 participates. This event has decreased in attendance over the past few years. We are looking at way to increase participation
- A 9 mile night trail run will be added to our race events this year in October.
- LAFC offered a Dollar Days promotion on Sundays in January for recreational swim. This was well received with 25-40 swimmers each Sunday.
- Kayaking practice is being offered at the LAFC pool on Wednesdays from Jan. 29th to May 6. This gives kayakers an opportunity to practice turns and rolls in a controlled setting before heading out to area rivers.
- A pump has gone out in the indoor pool at LAFC. We are working on getting this replaced
- Basketball season was November through February. We had 23 teams with 250-275 kids participating.
- LYSA Soccer registration is going on now through February 28th
- Baseball and Softball registration on going on now through March 6th. Baseball opening day will be April 25th
- The women's softball team from CCC& TI is using one of our fields for their practices and home games.
- Rentals at all facilities are great.
- Work on the Optimist Park is continuing. Project is almost complete. Parking lot has been paved and marked, permanent cornhole boards has been installed. The restrooms and concession stand are complete. Once the weather clears, we will complete paving of the trails. The shelters and playground are being used and enjoyed on a regular basis.

- JE Broyhill Park Phase 1 is complete. Phase 2 consist of the storm water management headed up by NC State. NCSU is designing a plan to manage water flow in the park and work on the project is slated to begin in late summer.
- LHS Auditorium – upstairs restrooms have been added in hopes to attract more rentals to the facility. We are talking to Foothills Performing Arts to have them at the auditorium for their next season.

New Business

Erik asked about the bands booked for the Summer Music Series. He mentioned that the same bands seem to be booked each year and new bands needed to be added. Maybe higher level bands could increase attendance.

Ideas were discussed as how to increase attendance at the events.

Some possibilities discussed were:

- * Increasing the level of bands being booked – This could be done by cutting back the number of shows
- * Adding another person/group to help make decisions on which bands to book.
- * invite food trucks to attend the shows

We do have a few new bands on the schedule for this coming year. Some of the repeat bands are crowd favorite and requested by the community.

The lineup for the series will be sent to board members this week.

Rick asked about guidelines for the Rec Departments for Concussion Protocol and Training and Sexual Abuse Training. Safety issues are becoming more important.

Erik asked if we were planning on applying during the next PARTF cycle. It was reported that nothing was slated at this time. The Recreation master plan needs to be updated for applying again.

Old Business

Splash pad – We are still searching for the best place to put a splash pad.

The far left restroom door at the JE Broyhill Park seems to be bent or broken. This has been taken care of and repaired.

Possible chlorine contamination in creek at LAFC. - Erik asked for an update – It was determined, after looking at the area, the creek seems to be far enough away from backwash area to not be a concern for creek contamination. After more discussion, this still seems to be a concern for Erik who suggested a holding area for the water to sit for 2 weeks for chlorine to evaporate before releasing into the ground. This suggestion is not feasible and the rec department will have someone from the water department or storm water management to come assess the area to determine if there is a valid concern and what measures need to be taken.

The mountain bike trail at LAFC – Erik had his student conduct a survey of trail user on six different weekends. The result was a 50/50 split of those wanting single direction vs. two way trails. Kenny has talked to Shawn Moore and he informed Kenny that other places have done the switching direction but the trail direction was changed every 6 months, not daily or weekly. Also this would cause a need for more signage along the trail. Following a discussion, it was determined we have had no issues with our trail at the present time and no changes are warranted at this time.

There being no further business to discuss, the meeting was adjourned at 7:20pm

The next advisory board meeting will be held on Monday, March 16, 2020

Minutes submitted by: Maria Swanson



**City of Lenoir
Financial Summary
As of 1/31/2020**



General Fund					
	2019-2020 Budget	1/31/2020	% of Budget	Change from Previous Year	1/31/2019
Total Revenue	\$ 17,362,391.00	\$ 13,613,767.94	78%	\$ 1,219,460.02	\$ 12,394,307.92
Expenditures	\$ 17,362,391.00	\$ 10,944,429.17	63%	\$ 1,250,584.73	\$ 9,693,844.44
Over/Under	\$ -	\$ 2,669,338.77		\$ (31,124.71)	\$ 2,700,463.48

Downtown District					
	2019-2020 Budget	1/31/2020	% of Budget	Change from Previous Year	1/31/2019
Revenues	\$ 183,736.00	\$ 9,792.42	5.3%	\$ 3,554.06	\$ 6,238.36
Expenditures	\$ 183,736.00	\$ 127,929.70	70%	\$ 24,267.15	\$ 103,662.55
Over/Under	\$ -	\$ (118,137.28)		\$ (20,713.09)	\$ (97,424.19)

Water/Sewer Fund					
	2019-2020 Budget	1/31/2020	% of Budget	Change from Previous Year	1/31/2019
Revenues	\$ 8,941,688.00	\$ 5,564,916.91	62%	\$ 143,959.99	\$ 5,420,956.92
Expenditures	\$ 8,941,688.00	\$ 3,479,092.88	39%	\$ (294,772.07)	\$ 3,773,864.95
Over/Under	\$ -	\$ 2,085,824.03		\$ 438,732.06	\$ 1,647,091.97

2019 Annual Report



22 OFFICERS
15 DRIVERS
21 FIREFIGHTERS
4 FIREFIGHTERS P/T

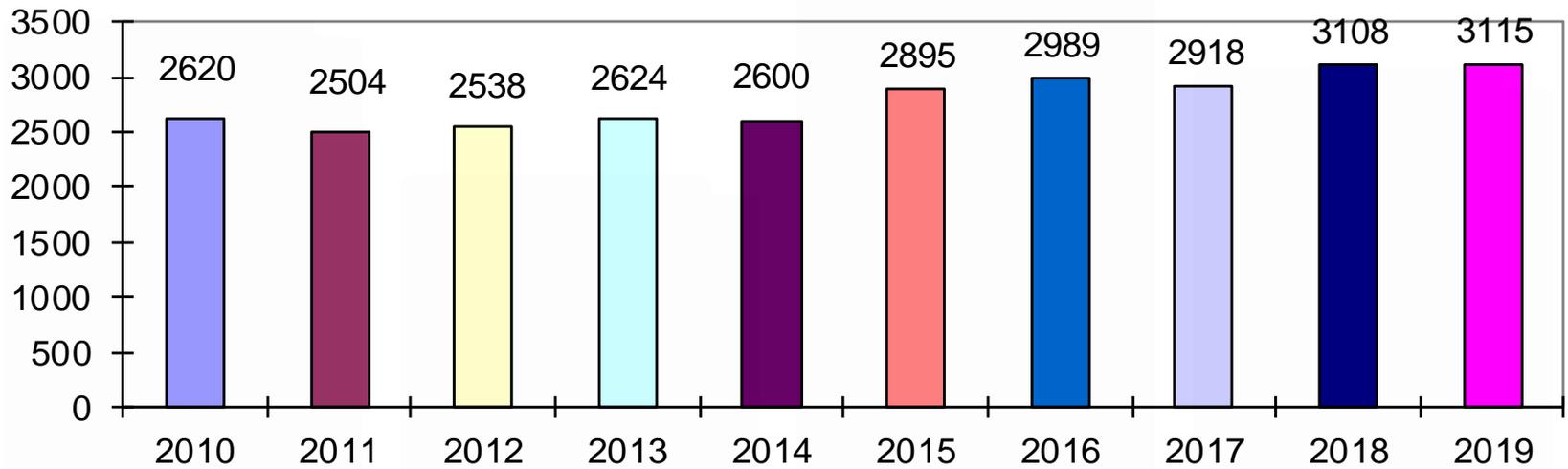
62 TOTAL STAFF

AS OF AUGUST 22, 2019



LENOIR FIRE DEPARTMENT
2019 ANNUAL REPORT
Incident Reports

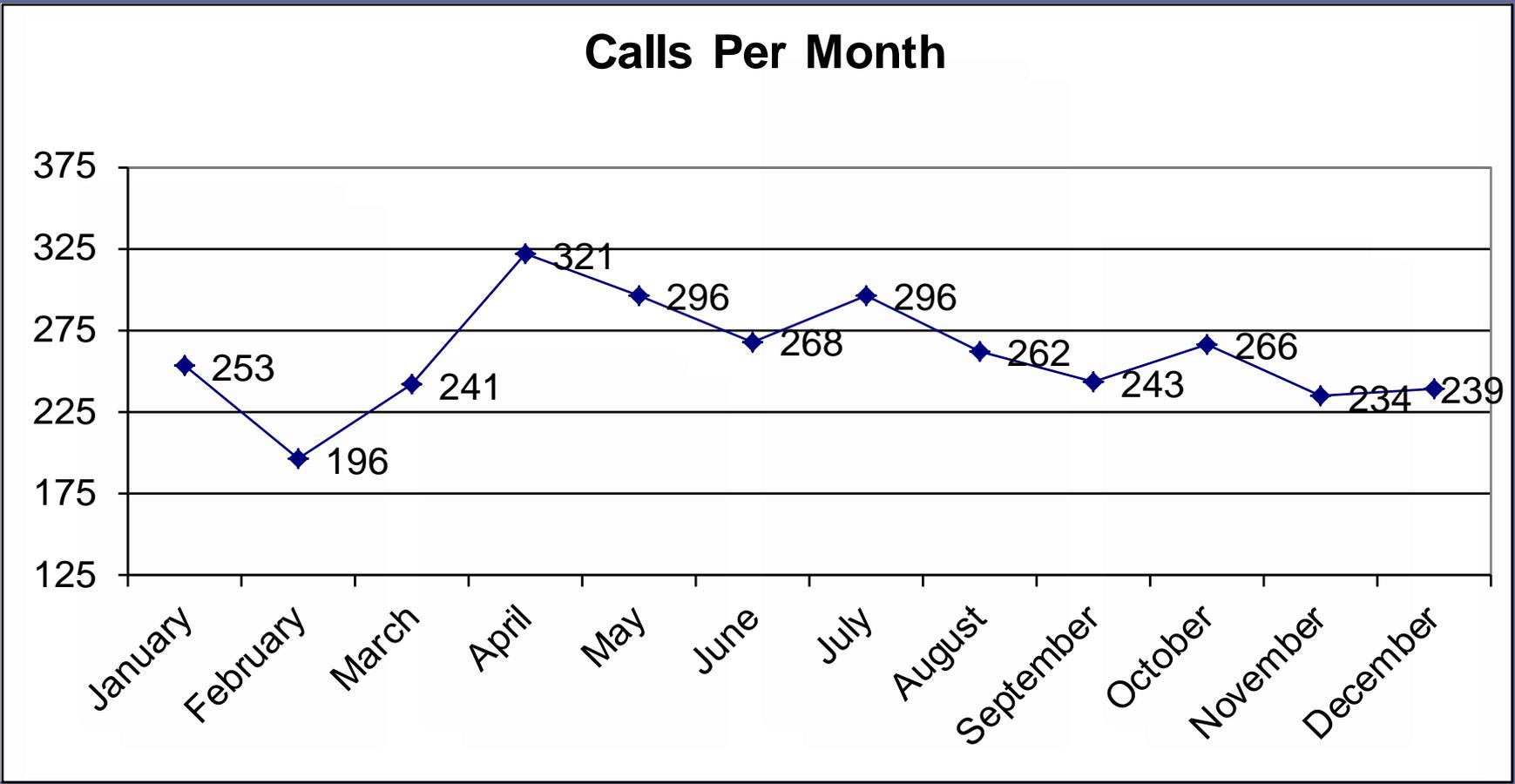
TEN YEAR COMPARISON OF INCIDENT CALLS



LENOIR¹¹ FIRE DEPARTMENT

2019 ANNUAL REPORT

Calls per month



3,115 Total Calls for Service in 2019

Station #1 – 2,189 Responses, 70.3% of total calls

Station #2 – 799 Responses, 25.6% of total calls

Station #3 – 127 Responses, 4.1% of total calls

NOTE: Station #3 became operational on August 22, 2019.
A more accurate percentage should be available in 2020.

LENOIR FIRE DEPARTMENT

2019 ANNUAL REPORT

Suppression Report

<u>Fires</u>	2019	2018
Building fires	27	25
Vehicle fires	11	14
Brush or grass fires	66	45
Trash or dumpster fires	16	8
Other fires	9	11
Total Fire calls	129	103
<u>False Alarms</u>		
Alarm system sounded, no fire	86	83
Smoke detector activation due to malfunction	166	138
Sprinkler activation due to malfunction	43	47
False alarm, other & Bomb Threats	173	122
Total suppression calls	468	390

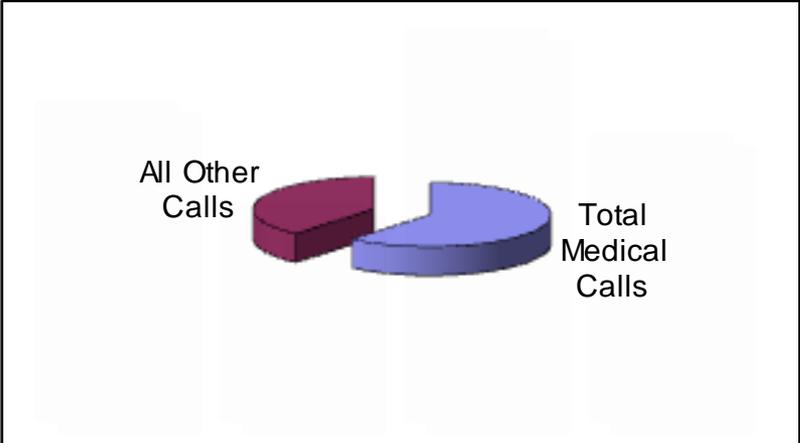
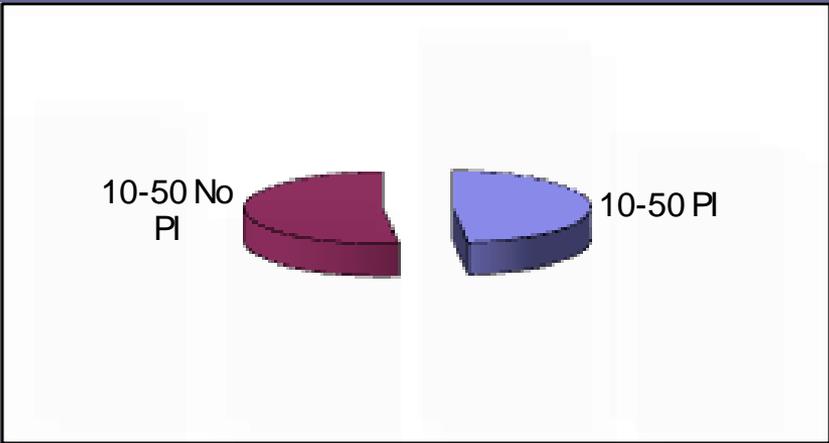
Average Response Time for 2019 Calls – 3:58 Minutes

***After we have been dispatched**

LENOIR¹⁴ FIRE DEPARTMENT

2019 ANNUAL REPORT

EMS Calls	2019	2018
Medical calls	1,641	1,617
EMS Lift Assistance*	75	
Assist Invalid*	6	
10-50 Personal Injury	91	109
10-50 No Personal Injury	98	116
Total Medical Calls	1,911	1,842



LENOIR FIRE DEPARTMENT
2019 ANNUAL REPORT
Miscellaneous Call Report

	<u>2019</u>	<u>2018</u>
Hazardous Condition/Materials Spills or Leaks	84	77
Public Service Calls	347	496
Rescue Calls	96	110
Cover Assignment/Stand-by	80	100
Total Miscellaneous Calls	607	783

LENOIR¹⁶ FIRE DEPARTMENT

2019 ANNUAL REPORT

Training

Hours

Total Training In-House

15,120

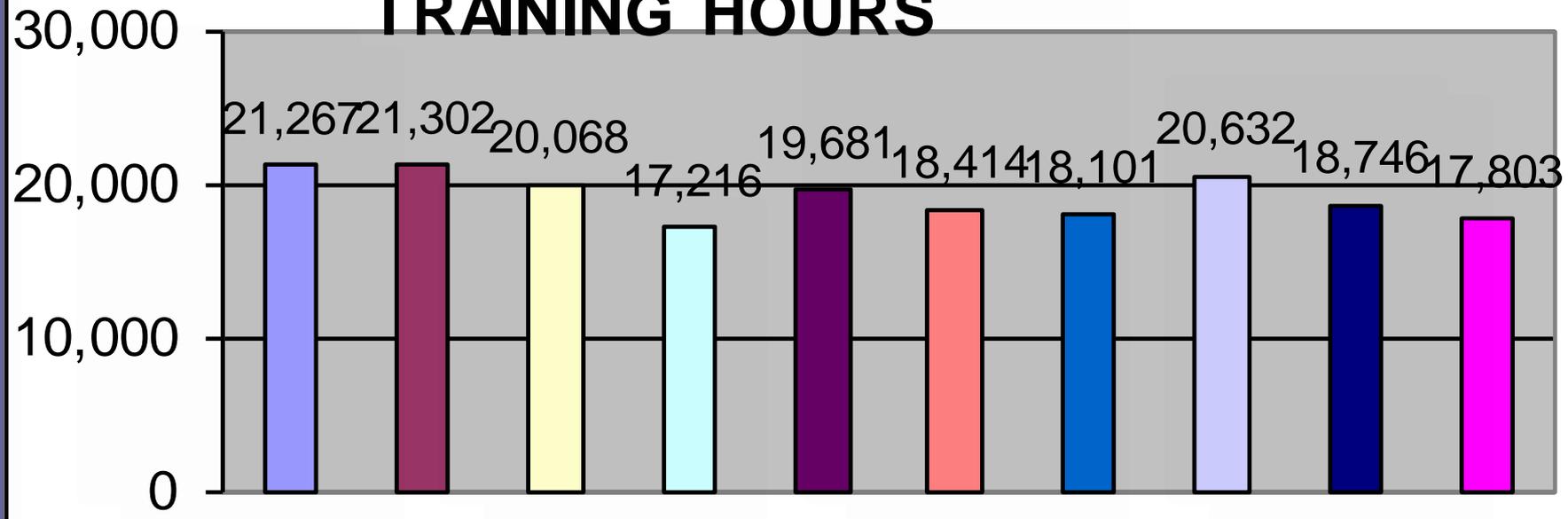
Total Training Taken Away From Lenoir Fire Department

2,683

Total Training for 2019

17,803

TEN YEAR COMPARISON OF TRAINING HOURS



LENOIR¹⁷ FIRE DEPARTMENT

2019 ANNUAL REPORT

Training, Special Classes Firefighters Attended

- National Fire Academy: Six firefighters attended this school
- Breathing Equipment School (Spring): Two firefighters attended this school
- F.D.I.C.: Six firefighters attended this conference
- Mid-winter Fire Chief's Conference: Seven Officers attended this conference
- Breathing Equipment School (Fall): Two firefighters attended this school
- NCSFA Conference: Five firefighters attended this conference
- NC Fire Prevention School: One firefighter attended this school
- High Angle Rescue Schools (Spring): Two firefighters attended this school
- High Angle Rescue School (Fall): One firefighter attended this school
- NC/SC IAAI Conference: Four firefighters attended this school
- UTV (ATV): All 58 firefighters attended this annual in-house training
- Burke, McDowell, Wilkes, and Cleveland County Schools: Five firefighters attended these regional county schools

LENOIR FIRE DEPARTMENT

2019 ANNUAL REPORT

Fire Prevention and Inspections

Inspections

Occupancy group-A (*Assembly*)

A-1	Assembly with fix setting for Performing arts or motion pictures.	5
A-2	Assembly uses intended for food and drink consumption.	30
A-3	Assembly uses intended for worship.	18
A-4	Assembly uses skating rinks and pools.	1
A-5	Ballfields/Stadium/Bleacher Seating	2

Occupancy Group B (*Business*)

B 61

Occupancy Group E (*Educational*)

E 35

Occupancy Group F (*Factory/Industrial*)

F-1 Factory Industrial with moderate-Hazard Occupancy 15

Occupancy Group H

H-3 Hazardous 2

Occupancy Group I (*Institutional*)

I-1 Building with more than 16 people on a 24 hours basis with disabilities . 2

LENOIR FIRE DEPARTMENT

2019 ANNUAL REPORT

Fire Prevention and Inspections

Occupancy Group I (*Institutional*)

I-2 Structures used for medical, nursing or custodial care on a 24 hour basis	16
I-3 Building and structures which are inhabited by 5 or more under restraints.	1

Occupancy Group M (Mercantile) 35

Occupancy Group R (Residential)

R-1 Boarding house or Hotels	8
R-2 Apartment houses	16
R-3 Other Residential	10
R-4 Assisted Living Facilities	3

Occupancy Group U (Tents) 2

Total Inspections 262

LENOIR²⁰ FIRE DEPARTMENT
2019 ANNUAL REPORT
Fire Prevention and Education

Classes/Presentation	43
Schools	
Number in attendance	1,801
Day Care	
Number in attendance	685
Senior Center	
Number in attendance	270
Church, Public Housing, etc...	
Number in attendance	963
Smoke Detectors Issued	82
CO Detectors Issued	2

LENOIR FIRE DEPARTMENT

2019 ANNUAL REPORT

Fire Loss vs. Save Report

- Total estimated value of property and contents for 2017 pre-fire responses:
\$24,448,710 (**total value**)
- In 2016, Lenoir Fire Department responded to 104 fires. Of these 104 fires, we had 35 structure fires and 15 vehicle fires, an estimated total monetary fire loss of property and contents equaled to:
\$1,130,460 (**fire loss**)
- However of these same 104 fires, we were able to show that we potentially saved, of the same property and contents, an estimated monetary total equaled to:
\$23,318,250 (**saved**)

NC FIRE INSURANCE RATING

22

- In the state of North Carolina there are 1,500 rated fire districts. 365 of these are rated as municipal fire districts. The City of Lenoir is rated as a **Class 3** fire district. The classification scale rates 1 to be the best protected and 9S to be the worst protected. Including all 1,500 fire districts, only 34 cities have a better fire rating than the City of Lenoir.
- What does this mean to our citizens in dollars and cents? If you live in Caldwell County, outside the City of Lenoir in a 9S fire district, and live in a \$100,000.00 home, you will pay approximately \$565.00 a year for homeowners insurance. If you live in the City of Lenoir which has a **Class 3** fire insurance rating and live in a \$100,000.00 home, you will pay approximately \$401.00 a year for home owners insurance. This translates into a savings of approximately \$164.00 each year. If you live in a \$200,000.00 home in the City of Lenoir you will pay approximately \$669.00 a year for home owners insurance, saving approximately \$251.00 each year.



March 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daylight Savings Time Begins	2	3 6:00 p.m. City Council 9:00 a.m. - 2:00 p.m. Blood Drive (Mulberry Rec. Center)	4 9:00 a.m. Staff Mtg.	5	6	7
8 NLC Conference Begins	9 11:45 a.m. City/Cnty Services Committee	10 8:00 a.m. EDC	11 NLC Conference Ends	12 6:00 p.m. Lenoir Business Advisory Development (City Hall, 3rd Floor)	13	14 9:00 a.m. Leprechaun Leap (5K & 10K) Soccer Complex
15	16	17 2:00 p.m. ABC Board 6:00 p.m. City Council	18 9:00 a.m. Staff Mtg.	19	20	21
22	23 5:30 p.m. Planning Board	24 8:30 a.m. Committee of the Whole	25 Noon- Foothills Regional Airport Authority	26	27	28
29	30	31 6:00 p.m. Employee Recognition Banquet (Civic Center)				
<p>Notes for April City offices will be closed on Friday, April in observance of Good Friday.</p>						