

SPECIAL MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
SEPTEMBER 13, 2011
TUESDAY – 5:30 P.M.

The Board of Aldermen of the Town of Waynesville held a special meeting on Tuesday, September 13, 2011. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Libba Feichter, J. Wells Greeley and LeRoy Roberson. Also present were Town Manager A. Lee Galloway, Assistant Town Manager Alison Melnikova, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Others attending were Human Resource Manager Margaret Langston and Police Chief Bill Hollingsed. A meal was served prior to the meeting. Mayor Brown called the meeting to order at 5:45 p.m.

Presentation by Stephen Straus, Developmental Associates, Town Manager Selection Process

At the Town Board meeting of August 23, Mayor Brown reported on a meeting held with Stephen Straus and Heather Lee of Developmental Associates on August 10. The firm conducts recruitment searches for municipal employees, and they have handled several searches in this region, some for managers, some for police chiefs and some for fire chiefs. The process used by Developmental Associates requires that candidates go through assessment centers, and the participants in these centers are often other city and county managers, human resource directors, fire and police chiefs and representatives of the community. Several Waynesville staff members have participated in the assessment centers at the request of Mr. Straus and Ms. Lee.

After meeting with them on August 10, Mayor Brown suggested that they submit a formal proposal explaining the process they follow and the charges for the services rendered. This proposal was received and forwarded to the Board for their review.

Mr. Straus attended the meeting to further explain the proposal and answer any questions the Board may have regarding the process. In the proposal presented to the Board it was noted that Developmental Associates understands Waynesville's reputation as a highly progressive and growing community and the challenge facing the Town in identifying its next Manager, adding that it will be difficult to find anyone who can approach Lee Galloway's excellence as a leader and administrator. He added that Mr. Galloway has also helped make the Town of Waynesville highly visible throughout the state as an attractive place for a new manager.

The first step in the process includes conducting job analyses to identify expectations and competencies for the position by meeting with the Board, representatives from town departments and community leaders and groups. The second step involves development and posting of job advertisements in leading professional journals, newspapers and websites, with target recruitment within the region. Once applications are received, the first level screen is conducted.

The second level screening of candidates involves structured short answer questions, telephone interviews, emotional intelligence inventory and Google search.

Assessors are recruited and trained to evaluate the candidates. A meeting is then held with the Board before proceeding to the next steps. The various screenings throughout the process narrows the field of candidates to 10 – 20 and then further to no more than eight candidates.

The Board had several other questions for Mr. Straus regarding the process. Alderman Feichter was complimentary of Town Manager Galloway, with his style of management and ability to hire key employees for the Town. Alderman Feichter asked if the current town manager should be involved in the process. Mr. Straus said this was entirely the board's decision, but he would recommend that Manager Galloway be involved, since he has been involved in several processes and can help give the board guidance.

The Board thanked Mr. Straus for attending the meeting and presenting the proposal for the town manager selection process. Mr. Straus said whether he is involved in the process or not, he wished the Board good luck in selecting a replacement. Human Resources Manager Margaret Langston was supportive of the process and felt that the process would work. Police Chief Hollingsed and Manager Galloway have both been involved in the process presented by Mr. Straus and spoke highly of its success.

Mr. Straus said he can help the Board with model contracts and salary. Some internal staff would be needed to help coordinate travel arrangements, meals, and other issues. Mr. Straus added that the Board could include two or three department heads in the assessor process if they desired.

It was the consensus of the Board that the meeting be recessed at 6:50 p.m. and reconvene at 7:00 p.m.

REGULAR MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
SEPTEMBER 13, 2011
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, September 13, 2011. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Libba Feichter, J. Wells Greeley and LeRoy Roberson. Also present were Town Manager A. Lee Galloway, Assistant Town Manager Alison Melnikova, Town Clerk Phyllis McClure, Purchasing Supervisor Julie Grasty and Town Attorney Woodrow Griffin. Mayor Brown called the meeting to order at 7:00 p.m.

Town Manager Selection Process

A proposal for the town manager selection process was presented by Stephen Straus with Developmental Associates at a special meeting just prior to the regular meeting.

Mayor Brown said this process is natural and scientific and if the Board desired, other requests for proposals could be sought. Mayor Brown said in reviewing the resume of Mr. Straus and knowing that Town Manager Galloway gives him a good recommendation, it was his inclination to ask for a motion that Manager Galloway negotiate with Mr. Straus to enter a contract. Other board members agreed and felt that this process should be done in an orderly fashion. Alderman Feichter said she felt comfortable in knowing that Mr. Straus is competent and capable. Alderman Greeley said he felt that this is a good investment. Alderman Roberson said he was impressed with the process, especially after being involved in the process of hiring two other town managers. He felt that this process is far better than what has been used in the past.

Alderman Caldwell moved, seconded by Alderman Feichter, to authorize Town Manager Galloway to negotiate a contract with Stephen Straus with Developmental Associates for the town manager selection process. The motion carried unanimously.

Approval of Minutes of August 23, 2011

Alderman Roberson moved, seconded by Alderman Greeley, to approve the minutes of the August 23, 2011 meeting as presented. The motion carried unanimously.

Ned Hildreth Memorial Quilt Trail

Ms. Buffy Phillips, Executive Director, Downtown Waynesville Association, attended the Board meeting to explain the Quilt Trail Project and provide details of how the Quilt Trail has worked in other communities, particularly in Western North Carolina. Mr. Ned Hildreth was a strong supporter of Waynesville and particularly the Downtown Association, and he offered many valuable suggestions on improvements to the town. Upon his death, an amount of money was willed to the Downtown Waynesville Association for use in a project for the betterment of the Town. After much discussion and evaluation, the DWA proposed that the funds from this estate be used to make the Quilt Trail a reality.

Teresa Pennington said the Haywood County Quilt Trails Project began in 2009. This project is a rural trail that can be followed using a map and driving to each location. Quilt trail blocks are located at the Shelton House, Boone Orchard Apple House, Old Haywood Institute, Lil's in Clyde and Maggie Valley Town Hall. Photographs of the Quilt Squares were presented for the Board to review.

Ms. Pennington said it is hoped that this can be done inside Waynesville and that the first quilt square could be placed on the Police Department/Development Office/Town Hall Building with the memorial money from Ned Hildreth's estate. Before Ned Hildreth passed away, he and Paul Germann would walk down Main Street. The quilts would be displayed where they once walked. Buffy Phillips added that Ned had a family quilt and they would like to incorporate its

design into the quilt square to be displayed. Matching monies are available and there will be an agreement for maintenance and upkeep. Ms. Phillips has spoken with Public Works Director Fred Baker and with Land Development Administrator Byron Hickox.

Alderman Feichter said the interest in quilts is beyond belief. There are people that come in the HART Theatre just to view the quilts they have on display.

Jan Griffin, Public Arts Commission member, spoke in favor of the Quilt Trail Project, adding that she was glad to know that the first quilt would be displayed on the Town of Waynesville building.

Kay Miller, Haywood County Arts Council Director, said the quilts are painted on special wood. The Arts Council is affiliated with the Quilts of WNC and the blend of storytelling and quilting is very popular in this area.

Buffy Phillips said the Quilt Trail Project involves a commitment of five years, although it could be longer. She felt that this is a good project between the Downtown Waynesville Association and the Arts Council and that it fits with the Heritage Festival.

Alderman Feichter said she likes the fact that Waynesville supports art in so many areas and that the artists trust the Board to help them with this.

Alderman Feichter moved, seconded by Alderman Greeley, to approve the request for the first quilt to be placed on the Police Department/Development Office/Town Hall Building. The motion carried unanimously.

Display of Quilts in Town Hall/Police Department

When the Police Department/Town Hall building was constructed in 2009, a small amount of funds was set aside for the purchase of art for the public spaces. At that time the intent was to purchase art from local artists. However, Town staff did not feel comfortable making the art selections, and the Public Art Commission was focused on their large commissioned pieces. This summer the Public Art Commission was able to review this project again, and that led to the purchase of art pieces from two local artists, Jenny Buckner and Kaaren Stoner. In the course of this research, WPAC member Sylvia Everett and Chairman Jan Griffin had the idea of displaying quilts in the stairwell. This idea was presented to the WPAC at their August meeting, and they voted unanimously for the town to consider an agreement with a local quilters group to place quilts for display in the stairwell.

With the Board's approval, an agreement would be made with the Shady Ladies quilters group based in Waynesville. Quilts would be displayed for a period of time, likely 3-6 months, and it will be the responsibility of the quilting group to rotate the pieces. The Town will provide the hanging apparatus and assist with the hanging of new quilts. Either organization could cancel the agreement at any time.

The group has asked if prices could be displayed on the quilts, and felt that should be a determination made by the Board due to the proposed location. In the past, artwork has been displayed in the Recreation Center by local groups, and those displays included prices.

Alderman Greeley moved, seconded by Alderman Caldwell, to enter an agreement with Shady Ladies and allow pricing to be placed on the quilts to be displayed in the Police Department/Development Office/Town Hall Building. The motion carried unanimously. (Cont. No. 15-11)

Purchasing Policy Revisions

When the Purchasing Policy was last rewritten, it was done with the understanding that additional revisions may be needed. There have also been some statutory changes that need to be incorporated into Waynesville's policy. A copy of the policy proposed was presented to the Board with the revisions highlighted. Purchasing Supervisor Julie Grasty attended the meeting to discuss the proposed revisions and answer questions regarding the proposed policy.

Purchasing Supervisor Julie Grasty said in 2007 when the original policy was brought before the Board she had only been in her current position for two years. Since that time several changes have been made. In September 2007, the State's threshold was increased and a change is included so that Waynesville's threshold is the same as the State. The proposed changes also clarify several issues. If departments need items other than those kept in the warehouse, they can make their requests through the Purchasing Department. Some items can't be received in a few days as they were in the past because so many companies have downsized. Also there are times during storm events when other towns send out a request on the list serve for certain pieces of equipment from other towns.

Alderman Roberson moved, seconded by Alderman Feichter, to approve the Purchasing Policy revisions as presented. The motion carried unanimously.

SEPT Sub-Agreements Number 1 and 2

At the meeting of July 26, the Board approved an agreement with the Southeastern Power Agency over the funding of repairs to the dams and reservoirs in the Cumberland River Basin of Kentucky. These dams and reservoirs provide hydropower which is used by a number of electrical suppliers, including the Town of Waynesville. Long term repairs to these facilities are estimated to cost around \$500 million, and in approving the agreement on July 26, the Town Board agreed that Waynesville will accept an increase in the power rates to help fund the improvements.

In order to undertake the work, the Army Corp of Engineers has determined that the work should be broken down into a series of sub-agreements, with each sub-agreement addressing a different part of the system improvements. The Corp has now presented the first two sub-agreements, each one estimated to be in the amount of \$25,000,000. Over the next few years, there will be a number of Sub-Agreements which will be presented to the Town for approval, and the total of all should add up to the \$500 million estimated. Manager Galloway presented the sub-agreements

Number 1 and 2, adding that receiving this power helps keep Waynesville's costs down, adding that even though there is an increase for making these improvements, Waynesville still receives the power at a cost less than the cost it would be through Progress Energy.

For Sub-Agreement No. 1, the cost of the rehabilitation measures are \$25,000,000 and will primarily go toward work on the Center Hill dam between Knoxville and Nashville, Tennessee.

For Sub-Agreement 2, the cost of the rehabilitation measures are also \$25,000,000 and will primarily go toward work on the Old Hickory dam and reservoir northeast of Nashville and near Hendersonville, Tennessee.

Alderman Greeley moved, seconded by Alderman Roberson, to approve the SEPA Sub-Agreements Number 1 and 2 as presented. The motion carried unanimously. (Cont. No. 14-11)

Consideration of Acceptance of Street - Woods Edge

Several years ago, a development called Pine Shadows was proposed for a tract of land on a hill on the east side of the Asheville Road near Junaluska Elementary School. The project was started and a number of homes were constructed, and a roadway named Sapling Lane was constructed into the development. Sapling Lane was developed by Town standards and it was accepted as a Town street and is provided with regular maintenance. However, this has put town crews in somewhat of a difficult position because to access Sapling Lane, they must drive on a private road.

The road going up the hill from Asheville Road is known as Woods Edge. It has always been a private road and never dedicated to the Town. The property owners along Woods Edge have now signed legal documents dedicating the street to the Town of Waynesville. They have put up an amount of money which will be used to bring the road up to Town standards. The Town would also contribute some funds to assist with this project, since the road is needed in order to access Sapling Lane. Town staff recommended that the Town Board agree to accept the dedication of Woods Edge into the Town street system.

Alderman Feichter moved, seconded by Alderman Caldwell to approve the acceptance of Woods Edge as proposed. The motion carried unanimously.

Appointments/Reappointments Various Town Boards

Parks and Recreation Advisory Commission

There are three members of the Parks and Recreation Advisory Commission whose terms will expire at the end of September, 2011. These members include Lee Starnes, Wallace Messer and Ginny Boyer. All three of these individuals have been good members of the Commission, faithful in attendance and representing the Town well in matters related to recreation. All three are willing to continue service on the Commission. The reappointments would be for three year terms ending September 30, 2014.

Alderman Caldwell moved, seconded by Alderman Greeley, to reappoint Lee Starnes, Wallace Messer and Ginny Boyer to serve additional three year terms. These terms will expire September 30, 2014. The motion carried unanimously.

Waynesville Housing Authority

There are two positions on the Waynesville Housing Authority which have terms expiring on September 30, 2011. One is the position of Chairman, which was formerly held by Dr. George Brown, who recently resigned after many years of service. The second position is that of Eugene R. Cullin, Jr. The documents establishing the Waynesville Housing Authority indicate that it is the role of the Mayor of a community to make appointments to the Authority. In the case of former Mayor Henry Foy, he would suggest names for the Authority that he was considering for appointment, and he asked for the input of Aldermen prior to making the official appointment. Mayor Brown has continued that method, seeking the input of the Town Board of Aldermen prior to making appointments.

It was the consensus of the Board to support the reappointment by Mayor Brown of Eugene R. Cullin, Jr., to serve another five year term on the Waynesville Housing Authority. This term will expire September 30, 2016.

Resolution Regarding Purchase of Radio Read Meters

Manager Galloway explained the radio read meters currently being used by the meter readers. Waynesville hopes to purchase additional radio read meters at a total cost of \$300,000. The Town intends to replace 1,400 of its existing 7,000 water meters with the automatic meter reading meters. These meters are a brand that can also be used for electric meters.

Alderman Roberson moved, seconded by Alderman Caldwell, to approve the resolution to purchase radio read meters as presented and authorize Town Manager Galloway to execute and file an application on behalf of the Town of Waynesville with the State of North Carolina for a loan for the purchase of radio read meters. The motion carried unanimously. (Res. No. 2-11)

Retirement of Water/Sewer Maintenance Supervisor Doug Grasty

Manager Galloway reported that Water/Sewer Maintenance Supervisor Doug Grasty plans to retire on October 1, 2011. Mr. Grasty currently serves as the employee with the longest service of 37 years. A retirement gift will be presented to Mr. Grasty on Wednesday, September 14 at 7:00 a.m. at the Public Works Facility.

Other employees that have retired in this department in 2011 include Bo Messer with 28 years of service and Ralph Hannah with 23 years of service.

Food Drive Committee

Manager Galloway said town employees are working on their fourth annual food drive. November 18 will be designated as a community food collection with collection points set up at

Ingles and tentatively at Wal Mart from 8:00 a.m. until 8:00 p.m. with various volunteers and employees collecting during this time. In advance of this, the employees had the idea of collecting during the Tuscola/Pisgah football games. Code Enforcement Officer Warren Putnam has arranged with Associated Packaging to have the food weighed. The food collected by Pisgah will be delivered to the Community Kitchen in Canton and the food collected by Tuscola will be distributed to Haywood Christian Ministry. One of the Town's employees has volunteered to donate a trophy to the winning school. Flyers will be distributed to the school system for children to take to their parents. In addition this year three elementary schools will participate, Hazelwood, Junaluska and Jonathan Valley. Manager Galloway said Haywood Christian Ministry has advised that the demand for food in Haywood County is greater than it was two years ago.

Fire at Recreation Restroom Building – Building to be Demolished

Manager Galloway reported that the check has been received for the insurance settlement for the damage from fire several months ago at the Recreation Building Restrooms. Assistant Town Manager Alison Melnikova is working with Code Enforcement Officer Warren Putnam on bids for the demolition of this damaged structure. Work is also being done on the idea of restrooms for the future to be built in this area. Manager Galloway said there have been numerous vandalism issues with the restrooms in the past and research is being done to replace the restrooms with restrooms that are more difficult to vandalize.

Skateboard Park Update

Alderman Caldwell said he met with the skateboard group and it is hoped that some estimates could be received soon to do the concrete work for the first stretch of the project.

Adjournment

With no further business, Alderman Greeley moved, seconded by Alderman Caldwell to adjourn the meeting at 8:20 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor