

REGULAR MEETING  
TOWN OF WAYNESVILLE  
BOARD OF ALDERMEN  
TOWN HALL – 9 SOUTH MAIN STREET  
SEPTEMBER 25, 2012  
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, September 25, 2012. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, J. Wells Greeley and LeRoy Roberson. Alderman Julia Freeman was absent due to out-of-town travel. Also present were Town Manager Marcy Onieal, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Mayor Brown called the meeting to order at 7:00 p.m.

Calendar of Events - Mayor Brown gave an overview of events, including the groundbreaking at Old Town Bank he attended on September 24 and upcoming events such as the Community Food Drive, Apple Festival and Church Street Arts and Craft Show. No action was necessary.

Approval of Minutes of September 11 and February 17 (Retreat), 2012

Alderman Caldwell moved, seconded by Alderman Roberson, to approve the minutes of the September 11 and February 17 (Retreat) 2012 meetings as presented. The motion carried unanimously.

Appointments to Boards & Commissions

The Planning Board currently has four vacant positions. Five applications were presented to the Board of Aldermen for consideration. There was discussion about how the Board can become more familiar with applicants and how to receive additional information before making appointments. It was suggested that Board Members call applicants they are not familiar with and to also recruit citizens to serve on the boards and commissions. There was discussion that the Board may want to consider formalizing the process, possibly conducting interviews with potential applicants. Manager Onieal told the Board that beginning next spring annual appointments for all boards will be made at one time in May or June of each year. This will allow ample time for broad advertisement, recruitment and screening of a larger number of interested individuals, followed by orientation for each board and commission over the course of the summer. The board has already approved changes in terms for all boards and commissions, so that they will all run concurrent with the fiscal year (July 1-June 30), or until a member's replacement has been appointed. It was the consensus of the Board that Planning Board appointments be delayed until the next regular meeting on October 9 in order for all Board Members to be present and allow time for additional advertising of the vacancies to be done.

## Citizen Petition for Placement of Speed-breaks on Camelot Street

Residents of the Camelot Drive/Brook Street area have repeatedly expressed concerns about speeding in their residential neighborhood, which is comprised of families with children who play and wait on the school bus in the area of concern, where sidewalks are lacking and the posted speed limit is 20 mph. In response, the Police Department stepped up enforcement through more frequent patrol and repeated placement of the portable radar board. Despite more aggressive enforcement, residents of the area have not been satisfied with the result and have requested that traffic calming devices (specifically speed breaks) be installed.

The Police Department conducted a StealthStat Study over a 48-hour period which indicated that 85% of vehicles traveled within 5 mph of the posted speed limit, and that the 3,220 vehicles measured during the study traveled at an average speed of 19.3 mph. The residents continue to be concerned about safety and their perception is that vehicles travel too fast along Camelot Drive.

In managing traffic and speed, the Town of Waynesville has traditionally favored enforcement of specially designated speed zones. Speed-breaks have not been installed on town streets, and to do so would be setting a precedent that could have significant budgetary and operational implications for the Town. Speed-breaks present operational challenges for emergency response vehicles and public works vehicles, particularly with regard to snow removal, street sweeping and drainage.

Manager Onieal presented a petition with fourteen signatures of residents in the Camelot Drive area specifically requesting that speed-breaks be placed on Camelot Drive. Several years ago a study was prepared with various versions of traffic calming devices and costs involved. The study did not appeal to the Board and was not adopted. It was felt that the better plan would be to construct sidewalks and other issues that may slow traffic somewhat. Public Works Director Baker did not recommend installing speed breaks. Alderman Caldwell pointed out that speed breaks create noise when traffic drives across and residents that live beside them do not like the noise. Manager Onieal added that over time people figure out how to drive over the speed breaks without slowing. Alderman Greeley agreed because speed breaks were installed beside Wells Funeral Home and people decided to avoid them by driving around them. Alderman Caldwell indicated a preference for the construction of sidewalks and other options and this was agreeable with the Board Members. Manager Onieal will notify the property owners on Camelot Drive of the Board's decision to consider options other than installing speed-breaks.

Request to Amend Land Development Standards, Section 6.4.3 r\Regarding Public Transit Connections and Section 9.5 Regarding Bicycle Parking Standards

As a follow-up to her comments at the Board of Aldermen meeting of August 28, 2012, Philan Medford has initiated a request for review and possible amendment to the Land Development Standards regarding requirements for Bicycle Parking and Transit Stop locations. Ordinarily, a proposed amendment of the Land Development Standards would begin with study by the Planning Board rather than the Board of Aldermen, but Ms. Medford asked to come directly to the Board of Aldermen to initiate this action, because she is unable to attend Planning Board meetings as currently scheduled.

#### Section 9.5 Bicycle Parking Standards

Ms. Medford said during the 1980's and 1990's her father was biking in several areas in Waynesville and her mother requested that bicycle racks be installed at businesses so people could shop and keep their bicycles safe. Business owners declined and did not wish to install bike racks. When the draft Land Development Ordinances were being prepared she presented them to her mother and father. Inclusion of the requirement for bicycle racks was a great vision for the Town of Waynesville, but Ms. Medford requested that the ordinance be revisited to review requirements for specific location and dimensions.

#### Section 6.4.3 Public Transit Connections

Ms. Medford said the current Haywood County Transit System is destination oriented, and Waynesville does not have the population to justify a transit route. There is a transfer location at the Haywood County line where residents can exit Haywood County's system and move to the Buncombe County system. There are patrons that use carts as a walker and some will use motorized carts. Both require close proximity to the business and a place to leave the cart. Few businesses allow seating near the door of the business. Ms. Medford feels that there is interest and a need for transit shelters at various locations. Shelters should be located near shade trees. When there are several transit shelters, a patron can make several stops on one trip and the shelters help them to be more independent. Ms. Medford hopes in twenty to thirty years, Waynesville will have an efficient, safe system for those with disabilities. Ms. Medford said the size of the development should not matter when deciding the locations of the shelters.

Mayor Brown asked for direction from the Board on how they would like to proceed in recommending that Planning Director Paul Benson and the Planning Board review and make recommendations regarding transit shelters. Alderman Caldwell felt that Susan Anderson, Director of Haywood County's Public Transit System with Mountain Projects, should be involved in the discussion since she is familiar with the routes traveled by the transit. Manager Onieal suggested that she discuss the recommendations further with Planning Director Paul Benson, Planning Board Chairman Patrick McDowell and that the recommendations then be taken to the Planning Board for their review. Manager Onieal added that Ms. Medford's proposal did not necessarily refer to transit shelters for a large fixed route bus system, but described the need for safe, lit, seated, covered shelter for anyone who used on-demand transit or

any form of transportation that would require a patron to be dropped off and picked up later. She believes such accommodation should be required to be incorporated into the design for all new commercial structures intended to serve the public, just as bicycle racks are required by the Land Development Standards currently. Mayor Brown thanked Ms. Medford for bringing the need for transit shelters to the Board's attention.

#### Purchase of Corporate Sponsorship for "Arc"toberfest in support of the ARC of Haywood County

At the request of Alderman Caldwell, the Town was asked to consider becoming a corporate sponsor for the fourth annual "Arc"toberfest fundraiser, to be held October 20, 2012, in support of The Arc of Haywood County. The \$500 sponsorship includes recognition of the sponsoring organization in centerpiece, printed materials and advertising and provides 10 tickets to the event for distribution. Typically, requests for financial support of local nonprofit organizations and programs are considered by the Board of Aldermen once each year as part of the budget review process each spring. It has been customary, however for the Board to consider a few requests for small appropriations out-of-cycle. In Fiscal Year 2013, Arc of Haywood County will receive \$4,000 in unrestricted support through the regular annual appropriations process, bringing the Town's total support of Arc of Haywood County in Fiscal Year 2013 to \$4,500, if the request is approved.

Alderman Caldwell moved, seconded by Alderman Greeley, to approve the purchase of a \$500 sponsorship for a corporate table at the annual fundraiser, in support of Arc of Haywood County. The motion carried unanimously.

#### Communications From Staff

##### Town Manager Marcy Onieal

Manager Onieal asked the Board for feedback on how they would like to receive brief communications on town issues, asking if they preferred emails, phone calls, written memos or oral reports at board meetings. It was the consensus of the Mayor and Board of Aldermen that items be reported at Board Meetings.

Manager Onieal praised the Fire Department employees for a recent boot drive that raised \$3,700 for the Million Coin Campaign. Another boot drive will be held to raise money for the Community Food Drive "Pack the Pantry". Manager Onieal said the Town has a group of generous and employees who are committed to the community not only through their service on the job, but on their own time through a variety of volunteer efforts and that their efforts are much appreciated.

Manager Onieal announced a change in regular staff meeting schedules, noting that she and Assistant Manager Alison Melnikova will be engaged every Wednesday morning with a different employee group depending on the week of the month, specifically the leadership team, operational staff and legal staff.

Brittany Buchanan has been hired as Administrative Assistant in the Administrative Services Department. Ms. Buchanan currently works part time in the Parks and Recreation Department and also serves as office manager/bookkeeper for her husband's business. Ms. Buchanan has a business degree from Haywood Community College and has an interest in learning more about Human Resource Functions. She will report to Human Resource Manager Margaret Langston.

The annual audit for the Town is currently underway.

A problem was experienced Monday with the Town's financial server, which, at over seven years old, is ancient in computer terms. No data was lost, but the server has broken down twice in the last couple of months, which provides further justification for going to a cloud-based system. Parts for the server were ordered and should arrive for installation on Wednesday. If not, it is possible this week's payroll checks will need to be prepared by hand. Alderman Roberson asked if Waynesville is considering direct deposit. Manager Onieal said the switch to direct deposit will be made as soon as the audit and switch to cloud-based Munis are complete.

Manager Onieal said the town is ready to move forward with consultants on the IT Master Plan. VC3, Information Technology and Consulting Services with headquarters located in Columbia, South Carolina and offices located in Raleigh, NC, and Atlanta, GA will analyze and make recommendations on better serving Waynesville's needs. They will provide interviews with all departments to gather information regarding what the town would like to do for the community, improvements needed on the Town's web site and help develop a plan for hardware and software upgrades. VC3 is one of the few companies that work with municipalities and other governmental entities and they are recommended by the N. C. League of Municipalities. They will begin their work toward the end of October. Manager Onieal encouraged input from the Board if they have specific concerns and thoughts for improvement regarding what the public would like to see and asked to discuss their thoughts and suggestions with Assistant Manager Melnikova.

Manager Onieal said there are insufficient data at this point to determine the true increase in operational costs associated with changes in solid waste collection due to the County's closure of the transfer station, and it will probably take one full year to see the true impact. However, in looking at the fuel costs alone, the Town is running about 1,000 gallons/quarter, or about \$1000/month, higher than this time last year. Approximately \$40,000 has been spent on scales and axles necessary for the trucks to handle the added weight.

Loan documents for the garbage truck were closed with BB&T last week and the truck has been ordered. The Town received a very low interest rate, just barely above 1% APR, for the term of the loan.

Repair of the settling ponds at the Water Treatment Plant is going well, but as expected, additional problems were uncovered as the ponds were drained and work commenced, but the additional costs involved should still be covered within the budgeted contingency.

The Hazelwood parking lot lease is scheduled for renewal and Manager Onieal is working with property owner Chris Forga to negotiate a new lease. There is some concern regarding how much money the Town should spend for improvements on a parking lot that is private property. However, improvements do need to be made, including some paving, curbing, lining and lighting. If the Town makes these improvements, the cost can be amortized over time with a longer lease negotiated on the parking lot. At the present time there are about forty parking spaces, with some unused, unlined spaces that could be made available. Some complaints have been received because there is insufficient lighting in the parking lot and citizens do not feel safe visiting the businesses after dark. Alderman Greeley said the parking lots in Hazelwood and Frog Level foster good relationships. One possibility discussed was to request that store owners share in the expense of adding lighting fixtures. Mayor Brown said at the present time this area is best suited for a parking lot, but as time passes the area may redevelop. Philan Medford added that the Hazelwood parking lot would be a perfect place for a public transit shelter location. Manager Onieal said the parking lot area could possibly be a public art location. It was the consensus of the Board to ask Manager Onieal to proceed with negotiations on the Hazelwood parking lot lease renewal.

The Alcoholic Beverage Control Board will soon be closing on the loan for the property they plan to purchase on South Main Street. Manager Onieal said the ABC Board Members received a letter from the Haywood County Schools regarding their concerns over loss of more than \$30,000 in annual distributions to the school system. Manager Onieal shared the draft of a letter ABC chair Earl Clark intended to send to the school board in response. Ms. Onieal informed the Director of the Haywood County Library that they too would be losing their annual distribution for the near term, but she indicated an understanding of the difficult economy and expressed that the new ABC construction is something which may benefit the community in the long term.

Manager Onieal and Mayor Brown recently met with Folkmoot representatives. In light of the economic challenges faced by the organization, particularly in relation to the physical condition of their current facility, future alternatives for housing both the administrative offices and festival performers are being researched. The Folkmoot Center is currently being leased for one dollar per year from the Board of Education, but they are responsible for maintenance which at the present time includes major issues such as a leaky roof and very high fuel costs, due to poor insulation.

Lake Junaluska is moving forward with consideration of alternatives for their future. Manager Onieal will be working with a student from Western Carolina University on a project to write a document to help with potential planning for Lake Junaluska.

There are currently some parking issues in the town-owned parking lots at the Municipal Building and behind the Police Department. The Police Department has requested that the lot have signage added to designate parking only for employees and those doing business with the Town. If the problems are not resolved by this action a request may come before the Board for further action to enable enforcement.

There has been discussion regarding the Town's sign ordinance and illegal signs. Temporary signs are showing up throughout Waynesville and it was not clear how the regulations are currently being enforced. Mayor Brown said the Town has not historically pursued aggressive enforcement, but has responded primarily on the basis of complaint.

In many areas, residential garbage is placed at curbside for pickup in garbage bags rather than in garbage cans. Complaints have been received from residents in the Hazelwood area. Alderman Roberson suggested that the information be placed in the October 2012 Newsletter to inform residents of the requirement that garbage be placed in cans.

Town Attorney Woodrow Griffin recommended that the Board read the article about Waynesville in the most recent edition of Our State Magazine. The article is well done and refers to Waynesville as North Carolina's version of "Shangri-la".

Alderman Greeley mentioned the recent renovations in the Hazelwood area. The owners have done a very nice job on renovations to the building and opening of their new business "Robin Blu". Alderman Roberson said about one year ago this area was photographed as one of the areas in need of repair that the Town was neglecting. It was suggested that a letter be written from the Town complimenting the property owners for the work they have done. Mayor Brown added that improvements have also been made at the tire store in Hazelwood. Manager Onieal will write a letter to the property owners complimenting their work.

### Adjournment

With no further business, Alderman Caldwell moved, seconded by Alderman Greeley, to adjourn the meeting at 8:00 p.m. The motion carried unanimously.

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Phyllis R. McClure  
Town Clerk

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Gavin A. Brown  
Mayor