



Town of Waynesville, NC

Board of Aldermen – Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: **July 12, 2016**

Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the June 22, 2016 special called meeting and the minutes of the regular meeting on June 28, 2016, as presented [or as corrected].

B. PUBLIC HEARINGS

3. Continued Public Hearing to consider a resolution naming of a Town of Waynesville maintained road as “Wells Events Way”

Motion: To approve a resolution naming a Town of Waynesville maintained road as “Wells Events Way”, as presented.

4. Public Hearing to solicit input from the residents and property owners as to the needs of the Municipal Service District (MSD)

Motion: To consider and solicit input from the residents and property owners as to the needs of the Municipal Service District, as presented.

C. NEW BUSINESS

5. Street Closure Request – Ninevah Baptist Church Community Day Celebration – Saturday, July 23, 2016 from 9:30 a.m. until 2:30 p.m.

Motion: To approve the street closure of a portion of Country Club Drive at Victory Street and Williams Street on Saturday, July 23, 2016 for the Ninevah Baptist Church Community Day Celebration beginning at 9:30 a.m. until 2:30 p.m., as presented.

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6. Appointments to Boards and Commissions

- ABC Board – (1) vacancy (3-yr term ending June 30, 2019)
2 Applicants: *Earl Clark (served 13 years; requests re-appointment)*
Edwin Swanger

- Historic Preservation Commission – (3) vacancies (3-yr term ending June 30, 2019)
10 Applicants:
Ann Melton (served 6 years; requests re-appointment)
Sandra Owen (served 8 years; requests re-appointment)
John Gernandt
Dragosh Negrea
John Ryder
Linda Self
Stephanie Strickland
Dona Stewart
Tanna Timbes
Caroline Williamson

- Planning Board – (3) vacancies (3-yr term ending June 30, 2019) – one must be an ETJ appointee
6 Applicants: *L. Brooks Hale (served 12 years; requests re-appointment)**
Marty Prevost (served 24 years; requests re-appointment)
Anthony Sutton (served six months; requests re-appointment)
*Ginger Hain**
Joshua Morgan
Pratik Shah

- Public Art Commission – (3) vacancies (3-yr term ending June 30, 2019)
6 Applicants: *Dominick DePaolo (served 3 years; requests re-appointment)*
Ann Melton (served 6 years; requests re-appointment)
Ralph Andrew
James Lyle
Stephanie Strickland
Caroline Williamson

- Recreation Commission – (3) vacancies (3-yr term ending June 30, 2019)
6 Applicants:
Don Frady (served 25 years; requests reappointment)
Sarah Massie (served 10 years; requests reappointment)
Linda O'Neill (served 3 years; requests reappointment)
Joshua Morgan
Stephanie Strickland
Caroline Williamson

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- (Zoning) Board of Adjustment – (3) vacancies – Town Representative s (3-yr term ending June 30, 2019)

3 Applicants: *David Felmet (served 3 years; requests re-appointment)*
 Stephanie Strickland (served 12 years; requests re-appointment)
 Joshua Morgan

- Tourism Development Authority 1% Sub Committee – Town of Waynesville representative (1) vacancy to fill remainder of term ending December 31, 2018)

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

Motion: *To appoint [candidate's name] to [name of board/commission] for [terms as indicated above]*

D. COMMUNICATIONS FROM STAFF

7. Manager's Report – Interim Town Manager Mike Morgan

8. Attorney's Report – Town Attorney Woody Griffin

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE

G. CLOSED SESSION

Closed session for the purpose of discussing personnel matters (applicants for town manager position) as permitted under NCGS § 143.318.11(a)(6)

H. ADJOURN



TOWN OF WAYNESVILLE

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CALENDAR July 12, 2016

2016	
Tue, Jul 12 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Thur, July 21 9:00 AM 192 Church Street	Folkmoot Directors Breakfast – Mayor Requested to participate/speak
Thur, Jul 21 6:00 PM Maggie Valley	Folkmoot –VIP Gala Eagles Nest Entertainment Complex Mayor and Aldermen requested to participate
Fri, Jul 22 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA
Fri, Jul 22 7:00 PM Stuart Auditorium - LJA	Folkmoot – Grand Opening – Mayor requested to participate/speak
Sat, Jul 23 10:00 AM Main Street / Historic Courthouse	Folkmoot USA Parade of Nations Parade: Line-up at 9:30 AM from Blue Ridge Books/Academy Street Mayor and Aldermen requested to participate
Tue, Jul 26 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fri, Jul 29 6:30 PM Location TBD	Southwestern Commission Annual Dinner
Sat, Jul 30 10:00AM – 5:00 PM Main Street, Downtown	“Where the World Meets on Main Street” International Day Festival
Sun, Jul 31 10:00 AM Folkmoot Center	Folkmoot – Awards and Gifts Breakfast (Proclamations and gifts will be provided to participating groups) Mayor and Aldermen requested to participate
Fri, Aug 5 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Fri, Aug 5 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA
Sat, Aug 6 9:00 AM – 1:00 PM Courthouse Lawn	Sarge’s Annual Downtown Dog Walk

Tue, Aug 9 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Mon, Aug 22 5:30 PM Location TBD	Haywood COG – Maggie Valley Hosting
Tue, Aug 23 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fri, Aug 26 5:00 – 10:00 PM Main Street	Main Street Mile benefiting Shriner's Children's Hospital
Wed, Aug 31 6:00 PM Waynesville Inn Resort & Spa	Haywood Healthcare Foundation 2016 Annual Gala
Fri, Sep 2 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Fr-Sa, Sep 2-3	47 th Annual Smoky Mountain Folk Festival Lake Junaluska
Mon, Sep 5	Labor Day Holiday Town Offices Closed
Tue, Sep 13 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Sat, Sep 17 6:00 – 9:00 PM Downtown	Block Party - DWA
Mon, Sep 26 6:30 PM Location TBD	Southwestern Commission Board Meeting
Fri, Oct 7 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Sat, Oct 8 10:00 AM – 5:00 PM Main Street, Downtown	33 rd Annual Church Street Art & Craft Show
Tue, Oct 11 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Sat, Oct 15 10:00 AM – 5:00 PM Main Street, Downtown	28 th Annual Apple Harvest Festival – Haywood Chamber of Commerce
Su-Tu, Oct 23-25	NCLM Annual Conference CityVision 2016 Raleigh, NC
Mon, Oct 24 5:30 PM Location TBD	Haywood COG – Waynesville Hosting
Tue, Oct 25 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting

Fri, Nov 4 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Tue, Nov 8 6:30 AM – 7:30 PM All voting precincts	Election Day - General Election
Tue, Nov 8 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fri, Nov 11	Veterans' Day Holiday Town Offices Closed
Th-Fr, Nov 24-25	Thanksgiving Holiday Town Offices Closed
Mon, Nov 28 6:30 PM Location TBD	Southwestern Commission Board Meeting
Fri, Dec 2 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Fr-Mo, Dec 2-5	Holly Days Downtown – seasonal events downtown throughout the weekend
Mon, Dec 5 6:00 PM Main Street, Downtown	Waynesville Holiday Parade Line-up begins at 4:30 PM at Walnut and Main Parade begins at 6:00 PM
Sat, Dec 10 5:00 PM Fire Station #1	Waynesville Fire Department Annual Holiday Family Dinner (tent)
Sat, Dec 10 6:00 – 9:00 PM Main Street, Downtown	A Night Before Christmas / Bethlehem Market Place – DWA & First Baptist Church
Tue, Dec 13 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fr-Tu, Dec 23, 26-27	Christmas Holiday Town Offices Closed
2017	
	New Year Holiday Town Offices Closed
	Martin Luther King Jr Holiday Town Offices Closed

Board and Commission Meetings – July/August 2016

ABC Board	ABC Office – 52 Dayco Drive	July 19 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	August 2 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	July 28 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	August 3 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	July 18 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	July 14 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	July 19 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	August 3 1 st Wednesdays 5:30 PM

BOARD/STAFF SCHEDULE

Th – Sa, Aug 4-6, 2016	Town Attorney	NC Association of Municipal Attorneys Summer Seminar Asheville, NC
Th – Sa, Aug 18-20, 2016	Admin Svc Dir & Deputy Clerk	NC Association of Municipal Clerks Summer Seminar Asheville, NC

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL CALLED MEETING
JUNE 22, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a special called meeting on Wednesday, June 22, 2016 at 4:30 p.m. in the Conference Room of the Municipal Building located at 16 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 4:30 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:

Mike Morgan, Interim Town Manager
Amie Owens, Town Clerk

1. Welcome and Call to Order

Mayor Gavin Brown welcomed everyone to the meeting and thanked the Board members for their attendance. He explained that the purpose of this meeting was to enter into closed session to interview a candidate for the Town Manager position.

2. Closed Session

Alderman Caldwell made a motion, seconded by Alderman Roberson to enter into closed session for the purpose of interviewing an applicant for town manager position as permitted under NCGS § 143.318.11 (a)(6). The motion carried unanimously.

The Board entered into closed session at 4:35 p.m.

The Board returned from closed session at 6:00 p.m.

3. Adjourn

There being no further business to discuss, Alderman Feichter made a motion, seconded by Alderman Caldwell to adjourn the meeting at 6:01 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Michael J. Morgan, Interim Town Manager

Amanda W. Owens, Town Clerk

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
June 28, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, June 28, 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:

Mike Morgan, Interim Town Manager
Woodrow Griffin, Town Attorney
Amie Owens, Town Clerk
David Foster, Public Services Director
Elizabeth Teague, Development Services Director

The following media representatives were present:

Mary Ann Enloe, 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:

- July 4th – Town offices closed
- July 4th – Waynesville celebrates 4th of July – parade at 11:00 a.m.
- July 7th– Special Called Meeting to go into closed session to conduct an interview with a candidate for the Town Manager position.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the minutes of the minutes of the June 7, 2016 special called meeting, and the minutes from the June 14, 2016 regular meeting, as presented. The motion carried unanimously.

B. PUBLIC HEARING

3. Public Hearing to consider a resolution naming a Town of Waynesville maintained road as "Wells Events Way."

Elizabeth Teague, Development Services Director, provided an overview of the present situation highlighting that the road has been functioning as an alleyway, has been maintained by the Town of Waynesville under its Powell Bill road listing. Wells Events Center has requested the street naming so that they can be issued an address for the Events Center. Ms. Teague noted that it is difficult to assign an address to a building that fronts an unnamed right-of-way. Haywood County procedure requires the following information for 911 addressing: *"The 9-1-1 Addressing Office provides a comprehensive and uniform system of road addresses for all residences and businesses throughout the county to facilitate provision of adequate public safety and emergency response services. It is further designed to benefit the United States Postal Service, local business owners, and individual citizens by minimizing difficulty in locating properties and buildings. Route and Box number addresses have been replaced with numerical street addresses. The numerical street addresses will be assigned according to the distance a structure is located along a certain road."*

Ms. Teague added that if this road is named, the entirety of the road can be added to the Powell Bill map which could allow for additional funding from the state. She noted that the naming of the road did not change the traffic pattern and that the town could install a street sign with "one way or local traffic only" indication.

Town Attorney Woody Griffin called the hearing to order at 6:35 p.m. and reminded those in attendance that anyone who wished to speak should raise their hand, be recognized and approach the podium providing their name and address for the record and limiting comments to three minutes.

Attorney Griffin called the hearing to order at 6:35 p.m.

Wells Greeley, 280 Rolling Drive, Waynesville began by thanking the Board for their consideration. He noted that the Wells Events Center had been in operation for two years and that they have enjoyed favorable success and helped to improve Waynesville and Haywood County.

Angie Leatherwood, Events Coordinator, representing Wells Event Center, provided information and statistics about the successes of the center including a 140% increase in the events from July 2015 to present with over 250 events held since opening. She noted that additional staff had been added to accommodate the growth. Due to this increase, it is important to have a separate address than the funeral home.

Mayor Brown noted that Jonathan Key, owner of the Mountaineer, has called and expressed some concerns about traffic; as he was unable to be at the meeting, Mayor Brown requested to continue the public hearing until the next meeting. He also requested that Mr. Greeley and Mr. Key speak to see if a compromise could be reached. Mr. Greeley indicated that he was amenable to such conversation.

Attorney Griffin recessed the hearing at 6:41 p.m.

Alderman Caldwell made a motion, seconded by Mayor Brown to continue the public hearing on this matter until Tuesday, July 12 at 6:30 p.m. or as soon there after as possible. The motion carried unanimously.

C. NEW BUSINESS

4. Street Closure Request – 12th Annual Boundary Street Block Party – Monday, July 4, 2016

Mayor Brown noted that a request was received from Abbie Wilkins regarding the closure of Boundary Street from Walnut Street to North Main Street on Monday, July 4th from Noon until 9:00 p.m. There will be music and activities for children. This is the 12th Annual gathering to try and build community spirit and relationships on Boundary Street.

Alderman Feichter made a motion, seconded by Alderman Roberson to approve the street closure of Boundary Street from Walnut Street to North Main Street on Monday, July 4, 2016 for the 12th annual Boundary Street Block Party beginning at Noon until 9:00 p.m., as presented. The motion carried unanimously.

5. Request Approval of Contract with CM-RED, LLC for spillway repairs at the Waynesville Water Treatment property

Interim Town Manager Mike Morgan requested approval of a contract with CM-RED, LLC for repairs to the spillway at the Waynesville Water Treatment property. He noted that the cost for such was in the budget. Public Services Director David Foster added that these repairs are a requirement to maintain the water permits with the state, and that while there is no concern about failing, there could be additional infrastructure issues if this is not repaired sooner rather than later. Mr. Foster noted that the total cost of the contract was \$368,211.33. He indicated that the repairs could be completed between 60 and 90 days.

Mayor Brown inquired whether the repairs would interfere in water treatment plant operations. Mr. Foster responded that there should be no interference especially given the dry conditions of late.

Alderman Caldwell made a motion, seconded by Alderman Freeman to authorize the Mayor and/or Town Manager to execute the contract with CM-RED, LLC for spillway repairs at the Waynesville Water Treatment property located at 341 Rocky Branch Road, as presented. The motion carried unanimously.

6. Request Approval of Public Works Building Improvements Project Ordinance (O-03-16)

Manager Morgan noted that the renovation of the public services facility was the last building improvement from the needs study conducted in 2002. The Board approved the design work to be completed during the 2015/2016 fiscal year. This was completed and the bid process is currently underway. Manager Morgan explained that the initial bid was advertised June 21 with only two respondents. Under NC General Statutes, the project had to be advertised again. The bid process ends on July 6 when bids are opened at 3:00 p.m.

The project ordinance was developed by Town Engineer, Preston Gregg and Finance Director Eddie Caldwell. The total project cost is \$1.665 million and financing should be \$1.3 million. Manager Morgan noted the following dates related to the project:

- June 28 – Council Adopts Resolution To Give Approval to Proceed
- July 5 – Request Proposals From Bank – 21 RFPs to be sent out including all in Haywood County
- July 31 – Public Notice of Hearing
- August 5 – Receive Bank Proposals
- August 9 – Public Hearing to Discuss Financing
 - Council Adopts Resolution Accepting Financing Proposal
- August 15 – Submittal of Formal Application to LGC
- September 13 – LGC Monthly Meeting
- Mid September – Loan Closing

Manager Morgan added that the anticipated completion is nine (9) months for the project and if there is anything that can be done utilizing internal staff rather than contracted staff, it will be done. Mayor Brown called attention to the funding breakdown noting that some of the funding comes from transfers from other funds and the majority through financing.

Alderman Freeman made a motion, seconded by Alderman Caldwell to approve the Public Works Building Improvements Project Ordinance (O-03-16), as presented. The motion carried unanimously.

Manager Morgan explained that since the board had approved the Public Works Building Improvements Project Ordinance, another document was required in order to move forward with obtaining financing. The Resolution Authorizing Filing of an Application for Approval of financing agreement authorized by North Carolina General Statutes 160A-20. Attorney Griffin noted that the Board had had to make the following findings of fact prior to any approval and Manager Morgan read the five bullet points:

- 1. The proposed contract is for the purpose of financing \$1,300,000, the estimated cost of the project less \$250,000 Town equity contribution.*
- 2. The proposed contract is preferable to a bond issue because: 1) the total costs of the financing are not sufficient to warrant the expenses involved in a General Obligation Bond issue; 2) the proposed project is too expensive to be funded through current revenues and/or fund balance, thus the installment contract method of financing proves to be the best alternative for Waynesville; and 3) the desired term of financing is fifteen or twenty years, thereby making bonds a less desirable alternative.*
- 3. The sum to fall due under the contract will be adequate and not excessive for the proposed purpose and the rate of interest will be approximately the same or lower than that of a general obligation bond issue, when considering total costs involved in a referendum, legal expenses, insurance etc.*
- 4. Waynesville's debt management procedures and policies are acceptable. The Town adheres to its Budget Ordinance, has a history of timely debt obligation payments, and maintains an acceptable level of unappropriated fund balance. The Town Manager and Finance*

Director constantly monitor the Town's fiscal structure and periodically report the financial condition to the Town Aldermen.

5. Waynesville is not in default in meeting its debt service obligations.

Mayor Brown explained that this financing is more favorable than issuing a General Obligation Bond and due to the excellent financial stewardship; the Town has always been able to utilize business financing at lower interest rates and better stability.

Alderman Feichter made a motion, seconded by Alderman Roberson to approve the Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statutes 160A-20, as presented. The motion carried unanimously.

D. CALL FOR PUBLIC HEARING

7. Call for Public Hearing to solicit input from the residents and property owners as to the needs of the Municipal Service District (MSD)

Manager Morgan provided a presentation related to MSD legislative changes that went into effect on October 15, 2015. There are certain requirements that were added to ensure the proper use of MSD funding. He noted that under the General Contracting Authority of municipalities that once a unit levies an MSD tax, it must *“provide, maintain, or let contracts for the services for which the residents of the district are being taxed within a reasonable time, not to exceed one year, after the effective date of the definition of the district.”* Further, a municipality has a broad authority to *“provide services, facilities, functions, or promotional and developmental activities in a service district with its own forces, through a contract with another governmental agency, through a contract with a private agency, or by any combination thereof.”*

Manager Morgan continued by noting that part of the requirement is to solicit input from residents and property owners. One way is via public hearing or community meetings. There is also a requirement to use a bid process to select the entity that will be providing the contracted services. Manager Morgan briefly covered the scope of work required such as administering the Town's downtown program; business and economic development; obtaining additional funding options; oversight of downtown promotions and carrying out any other activities that may be determined during the contract negotiations between the city/town and the private/non-profit agency. Manager Morgan noted that some municipalities choose to do this in-house as a department of the town; however, Waynesville has chosen to utilize the DWA for the past 30 years.

Manager Morgan noted that there is a reporting requirement for the entity chosen to report the needs of the MSD. He added that the DWA already does this and provides timely

updates to the board. One of the significant changes from the 2015 legislation is the fact that open ended management contracts have been eliminated. The bidding process must be used to solidify such management; however, a contract may be for one year or for up to five years.

Manager Morgan concluded his presentation by noting the following timeline of events related to the selection of the MSD administrator:

- Call for a Public Hearing – June 28, 2016
- Solicitation for Bids – June 28, 2016
- Public Notices – July 1 and 8, 2016
- Public Hearing – July 12, 2016
- Bids due – July 14, 2016
- Contracts Awarded – July 26, 2016

Mayor Brown inquired if all board members understood what was going on and the need to follow this process. All confirmed. He continued noting that the purpose was to make MSDs more visible and transparent. The legislature is requiring the bid process. Mayor Brown did note that this would mean other entities such as the Tourism Development Authority or Chamber of Commerce could bid on such service provision. The Board can negotiate and can accept a bid if only one is received.

Alderman Feichter questioned if the contract could be renewed without undertaking the bid process. He noted that the DWA has been doing a great job and noted their mission statement. Discussion was held and the legislation reviewed. The bid process must be utilized for contract award.

Mayor Brown noted that he saw the positive aspect of having a request for proposal. Alderman Feichter countered noting that if the legislature is forcing us to do this, we have to do it; but in regards to our MSD, they are a jewel and this is a colossal waste of time. Mayor Brown acknowledged Alderman Feichter's concerns, but noted that this is a better process to open up MSD administration state-wide.

Buffy Phillips, Executive Director, Downtown Waynesville Association commented that she appreciated the accolades from Alderman Feichter and the Board and is proud to be celebrating 30 years of DWA working with the Town. She noted that she and others have been working on this since it went into effect in October 2015. Ms. Phillips spent time in Raleigh and visited with legislators trying to get this legislation reversed or changed. She highlighted that the MSD in Waynesville is different from other municipalities in that residents are not included and are not taxed - just commercial, not residential. Ms. Phillips added that she understood the process and challenged anyone else to come in and bid and try to mirror what the DWA has been doing for 30 years.

Alderman Roberson made a motion, seconded by Alderman Freeman to call for a public hearing to be held on Tuesday, July 12, 2016 at 6:30 p.m. or as soon thereafter as possible, in the Town Hall Board Room located at 9 South Main Street, Waynesville to solicit input from residents and property owners as to the needs of the Municipal Service District (MSD), as presented. The motion carried unanimously.

Manager Morgan explained that due to the bid process not concluding until late July and the need for administration during the period beginning July 1 until contract award, it is necessary to extend the current agreement with the Downtown Waynesville Association until such time.

Alderman Caldwell made a motion, seconded by Aldermen Roberson to extend the current "Service Agreement between the Town of Waynesville and the Downtown Waynesville Association, Inc." until July 31, 2016 or until such time a new contract or provider has been approved using the Municipal Service District bid process in accordance with North Carolina General Statutes. The motion carried unanimously.

Manager Morgan noted that there was one additional requirement and that was to have the board's approval to advertise and solicit proposals to administer the downtown MSD for the Town.

Alderman Caldwell made a motion, seconded by Alderman Freeman to authorize the Town Manager to solicit and accept proposals to administer the downtown Municipal Service District (MSD) for the Town of Waynesville. Alderman Roberson and Mayor Brown concurred with the motion; Alderman Feichter dissented. The motion carried by majority 4 to 1.

E. CONTINUED BUSINESS

8. Consideration of a zoning text amendment of Chapter 4.6 of the Town Code regarding mobile food vendors as temporary uses

Mayor Brown noted that discussion of mobile food vendors as temporary uses was an agenda item at a previous meeting and voting was tabled due to the fact that he was unable to attend the meeting. Mayor Brown asked if the board felt it was appropriate to continue discussion.

Alderman Caldwell made a motion, seconded by Alderman Roberson to bring this issue back before the board for further discussion. The motion carried unanimously.

Mayor Brown reminded the audience that this was Board discussion only and asked if there were any questions for Ms. Teague. He added that the information presented at the meeting in May was included in the Board packet and that he hoped members had spent time reviewing.

Alderman Roberson inquired what part of the town would be affected by the changes to the ordinance. Ms. Teague noted that such changes would affect the entire town, not just a particular zoning district.

Alderman Feichter alluded to the process for obtaining a permit noting that the mobile food vendor makes the application and receives. Ms. Teague confirmed. Alderman Feichter asked if there had been thought given to having the property owner apply for the permit rather than the mobile food vendor. Ms. Teague answered that this had not been discussed. Alderman Feichter referenced Asheville's permitting process and the property owner being the applicant.

Ms. Teague explained that the permit depended on the type of vendor, if a specific property wanted to host mobile food vending as a mobile food vending site, they can do so. For example: Highland Brewing, Pisgah Brewing Company and the Wedge all have permission from city to invite mobile food vendors in. In this case, the property owner is the permit holder. Ms. Teague explained that having the property holder as the permit requester would not change the opinion of the Development Services Staff.

Alderman Feichter also voiced concern with the impermanence of these mobile food units; they could leave in the middle of the night. Which he argued would seem that there would be some benefit to having the property owner request the permit as opposed to the food truck owner. Ms. Teague noted that either way it is handled, the question that the ordinance is trying to answer is, is the use appropriate for the use in the time allowed? She continued by stating that because of the nature of mobile food vendors, it made sense to have them hold the permit with written documentation of the property owner.

Alderman Feichter inquired if the amended ordinance was passed, what would the town's recourse be should a permitted food truck be problematic. Ms. Teague answered that it would be similar to any non-compliance issue. The town has a procedure in place that begins with a notice of non-compliance that the town issues with follow up with the business owner. Alderman Feichter commented that this is why the property owner may be a better applicant for the permit as they would be responsible for what happens on their property such as non-compliance.

Alderman Freeman clarified that the Planning Board unanimously approved the revisions to the ordinance at their April 18th meeting. Ms. Teague confirmed.

Alderman Roberson asked what the options would be if the exemption if section D3 were removed. Ms. Teague responded that if Section D3 were removed from the ordinance, the mobile food truck could still be permitted for up to 180 days noting that special events do not count toward the days. Ms. Teague indicated that Development Services could work with a vendor to have a schedule – help to extend 180 days as long as possible.

Alderman Feichter noted that the Planning Board approached their decision not specifically for Mad Anthony's but for other stakeholders may have similar concerns. He called attention to the space requirement between food trucks and restaurants and that they would be there by invitation.

Ms. Teague noted that the issue is that from a building code standpoint, there are specific guidelines for development and businesses need to comply with the rules. This particular clause feels like a side step, if mobile, then the truck does not have to comply with permanent structure rules, but if the owners (the Young's) do not want to move it, it becomes permanent. Part of the question is when does it become a permanent structure? Ms. Teague added that a mobile food unit does not meet building code specifications. If mobile food trailer is used to side-step the ordinance, then it sets a precedent. Ms. Teague added that this is a difficult decision for the Board to review – you have a good business and want to see Mad Anthony's work well, but this exception could set a precedent which puts the Town in a difficult position from building code and safety stand point.

Mayor Brown interjected and asked, assuming that the section is left in, how would Mad Anthony's comply with the building code standard. Ms. Teague explained that if the food truck is permitted to stay under the exception, they would do something similar to an RV hook up to feed the unit separate to the building. Mayor Brown inquired, as the structure sits now, is it in compliance with the state of NC building code. Ms. Teague answered no; however, the Department of Insurance (DOI) has indicated that if the unit is permanently set, the Town and owners would have to find a path to compliance.

Ms. Glenna Young requested to address the Board, Mayor Brown noted that the public hearing had been concluded at the meeting on May 24, 2016. The request was denied and the board continued their discussion.

Discussion continued surrounding possibilities related to permanent or temporary classification and whether or not an exception should be granted and the impact from such exemption. Mayor Brown summarized the issue by noting that the problem that is faced currently is that with this exception in the ordinance; it is allowing a non-conforming structure to remain and opens the door to others in the future. He added that food trucks in Waynesville are a good thing and as an economic matter the market will determine success.

Mayor Brown asked if section D3 is removed, in what position Mad Anthony's would be left. Ms. Teague explained that could permit for 180 days and offer some administrative pathways such as moving it around to other locations on site or establishing a schedule for operating within the 180 day permitted cycle. If it is going to be a mobile food unit – it should be treated as a temporary unit.

Mayor Brown made a motion, seconded by Alderman Caldwell to eliminate section D item 3 from the proposed text amendment to Chapter 4.6. Alderman Roberson voted to approve; Aldermen Feichter and Freeman dissented. The motion carried 3 to 2 in favor of the deletion of section D3 from the ordinance.

Alderman Feichter took the opportunity to acknowledge the due diligence and care with which the Planning Board studied the issue and crafted an amendment that was cognizant of the regulations of the Town and applauded them for trying something new. He added that he campaigned on a vow to make economic development a priority, but he believed that in this specific situation, and for the future, these are the kinds of situations where we can do something concrete to support our economy. Alderman Feichter also thanked Ms. Teague and the Development Services staff for their work and research and thank you to the Young's.

Alderman Roberson commented that Ms. Teague and staff have made a real effort to assist the Young's by being flexible. Having these exceptions opens up the codes and is another chink out and reduces the effectiveness of the Land Development Standards.

Alderman Feichter agreed that there had to be regulations, but it is important to understand that Mad Anthony's utilized a food truck due to the fact that a commercial kitchen would be cost prohibitive in a historic structure.

Alderman Roberson questioned if someone brought in a permanent structure, then it would have to meet the building codes such as wind load, utility hard connections, and have a foundation. Ms. Teague answered that the Board of Adjustment criteria for a variance specifically states that just because it is costly is not a reason to grant a variance. Alderman Feichter added that this was part of the larger argument and should warrant consideration.

Alderman Freeman echoed Alderman Feichter's sentiment noting that in no single sentence is Mad Anthony's specifically identified. She continued by commenting that the Town has to be flexible and use existing structures in the town. Alderman Freeman also wished to piggy back on the compliments to the Planning Board and the amendment supported by them 100%.

Alderman Roberson made a motion, seconded by Alderman Caldwell to amend Chapter 4.6 Temporary Uses to address Mobile Vending Units as amended to exclude section D.3 as voted upon earlier in the meeting. The motion carried unanimously.

Mayor Brown made a motion, seconded by Alderman Feichter to find that the Text Amendment is consistent with the 2020 Land Development Plan as amended. The motion carried unanimously.

9. Manager's Report - Interim Town Manager Mike Morgan

Manager Morgan had nothing further to report.

10. Attorney's Report - Town Attorney Woody Griffin

Town Attorney Woody Griffin had nothing to report.

F. COMMUNICATION FROM THE MAYOR AND BOARD

11. Request Approval of Mutual Agreement and Memorandum of Agreement for the West Next Generation Network (West NGN)

Alderman Feichter has been representing Waynesville on West Next Generation Network (West NGN) Steering Committee. He explained that this is a cooperative effort between Waynesville, City of Asheville, Biltmore Forest, Fletcher, Hendersonville, Laurel Park and UNC-Asheville to speed the deployment of ultra high speed broadband service.

Alderman Feichter explained the two proposed agreements noting that the Mutual Agreement was detailing the work of the Steering Committee and the overall goals of this initiative. The second agreement, the Memorandum of Agreement (MOA) is to allow Land of Sky to provide technical and other assistance with the implementation of the project. The town will be responsible for a portion of the costs for services included in the MOA. Alderman Feichter noted that the cost to the Town was \$4,877.

Alderman Feichter explained that the purpose of the initiative was to bring more fiber internet service to Western North Carolina resulting in increased capacity at a reduced price. He added that this is phase one of a multi-phase project and subsequent phases will draw upon the efforts of the project. The proposed timing of implementation is within 60 to 90 days of receipt of all signed agreements with RFPs issued and vendor selection completed by January 2017.

Alderman Feichter made a motion, seconded by Alderman Caldwell to authorize the Mayor and/or Town Manager to execute the Mutual Agreement and Memorandum of Agreement with the Land of Sky Regional Council for the West Next Generation Network, as presented. The motion carried unanimously.

G. CALL ON THE AUDIENCE

Angie Schwab, Executive Director, Folkmoot USA addressed the Board to request approval of the ABC permit that shows the location of the proposed beer garden for the Folkmoot celebration on July 30, 2016. She noted that the location was to make the beer makers more visible to the public and within close proximity to entertainment.

Attorney Griffin asked if the NCDOT had been approached by Folkmoot to ensure that there were no concerns as this is a state road where the proposed beer garden would be set. Ms. Schwab noted that Ms. Phillips with the DWA had received permission for the closure of the street via the NCDOT. Ms. Teague offered to follow up with her contact at the NCDOT to ensure that all were aware of the proposed beer garden and to assist with addressing any concerns from the NCDOT.

Alderman Caldwell made a motion, seconded by Alderman Roberson to approve the application for a one-time use permit and to approve the ABC permit for a beer garden to be located on Main Street adjacent to the Town Hall and Municipal Buildings from 10:00 a.m. until 5:00 p.m. on Saturday, July 30, 2016. The motion carried unanimously.

H. ADJOURN

There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Feichter to adjourn the meeting at 8:44 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Michael J. Morgan, Interim Town Manager

Amanda W. Owens, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2016

SUBJECT: Public Hearing to consider the naming of a Town of Waynesville maintained street as “Wells Events Way.”

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: 3-B
Department: Administrative Services
Contact: Amie Owens, Administrative Services Director
Presenter: Mike Morgan, Interim Town Manager

BRIEF SUMMARY: The Town of Waynesville has maintained a 190 foot road as part of its street system that is just off North Main Street. Historically, this has been known as Wells’ Alley, but formal naming has not occurred. Since the opening of the Wells Event Center, there has been difficulty in differentiating the address of Wells Funeral Home located on North Main Street and the Wells Event Center. With the proper naming of this street, the Wells Event Center can work with the Haywood County Addressing Office to have a permanent address that will allow individuals to more accurately find the facility and for proper mail and package delivery.

As this road has been open to the public and maintained by the Town of Waynesville, the following ordinance applies:

Sec. 46-66. - Road naming procedures for public roads.

The planning officer, in consultation with the emergency operations coordinator, fire departments, the county addressing office, and any other office or agency it deems necessary, is authorized to recommend new road names and name changes to the board of aldermen of the town for public roads inside the corporate limits of the town. The board of aldermen shall not name or rename a public road until they have held a public hearing on the matter. At least ten days before the day of the hearing, the board of aldermen shall cause notice of the time, place and subject matter of the hearing to be prominently posted at the town hall and the county courthouse, and shall publish a notice of hearing in at least one newspaper of general circulation published in the county.

MOTION FOR CONSIDERATION: To approve the resolution naming a Town of Waynesville maintained road as Wells Events Way.

ATTACHMENTS:
Resolution

FUNDING SOURCE/IMPACT: N/A – the Town of Waynesville already maintains this road as part of the streets system.

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend Approval

RESOLUTION
Renaming a Town of Waynesville Maintained Road
As Wells Events Way

WHEREAS, a particular unnamed public roadway lies within the corporate limits of the Town of Waynesville; and

WHEREAS, the public roadway will provide access to the Wells Event Center and access to Wall Street from North Main Street; and

WHEREAS, the public roadway must be named to comply with Haywood County Emergency 9-1-1 requirements; and

WHEREAS, the Town of Waynesville Public Services Department has been maintaining the 109 foot road identified in Powell Bill records as Wells Alley; and

WHEREAS, the Haywood County Addressing Office finds no conflicts with the proposed name, "Wells Events Way;" and

WHEREAS, the Town's Development Services Office and Administrative Services Office, with the concurrence of the Haywood County Addressing Office, recommends naming said roadway "Wells Events Way."

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Waynesville that the unnamed public roadway, shall be renamed "Wells Events Way" and that a copy of this Resolution shall be forwarded to the Haywood County Addressing Office as proof of such action taken by the Town of Waynesville Board of Aldermen.

Adopted this the 12th Day of July, 2016.

ATTEST:

Gavin A. Brown, Mayor

Amanda W. Owens, Town Clerk

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Changes to Municipal Service District (MSD) Authority

About the author

Kara Millonzi



Kara Millonzi is a School of Government faculty member.

This entry was posted on November 10th, 2015 and is filed under [Downtown & Main Street, Financing Development](#).



In the state budget bill, [S.L. 2015-241](#), the legislature made a few changes to municipal service district (MSD) authority. An MSD is a defined area within a municipality in which the unit's governing board levies an additional property tax in order to provide projects or extra services that benefit the properties in the district. (Counties have similar authority, referred to as county service districts.) A service district is not a separate government. It is simply a mechanism whereby a local government may raise money to pay for services or projects from those property owners that most directly benefit from the services or projects. (Click [here](#) for more information on MSDs.)

Under general law, a municipality may define one or more service districts for any of the following functions:

- Beach erosion control and flood and hurricane protection works
- Downtown revitalization projects
- Urban revitalization projects
- Transit-oriented development projects
- Drainage projects
- Sewage collection and disposal systems
- Off-street parking facilities
- Watershed improvement, drainage, and water resources development projects

(There are a few additional authorized purposes for certain municipalities. See [G.S. 160A-536](#).)

The most common municipal service districts are established for downtown or urban area revitalization. A municipality may establish one or more downtown revitalization districts in its central downtown area. It may form an urban area revitalization district in an area that meets any one of these criteria: (1) it is the central business district of the municipality; (2) it consists primarily of existing or redeveloping concentrations of industrial, retail, wholesale, office, or other significant employment-generating uses; (3) it is located in or along a major transportation corridor (with certain restrictions); or (4) it is centered or focused around a major concentration of public or institutional uses.

Downtown and urban area revitalization districts are commonly referred to as business improvement districts or BIDs. Establishing a BID allows a municipality to levy an additional property tax on real and personal properties within its central downtown, or other commercial area, to fund a variety of downtown projects and services, such as street and sidewalk improvements, promotional and marketing efforts, increased security, additional trash collection, and building façade improvements. (Click [here](#) for more information on BIDs.)

Section 15.16B of S.L. 2015-241 (state budget) imposes limitations on a municipal board's authority to levy an MSD tax for any of the authorized purposes. It also mandates that a municipality follow certain procedures before entering into a contract with a private entity to provide services within certain types of MSDs—namely those established for downtown or urban area revitalization. Finally, the new law designates a study commission to look at the feasibility of allowing property owners to opt out of an MSD.

New Tax Rate Limitations

Before establishing an MSD, a municipality's governing board must determine that the proposed district is in need of one or more of the authorized projects or services "to a demonstrably greater extent" than other areas in the municipality. [G.S. 160A-536\(a\)](#). The board then must follow a statutory process to establish the district. (Click [here](#) for more information on the process requirements.) Generally, a new district must take effect at the beginning of a fiscal year. [G.S. 160A-537\(d\)](#).

After an MSD is established, the unit's governing board may levy an MSD tax each fiscal year against all taxable property in the district (real and personal). There is one exception—the personal property of public service corporations is exempted from the MSD tax.

Effective with the adoption of the FY2016-2017 annual budget ordinance, a municipal board is limited to setting a tax rate such that there is “no accumulation of excess funds beyond that necessary to meet current needs, fund long-range plans and goals, and maintain a reasonable fund balance.” The new limitation does not prohibit a municipality from carrying over MSD tax proceeds from year-to-year, but it does force the municipal board to determine the specific needs of the district and be mindful not to set the MSD tax rate to high so as to produce excess revenue beyond what is estimated to meet the current and future needs of the district. The intent of the new provision is to limit a unit’s ability to impose an MSD tax without a clear sense of the need or purpose for the tax proceeds.

New Contracting Rules

General Contracting Authority

Once a unit levies an MSD tax, it must “provide, maintain, or let contracts for the services for which the residents of the district are being taxed within a reasonable time, not to exceed one year, after the effective date of the definition of the district.” [G.S. 160A-540](#). In addition to MSD tax proceeds (and in some cases in lieu of MSD tax proceeds) a unit may appropriate any other unrestricted revenues to the district to fund the services or projects undertaken in the district. [G.S. 160A-542](#).

A municipality has broad authority to “provide services, facilities, functions, or promotional and developmental activities in a service district with its own forces, through a contract with another governmental agency, through a contract with a private agency, or by any combination thereof.” [G.S. 160A-536\(d\)](#). Any time a municipality enters into a contract to provide services, facilities, functions, or promotional and developmental activities in an MSD, whether it be with a management company or any other governmental or private entity, the contract must:

- specify the purposes for which municipal funds will be used; and
- require an appropriate accounting of the moneys paid out under the contract at the end of the fiscal year (or other appropriate period of time). See [G.S. 160A-536\(d\)](#).

These requirements facilitate a municipal board’s ability to engage in proper management and oversight over the expenditure of public funds by the contracting party.

Most units contract with outside entities for major construction projects in an MSD. And some units contract for the provision of certain services within an MSD. Larger municipalities, in particular, often utilize private organizations to manage their downtown or urban area revitalization districts (management companies). The management company serves as a liaison between the downtown property owners and the municipality. It works with the property owners in the district to identify needs, prioritize projects, and manage initiatives. It also may engage in branding and marketing efforts on the part of the downtown. And, in some instances, the management company raises private monies to fund downtown initiatives.

New Contracting Requirements for Downtown Revitalization and Urban Area Revitalization Districts

As of October 1, 2015, municipalities are subject to additional requirements when contracting with private entities to provide services, facilities, functions, or promotional and developmental activities in certain types of MSDs. The additional requirements only apply to contracts entered into with private entities relating to MSDs for downtown or urban area revitalization. (They also apply to the

few jurisdictions that have MSDs for certain projects in an historic district. See [G.S. 160A-536\(a\)\(1a\)](#).) The apparent intent of the legislation was to target general service provision contracts with management companies.

Specifically, the new law amends G.S. 160A-536 to require that a municipality do all of the following before entering into a contract with the private entity to “provide services, facilities, functions, or promotional and developmental activities in a service district:”

Solicit input from the residents and property owners as to the needs of the service district. The statute leaves it up to the municipality to determine the best way to obtain meaningful input from both property owners and residents. A unit could hold one or more public hearings, but this process is not necessary and may not be sufficient in some cases. A unit might also conduct written surveys or hold focus group discussions with affected residents and property owners. In some municipalities, the governing board may be able to simply request comments from those who live or own property in the district. A unit may have to use different information gathering methods for property owners, who likely are more actively engaged in the district, than for residents.

Use a bid process to select the private entity that is contracting to provide services or undertake projects in the MSD. Generally, a local government must use an authorized bid process for purchase and construction and repair contracts over a certain dollar amount. (Click [here](#) for information on bid thresholds and requirements.) A local unit is not required to bid service contracts, though, unless the unit itself has an internal policy requiring it to do so. The new law now requires a municipality to use a bid process to select a private entity to provide services, facilities, functions, or promotional and developmental activities in a downtown or urban area revitalization MSD, regardless of the amount or nature of the contract. The requirement applies to new contracts and to renewals of existing contracts. Thus, if a municipality enters into yearly contracts with a management company, it will need to undertake a bid process each year to select the company.

What is a bid process? The new law states that the municipality “shall determine criteria for selection of the private agency and shall select a private agency in accordance with those criteria.” I consulted with my colleagues, Norma Houston and Frayda Bluestein, who both have expertise in purchasing and contracting, and they concur that the law does not require that the municipality use one of the competitive bid processes prescribed by Article 8 of Chapter 143 of the General Statutes. A unit may use one of these processes, but it also free to create its own bid process.

The following sets out the basic process a unit should follow in creating and implementing the bid process (thanks to Norma for this framework!):

1. Identify criteria for selecting a private entity to perform the needed services in the downtown or urban area MSD. The unit’s governing board is free to select whatever criteria it deems appropriate given the particular needs of the MSD. The unit likely should identify the criteria after obtaining input from residents and property owners about the needs of the district.
2. Publicize that unit is soliciting proposals from private entities to perform the specified services in the downtown or urban area MSD. The announcement or advertisement should specify the criteria that the unit will use to select the winning bid. (Formal bid advertising is not specifically required, but inherent in a bid process is some form of public notice that the unit is seeking proposals.) The unit likely will want to set a deadline for receiving proposals.

3. Evaluate the proposals received. The proposals must be judged based on the criteria established in Step 1 and publicized in Step 2.
4. Select the private entity whose proposal “is best suited to achieve the needs of the service district.” This is a very broad standard of award. The unit may take into consideration cost, but it is not required to make its contract award decision on that basis. Instead, the unit must determine which entity satisfies the criteria specified in Step 1 and is best suited to meet the needs of the district.

Hold a public hearing before entering into the contract. The governing board must hold the public hearing in the district, and it must publish notice of the public hearing in a newspaper of general circulation for at least two consecutive weeks before the date of the public hearing. The exact timing of the hearing is unclear, though. It is possible that if the unit chooses to hold one or more public hearings to initially solicit input from residents and property owners that this specific “public hearing” requirement also will be satisfied. The statute lists the requirements separately, though. In fact, it lists the public hearing requirement after that for a bid process. It seems likely that the legislature intended for a unit to hold the public hearing after it has identified a contracting entity but before the contract is actually executed. If a unit holds the public hearing earlier in the process, it should, at a minimum, outline the basic contract parameters at or before the hearing.

Require the contracting entity to report annually to the municipality. The report must be in writing to the municipal board and must identify the “needs of the service district, completed projects, and pending projects” Before submitting the report; the contracting entity must seek input from property owners and residents in the district about the district’s needs for the upcoming year. A municipality may request that the private entity document its efforts to obtain and consider this input.

Specify the scope of the services to be provided by the private entity in the contract. It will no longer be sufficient to enter into an open-ended management contract with a private entity. Instead, the unit must contract for the private entity to perform specific projects and services in the district. The municipal board must approve any amendments to the scope of the services.

Limit the contract to five years or less. A municipality may enter into a multi-year contract with a private entity to provide services or projects in a downtown or urban area MSD. The contract period may not exceed five years.

Legislative Study Commission

Section 15.16B of S.L. 2015-241 also directs the Legislative Research Commission to study the “feasibility of authorizing property owners within a municipal service district to petition for removal” from the district. The Commission must report its findings and recommendations to the 2016 Regular Session of the 2015 General Assembly. So stay tuned, there may be further modifications to the MSD statutes in the coming years.



Kara Millonzi ([11 Posts](#))

Kara Millonzi is a School of Government faculty member.

Town of Waynesville
Municipal Service District Private Agency Solicitation
Request for Proposals

Introduction

The Town of Waynesville is accepting proposals to administer the downtown Municipal Service District (MSD). The purpose of this Request for Proposals (RFP) is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be chosen.

Project Description and Requested Services

The Town of Waynesville has a Municipal Service District (MSD) as an overlay of its downtown or part thereof. Pursuant to State of North Carolina General Statute 160A Article 23, the Town may collect an additional tax on property within this district with the proceeds being used exclusively on projects, programs and additional services within this district. The Town is therefore seeking a private or non-profit agency to enter into a contract to administer and manage the projects, programs and services within this MSD.

Subject to approval by Waynesville Board of Aldermen and subject to the availability of funding, the Town expects to negotiate a contract for services with the selected agency during the spring of 2016.

Proposal Guidelines and Requirements

This is an open and competitive process. Proposals received after 4:00pm, Thursday, July 14, 2016, will not be considered and will be returned unopened. The proposal must contain the signature of a duly authorized officer or agent of the agency submitting the proposal. Three (3) bound copies and one electronic copy (PDF format) of the Proposal shall be sent or hand delivered to:

Town Manager
Town of Waynesville
PO Box 100
Waynesville, NC 28786

Packages should be clearly marked as Response to Town Municipal Service District RFP.

Contact Information

Questions concerning this application process should be addressed to Waynesville Interim Town Manager at MMorgan@WaynesvilleNC.gov or AOWens@WaynesvilleNC.gov.

Scope of Work

The private or non-profit agency selected to administer the MSD shall be responsible for the following:

- Administer the City's/Town's Downtown Program (or Main Street Program if so designated)
- Develop and manage business retention and recruitment efforts downtown

- Establish partnerships with town staff, county staff, area non-profits and others as needed to advance downtown plans
- Work with property owners to identify development opportunities including upper floor use
- Work with the NC Main Street Program, financial institutions, town staff and others to identify additional funding opportunities for downtown development
- Oversee (or plan, manage, organize) downtown promotions
- Prepare and present to Board of Aldermen an annual report of needs of the service district, completed projects, and pending projects
- Carry out any other activities that may be determined during the contract negotiations between the city/town and the private/non-profit agency

The Town of Waynesville is a designated North Carolina Main Street community, the following requirements also shall apply:

- Participate in all services provided to the local community by the N.C. Main Street Center.
- Employ a full-time - 40 hours/week paid professional Main Street Manager as required, that is dedicated to downtown and that will coordinate and facilitate the work of the program. Communities with a population of 5,001- 9,999 MAY employ two or more persons that equal one or more full-time equivalent position(s), as long as one position is a designated manager. Communities with a population of 5,000 or less MAY employ a part-time - 20+ hours/week position paid professional Main Street Manager.
- Obtain a 501(c) 3, 4, or 6 nonprofit designation OR be designated as a department of the local municipal government.
- Establish broad-based support for the commercial district revitalization process, with strong support from both the public and private sectors.
- Establish and maintain an active Board of Directors and Committees using the Main Street Four-Point Approach® and develop a comprehensive Main Street Work Plan using the Main Street Four-Point Approach®.
- Establish an annual work plan/planning process for downtown.
- Adopt and exhibit a Historic Preservation Ethic and design management program.
- Demonstrate an established vision for downtown and a mission that defines the role of the organization that will manage the downtown initiative.
- Have the Main Street Manager attend New Main Street Manager Orientation, held each month in Raleigh, within three months of start date (if not previously attended).
- Have the Main Street Manager attend Main Street Basic Training each time there is a change in management (if not previously attended).
- Fund the local Main Street program through both public and private partnerships at a level allowing for full implementation of the program based on the Four-Point Approach® and the adopted annual work plan.
- Have the Main Street Manager attend Main Street Managers' Meetings held once a year in August.
- Have the Main Street Manager attend Two of Three Tri-annual Regional Meetings each year. (Held in January, July and October.)
- Have the Main Street Manager and a minimum of one volunteer attend the annual N.C. Main Street Conference - (NCMS provides each designated MS community with two complimentary registrations).

- Submit annual Statistical data in July and Budget & Salary information and Program Assessment Survey in January as requested to the NCMS Center.
- Maintain an annual membership with the National Main Street Center at a \$350 designated level.
- Reimburse the NCMS Center's staff travel expenses when they are traveling to the local community at the IRS state rate plus meals at the state per diem rate and lodging.

Selection Criteria

Selection of a private/non-profit agency will be made after thorough review of the Proposal by the Town of Waynesville staff. Interviews of qualified applicants may be conducted if desired by the Town staff.

The primary considerations for selection are:

1. The agency's recent experience, knowledge, and familiarity with downtown development generally and the Town of Waynesville specifically.
2. Qualifications to perform the work.
3. Past record of performance.
4. Ability and expertise of the agency's personnel.
5. Proposed approach to administering/managing the MSD.
6. Quality and completeness of the proposal.

This request does not create any obligation on the part of the Town to award any contract or to proceed with the project. In addition, the Town, if it determines it necessary to achieve the objectives of the Town of Waynesville, may waive requirements of the RFP, refine the criteria for selection of an agency, seek additional information from responders, and reject any or all proposals submitted.

Submission Requirements

Interested private/non-profit agencies shall submit the following information:

- A cover letter, signed by a manager or director in the agency, including his or her title that he or she has authority to submit the proposal on behalf of the agency;
- Agency's contact information;
- Narrative explaining the agency's qualifications for the project;
- Summary of the agency's recent experience in similar projects;
- Name and experience of key personnel;
- A description of the agency's organizational structure;
- Narrative explaining the proposed approach to completing the proposed scope of work;
- References: names and contact information of at least three people who can speak to the agency's qualifications to carry out this scope of work;
- Proposed budget for single year or if a multi-year contract will be requested, proposed budgets for multiple years.

Contract Terms

The Town of Waynesville will negotiate contract terms upon selection. All contracts are subject to review by Town of Waynesville legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: July 12, 2016

SUBJECT: Street Closing Request – Ninevah Baptist Church Community Day Celebration
(requested by Rev. Mike Leslie)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5-C
Department: Administrative Services
Contact: Amie Owens, Administrative Services Director
Presenter: Mike Morgan, Interim Town Manager

BRIEF SUMMARY: A request was received from Rev. Mike Leslie regarding the closure of a portion of Country Club Drive at 931 Country Club Drive from Victory Street to Williams Street on Saturday, July 23rd from 9:30 a.m. until 2:30 p.m. There will be music and activities for children. This event has taken place for several years and has been approved in the past.

MOTION: *To approve the street closure of a portion of Country Club Drive at Victory Street and Williams Street on Saturday, July 23, 2016 for the Ninevah Baptist Church Community Day Celebration beginning at 9:30 a.m. until 2:30 p.m., as presented.*

FUNDING SOURCE/IMPACT: Provision of barricades for street closure

ATTACHMENTS:

Letter from Rev. Leslie on behalf of Ninevah Baptist Church

MANAGER’S COMMENTS AND RECOMMENDATIONS: There is another event that is taking place downtown that same day, the Folkmoot Parade of Nations; however, there should not be any overlap in the need for blockades as the police will assist with blocking intersections during the parade and no police assistance is requested for this event. Recommend approval of the street closure.



June 27, 2016

To the Town of Waynesville Officials:

I am writing to you on behalf of Ninevah Baptist Church located at 931 Country Club Drive in Waynesville. Ninevah Baptist Church has hosted a Community Day for many years during the summer. We make it a day for our neighbors to get outside and enjoy each other's company while enjoying a free block party atmosphere with free food, games, car show and fun.

Our event takes place in our parking lots and Family Life Center. Our parking lots are divided by Country Club Drive. In the past, with permission from the Town, we have closed Country Club Drive leaving a fire lane open. We would like to request permission to close down 931 Country Club Drive on Saturday, July 23rd from 9:30am till 2:30pm using barriers provided by the Town. A barrier would need to be placed at the corner of Victory Street and Country Club Drive, as well as, at the corner of Country Club Drive and Williams Street. We would leave a fire lane open for emergency personnel. This would leave the public the ability to drive around the church using Victory Street, Prevost Street and Williams Street without endangering kids and families enjoying the event.

Thank you for your consideration of this request. For more information or to share a rendered decision, please feel free to contact me at 828-734-8449 or by mail at PO Box 38 Waynesville, NC 28786.

In Christ,

Rev. Mike Leslie
Pastor

"Showing love by sharing light."

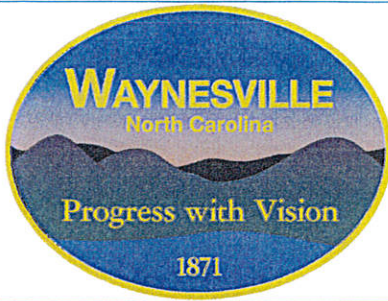
P.O. BOX 38 ~ WAYNESVILLE, NC 28786 ~ PH: 828.452.2013 ~ FAX: 828.452.7015

WWW.NINEVAHBAPTISTCHURCH.ORG

ABC Board

1 Vacancy

2 Applicants



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Earl Clark
STREET ADDRESS 100 Morning Dr Waynesville
MAILING ADDRESS " " " " 28786
PHONE 456-5771 or 734-6078
E-MAIL - -

Please consider me for appointment to the following board(s) or commission(s):

<input checked="" type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I have 13 years of experience

I have experience/expertise in the following areas and/or have served on the following board or commission:

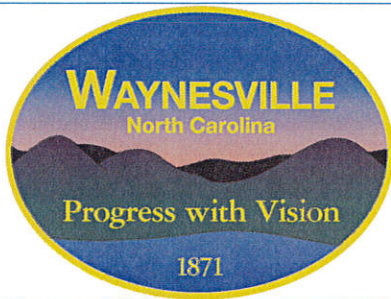
The board of Alderman for the town from 1982 to 1998 - 16 years.
and on the Fire Dep for 20 years

I feel that I can contribute the following to this board or commission we have a new store at 52 Joyce Dr. it is very nice and making money. I wood like to see grow. Come to see at any time

Tell us about yourself and your background: I have live in the town since 1960. I have been with the fire dep. and the board of aldyman and with the rec. dep. I have 3 children - and my wife. 5 grand children

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Earl Clark 5-11-2016
Signature Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Edwin Swanger
STREET ADDRESS 93 Killian Street
MAILING ADDRESS Waynesville NC 28786
PHONE 828-456-3528
E-MAIL Duckwheat NC @ Charter.net

Please consider me for appointment to the following board(s) or commission(s):

<input checked="" type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I just retired from the ABC Store and would like to see it grow and prosper

I have experience/expertise in the following areas and/or have served on the following board or commission:

I worked at the store for 23 years

I feel that I can contribute the following to this board or commission: Having worked there for 23 years I know what needs to be done and what needs improving

Tell us about yourself and your background: Native of Waynesville Graduate of Tuscola and Haywood Tech, Business Administration Degree

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Edwin Swanger 5-10-16
Signature Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

Historic
Preservation
Commission
3 vacancies
10 applicants

Amie Owens

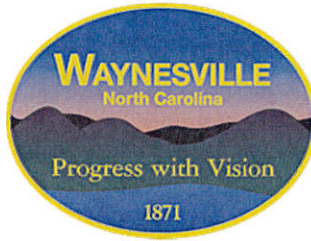
From: Ann Melton <meltonann@att.net>
Sent: Friday, May 06, 2016 4:53 PM
To: Amie Owens
Subject: Public Art Commission

Amie, I would love to serve on the Public Art Commission again.

And I definitely want to serve on the Historic Preservation Commission again.

Thanks, Ann

P.S. Please let me know you got these. Thanks again



May 3, 2016

Sandra Owen
78 Waynewood Drive
Waynesville, NC 28786

Dear Ms. Owen:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Historic Preservation Commission will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Historic Preservation Commission. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Historic Preservation Commission, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2941 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens
Administrative Services Director

Enclosure

c: Eddie Ward
Elizabeth Teague

05/18/2016 Spoke w/ Ms. Owen
via telephone @ 3:40pm -
she is interested in reappoint-
ment and serving again.
Amie
Owens

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME JOHN GERMANOT
STREET ADDRESS 2223 IRON DUFF RD
MAILING ADDRESS WAYNESVILLE, NC 28785
PHONE 828 400 1041
E-MAIL John.Germanot@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

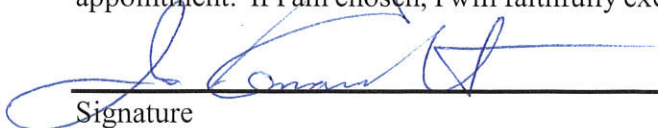
I am interested in serving on this board or commission because: Past Experience - (30 yr)
Owner of a historic Building - Interest in Historic
Preservation

I have experience/expertise in the following areas and/or have served on the following board or commission: Board member "HAND MADE in AMERICA" 6 yrs
- WORKED ALONG SIDE of THE DEPT of INTERIOR on
many projects.

I feel that I can contribute the following to this board or commission 20 yr. of working with Arch-Builders on Hist. Buildings

Tell us about yourself and your background: General Contractor - Construction
Manager - Tradesman on Historic Buildings
Work for Arch Wayne Donaldson - National Board of
Historic Preservation.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.


Signature

5-31-16
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Dragosh Negrea
STREET ADDRESS 87 Panther Drive, Maggie Valley, 28751
MAILING ADDRESS PO Box 118, Maggie Valley, 28751
PHONE (828) 226-8807
E-MAIL dragosh.negrea@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	<input checked="" type="checkbox"/> "Any other available"

I am interested in serving on this board or commission because: I have decided to make Haywood County my long-term home for me and my son, and I would like to become more involved with local government.

I have experience/expertise in the following areas and/or have served on the following board or commission: Previous to living in Haywood County, I lived in the Savannah, Georgia Historic District for over ten years. I have had some interaction with the Savannah Historic Preservation commission and understand its importance.

I feel that I can contribute the following to this board or commission with my passion for community involvement, and also of the rich history of this area.

Tell us about yourself and your background: I currently work with children at risk for out-of-home placement, and am also currently pursuing my Master's in Social Work at WCU. I am a single father who is extremely passionate about social justice.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME John Ryder
STREET ADDRESS 760 Evergreen Farm Circle, Waynesville 27786
MAILING ADDRESS "
PHONE 919-345-5885
E-MAIL john.ryder@emory.edu

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I am very interested in history, and would love to find out more about my new home.

I have experience/expertise in the following areas and/or have served on the following board or commission: _____

I feel that I can contribute the following to this board or commission: I might be able to write press releases & could volunteer to help with events.

Tell us about yourself and your background: from upstate NY & I actually had an arrest on the way home. I have been a college career coach for the past 25 years, and worked in television previously.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Signature]

Date 6/5/16

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Lynda Self
STREET ADDRESS 155 Wilkinson Pass Ln #207 Waynesville, NC 28786
MAILING ADDRESS Same
PHONE 828 550 3254
E-MAIL selflynda@ymail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: In my eleven years here in Waynesville, I have come to appreciate its history. Spent extensive time helping to edit/proofread Archive material in library.

I have experience/expertise in the following areas and/or have served on the following board or commission: Currently Bd. of Trustees for the Public Libraries. Previously Guild of Haywood-Cty. Arts Council; Friend of the Library Bd. for 6+ years Inc. 2 terms as VP and 2 terms as President.

I feel that I can contribute the following to this board or commission: Previously lived in historic Oldetown, Portsmouth, Va. Renovated an historic house.

Tell us about yourself and your background: ^(P.H.) Teacher and depart. chair - Norfolk, Virginia, 39 years

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Lynda Self 6/10/2016
Signature Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.
- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME DONA STEWART
STREET ADDRESS 171 Hazelwood Ave, Waynesville NC 28786
MAILING ADDRESS same
PHONE (404) 918-2306
E-MAIL donastewart@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I have recently moved to Waynesville to be near family and want to get involved in my new home.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have an academic background in urban geography and historic preservation and have worked in these areas.

I feel that I can contribute the following to this board or commission: enthusiasm, planning + project experience, subject matter expertise.

Tell us about yourself and your background: I am a former professor of geography with a passion for historic preservation. I've restored numerous homes and taught courses on urban sustainability + preservation.

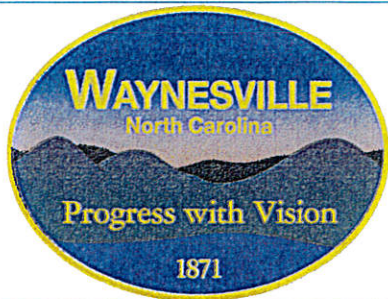
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME:

Stephanie Stickland

STREET ADDRESS

329 Country Club Dr Waynesville NC

MAILING ADDRESS

same

PHONE

828-734-4987

E-MAIL

sigep319@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

☐ Alcoholic Beverage Control Board

☐ Planning Board

☐ Community Action Forum

☒ Public Art Commission

☒ Board of Adjustment

☒ Recreation & Parks Advisory Commission

☐ Firemen's Relief Fund Board

☐ Waynesville Housing Authority

☒ Historic Preservation Commission

I am interested in serving on this board or commission because:

I want to help Waynesville prosper forward

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have been on the Bd of Adj for some time, restored the old Woodsey Hts house & am very interested in the parks & recs for kids in Waynesville.

I feel that I can contribute the following to this board or commission

with my knowledge of Waynesville and ideas to move forward while preserve certain areas & ideas

Tell us about yourself and your background:

member of Hazelwood Elm PTO, member of Sunrise Rotary, work with Haywood County Schools Foundation, volunteers for KARE and REACH, coach & registration for youth soccer & basketball

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Stephanie Stickland

10 May 2016

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Tanna B Timbes
 STREET ADDRESS 14 Hugh Massie Rd
 MAILING ADDRESS Waynesville NC 28786
 PHONE 828 456-6307
 E-MAIL Tannatimbes@gmail

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input checked="" type="checkbox"/> Historic Preservation Commission | |

I am interested in serving on this board or commission because:

I am interested in the preservation of the history of our town and county.

I have experience/expertise in the following areas and/or have served on the following board or commission:

President of Francis Mill Preservation Society. We successfully preserved the 129 year old mill and are able to host school groups and camps as we demonstrate

I feel that I can contribute the following to this board or commission

as I have a true interest in the history of WNC

Tell us about yourself and your background:

I taught school in Haywood County at Bethel Elementary for 33 years. I retired and would gladly put time at BES for 10 more years. Active member of TMBS.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Tanna B Timbes Date 6/4/2016

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

Mill is listed on NR Historic Place 2013

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Caroline Brown Williamson
STREET ADDRESS 71 Worsman Drive Waynesville, NC 28786
MAILING ADDRESS Same
PHONE 828-734-1183
E-MAIL caroline_williamson20@aol.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> 4 Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> 2 Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input checked="" type="checkbox"/> 3 Waynesville Housing Authority
<input checked="" type="checkbox"/> 1 Historic Preservation Commission	

I am interested in serving on this board or commission because: As a long time
resident native of Haywood County, I am interested
in preservation and seeing others in community

I have experience/expertise in the following areas and/or have served on the following board or commission: • Preservation • Senior with youth - Girl Scouts -
Haywood Community Learning Center - Salvation Army
• ART - Photography - Small Business owner

I feel that I can contribute the following to this board or commission My past
work as a journalist, field exec. with Girl Scouts,
Administrative working with those who have parent
experience should be beneficial to one of the boards

Tell us about yourself and your background: • Field Executive Girl Scouts - 8 years
• Educator - 20 years
• Small Business owner - Photographer 15 years

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Caroline Brown Williamson
Signature _____ Date _____

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1. - Return Application to Town Clerk's Office -

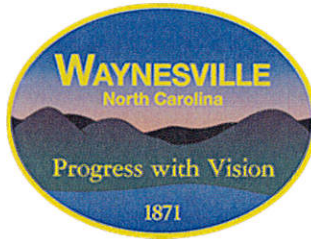
I checked several boards - my first priority is Historic Preservation
but would entertain other boards if needed -

Planning Board

3 Vacancies –

* One must be ETJ
Representative

6 Applicants



May 3, 2016

L. Brooks Hale
262 Blanton Drive
Waynesville, NC 28786

Dear Mr. Hale:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Planning Board will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Planning Board. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Planning Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2941 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

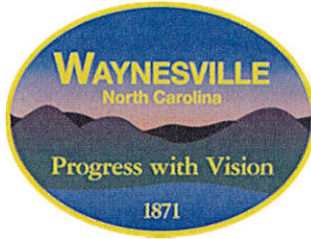
05/17/2016 - spoke w/ Mr. Hale 1:20pm
who confirmed he would like
to serve again.

Amie Owens

Amie Owens
Administrative Services Director

Enclosure

c: Eddie Ward
Elizabeth Teague



May 3, 2016

Marty Prevost
101 South Main Street
Waynesville, NC 28786

Dear Ms. Prevost:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Planning Board will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Planning Board. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Planning Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2491 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens
Administrative Services Director

Enclosure

c: Eddie Ward
Elizabeth Teague

07/07/16 -
Received call from
Mrs. Prevost indicating
willingness to serve
and requests reappoint-
ment. (aow)

Amie Owens

From: Anthony Sutton <anthony@waynesvillevoice.com>
Sent: Wednesday, May 25, 2016 3:50 PM
To: Amie Owens
Subject: RE: Board Application Process - Anthony Sutton

Good afternoon Amie,

I received your letter in regards to the Planning Board. I would like to be considered for the upcoming term.

Please let me know if I need to complete any additional paperwork to be considered by the Board of Alderman.

Thank you for everything that you do!

Anthony

On November 10, 2015 at 4:03 PM Amie Owens <aowens@waynesvillenc.gov> wrote:

Thank you so much, Anthony. I will have this as part of the December 8th meeting.

Have a good day!

Amie Owens

Town Clerk/Project Specialist

aowens@waynesvillenc.gov

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it, may be considered public record and as such are subject to request and review by anyone at any time.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Ginger Hain
STREET ADDRESS 267 Calhoun Rd Waynesville, NC 28786
MAILING ADDRESS (same)
PHONE 828-456-9373
E-MAIL gghain@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: see attached

I have experience/expertise in the following areas and/or have served on the following board or commission: _____

I feel that I can contribute the following to this board or commission _____

Tell us about yourself and your background: _____

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Ginger Hain July 5, 2016
Signature Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1. - Return Application to Town Clerk's Office -

I am interested in serving on the Planning Board because: *I would like to participate in a leadership role in the development of the 2020 comprehensive Land Use Plan.*

I have experience/expertise in the following areas:

Worked in local government for 9 years (1900-1999)

Worked as a project manager for software implementations for local government (1999-2013)

I am comfortable in making presentations to boards and project teams

I feel that I can contribute the following to the board:

Being knowledgeable on given topics by studying and researching

Having experience in project management, particularly as they relate to local government

Tell us about yourself and your background:

I have lived in Haywood County since 1977. I have lived at my current address since 1982. I was employed by Haywood County as the department head of Information Technology. While employed with the County, I chaired the 911 Re-addressing project for Haywood County. I currently work for Tyler Technologies which is a provider of software for local governments. My interests are arts, education, and urban farming/horticulture.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Joshua F. Morgan
STREET ADDRESS 190 Valley View Terrace Waynesville NC 28786
MAILING ADDRESS - SAME -
PHONE 828-712-9382
E-MAIL jfmorganjf@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input checked="" type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I am very interested in providing leadership to the town in managing growth and resources. I have developed short and long range plans and have 3 children that I would like to ensure have the opportunities to prosper.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served with the Haywood County Schools on the Foundation Board and on the Policy Committee. In my current role, I review personnel policies routinely.

I feel that I can contribute the following to this board or commission I want to preserve the small town spirit yet promote opportunities for cultural, social, and recreational growth.

Tell us about yourself and your background: I have been a school administrator for 10+ years, with 7 being in Haywood County. I am currently the Director of Human Resources at HVO. I am the Vice-President of the Carolina Mtn. Soccer Club and currently coach ages 4-9. I am a Haywood County native and want only the best for our community.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Joshua F. Morgan
Signature

7-1-2016
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.
- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME PRATIK SHAH
STREET ADDRESS 130 SHILOH TR
MAILING ADDRESS WAYNESVILLE, NC 28786
PHONE 828-456-4402
E-MAIL managerbusmi@outlook.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	


I am interested in serving on this board or commission because: I WOULD LIKE
HELP SHAPE THE FUTURE OF WAYNESVILLE + HAYWOOD COUNTY.

I have experience/expertise in the following areas and/or have served on the following board or commission: BELLEVUE HAYWOOD COUNTY TOURISM DEVELOPMENT AUTHORITY,
HCTDA FINANCE COMMITTEE, WESTERN CAROLINA UNIVERSITY HOSPITALITY & TOURISM
ADVISORY BOARD, WESTERN CAROLINA UNIVERSITY YOUNG EXECUTIVE COMMITTEE

I feel that I can contribute the following to this board or commission I HAVE EXPERIENCE
IN REAL ESTATE FROM A OPERATING, RE FINANCE & PLANNING PERSPECTIVE.

Tell us about yourself and your background: I AM ^{THE} GENERAL MANAGER OF BEST
WESTERN SMOKEY MOUNTAIN INN. PRIOR TO BECOMING A GM, I WORKED
IN REAL ESTATE FINANCE FOR A PUBLICLY TRADED REIT (NYSE:HCN). I
HAVE AN MBA + MASTER OF MANAGEMENT IN HOSPITALITY FROM CORNELL UNIVERSITY.
I FOCUSED IN REAL ESTATE INVESTMENTS + FINANCE.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.


Signature _____ Date 5/20/16

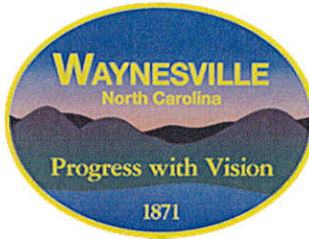
Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

Public Art Commission

3 Vacancies

6 Applicants



May 3, 2016

Dominick DePaolo
101 Carolina Road
Lake Junaluska, NC 28745

Dear Mr. DePaolo:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Waynesville Public Art Commission will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Waynesville Public Art Commission. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Waynesville Public Art Commission, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2941 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens

Amie Owens
Administrative Services Director

Enclosure

*06/09/16 - Nick DePaolo
announced at the WPAC
meeting that he was
willing to serve and
requests reappointment.*

(aow)

Amie Owens

From: Ann Melton <meltonann@att.net>
Sent: Friday, May 06, 2016 4:53 PM
To: Amie Owens
Subject: Public Art Commission

Amie, I would love to serve on the Public Art Commission again.

And I definitely want to serve on the Historic Preservation Commission again.

Thanks, Ann

P.S. Please let me know you got these. Thanks again

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME JAMES E. WUE
STREET ADDRESS 33 HAVEN PARK, WAYNESVILLE, NC 28706
MAILING ADDRESS 89 WALKER ROAD, WAYNESVILLE, NC 28706
PHONE 828 456-5807
E-MAIL Doodle@jameslyle.net

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: AS A PROFESSIONAL ARTIST LIVING IN HAYWOOD COUNTY I THINK THAT I COULD CONTRIBUTE POSITIVELY TO THE PUBLIC ART COMMISSION.

I have experience/expertise in the following areas and/or have served on the following board or commission: 30+ YEARS EXPERIENCE AS A PROFESSIONAL COMMERCIAL & SEQUENTIAL ARTIST. WHILE MY EXPERTISE IS IN ILLUSTRATION I HAVE A STRONG INTEREST IN CLASSICAL SCULPTURE.

I feel that I can contribute the following to this board or commission AS A LIFE LONG RESIDENT OF HAYWOOD COUNTY I HAVE AN UNDERSTANDING OF THE TASTES AND COMMUNITY STANDARDS OF THE RESIDENTS OF HAYWOOD AND WAYNESVILLE AS WELL AS A SOUND TRAINING IN THE FIELD OF ART.

Tell us about yourself and your background: LIFE LONG RESIDENT OF HAYWOOD CO. GRADUATE (COM LAUDE) OF SOUTHWESTERN COMMUNITY COLLEGE WITH ASSOCIATE OF APPLIED SCIENCES AND ADVERTISING AND COMMERCIAL ARTS (1992) RULING ELDER IN PRESBYTERIAN CHURCH IN AMERICA (P.C.A.), CLERK OF SESSION COVENANT PRESBYTERIAN CHURCH, WAYNESVILLE.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.


Signature

6/3/16
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Ralph Andrew
STREET ADDRESS 536 Red Bank Rd. Waynesville, NC 28786
MAILING ADDRESS same
PHONE 828 296 0677
E-MAIL RAndrew11698@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I have come to LOVE Waynesville during the past 3 years and to appreciate the way the outdoor art has enhanced the downtown area.

I have experience/expertise in the following areas and/or have served on the following board or commission: Washington Heights Inwood Consortium, NYC; Arts Interaction Honorary Board Member, 12 yrs; Chamber of Commerce, Bd of Directors, 14 years; BSA; Finance Chr. 7 yrs, ^{Cham. 7 years}

I feel that I can contribute the following to this board or commission: I have extensive work in writing grant proposals and working with community groups. Served as liaison to community planning bds.

Tell us about yourself and your background: Retired NYC principal planner and senior hospital administrator (Columbia Presbyterian and NY Eye and Ear Infirmary) 37 years; LOS to M.C. in D.C. (14 years) Open Door and Pathways volunteer

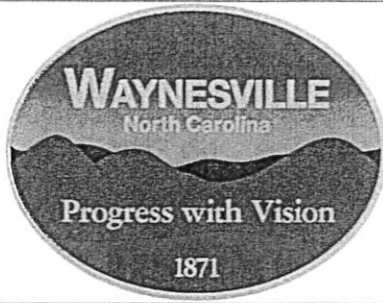
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Signature

Date

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- Return Application to Town Clerk's Office -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Page and/or a resume may be attached but is not required

NAME: Stephanie Stickland
STREET ADDRESS 329 Country Club Dr Waynesville NC
MAILING ADDRESS same
PHONE 828-734-4987
E-MAIL sigep369@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|--|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input checked="" type="checkbox"/> Public Art Commission |
| <input checked="" type="checkbox"/> Board of Adjustment | <input checked="" type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input checked="" type="checkbox"/> Historic Preservation Commission | |

I am interested in serving on this board or commission because: I want to help Waynesville prosper forward

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have been on the Bd of Adj for some time & restored the old Woodsey Hts house & am very interested in the parks & recs for kids in Waynesville.
I feel that I can contribute the following to this board or commission with my knowledge of Waynesville and ideas to move forward while preserve certain areas & ideas

Tell us about yourself and your background: member of Hazelwood Elm PTO, member of Sunrise Rotary, work with Haywood County Schools Foundation, volunteers for KARE and REACH, coach & registrar for youth soccer & basketball

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Stephanie Stickland
Signature

10 May 2016
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Caroline Brown Williamson
 STREET ADDRESS 71 Worsham Drive Waynesville, NC 28786
 MAILING ADDRESS Same
 PHONE 828. 734. 1183
 E-MAIL caroline_williamson20@ad.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input checked="" type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: as a long time resident native of Haywood County, I am interested in preservation and seeing others in community

I have experience/expertise in the following areas and/or have served on the following board or commission: • Preservation • Senior with youth - Girl Scouts - Haywood Community Learning Center - Salvation Army • ART - Photography - Small Business owner

I feel that I can contribute the following to this board or commission: My past work as a journalist field exec. with Girl Scouts, administrative working with those who live in poverty. experience should be beneficial to one of the boards

Tell us about yourself and your background: • Field Executive Girl Scouts - 8 years • Educator - 20 years • Small Business owner - Photographer 15 years

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Caroline Brown Williamson
 Signature _____ Date _____

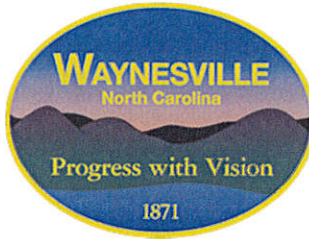
Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1. - Return Application to Town Clerk's Office -

I checked several Boards - my first priority is Historic Preservation but would entertain other boards if needed -

Recreation Commission

3 Vacancies

6 Applicants



May 3, 2016

Don Frady
55 Skyview Drive
Waynesville, NC 28786

Dear Mr. Frady:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Recreation and Parks Advisory Board will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Recreation and Parks Advisory Board. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Recreation and Parks Advisory Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2491 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

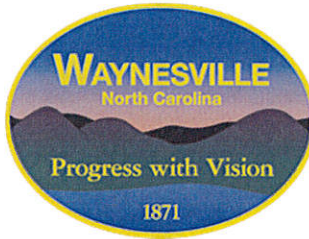
Sincerely,

Amie Owens
Administrative Services Director

Enclosure

C: Rhett Langston

07/07/16
per conversation with
Recreation Director - Mr.
Frady is requesting
reappointment -
(aow)



May 3, 2016

Sarah Massie
60 Timbergrove Lane
Waynesville, NC 28786

Dear Ms. Massie:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Recreation and Parks Advisory Board will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Recreation and Parks Advisory Board. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Recreation and Parks Advisory Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2491 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens

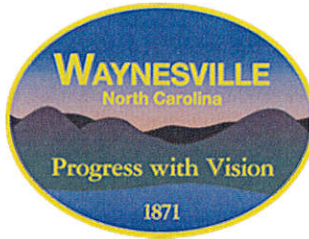
Amie Owens
Administrative Services Director

Enclosure

C: Rhett Langston

07/07/16 - confirmation
via conversation w/ Recreation
Director - Ms. Massie is
requesting re-appointment.

(aow)



May 3, 2016

Linda O'Neil
28 Canary Lane
Maggie Valley, NC 28751

Dear Ms. O'Neil:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Recreation and Parks Advisory Board will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Recreation and Parks Advisory Board. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Recreation and Parks Advisory Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2491 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens
Administrative Services Director

Enclosure

C: Rhett Langston

06/28/16 -
spoke w/ Linda via
telephone; she indicated
willingness to serve again
and requested reappointment.
(aow)

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Joshua F. Morgan
STREET ADDRESS 190 Valley View Terrace Waynesville NC 28786
MAILING ADDRESS - SAME -
PHONE 828-712-9382
E-MAIL jfmorganjf@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input checked="" type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I am very interested in providing leadership to the town in managing growth and resources. I have developed short and long range plans and have 3 children that I would like to ensure have the opportunities to prosper.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served with the Haywood County Schools on the Foundation Board and on the Policy Committee. In my current role, I review personnel policies routinely.

I feel that I can contribute the following to this board or commission I want to preserve the small town spirit yet promote opportunities for cultural, social, and recreational growth.

Tell us about yourself and your background: I have been a school administrator for 10+ years, with 7 being in Haywood County. I am currently the Director of Human Resources at HVO. I am the vice-President of the Carolina Mtn. Soccer Club and currently coach ages 4-9. I am a Haywood County native and want only the best for our community.

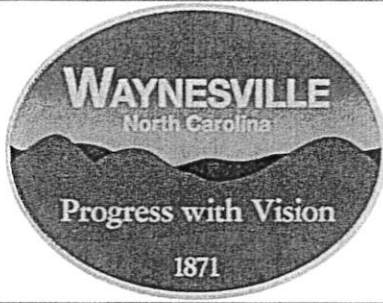
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Joshua F. Morgan
Signature

7-1-2016
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Stephanie Stickland
STREET ADDRESS 329 Country Club Dr Waynesville NC
MAILING ADDRESS same
PHONE 828-734-4987
E-MAIL sigep319@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> Public Art Commission
<input checked="" type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input checked="" type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I want to help
Waynesville prosper forward

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have been on the Bd of Adj for some time, I
restored the old Woodsey Hts house & am very
interested in the parks & recs for kids in Waynesville.
I feel that I can contribute the following to this board or commission with my
knowledge of Waynesville and ideas to move forward
while preserve certain areas & ideas

Tell us about yourself and your background: member of Hazelwood Elm PTO,
member of Sunrise Rotary, work with Haywood County
Schools Foundation, volunteers for KARE and REACH,
coach & registration for youth soccer & basketball.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Stephanie Stickland
Signature

10 May 2016
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Caroline Brown Williamson
 STREET ADDRESS 71 Worsham Drive Waynesville, NC 28786
 MAILING ADDRESS Same
 PHONE 828-734-1183
 E-MAIL caroline_williamson2@ad.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input checked="" type="checkbox"/> 4 Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> 2 Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input checked="" type="checkbox"/> 3 Waynesville Housing Authority
<input checked="" type="checkbox"/> 1 Historic Preservation Commission	

I am interested in serving on this board or commission because: as a long time resident native of Haywood County, I am interested in preservation and seeing others in community

I have experience/expertise in the following areas and/or have served on the following board or commission: • Preservation • Senior with youth - Girl Scouts - Haywood Community Learning Center - Salvation Army • ART - Photography - Small Business owner

I feel that I can contribute the following to this board or commission: My past work as a journalist field exec. with Girl Scouts, administrative working with those who live in poverty, experience should be beneficial to one of the boards

Tell us about yourself and your background: • Field Executive Girl Scouts - 8 years • Educator - 20 years • Small Business owner - Photographer 15 years

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Caroline Brown Williamson
 Signature Date

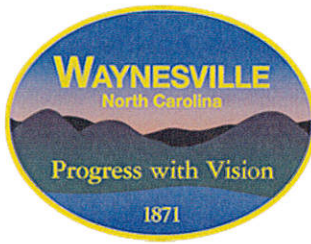
Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1. - Return Application to Town Clerk's Office -

I checked several Boards - my first priority is Historic Preservation but would entertain other boards if needed -

Zoning Board of Adjustment

3 Vacancies

3 Applicants



May 3, 2016

David Felmet
324 Balsam Drive
Waynesville, NC 28786

Dear Mr. Felmet:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013 which changed all appointment dates to June 30 annually and enacted a two-term limit for members. In accordance with this revised schedule, your current term on the Zoning Board of Adjustment will conclude on June 30, 2016.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Zoning Board of Adjustment. Please submit no later than May 27, 2016 to be eligible for consideration.

While we encourage you to continue participating on the Zoning Board of Adjustment, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 27, 2016.

Whichever option you choose, please notify me by calling (828) 452-2941 or emailing me at aowens@waynesvillenc.gov or returning your completed application. We thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens

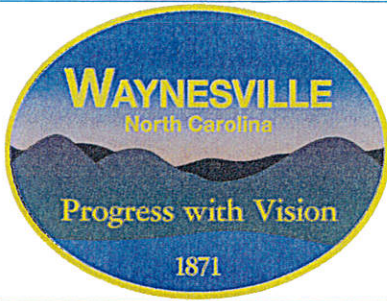
Amie Owens
Administrative Services Director

Enclosure

C: Eddie Ward
Elizabeth Teague

*Mr. Felmet came by
the office on 05/10/16
and expressed his desire
to serve again and is
willing to be reappointed.*

*Amie Owens
05/10/16*



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME:

Stephanie Stickland

STREET ADDRESS

329 Country Club Dr Waynesville NC

MAILING ADDRESS

same

PHONE

828-734-4987

E-MAIL

sigep369@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

☐ Alcoholic Beverage Control Board

☐ Planning Board

☐ Community Action Forum

☒ Public Art Commission

☒ Board of Adjustment

☒ Recreation & Parks Advisory Commission

☐ Firemen's Relief Fund Board

☐ Waynesville Housing Authority

☒ Historic Preservation Commission

I am interested in serving on this board or commission because:

I want to help Waynesville prosper forward

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have been on the Bd of Adj for some time, restored the old Woodsey Hts house & am very interested in the parks & recs for kids in Waynesville.

I feel that I can contribute the following to this board or commission

with my knowledge of Waynesville and ideas to move forward while preserve certain areas & ideas

Tell us about yourself and your background:

member of Hazelwood Elem PTO, member of Sunrise Rotary, work with Haywood County Schools Foundation, volunteers for KARE and REACH, coach & registration for youth soccer & basketball

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Stephanie Stickland

10 May 2016

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Joshua F. Morgan
STREET ADDRESS 190 Valley View Terrace Waynesville NC 28786
MAILING ADDRESS - SAME -
PHONE 828-712-9382
E-MAIL jfmorganjf@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input checked="" type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I am very interested in providing leadership to the town in managing growth and resources. I have developed short and long range plans and have 3 children that I would like to ensure have the opportunities to prosper.

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I feel that I can contribute the following to this board or commission I want to preserve the small town spirit yet promote opportunities for cultural, social, and recreational growth.

Tell us about yourself and your background: I have been a school administrator for 10+ years, with 7 being in Haywood County. I am currently the Director of Human Resources at HVO. I am the vice-President of the Carolina Mtn. Soccer Club and currently coach ages 4-9. I am a Haywood County native and want only the best for our community.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Joshua F. Morgan
Signature

7-1-2016
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -