AGENDA
City of Lenoir
Committee of the Whole Meeting
City Hall, Third Floor Conference Room
Tuesday, October 27, 2026 | 8:30 AM

I. Call to Order

II. Citizen Comment

III. Public Safety

A. Update; Police Department –Andy Wilson, Police Chief

1. Third Quarter Report

B. Update; Fire Department

1. Third Quarter Report
2. Approval for appointment of the Local Relief Fund Board (LRFB); The Lenoir Fire Department is requesting the appointment of Norman Staines to serve as one of the two selected by the City Council to serve on the Local Relief Fund Board (LRFB). Currently, Donna Bean serves as one of the representatives appointed by City Council and the LRFB needs one additional representative who resides within the City of Lenoir. Staff recommends approval for Chief Staines to serve one of the positions appointed by the City Council, as submitted.

IV. Public Services

A. Public Services Public Works will present updates on current projects.

B. Public Services Public Utilities Director Jeff Church will present updates on current projects.

1. Source Water Resiliency and Response Plan (SWRRP) Revision Certification
2. Update-McGill AIA (Water & Sewer)

V. Community Development

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, October 8. The next meeting will be on Thursday, November 12 at 6:00 p.m., at City Hall, Third Floor Conference room.

Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority will meet on Thursday, November 5, at 4:00 p.m., at City Hall, Third Floor Conference room.

Economic & Main Street Director Brenda Floyd will present a report of the meetings and current projects.

B. Planning Board: The Planning Board will meet on Monday, November 9.

Planning Director Hannah Williams will present on current projects.

C. Parks & Recreation Advisory Board: Parks & Recreation Director Phil Harper will present a report on current projects.

1. Agenda Item: Approval Bid Award for Playground Equipment for the Mulberry Recreation Center and Rotary Soccer Complex; Following review of bids received, staff recommends awarding the bids to Barrs Recreation, LLC for the 2-5 age playset at Mulberry Recreation Center and the 5-12 age playset at the Rotary Soccer complex for $54,090.23 and awarding the ADA standalone swing set and 5-12 age Sensory Dome set to GameTime for $21,044.15, for a total contract value for this project will be $75,134.38, as submitted.

VI. Finance & Administration

A. Update: Donna Bean, Finance Director

1. Financial Summary
2. Approval Parks & Recreation Director job description revision; Staff recommends approval of the revised job description for Parks & Recreation Director, as submitted.

B. Update: David Coffey, Director of Special Projects and Grants

VII. Other

A. The calendar for the month of November is provided in the packet as information.

VIII. Adjournment



Chief Andy Wilson

Third Quarter Report

July - September, 2026

This report should serve to document and describe the department's in-service educational activity by providing a detailed list of training conducted and the hours involved.

DEPARTMENTAL TRAINING

School Resource Training Hours	**98**
DARE Instructor Certification	80
School Resource Officer: Gang Awareness in Schools	2
Threat Assessment for Schools - School Shooters	16

Special Response Team Training Hours	**380**
SRT Non-Specified	190
Basic Breaching	40
Basic SWAT Operator	150

State Mandated Training Hours	**110**
Critical Decision-Making Model	2
DWI - Arrest to Conviction	28
Illegal Business Activity	26
Legal Update	28
Legislative Update	12
Understanding the Roles and Authority of Private Protective Services	14

Supplemental Training Hours	**78**
CJ Leads Training	5
CJIS - Security and Privacy Training	1
Hostage and Crisis Negotiations	40
Huntress I.T. Online Training: Information Security, Secure Browsing, Social Media	4
Standardized Field Sobriety Testing	28

Supervisory Training Hours	**16**
Pathway to Promotion	8
Supervising a Critical Incident	8

TOTAL TRAINING HOURS	**682**

DEPARTMENTAL ACTIVITIES

Achievements & Announcements

Certificates (400 hrs): Criminal Investigations Program - J. Massey, SRO Program - C. Rubio, CJ Intermediate - A. Ryerse

E911 Center and Telecommunications staff transfer to the responsibility of the Caldwell County Emergency Services

SVR Promotions: SGT D. Brown to LT, SGT B. MacLeod to LT, SNR DET J. Hamrick to SGT, CPL H. Reid to SGT, MPO C. Rubio to CPL

Committees & Meetings

ABC, Child A/F Prevention, Crime Stoppers, CJ Advisory, City Cust Svc Team , FOP, Robins Nest, Shelter Home, SCAT, Veterans

FBI-NAA Training Conferences

Demos, Events & Tours

Blood Drive & Mobile Bus

Community: Crime Stoppers Bingo Fundraiser, Employee Litter Sweep, Fireworks, Port Opioid Settlement Mtg., Sculpture event

Downtown: Blackberry Festival, Dawn Dash, Music Nights, 4-Mile Run, Tattoo Festival

Governor's Highway Safety Initiatives, Job Fairs, K9 Trials & Promotional Processes

Department Upgrades & Equipment

Can-Am ATV

Orientation & Training

e-Crash Program Implemented / conversion from TraCS

Intern Training Hours: D. Walker (High School)

Programs & Other Mentions

K9 Process: new Handlers R. Reed (Cezar) & H. Smith (Genghis)

Military Reserve Duty: Inman, Martinez

Social District Detail (weekend nights)



CRIMES AGAINST PERSONS

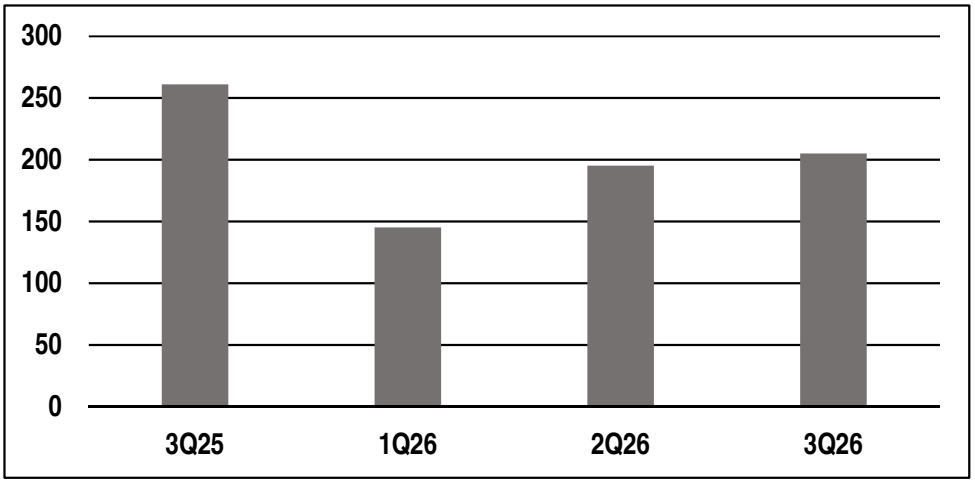
NIBRS	Charge Description	3Q25	1Q26	2Q26	3Q26
13A	Aggravated Assault	9	10	12	17
11D	Forcible Fondling	3	12	3	4
11A	Forcible Rape	3	3	4	3
11B	Forcible Sodomy	1	0	2	4
64A	Human Trafficking (Commercial Sex Acts)	0	0	0	0
64B	Human Trafficking (Involuntary Servitude)	0	0	0	0
36A	Incest	1	0	1	0
13C	Intimidation	15	17	12	22
09C	Justifiable Homicide	0	0	0	0
100	Kidnapping / Abduction	1	1	2	1
09A	Murder / Non-Negligent Manslaughter	0	0	0	0
09B	Negligent Manslaughter	0	1	0	0
11C	Sexual Assault with Object	0	0	0	1
13B	Simple Assault	87	94	98	75
36B	Statutory Rape	1	0	0	0
	TOTALS	**121**	**138**	**134**	**127**

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	3Q25	1Q26	2Q26	3Q26
720	Animal Cruelty	1	1	0	2
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	67	85	52	72
35B	Drug Equipment Violations	40	33	28	24
39A	Gambling (Betting / Wagering)	0	0	0	0
39C	Gambling (Equipment Violations)	0	0	0	0
39B	Gambling (Operating / Promotion)	0	0	0	0
39D	Gambling (Sports Tampering)	0	0	0	0
370	Pornography / Obscene Materials	2	2	1	3
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	8	11	11	8
	TOTALS	**118**	**132**	**92**	**109**

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	3Q25	1Q26	2Q26	3Q26
200	Arson	2	1	1	0
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	46	20	27	35
250	Counterfeiting / Forgery	1	1	0	0
290	Destruction/ Damage/ Vandalism of	53	22	30	41
270	Embezzlement	0	0	0	0
210	Extortion / Blackmail	0	0	0	0
26G	Hacking / Computer Invasion	0	0	1	0
26F	Identity Theft	2	4	8	3
23H	Larceny (All Other)	61	36	40	40
23D	Larceny (From Building)	11	7	19	12
23E	Larceny (From Coin-Operated Machines / Devices)	0	0	0	0
23F	Larceny (From Motor Vehicles)	20	10	9	10
23G	Larceny (Motor Vehicle Parts and Accessories)	4	5	3	1
23A	Larceny (Pick-Pocket)	0	1	0	1
23B	Larceny (Purse Snatching)	0	0	0	0
23C	Larceny (Shoplifting)	21	6	25	19
240	Motor Vehicle Theft	10	5	3	8
26B	Fraud (Credit / Debit Card / ATM)	10	9	12	1
26A	Fraud (False Petense / Swindle / Confidence Game)	11	11	8	28
26C	Fraud (Impersonation)	6	1	1	0
26D	Fraud (Welfare)	0	0	0	0
120	Robbery	2	1	3	2
280	Stolen Property	1	5	5	4
26E	Wire Fraud	0	0	0	0
	TOTALS	**261**	**145**	**195**	**205**



GROUP B OFFENSES

NIBRS	Charge Description	3Q25	1Q26	2Q26	3Q26
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	2	2	2	6
90D	Driving under Influence	16	10	8	14
90E	Drunkenness	4	1	5	7
90F	Family Non Violent Offenses	50	47	38	35
90G	Liquor Law Violations	0	1	0	0
90H	Peeping Tom	0	0	1	0
90I	Runaways	3	3	4	1
90J	Trespass of Real Property	7	3	11	17
90Z	All Other Offenses (Person / Property / Society)	2	8	7	5
	TOTALS	**84**	**75**	**76**	**85**

Group B offenses are non-reportable and consist of Crimes Against Society, except bad checks, runaway juvenile, and all other offenses. Runaway juvenile is not classified as a crime by the FBI, but we feel documentation is warranted.

CALLS FOR SERVICE

Description	3Q25	1Q26	2Q26	3Q26
Alarms	317	367	265	309
Animal Complaints	86	58	55	49
Civil Disturbances	234	176	183	183
Domestic Disturbances	243	233	220	192
Field Contacts	143	464	471	490
Follow-Ups	240	192	259	246
Foot Patrols	40	14	9	32
Incomplete 911s	657	461	554	651
Loud Noise Complaints	46	52	77	62
Special / House Checks	2488	2620	2506	2095
Stranded Motorists	117	125	128	131
Suspicious Persons	668	626	691	672
Suspicious Vehicles	228	256	205	238
Warrant Service	183	229	241	178
TOTALS	**5690**	**5873**	**5864**	**5528**

CANINE ACTIVITIES

Description	3Q25	1Q26	2Q26	3Q26
Building Searches	8	7	5	1
Building Search Apprehensions	1	0	0	0
Call Outs	0	0	0	0
Demonstrations	1	4	6	2
Currency Seized	$0	$75	$0	$0
Assist Narcotics Searches	42	4	22	20
Assist Narcotics Seizures	33	3	18	12
Narcotic Utilizations	42	37	22	20
Street Value of Seized Narcotics	$34,854	$17,444	$26,845	$34,782
Tracks	2	2	1	0
Tracks Apprehensions	0	2	0	0
Training Hours	71	123	102	108
Utilizations	53	62	38	23

CHARGES / ARRESTS

Description		3Q25	1Q26	2Q26	3Q26
Felony Charges					
	Adult	161	148	152	126
	Juvenile	1	2	3	1
Misdemeanor Charges					
	Adult	623	462	537	414
	Juvenile	9	16	20	0
	TOTALS	**794**	**628**	**712**	**541**
Figures to the right are arrests stemming from charges above.					
	Felony Arrests	*118*	*112*	*99*	*98*
	Misdemeanor Arrests*	*397*	*305*	*358*	*395*
	Involuntary Commitments	85	70	90	101

*Involuntary Commitments were previously included in the misdemeanor arrest totals for prior quarters. Going forward, they will be separated to stand on their own. *Prior quarter numbers have been corrected to reflect this change.*

TRAFFIC

Description		3Q25	1Q26	2Q26	3Q26
	Crashes with Injuries	48	44	56	58
	Crashes with Property Dmg	175	228	205	238
	Hit & Runs	52	43	36	48
	TOTALS	**275**	**315**	**297**	**344**
Data to the right is included in the totals above.					
	Fatalities	*1*	*1*	*1*	*2*
	Parking Lots	*68*	63	*61*	*79*

Hit & Runs were found not to be included in prior quarter totals and have been corrected to show the change. In addition, there were 3 pedestrians and/or cyclists involved in traffic crashes during this quarter.

Tickets	3Q25	1Q26	2Q26	3Q26
Handicap Tickets Issued	0	0	0	0
Parking Tickets Issued	4	2	0	0
Parking Tickets Paid	4	8	0	1
Traffic Citations Issued	680	662	401	605
Warning Tickets Issued	289	325	217	253

Top Five Crash Contributors	3Q26	Top Five Crash Locations	3Q26
Failure to Reduce Speed	49	Blowing Rock Blvd / Hospital Ave	12
Inattention	48	Blowing Rock Blvd / ABC Ct	4
Improper Backing	35	Hickory Blvd / McLean Dr	4
Failure to Yield Right of Way	34	Blowing Rock Blvd / Greenhaven Cir	2
Other	20	Blowing Rock Blvd / Seehorn St	2

ADMINISTRATIVE

Description		3Q26
ABC Permits		**3**
19th Hole Bar & Grill, 701 B Norwood St SW	Mixed Bev., Malt Bev., Fortif. Wine (on premise)	
D & D Express 64 LLC, 2638 Norwood St	Malt Bev., Unfortified Wine (off premise)	
Western Piedmont Symphony - One Time	Malt Bev., Wine, Spirit. Liquor (on premise)	

There was one extension of Premise for Frankie's Bar & Pizza during the Tattoo Festival.

CRIME STOPPERS

Description	3Q25	1Q26	2Q26	3Q26
Calls Received	62	8	20	32
Illegal Narcotics Recovered	$0	$0	$0	$0
Rewards Paid	$700	$0	$200	$0
Stolen Property Recovered	$6,000	$0	$0	$0
Total Arrests	4	7	0	0

COMMUNICATIONS

Description	3Q25	1Q26	2Q26	3Q26
CAD Requests DSS	9	0	0	0
Criminal History Requests	62	158	88	61
Entered CAD Calls	9881	9137	9205	9546
Interpreter Requests (all Spanish)	7	0	0	0
Number of Monthly Validations	220	162	115	218
Utility Calls	56	129	75	100

RECORDS

Description	3Q25	1Q26	2Q26	3Q26
CAD Reports	$120	$80	$70	$85
Fingerprints	$35	$15	$0	$10
Parking Ticket Payments	$40	$150	$0	$25
Reports	$30	$20	$5	$25
TOTALS	**$225**	**$265**	**$75**	**$145**

PROPERTY & EVIDENCE

Description	3Q25	1Q26	2Q26	3Q26
Evidence Disposed	1211	879	285	257
Evidence Received	829	821	549	593

The total inventory in evidence at the end of 3rd quarter 2026 was 27,163.

GENERAL INVESTIGATIONS

Description	3Q25	1Q26	2Q26	3Q26
Interviews / Forensic Interviews	159 / 12	98 / 6	88 / 10	116 / 5
Recovered Stolen Property	$33,424	$25,154	$24,095	$21,936
Recovered Stolen Vehicles (number of)	5	5	4	6
Recovered Stolen Vehicles (value of)	$55,500	$59,744	$5,000	$107,000
Narcan Use	22	2	11	6
Overdoses	26	5	26	18
Opioid Induced Overdoses	*14*	*3*	*13*	*8*
Suicides	3	4	0	4
Unattended Deaths	7	11	12	4

Narcan is used to reverse fatal drug overdoses. In third quarter 2026, its administration likely saved 3 lives.

CASE STATUSES

Description	3Q25	1Q26	2Q26	3Q26
Open	130	205	131	155
Inactive	208	131	145	132
CBA (Cleared by Arrest)	314	242	269	283
Exceptionally Cleared	3	0	0	1
Unfounded	23	48	43	33
TOTALS	**678**	**626**	**588**	**604**

NUISANCE

Description	3Q25	1Q26	2Q26	3Q26
Offenses				
Abandoned / Junk Vehicle	2	1	14	17
Graffiti	3	2	3	2
Health and Safety	8	3	1	2
Junk and Debris	29	47	32	27
Miscellaneous	4	2	0	1
Tall Grass or Vegetation	53	2	20	59
TOTALS	**99**	**57**	**70**	**108**
Case Statuses				
City Abated	4	3	7	22
Owner Abated	35	33	22	73

NARCOTICS ACTIVITIES

Description	3Q25	1Q26	2Q26	3Q26
Arrests	3	9	14	7
Charges	8	22	22	13
Cases Opened or Initiated Within City Limits	12	16	27	17
Cases Opened or Initiated While Assisting Other Agencies	32	19	18	11
Cash and Property Seized	$594	$2,978	$4,062	$15,089
Cash and Property Seized While Assisting Other Agencies	$9,326	$1,400	$18,919	$0
Illegal Narcotics Seized	$78,424	$168,924	$128,104	$417,319
Illegal Narcotics Seized While Assisting Other Agencies	$522,869	$667,365	$1,883,100	$107,005
Knock and Talks	6	5	1	3
Search Warrants	5	5	7	20

The figure for Cash and Property Seized While Assisting Other Agencies shows a correction for 2Q26.

NARCOTICS CONFISCATED

Description		3Q26
Drug Name	**Quantity**	**Value**
Amphetamine Pills	15 du	$70
Buprenorphine	14 du	$75
Cocaine	12 g	$1,200
Crack Cocaine	13 g	$160
Fentanyl	161 g	$96,600
Illicit Shrooms	1,750 g	$48,592
Liquid Methadone	.22 g	$200
Marijuana	4,839.6 g	$38,705
Methamphetamine	877 g	$131,545
MDMA	12.6 g	$1,890
Mushrooms	70.2 g	$98,110
Suboxone Strips	12 du	$100
THCA pre-rolls	9 g	$72
	TOTAL	**$417,319**

For the Alcoholic Beverage Commission Board's reporting requirements, listed below are alcoholic violations and drug charges from inside the city limits of Lenoir for the quarters below, as well as calls for service for this quarter:

ALCOHOLIC VIOLATIONS

Description	3Q25	1Q26	2Q26	3Q26
Consuming an Alcoholic Beverageon a Public Road	1	0	0	0
Consuming at an Off-Premise Establishment	1	0	0	1
Consuming Underage of 21	1	2	0	0
Contributing to the Delinquency of a Minor	1	2	0	0
Driving While Subject to Impairing Substances	12	10	6	11
Driving While Impaired	2	0	0	0
Fail to Superintend Permitted Business	0	0	0	1
Hold Until Sober	1	7	4	7
Impaired Driving Revocation	0	1	0	1
Intoxicated and Disruptive	4	2	6	5
Open Container	1	0	0	1
Transporting an Open Container After Consuming	1	0	0	0
TOTALS	**25**	**24**	**16**	**27**

DRUG CHARGES

Description	3Q25	1Q26	2Q26	3Q26
Felony Drug Charges	51	63	65	50
Misdemeanor Drug Charges	46	29	31	25
TOTALS	**97**	**92**	**96**	**75**

CALLS FOR SERVICE - ABC LOCATIONS

115 NE ABC Court	3Q26	1326 SW Connelly Springs Rd	3Q26
Accident Hit and Run Damage	2	Accident Personal Injury	2
Parking Violation	1	Accident Property Damage	1
Speak with Officer	1	Escort Funeral	7
Suspicious Person	1	Involuntary Commitment	3
		Special Check	2
		Suspicious Vehicle	1
TOTALS	**5**		**16**

What's New in Nuisance?

- The Investigation's Division receives complaints from various sources about nuisances in the city limits of Lenoir.

  Please see the map on the next page for a visible view of the code enforcement reports the detectives have documented this quarter.

  Please note duplicate visits have been limited to one incident per address for mapping purposes

- The following pictures are some before and after shots of properties in the city that detectives have been working on this quarter. Take a look!

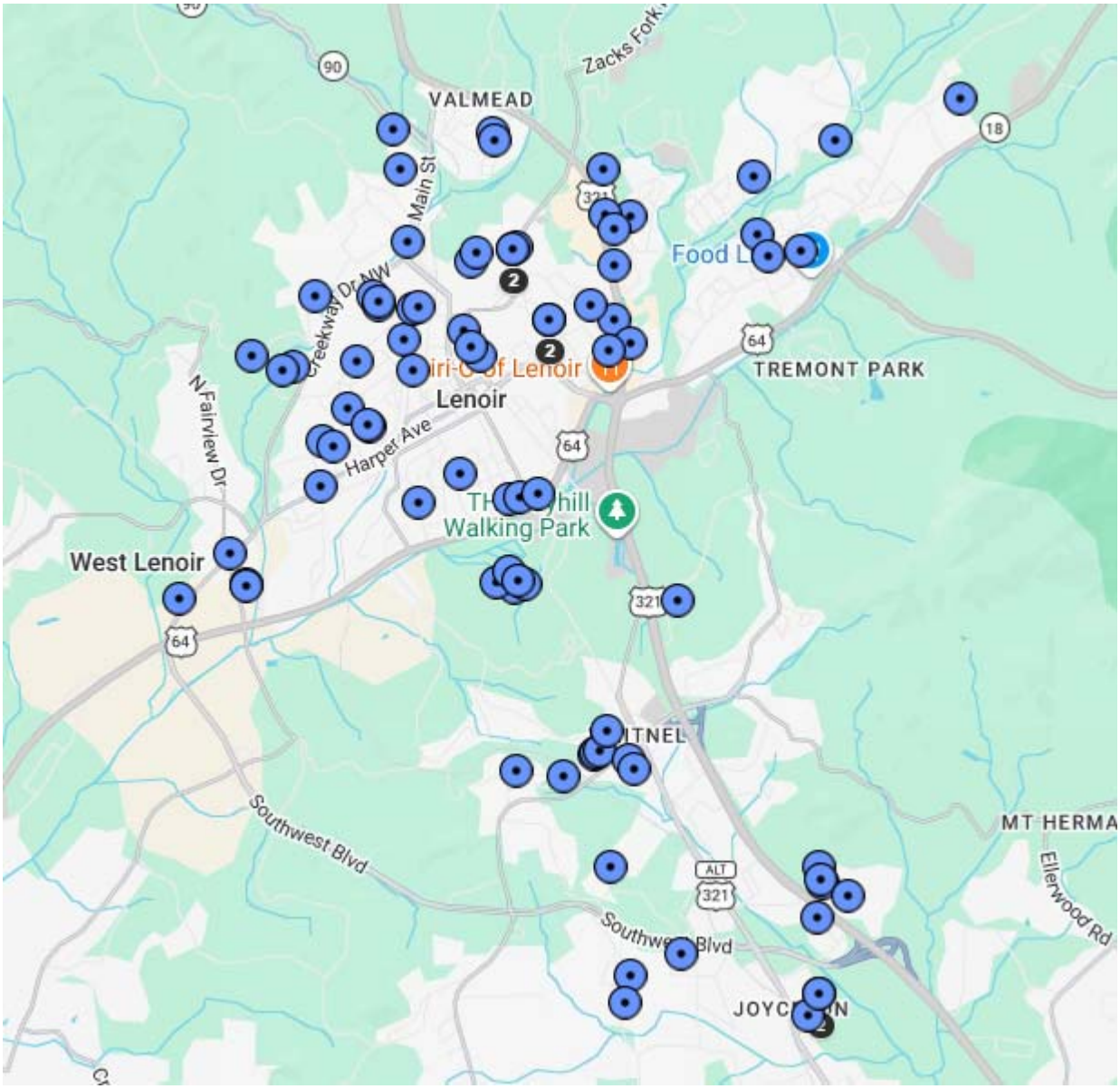
This city abated property is located at 115 Pope Pl



This owner abated property is located at 328 Connelly Springs Rd



Follow us around town!



204 NW WESTBROOK ST
402 NW WILLOW ST
901 NE SEEHORN ST
905 NE PINECREST PL
813 NE HEMLOCK DR
804 SW TIFFANY PL
310 NW HARRINGTON ST
2105 NW ROSELLE PL
408 NW RIDGE ST
2310 SE HONEYSUCKLE PL
837 SW CHESTERFIELD CIR
803 SW FOXWOOD CT
830 SW CHESTERFIELD CIR
820 NW MONTCLAIR CIR
818 NW MONTCLAIR CIR
114 SW DOVE ST
732 NW STAGE ST
728 NW STAGE ST
1416 NW POPLAR ST

232 SW DRUM CIR
417 SW REALTY ST
509 NW RIDGE ST
898 NW BROADWAY ST
2459 SW CLEARFIELD PL
413 SW EDGEWOOD DR
306 BLOWING ROCK BLVD
954 BLOWING ROCK BLVD
328 SW CONNELLY SPRINGS RD
619 SW CONNELLY SPRINGS RD
1523 SW BARCOSE ST
229 NW MAPLE DR
227 NW MAPLE PL
223 NW MAPLE PL
1327 NW BOXWOOD PL
525 NW WENTWORTH CIR
834 SW KINGS DR
1308 NE SCENIC PL
205 NW HAZEL LEE ST

828 NW MONTCLAIR CIR
532 NW PROSPECT ST
711 NE GLENVIEW ST
520 NW ARLINGTON CIR
232 SW DRUM CIR
1602 HARPER AVE
1511 SW BARCOSE ST
404 NE TOMLINSON CT
321 NW BROADWAY ST
305 NW WOODSWAY LN
811 SW MANCHESTER ST
816 NW QUEENS ST
2109 NW STATEMENT CT
408 NW WILSON ST
408 NW WILSON ST
1526 NW WAKEFIELD DR
710 BLOWING ROCK BLVD
1404 SW DELWOOD DR
507 SW CONNELLY SPRINGS RD



Chief Norman Staines

Third Quarter Report

July - September 2026

OVERVIEW

Thank you for taking the time to look through the Lenoir Fire Department's quarterly report. This report is designed to give you an understanding of the day-to-day operations of our department and staff for the third quarter of 2026. The third quarter of the year has been busy for our department and staff.

MAJOR EVENTS:

July:

- Staff provided medical and fire standby for annual City of Lenoir Fireworks Display (4th). Staff responded to 29 calls due to an afternoon thunderstorm (4th).
- Staff provided medical and fire standby for annual Blackberry Festival (10th and 11th).
- Staff provided a station tour for a local mom's group and their children (17th)
- Staff provided a fire truck display at the Caldwell County Fairgrounds for the Bernhardt Truck Showdown for the United Way (25th)
- Three staff members attend the Western North Carolina Tabletop Exercise Event (28th).

August:

- All SCBA received their annual testing and maintenance (4th – 5th).
- Four staff members attended the South Atlantic Fire Rescue Expo in Raleigh (12th – 14th)
- Four staff members attended a Part 107 Drone Licensing prep class (17th – 19th)
- Staff attended the City of Lenoir Appreciation event (20th)
- Staff provided a fire truck display at Meadowbrook Baptist Church as part of their "Back to School Bash" community event (22nd)

September:

- Staff hosted the quarterly retiree breakfast (4th).
- Off duty staff completed standbys at William Lenoir Middle School football games (9th and 16th).
- Staff provide medical coverage for Caldwell County Arts Council Sculpture Celebration at the JE Broyhill Walking Part (12th).
- On duty staff participated in the City of Lenoir Fall Litter Sweep (17th).
- Staff provided a station tour for Caldwell Early College High School as part of their service to community kickoff (18th).
- All AEDs received their annual testing and maintenance (21st).
- Provided standby at Caldwell County Fair (24th – 27th)
- Staff participated with the Mega STEM Trek at The JE Broyhill Civic Center (30th).
- Staff completed annual hydrant inspections during the month (1st – 30th).

RESPONSES / INCIDENTS / CALLS FOR SERVICE

INCIDENT COUNT

INCIDENT TYPE	3rd Quarter 2024 # INCIDENTS	3rd Quarter 2025 # INCIDENTS	3rd Quarter 2026 # INCIDENTS
MEDICAL	614	554	505
FIRE	424	235	359
TOTAL	1,038	789	864

PRE-INCIDENT VALUE – VS – DOLLAR LOSSES – VS PROPERTY SAVED

	PRE-INCIDENT VALUE	LOSSES	PROPERTY SAVED
2024 – 3rd QUARTER	$745,400	$326,800	$418,600
2025 – 3rd QUARTER	$3,490,600	$180,000	$3,310,600
2026 – 3rd QUARTER	$4,984,600	$34,000	$4,950,600

LIGHTS AND SIREN AVERAGE FOR ALL CALLS (MM:SS)
FIRST ARRIVING APPARATUS

2024 – 3rd QUARTER	5:52
2025 – 3rd QUARTER	3:05
2026 – 3rd QUARTER	3:43

Total Incidents January 1 to September 30

Year	# Incidents
2024	2,655
2025	2,450
2026	2,431

Count of Incidents per Station

	July 2026	August 2026	September 2026	Station Totals
Station 1	152	163	127	450
Station 2	91	74	67	231
Station 3	76	61	53	183
Monthly Total	319	298	247	864

COUNT OF INCIDENTS BY APPARATUS

	2024 – 3rd QUARTER	2025 – 3rd QUARTER	2026 – 3rd QUARTER
Battalion	180	151	157
Car 1	17	15	30
Car 2	20	2	0
Car 3	36	26	45
Car 4	9	2	14
Engine 1	218	184	210
Engine 2	152	105	161
Engine 3	164	157	167
Ladder 1	118	140	178
Ladder 2	149	66	152
Personal	0	0	0
QRV – 1	294	206	199
QRV – 2	135	105	100
QRV – 3	91	86	89
Ranger 1 (UTV)	0	13	16
Ranger 2 (UTV)	N/A	N/A	5
Rescue 1	73	138	28
Rescue 10	21	10	0
Support 1 (UTV)	13	0	0
S-10 (Command Trailer)	0	0	0
ST1 – Headquarters	6	1	0
ST2 – Station 2	2	0	0
ST3 – Station 3	0	0	0
Tower 1	5	3	3
Truck 17	3	0	0
Truck 18	0	0	0
TOTAL FOR ALL APPARATUS	**1,709**	**1,410**	**1,554**



Mutual Aid Given

Department	# Incidents
Gamewell FD	1
Hudson FD	0
Valmead FD	1
Total	2

Mutual Aid Received

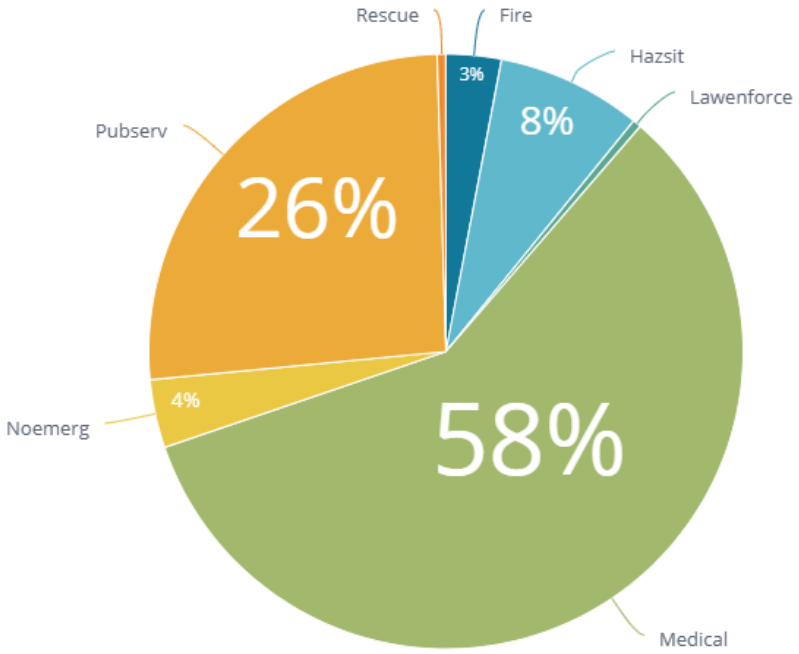
Department	# Incidents
Hudson FD	0
NC Forest Service	0
Valmead FD	0
Total	0



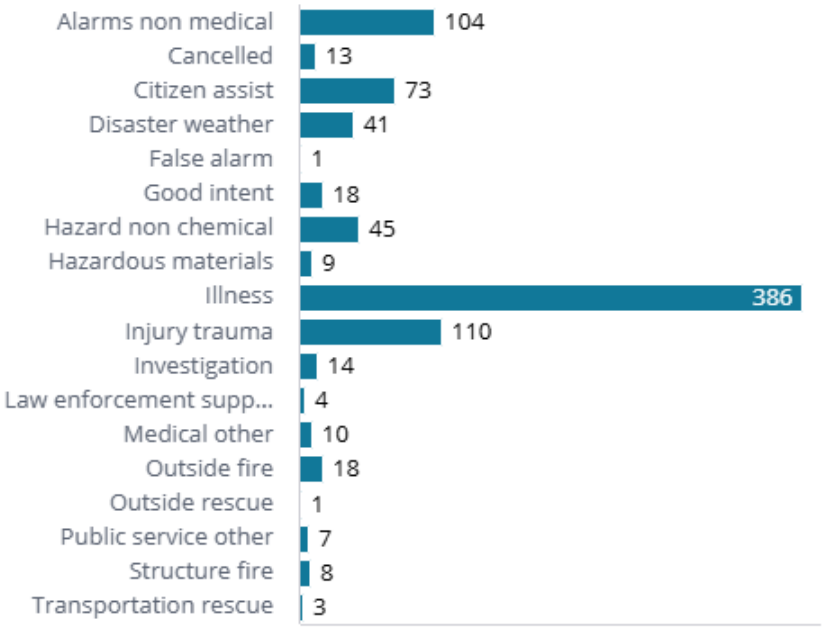


Technical Rescuer Course

Percentage of Incident Type Group



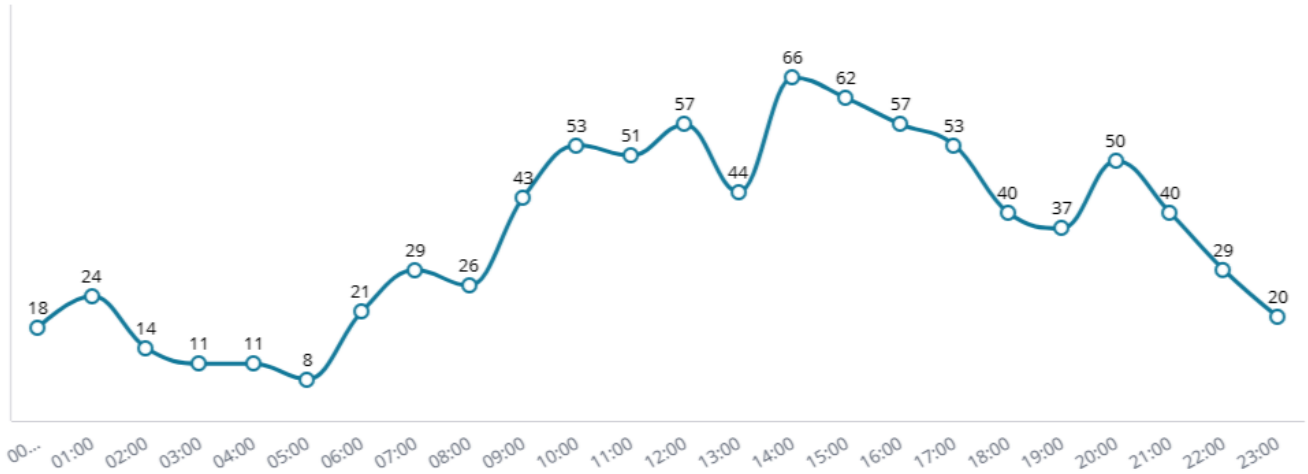
Count of Incidents by Incident Type Subcategory



Incident County by Day of Week

Day of Week	Number Calls
Thursday	143
Saturday	137
Monday	128
Wednesday	127
Friday	125
Tuesday	108
Sunday	97

Incident County by Hour of Day





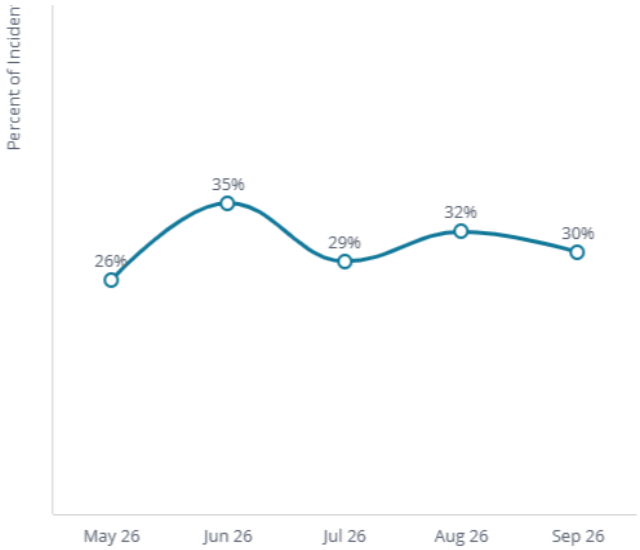
Addresses with Multiple Incidents

Listed by Highest Response in 3rd Quarter 2026

Address	Facility Name	3rd Quarter 2026	Year to Date 2026
100 NW Abington Road	Arbor Glen Apartments	14	40
716 NE Nuway Circle	Nuway Circle Mobile Homes	13	19
708 SW Lynhaven Street	Google	12	15
1902 Hickory Blvd	Cross Creek Apartments	11	18
2351 SW Morganton Blvd	Caldwell County Sherriff's Office	11	14
321 SW Mulberry St	UNC Health Caldwell	9	19
318 NW North Main Street	Koinonia Apartments	8	35
322 NE Nuway Circle	Lenoir Health & Rehab	7	13
515 NW Scroggs Street	The Shelter Home of CC	7	13
2303 SW Walt Arney Road	Walt Arney Estate	7	23
102 SW Willow Street	Lenoir High School Apartments	4	28

	3rd Quarter 2026	Year to Date 2026
Percent of Total Incidents That Were Responses to Addresses with Multiple Incidents	45.1%	54.8%
Count of Incidents to Addresses with Multiple Incidents	390	1,332
Count of Addresses with Multiple Incidents	117	356

Percent of Incidents That Were to Addresses with Multiple Incidents by Month



TRAINING REPORT

In the third quarter, our department participated in **5473.0** hours of training. This accounts for both on and off duty training.

Student Hours by Month

	2025	2026
July	1,338.0	1,908.5
August	2,192.5	1,851.0
September	1,588.0	1713.5
Total	**5,110.5**	**5473.0**

July: Staff completed training on Burn Injuries for their monthly EMT training. Staff completed training on ground ladder operations and then completed a training session at Hudson on removing victims with a ground ladder. Staff reviewed and practiced hose line deployments at Hudson Fire Department training building. Staff completed online courses in Report Writing and Fire Protection in Lithium-Ion Battery Facilities.

August: Staff completed Respiratory Emergency training for their monthly EMT in service. Staff completed training on placement of and operation of aerial apparatus. Staff completed a review of vehicle extrication equipment. Staff completed joint training with Lenoir Police Department to refresh on skills involving response to a potential active shooter. (Thanks to Waterlife Church for allowing us to use their facilities during the training.) Staff completed online courses in Lithium-Ion Battery Fires and Introduction to Youth-Set Fires.

September: Staff completed training on Cardiac Emergencies for their monthly EMT in service. Staff completed multiple days of training on vehicle extraction. Each staff member completed at Hudson Fire Department training building to practice skills on single company responses. Staff completed online courses in Alternative Fuel Vehicles and Legal Aspects of Investigation Youth-Set Fires.

FIRE PREVENTION ACTIVITIES

In the third quarter of 2026 the department delivered **five (5)** fire prevention presentations / public education programs. We were able to perform these programs for businesses, schools, and religious groups and had an estimate of 2,390 participants.

0-4 years (preschool)	75
5-10 years (elementary)	65
11-13 years (middle school)	1,039
14-18 years (high school)	1,035
Adults (19-61)	164
Seniors (62+)	12
Total Participants	2,390

Sixteen (16) smoke detectors were installed in the third quarter of 2026. Detectors can be requested, if available, and installed for free to our citizens by calling one of our stations and scheduling installation.

FIRE MARSHAL's REPORT

Fire Marshal – This quarter **103** fire code inspections were completed within the Lenoir City Limits.

- The Fire Marshal investigated three (3) complaints on businesses this quarter. The complaints were located at PolyChem Alloy, Bryant Residence and Creekside Finance. Staff works with any business owner to resolve if issues are found.
- The Fire Marshal worked on plans with LHS Auditorium, LHS Gym, Google #3-C, Greer Labs Building # 5, Palisades of Lenoir, City of Lenoir Finley Water Tower Site and McLeod Center for the Wellbeing.
- Fire Department used approximately 31,835 gallons of water on fires and during training.
- Burning Issues:
    - 7 illegal burns
    - 6 legal burns
    - 5 fires associated with homeless
- Adult/Child Care 0, Alarm System Test 1, ALE/ABC 3, BDA TEST 0, Citations 1, Complaint 5, Consultation/Courtesy 9, Final CO 8, Fire Protection System 4, Daycare 2, Hood Systems 0, Fireworks 2, Foster Care 6, Hazardous Use 0, Occupancy Standard 3, Plans Review 6, Regular Inspections 29, Reinspection 0, Reinspection 2nd Notice 0, Reinspection Fire Marshal Visit 0, Special Events 2, Special Hazard 9, Temporary CO 0, Tents/Inflatables 1, Freedom of Information Requests (FOIA) 12
- The Fire Marshal is working on homeless violations with Code Enforcement from Planning and LPD on Newland and Foster.
- The Fire Marshal is working with Caldwell County Building Inspections on house damaged by a tree during Hurricane Helene on Foster.



Fire Investigations - In accordance with N.C.G.S. Chapter 58 article 79, all fires that occur inside the City Limits of Lenoir are investigated for cause and determination. We have certified fire investigators on each shift and they work under the direct supervision of our Fire Marshal. This quarter we had 16 investigations that occurred in the City with below being of higher impact:

- House fire: Hickory Blvd., Spainhour, Lakeside Terrace and Meredith
- Commercial fires: Fairvalue and Broyhill Complex
- Wildland fires: N/A

  Total acre burned within the city: 1

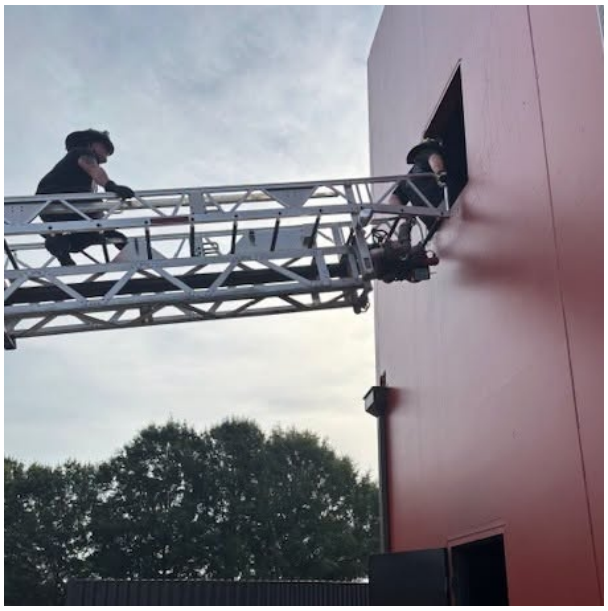
Emergency Management - The Fire Marshal also acts as the City of Lenoir's Emergency Manager under the direct supervison of the Fire Chief. This position works closely with local and State Emergency Management and partners with the LEPC to respond and mitigate hazardous/disasterous incidents or situations.

- No gas leaks
- Liquid detergent spill on Norwood St at Southwest Boulevard
- Blackberry Festival (Cooking oil spill and 3 lost people during event)
- Multiple storm preps with 12 hitting City with damage and calls for service

Other

Standbys:

- Events 15
- For EMS 0
- Lift Assists 21
- Falls 44



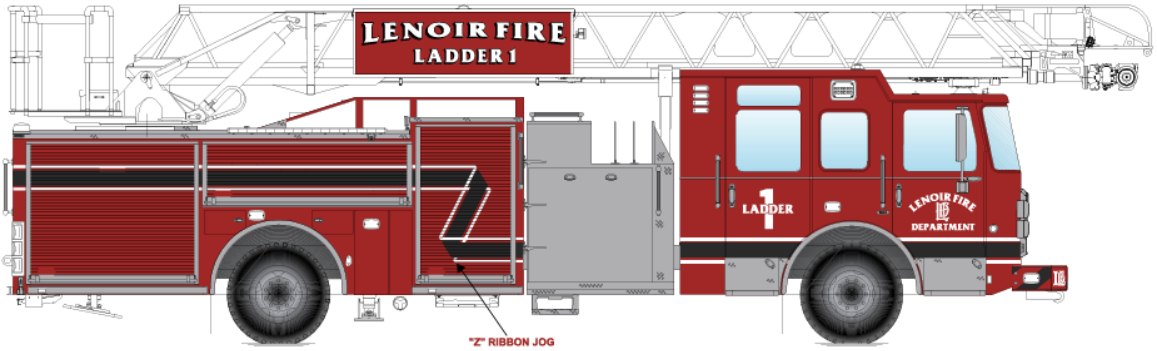
Pierce 107’ Ascendant Aerial HD Ladder Fire Truck

The Pierce 107’ is nearing completion. Tentatively the truck will be completed on October 24, 2026. Four staff members will travel to Pierce Manufacturing on November 2nd to complete the final inspection of the truck prior to it being delivered to Lenoir.









CITY OF LENOIR

COUNCIL ACTION FORM

I. **Agenda Item:** The Lenoir Fire Department is requesting the appointment of Norman Staines to serve as one of the two selected by the City Council to serve on the Local Relief Fund Board (LRFB).

II. **Background Information:** The Firefighters' Relief Fund (FRF) was established in 1907 to financially assist firefighters that are injured while performing their duties, and to insure that no firefighter would become financially destitute through no fault of their own. The FRF has seen several legislative revisions over the course of its history. Some of these added additional uses for the fund and recent changes placed additional guidelines on the fund. The FRF laws are found under G.S. 58-84 and G.S. 58-85. Laws that govern your departments use of the FRF are concentrated in G.S 58-84.

One of the requirements is appoint a Local Relief Fund Board (LRFB) consisting of five members (GS 58-84-30): two members serving at the pleasure of the fire department elected by the membership who are qualified beneficiaries of the fund; two of whom shall be elected or appointed by the Mayor, Board of Alderman, or City Council if it is a municipal department, or other local governing body to serve at their pleasure, or if it is a non-municipal department, two appointed by the County Commissioners to serve at their pleasure; and one appointed by the State Fire Marshal.

Currently, Donna Bean serves as one of the representatives appointed by City Council and the LRFB needs one additional representative who resides within the City of Lenoir.

III. **Staff Recommendation:** Approve Chief Staines to serve one of the positions appointed by the City Council.

IV. Reviewed By:

City Attorney: _____

City Manager: _____

Fire Chief: _____

City of Lenoir

Committee of the Whole Action Form

I. Agenda Item:

Source Water Resiliency and Response Plan (SWRRP) Revision Certification

II. Background Information:

The City of Lenoir treats and furnishes water from a surface water source and is therefore required to satisfy the requirements of 15A NCAC 18C .1305 Source Water Protections Planning, which became effective January 1, 2019 and was amended effective April 1, 2020.

15A NCAC18C .1305 (g) requires any public water system required to create and implement a Source Water Resiliency and Response Plan (SWRRP) review and update its SWRRP at five-year intervals from its creation deadline.

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA section 2013, which amended section 1433 of the Safe Drinking Water Act (SDWA), requires community (drinking) water systems (CWSs) serving more than 3,300 people to develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The law specifies the components that the RRAs and ERPs must address, and establishes deadlines by which water systems must certify to EPA completion of the RRA and ERP.

Community water systems serving 3,301-49,999 population intending to utilize their AWIA documents to meet the requirements of Rule .1305 should certify their five-year review and update per 15A NCAC 18C .1305 (g) by December 31, 2026.

III. Staff Recommendation:

This item is for Council information only. City staff certified the revised water system ERP and RRA on May 1, 2026. In order to certify compliance with Rule .1305, Source Water Protections Planning, the attached form will be executed and emailed to the North Carolina Source Water Protection Program, as required.

IV. Reviewed By:

Jeff Church

V. Attachments:

1. 202610~1

State of North Carolina
Department of Environmental Quality

Source Water Resiliency and Response Plan (SWRRP) Certification Form

In accordance with 15A NCAC 18C .1305 (a): in compliance with G.S. 130A-320, every supplier of water operating a public water system treating and furnishing water from a surface water source shall create and implement a Source Water Protection Plan. For the purposes of this Rule, the Source Water Protection Plan required by G.S. 130A-320 shall be referred to as a Source Water Resiliency and Response Plan (SWRRP). Per 15A NCAC 18C .1305 (i), the supplier of water shall certify that a SWRRP has been created and implemented, and that the water system's governing body has been advised of the SWRRP creation and implementation. The certification shall be submitted to the Department by the deadlines specified in Paragraphs (c), (d), (e), or (f) of this Rule. Per 15A NCAC 18C .1305 (j), the supplier of water shall certify that a SWRRP has been revised and that the water system's governing body has been advised of the revision. The certification shall be submitted to the Department by the revision deadline specified in Paragraph (g) of this Rule.

By my signature below, I certify on behalf of the public water system named below, that (check one):

☐ In accordance with all requirements of 15A NCAC 18C .1305, a SWRRP has been created and implemented, and that the water system's governing body has been advised of the SWRRP creation and implementation.

☑ In accordance with all requirements of 15A NCAC 18C .1305, a SWRRP has been revised and that the water system's governing body has been advised of the revision.

Signature: _____

Name: Jeff Church

Title: Public Services Public Utilities Director

Date: October 27, 2026

System Name: City of Lenoir

System ID: PWSID NC0114010

Certifications can be sent by mail to Source Water Protection Program, 1634 Mail Service Center, Raleigh, NC 27699
or attachment to an email message to SWAP@deq.nc.gov



Water Asset Inventory & Assessment and Asset Management Plan

Project Number No. AIA-D-ARP-0223

10/21/2026

Prepared for:

Prepared by:

KYLE LOTIER, PE

Project Manager

City of Lenoir

801 West Avenue NW

Lenoir, NC 28645

Phone: 828-757-2200

McGill Associates, PA

1240 19th Street Lane NW, Hickory, NC

Phone: 828.328.2024

Firm License: # C-0495

McGill Project No. 23.01116

1 Executive Summary

1.1 Introduction

The City of Lenoir (City), with the assistance of McGill Associates (McGill), developed an Asset Management Plan (AMP) and Asset Inventory and Assessment (AIA) for its water system. The AMP is funded through the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) AIA Grant program.

1.2 Objectives

The purpose of this AIA and AMP is to deliver a long-term roadmap for the continuation of proactive management of the City's water assets. The AMP will deliver data-driven insights to the City empowering them to make informed capital planning decisions for future improvements. This approach will maximize the value of existing infrastructure in a cost-effective way, all while maintaining service levels for residents and business owners.

The AIA and AMP report consists of four key components:

1. Asset inventory (vertical and linear assets)
2. Asset condition assessment
3. Capital improvements plan (CIP) with preliminary opinions of probable costs
4. Operations and maintenance (O&M) plan

McGill assisted the City with the inventory and assessment process, system analysis and testing, and update of the 10-year CIP to guide the City with scheduling and financing the capital projects and equipment purchases necessary to maintain and improve the facilities in scope. Prioritized water system infrastructure projects, including preliminary opinions of probable costs, are included in long-term planning based on findings of this AIA. The City’s 10-year CIP will continue to allow the City to annually update its rate setting model to estimate future revenue and expenses, capital outlay, indebtedness, and overall health of the combined water system enterprise fund reserves.

1.3 AMP Components

1.3.1 Asset Inventory

The AIA began with the City and McGill meeting to review the project scope and proposed schedule, identify areas of concern, and obtain contact information for City maintenance personnel. Following this meeting, McGill conducted numerous site visits to collect geographic information system (GIS) data and evaluate critical point and linear assets within the City's water system. This information, along with input from the City, was utilized to create a detailed database of the City's water system. This database, which includes asset identification labels, attributes, and condition data, created the framework for the water system maps included in this report.

1.3.2 System Evaluation and Asset Assessment

The City's water treatment and distribution systems consist of the George L. Bernhardt, Sr. Water Treatment Plant, approximately 270 miles (combined) of water transmission and distribution lines ranging in size from 1.5" to 30", eight (8) water tanks, six (6) booster pump stations[1], and associated valves, meters, fire hydrants, and other appurtenances. Transmission mains were evaluated independently from distribution mains, and criticality ratings were assigned relative to other transmission assets based on redundancy, service area impact, and operational consequences.

Over the course of this study, McGill, accompanied by City staff, conducted site visits to the City's distribution system and treatment facility to evaluate system components. Site visit evaluations included visual inspections of each point asset, condition assessment of all equipment and systems, criticality assessment of each asset, and recording of performance observations reported by City staff. This information was utilized to evaluate the system and update system maps. Record drawings from previous system upgrades and expansions were also studied and utilized in the system evaluation.

1.3.3 Rehabilitation and Replacement Program / CIP

McGill conducted a desktop review of available water system mapping data combined with site visits to the George L. Bernhardt, Sr. Water Treatment Plant, booster pump stations, and water

[1] Quantity of tanks and booster pump stations does not include the Finley Elevated Tank and Booster Pump Station currently under construction at the time of report writing with completion anticipated for 2027.

storage tanks to identify needs in the system, such as high-risk pipes, pumps and treatment process equipment in need of repair or replacement. These data collection methods are detailed in Section 5. Documentation and analysis of all identified operational needs within the system are detailed in Section 6 based on information collected during the system evaluation and from consultation with City staff. McGill developed a risk assessment for each asset in the system and recommendations for rehabilitation and replacement (R&R) projects. Water system infrastructure projects, including preliminary opinions of probable costs, are included in this report for long-term planning.

1.3.4 O&M Plan

Lenoir currently has a robust O&M program; however, it is important to maintain a strategy of continuous improvement to ensure that the level of service objectives detailed in Section 2.6 continue to be met. Best practices for operation and maintenance of a municipal water utility, most of which are being performed by City staff, include but are not limited to:

- Continue to update system mapping and GIS files regularly.
- Collecting data on regular maintenance, emergency repairs, and maintenance requirements, and updating the City's water system GIS database.
- Preventative maintenance including inspections and/or replacement of assets before exceeding each asset's useful service life.
- A regular flushing schedule to maintain or improve water quality by removing stagnant water and sediment from water lines.
- Routine inspections to assess the condition of valves and hydrants, recording general conditions and evidence of leaks, possible structural problems or failures (offset structures, etc.), corrosion, and other damages.
- Proactively identifying and repairing leaks in the system to reduce the amount of non-revenue water, which reduces the cost of water for customers and operating costs for the City.
- Maintaining activity records of O&M and repair work, including equipment costs, staff labor time, and any other resources.
- Reviewing customer complaint records to document types/frequency of customer complaints, response time, and follow-up information.

1.4 Summary of Results

1.4.1 Assets

The City of Lenoir's water treatment, transmission, and distribution system contains both linear (water lines) and vertical assets (hydrants, valves, storage tanks, booster pump stations, water treatment plant, etc.). Linear assets and select vertical assets were included within the scope of this asset inventory and assessment as shown in Table 1.

Table 1: Water System Inventory

Asset Type	Quantity
Booster Pump Stations	6
Tanks	8
Water Mains - Distribution	239 miles
Water Mains - Transmission	30.7 miles
Water Treatment Plant	1 (12 MGD)

1.4.2 Risk Assessment

For this AIA and AMP, McGill evaluated the City of Lenoir's Water Treatment Plant and water distribution system including the distribution system water lines, booster pump stations, and storage tanks. The infrastructure evaluated ranges in age from over 70 years to recently constructed replacement lines. Portions of the system contain many older water lines that have exceeded or are approaching their expected useful life. Risk Ratings for the Linear Assets within the water treatment and distribution systems are summarized in Table 2.

Table 2: Distribution and Transmission Risk Ratings

Risk Rating	Total Length (LF)	Percent of System
1	0	0.00%
2	87,038	6.11%
3	41,547	2.92%
4	372,028	26.12%
5	5,321	0.37%
6	124,439	8.74%
8	504,592	35.43%
9	41,363	2.90%
10	49,260	3.46%
12	114,610	8.05%
15	39,545	2.78%
16	0	0.00%
20	3,080	0.22%
25	41,250	2.90%

1.5 Recommendations

1.5.1 Capital Improvement Plan

Based on the information compiled throughout the asset inventory and condition assessment, preliminary opinion of probable costs (POPC) were developed for each project. The City already had previously identified many of these project needs in its 10-year CIP. Other identified projects will be placed on the long-term planning list. A summary of future project needs with approximate costs is shown in Table 3.

Table 3: Water System Capital Improvements Projects

Proposed Projects	POPC*
Current Transmission & Distribution System CIP	$ 70,900,000
Additional Transmission & Distribution System CIP	$ 103,800,000
Current Water Treatment Plant CIP	$ 65,500,000
TOTAL	**$ 240,200,000**

* All costs in 2026 dollars

1.5.2 Operation and Maintenance (O&M) Plan

Maintenance strategies for utility systems usually fall into three separate categories based on capability and available funding for the system. These categories include preventative, reactive (or emergency), and deferred maintenance. Lenoir's utility staff diligently works to perform proactive maintenance and to limit reactive maintenance to emergency situations. In order to ensure that the water assets continue to be maintained and managed effectively and efficiently, O&M guidelines were updated to enhance preventative maintenance.



Sewer Asset Inventory & Assessment and Asset Management Plan

Project Number No. AIA-W-ARP-0224

10/23/2026

Prepared for:

Prepared by:

TIA REGISTER, PE

Project Manager

City of Lenoir

801 West Avenue NW, Lenoir, NC 28645

Phone: 828.757.2200

McGill Project No. 23.01116

McGill Associates, PA

1240 19th Street Lane NW, Hickory, NC 28601

Phone: 828.328.2024

Firm License: # C-0495

1 Executive Summary

1.1 Introduction

The City of Lenoir, with the assistance of McGill Associates (McGill), developed an Asset Inventory and Analysis (AIA) for its wastewater system, which includes an Asset Management Plan (AMP) and an updated 10-year Capital Improvement Projects plan (CIP). The project was funded through the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) AIA grant program.

1.2 Objectives

The purpose of this AIA and AMP is to deliver a long-term roadmap for the continuation of proactive management of the City's wastewater assets. The AMP will deliver data-driven insights to the City, empowering them to make informed capital planning decisions for future improvements. This approach will maximize the value of existing infrastructure in a cost-effective way, all while maintaining service levels for residents and business owners.

The AIA and AMP report consists of four key components:

1. Asset inventory (including mapping of all vertical and linear assets)
2. Assessment of the condition of all inventoried infrastructure
3. Capital improvements plan (CIP) with preliminary opinions of probable costs
4. Operations and maintenance (O&M) plan

McGill assisted the City with the inventory and assessment process, system analysis and testing, and update of the 10-year CIP to guide the City with scheduling and financing the capital projects and equipment purchases necessary to maintain and improve the wastewater treatment plant, sewer lift stations and force mains, and the gravity sewer lines. Prioritized wastewater system infrastructure projects, including preliminary opinions of probable costs, are included in long-term planning based on findings of this AIA. The City’s 10-year CIP will continue to allow the City to annually update its rate setting model to estimate future revenue and expenses, capital outlay, indebtedness, and overall health of the sewer system enterprise fund reserves.

1.3 AMP Components

1.3.1 Asset Inventory

The AIA began with the City and McGill meeting to review the project scope and proposed schedule, identify areas of concern, and obtain contact information for City maintenance personnel. Following this meeting, McGill conducted numerous site visits to collect geographic information system (GIS) data and evaluate critical point and linear assets within the City's wastewater system. This information, along with input from the City, was utilized to create a detailed database of the City's wastewater system by providing more detailed information about all system assets. This database, which includes asset identification labels, attributes, and conditions data, created the framework for the wastewater system maps included in this report.

1.3.2 Condition Assessment and System Evaluation

The City's wastewater collection system consists of approximately 240 miles of gravity sewer and sixteen sewer lift stations. The City owns and operates two Wastewater Treatment Plants (WWTPs), Gunpowder Creek WWTP (NC0023736) with a permitted capacity of 2.0 MGD, and Lower Creek WWTP (NC0023981) with a permitted capacity of 6.0 MGD.

Over the course of this study, McGill, accompanied by City staff, conducted site visits to the City's collection system and treatment facilities to evaluate system components. Site visit evaluations included visual inspections of each point asset, condition assessment of all equipment and systems, criticality assessment of each asset, and recording of performance observations reported by City staff. This information was utilized to evaluate the system and update system maps. Record drawings from previous system upgrades and expansions were also studied and utilized in the system evaluation.

1.3.3 Capital Improvement Plan (CIP)

McGill assisted the City with the inventory and assessment process, system analysis and testing, and the updating of its 10-year CIP to guide the City with scheduling and financing the capital projects and equipment purchases necessary to maintain and improve the collection and treatment systems.

Throughout the system evaluation McGill utilized multiple data collection methods to identify needs in the system. These data collection methods are detailed in Section 5. Documentation and

analysis of all identified operational needs within the system were detailed in Section 6 based on information collected during the system evaluation and from consultation with City staff. McGill developed a risk assessment for each asset in the system and recommendations for rehabilitation and replacement (R&R) projects. Wastewater system infrastructure projects, including preliminary opinions of probable costs, are included in this report for long-term planning. .

1.3.4 O&M Plan

Lenoir currently has a robust O&M program; however, it is important to implement a strategy of continuous improvement to maintain the level of service objectives detailed in Section 2.5. Best practices for operation and maintenance of a municipal wastewater utility, most of which are being performed by City staff, include but are not limited to:

1. System mapping and GIS updates for all infrastructure should continue on a regular basis in support of maintaining accurate system mapping and informing O&M schedules. Data collection including lift station run times, occurrences of high-water alarms, and record of maintenance are recommended to be collected and updated in the system GIS database.
2. Preventative maintenance to extend the useful service life of equipment, document needs and make replacements/repairs before failures occur.
3. Routine inspections and record of findings on wastewater system infrastructure in support of O&M as well as identifying areas of concerns for future rehabilitation/replacement projects.
4. Maintaining activity records of O&M and repair work, including equipment costs, manpower time, and any other resources.
5. Review customer complaint records to document types/frequency of customer complaints, response time, and follow-up information.

1.4 Summary of Results

1.4.1 Condition Assessment

Almost half of the City's gravity sewer system was installed in the 1960s and almost 80% of the system is more than 40 years old. Coinciding with the age of installation, the majority of the gravity sewer pipes are made of vitrified clay. Based on the age and material of the collection system, compliance with Federal and State regulations, current design standards, and documented operational status, the condition assessment considered the expected useful service life of

components in determination of rating. Overall, the City's wastewater collection and treatment system is in fair condition.

1.5 Recommendations

1.5.1 Capital Improvement Plan

Based on the information compiled throughout the asset inventory and condition assessment, preliminary opinions of probable costs were developed for each project. The City had previously identified many of these project needs in its 10-year CIP. Other identified projects will be placed on the long-term planning list. A summary of future project needs with approximate costs is shown in Table 1.

Table 1: Wastewater System Capital Improvements Projects

Proposed Project	Probable Project Costs
Collection System Improvements CIP	$ 49,100,000
Wastewater Treatment Plant CIP	$ 55,400,000
Lift Station Improvements CIP	$ 500,000
TOTAL	**$ 105,000,000**

1.5.2 Operation and Maintenance (O&M) Plan

Maintenance strategies for utility systems usually fall into three separate categories based on capability and available funding for the system. These categories include preventative, reactive (or emergency), and deferred maintenance. Lenoir's utility staff diligently works to perform proactive maintenance and to limit reactive maintenance to emergency situations. In order to ensure that the sewer assets continue to be maintained and managed effectively and efficiently, O&M guidelines were updated to enhance preventative maintenance

CITY OF LENOIR
COUNCIL ACTION FORM

I. **Agenda Item:** Approval Bid Award for Playground Equipment for the Mulberry Recreation Center and Rotary Soccer Complex.

II. **Background Information:** Following review of bids received, staff recommends awarding the bids to Barrs Recreation, LLC for the 2-5 age playset at Mulberry Recreation Center and the 5-12 age playset at the Rotary Soccer complex for $54,090.23 and awarding the ADA standalone swing set and 5-12 age Sensory Dome set to GameTime for $21,044.15, for a total contract value for this project will be $75,134.38, as submitted.

III. **Staff Recommendation:** Approve Bid Award for Playground Equipment for the Mulberry Recreation Center and Rotary Soccer Complex as presented.

IV. **Reviewed By:**

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Parks and Recreation Director: Phil Harper

Itemized Comparison By Quote

Vendor	Site	Age group	Model/Part	Equipment price	Install	Freight/Shipping	Surfacing/Borders	Discounts	Tax	Total
Barrs Recreation	Mulberry	2–5	BCI Burke Project 405-222695-1	$16,695.00	$5,000.00	$1,800.00	—	-$5,509.00	$1,214.06	$19,200.06
Barrs Recreation	Rotary (Zacks Fork)	5–12	Burke SY-3496	$24,667.00	$8,600.00	$2,150.00	EWF $2,820.00; Borders $2,280.00; ADA Half Ramp $800.00	-$8,633.00	$2,206.17	$34,890.17
Barrs Recreation	Combined	2–5 + 5–12							$3,420.23	$54,090.23
GameTime	Mulberry	2–5 + 5–12	PrimeTime Modular units	— (bundled)	$14,256.00	$5,193.77	EWF 56 CY $1,747.20; Borders (30) $2,743.80; Playcurb w/Adap (2) $905.00 ea	-$43,244.76	$2,539.50	$54,417.78
Playworld Preferred	Mulberry	2–5	Challengers 350-1736	$24,959.00	$8,950.00	$1,840.00	—	-$2,495.90	$2,244.58	$35,497.68
Playworld Preferred	Zacks Fork	5–12	Challengers 350-2263	$24,098.00	$12,737.00	$0.00	— (customer to provide)	—	$2,486.36	$39,321.36
Playworld Preferred	Combined	2–5 + 5–12								$74,819.04
DOME BIDS										
GameTime	Zacks Fork		Sensory Dome, ADA swing	$23633.00	-	$1,217.35		-$4796.36	$990.16	$21,044.15

Vendor	Site	Age group	Model/Part	Equipment price	Install	Freight/Shipping	Surfacing/Borders	Discounts	Tax	Total
Barrs Recreation	Zacks Fork	5-12	#560-2623 Dome Climber	$15,087.00			—		$1,018.37	$16,105.37
Barrs Recreation	Zacks Fork		#560-2623 Dome Climber - additions	$3,005.00	$2,200.00		—		$351.34	$5,556.34
Barrs Recreation	Zacks Fork		TOTAL							$21,661.71
Playworld Preferred	NO BID									

ESTIMATE

Barrs Recreation, LLC
36 Diane St
Pittsboro, NC 27312-9963

info@barrsrec.com
+1 (919) 781-4870
www.barrsrec.com

Lenoir Parks and Rec:Mulberry Recreation Center

Bill to
Lenoir Parks and Rec
Parks and Rec
720 Mulberry St SW
Lenoir, NC 28645

Ship to
Lenoir Parks and Rec
Mulberry Rec Center
701 Mulberry St SW
Lenoir, NC 28645

Estimate details
Estimate no.: 3596
Estimate date: 09/08/2026

Sales Rep: Ashley Barrs

#	Product or service	Description	Qty	Rate	Amount
1.	**BCI Burke**	Project Name: Mulberry Recreation Center • Project Number: 405-222695-1 • User Capacity: 26 • Age Groups: 2 to 5 • Dimensions: 28' 6" x 22' 3"	1	$16,695.00	$16,695.00
2.	**Discount**	Fall Playground Sale Sale ends December 18, 2026.	1	-$5,509.00	-$5,509.00
3.	**Freight**	Freight - This price is good for 30 days from the date of this estimate, and must be re-calculated if your order is placed after that time frame.	1	$1,800.00	$1,800.00
4.	**Installation**	Installation of your commercial equipment Site and Installation Conditions – requirements to avoid additional fees: **Owner or Responsible Party Requirements:** - The owner or responsible party must be present on-site when the crew arrives to ensure clear communication regarding equipment orientation. **Site Preparation:** - The installation site must be ready and accessible on the scheduled day. The site must be graded within a 1% slope. There should be adequate space available for equipment as previously determined. **Soil Conditions:** - The soil must be free from excessive rocks, roots, debris, and water issues. **Line Marking:**	1	$5,000.00	$5,000.00

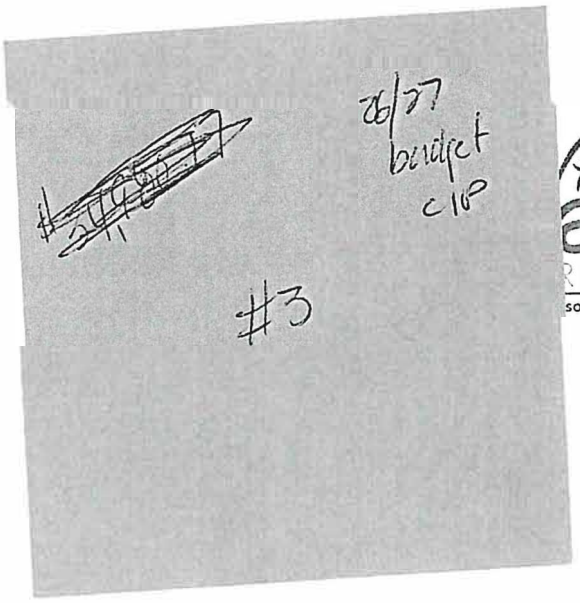
		- Barrs Recreation will perform standard 811 markings. The owner must locate and clearly mark all private utility lines, if they are not marked and incur damage during installation – the owner will be responsible for repair costs. **Security Measures:** - If Security measures go beyond Caution Tape or Orange fencing, arrangements must be discussed and agreed upon before the crew arrives (this will be quoted separately). Please note that we do not provide surveillance against theft or intentional damage. **Unless otherwise indicated, this does not include Bond or Permit Fees			
5.	**Supplemental Warranty**	In addition to BCI Burke's 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs Rec and are installed FREE OF CHARGE by our qualified installer(s). This results in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service makes this possible.	1	$0.00	$0.00
6.	**Hub 1**	Barrs Recreation certified with the North Carolina Department of Administration as a Minority and Women Business Enterprises (MWBE) Historically Underutilized Business (HUB) and listed in the Statewide Uniform Certification (SWUC) Program database.	1	$0.00	$0.00
			Subtotal		$17,986.00
			Sales tax		$1,214.06
			Total		**$19,200.06**

Accepted date **Accepted by**

ESTIMATE

Barrs Recreation, LLC
36 Diane St
Pittsboro, NC 27312-9963

info@barrsrec.com
+1 (919) 781-4870
www.barrsrec.com



Lenoir Parks and Rec
Bill to
Kenny Story
PO Box 958
Lenoir, NC 28645

Estimate details
Estimate no.: 2552
Estimate date: 02/10/2026
CONFIRMED 9/26 THE QUOTE IS UNEXPIRED

Sales Rep: Ashley Barrs

#	Product or service	Description	Qty	Rate	Amount
1.	**BCI Burke**	#SY-3496 Ages: 5-12 ASTM Use Zone: 37' x 33' Capacity: 42 Fall Height: 88" Kid Capacity: 42 Play Events: 7	1	$24,667.00	$24,667.00
2.	Discount	Barrs Recreation Courtesy Savings Amount	1	-$8,633.00	-$8,633.00
3.	Freight	Freight - This price is good for 30 days from the date of this estimate, and must be re-calculated if your order is placed after that time frame.	1	$2,150.00	$2,150.00
4.	Installation	Installation of your commercial equipment Site and Installation Conditions – requirements to avoid additional fees: **Owner or Responsible Party Requirements:** - The owner or responsible party must be present on-site when the crew arrives to ensure clear communication regarding equipment orientation. **Site Preparation:** - The installation site must be ready and accessible on the scheduled day. The site must be graded within a 1% slope. There	1	$8,600.00	$8,600.00

		should be adequate space available for equipment as previously determined. **Soil Conditions:** - The soil must be free from excessive rocks, roots, debris, and water issues. **Line Marking:** - Barrs Recreation will perform standard 811 markings. The owner must locate and clearly mark all private utility lines, if they are not marked and incur damage during installation – the owner will be responsible for repair costs. **Security Measures:** - If Security measures go beyond Caution Tape or Orange fencing, arrangements must be discussed and agreed upon before the crew arrives (this will be quoted separately). Please note that we do not provide surveillance against theft or intentional damage. **Unless otherwise indicated, this does not include Bond or Permit Fees			
5.	EWF	Certified Engineered Wood Fiber covering 37' x 33'- supply and install	47	$60.00	$2,820.00
6.	Border Timbers	Commercial border timbers surrounding playground items at the appropriate use zones. Customer must be on site for approval of layout during installation. Any changes in layout, after installation, will be charged for the additional labor.	38	$60.00	$2,280.00
7.	ADA Half Ramp	ADA Half Ramp	1	$800.00	$800.00
8.	Supplemental Warranty	In addition to BCI Burke's 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs Rec and are installed FREE OF CHARGE by our qualified installer(s). This results in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service makes this possible.	1	$0.00	$0.00
				Subtotal	$32,684.00
				Sales tax	$2,206.17
				Total	$34,890.17

Accepted date

Accepted by

Burke
PLAY THAT MOVES YOU.
BCIBURKE.COM • 800.266.1250

MULBERRY RECREATION CENTER

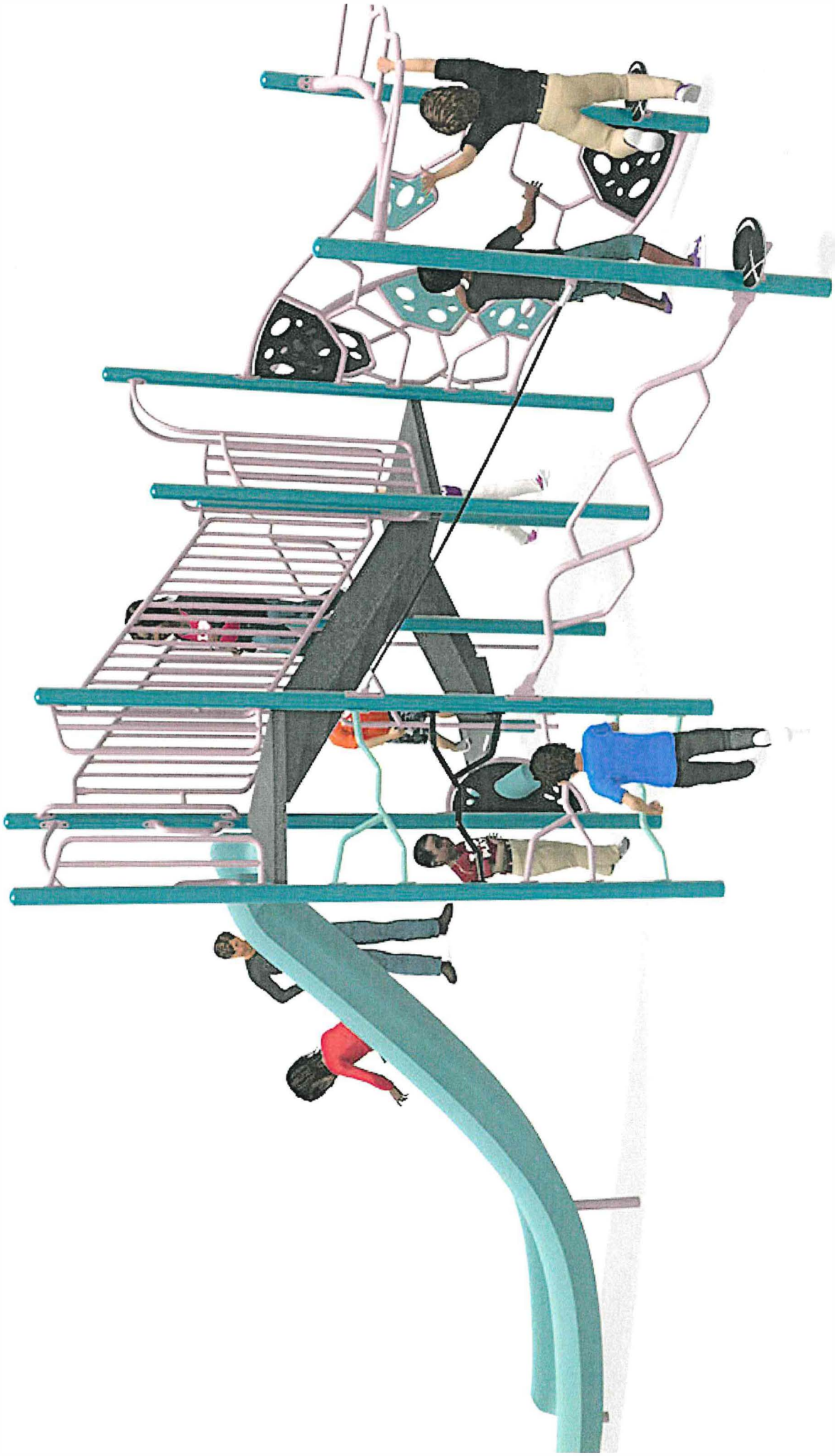
720 Mulberry St SW | Lenoir, NC 28645-5827



Barrs Recreation, LLC
36 Diane Street | Pittsboro, NC 27312 | 919-781-4870

Proposal 405-222695-1 | 9/3/2026

Barrs RECREATION



QUOTE

181374-01-02 • 09/16/2026

Mulberry Rec Center-Option 2

2

Customer:

Lenoir Parks & Recreation
720 Mulberry Street, SW
Lenoir, NC 28645
United States

Ship to Zip: 28645

Prepared for:

Phil Harper
Phone: 828-757-2165 Ext. 3101
phil.harper@ci.lenoir.nc.us

JOHN CUNNINGHAM

Prepared by:

GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Quantity	Part #	Description	Unit Price	Amount
1	RDU	**GameTime - PrimeTime Modular 2-5 Unit** **Installing into existing area. Client responsible for safety surfacing and borders.* *Custom*: 2 Color HDPE: _____, Accent 2: _____, Accent: _____, Basic: _____, Deck:Pvc: _____, Roof 2: _____, Roof: _____, Roto Plastic: _____ • (2) 12023 – 3 1/2" Uprt Ass'Y Alum 8' • (1) 12024 – 3 1/2" Uprt Ass'Y Alum 9' • (2) 12025 – 3 1/2" Uprt Ass'Y Alum 10' • (4) 12069 – 3 1/2"Uprt Ass'Y Alum 14' • (1) 13540 – Crunch Bar • (1) 18200 – 36" Sq Punched Deck P/T 1.3125 • (1) 18201 – 36" Tri Punched Deck P/T • (1) 18692 – Single Thunder Ring • (1) 18868 – Echo HDPE Attachment 4'- 0" • (1) 18874 – Apple Tree Panel Assembly • (1) 18914 – Offset Entryway (Versa) • (1) 19004 – Transfer System W/Barrier (1' Rise) • (1) 19122 – Wave Zip Slide (2'-6" & 3') • (1) 19363 – 3'-6"/4'-0" Zip Swerve Slide Right • (1) 19757 – Umbra Square Roof • (4) 19762 – Umbra Roof Plug • (1) 19912 – Modern Transfer w/Barrier 2' Rise	$23,640.20	$23,640.20
1	RDU	**GameTime - PrimeTime Modular 5-12 Unit** *Custom*: 2 Color HDPE: _____, Accent 2: _____, Accent: _____, Arch: _____, Basic: _____, Deck:Pvc: _____, HDPE: _____, Roof 2: _____, Roof: _____, Roto Plastic: _____, RotoPlastic2: _____ • (1) 5219 – Kai Climber 2' Pedestal FS • (1) 5245 – Avalon Climber Single 3' Pedestal • (2) 6232 – Pod (1'-0") • (1) 6233 – Pod (2'-0") • (3) 12023 – 3 1/2" Uprt Ass'Y Alum 8' • (3) 12024 – 3 1/2" Uprt Ass'Y Alum 9' • (4) 12069 – 3 1/2"Uprt Ass'Y Alum 14' • (1) 12215 – Crunch Bar Prime Time • (1) 18201 – 36" Tri Punched Deck P/T • (4) 18832 – Umbra Roof Extension 2' • (1) 18876 – Apple Tree Half Panel • (1) 19037 – Offset Archway • (1) 19648 – 12" Stepped Deck	$42,890.20	$42,890.20

QUOTE

181374-01-02 • 09/16/2026

		• (1) 19698 – Sloped Funnel Climber Barrier (Dbl) • (1) 19757 – Umbra Square Roof • (4) 19762 – Umbra Roof Plug • (1) 19794 – Dueling Wave Zip 6'-0" • (1) 19917 – Modern Transfer w/Guardrail 2' Rise • (1) 19963 – 6' Quiver Climber • (2) 90267 – 9' Upright, Alum • (1) 90268 – 10' Upright, Alum • (1) 91743 – Catalina Climber Base • (1) 91744 – Catalina Climber Cap • (1) 108985 – Canyon Curve Climber		
1	178749	**GameTime - Owner's Kit**	$98.07	$98.07
1	4858	**GameTime - Access Playcurb-W/Adap**	$905.00	$905.00
30	4862	**GameTime - 12" Playground Border**	$91.46	$2,743.80
56	EWF	**GT-Impax - Engineered Wood Fiber Safety Surfacing (CY)** • Area: 1117 Sq.Ft. • Thickness (Compacted): 12"	$31.20	$1,747.20
1	INSTALL	**MISC - Installation**	$14,256.00	$14,256.00
1	4858	**GameTime - Access Playcurb-W/Adap**	$905.00	$905.00
30	4862	**GameTime - 12" Playground Border**	$91.46	$2,743.80

Sub Total	$89,929.27
Discount	($43,244.76)
Freight	$5,193.77
Tax	$2,539.50
Grand Total	**$54,417.78**

Comments

*Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs. Pricing does not include bonding or permitting. If required, additional fees will apply.

QUOTE

183193-01-01 • 10/22/2026

1 of 2

GameTime
A PLAYCORE Company

Mulberry Rec Center- Additional Equipment

Customer:

Lenoir Parks & Recreation
720 Mulberry Street, SW
Lenoir, NC 28645
United States

Ship to Zip: 28645

Prepared for:

Phil Harper
Phone: 828-757-2165 Ext. 3101
phil.harper@ci.lenoir.nc.us

Prepared by:

GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Quantity	Part #	Description	Unit Price	Amount
1	6256	**GameTime - Sensory Dome - Medium** Basic: _____, HDPE: _____, Roto Plastic: _____	$15,639.00	$15,639.00
1	5294	**GameTime - Adaptive Swing Seat for 8' Toprail** Roto Plastic: _____	$528.00	$528.00
		(1) 5173 – Adaptive Swing w/Rung Belt	$302.00	$302.00
1	5324	**GameTime - 8' Solo Primetime Swing Frame** Basic: _____	$1,779.00	$1,779.00
1	INSTALL	**MISC - Installation of the Equipment Above**	$5,385.00	$5,385.00

Sub Total	$23,633.00
Discount	($4,796.36)
Freight	$1,217.35
Tax	$990.16
Grand Total	**$21,044.15**

Comments

*Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs. Pricing does not include bonding or permitting. If required, additional fees will apply.

*Customer is responsible for borders and safety surfacing (or priced upon request).

PLAYWORLD PREFERRED The world needs play.

P: 1-800-459-7241 F: 704-584-1034

3

QUOTE

Date	Quote #
9/23/2026	PWCQ27292

Quote valid for 30 days.

Bill To:	Site/End User:	Ship To:
Lenoir Parks and Recreation Phillip Harper 720 Mulberry Street Southwest Lenoir, NC 28645 P: 828-757-2166 M: phil.harper@ci.lenoir.nc.us	**Mulberry Recreation Center** Phillip Harper 720 Mulberry Street Southwest Lenoir, NC 28645 P: 828-757-2166 M: phil.harper@ci.lenoir.nc.us	**Mulberry Recreation Center** Phillip Harper 720 Mulberry Street Southwest Lenoir, NC 28645 P: 828-757-2166 M: phil.harper@ci.lenoir.nc.us

50% Deposit Required.
See Terms and Conditions

Sales Representative	Prepared By
George Burton	George Burton

Qty	Item #	Description	Unit Price	Ext. Price
1	350-1736	CHALLENGERS 350-1736	$24,959.00	$24,959.00
		10.0% Discount		-$2,495.90
		SOURCEWELL DISCOUNT **CUSTOMER MEMBER ID#: 2298** **PLAYWORLD MEMBER ID#: 101625-PLP**		
		FOR COLORS AND LAYOUT SEE DESIGN RENDERING 26-416 **PLAYGROUND INFORMATION** **USER CAPACITY: 26** **AGE GROUP: 2-5** **CFH: 4'**		
1	Install-EQ	INSTALLATION OF EQUIPMENT SCOPE OF WORK: Install Challengers 350-1736 according to manufacturer's specifications and all CPSC, ASTM and ADA guidelines.	$8,950.00	$8,950.00
		• **Unless otherwise noted, this proposal does not include site preparation, grading, excavation, fence removal, restoration of disturbed grass/landscaping, existing equipment/existing surfacing removal or disposal.** • **Unless otherwise indicated, installation cost is based on a level (1-2%) and ready site with normal ground conditions. Extraordinary ground**		

Qty	Item #	Description	Unit Price	Ext. Price
		conditions, such as slope (3% or greater), buried debris, natural obstructions which require extra attention (such as rock, unmarked service and/or irrigation lines, etc.), repair and/or special digging equipment during installation, will result in additional charges and time. All excavated dirt and excess mulch will be piled or spread on site. • This estimate is based on reasonable access for any trucking, machinery/equipment, material, parking for tradesmen, installs, clean up and demolition. • Some site disruption can be expected due to construction traffic. Site repair is limited to cleaning up and raking out disturbed area. Any minor ground or yard rutting caused by equipment vehicles will be raked or shovel filled with available dirt on site. Any mud, excess mulch or dirt left on pavement/sidewalks will be flat shoveled or broom swept. The estimate does not include finish landscaping (i.e. new dirt, seed, straw, or sod).		
		• Customer is responsible for removing and disposing of existing equipment. Additional installation charges will apply if the site is not ready upon installer's arrival. It's expected that all equipment, including concrete footings and all debris, be removed and footing holes re-compacted back to stable ground with fresh dirt for new installation.		
		• Playworld Preferred will call 811 to locate any PUBLIC underground utility lines. It is the responsibility of the Customer to mark all PRIVATE lines in case it's believed that the playground area may have any underground water drains, wells, tanks or other PRIVATE lines running through it. Any costs associated with repairing utility or water lines, etc. damaged by installer that were not marked will be the responsibility of the Customer.		

SubTotal	$31,413.10
Tax Rate	6.75 %
Sales Tax	$2,244.58
Shipping	$1,840.00
Total	**$35,497.68**

QUOTE

CONFIRMED 9/26 THE QUOTE IS UNEXPIRED

PLAYWORLD PREFERRED The world needs play.

P: 1-800-459-7241 F: 704-584-1034

Date	Quote #
2/11/2026	PWCQ26194
Quote valid for 30 days.	

Bill To:	Site/End User:	Ship To:
Lenoir Parks and Recreation Phillip Harper 720 Mulberry Street Southwest Lenoir, NC 28645 P: 828 7572166 phil.harper@ci.lenoir.nc.us	**Zacks Fork Park** Phillip Harper 1050 Zacks Fork Road Lenoir, NC 28645 P: 828 7572166 phil.harper@ci.lenoir.nc.us	**Zacks Fork Park** Phillip Harper 1050 Zacks Fork Road Lenoir, NC 28645 P: 828 7572166 phil.harper@ci.lenoir.nc.us

50% Deposit Required.
See Terms and Conditions

Sales Representative	Prepared By
George Burton	George Burton

Qty	Item #	Description	Unit Price	Ext. Price
1	350-2263	CHALLENGERS 350-2263 COLORS: NATURAL *Sale Price is Valid January 12, 2026 to June 19, 2026 and includes free shipping*	$24,098.00	$24,098.00
1	Install-EQ	INSTALLATION OF EQUIPMENT Scope of Work: Install Challengers 350-2263 according to manufacturer's specifications and all CPSC, ASTM and ADA guidelines.	$12,737.00	$12,737.00

- **Unless otherwise noted, this proposal does not include site preparation, grading, excavation, fence removal, restoration of disturbed grass/landscaping, existing equipment/existing surfacing removal or disposal.**
- **Unless otherwise indicated, installation cost is based on a level (1-2%) and ready site with normal ground conditions. Extraordinary ground conditions, such as slope (3% or greater), buried debris, natural obstructions which require extra attention (such as rock, unmarked service and/or irrigation lines, etc.), repair and/or special digging equipment during installation, will result in additional charges and time. All excavated dirt and excess mulch will be piled or spread on site.**
- **This estimate is based on reasonable access for any trucking, machinery/equipment, material, parking for tradesmen, installs, clean up and**

Qty	Item #	Description	Unit Price	Ext. Price
		demolition. • Some site disruption can be expected due to construction traffic. Site repair is limited to cleaning up and raking out disturbed area. Any minor ground or yard rutting caused by equipment vehicles will be raked or shovel filled with available dirt on site. Any mud, excess mulch or dirt left on pavement/sidewalks will be flat shoveled or broom swept. The estimate does not include finish landscaping (i.e. new dirt, seed, straw, or sod).		
		• Playworld Preferred will call 811 to locate any PUBLIC underground utility lines. It is the responsibility of the Customer to incur cost and arrange for a PRIVATE utility locator as a safe-guard in case it's believed that the playground area may have any underground water drains, wells, tanks or other PRIVATE lines running through it. Any costs associated with repairing utility or water lines, etc. damaged by installer that were not marked will be the responsibility of the Customer.		
		• Customer is responsible for providing their own safety surfacing material. Playworld Preferred will not be responsible for any liabilities resulting from lack of safety surfacing after equipment installation. Please note that Playworld Preferred recommends a minimum of 12" of EWF playground-grade mulch or other ASTM approved safety surfacing.		

SubTotal	$36,835.00
Tax Rate	6.75 %
Sales Tax	$2,486.36
Shipping	$0.00
Total	**$39,321.36**

We appreciate the opportunity to work with you on this project.
If this quotation does not meet your needs or expectations we will be happy to make any revisions necessary.

Please contact your Playworld Preferred Sales Representative if any of the foregoing information is incorrect.

Order Acknowledgement will be sent within 48 hours after your Purchase Order has been processed. Order Acknowledgement will include the estimated Ship Date. Shipping notification and documentation will be sent once the product ships.

**Please note, due to market variables outside of our control, certain items such as commodity material price fluctuations, freight surcharges, sales tax rates, and additionally requested re-consigned delivery location fees may change the final amount invoiced from the amount originally provided on this quote. **

QUOTE

183193-01-01 • 10/22/2026

152

Mulberry Rec Center- Additional Equipment

Customer:

Lenoir Parks & Recreation
720 Mulberry Street, SW
Lenoir, NC 28645
United States

Ship to Zip: 28645

Prepared for:

Phil Harper
Phone: 828-757-2165 Ext. 3101
phil.harper@ci.lenoir.nc.us

Prepared by:

GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Quantity	Part #	Description	Unit Price	Amount
1	6256	**GameTime - Sensory Dome - Medium** Basic: _____, HDPE: _____, Roto Plastic: _____	$15,639.00	$15,639.00
1	5294	**GameTime - Adaptive Swing Seat for 8' Toprail** Roto Plastic: _____	$528.00	$528.00
		(1) 5173 – Adaptive Swing w/Rung Belt	$302.00	$302.00
1	5324	**GameTime - 8' Solo Primetime Swing Frame** Basic: _____	$1,779.00	$1,779.00
1	INSTALL	**MISC - Installation of the Equipment Above**	$5,385.00	$5,385.00

Sub Total	$23,633.00
Discount	($4,796.36)
Freight	$1,217.35
Tax	$990.16
Grand Total	**$21,044.15**

Comments

*Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs. Pricing does not include bonding or permitting. If required, additional fees will apply.

*Customer is responsible for borders and safety surfacing (or priced upon request).







6256

SENSORY DOME® - MEDIUM

Sensory Dome is a fun, freestanding play activity for children of all abilities. The mix of materials, along with the varied routes of travel while climbing make this a versatile climber for your playground. 20" opening can be fitted with one of our GT Sensors* to provide auditory, visual or tactile experiences.

*Base model is shown without sensors. Sensors are sold separately.

$15,639

Use Zone (Length x Width)	24'-2" x 23'-4" (7.37m x 7.11m)
Age Ranges	5 to 12 Years
Fall Height	6' (1.83 m)
Weight	680 lbs (308.39 kg)

REQUEST A QUOTE COMPARE

ESTIMATE

Barrs Recreation, LLC
36 Diane St
Pittsboro, NC 27312-9963

info@barrsrec.com
+1 (919) 781-4870
www.barrsrec.com

(1)

Lenoir Parks and Rec:Lenoir Rotary Soccer Complex

Bill to
Lenoir Parks and Rec
PO Box 958
Lenoir, NC 28645

Ship to
Lenoir Parks and Rec
1050 Zacks Fork Rd
Lenoir, NC 28645

Estimate details
Estimate no.: 3730
Estimate date: 10/05/2026

Sales Rep: Ashley Barrs

#	Product or service	Description	Qty	Rate	Amount
1.		~Option 3 addition~			
2.	**BCI Burke**	#560-2623 - Dome 3 Climber Ages: 5-12 ASTM Use Zone: 24' x 24' Capacity: 12 Fall Height: 72"	1	$12,887.00	$12,887.00
3.	**Installation**	Installation of your commercial equipment Site and Installation Conditions – requirements to avoid additional fees: **Owner or Responsible Party Requirements:** - The owner or responsible party must be present on-site when the crew arrives to ensure clear communication regarding equipment orientation. **Site Preparation:** - The installation site must be ready and accessible on the scheduled day. The site must be graded within a 1% slope. There should be adequate space available for equipment as previously determined. **Soil Conditions:** - The soil must be free from excessive rocks, roots, debris, and water issues. **Line Marking:** - Barrs Recreation will perform standard 811 markings. The owner must locate and clearly mark all private utility lines, if they are not marked and incur damage during installation – the owner will be responsible for repair costs. **Security Measures:** - If Security	1	$2,200.00	$2,200.00

		measures go beyond Caution Tape or Orange fencing, arrangements must be discussed and agreed upon before the crew arrives (this will be quoted separately). Please note that we do not provide surveillance against theft or intentional damage. **Unless otherwise indicated, this does not include Bond or Permit Fees			
4.	**Supplemental Warranty**	In addition to BCI Burke's 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs Rec and are installed FREE OF CHARGE by our qualified installer(s). This results in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service makes this possible.	1	$0.00	$0.00
5.	**Hub 1**	Barrs Recreation is certified with the North Carolina Department of Administration as a Minority and Women Business Enterprises (MWBE) Historically Underutilized Business (HUB) and listed in the Statewide Uniform Certification (SWUC) Program database.	1	$0.00	$0.00
			Subtotal		$15,087.00
			Sales tax		$1,018.37
			Total		**$16,105.37**

Accepted date

Accepted by

(1) → Done 3 Climber



(2) (1) Ada Swing set Whole Assembly





(3) Just ADA Swing





ESTIMATE

Barrs Recreation, LLC
36 Diane St
Pittsboro, NC 27312-9963

info@barrsrec.com
+1 (919) 781-4870
www.barrsrec.com

2

Lenoir Parks and Rec:Lenoir Rotary Soccer Complex

Bill to
Lenoir Parks and Rec
PO Box 958
Lenoir, NC 28645

Ship to
Lenoir Parks and Rec
1050 Zacks Fork Rd
Lenoir, NC 28645

Estimate details
Estimate no.: 3731
Estimate date: 10/05/2026

Sales Rep: Ashley Barrs

#	Product or service	Description	Qty	Rate	Amount
1.		~Option 4 addition~			
2.	**BCI Burke**	#550-0203- Single post single seat bay	1	$1,714.00	$1,714.00
3.	**BCI Burke**	#550-0171- Freedom ADA Seat for 8' beam height	1	$1,291.00	$1,291.00
4.	**Installation**	Installation of your commercial equipment Site and Installation Conditions – requirements to avoid additional fees: **Owner or Responsible Party Requirements:** - The owner or responsible party must be present on-site when the crew arrives to ensure clear communication regarding equipment orientation. **Site Preparation:** - The installation site must be ready and accessible on the scheduled day. The site must be graded within a 1% slope. There should be adequate space available for equipment as previously determined. **Soil Conditions:** - The soil must be free from excessive rocks, roots, debris, and water issues. **Line Marking:** - Barrs Recreation will perform standard 811 markings. The owner must locate and clearly mark all private utility lines, if they are not marked and incur damage during installation – the owner will be responsible for repair costs. **Security Measures:** - If Security measures go beyond Caution Tape or	1	$2,200.00	$2,200.00

		Orange fencing, arrangements must be discussed and agreed upon before the crew arrives (this will be quoted separately). Please note that we do not provide surveillance against theft or intentional damage. **Unless otherwise indicated, this does not include Bond or Permit Fees			
5.	**Supplemental Warranty**	In addition to BCI Burke's 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs Rec and are installed FREE OF CHARGE by our qualified installer(s). This results in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service makes this possible.	1	$0.00	$0.00
6.	**Hub 1**	Barrs Recreation is certified with the North Carolina Department of Administration as a Minority and Women Business Enterprises (MWBE) Historically Underutilized Business (HUB) and listed in the Statewide Uniform Certification (SWUC) Program database.	1	$0.00	$0.00
			Subtotal		$5,205.00
			Sales tax		$351.34
			Total		**$5,556.34**

Accepted date

Accepted by

FEATURED PLAY EVENTS



Turn-key -Tates

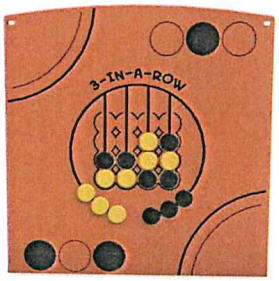
$5556.34

Freedom Swing Seat
The Freedom inclusive Swing Seat allows children of all abilities to enjoy the childhood joy of swinging in a safe and secure seat.



$4906.23 -Tates

2 Seat Rocker
Let's Rock! Burke's line of Rockers feature heavy-duty torsion springs and available in 2 Seat, 4 Seat and Standing versions. Rock your playground with these awesome freestanding basics events!



3-In-A-Row Panel
Play panels offer opportunities for all children to develop skills, have fun and spend time learning outside. 3-In-A-Row is a way to bring games to the playground and teach cooperation.

Phil Harper

From: George Burton <george.burton@playworldpreferred.com>
Sent: Friday, October 23, 2026 12:11 PM
To: Phil Harper
Subject: RE: need your quote on additional info no later than noon today

Phil,

Yes sorry, I tried to get to it but I have been slammed this week.

I understand and yes I was going to take a pass on this one if you needed it today.

Best Regards,

George Burton, CPSI
Sales Representative
Playworld Preferred, Inc.
11515 Vanstory Dr., Suite 100
Huntersville, NC 28078
Cell: (704) 650-7582

From: Phil Harper <phil.harper@CI.LENOIR.NC.US>
Sent: Friday, October 23, 2026 12:07 PM
To: George Burton <george.burton@playworldpreferred.com>
Subject: FW: need your quote on additional info no later than noon today

George,
Unfortunately I need to move forward. I will be putting you down as a no bid.
Thanks,

Phil Harper Jr.
Lenoir Parks and Recreation Department
Parks and Recreation Director
720 Mulberry St SW
Lenoir, NC 28645
828-757-2165 ext. 3101

City of Lenoir
Financial Summary
As of 09/30/2026

General Fund

	2026-2027 Budget	9/30/2026	% of Budget	Change from Previous Year	9/30/2025
Total Revenue	$ 27,104,230.00	$ 16,069,998.63	59%	$ 1,452,248.65	$ 14,617,749.98
Expenditures	$ 27,104,230.00	$ 6,860,542.27	25%	$ 212,670.22	$ 6,647,872.05
Over/Under	$ -	$ 9,209,456.36		$ 1,239,578.43	$ 7,969,877.93

Downtown District

	2026-2027 Budget	9/30/2026	% of Budget	Change from Previous Year	9/30/2025
Revenues	$ 285,875.00	$ 14,239.24	5%	$ (5,841.66)	$ 20,080.90
Expenditures	$ 285,875.00	$ 59,347.24	21%	$ 1,244.37	$ 58,102.87
Over/Under	$ -	$ (45,108.00)		$ (7,086.03)	$ (38,021.97)

Water/Sewer Fund

	2026-2027 Budget	9/30/2026	% of Budget	Change from Previous Year	9/30/2025
Revenues	$ 14,523,270.00	$ 3,306,797.50	23%	$ 166,054.37	$ 3,140,743.13
Expenditures	$ 14,523,270.00	$ 2,814,850.60	19%	$ 553,924.72	$ 2,260,925.88
Over/Under	$ -	$ 491,946.90		$ (387,870.35)	$ 879,817.25

City of Lenoir
Financial Summary By Department
As of 09/30/2026

General Fund					
	BUDGET	9/30/2026	9/30/2025	Difference	% of Budget
REVENUE					
PROPERTY TAXES	$ 11,509,984.00	$ 12,853,902.70	$ 12,073,306.81	$ 780,595.89	112%
SALES TAX	$ 6,630,325.00	$ 609,865.39	$ 614,542.62	$ (4,677.23)	9%
FRANCHISE TAX	$ 2,500,000.00	$ 579,468.25	$ 592,463.05	$ (12,994.80)	23%
SOLID WASTE FEE	$ 1,125,705.00	$ 281,996.06	$ 281,905.18	$ 90.88	25%
OTHER	$ 5,338,216.00	$ 1,744,766.23	$ 1,055,532.32	$ 689,233.91	33%
TOTAL	$ 27,104,230.00	$ 16,069,998.63	$ 14,617,749.98	$ 1,452,248.65	59%
EXPENDITURES					
LEGISLATIVE	$ 447,051.00	$ 118,510.47	$ 133,529.27	$ (15,018.80)	27%
ADMINISTRATIVE	$ 892,576.00	$ 340,072.23	$ 335,629.03	$ 4,443.20	38%
FINANCE	$ 1,254,745.00	$ 296,908.23	$ 280,860.64	$ 16,047.59	24%
PLANNING	$ 588,647.00	$ 124,578.15	$ 180,200.38	$ (55,622.23)	21%
POLICE	$ 8,774,910.00	$ 2,144,059.14	$ 2,023,351.16	$ 120,707.98	24%
FIRE	$ 6,523,292.00	$ 1,413,110.60	$ 1,384,722.84	$ 28,387.76	22%
RECREATION	$ 2,133,394.00	$ 500,506.44	$ 533,789.93	$ (33,283.49)	23%
PUBLIC WORKS	$ 6,489,615.00	$ 1,922,797.01	$ 1,775,788.80	$ 147,008.21	30%
TOTAL	$ 27,104,230.00	$ 6,860,542.27	$ 6,647,872.05	$ 212,670.22	25%
OVER/UNDER	-	$ 9,209,456.36	$ 7,969,877.93	$ 1,239,578.43	

Downtown District					
	BUDGET	9/30/2026	9/30/2025	Difference	% of Budget
TOTAL REVENUES	$ 285,875.00	$ 14,239.24	$ 20,080.90	$ (5,841.66)	5%
TOTAL EXPENDITURE	$ 285,875.00	$ 59,347.24	$ 58,102.87	$ 1,244.37	21%
OVER/UNDER	-	$ (45,108.00)	$ (38,021.97)	$ (7,086.03)	

Water/Sewer Fund					
	BUDGET	9/30/2026	9/30/2025	Difference	% of Budget
REVENUE					
WATER SALES	$ 8,254,288.00	$ 2,183,425.12	$ 2,037,803.99	$ 145,621.13	26%
SEWER SALES	$ 3,888,782.00	$ 980,329.51	$ 1,008,686.85	$ (28,357.34)	25%
CAPITAL RESERVE	$ 1,600,000.00	$ -	$ -	$ -	0%
OTHER	$ 780,200.00	$ 143,042.87	$ 94,252.29	$ 48,790.58	18%
TOTAL REVENUES	$ 14,523,270.00	$ 3,306,797.50	$ 3,140,743.13	$ 166,054.37	23%
EXPENDITURES					
RHODHISS PLANT	$ 3,666,026.00	$ 463,805.67	$ 496,137.49	$ (32,331.82)	13%
WATER DISTRIBUTION	$ 2,997,400.00	$ 740,782.16	$ 720,229.46	$ 20,552.70	25%
WATER RESOURCES	$ 478,057.00	$ 122,721.13	$ 99,015.67	$ 23,705.46	26%
ADMIN & ENGINEERING	$ 580,590.00	$ 216,793.20	$ 132,584.10	$ 84,209.10	37%
WASTEWATER COLLECTION	$ 2,766,617.00	$ 589,540.52	$ 235,089.11	$ 354,451.41	21%
WASTEWATER PRETREATMENT	$ 281,628.00	$ 83,421.18	$ 44,943.64	$ 38,477.54	30%
GUNPOWDER WASTEWATER PL	$ 903,474.00	$ 123,575.59	$ 151,051.78	$ (27,476.19)	14%
LOWER CREEK WASTEWATER PL	$ 2,849,478.00	$ 474,211.15	$ 381,874.63	$ 92,336.52	17%
TOTAL EXPENDITURE	$ 14,523,270.00	$ 2,814,850.60	$ 2,260,925.88	$ 553,924.72	19%
OVER/UNDER	$ -	$ 491,946.90	$ 879,817.25	$ (387,870.35)	

CITY OF LENOIR

COUNCIL ACTION FORM

I. Agenda Item:

Request Council approve the job description revision for the Parks and Recreation Director.

Background Information:

Request the following job description change.

- **Approve the revised Parks and Recreation Directors job description.**

Staff Recommendation:

Approve as requested.

II. Reviewed by:

City Attorney:

Finance Director: *Donna Bean*

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

PARKS AND RECREATION DIRECTOR

General Statement of Duties

Performs managerial and administrative duties in planning, directing, and overseeing the City's parks and recreation programs, facilities, and services.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing, directing, and evaluating recreational and athletic programs, community events, and parks for the City. The employee provides leadership in long- and short-range strategic planning for programs, parks, facilities management, and operations; and develops departmental goals, objectives, policies, and procedures. Work includes developing and managing operating and capital budgets. The employee organizes and manages activities through subordinate supervisors, including the selection, training, evaluation, and supervision of full-time, part-time, and seasonal employees. The position requires sound judgment, discretion, initiative, and strong interpersonal and communication skills. Work involves extensive public contact with other departments, community and civic organizations, schools, City officials, and the public. Work is performed under the general supervision of the City Manager and is reviewed through conferences, reports, and results achieved.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, directs, supervises, and evaluates a comprehensive and flexible range of recreational, athletic, and cultural programs and activities for all ages, interests, and segments of the community, including senior citizens, youth, and adults, at indoor and outdoor facilities throughout the City and within established budget limitations.
- Maintains effective communication with the City Manager, City administration, and other City departments regarding departmental operations, programs, budget matters, and significant issues.
- Establishes departmental goals and objectives for programs, services, and activities.
- Coordinates and collaborates with department staff and other city departments/divisions to ensure parks, grounds, and facilities are properly maintained, safe, and ready for scheduled programs and events.
- Engages in long-range strategic planning and develops plans for parks, recreational facilities, and open space for public use.
- Reviews, plans, and oversees departmental programs and services.
- Develops and recommends plans for the acquisition, development, and maintenance of parks, playgrounds, structures, and facilities; and negotiates agreements and contracts with schools, public officials, contractors, and other parties as appropriate.
- Oversees the planning and coordination of programs, activities, events, classes, camps, clinics, and athletic programs. Works with staff to research, plan, and market offerings; engage instructors, employees, and volunteers; negotiate contract terms; secure materials and supplies; schedule facilities; submit budget recommendations; monitor and evaluate programs; and process payments.

- Serves as a liaison to citizen groups and receives input from community groups, the recreation advisory committee, and individuals regarding parks and recreation interests, needs, and concerns; uses this input in departmental planning and programming.
- Manages departmental personnel and supervises employees directly and through subordinate supervisors; ensures appropriate training and fair, consistent performance evaluations; coaches, counsels, and motivates employees; administers disciplinary action and recommends dismissal when appropriate; and ensures compliance with City policies and procedures.
- Develops, recommends, administers, and monitors the departmental operating and capital budgets; manages revenues and expenditures; approves purchases within delegated authority; and requests budget amendments as needed.
- Ensures the safe operation of parks, recreational facilities, programs, and activities and ensures compliance with applicable safety regulations and City policies.
- Oversees the promotion of departmental programs and events through public relations and publicity efforts; conducts facility tours; makes presentations to the public and civic groups; and participates in radio and television interviews regarding departmental events and programs.
- Coordinates with the Finance Director and City Manager to identify grant opportunities, prepare and submit grant applications, monitor grant-funded projects and budgets, and ensure compliance with grant requirements and reporting deadlines.
- Represents the City and department on councils, committees, the recreation advisory committee, and other business and community groups.
- Resolves public concerns and problem situations as needed.
- Ensures effective scheduling of public events, programs, activities, and facility rentals.
- Maintains a flexible work schedule, as the position may require evening meetings, weekend or holiday work, and frequent travel to departmental parks and facilities. Ensures appropriate departmental coverage and response procedures are in place for facility emergencies, including fire alarms.
- Ensures the implementation of applicable safety regulations and procedures.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of municipal parks and recreation management and administration.
- Thorough knowledge of parks and recreation program development, facility management, and planning.
- Thorough knowledge of the principles and methods of parks and playground planning and development.
- Considerable knowledge of current literature, trends, and developments in public recreation.
- Considerable knowledge of municipal codes, ordinances, and applicable regulations related to departmental operations.
- General knowledge of accounting principles, budgeting methods, and financial management, including the ability to manage enterprise funds and departmental budgets.
- Considerable knowledge of effective leadership and supervisory principles and practices, including coaching, motivation, performance management, and communication.

- Demonstrated skill in leading and supervising full-time, part-time, and seasonal recreation staff as well as coaches and officials.
- Considerable knowledge of applicable OSHA safety requirements and other safety regulations associated with parks maintenance and recreational activities.
- Demonstrated skill in developing, implementing, and evaluating recreational programs and activities.
- Strong leadership, management, organizational, and supervisory skills.
- Ability to develop and maintain effective working relationships with employees, supervisors, City officials, community organizations, and the public, and to promote teamwork, high morale, and enthusiasm.
- Ability to manage programs and facilities efficiently and effectively, with attention to service quality and budget constraints.
- Ability to plan, organize, direct, and supervise multiple programs and activities concurrently.
- Ability to communicate clearly and effectively, both orally and in writing.

Physical Requirements

- Must be able to perform the basic physical activities of reaching, standing, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform medium work, exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force to move objects.
- Must possess visual acuity sufficient to prepare and analyze budgets and activity data, operate a computer, read extensively, and inspect the work of others.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in recreation management, exercise physiology, parks and recreation administration, or a related field, and considerable progressively responsible experience in parks and recreation management, including at least five years of supervisory experience in organized recreation programs or a related field; or an equivalent combination of education and experience.

Preferred: Certification as a Certified Park and Recreation Professional (CPRP) through the National Recreation and Park Association (NRPA).

Special Requirements

- Must possess a valid North Carolina driver's license.
- Must establish residency within the City of Lenoir within 12 months of the date of hire.

LENOIR 2026

PARKS AND RECREATION DIRECTOR

General Statement of Duties

Performs managerial and administrative duties in directing the municipal parks and recreation program.

Distinguishing Features of the Class

An employee in this class is responsible for energizing, planning, organizing and directing recreational and athletic programs, community events and parks for the City. The employee provides leadership in strategic long and short-range planning for programs, parks and facilities management and operations; develops goals, objectives, policies and procedures. Work includes budget development and management for continuation and capital expenditures. Employee organizes and manages activities through intervening supervisors including the selection, training, appraisal, and supervision of fulltime, part-time staff and seasonal workers. Sound judgment and discretion as well as initiative and strong interpersonal and communication skills are required. Work requires extensive public contact with other departments, community and civic organizations, school and City officials, and the public. Work is performed under supervision of the City Manager and is reviewed through conferences, reports, and results achieved.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and directs varied recreational, athletic, and aquatic programs to meet the needs, interests of different ages, genders and groups within the City.
- Establishes goals and objectives for provision of programs, services and activities.
- Engages in long-range strategic planning; develops long-range plans for the provision of facilities and open space for the public.
- Reviews, plans, and supervises the various departmental programs.
- Develops and recommends plans for acquisition, development and maintenance of park and playground areas and for structures and facilities; negotiates with schools and other officials, and contractors on agreements and contracts.
- Serves as liaison to citizen groups; counsels and receives input from community groups, recreation advisory committee, and individuals on parks and recreation interests, needs and problems; utilizes such input for overall planning and programming.
- Manages personnel; supervises work of subordinates directly and through intervening supervisors; ensures appropriate training is provided and that evaluation of performance is fair and consistent; counsels and motivates staff, takes disciplinary action and recommends dismissal as appropriate; follows City policies and procedures.
- Develops, supports, controls and administers department budget; recommends continuation and capital budgets; monitors revenues and expenditures and approves major purchases; requests budget amendments as needed.
- Ensures proper and safe operation of all parks and recreational facilities.
- Guides and oversees promotion program and event publicity and promotion through varied public relation efforts; conducts facility tours; makes presentations to the public or civic groups and participates in radio and television interviews regarding department events and programs.
- Represents the City and department on councils and committees, with the recreation advisory committee and other business and community groups.
- Resolves problem situations with the public as needed.

- Ensures effective scheduling of public events, programs and activities, and rental of facilities to the public.
- Ensures implementation of safety regulations.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of municipal recreation and parks management and administration principles and practices.
- Thorough knowledge of parks and recreation program development and facility management and planning.
- Thorough knowledge of the principles and methods of parks and playground planning and development.
- Considerable knowledge of current literature, trends and developments in the field of public recreation.
- Considerable knowledge of modern and effective leadership and supervisory principles and practices, including coaching, motivation and communication.
- Demonstrated skill in providing leadership and supervising full and part-time recreational, athletic and parks maintenance staff, coaches and officials, etc.
- Considerable knowledge of OSHA safety regulations associated with parks maintenance and recreational activities.
- Demonstrated skill in developing and executing a program of recreational activities.
- Strong leadership, management and supervisory skills.
- Effective communication and interpersonal relationships skills.
- Ability to operate programs effectively from an effective and efficient business perspective.
- Ability to effectively plan, organize, direct and supervise multiple programs and activities.
- Ability to develop and maintain effective relationships with subordinates to promote and maintain high morale and enthusiasm, with superiors, officials, with diverse community groups and the public.
- Ability to express oneself clearly and precisely in oral and written forms.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze budget and activity data and figures, to operate a computer, to read extensively, and to be able to inspect work of others.

Desirable Education and Experience

- Possess a four-year degree in recreation management, exercise physiology, or related field from an accredited university or college and considerable experience of an increasingly responsible nature to include at least five years of supervision in organized recreation work or an equivalent combination of education and experience.

Special Requirements

- Must possession of a valid North Carolina driver's license.
- City residency required within 12 months from date of hire.

Lenoir
2023

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daylight Saving Time Ends	2	3 6:00 p.m. City Council Election Day	4 9:00 a.m. Staff Mtg	5 4:00 p.m. LTDA	6	7
8	9 Noon-City/County Services Committee	10 8:15 a.m. Economic Dev.Adv. Committee (Civic Center) Planning Board 5:30 p.m.	11 City Offices Closed Veterans Day 11:00 a.m. Veterans Day Event (Downtown Stage)	12 2:00 p.m. ABC Board 6:00 p.m. LBAB (City Hall, 3rd Floor)	13	14
15	16	17	18	19 5:00-7:00 p.m. Light Up Lenoir	20 7:00-8:00 p.m. Storytime with Mrs. Clause	21 10:00 a.m.-6:00 p.m. Merry Market on Main
22	23	24 Turkey Tuesday Giveaway 5:00 p.m. MLK Center	25 Noon-Foothills Regional Airport Authority	26 City Offices Closed Holiday	27 City Offices Closed	28 Small Business Saturday
29	30					

City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

Joseph L. Gibbons, Mayor
Scott E. Hildebran, City Manager
Lauren Hartley, City Clerk