

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, JANUARY 28, 2020
8:30 A.M.**

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

City Manager Hildebran, City Clerk Cannon, Fire Chief Hair, Finance Director Bean, Police Chief Phelps, Recreation Director Story, Main Street Coordinator Case, Planning Director Wheelock, Public Utilities Director Thomas, Public Works Director Wright, and Public Information Officer Harris.

ABSENT: Mayor Gibbons and Economic Development Director Horn.

OTHERS: Garrett Stell, *News-Topic*.

I. CALL TO ORDER

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

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

A. Public Works

1. Public Utilities Director Radford Thomas presented a power point presentation on the Lower Creek Wastewater Treatment Plant Improvements as follows:
 - Reviewed photos of the new Gryphon Dryer and explained the improvement process. The dryer's dimensions are 40' x 10' and he pointed out they can be changed for future expansions. The dryer operates on a vacuum drying process and cools down within 30 minutes whereas the City's current system takes 4 hours to cool down. Director Thomas reported the dryer has safety features and mentioned Lenoir will be the first city in North Carolina to install this equipment.

Director Thomas stated the dryer will be beneficial to the City and Gryphon will provide technical support. Their representatives will be on hand when the equipment is installed. The dryer includes a warranty and additional equipment that is required can be purchased locally.

- Update; Sludge Agreement; Town of Blowing Rock: Director Thomas reported he is currently working on a standardized agreement between the City of Lenoir and the Town of Blowing Rock regarding how the City will continue to receive their sludge. Presently, the City receives three (3) loads of sludge weekly from Blowing Rock plus he noted the town has purchased a tanker for this purpose. The Town of Blowing

Rock is currently paying a rate of 3-cents per gallon which may increase to 4.5 cents per gallon depending on volume. He also mentioned the City may need to modify its permit. In addition, he reported the City has been able to eliminate the use of lime during the sludge removal process.

- Reported the City has recently received a request from a wholesale water purchaser for additional usage. Staff is currently evaluating the request to be sure the City can supply the increase. Staff will submit a recommendation to City Council within the next thirty days.
- The Water Treatment Plant improvement project continues to go well and is in its final stages. A commemorative plaque listing City Council, Staff and Contractors has been installed in the lobby of the plant.
- Staff has currently been responding to a number of water main breaks and other issues that are weather related.

2. Update; Public Works: Director Jared Wright presented the following item for consideration of approval by City Council:

- a) Purchase; MY2013 Mack Automated Refuse Truck: Staff recommends Council authorize the purchase of a MY2013 Mack Low-Entry Tandem Automated Refuse Truck in the amount of \$30,000.00 with an approximate mileage of 45,000 from the Town of Sawmills contingent upon a satisfactory vehicle inspection by City of Lenoir Public Works Staff. Director Wright stated the Town of Sawmills originally intended to retain the vehicle in the event they should need it, but agreed to accept the City's offer of purchase.

Director Wright reviewed the offer to purchase as submitted by the Town of Sawmills and reminded Council the City previously had the opportunity to purchase two (2) automated trucks from the Town of Sawmills during 2019.

Motion

Upon a motion by Councilmember Perdue, Council voted 7 to 0 to authorize the purchase of a MY2013 Mack Low-Entry Automated Refuse Truck in the amount of \$30,000.00 from the Town of Sawmills as recommended by City Staff.

- b) Staff plans to implement the new pilot route in the Sanitation Study currently being compiled by the Western Piedmont Council of Governments in April. Director Wright stated the revised number of pickups will be around 1,000 and clarified the carts will all be one size plus have a code for identification purposes. He stated the City plans to purchase around 9,000 carts. Staff will submit a recommendation to Council on the cart purchase within the next few weeks for their consideration of approval.
- c) Director Wright reported the roof replacement projects are going well with work currently being done on the Police Department's facility. He stated the weather is currently affecting paving projects and noted the temperature has to be above 36 to 38 degrees before paving can be done. He shared that Greenhaven Street in front of the Martin Luther King, Jr. Center is on the list to be paved. As information, Director

Wright reported the asphalt recycler the City purchased last year has been used 187 times by Staff at a cost savings to the City.

- d) A brief discussion was held regarding the replacement of the wooden bridge located along the entrance to Hibriten High School off of Wilkesboro Boulevard. Also, Director Wright stated the Greenway project easement discussion with Waterlife Church at the former Lenoir Mall is going well.

- D. Planning Board: The Planning Board cancelled its meeting on Monday, January 27 due to no agenda items. Director Wheelock distributed the 2019 Development Activity Report along with the 2019 Enforcement Activity Report. (Copies of the reports are attached to these minutes as information).

Director Wheelock stated Staff's focus has been on floodplain violations and most have voluntarily complied. She further noted that sign violations were down. Also, Director Wheelock shared that 27 properties were owner abated with the City abating four properties. In addition, 29 properties were referred to an attorney for strategic foreclosures. It was noted that 17 mobile home parks passed inspection and there are a total of 242 mobile home spaces in Lenoir. She commended Zach Clark, Code Enforcement, for his success in working with the property owners to abate these properties and remarked the City has not received any complaints regarding the mobile home parks.

IV. COMMUNITY DEVELOPMENT

- A. The Lenoir Tourism Development Authority (LTDA) met on Thursday, January 16. Minutes of the November 18, 2019 meeting were submitted as information. Donna Bean, Finance Director, presented a report of the meeting.

Director Bean shared the Board approved requests for funding assistance which included the Downtown Cruisers, Bootlegger 100 Race, Patterson School Sculpture Festival and Downtown Lenoir billboards.

- B. The Lenoir Business Advisory Board (LBAB) met on Thursday, January 9. Minutes of the October 10, 2019 were submitted as information. Kyle Case, Main Street Coordinator, presented a report of current activities.

Mr. Case stated an open house was held at the residence of 818 Harper Avenue on Thursday, January 9. Mr. David Maurer, Architect, purchased the property and renovated the upstairs for an apartment and the street level as commercial property. In addition, he reported a small grant was awarded for Move Lenoir to Second Floor to Mr. Maurer.

C. Financial and Administration

- 1. Finance Director Donna Bean reviewed the Financial Summary as of December 31, 2019. The over/under balance in the General Fund is \$2,650,497.31, Downtown District (\$101,964.29), and Water & Sewer Fund \$1,912,005.19. (A copy of the December financial summary is attached to these minutes as information).

Director Bean stated sales tax revenue is trending and pointed out there has been an increase in expenditures due to the four roof replacement projects, the purchase of two sanitation trucks and a payment of a \$300,000 grant reimbursement to Caldwell UNC Healthcare. The Water/Sewer Fund expenditures are a result of changes in projects and chemical costs.

- A. 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".

Finance Director Bean explained a recent retiree's position was split into two (2) positions. Public Utilities Director Radford Thomas also explained that the City does grease trap inspections and coordinates backflow. In addition, he reported the new metering position will have to commission each of the new meters that are being installed. Currently, 250 meters have been installed in order to do testing of the new software which is working well. It was noted the software is not ready for customers to be utilizing it.

Motion

Upon a motion by Councilmember Willis, Council voted 7 to 0 to approve the above described Job Description and Reclassification of Utility Code Coordinator as recommended by City Staff.

- B. 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.

Motion

Upon a motion by Councilmember Beal, Council voted 7 to 0 to approve Staff's recommendation to the Personnel Resolution as submitted and as described above.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in January. Recreation Director Kenny Story presented the following information:
1. Aquatic Center Trail: Director Story reported that Shawn Moore, NC Mountain Bikes, has approached him about building a 1.5 mile trail. There is currently a 3-mile trail available for public use. He stated this trail would be an asset to the City and reported that City Attorney T. J. Rohr would prepare an agreement between NC Mountain Bikes and the City of Lenoir should the City move forward with this project. Director Story stated that NC Mountain Bikes are currently maintaining the trails.

Director Story distributed a map and legend of the Zack's Fork trails. (A copy of the map and cost information is attached to these minutes as information). Director Story explained Horton Design Company has submitted cost information for rerouting and repairing berms, removing stumps, installing new berms along with a new Intermediate Trail below the Aquatic Center and a Downhill Trail. Director Story clarified the trails would be open to the general public. A brief discussion was also held regarding whether the City would be held liable for any incidents.

Director Story informed Council he would keep them updated about this matter and also remarked he was seeking Council's permission to begin fund raising efforts for this project. City Council concurred with this request.

2. General Updates: Director Story reported they currently have 23 basketball teams averaging around 250-275 participants. Youth softball tryouts will be held on February 2, 5 and 6. February is Black History Month and a Women of Gospel Singing is scheduled for Sunday, February 3 at 3:00 p.m. at the Martin Luther King, Jr. Center. Information about Black History Month is available online at www.cityoflenoir.com.

The paving at Optimist Park is almost complete except for the paving of the trails. Staff met with representatives of NC State University at J. E. Broyhill Park regarding Phase 2 of the Stormwater Project. They are currently working on a design to control stormwater.

- E. Update; Public Communications: Joshua Harris, Public Information Officer, stated that not much activity occurred over the holiday period, but stated he will send out a video soon announcing the new garbage routes and carts.

V. PUBLIC SAFETY

A. Police Department

1. Update: Police Chief Brent Phelps reported that effective December 1, 2019, the legal age to be charged as an adult for many crimes will be raised to age 18 years of age in North Carolina. The Juvenile Justice Reinvestment Act essentially treats most 16 and 17 year olds as juveniles for prosecution purposes, except for motor vehicle offenses.

Any juvenile with a previous criminal conviction, other than a misdemeanor or infraction motor vehicle offense not involving impaired driving, must be processed as an adult.

The expected benefits of the raise the age law are as follows:

- a) Cost Savings
- b) Reduce recidivism
- c) Encourage juvenile employment
- d) Involve parents in the process
- e) Consistency with laws across the country
- f) Provide delinquent juveniles with treatment
- g) Treat kids differently than adults

The Lenoir Police Department has been undergoing training on the new law and the needed process modifications required for implementing the law.

B. Fire Department

1. Update: Fire Chief Ken Hair reported there has been a 10% reduction of fires since

last quarter. He further mentioned that Staff has to obtain 20 hours of training through the National Fire Academy and they will utilize virtual classrooms for this purpose.

In addition, Chief Hair reported the Department has received a Smoke Detector Grant for up to 52 smoke detectors to make available to the general public. Next, he mentioned that Staff would be forwarding links to articles about the recent outbreak of the coronavirus in China to everyone.

VI. OTHER

A. February Calendar: By consensus of the Council, the calendar for the month of February was approved listing various meetings and events.

The City Council Strategic Planning Retreat will be held on Friday, February 21 beginning at 8:30 a.m. at Blue Ridge Energies Corporate Headquarters located at 100 Cooperative Way.

VII. Adjourn:

There being no further business; the meeting was adjourned at 9:30 a.m.

Attachments

December Financial Summary
Planning 2019 Development Report
Planning 2019 Enforcement Report
Map of Zacks Fork Area
Horton Design Cost Proposal



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



Minutes-Committee of the Whole Meeting
Tuesday, January 28, 2020

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

2019

DEVELOPMENT ACTIVITY

ZONING PERMITS (2018 = 113)	133
FLOODPLAIN DEVELOPMENT (2018= 3)	13
DISCRETIONARY LAND USE (2018 = 3) CUP = 2 Variance = 2	4
ZONING MAP AMENDMENTS (2018 = 4)	7
TEXT AMENDMENTS (2018 = 3)	4
ANNEXATIONS (2018 = 0)	1
MAJOR SUBDIVISIONS (2018 = 0)	0
TEMPORARY ADVERTISING (banners & wind-blown devices) (2018 = 11)	10
BACKYARD HEN PERMITS (2018 = 2)	4

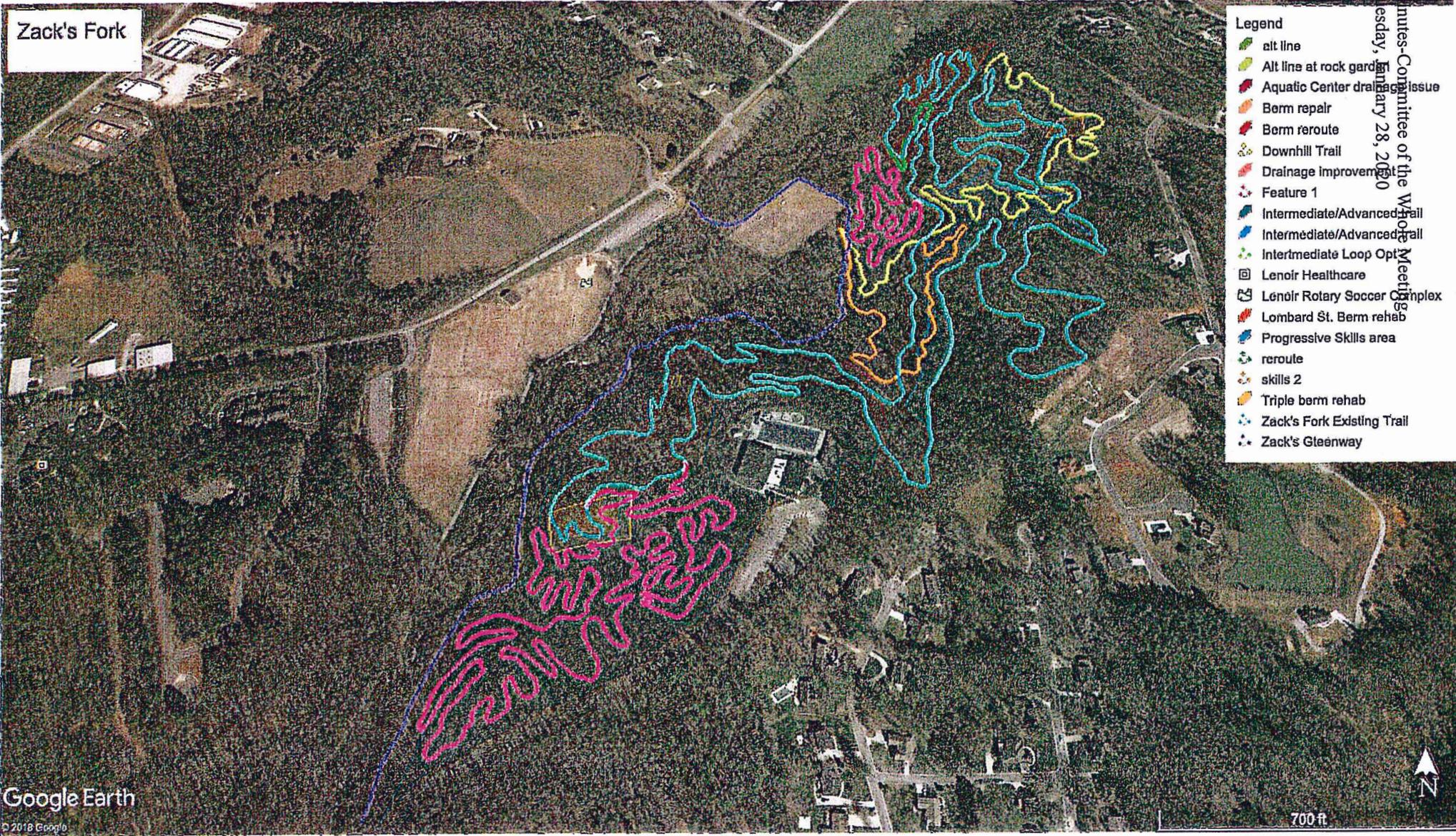
CITY OF LENOIR PLANNING & COMMUNITY DEVELOPMENT

calendar year
2019
ENFORCEMENT ACTIVITY

SIGN VIOLATIONS	12
(2018= 23)	

MINIMUM HOUSING ABATEMENT	31
(2018 = 29) CITY ABATED: 4 OWNER ABATED: 27	
STRATEGIC FORECLOSURES REFERRED TO ATTORNEY	29
COMPLETED FORECLOSURES	3
SOLD TO PRIVATE OWNERS	2

MOBILE HOME PARK PERMITS	
PASSED INSPECTION	17
TOTAL SPACES	242
PARKS CLOSED	0





These prices may fluctuate quite a bit if you just contract me to do small fixes one at a time. It's much easier to get things in at a good price if we're doing several things at once. It wouldn't be very cost affective, for example, to come and just fix a drain or one berm. Transporting and renting machinery is pretty costly and time consuming.

FIXES & SMALL ADDITIONS

Reroute to fix 2 sharp berms close to lombard
\$4,000

9 berms on lombard + add jumps/rollers
\$2,700

Spring Berm repair - clear out downslope. remove old root ball. Perhaps build wooden feature
\$400 to clear downslope
Additional funding for wood feature. \$1,500 material estimate. \$3,200 in labor.

Drainage improvement close to entrance - remove stump and adjust drainage
\$200

Improve Berm Stack - close to aquatic center
\$1,200

Additional berms and rollers - \$85 for roller, \$200 per jump, \$300 per berm repair, \$500 new berms

NEW TRAIL

Intermediate Trail below Aquatic Center. We can get more distance. The linear foot price would not change.
1.5 miles
\$29,700 (@ \$3.75 per linear foot)

Downhill Trail
.75 miles
\$15,840 (@ \$4.00 per linear foot)