

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

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**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, July 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 6:58 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

Representing the Media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and noted the following calendar events:

- July 25<sup>th</sup> Street Dance on Main Street
- July 26<sup>th</sup> Folkmoot Parade of Nations
- August 2<sup>nd</sup> Sarge's Dog Walk – downtown
- August 2<sup>nd</sup> Frog Hop and Chasing Tadpoles dedication – Commerce Street
- August 7<sup>th</sup> Grand Opening/Ribbon Cutting for the Wells Event Center
- August 24<sup>th</sup> Love Lane Celebration - the Mayor, Aldermen and Town leadership were invited to participate in this picnic for the oldest residential street in Waynesville.

Manager Onieal added one event to the calendar. The NC Department of Transportation has invited Haywood County elected officials to participate in a priority setting forum for future projects to be added to the state's transportation improvement program on August 21, from 9:00 a.m. to noon in the Haywood County Health and Human Services Training Room.

2. Adoption of Minutes

***Alderman Greeley made a motion, seconded by Alderman Freeman, to approve the minutes of the June 17, 2014 (special called meeting) and the June 24, 2014 (regular meeting) as presented. The motion carried unanimously.***

**B. PRESENTATION**

Invitations to the Love Lane Picnic were provided to the Mayor and Aldermen in advance of the meeting, which allowed for an adjustment to the agenda for Mr. Daniel Taylor representing the Haywood County Recreation Department/Senior Games to provide an update to the Board regarding certain activities.

Mr. Taylor thanked the Aldermen for their appropriation and provided some statistics about the most recent Senior Games including participation in the various categories. He also provided the Board with the financial report outlining revenues and expenses. Mr. Taylor noted that this is where the funding from the town was used. He added that there were additional sponsors such as AARP and Starbucks who assisted with various meals. Mr. Taylor included a results summary of surveys completed by participants for the board to review at their leisure.

Mayor Brown thanked Mr. Taylor for his report and for the continuation of the Senior Games program.

**C. NEW BUSINESS**

**4a. Street Closure Request – Gibbs Family Reunion**

Phillip Gibbs requested the closure of Belleview Road from Hillside Street to East Street on Friday, July 25, 2014 from 7:00 p.m. until Midnight for the Gibbs Family Reunion. The Gibbs' have held their family reunion in Waynesville multiple times during the past 36 years.

Manager Onieal noted that the Gibbs Family would be granted a noise permit if this street closure was approved so that they could play music. Mr. Gibbs has a copy of the noise ordinance.

***Alderman Caldwell made a motion, seconded by Alderman Greeley to approve the street closure of Belleview Road for the Gibbs Family Reunion on Friday, July 25, 2014 from 7:00 p.m. to Midnight, as requested. The motion carried unanimously.***

**4d. Street Closure Request and Alcohol on Public Street - Building Bridges Mud Run**

Ryan Jacobsen, on behalf of the Canton Lions Club, requested a partial street closure of Vance Street from the dugouts to the skate park. Mr. Jacobsen explained the concept of the mud run as a combination of an obstacle course with an endurance course or a 5K with mud. The start times would be staggered based on the level of the participant with the intermediate athletes beginning at 9:00 a.m., medium to follow and novice to begin last. The course begins and ends at the Waynesville Recreation Center and follows a route that will involve the Schulhofer property, then follow Happy Hill Road to the

Waynesville Police Association's firing range, then back to the Recreation Center for a slip and slide finish with Waynesville Soap Company taking care of the clean up (showers and soap) for participants.

Mr. Jacobsen explained the significance of the name Building Bridges in honor of Mr. Jim Bridges who was a long time and active member in the Canton Lions Club, as well as laughingly, there is bridge construction going on as part of the area closest to the race route. Mr. Jacobsen indicated that as a first year event, participation of approximately 250 is cautiously projected. Part of the culture of this type of event is to have beer at the conclusion of the race. Mr. Jacobsen indicated that the idea was to involve the local craft brewers.

Mr. Jacobsen concluded by explaining that this event involves all of the Lions Club members county-wide, law enforcement, EMS and Fire, Waynesville Recreation Center and all are supportive of this endeavor. The proceeds benefit the Leo Club Scholarships, blind fund, Haywood Christian Ministries, Canton Middle School needy fund and a portion will go to the Waynesville Police Association.

Manager Onieal explained that Mr. Jacobsen had presented to the Waynesville Recreation and Parks Advisory Commission and they were not in favor of allowing alcohol on Recreation Center property; however, the current code of ordinances will allow the Board to grant a waiver to sell on the street. The Recreation Center will be closed during the week of the event for annual cleaning and this event is not adjacent to any other activities at that time.

Mayor Brown commented that this was a fine opportunity to act in the spirit of cooperation with the Canton Lions Club to make this even happen.

Manager Onieal added that there would be two actual motions for this request – one for street closure and one for the sale of alcohol.

Alderman Greeley inquired about the resolution and the differences in the times noted. Manager Onieal noted that the event would run from 7:00 a.m. to 6:00 p.m.; however, alcohol sales (for which the resolution was required) would be from Noon until 6:00 p.m.

***Alderman Caldwell motioned, seconded by Alderman Freeman to approve the closure of Vance Street just beyond the Recreation Park entrance to the skate park entrance from 7:00 a.m. to 6:00 p.m. on Saturday, September 13, 2014 and to allow the sale of alcohol within the indicated area on the street as requested and as permitted by Section 42-4 of the Town of Waynesville Code of Ordinances. The motion carried unanimously.***

4b. Street Closure – Commerce Street - Waynesville Public Art Commission and Frog Level Merchant's Association

Manager Onieal explained that the Frog Hop Street Festival and Public Art Dedication of *Chasing Tadpoles* is on Saturday, August 2 from 4:00 p.m. to 9:00 p.m. The request is to close Commerce Street from Depot Street to Giles Chemical for this event beginning at 2:00 p.m. Manager Onieal added that if successful, the goal is to have this become an annual event for the Frog Level Community.

***Alderman Greeley motioned, seconded by Alderman Roberson to approve the closure of Commerce Street on Saturday August 2, 2014 from 2:00 p.m. to 9:00 p.m. as requested. The motion carried unanimously.***

4c. Street Closure - Feature Film Production

Manager Onieal explained that currently a production company is filming on Plott Creek will continue through the end of the month. On August 11, filming will occur on Maxima Lane and Welch Street requiring street closures; also Wall Street and the Wall Street Parking areas will need to be closed to allow for parking of necessary trailers and equipment. The projected time is from 3:00 a.m. – 10:00 p.m. Manager Onieal explained that the Downtown Waynesville Association is going to notify the vendors on main street and request that they use the parking deck on this day. Manager Onieal added that the filming has worked out well to this point with off duty police officers hired to assist relate to any intermittent closures as necessary. Even on August 1, local residents will have access to homes and emergency vehicles will have no difficulty getting to these areas.

Mayor Brown commented that there may have to be some parameters set in the future regarding the number of street closures, but at this time, all is going well and he is happy to see projects like this coming to Waynesville.

***Alderman Greeley motioned, seconded by Alderman Roberson to approve the noted traffic control areas and closures of Maxima Road, Welch Street, Wall Street and the Wall Street Public Parking Lots on or about Monday, August 11 from 3:00 a.m. to 10:00 p.m. as presented. The motion carried unanimously.***

5. Appointment of Hilliard Gibbs to Waynesville Housing Authority Board

Mayor Brown explained that while this was an appointment that could be made by him as Mayor, he requested input from all board members. Mr. Gibbs has been on the Waynesville Housing Authority (WHA) for many years but the term limitation was only put into place this year making him eligible to serve again. There were also additional vacancies on the WHA that were unknown at the time that appointments were done in June 2014.

***Alderman Roberson motioned, seconded by Alderman Caldwell to approve the appointment of Hilliard Gibbs to the Waynesville Housing Authority Board for a 5-year term, ending June 30, 2019, as presented. The motion carried unanimously.***

6. Negotiated Sale of decommissioned water tank site and relinquishment of easements/rights-of-way and obligations for maintenance within the privately-owned parcel located at 31 Middleton Drive (PIN # 8614-16-2782)

Manager Onieal explained that in 1963, a portion of Ms. Grace Middleton's land was used by the Town as a pumping station and contained a water tank. As part of the deed, there was representation that the Town maintain the driveway. She was approached by Tommy Cagle, on behalf of Ms. Middleton, who wants to sell her property but the Town still owns this very small piece of property. There is no access to the site and the request is to sell this portion of land back to Ms. Middleton for

\$1.00. Manager Onieal called attention to the aerial photo in the board packet for the location of the decommissioned water tank site.

Town Attorney Griffin added that there was no separate pin number for the property. This piece of property is not of much value and there is no access to it by the Town. Even though the price is minimal, because it is real property, it is subject to upset bidding rules. In the event someone chooses to upset the bid, it is the recommendation that the purchase be declined and alternatives reviewed.

***Alderman Greeley motioned, seconded by Alderman Roberson to approve the sale of Town-owned property as outlined in NCGS § 160A-269, as presented.***

7. Award of Shields and Service Weapons to Retiring Police Lieutenant Tim Brooks and Sergeant Sylvia Palmer

Manager Onieal shared that there were two individuals who would be retiring from the Waynesville Police Department. Both of them had 26 years of service. As permitted by general statute, the service weapons may be surplus and given to law enforcement who have greater than 25 years of service.

***Alderman Roberson motioned, seconded by Alderman Freeman to award service shields and service weapons to Lieutenant Tim Brooks and Sergeant Sylvia Palmer, upon the occasion of their retirements on August 1, 2014, as is customary and in accordance with NCGS § 20-187.2. The motion carried unanimously.***

An additional item was added to the agenda. As part of the transition to the new information technology system, the board approved in concept the surplus of old computers and change in use for employee education. Manager Onieal noted that the installation of the new thin client computers will begin next week. As the computers are public property, a formal resolution to change the use of the old computers is required.

Throughout the change of equipment, the 20 best computers will be installed as public kiosks in various buildings. The remainder, approximately 30 to 40 computers, would be made available for employees to use for educational purposes. Manager Onieal explained that these computers would be considered an Indefinite loan for educational purposes. The remaining computers that are not requested by employees will be donated to local non-profits. All information will be wiped from these machines prior to use by employees or donation to non-profits.

***Alderman Roberson motioned, seconded by Alderman Freeman to approve the resolution authorizing the change in use of desktop computers to be used for educational purposes for Town of Waynesville staff as presented. The motion carried unanimously.***

## **D. COMMUNICATIONS FROM STAFF**

### **8. Town Manager – Marcy Onieal**

#### **Recognition of Water Treatment Plant – Area Wide Optimization Award for 2013**

Manager Onieal reported that the Water Treatment Plant received the Area Wide Optimization Award for surpassing federal and state drinking water standards. There were only 38 water systems honored in the state. She noted that the Water Treatment Plant had received this award for the last seven years.

## **HR Updates**

#### **Public Services Reorganization**

Manager Onieal reminded the board of the Public Services Reorganization effective 7/3/14 and provided an organizational chart for Public Services and the Recreation Center. She noted that no new positions were added, only shifted as necessary to meet staffing needs and plans.

#### **Appointment of Water/Sewer Maintenance Superintendent**

Manager Onieal explained that Jeff Stines had been named as the water/sewer maintenance superintendent. A nice write up was in the Mountaineer last week.

#### **Public Services Employee of the Month - June**

Manager Onieal reported the Public Services Employee of the Month for June was a shared honor for the entire Town of Waynesville Electric Division crew. They were acknowledged for their diligence and hard work repairing the Town's infrastructure and restoring electricity to the Balsam Drive area following the severe thunderstorms on June 10. The crew, consisting of Electric Services Supervisor James Rhinehart, Senior Line Technicians David Hyatt and Jay Entwistle, and Electric Groundsmen Josh Crawford, Travis Ledford, and Wesley Warren, worked overnight to reset the destroyed poles, string new wiring, and secure private cable and phone lines to keep the community safe.

#### **FY 15 Salary Adjustments/Benefits Effective Dates**

Manager Onieal noted that the 1% cost of living adjustment that was approved as part of the FY 14-15 budget had been received by employees. The career track increases would be recognized throughout the year as individuals would achieve certain requirements at differing times.

#### **Revised Job Description – Planner to Development Services Director**

Manager Onieal indicated that there was a need to revise the Planning Director job description to Development Services Director and would be more inclusive of economic development and community development in addition to planning requirements and responsibilities.

#### **Manager's Annual Performance Review**

Manager Onieal reminded the board that the time for the manager's annual performance review was at hand. Mayor Brown noted that this would be done at the next meeting.

## **Project Updates**

### **Municipal Building Roof**

Manager Onieal reported that there was a roof leak at Municipal building and repairs are being made. This was not a problem with the roof but rather with the HVAC units. Meetings that were scheduled in the Municipal building conference room have been moved until all of the repairs are completed.

### **Telephone Fraud**

Manager Onieal explained that it was discovered that the main telephone number for the Town had been hijacked and the subject of fraud. Calls were made off shore and to different countries. This was discovered by AT&T and TSA (the Town's provider) and all phones for the Town are blocked from international calls. This monitoring is provided at no cost to the Town.

### **IT projects**

Manager Onieal commented that pilot testing of the VOA has been completed with no issues and noted that all applications were working well. All of the new computers and monitors will be installed and old computers removed within the next two weeks with exception to the Police Department which will be done separately at a later date.

### **Junaluska Annexation**

Manager Onieal reported that there is nothing new to report at this time but would issue a press release by close of general assembly. This has been identified to come back in the next session. Manager Onieal added that the plan is to continue to move forward will work with Junaluska to determine next steps and keep an ongoing dialogue.

### **Development Plans**

Manager Onieal noted that there has been some movement in development plans including a meeting with Ingle's. Their conditional use permit expires at the end of August and the company is prepared to pulling building permit before it expires. Ms. Nina Harrell appeared before the planning board last night with a proposal; at the time of this meeting, Manager Onieal was not aware of the outcome. There is a potential development project on Russ Avenue; however, transmission lines that are at an odd angle may need to be re-routed in order to move forward. The town is attempting to negotiate movement of these lines.

### **Haywood Helps**

Manager Onieal explained that the Haywood County Board of Commissioners approved the lease of the former prison facility at their meeting on July 21. The renovation project is still in the lead for Ty Pennington \$50K grant. Haywood Helps will hold a fundraising Gala on August 28 to include silent auction; the Town is sponsoring a table.

### **Clean vehicles**

Manager Onieal reported that the propane tank station installation is almost completed at the garage. She added that 7 police vehicle conversions have been completed. Use of propane is costing approximately \$1.70 per gallon as opposed to \$3.60 per gallon for gasoline. Over time, the conversion will result in great deal of savings.

Mayor Brown asked if all of the vehicles could be up-fitted for propane. Manager Onieal explained that trash trucks or other equipment would be replaced rather than up-fitted but would be purchased with alternative fuel capabilities.

Manager Onieal continued by noting that Waynesville, working with Blossman Gas, is the first town in NC and possibly America that has up-fitted 2014 Dodge Chargers. Waynesville will be an example going forward and two vehicles were converted for free. These conversions result in spending half the amount on fuel as is currently expensed.

## **Issue Updates**

### **Solid Waste Issues**

Manager Onieal indicated that this was no longer a consideration. The County is remodeling the Hazelwood convenience center and wanted to move it during these renovations; however, this has become unnecessary. The site will utilize four (4) electric compactors rather than collection bins. The project should take approximately sixty (60) days.

### **Junaluska Sanitary District water grant request**

Manager Onieal received word from the County Manager and Chairman of the Haywood County Commissioners that this request has been withdrawn with no further action at this time.

### **Cell Tower Requests**

Manager Onieal has received multiple requests from Verizon and US Cellular regarding building or repositioning towers to ensure high speed connectivity. She explained that there are many ways to approach these requests and that staff are developing some alternatives for future presentation to the board. The concern is not to create more visual clutter. It may be necessary to engage a specialist/consultant and review the existing zoning ordinances.

### **Broadband committee**

Manager Onieal explained that the County has initiated a committee discussion about broadband with all municipalities participating. Manager Onieal is representing the Town on this committee.

### **Tobacco-Use Ordinance**

Manager Onieal noted that while this particular topic has never been addressed, she would like to seek the board's direction. Currently the Town of Canton is moving forward with an aggressive no tobacco use policy on their municipal properties. A request has been noted via Recreation related to smoking at picnic sheds and in the skate park. Alderman Caldwell commented that this would be worthwhile to pursue as there needs to be something in place about tobacco use on Town-owned property.

### **Potential Property Surplus – Hendrix Street**

Manager Onieal reported that there is a parcel of land that the Town acquired in order to do maintenance to the bridge across Allen's Creek. Since the bridge is completed, there is no real purpose for the property and a neighboring property owner has expressed interest in purchasing. The individual has been mowing the property and keeping it neat for several years. Manager Onieal added that with

setback requirements it was not suitable for building. The consensus was to prepare for bidding and move forward.

9. Town Attorney - Woody Griffin

Attorney Griffin had no business to discuss.

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

Mayor Brown asked the Aldermen to consider reconsidering the annual donation to Folkmoot. He indicated that he was incorrect in his initial thinking that this was not the most beneficial use of funding. Mayor Brown apologized to the Board and community for his error and requested that the full \$10,000 annual contribution be provided. There is no budget amendment required for this action as the funds were available in the special appropriations line item. The board approved the donation increase by consensus. Manager Onieal will notify Finance Director Caldwell to modify the allocation.

Alderman Freeman explained that non-profit entities usually have a need for donations in the summer months as the state budget may or may not be approved. Non-profits are at-risk, and these allocations are important. Manager Onieal explained that the allocations to non-profits are usually done in July and January.

**F. CALL ON THE AUDIENCE**

No one addressed the Board.

**G. ADJOURN**

*There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn the meeting at 8:08 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