

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
November 26, 2024

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, November 26, 2024, at 6:01pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:01 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Elizabeth Teague, Director of Development
Page McCurry, Director of Human Resources
Brittany Angel, Human Resources Coordinator
Ricky Foster, Assistant Public Services Director
David Adams, Police Chief
Ian Barrett, Finance Director
Luke Kinsland, Recreation Director
Fire Chief Joey Webb
Assistant Fire Chief Chris Mehaffey
Members of the Fire Department

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Town Council meeting will be held on December 10th. He reminded everyone that town offices are closed on November 28th and 29th for Thanksgiving, and the Waynesville Christmas parade will be Monday, December 2nd 6pm-7pm.

B. PUBLIC COMMENT

There was no public comment.

C. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. Motion to approve the November 26, 2024 Regular Scheduled Meeting Minutes
 - b. Motion to approve the Folkmoot Sculpture Easement
 - c. Motion to approve the Pigeon Community Multicultural Development Center Mural Easement
 - d. Motion to appoint Kipp Sutton to the Environmental Sustainability Board
 - e. Motion to appoint Carly Pugh as an alternate to the Zoning Board of Adjustment
 - f. Motion to call for a Public Hearing for December 10, 2024, to consider text amendments related to addressing on ground signs.
 - g. Motion to call for a Public Hearing for December 10, 2024, to consider text amendments related to temporary housing.
 - h. Motion to call for a Public Hearing for December 10, 2024, to consider text amendments related to floodplain regulations.
 - i. Motion to call for a Public Hearing for December 10, 2024, to consider text amendments related to premises identification for commercial buildings.
 - j. Motion to call for a Public Hearing for December 10, 2024, to consider map amendment (rezoning) for the property at 28 Addie Lane in Waynesville, NC (PIN 8615-42-0757).
 - k. Motion to approve using ARPA funds to partially equip a COPS grant police vehicle.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the consent agenda as presented. The motion passed unanimously.

E. PRESENTATIONS

3. Employee Appreciation
 - Mayor Gary Caldwell
 - Fire Chief Joey Webb and Assistant Fire Chief Chris Mehaffey

Mayor Gary Caldwell and Councilmembers presented the Fire Department Staff with personalized certificates of appreciation for their efforts during the recovery efforts of Hurricane Helene.

Town Manager Rob Hites announced Fire Chief Joey Webb's retirement in March 2025.

F. NEW BUSINESS

4. Downtown Waynesville Ice Stroll on January 31, 2025

- Beth Gilmore, Downtown Waynesville Commission Executive Director

DWC Executive Director Beth Gilmore reported that Visit Haywood is planning to host another Downtown Waynesville Ice Stroll on Main Street on January 31, 2025. She said that due to the hardship on businesses after Hurricane Helene, the TDA has agreed to fund the purchase of 20 sculptures for this year's stroll instead of asking businesses to buy their own. Ms. Gilmore said that sculptures purchased by Visit Haywood will be a collection of characters and objects with no logo or business names carved into the ice. She said if Council would like to request a custom designed sculpture like the Plott Hound sculpture that the Town purchased last year, that opportunity is also available for \$400.

A motion was made by Councilmember Feichter, seconded by Councilmember Freeman to purchase a custom Town of Waynesville ice sculpture for the Downtown Waynesville Ice Stroll for \$400.00 in the form of a Plott Hound. The motion passed unanimously.

5. Parks & Recreation Proposed Engineering, Construction, and Repair Schedule.

- Luke Kinsland, Parks & Recreation Director

Recreation Director Luke Kinsland reported that the following schedule is intended to organize the bid, design, and award of contracts to different qualified engineering, architecture, and construction firms to begin the design, reconstruction, and repair of the many Parks and Recreation Facilities damaged or destroyed by Hurricane Helene. Mr. Kinsland said that the schedule takes advantage of various procurement mechanisms to complete these projects in a timely manner compliant with State and Federal law, as well as FEMA reimbursement regulations.

Dog Park

- Town Council has approved relocation of the Dog Park to a new site along Howell Mill Road at the northwestern corner of Vance Street Park adjacent to the roundabout.
- Staff recommend the Sand Volleyball Court which currently occupies this site be relocated adjacent to the new pavilion set to be constructed at the Old Bi-Lo Site.
 - 1) Solicit an RFQ to select an engineering and design firm to deliver engineered grading, drainage, and construction documents for a new Dog Park.
 - 2) Solicit an RFP using the engineered documents delivered by the firm chosen in step 1 to construct a new Dog Park.

He said the park would be roughly an acre, split to have 13,000 square feet for small dogs, and roughly 22,000 square feet for large dogs, which is significantly larger than the previous park. Mr. Kinsland added that the dog water stations and benches were salvaged. He said the new space would already have a sidewalk connection, electric, water, parking, and available restrooms. He said that one drawback is that it is by the

road, but it is a fenced in area and will have a secondary gate. Mayor Caldwell suggested planting trees along the road as an additional buffer between the park and road.

Softball Fields

- The softball fields located at Vance Street Park and Dutch Fisher Field each requires full reconstruction.
- Staff recommend combining both softball field reconstruction projects into a single bid package.
- A combined bid package awarding the design of both softball fields to a single firm will allow for the construction of architecturally similar facilities.
 - 1) Solicit a single RFQ to select an engineering and design firm to deliver engineered construction and design documents for the softball fields located at Dutch Fisher Park and Vance Street Park.
 - 2) Solicit a single RFP using the engineered construction documents delivered by the firm chosen in step 1 to select a firm to construct new softball fields at both locations which are architecturally similar.

Mr. Kinsland said flood mitigation efforts include building up the press boxes and moving the concessions and restrooms out of the floodway, depending on utility lines.

Mayor Caldwell mentioned that the fencing behind the neighborhood needs to be replaced because people are driving through residents' yards to get through the ball park. Mr. Hites said if they put the fence back up without a design process, the town may not get reimbursed by FEMA. Mr. Kinsland recommended temporary fencing.

Old Bi-Lo Pavilion, Playground, and Restrooms

- This site is located behind the tennis courts at the dead end of West Marshall Street, resting entirely within the 100-year floodplain.
- Staff recommend only reconstructing the pavilion located at this site in order to avoid additional costs associated with floodplain construction.
- The Town recently constructed new restrooms nearby which can service the reconstructed pavilion.
- The nearby All Abilities Playground and Kiwanis Playground can serve customers who may utilize the reconstructed pavilion.
- Following construction of the new pavilion, staff recommend the Sand Volleyball Court presently located at Vance Street Park be relocated to accompany the new pavilion at this site.
 - 1) Solicit an RFP to select a firm to construct a pavilion architecturally like the pavilion located at Obama-King Park by using the same engineered construction documents originally produced for the Obama-King Park Pavillion project.
 - i. This RFP would include the preliminary grading and earthwork necessary to prepare the site for the relocation of the Sand Volleyball Court once the pavilion is completed.
 - ii. Following site preparation, the new Sand Volleyball Court would be relocated by Town of Waynesville staff.

Rain Garden along Howell Mill Road

- The rain garden located at 345 Dellwood Road adjacent to the greenway trailhead leading to the Industrial Park requires reconstruction.
- Staff do not recommend reconstructing this site as a Rain Garden.

- Staff recommend replacing the rain garden located at this site with a Stormwater BMP requiring less labor to maintain throughout the year such as a bio-swale or similar stormwater retention area.
 - 1) Solicit an informal bid to select a firm to design an engineered Stormwater BMP and the necessary drainage systems required to outfall runoff into Richland Creek.
 - 2) Following receipt of engineered construction documents to install the Stormwater BMP, the Town will determine whether construction will be performed in-house or by a private contractor selected through an RFP.

Greenways

- The earthen section of greenway running along Richland Creek adjacent to the Dog Park requires repair.
- The paved greenway extension located at the Old Schulhofer Property was under construction prior to the impact of Hurricane Helene and requires reconstruction.
- Prior to the impact of Hurricane Helene, the firm chosen to construct this section of greenway was preparing to return to the site in order to repair portions of the project having been determined unsatisfactory by staff.
 - 1) Solicit a single RFP to select a firm to repair the earthen section of greenway located adjacent to the Skate Park and prepare the base of the new greenway extension located at the old Schulhofer property in preparation to be repaved.
 - i. The section of greenway located adjacent to the skate park would include repair of the small walking bridge.
 - ii. The base of the greenway located at the Old Schulhofer Property would be repaired by the selected firm. Following this repair, the firm chosen to originally construct that section of greenway would return to pave the surface.

Skate Park Greenway

The asphalt near the Bi-Lo apartments saw some minor damage and will be restored as natural surface. He said that FEMA will only reimburse the town for replacing what was there before. He said the new plan will contain stormwater runoff plans as well.

Demolitions

- Each of the projects included in this report will require some level of demolition prior to construction.
- Staff recommends combining the necessary demolition work across all projects into a single bid package.
 - 1) Solicit a single RFP to select a firm to carry out all of the necessary demolitions across all Parks and Recreation facilities which require demolition.
 - 2) Following contract award, the chosen firm will begin demolitions while the remaining projects are let and set underway.

Mr. Kinsland added that staff intend to solicit for the construction of temporary softball fields at Dutch Fisher Park and Vance Street Park so that they will be useable for the Spring 2025 season.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the project schedule as proposed by staff in order to begin repairing and rebuilding the Town of Waynesville's Parks and Recreation facilities. The motion passed unanimously.

G. COMMUNICATION FROM STAFF

6. Manager's Report

- Town Manager, Rob Hites

Town Manager Rob Hites announced that Ricky Bourne was hired as the Public Works Director.

7. Town attorney

- Martha Bradley, Town Attorney

Nothing to report.

H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Councilmember Sutton announced that he was re-elected as the French Broad River MPO chair.

I. ADJOURN

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to adjourn at 6:55pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk