



## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: February 25<sup>th</sup>, 2025

Time: 6:00 p.m.

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

#### A. CALL TO ORDER - Mayor Gary Caldwell

##### 1. Welcome/Calendar/Announcements

#### B. PUBLIC COMMENT

#### C. ADDITIONS OR DELETIONS TO THE AGENDA

#### 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. February 11, 2025 Regular Scheduled Meeting Minutes
  - b. Call for a Public Hearing on March 11<sup>th</sup>, 2025 to consider a request for contiguous annexation, 64 Clement Dr, Waynesville, NC, 28786 and PIN# 8616-90-8565
  - c. Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Newspaper
  - d. Approval of SOAR Eagle 5K Special Event Permit
  - e. Approval of Farm Fresh 5K Special Event Permit

**Motion: To approve the consent agenda as presented.**

#### E. PRESENTATIONS

3. North Carolina Main Street and Rural Planning Center: Kirk Messer Main Street Champion Designation
  - Beth Gilmore, Director of Downtown Waynesville Commission

4. Cemetery Master Plan Presentation

- Matthew Wright, Cemetery Services Specialist

**Motion: Motion to approve the Cemetery Master Plan as presented.**

F. NEW BUSINESS

5. Request to apply for NC Division of Parks and Recreation for Accessible Parks Grant

- Luke Kinsland, Director of the Parks and Recreation Department

**Motion: To direct staff to complete an application to the NC Division of Parks and Recreation for Accessible Parks Grant.**

6. Project Ordinance for the Repair of Flood Damage to 280 Georgia Ave

- Rob Hites, Town Manager

**Motion: Approve the Project Ordinance**

7. Change Order to Harper Construction Contract for Waste Treatment Plant

- Rob Hites, Town Manager

**Motion: Approve Change Order #2 of Harper Construction's contract. Approve Change order to McGill Associates' design contract for \$187,000 (\$152,00 and \$35,000).**

8. Approve proposals of Civil Design Concepts (CDC) to design, bid and administer projects to rebuild the dog park, greenways and bridges, and a rain garden at the terminus of the walking trail on Richland Creek.

- Rob Hites, Town Manager

**Motion: Approve the proposed contracts.**

9. Set a time and date for the Town's annual retreat

- Rob Hites, Town Manager

**Motion: Set a date for the retreat**

G. COMMUNICATION FROM STAFF

10. Manager's Report

- Town Manager, Rob Hites

11. Town Attorney Report

- Town Attorney, Martha Bradley



TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

February 25, 2025

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**H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**I. ADJOURN**



# TOWN OF WAYNESVILLE

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

## 2025 CALENDAR

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED  
AT  
9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2025	
<b>Tues, March 11</b>	<b>Town Council Meeting – Regular Session</b>
Tues. March 25	Town Council Meeting – Regular Session
Tues. April 8	Town Council Meeting – Regular Session
Fri April 18	Town Offices Closed-Good Friday
Tues. April 22	Town Council Meeting – Regular Session
Sat. May 10	Whole Bloomin Thing Festival
Tues. May 13	Town Council Meeting – Regular Session
Mon. May 26	Town Offices Closed-Memorial Day
Tues. May 27	Town Council Meeting – Regular Session
Sat. June 7	Meet Me at the Arch 6-9pm
Tues. June 10	Town Council Meeting – Regular Session
Tues. June 24	Town Council Meeting – Regular Session
Fri. June 27	Mountain Street Dance 6pm-9pm
Fri. July 4	Stars and Stripes Kids Parade Town Offices Closed
Tues, July 8	Town Council Meeting – Regular Session
Fri. July 18	Mountain Street Dance 6-9pm
Tues. July 22	Town Council Meeting – Regular Session
Fri August 8	Mountain Street Dance 6-9pm
Tues. August 12	Town Council Meeting – Regular Session
Tues, August 26	Town Council Meeting – Regular Session
Mon. September 1	Town Offices Closed-Labor Day
Tues, September 9	Town Council Meeting – Regular Session
Sat. September 13	Rec Center 5K
Tues. September 23	Town Council Meeting – Regular Session
Sat. October 11	Church Street Festival 10am-5pm
Tues. October 14	Town Council Meeting – Regular Session
Tues. October 28	Town Council Meeting – Regular Session
<b>Tues. November 11</b>	<b>NO COUNCIL MEETING-Veterans Day</b>
Tues. November 25	Town Council Meeting – Regular Session

<b>Thurs and Fri Nov 27, 28</b>	<b>Town Offices Closed-Thanksgiving</b>
<b>Tues. December 9</b>	<b>Town Council Meeting – Regular Session</b>
<b>Wed-Fri, Dec 24, 25, 26</b>	<b>Town Offices Closed-Christmas</b>

## Board and Commission Meetings – February 2025

ABC Board	ABC Office – 52 Dayco Drive	<b>February 18th</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>February 4th</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	<b>February 19th</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	<b>February 6th</b> 1 <sup>st</sup> Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>February 5th</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>February 17th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>February 13th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>February 17th</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>February 19th</b> 3 <sup>rd</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**February 11, 2025**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, February 11, 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 6:02 pm with the following members present:

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

The following members were absent:  
Councilmember Anthony Sutton

The following staff members were present:  
Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Candace Poolton, Town Clerk  
Fire Chief Joey Webb  
Assistant Fire Chief Chris Mehaffey  
Elizabeth Teague, Director of Development Services  
Olga Grooman, Assistant Director of Development Services  
Alex Mumby, Land Use Administrator  
Tyler Anderson, Stormwater Management Coordinator

Members of the Media:  
Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone that the next Council meeting is February 25th.

**B. PUBLIC COMMENT**

Charlie Trump- Mr. Trump stated he was the owner of Ole Brick House, a shop on Main Street. Mr. Trump said during the recent Ice Fest event, the street was closed at 2pm. He said that was too early and it affected his business. He proposed to close the street all day so customers don't have to leave the shops to move their vehicles.

Becky Trump- Mrs. Trump stated that shoppers were nervous all day about having their vehicles towed. She said when Civilian Police entered their store to tell people to move their vehicles, shoppers set down their items to leave and move their vehicles, and did not return to the shop. She would like to see shop owners and Council work together to come up with a solution to early street closures.

Jerry Jackson- Mr. Jackson stated he is the owner of Gallery 164. He said that it's important that people understand what festivals and events bring to downtown. He said that merchants that are frustrated about the lack of communication from Council. Mr. Jackson suggested that Council hosts a community listening session to discuss downtown events and parking on Main Street.

Ann Walsh- Ms. Walsh said she is the owner of Ava and Arden on Main Street. She said that closing Main Street for events kills business which means less tax revenue. She said that Main Street merchants would like to have more input on events.

### **C. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

***A motion was made by Councilmember Freeman, 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 January 28, 2025 Regular Scheduled Meeting Minutes
  - b. Motion to approve the Christmas Parade Special Event Permit
  - c. Motion to approve the Church Street Arts and Crafts Festival Special Event Permit
  - d. Motion to approve the Meet Me at the Arch Special Event Permit
  - e. Motion to approve the Mountain Street Dances Special Event Permit
  - f. Motion to approve the Smoky Mountain Christmas Special Event Permit
  - g. Motion to approve the Stars and Stripes parade Special Event Permit
  - h. Motion to approve the Treats on the Street Halloween Special Event Permit
  - i. Motion to approve the Tree Lighting Special Event Permit
  - j. Motion to approve the Stepping into Spring Special Event Permit
  - k. Motion to renew the Watami Parking Lot Lease for another five years
  - l. Motion to approve the budget amendment to move \$5000.00 from our NC Unauthorized Substance Tax Account to our Travel & Training line item 10-4310-00-533180.
  - m. Motion to approve the Contract Amendment 2 for SDR Debris Removal.

*A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to amend item k. "Watami Parking Lot Lease" to reflect \$500 for the monthly lease of the parking lot. The motion passed unanimously.*

*A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the consent agenda as amended. The motion passed unanimously.*

## **E. PROCLAMATION**

### **3. Rotary Club of Waynesville Week**

- Mayor Gary Caldwell

Mayor Caldwell read the proclamation and proclaimed the week of February 21<sup>st</sup> "Rotary Club of Waynesville Week".

## **F. PRESENTATIONS**

### **4. Fire Department 2024 Annual Report**

- Assistant Fire Chief Chris Mehaffey

Assistant Fire Chief Chris Mehaffey presented the 2024 Annual Report for the Waynesville Fire Department. Some of the highlights included:

- 3,349 total incidents (down by 2.2% from 2023). 40% of those calls were fire/service calls, and the rest were medical calls.
- Placed a new tanker in service
- Placed new Zodiac boat and NRS raft into service
- Response to Hurricane Helene and subsequent flooding
- Added the first two of the four new firefighter positions
- Educated 2,488 children and 2,328 adults
- The call overlap was at 32% (down by 5% from 2023). Assistant Fire Chief Mehaffey said the National Standards suggest adding a station for every 10% overlap.
- Chief Webb was appointed as the president of the NC Chief's Association Board

Fire Chief Joey Webb thanked Council for 16 and a half years of their support. He said they have a great department, keep investing in the staff. Chief Webb expressed concern about replacing their 31-year-old ladder truck. He said replacement takes three years and not having the new truck could affect insurance rates.

### **5. Presentation by WithersRavenel engineers on the update to the Stormwater Master Plan.**

- WithersRavenel staff

Assistant Development Services Director Olga Grooman reported that on March 23, 2023, the Town of Waynesville was awarded a \$400,000 Stormwater Planning Grant, funded by the American Rescue Plan Act's

(ARPA) and administered by the NC Department of Environmental Quality (NC DEQ). She said the Planning Grant will update the existing 2008 Stormwater Master Plan and create a new Comprehensive Stormwater Master Plan. She said the updated plan will include an asset inventory and assessment, a broad study to identify stormwater improvements on Town's properties, an evaluation of areas where the sewer system is infiltrating the stormwater system, and other long-term planning initiatives, as well as identify potential capital improvement projects. Ms. Grooman said the project is reimbursement based and no matching funds from the Town are required. Ms. Grooman said the grant is scheduled to close out by the end of 2026, and both a draft and a final version of the Stormwater Master Plan will be presented to the Town Council at that time. She introduced the engineering company working on the project, WithersRavenel.

Dori Sabeh, Practice Area Lead, reported that they are collecting data on the Town's existing stormwater system and are modeling the drainage system, assessing flooding risks and hazards, and identifying and prioritizing projects. He said they are focusing on resiliency for the projects. Mr. Sabeh reviewed what WithersRavenel has already completed including a public input session and stormwater inventory in the Frog Level, Hazelwood, and Shelton Branch areas.

Haley Valdez, Professional Engineer, reported that everything they inventoried was assigned attributes, including the system's structural condition, pipe size, material, and photos of the structures. Ms. Valdez said they used the information from the inventory and built a model that showed the stormwater capacity based on storm events, and then used a color-coded map to show the location of capacity issues and potential areas of concern.

Ms. Valdez said the Public Works building, the crossing along Broad Street, the intersection of Shelton and Buxton, Frog Level, Hazelwood and Kentucky Avenue, and Brown and Georgia Avenue near the Finance Department are all areas of focus.

## **G. PUBLIC HEARINGS**

### **6. Public Hearing to consider a request for annexation for three (3) contiguous parcels:**

1. Unaddressed 2.77-ac parcel off East Street, PIN 8615-88-4442, zoned as Raccoon Creek Neighborhood Residential Conditional District (RC-NR-CD)
2. 0.45-ac parcel, at 97 Allison Acres Drive, PIN 8615-88-3857, zoned as East Waynesville Urban Residential Conditional District (EW-UR-CD)
3. Eastern portion of a 3.37-ac parcel at 18 Allison Acres Drive, PIN 8615-88-1632, zoned as East Waynesville Urban Residential Conditional District (EW-UR-CD)

- Assistant Director of Development Services, Olga Grooman

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to open the public hearing at 6:50pm. The motion passed unanimously.***

Assistant Director of Development Services Olga Grooman reported that the Town received a "Petition for Annexation" for a contiguous area from David Roover, Manager of QP Allison, LLC. Ms. Grooman said the petition is for three parcels off East Street, as specified above and the properties are part of the future site of the 60-unit Allison Acres townhome development. Ms. Grooman stated that two parcels (PINs 8615-88-4442

and 8615-88-3857) are fully within the Town's extra-territorial jurisdiction, while one property (PIN 8615-88-1632) is partially within the Town's extra territorial jurisdiction and partially within the municipal boundaries of Waynesville. Ms. Grooman said the project will connect to the municipal sewer on the western side off East Street and to the Valleywood Farms subdivision on the east.

There was no public comment.

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to close the public hearing at 6:54pm. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt the attached Ordinance to approve the annexation of the three described properties. The motion passed unanimously.***

7. A Public Hearing to consider a request for a Land Development Standards Map amendment to rezone 4 Elysinia Ave (PIN 8605-73-8236) from Hazelwood Urban Residential to Hazelwood Business District.

- Land Use Administrator, Alex Mumby

Land Use Administrator Alex Mumby reported that on January 13<sup>th</sup>, 2025, the Planning Board held a public hearing to consider the proposed rezoning. He said the subject property is located at 4 Elysinia Avenue in Waynesville, NC and is approximately .68 acres. Mr. Mumby said there is currently a single-family home and an accessory structure on the property and it is surrounded on three sides by the Hazelwood Business District. He said the Hazelwood Business Park is located to the east and Giles Chemicals is located to the south. Mr. Mumby stated the applicant is seeking to rezone the property from Hazelwood Urban Residential to Hazelwood Business District. In the short term the applicant wishes to relocate a food truck to the property which is only allowed in the Regional Center, Commercial Industrial, and Business Districts. He said the rezoning would also connect the two parts of the Hazelwood Business District. Staff reported that allowance for commercial uses on the lot would be consistent with the character of the area along Hazelwood Avenue and create new opportunities for commercial and/or residential redevelopment in downtown Hazelwood. Mr. Mumby said the proposed change in zoning would allow Banks, Credit Unions, Financial Services, Dry Cleaning and Laundry Services, Hotel/Motel (more than 30 rooms), Alcoholic Beverage Sales Stores, Pawnshops, Vehicle Services, Theaters Outdoor, Manufacturing. Mr. Mumby added that the change in zoning would remove the base density from the subject property from 16 units/acre to no maximum base.

Mr. Mumby reported that the Planning Board expressed concern that the proposed rezoning is a permanent solution to a temporary problem, in reference to the food truck. He added that increase in density has been a continued issue for the Planning Board. Mr. Mumby said that the Planning Board voted to recommend denial of the proposed rezoning in a vote of 3 to 2. He said that staff recommend the rezoning because it meets Goals 1 and 5 of the Comprehensive Plan.

Councilmember Feichter asked if Mr. Mumby could explain the ramifications of removing density restrictions on that property. Mr. Mumby said that right now, up to 16 units allowed per acre of property. With the rezoning, there would be no cap on the number of units on that property, but the applicant has no plans for building residences. He added that there are no density limits on surrounding properties.



***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to open the public hearing at 7:06pm. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to adopt the statements and testimony of Alex Mumby to be a part of the record for the public hearing. The motion passed unanimously.***

John Burgin (applicant)- Mr. Burgin said the rezoning is logical for downtown Hazelwood. Mr. Burgin said he plans to improve the appearance of the property.

Councilmember Feichter asked if Mr. Mumby has received any calls from the neighbors of that property regarding the rezoning. Mr. Mumby said he received one phone call from the property owner to the west and he had no issues with the rezoning.

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to close the public hearing at 7:09. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to find the rezoning request as being consistent with the 2035 Land Use Plan and reasonable and in the public interest because it meets the following goals: Goal 1: It continues to promote smart growth principles in land use planning and zoning and creates walkable and attractive neighborhoods and commercial center and encourages infill, mixed-use and context sensitive development and Goal 5: It creates opportunities for a sustainable economy and promotes Waynesville's downtown districts, inns, restaurants, and reputation as the "Gateway to the Smokies." The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt the ordinance as presented. The motion passed unanimously.***

## **H. NEW BUSINESS**

### **8. Recommendation of design firms for FEMA recovery in Parks**

- Rob Hites, Town Manager

Town Manager Rob Hites reported that staff issued Requests for Qualifications (RFQ) for design, bidding and construction administration for storm damage repairs to the Town's ball fields, greenways and dog park. Mr. Hites said the Town received three bids for design of the ball fields, and two bids for design of the greenway and dog park. After a committee of department heads reviewed the proposals, Mr. Hites said they chose the firm of McAdams Company to carry out design and other services for the ball fields and Civil Design Concepts (CDC) to carry out design of the dog park and greenways. He said the McAdams's proposal includes the services of an Asheville architect with experience in ballfield facility design. He added that CDC has experience repairing recreation facilities damaged in flood events and have designed dog parks as well. He said the firms all have applicable experience and are local, which means they can inspect the projects during construction. Mr. Hites said he will return at next meeting with a recommended contract.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the proposal of McAdams Company for design/bidding and construction administration of the Town's ball fields and approve the proposals of Civil Design Concepts (CDC) for design/bidding and construction administration of the greenways and dog park, and instruct town staff to negotiate contracts. The motion passed unanimously.***

**I. COMMUNICATION FROM STAFF**

**9. Manager's Report**

- Town Manager, Rob Hites

Town Manager Rob Hites reported that he and the Mayor attended the second of two meetings sponsored by NCLM to discuss the ongoing disaster recovery in WNC. He said the State discussed a loan program that cities and counties could use to restore some funds lent out to pay contractors so fund balances aren't drained. Mr. Hites said they shared that improvement projects, including flood prevention measures, will come out of pocket, but a consultant he met with said the town should get information from FEMA beforehand. Mr. Hites said they had many meetings with FEMA representatives before, and they led staff to believe that they could flood proof projects and it would be reimbursed.

**10. Town attorney**

- Martha Bradley, Town Attorney

Nothing to report.

**J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Councilmember Freeman reminded everyone about the chili cook off this weekend.

Councilmember Dickson asked about scheduling the Council retreat. Mr. Hites suggested March 28<sup>th</sup>.

**K. ADJOURN**

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to adjourn at 7:33pm. The motion passed unanimously.***

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE COUNCIL**  
**REQUEST FOR ACTION**  
**Meeting Date: 2/25/25**

**SUBJECT:** Call for a Public Hearing on March 11<sup>th</sup>, 2025 to consider a request for contiguous annexation, 64 Clement Dr, Waynesville, NC, 28786 and PIN# 8616-90-8565

**AGENDA INFORMATION:**

**Agenda Location:**       **Call for a Public Hearing**  
**Item Number:**  
**Department:**       Development Services  
**Contact:**             Alex Mumby, Land Use Administrator  
**Presenter:**          Alex Mumby, Land Use Administrator

**BRIEF SUMMARY:** The Town received the attached Petition for Annexation of 64 Clement Drive on February 6, 2025. The property is within Waynesville's ETJ and is zoned Raccoon Creek Neighborhood Residential Mixed-Use Overlay. The property is not within the 100-year flood plain. The applicant is requesting annexation to have access to trash pick-up.

**MOTION FOR CONSIDERATION:**

1. To adopt the attached resolution and schedule a public hearing on March 11<sup>th</sup>, 2025 to consider an Annexation Petition.

**FUNDING SOURCE/IMPACT:** Future action to annex this property will allow the property to receive town municipal services and be subject to Town property tax.

**ATTACHMENTS:**

- Resolution of intent to consider the Annexation Ordinance
- Draft of the Annexation Ordinance
- Petition by the property owner
- Platted map of the property, metes and bounds description
- Payment Receipt
- GIS Maps

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** This is a call for a public hearing only.

RESOLUTION TO CONSIDER R-3-25

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Waynesville Town Council has been petitioned under G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the clerk of the Town of Waynesville certifies the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;

WHEREAS, the Town Council must fix a date for a public hearing, and cause notice of the public hearing to be published in a newspaper at least 10 days prior to the hearing;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville, North Carolina:

1. To fix the date for the public hearing on 3/11/25, during the regularly scheduled meeting of the Council, at 6:00pm or close to that time within the agenda of the meeting, in the Town Board Room at 9 South Main Street, Waynesville, NC 28786; and
2. To direct the Town Clerk to notice the public hearing in the Mountaineer at least 10 days prior to the meeting; and
3. To post the property in at least three locations providing additional notice to the public.

Adopted this 25 day of February, 2025.

TOWN OF WAYNESVILLE

ATTEST:

\_\_\_\_\_  
J. Gary Caldwell, Mayor

\_\_\_\_\_  
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Sharpe Bradley, Town Attorney

ORDINANCE NO.

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Waynesville Town Council has been petitioned voluntarily under G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the Town Council finds the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;
- d. The Town Clerk has conducted an investigation in compliance with G.S. 160A31(c) and has certified the sufficiency of the petition; and
- e. The provisions of G.S. 160A-31(b1) and 160A-31(j) do not apply to the area described in the petition.

WHEREAS, a public hearing on the question of annexation was held at Town Hall at 6:00pm, on the 3/11/25, and

WHEREAS, the Council does hereby find as a fact that said petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety, and welfare of the Town and of the area proposed for annexation will best be served by annexing the area described as PIN# 8616-90-8565.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville, North Carolina:

Section 1. By virtue of the authority granted by North Carolina General Statutes, the following described contiguous territory is hereby annexed and made part of the Town of Waynesville as of the 3/11/25. Metes and bounds description is in Exhibit 1 attached hereto and incorporated by reference.

Section 2. Upon and after the 3/11/25, the above described territory, and its citizens, and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Waynesville and shall be entitled to the same privileges and benefits as other parts of the Town of Waynesville. Said territory shall be subject to municipal taxes according to G.S. 160A.

Section 3. The Mayor of the Town of Waynesville shall cause to be recorded in the office

of the Register of Deeds of Haywood County and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Haywood County Board of Elections as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Waynesville.

Adopted this the 3/11/25.

TOWN OF WAYNESVILLE

ATTEST:

\_\_\_\_\_  
J. Gary Caldwell, Mayor

\_\_\_\_\_  
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Sharpe Bradley, Town Attorney

**TOWN OF WAYNESVILLE  
PLANNING DEPARTMENT  
P.O. BOX 100, WAYNESVILLE, NC 28786  
828-456-2004**

**ANNEXATION UPON PETITION  
OF ALL OWNERS OF REAL PROPERTY**

(G.S. 160A-31, as amended)

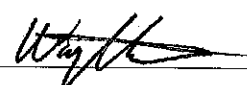
Date: February 6, 2025

To: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.
2. Character of area to be annexed:
  - a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.
  - b. For purposes of these laws, an area is deemed "contiguous" if, at the time the petition is submitted, the area either abuts directly on the municipal boundary or is separated from the municipal boundary by a street, right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State.
3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
  - a. Metes and bounds description is attached.
  - b. Tax map of the proposed territory is attached.

Name Suzanne C. Gridler Signature 

Address 64 Clement Dr. Waynesville NC 28786

Name Wayne Gridler Signature 

Address 64 Clement Dr Waynesville NC 28786

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

(Attach additional sheet if necessary)

TRANSFER MADE ON PROPERTY RECORD

Date 10/31/97  
By LCM

HAYWOOD COUNTY NC 10/31/97  
\$120.00  
STATE OF NORTH CAROLINA  
Real Estate Excise Tax

Book 462 Page 526  
REGISTERED  
HAYWOOD COUNTY NC  
10/31/97 1:23 PM  
AMY R. MURRAY  
Register Of Deeds

Excise Tax 120.00

Recording Time, Book and Page 13379

Tax Lot No. Parcel Identifier No. 8616-90-8565  
Verified by County on the day of , 19  
by

Mall after recording to Ann Hines Davis

This instrument was prepared by Ann Hines Davis

Brief description for the Index

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 31st day of October, 1997, by and between

GRANTOR

GRANTEE

CHRISTOPHER A. ELMER and wife, STEPHANIE C. ELMER

SUZANNE C. LEVERIE and CARLTON L. HAMLETT

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Waynesville Township,

Haywood County, North Carolina and more particularly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

000526



The property hereinabove described was acquired by Grantor by instrument recorded in \_\_\_\_\_

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_  
TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the Grantor has heretofore set his hand and seal or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

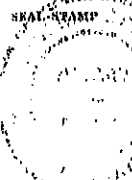
By: \_\_\_\_\_ (Corporate Name) \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ President \_\_\_\_\_ (SEAL)

ATTEST: \_\_\_\_\_ (SEAL)

Secretary (Corporate Seal) \_\_\_\_\_ (SEAL)

USE BLACK INK ONLY



NORTH CAROLINA, \_\_\_\_\_ Haywood \_\_\_\_\_ County.  
I, a Notary Public of the County and State aforesaid, certify that Christopher A. Elmer  
and wife, Stephanie C. Elmer \_\_\_\_\_ Grantor,  
personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my  
hand and official stamp or seal, this 31 day of October 1997.  
My commission expires: 8/19/01 \_\_\_\_\_ Notary Public

SEAL-STAMP

NORTH CAROLINA, \_\_\_\_\_ County.  
I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_  
personally came before me this day and acknowledged that \_\_\_\_\_ he is \_\_\_\_\_ Secretary of  
\_\_\_\_\_ a North Carolina corporation, and that \_\_\_\_\_ authority duly  
given and as the act of the corporation, the foregoing instrument was signed in its name by \_\_\_\_\_  
President, sealed with its corporate seal and attested by \_\_\_\_\_ as its Secretary.  
Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_ 1997.  
My commission expires: \_\_\_\_\_ Notary Public

The foregoing Certificate(s) of \_\_\_\_\_

is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By \_\_\_\_\_ REGISTER OF DEEDS FOR \_\_\_\_\_ Haywood \_\_\_\_\_ COUNTY  
By \_\_\_\_\_ Deputy/Assistant - Register of Deeds

Attachment to deed from Elmer to Levere

**EXHIBIT "A"**

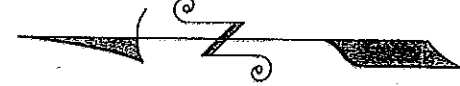
**BEGINNING** on an iron in the northwesterly margin of US Highway 19-23, common corner of Lot Nos. 4 and 5 of the subdivision hereinafter referred to, and runs thence with the margin of said highway, S. 31 deg. 45' 00" W. 99.87 feet to an iron; thence leaving the margin of said highway and running with the line of Newhauser (Deed Book 408, page 775), N. 58 deg. 54' 23" W. 190.13 feet to an iron (found) in the southeasterly margin of NCSR 1194; thence with the margin of said road, N. 31 deg. 45' 00" E. 99.94 feet to an iron, common corner of Lot Nos. 4 and 5; thence with the common line of said two lots, S. 58 deg. 53' 07" E. 190.13 feet to the **BEGINNING**, containing 0.436 acres as per survey and plat of J. Randy Herron, RLS, dated October 29, 1997, Drawing No. 2628-1855-B. **BEING** Lot No. 4 of Block A of Hillside Terrace as per survey and plat recorded in Plat Book "D", Index "I", page 18, Haywood County Registry.

**BEING** a portion of the property conveyed to Christopher A. Elmer et ux by deed recorded in Deed Book 459, page 2022, Haywood County Registry.

**EXCEPTING and RESERVING** for the benefit of Lot No. 5 of Block A of Hillside Terrace a right of way and easement for a gravel drive which crosses the above described property, said gravel drive being located across the southeasterly corner of the subject property, said right of way and easement to be as same is now located.

000528

- LEGEND**
- Existing iron pipe or pin
  - Existing iron pipe or pin set
  - Railroad spike set
  - Fence Center
  - Water Meter
  - Water Meter
  - Power service pole
  - Sanitary Sewer Line
  - Dead End
  - Page
  - Branch of Stream



**Plemmons**  
DB 308 - PG 781

**P/O Lot 5 Burris**  
0.162 Acres  
Map Book 481 - Page 2200  
PIN # 8815-90-8867

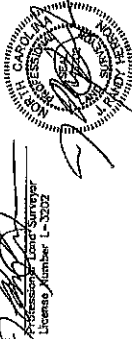
**P/O Lot 5 Francis**  
0.274 Acres  
Map Book 0 - Index 31 - Page 18  
Dead Book 550 - Page 290  
PIN # 8815-90-8867

**Lot 4 Lavere**  
0.436 Acres  
Map Book 463 - Page 948  
PIN # 8815-90-8865

**Newhauser**  
DB 408 - PG 775

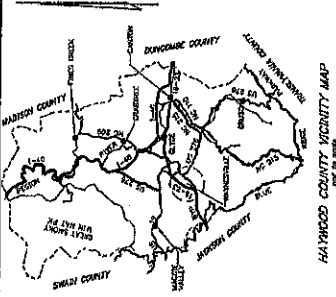
This plat creates a proposed easement area  
from the town of Haywood, North Carolina.

L. J. RANDY HERRON certifies that this plat was drawn under my supervision from an actual survey made under my supervision. I am a Registered Professional Surveyor in the State of North Carolina. The information furnished to me by the client is true and correct. I have prepared this plat in accordance with G.S. 47-30 as amended. Witness my hand and seal this 8th day of January, 1998.



01-08-1998  
62-03-2806

- NOTES**
- 1 - Acreage calculated by Coordinate Computation Method.
  - 2 - All property corners not described are "computed points" of property.
  - 3 - Property is subject to all applicable easements and rights of way.
  - 4 - Error of closure equals or exceeds 1:10,000.
  - 5 - This Survey meets the requirements of a Class A Survey.
  - 6 - North is Dead North of Dead Book 308 - Page 778.
  - 7 - There is no recoverable horizontal control within 2000'.
  - 8 - All easements are shown and unless noted otherwise.
  - 9 - Property is not in a flood hazard area.



State of North Carolina, County of Haywood

*L. J. Randy Herron*  
Review Officer of Haywood County,  
certify that the map or plat to which this certification is affixed  
meets all statutory requirements for recording.  
*L. J. Randy Herron*  
Date 03/15/2006

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of North Carolina, County of Haywood

Filed for registration on the 15 day of March 2006  
At 5:00 o'clock P. M. and recorded in Plat Book 550  
Book 550

*Amy R. Murray*  
Register of Deeds - Haywood County  
By: *Rebecca S. Murray* Assistant Register

**PLAT PREPARED FOR**  
**RONALD K. & MELODY FRANCIS**  
Waynesville Township Haywood County, N.C.

Survey by: *JRH*  
date: January 08, 1998  
1" = 20'  
REVISED: FEBRUARY 03, 2006

Survey by: *J. RANDY HERRON, R.L.S.*  
L-3202  
Herron Surveying, PC  
1185 Russ Avenue  
Waynesville, NC 28786  
(828) 456 - 5761

Reference: *As Shown*  
Drawing no.: 2628-1855-B

PSN # As Shown



Haywood County—Register of Deeds  
Amy R. Murray, Register of Deeds  
Book 550 C Page 290  
# Page: 1 03/15/2006 05:01:41pm

PLAT PREPARED FOR

PAYMENT SUMMARY RECEIPT

TOWN OF WAYNESVILLE  
16 S MAIN ST

DATE: 02/11/25 CUSTOMER#:  
TIME: 12:21:34  
CLERK: 2044ecou

RECPT#: 3151966 PREV BAL: 250.00  
TP/YR: P/2025 AMT PAID: 250.00  
BILL: 3151966 ADJSTMNT: .00  
EFF DT: 02/11/25 BAL DUE: .00  
Misc Cash Receipts

-----TOTALS-----

PRINCIPAL PAID: 250.00  
INTEREST PAID: .00  
ADJUSTMENTS: .00  
DISC TAKEN: .00

AMT TENDERED: 250.00  
AMT APPLIED: 250.00  
CHANGE: .00

PAID BY: Suza Grider Annex  
PAYMENT METH: CHECK  
PAYMENT REF: 2696

TOT PREV BAL DUE: 250.00  
TOT BAL DUE NOW : .00



Report For  
LEVERE, SUZANNE C  
64 CLEMENT DR  
WAYNESVILLE, NC 28786

HILLSIDE TERRACE  
DWELLING

64 CLEMENT DR

Heated Area: 948

Year Built: 1955

Total Acreage: 0.42

Township: Waynesville Out

### Account Information

PIN: 8616-90-8565

Deed: 463/948

CAB C/4384  
481/1282

Land Value: \$27,000

Building Value: \$95,500

Market Value: \$122,500

Deferred Value: \$0

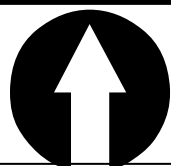
Assessed Value: \$122,500

Sale Price: \$0

Sale Date: 01/15/1998

Tax Bill 1: \$930

Tax Bill 2: \$930



February 13, 2025



1 inch = 50 feet

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.



**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: February 25, 2025**

**SUBJECT:** Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Newspaper

**AGENDA INFORMATION:**


**Agenda Location:** New Business  
**Item Number:**  
**Department:** Finance  
**Contact:** Ian Barrett and Sharon Agostini  
**Presenter:** Sharon Agostini, Tax Collector

**BRIEF SUMMARY:**

Tax Collector Sharon Agostini requests that the Mayor and Town Council approve the yearly tax advertisements in the local newspaper. This is usually done in The Mountaineer and is in accordance with N.C.G.S. 105-369.

**MOTION FOR CONSIDERATION:** To approve the yearly tax advertisements in The Mountaineer in accordance with N.C.G.S. 105-369.

**FUNDING SOURCE/IMPACT:** Approved approximately \$2,000 - Operating Budget for 2025

  
\_\_\_\_\_  
Ian Barrett, Finance Director

February 19, 2025  
\_\_\_\_\_  
Date

**ATTACHMENTS:**

A delinquent tax listing. (Please note that this delinquent tax listing is only a snapshot of collections to a certain point of time and will change before the advertisement date. An updated list will be provided before the advertisements are printed.)

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** To approve the yearly tax advertisements in The Mountaineer in accordance with N. C. G. S.105-369.



# Application for Special Events Permit

## I. General Information

EVENT NAME: SOAR Eagle 5k

EVENT DATE(S): 10/4/25

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION 112 Virginia Ave Bldg B, Waynesville, NC 28786

IF THIS EVENT IS A PARADE  
OR ROAD RACE Course map attached with course cues.

SET-UP TIME (START/END): 6AM - 12PM

EVENT HOURS: 8AM-11AM

DISMANTLE HOURS  
(START/END): 11AM-12PM

ESTIMATED ATTENDANCE: 350

BASIS ON WHICH THIS ESTIMATE IS MADE: 250 runners + 100 spectators

COMPREHENSIVE GENERAL LIABILITY  
INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION  
NAME: Academy at SOAR

ARE YOU A NON PROFIT  
CORPORATION?

No

Yes

X

If yes,  
are you

501c(3)

X

501c(6)

Place  
of  
Worshi  
p

APPLICANT  
NAME:

Rhianna Scott

TITLE: Race Director

ADDRESS:

112 Virginia Avenue BLDG B

CITY : Waynesville

STATE: NC

ZIP 28786

(828)

301-2886

PHONE:

FAX#:

EMAIL:

rhianna@kickitevents.com

ON-SITE  
CONTACT:

Rhianna Scott

TITLE:

Race Director

ADDRESS:

17 Sylvan Avenue Asheville, NC 28801

(828)

301-2886

PHONE #:

CELL PHONE #:

EMAIL:

rhianna@kickitevents.com

III.	Brief Description of Event
	<b>3.1 mile run/walk fundraiser for Academy at SOAR that starts and finishes at the Academy on Virginia Avenue. Packet pick up for runners will start at 8AM and race will start at 9AM. We expect up to 250 runners and about 100 spectators. The first runner will complete the course in 20 minutes and the last walker/runner will likely complete in 1 HR-1.5 HRs.</b>
IV.	Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

Attached map of road closure. Virginia Avenue from 10/4/25 6AM - 10/4/25 12PM

1.	
2.	
3.	

V.	Event Details
----	---------------

YES	NO	
<input type="checkbox"/>	X	Does the event involve the sale or <b>use of alcoholic beverages</b> ? If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
<input type="checkbox"/>	X	Does the event involve the <b>sale of food</b> ? _____ If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
X	<input type="checkbox"/>	Will there be <b>musical entertainment</b> at your event? IF "YES" provide the following information: Number of Stages: _____ Number of Band(s): _____ Amplification? <u>  X  </u>
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.		
X	<input type="checkbox"/>	Do you plan to use an existing <b>occupied building</b> ? Address <u>  112 Virginia Avenue, Waynesville, NC  </u>
<input type="checkbox"/>	X	Do you plan to use an existing <b>vacant building</b> ? Address _____
X	<input type="checkbox"/>	Will there be any <b>tents or canopies</b> in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>  10  </u> Will any tent exceed 400 sq. feet in area? X NO <input type="checkbox"/> YES
<input type="checkbox"/>	X	Does the event involve the use of <b>pyrotechnics</b> ? Explain _____
X	<input type="checkbox"/>	Will you provide <b>portable toilets</b> for the general public attending your event? IF SO, how many and where will they be located? <u>  4, Virginia Ave  </u>
X	<input type="checkbox"/>	Will you require <b>electrical hookup</b> for the event? Generators? <u>  2 generators for Timing Structure  </u>
<input type="checkbox"/>	X	Will you require <b>access to water</b> for the event? Explain _____
X	<input type="checkbox"/>	Will <b>admission fees</b> be charged to attend this event? If "YES", provide the amount(s) of all tickets. Race Registration = \$40-50 _____
X	<input type="checkbox"/>	Will <b>fees be charged to vendors</b> to participate in this event? If "YES", please provide the amount(s). Sponsor Fee approximately \$250 _____
X		Will <b>signs and/or banners</b> be displayed as part of the event? If "YES" have you applied for a sign permit? <u>  No  </u>



☐

X Will **inflatable parade balloons** be used for the event? Provide details if necessary.

## VI. Additional Questions

How will **parking** be accommodated for this event?

We will utilize the parking lot on Virginia Avenue, one behind the Academy, and street parking.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

Trash will be placed in a dumpster.

**Volunteers:** Will you require Civilian Police Volunteers for your event?

No

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Beth Gilmore, Downtown Waynesville Director &**

**Jesse Fowler, Assistant Town Manager**

**Town of Waynesville**

**9 S. Main Street, P.O. Box 100, Waynesville, NC 28786**

**Telephone: (828) 456-3517**

**Fax No. : (828) 456-2000**

**Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)  
[jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)**

## VIII. Special Information for Applicants

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

### FOR INTERNAL USE ONLY:

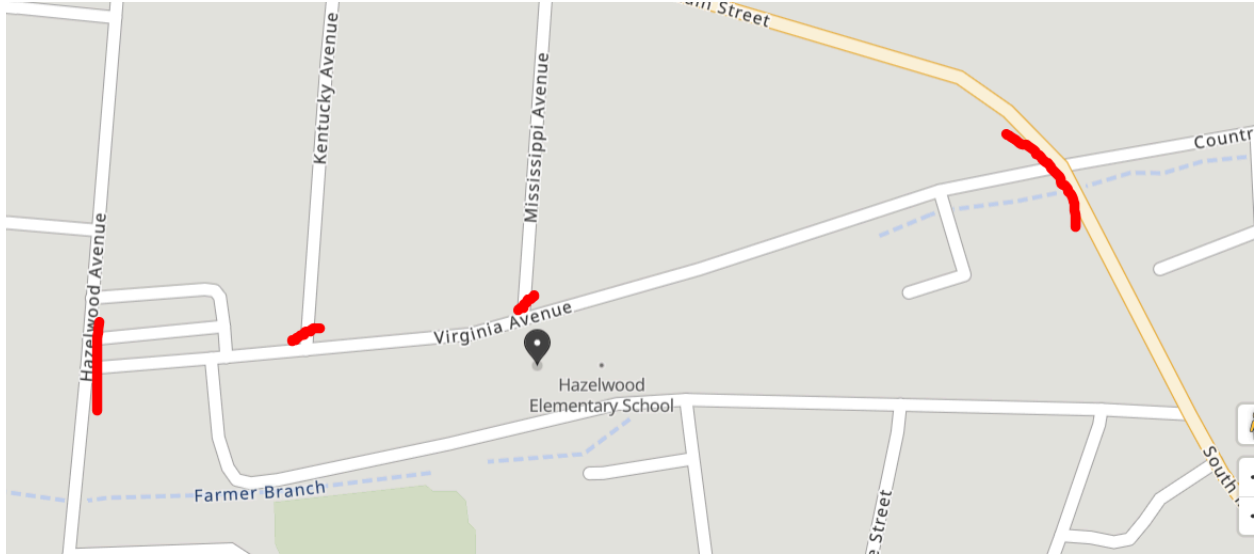
Application received:

Application approved:

Application denied:

## SOAR Eagle 5k Course Map

Saturday, October 4, 2025 9AM Race Start



### ROAD CLOSURE REQUEST:

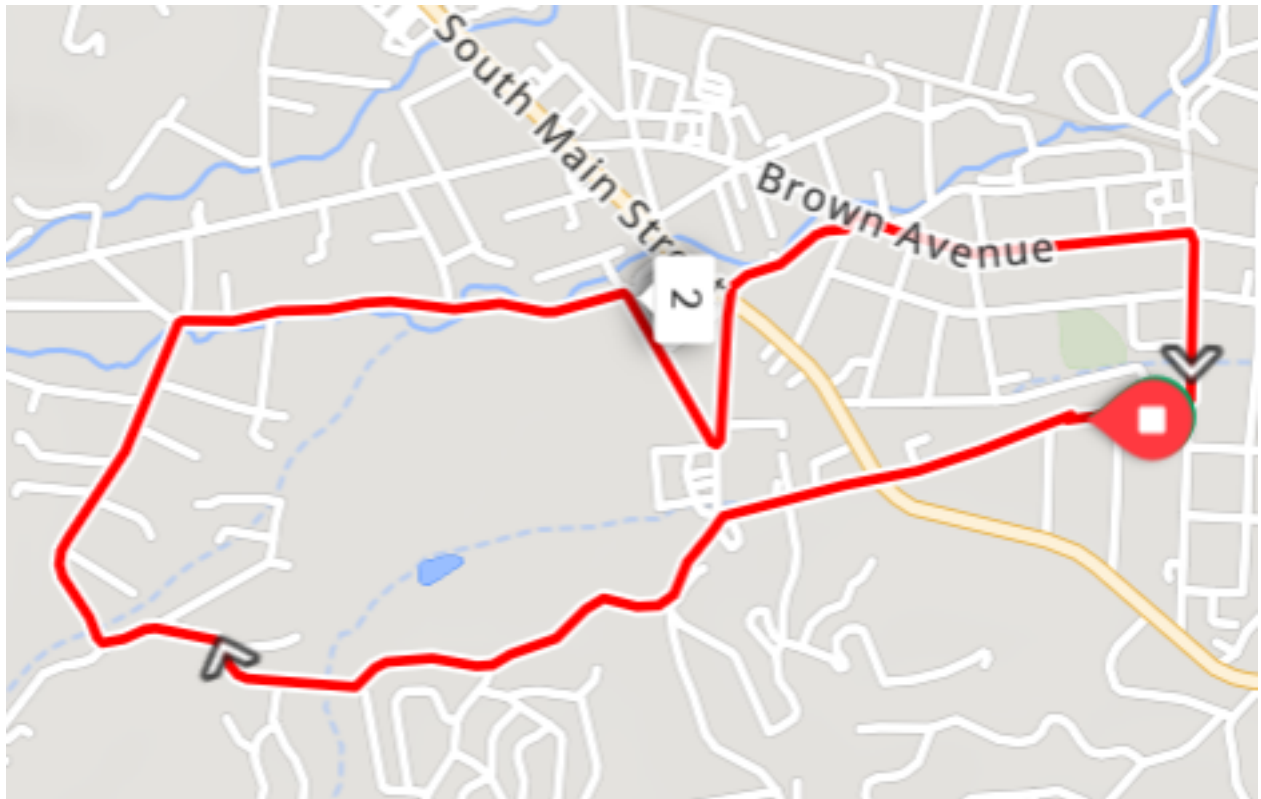
Virginia Avenue

6AM 10/4/2025 CLOSURE START

12PM 10/4/2025 CLOSURE END

## SOAR Eagle 5k Course Map

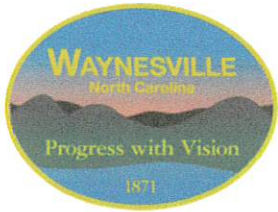
Saturday, October 4, 2025 9AM Race Start



- Race start on Virginia Avenue
- Continue straight on Country Club Drive
- Veer Left to stay on Country Club Drive
- Turn right onto Longview Drive
- Turn right onto Willow Road
- Veer left to stay on Willow Road
- Turn right onto Camp Brand Road
- Turn right onto Browning Road
- Turn right onto Chelsea Road
- Sharp left onto Ninevah Road
- Veer left on South Main Street
- Sharp right onto Riverbend Street
- Left on Belle Meade Drive
- Right on Brown Avenue
- Right on Hazelwood Avenue
- Right on Virginia Avenue

LINK TO COURSE MAP:

<https://ridewithgps.com/trips/141169751>



# Application for Special Events Permit

## I. General Information

EVENT NAME:

Farm Fresh 5K

EVENT DATE(S):

June 7<sup>th</sup>, 2025

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION

Please see attached map

IF THIS EVENT IS A PARADE  
OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END):

7 AM - 8:30 AM

EVENT HOURS:

9A - 10A

DISMANTLE HOURS  
(START/END):

10A - 11:30A

ESTIMATED ATTENDANCE:

150

BASIS ON WHICH THIS ESTIMATE IS  
MADE:

3rd event ... growth from previous 2 years

COMPREHENSIVE GENERAL LIABILITY  
INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION  
NAME:

Haywood Christian Ministry, Inc.

ARE YOU A NON PROFIT  
CORPORATION?

No

Yes

If yes,  
are you

501c(3)

501c(6)

Place of  
Worshi  
p

APPLICANT  
NAME:

John Brejot

TITLE: Development Director

ADDRESS:

150 Branner

CITY: Waynesville

STATE: NC

ZIP

28786

PHONE:

713/501-6935

FAX#:

EMAIL:

john@haywoodministry.org

ON-SITE  
CONTACT:

Same

TITLE:

ADDRESS:

PHONE #:

CELL PHONE #:

713-501-6935

EMAIL:

### III. Brief Description of Event

The Farm Fresh 5K is a celebration of local food from local farms and a call to action for those experiencing food insecurity

### IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Charles St. between Branner & Boundary - 6/7 7A-11:30A
- 2.
- 3.

### V. Event Details

YES  
☐

NO  
☒

Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

☐

☒

Does the event involve the sale of food? \_\_\_\_\_

If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

☐

☒

Will there be musical entertainment at your event? IF "YES" provide the following information:

Number of  
Stages: \_\_\_\_\_

Number of  
Band(s): \_\_\_\_\_

Amplification? \_\_\_\_\_

☒

☒

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address \_\_\_\_\_

☐

☒

Do you plan to use an existing vacant building? Address \_\_\_\_\_

☒

☐

Will there be any tents or canopies in the proposed event site? Please provide the following information:

☐

☒

Approx. Number of Tents: 4 Will any tent exceed 400 sq. feet in area? ☒ NO ☐ YES

☐

☒

Does the event involve the use of pyrotechnics? Explain \_\_\_\_\_

☐

☒

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_

☐

☒

Will you require electrical hookup for the event? Generators? \_\_\_\_\_

☒

☐

Will you require access to water for the event? Explain \_\_\_\_\_

☒

☒

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$30 entry

☐

☒

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). \_\_\_\_\_

☒

☐

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? \_\_\_\_\_

☐

☒

Will inflatable parade balloons be used for the event? Provide details if necessary. \_\_\_\_\_



## VI. Additional Questions

How will **parking** be accommodated for this event?

deck

Courthouse public parking

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

and dumpsters

We will use our receptacles

**Volunteers:** Will you require Civilian Police Volunteers for your event?

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Beth Gilmore, Downtown Waynesville Director &**

**Jesse Fowler, Assistant Town Manager**

**Town of Waynesville**

**9 S. Main Street, P.O. Box 100, Waynesville, NC 28786**

**Telephone: (828) 456-3517**

**Fax No. : (828) 456-2000**

**Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)  
[jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)**

## VIII. Special Information for Applicants

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

### FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:





**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: February 25, 2025**

**SUBJECT:** North Carolina Main Street and Rural Planning Center: Kirk Messer Main Street Champion Designation

**AGENDA INFORMATION**

**Agenda Location:** Presentation  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
Beth Gilmore, Downtown Waynesville Director  
**Presenter:** Jesse Fowler, Assistant Town Manager  
Beth Gilmore, Downtown Waynesville Director

**BRIEF SUMMARY**

We are thrilled to announce that Kirk Messer has been officially crowned the 2025 Main Street Champion! This recognition is a testament to Kirk's exceptional dedication and outstanding contributions for our community. Kirk will receive this honor during the Main Street Conference on March 13, 2025, in Mooresville, NC. It is a remarkable achievement that highlights his commitment to making a difference in our community!

Please join us in congratulating Kirk on this recognition and for his continuous efforts in making Waynesville a better place. We look forward to celebrating with him and showing our appreciation for all the hard work and passion he has poured into his role.

Kirk's Contributions:

Kirk was hired on August 30, 2012, and is currently a Crew Leader for Streets and Sanitation Division.

Kirk supported numerous successful Main Street Events that have enhanced the community's involvement and appeal. Below are just a few:

- Apple Festival
- Church Street Festival
- Whole Blooming Thing Festival
- Christmas Parade
- Folkmoor Festival
- Treats on the Street

Once again, congratulations to Kirk Messer on being named the 2025 Main Street Champion! His hard work and dedication continue to inspire us all, and we are lucky to have him on our team.

**MOTIONS FOR CONSIDERATION**

N/A

**FUNDING SOURCE/IMPACT**

N/A

**MANAGER'S COMMENTS AND RECOMMENDATIONS**

**ATTACHMENTS:**



NORTH CAROLINA  
**DEPARTMENT of  
COMMERCE**

Josh Stein  
GOVERNOR

Lee Lilley  
SECRETARY

January 10, 2025

Dear Kirk Messer,

I am pleased to inform you that Waynesville has designated you as its 2024 North Carolina Main Street Champion. Each designated NC Main Street community was given the opportunity to select an individual, couple, civic organization, business partnership, or government entity that made a significant contribution to the success of their downtown in 2024. Designation as an NC Main Street Champion is a high honor, recognizing the efforts of individuals who have been instrumental in downtown revitalization. The NC Main Street Champion Ceremony is our tribute to you, in appreciation for all your hard work and dedication.

Champions will be individually recognized and presented with a certificate commemorating this honor at a special ceremony at the Charles Mack Citizen Center, located at 215 N Main St, Mooresville, NC, during the NC Main Street Conference on Thursday, March 13, 2025. Coffee with the Champions will take place from 10:30 - 11:15 am, with the NC Main Street Champion Ceremony starting at 11:15 am.

**Registration:** ALL champions AND their guests must register online prior to the conference. You and your guests will pick up your name badge when you arrive at the Charles Mack Citizen Center. In the event you cannot attend the ceremony, please notify your local Main Street Director.

**Champions AND Guests must register via the link below:**  
[2025 NCMS Champion Ceremony \(regfox.com\)](https://regfox.com)

Again, congratulations and we hope to see you in Mooresville.

Sincerely,

Elizabeth H. Parham, CMSM  
Director, NC Main Street and Rural Planning Center

cc: Beth Gilmore

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: February 25, 2025**

**SUBJECT:** Cemetery Master Plan Presentation

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Asset Services  
**Contact:** Julie Grasty  
**Presenter:** **Matt Wright & Julie Grasty**

**BRIEF SUMMARY:** Funding for the Green Hill Cemetery Master Plan was approved in the Fiscal Year 2024 budget, in March of 2024 Council awarded the design of the Master Plan to the firm WC Fry Design. In June, the team from WC Fry Design was onsite and meet with Cemetery Staff and the Cemetery Committee. The draft report was presented to the Cemetery Committee in July with the public input meeting was held in August. The final Master Plan was presented to the Cemetery Committee in January 2025.

**MOTION FOR CONSIDERATION:** Motion to approve the Cemetery Master Plan as presented.

**FUNDING SOURCE/IMPACT:**

N/A  
\_\_\_\_\_  
Ian Barrett, Finance Director Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS**





*final master plan report*

# GREEN HILL CEMETERY

WAYNESVILLE, NORTH CAROLINA    OCTOBER 28, 2024



WC FRY DESIGN  
LANDSCAPE  
ARCHITECTURE

L.F. Sloane  
CONSULTING  
GROUP



RICHARD GRUBB  
& ASSOCIATES



WithersRavenel  
Our People. Your Success.



WC Fry Design, LLC  
P | 734.790.0791  
E | [wfry@wcfrydesign.com](mailto:wfry@wcfrydesign.com)  
W | [www.wcfrydesign.com](http://www.wcfrydesign.com)

October 28, 2024

Town of Waynesville, NC  
129 Legion Drive  
PO Box 100  
Waynesville, NC

Attn: Julie Grasty  
E | [jgrasty@waynesvillenc.gov](mailto:jgrasty@waynesvillenc.gov)

RE: Green Hill Cemetery Final Master Plan

Dear Julie,

We are pleased to deliver the final Master Plan and Report for Green Hill Cemetery. It has been a great pleasure to work with you, Matt, and the Town of Waynesville, NC. We appreciate the support and input from you, as well as the Cemetery and Historic Commissions. Please reach out with questions or needs for clarification.

Sincerely,

Wendy C Fry, ASLA, CLARB, LEED AP  
President  
WC Fry Design, LLC

Copy to: Design Team





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## I. BACKGROUND + MASTER PLAN GOALS

The Design Team, composed of WC Fry Design, LLC (WCFry), LF Sloane Consulting Group, (Sloane), WithersRavenel (WR) and Richard Grubb & Associates (RGA) was retained by Green Hill Cemetery and the Town of Waynesville to assist with the development of a Comprehensive Land Use, Conservation and Strategic Master Plan to provide guidance for preservation, conservation, future development and on-going maintenance of one of the Town's treasured resources, Green Hill Cemetery. Green Hill is located a short distance south of downtown and the Main Street Historic District. It is approximately twenty-six acres, of which nearly five acres are undeveloped. Green Hill is a municipal cemetery, with a National Register of Historic Places listing. The remaining burial capacity includes full body ground burial, an urn garden and a columbarium.

The focus of the study was creation of a Comprehensive Land Use, Conservation and Strategic Master Plan to provide a long-term vision and guidance for preservation, future development and cemetery maintenance.

The land use master plan was led by WC Fry Design, with civil engineering expertise provided by WithersRavenel and cultural resources expertise provided by Richard Grubb and Associates. The business analysis was led by LF Sloane and is presented as a free-standing document.

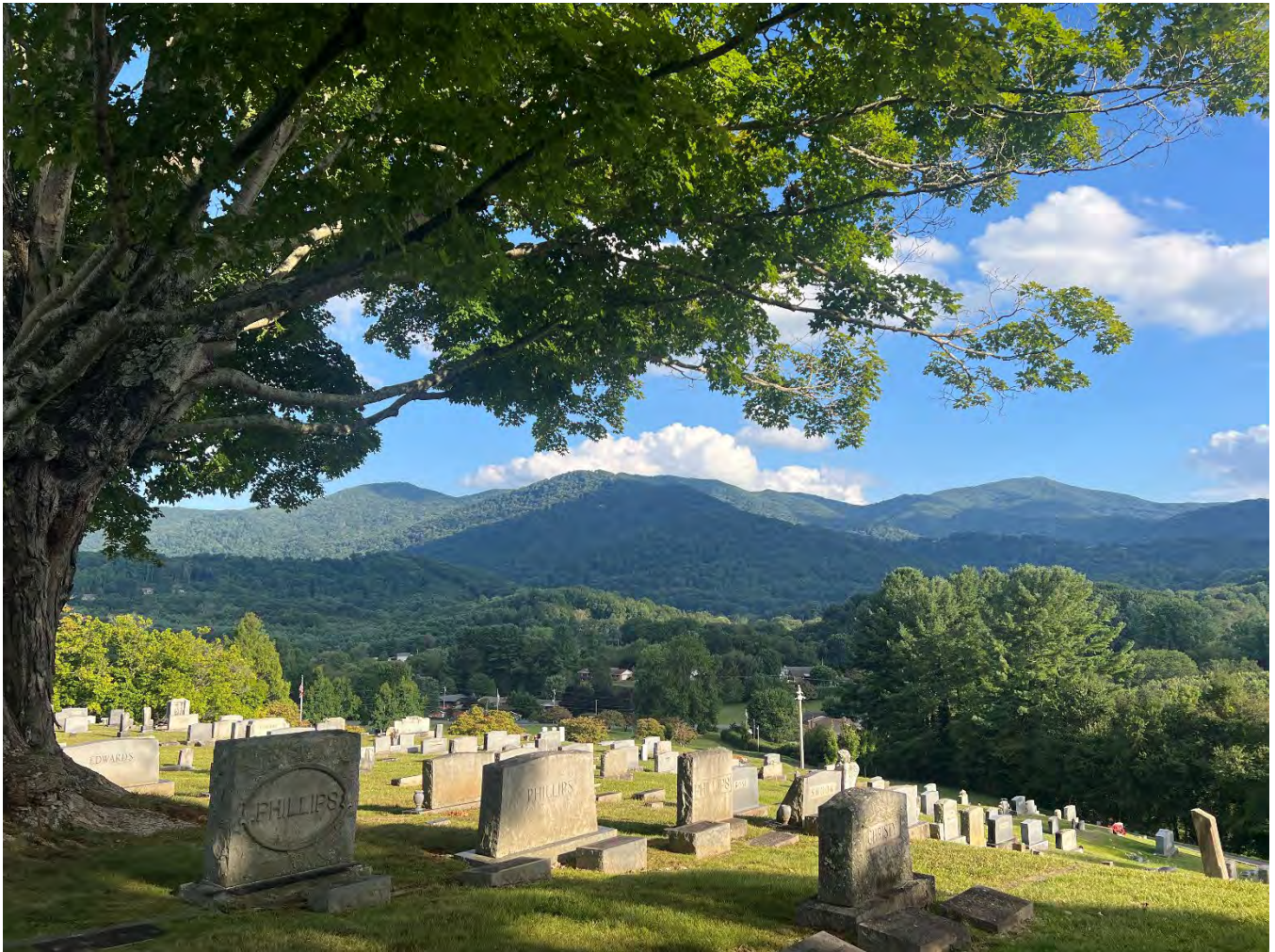
Green Hill was established as a cemetery by 1826, on land donated by Colonel James Robert Love. Green Hill is on one of the Town's highest points, with beautiful, distant views of the surrounding mountains. Today, Green Hill serves families of all faiths and ethnic origins. There is no cemetery office. Sales are coordinated on site and at the Town's Public Works Building on Legion Drive.

The following have been identified as key goals to be addressed and considered in the master plan:

- Cemetery sales and burial trends, expanded burial offerings
- Service trends
- Cemetery business and management processes
- Perpetual care fund
- Cemetery fees
- Records management and preservation
- Electronic records for burials, sales and mapping
- Building and grounds maintenance
- Existing site conditions, including needs and opportunities
  - Walls



- Roads and parking
- Stormwater Management
- Utilities
- Erosion control and slope stability
- Signage and Wayfinding
- Landscape concept
- Land Use
- Cultural Resources
  - Headstone and monument conservation
  - Other historic resources
- Cemetery Use and Awareness (friends' group, walking tours, photography classes, birding, arboretum, history, preservation, etc.)
- Capital improvement needs
- Phasing.



*Green Hill Cemetery*

---

## II. EXISTING CONDITIONS

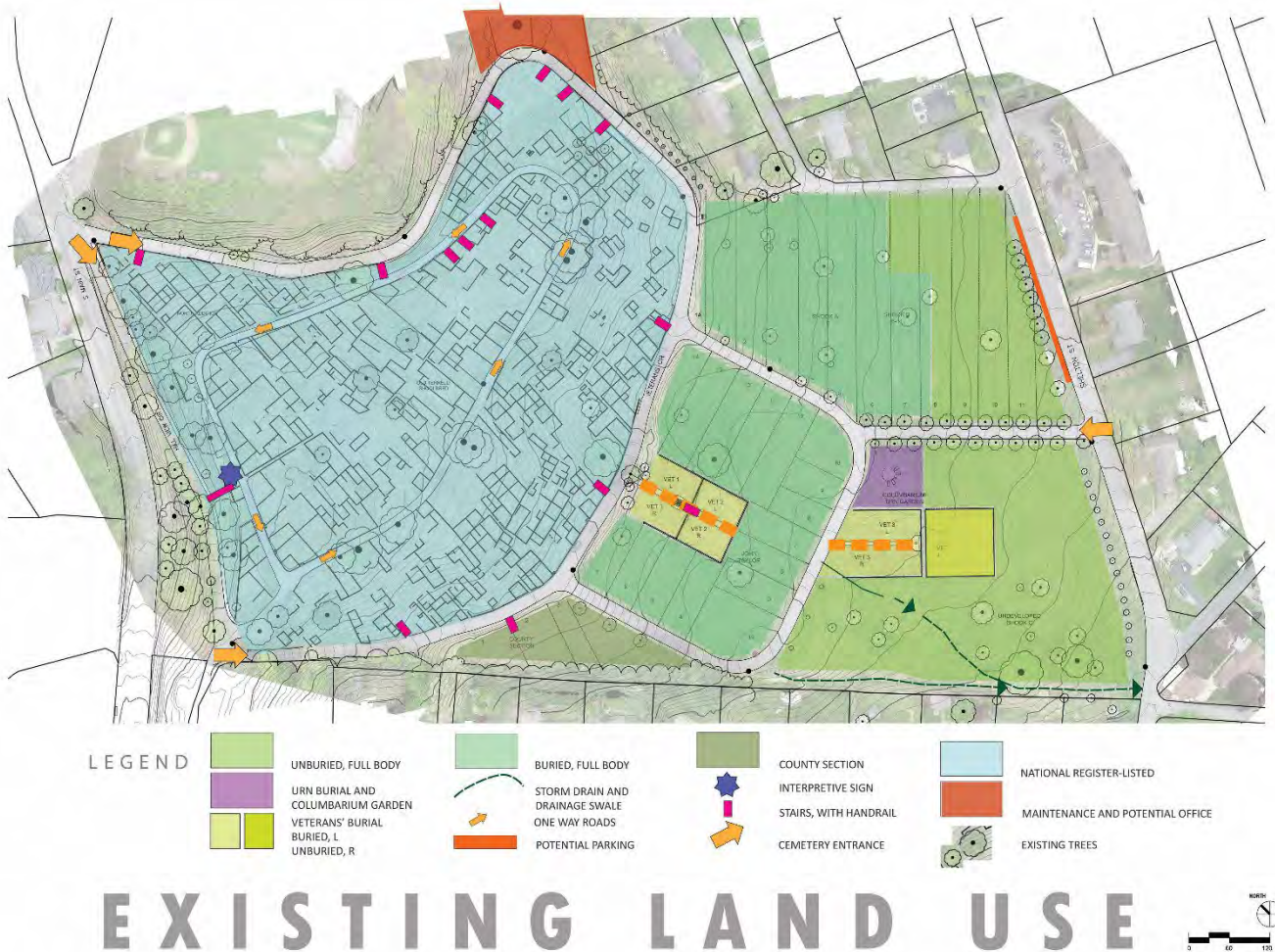
The existing conditions plan, found on the following page, graphically documents the existing conditions such as vegetation, land use and views. The full size plans are included in Appendix I. Areas studied by the master plan include:

- Sections Shook 6-11, southeast
- Undeveloped Sections, southwest
- Maintenance area and potential office
- Columbarium/Urn Garden, existing
- Columbarium/Urn Garden, proposed.

In addition to the plans outlined above, the following topics were studied in more detail:

- Burial
- Historic Sections and National Register Site
- Security and Fencing
- Signage and Wayfinding
- Roads
- Stormwater, Soils and Slopes
  - Stormwater System
  - Soils Inventory
  - Slope Inventory
- Erosion
- Retaining Walls
- Buildings.
- Monuments
- Meditation Area and Public Art.





## BURIAL

Current North Carolina burial trends are approximately less than 50% full body ground burial and slightly above 50% for cremation burial (urn burial or columbarium). Burial spaces are 4' x 10', including a monument base that is no wider than eighteen inches. Two cremation burials are permitted within each 4' x 10' burial space. There are four outdoor, freestanding columbaria near the Veterans Section 3 left, and two locations for urn burials.

All the burial and monumentation requirements are clearly laid out in the Town's Cemetery Ordinance. The ordinance can be found online on the Town's website. [Chapter 18 CEMETERIES\\* \(waynesvillenc.gov\)](http://waynesvillenc.gov).

## SECURITY AND FENCING

There are four entrances to the cemetery, all ungated, allowing for unrestricted pedestrian and vehicle access. There are two entries from Main Street servicing the oldest part of the cemetery. The entrance to the west includes the historic arch and masonry pillars, erected in 1920, and beautifully restored in 2024.



*Cemetery Entry Arch*

Security has been a concern from time to time in past years but is not a major issue today. There are cameras strategically located throughout the cemetery. The maintenance area is not fenced, nor is it secure.

## SIGNAGE AND WAYFINDING

There is a ground-mounted wood sign along Hillview Circle that provides the name and establishment date of circa 1811 for Green Hill Cemetery and notes that the property is listed in the NRHP. At the main entrance, a second, smaller bronze sign noting the NRHP designation is mounted to a post near the south side of the gate.

In the brick-paved seating area adjacent to the inner loop road on the west side of the cemetery is an interpretive panel that briefly documents the historically significant contributions of William Holland Thomas, the only non-indigenous person to serve as Chief of the Eastern Band of the Cherokee Indians. Thomas is buried in Green Hill Cemetery.

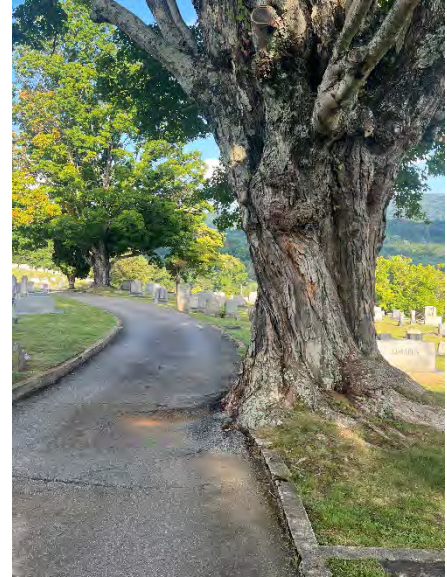
There are no other interpretive or wayfinding signs in the cemetery.

Wayfinding is primarily straightforward, although some residents have requested better identification of the sections. As burials are now primarily in the newer sections, in the south part of the cemetery, signage from the north entrances, towards the south, is important. Opportunity exists to direct funerals to use the south entrance.



## ROADS

Roads are generally in good condition. The upper road in the center of the historic section is especially narrow and one way in a counterclockwise direction. Landmark tree roots have caused heaving in some areas of this road, which can lead to further road instability or trip and falls. This is challenging because the trees are important to the visual character of the cemetery; help stabilize steep slopes; moderate temperatures through the shade that they provide and provide food and habitat for wildlife.



*Mature tree in the historic section. Roots are causing the road to heave.*

## STORMWATER, SOILS AND SLOPES

Green Hill Cemetery is located on a high topographic area. All the stormwater that falls on the site flows off it. There are no contributing drainage areas to Green Hill Cemetery. Within the cemetery, the historic section is at the maximum elevation. There are steep slopes along Hillview Circle to the west and along Veterans Drive to the north and east. Most of the site is sloping in a southeast direction toward Shelton Street.

### Stormwater System

The stormwater system within the Green Hill Cemetery is in decent condition. The catch basins appear to have no blockages to the pipes allowing for full capacity flow within the existing system.



*Grated Curb Inlet with Plants Growing*

The cemetery stormwater system is primarily located along the roads. The stormwater leaving the site flows into one of three public stormwater networks located along Main Street, Legion Drive, or Shelton Street.

The inlets along the Hillview Circle entry road drain north to Main Street. The storm inlet located north of the historic section off Veterans Circle discharges on top of the hillside and flows overland into an open ditch behind the American Legion building to Legion Drive.

The various stormwater inlets on the south side of the cemetery combine via a ditch along the western edge of the property line that flows to an inlet at the intersection of Shelton Street and Buxton Street. There are two isolated storm inlets located along the western edge of the site along Veterans Circle and Veterans Drive. Along the north side of Veterans Circle, there are two inlets which connect to three storm inlets along Golden Drive adjacent to the Veteran #2 Memorial, and discharge south of the memorial. The outlet has been crushed slightly but flow is still able to discharge as shown in the included photo.



*Grated Yard Inlet Downstream of a Swale*



*Crushed Outfall Pipe*

All the stormwater runoff on site, regardless of the direction of flow, is directed towards Shelton Branch Creek. Shelton Branch Creek has an associated 100-year floodplain just south of its intersection with Pigeon Street. A figure showing all the drainage infrastructure on site is included on the following. The cemetery is shown in green.

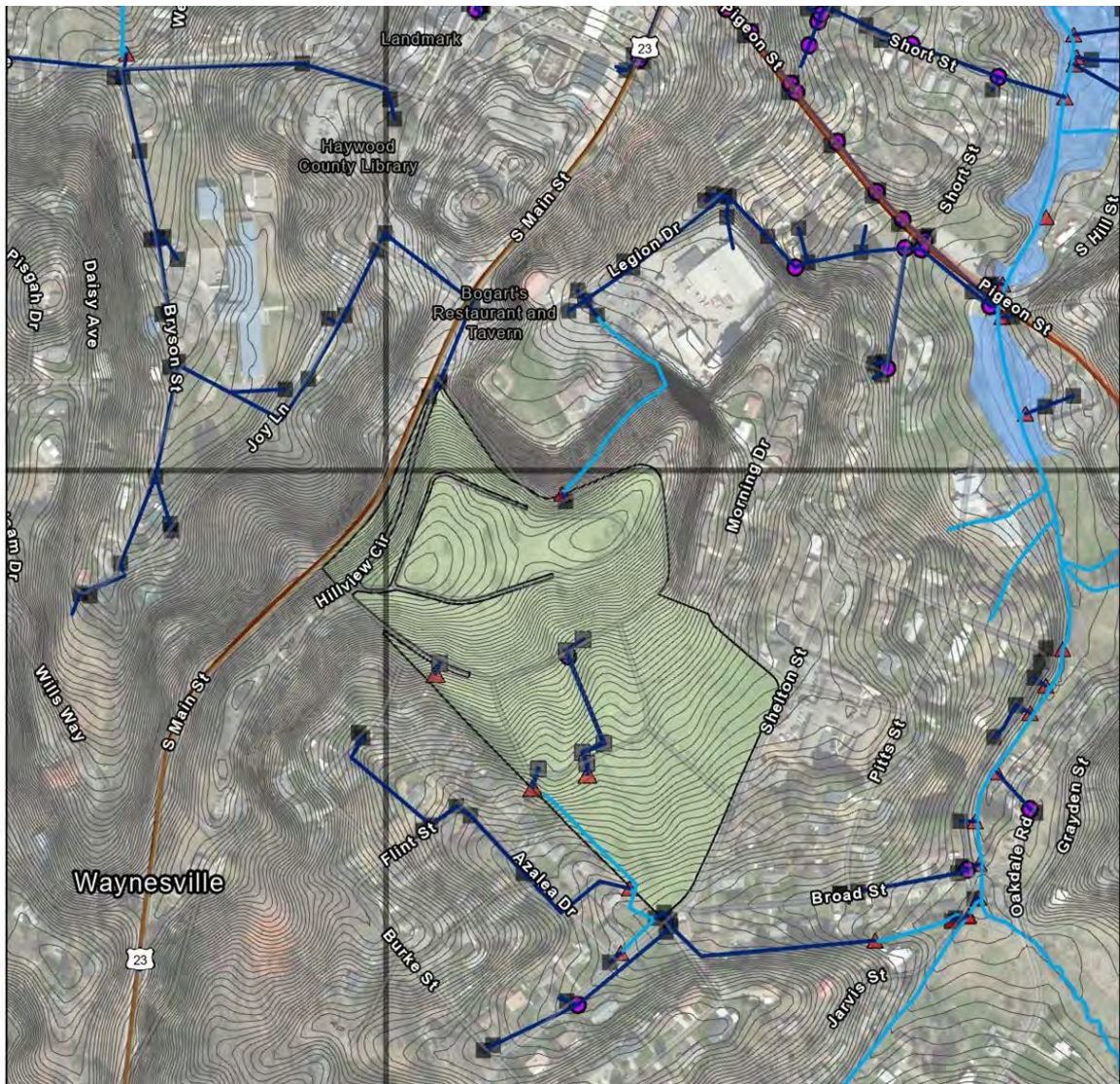
Due to steep topographic grade and structural elements, the cemetery is encountering maintenance issues stemming from stormwater drainage impacts that require intervention. These issues are:

- Eroding slopes especially alongside internal roadways
- Failing rock retaining walls
- Stormwater system capacity.



*Clogged Weephole in Retaining Wall*





Storm Sewer Plan

Legend

- Storm Drain
- Ditch/Open Channel
- ▲ Storm Discharge Points
- Storm Inlets
- Storm Manholes
- 500-year Floodplain
- 100-year Floodplain
- 2-foot Contours



### Soil Inventory

The National Resource Conservation Service (NRCS) Web Soil Survey identifies all the soils on site as hydrologic soil group B. Group B soils have a moderate rate of water transmission. The historic section was classified with Evard-Cowee-Urban land complex soils found on 15 to 30 percent slopes. The middle section of the cemetery was classified with Braddock clay loam soils, found on 15 to 30 percent slopes, and described as eroded and stony. The remainder of the site contains various urban land soils on 2 to 15 percent slopes.

Visually, the cemetery appears to have predominately clay soils. Over time, the top layer can erode, leaving the base clay soils underneath. Clay soils lack nutrients and have a dense structure. Therefore, water does not permeate resulting in slow drainage. These conditions decrease the cohesion of the soil leading to erosion which is exacerbated based on the steepness of the slope.



*Slope Erosion on Veteran's Circle*

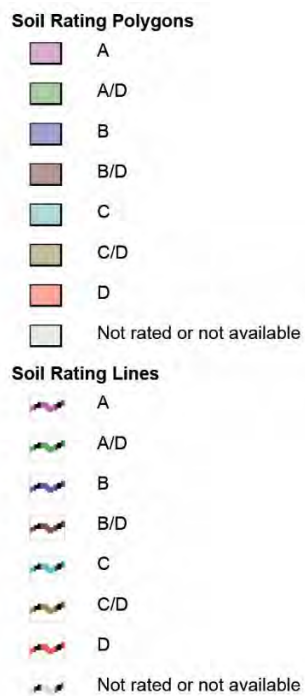
The soil survey is shown on the following page. The full soil report is included in Appendix II

### Slope Inventory

In the Waynesville Land Development Standards, Section 12.6 focuses entirely on Hillside Protection to preserve the Town's "unique character, conserve the public health, safety and general welfare and to promote environmentally sound design and planning." A steep slope area is defined as any lot that has a natural elevation of 2,900 feet above mean sea level with a natural average slope of 25% or greater. Development standards for the steep slope areas regulate the amount of disturbed and impervious area allowed within the steep slope area.

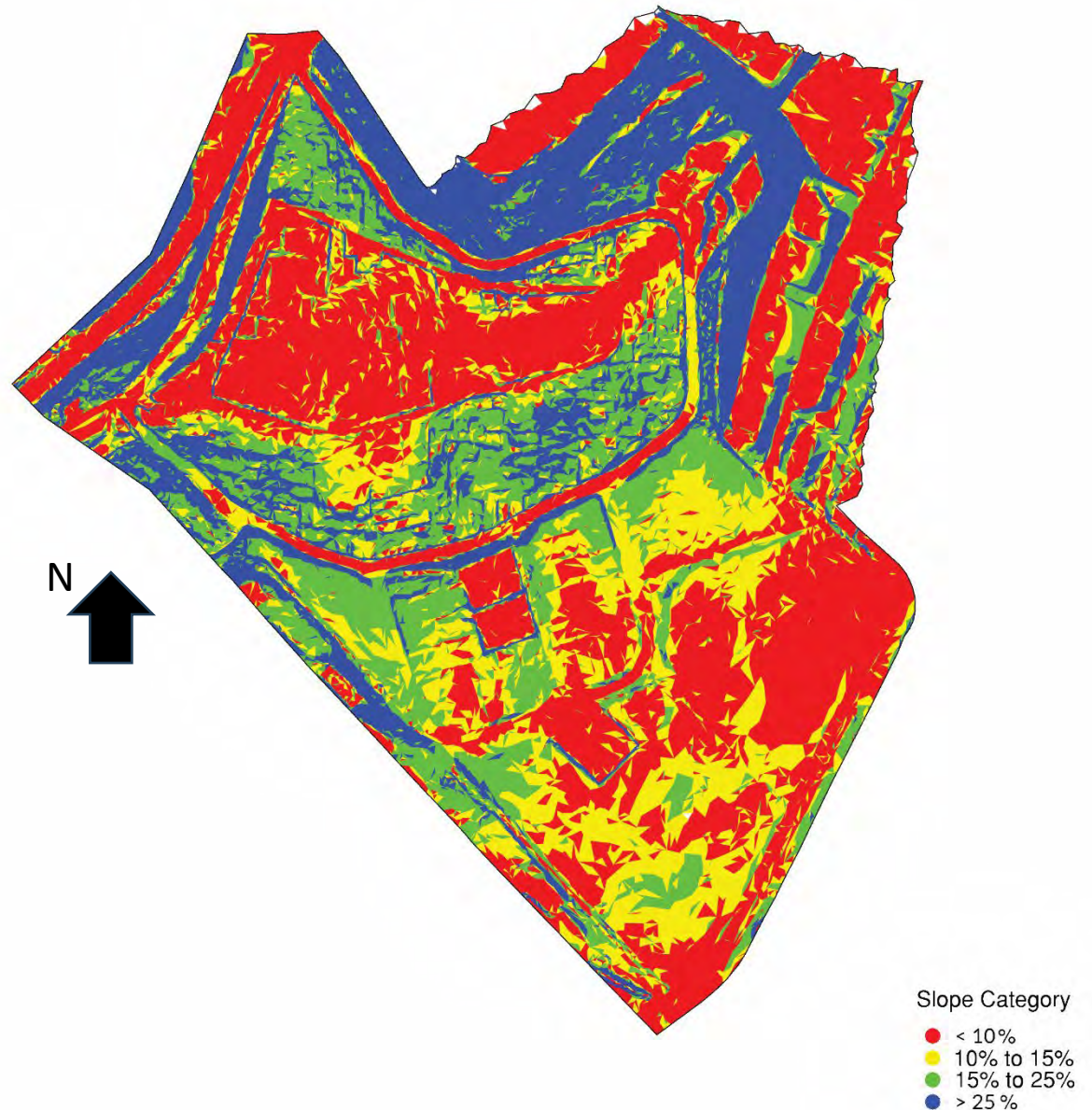
Based on this steep slope definition, a slope study of the site was conducted to identify four categories of slopes: slopes less than 10% (red), slopes between 10-15% (yellow), slopes 15-25% (green), and slopes greater than 25% (blue). The

results are shown in Table 1 with a visual depiction of these slopes shown on the Slope Inventory Map on below.



Natural Resources  
Conservation Service Soils Inventory





The analysis indicates that a quarter of the site has steep slope areas greater than 25%. The steep slope areas are predominantly located on the northern half of the site and along the western boundary. There are steep slopes located alongside the roadways, along the swale on the western property line, and adjacent to retaining walls especially in the historic section and those surrounding the Veteran's Memorials.

Slope Category	Slope Surface Area (ac)	% of Total Area
Slope less than 10%	15.2	40%
Slopes 10%-15%	6.7	18%
Slopes 15%-25%	7.1	19%
Slopes greater than 25%	8.8	23%

Table 1, Slope Analysis

## RETAINING WALLS

Rock retaining walls are present throughout the site. They are primarily in the historic section of the cemetery; surround the Veterans Memorial and are along sections of the internal roadways. The walls are largely composed of stone, mortar and concrete. They are showing signs of structural weakness as evident by cracks, water stains, mortar deterioration, and bowed walls. Stone retaining walls become destabilized from water penetration, ground settlement, and other weather impacts from age. When



Cracks in Retaining Wall

excessive water collects behind the wall, it expands and contracts applying pressure to the wall. Over time, this pressure along with settling may result in structural failure of the retaining wall. To address retaining wall failure, there are two concerns – stabilization and aesthetic. The solutions presented in Section VII will focus on stabilization.

## BUILDINGS

There are two cemetery buildings, one is an old, red house with a garage below. The cemetery maintenance staff currently store equipment in the garage, which is below the house. The second building is used for storage and an employee break room.

The buildings are not accessible (ADA), nor are they open to the public at this time. The maintenance area is not fenced, nor is it secure.



*Circa 1950's Home at Current Maintenance Area*

Water, sanitary sewer and electricity are available at the house. The site is steep and tight due to grade changes and existing mature oak trees.

The Cemetery desires a location on cemetery property for the ability to greet the public, organize walking tours, conduct sales, provide washroom facilities for the public and other special events.



### III. HISTORIC PRESERVATION

Green Hill Cemetery was listed on the National Register of Historic Places (NRHP) on May 31, 2018. Only the area inside Veterans Circle and Hillview Circle was included within the National Register boundary. The Veterans Section to the southeast, a cluster of three historically domestic buildings to the northeast, and the newer burials outside of Veterans Circle were excluded from the NRHP designation.



*Historic Green Hill Cemetery*

This section addresses the historic infrastructure at Green Hill Cemetery, including the entrance gate, pedestrian infrastructure, retaining walls, maintenance complex, and individual grave markers and monuments. Green Hill Cemetery spreads across a steep hill south of downtown Waynesville. It descends sharply to the north, west, and south, and somewhat more gradually to the east. The oldest section of the cemetery occupies the top of the hill and is surrounded by an unnamed, narrow, asphalt-paved loop road, which is accessed through the main entrance arch. This upper level of the cemetery gently slopes downward to the loop road on all sides. Outside of this innermost road, the hill descends sharply to the west toward Hillview Circle. Veterans Circle is a second loop road that encircles the historic core of Green Hill Cemetery. It begins at the northwest corner of the cemetery at the intersection of Hillview Circle and South Main Street. Veterans Circle wraps around the north, east, and south sides of the historic core and connects back to Hillview Circle south of the entrance gate. On the south and east sides of Green Hill Cemetery, where the two roads diverge the most, the grade between Veterans Circle and the inner loop road is steep. On the north side of the cemetery, where the roads are close together, the grade is very steep.

The boundary of the historic area of the cemetery is described as follows, from the 2016 National Park Service, Register of Historic Places Registration Form: “The boundary encompasses the core historic areas of the cemetery and excludes the area of the cemetery outside of Veterans Circle, much of which is modern in

character. At the northwest side, the boundary extends to the east (southeast) side of South Main Street to include Hillview circle, the historic approach to the original entrance to Green Hill Cemetery.” The historic section is shown in blue on all of the master plan graphics.

Spreading out to the southeast from Veterans Circle are additions to Green Hill Cemetery that are more gently graded than the area inside Veterans Circle. These areas have been added to the cemetery since the mid-twentieth century and include four sections reserved for veterans, large areas that remain in use for new burials, an urn garden, and a columbarium. The inventory of features below focuses on the built infrastructure, monuments, and grave markers in the historic core of Green Hill Cemetery and includes an overview of the three buildings that comprise the maintenance complex at the northeast corner of Veterans Circle.

### ENTRANCE ARCH

Erected in 1920, the entrance arch marks the formal entrance to Green Hill Cemetery at the south end of Hillview Circle. The metal arch, which features the name “GREEN HILL” at the center, is ornamented with scrollwork and mounted to uncoursed rubble stone piers with beaded mortar joints. Cast concrete caps top the piers. The piers project from a low retaining wall of rubble stone with beaded mortar joints and are hand-finished with a poured concrete cap. The masonry of the piers and adjacent retaining walls was recently restored using appropriate materials and methods consistent with the original materials and design (Figure III.1 to Figure III.2).

### RETAINING WALLS AND STEPS

Along Hillview Circle and throughout Green Hill Cemetery are retaining walls necessitated by the cemetery’s steep, hilly topography. A rubble stone retaining wall with beaded mortar joints climbs the east side of Hillview Circle from its origin at the northwest corner of the cemetery south to the main entrance. This wall is approximately 4 feet tall, and it gradually tapers down as the road rises. Areas of this retaining wall are covered in moss and lichen, and there are large areas of mortar that are missing. Roughly halfway along Hillview Circle, a tall set of poured concrete steps rises from the sidewalk to the inner loop road at the top of the cemetery. These steps are covered with moss and lichen, and the concrete side walls are deteriorating in some areas, with sections of concrete missing. At the top of these steps is a seating area finished with brick pavers that were installed circa 2000. Located in this seating area is an interpretive panel that briefly documents the history and significance of William Holland Thomas (1805–1893), the only non-indigenous Chief of the Eastern Band of the Cherokee Indians and who is buried at Green Hill Cemetery (Figure III.3 to Figure III.6).

The center of the cemetery's historic core is generally flat. In the mid-nineteenth century, a church was erected in this level area. The church was later relocated down the hill to the northeast and set on a new foundation along Pigeon Street, where it continues to serve as Mt. Olive Baptist Church. The area where the church once stood was later filled with graves. The center core of the historic cemetery is flat; the slope descends gently down to the inner loop road, where low retaining walls enclose the cemetery on all sides. Some of these walls are uncoursed rubble stone with beaded mortar joints, while many are of poured concrete. They range from 1 foot to roughly 4 feet in height, and there are numerous sets of steps that rise from the inner loop road to the grassy cemetery lawn. Some of these walls appear to have been built by cemetery stewards in the late nineteenth century or early twentieth century. This seems to have been the case with the low concrete retaining wall on the interior margin of the loop road, on the cemetery's west side. In other areas, the retaining walls around the perimeter of the cemetery appear to be sections of walls that enclose family plots. These walls around family plots adjacent to the loop road mark the boundary of the private burial ground while also serving a public purpose along the right-of-way. Short sets of two or more steps that are roughly 4 feet wide punctuate the wall at semi-regular intervals around the inner loop road. The steps are typically poured concrete (Figure III.7 to Figure III.10).

The dramatic change in elevation around the inner loop road necessitated the construction of taller retaining walls along Veterans Circle. These walls are poured concrete or stone that may be uncoursed rubble stone or flagstone. In many places, the stone walls along Veterans Circle are topped with an irregularly applied layer of asphalt that appears to have been added after construction to stop water infiltration and subsequent mortar loss. Sets of steps that are integral to the retaining walls and built into the hillside occur frequently around the inner edge of Veterans Circle. Because of the varying steepness of the cemetery's grade at this level, the steps on the north side of the Veterans Circle loop are taller and steeper than those on the south and east sides. Like the retaining walls around the inner loop road, many of those at Veterans Circle are the outer sides of retaining walls that enclose family plots between the two roads. The resulting variety creates a patchwork appearance of different materials and dimensions. Ascending the hill above Veterans Circle on the south and east sides of the cemetery are more family plots whose retaining walls create an irregularly stepped profile on the landscape. Town staff recently completed a comprehensive installation of metal handrails at all of the steps along the inner loop road and Veterans Circle (Figure III.11 to Figure III.16).



All the walls and steps around the inner loop road and Veterans Circle have preservation issues like deteriorating mortar, spalling concrete, mosses, lichen, biofilms, and atmospheric staining. In some areas, the retaining walls are cracked and/or separating and leaning away from the earth.

To the southeast of Veterans Circle is the historic Veterans Section, which dates to the mid-twentieth century. A tall, buttressed retaining wall encloses three sides of the Veterans Section to create a flat burial ground with a large monument at the southeast end. Steps lead down from Veterans Circle to a poured concrete walkway that extends down the central axis of the Veterans Section to the monument. At this area's southeast edge, the Veterans Section steps down to a second tier also enclosed by a retaining wall.

### MAINTENANCE BUILDINGS

At the northeast corner of Veterans Circle is a cluster of three one-story buildings that were historically domestic and unassociated with the cemetery. The primary building is a circa-1950 wood-framed dwelling with a rectangular footprint and exterior sheathing of cementitious shingles. The poured concrete block foundation is banked into the hillside on the northeast side of Veterans Circle so that the house presents a one-story façade to the west, facing the cemetery, and an exposed lower level on the south, east, and north elevations. The driveway extends north from Veterans Circle and approaches the south side of the house, where a vinyl roll-up garage door opens into the lower level. On the main level of the south elevation is a tripartite vinyl-sash picture window consisting of a central fixed one-light window flanked by two double-hung, one-over-one windows. The house has a low-pitched, side-gabled roof covered with asphalt shingles. The entrance is in the south end of the façade, where an aluminum awning shelters a single-leaf replacement door with a window above two panels. A shallow wood deck with a wood handrail that was installed circa 2000 provides access to the entrance. Individual double-hung, one-over-one replacement windows are widely spaced to the north of the entrance. Two double-hung, one-over-one vinyl windows are widely spaced on the north elevation next to an exterior flue of concrete block near the northwest corner. A single-leaf vinyl door provides access to the lower level of the north elevation (Figure III.17).

Northwest of the house is a wood-framed building that now serves as an office for the cemetery maintenance staff. It has vinyl siding, vinyl foundation skirting that likely surrounds a pier foundation, and a side-gabled roof covered with sheet metal. It faces east, toward an asphalt-paved extension of Veterans Circle that extends north, past the building. A small porch extends from the east elevation and has a simple wood railing constructed of dimensional lumber mounted to

square wood posts that support the shed roof. All the windows are double-hung, one-over-one vinyl replacement units, while the main entrance holds a single-leaf, six-panel door near the south end of the east elevation. To the north of the main entrance is a single-leaf wood door that provides access to the north half of the building (Figure III.18).

To the north of the office at the end of the asphalt driveway is a one-story garage that dates to circa 1950. It is one-bay-square with a flat roof and buff-colored brick veneer below a concrete cap with a metal roll-up garage door in the south elevation (see Figure III.18).



*Figure III.1. View northeast, entrance gate at Hillview Circle.*



*Figure III.2. View north of the recently completed masonry restoration of the stone piers and retaining walls at the main entrance.*



*Figure III.3. View southwest of the retaining wall along Hillview Circle.*



*Figure III.4. View east of the retaining wall along Hillview Circle, showing mortar loss and organic growth.*





*Figure III.5. View west of steps leading to Hillview Circle, showing lichen, moss, and spalling concrete.*



*Figure III.6. View southwest of the paved seating area on the west side of the cemetery.*



*Figure III.7. View east of steps leading to the upper level of the cemetery.*

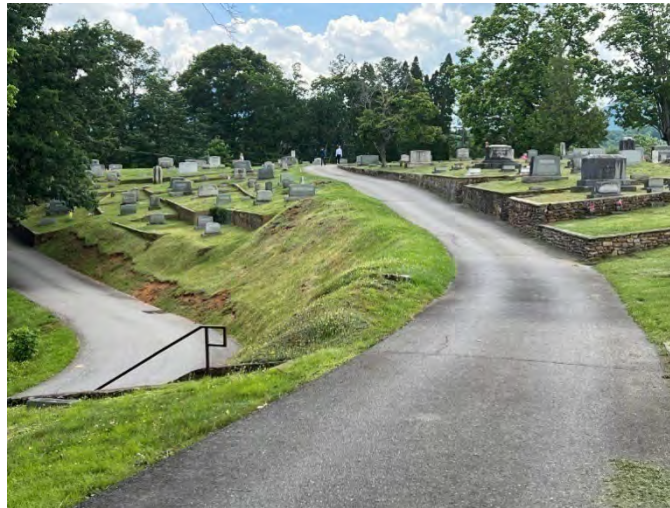


*Figure III.8. View southwest of a low concrete retaining wall on the west side of the cemetery.*





*Figure III.9. View southeast of a low concrete retaining wall that is cracked and failing.*



*Figure III.10. View east, showing the upper level of the cemetery and stone retaining walls to the right and Veterans Circle to the left at the lower level.*



*Figure III.11. View northeast of stone steps along Veterans Circle.*



*Figure III.12. View northwest of a stone retaining wall on the southeast side of Veterans Circle.*



*Figure III.13. View southwest of steps and retaining walls at the northeast corner of Veterans Circle, showing asphalt applied to the top of the wall.*



*Figure III.14. View west of retaining walls along Veterans Circle on the north side of the cemetery.*





*Figure III.15. Stairs leading from the upper level of the cemetery to Veterans Circle, showing moss and debris collected in the upper corners.*



*Figure III.16. View southwest of the steps and retaining wall shown in Figure III.15.*



*Figure III.17. View east of the mid-twentieth-century house at the maintenance complex.*



*Figure III.18. View north of a building that is part of the maintenance complex, showing a mid-twentieth-century garage used for storage in the background.*

## INDIVIDUAL GRAVE MARKERS

Green Hill Cemetery is filled with thousands of burials identified by grave markers of different types and materials (Figure III.19). Some of the oldest markers are the tablets and tab-in-socket headstones of sandstone and marble. In the late nineteenth and early twentieth centuries, die-on-base granite and marble headstones were among the most common. This period, which corresponded to increased wealth among Waynesville's residents, also saw elaborately carved figural markers and monumental obelisks and columns identifying the graves of prominent members of the community. Flat and slant-front markers have been frequently used across the cemetery since the early twentieth century.

Common among nearly all the stone grave markers in the historic section of Green Hill Cemetery are several preservation issues that can be addressed by cleaning:

- Atmospheric staining is a dark film that settles on horizontal surfaces or the rough-cut vertical surfaces of marble and granite markers. It consists of pollutants from different sources, such as vehicle exhaust and, in the nineteenth century, coal-burning furnaces. Pollution collects on the rough, unpolished areas of headstones where fine particulate matter is more likely to settle. Highly polished areas of granite markers are less likely to display evidence of atmospheric staining because the smooth surface makes it easy for rain to wash it clean of the pollution.
- Biofilm is a collection of one or more biological organisms, such as algae, bacteria, mildew, and mold that coat the surface of a headstone and feed on environmental pollutants. Biofilms trap moisture and gradually erode stone through acids that they secrete as they digest available nutrients. Mold and mildew typically grow in moist, shaded environments. Algae, on the other hand, reproduce by photosynthesis and thus thrive in sunny areas.
- Mosses and lichen are specific types of biofilms that are thicker and more easily distinguished from atmospheric staining and other biofilms. Like all biofilms, they can trap moisture and cause erosion by secreting acids. Mosses are generally green, soft, and spongy. Lichen, which are composed of different kinds of fungi that grow together and form a dry crust. Lichen may be green, brown, black, grey, or orange. Mosses and lichen can grow. Fungi such as lichen can penetrate the porous surface of the stone, leading to greater infiltration by water and bacteria. Over time, water infiltration deep into the stone can cause iron reinforcements often used to secure different components of grave markers to rust. Rust causes the metal to expand, which in turn can cause the surrounding stone to crack and break off.

Atmospheric staining and biofilms are more than aesthetic problems in cemeteries. They can lead to the deterioration of grave markers. Although marble and sandstone markers are particularly susceptible, granite markers are not immune from their ill effects. Cleaning atmospheric staining and biofilms from grave markers is necessary to make individuals' life attributes easier to read and ensure that grave markers are preserved for generations.

Also common throughout Green Hill Cemetery are preservation issues that need to be addressed by completing repairs to damaged grave markers:

- Sinking and leaning markers are those that have begun to sink into the ground. Markers typically sink and lean because the earth is soft, or there has been settling of the ground above the burial.
- Fallen markers are those that have fallen in a single piece and are usually laying on the ground near their respective gravesites. Markers that have fallen are at risk of further deterioration due to damage from mowers and string-trimmers, worsening biofilms and organic growth, and disappearing by sinking into the ground and gradually being covered by dirt and grass.
- Broken markers are those whose stone components have broken into two or more pieces, requiring special methods and materials to reattach the pieces.

#### Tablet, Tab-in-Socket, and Die-on-Base Upright Markers

Tablet markers are stone slabs set directly into the ground with no base. Often, thin stone slabs are set vertically into a shallow, slotted base (tab-in-socket). At Green Hill Cemetery, these markers are typically made of marble or sandstone. Alternately, a large block of stone, called a die, may be set perpendicular to the ground on a larger base that may consist of more than one block of stone. In some cases, the vertical die rests directly on the base with nothing but its weight to hold it in place. In other instances, the die is secured to the base with iron rods. Die-on-base grave markers are typically made of marble or granite.

The tablet, tab-in-socket and die-on-base headstones were installed in Green Hill Cemetery from the mid-nineteenth century and the die-on-base markers remain one of the more common types of headstones preferred today. Because of the extended time period during which they have been in use, these headstones display a wide range of stylistic ornament illustrative of the periods during which they were made. Those with heavily carved foliate motifs were typically installed from the 1880s through the first decade of the twentieth century. During this period, the Gothic Revival Style was an important influence on the design of grave



markers in the cemetery. Beginning in the 1910s, the Art Deco Style influenced the form and ornament of many headstones. Throughout its history, Green Hill Cemetery has featured tab-in-socket and die-on-base headstones that have little ornament or stylistic élan, with only the life attributes of the deceased inscribed on the surface (Figure III.20 to Figure III.27).

#### Figural Sculpture

There are several instances of figural sculpture in Green Hill Cemetery, of which the two largest and most notable examples mark the graves of Virginia Welch and Ina Davies. Because of its workability, marble is the material most commonly used for sculptural monuments such as these. The monumental sculpture at Virginia Welch's grave depicts a woman in classical garb carved in high relief against a solid, carved back. The figure stands at the west end of a low, marble, tub-like planting bed with a marble urn at the east end. The low marble walls of the bed are displaced, and the urn has been broken into several pieces and lays inside the east end of the bed.

The classically dressed female figure atop the grave of Ina Davies holds a wreath and is freestanding on a plinth (Figure III.28 to Figure III.30).

#### Obelisks and Columns

The nineteenth-century interest in Egyptian culture led to the rise of the Egyptian revival style of architecture during the second half of the nineteenth century. Because so much of the archaeological record in Egypt relates to burial and the afterlife, the Egyptian Revival became a favored style for funerary building and art in European and American culture. Obelisks, which were an important feature of the built environment in ancient Egypt, thus became a preferred way to memorialize individuals and events across the United States. Obelisks were especially favored to mark the graves of prominent people and families in cemeteries. Similarly, columnar forms for grave markers are based in classical Greco-Roman architecture, which remained a driving force in American design from the 1700s through the late twentieth century.

Grave markers in the form of obelisks and columns are often larger and more prominent than upright headstones. Made of marble and granite, they are found throughout Green Hill Cemetery and were typically produced between the 1890s and the 1920s. In some cases, obelisks identify family plots, with smaller headstones marking the individual graves. Obelisks and columns may be simply designed, with little ornament and smooth surfaces, or they may be more elaborately carved with drapery, urns, foliate motifs, and other features (Figure III.31 to Figure III.37).

### Flat and Slant-Front Markers

Although they are sometimes made of marble, flat and slant front markers in Green Hill Cemetery are typically made of granite and smaller in size than the preceding marker types. They are usually low to the ground, with a flat or beveled surface inscribed with the life attributed of those interred. They were installed as early as the late 1900s but became more common in the early twentieth century and are found throughout the cemetery (Figure III.38 to Figure III.39).



*Figure III.19. View northeast of different grave marker types in Green Hill Cemetery.*



*Figure III.20. View south of a row of tablet markers, many of which are leaning, with the marker in the foreground broken into two pieces.*



*Figure III.21. Severe atmospheric staining and biofilms on a marble die-on-base headstone that has been removed from the base, exposing the ferrous pins.*



*Figure III.22. A marble tablet headstone that has been broken into two pieces.*





*Figure III.23. Another view of the broken tablet in Figure III.22, showing atmospheric staining and biofilms*



*Figure III.24. Tablet footstones that have been removed from their original locations.*





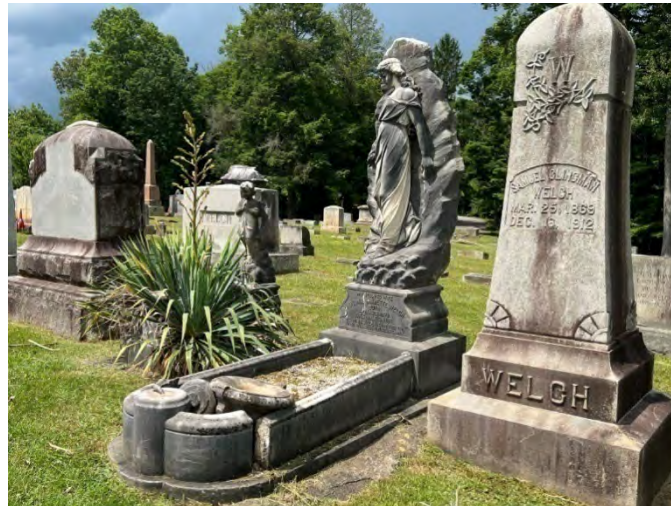
*Figure III.25. A marble tablet that has broken and fallen from its upright position.*



*Figure III.26. A broken/fallen marble tablet that is sunken in the earth.*



*Figure III.27. Die-on-base markers with atmospheric staining, biofilms, and lichen.*



*Figure III.28. The marble figural monument marking the grave of Virginia Welch is broken in several places and displays atmospheric staining and biofilms.*





*Figure III.29. The figural sculpture marking the grave of Ina Davies is heavily darkened by atmospheric staining and biofilms on the sculpture, plinth, and base.*



*Figure III.30. The back of the Ina Davies monument, showing lichen growth in addition to atmospheric staining and biofilms.*

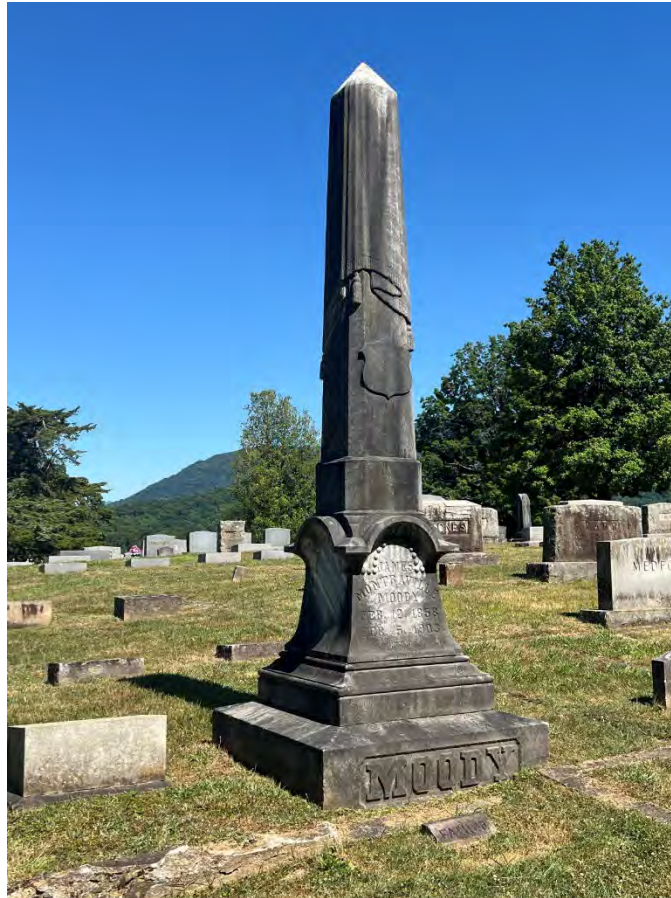


Figure III.31. The marble obelisk at the grave of James Montraville Moody is covered with a carved drapery and is darkened by atmospheric staining and biofilms.



Figure III.32. The shaft of this marble pedestal tomb with vaulted roof is displaced from its stacked bases.





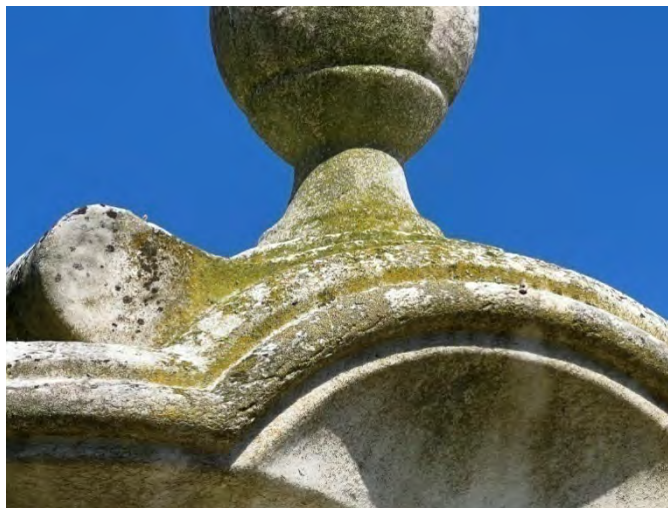
*Figure III.33. This square column is broken down into three or four parts and is covered with a dark film of atmospheric staining and biofilms.*



*Figure III.34. This square column is also broken and needs to be cleaned and repaired.*



*Figure III.35. This pair of marble columns marking the graves of Col. Robert Love and his wife, Mary Ann, is covered in several different biofilms.*



*Figure III.36. Detail of the top of the paired columns at the Love graves, showing the organic growth on the marble.*





*Figure III.37. This group of three columns are covered in lichen, biofilms, and atmospheric staining.*



*Figure III.38. Flat markers covered with atmospheric staining, lichens, and grass clippings.*



*Figure III.39. The slant-front marker on the right is covered in atmospheric staining, while the marker on the left is heavily obscured by lichen.*

## IV. COMMUNITY OUTREACH AND ENGAGEMENT

This section explores the work of the Town of Waynesville to promote the Green Hill Cemetery through outreach, educational programming, and volunteer opportunities.

### NEWS COVERAGE

Between 2018 and 2021, newspaper articles and television news broadcasts about Green Hill Cemetery focused heavily on the controversy surrounding the town's perpetual care of individual graves. A series of local articles in *The Mountaineer* also followed the backlash against an autumn 2018 cleanup of Green Hill Cemetery by the Town of Waynesville's staff. The newspaper closely followed the situation and resolution in several detailed accounts (Johnson 2018c; 2019; 2020a; 2020b; 2020c; 2020d). The matter led to the creation of the Green Hill Cemetery Committee (GHCC) as a standing advisory board to the Town Council.

Affinity articles about Green Hill Cemetery include the 2018 article in *The Mountaineer* following the cemetery's listing in the National Register of Historic Places (NRHP). For that article, the journalist interviewed Ann Melton, local historian and former member of the Waynesville Historic Preservation Commission (HPC), and Alex McKay, local historian and current chair of the HPC, about the cemetery's history and significance (Johnson 2018a). Several newspaper articles also detail the preparations for the annual Green Hill Cemetery Tour, which is produced by the Waynesville HPC every autumn (Johnson 2018b; Moore 2021).

### SOCIAL MEDIA

A Facebook page titled "Green Hill Cemetery Committee" is managed by a former member of the town committee but does not represent the work of the town staff or the committee members. As of August 21, 2024, the page has 363 "likes" and 380 followers. The last post was made on April 27, 2023. Most of the page's content is memorial and reflective in nature, with older content relating to the controversial cleanup efforts in Green Hill Cemetery in 2018 and the subsequent creation of the GHCC and its work.

News about the GHCC occasionally appears in social media posts that note the days, times, and locations of its meetings. These posts are made by individuals, pages, and groups with a specific interest in local governance and events.

The Town of Waynesville has a Facebook page with 12,000 followers that is used to promote news and events across all municipal departments and programs. The



town does not maintain a separate page for the GHCC, the Waynesville HPC, or the Green Hill Cemetery.

### **VOLUNTEERING + EDUCATIONAL PROGRAMMING**

The GHCC members volunteer their time as advisors to the town staff and Town Council. They do not serve as volunteers for such activities as cemetery cleanup days. Members of the Waynesville HPC, in addition to serving in an advisory capacity to the Town Council, volunteer time leading up to and during its annual Green Hill Cemetery Tour.

The Green Hill Cemetery is the subject of an annual educational tour produced by the Waynesville HPC every autumn. It features biographical narratives of people buried in the cemetery who are portrayed by costumed actors from the local community. The tour has been offered since the 2010s and draws a large crowd. Concerns over the appropriateness of such programming led the GHCC to stipulate that cemetery tours be limited to traveling along the asphalt drives to avoid walking over graves. Educational tours such as this are sanctioned so long as their sponsors receive a permit from the town. Commercial tours and programming are currently prohibited.

## V. ISSUES + OPPORTUNITIES

The Issues and Opportunities plans are an in-depth review of the physical features of the cemetery, highlighting both shortcomings that need to be addressed, as well as potential actions.

STEEP SLOPES AND RETAINING WALLS ARE IMPORTANT DEFINING ELEMENTS IN GREEN HILL. AT THIS POINT, THE WALLS ARE SHOWING THEIR AGE AND SOME ARE BEGINNING TO FAIL.



THE ENTRY ARCH, PIERS AND WALL WERE BEAUTIFULLY RESTORED IN 2024.



CHARACTER PHOTOS OF THE HISTORIC SECTIONS AT GREEN HILL.



LIKE THE AGING WALLS, THE MONUMENTS IN THE HISTORIC SECTIONS ARE ALSO FAILING. IT IS CRITICAL TO DEVELOP A MANAGEMENT PLAN FOR INVENTORYING, CLEANING AND RESTORING THE MONUMENTS.



MAINTENANCE IS PERFORMED FROM THE AREA OF THIS RED HOUSE, BREAK ROOM SHED AND A SMALL GARAGE. EQUIPMENT IS STORED AT THIS LOCATION OR AT THE TOWN'S YARD ON LEGION DRIVE. SALES AND RECORDS MANAGEMENT OCCUR AT THE LEGION DRIVE OFFICE BUILDING.

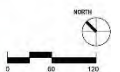
THIS AREA REQUIRES REDEVELOPMENT AND CREATION OF A SERVICEABLE MAINTENANCE GARAGE AND CEMETERY OFFICE.



GREEN HILL HAS MANY VERY MATURE TREES THAT PROVIDE A BEAUTIFUL SCALE AND HISTORY TO THE CEMETERY. WITH SUCH OLD TREES MANY HAVE AND/OR ARE BEGINNING TO FAIL AND NEED TO BE REPLACED, PARTICULARLY IN THE HISTORIC SECTIONS.

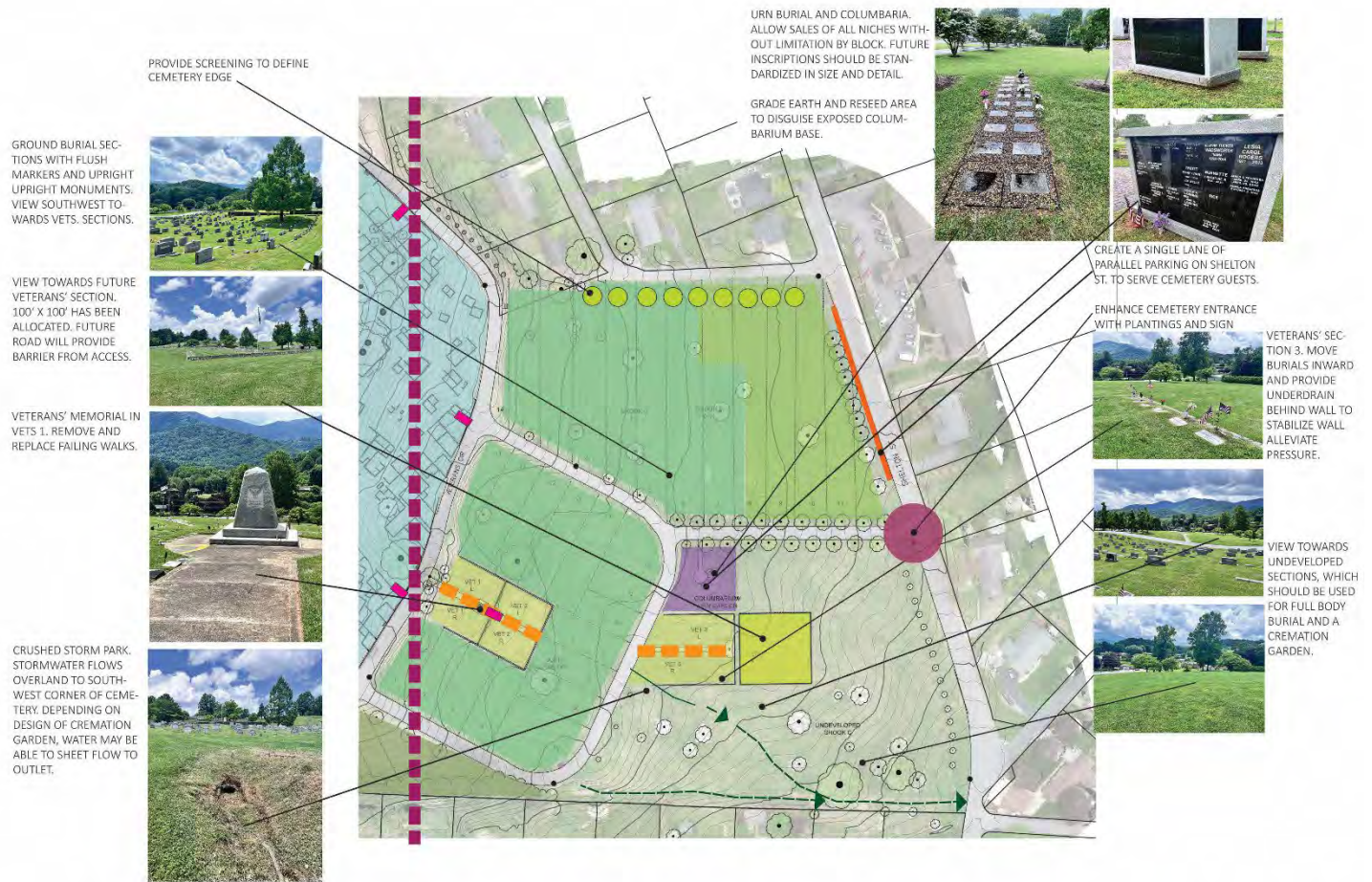


# ISSUES & OPPORTUNITIES

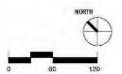


*Issues and Opportunities, Left*



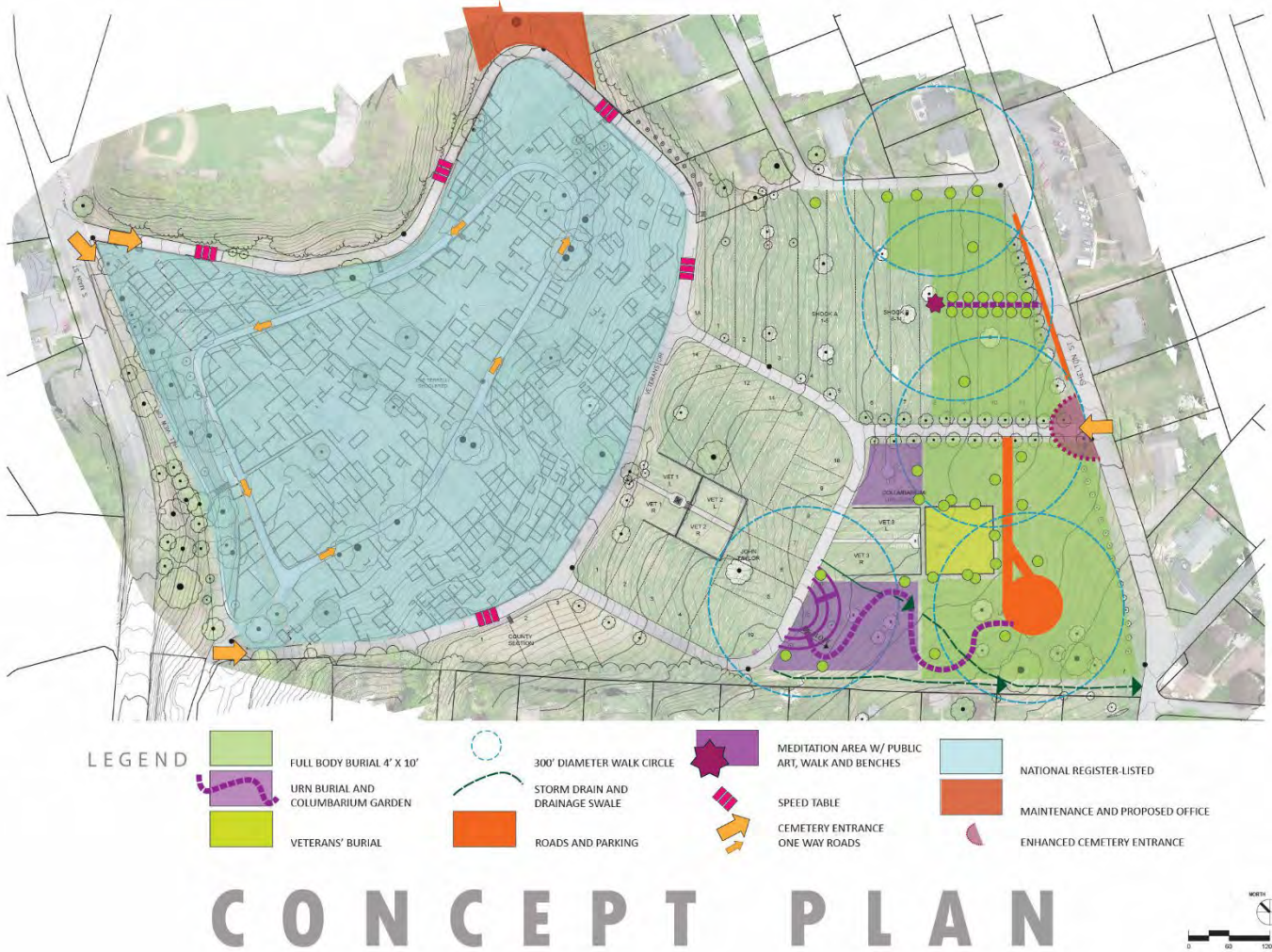


# ISSUES & OPPORTUNITIES



Issues and Opportunities, Right

## VI. CONCEPT PLAN





## VIII. MASTER PLAN RECOMMENDATIONS



### BURIAL

Expanded burial options for both full body and cremation are shown in the master plan. A one hundred foot by one hundred foot expansion area is also shown for Veterans. Monuments should be left to the choice of the family. We do not feel that there should be limitations placed on upright versus flush markers. The cemetery has a lovely rhythm of markers now, and there is no reason to change that by limiting some areas to flush markers.

### Meditation Court and Public Art

A walkway should be developed from Shelton Street into the unburied area of Shook. The walkway can be made of concrete pavers and must be ADA accessible.

Seating can line the walkway and focus on public art located within the court. Perhaps a small committal shelter can be located at the north end of the court. A



lane of parallel parking can be added to Shelton Street to provide convenient and accessible access to this part of the cemetery.

Dimensions for the meditation court are provided in the graphic on page 54, Roads and Parking.



### Cremation Garden

A cremation garden be designed to wind down the slope, with access from the south side of Golden Drive, connecting to the new road and cul-de-sac in this part of the cemetery. The cremation garden can contain a few different cremation burial choices:

- A small plaza surrounded by three or four foot high niches walls will be the formal entrance to the garden. A small stair will connect with the ADA path the winds down the slope to the new road. The path will continue up the hill and connect from Golden Drive.
- Urn burial is provided on each side of the path. Cremation spaces can be four foot by four foot and include a marker.
- A free standing columbarium can be located along the path. Free standing columbaria are available from a number of suppliers and can contain a wide variety of niches.
- Small, family cremorials can also be located on the path. This is for families wanting a larger, more prominent cremation option. The cemetery provides the pad that the cremorial sits on. The family provides the cremorial, although the cemetery will provide the installation services. Like the community columbarium, the family cremorials are available in a variety of sizes and styles.



*Free-standing Columbarium*



*Family Cremorial*

## SIGNAGE AND WAYFINDING

Wayfinding is primarily straightforward, but identification of individual sections should be considered. Three common cemetery section identity signs are shown below. They are all lawn level.



Directional signs should follow similar colors, fonts and design. Directional signs can include:

- Office
- Cremation Garden(s)
- Meditation Court
- Shelton Street Exit
- Main Street Exit.

A sign master plan should be developed to show all sign locations and message. A family of signs should then be created.

## ROADS AND PARKING

Tree roots and their impact on the roads in the historic section should be monitored and addressed as necessary. Options include:

- Root removal, but this is labor intensive and requires specialized equipment. This can also lead to instability of the tree.
- Resurfacing the road by grinding down the existing surface and resurfacing. This is a temporary band-aid.
- Removing the tree, although tree loss has other repercussions as discussed in the existing conditions section.

Complaints have been made about vehicles speeding through the cemetery, particularly on the east side of Veterans' Circle towards Main Street. The installation of speed tables is recommended to combat this issue. Speed tables are a common traffic calming measure and are designed to be easily traversed if the driver is going at the posted speed.

Two new parking areas are proposed in the newer area of the cemetery. Both options take advantage of existing public roads, and are highlighted in orange in the graphic below. Six parallel parking spaces can be developed on the west side of Shelton Street, adjacent to the Meditation Courtyard. One space should be ADA compliant. This includes surfacing, slope, signage, pavement markings and dimensions.

The second new parking area is on the south side of Morning Drive. There is an opportunity for up to five parallel parking spaces here.



### STORMWATER, SOILS AND SLOPES

A summary of the recommendations to address eroding steep slopes, failing retaining walls, and an inadequate stormwater system are presented in the table below. It is recommended that before implementing any practice to address stormwater drainage, an inventory of the cemetery slopes and retaining walls be conducted. This inventory would result in a condition assessment of the severity of the erosion or retaining wall failure which will inform the relative costs for any practice. The stormwater system is recommended to be surveyed to gather information about catch basin invert elevations, pipe size and material that would be used in a stormwater model.

Addressing the drainage challenges on the site with respect to the eroding slopes, failing retaining walls, and inadequate stormwater system is high priority for ensuring public safety, lessen further deterioration, and preserving existing assets.

Recommendations to Address Drainage Challenges	Cost
<i>Slope Erosion</i>	
Geotextile and Erosion Control Blankets slow down flow and assist with seed establishment.	Least Expensive
Plantings help stabilize the soil.	Moderately Expensive
Contour ditches provide an alternative pathway to slow down and redirect surface runoff.	Most Expensive
<i>Retaining Walls</i>	
Maintenance and planning by routinely cleaning out weepholes and setting gravesites and trees away from retaining walls	Least Expensive
Spot mortar repair and improving drainage behind the retaining wall	Moderately Expensive
Soil anchors for foundation reinforcement	Most Expensive
<i>Stormwater System</i>	
Assessment and maintenance	Least Expensive
Survey and model the stormwater system to assess capacity	Moderately Expensive
Replacing/Upsizing stormwater pipes	Most Expensive

*Recommendations to Address Drainage Challenges*



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## STORMWATER SYSTEM

The catch basins should be regularly maintained and assessed. The assessment should include the following visual inspections and activities:

- Look for debris and sediment blocking catch basin grate. If found, remove.
- Remove the lid and check for sediment accumulation and trash. Remove trash. Clean out if sediment comes within 6" of a pipe. The removal of debris can be accomplished using a shovel and bucket.
- Look for damage or cracks to the frame, grate, basin wall or bottom. If found, repair or replace.

There are some minor current maintenance issues to address or monitor. Plants should be removed from any catch basins to prevent deterioration of the structure. The outfall pipe on the site appears to be crushed but still functional. This outfall pipe and the adjacent slope should be monitored for signs of further deterioration. The area downstream of the outfall should be regularly mowed to allow for free flow conditions. The two outfalls along the western edge of the property have sediment accumulation. This is likely the byproduct of upstream eroding slopes. The sediment should be removed from these outfalls. High pressure water jetting is the easiest way to clean out storm drains. The problem will continue if the upstream eroding soils are not addressed.

It is recommended that the cemetery stormwater system should be surveyed and modeled to assess whether the system, inclusive of the catch basins and pipes, is appropriately sized and functioning as intended. Based on observations, some pipes may be undersized. Having proper capacity would help reduce overland flow which contributes to slope erosion and retaining wall failure. The model would assist in identifying appropriate pipe capacity and review the stormwater flows on site to identify locations for swales and minimal surface grading, when possible, to divert water away from problem areas. Additionally, the swale downstream of the outfalls off Veterans Drive would be assessed for stability based on the receiving flows.

The prioritized solutions to the stormwater system are dependent on the target level of service (i.e. storm event) and the inadequacy of the pipe. Since the stormwater system consists of four distinct systems based on the outfalls, any upgrades can be implemented over time, but completing all upgrades at one time would reduce the costs associated with mobilization and related project management expenses.

### Erosion

Erosion is the process of wind and water causing soil and rock to be transported from one location to another. Green Hill cemetery is susceptible to erosion due to its exposed hillside location and in an area that receives an average annual rainfall of 47.72 inches. The specific areas susceptible to erosion are along steep slopes and areas with minimal vegetative cover. It is important to correct these conditions because erosion is a leading cause of water pollution and slope instability.

Regrading steep slopes to a less severe slope is not feasible due to the location of the steep slopes and existing uses in the cemetery such as roads and gravesites. The construction of retaining walls is also not recommended based on the cost of construction and maintenance upkeep. The following approaches are recommended to address erosion in steep slope areas.

- The easiest non-structural practice to address erosion is the use of plantings. Vegetation, especially plants with taproots, helps to bind soil and reduce the susceptibility of the surface to erosion. It is important to consult a professional with landscape knowledge who can help with species selection and suggestions for soil amendments. For areas along roads, it is important to take vehicle sightlines into account when selecting vegetation.

- A practice that can be implemented in conjunction with or independently of vegetation is matting. Matting refers to geotextiles or erosion control blankets. Matting helps to keep seeds or vegetation in place during



*Plants and erosion control matting being used to stabilize and revegetate the slope.*

establishment. They also slow water flow which in turn lessens the rate of erosion. Matting can be made from synthetic or biodegradable material and is very durable in different weather conditions. These surface coverings are useful on exposed hillsides by providing a structural matrix for grass seed to

root or providing temporary surface cover until permanent vegetation is established.

- An earthen structural practice for erosion control is the construction of contour ditches, or any water diversion method, built into the hillside. Contour ditches are horizontal ditches



*Contour ditches along the slope, with stone walls and plants.*

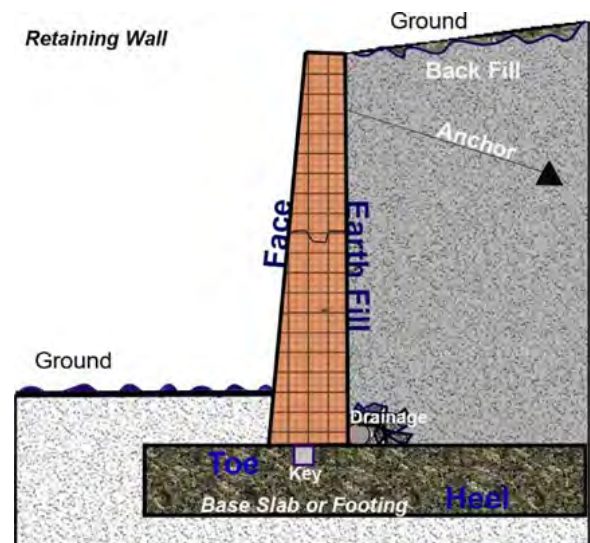
constructed on the slope of a hill to catch stormwater flow. Alternative pathways for water flow can help slow down and redirect surface runoff from running straight down a slope at high velocity. This approach may be difficult to implement in some areas based on the steepness of the slope.

In choosing a practice, it is important to start with a site inventory of the eroding slopes. This inventory would identify the location, steepness, and condition. Based on these factors, the severity of current and expected erosion could be analyzed to determine priority areas to address.

#### Retaining Walls

There are three tiers of retaining wall stabilization, ranging in cost and complexity.

- The most expensive option is to remove walls, install soil anchors for foundation reinforcement, and rebuild the walls using the original stones. This approach is most appropriate for excessive damaged or unstable walls, and especially for those with

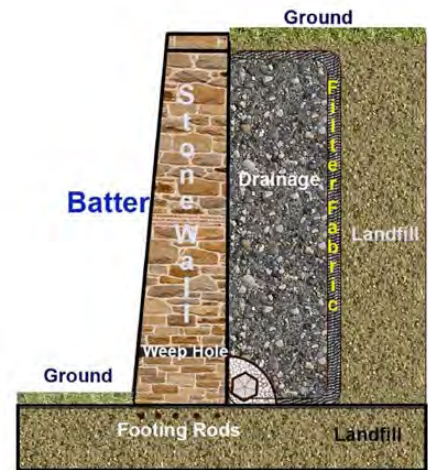


*Schematic of a retaining wall with anchors tied into the backfill.*

heights above 4 feet. This work requires professional assistance.

- For walls with minimal to moderate damage, repairs may involve reinforcement, spot mortar repair, and/or implementing drainage solutions. Drainage solutions can include drainage holes, French drains, or ditches on the top of the retaining to direct water to the side when feasible.

- The basic component of a French drain is a perforated pipe surrounded by drainage rock covered by a fabric overlaid by topsoil and planted. From the surface, the area will blend into any turf landscaped area. The stormwater will flow into the gravel-filled trench, then into the perforated pipe which is directed to weep holes to drain. This solution may not be feasible for existing retaining walls that do not currently have weep holes. Constructing new weep holes in retaining walls can be destabilizing. The French drain is built uphill of the retaining wall and the perforated pipe should rest near the base of the retaining wall as near the compacted gravel base as possible.



*Schematic of a French drain installed behind a stone wall that drains through a weep hole.*

- If weep holes do not exist, it is still helpful to install gravel for a foot behind the wall to provide temporary storage of water and relieve hydrostatic pressure on the retaining wall. The gravel should be compacted and can be topped with native soil and planted.

- The least costly stabilization practice for retaining walls is regular inspection and maintenance. The weepholes in the retaining walls should be checked periodically. Any obstructions found in the weepholes should be removed to maintain drainage through the retaining wall. Avoid planting any trees near retaining walls since roots can exert pressure. When digging graves adjacent to walls, set the grave at least a foot behind the retaining wall to relieve pressure against the wall and allow for space for stormwater.



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## BUILDINGS

A cemetery office and maintenance garage should be designed and constructed in the area of the current ranch house and mid-twentieth-century homes on the east side of the cemetery. The existing buildings require removal. One large tree also requires removal, as it is in the way of the recommended project. Two large trees should be protected and preserved.

The office shown in the concept plan below, is 1500 square feet. It should include a foyer, two offices, one for the cemetery director and the other for the administrative assistant, a conference room for meeting families and organizing cemetery walking tours, a fireproof safe, records retention, storage, toilet facilities, and a break room for cemetery employees. Refer to the concept plan on page 61.

The garage can be a metal pole barn, with storage for nine to ten pieces of large equipment, four garage bays, a loft for storage and toilet facilities. The garage should be insulated and allow for heating in the cooler months. Large fans to cool the space are also required.

Parking for cemetery employees and visiting families is provided in several locations. Additional parking may also be possible, as shown on the plan, depending on the exact property line. A detailed topographic survey, with property lines and all utilities is necessary to advance the planning for this area.

Topsoil storage and grave spoil locations will remain where they are today.

## GROUNDS MAINTENANCE

The grounds are well maintained, and the cemetery is very beautiful. Many of the trees in the historic section are very old and are failing or damaged. A tree replacement program should be developed so that smaller trees have time to grow and fill in the gaps as the older trees age out.

Green Hill will benefit from an additional grounds keeper to allow more time for the cemetery crew leader to attend to burial sales and the families. An additional person will also allow the crew to maintain Dix Hill Cemetery on a regular basis.



*Concept Plan for Maintenance and Office*

## IX. ADMINISTRATION + OPERATIONS RECOMMENDATIONS

Green Hill Cemetery is a historic cemetery established in 1811 in Waynesville, North Carolina and is governed by a Town Ordinance which in our view is clear and articulate. A Cemetery Committee was formed in 2018 and formalized by a vote of the Board of Aldermen in February 2020 to assist the Department. The Town Historic Preservation Committee also has a strong interest in the Cemetery.

Waynesville is a historic community with 10,140 residents in 4,680 households. The town is the County seat for Haywood County. The county contains 62,000 residents in 26,653 households.

Currently, Green Hill Cemetery is run by the cemetery director, who is also the Town's Asset Services Director. This position is supported by the cemetery crew leader and two full time grounds keepers. The cemetery provides no funding for the cemetery director's position.

The team also provides lawn care for Dix Hill Cemetery and other properties throughout the Town.

The Cemetery is open to residents and non-residents. Pets are not allowed in the cemetery.

The fee for new burial spaces is structured to contribute to the Town's Perpetual Care Fund:

Item	Price	Perpetual Care
Burial Space	\$2,000	\$1,250
Niche	\$1,500	\$1,000
Urn Garden	\$1,500	\$750
Service fee for Burial of Cremated Remains	\$300	
Casketed Burial Services	provided by area funeral homes	

Currently the Town's Perpetual Care fund has accumulated \$640,000. The Ordinance defines how the funds can be used. We recommend the annual income from the fund be dedicated to capital maintenance each year for projects like repair and maintenance of the walls or trees within the Cemetery.

The Ordinance provides for one casketed burial and up to two cremated persons or three cremated persons in one grave. The niche spaces can accommodate two cremated persons. The urn garden lots allow for two cremated remains.

The casketed burial spaces are four (4) feet by ten (10) feet. Markers and monuments are installed at the head of the grave. Casketed burials require vaults. The urn garden lots are two (2) feet by two (2) feet. Within the cemetery there are four areas dedicated to veterans' burials and an area for the County of Haywood to provide burials of less fortunate residents. The Veterans area is for the veteran only, not spouses. Green Hill provides between 120 to 140 burial services each year.

In the area there are a number of small cemeteries and one significant competitor to Green Hill. Garrett-Hillcrest Cemetery located at 886 Russ Ave, Waynesville, NC 28786, is a memorial park cemetery with lawn level bronze markers and above ground burial in crypts and niches. The twenty-six-acre site includes some land for future development. The cemetery is owned and operated by Garrett Funeral Home. In addition to Garrett Funeral Home, Wells Funeral Home also serves the community with locations in Waynesville, Canton, and Candler.

### **COLUMBARIA**

There are four (4) columbaria niche banks within the cemetery. The niche banks each have forty-eight (48) niches and sales are currently only offered in one of the niche banks. We recommend that all niche banks be available for sale to give the community greater choice, as the levels available in the one available niche bank are somewhat limited. It is our understanding that the policy to limit sales is an internal one that can be changed immediately. We that happen as soon as possible and we would expect doing so would increase sales.

### **COLUMBARIA AND URN GARDEN DEVELOPMENT**

The columbaria and urn garden have significant inventory available and as such we recommend that the plan to double the size of the installation be abandoned. Doing so would open valuable land for full body burial especially given that the area is adjacent to the main drive.

The initial area that we recommend designing and laying out for full body burial would go up to Veterans Area Three and then extend down the hill to Veterans Area Four. This would add significant inventory of monument lots that are easily accessible. We recommend this be plotted and offered for sale as soon as practical.

### **MEMORIAL POLICY**

In certain areas of the cemetery there is a policy to allow only lawn level memorials in the rows closest to the Shelton Street. While we understand that the purpose of this policy was to lower maintenance expenses, we recommend this decision be reversed. Lawn level memorials, like upright memorials require trimming and



maintenance, and given that the remainder of the cemetery allows for monuments, the impact from the savings would be minimal.

In our view, it is important to maintain the overall feel and look of the cemetery. By allowing upright memorials in this area, you are also being responsive to the community that has largely opted to keep with the traditional and historic memorials found throughout the cemetery.

### ALTERNATIVE REVENUE CONCEPTS

In any analysis of current operations of a cemetery, whether a municipal facility or with a different corporate structure, we review your products and services to consider opportunities to enhance customer experience or increase financial performance.

As we look at the products and services offered at Green Hill, we do so with the knowledge that the majority of municipal cemeteries do not make money and many elect not to compete with other community-based businesses. We agree with this approach and as a result we recommend that the Town not consider having the cemetery staff sell memorials, vaults or floral tributes.

We also recommend that the Town not consider developing a crematory within the proposed new maintenance facility. A crematory needs to be a volume-based business to be profitable and that would fundamentally change the structure of the operating environment today without a clear path to the scale that would most likely be necessary to be efficient.

### OPERATIONS CENTER

Today the Town Staff provide the basic maintenance and lawn care at the cemetery. In addition to Green Hill the Staff also does the lawn care at numerous lots throughout the Town and at Dix Hill Cemetery. It is our understanding that bids were solicited to determine whether an outside vendor would be appropriate for the lawn care at the cemetery. However, no bids were received for reasons that may include the fragile nature of the historic monuments.



*Dix Hill Cemetery*

Cremation burials are done internally, but full-body burials are facilitated by the Funeral Homes, including excavating the grave, the vault handling, the committal service setup and the filling of the grave after the service.

Given that lawn care and cremation burials are the core maintenance activities, the equipment required is somewhat limited. This will allow for a smaller scale maintenance area, however further discussion with staff should include restroom and lunch/break space. Office requirements should include space to meet with a family, schedule services and perform core administrative functions, as well as record storage.

### STAFFING

Today, the Cemetery is staffed by four Town employees who provide the administration, sales and grounds maintenance. The cemetery director has additional responsibilities beyond the cemetery work.

The groundskeepers are assisted by a crew leader who also assists with administration and lot owner services. This team provides the burial services for cremated remains, flagging and assistance on casket burials, memorial foundations and installations. The team also picks up limbs, leaves and trash, while providing lawn care and trimming for the entire cemetery. The team has other lawn care responsibilities for the Town including the maintenance at Dix Hill Cemetery.

We suggest that the staff be increased by one groundskeeper to ensure proper care of Green Hill and Dix Hill Cemetery as well as the empty lots. When the current administrator retires, we suggest the crew leader become the Cemetery Supervisor, who will supervise the staff of three



*Dix Hill Cemetery*



*Dix Hill Cemetery*

groundskeepers. In this model, there will be a total of five staff dedicated to the cemeteries.

We recommend that when the Asset Services director retires, the Town adopt the following staffing structure:

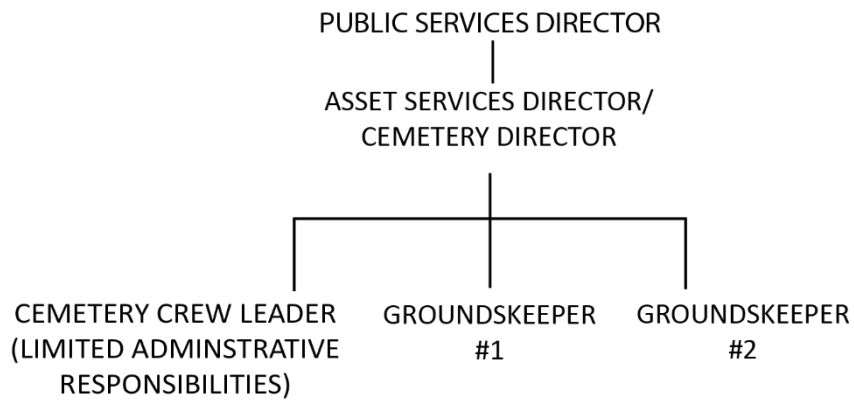
- Cemetery Supervisor, 100% dedicated to the cemeteries. Manager of the full time grounds keepers. This is a new position.
- Full time grounds keepers, three. This is an increase of one full time grounds keeper and replacement of one grounds keeper.
- Full time administrative assistant. This is a new position. The administrative assistant should be 100% dedicated to support of the cemetery director, cemetery supervisor and the cemeteries. This position can also fill in with the public services department when that person is sick or on vacation.



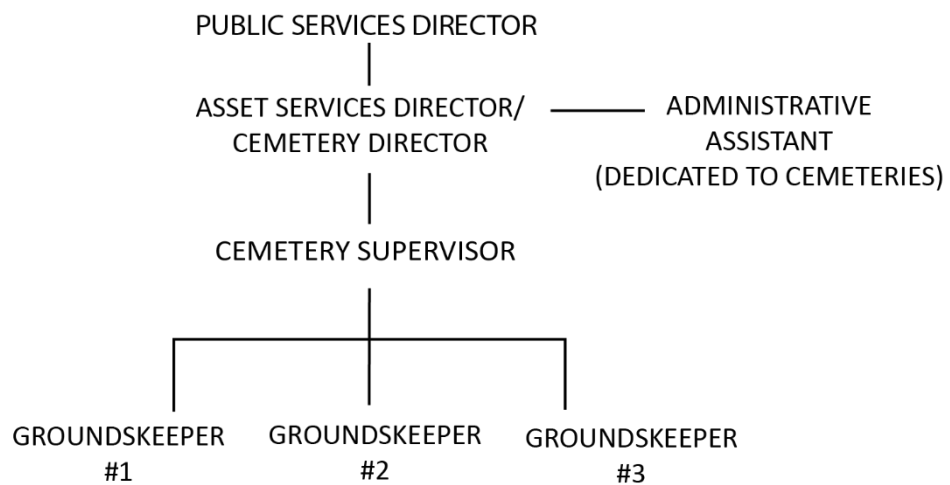
*Dix Hill Cemetery*

The existing and proposed organizational charts are on the following page.

## EXISTING CEMETERY STRUCTURE



## PROPOSED CEMETERY STRUCTURE





## X. HISTORIC INFRASTRUCTURE RECOMMENDATIONS

The restorative masonry work completed on the entrance gate is an outstanding model for future work elsewhere in Green Hill Cemetery. The work restored the original condition of the stone piers and attached retaining walls and replicated the original beaded mortar joints that characterize much of the stonework in the oldest part of the cemetery. Finishing the top of the retaining wall with a thin layer of concrete will help prevent moisture infiltration within the wall, thus delaying mortar deterioration and failure.

Nearly all the retaining walls display some type and degree of preservation challenges, such as cracks, biofilms, mosses, and lichens. In many places, leaf and grass debris has collected in the corners of the steps. When wet, this organic matter can create an acidic tea that can accelerate deterioration of the concrete and mortar. Moss is growing in the corners of many of the steps. While it is generally out of the main travel way, further growth could create a safety hazard, particularly when the moss is wet. By holding water close to the surface of the structure, lichens and mosses growing on the walls and steps can advance the deterioration of their surfaces, resulting in failing mortar and spalling concrete. This cycle continues as the eroded materials allow more water to penetrate deeper into the structure. Water will further deteriorate the material, and the seasonal freeze-thaw cycle can exacerbate the rate of failure.

The three buildings that comprise the maintenance complex are not historically significant and do not contribute to the character of Green Hill Cemetery. If the Town of Waynesville determines they are candidates for demolition, care should be taken in their removal and site cleanup to protect the nearby retaining walls, steps, and grave markers on the inside of Veterans Circle. If the town plans to construct a new office building and/or maintenance complex on this site, the placement, size, design, and materials should be congruous with the overall historic character of Green Hill Cemetery.

**Recommendation VIII.1:** Develop a cyclical inspection and maintenance plan for the steps and retaining walls that line Hillview Circle, the inner loop road, and Veterans Circle. Regularly inspect the components for structural failure and the visible surfaces for debris buildup and signs of biofilms, mosses, and lichens. Clean the surfaces of biofilms and organic matter that has collected and is growing on the steps and walls.

**Recommendation VIII.2:** Develop a plan to prioritize structural analysis of the retaining walls along Hillview Circle, the inner loop road, and Veterans Circle.

**Recommendation VIII.3:** Based on the structural analysis of the retaining walls, develop a phased plan for the repair and maintenance of the walls that need restoration work.

**Recommendation VIII.4:** If the existing buildings comprising the maintenance complex are to be removed, take care in the protection of the nearby retaining walls, steps, and grave markers on the inside of Veterans Circle.

**Recommendation VIII.5:** If the town constructs a new office building and/or maintenance complex at the northeast corner of Veterans Circle, any new buildings and structures should be designed so that their placement, size, design, and materials are congruent with Green Hill Cemetery's historic character.

## MONUMENTS AND MARKERS

Most of the historic grave markers display one or more of the following conditions: Broken/fallen, sinking/leaning, atmospheric staining, biofilm, mosses, and/or lichen. At present, there are many grave markers that are broken or have fallen over. While the town staff are diligent in picking them up and, where possible, leaning them against their respective bases, they have not been able to conduct repair and restoration work on the grave markers. As a result, an increasing number of headstones and monuments are displaced and subject to further breaking, deterioration, and loss.

Allowing broken and fallen markers to remain on the ground has not just an aesthetic impact on the cemetery, but it also has an impact on the repairability of individual headstones. The longer stone pieces sit on the ground and absorb water, they will further deteriorate to the point where they can't be repaired. Some might sink into the grass and disappear. Some get hit with mowers. In some cases, the mating surfaces of broken stones will be so deteriorated that they will require a conservator with years of experience to repair. Although the town does not own the burial plots and grave markers, it is responsible for the care of the cemetery, overall. Unless the town takes the lead in the repair and cleaning of grave markers by directly effecting their restoration, thus serving as a leader for other individuals and organizations to complete such work, further deterioration of grave markers in Green Hill Cemetery, and the general character of the cemetery, is practically inevitable (Harpe 2023).

Volunteer workdays are an essential part of cemetery restoration efforts. Such programs are often planned twice a year: for the spring before annual Memorial Day celebrations and in the autumn before the Waynesville HPC's Green Hill Cemetery Tour. Prior to volunteer workdays, the town should bring in a qualified conservator to conduct a workshop with the GHCC, maintenance staff, and volunteers to learn appropriate materials, methods, and tools for safely cleaning masonry. Each round of cleaning could focus on a goal of ten to twenty grave markers, depending on the number of participating volunteers. Selection of grave markers to be cleaned could be based on several factors, including requests by descendants, the amount of dirt and biological growth, and planned inclusion in event programming. Individual volunteers may choose to clean the grave markers of their ancestors. Volunteers should always work under the oversight of someone trained in grave marker conservation.



*Figure VIII.1. Public workshop on appropriate methods and materials for cleaning headstones, held at Riverside Cemetery in Asheville, North Carolina, on July 22, 2016 (RGA).*



*Figures VIII.2 and VIII.3. Views of a sculptural marble grave marker at Greenwood Cemetery in Jackson, Mississippi, showing its condition before (left) and after (right) being cleaned with D/2 Biological Solution using appropriate methods. This project was completed by RGA staff in 2023–2024 (RGA).*

### CLEANING MATERIALS AND METHODS

Techniques for the treatment of stone and bronze are described below. In addition to the processes, each technique makes recommendations for required equipment, materials, and supplies. Treatment techniques for stone are cleaning, leveling, resetting dislodged stones, reattaching broken or separated stones, and the use of mortar and epoxies for achieving repairs (Harpe 2023).

Conservation work should include cleaning/treating stone objects that display soiling, atmospheric staining, and the growth of biofilms and lichens. The purpose of cleaning is not to make stone look “like new;” in fact, scrubbing surfaces to the point that they appear new may be damaging to the stone, as the outer layer can be removed. Gentle cleaning, however, removes harmful pollutants (like soot and grime) and microorganisms (like bacteria, lichen, algae, and fungi) that can damage or discolor stones, while also revealing details that may have been obscured. Microorganisms retain moisture, absorb pollutants, and can produce acids that may accelerate surface erosion on acid-sensitive stones. Cleaning will give the stone markers throughout the cemetery a cared-for appearance and promote conservation (Harpe 2023).

There are three classifications of damage to stone, identified by King et al. (2004) which can result in the need to thoroughly clean or treat it.

#### Environmental

- Carbon-based deposits from industrial and vehicle emissions;



- Improper cleaning and/or repair methods; and
- Air pollution/acid rain.

#### Natural Sources

- Aging and weathering of stone;
- Settling of the stone;
- Organic growth, such as lichens, algae, fungi, and biofilms; and
- Climbing plants and vines.

#### Human Inflicted

- Neglect;
- Vandalism; and
- Improper use of maintenance equipment such as lawn mowers, tractors, and string trimmers.

Before cleaning a graver marker, it should be manually inspected to ensure that it is physically stable and not loose in the ground or socket or on its base. Inspection of the stone marker or monument ensures that all components are securely attached to each other before beginning the cleaning process. If the components are not well attached, the treatment steps should follow the necessary process for reattaching stone components to prevent the loose component from falling and breaking or falling and harming staff (Harpe 2023).

Before it is cleaned, the surface of the stone should be inspected to ensure there is no excessive efflorescence, exfoliation, delamination, or sugaring, which is the surface erosion that creates a grainy feel and appearance. If these conditions are present, cleaning efforts may result in the further deterioration of the stone or excessive removal of surface material. Stone markers with surface instability in the form of efflorescence, exfoliation, delamination, or sugaring should not be cleaned, and this condition should be recorded and kept in the cemetery's maintenance records (Harpe 2023).

Cleaning with water and a soft-bristled brush is the simplest and gentlest method and one that accomplishes the goal of doing no harm. All cleaning work should work up from the base of the stone marker to prevent streaking. All cleaning should be undertaken with the mildest and least abrasive methods. Mindful of this, there are available commercial products such as Orvus WA Paste and D/2 Biological Solution that conservators have used safely and effectively for more than 20 years. These two products, as well as others endorsed by NPS conservators and those in private practice, also accomplish the goal of doing no harm (Harpe 2023).

Orvus WA Paste is a non-ionic detergent and an electrically neutral cleaning agent; it neither contains nor contributes to the formation of soluble salts. Orvus WA Paste provides substantial wetting of the stone surface, facilitates the removal of general soiling, and contains no added chemicals such as perfumes, colorants, or whiteners (Harpe 2023).

Developed by conservators over 20 years ago, D/2 Biological Solution is non-toxic and biodegradable, is safe for landscape plantings and grass, and removes a broad spectrum of biological deposits. D/2 Biological Solution is also highly effective at removing stains caused by air pollutants. It has been proven to continue removing stains days and weeks after applied (Harpe 2023).

Once a gentle cleaning agent has been applied, plastic paint scrapers, brushes with Tampico or nylon bristles, and soft toothbrushes can be used to remove staining and biological growth. Wooden craft sticks or wooden skewers can be used to remove atmospheric staining and biological growth in engraved letters, numbers, and iconographic symbols (Harpe 2023).

Listed here is a full list of equipment needed for cleaning stone markers and monuments:

- Brushes of assorted sizes with bristles of nylon, Tampico, or natural materials. Do not use brushes with dyes in the bristles;
- Rubber gloves;
- Protective eye wear;
- Masks to prevent chemical solutions from contacting your mouth, and to prevent inhalation of chemical solutions;
- Plastic water buckets (avoid dipping or cleaning your brush with the water in these buckets);
- Wooden skewers or craft sticks to carefully scrape debris or growth on the stone;
- Toothbrushes to remove debris or growth from intricate carvings and numbers and letters carved in relief on the stone;
- Shop towels;
- Compressed air (60 psi maximum) to clear off loose debris and dirt;
- Whisk broom;
- Garden and pump sprayers; and
- A reservoir of water, if available.

The cleaning process for stone markers and monuments is as follows:

1. Pre-wet the stone with clean water before applying any chemical solution. Pre-wetting the stone assists with softening the soiling material, biofilms, and lichens.
2. Wet the stone after applying the chemical solution.
3. Clean all surfaces (front, back, and all sides) from bottom to top to avoid stains and streaks.
4. Do not clean the stone with a dry brush. Keep the brush moistened throughout the cleaning process to avoid unnecessary friction on the stone.

The time needed to clean stone markers may vary depending on several factors, including the type of material used, the condition of the stone, and the amount of detail on the stone. Each stone marker should be individually evaluated before cleaning to ensure its soundness and stability. Treating a single stone may require two to three hours to complete or, if heavily stained and/or ornate, may require up to several two-to-three-hour treatments over several days to complete the cleaning (Harpe 2023).

Stone markers should not be cleaned with a brush more than once every three years (Illinois Department of Natural Resources [IDNR] and Illinois Historic Preservation Agency [IHPA] n.d.:10). After the initial cleaning with a biocidal product and brush, D/2 Biological Solution or equivalent biocidal product can be applied and allowed to dwell without rinsing as often as once every year.

Stone markers and monuments in areas of Green Hill Cemetery that receive constant shade are more likely to foster biological growth. Removing this growth from markers and monuments in these areas will only be temporary, as it will return within one to three years. If the town determines that cleaning is a priority, it should be prepared to initiate a cyclical cleaning schedule for stone markers and monuments (Harpe 2023).

To remove climbing plants such as vines and ivy, follow these recommendations:

- Cut the plant off at the base of the growth using pruning shears or loppers (pruners are one-handed tools, and loppers require two hands).
- If the vine is large, cut it every 6 to 12 inches, leaving any growth that is adhered to the stone marker.
- Peel back the bark 1 to 2 inches on either side of the cuts.
- Apply an herbicide such as Chevron Brush-B-Gon or Roundup, with a small paintbrush to treat the exposed plant layers. Also, apply the herbicide to cut areas on the stump.

- No herbicide should contact the stone marker. Do not allow any herbicide to touch the ground or it may wick up into the stone.
- Allow the chemical to work its way into the plant and kill it. This may take a few days, or repeated applications.
- After the plant is completely dead and brittle, remove the remains. Using a wooden scraper, such as a cedar shim, work the remains of the plant off the monument. Wetting stone will facilitate removal.
- After all surface vegetation has been removed, gently remove any remaining plant matter by scrubbing the area with water and a soft bristle brush.

### THINGS TO AVOID WHEN CLEANING STONE

Professional conservation qualifications are not required to clean stone using the techniques described above. An understanding of what not to do while cleaning stone monuments is equally as important as what to do. Avoid using the following products and tools when cleaning stone monuments:

- Sodium hypochlorite bleach (commonly found in Clorox). It contains salts that will damage the stone over the long-term and will lead to corrosion and the stone turning yellow.
- Calcium hypochlorite (commonly found in pool cleaners).
- Algaecides (commonly found in pool cleaners). These are very corrosive and are bad for the environment.
- Avoid using any brushes other than ones with nylon or Tampico bristles.
- Stone markers should not be cleaned if freezing temperatures are anticipated within the subsequent 72 hours. Stone markers should not be cleaned if any cracks, scaling, or erosion of granular surfaces are observed.
- Never use sandblasting as a cleaning process on stone markers and monuments.

In most cases, cleaning stone markers and monuments is necessary for aesthetic reasons, but it also promotes material conservation and is employed as part of a cyclic maintenance plan (Normandin and Slaton 2006:127).

**Recommendation VIII.6:** Develop a plan for the cyclical inspection of markers and monuments throughout the cemetery to assess their conditions and preservation needs.

**Recommendation VIII.7:** Document and develop an inventory of stone grave markers that exhibit surface instability in the form of efflorescence, exfoliation, delamination, or sugaring. These markers should not be cleaned because the



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process could further erode the stone. Instead, these markers should be documented and monitored as part of a cyclical maintenance plan.

**Recommendation VIII.8:** Provide training to the maintenance staff on appropriate methods for the stabilization of the ground under sinking grave markers, the resetting of fallen headstones and the repair of broken headstones. Training shall include when to call a professional conservator to reset and/or repair large and broken headstones.

**Recommendation VIII.9:** Work with volunteers to clean grave markers using appropriate materials and methods. Prior to volunteer workdays, the town should bring in a qualified conservator to conduct a workshop with the GHCC, maintenance staff, and volunteers to learn appropriate materials, methods, and tools for safely cleaning masonry.

## XI. COMMUNITY OUTREACH AND ENGAGEMENT RECOMMENDATIONS

### MEDIA COVERAGE

Press releases distributed to local print, radio, and television news outlets can be an effective way to educate the public about the cemetery's history and draw attention to events at the site. Press releases should cover "newsworthy" events and announcements, such as spring and autumn clean-up announcements, workshops, progress. If a press release is distributed for an upcoming event, be sure to send it out two to four weeks in advance so that the information can be published, the media outlet may arrange to have someone present to cover the event if they so choose, and prospective volunteers have ample lead time for scheduling. If reporters or photographers attend events, be sure to get their contact information and ask them if direct contact in the future is appropriate regarding upcoming events and announcements.

The existing "Green Hill Cemetery Committee" Facebook page has the potential to sow confusion about its representation of the GHCC and the work of the Town. While the administration of this page is outside the town's control, it is important that the town remain aware of any future posts that may conflict with messaging from the GHCC, town, and other stakeholders.

Creating a reliable social media presence is a good way to reach people who do not engage with other forms of news media. The GHCC could do this by working with administrators of the town's Facebook page, which is used to disseminate news and stories across all of its departments. The town can reach an even larger audience by cross-posting to local pages and groups such as the "What's Up Waynesville," "Waynesville News," and "Haywood County NC Happenings" Facebook groups. The immediacy of social media makes it a helpful tool for quick updates, and its broad reach facilitates wider engagement that can be beneficial for calls for volunteer help.

Challenges to maintaining a consistent and sustainable social media presence include the need for relevant information and the labor required. Setting realistic goals for social media content and the frequency of posting is critical to maintaining a sustainable online presence. If the town and GHCC determine that expanding the cemetery's social media footprint is desirable, a small, highly responsible committee could be assigned to work on media-related tasks.

**Recommendation IX.1:** Identify opportunities for distributing press releases to print and other area media outlets to inform the community of such things as calls for volunteers, workshops, and educational events.

## **VOLUNTEERS AND PARTNERSHIPS**

Volunteers can be extraordinarily beneficial to cemetery stewards. Not only can volunteers assist with such things as community clean-up days at the cemetery; they can also serve as an excellent communication network about upcoming events, issues, and needs. In this way, the broader community is more likely to feel engaged and have a feeling of “buy-in” when the town needs supporters for the cemetery. With good organizational structure and oversight, volunteers can become a pool of individuals to be cultivated for future service on the GHCC. This enables them to join the committee with a strong baseline understanding of the issues and goals surrounding work at the cemetery. Developing a list of projects on which volunteers can work, such as cemetery clean-ups, site recordation and data entry, and research, could be a useful task for engaging community members. Knowing in advance the amount of volunteer hours a project will require can position the town to more strategically plan for volunteer-assisted projects. Some individuals have subject matter expertise or personal interests relevant to one or more specific projects but may not be aware that their experience and interests align with the cemetery’s needs or the town’s goals. Some people may be able and willing to volunteer on a regular basis, while others may be interested in a one-time or more occasional commitment.

Partnerships with organizations like the Waynesville HPC, the Haywood County Historical and Genealogical Society, and local community groups can strengthen the town’s support across the community. It can also broaden the pool of potential volunteers for projects at Green Hill Cemetery. Organizing and overseeing the work of volunteers requires the time and energy of town staff. It is important to keep in mind, however, that a small amount of time invested by members of the board can yield substantial hours of valuable help from the community while simultaneously developing a network of dedicated supporters whose assistance may be invaluable at critical times. An invaluable part of managing volunteers is recognizing the importance of their contributions. A volunteer appreciation event, such as a luncheon, picnic, or party, can be held at the conclusion of a volunteer-staffed project. Cash and in-kind sponsorships from local businesses may very well cover the cost of the event, and the recognition given to the volunteers can help bring them back for upcoming projects. Additionally, every volunteer who has had a good experience may potentially enlist one or more friends to volunteer in the future. In this way, recognizing the work of volunteers can help grow an

organization's volunteer base. Another opportunity for the town to recognize volunteers is at Town Council meetings.

Because it has a successful history of producing the Green Hill Cemetery Tour, the Waynesville HPC is a logical partner for the GHCC. In fact, the Waynesville HPC has an established network of supporters whose interests likely include the history and significance of Green Hill Cemetery. The Waynesville HPC is not a member-based organization, but rather consists of volunteer commission members. The HPC is a quasi-judicial body that renders decisions on applications for Certificates of Appropriateness submitted for properties that are zoned as Local Landmarks. Because there are fewer than 20 Local Landmarks across Waynesville, the HPC has the capacity to produce educational events like the Green Hill Cemetery Tour and speaker series that draw a well-established audience with an interest in history and historic preservation. The overlapping subject matter of Green Hill Cemetery and the translatable skills garnered by volunteering on cleaning historic masonry walls and grave markers may make volunteer workdays a beneficial event for historic property owners who regularly attend events produced by the Waynesville HPC.

**Recommendation IX.2:** Develop and prioritize a list of projects on which volunteer assistance would be necessary and helpful.

**Recommendation IX.3:** Identify potential volunteers for regular workdays that might include cleaning up debris from the cemetery grounds and cleaning grave markers. Prioritize engaging with the Waynesville HPC and Haywood County Historical and Genealogical Society to promote workshops and workdays among their respective audiences.

#### EDUCATIONAL PROGRAMMING AND SIGNAGE

Aside from the panel about William Holland Thomas, Green Hill Cemetery does not have interpretive signage and lacks any wayfinding signage to help visitors find sections, notable burials, and other features. The HPC's annual Green Hill Cemetery Tour is successful and draws a large number of patrons.

**Recommendation IX.4:** Consider installing additional interpretive material that discusses the history of Green Hill Cemetery—such as the relocation of Mt. Olive Baptist Church in the late 1800s—and contextualizes it within the broader history of Waynesville. Such signage might include reference to Dix Hill Cemetery, the historically Black cemetery that occupies the hill directly east of Green Hill Cemetery in the Pigeon Street community.



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**Recommendation IX.5:** Consider installing clear but discreet wayfinding signage to assist visitors in navigating their way around the cemetery to locate the historic core within Veterans Circle and the newer sections to the southeast.

## XII. LANDSCAPE CONCEPT

Plantings at Green Hill should focus on deciduous canopy trees, evergreen screening trees and lawn areas. Specialty plantings should be limited to the cemetery entrance, cremation gardens and building areas. It is always desirable to rely on native species, as much as possible. Native plantings support small wildlife and pollinators; are well adapted to the Waynesville area and are typically lower maintenance. Waynesville is in USDA Hardiness Zone 7a, 2023 map.

A tree inventory was conducted in 2010. This should be updated and include specific maintenance recommendations. Continue to monitor and maintain the trees with the support of the Town's horticulturist. Proactively prune and fertilize the trees for safety of cemetery users. As trees need to be removed due to age, health or damage, replace them in a nearby location. It is understood that some tree stumps have been left in place for slope stability. The stumps should also be monitored for signs of instability and rot.

Trees should also be planted along Morning Drive and throughout the southern sections adjacent to Shelton Street. The trees along Morning Drive will help sell the burial spaces in this area. People like to be buried near trees. Visitors appreciate them also.

The following trees are appropriate for replacement trees and new plantings:

### DECIDUOUS, CANOPY TREES

Scientific Name	Common Name
Acer rubrum	Red Maple
Acer saccharum	Sugar Maple
Carpinus caroliniana	American Hornbeam
Cladrastis lutea	American Yellowwood
Fagus grandifolia	American Beech
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak
Quercus falcata	Southern Red Oak
Quercus rubra	Red Oak

### EVERGREEN TREES

Scientific Name	Common Name
Ilex opaca	American Holly
Pinus echinata	Shortleaf Pine
Pinus strobus	White Pine

Pinus virginiana	Virginia Pine
Tsuga canadensis	Canadian Hemlock
Tsuga caroliniana	Carolina Hemlock

## FLOWERING TREES

Scientific Name	Common Name
Amelanchier arborea	Serviceberry
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringe Tree
Cornus florida	Flowering Dogwood
Magnolia acuminata	Mountain Magnolia

## EROSION CONTROL

Steep slopes that are prone to erosion need specific types of plants to help stabilize the slope. Focus on native shrubs, sedges and perennials. The Henderson County Extension Service has an exhaustive list of sedges and native grasses for erosion control. These plants (sedges) only need to be mowed once a year, in the late winter. The website can be accessed here: [Stabilizing Slopes | N.C. Cooperative Extension \(ncsu.edu\)](https://www.ncsu.edu/stabilizing-slopes/).

Scientific Name	Common Name
Carex muskingumensis	Palm Sedge
Carex pensylvanica	Pennsylvania Sedge
Carex vulpinoidea	Fox Sedge
Fothergilla x intermedia 'Mount Airy'	Mount Airy Fothergilla
Kalmia latifolia	Mountain Laurel
Panicum virgatum	Switchgrass
Rhododendron catawbiense	Catawba Rhododendron

### XIII. PHASING + NEXT STEPS

#### Short Term

- Public art and meditation court
- Maintenance and office area funding and planning
- Retaining wall assessment
- Storm sewer assessment
- Monument + Marker Inventory
- Conduct hands on monument + marker cleaning workshop(s)
- Update tree inventory
- Speed tables on Veterans' Circle.

#### Medium Term

- Maintenance and office construction
- Tree planting and replacement
- Continued hands on monument + marker cleaning workshop(s)
- Retaining wall maintenance.

#### Long Term

- Road and cul-de-sac to the burials west of Golden Drive
- Columbarium and urn burial west of Golden Drive.

Burial phasing depends on needs and trends. If one type of burial is very popular, you may want to offer more of that. Conversely, if a burial type is not selling, less of this type should be offered. Based on priorities and cost considerations, among others you may elect to reprioritize the above action items.

The matrix below is organized according to topic and keyed to Sections VIII and IX of this report:

VIII: Historic Infrastructure

VIII: Grave Markers

IX: Media Coverage

IX: Volunteers and Partnerships



Section	Recommendation	Priority
VIII	Develop a cyclical inspection and maintenance plan for the steps and retaining walls that line Hillview Circle, the inner loop road, and Veterans Circle. Regularly inspect the components for structural failure and the visible surfaces for debris buildup and signs of biofilms, mosses, and lichens. Clean the surfaces of biofilms and organic matter that has collected and is growing on the steps and walls.	High
VIII	Develop a plan to prioritize structural analysis of the retaining walls along Hillview Circle, the inner loop road, and Veterans Circle.	High
VIII	Based on the structural analysis of the retaining walls, develop a phased plan for the repair and maintenance of the walls that need restoration work.	Medium
VIII	In the event that the existing buildings comprising the maintenance complex are to be removed, take care in the protection of the nearby retaining walls, steps, and grave markers on the inside of Veterans Circle.	High
VIII	If the town constructs a new office building and/or maintenance complex at the northeast corner of Veterans Circle, any new buildings and structures should be designed so that their placement, size, design, and materials are congruent with Green Hill Cemetery's historic character. Consider the use of stone or stone veneers and earth tones for painted and stained surfaces. The maintenance building should be dark so that it recedes into the wooded surroundings.	High
VIII	Develop a plan for the cyclical inspection of markers and monuments throughout the cemetery to assess their conditions and preservation needs.	High
VIII	Document and develop an inventory of stone grave markers that exhibit surface instability in the form of efflorescence, exfoliation, delamination, or sugaring. These markers should not be cleaned because the process could further erode the stone. Instead, these markers should be documented and monitored as part of a cyclical maintenance plan.	High
VIII	Provide training to the maintenance staff on appropriate methods for the stabilization of the ground under sinking grave markers, the resetting of fallen headstones and the repair of broken headstones.	High
VIII	Work with volunteers to clean grave markers using appropriate materials and methods. Prior to volunteer workdays, the town should bring in a qualified conservator to conduct a workshop with the GHCC, maintenance staff, and	Medium

Section	Recommendation	Priority
	volunteers to learn appropriate materials, methods, and tools for safely cleaning masonry	
IX	Identify opportunities for distributing press releases to print and other area media outlets to inform the community of such things as calls for volunteers, workshops, and educational events.	Low
IX	Develop and prioritize a list of projects on which volunteer assistance would be necessary and helpful.	High
IX	Identify potential volunteers for regular workdays that might include cleaning up debris from the cemetery grounds and cleaning grave markers. Prioritize engaging with the Waynesville HPC and Haywood County Historical and Genealogical Society to promote workshops and workdays among their respective audiences.	Medium
IX	Consider installing additional interpretive material that discusses the history of Green Hill Cemetery—such as the relocation of Mt. Olive Baptist Church in the late 1800s—and contextualizes it within the broader history of Waynesville. Such signage might include reference to Dix Hill Cemetery, the historically Black cemetery that occupies the hill directly east of Green Hill Cemetery in the Pigeon Street community.	Low
IX	Consider installing clear but discreet wayfinding signage to assist visitors in navigating their way around the cemetery to locate the historic core within Veterans Circle and the newer sections to the southeast.	Medium

The matrix below is organized according to priority and keyed to Sections VIII and IX of this report.

Prior-ity	Recommendation	Section
High	Develop a cyclical inspection and maintenance plan for the steps and retaining walls that line Hillview Circle, the inner loop road, and Veterans Circle. Regularly inspect the components for structural failure and the visible surfaces for debris buildup and signs of biofilms, mosses, and lichens. Clean the surfaces of biofilms and organic matter that has collected and is growing on the steps and walls.	VIII
High	Develop a plan to prioritize structural analysis of the retaining walls along Hillview Circle, the inner loop road, and Veterans Circle.	VIII
High	In the event that the existing buildings comprising the maintenance complex are to be removed, take care in the protection of the nearby retaining walls, steps, and grave markers on the inside of Veterans Circle.	VIII
High	If the town constructs a new office building and/or maintenance complex at the northeast corner of Veterans Circle, any new buildings and structures should be designed so that their placement, size, design, and materials are congruent with Green Hill Cemetery's historic character.	VIII
High	Develop a plan for the cyclical inspection of markers and monuments throughout the cemetery to assess their conditions and preservation needs.	VIII
High	Document and develop an inventory of stone grave markers that exhibit surface instability in the form of efflorescence, exfoliation, delamination, or sugaring. These markers should not be cleaned because the process could further erode the stone. Instead, these markers should be documented and monitored as part of a cyclical maintenance plan.	VIII
High	Provide training to the maintenance staff on appropriate methods for the stabilization of the ground under sinking grave markers, the resetting of fallen headstones and the repair of broken headstones.	VIII
High	Develop and prioritize a list of projects on which volunteer assistance would be necessary and helpful.	IX
Medium	Work with volunteers to clean grave markers using appropriate materials and methods. Prior to volunteer workdays, the town should bring in a qualified conservator to conduct a workshop with the GHCC, maintenance staff, and volunteers to learn appropriate materials, methods, and tools for safely cleaning masonry	VIII
Medium	Identify potential volunteers for regular workdays that might include cleaning up debris from the cemetery grounds and cleaning grave markers. Prioritize engaging with the	IX

Prior- ity	Recommendation	Section
High	Develop a cyclical inspection and maintenance plan for the steps and retaining walls that line Hillview Circle, the inner loop road, and Veterans Circle. Regularly inspect the components for structural failure and the visible surfaces for debris buildup and signs of biofilms, mosses, and lichens. Clean the surfaces of biofilms and organic matter that has collected and is growing on the steps and walls.	VIII
	Waynesville HPC and Haywood County Historical and Genealogical Society to promote workshops and workdays among their respective audiences.	
Medium	Consider installing clear but discreet wayfinding signage to assist visitors in navigating their way around the cemetery to locate the historic core within Veterans Circle and the newer sections to the southeast.	IX
Low	Identify opportunities for distributing press releases to print and other area media outlets to inform the community of such things as calls for volunteers, workshops, and educational events.	IX
Low	Consider installing additional interpretive material that discusses the history of Green Hill Cemetery—such as the relocation of Mt. Olive Baptist Church in the late 1800s—and contextualizes it within the broader history of Waynesville. Such signage might include reference to Dix Hill Cemetery, the historically Black cemetery that occupies the hill directly east of Green Hill Cemetery in the Pigeon Street community.	IX



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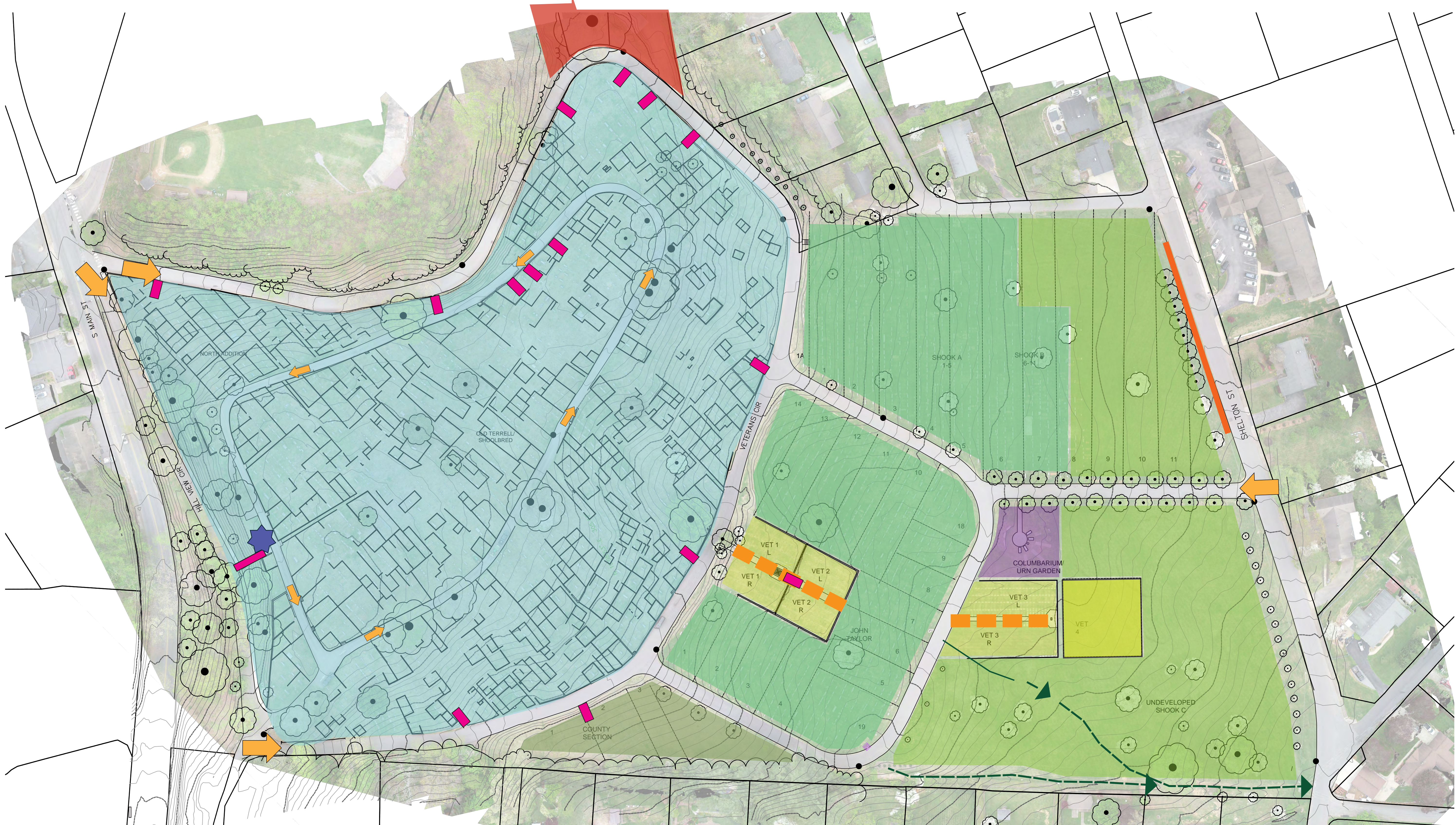
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## XV. APPENDIX I – FULL SIZE PLANS

- Existing Conditions
- Issues and Opportunities, Left
- Issues and Opportunities, Right
- Concept Plan
- Master Plan

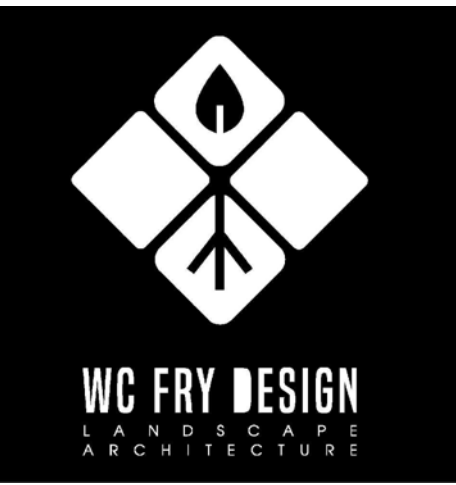




LEGEND

- |  |                                   |  |                                |  |                       |  |                                  |
|--|-----------------------------------|--|--------------------------------|--|-----------------------|--|----------------------------------|
|  | UNBURIED, FULL BODY               |  | BURIED, FULL BODY              |  | COUNTY SECTION        |  | NATIONAL REGISTER-LISTED         |
|  | URN BURIAL AND COLUMBARIUM GARDEN |  | STORM DRAIN AND DRAINAGE SWALE |  | INTERPRETIVE SIGN     |  | MAINTENANCE AND POTENTIAL OFFICE |
|  | VETERANS' BURIAL                  |  | ONE WAY ROADS                  |  | STAIRS, WITH HANDRAIL |  | EXISTING TREES                   |
|  | BURIED, L                         |  | POTENTIAL PARKING              |  | CEMETERY ENTRANCE     |  |                                  |
|  | UNBURIED, R                       |  |                                |  |                       |  |                                  |

EXISTING LAND USE



LANDSCAPE ARCHITECT  
WC FRY DESIGN, LLC  
5266 CHURCH ROAD  
ANN ARBOR, MICHIGAN 48105

L.F. Sloane  
CONSULTING GROUP

CEMETERY BUSINESS CONSULTANT  
LF SLOANE CONSULTING GROUP  
516 CLIFTON ROAD NE  
ATLANTA, GEORGIA 30307

WithersRavenel  
Our People. Your Success.

CIVIL ENGINEER  
WITHERSRAVENEL  
84 COXE AVENUE, SUITE 260  
ASHVILLE, NORTH CAROLINA 28801

RGA RICHARD GRUBB  
& ASSOCIATES

CULTURAL RESOURCES  
RICHARD GRUBB & ASSOCIATES  
525 WAIT AVENUE  
WAKE FOREST, NORTH CAROLINA 27587

Waynesville  
CLIENT

TOWN OF WAYNESVILLE,  
NORTH CAROLINA

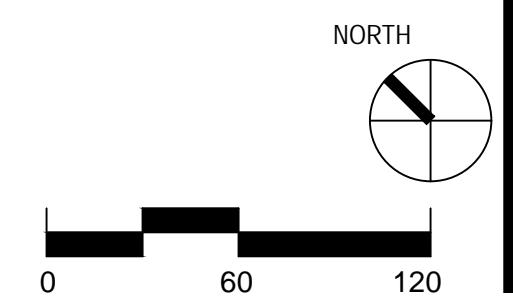
GREEN HILL CEMETERY

WC FRY DESIGN PROJECT NUMBER  
WAYN0001

FIRST ISSUE DATE:  
JUNE 1, 2024

SHEET TITLE  
MASTER PLAN

SHEET NO.





STEEP SLOPES AND RE-  
TAINING WALLS ARE IM-  
PORTANT DEFINING ELE-  
MENTS IN GREEN HILL. AT  
THIS POINT, THE WALLS  
ARE SHOWING THEIR AGE  
AND SOME ARE BEGIN-  
NING TO FAIL.



THE ENTRY ARCH, PIERS  
AND WALL WERE BEAU-  
TIFULLY RESTORED IN  
2024.



CHARACTER PHOTOS OF  
THE HISTORIC SECTIONS AT  
GREEN HILL.



SMALL STORAGE  
GARAGE, TOPSOIL  
STORAGE AND SPOILS  
STOCKPILE



MAINTENANCE IS PER-  
FORMED FROM THE AREA  
OF THIS RED HOUSE,  
BREAK-ROOM SHED AND  
A SMALL GARAGE. EQUIP-  
MENT IS STORED AT THIS  
LOCATION OR AT THE  
TOWN'S YARD ON LEGION  
DRIVE. SALES AND RE-  
CORDS MANAGEMENT  
OCCUR AT THE LEGION  
DRIVE OFFICE BUILDING.

THIS AREA REQUIRES RE-  
DEVELOPMENT AND CRE-  
ATION OF A SERVICEABLE  
MAINTENANCE GARAGE  
AND CEMETERY OFFICE.



GREEN HILL HAS MANY  
VERY MATURE TREES THAT  
PROVIDE A BEAUTIFUL  
SCALE AND HISTORY TO THE  
CEMETERY. WITH SUCH OLD  
TREES MANY HAVE AND/OR  
ARE BEGINNING TO FAIL  
AND NEED TO BE RE-  
PLACED, PARTICULARLY IN  
THE HISTORIC SECTIONS.



LIKE THE AGING WALLS, THE MONUMENTS IN  
THE HISTORIC SECTIONS ARE ALSO FAILING. IT  
IS CRITICAL TO DEVELOP A MANAGEMENT  
PLAN FOR INVENTORYING, CLEANING AND RE-  
STORING THE MONUMENTS.



LANDSCAPE ARCHITECT  
WC FRY DESIGN, LLC  
5266 CHURCH ROAD  
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CONSULTING  
GROUP

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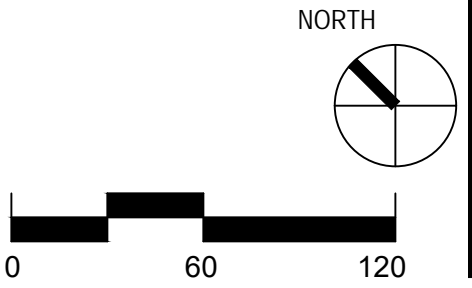
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TOWN OF WAYNESVILLE,  
NORTH CAROLINA

GREEN HILL CEMETERY

WC FRY DESIGN PROJECT NUMBER  
WAYN0001  
FIRST ISSUE DATE  
JUNE 1, 2024

SHEET TITLE  
MASTER PLAN

SHEET NO.



# ISSUES & OPPORTUNITIES



PROVIDE SCREENING TO DEFINE CEMETERY EDGE



GROUND BURIAL SECTIONS WITH FLUSH MARKERS AND UPRIGHT UPRIGHT MONUMENTS. VIEW SOUTHWEST TOWARDS VETS. SECTIONS.

VIEW TOWARDS FUTURE VETERANS' SECTION. 100' X 100' HAS BEEN ALLOCATED. FUTURE ROAD WILL PROVIDE BARRIER FROM ACCESS.

VETERANS' MEMORIAL IN VETS 1. REMOVE AND REPLACE FAILING WALKS.

CRUSHED STORM PARK. STORMWATER FLOWS OVERLAND TO SOUTHWEST CORNER OF CEMETERY. DEPENDING ON DESIGN OF CREMATION GARDEN, WATER MAY BE ABLE TO SHEET FLOW TO OUTLET.

URN BURIAL AND COLUMBARIA. ALLOW SALES OF ALL NICHES WITHOUT LIMITATION BY BLOCK. FUTURE INSCRIPTIONS SHOULD BE STANDARDIZED IN SIZE AND DETAIL.

GRADE EARTH AND RESEED AREA TO DISGUISE EXPOSED COLUMBARIUM BASE.



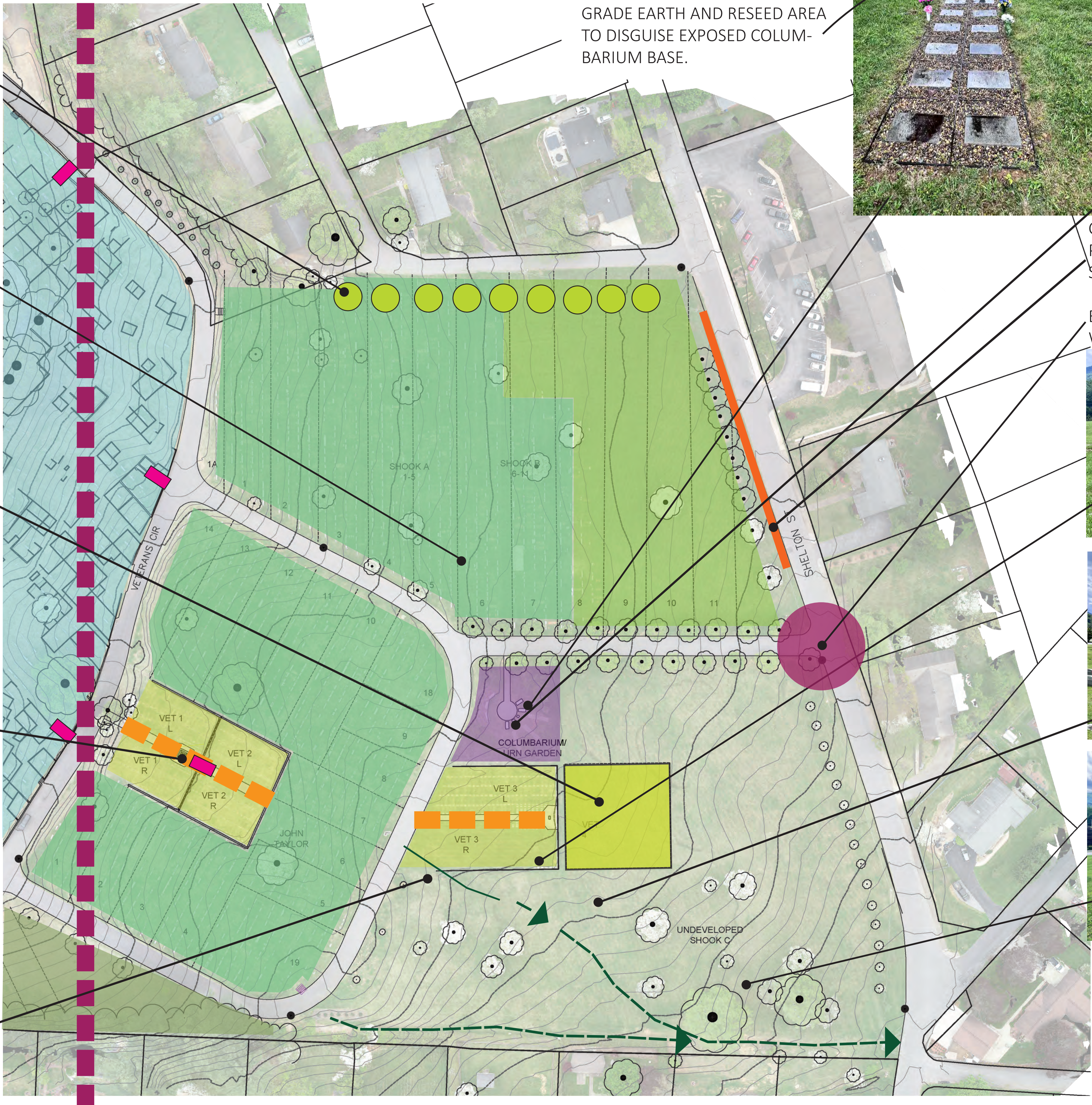
CREATE A SINGLE LANE OF PARALLEL PARKING ON SHELTON ST. TO SERVE CEMETERY GUESTS.

ENHANCE CEMETERY ENTRANCE WITH PLANTINGS AND SIGN

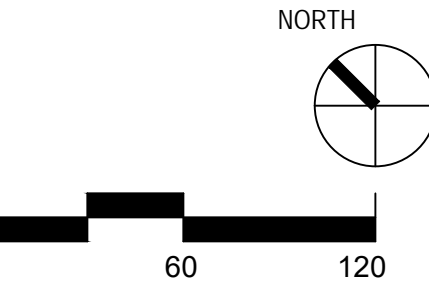


VETERANS' SECTION 3. MOVE BURIALS INWARD AND PROVIDE UNDERDRAIN BEHIND WALL TO STABILIZE WALL ALLEVIATE PRESSURE.

VIEW TOWARDS UNDEVELOPED SECTIONS, WHICH SHOULD BE USED FOR FULL BODY BURIAL AND A CREMATION GARDEN.



# ISSUES & OPPORTUNITIES



LANDSCAPE ARCHITECT  
WC FRY DESIGN, LLC  
5266 CHURCH ROAD  
ANN ARBOR, MICHIGAN 48105

L.F. Sloane  
CONSULTING GROUP

CEMETERY BUSINESS CONSULTANT  
LF SLOANE CONSULTING GROUP  
516 CLIFTON ROAD NE  
ATLANTA, GEORGIA 30307

WithersRavenel  
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CIVIL ENGINEER  
WITHERSRAVENEL  
84 COXE AVENUE, SUITE 260  
ASHVILLE, NORTH CAROLINA 28801

RGA RICHARD GRUBB  
& ASSOCIATES

CULTURAL RESOURCES  
RICHARD GRUBB & ASSOCIATES  
525 WAIT AVENUE  
WAKE FOREST, NORTH CAROLINA 27587

Waynesville  
TOWN OF WAYNESVILLE,  
NORTH CAROLINA

GREEN HILL CEMETERY

WC FRY DESIGN PROJECT NUMBER  
WAYN0001  
FIRST ISSUE DATE  
JUNE 1, 2024



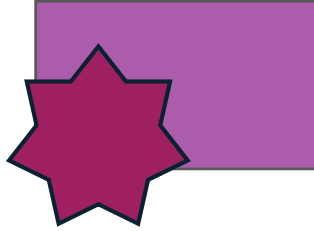
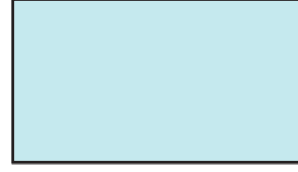
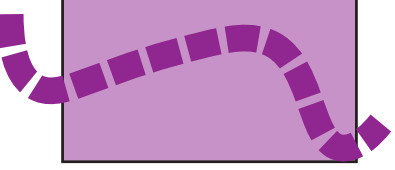





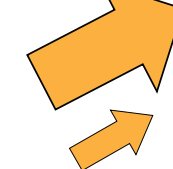

SHEET TITLE  
MASTER PLAN

SHEET NO.

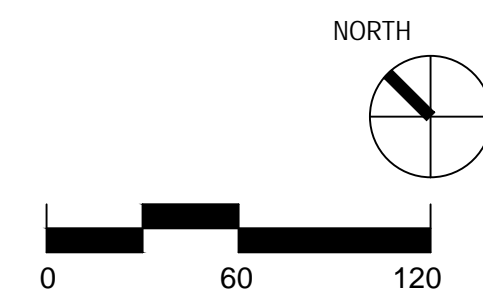




## LEGEND

- |   |                                   |   |                                |   |   |   |                                 |
|---|-----------------------------------|---|--------------------------------|---|---|---|---------------------------------|
|  | FULL BODY BURIAL 4' X 10'         |  | 300' DIAMETER WALK CIRCLE      |  | MEDITATION AREA W/ PUBLIC ART, WALK AND BENCHES |  | NATIONAL REGISTER-LISTED        |
|  | URN BURIAL AND COLUMBARIUM GARDEN |  | STORM DRAIN AND DRAINAGE SWALE |  | SPEED TABLE                                     |  | MAINTENANCE AND PROPOSED OFFICE |
|  | VETERANS' BURIAL                  |  | ROADS AND PARKING              |  | CEMETERY ENTRANCE ONE WAY ROADS                 |  | ENHANCED CEMETERY ENTRANCE      |

# CONCEPT PLAN



LANDSCAPE ARCHITECT  
WC FRY DESIGN, LLC  
5266 CHURCH ROAD  
ANN ARBOR, MICHIGAN 48105

L.F. Sloane  
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GROUP

CEMETERY BUSINESS CONSULTANT  
LF SLOANE CONSULTING GROUP  
516 CLIFTON ROAD NE  
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RGA RICHARD GRUBB  
& ASSOCIATES

CULTURAL RESOURCES  
RICHARD GRUBB & ASSOCIATES  
525 WAIT AVENUE  
WAKE FOREST, NORTH CAROLINA 27587

**Waynesville**  
CLIENT  
**TOWN OF WAYNESVILLE,  
NORTH CAROLINA**  
**GREEN HILL CEMETERY**

WC FRY DESIGN PROJECT NUMBER  
WAYN0001

FIRST ISSUE DATE  
JUNE 1, 2024

SHEET TITLE  
MASTER PLAN

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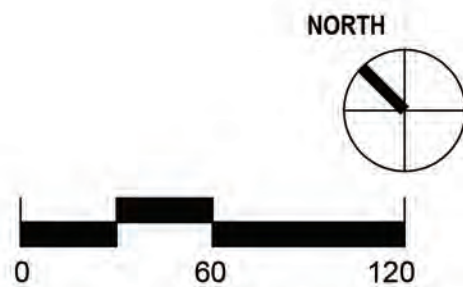


LEGEND

URN BURIAL 4' x 4'

FULL BODY BURIAL 4' X 10'NATIONAL REGISTER-LISTEDSPEED TABLE

MASTER PLAN



LANDSCAPE ARCHITECT  
WC FRY DESIGN, LLC  
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**Waynesville**  
CLIENT  
**TOWN OF WAYNESVILLE,  
NORTH CAROLINA**  
**GREEN HILL CEMETERY**

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WC FRY DESIGN PROJECT NUMBER  
WAYN0001  
PRINT DATE  
JUNE 1, 2024

SHEET TITLE  
MASTER PLAN

SHEET NO.





# MAINTENANCE AREA & OFFICE-B

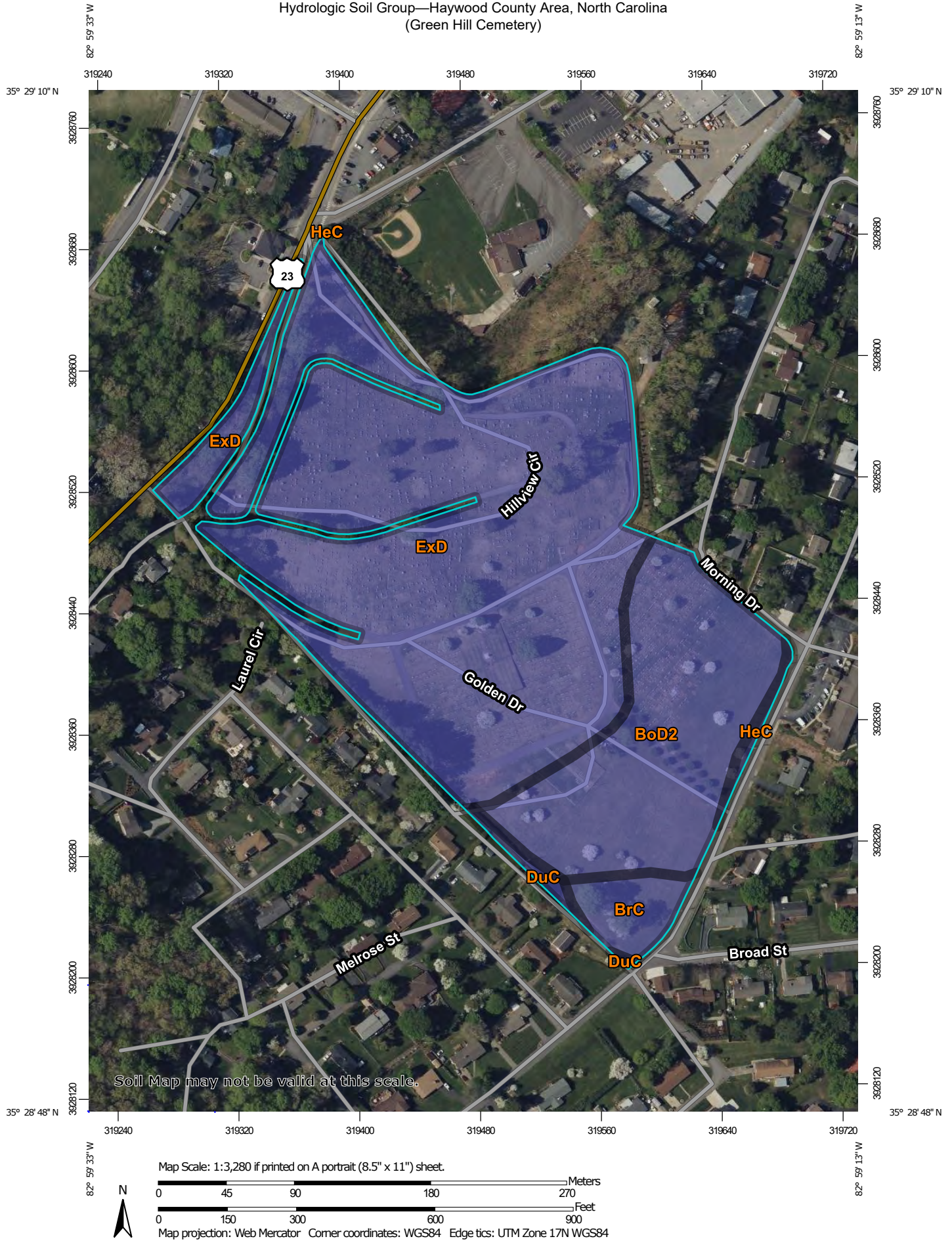
JULY 12, 2024  
WC FRY DESIGN



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## XVI. APPENDIX II – NRCS SOIL SURVEY


# Hydrologic Soil Group—Haywood County Area, North Carolina (Green Hill Cemetery)



# Hydrologic Soil Group—Haywood County Area, North Carolina (Green Hill Cemetery)

## MAP LEGEND

### Area of Interest (AOI)









 Area of Interest (AOI)

### Soils

#### Soil Rating Polygons





 A  
 A/D  
 B  
 B/D  
 C  
 C/D  
 D  
 Not rated or not available

#### Soil Rating Lines


 A  
 A/D  
 B  
 B/D  
 C  
 C/D  
 D  
 Not rated or not available

#### Soil Rating Points






 A  
 A/D  
 B  
 B/D

 C  
 C/D  
 D  
 Not rated or not available

### Water Features

 Streams and Canals

### Transportation

 Rails  
 Interstate Highways  
 US Routes  
 Major Roads  
 Local Roads

### Background

 Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Haywood County Area, North Carolina  
 Survey Area Data: Version 25, Sep 13, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Apr 1, 2022—May 9, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.



## Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
BoD2	Braddock clay loam, 15 to 30 percent slopes, eroded, stony	B	5.5	23.8%
BrC	Braddock-Urban land complex, 2 to 15 percent slopes	B	0.8	3.5%
DuC	Dillsboro-Urban land complex, 2 to 15 percent slopes	B	0.2	0.9%
ExD	Evard-Cowee-Urban land complex, 15 to 30 percent slopes	B	16.5	71.2%
HeC	Hayesville-Urban land complex, 2 to 15 percent slopes	B	0.1	0.6%
<b>Totals for Area of Interest</b>			<b>23.1</b>	<b>100.0%</b>

## Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

## Rating Options

*Aggregation Method:* Dominant Condition

*Component Percent Cutoff:* None Specified

*Tie-break Rule:* Higher



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LANDSCAPE  
ARCHITECTURE

L.F. Sloane  
CONSULTING  
GROUP

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RICHARD GRUBB  
& ASSOCIATES

# GREEN HILL CEMETERY WAYNESVILLE, NC



August 22, 2024



# PRESENTATION OUTLINE



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LANDSCAPES  
ARCHITECTURE

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RICHARD GRUBB  
& ASSOCIATES

1. INTRODUCTION
2. GOALS
3. EXISTING CONDITIONS
4. ISSUES + OPPORTUNITIES
5. CONCEPTUAL DESIGN
6. MASTER PLAN
  - a. STORMWATER
  - b. EROSION
  - c. RETAINING WALLS
7. MONUMENT  
CONSERVATION
8. PHASING + NEXT STEPS
9. DISCUSSION





# INTRODUCTIONS



## Waynesville

NORTH CAROLINA



WC FRY DESIGN  
LANDSCAPE  
ARCHITECTURE

WENDY FRY ASLA, PLA, CLARB, LEED AP

PROJECT MANAGER | CEMETERY PLANNER + DESIGNER

L.F. Sloane  
CONSULTING  
GROUP

LARRY SLOANE

CEMETERY CONSULTANT



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ALISHA GOLDSTEIN

PE

CIVIL AND STORMWATER ENGINEER



RICHARD GRUBB  
& ASSOCIATES

ANNIE McDONALD

SENIOR ARCHITECTURAL HISTORIAN

# GOALS & ISSUES



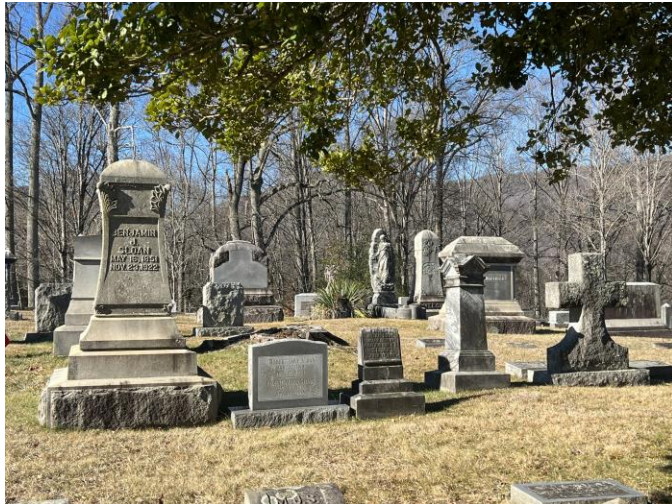
- Cemetery sales and burial trends, expanded burial offerings
- Service trends
- Cemetery business and management processes
- Perpetual care fund
- Cemetery fees
- Records management and preservation
- Electronic records for burials, sales and mapping
- Building and grounds maintenance
- Existing site conditions, including needs and opportunities
  - Walls
  - Roads and parking
  - Stormwater Management
  - Utilities
- Erosion control and slope stability
- Signage and Wayfinding
- Landscape concept
- Land Use
- Cultural Resources
  - Headstone and monument conservation
  - Other historic resources
- Cemetery Use and Awareness (friends' group, walking tours, photography classes, birding, arboretum, history, preservation, etc.)
- Capital improvement needs
- Phasing.



# EXISTING CONDITIONS



View from Main Street



Historic Section

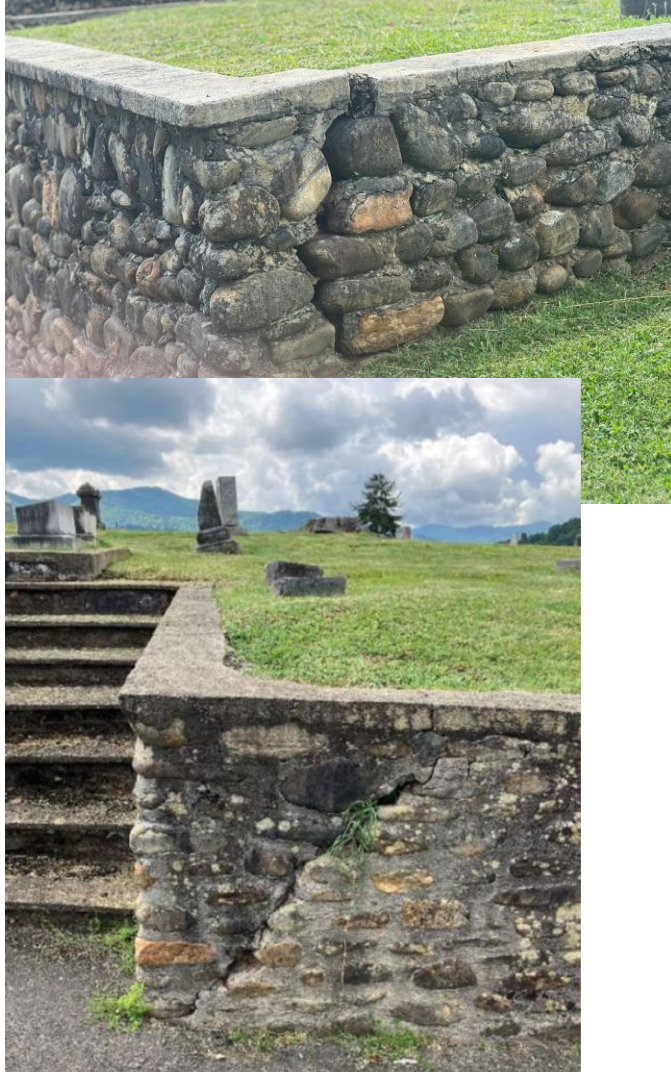


Maintenance Area





# EXISTING CONDITIONS



*Cracks in Retaining Wall*



*Grated Curb Inlet with Plants Growing*



*Clogged Weephole in Retaining Wall*



*Crushed Outfall Pipe*



*Slope Erosion*





## LEGEND



UNBURIED, FULL BODY  
URN BURIAL AND  
COLUMBARIUM GARDEN  
VETERANS' BURIAL  
BURIED, L  
UNBURIED, R



BURIED, FULL BODY  
STORM DRAIN AND  
DRAINAGE SWALE  
ONE WAY ROADS  
POTENTIAL PARKING

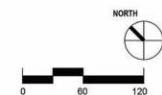


COUNTY SECTION  
INTERPRETIVE SIGN  
STAIRS, WITH HANDRAIL  
CEMETERY ENTRANCE



NATIONAL REGISTER-LISTED  
MAINTENANCE AND POTENTIAL OFFICE  
EXISTING TREES

# EXISTING LAND USE





STEEP SLOPES AND RETAINING WALLS ARE IMPORTANT DEFINING ELEMENTS IN GREEN HILL. AT THIS POINT, THE WALLS ARE SHOWING THEIR AGE AND SOME ARE BEGINNING TO FAIL.



THE ENTRY ARCH, PIERS AND WALL WERE BEAUTIFULLY RESTORED IN 2024.



CHARACTER PHOTOS OF THE HISTORIC SECTIONS AT GREEN HILL.



LIKE THE AGING WALLS, THE MONUMENTS IN THE HISTORIC SECTIONS ARE ALSO FAILING. IT IS CRITICAL TO DEVELOP A MANAGEMENT PLAN FOR INVENTORYING, CLEANING AND RESTORING THE MONUMENTS.

SMALL STORAGE GARAGE, TOPSOIL STORAGE AND SPOILS STOCKPILE



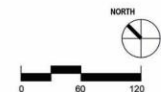
MAINTENANCE IS PERFORMED FROM THE AREA OF THIS RED HOUSE, BREAK-ROOM SHED AND A SMALL GARAGE. EQUIPMENT IS STORED AT THIS LOCATION OR AT THE TOWN'S YARD ON LEGION DRIVE. SALES AND RECORDS MANAGEMENT OCCUR AT THE LEGION DRIVE OFFICE BUILDING.

THIS AREA REQUIRES REDEVELOPMENT AND CREATION OF A SERVICEABLE MAINTENANCE GARAGE AND CEMETERY OFFICE.

GREEN HILL HAS MANY VERY MATURE TREES THAT PROVIDE A BEAUTIFUL SCALE AND HISTORY TO THE CEMETERY. WITH SUCH OLD TREES MANY HAVE AND/OR ARE BEGINNING TO FAIL AND NEED TO BE REPLACED, PARTICULARLY IN THE HISTORIC SECTIONS.



# ISSUES & OPPORTUNITIES





GROUND BURIAL SECTIONS WITH FLUSH MARKERS AND UPRIGHT MONUMENTS. VIEW SOUTHWEST TOWARDS VETS. SECTIONS.



VIEW TOWARDS FUTURE VETERANS' SECTION. 100' X 100' HAS BEEN ALLOCATED. FUTURE ROAD WILL PROVIDE BARRIER FROM ACCESS.



VETERANS' MEMORIAL IN VETS 1. REMOVE AND REPLACE FAILING WALKS.



CRUSHED STORM PARK. STORMWATER FLOWS OVERLAND TO SOUTHWEST CORNER OF CEMETERY. DEPENDING ON DESIGN OF CREMATION GARDEN, WATER MAY BE ABLE TO SHEET FLOW TO OUTLET.



URN BURIAL AND COLUMBARIA. ALLOW SALES OF ALL NICHES WITHOUT LIMITATION BY BLOCK. FUTURE INSCRIPTIONS SHOULD BE STANDARDIZED IN SIZE AND DETAIL.



GRADE EARTH AND RESEED AREA TO DISGUISE EXPOSED COLUMBARIUM BASE.

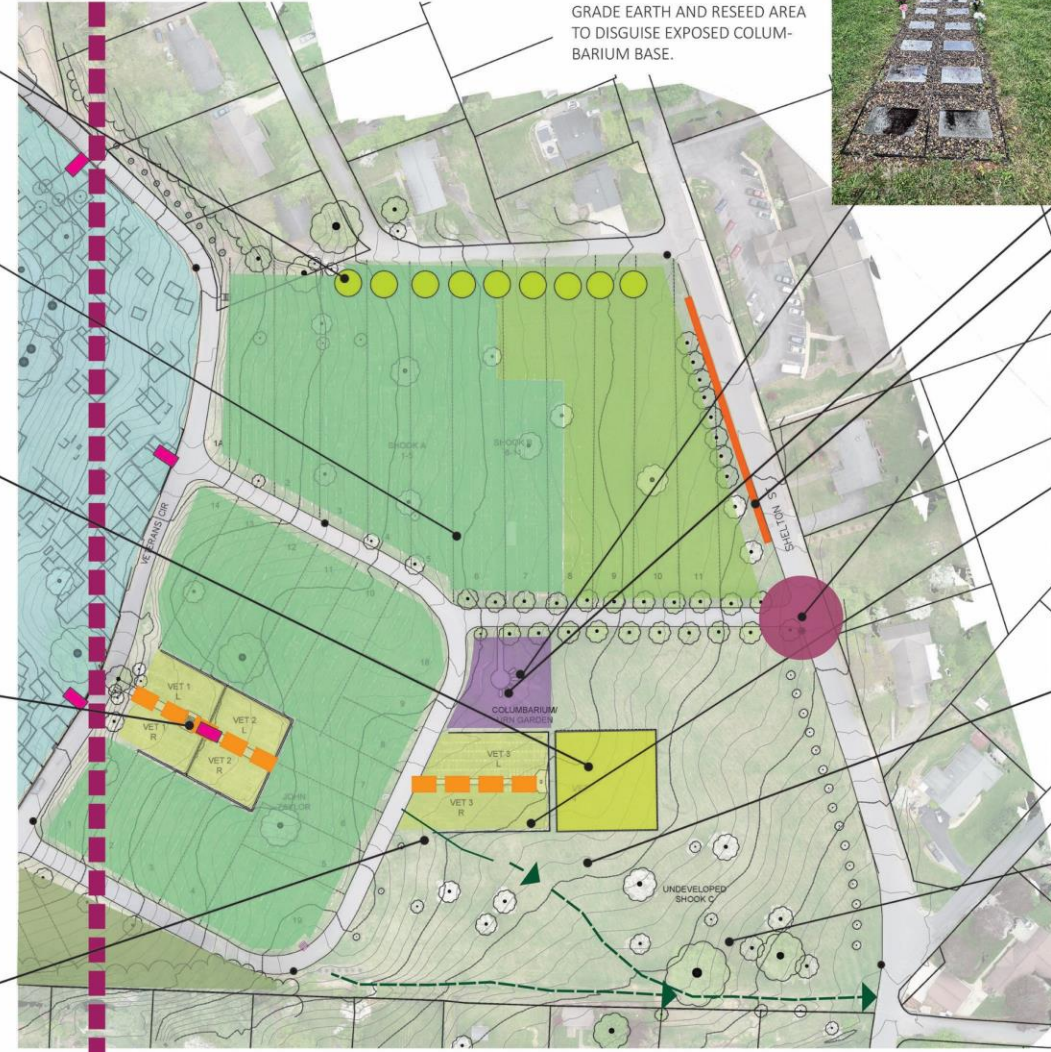
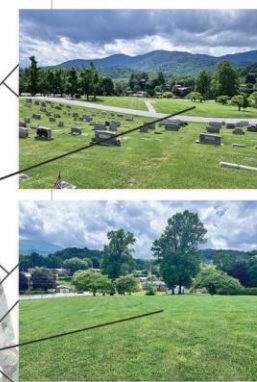
CREATE A SINGLE LANE OF PARALLEL PARKING ON SHELTON ST. TO SERVE CEMETERY GUESTS.

ENHANCE CEMETERY ENTRANCE WITH PLANTINGS AND SIGN

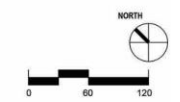
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VIEW TOWARDS UNDEVELOPED SECTIONS, WHICH SHOULD BE USED FOR FULL BODY BURIAL AND A CREMATION GARDEN.



# ISSUES & OPPORTUNITIES





# STORMWATER

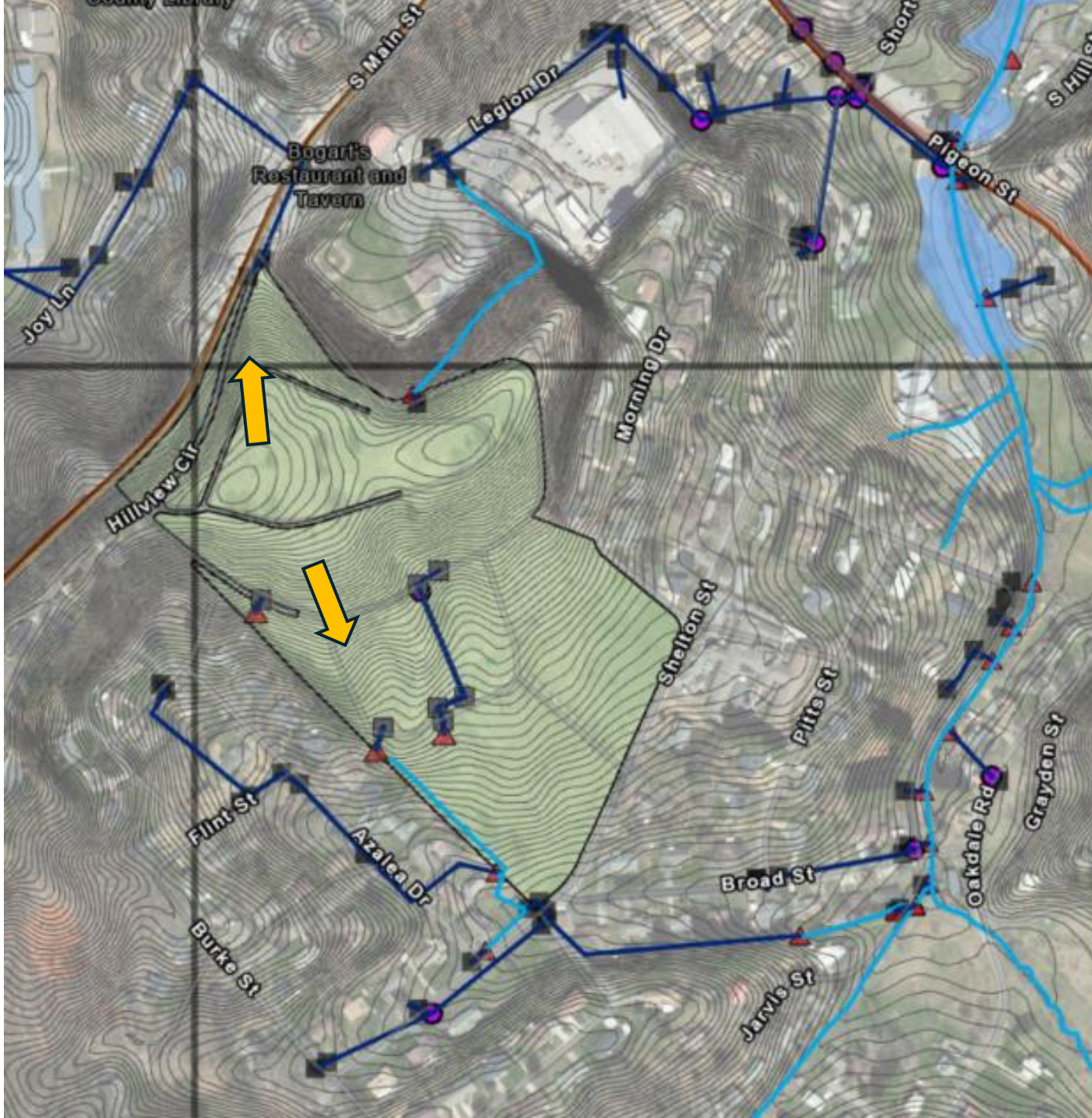


WC FRY DESIGN  
LANDSCAPE ARCHITECTURE

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CONSULTING GROUP

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## Legend

- Storm Drain
- Ditch/Open Channel
- Storm Discharge Points
- Storm Inlets
- Storm Manholes
- 500-year Floodplain
- 100-year Floodplain
- 2-foot Contours
- Flow Direction



# EROSION



*Slope Erosion on Veteran's Circle*



# EROSION



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LANDSCAPE  
ARCHITECTURE

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*Examples of Slope Erosion Stabilization*

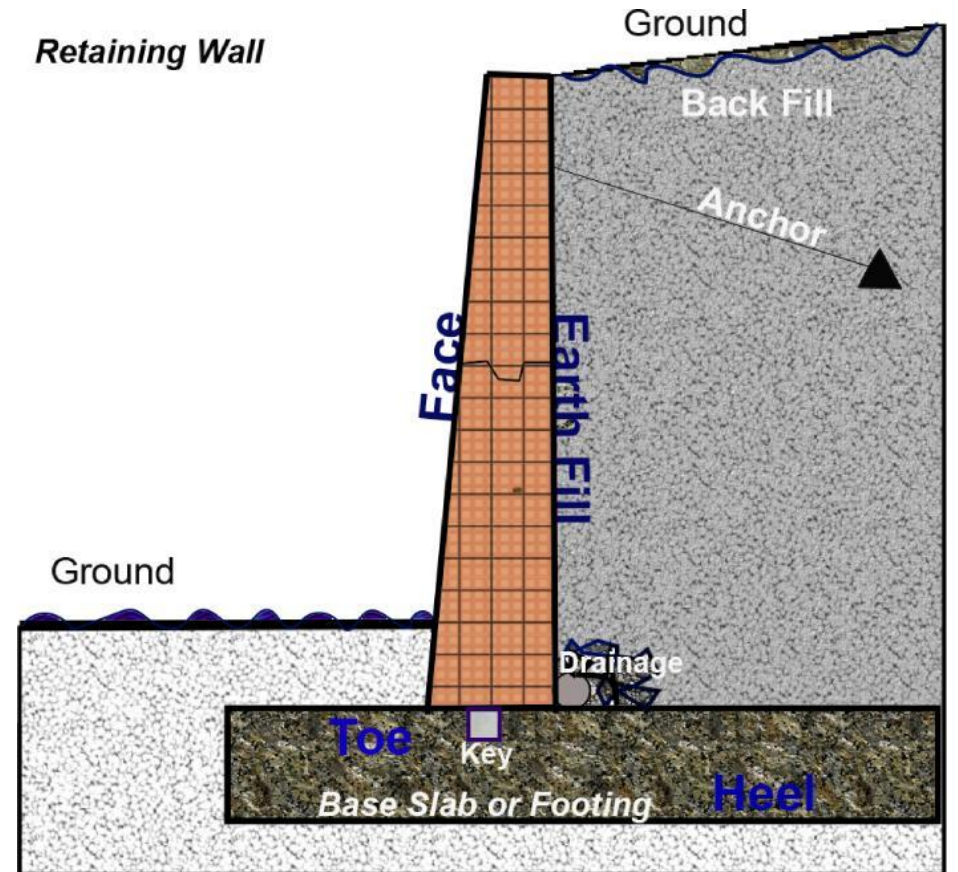
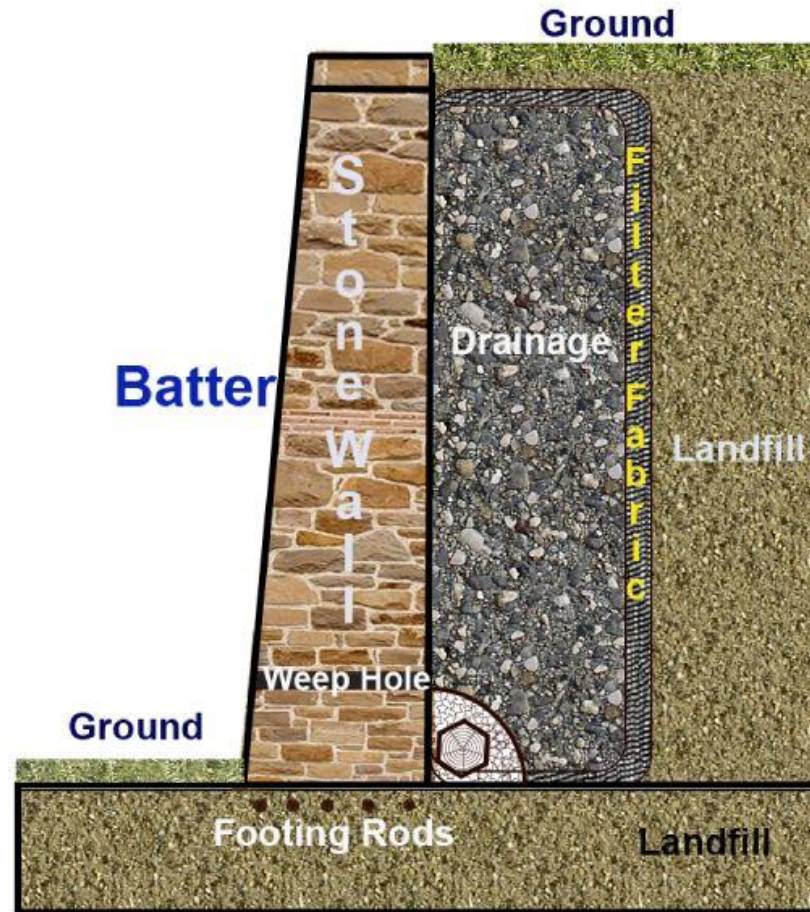


# RETAINING WALLS





# RETAINING WALLS

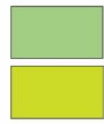


Examples of Retaining Wall Stabilization



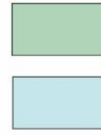


# LEGEND



URN BURIAL 4' x 4'

VETERANS' BURIAL



FULL BODY BURIAL 4' x 10'

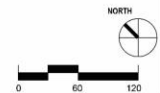
NATIONAL REGISTER-LISTED



SPEED TABLE



# MASTER PLAN



# MAINTENANCE + OFFICE



## MAINTENANCE AREA & OFFICE-B

JULY 12, 2024  
WC FRY DESIGN



# SHELTON ST.



# SHELTON ST

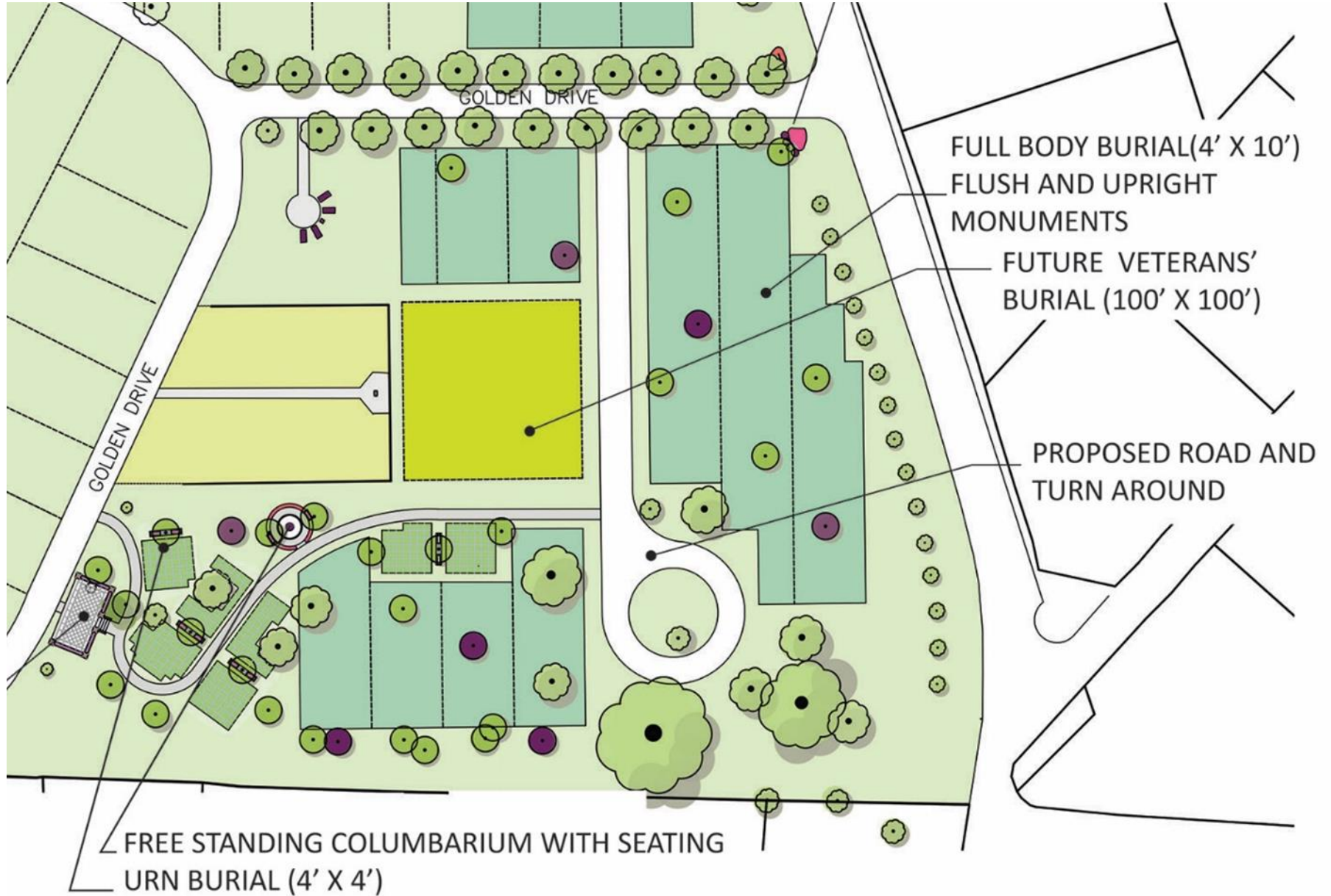


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ARCHITECTURE

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# MONUMENT CONSERVATION



## Classifications of Stone Damage

(Harpe 2023)

### Environmental

- Carbon-based deposits from industrial and vehicle emissions;
- Improper cleaning and/or repair methods; Air pollution/acid rain.

### Human Inflicted

- Neglect;
- Vandalism;
- Improper use of maintenance equipment such as lawn mowers, tractors, and string trimmers.

### Natural Sources

- Aging and weathering of stone;
- Settling of the stone;
- Organic growth: lichens, algae, fungi, and biofilms
- Climbing plants and vines.

# MONUMENT CONSERVATION



## Next Steps

1. Develop a plan for regular inspection of markers and monuments.
2. Develop an inventory of all stone markers and monuments. Document findings of cracks, breaks and surface instability.
3. Hire a professional to provide training to Town maintenance staff on appropriate methods for monument stabilization, resetting & repair.
4. Work with and train volunteers to clean markers and monuments using appropriate methods, materials and tools.
5. Include volunteers from the Historic Preservation Committee, Haywood Co. Historical and Genealogical Society and the Cemetery Committee.



# PHASING + NEXT STEPS



## Short Term

- Public art and meditation court
- Maintenance and office area funding and planning
- Retaining wall assessment
- Storm sewer assessment
- Monument + marker inventory
- Conduct hands on monument + marker cleaning workshop(s)
- Update tree inventory
- Speed tables on Veterans' Circle.

## Medium Term

- Maintenance and office construction
- Retaining wall maintenance.
- Continued monument + marker cleaning workshop(s)

## Long Term

- Road and cul-de-sac to the burials west of Golden Drive
- Columbarium and urn burial west of Golden Drive.



WC FRY DESIGN  
LANDSCAPE  
ARCHITECTURE

L.F. Sloane  
CONSULTING  
GROUP

MEKUS Tanager  
CEMETERY DESIGN CONSULTANT

# DISCUSSION



August 22, 2024



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 25, 2025**

**SUBJECT:** Request to apply for NC Division of Parks and Recreation for Accessible Parks Grant

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Recreation and Parks  
**Contact:** Luke Kinsland, Recreation and Parks Director  
**Presenter:** Luke Kinsland, Recreation and Parks Director

**BRIEF SUMMARY:** The Kiwanis Club has committed \$25,000 toward replacement of the large play structure within the Kiwanis playground and is applying for a grant from Duke Energy for another \$25,000. Staff would like to use this local match as part of a grant application to the State to increase accessibility in public playgrounds, at a \$1 local match to \$5 grant match opportunity. Therefore with \$50,000 of funding raised locally through Kiwanis and Duke Energy Foundation, the Town could apply for up to \$250,000. If Kiwanis were not to receive the Duke Energy Grant, \$25,000 would be the local match and the Town could then apply for \$125,000. This funding would be used to demo some of the old equipment and replaces it with new and accessible features. Grant application is due on March 3, 2025.

**MOTION FOR CONSIDERATION:**

1. To direct staff to complete an application to the NC Division of Parks and Recreation for Accessible Parks Grant.

**FUNDING SOURCE/IMPACT:** \$0 for grant application, but project development costs such as staff time, and management will be impacted.

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: 2/25/2025**

**SUBJECT** Project Ordinance for the Repair of Flood Damage to 280 Georgia Avenue.

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Fire/Finance

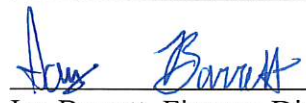
**Contact:** Rob Hites


**Presenter:** Rob Hites

**BRIEF SUMMARY :** The Town's insurance carrier has compensated us for damages to 280 Georgia Avenue due to flooding from Hurricane Helene. The settlement is such that the Town will not require a reimbursement from FEMA. We have bid and contracted the repairs. During demolition, the contractor discovered that the ceiling insulation was "loose" and had fallen on the hung ceiling. The building inspector stated that we could not use loose insulation to replace it. We must use "blown" insulation that sticks to the ceiling. In order to blow the insulation, several electrical and communications lines must be moved and re-attached. The contractor has provided a change order to complete the task. We will have several more unanticipated changes during construction as well as the replacement of water damaged furniture. To provide for a smooth process, we recommend the Council adopt a "project ordinance". The funds we recommend for the project ordinance (\$307,000) are covered by the insurance proceeds which we have deposited in the General Fund.

**MOTION FOR CONSIDERATION:** Approve the Project Ordinance

**FUNDING SOURCE/IMPACT:** General Fund Balance (insurance proceeds).

  
\_\_\_\_\_  
Ian Barrett, Finance Director

  
\_\_\_\_\_  
Date

**ATTACHMENTS:** Project Ordinance, Change Order #1 by John Burgin Construction Company

**MANAGER'S COMMENTS:** See Above.



CHANGE ORDER

CHANGE ORDER NUMBER: 1  
AIA DOCUMENT G701 CONTRACT DATE: 1/27/25

OWNER x  
ARCHITECT  
CONTRACTOR x  
FIELD  
OTHER

Project Waynesville Fire and Finance

ARCHITECT'S PROJECT NO.:

Add R20 open cell foam to roof Deck per local building inspection ,  
Replace ceiling, remove and replace lights

\$32,773.85

Total

\$32,773.85

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was \$227,000.00  
Net change by previously authorized Change orders \$0.00  
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was \$227,000.00  
The (Contract Sum) (Guaranteed maximum price) will be will be increased by this change order \$32,773.85  
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be \$259,773.85  
The Contract Time will be (increased) 10  
The date of Substantial Completion as of the date of this Change Order therefore is

DESIGNER	CONTRACTOR	OWNER
Address	Address	Address
BY	BY	BY
DATE	DATE	DATE

Change Order Detail

Material			Labor		
Material Subtotal			Man Hrs@ \$25/ hr	35	\$875.00
Delivery		\$0.00	Man Hrs@ \$18/hr	0	\$0.00
Sales Tax		\$0.00	Labor Burden	40%	\$350.00
Overhead & Profit	15%	\$0	Overhead & Profit	15%	\$183.75
Total Material		\$0.00	Total Labor		\$1408.75
Subcontracts			Equipment		
CP Electric		\$5,100.00			
USI Allied		\$13,404.00			
F and D Drywall		\$8,770.00			
		\$0.00			\$0.00
		\$0.00			\$0.00
		\$0.00			\$0.00
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
Overhead & Profit	15%	\$4,091.10	Overhead & profit	15%	\$0.00
Total Subcontracts		\$31,365.10	Total Equipment		\$0.00
Summary					
Material		\$0.00			
Labor		\$1408.75			
Subcontracts		\$31,365.10			
Equipment		\$0.00			
Subtotal		\$32,773.85			
Bond (if applicable)	0%	\$0.00			
Total		\$32,773.85			
Total requested on this Change order				\$32,773.85	





ALLIED  
**WORK AGREEMENT**

License #:Not Required

Branch#: 351 | 741 Dogwood Road | Asheville, NC 28806 | (828) 253-4387

**CUSTOMER/BUILDER**

JOHN BURGIN BUILDER / 873881  
275 WILDCAT MTN RD  
WAYNESVILLE, NC 28786  
(828) 734-6521

**JOB SITE INFORMATION**

TOWN OF WAYNESVILLE FINANCE  
AND FIRE STATION #2  
280 GEORGIA AVE  
WAYNESVILLE, NC 28786

**TRADE: INSULATION**

**QUOTE #:** 83377279 / 1  
**ISSUE DATE:** 02-04-2025  
**SALES PERSON:** Ellwood, Thomas A

**Base-1**

Work Area	Item
Prep	POLY FILM,2M 10'X100' CLR
Roof Deck	R-20 OC = 5.5 Nominal Inches & Thermal Barrier Coating OPEN CELL FOAM

**BASE TOTAL: \$13,404.00**

**NOTE:** This agreement consists of multiple pages. If you do not receive the number of pages noted below, please contact Contractor directly at the telephone number stated above.

Draft stop, fire block, fire stop (IBC 718.4.1, 718.4.2 and 718.4.3 or locally adopted equivalent), and fire rated caulking are not included within Contractor's Work unless specifically listed above.

Contractor is willing to furnish to you all material and labor required for the Scope of Work, subject to the terms and conditions stated in this agreement.

**TERMS OF PAYMENT:** Payment in full due as stated on invoice regardless of any payment arrangements you have with third parties. Visit [www.truteambillpay.com](http://www.truteambillpay.com) to manage your invoices and make payments online with TruTeam Bill Pay.

**ACCEPTANCE:** Contractor may change and/or withdraw this agreement if Contractor does not receive your signed acceptance within 10 business days after the Date stated above.

**PRICING:** The prices stated in the Scope of Work above will remain firm for 60 days after the Date stated above. If performance of this agreement extends beyond this 60 day period, you agree to pay Contractor's then current pricing ("Price") for any Work performed after that 60 day period. The Prices are based only on the terms and conditions expressly stated in this agreement. The Prices exclude any and all terms and conditions not expressly stated herein, including, without limitation, any obligation by Contractor to name you or any third-party as an additional insured on its insurance policy; to provide per project aggregate insurance coverage for the Work; to participate in any owner controlled, wrap, or similar insurance program; to indemnify or defend you or any third-party from any claims, actions and/or lawsuits of any kind or nature whatsoever except to the limited extent state in Section 18 of this agreement. Any terms or conditions required by you by contract or otherwise in addition to or inconsistent with those expressly stated in this agreement will result in additional charges and/or higher Prices. Any additional work performed is subject to Contractor's then current pricing (unless Contractor otherwise agrees in writing) and to this agreement.

CUSTOMER:

By: \_\_\_\_\_  
SIGNATURE TITLE

Company Name: \_\_\_\_\_

CONTRACTOR:

By: \_\_\_\_\_  
SIGNATURE TITLE

Date: \_\_\_\_\_

**THE INFORMATION CONTAINED IN THIS AGREEMENT IS CONFIDENTIAL. NEITHER THIS AGREEMENT NOR ITS TERMS MAY BE DISCLOSED TO THIRD PARTIES.**

1. **ACCEPTANCE.** This agreement is expressly limited to and made conditional upon your acceptance of its terms and conditions. Any of your terms and conditions which are in addition to or different from those contained herein which are not separately agreed to in writing (except additional provisions specifying quantity, description of the products or work ordered and shipping instructions) are deemed material and are hereby objected to and rejected. You waive your objection to any terms and conditions contained herein if Contractor does not receive written notice of your objection within ten business days of the date of this agreement. You will in any event be deemed to have assented to all terms and conditions contained herein if any part of the products or work described herein are provided or performed. Please note particularly the Limited Warranty, Limitation of Remedies and Limitations on Actions and Liability provisions set forth below. You acknowledge that the prices stated are based on the enforceability of these terms and conditions, and on the Limited Warranty, Limitation of Remedies and Limitation of Actions and Liability provisions below, that the price would be substantially higher if Contractor could not limit its liability as herein provided, and that you accept these provisions in exchange for such lower prices.

2. **LIMITED WARRANTY.** All work performed by Contractor is warranted to be free from defects in material and workmanship for one year from the date of completion of the installation subject to the terms below. Contractor makes no warranties regarding products sold but assigns to you any manufacturer warranties relating to the products. **THIS EXPRESS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** This limited warranty does not cover damages relating to (a) accident, misuse, abuse, neglect, or normal wear and tear; (b) failure to use or maintain the product in accordance with manufacturer's instructions; and (c) alteration, repair or attempted repair by anyone other than Contractor or its authorized representative. You shall be solely responsible for the correctness of the plans and specifications and shall release and hold harmless Contractor from any damages resulting from improper, inadequate or vague information supplied by you. Contractor does not take on any obligation to inspect or evaluate the work of other parties in any manner or aspect. This warranty is not transferable.

3. **INSURANCE.** Contractor shall maintain workers' compensation (employer liability), as required by law, and \$1,000,000 in general liability insurance while performing the work. Contractor reserves the right to be self insured to the extent allowed by applicable law. Contractor does not agree to name any other persons or entities as additional insureds.

4. **LIMITATION OF REMEDIES.** Your sole and exclusive remedy against Contractor for any and all claims for damages arising out of or alleged to have arisen out of the Work will be limited to the repair or replacement by Contractor, at Contractor's option, of any nonconforming work or to the issuance of a credit for such nonconforming work in accordance with these terms and conditions provided Contractor is given a reasonable opportunity to inspect the work and confirms such nonconformity. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as Contractor is willing and able to repair or replace the nonconforming work and, in any event, Contractor's maximum liability for any damages shall be limited to the total amount paid to Contractor for the Work under this agreement. This Limitation of Remedies clause shall apply to the parties to this agreement as well as to the current owner(s) of the project and its/ their respective successors and assigns. If you receive a claim for damages by any owner arising out of or alleged to have arisen out of the Work, you agree to give written notice to Contractor of the claim and provide Contractor an opportunity to inspect the alleged damages within 30 days after Contractor's receipt of the notice. If you fail to give the required notice and/or fail to allow Contractor an opportunity to inspect the alleged damages within 30 days, you hereby waive any and all rights for damages and/or correction of work against Contractor. This Limitations of Remedies may be plead as a complete bar to any action in violation of this clause.

5. **LIMITATIONS ON ACTIONS AND LIABILITY.** All claims and/or lawsuits including but not limited to claims or lawsuits for indemnity and/or contribution against Contractor arising under this agreement must be made within 13 months from the date of completion of the installation. **CONTRACTOR WILL NOT BE LIABLE FOR ANY LOSS, DAMAGE OR INJURY RESULTING FROM DELAY IN DELIVERY OF THE PRODUCTS OR FOR ANY FAILURE TO PERFORM THAT IS DUE TO CIRCUMSTANCES BEYOND ITS CONTROL. CONTRACTOR DISCLAIMS ALL LIABILITY FOR ANY AND ALL DAMAGE WHICH MIGHT BE SUSTAINED BY ANY PERSON WHO MAY BE ALLERGIC TO OR AFFECTED BY THE EMANATION OF PARTICLES FROM CERTAIN TYPES OF INSULATION. THE MAXIMUM LIABILITY OF ANY OF CONTRACTOR FOR ALL DAMAGES, INCLUDING WITHOUT LIMITATION CONTRACT DAMAGES AND DAMAGES FOR INJURIES TO PERSONS OR PROPERTY, WHETHER ARISING FROM CONTRACTOR'S BREACH OF THIS AGREEMENT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT WITH RESPECT TO THE PRODUCTS, OR ANY SERVICES IN CONNECTION WITH THE PRODUCTS, IS LIMITED TO AN AMOUNT NOT TO EXCEED THE CONTRACT PRICE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, LIQUIDATED, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOST REVENUES AND PROFITS, ATTORNEYS FEES AND/OR COSTS EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE RIGHT TO RECOVER DAMAGES WITHIN THE LIMITATIONS SPECIFIED IS YOUR EXCLUSIVE REMEDY IN THE EVENT THAT ANY OTHER CONTRACTUAL REMEDY FAILS OF ITS ESSENTIAL PURPOSE.**

6. **PRICES, TERMS AND SHIPMENT.** No cash discounts, back charges, set offs or counterclaims are allowed unless specified by Contractor. In addition to the prices specified, you agree to pay any federal, state or local excise, use, occupational, or similar tax now in force or to be enacted in the future, assessed against Contractor or you by reason of this transaction. No retention is permitted unless Contractor agrees otherwise in writing. Any past due payment will be, at Contractor's option, subject to interest at 1.5% per month (18% per annum) to the extent permitted by law. You agree to receive (or permit Contractor to receive) near the work site, any materials needed to complete the Work. You agree to protect such materials from damage or loss and provide Contractor, free of charge, with reasonable use of light, heat, water, power, storage space and use of available elevators and hoists as needed. Title to all materials under this agreement shall not transfer to you until Contractor receives payment in full. Contractor may charge you a fee and its actual expenses if the job site is not ready for work on the date you specify.

7. **FORCE MAJEURE.** Contractor shall not be liable for any delay, failures, or default in performance of this agreement or otherwise, in whole or in part, caused by the occurrence of any contingency beyond the control either of Contractor or of suppliers to the Contractor. Such contingencies include but are not limited to failure or delay in transportation, acts of any government or any agency or subdivision thereof, judicial action, labor disputes, fire, accident, acts of nature, severe weather, product allocation or shortages, labor shortages, fuel shortages, raw material shortages, machinery or technical failure, or work that cannot be completed because of another contractor covering the pertinent portion of the building. If any contingency occurs, Contractor may allocate production, deliveries, and performance of work among its customers or substitute substantially similar materials, in its sole discretion, without liability for doing so.

8. **CONFIDENTIALITY.** If you visit Contractor's premises or you otherwise receive any pro-prietary or confidential information from Contractor, you shall retain such information as confidential and not use or disclose it to any third party without Contractor's written consent.

9. **CREDIT APPROVAL.** Shipment and delivery of goods and performance of work shall at all times be subject to the approval of Contractor's credit department and Contractor may at any time decline to make any shipment or delivery or perform any work except upon receipt of payment or upon terms and conditions of security satisfactory to Contractor. By signing this agreement, you authorize Contractor to check your credit and references.

10. **CANCELLATION.** This agreement, or any part of it, may only be cancelled with Contractor's written approval. In the event of cancellation of this agreement, or any part hereof, you shall pay: (a) the contract price of all completed items; (b) that portion of the contract price that is equal to the degree of completion of products or work in process, effective on the date Contractor receives notice of cancellation; (c) the cost of any materials and supplies which Contractor shall have purchased to perform and which cannot be readily resold or used for other or similar purposes; (d) a restocking fee; and (e) any expenses incurred by Contractor (including legal fees and judgments) as a result of the cancellation of subcontracts or purchases related to this agreement.

11. **DEFAULT.** You may terminate this agreement for Contractor's default, wholly or in part, by giving Contractor written notice of termination as follows. You may give a written notice of termination only if Contractor has received a written notice from you specifying such default, the default is not excusable under any provision hereof, and the default has not been remedied within thirty (30) days (or such longer period as may be reasonable under the circumstances) after Contractor's receipt of the notice of default. Delivery of nonconforming products or work by Contractor shall give you the rights set forth in paragraph 4 hereof but shall not be deemed a default for purposes of termination. In the event of termination for default, you shall be relieved of the obligation to pay for work not performed by Contractor prior to the effective date of such termination. A default on Contractor's part shall not subject Contractor to liability, through payment by Contractor, set off or otherwise, for any other damages, whether direct, consequential or incidental, and whether sought under theories of contract or tort.

12. **ASSIGNMENT.** You may not assign this agreement or any claim against Contractor relating to this agreement.

13. **GOVERNING LAW.** This agreement shall be construed, interpreted and the rights of the parties determined in accordance with the laws of the State of Contractor's address first listed on the front of this agreement.

14. **DISPUTES AND MANDATORY MEDIATION.** In the event that a dispute arises over the reasonableness of or entitlement to fees charged by Contractor, the prevailing party will be entitled to reasonable attorneys fees and costs. In all other disputes of any nature, each party shall pay its own fees and costs. Except as required to protect confidential information and to obtain preliminary injunctive relief to prevent irreparable harm, you and the Contractor agree that prior to the initiation of any legal action the parties will engage in facilitative mediation of any and all disputes in any way related to this agreement. If the parties cannot agree upon a facilitative mediator within 30 days of when the dispute arose, one will be selected pursuant to the Commercial Mediation Rules of the American Arbitration Association. Each party will share equally the fees of the facilitative mediator and costs of the mediation.

15. **INSULATION DOES NOT PREVENT FROZEN PIPES.** Insulating around water lines in an unconditioned or semi-conditioned area will not prevent pipes from freezing or accumulating condensation. To decrease the possibility of frozen pipes, locate any water pipes within a conditioned area, such as internal walls rather than external walls. If You do not locate the pipes within an internal wall, you hold Contractor harmless and release Contractor from any claims relating to frozen or burst pipes.

16. **SEVERABILITY.** If any provision on this agreement is not enforceable, that provision shall be effective only to the extent permitted by law and all other provisions of this agreement shall remain.

17. **ENTIRE AGREEMENT.** This instrument contains the entire agreement of the parties relating to the subject matter hereof and may only be waived, changed, modified, extended or discharged orally by a writing signed by the party against whom enforcement of any such waiver, change, modification, extension or discharge is sought. The terms and conditions of this agreement supersede any agreement to which it is attached.

18. **INDEMNITY.** Each of the parties to this agreement agrees to defend and indemnify one another from any and all claims, actions and/or lawsuits caused by the party's negligent acts or omissions. This indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into prior to this agreement. Furthermore, this indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into subsequent to this agreement unless the subsequent agreement specifically refers to this indemnity clause and declares it null and void.





ALLIED  
ADDENDUM

License #:Not Required

Branch#: 351 | 741 Dogwood Road | Asheville, NC 28806 | (828) 253-4387

**CUSTOMER/BUILDER**

JOHN BURGIN BUILDER / 873881  
275 WILDCAT MTN RD  
WAYNESVILLE, NC 28786  
(828) 734-6521

**JOB SITE INFORMATION**

TOWN OF WAYNESVILLE FINANCE  
AND FIRE STATION #2  
280 GEORGIA AVE  
WAYNESVILLE, NC 28786

**TRADE: INSULATION**

**QUOTE #:** 83377279 / 1  
**ISSUE DATE:** 02-04-2025  
**SALES PERSON:** Ellwood, Thomas A

**Allied ("Contractor") and Customer each agree to amend the agreement ("Agreement") for the Project specified above as follows:**

1. Customer has contracted with Contractor for the installation of spray polyurethane foam in accordance with the scope of work ("Work") specifically set forth in the Agreement. This Addendum modifies the terms of the Agreement and its exhibits and addenda. If any of the terms and conditions of this Addendum should conflict with any terms and conditions of the Agreement this Addendum shall control. These modifications are mutually agreed to by the parties and are supported by legal consideration. Customer's acceptance shall be evidenced by permitting Contractor to perform the Work.
2. Contractor agrees to incorporate by reference the scope of work and terms and conditions as set forth in Contractor's Proposal, dated February 04, 2025, including all exclusions contained therein.
3. In performing work, Subcontractor is not inspecting or assessing, and undertakes no responsibility to inspect or assess, the Project site (or any component or system thereof) for any purpose other than to perform the Work. The rights and obligations between Contractor and Customer concerning Work performed by Contractor shall be as expressly stated in the Proposal.
4. Customer acknowledges that the spray polyurethane products and the installation specifications selected by the Customer and described in the Work are subject to building codes and evaluation reports which contain express requirements and/or recommendations which are outside the Work unless expressly enumerated in the Proposal. Such requirements and/or recommendations may include, but are not necessarily limited to: installing a specified attic hatch; limiting entry to the attic or crawl space only for service of utilities and not permitting storage in the attic or crawl space; ensuring that (a) there are no interconnected attic, crawl space or basement areas, (b) the air in the attic or crawl space is not circulated to other parts of the building, (c) combustion air and attic ventilation is provided when required, (d) the attic assembly has been properly constructed and (e) a code official has provided the required inspections.
5. The Contractor bears no responsibility for the failure of the Customer, developer, builder, owner or subsequent owner, to use and maintain the attic space in strict accordance with the applicable building codes and evaluation reports.
6. Building codes may require, and evaluation reports may specify, a thermal barrier or ignition barrier be applied to the spray foam applied insulation. A thermal barrier or ignition barrier is not included within the Work unless specifically listed in the Proposal.

**CUSTOMER:**

**CONTRACTOR:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ESTIMATE

## Prepared For

Waynesville Fire/Finance Department  
Renovation  
280 Georgia Ave  
Waynesville, NC 28787

## F & J Drywall Services LLC

1238 Hendersonville Rd Suite 117  
Asheville, NC 28803  
Phone: (828) 606-5298  
Email: fandjdrywallservices@gmail.com

Estimate # 1  
Date 12/30/2024

Description	Total
280 Georgia Ave Waynesville	\$47,392.00
~Demo Acoustic Ceilings	
~Install new acoustic ceilings	
~Install drywall	
~New drywall finishing	
~ Hanging Steetrock and finshing	
(Labor and Materials Cost Included )	
Painting	\$15,000.00
(Labor and Materials Cost Included )	
Demo insisting acoustic ceiling grid , ceiling tile and install all new acoustic ceiling grid and ceiling tile	\$8,770.00
New Change Order Addition 2/6/25	
( Labor and Materials Cost Included )	



# JOB ESTIMATE

C P ELECTRIC  
P.O. BOX 1814  
SYLVA, NC 28779

(555) 555-5555

JOHN BURGIN CONSTRUCTION  
466 HAXELWOOD AVE.  
WAYNESVILLE, NC 28786

JOB DESCRIPTION
LIGHTING & RECEPTACLE REPLACEMENT IN FIRE STATION & OFFICES DAMAGED BY WATER

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
DEMO & SAVE NEW 2" X 2" LIGHTS IN MIDDLE SECTION	
DEMO & REPLACE LIGHTS IN FIRE STATION END	
CHANGE RECEPTACLES IN DEMOED SHEET ROCK WSING EXISTING WIRING	
REINSTALL EXISTING LIGHT IN MIDDLE SECTION	
NO LOW VOLTAGE WIRING	
TOTAL ESTIMATED JOB COST	\$5,100.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

CHARLIE  
PREPARED BY

February 6, 2025  
DATE

Ordinance O-5-25

280 Georgia Avenue Helene Damage Repair  
Capital Project Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to establish a capital project fund to account for repair and renovation of 280 Georgia Avenue funded by proceeds from its insurance carrier

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the following project ordinance is hereby adopted:

Section 1. The following sources of resources are anticipated to be available to complete this project:

**Revenues**

General Fund (Insurance Proceeds)		<u>307,000.00</u>
Total Revenues	\$ 307,000	

Section 2. The following amounts are appropriated for expenditures of this project:

**Expenditures**

Construction Bid	227,000.00
Change Order #1 Construction Contract	32,773.85
Contingency	<u>47,226.15</u>
Total Appropriations	\$ 307,000.00

Section 3. Funds may be advanced from the General Fund for the purpose of making payments due.

Section 4. The budget officer may approve transfers of appropriations, including transfers from the contingency, without prior approval of the Town Council. Any transfers of appropriation will be reported by the budget officer to the Town Council at their next regular meeting.

Section 5. This Fund will be abolished when all obligations to contractors and vendors are completed. Any resources remaining will be transferred to the General Fund.

Adopted this 25th day of February 2025.



Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 2/25/2025**

**SUBJECT** Change Order to Harper Construction Contract for Waste Treatment Plant

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Sewer

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY :** The Town initially contracted with Harper Construction Company to renovate the Sewer Plant in July of 2022. The contract price was \$25,725,000. The engineers contemplated that numerous unknown issues would arise that would necessitate a change order. A contingency budget contains a contingency line item of \$1,286,250 to accommodate those unforeseen issues. In October of 2023 the Town approved Change Order #1 to cover a number of modifications to the plans. A second Change Order of \$560,824.59 is before you. The detail of the change order is included in an attachment to the cover sheet. As we move toward closing out the sewer plant construction phase, McGill Associates has submitted a change order to their contract to cover 225 additional days of construction administration, design changes and negotiation with DEQ. The construction period was extended when McGill had to redesign components of the plant to reduce the original bid price. Their second change order of \$35,000 covers their administrative costs in reporting construction progress to DEQ Grants and Loans Division. A final charge to the Contingency Line Item is a new contract to install a potable backwash system for the primary clarifiers. We have discovered in testing the new disc filter system that there are times when the nonpotable water pulled from the treated waste contains too many particulates to pass through the backwash system. On those occasions, we will use potable backwash water.

**MOTION FOR CONSIDERATION:** Approve Change Order #2 of Harper Construction's contract. Approve Change order to McGill Associates' design contract for \$187,000 (\$152,00 and \$35,000).

**FUNDING SOURCE/IMPACT:** State Revolving Loan Proceeds

**ATTACHMENTS:** Breakdown of Change Orders drawn down from Contingency Line Item.

**MANAGER'S COMMENTS:** See Above



**Change Order No. 1**Date of Issuance: 10/24/2013Effective Date: 10/24/2023

Project: WWTP Improvements – Phase I	Owner: Town of Waynesville	Owner's Contract No.:
Contract: WWTP Improvements – Phase I	Date of Contract:	
Contractor: Harper General Contractors	Engineer's Project No.: 19.00330	

**The Contract Documents are modified as follows upon execution of this Change Order:****Description:** Change Order 1 reflects an increase in total contract price

WCD 1 (Change Notification 3) Ash Pit Demo	\$47,584.36	10 days
Change Notification 002 Headworks Modifications	(\$1,167.86)	20 days
Change Notification 012 Secondary Clarifier Modifications	\$8,664.23	0 days
Change Notification 013 Sludge Pump Station Modifications	\$57,971.41	5 days
Change Notification 014 Sludge Thickener Modifications	\$27,014.02	0 days
Change Notification 015 Sitework Modifications	\$27,912.66	5 days
Change Notification 016 Electrical Modifications	\$23,197.74	0 days
Change Notification 017 Mud Valve Replacement	\$38,554.79	0 days
Change Notification 018 Solids Handling Building Modifications	\$70,811.09	5 days

**Attachments (list documents supporting change):**

Summary of change order items: See attached documentation which details increases noted above.

**CHANGE IN CONTRACT PRICE:**

Original Contract Price:

\$25,725,000.00[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:\$0

Contract Price prior to this Change Order:

\$25,725,000.00

[Increase] [Decrease] of this Change Order:

\$ 300,542.44

Contract Price incorporating this Change Order:

\$26,025,542.44**CHANGE IN CONTRACT TIMES:**Original Contract Times: ☐ Working ☒ Calendar daysSubstantial completion (days or date): 700Ready for final payment (days or date): 730[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:Substantial completion (days): 0Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion (days or date): 700Ready for final payment (days or date): 730

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 45Ready for final payment (days or date): 45

Contract Times with all approved Change Orders:

Substantial completion (days or date): 745/April 13, 2025Ready for final payment (days or date): 775/May 13, 2025**RECOMMENDED**Engineer: M. Keith WebbPrint: M. Keith WebbDate: 10-24-23

Approved by Funding Agency (if applicable): \_\_\_\_\_

**ACCEPTED:**

Owner: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED:**Contractor: [Signature]Print: Bryan RoyalDate: 11.7.2023

Date: \_\_\_\_\_

**Environmental Systems Division**  
**312 East Coffee Street**  
**Greenville, South Carolina 29601**  
**Phone: +18645467900**

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

## CHANGE NOTIFICATION #002: HEADWORKS MODIFICATIONS

**DATE:** 12/05/2022

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 20 days

**SOURCE:**

**DESCRIPTION:**

CE #002 - Headworks Modification Change Order  
Additional material and labor for Headworks modifications

## ATTACHMENTS:

[illegible]



7	03-231 - Concrete-SOG	Concrete Material	MATERI AL	\$ 5,314.73	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 372.03	\$5,686.76
8	03-103 - Concrete Accessories	Concrete Accessories	MATERI AL	\$ 1,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 91.00	\$1,391.00
9	17-012 - Hdwk Conc Support	Labor	LABOR	\$ 3,600.00	\$ 2,108.52	\$ 0.00	\$ 0.00	\$ 285.43	\$ 179.82	\$ 185.21	\$ 127.18	\$ 0.00	\$6,486.16
10	02-101 - Site Demolition	Deduct for ash pit give back	OTHER	(\$9,740.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$9,740.00)
11	15-601 - DIP & Fittings	Deduct for PVC drain in headworks	MATERI AL	(\$600.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$42.00)	(\$642.00)
12	15-601 - DIP & Fittings	Add for wall sleeves in lieu of headworks drain line	MATERI AL	\$ 3,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 252.00	\$3,852.00
13	15-410 - Plumbing	Deduct for plumbing material change from Copper to CPVC	SUBCON TRACT	(\$4,000.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$4,000.00)
14	05-618 - Misc. Metals-Package	Updated Drawings: Misc Metals Modifications	MATERI AL	\$ 25,218.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,765.28	\$26,983.60
15	03-420 - Form-Wall	Updated Drawings: Concrete Form Deductions	SUBCON TRACT	(\$11,536.14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$11,536.14)
16	03-103 - Concrete Accessories	Updated Drawings: Added Rebar and drawings detailing	MATERI AL	\$ 4,056.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 283.92	\$4,339.92
17	03-231 - Concrete-SOG	Updated Drawings: Concrete Material Reduction	MATERI AL	(\$6,876.44)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$481.35)	(\$7,357.79)
Subtotal:				(\$9,591.13)	\$ 2,108.52	\$ 0.00	\$ 0.00	\$ 285.43	\$ 179.82	\$ 185.21	\$ 127.18	\$ 4,841.45	(\$-1,863.52)
Quotation Estimate (\$50/hr): -10.73% Applies to all line item types.													\$ 200.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): -12.02% Applies to all line item types.													\$ 200.00
Field Coordination (\$50/hr) : -20.2% Applies to all line item types.													\$ 295.66
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.00% Applies to all line item types.													\$ 0.00
Insurance (0.50% of Total): 0.00% Applies to all line item types.													\$ 0.00
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.00% Applies to all line item types.													\$ 0.00
Licenses & Permits (1% of Total): 0.00% Applies to all line item types.													\$ 0.00
Harper Bond (1% of Total) : 0.00% Applies to all line item types.													\$ 0.00
Fee (15% of L, M, E, OTH): 0.00% Applies to Accrued Taxes, EQUIPMENT INTERNAL, OTHER, LABOR, Equipment Rented, OVERTIME LABOR, LABOR BURDEN, Temporary, MATERIAL, and Allowance.													\$ 0.00
Fee (5% of SUB) : 0.00% Applies to SUBCONTRACT.													\$ 0.00
Grand Total:													(\$1,167.86)

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Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

## CHANGE NOTIFICATION #012: SECONDARY CLARIFIER MODIFICATIONS

**DATE:** 9/12/2023

**TO:** \_\_\_\_\_ **ATTENTION:** \_\_\_\_\_

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:**

**SOURCE:**

**DESCRIPTION:**

### CE #015 - Secondary Clarifier Modifications

**ATTACHMENTS:**

[illegible]



Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 74.60
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 1,130.12
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$8,664.23

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Greenville, South Carolina 29601  
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**Project:** 22-515-Waynesville WWTP Improvements

**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

## CHANGE NOTIFICATION #013: SLUDGE PUMP STATION MODIFICATIONS

**DATE:** 9/12/2023

**TO:** **ATTENTION:**

**INITIATED BY:** Ty Edwards **SCHEDULE IMPACT:** 5 days

**SOURCE:**

**DESCRIPTION:**  
CE #016 - Sludge Pump Station Modifications

**ATTACHMENTS:**

[illegible]



7	15-601 - DIP & Fittings	2" HDPE deduct	MATERI AL	(\$258.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$18.06)	(\$276.06)
8	01-605 - HC Equipmen t	Equipment Deduct	EQUIPM ENT INTERNA L	(\$188.00)	\$ 0.00	\$ 0.00	(\$103.40)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$20.40)	(\$311.80)
9	17-001 - Harper Field Labor	Labor Deduct	LABOR	(\$500.00)	(\$308.65)	\$ 0.00	\$ 0.00	(\$40.43)	(\$25.47)	(\$26.24)	(\$18.02)	\$ 0.00	(\$918.81)
Subtotal:				\$ 49,141.18	\$ 1,280.28	\$768.29	(\$ 103.40)	\$167.72	\$105.66	\$108.83	\$74.73	\$598.45	\$52,141.74
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.59% Applies to all line item types.													\$ 309.32
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 26.23
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 262.39
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 131.85
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 528.72
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 534.00
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 2,010.67
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 2,026.49
Grand Total:													\$57,971.41

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## Environmental Systems

[illegible]



Field Coordination (\$50/hr) : 0.00% Applies to all line item types.	\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 11.42
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 114.28
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 57.43
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 230.28
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 232.58
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 3,523.57
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$27,014.02

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#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) (2.00% Applies to SUBCONTRACT.)	Fuel & Oil (55% of BQT) Per Creed email June 2022 (\$5.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	03-507 - Concrete-Precast Structures	2 additional Manholes	MATERIAL	\$ 3,947.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 276.34	\$4,224.10
2	03-507 - Concrete-Precast Structures	Manhole Modifications	MATERIAL	\$ 3,131.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 219.17	\$3,350.17
3	01-605 - HC Equipment	Equipment	EQUIPMENT INTERNAL	\$ 1,566.00	\$ 0.00	\$ 0.00	\$ 861.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 169.91	\$2,597.21
4	17-001 - Harper Field Labor	Labor	LABOR	\$ 3,600.00	\$ 2,222.28	\$ 0.00	\$ 0.00	\$ 291.11	\$ 183.40	\$ 188.90	\$ 129.71	\$ 0.00	\$6,615.40
5	02-236 - Stone Fill Pad	Stone	MATERIAL	\$ 1,420.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 99.40	\$1,519.40



6	15-601 - DIP & Fittings	12" overflow and 6" Primary Sludge Piping	MATERI AL	\$ 5,343.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 374.07	\$5,717.97
7	02-503 - Asphalt Paving Cap	Deduct for Paving at IPS	SUBCON TRACT	(\$720.00)	\$ 0.00	(\$14.40)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$734.40)
Subtotal:				\$ 18,288.66	\$ 2,222.28	(\$14.40)	\$861.30	\$291.11	\$183.40	\$188.90	\$129.71	\$ 1,138.89	\$23,289.85
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 1.07% Applies to all line item types.													\$ 250.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 11.77
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 117.76
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 59.17
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 237.29
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 239.66
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 3,745.32
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													(\$38.16)
Grand Total:													\$27,912.66

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## Change Notification # 016

**Environmental Systems Division**  
**312 East Coffee Street**  
**Greenville, South Carolina 29601**  
**Phone: +18645467900**

**Project:** 22-515-Waynesville WWTP Improvements

**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

## CHANGE NOTIFICATION #016: ELECTRICAL MODIFICATIONS

**DATE:** 9/12/2023

**TO:** **ATTENTION:**

**INITIATED BY:** Ty Edwards

**SOURCE:**

### DESCRIPTION:

CE #504-010 - Electrical Modifications  
All additional electrical additions

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	16-002 - Electrical	Electrical Modifications for revised drawings (Scum Electrical and Flow Motors)	SUBCONTRACT	\$ 20,888.00	\$ 0.00	\$ 417.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$21,305.76
Subtotal:				\$ 20,888.00	\$ 0.00	\$ 417.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$21,305.76
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.84% Applies to all line item types.													\$ 179.78
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 10.74
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 107.48
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 54.01
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 216.58



Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 218.74
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 0.00
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 1,104.65
Grand Total:	\$23,197.74

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Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements

**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

**CHANGE NOTIFICATION #017: MUD VALVE REPLACEMENT**

**DATE:** 9/14/2023

**TO:** **ATTENTION:**

**INITIATED BY:** Wes Bratton **SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

Mud Valve Replacement

Request from Owner - Change out two (2) EA mud valves in the chlorine contact basin and (4) EA mud valves in the aeration basins

**Comments & Clarifications:**

1. Work was figured on being performed while the basin is currently empty. If work is too take place later on in the project then additional cost will apply if pumping or cleaning by Harper is required.
2. We believe that the valves are in stock but still trying to determine if the stem guides and stems are available for immediate shipment. Harper will advise once known.
3. Mud valves quoted are Ductile iron, rising stem type.
4. We are currently trying to determine the vitality of the flange that the existing mud valves are attached to. This price assumes that we can directly bolt to existing pipe.

**ATTACHMENTS:**

[Email Request\\_CCC Mud Valves.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) (2.00% Applies to SUBCONTRACTOR.)	Fuel & Oil (55% of EQT) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	15-601 - DIP & Fittings	2ea - 12" Mud Valves, Ext. Stems, Stem Guides, Handwheels for chlorine contact	MATERIAL	\$ 6,778.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 474.46	\$7,252.46
2	15-601 - DIP & Fittings	4ea - 12" Mud Valves for Aeration Basin	MATERIAL	\$ 13,566.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 949.62	\$14,515.62



3	15-837 - Miscellaneous Mechanical	Hardware	MATERIAL	\$ 5,490.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 384.30	\$5,874.30
4	17-001 - Harper Field Labor	Field Labor	LABOR	\$ 2,700.00	\$ 1,666.71	\$ 0.00	\$ 0.00	\$ 218.34	\$ 137.55	\$ 141.68	\$ 97.29	\$ 0.00	\$ 0.00	\$4,961.57
Subtotal:				\$ 28,534.00	\$ 1,666.71	\$ 0.00	\$ 0.00	\$ 218.34	\$ 137.55	\$ 141.68	\$ 97.29	\$ 1,808.38	\$ 0.00	\$32,603.95
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.														\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.														\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.														\$ 16.30
Insurance (0.50% of Total): 0.50% Applies to all line item types.														\$ 163.10
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.														\$ 81.96
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.														\$ 328.65
Harper Bond (1% of Total) : 1.00% Applies to all line item types.														\$ 331.94
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.														\$ 5,028.89
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.														\$ 0.00
Grand Total:														\$38,554.79

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Phone: +18645467900

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

## CHANGE NOTIFICATION #018: SOLIDS HANDLING BUILDING MODIFICATIONS

**DATE:** 9/14/2023

**TO:** **ATTENTION:**

**INITIATED BY:** Wes Bratton **SCHEDULE IMPACT:** 5 days

**SOURCE:**

## DESCRIPTION:

CE #504-019 - Solids Handling Building

Alum Equipment Addition, Containment Curb and associated drain, Changes to Belt Press Control Panel

**ATTACHMENTS:**

[illegible]



6	16-002 - Electrical	RTU-600 changes from ethernet to hardwire	SUBCON TRACT	\$ 11,575.00	\$ 0.00	\$ 231.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$11,806.50
7	13-402 - SCADA System	Redesign of RTU-600	SUBCON TRACT	\$ 16,960.00	\$ 0.00	\$ 339.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$17,299.20
Subtotal:				\$ 55,542.40	\$ 2,222.28	\$ 570.70	\$ 1,320.55	\$ 291.11	\$ 183.40	\$ 188.90	\$ 129.71	\$ 1,730.96		\$62,180.01
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
Procurement (\$50/hr): 0.39% Applies to all line item types.														\$ 242.35
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.														\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.														\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.														\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.														\$ 31.21
Insurance (0.50% of Total): 0.50% Applies to all line item types.														\$ 312.27
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.														\$ 156.91
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.														\$ 629.23
Harper Bond (1% of Total) : 1.00% Applies to all line item types.														\$ 635.52
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.														\$ 5,121.32
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.														\$ 1,502.27
Grand Total:														\$70,811.09

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

# Work Change Directive

No. One

Date of Issuance: March 22, 2023

Effective Date: March 22, 2023

Project: WWTP Improvements – Phase I	Owner: Town of Waynesville	Owner's Contract No.:
Contract: WWTP Improvements – Phase I		Date of Contract:
Contractor: Harper General Contractors		Engineer's Project No.: 19.00330

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1-9	Work as defined in attached quote

Attachments (list documents supporting change):

Harper General Contractors Change Notification 003 dated March 16, 2023

**Purpose for Work Change Directive:** Removal of partially demolished structure.

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

- ☐ Nonagreement on pricing of proposed change.
- ☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

**Estimated change in Contract Price and Contract Times:**

Contract Price \$47,584.36 (Increase/Decrease) Contract Time 10 (Increase/Decrease) days

Recommended for Approval by Engineer: <i>Adam Walther</i>	Date 3.22.23
Authorized for Owner by:	Date
Received for Contractor by:	Date
Received by Funding Agency (if applicable):	Date:



Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: (864) 546-7900

**Project:** 22-515-Waynesville WWTP Improvements

**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

**CHANGE NOTIFICATION #003: EXISTING STRUCTURE - ASH PIT DEMO**

**DATE:** 3/16/2023

**TO:** **ATTENTION:**

**INITIATED BY:** Wes Bratton

**SCHEDULE IMPACT:** 10 days

**SOURCE:**

**DESCRIPTION:**

CE #020-002 - Existing Structure - Ash Pit Demo

Pursuant to paragraph 10.05.B of the general conditions Harper is submitting the following Change notification due to unknown conditions. On 3/16/23 Harper discovered an unknown facility buried within the footprint of the preliminary treatment structure. Harper was notified that the partially demolished structure was an ash pit used at the plant in years past. Per a request by McGill we offer the following proposal for removing the structure in its entirety based on the following comments and clarifications:

1. Overtime work is not included
2. Based on conversations with Owner, Hauling debris to a local landfill may be potentially provided by the Owner. As such, we have not included any hauling off of materials. If this needs to be added to the proposal please advise
3. We unaware of any piping associated with this structure. Cost for removing piping, if present, is not included.
4. Dewatering, if required, is not included.
5. Testing of any kind is not included
6. Price does not include separating rebar from the concrete.

Please note, that demo of this structure directly impacts starting the excavation of the influent wet well structure which is on the critical path of the project. As such, a time extension is being requested for this work. If additional scope is required, Harper reserves the right to claim further compensation for any added work. In order to mitigate any further delays we kindly ask for an response and approval for this change notification no later than close of business 3/17/23.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (58.57%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACTOR.)	Fuel & Oil (25% of EQT) (25.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (0% of Labor) (0.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	01-615 - Equipment Rental	Excavator w/ Breaker	EQUIPMENT INTERNAL	\$ 5,750.00	\$ 0.00	\$ 0.00	\$ 1,437.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 503.13	\$7,690.63

2	01-615 - Equipment Rental	Excavator Delivery / Pickup	OTHER	\$ 700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$700.00
3	01-615 - Equipment Rental	Environ. Fee	OTHER	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$100.00
4	01-615 - Equipment Rental	Excavator SK140sr-7	EQUIPMENT INTERNAL	\$ 3,790.00	\$ 0.00	\$ 0.00	\$ 947.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 331.63	\$5,069.13
5	01-612 - HC Heavy Equipment	Skid Steer	EQUIPMENT INTERNAL	\$ 1,678.00	\$ 0.00	\$ 0.00	\$ 419.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 146.83	\$2,244.33
6	01-612 - HC Heavy Equipment	Mini Excavator	EQUIPMENT INTERNAL	\$ 1,814.00	\$ 0.00	\$ 0.00	\$ 453.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 158.73	\$2,426.23
7	02-101 - Site Demolition	Haul-in Replacement Soil	OTHER	\$ 7,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$7,600.00
8	01-615 - Equipment Rental	Single Drum Roller	EQUIPMENT INTERNAL	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 140.00	\$2,140.00
9	17-001 - Harper Field Labor	Harper Field Labor	LABOR	\$ 6,300.00	\$ 3,689.91	\$ 0.00	\$ 0.00	\$ 499.50	\$ 314.68	\$ 0.00	\$ 216.08	\$ 0.00	\$11,020.17
Subtotal:				\$ 29,332.00	\$ 3,689.91	\$ 0.00	\$ 3,658.00	\$ 499.50	\$ 314.68	\$ 0.00	\$ 216.08	\$ 1,280.32	\$ 38,990.49
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 1.63% Applies to all line item types.													\$ 634.73
Direct Supervision (\$50/hr): 1.6% Applies to all line item types.													\$ 634.73
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.00% Applies to all line item types.													\$ 0.00
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 201.30
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 101.15
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 405.62
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 409.68
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 6,206.66
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00
Grand Total:													\$47,584.36

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.



## Change Order No. 2

Date of Issuance: 1.3.25Effective Date: 1.3.25

Project: WWTP Improvements – Phase I

Owner: Town of Waynesville

Owner's Contract No.:

Contract: WWTP Improvements – Phase I

Date of Contract:

Contractor: Harper General Contractors

Engineer's Project No.: 19.00330

**The Contract Documents are modified as follows upon execution of this Change Order:****Description:** Change Order 2 reflects an increase in total contract price and contract time.

WCD 2 RAS/WAS Electrical Upgrades	\$ 86,340.74	0 days
WCD 3 RAS/WAS Building Electrical Components	\$388,299.63	10 days
Harper General Contractors Change Order Request dated November 5, 2024.	\$86,184.22	0 days

**Attachments (list documents supporting change):**

Summary of change order items: See attached documentation which details increases noted above.

**CHANGE IN CONTRACT PRICE:**

Original Contract Price:

\$ 25,725,000.00[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1:\$ 300,542.44

Contract Price prior to this Change Order:

\$ 26,025,542.44[Increase] [~~Decrease~~] of this Change Order:\$ 560,824.59

Contract Price incorporating this Change Order:

\$ 26,586,367.03**CHANGE IN CONTRACT TIMES:**Original Contract Times: ☐ Working ☒ Calendar daysSubstantial completion (days or date): 700Ready for final payment (days or date): 730[Increase] [~~Decrease~~] from previously approved Change Orders No. 0 to No. 0:Substantial completion (days): 45Ready for final payment (days): 45

Contract Times prior to this Change Order:

Substantial completion (days or date): 745Ready for final payment (days or date): 775[Increase] [~~Decrease~~] of this Change Order:Substantial completion (days or date): 10Ready for final payment (days or date): 10

Contract Times with all approved Change Orders:

Substantial completion (days or date): 755/April 23, 2025Ready for final payment (days or date): 785/May 23, 2025**RECOMMENDED:**

Engineer: Adam Waldroup

Print: Adam Waldroup

Date: 1.22.25

Approved by Funding Agency (if applicable): \_\_\_\_\_

**ACCEPTED:**

Owner: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED:**Contractor: 

Print: Bryan Royal

Date: 1.21.2025

Date: \_\_\_\_\_

# **Work Change Directive 2 RAS/WAS Electrical Upgrades**



# Work Change Directive

No. Two

Date of Issuance: January 30, 2024

Effective Date: January 30, 2024

Project: WWTP Improvements – Phase I	Owner: Town of Waynesville	Owner's Contract No.:
Contract: WWTP Improvements – Phase I		Date of Contract: 3.30.23
Contractor: Harper General Contractors		Engineer's Project No.: 19.00330

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1-8	Work as defined in attached change notification #023 RAS/WAS Electrical Upgrades

Attachments (list documents supporting change):

Harper General Contractors Change Notification 023 dated 1.23.24

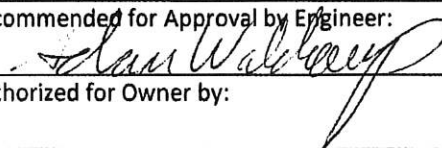

**Purpose for Work Change Directive:** Update and install electrical components in RAS/WAS building to bring it into code compliance and allow safe installation and operation of the new pumps.

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

- ☐ Nonagreement on pricing of proposed change.
- ☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

**Estimated change in Contract Price and Contract Times:**

Contract Price \$86,340.74 (Increase/Decrease) Contract Time 0 (Increase/Decrease)  
days

Recommended for Approval by Engineer: 	Date <u>1/30/24</u>
Authorized for Owner by:	Date
Received for Contractor by: 	Date <u>3.25.2024</u>

Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Wes Bratton  
(864) 380-0621  
wbratton@harpergc.com

**DRAFT**

**CHANGE NOTIFICATION #023: RAS/WAS ELECTRICAL UPGRADES**

**DATE:** 1/23/2024

**TO:** **ATTENTION:**

**INITIATED BY:** Wes Bratton

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

RAS/WAS Electrical Upgrades

Provide the following upgrades to RAS/WAS building:

1. Provide and install (4) 100a disconnects for respective RAS/WAS motors to replace existing.
2. Replace gutter and misc. disconnects with 200amp N3R 480v panel. Rework and refeed existing loads as necessary
3. Relocate RAS VFDs to suitable location
4. Provide and install new soft starts for WAS pumps. Install conduit and wiring as necessary to integrate controls.
5. Install new wiring and conduit for hoist
6. Install (6ea) new lights with new conduit, wiring, and switches

Clarifications/Exceptions:

1. Price includes all material, labor, and equipment unless specified otherwise.
2. Permit fees by others, if applicable
3. No additional SCADA/controls and networking equipment/panels and components outside of what is required by base contract has been included.
4. Schedule duration of this work is based on performing work during the secondary clarifier shutdown. Harper reserves the right to ask for additional contract time if material lead times are outside the scheduled duration of the secondary clarifier work.
5. Price is based on communications and site visits between Engineer, Harper and Jackson Electric.
6. The communication capabilities of the current VFD's are unknown. Further investigation will be required to fully integrated the VFD's to SCADA. It is assumed that any additional work regarding communication will be funded via the contingency line item included in this change order if required.
7. No overtime work is included
8. No weekend work is included
9. NEMA 3R deducts have been accounted for.

**ATTACHMENTS:**

[JEC - RAS\\_WAS Electrical Quote.pdf](#)



#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) Per Creed email June 2022 (\$5.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	16-002 - Electrical	Replace 4ea - 100A N3R disconnects and refeed w/ new conduit & wire	SUBCONTRACT	\$ 24,900.00	\$ 0.00	\$ 498.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$25,398.00
2	16-002 - Electrical	Replace gutter & misc disconnects w/200A N3R 480V panel	SUBCONTRACT	\$ 15,500.00	\$ 0.00	\$ 310.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$15,810.00
3	16-002 - Electrical	Relocate RAS VFD's	SUBCONTRACT	\$ 3,500.00	\$ 0.00	\$ 70.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$3,570.00
4	16-002 - Electrical	Install control Cabinet for RAS Pumps - Not included	SUBCONTRACT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
5	16-002 - Electrical	Provide and install WAS pump soft starts	SUBCONTRACT	\$ 15,000.00	\$ 0.00	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$15,300.00
6	16-002 - Electrical	Install new conduit and wiring and new hoist connection	SUBCONTRACT	\$ 2,000.00	\$ 0.00	\$ 40.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,040.00
7	16-002 - Electrical	Install 6EA lights w/ new conduit , wiring, switches	SUBCONTRACT	\$ 7,500.00	\$ 0.00	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$7,650.00
8	16-002 - Electrical	Misc. Allowance for additional work - TBD	SUBCONTRACT	\$ 10,000.00	\$ 0.00	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$10,200.00
Subtotal:				\$ 78,400.00	\$ 0.00	\$ 1,568.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$79,968.00
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 39.98
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 400.04
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 201.02
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 806.09
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 814.15
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 0.00
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 4,111.46
Grand Total:													\$86,340.74

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

# **Work Change Directive 3 RAS/WAS Building Electrical Components**



# Work Change Directive

## No. Three

Date of Issuance: May 31, 2024

Effective Date: May 31, 2024

Project: WWTP Improvements – Phase I	Owner: Town of Waynesville	Owner's Contract No.:
Contract: WWTP Improvements – Phase I		Date of Contract: 3.30.23
Contractor: Harper General Contractors		Engineer's Project No.: 19.00330

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
25,26,27,28,29,30	Work as defined in attached change notification.

Attachments (list documents supporting change):

Harper General Contractors Change Order #2

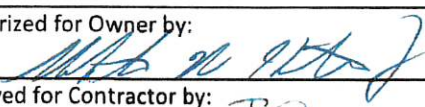

**Purpose for Work Change Directive:** Update and install electrical components in RAS/WAS building to bring it into code compliance and allow safe installation and operation of the new pumps.

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

- ☐ Nonagreement on pricing of proposed change.
- ☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

**Estimated change in Contract Price and Contract Times:**

Contract Price \$388,299.63 (Increase/~~Decrease~~) Contract Time 10 (Increase/~~Decrease~~)  
days

Recommended for Approval by Engineer: Adam Waldroup	<small>Digitally signed by Adam Waldroup DN: c=US, E=adam.waldroup@mcgillassociates.com, O=McGill, OU=AVLCST, CN=Adam Waldroup Date: 2024.05.31 10:07:21 -0400</small>	Date <u>5.31.24</u>
Authorized for Owner by: 		Date <u>6/11/2024</u>
Received for Contractor by: 		Date <u>6.3.2024</u>

Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

---

**CHANGE ORDER #2: CHANGE ORDER 2**

---

**DATE:** 5/07/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 10 days

**SOURCE:**

**DESCRIPTION:**

Change order based on existing conditions to:

Headworks  
Secondary Clarifier  
RAS/WAS  
Sitework  
Solids Handling

**ATTACHMENTS:**

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**CHANGE NOTIFICATIONS IN THIS CHANGE ORDER:**

#	Title	Schedule Impact	Amount
025	Headworks Modifications 2	0 days	38,381.38
026	RAS/WAS Piping Modifications	5 days	28,421.22
027	Solids Handling Building Modifications 2	3 days	6,848.61
028	Sitework Modifications 2	2 days	72,713.72
029	Secondary Clarifiers - Additional Sludge Removal	0 days	211,662.00
030	Secondary Clarifiers Modifications 2	0 days	30,272.70
<b>TOTAL:</b>			<b>\$ 388,299.63</b>

**CHANGE ORDER LINE ITEMS:**



## CHANGE NOTIFICATION # 025 : Headworks Modifications 2

[illegible]

## CHANGE NOTIFICATION # 026 : RAS/WAS Piping Modifications

[illegible]



[illegible]

<b>Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%); 0.25% Applies to all line item types.</b>	<b>\$ 20.29</b>
<b>Licenses &amp; Permits (1% of Total); 1.00% Applies to all line item types.</b>	<b>\$ 81.38</b>
<b>Harper Bond (1% of Total) : 1.00% Applies to all line item types.</b>	<b>\$ 82.19</b>
<b>Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.</b>	<b>(\$2,801.92)</b>
<b>Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.</b>	<b>\$ 1,349.05</b>
<b>Grand Total:</b>	<b>\$6,848.61</b>



## CHANGE NOTIFICATION # 028 : Sitework Modifications 2

[illegible]

<b>Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.</b>	<b>\$ 154.57</b>
<b>Licenses &amp; Permits (1% of Total): 1.00% Applies to all line item types.</b>	<b>\$ 619.83</b>
<b>Harper Bond (1% of Total) : 1.00% Applies to all line item types.</b>	<b>\$ 626.03</b>
<b>Fee (15% of L, M, E, OTI): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.</b>	<b>\$ 9,484.40</b>
<b>Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.</b>	<b>\$ 0.00</b>
<b>Grand Total:</b>	<b>\$72,713.72</b>

[illegible]



[illegible]


The original (Contract Sum)	\$ 25,725,000.00
Net change by previously authorized Change Orders	\$ 386,883.18
The contract sum prior to this Change Order was	\$ 26,111,883.18
The contract sum would be changed by this Change Order in the amount of	\$ 388,299.63
The new contract sum including this Change Order will be	\$ 26,500,182.81
The contract time will be increased by this Change Order by 10 days	

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Prime Contract Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Prime Contract Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Prime Contract Change Order.

Submitted By:

Approved By:

Approved By:



6.3.2024

**SIGNATURE** **DATE**

Environmental Systems Division

Contractor

**SIGNATURE** **DATE**

McGill Associates

Architect/Engineer

**SIGNATURE** **DATE**

The Town of Waynesville

Owner





## Change Notification # 025

**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #025: HEADWORKS MODIFICATIONS 2

**DATE:** 2/16/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Wes Bratton

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

CE #007-006 - Preliminary Treatment Structure

1. Heat Tracc additions
2. Plumbing Deduct - water heater change
3. 3ea Stainless steels spool added on influent side of disc filter due to 30" plug valve interference.
4. 3ea core holes in order to shift header into influent disc filter wall.

**ATTACHMENTS:**

[illegible]

Direct Supervision (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 17.08
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 170.88
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 85.87
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 344.33
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 347.78
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 2,249.68
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 1,006.37
Grand Total:	\$38,381.38

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## Change Notification # 026

**Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #026: RAS/WAS PIPING MODIFICATIONS

**DATE:** 2/16/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Wes Bratton

**SCHEDULE IMPACT:** 5 days

**SOURCE:**

**DESCRIPTION:**

CE #007-007 - RAS/WAS Piping Changes

1. Piping modifications required to plumb in new RAS/WAS pumps.

**ATTACHMENTS:**

[illegible]

As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 12.33
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 123.40
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 62.01
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 248.66
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 251.15
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 2,680.05
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 374.96
Grand Total:	\$28,421.22

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Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #027: SOLIDS HANDLING BUILDING MODIFICATIONS 2

**DATE:** 2/16/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Wes Bratton

**SCHEDULE IMPACT:** 3 days

**SOURCE:**

**DESCRIPTION:**

CE #007-008 - Solids Handling Bldg.

1. Sawcut and demo raised floor underneath the current polymer system.
2. Grind, patch, and coat floor once demo is completed as outlined in RFI no. 40
3. HVAC roofing modifications per RFI. 60

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) (2.00% Applies to SUBCONTRACTOR)	Fuel & Oil (55% of EQT) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	02-103 - Sawcut Concrete	Saw cut floor to allow for demo	SUBCONTRACT	\$ 4,045.00	\$ 0.00	\$ 80.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,125.90
2	09-930 - High Performance Coatings	Grind/patch/coat floor	SUBCONTRACT	\$ 7,955.00	\$ 0.00	\$ 159.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,114.10
3	17-001 - Harper Field Labor	Harper labor for chipping floor out	LABOR	\$ 1,200.00	\$ 740.76	\$ 0.00	\$ 0.00	\$ 97.04	\$ 61.13	\$ 62.97	\$ 43.24	\$ 0.00	\$ 2,205.14
4	07-500 - MEMBRANE ROOFING	Roof Fan Modifications	SUBCONTRACT	\$ 13,700.00	\$ 0.00	\$ 274.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,974.00
5	05-618 - Misc.	Deduct for metal beams	MATERIAL	(\$ 20,551.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,438.57	(\$ 21,989.57)



	Metals- Package												
6	05-618 - Misc. Metals- Package	Material cost for aluminum channel and Hardware	MATERI AL	\$ 1,528.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 107.02	\$1,635.93
Subtotal:				\$7,877.91	\$740.76	\$514.00	\$0.00	\$97.04	\$61.13	\$62.97	\$43.24	(\$ 1,331.55 )	\$8,065.50
Quotation Estimate (\$50/hr): 0.1% Applies to all line item types.													\$ 7.69
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 4.04
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 40.39
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 20.29
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 81.38
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 82.19
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													(\$2,801.92)
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 1,349.05
Grand Total:													\$6,848.61

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Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

Project: 22-515-Waynesville WWTP Improvements  
Project Manager: Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #028: SITEWORK MODIFICATIONS 2

DATE: 2/16/2024

TO:

ATTENTION:

INITIATED BY: Wes Bratton

SCHEDULE IMPACT: 2 days

SOURCE:

DESCRIPTION:

CE #007-009 - Misc. Yard piping changes

1. Reuse pump station influent piping modifications per RFI no. 48 (zero cost change order)
2. plant drain temp reroute at Aeration Splitter Box
3. Adding drain pipe into proposed 8" decant line from new polymer system and plant admin building.
4. Month of bare bypass rent due to primary clarifiers breaking and Harper unable to commence a plant flow switchover.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount	Labor Burden (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACTOR	Fuel & Oil (55% of EQT) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL)	Subtotal
1	15-601 - DIP & Fittings	Reuse pump station piping additions (no add'l cost)	MATERIAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
2	15-601 - DIP & Fittings	12" Plant Drain relocation pipe/fittings at RAS Tie-in point	MATERIAL	\$ 4,027.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 281.89	\$4,308.94
3	17-001 - Harper Field Labor	Harper labor to perform work	LABOR	\$ 900.00	\$ 555.57	\$ 0.00	\$ 0.00	\$ 72.78	\$ 45.85	\$ 47.23	\$ 32.43	\$ 0.00	\$1,653.86
4	01-605 - HC Equipment	Harper Mint ex	EQUIPMENT INTERNAL	\$ 340.00	\$ 0.00	\$ 0.00	\$ 187.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36.89	\$563.89
5	01-605 - HC Equipment	Harper Skid Steer	EQUIPMENT INTERNAL	\$ 350.00	\$ 0.00	\$ 0.00	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37.98	\$580.48

6	15-837 - Miscellaneous Mechanical	Drain piping from Polymer system and plant admin building	MATERIAL	\$ 2,147.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.33	\$2,297.91
7	15-601 - DIP & Fittings	Bypass Pipe Rental	MATERIAL	\$ 48,677.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,407.46	\$52,085.45
Subtotal:				\$ 56,442.62	\$555.57	\$0.00	\$379.50	\$72.78	\$45.85	\$47.23	\$32.43	\$ 3,914.55	\$61,490.53
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 30.75
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 307.61
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 154.57
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 619.83
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 626.03
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 9,484.40
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00
Grand Total:													\$72,713.72

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**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

[illegible]

AGC Fee (0.05% of total): 0.00% Applies to all line item types.	\$ 0.00
Insurance (0.50% of Total): 0.00% Applies to all line item types.	\$ 0.00
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.00% Applies to all line item types.	\$ 0.00
Licenses & Permits (1% of Total): 0.00% Applies to all line item types.	\$ 0.00
Harper Bond (1% of Total) : 0.00% Applies to all line item types.	\$ 0.00
Fee (15% of L, M, E, OTH): 0.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 0.00
Fee (5% of SUB) : 0.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$211,662.00

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Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #030: SECONDARY CLARIFIERS MODIFICATIONS 2

**DATE:** 4/30/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

Secondary Clarifiers Modifications 2

1. Removal of unforeseen 2ea existing baffle walls inside secondary clarifiers basin 1 & 2 and additional grouting for fillets (per proposed RFI #64).
2. Replacement of 2ea existing mud valves in secondary clarifier

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQP) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERN AL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERN AL.)	Subtotal
1	02-103 - Sawcut Concrete	Cutting 2ea Baffle Walls and Additional Grouting for fillets	SUBCONTRACT	\$ 20,617.00	\$ 0.00	\$ 412.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$21,029.34
2	15-601 - DIP & Fittings	2ea - 12" Mud Valves in Secondary Clarifier	MATERIAL	\$ 3,915.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 274.05	\$4,189.05
3	15-837 - Miscellaneous Mechanical	Hardware for Mud valve install	MATERIAL	\$ 520.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36.41	\$556.57
4	17-001 - Harper Field Labor	Field labor	LABOR	\$ 900.00	\$ 555.57	\$ 0.00	\$ 0.00	\$ 72.78	\$ 45.85	\$ 47.23	\$ 32.43	\$ 0.00	\$1,653.86
Subtotal:				\$ 25,952.16	\$ 555.57	\$ 412.34	\$ 0.00	\$ 72.78	\$ 45.85	\$ 47.23	\$ 32.43	\$ 310.46	\$27,428.82



Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.	\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 13.71
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 137.21
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 68.95
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 276.49
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 279.25
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 987.07
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 1,081.20
Grand Total:	\$30,272.70

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**Harper General Contractors Change Order  
Request dated November 5, 2024**

Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE ORDER #2: CHANGE ORDER 2

**DATE:** 11/05/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

**ATTACHMENTS:**

### CHANGE NOTIFICATIONS IN THIS CHANGE ORDER:

#	Title	Schedule Impact	Amount
031	Secondary Clarifier influent Piping Foundation	0 days	10,670.36
032	Additional Chain and Flight Angle and Hardware	0 days	2,146.62
033	Asphalt and Fencing Modifications	0 days	8,640.56
034	Solids Handling Concrete Floor Modifications	0 days	8,495.96
035	Additional Yard Hydrant at Chlorine Contact	0 days	2,275.23
036	Removal of VFD and Line Reactor for Belt Press	0 days	(664.34)
037	Electrical Conduit change from GRC to EMT in Electrical Building	0 days	(1,783.00)
039	Secondary Clarifier - Floor Leveling	0 days	16,387.58
041	Project Sign	0 days	650.58
044	Potable Water Line Additions for Disc Filter Testing	0 days	13,168.63
045	Scum Pump Station Riser	0 days	3,265.01
057	Headworks Slide Gate Extension	0 days	4,002.40
058	Headworks Civil Upgrades	0 days	6,158.64
059	Repairs to Existing Main Gate	0 days	2,717.53
064	6" Rubber Discharge Hose	0 days	10,052.46
<b>TOTAL:</b>			<b>\$ 86,184.22</b>

### CHANGE ORDER LINE ITEMS:



[illegible]

**CHANGE NOTIFICATION # 032 : Additional Chain and Flight Angle and Hardware**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	15-837 - Miscellaneous Mechanical	Angle for Chain and Flight System	MATERIAL	\$ 1,575.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 110.25	\$ 1,685.25
2	15-837 - Miscellaneous Mechanical	Hardware	MATERIAL	\$ 121.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.51	\$ 130.05
Subtotal:				\$1,696.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118.76	\$1,815.30
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 0.91
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 9.08
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 4.56
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 18.30
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 18.48
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 279.99
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00
Grand Total:													\$2,146.62

[illegible]



[illegible]

Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.	\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 3.55
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 35.52
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 17.85
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 71.57
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 72.29
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 1,244.67
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	(\$49.83)
Grand Total:	\$8,495.96

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal										
1	15-837 - Miscellaneous Mechanical	Additional Yard Hydrant and Piping at Chlorine Contact	MATERIAL	\$ 767.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53.74	\$ 821.48										
2	17-001 - Harper Field Labor	Labor	LABOR	\$ 600.00	\$ 370.38	\$ 0.00	\$ 0.00	\$ 48.52	\$ 30.57	\$ 31.48	\$ 21.62	\$ 0.00	\$ 1,102.57										
<b>Subtotal:</b>														\$1,367.74	\$370.38	\$0.00	\$0.00	\$48.52	\$30.57	\$31.48	\$21.62	\$53.74	\$1,924.05
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00										
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00										
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00										
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00										
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00										
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00										
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 0.96										
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 9.63										
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 4.84										
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 19.39										
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 19.59										
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 296.77										
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00										
<b>Grand Total:</b>													<b>\$2,275.23</b>										



### **CHANGE NOTIFICATION # 036 : Removal of VFD and Line Reactor for Belt Press**

[illegible]

[illegible]

## CHANGE NOTIFICATION # 039 : Secondary Clarifier - Floor Leveling

[illegible]



#	Cost Code	Description	Type	Amount	Labor Burden (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	01-525 - Project Sign	Updated project sign	MATERIAL	\$ 514.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.99	\$ 550.16
				<b>Subtotal:</b>	\$514.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.99	\$550.16
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 0.28
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 2.75
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 1.38
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 5.55
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 5.60
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 84.86
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00
<b>Grand Total:</b>													<b>\$650.58</b>

## **CHANGE NOTIFICATION # 044 : Potable Water Line Additions for Disc Filter Testing**

[illegible]





[illegible]

[illegible]

### **CHANGE NOTIFICATION # 059 : Repairs to Existing Main Gate**

[illegible]



**CHANGE NOTIFICATION # 064 : 6" Rubber Discharge Hose**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.	Fuel & Oil (55% of EQT) Per Creed email June 2022 (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	15-837 - Miscellaneous Mechanical	Rubber Hose	MATERIAL	\$ 7,944.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 556.13	\$ 8,500.88
<b>Subtotal:</b>													
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													
Procurement (\$50/hr): 0.00% Applies to all line item types.													
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													
Insurance (0.50% of Total): 0.50% Applies to all line item types.													
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													
<b>Grand Total:</b>													<b>\$10,052.46</b>

The original (Contract Sum)	\$ 25,725,000.00
Net change by previously authorized Change Orders	\$ 775,182.81
The contract sum prior to this Change Order was	\$ 26,500,182.81
The contract sum would be changed by this Change Order in the amount of	\$ 86,184.22
The new contract sum including this Change Order will be	\$ 26,586,367.03
The contract time will not be changed by this Change Order	

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Prime Contract Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Prime Contract Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Prime Contract Change Order.

Submitted By:

Approved By:

Approved By:

<u>SIGNATURE</u>	<u>DATE</u>
Environmental Systems Division	
Contractor	

<u>SIGNATURE</u>	<u>DATE</u>
McGill Associates	
Architect/Engineer	

<u>SIGNATURE</u>	<u>DATE</u>
The Town of Waynesville	
Owner	

## Environmental Systems

## Change Notification # 064

**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #064: 6" RUBBER DISCHARGE HOSE

**DATE:** 12/03/2024

**TO:** **ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### 6" Rubber Discharge Hose

600 LF of rubber hose ordered through Harper per the town's request

**ATTACHMENTS:**

[illegible]



Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 1,311.19
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$10,052.46

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

**GENERAL CONTRACTORS**  
**Environmental Systems**

## Change Notification # 059

**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #059: REPAIRS TO EXISTING MAIN GATE

**DATE:** 11/01/2024

**TO:**

## ATTENTION:

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Repairs to Existing Main Gate

Repairs to Existing Main Gate  
scope of work includes repairs to existing gate for replacing the control board, keypad, and chain.

**ATTACHMENTS:**

[illegible]

Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 129.41
Grand Total:	\$2,717.53

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.





## Change Notification # 058

**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
 (864) 616-3024  
 ccampbell@harpergc.com

## CHANGE NOTIFICATION #058: HEADWORKS CIVIL UPGRADES

**DATE:** 11/01/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

Headworks Civil Upgrades  
added ABC stone to headworks area.

**ATTACHMENTS:**

[illegible]

AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 2.60
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 26.05
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 13.09
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 52.50
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 53.02
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 803.30
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$6,158.64

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

**Environmental Systems Division**  
**312 East Coffee Street**  
**Greenville, South Carolina 29601**  
**Phone: +18645467900**

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #057: HEADWORKS SLIDE GATE EXTENSION

**DATE:** 10/31/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Headworks Slide Gate Extension

To address water overflow at the slide gates in the headworks influent channel, the town has proposed that Harper weld and install extension plates on the gates to increase their height to mitigate unintentional water overflow

**ATTACHMENTS:**

[illegible]



Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 16.93
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 8.51
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 34.12
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 34.46
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 522.05
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$4,002.40

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

**ATTACHMENTS:**

[illegible]

Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 28.11
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 425.87
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$3,265.01

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.



Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #044: POTABLE WATER LINE ADDITIONS FOR DISC FILTER TESTING

**DATE:** 10/01/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

### DESCRIPTION:

#### Potable Water Line Additions for Disc Filter Testing

During discussions with Veolia regarding water quality testing, it was brought to our attention that the effluent water from the plant at the reuse pump station, as well as the local creek water, did not meet the required quality standards for use during backwash testing. As a result, it was decided to extend the potable water line to the reuse system to ensure an adequate water supply. The additional water supply will be controlled by solenoid valves and a float system.

### ATTACHMENTS:

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	15-837 - Miscellaneous Mechanical	Pipe, Solenoid valves, and fittings	MATERIAL	\$ 3,997.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 279.81	\$4,277.14
2	11-960 - RAS/WAS Sludge Pumps	Control Panel & Floats	MATERIAL	\$ 2,897.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 202.79	\$3,099.79
3	16-002 - Electrical	Conduit, wiring, and terminations (zero cost)	LABOR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
4	17-001 - Harper Field Labor	Labor	LABOR	\$ 1,200.00	\$ 740.76	\$ 0.00	\$ 0.00	\$ 97.04	\$ 61.13	\$ 62.97	\$ 43.24	\$ 0.00	\$2,205.14
5	01-605 - HC Equipment	Excavator	EQUIPMENT INTERNAL	\$ 552.00	\$ 0.00	\$ 0.00	\$ 303.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59.89	\$915.49

6	01-605 - HC Equipment	Trench Roller	EQUIPMENT INTERNAL	\$ 385.00	\$ 0.00	\$ 0.00	\$ 211.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41.77	\$638.52
Subtotal:				\$9,031.33	\$740.76	\$0.00	\$515.35	\$97.04	\$61.13	\$62.97	\$43.24	\$584.26	\$11,136.08
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 5.57
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 55.71
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 27.99
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 112.25
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 113.38
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 1,717.65
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													\$ 0.00
Grand Total:													\$13,168.63

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

[illegible]



Procurement (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.	\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.	\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.	\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.	\$ 4.51
Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 45.14
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 22.68
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 90.96
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 91.87
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 1,391.79
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$10,670.36

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.



## Change Notification # 041

**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #041: PROJECT SIGN

**DATE:** 9/04/2024

**TO:** **ATTENTION:**

**INITIATED BY:** Ty Edwards **SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

Project Sign  
price for new project sign based on NCDEQ requirements

**ATTACHMENTS:**

[illegible]

Grand Total:	\$650.58
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Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.



**Environmental Systems Division**  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #039: SECONDARY CLARIFIER - FLOOR LEVELING

**DATE:** 9/03/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Tv Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Secondary Clarifiers - Floor Leveling

During the installation of the chain and flight system in the secondary clarifier, Harper discovered that the floor wasn't level, which was critical for the operation of the system. To address this, Harper added various thicknesses of PVC board under the wear strips to create a level surface, as recommended by the equipment manufacturer.

1. Labor for the installation of PVC boards: 4 men for 3 days, including 1 Fridays of accrued overtime.
2. Material cost of PVC Board and Hardware

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) (61.73% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) (2.00% Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	17-001 - Harper Field Labor	Labor, 4 men, 3 days	LABOR	\$ 4,200.00	\$ 2,592.66	\$ 0.00	\$ 0.00	\$ 339.63	\$ 213.97	\$ 220.39	\$ 151.33	\$ 0.00	\$7,717.98
2	15-837 - Miscellaneous Mechanical	PVC Board	MATERIAL	\$ 4,603.29	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 322.23	\$4,925.52
3	15-837 - Miscellaneous Mechanical	Additional Hardware	MATERIAL	\$ 1,135.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 79.47	\$1,214.69

Subtotal:	\$9,938.51	\$2,592.66	\$0.00	\$0.00	\$339.63	\$213.97	\$220.39	\$151.33	\$401.70	\$13,858.19
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.										\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.										\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.										\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.										\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.										\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.										\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.										\$ 6.93
Insurance (0.50% of Total): 0.50% Applies to all line item types.										\$ 69.33
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.										\$ 34.84
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.										\$ 139.69
Harper Bond (1% of Total) : 1.00% Applies to all line item types.										\$ 141.09
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.										\$ 2,137.51
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.										\$ 0.00
Grand Total:										\$16,387.58

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Harper Bond (1% of Total) : 0.00% Applies to all line item types.	\$ 0.00
Fee (15% of L, M, E, OTH): 0.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 0.00
Fee (5% of SUB) : 0.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	(\$1,783.00)

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**Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900**

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

**CHANGE NOTIFICATION #036: REMOVAL OF VFD AND LINE REACTOR  
FOR BELT PRESS**

**DATE:** 8/05/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Removal of VFD for Belt Press

Based on the Waynesville WWTP Progress Meeting on 7/18/24, The city agreed not to use the VFD and run the Flock Drive continuously at 100% from the existing control panel by using the HOA switch. Oviwo removed the VFD and Line Reactor from the Filter Press room.

**ATTACHMENTS:**

[illegible]

Licenses & Permits (1% of Total): 0.00% Applies to all line item types.	\$ 0.00
Harper Bond (1% of Total) : 0.00% Applies to all line item types.	\$ 0.00
Fee (15% of L, M, E, OTH): 0.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 0.00
Fee (5% of SUB) : 0.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	(\$664.34)

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## Change Notification # 035

**Environmental Systems Division**  
**312 East Coffee Street**  
**Greenville, South Carolina 29601**  
**Phone: +18645467900**

**Project: 22-515-Waynesville WWTTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #035: ADDITIONAL YARD HYDRANT AT CHLORINE CONTACT

**DATE:** 8/01/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Additional Yard Hydrant at Chlorine Contact

Additional Pipe and accessories for added yard hydrant at Chlorine contact per plant.

**ATTACHMENTS:**

[illegible]

Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%); 0.25% Applies to all line item types.	\$ 4.84
Licenses & Permits (1% of Total); 1.00% Applies to all line item types.	\$ 19.39
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 19.59
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 296.77
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$2,275.23

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**Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900**

**Project: 22-515-Waynesville WWTTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #034: SOLIDS HANDLING CONCRETE FLOOR MODIFICATIONS

**DATE:** 7/31/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Solids Handling Concrete Floor Modifications

1. Modifications to raise the solids handling concrete floor based on unforeseen existing conditions.
2. Deducts were made for completing half of the previous demo work, which Harper couldn't finish due to the condition of the floor.

**ATTACHMENTS:**

[illegible]



7	15-837 - Miscellaneous Mechanical	Aluminum Grating, Angle, and hardware	MATERIAL	\$ 5,733.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 401.31	\$6,134.31
8	02-103 - Sawcut Concrete	Deduct for saw cutting half of floor	SUBCONTRACT	(\$2,022.50)	\$ 0.00	(\$40.45)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$2,062.95)
9	09-930 - High Performance Coatings	Deduct for Grind/Patch/Coat Floor	SUBCONTRACT	(\$7,955.00)	\$ 0.00	(\$159.10)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	(\$8,114.10)
10	17-001 - Harper Field Labor	Deduct for half of Harper Labor Chipping	LABOR	(\$600.00)	(\$370.38)	\$ 0.00	\$ 0.00	(\$48.52)	(\$30.57)	(\$31.48)	(\$21.62)	\$ 0.00	(\$1,102.57)
Subtotal:				\$7,021.86	(\$370.38)	(\$19.00)	\$0.00	(\$48.52)	(\$30.57)	(\$31.48)	(\$21.62)	\$600.05	\$7,100.34
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.													\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.													\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.													\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.													\$ 3.55
Insurance (0.50% of Total): 0.50% Applies to all line item types.													\$ 35.52
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.													\$ 17.85
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.													\$ 71.57
Harper Bond (1% of Total) : 1.00% Applies to all line item types.													\$ 72.29
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.													\$ 1,244.67
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.													(\$49.83)
Grand Total:													\$8,495.96

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Environmental Systems Division  
312 East Coffee Street  
Greenville, South Carolina 29601  
Phone: +18645467900

**Project:** 22-515-Waynesville WWTP Improvements  
**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #033: ASPHALT AND FENCING MODIFICATIONS

**DATE:** 7/29/2024

**TO:**

**ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

Asphalt Modifications

1. Changes to slide gate location in fencing scope as a zero cost change
2. Increase in square footage resulting from the asphalt modifications proposed by the owner
4. Added ABC stone to headworks area

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount	Labor Burden (61.73%) Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Subcontractor Bond (2% of SUB) Applies to SUBCONTRACT.)	Fuel & Oil (55% of EQT) (55.00% Applies to Equipment Rented and EQUIPMENT INTERNAL.)	Misc Tools (5% of Labor) (5.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Safety (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Punchlist (3% of Labor) (3.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Clean up (2% of Labor) (2.00% Applies to LABOR BURDEN, OVERTIME LABOR, and LABOR.)	Sales Tax (7.00% Applies to MATERIAL, Equipment Rented, and EQUIPMENT INTERNAL.)	Subtotal
1	02-811 - Chain Link Fences & Gates	Fence modifications (No Cost Impact)	SUBCONTRACT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
2	02-503 - Asphalt Paving Cap	increase in milling and increase in asphalt paving	SUBCONTRACT	\$ 3,450.00	\$ 0.00	\$ 69.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$3,519.00
3	02-236 - Stone Fill Pad	ABC stone	LABOR	\$ 1,680.00	\$ 1,037.06	\$ 0.00	\$ 0.00	\$ 135.85	\$ 85.59	\$ 88.16	\$ 60.53	\$ 0.00	\$3,087.19
4	01-605 - HC Equipment	Skid Steer	EQUIPMENT INTERNAL	\$ 307.00	\$ 0.00	\$ 0.00	\$ 168.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33.31	\$509.16
5	01-605 - HC	Labor	EQUIPMENT	\$ 300.00	\$ 0.00	\$ 0.00	\$ 165.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32.55	\$497.55

Equipment			INTERNAL									
			Subtotal:	\$5,737.00	\$1,037.06	\$69.00	\$333.85	\$135.85	\$85.59	\$88.16	\$60.53	\$65.86
												\$7,612.90
Quotation Estimate (\$50/hr): 0.00% Applies to all line item types.												\$ 0.00
Submittal Preparation (\$50/hr): 0.00% Applies to all line item types.												\$ 0.00
Procurement (\$50/hr): 0.00% Applies to all line item types.												\$ 0.00
Field Coordination (\$50/hr) : 0.00% Applies to all line item types.												\$ 0.00
Direct Supervision (\$50/hr): 0.00% Applies to all line item types.												\$ 0.00
As-Built Documents (\$50/sheet): 0.00% Applies to all line item types.												\$ 0.00
AGC Fee (0.05% of total): 0.05% Applies to all line item types.												\$ 3.81
Insurance (0.50% of Total): 0.50% Applies to all line item types.												\$ 38.08
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.												\$ 19.14
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.												\$ 76.74
Harper Bond (1% of Total) : 1.00% Applies to all line item types.												\$ 77.51
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.												\$ 631.45
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.												\$ 180.93
Grand Total:												\$8,640.56

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## Change Notification # 032

**Environmental Systems Division**  
**312 East Coffee Street**  
**Greenville, South Carolina 29601**  
**Phone: +18645467900**

**Project: 22-515-Waynesville WWTP Improvements**

**Project Manager:** Creed Campbell  
(864) 616-3024  
ccampbell@harpergc.com

## CHANGE NOTIFICATION #032: ADDITIONAL CHAIN AND FLIGHT ANGLE AND HARDWARE

**DATE:** 7/26/2024

**TO:** **ATTENTION:**

**INITIATED BY:** Ty Edwards

**SCHEDULE IMPACT:** 0 days

**SOURCE:**

**DESCRIPTION:**

### Additional Chain and Flight Angle and Hardware

1. 6"x6" angle brackets and hardware to provide adequate support for the chain and flight system.

**ATTACHMENTS:**

[illegible]

Insurance (0.50% of Total): 0.50% Applies to all line item types.	\$ 9.08
Builders Risk Insurance (Coastal 0.5% or Non-Coastal 0.25%): 0.25% Applies to all line item types.	\$ 4.56
Licenses & Permits (1% of Total): 1.00% Applies to all line item types.	\$ 18.30
Harper Bond (1% of Total) : 1.00% Applies to all line item types.	\$ 18.48
Fee (15% of L, M, E, OTH): 15.00% Applies to Allowance, MATERIAL, Temporary, LABOR BURDEN, OVERTIME LABOR, Equipment Rented, LABOR, OTHER, EQUIPMENT INTERNAL, and Accrued Taxes.	\$ 279.99
Fee (5% of SUB) : 5.00% Applies to SUBCONTRACT.	\$ 0.00
Grand Total:	\$2,146.62

Unless otherwise noted herein, pricing is based on the work occurring and being completed between the date of this Potential Change Order and contract substantial completion. Any variance to schedule would require an adjustment to this Potential Change Order in time and money to account for additional direct costs required to procure, install and/or manage this scope of work. Pricing is valid for 30 days from the date of this Potential Change Order.

**AMENDMENT NO. 2 TO**  
**AGREEMENT FOR ENGINEERING SERVICES**

This AMENDMENT NO. 2, made and entered into this on the 22nd day of **January** 2024 by and between **the Town of Waynesville** (OWNER) and McGill Associates, P.A. (ENGINEER).

WHEREAS, the OWNER proposes to do certain work toward the accomplishment of the Project entitled **Design and Construction Administration Service for Wastewater Treatment Plant Improvements** and

WHEREAS, the OWNER and the ENGINEER have entered into an AGREEMENT for professional services, and

WHEREAS, Section 2.4 – Construction Phase and Administration specified that the agreement was based on a total construction time of 550 days and based on progress to date and work remaining, including time associated with repairs to damages due to Tropical Storm Helene, total construction time is now expected to be 700 days resulting in additional expenses by the ENGINEER.

WHEREAS, Section 3 – Additional Services. The ENGINEER will perform additional design service for the project as follows:

Provide grant administration services including an accounting review of project financials including reimbursement requests to date, assistance with remaining distribution requests to DWI and project close out through DWI upon project completion.

NOW, THEREFORE, Section 6.1.1 of the AGREEMENT shall be amended as follows:

**6.1        PAYMENT FOR BASIC SERVICES**

- 6.1.1.d    The OWNER will pay the ENGINEER for additional construction phase services and additional maximum not to exceed amount of **\$152,000**.
- 6.1.1.e    The OWNER will pay the ENGINEER for and grant administration services on an hourly basis with an estimated cost of **\$35,000**.



**ENGINEER:**  
**McGILL ASSOCIATES, P.A.**

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_  
Mark D. Cathey, PE  
Vice President/Regional Manager

(SEAL)

**OWNER:**  
**TOWN OF WAYNESVILLE**

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_

Name: Rob Hites  
Title: Town Manager



# A.C.M.I

353 Paradise Mtn. Rd  
Canton, NC 28716

February 15, 2025

Mr. Charles Dills  
Town of Waynesville  
Waynesville NC

Reference Pump Return to Aeration Basin  
ACMI Project Proposal Letter

Mr. Dills,

ACMI is pleased to provide you the following proposal to install a new 10" Pump and piping to return to the Aeration Basin. The scope of work for this project is described below:

## Scope of Work

ACMI plans to complete the mechanical scope of work as detailed during your project review with Nathan Ashe.

1. ACMI plans to install a new pump pad and 10" Gorman Rupp pump. We plan to core drill a hole into the chamber and install a 10" suction line with a check valve. Then we plan to fabricate and install a 6" line from the discharge side that will run to each basin. There will be a 6" butterfly valve installed at each basin.

## Clarifications / Exceptions

There are no provisions in this proposal for the removal of asbestos, lead paint, or other hazardous materials. Identification of these materials will be turned over to the mill for proper removal.

The following clarifications are included for your review, and were used for the basis of this proposal:

1. ACMI is to supply supervision, labor, equipment, valves, and materials for this project.
2. TOW is to supply the pump for this project.

## Proposal Pricing

Proposal.....\$64,750.00

Please do not hesitate to contact me if you have any questions concerning this proposal. We look forward to working with you on this project.

Nathan L Ashe  
ACMI President  
nathanashe@bellsouth.net

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 2/25/25**

**SUBJECT** Approve proposals of Civil Design Concepts (CDC) to design, bid and administer projects to rebuild the dog park, greenways and bridges, and a rain garden at the terminus of the walking trail on Richland Creek.

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** Hurricane Helene destroyed the dog park, greenways and the rain garden at Richland Creek. FEMA requires that the Town use NC bidding procedures to acquire the services of an architect, engineer, and surveyor. At your last meeting, you approved the proposal of Civil Design Concepts to design, bid and administer projects to relocate the dog park, rebuild the greenways and their bridges and conduct an analysis of the rain garden located on Richland Creek adjacent to US19. CDC has split the projects into three contracts in accordance with FEMA guidelines. They propose contracts (attached) to relocate the dog park for a lump sum price of \$130,100; rebuild the greenway system and rebuilt the walking bridges for a lump sum price of \$127,300 and conduct a study to determine the future of the rain garden for a lump sum of \$8,750. The contracts include meetings with the Town, topographic surveys, storm water, water and sewer and lighting design, permitting with the State and review by FEMA. They will prepare the bid documents, review the bids and administer the construction of the facilities. Their timeline for the design work is three months.

**MOTION FOR CONSIDERATION:** Approve the proposed contracts

**FUNDING SOURCE/IMPACT** General Fund

**ATTACHMENTS:** Proposals

**MANAGER'S COMMENTS:** There is a commonly held belief that FEMA will make Towns whole when they repair storm damage. FEMA will compensate Towns for designing structures so as to prevent future flood damage. While this is true, FEMA will compensate Towns for improvements to restore the facility to its preflood condition. This leaves a great deal to be interpreted. We understand that FEMA will not compensate a Town for improvements made "Above" the level of "preflood" conditions or for improvements made to the facility that were not damaged by the storm. For example, the lighting systems at the ball parks may not be compensable if they were not damaged by the hurricane. The dog park may not receive compensation for being enlarged, lighted, constructed with artificial turf. FEMA may pay for 75% of the approved improvements with the State matching the remaining 25%. We may not have these answers until we close out the FEMA claims in four or more years. In the meantime, we will have to pay for the improvements through appropriation of our General fund balance.





February 18, 2025

## **PROPOSAL FOR SERVICES – EXHIBIT A**

**SUBMITTED TO:** Rob Hites, Town Manager  
Town of Waynesville  
16 S. Main Street, Waynesville, NC 28786

**SUBMITTED FOR:** Civil Design Services for Town of Waynesville – Dog Park  
Waynesville, North Carolina

### **I SCOPE OF SERVICES:**

Thank you for allowing us to provide you this proposal with anticipated services and projected fees for the Town of Waynesville – Dog Park project. The following is an anticipated Scope of Services detailing services anticipated by Civil Design Concepts, P.A., and its consultants.

Information provided in this Scope of Services is based on our experience with past projects and our understanding of this project based on the information we have been provided to date.

#### **A. Preliminary Feasibility / Analysis:**

1. Attend project kick-off meeting with Owner and Design Team.
2. Coordinate available information and determine needs for additional information necessary to obtain approvals for the project.
3. Evaluate existing infrastructure including water, sewer, and storm.
4. Meeting with utility providers to gather available data on file for water, sewer, and storm drainage infrastructure in this area.
5. Identify any improvements that may be necessary to accommodate future development.
6. Preliminary analysis of the property as it relates to roadways, parking, and utilities.
7. Develop Base Maps from Location and Topographic Survey provided in digital AutoCAD format from as-built survey information provided by registered surveyor.
8. Develop conceptual layout of existing and proposed site configurations.
9. Develop quantity take off and preliminary cost estimate for site work.
10. Attend meeting with client. Develop timeline and strategy for proceeding to the next stage of construction documents.

**B. Design Development:**

1. Once the preliminary layout of the project has been approved by the owner, we will prepare a layout for the storm water collection systems.
2. Correlate the existing infrastructure information collected during our preliminary investigations with the survey information generated by the project surveyor.
3. Attend one (1) review meeting with client. Develop timeline and strategy for proceeding with next stage construction documents.

**C. Construction Documents: (This section indicates each of the permits that will be applied for and final plans to be issued).**

**1. Site / Staking Plan**

Refine existing site plan to incorporate changes requested by owner and comments received from any applicable TRC or planning staff review.

**2. Grading / Erosion Control / Storm Drainage Design**

- a. Design grading plan to accommodate requirements of the authority having jurisdiction (AHJ). Plan will include erosion control and storm drainage layout.
- b. Submittal of Grading, Erosion Control and Storm Water Management Plan with supporting design calculations to the AHJ to secure Grading/ Erosion Control Permit and Storm Water Discharge Permit.
- c. Storm Water Collection System Plan/Design to accommodate approved site plan in accordance with the AHJ's Storm Water Management Standards (assumes a connection point is available directly at the site and that no off-site improvement or pump system is necessary).

**D. Contract Administration Services:**

**1. Bidding/Contract Execution**

- a. Submit bid documents to the Owner for approval prior to bidding the project and incorporate any identified revisions accordingly.
- b. Prepare a final engineer's construction cost estimate.
- c. Prepare Bid Documents and Contract Documents necessary to complete the bidding process.
- d. Coordinate contract review and approval by Owner's attorney, as required, and coordinate bid advertisement.
- e. Coordinate and conduct Pre-bid meeting.
- f. Address questions from bidders and issue any required addenda to plan holders during bidding process.
- g. Conduct bid opening at the time & location specified.
- h. Review bids for accuracy, prepare certified bid tabulation, confirm bidders' qualifications and licensing, and make recommendation of award to the Owner.

- i. Assist in assuring contract documents are completed and executed completely including bonding and insurance requirements.
  - j. Assist in execution of Contract and issuance of Notice to Proceed.
2. **Administering Contract through Project Completion.**
  - a. Review Applications for payment for concurrence with approved schedule of values and make recommendation to approve or deny.
  - b. If change order requests are made, review for legitimacy and accuracy and make recommendation to owner to deny or approve.
  - c. Upon Project completion assist owner in finalizing contract (Once all punch list items are completed) and releasing retainage along with securing final lien waivers.

**E. Construction Observation:**

The following is a list of construction observation services, which will be provided as required and on an as needed basis.

1. Attend construction meetings as requested including required pre-construction, monthly and other meetings.
2. Review shop drawings and other submittals for compliance with approved plans.
3. Periodic Inspections to determine general compliance of the work with the plans and specifications, which inspection and/or approval shall not constitute a guarantee that the work complies with the plans and specifications and will not relieve the contractor of its primary obligation to adhere to the plans and specifications. Engineer shall have no obligation as to Contractor's means or methods or compliance with OSHA or other health and safety regulations.
4. Attendance at one final inspection to determine that the items have been installed in general conformance with the plans and specifications to prepare for final agency inspection.

**F. Topographic & Location Survey: (sub-consultant)**

1. Prepare a topographic and location survey of the proposed development area suitable for site design purposes.
2. Elevation certificates, ALTA surveys, subdivisions and as-builts are not included in this scope of services but can be provided at an additional cost upon request.

**G. Geotechnical Exploration / Analysis / Soil Borings:**

1. Through a qualified sub-consultant, provide subsurface exploration consisting of 10 soil boring locations to variable depths across the subject site. The geotechnical report shall include insight to the existing soil parameters of the area along with preliminary foundation recommendations, grading considerations and other geotechnical guidance to be considered during the design of the proposed site improvements.



## **H. Site Electrical Design - Power Supply and Lighting Plan**

Utilizing the services of an electrical engineering subconsultant, prepare a site electrical plan that includes providing a new outdoor electrical service and panel to power the new lighting and also back feed the existing loads on the site. Provide an lighting layout plan that provides power to all of the proposed light pole locations. All light poles, lights, controls, calculations and photometric plans shall be designed to the Town of Waynesville Lighting Standards. It is anticipated that adequate electrical service is available to the site. Any shop drawing review and required site observation for the power supply and park lighting scope of work is included.

## **II CLIENT RESPONSIBILITIES:**

The Client shall provide Civil Design Concepts, P.A., with base site information in AutoCAD format, building plans, program descriptions, budget or other information as may be required to complete the work, or shall agree to reimburse Civil Design Concepts, P.A. for the cost of obtaining the information required. The Client shall hold harmless and indemnify Civil Design Concepts, P.A. against injury loss or damage arising out of the negligent acts, errors or omissions arising from information supplied by others.

Further, the Client shall identify and designate one individual to act on behalf of the Client for reviews and approvals. The Client shall identify any special definitions or conditions required for invoicing for services rendered.

## **III ADDITIONAL SERVICES**

All additional work requested by the Owner will be billed on an hourly basis or a negotiated lump sum fee. Extra work will include, but not be limited to:

1. Multiple phases of construction. (This proposal assumes single-phase construction.)
2. Design of off-site utility extensions necessary to serve the project other than described.
3. Change in scope of services as defined within this proposal.
4. Corps of Engineers / Environmental permitting.
5. Changes required due to contractor error.
6. Design modifications requested by Owner after submittals.
7. Design changes due to error in base survey information.
8. Flood study/ Permitting Services.
9. No structural designs included.
10. Water feature, mechanical or structural engineering design; fees will be negotiated as necessary.
11. Coordination and/or design documentation for any exterior lighting.
12. Site retaining wall permitting or any other structural designs.
13. Traffic Studies, Traffic Impact Analyses, or any required off-site roadway improvements
14. Construction Materials Testing during construction
15. Dry Utility Coordination for power, phone, cable, gas or other related items
16. Subdivision, construction layout or other survey services other than included in this proposal
17. Easement acquisition assistance for any off-site easements that may be required.
18. Private utility location or coordination for any utilities that are not publicly owned.

#### IV SCHEDULE

Upon acceptance of this proposal Civil Design Concepts, P.A. will work with client to establish a project schedule.

#### V COST FOR SERVICES

Fees for the above scope of services are as follows:

<b>A. Preliminary Feasibility/Analysis</b>	<b>\$ 16,000</b>
<b>B. Design Development:</b>	<b>\$ 23,000</b>
<b>C. Construction Documents:</b>	<b>\$ 34,000</b>
<b>D. Contract Administration:</b>	<b>\$ 10,000</b>
<b>E. Construction Observation:</b>	<b>\$ 18,000</b>
<b>F. Topographic &amp; Location Survey:</b>	<b>\$ 9,400</b>
<b>G. Geotechnical Exploration / Analysis / Soil Borings</b>	<b>\$ 9,500</b>
<b>H. Site Electrical Design</b>	<b><u>\$ 10,200</u></b>
<b>TOTAL:</b>	<b>\$130,100</b>

Actual costs at hourly rates of Civil Design Concepts, P.A. personnel assigned to project as follows:

Principal Engineer	\$240/hr
Project Manager	\$175/hr
Senior Project Engineer	\$145/hr
Associate Project Engineer	\$110/hr
Construction Administrator	\$100/hr
Senior Civil Engineer Technician	\$100/hr
Civil Engineer Technician	\$ 90/hr
Construction Inspector	\$ 85/hr
Office Administrator	\$ 60/hr

Any work in addition to that outlined in the Scope of Services listed above will be billed on an hourly basis according to the rate schedule shown or a negotiated lump sum fee. Additional Services will only be performed under written authorization from the client. These rates are valid through December 31, 2025, at which time the client will be notified in writing of any rate changes.

Reimbursable expenses are not included in the cost of services. Reimbursable expenses shall include the following: postage, travel @ \$0.60/mi., other incidental expenses shall be a direct charge per receipts.

Printing and reproduction of plans and specifications will be billed at a 1.1 multiplier of cost.

Payment for services rendered shall be made monthly, due within ten days of the receipt of invoice, for all work completed through the last pay period in the preceding month or according to a schedule provided by the Client. Any invoice outstanding for more than 30 days after receipt will be subject to an interest charge of 1-1/2% per month.



## **VI PROPOSAL DURATION**

This proposal shall be valid for thirty- (30) days. Upon acceptance, it shall become an agreement between the Client and Civil Design Concepts, P.A.

## **VII ADDITIONAL TERMS AND CONDITIONS**

Included is a copy of our Consulting Services Agreement and this Proposal for Services. If the terms of the Agreement and the Proposal are acceptable, please execute the agreement and return to our office.

When executed this Agreement may be terminated for convenience within 15 days written notice by Civil Design Concepts, P.A. or Town of Waynesville, or if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. In the event of termination, Civil Design Concepts, P.A. shall be paid for all authorized services performed and reimbursable expenses incurred to the date of notification. Any expenses incurred by Civil Design Concepts, P.A. due to termination of project by Client shall be paid by Client.





February 18, 2025

## **PROPOSAL FOR SERVICES – EXHIBIT A**

**SUBMITTED TO:** Rob Hites, Town Manager  
Town of Waynesville  
16 S. Main Street, Waynesville, NC 28786

**SUBMITTED FOR:** Civil Design Services for Town of Waynesville – Greenway Repairs, Pedestrian Bridge Replacement, New Volleyball Courts and Regrade Former Dog Park Area  
Waynesville, North Carolina

### **I SCOPE OF SERVICES:**

Thank you for allowing us to provide you this proposal with anticipated services and projected fees for the following tasks: Town of Waynesville – Greenway Repairs, Pedestrian Bridge Replacement, New Volleyball Courts and Regrade Former Dog Park Area project. The following is an anticipated Scope of Services detailing services anticipated by Civil Design Concepts, P.A., and its consultants.

Information provided in this Scope of Services is based on our experience with past projects and our understanding of this project based on the information we have been provided to date.

#### **A. Preliminary Feasibility / Analysis:**

1. Attend project kick-off meeting with Owner and Design Team.
2. Coordinate available information and determine needs for additional information necessary to obtain approvals for the project.
3. Evaluate existing infrastructure including water, sewer, and storm.
4. Meeting with utility providers to gather available data on file for water, sewer, and storm drainage infrastructure in this area.
5. Identify any improvements that may be necessary to accommodate future development.
6. Preliminary analysis of the property as it relates to roadways, parking, and utilities.
7. Develop Base Maps from Location and Topographic Survey provided in digital AutoCAD format from as-built survey information provided by registered surveyor.
8. Develop conceptual layout of existing and proposed site configurations.
9. Develop quantity take off and preliminary cost estimate for site work.
10. Attend meeting with client. Develop timeline and strategy for proceeding to the next stage of construction documents.

**B. Design Development:**

1. Once the preliminary layout of the project has been approved by the owner, we will prepare a layout for the storm water collection systems.
2. Correlate the existing infrastructure information collected during our preliminary investigations with the survey information generated by the project surveyor.
3. Attend one (1) review meeting with client. Develop timeline and strategy for proceeding with next stage construction documents.

**C. Construction Documents: (This section indicates each of the permits that will be applied for and final plans to be issued).**

**1. Site / Staking Plan**

Refine existing site plan to incorporate changes requested by owner and comments received from any applicable TRC or planning staff review.

**2. Grading / Erosion Control / Storm Drainage Design**

- a. Design grading plan to accommodate requirements of the authority having jurisdiction (AHJ). Plan will include erosion control and storm drainage layout.
- b. Submittal of Grading, Erosion Control and Storm Water Management Plan with supporting design calculations to the AHJ to secure Grading/ Erosion Control Permit and Storm Water Discharge Permit.
- c. Storm Water Collection System Plan/Design to accommodate approved site plan in accordance with the AHJ's Storm Water Management Standards (assumes a connection point is available directly at the site and that no off-site improvement or pump system is necessary).

**D. Contract Administration Services:**

**1. Bidding/Contract Execution**

- a. Submit bid documents to the Owner for approval prior to bidding the project and incorporate any identified revisions accordingly.
- b. Prepare a final engineer's construction cost estimate.
- c. Prepare Bid Documents and Contract Documents necessary to complete the bidding process.
- d. Coordinate contract review and approval by Owner's attorney, as required, and coordinate bid advertisement.
- e. Coordinate and conduct Pre-bid meeting.
- f. Address questions from bidders and issue any required addenda to plan holders during bidding process.
- g. Conduct bid opening at the time & location specified.

- h. Review bids for accuracy, prepare certified bid tabulation, confirm bidders' qualifications and licensing, and make recommendation of award to the Owner.
  - i. Assist in assuring contract documents are completed and executed completely including bonding and insurance requirements.
  - j. Assist in execution of Contract and issuance of Notice to Proceed.
2. **Administering Contract through Project Completion.**
  - a. Review Applications for payment for concurrence with approved schedule of values and make recommendation to approve or deny.
  - b. If change order requests are made, review for legitimacy and accuracy and make recommendation to owner to deny or approve.
  - c. Upon Project completion assist owner in finalizing contract (Once all punch list items are completed) and releasing retainage along with securing final lien waivers.

**E. Construction Observation:**

The following is a list of construction observation services, which will be provided as required and on an as needed basis.

1. Attend construction meetings as requested including required pre-construction, monthly and other meetings.
2. Review shop drawings and other submittals for compliance with approved plans.
3. Periodic Inspections to determine general compliance of the work with the plans and specifications, which inspection and/or approval shall not constitute a guarantee that the work complies with the plans and specifications and will not relieve the contractor of its primary obligation to adhere to the plans and specifications. Engineer shall have no obligation as to Contractor's means or methods or compliance with OSHA or other health and safety regulations.
4. Attendance at one final inspection to determine that the items have been installed in general conformance with the plans and specifications to prepare for final agency inspection.

**F. Topographic & Location Survey: (sub-consultant)**

1. Prepare a topographic and location survey of the proposed development area suitable for site design purposes.
2. Elevation certificates, ALTA surveys, subdivisions and as-builts are not included in this scope of services but can be provided at an additional cost upon request.



**G. Geotechnical Exploration / Analysis / Soil Borings (subconsultant):**

1. Through a qualified sub-consultant, provide subsurface exploration consisting of 2 soil boring locations to variable depths across the subject site. The geotechnical report shall include insight to the existing soil parameters of the area along with preliminary foundation recommendations, grading considerations and other geotechnical guidance to be considered during the design of the proposed site improvements.

**H. Site Electrical Design - Power Supply and Lighting Plan (subconsultant)**

Utilizing the services of an electrical engineering subconsultant, prepare a site electrical plan that includes providing a new outdoor electrical service and panel to power the new lighting and also back feed the existing loads on the site. Provide an lighting layout plan that provides power to all of the proposed light pole locations. All light poles, lights, controls, calculations and photometric plans shall be designed to the Town of Waynesville Lighting Standards. It is anticipated that adequate electrical service is available to the site. Any shop drawing review and required site observation for the power supply and park lighting scope of work is included.

**I. Structural Design for Pedestrian Bridge Foundations (subconsultant)**

Assist the Owner and coordinate with a variety of pre-fabricated bridge suppliers for the pedestrian bridge component of the project and prepare a preliminary design. Through a qualified structural sub-consultant, prepare a suitable foundation design for the chosen pre-fabricated pedestrian bridge

**II CLIENT RESPONSIBILITIES:**

The Client shall provide Civil Design Concepts, P.A., with base site information in AutoCAD format, building plans, program descriptions, budget or other information as may be required to complete the work, or shall agree to reimburse Civil Design Concepts, P.A. for the cost of obtaining the information required. The Client shall hold harmless and indemnify Civil Design Concepts, P.A. against injury loss or damage arising out of the negligent acts, errors or omissions arising from information supplied by others.

Further, the Client shall identify and designate one individual to act on behalf of the Client for reviews and approvals. The Client shall identify any special definitions or conditions required for invoicing for services rendered.

### III ADDITIONAL SERVICES

All additional work requested by the Owner will be billed on an hourly basis or a negotiated lump sum fee. Extra work will include, but not be limited to:

1. Multiple phases of construction. (This proposal assumes single-phase construction.)
2. Design of off-site utility extensions necessary to serve the project other than described.
3. Change in scope of services as defined within this proposal.
4. Corps of Engineers / Environmental permitting.
5. Changes required due to contractor error.
6. Design modifications requested by Owner after submittals.
7. Flood study/ Permitting Services.
8. No structural designs included.
9. Water feature, mechanical or structural engineering design; fees will be negotiated as necessary.
10. Coordination and/or design documentation for any exterior lighting.
11. Site retaining wall permitting or any other structural designs.
12. Construction Materials Testing during construction
13. Dry Utility Coordination for power, phone, cable, gas or other related items
14. Subdivision, construction layout or other survey services other than included in this proposal
15. Easement acquisition assistance for any off-site easements that may be required.
16. Private utility location or coordination for any utilities that are not publicly owned.
17. Wetland delineation, stream identification or jurisdictional determinations as may be required for permitting through the US Army Corps of Engineers.

### IV SCHEDULE

Upon acceptance of this proposal Civil Design Concepts, P.A. will work with client to establish a project schedule.

### V COST FOR SERVICES

Fees for the above scope of services are as follows:

<b>A. Preliminary Feasibility/Analysis</b>	<b>\$ 13,950</b>
<b>B. Design Development:</b>	<b>\$ 18,600</b>
<b>C. Construction Documents:</b>	<b>\$ 28,000</b>
<b>D. Contract Administration:</b>	<b>\$ 12,000</b>
<b>E. Construction Observation:</b>	<b>\$ 20,550</b>
<b>F. Topographic &amp; Location Survey:</b>	<b>\$ 15,100</b>
<b>G. Geotechnical Exploration / Analysis / Soil Borings</b>	<b>\$ 4,500</b>
<b>H. Site Electrical Design</b>	<b>\$ 7,200</b>
<b>I. Structural Design for Pedestrian Bridge Foundations</b>	<b><u>\$ 7,400</u></b>
<b>TOTAL:</b>	<b>\$127,300</b>



**Actual costs at hourly rates of Civil Design Concepts, P.A. personnel assigned to project as follows:**

Principal Engineer	\$240/hr
Project Manager	\$175/hr
Senior Project Engineer	\$145/hr
Associate Project Engineer	\$110/hr
Construction Administrator	\$100/hr
Senior Civil Engineer Technician	\$100/hr
Civil Engineer Technician	\$ 90/hr
Construction Inspector	\$ 85/hr
Office Administrator	\$ 60/hr

Any work in addition to that outlined in the Scope of Services listed above will be billed on an hourly basis according to the rate schedule shown or a negotiated lump sum fee. Additional Services will only be performed under written authorization from the client. These rates are valid through December 31, 2025, at which time the client will be notified in writing of any rate changes.

Reimbursable expenses are not included in the cost of services. Reimbursable expenses shall include the following: postage, travel @ \$0.60/mi., other incidental expenses shall be a direct charge per receipts.

Printing and reproduction of plans and specifications will be billed at a 1.1 multiplier of cost.

Payment for services rendered shall be made monthly, due within ten days of the receipt of invoice, for all work completed through the last pay period in the preceding month or according to a schedule provided by the Client. Any invoice outstanding for more than 30 days after receipt will be subject to an interest charge of 1-1/2% per month.

## **VI PROPOSAL DURATION**

This proposal shall be valid for thirty- (30) days. Upon acceptance, it shall become an agreement between the Client and Civil Design Concepts, P.A.

## **VII ADDITIONAL TERMS AND CONDITIONS**

Included is a copy of our Consulting Services Agreement and this Proposal for Services. If the terms of the Agreement and the Proposal are acceptable, please execute the agreement and return to our office.

When executed this Agreement may be terminated for convenience within 15 days written notice by Civil Design Concepts, P.A. or Town of Waynesville, or if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. In the event of termination, Civil Design Concepts, P.A. shall be paid for all authorized services performed and reimbursable expenses incurred to the date of notification. Any expenses incurred by Civil Design Concepts, P.A. due to termination of project by Client shall be paid by Client.





## CONSULTING SERVICES AGREEMENT

This contract entered into February 18, 2025 by & between Town of Waynesville, hereinafter called the Client, & Civil Design Concepts, P.A.; Witnesseth that: Whereas the Client desires to engage Civil Design Concepts (sometimes referred to as "CDC") to provide consulting services; and, Whereas the Client finds that the attached Scope of Services and terms of this agreement are acceptable; and, Whereas Civil Design Concepts desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

Now, therefore, the parties hereto do mutually agree as follows:

**1. Scope of Services:** Civil Design Concepts shall provide the services attached hereto in the Exhibit A "Proposal for Services", dated February 18, 2025 to this Agreement, hereinafter called services. Additional services will be invoiced in accordance with the attached rate and fee schedule.

**2. Standard of Care:** Civil Design Concepts will perform its services using that degree of skill and diligence normally employed by professional engineers or consultants performing the same services at the time these services are rendered. CDC shall have the right to rely on any and all information furnished by Client without any requirement to verify same.

**3. Authorization to Proceed:** Execution of this Consulting Services Agreement will be considered authorization for Civil Design Concepts to proceed unless otherwise provided for in this Agreement or as otherwise modified by the attached project schedule.

**4. Changes in Scope:** The Client may request changes in the Scope of Services provided in this Agreement. If such changes affect Civil Design Concepts cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement. Any additional services resulting from a change in scope of services will be pre-approved by the client.

**5. Compensation:** The Client shall pay the compensation to Civil Design Concepts set forth in the Exhibit "A", Section V. "Cost for Services", as described in the proposal attached hereto. Unless otherwise provided in the Cost for Services, Civil Design Concepts shall submit invoices to the Client monthly (by the 15<sup>th</sup> day of the month) for work accomplished under this agreement and the Client agrees to make payment to Civil Design Concepts within thirty (30) days of receipt of the invoices. Client further agrees to pay interest on all accounts invoiced and not paid or objected to for a valid cause in writing within said time period at a rate of 1-1/2 percent per month (18 percent per annum), until paid. Client agrees to pay Civil Design Concepts' cost of collection of the amounts due and unpaid after sixty (60) days, including but not limited to, court costs and attorney's fees. Civil Design Concepts shall not be bound by any provision such as contained in a purchase order or wherein Civil Design Concepts waives any rights to a mechanic's lien or any provision conditioning Civil Design Concepts' right to receive payment for its work upon payment to the Client by any third party. These general conditions are notice, where required, that Civil Design Concepts shall file a lien whenever necessary to collect past due amounts. The Client agrees that failure to make payment in full within thirty (30) days or raise any specific objection to the services rendered or charge therefore shall constitute a waiver of any such objection or claim as to any issue Client may have and the failure to make payment or raise any objection as herein required shall bar any claim against CDC in tort or contract. It is also mutually agreed that should the Client fail to make prompt payments as described herein, Civil Design Concepts reserves the right to immediately stop all work under this agreement until all accounts are brought current or terminate this agreement, in the sole discretion of CDC.

**6. Personnel:** Civil Design Concepts represents that it has, or will secure at their own expense, all personnel required to perform the services under this agreement and that such personnel will be fully qualified and adequately supervised to perform such services. It is mutually understood that should the scope of services require outside subcontracted services; Civil Design Concepts may employ those services at their discretion.

**7. Opinions or Estimates of Cost:** Any costs estimates provided by Civil Design Concepts shall be considered opinions of probable costs. These along with project economic evaluations provided by Civil Design Concepts will be on a basis of experience and judgment, but, since Civil Design Concepts has no control over market conditions or bidding procedures, Civil Design Concepts cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions. Based thereon, Client waives any and all claims against CDC which arise out of any opinion of probable construction cost provided.

**8. Termination:** This Agreement may be terminated for convenience by either the Client or Civil Design Concepts with 15 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, Civil Design Concepts will be paid for all authorized work performed up to the termination date plus reasonable project closeout costs.

**9. Limitation of Liability:** Civil Design Concepts liability for Client's damages will, in aggregate, not exceed \$1,000,000 for the Scope of Services referenced herein. This provision takes precedence over any conflicting provision of this Agreement, or any documents incorporated into it or referenced by it. This limitation of liability will apply whether Civil Design Concepts liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include Civil

**Design Concepts' directors, officers, employees, and subcontractors. Limits of liability may be increased upon request by Client for additional fees paid.**

**10. Assignability:** This agreement shall not be assigned or otherwise transferred by either Civil Design Concepts or the Client without the prior written consent of the other. Assignability of this contract will not unreasonably be withheld.

**11. Severability:** The provisions of this Consulting Services Agreement shall be deemed severable, and the invalidity or enforceability of any provision shall not affect the validity or enforceability of the other provisions hereof. If any provision of this consulting services agreement is deemed unenforceable for any reason whatsoever, such provision shall be appropriately limited, and given effect to the extent that it may be enforceable.

**12. Ownership of Documents:** CDC shall retain all ownership and common law property rights in all documents, calculations, drawings, maps (together the "Documents"). Upon full and final payment to CDC pursuant to this contract, CDC will grant a one-time, nonexclusive license in the Documents for Client's use on this Project/ Client agrees that the deliverables are intended for the exclusive use and benefit of and may be relied upon for this project only by the Client and will not be used otherwise. In the event Client fails to pay all sums when due, CDC reserves the right to withdraw its Documents from any governmental agency to which same have been submitted for the purpose of obtaining approvals or permits and Client acknowledges that it shall have no right to make any use of the Documents whatsoever unless payments are made to CDC in accordance with this Agreement. Client agrees that CDC shall have the right to obtain an injunction to restrain such use if at any time Client fails to make payments to CDC.

**13. Excusable Delay:** If performance of service is affected by causes beyond Civil Design Concepts control, project schedule and compensation shall be equitably adjusted.

**14. Indemnification:** Client agrees to indemnify, defend and hold Civil Design Concepts, its agents, employees, officers, directors and subcontractors harmless from any and all claims, and costs brought against Civil Design Concepts which arise in whole or in part out of the failure by the Client to promptly and completely perform its obligations under this agreement, and as assigned in the Exhibit A, or from the inaccuracy or incompleteness of information supplied by the Client and reasonably relied upon by Civil Design Concepts in performing its duties or for unauthorized use of the deliverables generated by Civil Design Concepts.

**15. Choice of Law:** This Agreement shall be governed by the internal laws of the State of North Carolina.

**16. Entire Agreement:** This Agreement contains all of the agreements, representations and understandings of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements, whether oral or written, and may only be modified or amended as herein provided; and as mutually agreed.

**17. Attachments to this document:** Proposal for Services – Exhibit A

**Client:** Town of Waynesville

**Client Authorized Signature:** \_\_\_\_\_

**Print Name:** Rob Hites, Town Manager

**Address:** 16 S. Main Street, Waynesville, NC 28786

**Signature:** 

**Name:** Patrick Bradshaw, PE

**Civil Design Concepts, P.A.**  
168 Patton Avenue 52 Walnut Street – Suite 9  
Asheville, NC 28801 Waynesville, NC 28786

## CONSULTING SERVICES AGREEMENT

This contract entered into February 18, 2025 by & between Town of Waynesville, hereinafter called the Client, & Civil Design Concepts, P.A.; Witnesseth that: Whereas the Client desires to engage Civil Design Concepts (sometimes referred to as "CDC") to provide consulting services; and, Whereas the Client finds that the attached Scope of Services and terms of this agreement are acceptable; and, Whereas Civil Design Concepts desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

Now, therefore, the parties hereto do mutually agree as follows:

**1. Scope of Services:** Civil Design Concepts shall provide the services attached hereto in the Exhibit A "Proposal for Services", dated February 18, 2025 to this Agreement, hereinafter called services. Additional services will be invoiced in accordance with the attached rate and fee schedule.

**2. Standard of Care:** Civil Design Concepts will perform its services using that degree of skill and diligence normally employed by professional engineers or consultants performing the same services at the time these services are rendered. CDC shall have the right to rely on any and all information furnished by Client without any requirement to verify same.

**3. Authorization to Proceed:** Execution of this Consulting Services Agreement will be considered authorization for Civil Design Concepts to proceed unless otherwise provided for in this Agreement or as otherwise modified by the attached project schedule.

**4. Changes in Scope:** The Client may request changes in the Scope of Services provided in this Agreement. If such changes affect Civil Design Concepts cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement. Any additional services resulting from a change in scope of services will be pre-approved by the client.

**5. Compensation:** The Client shall pay the compensation to Civil Design Concepts set forth in the Exhibit "A", Section V. "Cost for Services", as described in the proposal attached hereto. Unless otherwise provided in the Cost for Services, Civil Design Concepts shall submit invoices to the Client monthly (by the 15<sup>th</sup> day of the month) for work accomplished under this agreement and the Client agrees to make payment to Civil Design Concepts within thirty (30) days of receipt of the invoices. Client further agrees to pay interest on all accounts invoiced and not paid or objected to for a valid cause in writing within said time period at a rate of 1-1/2 percent per month (18 percent per annum), until paid. Client agrees to pay Civil Design Concepts' cost of collection of the amounts due and unpaid after sixty (60) days, including but not limited to, court costs and attorney's fees. Civil Design Concepts shall not be bound by any provision such as contained in a purchase order or wherein Civil Design Concepts waives any rights to a mechanic's lien or any provision conditioning Civil Design Concepts' right to receive payment for its work upon payment to the Client by any third party. These general conditions are notice, where required, that Civil Design Concepts shall file a lien whenever necessary to collect past due amounts. The Client agrees that failure to make payment in full within thirty (30) days or raise any specific objection to the services rendered or charge therefore shall constitute a waiver of any such objection or claim as to any issue Client may have and the failure to make payment or raise any objection as herein required shall bar any claim against CDC in tort or contract. It is also mutually agreed that should the Client fail to make prompt payments as described herein, Civil Design Concepts reserves the right to immediately stop all work under this agreement until all accounts are brought current or terminate this agreement, in the sole discretion of CDC.

**6. Personnel:** Civil Design Concepts represents that it has, or will secure at their own expense, all personnel required to perform the services under this agreement and that such personnel will be fully qualified and adequately supervised to perform such services. It is mutually understood that should the scope of services require outside subcontracted services; Civil Design Concepts may employ those services at their discretion.

**7. Opinions or Estimates of Cost:** Any costs estimates provided by Civil Design Concepts shall be considered opinions of probable costs. These along with project economic evaluations provided by Civil Design Concepts will be on a basis of experience and judgment, but, since Civil Design Concepts has no control over market conditions or bidding procedures, Civil Design Concepts cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions. Based thereon, Client waives any and all claims against CDC which arise out of any opinion of probable construction cost provided.

**8. Termination:** This Agreement may be terminated for convenience by either the Client or Civil Design Concepts with 15 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, Civil Design Concepts will be paid for all authorized work performed up to the termination date plus reasonable project closeout costs.

**9. Limitation of Liability:** Civil Design Concepts liability for Client's damages will, in aggregate, not exceed \$1,000,000 for the Scope of Services referenced herein. This provision takes precedence over any conflicting provision of this Agreement, or any documents incorporated into it or referenced by it. This limitation of liability will apply whether Civil Design Concepts liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include Civil

**Design Concepts' directors, officers, employees, and subcontractors. Limits of liability may be increased upon request by Client for additional fees paid.**

**10. Assignability:** This agreement shall not be assigned or otherwise transferred by either Civil Design Concepts or the Client without the prior written consent of the other. Assignability of this contract will not unreasonably be withheld.

**11. Severability:** The provisions of this Consulting Services Agreement shall be deemed severable, and the invalidity or enforceability of any provision shall not affect the validity or enforceability of the other provisions hereof. If any provision of this consulting services agreement is deemed unenforceable for any reason whatsoever, such provision shall be appropriately limited, and given effect to the extent that it may be enforceable.

**12. Ownership of Documents:** CDC shall retain all ownership and common law property rights in all documents, calculations, drawings, maps (together the "Documents"). Upon full and final payment to CDC pursuant to this contract, CDC will grant a one-time, nonexclusive license in the Documents for Client's use on this Project/ Client agrees that the deliverables are intended for the exclusive use and benefit of and may be relied upon for this project only by the Client and will not be used otherwise. In the event Client fails to pay all sums when due, CDC reserves the right to withdraw its Documents from any governmental agency to which same have been submitted for the purpose of obtaining approvals or permits and Client acknowledges that it shall have no right to make any use of the Documents whatsoever unless payments are made to CDC in accordance with this Agreement. Client agrees that CDC shall have the right to obtain an injunction to restrain such use if at any time Client fails to make payments to CDC.

**13. Excusable Delay:** If performance of service is affected by causes beyond Civil Design Concepts control, project schedule and compensation shall be equitably adjusted.

**14. Indemnification:** Client agrees to indemnify, defend and hold Civil Design Concepts, its agents, employees, officers, directors and subcontractors harmless from any and all claims, and costs brought against Civil Design Concepts which arise in whole or in part out of the failure by the Client to promptly and completely perform its obligations under this agreement, and as assigned in the Exhibit A, or from the inaccuracy or incompleteness of information supplied by the Client and reasonably relied upon by Civil Design Concepts in performing its duties or for unauthorized use of the deliverables generated by Civil Design Concepts.

**15. Choice of Law:** This Agreement shall be governed by the internal laws of the State of North Carolina.

**16. Entire Agreement:** This Agreement contains all of the agreements, representations and understandings of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements, whether oral or written, and may only be modified or amended as herein provided; and as mutually agreed.

**17. Attachments to this document:** Proposal for Services – Exhibit A

**Client:** Town of Waynesville

**Client Authorized Signature:** \_\_\_\_\_

**Print Name:** Rob Hites, Town Manager

**Address:** 16 S. Main Street, Waynesville, NC 28786

**Signature:**  \_\_\_\_\_

**Name:** Patrick Bradshaw, PE

**Civil Design Concepts, P.A.**  
168 Patton Avenue      52 Walnut Street – Suite 9  
Asheville, NC 28801      Waynesville, NC 28786



February 18, 2025

## **PROPOSAL FOR SERVICES – EXHIBIT A**

**SUBMITTED TO:** Rob Hites, Town Manager  
Town of Waynesville  
16 S. Main Street, Waynesville, NC 28786

**SUBMITTED FOR:** Civil Design Services for Town of Waynesville – Rain Garden Assessment and Preliminary Evaluation  
Waynesville, North Carolina

### **I SCOPE OF SERVICES:**

Thank you for allowing us to provide you this proposal with anticipated services and projected fees for the following tasks: Town of Waynesville – Rain Garden Assessment and Preliminary Evaluation. The following is an anticipated Scope of Services detailing services anticipated by Civil Design Concepts, P.A., and its consultants.

Information provided in this Scope of Services is based on our experience with past projects and our understanding of this project based on the information we have been provided to date.

#### **A. Preliminary Feasibility / Analysis:**

1. Attend project kick-off meeting with Owner and Design Team.
2. Coordinate available information and determine needs for additional information necessary to obtain approvals for the project.
3. Evaluate existing infrastructure including NCDOT improvement plans.
4. Meeting with utility providers to gather available data on file for water, sewer, and storm drainage infrastructure in this area.
5. Identify any improvements that may be necessary to accommodate future development.
6. Develop Base Maps from Boundary and Topographic Survey provided in digital AutoCAD format from as-built survey information provided by registered surveyor.
7. Identify the existing contributing drainage area of the existing rain garden feature
8. Evaluate the viability of the existing rain garden feature and suitability of the existing size, type and location of the existing features.
9. Make recommendations for appropriate upgrades, removal or replacement as needed.
10. Develop quantity take off and preliminary cost estimate for the recommended alternative or replacement.



**B. Topographic & Location Survey: (sub-consultant)**

1. Prepare a topographic and location survey of the proposed development area suitable for site design purposes.
2. Elevation certificates, ALTA surveys, subdivisions and as-builts are not included in this scope of services but can be provided at an additional cost upon request.

**II CLIENT RESPONSIBILITIES:**

The Client shall provide Civil Design Concepts, P.A., with base site information in AutoCAD format, building plans, program descriptions, budget or other information as may be required to complete the work, or shall agree to reimburse Civil Design Concepts, P.A. for the cost of obtaining the information required. The Client shall hold harmless and indemnify Civil Design Concepts, P.A. against injury loss or damage arising out of the negligent acts, errors or omissions arising from information supplied by others.

Further, the Client shall identify and designate one individual to act on behalf of the Client for reviews and approvals. The Client shall identify any special definitions or conditions required for invoicing for services rendered.

**III ADDITIONAL SERVICES**

All additional work requested by the Owner will be billed on an hourly basis or a negotiated lump sum fee. Extra work will include, but not be limited to:

1. Multiple phases of construction. (This proposal assumes single-phase construction.)
2. Design of off-site utility extensions necessary to serve the project other than described.
3. Change in scope of services as defined within this proposal.
4. Corps of Engineers / Environmental permitting.
5. Changes required due to contractor error.
6. Design modifications requested by Owner after submittals.
7. Flood study/ Permitting Services.
8. No structural designs included.
9. Water feature, mechanical or structural engineering design; fees will be negotiated as necessary.
10. Coordination and/or design documentation for any exterior lighting.
11. Site retaining wall permitting or any other structural designs.
12. Construction Materials Testing during construction
13. Dry Utility Coordination for power, phone, cable, gas or other related items
14. Subdivision, construction layout or other survey services other than included in this proposal
15. Easement acquisition assistance for any off-site easements that may be required.
16. Private utility location or coordination for any utilities that are not publicly owned.
17. Wetland delineation, stream identification or jurisdictional determinations as may be required for permitting through the US Army Corps of Engineers.

#### IV SCHEDULE

Upon acceptance of this proposal Civil Design Concepts, P.A. will work with client to establish a project schedule.

#### V COST FOR SERVICES

Fees for the above scope of services are as follows:

<b>A. Preliminary Feasibility/Analysis</b>	<b>\$ 4,800</b>
<b>B. Topographic and Location Survey:</b>	<b><u>\$ 3,950</u></b>
<b>TOTAL:</b>	<b>\$ 8,750</b>

**Actual costs at hourly rates of Civil Design Concepts, P.A. personnel assigned to project as follows:**

Principal Engineer	\$240/hr
Project Manager	\$175/hr
Senior Project Engineer	\$145/hr
Associate Project Engineer	\$110/hr
Construction Administrator	\$100/hr
Senior Civil Engineer Technician	\$100/hr
Civil Engineer Technician	\$ 90/hr
Construction Inspector	\$ 85/hr
Office Administrator	\$ 60/hr

Any work in addition to that outlined in the Scope of Services listed above will be billed on an hourly basis according to the rate schedule shown or a negotiated lump sum fee. Additional Services will only be performed under written authorization from the client. These rates are valid through December 31, 2025, at which time the client will be notified in writing of any rate changes.

Reimbursable expenses are not included in the cost of services. Reimbursable expenses shall include the following: postage, travel @ \$0.60/mi., other incidental expenses shall be a direct charge per receipts.

Printing and reproduction of plans and specifications will be billed at a 1.1 multiplier of cost.

Payment for services rendered shall be made monthly, due within ten days of the receipt of invoice, for all work completed through the last pay period in the preceding month or according to a schedule provided by the Client. Any invoice outstanding for more than 30 days after receipt will be subject to an interest charge of 1-1/2% per month.

#### VI PROPOSAL DURATION

This proposal shall be valid for thirty- (30) days. Upon acceptance, it shall become an agreement between the Client and Civil Design Concepts, P.A.



## **VII ADDITIONAL TERMS AND CONDITIONS**

Included is a copy of our Consulting Services Agreement and this Proposal for Services. If the terms of the Agreement and the Proposal are acceptable, please execute the agreement and return to our office.

When executed this Agreement may be terminated for convenience within 15 days written notice by Civil Design Concepts, P.A. or Town of Waynesville, or if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. In the event of termination, Civil Design Concepts, P.A. shall be paid for all authorized services performed and reimbursable expenses incurred to the date of notification. Any expenses incurred by Civil Design Concepts, P.A. due to termination of project by Client shall be paid by Client.



## CONSULTING SERVICES AGREEMENT

This contract entered into February 18, 2025 by & between Town of Waynesville, hereinafter called the Client, & Civil Design Concepts, P.A.; Witnesseth that: Whereas the Client desires to engage Civil Design Concepts (sometimes referred to as "CDC") to provide consulting services; and, Whereas the Client finds that the attached Scope of Services and terms of this agreement are acceptable; and, Whereas Civil Design Concepts desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

Now, therefore, the parties hereto do mutually agree as follows:

**1. Scope of Services:** Civil Design Concepts shall provide the services attached hereto in the Exhibit A "Proposal for Services", dated February 18, 2025 to this Agreement, hereinafter called services. Additional services will be invoiced in accordance with the attached rate and fee schedule.

**2. Standard of Care:** Civil Design Concepts will perform its services using that degree of skill and diligence normally employed by professional engineers or consultants performing the same services at the time these services are rendered. CDC shall have the right to rely on any and all information furnished by Client without any requirement to verify same.

**3. Authorization to Proceed:** Execution of this Consulting Services Agreement will be considered authorization for Civil Design Concepts to proceed unless otherwise provided for in this Agreement or as otherwise modified by the attached project schedule.

**4. Changes in Scope:** The Client may request changes in the Scope of Services provided in this Agreement. If such changes affect Civil Design Concepts cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement. Any additional services resulting from a change in scope of services will be pre-approved by the client.

**5. Compensation:** The Client shall pay the compensation to Civil Design Concepts set forth in the Exhibit "A", Section V. "Cost for Services", as described in the proposal attached hereto. Unless otherwise provided in the Cost for Services, Civil Design Concepts shall submit invoices to the Client monthly (by the 15<sup>th</sup> day of the month) for work accomplished under this agreement and the Client agrees to make payment to Civil Design Concepts within thirty (30) days of receipt of the invoices. Client further agrees to pay interest on all accounts invoiced and not paid or objected to for a valid cause in writing within said time period at a rate of 1-1/2 percent per month (18 percent per annum), until paid. Client agrees to pay Civil Design Concepts' cost of collection of the amounts due and unpaid after sixty (60) days, including but not limited to, court costs and attorney's fees. Civil Design Concepts shall not be bound by any provision such as contained in a purchase order or wherein Civil Design Concepts waives any rights to a mechanic's lien or any provision conditioning Civil Design Concepts' right to receive payment for its work upon payment to the Client by any third party. These general conditions are notice, where required, that Civil Design Concepts shall file a lien whenever necessary to collect past due amounts. The Client agrees that failure to make payment in full within thirty (30) days or raise any specific objection to the services rendered or charge therefore shall constitute a waiver of any such objection or claim as to any issue Client may have and the failure to make payment or raise any objection as herein required shall bar any claim against CDC in tort or contract. It is also mutually agreed that should the Client fail to make prompt payments as described herein, Civil Design Concepts reserves the right to immediately stop all work under this agreement until all accounts are brought current or terminate this agreement, in the sole discretion of CDC.

**6. Personnel:** Civil Design Concepts represents that it has, or will secure at their own expense, all personnel required to perform the services under this agreement and that such personnel will be fully qualified and adequately supervised to perform such services. It is mutually understood that should the scope of services require outside subcontracted services; Civil Design Concepts may employ those services at their discretion.

**7. Opinions or Estimates of Cost:** Any costs estimates provided by Civil Design Concepts shall be considered opinions of probable costs. These along with project economic evaluations provided by Civil Design Concepts will be on a basis of experience and judgment, but, since Civil Design Concepts has no control over market conditions or bidding procedures, Civil Design Concepts cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions. Based thereon, Client waives any and all claims against CDC which arise out of any opinion of probable construction cost provided.

**8. Termination:** This Agreement may be terminated for convenience by either the Client or Civil Design Concepts with 15 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, Civil Design Concepts will be paid for all authorized work performed up to the termination date plus reasonable project closeout costs.

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**Design Concepts' directors, officers, employees, and subcontractors. Limits of liability may be increased upon request by Client for additional fees paid.**

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**12. Ownership of Documents:** CDC shall retain all ownership and common law property rights in all documents, calculations, drawings, maps (together the "Documents"). Upon full and final payment to CDC pursuant to this contract, CDC will grant a one-time, nonexclusive license in the Documents for Client's use on this Project/ Client agrees that the deliverables are intended for the exclusive use and benefit of and may be relied upon for this project only by the Client and will not be used otherwise. In the event Client fails to pay all sums when due, CDC reserves the right to withdraw its Documents from any governmental agency to which same have been submitted for the purpose of obtaining approvals or permits and Client acknowledges that it shall have no right to make any use of the Documents whatsoever unless payments are made to CDC in accordance with this Agreement. Client agrees that CDC shall have the right to obtain an injunction to restrain such use if at any time Client fails to make payments to CDC.

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**14. Indemnification:** Client agrees to indemnify, defend and hold Civil Design Concepts, its agents, employees, officers, directors and subcontractors harmless from any and all claims, and costs brought against Civil Design Concepts which arise in whole or in part out of the failure by the Client to promptly and completely perform its obligations under this agreement, and as assigned in the Exhibit A, or from the inaccuracy or incompleteness of information supplied by the Client and reasonably relied upon by Civil Design Concepts in performing its duties or for unauthorized use of the deliverables generated by Civil Design Concepts.

**15. Choice of Law:** This Agreement shall be governed by the internal laws of the State of North Carolina.

**16. Entire Agreement:** This Agreement contains all of the agreements, representations and understandings of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements, whether oral or written, and may only be modified or amended as herein provided; and as mutually agreed.

**17. Attachments to this document:** Proposal for Services – Exhibit A

**Client:** Town of Waynesville

**Client Authorized Signature:** \_\_\_\_\_  
**Print Name:** Rob Hites, Town Manager  
**Address:** 16 S. Main Street, Waynesville, NC 28786

**Signature:** 

**Name:** Patrick Bradshaw, PE

**Civil Design Concepts, P.A.**  
**168 Patton Avenue**      **52 Walnut Street – Suite 9**  
**Asheville, NC 28801**      **Waynesville, NC 28786**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 2/25/25**

**SUBJECT** Set a time and date for the Town's annual retreat

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Council traditionally holds a planning retreat in March to hear proposals from each other and the staff for next year's budget. The staff will present an analysis of projected revenues and expenditures. The report gives the Council a sense of how much funding it has to work with as we evaluate its programs. The Council frequently meets on a Friday at 8:30 for a day long meeting. We recommend that you target March 21<sup>st</sup> or 28<sup>th</sup>. We are open to any other dates.

**MOTION FOR CONSIDERATION:** Set a date for the retreat

**FUNDING SOURCE/IMPACT** all

**ATTACHMENTS:** None

**MANAGER'S COMMENTS:** See Above