

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
October 14, 2025

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, October 14, 2025, at 6:00pm 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
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Deputy Manager
Candace Poolton, Town Clerk/Assistant to the Manager
Martha Bradley, Town Attorney
Luke Kinsland, Recreation Director
Tyler Anderson, Stormwater Management Coordinator
Olga Grooman, Assistant Development Services Director
Elizabeth Teague, Development Services Director
Ricky Bourne, Public Services Director
Ian Barrett, Finance Director
Fire Chief Chris Mehaffey
Assistant Fire Chief Cody Parton
Page McCurry, Human Resources Director
Brittany Angel, Assistant Human Resources Director

The following members of the media were present:

Paul Nielsen, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Council meeting is October 28th and Apple Harvest Festival is October 18th. He introduced a representative with Dick's Sporting Goods who then presented a \$50,000 check to the Recreation Department to be used to rebuild Dutch Fisher.

B. PUBLIC COMMENT

Ashley Nesbitt- Ms. Nesbitt said her son’s softball field has been rebuilt, but her daughter’s has not. She requested that Council approves Mackey’s presentation

Andria Richardson- Ms. Richardson said she was born and raised in Haywood County and her daughter still doesn’t have a field to play softball. She said her son’s softball field has been rebuilt, but her daughter’s has not. She said Waynesville’s facilities are lacking and she would like a clear project timeline for the reconstruction of Dutch Fisher field and said she’d like to have it done before the spring softball season.

Matt Allen- Mr. Allen introduced himself as the Director of Professional Development and Government Affairs with the Land of Sky Association of Realtors. He said they work with local government to track laws in communities. He said they analyze comprehensive plans, conduct community surveys, and more. He added that the organization is community oriented and recently donated \$400,000 to support Haywood County flood efforts.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, 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 September 23, 2025 Regular Meeting Minutes
 - b. Motion to Call for a Public Hearing for November 18, 2025, to consider text amendments to Flood Damage Prevention Ordinance, Land Development Standards (LDS 12.3.3.B).
 - c. Motion to Call for a Public Hearing for November 18, 2025, to consider a request for annexation for the 5.48-acre parcel at 1399 Plott Creek Rd, Waynesville, NC (PIN 8605-32-8929).
 - d. Motion to Call for a Public Hearing for November 18, 2025, to consider a map amendment (rezoning) for the 5.48-acre parcel at 1399 Plott Creek Rd, Waynesville, NC (PIN 8605-32-8929).
 - e. Motion to approve the Budget Amendment for the Parks and Recreation Department
 - f. Motion to approve the Budget Amendment for the PW Salaries
 - g. Motion to approve the Budget Amendment for the Fire Department
 - h. Motion to approve the Budget Amendment for the Waynesville Police Department
 - i. Motion to approve the request from the HR Department to update to the Town of Waynesville Personnel Policy.
 - j. Motion to approve the Windows 10 End of Life Maintenance Budget Amendment No. 15
 - k. Motion to appoint Carolyn Kemmett to the Waynesville Public Art Commission

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

E. PROCLAMATION

3. Pregnancy and Infant Loss Awareness Month Proclamation
 - Mayor Gary Caldwell

Mayor Caldwell invited Councilmember Freeman to read the proclamation, proclaiming October Pregnancy and Infant Loss Awareness Month.

F. PRESENTATIONS

4. Review of Council Requested information on Sales tax
 - Ian Barrett, Finance Director & Page McCurry, HR Director

Finance Director Ian Barrett presented a review of sales tax distribution and investment interest since the numbers from fiscal year 2025. He said they budgeted \$4 million for sales tax distributions, and the actual sales tax made was \$4,775,537.26. He reminded Council that sales tax distributions go into a NC Capital Management trust account, where interest is paid out monthly. Mr. Barrett said the interest made last fiscal year from all funds was \$520,000, and they received \$628,869.29. He said the total amount collected over budget between the investment income and sales tax was \$204,406.65. Ms. McCurry said given the amount collected, Council, should they so choose, would be able to divert some funds to increase the annual employee appreciation bonus from \$500 to \$1000 for full time staff and increase part time bonuses from \$100 to \$200, which would cost \$105,225. Councilmember Sutton reminded Council that staff only received a 1% COLA last year. Councilmember Freeman said they could split the difference and spend some on the ball field and the rest on staff. Councilmember Sutton said he'd like to provide an additional amount to staff.

5. Presentation by Mackey McKay
 - Mackey McKay

Mr. McKay said he spoke with the Little League board, parents, and supporters. He proposed that Council turn over the reconstruction of Dutch Fisher field to Mountaineer Little League. He said the Town's contribution to the project would be \$100,000, \$50,000 for flood damage repair, and \$50,000 for maintenance that was overdue. Councilmember Sutton asked the Town Manager and Attorney if they legally have to put the project out to bid. Ms. Bradley said bid process would depend on what the town is hoping to accomplish with FEMA- if they want to be reimbursed then the town has to carry out the bid process according to FEMA's requirements. She added that if the town is not interested in being reimbursed, she would have to research on the legalities of deputizing public funds to a non-profit. She said there are legal concerns and potential complications, but she would like to see the Mountaineer Little League's proposal. Mr. McKay asked if the Town could give a grant to non-profits, and Councilmember Sutton said that is illegal. Councilmember Freeman said she has a lot of experience managing a non-profit, and it can be done, but they need to figure out how to do it legally first. Town Manager Hites said that Mr. McKay needs to give Council a unit price take off, and he can't use a non-profit as a subterfuge to build something for a private company, as it is illegal. He said if a non-profit purchases supplies, uses volunteers, and possibly hires a low-cost subcontractor, that would be closer to legal. Councilmember Fiechter asked what the construction would look like and what would it take to do to duplicate the Elks field? Mr. McKay said it will take \$100,000 from the town, and input

from 30 entities. Councilmember Feichter asked if the Town could do the work with the Mountaineers support and referenced the Kiwanis playground project. Town Manager Hites said they need to do a very strict MOA with the Mountaineer Little League that has specifics on what they'll do, such as recladding the press box, prime and paint, add 40 cubic yards of sand clay mixture, etc. He reiterated that the \$50,000 grant from Dick's can only be used for the field. Councilmember Freeman said the Town has \$204,000 from the sales tax revenues, they should be able to cover the construction.

A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to move forward with the reconstruction of Dutch Fisher field in the amount of \$100,000, with the particulars to be worked out by staff and the Town Attorney. The motion passed unanimously.

Mr. McKay said the Little League doesn't have an attorney, so he said they will work with the Town of Attorney and Ashely Nesbitt volunteered to be the representative for the Little League.

At Council's direction, Mr. Barrett presented a budget amendment that showed \$203,350 allocated for staff bonuses and an additional \$15,556 to cover the FICA. Mr. Barrett offered to email Council a quarterly sales tax distribution.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve a budget amendment of \$218,906.28 to provide an additional \$1000 bonus to full time staff for a total of a \$1500 bonus and \$200 for part time staff. The motion passed unanimously.

6. Public Presentation on the Town of Waynesville's Stormwater Program, General Stormwater Issues, and Erosion and Sedimentation, as Required by the NPDES Permit.
 - Tyler Anderson, Stormwater Coordinator, Development Services, Christine O'Brien, Haywood Waterways, Olga Grooman, Development Services

Stormwater Coordinator Tyler Anderson, presented the annual stormwater presentation.

Christine O'Brien with Haywood Waterways said the #1 pollutant in WNC is sediment, but nationwide it's stormwater. She said that large impervious surfaces cause a large pulse of rainwater over short amount of time to build energy which causes streambank erosion. Ms. Anderson said that a 45% angle of streambanks that are planted help cutdown on runoff into streams. She said residents can help prevent runoff by pointing downspouts onto laws, planting trees and shrubs along streams, and installing retention ponds/ rain gardens.

Assistant Development Services Director Olga Grooman presented the audit results for the stormwater management program and permit. She said the audit is required by the National Pollutant Discharge Elimination System Permit (NPDES) issued by the NC Department of the Environmental Quality (NC DEQ) to the Town on August 19, 2021. She explained that the permit is valid for five years and the purpose of the permit is to manage stormwater runoff, reduce the discharge of pollutants, and protect water quality within the Town's jurisdiction. She said the auditor said the Town of Waynesville scored the highest out of 17 other audits they did that year.

G. NEW BUSINESS

7. Proposed update to the *Town of Waynesville Boards and Commissions Manual* regarding Zoning Board of Adjustment vacancy appointments.
 - Olga Grooman, Assistant Director of Development Services

Assistant Director of Development Services Olga Grooman reported that on September 23, 2025, the Council directed staff to draft revisions to the *Town of Waynesville Boards and Commissions Manual* to clarify procedures for the Zoning Board of Adjustment regarding vacancies and alternates. Staff collaborated with the Town's Attorney, Martha Sharpe Bradely, to develop the proposed revisions. She outlined the primary change that says vacancies on the Zoning Board of Adjustment will be filled by alternates based on seniority, and new members will be appointed as alternates, unless no alternates are currently serving, in which case the Town Council may appoint them as regular members. She added that alternates filling a vacancy on the Zoning Board of Adjustment will serve the remainder of the original member's term, regardless of their own initial appointment term, which aligns with the general vacancies policy outlined in the manual. She read the proposed change verbatim. Councilmember Feichter said the policy should apply to any board that has alternates.

A motion was made by Councilmember Feichter, seconded by Councilmember Freeman, to adopt the proposed revisions to the *Town of Waynesville Boards and Commissions Manual* as presented and apply it to any board that has alternates. The motion passed unanimously.

8. Approval of Construction Contract for Bi-Lo Pavilion Reconstruction
 - Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the Bi-Lo Pavilion was destroyed during hurricane Helene, and the Town solicited bids for its reconstruction. After reviewing all submissions, he said the lowest bid was deemed non-responsive due to missing required documentation and the absence of a construction timeline. He said that staff recommends awarding the contract to Enterprises G as the next lowest responsive and responsible bidder, with a proposed total cost of \$103,000 and an estimated completion timeline of six weeks from the start date. Mr. Kinsland said the new pavilion will match the existing design used at Obama-King Park, ensuring consistency and uniformity across Town facilities, and that it will feature a metal roof, recessed lighting, and similar architectural style. He said to help cut costs, Town crews will complete electrical conduit installation to the site as part of in-house work.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the construction contract with Enterprises G in the amount of \$103,000 for the reconstruction of the Bi-Lo Pavilion, with a project completion timeline of six weeks from the start date, and to authorize Town staff to execute the necessary contract documents. The motion passed unanimously.

9. Recommendation to Award Contract for Parks and Recreation Master Plan Professional Services
 - Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that The Town of Waynesville issued a Request for Proposals (RFP) for professional planning services to prepare a new Parks and Recreation Master Plan. He said that multiple

proposals were received and evaluated per North Carolina General Statute requirements. While Withers-Ravenel submitted the next to lowest bid at \$75,000 (within \$3,000 of the lowest proposal), he said staff recommends awarding the contract to Withers-Ravenel based on several key factors, including proximity to the region, demonstrated experience with visitor and tourism enhancement in alignment with the awarded TDA grant, and their active engagement throughout the selection process via phone consultations and an on-site parks tour.

He emphasized that Withers-Ravenel's proposal meets all requirements and proposed timelines and after further discussion with staff, the scope was enhanced to include:

- Two (2) community workshops/open houses
- Two (2) Town Council work sessions (in addition to the final adoption presentation)

He explained that the addition of these public engagement sessions adjusted the total project cost from \$75,000 to \$82,000 and those additional services can be subtracted if deemed necessary. Mr. Kinsland said the funding will be supported by the \$75,000 TDA grant and approximately \$29,000 in funds raised from the Rec Jam fundraiser, and any remaining funds will be available for potential plan enhancements as the project progresses. Mr. Kinsland added that having a Master Plan is that many grants require a Master Plan be in place. Will Cauthen with Withers-Ravenel introduced the company and staff that will be working on the project.

Councilmember Sutton asked if the steering committee has been created yet and Mr. Kinsland said they will send invitations out shortly.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to recommend award of contract to Withers-Ravenel in the amount of \$82,000 to conduct professional services for the development of the Town of Waynesville Parks and Recreation Master Plan, and to authorize staff to proceed with execution of the agreement and related documents per North Carolina General Statutes. The motion passed unanimously.

10. Amendment to Solid Waste Fee Schedule – Addition of Cart Replacement and Purchase Fees
- Hutch Reese, Deputy Director of Operations

Deputy Director of Operations Hutch Reece reported that according to the Town ordinance, the Town retains ownership of rollout containers which are initially provided, free of charge, for solid waste and recycling collection services. He said the ordinance specifies that "Repair or replacement of containers for any reason, excluding normal wear and tear, shall be the responsibility of the customer unless the damage necessitating such repair or replacement is determined to be a direct result of the negligence of the town and/or its contractor". He said, by following the ordinance, resident's will be charged the can replacement, which is at cost, and then a \$25 administrative fee. He said it comes down to following the ordinance already in place.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the amendment to the Solid Waste Fee Schedule to include the cart replacement and purchase fees as proposed. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to authorize staff to update the published Solid Waste Fee Schedule to reflect the approved changes. The motion passed unanimously.

11. Budget Amendment for Fire Department

- Assistant Fire Chief Cody Parton

Assistant Fire Chief Cody Parton reported that the Fire Department is seeking a budget amendment for \$11,500 from the fund balance to ensure mental health care services can be provided to members. He said there's been a recent increase in out-of-pocket costs because of state policy changes. He introduced Rick Baker and Jakey Levee with Responder Support Services. Mr. Baker said they provide mental health services specifically to first responders and their families.

A motion was made by Councilmember Feichter, seconded by Councilmember Freeman, to approve the budget amendment No. 13. The motion passed unanimously.

H. COMMUNICATION FROM STAFF

12. Manager's Report

- Town Manager, Rob Hites

There was nothing to report.

13. Town Attorney's Report

- Town Attorney, Martha Bradley

There was nothing to report.

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Mayor Caldwell thanked Town Staff for the Church Street Festival. Councilmember Feichter invited everyone to the cemetery tour on Saturday at 4:30pm. Councilmember Sutton thanked Councilmember Freeman for meeting with him and Secretary of State Elaine Marshall.

J. CLOSED SESSION

14. Closed Session

- Mayor and Town Council

Councilmember Sutton, seconded by Councilmember Feichter, moved to enter into closed session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to come out of closed session at 8:15pm. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to go into open session at 8:16pm. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to direct the Town Attorney to initiate litigation against Dan Grady Company LLC and Noah Saunier for breach of contract and other related causes of action related to the construction of the Schulhofer property greenway. The motion passed unanimously.

K. ADJOURN

A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, to adjourn at 8:17pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk