

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**June 25, 2019**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday June 25, 2019, 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  
Mayor Pro Tem Gary Caldwell  
Alderman Jon Feichter  
Alderman LeRoy Roberson  
Alderman Julia Freeman

The following staff members were present:

Rob Hites, Town Manager  
Assistant Town Manager Amie Owens  
Bill Cannon, Town Attorney  
Eddie Ward, Town Clerk  
Eddie Caldwell, CPA  
Ben Turnmire, Finance Director  
Elizabeth Teague, Development Services Director  
Chief Bill Hollingsed  
Brian Beck, Captain Police Department  
Fireman Chris Mills  
Members of the Waynesville Fire Department  
Members of the Waynesville Police Department

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Monday June 28 – 6:30 – 9:00 pm – Mountain Street Dance – Main Street  
Saturday June 29 – 10:00 am – 2:00 pm - Car/Craft Show – Hazelwood Baptist Church  
Monday July 1 – 5:30 pm – Municipal Building Board Room – Joint Meeting with Planning Board and Steering Committee  
Thursday July 4 – 11:00 – 3:00 – Stars and Stripes Celebration – Main Street

2. Adoption of Minutes

***A motion was made by Alderman Gary Caldwell, seconded by Alderman LeRoy Roberson, to approve the minutes of the June 11, 2019 regular meeting, as presented. The motion passed unanimously.***

**B. PRESENTATIONS**

3. a. Recognition of Firefighter Chris Mills' retirement
- Fire Chief Joey Webb

Mayor Gavin Brown read a proclamation recognizing Fireman Chris Mills for his 24 years of service with the Waynesville Fire Department. Fire Chief Webb gave a brief history of Mr. Mills' career with the Fire Department including certifications as Medical Responder, Basic Rescue Technician, and Fire Engineer II. He stated that Mr. Mills was an accomplished Fire Fighter and would be missed by the Department. He presented Mr. Mills with his fire helmet and a plaque. The Board congratulated Mr. Mills on his retirement.

- b. Resolution Awarding Badge and Service Sidearm to retiring Police Chief William "Bill" H. Hollingsed
- Mayor Gavin Brown

Mayor Brown read and presented a resolution awarding his badge and service sidearm to retiring Police Chief to William "Bill" Hollingsed. He asked Chief Hollingsed to read a portion of a speech that he had read at his earlier retirement reception. He quoted from President Teddy Roosevelt by saying "The best executive is the one who has sense enough to pick good people to do what he wants done and self-restrained enough to step back and let them do it."

Sheriff Greg Christopher spoke stating that he and Chief Hollingsed had been friends for a long time. He said that they had dealt with many things together during his career, and it was a good relationship. He said it had been a great honor to work with him. Sheriff Christopher presented Chief Hollingsed with a plaque in appreciation for his dedication and service to the citizens of Waynesville.

Mayor Brown asked if the Board would like to say anything to the retiring chief.

*Alderman Feichter asked that his written statement be verbatim in the minutes.*

**Alderman Jon Feichter:**

Bill Hollingsed Retirement Comments  
June 25, 2019

One of the things that I've grown to appreciate during my time on the board is how actions taken by previous Boards of Aldermen have significantly influenced the wonderful place that

Waynesville is today. One notable example is the purchase of the land almost a 100 years ago that began what eventually became our treasured Waynesville watershed.

I believe, decades from now, some alderman will be sitting in this seat and will say similar things about that February day in 1999 that Bill Hollingsed was hired. If this board does 1/2 as good a job selecting Chief Hollingsed's replacement as the previous board did in selecting Chief Frank Ross' replacement, we will have done right by this town.

One final thing I'd like to note. At last night's ceremony, Chief Hollingsed's daughter, Krista, made a comment that, for me, really drove home the kind of man he is. She said, "As good as a police chief as he has been, he's been an even better father." There can be no higher praise, ladies and gentlemen, than that. In keeping with that theme, we all know Chief Hollingsed is fond of quoting Teddy Roosevelt, and since he's retiring, and I don't know when I might hear our former president quoted again, I offer this one. So, said our 26th president:

"For unflagging interest and enjoyment, a household of children, if things go reasonably well, certainly makes all other forms of success and achievement lose their importance by comparison."

Things in the Hollingsed family have obviously gone miles beyond "reasonably well".

Thank you, Chief, for your service.

**Alderman LeRoy Roberson:**

Alderman Roberson said that he had be a part of 16 budgets in the Town of Waynesville, in those budgets Chief Hollingsed always made it clear that his police men and women came first. He was there fighting for their benefits. He has set a standard for the future Police Chief in this Town, and it will be difficult for the next person to measure up to Chief Hollingsed. He thanked Chief Hollingsed for his service.

**Alderman Gary Caldwell:**

Alderman Caldwell thanked Chief Hollingsed first for being his friend. He said the Chief was there for him in hard times. He said that Chief Hollingsed had brought the Police Department to the highest level that could be obtained. Alderman Caldwell said that at the time when Chief Hollingsed was hired, the Police Department was struggling. He thanked then Town Manager Lee Galloway for hiring Chief Hollingsed, and said it was one of the best decisions the Board had ever made.

**Alderman Julia Freeman:**

Alderman Freeman stated that the former Chief of Police Frank Ross set the standards for bringing multiple law enforcement departments together, and it worked very well. She said that when Chief Hollingsed was hired he stepped right into the Chief's shoes and he has filled them ten time full. She said it had been a pleasure to see the level of professionalism that he has brought to the Waynesville Police Department. Chief Hollingsed has left a legacy in this Town.

Mayor Brown gave a copy of the speech that Chief Hollingsed read at the retirement reception, signed by each Alderman, to Chief Hollingsed's youngest daughter Kinley for a keepsake.

### C. PUBLIC HEARINGS

#### 4. ADA Transition Plan

- David Foster, Public Services Director

David Foster, Public Services Director, stated that the NCDOT has been mandated by the US Department of Justice and Federal Highway Administration to ensure that all subrecipients of State and Federal funds comply with the Americans with Disabilities Act. This means that any municipality in receipt of Federal or State aid (Powell Bill funds) with over 50 employees, possess an ADA Transition Plan. This plan inventories Town assets to include: sidewalks, signals, buildings, parking lots, rest areas, mixed us trails, linkage to transit, etc. and is required for continued Powell Bill funding.

Mr. Foster said the JM Teague Engineering has completed the plan which each Alderman received in their agenda packets.

Town Attorney Bill Cannon opened the Public Hearing at 6:52 pm and asked if anyone wished to speak for or against the ADA Transition Plan.

No one spoke.

Attorney Cannon closed the Hearing at 6:53 pm.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to adopt the Americans with Disabilities Act (ADA) Transition Plan for the Town of Waynesville. The motion passed unanimously.***

#### 5. Waynesville Housing Authority

- Manager Rob Hites

Town Manager Rob Hites stated that in Chapter 157-4 of the General Statutes, the procedures for the creation, expansion and dissolution of Housing Authorities was outlined. The Chapter lays out their considerable powers to construct and maintain affordable housing and undertake neighborhood redevelopment. He said that municipalities have the power to create an independent authority, assign the powers to an existing Redevelopment Authority, or undertake the powers of a Housing Authority themselves.

He explained to the Board that Housing Authorities may be administered as separate administrative units or a department of a Town. The statute permits authorities to have as few as five members and as many as eleven. He told the Board that Waynesville's authority currently

has seven members with three vacancies coming up on June 30th. With the critical need for more affordable housing in Waynesville several people have suggested that the Authority take on a more proactive role in neighborhood revitalization and construction of new housing.

To bring additional perspectives on the Authority's role in providing affordable housing. It been has suggested that the Town Board expand the size of the Housing Authority from seven to nine members. Manager Hites said that staff believes that two new additional people will bring a fresh perspective to the Housing Authority. One member of the Housing Authority must receive services from the Authority, and no more than one third of the entire body can be served by the Authority. He added that the General Statutes require that the Town Board pass a resolution and conduct a Public Hearing seeking input into the need to increase the size of the Board.

Attorney Cannon opened the Public Hearing at 6:56 pm. and asked if anyone wished to speak for or against the addition of members to the Waynesville Housing Authority.

No one spoke.

Attorney Cannon closed the Public Hearing at 6:57.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Gary Caldwell, to approve the resolution R-15-19, increasing the size of the Waynesville Housing Authority Board from seven to nine members. The motion carried unanimously.***

6. Budget Ordinance 2019-2020 and Resolution on Financial Operating Plan-Internal Service Funds

- Eddie Caldwell, CPA

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to reconvene the Public Hearing that was recessed at the June 11, 2019 Board of Alderman regular meeting at 7:00 p.m. The motion carried unanimously.***

Mayor Brown asked if any of the Board had received any comments related to the Budget since the last meeting. There being none, he noted that there was one item that required some follow up – the Special Appropriations for non-profits. An updated listing of the requests was forwarded to all members to include requests that were submitted due to some organizations who historically requested funds missed the deadline. The budget amount was not impacted by these requests, but Mayor Brown requested that the amount granted to Folkmoot be reduced by \$1,000.00 and the undesignated amount be raised to \$15,000.00. Board members agreed by consensus to these changes to the special appropriations.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve Budget Ordinance # 09-19 for the 2019-2020 Fiscal Year. The motion carried unanimously***

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to approve Resolution # R-14-19 on Financial Operating Plan for Two Internal Service Funds. The motion carried unanimously.***

**D. NEW BUSINESS**

7. Request approval for change to approved Special Event – September 14th Block Party
- Assistant Town Manager Amie Owens

Assistant Town Manager explained to the Board that at their March 26, 2019 regular meeting they approved the Rockin' Block Party request. A request was received from the DWA to expand the event to be an all-day event to include a car show. She said the Special Events Committee has reviewed the application, discussed the need to close the street earlier, have additional barricades in place, volunteers to help park the vehicles that will be on display, and included the Downtown Waynesville Association in the planning and discussion. This is the same weekend as the TDA's Elk Fest and will hopefully give visitors additional entertainment opportunities and places to visit around the county.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the special events permit application with revised start time and direct Town Manager to execute special events permit, as presented. The motion carried unanimously.***

8. Boundary Street July 4th Block Party
- Assistant Town Manager Amie Owens

Assistant Manager Owens said she had received a request for the annual July 4<sup>th</sup> Boundary Street Block Party. She told the Board that this was a last-minute request and they would like to close the street from Mead to Walnut. This has been done for many years. The time frame for the closure is 2:00 pm – 9:00 pm, and there will be no need for a noise permit.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to close Boundary Street from Mead St to Walnut Street for the annual Block Party on the Fourth of July. The motion carried unanimously.***

9. Proposal to prepare USDA Grant/Loan Application from WR-Martin and Associates
- Town Manager Rob Hites

Manager Hites explained to the Board that WR Martin had conducted an extensive financial analysis to prepare for and justify the Town's application for a State Revolving Loan that will have a 20-year term and an interest rate of around 1.9%. The second loan application that the staff recommends is a 40-year term 2.15% USDA Grant/Loan Application that may provide lower annual payments due to its longer term and the possibility of up to \$2 million dollars in grants due to the low per household income of Waynesville's utility user customers.

WR Martin has submitted a proposal to carry out the USDA Grant/Loan process at a fixed fee of \$11,000 and an additional proposal to prepare the financial backup for the Town's "Interim Financing" of the Plant construction for a fee of \$6,500. USDA is different from the State Revolving Loan in that the Town may NOT draw down loan funds to finance the construction of the plant. The loan closes upon completion. USDA requires the "interim financing" in the same manner as a homeowner uses a "construction loan" to build a house and a "permanent loan" to secure its long-term financing.

Manager Hites added that Mr. Martin and his team have a great deal of experience with USDA and we have held face to face meetings with Pam Hysong, Western Director of USDA in preparation for our application. The USDA application is far more "bureaucratic" than the State Revolving Loan and you will find many more exhibits presented to the Board over the next couple of months.

**Seth Roberts – Senior Director W. R. Martin**

Mr. Roberts stated he was with the group that was working on the USDA applications. He said the USDA application was more difficult because there is an interim finance piece which means the Town would receive the funding from the USDA, but the funding is not provided until the construction is complete. An interim funding loan will be obtained from a bank, and at the end of the construction, the USDA will pay off that loan.

***A motion was made by Alderman Gary Caldwell, seconded by Alderman Julia Freeman, to approve the proposal to prepare the grant/loan application for USDA funding and interim financing totaling \$17,500. The motion passed unanimously***

Manager Hites told everyone that the Town had received a grant to purchase a high-quality web cam. That Web Cam has been installed on the face of Mast General Stone on Main Street and is currently broadcasting. It will be connected to the Town's website and that link will be offered to all the weather forecasters in the state.

10. Appointments for Boards and Commissions

- Mayor Gavin Brown

The Alderman received Ballots with the number of vacancies and applicants for each Board and Commission.

**ABC Board – (1) vacancy (3-yr term ending June 30, 2022)**

2 Applicants: Danny Wingate – Currently Serving since 2018  
Margaret Erin Chandler

**Historic Preservation Commission** – (3) vacancies (3-yr term ending June 30, 2022)

5 Applicants: Jeff Childers – Currently Serving since 2017  
Rodney Conard  
Ann Melton – Currently Serving since 2010  
Sandra Owen – Currently Serving since 2008  
Lorna Sterling

**Planning Board** – (4) vacancies (3-yr term ending June 30, 2022) – (3) for Town representatives \* (1) vacancy for ETJ Representative

5 Applicants: Margaret Erin Chandler  
Ginger Hain – Currently Serving since 2016 (ETJ Representative)  
Donald J McGowan  
Marty Prevost – Currently Serving since 1992  
Anthony Sutton – Currently Serving since 2015

**Public Art Commission** – (2) vacancies (3-yr term ending June 30, 2022)

4 Applicants: Margaret Erin Chandler  
Dominick DePaolo – Currently Serving since 2013  
Ann Melton – Currently Serving since 2010  
Jessi Stone

**Recreation Commission** – (3) vacancies (3-yr term ending June 30, 2022)

3 Applicants: Margaret Erin Chandler  
Nicole Kott  
Sarah Massie – Currently Serving since 2006

**Waynesville Housing Authority** – (3) vacancies (5-yr term ending June 30, 2024)  
(potential for five vacancies if the item 5 approved)

5 Applicants: William Donald Barnette  
Margaret Erin Chandler  
H. P. “Bucky” Dykes - Currently Serving on Planning Board  
Don McGowan  
Jessi Stone

**Zoning Board of Adjustment** - (5) vacancies (3-yr term ending June 30, 2022)

\*(1) – ETJ Representative  
1 Applicant: Margaret Erin Chandler  
Joshua Morgan – Currently Serving since 2016

\*ETJ representatives must be confirmed by Board of County Commissioners

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter to appoint the following people to the various Boards and Commissions for terms as indicated:***

**ABC Board** for 3-year term ending June 30, 2022

Danny Wingate

**Historic Preservation Commission** for 3-year term ending June 30, 2022

Jeff Childers

Sandra Owen

Ann Melton

Lorna Sterling

**Planning Board** for 3-year term ending June 30, 2022

Ginger Hain

Marty Prevost

Anthony Sutton

Don McGowan

**Public Art Commission** for 3-year term ending June 30, 2022

Jessi Stone

Dominick DePaolo

**Recreation Commission** for 3-year term ending June 30, 2022

Nicole Kott

Sarah Massie

Megan Hauser

**Waynesville Housing Authority** for 5-year term ending June 30, 2024 \*

*These applicants were appointed by Mayor Gavin Brown*

H. P. (Bucky) Dykes

Brian Cagle

William Donald Barnette

Don McGowan

Joan Robb

**Zoning Board of Adjustment** for 3-year term ending June 30, 2022

Margaret Erin Chandler

Joshua Morgan

***The motion carried unanimously.***

11. Manager's Report

- Town Manager Rob Hites – Chestnut Walk Water Tank

Manager Hites said the Town has been holding off bidding the Chestnut Walk Water Tank until we could resolve ownership issues among the heirs and secure a deed and title insurance. Attorney Bill Cannon and Attorney Ron Sneed have carried out a title search and discussed the title with attorneys representing different heirs. Attorney Sneed has drafted a deed and sent it to Mr. William Hatcher for execution, and Mr. Hatcher has agreed to sign it. Attorney Sneed has also secured \$200,000 in title insurance for the deed once it has been recorded.

The updated cost estimate of \$236,655 for the project and would like to bid the project once the deed has been signed, recorded and the title policy obtained. The Board will still have a final say on the project when you consider approving the bids, and hopefully receive the bids in August, which would give the Town about ninety days before winter weather to construct the project.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to authorize the staff and McGill and Associates to bid the Chestnut Walk Tank after receiving the go-ahead from Attorney Ron Sneed that all is clear with the deed. The motion passed unanimously.***

10. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

**E. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Alderman Caldwell thanked Mr. David Foster and Manager Hites for the work that was completed in Auburn. He said it had been an ongoing problem with water and everyone in Auburn Park was grateful.

**F. CALL ON THE AUDIENCE**

No one spoke.

**G. ADJOURN**

*With no further business, a motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell, to adjourn at 7:28 p.m. The motion carried unanimously.*

**ATTEST:**

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Gavin A. Brown, Mayor

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Robert W. Hites, Jr. Town Manager

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Eddie Ward, Town Clerk