

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, JANUARY 28, 2020
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Public Utilities/Public Works

B. Update; Public Works Director Jared Wright

1. Purchase; MY2013 Mack Automated Refuse Truck: Staff recommends Council authorize the purchase of a MY2013 Mack low- entry Automated Refuse Truck in the amount of \$30,000.00 from the Town of Sawmills.

IV. Community Development

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, January 16. Minutes of the November 18, 2019 meeting are submitted as information. Donna Bean, Finance Director, will present a report of current activities.
- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, January 9. Minutes of the October 10, 2019 meeting are submitted as information. Kaylynn Horn, Economic Development Director will present a report of current projects.
- C. Planning Board: The Planning Board is scheduled to meet on Monday, January 27. Planning Director Jenny Wheelock will present a report of current projects.
- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in January. The next meeting will be held on Monday, February 17 at 6:00 p.m. at the Optimist Clubhouse. Kenny Story, Recreation Director, will present a report of current activities.
 1. Update; Aquatic Center Trail – Director Kenny Story

V. FINANCE & ADMINISTRATION

- A. December Financial Summary – Finance Director Donna Bean

1. Job Description/Reclassification; Utility Code Coordinator: Staff recommends approval to change the title and pay plan classification of the “Utility Code Coordinator” to Utility Code/Meter Coordinator”.
2. Update; Personnel Resolution, Conditions of Employment; Substance Use: Human Resources Staff recommends the City-wide policy be reset to the original: no alcohol consumption for **8 hours** prior to reporting to duty. Refer to paragraph 2. Alcohol Use on page 23 of the policy for reference.

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

VI. PUBLIC SAFETY

A. Update; Police Department - Chief Brent Phelps

B. Update; Fire Department –Chief Ken Hair

VII. OTHER

A. February Calendar

VIII. ADJOURN

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

City Council authorization to move forward with purchasing a third *Automated Refuse Truck* from the Town of Sawmills

II. Background Information:

In October, 2019, the City of Lenoir submitted bids to the Town of Sawmills for purchase of two (2) Automated Refuse Trucks. We were the successful bidder and, for a purchase price of \$258,000.00, received a MY2018 and MY2009 Mack low-entry tandem refuse truck for use after the conversion to fully-automated collection. In November, 2019, the City hired WPCOG to conduct an automated transition collection study, including updated customer counts, route re-design, ordinance revision, and public education assistance.

During the ongoing study, City staff was notified that the Town of Sawmills would consider an offer to purchase outright, a third automated refuse truck (MY2013 Mack low-entry tandem) that was originally retained by Sawmills for future service. Following discussions between City of Lenoir and Town of Sawmills staff, a purchase price of \$30,000.00 was presented and accepted by the Town of Sawmills. This dollar value was established by a third-party during initial review and assessment of the trucks prior to the October 2019 auction.

III. Staff Recommendation:

Public Works staff recommends that Council authorize purchase of a MY2013 Mack low-entry tandem *Automated Reuse Truck* from the Town of Sawmills.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Public Works/Public Utilities Director: _____





CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

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

January 17, 2020

Town of Sawmills
Attention: Chase Winebarger
Town Manager
4076 US Hwy 321A
Sawmills NC 28630

RE: Offer to Purchase
2013 Automated Refuse Truck
City of Lenoir, North Carolina

Dear Mr. Winebarger:

The City of Lenoir appreciates the opportunity to submit an *Offer to Purchase* for the 2013 Model Year Mack (low entry tandem) automated refuse truck owned by the Town of Sawmills. Based on the approximate value of the truck, as determined previously by a third-party vendor, our conditional offer is as follows:

- 2013 Mack – Low Entry Tandem, approximate mileage – 45,000 : **\$30,000.00**, **contingent upon a satisfactory vehicle inspection by City of Lenoir Public Works staff**

We are grateful to have had the opportunity to purchase two (2) automated trucks from the Town of Sawmills during 2019 and are excited to potentially purchase the 2013 MY truck as well. Please do not hesitate to contact me at (828) 757-2183 if you have any questions about this offer to purchase.

Sincerely,
CITY OF LENOIR
PUBLIC WORKS DEPARTMENT

JARED WRIGHT
Public Works Director



**Lenoir Tourism Development Authority
Minutes November 18, 2019**

Members Present	Members Absent	Ex-Officio Present	Ex-Officio Absent	Guests
Dana Clark	Rose Noakes	Donna Bean	Joshua Harris	Lauren McKinney
Brenda Floyd	Angela Johnson	Mayor Gibbons		Kyle Case
Matt Underwood	Summer Combs	Scott Hildebran		Kaylynn Horn
Glenda Wilson		Bryan Moore		

Chair Dr. Dana Clark called the meeting to order.

Approval of Minutes

Upon a motion from Matt Underwood, seconded by Glenda Wilson the July 18, 2019 minutes were unanimously approved.

Financials

Finance Director Donna Bean presented the financial report for the LTDA which included a balance of \$213,392.72 with \$49,988.04 in revenues and \$15,708.72 in expenditures. The total remaining obligations as of 10/31/19 is \$132,927.35.

Donna Bean stated the LTDA audit had no issues or concerns. A copy of the audit was presented for approval by the Board.

Matt Underwood made a motion to accept the LTDA audit as presented, seconded by Glenda Wilson, which was voted upon and passed unanimously.

City Request/Old Lenoir High School/Bathroom

Dana Clark presented a proposal for a bathroom addition at the Old Lenoir High School auditorium. The apartment portion is already being renovated; this will be a great addition. The amount requested is \$21,200.00. Kaylynn Horn stated this addition will accommodate anyone using the auditorium and will hopefully result in the auditorium being utilized.

Glenda Wilson made a motion to pay \$21,200.00 for the Old Lenoir High School bathroom addition, seconded by Brenda Floyd, which was voted upon and passed unanimously.

Hickory Request/2021 365 Conference

The Hickory Metro Convention Center is hosting the Visit NC 365 Conference and has asked for the LTDA to help financially. Dana Clark suggested giving \$1000.00 for the closing luncheon and video and \$3000.00 for the welcome reception, transportation, and promotion video. Dana stated for our contribution we ask for Lenoir to be included in both the conference and video. Matt Underwood will serve on the planning team for this conference.

Glenda Wilson made a motion to pay \$1,000.00 towards the luncheon and \$3,000.00 towards the reception, transportation and video, seconded by Matt Underwood, which was voted upon and passed unanimously.

Social Media Update

Bryan Moore stated WordJack has finished the new website. In January we will look at the new site and start receiving monthly reports. Bryan Moore will be the contact person to relay any updates or information to WordJack.

Other Business

The LTDA Christmas luncheon will be Thursday December, 12th. The time and location will be determined.

Reminder: We will consider any new request at the January meeting for the six month review. Please work with Donna Bean for these requests.

Lenoir Business Advisory Board Meeting
Meeting Minutes
10/10/2019

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. Matt Underwood	2. Terese Almquist-Vice Chair	2.	2. Crissy Thomas
3. Tim Biddix	3. Dana Clark		3. Scott Hildebran
4. Sean Williams	4. Barbara Weiller		
5. Jennifer Indicott	5. John Moore		
6. Glenda Wilson	6.		
7. Kimmie Rogers	7.		
8. Patrick Longano			
9.			
10.			

Staff Members

PRESENT

1. Lauren McKinney
2. Kaylynn Horn

Mark Transou called the meeting to order.

Approval of Minutes

Upon a motion from Matt Underwood, seconded by Patrick Longano the July 18, 2019 minutes were unanimously approved.

Report from Grants Committee

Kimmie Rogers reported the committee has one request for 124 Mulberry Street, owned by Liz Hoffman. The applicant has asked for \$5000.00 as a part of moving Lenoir to the 2nd floor. The grants committee would like to recommend approval for this grant.

Mark Transou gave a brief history of this grant and stated it may need to be reworked.

Kaylynn Horn stated she goes onsite to follow up on projects prior to funds being dispersed.

Upon a motion from Mark Transou to approve the grant of \$5000.00 for 124 Mulberry Street. Seven present were in favor, one abstained.

Lenoir Main Street Committee Update

- Promotions Team Update
 - 10/17-19 Smoking in the Foothills BBQ

- 10/31 Mad Hatter's Pumpkin Patch Parade
- 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
- Promotions Team Event Report
 - 8/17 Southern Sundown 4 Miler
 - 8/30-9/1 Tattoo Gathering
 - 10/1 National Night Out

OTHER BUSINESS

- MORE in LENOIR can be viewed on the City website, City Facebook page, or YouTube.
 - The show airs on CCGTV, Charter 190 at 8:00am, 2:00pm, and 8:00pm

Next month's meeting will be held Thursday, November 14th.

Meeting adjourned at 7:00pm.



**City of Lenoir
Financial Summary
As of 12/31/2019**



General Fund					
	2019-2020 Budget	12/31/2019	% of Budget	Change from Previous Year	12/31/2018
Total Revenue	\$ 17,362,391.00	\$ 11,859,749.77	68%	\$ 602,072.32	\$ 11,257,677.45
Expenditures	\$ 17,362,391.00	\$ 9,209,252.46	53%	\$ 1,122,033.75	\$ 8,087,218.71
Over/Under	\$ -	\$ 2,650,497.31		\$ (519,961.43)	\$ 3,170,458.74

Downtown District					
	2019-2020 Budget	12/31/2019	% of Budget	Change from Previous Year	12/31/2018
Revenues	\$ 183,736.00	\$ 6,610.92	3.6%	\$ 4,120.67	\$ 2,490.25
Expenditures	\$ 183,736.00	\$ 108,575.21	59%	\$ 20,357.17	\$ 88,218.04
Over/Under	\$ -	\$ (101,964.29)		\$ (16,236.50)	\$ (85,727.79)

Water/Sewer Fund					
	2019-2020 Budget	12/31/2019	% of Budget	Change from Previous Year	12/31/2018
Revenues	\$ 8,941,688.00	\$ 4,803,031.73	54%	\$ 169,316.88	\$ 4,633,714.85
Expenditures	\$ 8,941,688.00	\$ 2,891,026.54	32%	\$ (339,087.88)	\$ 3,230,114.42
Over/Under	\$ -	\$ 1,912,005.19		\$ 508,404.76	\$ 1,403,600.43

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Request approval to change the title and pay plan classification of the “Utility Code Coordinator” to “Utility Code/Meter Coordinator”.

II. Background Information:

Request approval to change the title and pay plan classification of the “Utility Code Coordinator” to “Utility Code/Meter Coordinator”. A retirement prompted the evaluation of this position which resulted in two positions absorbing/splitting the duties of the retiree’s position.

Staff Recommendation:

Approve as requested

III. Reviewed by:

City Attorney:

Finance Director: *Donna Bean*

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

CITY OF LENOIR
PUBLIC UTILITIES
UTILITY CODE/METERING COORDINATOR
(Revised: 12/11/2019)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL STATEMENT OF DUTIES:

Under limited supervision, identify and perform tasks related to the development, implementation, and enforcement of backflow and cross-connection control regulations and compliance with grease trap requirements in the Distribution/Collection Division of the Public Utilities Department. The employee will also be the lead person in the water meter replacement program.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects: work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and feeling. Vocal communication, hearing, and visual acuity are required to perform job functions. Employee will be exposed to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. Worker may also be exposed to bloodborne pathogens.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Acts as Operator in Responsible Charge (ORC) for the Backflow Prevention/Cross-Connection Control Program.
- Develops, implements and administers the city policy on backflow prevention and cross-connection control.
- Assures compliance with the city's grease trap requirements and grease removal policy.
- Documents and assist in the installation, repair, testing and maintenance of backflow prevention devices throughout the distribution system.
- Deals with customers, plumbers, and contractors regarding backflow prevention and/or grease trap installation and maintenance, on a daily basis.
- Maintains AMI System (repeaters, collectors, meters).
- Implements and directs the water meter replacement program.
- Assists in reading and calibration of larger meters.
- Assists in cut-offs for non-payment.
- Assists in meter inventory.
- Assists in commissioning new meters.
- Interacts with agencies of state and local governments on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the construction, operation, and maintenance of water distribution and wastewater collection systems.
- Thorough knowledge of various types of backflow prevention devices as well as the ability to install, test and maintain said devices and related appurtenances.
- Thorough knowledge of the rules and regulations pertaining to backflow prevention and cross-connection control.
- Thorough knowledge the various types of water meters found throughout the distribution system, and the ability to replace and/or repair the meters.

- Thorough knowledge of the various types and operation of grease traps.
- Ability to prepare reports, drawings, and sketches.
- Ability to establish and maintain effective working relationships with associates, other city personnel, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in the operation of water or wastewater treatment, collection, or distribution facilities.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain a Backflow Prevention Device & Cross Connection Control certification within one year of employment in this position. Must possess a valid North Carolina driver license.

Pay Grade: 18

**CITY OF LENOIR
COUNCIL ACTION FORM**

I. Agenda Item:

Update to the Personnel Resolution, Conditions of Employment: Substance Use.

II. Background Information:

of hours prior to reporting to duty that alcohol consumption was prohibited was originally 8 hours, at some point changed to 4 hours. At least one departmental policy still had the policy set as the original (8 hours), creating a conflict of City-wide policy vs. departmental policy.

III. Staff Recommendation:

Human Resources recommends the City-wide policy be reset to the original: no alcohol consumption for **8 hours** prior to reporting to duty. See the top paragraph of page 23 of the policy for reference.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Planning Director: _____

may file the complaint directly with the City Manager if it involves a Department Head. The Human Resources Officer will insure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation from alleged harassers or other employees.

Section 7. Solicitation and Acceptance of Gifts and Favors

No official or employee of the City shall solicit or accept any gift, favor, or thing of value (more than \$50) that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Section 8. Performance Evaluation

Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the City Manager.

Section 9. Safety

Safety is the responsibility of both the City and employees. It is the policy of the City to establish a safe work environment for employees. The City shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department Heads and supervisors are responsible for insuring the safe work procedures of all employees and providing necessary safety training programs. Employees shall follow the safety policies and procedures and attend safety training programs as a condition of employment. Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal.

Section 10. Substance Use Policy

The City recognizes that the use of illegal drugs and the misuse of legal substances have serious adverse effects on the welfare of all citizens and results in the loss of considerable monies and productivity each year.

General Statement of Purpose:

As an employer, the City of Lenoir seeks to provide a healthy and safe work environment; to provide the best possible services to citizens; to maintain the public's confidence in its employees; and to protect the City from economic losses that can occur due to alcohol and drug abuse. The City is committed to administering a fair and consistent drug-testing policy, to promote and maintain a drug free work environment, and to comply with the provisions of the Omnibus Transportation Employee Testing Act of 1991 and North Carolina Criminal Justice Education and Training Standards Commission.

Responsibilities:

City Manager

The City Manager is responsible for insuring that all City departments adhere to this policy.

Human Resources Manager

The human resources manager is responsible for the day-to-day implementation of this policy including employee training as it relates to this policy, obtaining informed consent for testing from all final employment candidates, maintaining related documentation, and for identifying employees covered by The Omnibus Act.

Department Managers

All Department heads are responsible for insuring that supervisors attend training pertaining to the City's substance policy and adhere to its requirements. Department Managers are also responsible for properly applying this policy and taking disciplinary actions that are necessary.

Employees

All City employees are responsible for knowing and adhering to the requirements of this policy. Employees are also expected to share the responsibility of promoting and maintaining a drug-free work environment. Any employee who knows or strongly suspects that another employee is illegally using, under the influence, or is in possession of prohibited substances shall immediately report the facts and circumstances to the supervisor.

Definitions:

APPLICANT is a person who applies for employment with the City of Lenoir, for initial employment or a transfer or promotional opportunity.

COMMERCIAL DRIVER'S LICENSE (CDL) is a license required to operate a commercial motor vehicle which:

- Has a gross vehicle weight rating of 26,001 or more pounds, or;
- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating or more than 10,000 pounds
- Is designed to transport 16 or more passengers, including the driver, or
- Requires a HAZMAT placard regardless of vehicle weight

EMPLOYEE is any person employed in a part-time, full-time, or temporary position with the City of Lenoir. Appointed board members and elected officials are excluded.

EMPLOYEE ASSISTANCE PROGRAM (EAP) is a program of services which include assessment, evaluation, counseling, referral, and follow-up procedures provided to City employees.

MEDICAL REVIEW OFFICER (MRO) is a licensed physician with knowledge of drug abuse disorders whose duties include reviewing and interpreting all positive laboratory test results.

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991 (Omnibus Act) is a federal law that requires alcohol and drug testing for covered employees in transportation industries. Covered employees with the City of Lenoir include those employees who are required to hold a Commercial Driver's License (CDL) to perform their job duties.

ON-DUTY describes an employee who is engaged in activity on behalf of the City of Lenoir and is being compensated by the City of Lenoir for such activity.

SAFETY SENSITIVE FUNCTIONS include the following:

- Driving
- Waiting to be dispatched

- Inspecting, servicing, or conditioning equipment
- Being in or on unit unless “off duty” in sleeper berth
- Loading, unloading, or supervising such activities
- Preparing or receiving invoices/bills
- Securing/attending a vehicle following an accident
- Repairing or attending a disabled vehicle

SUBSTANCE ABUSE PROFESSIONALS (SAP) determine the level of assistance, if any, required for a CDL driver to be eligible to return to duty after certain drug and alcohol violations.

TRAINED SUPERVISORS are those City of Lenoir supervisors who have completed 2 hours of training on alcohol misuse and controlled substances use.

Employees Affected

All City of Lenoir employees, excluding appointed board members and elected officials, are covered by this policy. Special provisions of this policy, where noted, apply only to employees holding a Commercial Driver’s License who are covered under the Omnibus Act.

Prohibited Substances

Prohibited substances as addressed by this policy include the following:

1. Illegally Used Controlled Substances

Using any illegal drug, misusing legally prescribed drugs and using illegally obtained prescription drugs is prohibited. Illegal drugs include, but are not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

2. Legal Drugs

The appropriate use of prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which adversely affects an employee’s ability to perform essential job functions must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work related duties.

3. Alcohol

On-the-job consumption or impairment caused by beverages or other substances such as medications, mouthwash, food, or candy that contain alcohol is prohibited.

Prohibited Conduct

1. Manufacture, Trafficking, Possession, and Use

All employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances. Employees who violate this provision will be subject to disciplinary action. Law enforcement shall be notified, as appropriate, when criminal activity is suspected.

Any employee who is charged with, arrested, or convicted for violating any criminal drug statute shall notify his/her supervisor of such charge, arrest, or conviction as soon as possible. Such notification shall constitute grounds for reasonable suspicion testing as outlined in this policy.

2. Alcohol Use

No employee shall use or possess alcohol while on duty, shall use alcohol within eight hours of reporting for duty, or shall use alcohol while on call. No employee shall report for duty or remain on duty when his/her breath alcohol concentration (BAC) is 0.02 or greater. No employee required to undergo a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes the test, whichever occurs first.

Note: *Alcohol use prohibitions may be waived for public safety officers when such alcohol use is deemed a bona fide job requirement.*

3. Controlled Substance Use

No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that such use will not impair the employee's ability to perform essential job functions. No employee shall report for duty or remain on duty if the employee tests positive for controlled substances.

4. Non-Compliance with Testing Requirements

No employee shall refuse to comply with the testing requirements. No employee shall provide false information in connection with a test or falsify test results through tampering, contamination, adulteration, or substitution.

5. Improper Application of the Policy

Failure to use and apply all aspects of this policy in an unbiased and impartial manner is prohibited. Any supervisor who knowingly disregards the requirements of this policy or who is found to deliberately misuse the policy in regard to subordinates shall be subject to disciplinary action.

Testing Requirements

1. Pre-employment

All final candidates for employment with the City of Lenoir, including current employees who apply for other City positions or who transfer into safety sensitive positions, are required to undergo post-offer conditional pre-employment controlled substance testing.

2. Post-Accident Testing

Under City authority, any employee who is involved in an accident involving any motorized and/or energized equipment and resulting in injury or property damage must, as soon as practicable, be transported by a supervisor or their designee to the City's contracted medical testing facility to undergo post-accident alcohol and controlled substance testing. Until a negative test result can be confirmed, the employee may continue to work so long as no vehicles or motorized/energized equipment are operated.

If the circumstances surrounding the accident cause reasonable suspicion for alcohol or controlled substance abuse, the Reasonable Suspicion Testing guidelines should be followed.

Omnibus Act Employees

Employees covered under the Omnibus Act are required to undergo post-accident testing under federal authority when the accident meets the following criteria:

- (1) involves a fatality,



February 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 6:00 p.m. City Council	5	6	7	8
9	10 11:45 a.m. City/Cnty Services Committee	11 8:00 a.m. EDC 6:00 pm Chamber of Commerce Centennial Dinner (Civic Ctr.)	12	13 2:00 p.m. ABC Board 6:00 p.m. Lenoir Business Advisory Board	14	15
16	17 6:00 p.m. Parks & Recreation Adv. Brd. (Optimist Clubhouse)	18 6:00 p.m. City Council	19 9:00 a.m. Staff Mtg.	20	21 8:00 a.m. City Council Planning Retreat (Blue Ridge Energies Meeting Room)	22
23	24 5:30 p.m. Planning Board	25 8:30 a.m. Committee of the Whole (City Hall, 3rd Floor)	26 Noon - Foothills Regional Airport Authority	27	28	29
Notes for March						
Events are scheduled during February at the Martin Luther King, Jr. Center to celebrate Black History Month. Visit the City's website at www.cityoflenoir.com/parks&recreation.						