



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

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

Date: **December 11, 2018**

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

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(828) 452-2491 [eward@waynesvillenc.gov](mailto:eward@waynesvillenc.gov)

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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 November 27, 2018 regular meeting as presented (or as corrected).**

#### B. SPECIAL RECOGNITION

3. Retirement of Shannon Morgan, Assistant Fire Chief
  - Joey Webb, Fire Chief and Waynesville Fire staff
4. Proclamation for Eddie Caldwell, Finance Director on his Retirement
  - Mayor and Board of Aldermen

#### C. NEW BUSINESS

5. Budget Amendments
  - Eddie Caldwell, Finance Director
  - a. Amendment #5 to the Fiscal Year 2018-2019 Budget Ordinance for the purpose of a new reallocation plan

**Motion: To approve Amendment #5 to the Fiscal Year 2018-2019 Budget Ordinance for the purpose of reallocation of funds to eliminate transfers to the General Fund from Water and Sewer Funds.**

- b. Amendment #6 to the Fiscal Year 2018-2019 Budget Ordinance for the purpose of allocating the annual employee appreciation bonuses

**Motion: To approve Amendment #6 to the Fiscal Year 2018-2019 Budget Ordinance for the purpose of allocating the annual employee appreciation bonuses.**

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**Motion: To approve Amendment #3 to the 2018-2019 Financial Operating Plan for Internal Service Funds – employee appreciation bonuses.**

- c. Amendment #7 to the Fiscal Year 2018-2019 Budget Ordinance for the purpose of purchasing property located at 167 Veterans Circle.

**Motion: To approve Amendment #7 to the 2018-2019 Budget Ordinance for the purpose of purchasing property located at 167 Veterans Circle.**

6. Request Approval of meeting schedule for 2019

- Eddie Ward, Town Clerk

**Motion: To approve the regular meeting schedule for 2019**

**D. PRESENTATIONS**

7. IT Vendor Presentations

- a. Image Solutions - IS Technology Services
  - David Gantt, Solutions Architect, IS Technology Services
- b. Sharp Business Systems
  - Janet Sims, Account Manager
- c. Electronic Office
  - Brett Yarrington, Executive Director of Client Services

**Motion: To approve a new vendor for IT services and instruct staff to move forward with negotiating a 65-month contract for such services**

**E. COMMUNICATIONS FROM STAFF**

8. Manager's Report

- Town Manager Rob Hites

9. Attorney's Report

- Town Attorney Bill Cannon

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

**G. CALL ON THE AUDIENCE**

**H. ADJOURN**



## TOWN OF WAYNESVILLE

PO Box 100  
16 South Main Street  
Waynesville, NC 28786  
Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### CALENDAR December 11, 2018

2018	
Tuesday December 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday, Tuesday & Wednesday December 24, 25, & 26	Christmas Town Offices Closed

## Board and Commission Meetings – January 2019

ABC Board	ABC Office – 52 Dayco Drive	<b>January 15th</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>January 1st</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>January 24th</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>January 2nd</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>January 21st</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>January 10th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>January 16th</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>January 16th</b> 3 <sup>rd</sup> Wednesdays 3:30 PM

## BOARD/STAFF SCHEDULE

<b>December 28, 29 and 31</b>	Town Clerk	Vacation
<b>January 28 – February 1</b>	Assistant Town Manager	Vacation

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REGULAR MEETING  
NOVEMBER 27, 2018**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, November 27, 2018 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

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

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

The following staff members were present:

Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Elizabeth Teague, Development Services Director  
Bill Hollingsed, Police Chief  
Brian Beck Police Captain  
Byron Hickox, Land Use Administrator  
David Foster, Public Services Director

The following media representatives were present:

Becky Johnson, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown welcomed everyone to the meeting. From the events calendar, the following were mentioned:

Friday November 30 – Community Christmas Tree Lighting -6:00 pm at Oak Park Inn  
Monday December 3 – Waynesville Christmas Parade – 6:00 pm – Main Street  
Saturday December 8 – A Night Before Christmas – 6:00 – 9:00 pm – Main Street  
Sunday December 9 – Old Fashioned Appalachian Christmas – 4:00 – 7:00 pm - Shelton House  
Friday December 11 – Employee Holiday Luncheon – 11:30 am – Waynesville Rec Center

Mayor Brown announced to everyone he had received a letter from the North Carolina Department of Natural Cultural Resources stating that the Dix Hill Cemetery has been placed on the study list for the National Historical Register. He said this is not a guarantee, but is a good indication that the cemetery could be eligible to be placed on the National Register, and could possibly hear something around the first of the year.

2. Adoption of Minutes

***A motion was made by Alderman Gary Caldwell, seconded by Alderman LeRoy Roberson, to approve the minutes of the regular November 13, 2018 meeting with a correction of the date to read November 13, 2018. The motion passed unanimously.***

**B. PRESENTATION**

3. Presentation – Senior Resource Center

Mr. John Chicoine, Haywood Senior Resource Center, gave a brief presentation about some of the services the Resource Center offers. Mr. Chicoine told the Board that the programs offered by the Center are designed to keep senior citizens in their own home, and is centered on services, education, and fun. These programs help keep seniors in their homes for as long as possible rather than having to move to a care facility. One of the programs that seniors are involved in is the Retired Senior Volunteer Program (RSVP) where seniors mentor students in school which helps students to set and obtain goals in education. Another program is senior companions that go into homes and help with cooking, grocery shopping, picking up prescriptions, and just generally getting them out of the house for a while. One of the largest programs is the meal program where a hot meal is provided to seniors once a day. Currently, Mr. Chicoine said the Center has 518 clients that receive the meals.

Mr. Chicoine thanked the Aldermen for the funding for the programs, and encouraged everyone to become familiar with the different programs that are offered.

**C. NEW BUSINESS**

4. Request approval of over-hire for Police Patrol Officer position

- Police Chief Bill Hollingsed

Chief Hollingsed explained to the Board that there have been five recent retirements from the Police Department and there has been a School Resource Officer position added at Shining Rock Academy. This has required the Police Department Patrol Squads to run short while newly hired Officers are trained for 19 weeks in the Field Training Program. In addition, the Criminal Investigations Division and the TAC Unit are also working one officer short until the new hires can complete the FTO process. This process will be completed by mid-December.

He said an officer has recently resigned to take another position and we have a Lieutenant scheduled to retire in April. These factors cause the officers to work short staffed at a time when calls for service make it impossible to even “stay even” with reports. The Chief has spoken with Finance Director Eddie Caldwell and due to open positions and paying for some of these trainees as Part-Time Employees instead of Full-Time Officers, the budget is currently 2% (approximately \$43,000) under budget in the Full Time Salary Line Item.

Chief Hollingsed requested that the department be allowed to “over hire” one officer position before this calendar year runs out so that he or she can be in the FTO program before our Lieutenant retires. He plan to hold a promotional process for the Lieutenant position, which will in turn create an open Sergeant’s

position. Because of the lengthy training process required for a Police Officer, this “over hire” would enable the department to be prepared for the retirement departure and, once again, not leave squads shorthanded.

The funding is available; however, as the board approves the number of positions for each department, approval by the Board of Aldermen is required for the addition of this position

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the addition of a position for Patrol Officer in an effort to ensure proper coverage for shifts. The motion carried unanimously.***

5. Budget Amendment for ongoing project – light installation in Hazelwood

- David Foster, Public Services Director

Mr. David Foster, Public Services Director, explained to the Board that this proposed amendment is needed to extend or continue the lighting and landscaping improvements, etc. from the rail road crossing at Hazelwood Avenue to Elysina Avenue in the Hazelwood Area. This project was budgeted and approved, at \$45,210 last year by the Board on April 10, 2018 (Budget Amendment # 8 to the 2017-2018 Budget Ordinance and Amendment # 4 to the 2017-2018 Financial Operating Plan for Internal Service Funds). Mr. Foster said the Town spent \$12,470 on materials last year, but the boring contractor hit a snag and could not finish the project. He said that without this amendment the completion of the project in the current year will be delayed. The amendments referenced above and below are needed to move the unspent funds of \$32,740 (\$45,210 less \$12,470) from the prior year’s budget to the current year’s budget.

Revenues:

Fund Balance Appropriation – General Fund	\$22,020
Water Fund	\$ 4,270
Sewer Fund	\$ 4,030
Electric Fund	\$ 2,420
Total Revenues	\$32,740

Expenditures:

Public Facilities - Outside	
Capital Improvements	\$32,740
Total Expenditures	\$32,740

***Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter, to approve Amendment # 4 to the 2018-2019 Budget Ordinance and amendment # 2 to 2018-2019 Financial Operating Plan for Internal Service Funds. The motion carried unanimously.***

***Alderman Jon Feichter made a motion, seconded by Alderman LeRoy Roberson, to approve Amendment #2 to the 2018-2019 Financial Operating Plan For Internal Service Fund. The motion carried unanimously.***



#### D. PUBLIC HEARINGS

- Assistant Town Manager Amie Owens

6. a. Public Hearing for Voluntary Annexation for property located off Willow Road (8614-07-7110 and PIN 8614-07-9412) to receive Town services.

Ms. Amie Owens, Assistant Town Manager, stated that this petition is being requested by Masi Homes LLC for the purpose of annexing to receive town services such as water and sewer in accordance with Town Policy. This property is contiguous to the Town's current limits and is currently in the ETJ. Services are already provided in this area.

Ms. Owens said that this property was recently purchased by Masi Homes LLC. The properties are not part of any subdivision, and Town services are already available in the area. The petition meets the requirements of the general statutes NCGS §160A-31 annexation of contiguous area and a public hearing is required prior to the Board voting on such annexation. The fee of \$200.00 for such petition was collected on November 6, 2018, and notice of the public hearing was published in the Mountaineer on Friday, November 16 and Friday, November 26, 2018 in accordance with the general statutes.

She explained to the Board that if approved, this voluntary annexation would not be effective until January 1, 2019. Information will be forwarded to the NC Secretary of State's Office and Haywood County Board of Elections as required under NCGS 163-288.1.

Town Attorney Bill Cannon explained the protocols that were to be followed in a Public Hearing and opened the hearing at 6:53pm. He asked if anyone wished to speak.

No one spoke.

The hearing was closed at 6:54 pm.

***A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson, to approve the voluntary annexation into the Town of Waynesville for town services for property off of Willow Road (PIN 8614-07-7110 and PIN 8614-07-9412). The motion carried unanimously.***

b. Public Hearing for Voluntary Annexation for property located at 187 Secret Hollow Lane (PIN 8616-09-5980)

Ms. Owens explained to the Board that this petition is being requested by Julia Boyd Freeman for the purpose of annexing to receive town sewer services in accordance with Town Policy. This property is non-contiguous to the Town's current limits. Water service is already provided to this property utilizing an outside water rate.

Research done on this property shows that it is closer than 3 miles to the Waynesville Town limit; the property is not closer to another municipality's primary corporate limits than to Waynesville; the property is not part of any subdivision and Town services are already available in the area. Ms. Owens said the petition meets the requirements of the general statutes NCGS §160A-58.1 annexation of non-contiguous

area and a public hearing is required prior to the Board voting on such annexation. The fee of \$200.00 for such petition was collected on November 7, 2018.

Notice of the public hearing was published in the Mountaineer on Friday, November 16 and Friday, November 26, 2018 in accordance with the general statutes.

She said that because this property is in Haywood County, and there is no zoning in the County, this petition, if approved, will have to go before the Planning Board to have the proper zoning assigned to it. This voluntary annexation would not be effective until January 1, 2019, and information will be forwarded to the NC Secretary of State's Office and Haywood County Board of Elections as required under NCGS 163-288.1.

Town Attorney Bill Cannon opened the Public Hearing at 6:56 pm and asked if anyone wished to speak.

**Ken Hollifield  
1228 Plott Creek Road  
Waynesville, NC**

Mr. Hollifield expressed concerns about the annexation of this property and he felt like the adjoining property should be annexed also.

Mayor Brown explained to Mr. Hollifield that this was a voluntary annexation, and the adjoining property would only be annexed if the owner petitioned for the annexation.

Attorney Cannon closed the Public Hearing at 6:59 pm.

***A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the voluntary annexation into the Town of Waynesville for property located at 187 Secret Hollow Lane (PIN 8616-09-5980) to receive sewer services in accordance with Town policy for receipt of sewer services. The motion carried with three yay votes (Alderman Gary Caldwell, Alderman Jon Feichter, and Mayor Brown) and one nay vote (Alderman LeRoy Roberson). Alderman Julia Freeman recused herself from the vote.***

## **7. Public Hearings – Text Amendments**

- Elizabeth Teague, Development Services Director
- Byron Hickox, Land Use Administrator

Ms. Elizabeth Teague stated that in August, the Board of Aldermen recommended that text amendments be reheard because of changes to the General Statutes. She said these amendments had been heard at the last Planning Board meeting and there are four that will be heard in this meeting.

- a. Sections 3.2.6 and 5.9 to clarify design standards for manufactured homes on individual lots and for those manufactured homes within manufactured home parks

Mr. Byron Hickox, Land Use Administrator, stated that in 2017, staff brought to the Planning Board a concern regarding Town Development Standards as they relate to Manufactured Homes within Manufactured Home Parks. The Board brought forward recommended text after meeting with a group of Manufactured Home Park owners and a manufactured home vendor.

He said the need for a text amendment initially came from how manufactured housing was listed under the table of permitted uses and how design standards should apply to Manufactured Housing on individual lots vs. Manufactured housing within Parks. In research and discussion with stakeholders, it became clear that it was time to update some standards to keep up with the manufactured home industry.

At their November 5, 2018 Special Called Meeting, The Planning Board unanimously voted that the proposed text amendments are consistent with the Comprehensive Plan and to recommend adoption of the proposed text amendments to the Board of Aldermen.

As staff comments Mr. Hickox stated that amendments to Sections 3.2 and 5.9 of the Town of Waynesville's Land Development Standards should be made as indicated on the attached recommended Ordinance with underlined italics and strike outs. This updates the guidelines to be current standards of manufactured housing and will encourage the replacement of newer homes into older home parks by eliminating some of the concerns with "pre-existing nonconformity that currently exist. The proposed amendments to setbacks apply to interior setbacks only and will not impact the overall exterior setback or density of existing homes.

#### Consistency with the 2020 Comprehensive Land Development Plan

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, the stated Land Use Goal is:

"Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville's existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community." (2020 LDP, p 4-2)

One objective under this goal includes:

"Address important community appearance issues in the land development regulations for Waynesville," and specify the development of "standards for manufactured homes and manufactured home parks." (2020 LDP, p. 4-5)

Based on the input of manufactured home park owners, Mr. Hickox said the text changes will facilitate the replacement of mobile homes with newer models and alleviate internal non-conformities to the ordinance. This will improve park appearance, safety and the availability of affordable rental units. Updates to the design guidelines for manufactured homes within manufactured home parks and clarification of how these guidelines are enforced, is therefore consistent with the 2020 Plan.

Attorney Bill Cannon opened the Public Hearing at 7:07 pm and asked if anyone wished to speak.

No one spoke.

Attorney Cannon closed the Public Hearing at 7:08 pm.

***A motion was made by Mayor Gavin Brown, seconded by Alderman Jon Feichter, to approve the proposed text amendment and its consistency with the “Waynesville: Our Heritage, Our Future, the Town of Waynesville 2020 Land Development Plan because:***

- 1. The Land Development Standards currently allows both manufactured homes and parks in our comprehensive land use plan. This update will improve appearances, safety of the parks, increase the amounts of affordable housing and allow parks to update homes and improve quality of homes. It also provides an attractive range of housing opportunities and encourages a variety of housing.***

***The motion passed unanimously.***

***A motion was made by Mayor Gavin Brown, seconded by Alderman Gary Caldwell, to approve the proposed text amendment as it is reasonable and in the public interest because:***

- 2. The text changes will facilitate the replacement of mobile homes with newer models and alleviate internal nonconformities to the ordinance. It will improve park appearance, safety and the availability of affordable rental units. This will clarify manufactured homes within manufactured home parks and clarify for the public how these are enforced. This is all consistent in the publics’ best interest and with the 2020 plan.***

***The motion passed unanimously.***

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to approve Ordinance O-25-18 to amend the text to clarify design standards for Manufactured homes on individual lots and for those manufactured homes within manufactured home parks in Sections 3.2.6 and 5.9. The motion carried unanimously.***

- b. Sections 2.4.2 Table of Dimensional Standards and Section 3.10.4 Supplemental standards related to Monopole Towers within the Commercial-industrial District.***

Ms. Teague presented the background information for the Text Amendment and said that Mr. James Sorrells, owner of a lot in the Waynesville Industrial Park, known as 208 and 204 Industrial Park Drive, within the Commercial-Industrial (CI) District and Mr. Eric Bean, owner of a business within the CI District applied for two text amendments impacting the Commercial-Industrial Districts. The first had to do with the setback dimensional standards of the CI District and the second had to do with the minimum lot size of Monopole Cell Towers. To maximize the use of limited industrial space, the text amendment requests a reduction in the required interior setbacks within the district and reducing the lot minimum for Monopole Towers within the CI District.

She stated that In the Table of Dimensional Standards, the CI District Principle Setback is 15’ in the front and side yard, and 10’ at the rear. Accessory Structure setback is 5’. In other Districts, the setback is 0 to 10 feet and 5’ for accessory structures. Setbacks internal to the CI District are therefore more restrictive than in other Commercial Districts. Unlike other commercial districts however, there is not an aesthetic or public interaction reason for these setbacks.

She reminded the Board that from a Building Code standpoint, distances between buildings must comply with State building and fire safety codes which are based on the type of construction and the use of the building. A 5' side yard setback would provide at least a 10' separation between any new construction and would be built to the specifications of the code as necessary for the use (i.e. Fire separation walls, sprinkler systems, or construction materials). Therefore there is not a building or public safety reason for this interior setback that would not already be addressed with building codes.

The Town has limited industrial Space: the Industrial Park off of Asheville Highway, the Giles property in Frog Level, and the two industrial areas in Hazelwood, abutting the railroad track. Industrial development usually involves a mix of office, warehouse, manufacturing and outdoor storage activities, combined with truck traffic and employee parking needs which requires flexibility and maximum use of the limited space available.

Where a CI property abuts a property in a different zoning district, there are buffer requirements provided in Section 8.4 (below) that require setbacks of 25 to 40 feet with plantings exceeding the current 15' setbacks. This buffer requirement would apply to the perimeter of all CI Districts.

There exists a Monopole facility on the site with a 100 x 100 foot lease. The applicants have subdivided a 1.29 square foot lot in order to create a new .69 sf lot for their proposed development next to the cell tower lease (also owned by Mr. Sorrells). The Supplemental Standards for Monopole facilities does not distinguish among zoning districts and states that (LDS Section 3.10.4 (B) 2.):

*"Monopole wireless communication towers may only be located on a lot of (1) acre in size."*

The applicants requested that "the current lot size requirement be reduced in the CI zoning districts to the typical 100' x 100' land lease size. This would free up the adjacent property to be subdivided thus allowing for more building options in the remaining industrial park space."

Ms. Teague explained that while it would make sense to have a large lot requirements for monopoles in some other districts, staff feels that monopole facilities should be integrated into CI with minimal restrictions. An acre is a large area to take up within an industrial district. Other existing towers are on smaller lots (Mosaic Place is 0.5 Acres owned by the Town), or are incorporated into other development (EMS Building with tower is 3.92 acres). Staff would support a reduction in this provision for the CI, to allow for maximum use of acreage within CI Districts.

There has been much recent discussion of the importance of broadband and Wi-Fi service in Haywood County. The Town is participating in a regional study through the Land-of-Sky Regional Council to look at improving communications systems in WNC. There are regulations provided in 3.10 that restrict cell towers and their location and design. This text amendment would only change the minimum lot size for cell towers within the CI District, and would not change any other cell tower requirements. The result that it would create more flexibility for monopole towers to be integrated within Commercial-Industrial Districts without the restriction of lot size.

Buffer requirements would apply for any CI district perimeter or property boundary abutting another type of zoning district that would exceed the 15' side or front yard setback, and any new monopole tower would have to comply with all other tower requirements. These text amendments would create flexibility for maximum use of CI space and remove the one acre requirement.

## Consistency with the 2020 Comprehensive Land Development Plan

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, the stated Goal for Economic Vitality is:

*“Maintain and strengthen a broad-based economy in Waynesville comprised of vibrant and expanding manufacturing, retail, agricultural, services governmental and construction sectors.” (2020 LDP p. 4-19)*

One objective under this goal includes:

*“Designate and support the development of appropriate amounts of land to meet the needs of the different sectors of the economy.” (2020 LDP 4-19.)*

*“Expand and upgrade the community’s infrastructure systems and services with a focus on economic development impacts.” (2020 LDP p. 4-20)*

These revisions will create flexibility within the CI District and allow monopole cell towers to integrate within the Town’s Most Commercial and Industrial Districts.

Attorney Cannon opened the Public Hearing at 7:17 pm and asked if anyone wished to speak.

No one spoke.

Attorney Cannon closed the Public Hearing at 7:18 pm.

***A motion was made by Mayor Gavin Brown, seconded by Alderman Gary Caldwell ,to approve the proposed text amendment and its consistency with the “Waynesville: Our Heritage, Our Future, the Town of Waynesville 2020 Land Development Plan because:***

***1. Monopole towers are necessary for the growth of the community, provide quality coverage for the community and safety issues. Towers now have much smaller footprints and no longer need large tracts of lands to accommodate their uses and this new zoning also protects the appearance of surrounding properties.***

***The motion passed unanimously.***

***A motion was made by Alderman Gary Caldwell , seconded by Alderman Jon Feichter, to approve the proposed text amendment as it is reasonable and in the public interest because***

***2. The reduction of setbacks in the district allows for maximum use of commercial space without negatively effecting the established buffer requirements. Land use regulations should accommodate communication facilities to provide for enhanced Wi-Fi and broadband for the public.***

***The motion passed unanimously.***

***A motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell, to approve Ordinance O-26-18 to amend the text of Sections 2.4.2 Table of Dimensional Standards and***

***Section 3.10.4 Supplemental standards related to Monopole Towers within the Commercial-industrial District. The motion passed unanimously.***

- c. Sections 3.2.6 and 5.9 to clarify design standards for Manufactured homes on individual lots and for those manufactured homes within manufactured home parks.

A lack of clarity in the Land Development Standards (LDS) regarding manufactured homes on individual lots in the Dellwood Residential Medium Density District (D-RM) was brought to staff attention when a request was made to place a manufactured home on a lot just off Mauney Cove Road.

The LDS indicates that within the D-RM, manufactured housing is permitted only in designated locations. In most instances, the allowance of a particular use at designated locations indicates that that use is permitted within a mixed-use overlay. The mixed-use overlay within the D-RM consists of a corridor, measured 500 feet from the east and west sides of Russ Avenue, running roughly through the center of the district. It seemed strange that manufactured housing on individual lots would be permitted in the portion of the D-RM district that had been created specifically to allow non-residential development, but not permitted within the more residential and rural portion of the district. From a land use planning perspective, the opposite seemed more reasonable.

The previous version of the LDS indicated that within the Dellwood Neighborhood District (forerunner of the D-RM) manufactured housing would be permitted as follows in Section 154.108(B)(8)(b):

*“Dwellings, Manufactured Housing on Individual Lots” shall not be located on the east side of Russ Avenue or within five hundred (500) feet of the edge of the traveled way of the west side of Russ Avenue.*

This location restriction for manufactured housing within the Dellwood Neighborhood District in the previous version of the LDS is similar to the D-RM mixed-use overlay on the current Land Development Map. There are still significant portions of the current district to the east of Russ Avenue that are not contained within the mixed-use overlay. Therefore, the previous location restrictions do not correlate precisely to the current Land Development Map.

At the February 19, 2018 meeting of the Planning Board, this matter was considered, with much of the discussion focusing on the historic pattern of development along the Russ Avenue corridor, in the neighborhood along Golf Course Road to the east, and in the rural area along Mauney Cove Road to the west. A motion was made, seconded, and confirmed unanimously to create a text amendment that would clarify any ambiguity in the LDS related to the placement of manufactured homes on individual lots in the D-RM.

**Consistency with the 2020 Comprehensive Land Development Plan**

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, one of the stated objectives under the Land Use Goal is to: “designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years.” (2020 LDP 4-2)

Other goals of the Land Use Plan are to:

*“Provide an attractive range of housing opportunities and neighborhoods for all residents of Waynesville” (LDP, p. 4-6); and*

*“Encourage a variety of housing types for various income, age and ethnic groups throughout the planning area promoting housing alternatives in addition to the traditional single- and multi-family dwelling options.” (LDP, p. 4-7*

This text amendment clarifies that manufactured housing is permitted on individual lots within the Dellwood Residential medium density district, thereby continuing the availability of that type of housing within a district that has traditionally had allowed it in the past.

Attorney Cannon opened the Public Hearing at 7:23 pm and asked if anyone wished to speak.

No one spoke.

Attorney Cannon closed the Public Hearing at 7:24 pm

***A motion was made by Mayor Gavin Brown, seconded by Alderman Jon Feichter, to approve the proposed text amendment and its consistency with the “Waynesville: Our Heritage, Our Future, the Town of Waynesville 2020 Land Development Plan:***

- 1. The Land Development Standards currently allows both manufactured homes and parks in our comprehensive land use plan. This update will improve appearances, safety of the parks, increase the amounts of affordable housing and allow parks to update homes and improve quality of homes. It also provides an attractive range of housing opportunities and encourages a variety of housing.***

***The motion carried unanimously.***

***A motion was made by Mayor Gavin Brown, seconded by Alderman Gary Caldwell, to approve the proposed text amendment as it is reasonable and in the public interest because:***

- 2. The text changes will facilitate the replacement of mobile homes with newer models and alleviate internal nonconformities to the ordinance. It will improve park appearance, safety and the availability of affordable rental units. This will clarify manufactured homes within manufactured home parks and clarify for the public how these are enforced. This is all consistent in the publics’ best interest and with the 2020 plan.***

***The motion passed unanimously.***

- d. Text Amendment to LDS 2.5.3 Table of Permitted Uses and LDS 3.2 Supplemental Standards to allow video-gaming as a permitted use with supplemental standards within the Regional Center District.



Staff sought Planning Board guidance regarding video gaming machines last fall because a business providing video gaming machines had opened within the Mixed-Use Overlay District of the Love Lane Residential District on Dellwood City Road. The type of business in question was described by the business owner as selling “gift cards” which are used to purchase online “skill” or “nudge” games.

North Carolina General Statutes provide specified authority to local government, including the ability to regulate land use and have certain policing powers, in Chapter 160A. Towns cannot exert authority beyond what the General Statutes allow, nor can local government develop regulations which conflict with General Statutes. NCGS Subchapter XI., Article 37 provides police regulations involving “Lotteries, Gaming, Bingo and Raffles, and Chapter 14-306.1 Identifies “types of machines and devices prohibited by law.” The Planning Board was also made aware of House Bill 750 which may authorize State regulation of video lottery terminals and fantasy football leagues.

Local regulations or land use policies do not change or challenge State laws that apply to certain types of gaming activities. However, the Planning Board’s concern is that if legal types of video-gaming businesses are to locate within Town, then they should be addressed within the Town’s zoning regulations as other businesses are. The desire in any land use decision is always to balance fairness to a specific business and/or property owner with the interests of other property owners within any zoning district and the Town’s Land Use Plan goals. The Board examined the question of where this type of business should be located with consideration for surrounding land uses and being consistent with the purpose and intent of zoning districts.

The direction from the Planning Board was that this use was most appropriate in the Regional Center District where the land use intent is to accommodate general commercial uses, but not in mixed-use overlay or central business districts. Additionally, the Board considered supplemental standards of parking and buffer requirements between this type of use and any residential uses. As a result of this discussion, staff proposed the following text amendment to add a definition, standards and location within the Table of Permitted Uses for video or “skill” gaming operations.

LDS 2.5.3 Table of Permitted Uses identifies enumerated permitted uses by Zoning District. “P” indicates where certain uses are allowed and PS indicates when a use is allowed with supplemental standards. The proposed text amendment would allow video skill games as a new and uniquely defined use within the Table as a use with supplemental standards in accordance with LDS 3.2 Supplemental Standards and limited to the Regional Center Districts.

Within the Table of Permitted uses and in the Purpose and Intent Statements (LDS 2.3.7) of the Regional Center Districts, the Town’s Land Development Standards clearly designate the RC Districts as hubs for retail and mixed-use development that can accommodate shopping centers, drive-thrus, “big-box,” and other types of general commercial development. There are three Regional Center Districts: Russ Avenue, Dellwood/Junaluska, and Hyatt Creek.

Staff recommends:

1. Addition of a new definition, Chapter 17.3 Definitions, Use Type.

Video gaming parlor - Any use or structure intended to provide access to video games in which customers purchase retail gift cards or gain access to electronic games of skill or dexterity not otherwise prohibited by law, or other electronically simulated games approved and regulated by the State of North Carolina.

2. Addition of Use Type within 2.5.3 Table of Permitted Uses

<u>Use Types</u>	<u>Regional Center (RC)</u>		
Commercial	DJ-RC	HC-RC	RA-RC
Video gaming parlor	PS/SUP	PS/SUP	PS/SUP

3. Addition of/insert new paragraph within 3.5 Supplemental Standards – Commercial 3.5.11 Video Gaming or video gaming parlor.

- A. Wherever legal video gaming is provided within a use or is provided as a stand-alone use, a Type B Buffer Requirement or a 6' privacy fence or wall between the use and any residential or mixed use district (RL, RM, NR, UR, NC) (See LDS Section 8.4).
- B. Parking must be provided for "All Other Commercial Uses" in accordance with LDs Section 9.2.1 Parking Use Category.
- C. Video Gaming within a bar or where alcohol is served shall have to be approved by SUP of the Town Planning Board.

Note that in a previous hearing before the Board of Aldermen, the Aldermen requested some provision to allow the continuance of any pre-existing machines already in use within gas/fueling stations as well. Staff agreed and this was incorporated into the attached ordinance.

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, one of the stated objectives under the Land Use Goal is to: "designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years." (2020 LDP 4-2)

The stated Economic Vitality Goal is to:

*"Maintain and strengthen a broad-based economy in Waynesville comprised of vibrant and expanding manufacturing, retail, agricultural, services, governmental and construction sectors."* (2020 LDP, p 4-19).

The objectives under this goal indicate that the Town desires to support local businesses and to "define and develop the tourism sector" of the economy. It is unclear what, if any, impact this business would have on the local economy or in attracting tourism. The Town desires to make decisions which accommodate new and existing businesses in a way in which various sectors do not conflict with each other. It would seem consistent with the Comprehensive Plan to define this use and to place it within the Regional Center District Zoning designation in which are designed to accommodate many types of commercial uses.

Town Attorney Cannon opened the Public Hearing at 7:27 pm and asked if anyone wished to speak.

No one spoke.

Attorney Cannon closed the Public Hearing at 7:28 pm.

***A motion was made by Mayor Brown, seconded by Alderman Jon Feichter, to approve the proposed text amendment and its consistency with the “Waynesville: Our Heritage, Our Future, the Town of Waynesville 2020 Land Development Plan in that the amendment because:***

***1. As a legal business, as per state laws, we need to provide areas for business growth in the community and allowance of this type of business.***

***The motion passed unanimously.***

***A motion was made by Mayor Gavin Brown, seconded by Alderman Jon Feichter, to approve the proposed text amendment as it is reasonable and in the public interest because***

***2. It is consistent with NC general statutes which allow for this use yet opposes buffer, parking, and other requirements that provide a balance between the uses in nearby property owner interests.***

***The motion passed unanimously.***

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve Ordinance O-28-18 to amend the text of Sections 2.5.3 Table of Permitted Uses and LDS 3.2 Supplemental Standards to allow video-gaming as a permitted use with supplemental standards within the Regional Center District. The motion passed unanimously.***

#### **E. COMMUNICATIONS FROM STAFF**

##### **8. Manager’s Report**

- Rob Hites, Town Manager

Town Manager Rob Hites announced to the Board that Finance Director Eddie Caldwell will be retiring on December 21, 2018. He said that Mr. Caldwell will be available for consultation after 30 days for budget preparation and other items.

Manager Hites said that Mr. Caldwell was one of the best Finance Directors that he had ever worked with. He will be attending the December 11<sup>th</sup> Board Meeting and hoped that everyone would come by and wish him well.

Manager Hites told the Board that a “team” was being put together for the Waste Water Treatment Plant process. A contract has already been approved for the negotiation of a special order of consent with McGill and Associates, and they are using Forrest Westall as their expert. He said there are two other people that the Town will be associated with to help out with the process, Mr. Larry Pressley and Mr. Dennie Martin. Mr. Pressley is an experienced engineer from Asheville, and he will represent the Town in the design and construction of the Plant. He will be retained for the Town as an independent consultant Mr. Martin, formerly with Martin & McGill Associates, is now with Withers and Ravenel Associates. Mr.

Martin will be a consultant to the Town to help obtain financing for the project. Manager Hites said he felt these men would be a great asset to the Town in this long term project.

9. Attorney's Report

- Bill Cannon, Town Attorney

Attorney Cannon told the Board that in the Red Square litigation, a motion to dismiss has been filed. Attorney Cannon said he felt that the Town has a strong chance to get the case dismissed, and he expects that ruling soon. He said that with the Plott Creek litigation and the adoption of the Text Amendment, he looking to file to get that case dismissed also. In the Hazel Street case, he is still researching names that are associated with the property. He told the Board that he anticipates that research will be completed in the near future.

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

There was no additional communication from the Board.

**G. CALL ON THE AUDIENCE**

No one spoke.

**H. CLOSED SESSION**

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to enter into closed session at 7:47 pm to discuss:***

***a. Enter into closed session under NC General Statute §143.318.11(a) (2) to prevent disclosure of an award***

***b. Enter into closed session under NC General Statute §143.318.11(a) (5) for discussion regarding potential property acquisition***

***The motion passed unanimously.***

The Board returned from closed session at 8:07 pm.

Upon returning to open session, Town Manager Hites explained that the Town of Waynesville would be submitting an offer to purchase the property at 167 Veterans Circle for the amount of \$95,000. The funding would be from the general fund with a budget amendment completed to be reimbursed from the Perpetual Care fund. Staff will work with the broker of record, Beverly Hanks on the transaction.

***Mayor Gavin Brown made a motion, seconded by Alderman LeRoy Roberson to proceed with negotiation for the purchase of the property located at 167 Veterans Circle in an amount not to exceed \$95,000 for the purchase price. The motion carried unanimously.***

**I. ADJOURN**

***With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell to adjourn the meeting at 8:09 pm. The motion passed unanimously.***

**ATTEST:**

\_\_\_\_\_  
Gavin A. Brown, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr., Town Manager

\_\_\_\_\_  
Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: December 11, 2018**

**SUBJECT:** Amendment # 5 to the 2018-2019 Budget Ordinance

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C5a  
**Department:** Finance Department  
**Contact:** Eddie Caldwell, Finance Director / Rob Hites, Town Manager  
**Presenter:** Eddie Caldwell, Finance Director

**BRIEF SUMMARY:**

The proposed amendment is the result of an in house review and evaluation of the current shared administrative services between General Water, Sewer, and Electric Funds. Current Generally Accepted Accounting Principles (GAAP) and the Local Government Commission (LGC) requires that joint costs or shared expenditures that are paid for out of the General Fund follow appropriate accounting treatment. The appropriate accounting treatment involves recording expenditures in the reimbursing fund (e.g., Water, Sewer, and Electric Funds) and reductions of expenditures in the fund that is reimbursed (i.e., General Fund). The Town adopted to this requirement in the 2013-2014 year. The shared administrative services or joint expenditures for the Town are found in the departments of Governing Board, Administration and Finance. An additional requirement also requires that the cost allocations plan being used be reasonable and current. Since the Town's implantation, the cost allocation plan has only seen minor or small changes. After four years, I felt like a complete review was in order.

The old cost plan split the costs based on the percentage of revenues realized in the funds. But, my review has concluded that this allocation could be slightly changed to be more reasonable to all the funds involved.

The proposed changes takes the Board and Administration expenditures and splits the costs evenly between the four funds involved. The finance department budget has been dissected to areas that are allowing expenditures to be more directly assigned. For example the costs associated with meter reading and utility billing will now be 100% charged to the utility funds.

In my opinion the review and changes will improve the allocations, and help prove that the allocation plan is both reasonable and current. The new allocations will move an additional \$236,850 in expenditures to the utility funds. To help the utility funds pay for the additional expenditures without increasing rates, the budget amendment is proposing the following changes to the utility funds: 1) The Transfers to the General Fund as budgeted in the Water and Sewer Fund will be cut to zero, 2) An increase of \$280 in the Water Fund's fund balance appropriation, 3) An increase of \$48,390 in the Sewer Fund's fund balance appropriation, and 4) A decrease of \$43,600 from the Electric Fund's fund balance appropriation.

If these suggested changes are approved, it will eliminate both the Transfers to the General Fund from the Water and Sewer Funds. The state is pushing local governments to get rid of Water and Sewer Fund transfers to the General Fund. In fact the Division of Water Infrastructure is currently requiring all governments applying for loans or grants for water or wastewater purposes to certify that no funds received from water and wastewater utility operations have been transferred to local government's fund for the purpose of supplementing the resources of the general fund. The changes will also improve the Town's fund balance available % by moving \$236,850 from the general fund to the utility funds. The change will also show that the Town is keeping the allocation plan current.

**MOTIONS FOR CONSIDERATION:** To approve Amendment # 5 to the 2018-2019 Budget Ordinance

**.FUNDING SOURCE/IMPACT:**

These amendments are calling for the funding to come from the cutting transfers to the General Fund and small increases in the Water and Sewer Fund's fund balance appropriations.

**ATTACHMENTS:**

- Amendment #. 5 to the 2018-2019 Budget Ordinance
- Worksheets (pages 1-3) for proposed cost allocation of administrative services.
- Page 2 Memorandum # 2018 – 12 Statistical Information on Water and Sewer Systems June 19, 2018.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve as presented.

### Accounting for Reimbursements and Quasi-External Transactions

If the General Fund provides administrative services for the Water and Sewer Fund, payments for these shared services should be allocated correctly between the two funds. These payments should **not** be accounted for as transfers. The appropriate accounting treatment involves recording expenditures or expenses in the reimbursing fund (e.g., Water and Sewer Fund) and reductions of expenditures or expenses in the fund that is reimbursed (i.e., General Fund). The failure to properly record reimbursements understates the cost of operations in the Water and Sewer Fund. In addition, it overstates expenditures in the General Fund, which causes fund balance available for appropriation as a percentage of expenditures to be understated. Finally, it is important that the basis for allocation of expenditures or expenses be reasonable and current. Please make sure any cost allocation plans being used are reasonably current. Since the implementation of GASB 34, payments in lieu of taxes that are based on the normal tax rate of the unit are treated as transfers between the paying and receiving funds. (Please segregate these from other transfers in the supplemental schedules; see the City of Dogwood for an example.) Only if the PILOT is reasonably equivalent to the value of the service received is it treated as an expense/expenditure of the water and sewer fund and as a revenue of the receiving fund.

### Accrual of Unbilled Water and Sewer Services

Since the Water and Sewer Fund operates in a manner similar to a commercial business, it should generally follow financial reporting standards similar to those for commercial organizations. These standards require that the full accrual basis of accounting be used and that revenues be recorded when they are measurable and earned. In the Water and Sewer Fund, revenues and receivables should be accrued at the end of each month for services provided to customers even if the customers have not yet been billed. If a municipality has provided services to its customers, it has “earned” the revenues for these services and should record a revenue and receivable. The failure to record such unbilled receivables results in a misstatement of the Water and Sewer Fund financial statements because expenses that have been incurred are recognized while the related revenues and receivables are not recognized.

### How to Interpret Figures in this Report

In analyzing the statistics in this memorandum, the amounts for your unit for the 2016-17 fiscal year should be compared to your population group averages and to statewide averages. In addition, you should compare these results to amounts for the two prior years and the financial performance to date for the 2016-17 fiscal year. The mean and standard deviation statistics should be analyzed to determine if the amounts for your unit are significantly above or below the amounts reported by other units. The amounts reported for a unit may be significantly out of line if they are more than one standard deviation above or below the mean. If an amount is determined to be significantly out of the line, the reasons for the variance should be investigated. However, a significant deviation from the mean is not necessarily an indication of a financial weakness, but instead may be an indication of a significant event having taken place, such as a major capital improvement to the water and sewer system. It should be noted that even though there may be variations from one unit to another in the accounting policies used to arrive at the figures presented in this report, the effects of such variations should not materially affect the overall comparability of these statistics. In analyzing this report, the following items should be considered:



**Town of Waynesville**  
**Proposed Shared Costs Allocation**  
**FYE 2018-2019**

	<u>Budget Requested</u>	<u>General Fund</u>	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Electric Fund</u>	<u>Total Amounts</u>
% Allocated						
Governing Board	162,120					
Administration	757,010					
Shared Costs	919,130					
Allocation %		25.00%	25.00%	25.00%	25.00%	
Cost Allocation		229,790	229,780	229,780	229,780	919,130
Finance	979,230					
% Allocated		21.49%	18.06%	13.35%	47.10%	
Cost Allocation		210,430	176,850	130,730	461,220	979,230
Total Shared Costs	<u>1,898,360</u>	<u>440,220</u>	<u>406,630</u>	<u>360,510</u>	<u>691,000</u>	<u>1,898,360</u>
Vs.						
Old Method	1,898,360	677,070	274,920	211,770	734,600	
Transfer to Gen. Fd.			131,430	100,350	**	
			<u>406,350</u>	<u>312,120</u>	<u>734,600</u>	
Difference			(280)	(48,390)	43,600	

\*\* did not include the Electric Fund Transfer to the General Fund of \$1,275,600

The Prior Cost Allocation Plan was established in the FY 2013-2014.  
 Since then only minor changes have been made allocation plans.

Town of Waynesville  
Allocation of Shared Costs -Finance Department  
FY 2018-2019

Page 2

		Meter	Utility	Cust.	Tax Coll.	All	Total	
	%	Readers	Billing	Svs. Reps.	Revenue Supervisor	Others	Budget	
Finance Department								
Wage		59,600	36,810	92,070	52,640	229,640	470,760	
Overtime		2,060	1,030	7,210	-	-	10,300	
Total Wages		61,660	37,840	99,280	52,640	229,640	481,060	
Fica	0.0765	4,720	2,890	7,590	4,030	17,570	36,800	
State Retirement	0.0785	4,840	2,970	7,790	4,130	18,030	37,760	
401(k)	0.05	3,080	1,890	4,960	2,630	11,480	24,040	
Hospital		13,750	5,600	19,350	8,150	35,690	82,540	
Retired Ins		-	-	-	-	5,610	5,610	
Life	0.00252	160	100	250	130	580	1,220	
Dental		700	350	1,050	350	1,400	3,850	
Health Reimb		3,500	1,750	5,250	1,750	7,000	19,250	
Retiree Health Reimb		-	-	-	-	1,220	1,220	
Unemployment	0.001597	100	60	160	80	370	770	
Workers Comp	0.025	1,540	950	2,480	1,320	5,740	12,030	
Uniform Exp		2,000	-	-	-	-	2,000	
Professional Svs		-	-	-	-	79,050	79,050	
Vehicles Exp		12,700	-	-	-	-	12,700	
Operateing Costs		-	-	-	-	118,730	118,730	
Internal Service Costs		-	-	-	-	60,580	60,580	
Rounding		-	-	-	-	20	20	
		108,750	54,400	148,160	75,210	592,710	979,230	
Allocation %:								
General Fund		0.00%	0.00%	2/12	50%	25%		
Enterprise Funds		100.00%	100.00%	10/12	50%	75%		
Enterprise Funds Allocation %:								
Water Fund	23%							
Sewer Fund	17%							
Electric Fund	60%							
General		-	-	24,690	37,610	148,180	210,480	21.49%
Water		25,010	12,510	28,400	8,650	102,240	176,810	18.06%
Sewer		18,490	9,250	20,990	6,390	75,570	130,690	13.35%
Electric		65,250	32,640	74,080	22,560	266,720	461,250	47.10%
		108,750	54,400	148,160	75,210	592,710	979,230	100.00%

Town of Waynesville  
Allocation of Shared Costs -Finance Department  
FY 2018-2019

Page 3

	Water	Sewer	Electric	Total Enterprise
Actual Revenues FYE 2017:				
Total Actual Revenues before other financial sources	3,285,839	2,508,687	8,772,103	14,566,629
% of Revenues	23%	17%	60%	100%

Ordinance No. 0-30-18

Amendment No. 5 to the 2018-2019 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2018-2019 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2018-2019 Budget Ordinance be amended as follows:

General Fund:

Decrease the following revenues:

Other Financing Sources		
Transfer from the Water Fund	103900-493961	\$131,430
Transfer from the Sewer Fund	103900-493962	\$100,350
Fund Balance Appropriation	103900-493992	\$ 5,070
Total General Fund revenue decreases		<hr/> \$236,850

(Changes needed to reflect a current review and evaluation of shared costs of administrative services for the General, Water, Sewer, and Electric Funds. The goal is to correctly allocate the shared administrative services properly between the funds.)

Increase the following appropriations:

Governing Board		
Charges to other funds	104110-548000	(\$ 17,560)
Administration		
Charges to other funds	104120-548000	(\$ 82,030)
Finance Department		
Charges to other funds	104130-548000	(\$137,260)

(Changes needed to reflect a current review and evaluation of shared costs of administrative services for the General, Water, Sewer, and Electric Funds. The goal is to correctly allocate the shared administrative services properly between the funds.)

Total General Fund appropriation increase	<hr/> (\$236,850)
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Water Fund:

Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	613900-493992	\$ 280
Total Water Fund revenue increase		<hr/> \$ 280

(Changes needed to reflect review and allocation of shared administrative services)

Increase the following appropriations:

Administration and Finance

Charges by General Fund 617125-554970	\$131,710
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Decrease the following appropriations:

Operating Transfers

Transfer to General Fund 619800-599100	\$131,430
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(Changes needed to reflect review and allocation of shared administrative services)

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Net Water Fund appropriation increase	\$ 280
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Sewer Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriation 623900-493992	\$ 48,390
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Total Sewer Fund revenue increase	\$48,390
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(Changes needed to reflect review and allocation of shared administrative services.)

Increase the following appropriations:

Administration and Finance

Charges by General Fund 627125-554970	\$148,740
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Decrease the following appropriations:

Operating Transfers

Transfer to General Fund 629800-599100	\$100,350
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(Changes needed to reflect review and allocation of shared administrative services.)

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Net Sewer Fund appropriation increase	\$ 48,390
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Electric Fund:

Decrease the following revenues:

Other Financing Sources

Fund Balance Appropriation 633900-493992	\$ 43,600
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Total Electric Fund revenue decrease	\$ 43,600
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(Changes needed to reflect review and allocation of shared administrative services.)

Decrease the following appropriations:

Administration and Finance

Charges to General Fund 637125-554970 \$ 43,600

(Changes needed to reflect review and allocation of shared administrative services.)

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Total Electric Fund appropriation decrease \$ 43,600

Adopted this 11th day of December 2018.

Town of Waynesville

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Gavin A Brown  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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William E Cannon Jr  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION**

**Meeting Date: December 11, 2018**

**SUBJECT:** Amendment #6 to the 2018-2019 Budget Ordinance and Amendment #3 to the 2018-2019 Financial Operating Plan for Internal Service Funds.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C5b  
**Department:** Finance  
**Contact:** Eddie Caldwell, Finance Director. / Amie Owens, Assistant Town Manager  
**Presenter:** Eddie Caldwell, Finance Director / Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** The above referenced amendment is for the approval on the employee appreciation bonuses.

**MOTION FOR CONSIDERATION:** To approve Amendment #6 to the 2018-2019 Budget Ordinance and Amendment # 3to the 2018-2019 Financial Operating Plan for Internal Service Funds.

**FUNDING SOURCE/IMPACT:**

Funding for these amendments will be budgeted to mostly come from the various funds' fund balance or savings in the current year.

**ATTACHMENTS:**

- Amendment #6 to the 2018-2019 Budget Ordinance
- Amendment #3 to the 2018-2019 Financial Operating Plan for Internal Service Funds

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve as presented.

Ordinance No. 0-31-18

Amendment No. 6 to The 2018-2019 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2018-2019 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2018-2019 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriated	103900-493992	\$ 46,870
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(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Board

Internal Service Costs	104110-548100	20
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Administration

Wages	104120-511210	\$ 1,160
Fica	104120-511810	90
State Retirement	104120-511820	100
401 (k) Contribution	104120-511825	60
Internal Service Costs	104120-548100	80

Finance

Wages	104130-511210	\$ 2,830
Fica	104130-511810	220
State Retirement	104130-511820	240
401 (k) Contribution	104130-511825	140
Internal Service Costs	104130-548100	100

Police

Wages	104310-511210	\$ 12,380
Part-Time Wages	104310-511230	810
Fica	104310-511810	1,010
State Retirement	104310-511820	1,120
401 (k) Contribution	104310-511825	630
Internal Service Costs	104310-548100	520

Fire

Wages	104340-511210	\$ 4,920
Part-Time Wages	104340-511230	120
Fica	104340-511810	390
State Retirement	104340-511820	430
401 (k) Contribution	104340-511825	250
Internal Service Costs	104340-548100	190



Streets		
Wages	104510-511210	\$ 5,140
Part-Time Wages	104510-511230	120
Fica	104510-511810	400
State Retirement	104510-511820	450
401 (k) Contribution	104510-511825	260
Internal Service Costs	104510-548100	820

Cemetery		
Wages	104740-511210	\$ 730
Fica	104740-511810	60
State Retirement	104740-511820	60
401 (k) Contribution	104740-511825	40
Internal Service Costs	104740-548100	50

Planning and Code Enforcement (Development Services)		
Wages	104910-511210	\$ 1,880
Fica	104910-511810	150
State Retirement	104910-511820	160
401 (k) Contribution	104910-511825	100
Internal Service Costs	104910-548100	90

Parks and Recreations		
Wages	106120-511210	\$ 4,200
Part-Time Wages	106120-511230	2,780
Fica	106120-511810	540
State Retirement	106120-511820	600
401 (k) Contribution	106120-511825	190
Internal Service Costs	106120-548100	240

Total General Fund appropriations increase	\$ 46,870
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(Additional expenditures needed to increase employee appreciation bonuses.)

Water Fund:

Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	613900-493992	\$ 7,030
Total Water Fund revenue increase		\$ 7,030

(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Water Maintenance		
Wages	617121-511210	\$ 2,900
Fica	617121-511810	220
State Retirement	617121-511820	250
401 (k) Contribution	617121-511825	140
Internal Service Costs	617121-548100	380

Water Treatment		
Wages	617122-511210	\$ 2,320
Fica	617122-511810	180
State Retirement	617122-511820	200
401 (k) Contribution	617122-511825	110
Internal Service Costs	617122-548100	330

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Total Water Fund appropriation increase \$ 7,030

(Additional expenditures needed to increase employee appreciation bonuses.)

Sewer Fund:

Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	623900-493992	\$ 6,670

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Total Sewer Fund revenue increase \$ 6,670

(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Sewer Maintenance		
Wages	627121-511210	\$ 2,030
Part-Time Wages	627121-511230	120
Fica	627121-511810	170
State Retirement	627121-511820	180
401 (k) Contribution	627121-511825	100
Internal Service Costs	627121-548100	220

Sewer Treatment		
Wages	627122-511210	\$ 2,750
Part-Time Wages	627122-511230	120
Fica	627122-511810	220
State Retirement	627122-511820	240
401 (k) Contribution	627122-511825	140
Internal Service Costs	627122-548100	380

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Total Sewer Fund appropriation increase \$ 6,670

(Additional expenditures needed to increase employee appreciation bonuses.)

Electric Fund:  
Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	633900-493992	\$ 2,130
		<hr/>
Total Electric Fund revenue increase		\$ 2,130

(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Electric Maintenance		
Wages	637121-511210	\$ 1,450
Fica	637121-511810	110
State Retirement	637121-511820	130
401 (k) Contribution	637121-511825	70
Internal Service Costs	637121-548100	370

Total Electric Fund appropriation increase	\$ 2,130
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(Additional expenditures needed to increase employee appreciation bonuses.)

Adopted this 11th day of December 2018.

Town of Waynesville

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Gavin A Brown  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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William E Cannon Jr  
Town Attorney

Resolution No. R-20-18

Amendment No. 3 to the 2018-2019 Financial Operating Plan For Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the financial operating plans of the internal service funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2018-2019 financial operating plans of the internal service funds is amended as follows:

Increase the following revenues:

Asset Services Management Fund

Charges to other funds

Charges to General Fund	813650-453610	\$ 2,110
Charges to Water Fund	813650-453661	710
Charges to Sewer Fund	813650-453662	600
Charges to Electric Fund	813650-453663	370

Total charges to other funds		<u>\$ 3,790</u>
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Investment Income

Investment Income	813850-473831	\$ 1,060
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Total Asset Services Management Fund revenues increase		<u>\$ 4,850</u>
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(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Asset Services Management Fund

Administration

Wages	814120-511210	\$ 1,160
Fica	814120-511810	90
State Retirement	814120-511820	100
401 (k) Contribution	814120-511825	60

Public Facilities-Inside

Wages	814260-511210	\$ 580
Part-Time Wages	814260-511230	120
Fica	814260-511810	50
State Retirement	814260-511820	60
401 (k) Contribution	814260-511825	30

Public Facilities-Outside

Wages	814261-511210	\$ 1,160
Part-Time Wages	814261-511230	120
Fica	814261-511810	90
State Retirement	814261-511820	110
401 (k) Contribution	814261-511825	60

Purchasing		
Wages	818100-511210	\$ 870
Fica	818100-511810	70
State Retirement	818100-511820	80
401 (k) Contribution	818100-511825	40

Total Asset Services Management appropriation increase		<u>\$ 4,850</u>
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(Additional expenditures needed to increase employee appreciation bonuses.)

Increase the following revenues:

Garage Fund

    Investment Income

Investment Income	823850-473831	\$ 620
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Total Garage Fund revenues increase		<u>\$ 620</u>
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(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Garage Fund

    Garage

Wages	828200-511210	\$ 510
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Fica	828200-511810	40
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State Retirement	828200-511820	40
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401 (k) Contribution	828200-511825	30
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(Additional expenditures needed to increase employee appreciation bonuses.)

Total Garage appropriation increase		<u>\$ 620</u>
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Adopted this 11th day of December 2018.

Town of Waynesville

\_\_\_\_\_  
Gavin A Brown  
Mayor

Attest:

\_\_\_\_\_  
Eddie Ward  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
William E Cannon Jr  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: November 27, 2018**

**SUBJECT:** Amendment # 7 to the 2018-2019 Budget Ordinance

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C5c  
**Department:** David Foster, Public Services Director  
**Contact:** Eddie Caldwell, Finance Director / Rob Hites, Town Manager /  
Amie Owens, Assistant Town Manager / David Foster, Public Services Director  
**Presenter:** Eddie Caldwell, Finance Director / Rob Hites, Town Manager

**BRIEF SUMMARY:**

The proposed amendment is needed to purchase property with house located in the Town's Greenhill Cemetery. On November 27, 2018 in closed session, the board approved purchase of the property not to exceed \$100,000 located at 167 Veterans Circle. The amendment is proposing \$100,000 from the Perpetual Care / Cemetery Care Fund's fund balance or savings and transferring it to the general fund for payment of the purchase. The budget includes a purchase price of \$95,000 for the house, and \$5,000 for closing costs, miscellaneous, etc... The Perpetual Care / Cemetery Fund's fund balance at June 30, 2018 was \$457,064.

**General Fund:**

Revenues:

Transfer from Cemetery Care Fund	\$100,000
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Expenditures:

Cemetery-Capital Outlay	\$100,000
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**Perpetual Care / Cemetery Care Fund:**

Revenues:

Fund Balance Appropriation – Cemetery Care Fund	\$100,000
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Expenditures:

Transfers to the General Fund	\$100,000
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**MOTIONS FOR CONSIDERATION:** To approve Amendment # 7 to the 2018-2019 Budget Ordinance

**.FUNDING SOURCE/IMPACT:**

The amendment is calling for the funding to come from the Perpetual Care / Cemetery Care Fund's fund balance or savings.

**ATTACHMENTS:**

- Amendment #. 7 to the 2018-2019 Budget Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve as presented.

Ordinance No. 0-32-18

Amendment No. 7 to the 2018-2019 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2018-2019 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2018-2019 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources

Transfer from the Perpetual Care/ Cemetery Fund	103900-493971	\$100,000
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Total General Fund revenue increases		<u>\$100,000</u>
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(On November 27, 2018 in closed session, the board approved purchase of the property with house located at 167 Veterans Circle not to exceed \$100,000 (Property is within the Town's Greenhill Cemetery).)

Increase the following appropriations:

Cemetery

Capital Outlay	104740-545900	\$100,000
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(The expenditures budgeted includes \$95,000 to purchase property with house at 167 Veterans Circle \$95,000, and \$5,000 for closing costs, miscellaneous, etc..)

Total General Fund appropriation increase		<u>\$100,000</u>
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Perpetual Care / Cemetery Care Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriation	713900-493992	\$100,000
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Total Perpetual Care / Cemetery Care Fund revenue increase		<u>\$100,000</u>
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(Using fund balance to purchase property inside Greenhill Cemetery (house and land address at 167 Veterans Circle).)

Increase the following appropriations:

Operating Transfers	
Transfer to General Fund 719800-599100	\$100,000

(Transferring to General Fund to purchase property which includes a house at 167 Veterans Circle located in the Town's Greenhill cemetery.)

Total Perpetual Care / Cemetery Care Fund appropriation increase	\$100,000
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Adopted this 11th day of December 2018.

Town of Waynesville

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Gavin A Brown  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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William E Cannon Jr  
Town Attorney





## TOWN OF WAYNESVILLE

PO Box 100  
16 South Main Street  
Waynesville, NC 28786  
Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### PROPOSED REGULAR MEETING SCHEDULE FOR 2019

ALL MEETINGS TO START AT 6:30 P.M. IN THE BOARD ROOM LOCATED AT  
9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2019	
Tues, January 8	Board of Aldermen Meeting – Regular Session
Tues, January 22	Board of Aldermen Meeting – Regular Session
Tues, February 12	Board of Aldermen Meeting – Regular Session
Tues, February 26	Board of Aldermen Meeting – Regular Session
Tues, March 12	Board of Aldermen Meeting – Regular Session
Tues, March 26	Board of Aldermen Meeting – Regular Session
Tues, April 9	Board of Aldermen Meeting – Regular Session
Tues, April 23	Board of Aldermen Meeting – Regular Session
Tues, May 7	Board of Aldermen Meeting – Regular Session
Tues, May 21	Board of Aldermen Meeting – Regular Session
Tues, June 11	Board of Aldermen Meeting – Regular Session
Tues, June 25	Board of Aldermen Meeting – Regular Session
Tues, July 9	Board of Aldermen Meeting – Regular Session
Tues, July 23	Board of Aldermen Meeting – Regular Session
Tues, August 13	Board of Aldermen Meeting – Regular Session
Tues, August 27	Board of Aldermen Meeting – Regular Session
Tues, September 10	Board of Aldermen Meeting – Regular Session
Tues, September 24	Board of Aldermen Meeting – Regular Session
Tues, October 8	Board of Aldermen Meeting – Regular Session
Tues, October 22	Board of Aldermen Meeting – Regular Session
Tues, November 12	Board of Aldermen Meeting – Regular Session
Tues, November 26	Board of Aldermen Meeting – Regular Session
Tues, December 10	Board of Aldermen Meeting – Regular Session

**Additional meetings may be called for a Board Retreat in early 2019 and  
for Budget Development and Discussion in spring 2019**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: December 11, 2018**

**SUBJECT:** Request board approval to move forward with negotiations for new IT system provider

**AGENDA INFORMATION:**

**Agenda Location:** Presentations  
**Item Number:** D7  
**Department:** Administrative Services  
**Contact:** Amie Owens, Assistant Town Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** An RFP was sent out in late September for provision of IT Services for the Town of Waynesville to begin on February 1, 2019. Eight (8) companies responded to the RFP and submitted information. Of those 8, four were selected for interviews with a panel that included the Town Manager, Police Captain (who is the IT liaison for the department), Alderman Jon Feichter and the Assistant Town Manager.

From these interviews, three were selected to provide presentations to the Board of Aldermen for their consideration for a new IT provider. The current IT provider, VC3, was given notice that the Town would not be renewing its contract at its term. Each of those providers who are presenting at the meeting are qualified to provide the services that the Town requires. Each of them received high marks when references were contacted, and each has clients in the area or services currently with the Town. One provider currently works with another municipality in Haywood County and is familiar with the interface required for emergency communications with the EOC.

Once a provider is selected by the Board of Aldermen, contract negotiation would follow and the contract will be brought back to the Board for approval following attorney review. The term for this contract is 65 months. This will allow for the standard 5 year contract and 5 months to complete this fiscal year.

The various vendors will present information related to their proposals including costing information and service offerings.

**MOTION FOR CONSIDERATION:** To approve a new vendor for IT services and instruct staff to move forward with negotiating a 65-month contract for such services.

**FUNDING SOURCE/IMPACT:** Savings between \$8,000 and \$12,000 per month over existing contract.

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Follow board's recommendation for IT provider choice and move forward with negotiations.