

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
November 8, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, November 8, 2016 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Jon Feichter
Alderman Julia Freeman
Alderman LeRoy Roberson

The following staff members were present:

Rob Hites, Town Manager
Woody Griffin, Town Attorney
Amie Owens, Assistant Town Manager/Town Clerk
Elizabeth Teague, Development Services Director
David Foster, Public Services Director
Eddie Caldwell, Finance Director

The following media representatives were present:

Allison Richmond, the Mountaineer
Cory Vaillancourt, Smoky Mountain News

1. Welcome /Calendar/Announcements

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

- November 11 – Veterans Day – Town offices will be closed
- November 17 – KARE Festival of Trees at Laurel Ridge Country Club. Town has two reserved tables.
- December 5 – Town of Waynesville Christmas Parade – begins at 6:00 p.m.
- December 9 – Employee Appreciation Luncheon to be held at the Waynesville Recreation Center from 11:30 a.m. until 2:00 p.m.

Mayor Brown noted that there would not be a second regular meeting in November as it falls during the week of Thanksgiving; however, should the need arise, a special called meeting could be held. He added that the Haywood County Council of Governments meeting was held on November 7 with special recognition for outgoing Board of County Commissioners Chairman Mark Swanger.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Feichter, to approve the minutes of the October 25, 2016 regular meeting, as presented. The motion carried unanimously.

B. REPORT/PRESENTATION

3. Annual Report from the Tourism Development Authority 1% Zip Code Committee and Request for Support of Potential Group Sales Event in 2017

Lynn Collins, Executive Director, Haywood County Tourism Development Authority (HCTDA) provided an update on the 1% zip code subcommittee for Waynesville. She noted that figures had rebounded since the economic downturn in 2008 noting that for Fiscal Year 2015-2016, Waynesville's actual collections were 18% more than projected equaling \$94,751. Ms. Collins explained that there were multiple projects funded during the year and that some cooperative marketing and advertising has been done that is essentially generic advertising for Waynesville as a destination.

Mayor Brown asked Ms. Collins to explain how the 1% zip code subcommittees were set up and their processes. Ms. Collins noted that the five HCTDA 1% Subcommittees receive, review and recommend funding allocations for all eligible applications received. Recommendations for funding are to be submitted to the HCTDA Executive Director for approval by the HCTDA Board of Directors and for inclusion in the HCTDA annual budget. The law states "based on recommendations from and in consultation with each of the five collection areas, the Authority shall use at least two thirds of the funds in each account to promote travel and tourism and the remainder for tourist related expenditures in each of the collection areas leaving 1/3 to be used for events and other offerings. The subcommittees review the applications for funds.

Alderman Roberson inquired if there had been an increase in the number of rooms to increase the collection amount? Ms. Collins answered that it was a combination of the number of visitors and the total room occupancy. She added that Waynesville could use some additional rooms which would always be beneficial. Ms. Collins continued noting that what would boost tourism would be a chain hotel, higher end or a boutique hotel. Mayor Brown interjected that Mark Clasby, Haywood County Economic Development Council has been working with individuals trying to get such investment here.

Ms. Collins mentioned an item that was not in the packet which was the ad value of publicity which was the amount of additional revenues generated based on print or online articles. There was approximately \$64,000 of ad value in the last fiscal year. Ms. Collins concluded by noting that the Tourism industry had had a great year in Haywood County and she hoped to report more of the same positive news in the future which provided a segue into the request for support for an upcoming event.

Ron Bower, Group Sales Director, HCTDA explained that he had received a call from Rally USA related to a vehicle scavenger hunt rally that runs from Tennessee to Georgia. This is the 10th year for the east coast event. The group specifically is looking for an overnight stop in the mountains and asked where would be a picturesque place to have a starting line. They thought of Waynesville. Mr. Bower noted that the dates would be July 12 & 13, 2017. Drivers would stop in Waynesville on the evening of July 12 and stay at the Waynesville Inn and the Best Western. Participants would then have the opportunity to shop and eat in Waynesville. The next morning line up would be at 7:00 a.m. with local

and regional media coverage. The group has requested an elected official to start the race for the day. All participants would be out of town before 9:00 a.m. Mr. Bower added that this event would be seen on the Velocity Channel and YouTube. Hendersonville hosted this event two years ago and was also bidding to be named as a start location. Mr. Bower concluded by noting that the only street closure needed would be from Church Street to Miller Street from 7:00 a.m. until 9:00 a.m. and that we definitely wanted this event in Haywood County.

The Mayor and Board agreed by consensus to allow this event and Alderman Feichter made a motion, seconded by Alderman Caldwell to close Main Street from Church Street to Miller Street on Thursday, July 13, 2017 from 7:00 a.m. until 9:00 a.m. to allow for the start of the race. The motion carried unanimously.

Mayor Brown thanked Ms. Collins and Mr. Bower for their continued efforts in building the tourism base for Haywood County and for their reports.

PUBLIC HEARINGS

4. Public Hearing to consider a request from Southern Concrete for rezoning of two properties to the Commercial-Industrial District

Elizabeth Teague, Development Services Director explained that Southern Concrete Materials had requested rezoning of two parcels they had obtained to Commercial-Industrial to better fit with their current operations. She provided a graphic outlining the two parcels and the abutting zoning districts and explained that the buffering requirements would be the most restrictive (Type A). Southern Concrete has gotten permission to move the railroad crossing to make the entrance to the site less dangerous. Ms. Teague noted that by changing the zoning in these locations, future use would be focused on industrial use.

Ms. Teague explained that hearings were held twice at the Planning Board level with no comments at either meeting and the Planning Board offered unanimous recommendation to approve this request. She noted that the requested rezoning would be consistent with the 2020 Land Use Plan map and because of its historic use as an industrial site and its limited access and separation from the Dayco site, should not perhaps have been included in the rezoning to Hyatt Creek Regional Center. Given the location and access to the site across the railroad tracks, it is unlikely that this area would be desirable for commercial development that was not industrial in nature. This rezoning would actually align this property with the 2020 Land Use Map and would allow Southern Concrete to expand their operations at this location as well as to improve the sight. The rezoning for the lot on Railroad Street would move the residential district boundary over one lot, but would primarily be used as an improved driveway access. This action would actually increase the buffer area between the residential uses and the concrete operation.

Alderman Roberson asked about the change in driveway access. Ms. Teague explained that the curve would essentially be straightened out to allow for more direct access avoiding the existing hairpin turn; making the drive safer for trucks. Alderman Feichter clarified the buffering requirements for the property and whose responsibility it would be to move the railroad crossing and street. Ms. Teague answered that the buffer along the Railroad Street property was most extreme buffer, Type A. She also noted that it would be Southern Concrete's responsibility to get the road alignment and railroad

crossing completed. Ms. Teague added that representatives from Southern Concrete were present to answer any questions.

Town Attorney Woody Griffin called the public hearing to order at 7:06 p.m. and reminded those who wished to speak to raise their hand, be recognized and once at the podium provide their name and address for the minutes.

John Bryson, Vice President, Southern Concrete Materials addressed the board noting that the organization wants to continue to be good citizens to Waynesville. He explained that the purchase of the property on Vigoro Lane had been completed in 2007 and that the opportunity to purchase the property on Railroad Street would allow for possible expanded operation. Mr. Bryson commented that they are already operating a ready-mix station on the property on an as needed basis and have done so with no aggravation to the surrounding neighborhood.

Jeff Lamb, Southern Concrete, Corporate Compliance and Environmental, stated he felt like the investment for what Southern Concrete wished to do there and the plans made prove they are committed to making this a success. He added that in the future, movement of total operations to this site is the goal and they would sell the other office location on Boundary Street.

The public hearing was closed at 7:16 p.m.

Alderman Feichter asked why there were two hearings at the Planning Board level. Ms. Teague explained that staff realized that notifications had not been mailed properly and a second hearing was held and no one addressed the board.

Ms. Teague reminded the Board that there were two motions for consideration related to this rezoning.

Alderman Caldwell made a motion, seconded by Alderman Roberson to find the request for rezoning from Southern Concrete Materials consistent with the 2020 Land Development Plan by promoting the development and redevelopment of n historically industrial area. The motion carried unanimously.

Alderman Freeman made a motion, seconded by Alderman Roberson to recommend approval of the requested rezoning of the properties to Commercial-Industrial. The motion carried unanimously.

5. Public Hearing to consider the Amendment of the Town of Waynesville Cemetery Ordinance

David Foster, Public Services Director, informed the board that these revisions have been in the works for several years. The need to update is to clarify policies and procedures in the cemetery, standardize what can be placed in the cemetery, outline what is grandfathered in and provide for continued maintenance and upkeep of the cemetery.

Mr. Foster noted that revisions were made to ensure consistency with state law, liability standards and board standards related to the purchase of lots. Additional provisions to the ordinance will help to preserve the cemetery into the future by creating operational procedures and some latitude related to trimming and removal of plants.

Alderman Roberson asked about section 18-6 – Right of Town to Repurchase Columbarium Niche and why there was a deduction of \$250.00. Mr. Foster explained that the door to the columbarium unit would have to be replaced prior to resale.

Mayor Brown added that this was in no way meant to discourage individuals from memorializing their loved ones; it was a way to ensure that all individuals were able to remain safe during their visit to the cemetery. Mr. Foster provided an example of a safety hazard of glass jars placed on gravesites or memorials and wind scattering them or breaking them. If a mower hits that glass and it is strewn over several feet, someone visiting a gravesite is in danger of getting cut; also cemetery caretakers could be injured by shards of glass.

Attorney Griffin opened the public hearing at 7:30 p.m. and reminded those who wished to speak to raise their hand, be recognized and once at the podium provide their name and address for the minutes.

No one addressed the board.

Mayor Brown noted that due to the number of amendments to this particular ordinance and to give the public as well as the board the opportunity to more thoroughly consider the changes, he requested that the public hearing be recessed until the December 13, 2016 regular meeting. The board members agreed by consensus.

The Public Hearing was recessed at 7:32 p.m. to be reconvened at the December 13, 2016 regular meeting.

D. NEW BUSINESS

6. Request approval of Connect NC Bond Grant Program Application for an Inclusive Playground

Rhett Langston, Recreation and Parks Director requested permission to pursue the Connect NC Bond Grant in order to build a universal inclusive playground. He provided the board members with justification for the proposed playground noting the need for such a playground is supported by many statistics. There is an excellent opportunity to build an inclusive playground at Recreation Park, making it the first of its kind in the area. The idea is to build this inclusive playground including a rubberized surface for greater access and mobility for all children to enjoy. Mr. Langston added that the grant is a 4:1 match with funds of approximately \$22,575 required from the Town.

Alderman Caldwell thanked Mr. Langston for his pursuit of such a grant and expressed that this was a much needed addition to the parks and recreation amenities. Mr. Langston clarified that the entire amount for building the playground would be fronted by the Town and reimbursement of \$90,000 would be through the grant program.

Alderman Feichter asked if the existing structures currently on that site would be torn down. Mr. Langston answered that at this point, it was unsure. He did allude to the fact that the restrooms in the area would be upgraded and made ADA accessible with sidewalks and connecting paths made to the greenways.

Mayor Brown thanked Mr. Langston and his staff for wanting to be inclusive and for looking for opportunities such as the Connect NC Bond Grant.

Alderman Caldwell made a motion, seconded by Alderman Roberson to approve the application for the Connect NC Bond Grant Program to include potential matching funds from the Town of up to \$22,575.00, as presented. The motion carried unanimously.

7. Request Approval of Installment Financing Agreement for Vehicles and Related Equipment totaling \$543,200

Eddie Caldwell, Finance Director, explained that included in the fiscal year budget for 2016-2017 was an option to buy nine (9) vehicles. Requests for Proposals were sent to ten financial institutions. There were six (6) proposals returned; one was late and was not considered. Mr. Caldwell noted that First Citizens was the lowest responsive, responsible bidder with a five-year term at 1.69% interest with no prepayment penalty and an annual payment amount of \$114,209.58; this is well within the approved budget.

Alderman Roberson made a motion, seconded by Alderman Feichter to approve the proposal presented by First Citizens for installment financing with a term of five (5) years, at 1.69% interest, and an annual payment of \$114,209.58, as the lowest total financing costs for purchase of vehicles and related equipment, as presented. The motion carried unanimously.

8. Request for Rolling Street Closure for 2nd Annual Mountaineer 2-miler Run/Walk – Saturday, March 18th, 2017; requested by Waynesville Middle School PTA

Regan Wyatt, representing the Waynesville Middle School PTA, explained that this was the second annual 2-miler and that there were 60 participants last year. The route is a 2 mile course starting at the school and winding through Hazelwood. The rolling closure should only take approximately one hour. Ms. Wyatt added that monies raised will go toward academic and athletic purposes at Waynesville Middle School.

Alderman Caldwell made a motion, seconded by Alderman Freeman to approve the rolling street closure for the Mountaineer 2-Miler Run/Walk in the Hazelwood area on Saturday, March 18, 2017 beginning at 10:00 a.m., as presented. The motion carried unanimously.

E. CONTINUED BUSINESS

9. Hazelwood Parking Lot

Town Manager Rob Hites explained that he was asked to meet with Aldermen Feichter and Freeman and Chris Forga to discuss the proposed Hazelwood Parking Lot. This meeting occurred on October 28th and discussion centered on the 9% escalator every five years and the initial \$5,400.00 charge. During these discussions, it was noted that there were no public restrooms in Hazelwood. As part of the upgrades to the site, it was determined that restrooms should be added as a service to those in Hazelwood. An updated rendering was completed to include restrooms.

Manager Hites noted that the goal is to rough out the parking lot and try to get things rolling and put in electric lines during the slower winter months. In the spring, complete the grading and forming and curbing to allow for ease in paving once the asphalt plant begins operations in March or April. Manager Hites reminded the board that with the addition of the restrooms, there is additional improvement costs. He noted that the new project budget is \$175,000.

Alderman Feichter commented that in an article in the Smoky Mountain News, a business owner specifically mentioned that there was no public restroom in Hazelwood. Alderman Feichter has had conversations with business owners there and all are excited about this addition.

Alderman Freeman added that the addition of the restrooms was an easy decision. With the additional parking available and the increased traffic to the area, it seems the most logical way to move.

Mayor Brown explained that the parking lot improvements would triple the number of existing spaces and provide a potential economic development benefit for new businesses.

Both Manager Hites and Attorney Griffin agreed that specific language related to the restrooms should be added to the lease agreement.

Alderman Feichter made a motion, seconded by Alderman Freeman to approve the lease agreement between the Town of Waynesville and property owners, the Forgas, and to move forward with parking lot improvements as outlined in the lease. The motion carried unanimously.

10. Budget Amendment FY 2016/17 for Hazelwood Parking Lot Improvements

Mr. Caldwell noted that the information for the increased cost to the Hazelwood Parking Lot Improvements had been shared across the General and Enterprise funds and totaled \$175,000.

Alderman Roberson made a motion, seconded by Alderman Feichter to approve an amendment to the Fiscal Year 2016-2017 Budget Ordinance for the purpose of improvements to the Hazelwood Parking Lot, as presented. The motion carried unanimously.

F. COMMUNICATION FROM STAFF

11. Manager's Report – Town Manager Rob Hites

a. Renegotiation of Sharp Copier Contract through June 2018

Amie Owens, Assistant Town Manager, noted that she had successfully renegotiated the remainder of the Sharp contract thru June 2018 to reflect a monthly savings \$166, resulting in a total savings of \$2,988 for the remainder of the contract. Ms. Owens noted that the number of the black copies was adjusted down and the number of color copies increased to eliminate any overages in the number of copies.

b. Water shortage response plan

Manager Hites noted that the existing Water Shortage Response Plan is excellent. He added that the Mayor is authorized to enact a conservation plan. There are varying levels of restriction based on water levels. The first level of water conservation occurs when the water level is at 72" below normal level and restrictions increase in magnitude as the water level goes down.

c. Burning ban in the region

Manager Hites explained that a region-wide burn ban had been issued and is indicative of the drought conditions and the concerns about water shortages.

8. Attorney's Report – Town Attorney Woody Griffin

Town Attorney Griffin had nothing to report.

G. COMMUNICATION FROM THE MAYOR AND BOARD

No board members had any items to report on or to discuss.

H. CALL ON THE AUDIENCE

No one addressed the board.

I. ADJOURN

There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Roberson to adjourn the meeting at 6:46 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Amanda W. Owens, Town Clerk