

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**JUNE 10, 2014**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held their regular meeting on Tuesday, June 10, 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 J. Wells Greeley  
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager  
Woodrow Griffin, Town Attorney  
Amie Owens, Town Clerk  
Eddie Caldwell, Finance Director

Representing the Media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and asked Manager Onieal to review the calendar events.

Manager Onieal explained that there were not any changes to the calendar and highlighted several dates including:

- June 14 – Appalachian Lifestyle Celebration
- June 17 – Budget Work Session at 5:30 p.m.; light supper will be served beginning at 5:00 p.m.
- June 19 – Chamber of Commerce Annual Banquet at 5:30 p.m.

Mayor Brown added that the first meeting of the newly modified Economic Development Commission has occurred and that this function will be under the Chamber of Commerce beginning July 1, 2014.

2. Adoption of Minutes

***Alderman Caldwell made a motion, seconded by Alderman Greeley, to approve the minutes of the May 27, 2014 (regular meeting session) as presented. The motion carried unanimously.***

## **B. REPORTS & PRESENTATIONS**

### **3. Tuscola High School Air Force JROTC Presentation and Request for FY 2015 Funding**

Four cadets, Lt. Col. Stefan Emsheimer, First Lt. Austin Cowan, Captain Makayla Moore and Technical Sergeant Joy Kelly, representing the Tuscola High School Air Force JROTC (AFJROTC) provided a presentation relating to their community service and various activities including various color guard flag training and ceremonial participation, as well as assistance within their school. Lt. Col. Emsheimer explained that due to the federal sequestration, Tuscola's AFJROTC has had diminished funding. He requested consideration for continued support of the program. Lt. Col. Emsheimer added that the funding would primarily support the sponsorship of the annual Veterans Day Luncheon.

Mayor Brown commented that AFJROTC and Pisgah High Schools Naval JROTC would be called upon to participate in the welcome home ceremony for the 211<sup>th</sup> either in August or November.

Alderman Roberson clarified that the program had been receiving funds from the federal government and now were not and asked how the program received funding. Lt. Col. Emsheimer explained that AFJROTC members held several fundraisers throughout the year to ensure that they could continue services such as the Veterans Day Luncheon.

Alderman Caldwell commended the AFJROTC representatives for what they do for the community.

Mayor Brown thanked the cadets for their presentation and added that he would not ask for a vote, but that this request is in the budget.

## **C. NEW BUSINESS**

### **4. Street Closure Requests**

#### **a. Main Street Mile**

Manager Onieal explained that a request had been received from Dr. Eric Yarrington related to street closure for the Main Street Mile. This is an annual event to raise funds for Shriner's Hospital and has previously been approved. The closure will affect portions of North and South Main Streets, including cross streets.

#### **B. Boundary Street Block Party**

A request was received via email from Sheila Mraz on behalf of the Boundary Street residents for a street closure for their annual 4<sup>th</sup> of July block party. This closure would be for two blocks of Boundary Street including Walnut and North Main entrances. This has been an annual event with Board approval for the past nine years.

***Alderman Greeley made a motion, seconded by Alderman Roberson to approve the street closures for the Main Street Mile and the Boundary Street Block Party as presented. The motion carried unanimously.***

5. Presentation and Public Hearing to consider Fiscal Year 2014/2015 Proposed Budget

Manager Onieal provided an overview of the proposed budget. She explained that the next few years would be difficult; the region is coming out of an economic decline slower than expected. There have been sources of revenue that have been removed by both state and county resources and not replaced. Manager Onieal commented that the Town has been fortunate in the previous years to accommodate the loss of revenues; however, looking ahead there is not much relief projected within the next couple of years.

Manager Onieal explained that operating costs were down slightly from \$30 million to \$29.7 million or a 1.2% decrease. She noted the commitment to holding the level of services constant with no new projects budgeted and holding the line on vehicle and other purchases. In order to meet next year's budget, there should be a revenue adjustment and Manager Onieal recommended a three-cent (3¢) tax increase per \$100 valuation. She added that there has not been a tax increase in over a decade. Manager Onieal indicated that each penny added to the tax rate generates approximately \$100,000.

Manager Onieal reported that all other general fund fees would remain the same with no changes. The water and sewer rates would increase by 5% in keeping with the 2006 asset management plan and electric rates would be increasing to reach parity with Duke Energy Progress customers. Manager Onieal reminded members that the electric rate will have to be reviewed again when considering and negotiating of the wholesale energy rates for contract renewal.

Manager Onieal touched on expenditures and noted that no new positions were added; however, due to new requirements in state and federal law, there is a request to convert two positions from part-time to full-time, one in Recreation and one in Public Services. She explained that these employees were working close to a full-time schedule already and that due to state and federal requirements, the Town was already required to provide these part-time employees health and retirement benefits.

Manager Onieal explained that operating costs were increasing slightly due to fuel costs, materials and supplies. She highlighted special appropriations which are customarily included in the budget as a means to support local non-profits who provide public services that the Town would have to undertake if not for these agencies. Manager Onieal noted the biggest increase in costs is related to health insurance. The annual renewal quote was 27% higher than in the current year and totaled approximately \$2.2 million, on an \$8 million payroll. Manager Onieal, Finance Director Caldwell and Human Resources Director Langston were able to negotiate with BCBS and will be moving to a different plan that is within the proposed budget projection and still provide equivalent benefits for employees and retirees.

Manager Onieal highlighted the proposed salary adjustments including a 1% Cost of Living Adjustment (COLA) and 2.5% for career track progression adjustments including training and tuition reimbursement. She noted the continuation of the Wellness Program and incentives.

Manager Onieal noted the amount of revenues lost in recent years and explained that based on the amount, this puts pressure on the General Fund. She highlighted some of the

areas where revenue has been lost including two county reimbursements for Recreation and Solid Waste; no ABC distributions due to the construction of their new facility; lost sweepstakes and business privilege license fees; the amount of sales tax still down by approximately \$200,000 and there is virtually no investment income.

Manager Onieal noted that there was some potential relief in sight, just several years away. As the economy rebounds this should provide some relief. Other areas that could make a difference in future years include: the merger with Lake Junaluska will allow for some economies of scale to take some of the pressure off; revaluation done by Haywood County in 2017; and roll off of debt in 2017/18.

Manager Onieal concluded by expressing that the Town either has to adjust revenues or discuss what cuts could be made to services, programs or could be done without.

### Public Hearing

Town Attorney Griffin opened the public hearing at 7:20 p.m.

Attorney Griffin explained the rules of procedure for those wishing to address the Board.

No one addressed the board.

Attorney Griffin closed the public hearing at 7:22 p.m.

Mayor Brown noted that there is much to consider and noted that the budget had to be approved by June 30. He added that the Board and staff will work diligently to make the best decisions for all.

### 6. Appointments to Boards and Commissions

Manager Onieal reported that vacancies for all boards and commissions were advertised, the applicants and chairpersons of each board or commission contacted related to these appointments.

Manager Onieal noted that the Board had agreed to the implementation of term limits for boards and commissions previously; however, no start date had been determined so there are candidates who may have served more than the requisite two consecutive three-year terms (total of 6 years). Mayor Brown polled the members and all were in agreement that this term limit requirement should begin with the appointments for July 1, 2014.

Manager Onieal asked Ms. Owens to announce the candidates and provide any recommendations received from the respective board or commission. All Board members utilized ballots for their selections. No formal motions are required only the reporting of the vote tallies. The ballots will remain on file for documentation purposes.

**ABC Board - (1) vacancy (3-yr term ending June 30, 2017)**

There were two (2) applicants – Jack Swanger and David Messer. There was a recommendation from the ABC Board Chair that Mr. Swanger be re-appointed since he was instrumental in getting the new ABC building completed.

From the ballot tally, Mr. Swanger received five (5) votes and is re-appointed to the ABC Board.

**Historic Preservation Commission – (4) vacancy (3-yr term ending June 30, 2017)**

There were four (4) applicants – Glenn Duerr, Peter Sterling, Ronald Sullivan, and Joanna Swanson. The recommendation from the Historic Preservation Commission Chair is to accept all applicants.

From the ballot tally all four applicants received five (5) votes. All applicants are appointed to this commission.

**Planning Board – (3) vacancies, (1) must represent ETJ (3-yr terms ending June 30, 2017)**

There were six (6) applicants – Lee Bouknight, Beth Dunaway, Charles John Gisler, Robert Herrmann, Patrick McDowell (ETJ Representative) and Dan Schultz.

From the ballot tally, Mr. McDowell received five (5) votes; Mr. Herrmann and Mr. Bouknight received four (4) votes. Both Mr. McDowell and Mr. Bouknight are re-appointed to the Planning Board and Mr. Herrmann is appointed for his initial term. Due to the fact that Mr. McDowell is representing the ETJ, his appointment must also be made by the Haywood County Board of County Commissioners.

**Public Art Commission – (3) vacancies (3-yr term ending June 30, 2017)**

There were three (3) applicants – RoAnne Barrett, Sarah Jane League and Charles Mills. The recommendation from the Public Art Commission Chair is to accept all applicants.

From the ballot tally, all three applicants received five (5) votes. All applicants are appointed to this commission.

**Recreation and Parks Advisory Board – (3) vacancies (3 yr-term ending June 30, 2017)**

There were seven (7) applicants – Michelle Claytor, Natalie Cowan, Megan Hauser, David Messer, Kenneth Mull, Dan Schultz and Kelly Vreeland.

From the ballot tally – Mr. Mull received five (5) votes; Ms. Claytor and Mr. Schultz received four (4) votes. Mr. Mull and Ms. Claytor are re-appointed to the Recreation and Parks Advisory Board and Mr. Schultz is appointed for his initial term.

**Waynesville Housing Authority – (1) vacancy (5-yr term ending June 30, 2019)**

There were two (2) applicants – Hilliard Gibbs and Joan Robb.

From the ballot tally, Ms. Robb received four (4) votes; Mr. Gibbs one (1) vote. Ms. Robb is appointed for her initial term to the Waynesville Housing Authority.

**Zoning Board of Adjustment - (2) vacancies (3-yr term ending June 30, 2017)**

There were two (2) applicants – Charles John Gisler and Robert Herrmann.

From the ballot tally, Mr. Gisler received five (5) votes. As Mr. Herrmann was appointed to the Planning Board, there could be a conflict of interest if he were to be on this board; therefore, only one of the positions for this board will be filled. The open position will be advertised again. Mr. Gisler is appointed as an alternate to the Zoning Board of Adjustment.

Ms. Owens will formally notify these individuals and the chairs of each board or commission of these appointments. Manager Onieal added that there will be an appreciation reception planned for July or August for all of the members of these volunteer boards. An orientation will be provided to all members at the time of the reception and a copy of the Boards and Commissions manual given to all.

**D. COMMUNICATIONS FROM STAFF**

**7. Town Manager – Marcy Onieal**

Manager Onieal reported that the IT project is moving forward. The Town has taken delivery of all computers and a pilot testing period of all the Town's applications in the VOA environment will begin next Wednesday with a small number of employees from each department.. Manager Onieal reminded the board to activate their new Town of Waynesville email addresses. She offered assistance as necessary.

Manager Onieal reminded the board that the staff are in need of press photos and would like to plan on doing them after the next meeting.

Manager Onieal provided an update regarding work with legislators on the potential for merger with Lake Junaluska. The process is moving forward and she has copies of letters and emails sent to legislators. This item is still not on the agenda with the finance committee. Manager Onieal did note that there is more communication occurring between Lake Junaluska residents and legislators during this session than was evident last year..

**8. Town Attorney - Woody Griffin**

Attorney Griffin had no business to discuss.

**E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN**

Mayor Brown explained that he and Alderman Greeley attended a strategic visioning session at Western Carolina University regarding the NC Rural Center. While there are no definitive plans regarding the future of the NC Rural Center, it is still a good resource and a good advocate for the Town.

**F. CALL ON THE AUDIENCE**

Lowell Coffin, representing the Civilian Police Volunteers (CPV), spoke to the Board in support of the Waynesville Police Department. He commended the Chief and Officers for having such a progressive department. Mr. Coffin alluded to the fact that the Chief Hollingsed encourages education of his officers and staff. Mr. Coffin noted that he was proud to be part of the CPV and noted his support the program.

**G. ADJOURN**

***There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn the meeting at 7:49 p.m. The motion passed unanimously.***

ATTEST

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Gavin A. Brown, Mayor

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Marcia D. Onieal, Town Manager

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Amanda W. Owens, Town Clerk