

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
APRIL 22, 2014

THE WAYNESVILLE BOARD OF ALDERMEN held their regular meeting on Tuesday, April 22, 2014 at 7:00 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Julia Freeman
Alderman Wells Greeley
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager
Woodrow Griffin, Town Attorney
Amie Owens, Town Clerk
Andrew Bowen, Management Assistant

Representing the Media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting. There was one adjustment to the order of the agenda as it relates to calendar events. Item number 9 was moved to the beginning of the meeting to coincide with calendar discussion.

9. Special Meeting Schedule and Call for Public Hearing on FY 14-15 Proposed Budget

Members were asked to check their calendars to determine if the proposed budget schedule including special called meetings and call for public hearing were acceptable. Manager Onieal explained that three of the meetings noted in the proposed schedule were regular meetings. The proposed schedule is as follows:

- | | | |
|---|--------------------------|--|
| • | Tuesday, May 27, 7:00 pm | regular meeting where budget message delivered |
| • | Friday, May 30, 9:00 am | budget workshop |
| • | Friday, Jun 6, 9:00 am | budget workshop |
| • | Tuesday, Jun 10, 7:00 pm | regular meeting and Budget Public Hearing |
| • | Tuesday, Jun 24, 7:00 pm | regular meeting and Budget Adoption |

Alderman Roberson made a motion, seconded by Alderman Greeley, to establish a meeting schedule for the Board of Aldermen for the consideration of the Manager's Fiscal Year 2014-2015 Proposed Budget including special called meetings and public hearings as outlined in item 9 of the agenda. The motion passed unanimously.

Manager Onieal continued with calendar discussion and noted several items including:

- April 26 – four events scheduled in the downtown area (KARE Fun Run, STAR Ranch Parade, Smoky Mountain 9-Ball Tournament and Great Wine Race)
- May 10 – Town litter pick up in conjunction with the Commission for a Clean County
- May 19 – Public Hearing at the County related to changes in Fire Districts
- May 22 – Downtown Waynesville Association (DWA) – Board Appreciation Breakfast
- June 3 & 4 – Rural Roundtable Discussions with the Rural Center in Marion and Cullowhee
- June 4 – Town Hall Day at the NC General Assembly (Registration is required)
- June 19 – Chamber of Commerce Annual Banquet

One additional item was noted that was not previously on the calendar

- May 15 – Retirement Reception for Paul Benson, Planning Director

Mayor Brown noted that the Opt-In Regional Summit with Southwestern Commission is in May. The date was confirmed prior to the end of the meeting as May 8 in Cherokee. Mayor Brown added that the funerals for both Colonel Brown and General Mundy went well and he thought that “Waynesville did itself proud.” He received positive comments from the current Commandant of the Marines Jack Amos.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the minutes of the March 25, 2014 (regular meeting session) as presented. The motion carried unanimously.

3. Proclamations

Anna Smathers, Communications Manager for the Haywood County Tourism Development Authority, requested that May 3 through May 11 be recognized as National Travel and Tourism Week in Haywood County. Mayor Brown acknowledged this request and presented Ms. Smathers with a proclamation for National Travel and Tourism Week and urged the citizens of Waynesville to join in this observance. He thanked all of the organizations who help to maintain the tourism industry in Waynesville including the TDA, DWA and Chamber of Commerce.

May 2014 is National Bicycle Month and May 16 is Bike-to-Work Day. Employees and citizens were encouraged to participate in an effort to highlight the importance of bicycle safety and be more aware of cyclists on the streets and highways. There is a possibility that the Town could participate in a cycling event on this date.



PROCLAMATION

Whereas travel has a positive effect on Waynesville and Haywood County, North Carolina and the nation's economic prosperity and image abroad, to business productivity and to individual travelers' well-being.

Whereas travel to and within the United States provides significant economic benefits for the nation, generating \$2.1 trillion in economic output in 2013, with \$887.9 billion spent directly by travelers.

Whereas travel is among the largest private-sector employers in the United States, supporting 14.9 million jobs in 2013, including 7.9 million directly in the travel industry and 7.0 million in other industries.

Whereas travelers' spending directly generated tax revenues of \$134 billion for federal, state and local governments, funds used to support essential services and programs.

Whereas Haywood County generates an economic impact of \$126.35 million annually and attributes more than 1,310 jobs directly to tourism, therefore creating \$23.71 million in payroll.


Whereas international travel to the United States is the nation's No. 1 services export. In 2013, travel generated \$139.6 billion in exports, creating a \$53.3 billion trade surplus for the United States.

Whereas meetings, events and incentive travel are core business functions that help companies strengthen business performance – averaging a return on investment of \$621.4 billion in direct spending and \$91.9 billion in tax revenue for every dollar spent on corporate travel – align and educate employees and customers and reward business accomplishments.

Whereas leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers' health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships.

Whereas travel is a pillar of economic growth, creating jobs at a 19-percent faster rate than other sectors.

Now, therefore, I, Gavin A. Brown, Mayor of Waynesville, do hereby proclaim May 3-11, 2014 as National Travel and Tourism Week in Waynesville, North Carolina and urge the citizens of Waynesville, North Carolina to join me in this special observance with appropriate events and commemorations.



Gavin A. Brown, Mayor



U.S. TRAVEL
ASSOCIATION

1100 New York Avenue, NW Suite 450 Washington, D.C. 20005 TEL 202.408.8422 www.ustravel.org



PROCLAMATION

NATIONAL BICYCLE MONTH - MAY 2014 and MAY 16 BIKE-TO-WORK DAY

WHEREAS, for more than a century, the bicycle has been an important part of the lives of most Americans; and

WHEREAS, today, millions of Americans engage in bicycling because it is a viable and environmentally-sound form of transportation, an excellent form of fitness and provides quality family recreation; and

WHEREAS, the education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

WHEREAS, the League of American Bicyclists and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

NOW, THEREFORE, I, Gavin A. Brown, Mayor of the Town of Waynesville, North Carolina, do hereby acknowledge

May 2014 - National Bicycle Month and May 16 as Bike-to-Work Day

in the Town of Waynesville and encourage all Town of Waynesville citizens to recognize the importance of bicycle safety and be more aware of cyclists on our streets and highways.



A handwritten signature in black ink, appearing to read "Gavin A. Brown".

Gavin A. Brown
Mayor

B. REPORTS & PRESENTATIONS

4. Big Brothers and Big Sisters of WNC

Mr. Frank Wolfe, Chair of the Haywood Advisory Council of Big Brothers and Big Sisters of WNC presented information related to the general program as well as personal stories regarding his experience with the program. He provided Haywood County specific statistics including current participation levels of 61 individuals with a goal of 75 by the end of the year. There is always a need for additional Big Brothers to provide positive role models for boys. Mayor Brown commented that his grandson had benefitted from this program. Mr. Wolfe thanked the Board for their contribution to Big Brothers and Big Sisters of WNC.

Mayor Brown noted from the presentation information that for every tax dollar spent on the program, the benefit was \$3.28. Both Alderman Freeman and Alderman Greeley noted that they had individuals in their respective organizations that participate in and see the successes of the program.

5. Folkmoot USA

Ms. Karen Babcock, Executive Director, Folkmoot USA thanked the Board for their support and for allowing her to come and speak. She called attention to the Economic Impact Study provided in the packet, specifically, the Haywood County statistics including \$6.6 million dollars spent in Haywood County during the festival. Ms. Babcock explained that visioning and strategic planning will occur to better utilize the Folkmoot building outside the festival dates; a plan is expected by the end of the year. She noted that the capital campaign is underway and is proving successful.

Ms. Babcock noted that there have been some scheduling changes for this year's event due to the shortening of the festival by two days. The important change to note is the movement of the Parade of Nations (PON) from Friday to Saturday. The date of the PON is July 26, 2014 beginning at 10:00 a.m. with welcome and comments from the elected and Town officials. Manager Onieal noted that the street closure request would be included with item 7 on the agenda.

The countries that have been invited include: Russia, Columbia, Turkey, Taiwan, Romania, Trinidad and the US represented by Hawaii. Ms. Babcock noted that clogging groups, bluegrass musicians and Cherokee Indian dancers would also be participating.

Mayor Brown inquired as to plans for the facility and moving forward. Ms. Babcock explained that a facilities analysis has been completed and the results will be forth coming. A revolving line of credit will be utilized for repairs with one item noted as a priority - the roof would need to be replaced. Ms. Babcock reiterated that a master plan would be developed as part of the visioning process and would be a 3 to 5 year plan. Ms. Babcock thanked the Board for the opportunity to speak.

C. NEW BUSINESS

6. Town of Waynesville Municipal Agreement for Bridge 102 over Plott Creek

Manager Onieal explained that the NC DOT would be replacing Bridge 102 over Plott Creek near Hazelwood School. The Town is being asked to participate in the installation of sidewalks on the side of

the street closest to the school. Ms. Onieal explained that this is a 70/30 cost-sharing agreement with the Town's portion equaling \$8,785 and that amount is available in the current year budget. She noted that the NC DOT will extend the culvert in the event that sidewalks need to be added at a later date on the opposite side of the road.

Alderman Roberson made a motion, seconded by Alderman Greeley, to authorize the Mayor and/or Town Manager to execute the Town of Waynesville Municipal Agreement for Bridge 102 over Plott Creek with the NC DOT as presented. The motion carried unanimously.

NORTH CAROLINA

TRANSPORTATION IMPROVEMENT PROJECT –
DESIGN-BUILD MUNICIPAL AGREEMENT

HAYWOOD COUNTY

DATE: 4/8/2014

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Element: 17BP.14.R.128

TOWN OF WAYNESVILLE

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Waynesville, a local government entity, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project 17BP.14.R.128, in Haywood County; said Design-Build Project having an approximate right of way width as shown on file with the Department's office in Raleigh, North Carolina; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina, Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Design-Build Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

Agreement ID # 4909

1

SCOPE OF THE PROJECT

1. The Design-Build Project consists of the replacement of Bridge No. 102 over Plott Creek on SR 1173 in Waynesville. The proposed bridge will be replaced with a culvert with sufficient length to accommodate the Municipality's future typical of a 34-foot face to face roadway section and a 7 foot berm that will include a 5-foot 6-inch sidewalk with 2-foot 6-inch curb & gutter on both sides. The project will provide the sidewalk, curb & gutter section and additional pavement on the south side for approximately 200 feet.

PLANNING, DESIGN AND RIGHT OF WAY

2. The Department shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project, and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.
3. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.

UTILITIES

4. It is understood that there are no municipally-owned water and sewer lines to be adjusted or relocated at this time. If during the project it becomes necessary to adjust or relocate municipally-owned water and/or sewer lines a separate Utility Agreement will be prepared at the appropriate time.

CONSTRUCTION AND MAINTENANCE

5. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.
6. It is further agreed that upon completion of the Project, the Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.

Agreement ID # 4909

2

7. Upon completion of the Project, the improvement(s) shall be a part of the State Highway System and owned and maintained by the Department.

FUNDING

8. The Municipality shall participate in the costs of the Project as follows:
 - A. Upon completion of the work, the Municipality shall reimburse the Department thirty percent (30%), of the lump sum cost, including administrative costs, of the work associated with the construction of the sidewalks. The Department shall participate in seventy percent (70%) of the cost of the sidewalks of the actual total project construction cost of that portion of the project within the corporate limits, where new sidewalks are to be installed. The estimated cost of the sidewalks is \$29,285. The estimated cost to the Municipality is \$8,785. Reimbursement to the Department shall be made in one lump sum payment within sixty (60) days of billing.

- B. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by the General Statutes of North Carolina, Section 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with G.S. 147-86.23.

ADDITIONAL PROVISIONS

9. At the request of the Municipality, and in accordance with the Department's "Guidelines for Planning Pedestrian Facilities", the Department shall include provisions in its construction contract for the construction of sidewalks on/or along the south side of the Project. Said work shall be performed in accordance with Departmental policies, procedures, standards and specifications, and the following provisions.
- A. It is understood by both parties that all sidewalk work shall be performed within the existing right of way. However, should it become necessary, the Municipality, at no expense or liability whatsoever to the Department, shall provide any needed right of way and or construction easements for the construction of the sidewalks, and remove from said rights of way all obstructions and encroachments of any kind or character. Acquisition of any needed right of way shall be performed in accordance with the

Agreement ID # 4909

3

following state and federal policies and procedures, "Right of Way Acquisition Policy and Land Acquisition Policy, contained in the Federal-Aid Policy Guide, Part 712, Subpart B", and the North Carolina Right of Way Manual (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970). The Department shall be indemnified and held harmless from any and all damages and claims for damages associated with the acquisition of any construction easements and/or right of way.

- B. Upon completion of the work, the Municipality shall reimburse the Department in accordance with Provision #8 stated hereinabove.
- C. The Municipality, at no expense to the Department, shall assume all maintenance responsibilities for the sidewalks and release the Department from all liability relating to such maintenance.
10. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
11. Each of the parties covenants that if it enters into any subcontracts in order to perform any of its obligations under this contract, it shall require that the contractors and their subcontractors comply with the requirements of NC Gen. Stat. Article 2 of Chapter 64. In this E-Verify Compliance section, the words contractors, subcontractors, and comply shall have the meanings intended by N.C. Gen. Stat. § 160A-20.1.
12. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
13. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
14. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

Agreement ID # 4909

4

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF WAYNESVILLE

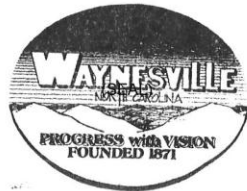
BY: Amanda W. Owens BY: San N. Chu

TITLE: Town Clerk TITLE: Mayor

DATE: 04/22/2014 DATE: 4/22/14

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by Board of Aldermen of the local governing body of the Town of Waynesville as attested to by the signature of Clerk of said governing body on 04/22/2014 (Date)



This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BY: Eddie Golding
(FINANCE OFFICER)

Federal Tax Identification Number
56-6001367

Remittance Address:
Town of Waynesville
Post Office Box 100
Waynesville, NC 28786

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Agreement ID # 4909

6

7. Street Closure Requests – Downtown Waynesville Association (DWA) and Sarge's Animal Rescue

Manager Onieal explained that there are multiple street closures requested by the DWA and that Ms. Buffy Phillips would present those for approval. Manager Onieal added that there were three additional street closure requests including Folkmoot Parade of Nations on July 26 for Main Street; Sarge's Animal Rescue 9th Annual Dog Walk on August 2 for Main Street and a closure of the Miller Street parking area on April 26 for the Great Wine Race to benefit Relay for Life.

Ms. Phillips explained that the requested dates were essentially the same as in previous years. Ms. Phillips clarified that the DWA Board Appreciation breakfast is slated for May 22 and would be an opportunity to report about the state conference.

Mayor Brown asked about upcoming Roll Out the Red Carpet events. Ms. Phillips explained that on April 30, Ellie Mae's would be honored and the following week, May 8, the Alteration Shop at the Oak Park Inn. She added that the first Art After Dark would be on May 2; Quick Draw on May 17 and the first Block Party Street Dance on May 24. Ms. Phillips explained that some of the businesses were planning on extending hours on May 2 during the Art After Dark event.

There was discussion and clarification related to the Parade of Nations and the ArtFest events. Previously the ArtFest took place at the first weekend of Folkmoot and was incorporated as International Festival Day. Manager Onieal added that the Arts Council has a new executive director and would be working to rebrand this event.

Mayor Brown recapped the visit from the Town of Morganton Main Street representatives and explained that even though their downtown is larger, they were complimentary of Waynesville's downtown. Ms. Phillips added that in regional and state meetings, Waynesville is known for its downtown, and competes with the larger downtown regions like Morganton and Salisbury. Ms. Phillips added that the state meeting will be held in Waynesville this year at the Wells Event Center on August 20 and encouraged members of the Board to attend.

Alderman Freeman made a motion, seconded by Alderman Roberson, to approve the various street closure requests from the Downtown Waynesville Association for the remainder of the year, and Sarge's Animal Rescue, Folkmoot and Relay for Life – Great Wine Race as presented. The motion carried unanimously.

8. Petition for Annexation

Manager Onieal explained that a request for voluntary annexation had been received from Charles William Messer for property at 4 & 6 Middleton Drive for the purpose of connecting to Town sewer service. She explained that the staff has no objections to the petition and that the property is contiguous to the existing Town Boundary with sewer service already in the area. The cost to the town is negligible and the owner would pay for the sewer connections. As per the Town of Waynesville Ordinance Section 58-277 and NC General Statute 160A-31.0-31.1, a public hearing must be held for approval or rejection of the annexation petition and extension of sewer service.

Mayor Brown requested to be recused from voting on this particular item due to his involvement with the drafting of the deed for this particular property and relationship with the petitioner.

Alderman Caldwell made a motion, seconded by Alderman Greeley, to call for a public hearing on the petition of annexation submitted by Charles William Messer for #4 and #6 Middleton Drive on May 27, 2014 at 7:00 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 South Main Street. Alderman Greeley seconded. The motion passed 4 – 0, as the Mayor recused himself from voting to avoid any potential conflict of interest.

D. COMMUNICATIONS FROM STAFF

10. Town Manager – Marcy Onieal

Boards and Commissions Manual and Advertisement for Volunteers

Manager Onieal noted that due to the fact that there had been a longer than normal lapse between meetings, she had multiple items to discuss. She began by explaining that Ms. Owens had worked on a Boards and Commissions manual that includes description of the duties of each board, as well as the enabling legislation and relative town specific information. This will be used as part of an orientation for all boards and commissions. Manager Onieal added that one additional step is to update the Code of Ordinances where necessary to reflect that changes to the Boards and Commissions manual would direct the membership and meeting dates of these groups. This will eliminate the need to update the ordinances if there is a scheduling change or change in membership. She noted that the advertisement for vacancies on Town Boards and Commissions had been in the paper with a deadline of May 16 for application submission. Ms. Owens sent correspondence to those currently serving to ascertain whether they were interested in serving again.

TDA Group Sales/Venue Marketing

Manager Onieal explained that there had been a preliminary meeting with the TDA, municipalities and County related to a possible Group Sales/Venue Marketing position to assist with tourism and event promotion. A proposal has been developed by the TDA for a full-time employee who would assist with the centralized booking of events. Manager Onieal explained that part of the proposal included the 50% funding of this position by the county and municipalities. The proposed amount from the Town is \$4,000. Manager Onieal added that this amount has not been included in the proposed budget as she wanted to gauge the Board's interest in this proposal first. Discussion was held and it was determined that at this point, it was acceptable for the Town to continue to engage in discussion around this issue.

Community Needs Subcommittee Updates

Manager Onieal reminded Board members that the Community Needs Subcommittees are actively meeting. There are four subcommittees: Housing, Emergency Services, IT and Social Enterprise. She explained the concept of the social enterprise was to allow for a business to be developed which could employ some of the individuals in the various programs or create jobs in the community or generate profit to support other community needs programs. Manager Onieal noted that Mr. Bowen was heading up the IT Subcommittee with the idea of consolidating a website that would house a database of resources available at the click of a mouse that could be easily updated by the various agencies and searchable for the public. Manager Onieal commented that all of the subcommittees have been very active and that a joint meeting for updates would be held in May.

Southern Appalachian Highlands Conservancy- Annual Watershed Monitoring Report

Manager Onieal explained that the annual watershed monitoring inspection had been completed by the Southern Appalachian Highlands Conservancy (SAHC). SAHC has been pleased with the management of the watershed. There have been some indicators of unauthorized access to the watershed including evidence of fire pits near the parkway, clearing of brush on a trail from Richland to Balsam and evidence of elk was discovered in the area. Manager Onieal also explained that there would be genetic research conducted by a student from Appalachian State University on plant geum radiatum (Appalachian or spreading avens) and the Town and watershed would be recognized in the research.

IT Update

Manager Onieal provided an IT report noting that in approximately two weeks, the domain name change would occur and all of the Town email addresses would be ending in “waynesvillenc.gov”. All employees and Board members will receive updated email addresses. She noted that existing emails will indicate the change in domain name and that existing email addresses would be pointed to the new emails for several months to ensure continuity of business and prevent miscommunications. She added that the Microsoft Exchange Servers would be added allowing for shared calendars, shared folders and shared drives.

Budget Update

Manager Onieal noted that the FY 2014-15 Budget preparation is moving forward; she, Mr. Caldwell and Mr. Bowen have held initial meetings with all departments. She noted that all departments have been frugal and used common sense approaches to their requests. There have been no new programs, no new debt, no new capital projects, only routine replacement of equipment but that even with this hold-the-line approach, the budget remains \$3.1 million dollars out of balance with projected revenues. Manager Onieal explained that due to less than ideal economic conditions over the past seven years, the margin of comfort once built into the budget has disappeared as the Town has for the last three years needed to use fund balance in order to get through the fiscal year. Next year is anticipated to be an even more difficult budget year due to legislative changes negatively impacting municipal revenues and the increase in gasoline, materials and supply costs. She noted that although there has been some bounce back and economic growth in the surrounding areas, notably Asheville and Buncombe County, the recovery has been slower in Haywood County and has not yet shown up in any financial indicators. Manager Onieal explained that until development and sales increase and the debt roll-off begins in 2016, the recovery will be slow and budgets will be increasingly difficult to manage without significant cuts in programs or services. She will be providing additional information to the Board members as part of their budget workshops. Manager Onieal thanked Mr. Caldwell and Mr. Bowen for staying on top of economic indicators and noted that they would do their best to make this a workable budget. Mayor Brown thanked all for their diligence on this budget.

Haywood County Fire Districts

Manager Onieal explained that Haywood County is expanding the various fire districts to ensure that all areas of the county have fire service and have tax base for the respective fire departments. If these changes are approved, this would provide the Town with an additional \$20,000 in revenue annually. The one notable area not discussed is Lake Junaluska due to the probable merger, which would automatically include Lake Junaluska in Waynesville’s taxing district; however, the Town of Waynesville is already contracted by Lake Junaluska to provide fire protection services there.

Proposed Property Acquisition

Manager Onieal shared that an individual had contacted the Town about potentially purchasing property that could be ideal for future possible construction of a new fire station. She noted that staff was also looking at other options and parcels if expansion was indicated. Manager Onieal added that this would be studied ongoing and information would be brought to the Board potentially as part of the budget discussions.

Rural Center/Commerce Grant for LJA Feasibility Study

Manager Onieal has been in touch with representatives from the Rural Center regarding the grant funds that should have been received for the Water Asset Management study performed by McGill Associates for Lake Junaluska. She explained that the Rural Center funds were transferred to the Department of Commerce (DOC); however, the DOC was not prepared to administer all of these grants and the Attorney General is drafting contract templates for all approved grants so that appropriations can be made. She indicated that until these contracts were completed, there was nothing more that the Town can do.

Mueller/Wren Way Settlement

Manager Onieal reported that the Mueller/Wren Way case has been settled after two rounds of mediation with the insurance company. The files will remain closed, but the issue is resolved.

Citizen Concerns

Manager Onieal provided information on citizen concerns and requested the board's direction where appropriate. The first issue was the fluoridation of the public water supply and asked if there should be further discussion related to this issue. Consensus was that there should be no further discussion as best practices nationwide continue to support its use.

Manager Onieal reported that an issue about zoning on North Main Street was raised by an individual in regard to her own property. She explained that there was a procedure in place for individuals to petition the Planning Board for consideration of a zoning change. Manager Onieal's concern was whether or not the Board wished to revisit the current Land Development Standards to determine if they were too strict or adversely affecting business as a whole in this area. She added that once a new Development Services Director is in place, the 2020 Plan could be revisited and a comprehensive review of the Land Design Standards could be completed as well. Manager Onieal reminded members that zoning decisions should not be decided based on a particular individual's needs or desires but on adopted long-range development goals and in context with the impact that any zoning change may have on surrounding properties as well.

Manager Onieal noted that a complaint had been received from a citizen who lives in the neighborhood adjacent to the Town's Public Services facility. The Town has undertaken buffer maintenance and removed some removed from the slope around the building. Staff has worked with a certified arborist to remove the trees appropriately and have a plan for the replanting of vegetation and trees in the area. She noted that staff had met with neighborhood residents to consider their interests and concerns prior to moving forward with re-planting of the buffer.

Recreation Master Plan

Manager Onieal explained that in conversations with the Recreation Director and Recreation Advisory Commission it was noted that the Recreation Master Plan was not considered during the winter months due to concern about being able to generate good public participation that represents both year-round and seasonal interests. She explained that the timing for the citizen input portion of the plan is conducted during the time when there are summer residents and families who could be actively engaged. The recommendation is to engage the consultant in August or September to gain the best public input and would allow for the new Development Services Director to participate in the process. The consensus of the Board is to follow the recommendation and wait until August or September to work on this plan.

Employee News

Manager Onieal noted several employee recognitions including:

- Jeff Stines - Public Services Employee of the Month for March. Mr. Stines, on his own, attained his Utility Management certification and resolved a water system pump failure issue over a weekend using his newly mastered skills and knowledge.
- Andrew Bowen, Management Assistant is completing his Capstone Project this week. This is the culmination of his Masters in Public Affairs program. The project was to create a new employee orientation program that captures all of the facets of working for the Town and properly onboard new employees. Items covered include town summary, economics and demographics, customer service, ethics, team-building and communication. Manager Onieal noted that this could be provided bi-annually for new employees as well as for the Boards and Commissions.

Upcoming Meeting Information

Manager Onieal noted that Kevin O'Donnell would be providing a rate study update at the next regular meeting.

11. Town Attorney – Woody Griffin

Attorney Griffin reported that he and Mr. Baker are working on a nuisance matter pertaining to the 209 connection with the NC DOT.

E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN

Alderman Caldwell received a complaint from a citizen regarding Spruce Street and the roughness of the road. He asked if Manager Onieal could ride this road and then share information with the appropriate staff related to potential repaving. Manager Onieal explained that there is a priority listing for paving issues, and that the majority of paving projects are done in association with fixing areas after major water and sewer repairs. She noted the decline in Powell Bill funding from the state in recent years, noting that the Town has relied almost exclusively on that source of funding road repairs in the past.

Alderman Greeley asked if there could be a three-way stop added to the area near the skatepark, as well as a potential speed study for the South Main/Ninevah/Country Club Drive area to see if additional enforcement or lower speed limit is warranted. Manager Onieal will look into these issues.

Alderman Caldwell commended Rhett Langston and Recreation staff for their assistance with the upcoming 9-Ball Tournament at the Armory.

Alderman Roberson will be having a medical procedure on May 16, 2014 and may be unavailable for a couple of weeks.

F. CALL ON THE AUDIENCE

Pat Meier noted that the Western Carolina Annual Conference would soon be held at Lake Junaluska with over 300 participants riding bicycles from Charlotte to the Assembly.

G. CLOSED SESSION

Alderman Caldwell made a motion, seconded by Alderman Greeley, to enter into closed session at 8:55 p.m. to discuss Personnel matters, as permitted by NCGS. § 143-318.11(a)(6). The motion carried unanimously.

The Board returned to open session at 9:05 p.m.

Manager Onieal briefed the board on potential staff reorganization plans, primarily affecting the Public Services, Parks & Recreation, Administrative Services and Development Services Departments. Although the reorganizations do not have any significant impact on the budget as a whole, she noted that if the board was in agreement, she would move forward with the reorganization plans in the proposed budget, and begin preparing staff for changes in organizational reporting relationships and duties, aiming for full effective date of July 1, 2014.

Manager Onieal presented a proposed organizational chart, which establishes a division of Asset Management Services within the Public Services Department which will be responsible for facilities, grounds, fleet and equipment maintenance and will serve as an internal service division for all the other departments. Maintenance crews from Parks & Recreation, Cemetery, Fleet, Horticulture and some part-time/seasonal positions in Streets & Sanitation will be combined to form the new division under the direction of Assistant Public Works Director Robert Hyatt, who will be serving as Interim Asset Management Superintendent. Ms. Onieal noted that the Mr. Hyatt had been serving in the vacant Water & Sewer Maintenance Superintendent role for the past three years and that that position would be posted for filling as soon as possible.

She noted that as a result of the reorganization, cost centers from several different departments will be moved to a new internal shared service fund and reallocated to departments in a way that more accurately reflects total departmental costs. This shifting of cost centers may make current-to-last year budget comparisons a little more difficult in this one year alone, but will result in better and more accurate financial reporting moving forward. Minor changes in staff positions and duties in Parks & Recreation, Development Services and Administrative Services were also noted.

Upon concluding discussion, Board members expressed approval of the manager's plans for staffing reorganization, noting that they represented a positive change for the organization as a whole and established a means for addressing unmet organizational needs and achieving more effective management and oversight for specific functions that have largely been decentralized in the past.

By consensus, the Board directed the manager to proceed with reorganization plans as presented, aiming for a full effective date between now and July 1, 2014, or as soon thereafter as practical.

H. **ADJOURN**

There being no further business, Alderman Roberson made a motion, seconded by Alderman Greeley, to adjourn. The motion passed unanimously.

The time of adjournment was 9:45 p.m.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Amanda W. Owens, Town Clerk