

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

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, October 9, 2012. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Julia Freeman, J. Wells Greeley and LeRoy Roberson. Also present were Town Manager Marcy Onieal, Assistant Town Manager Alison Melnikova, 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 Arts and Craft Festival on October 13 and the Apple Festival on October 20. Manager Onieal informed the Board that the ribbon cutting at Belk is at 9:30 a.m. on October 10.

Main Street Champions – Dr. LeRoy Roberson and Gale Roberson

Mayor Brown announced that Dr. LeRoy Roberson and Gale Roberson have been chosen as the 2012 North Carolina Main Street Champions. The Robersons have been supporters of downtown revitalization through their years of service. Dr. Roberson has served as Alderman for the Town of Waynesville for eleven years and supported numerous projects in the downtown district. Gale Roberson was elected to the Downtown Waynesville Association Board of Directors in 2004 and has served as Secretary of the Executive Board since 2006. This announcement was made at the Annual Downtown Waynesville Association Meeting. Dr. Roberson said he was involved with the Downtown Waynesville Association when the Main Street Program began and was one of many that supported the program since its inception. There was discussion about what a wonderful place the Town of Waynesville is, and others see this as well as proven in the recent article in Our State Magazine. Manager Onieal said the award given to Dr. LeRoy Roberson and Gale Roberson will also be recognized at the State Level in 2013.

Approval of Minutes of September 25, 2012

Alderman Caldwell moved, seconded by Alderman Greeley, to approve the minutes of the September 25, 2012 meeting as presented. The motion carried unanimously.

Appointments to Boards & Commissions

At its regular meeting of September 25, 2012, the Board of Aldermen tabled appointments to the Planning Board, in order to give each member time to learn more about the candidates applying and potentially recruit additional applicants to the Board.

The Planning Board currently has four (4) vacancies – one expired term ending June 30, 2014 and three 3-year terms ending June 30, 2015. Six new applications for consideration have been received. Manager Onieal said Lee Bouknight has been serving on the Planning Board since 1991 and is willing to be reappointed to serve another term.

Mayor Brown said the Town does not have a formal process for appointments at the present time and he would be agreeable if the Aldermen would like to create a formal process. Manager Onieal said other towns make appointments informally similarly to the appointment process used by Waynesville. Board members have spoken with the candidates and were pleased with all those that have applied, adding that they have a diverse range of ideas they would bring to the Planning Board. It was the consensus of the Board to each nominate four (4) individuals to fill the vacant positions. The nominations were as follows:

Alderman Roberson – Lee Bouknight, H. P. Dykes, Jr., Shell Isenberg and Danny Wingate.

Alderman Greeley – Lee Bouknight, H. P. Dykes, Jr., Shell Isenberg and Danny Wingate.

Alderman Caldwell – Lee Bouknight, H. P. Dykes, Shell Isenberg and Danny Wingate.

Alderman Freeman – Lee Bouknight, Shell Isenberg, Danny Wingate and Randal Siske.

Mayor Brown – Lee Bouknight, Shell Isenberg, Carolyn Ramsey and Danny Wingate.

Mayor Brown said Lee Bouknight has been serving on the Planning Board since 1991 and he feels that he is continuing to serve because he feels obligated to do so. It was recommended that Mr. Bouknight be appointed to serve the remaining two year term to expire May 31, 2014. The high vote getters by consensus of the Board to fill the full three (3) year terms were Shell Isenberg, Danny Wingate and H. P. Dykes. These terms expire May 31, 2015.

Appointments to Police Department Community Action Forum

In January 2012, the Town received a COPS grant which required the Town to solicit community feedback from representative sections of the community to assist in developing a community-oriented policing program. In response to that requirement, the Board created an ad hoc committee, with representation from specific groups/areas. It might reasonably have been assumed that this committee would dissolve upon the implementation or conclusion of the COPS grant program, however, the Police Department continues to find regular feedback from the

community action forum useful. Several members have now drifted away, moved or lost interest, and one of the members is now an Alderman.

There is nothing in the grant that specified how community input was to be achieved, nor was there ever a requirement that this group be established. Terms of membership were never established nor was there an ongoing appointment process. The original forum consisted of twelve members comprised of six appointments by the Police Department (to represent different commercial districts and neighborhoods within the community) and six (6) appointments were made by the five members of the board and town manager choosing one each. Over time, group membership has been informally adjusted and attendance at the quarterly meetings has varied widely from member to member. Because the Board of Aldermen was involved in establishing and appointing members to the initial forum, town staff is seeking Board guidance in establishing appropriate representation and an ongoing appointment process for this committee.

Mayor Brown said it has always been good to have a standing committee such as this for issues that arise and he would like to continue, but does not have a preconceived notion on how to make the appointments. Alderman Roberson said the committee is certainly worthwhile and he would like to see it continue since it serves as a connection between citizens and the Police Department and feedback from the community is received. This is different from the Civilian Police Academy which is self-selected. Manager Onieal asked if there were citizens that would represent other areas of the community that should be appointed. Mayor Brown said he felt that the Police Chief would like to make sure that each area is represented.

There was discussion about advertising in the local news media to inform citizens of the opportunity to serve in this capacity and the Board can determine terms of appointment. Manager Onieal suggested that the Police Department appoint six citizens and the Board of Aldermen appoint the remaining members. Action was deferred until a later meeting.

Memorandum of Understanding (MOU) – Land of Sky Clean Vehicles Coalition

The U. S. Department of Energy has officially designated the LOS Clean Vehicles Coalition as the 86th Clean Cities Coalition in the United States. For eight years Land of Sky Regional Council, in cooperation with area local governments, including the Town of Waynesville, has worked to increase the use of alternative fueled and advanced technology vehicles (over 500,000 gallons of petroleum displaced in 2011) and achieve this special designation.

A celebration of the official designation and MOU signing ceremony will take place at the Baker Center Lawn Event Area at the NC Arboretum on either October 29 or 30 at 3:30 p.m., with DOE official(s) in attendance. A reception follows from 5-6 p.m.

The goal of the Clean Vehicles Coalition is to reduce the consumption of petroleum in the transportation sector. The MOU shall remain in effect for an initial term of three years, and is renewable thereafter.

Alderman Roberson moved, seconded by Alderman Freeman, to authorize the Mayor and/or Town Manager to sign the Memorandum of Understanding, joining the Land of Sky Clean Vehicles Coalition, on behalf of the Town of Waynesville as presented. The motion carried unanimously.

Agreement to Perform Comprehensive Information Technology (IT) Assessment with VC3, Inc., Raleigh/Columbia/Atlanta

Information Technology is often viewed as a behind-the-scenes utility, but the strategic use of technology can greatly enhance operational efficiency and provide the information required to serve our citizens more effectively. The scope and complexity of the IT network that the Town owns and maintains has grown dramatically over the past decade, and just as we utilize engineering firms to help assess and plan water and sewer projects, it is now time to apply that same level of professional analysis and planning to our technology needs.

VC3 is the only technology consulting firm endorsed by the NC League of Municipalities. VC3 has completed IT assessments for large and small municipalities throughout North Carolina and provides a variety of direct client services to businesses and governments throughout the southeastern United States. Town staff is comfortable with the proposed scope of work and timeline. VC3 will conduct written surveys and on-site interviews with selected staff and key users to determine current IT uses and future needs. VC3 technicians will also provide a detailed inventory and analysis of every piece of networked equipment. The VC3 team will then use this information to present a report on the current state of the Town's IT capacity. The report will also include recommendations regarding cost, schedule and implementation of specific IT enhancements designed to improve operational efficiency and cost effectiveness through improved collection, processing, analysis, reporting, retention, security, accessibility and communication of all forms of information. This study will begin within the next month, and the Town should receive a final report by mid-February. This schedule will allow time for review and discussion by the staff and board early in the Fiscal Year 2013-2014 budget process.

Assistant Town Manager Alison Melnikova explained further that VC3 will look at all the Town's physical assets, including machines, applications and securities, to see where the gaps are and make recommendations on what is needed. Recommendations will be given on how to make better use of the money spent on IT to communicate effectively with the public. A detailed report will be presented to the Town with estimates to consider during the budget process next year.

Manager Marcy Onieal said VC3 is the most preferred vendor concerning IT services. It is difficult to find companies with adequate staff and capacity to perform this type of study with such a wide variety of expertise. VC3 has offices in Raleigh, Columbia and Atlanta. It would take town staff a very long time to gather the information that they can gather in a short amount of time. This will be an independent third party coming in to help town staff know the best way to handle information, which will include web site design. The improvements will help streamline the process necessary for employees to communicate with the public. Manager Onieal said \$25,000 has been earmarked in this year's budget and this amount may need to be adjusted slightly. Manager Onieal added that Assistant Town Manager Alison Melnikova has been attending classes and is close to receiving her certification in IT.

Alderman Caldwell moved, seconded by Alderman Greeley, to authorize the Town Manager to initiate a comprehensive assessment of the Town's IT capacity and enter into an agreement with VC3, Inc., for a scope of work not to exceed \$30,000. The motion carried unanimously. (Cont. No. 14-12)

Award of Shield and Service Weapon to Retired Police Lieutenant Charles B. Way

Charles (Chuck) B. Way was hired December 7, 1981 and retired September 1, 2011 as a Lieutenant from the Waynesville Police Department. It is customary in the law enforcement field, and is provided for in NCGS 20-187.2, that retiring law enforcement officers are presented with their shield and service sidearm as a gift upon retirement, upon approval by the governing board. It was an administrative oversight that this did not occur at the time of Mr. Way's retirement last fall.

Alderman Greeley moved, seconded by Alderman Roberson to authorize the gift of Lieutenant Way's shield and service sidearm in commemoration of his retirement on September 1, 2011. The motion carried unanimously.

Special Event Request – Permission to Close a Portion of Virginia Avenue on October 31, 2012

The Hazelwood Baptist Church has hosted a Fall Festival for several years and would like to do so again on Wednesday, October 31, 2012. In order to provide safety for those attending the festival, the Church has typically asked that the portion of Virginia Avenue (between Hazelwood Avenue and Kentucky Avenue) be closed between the hours of 4:00 p.m. and 9:00 p.m. to allow for set-up and clean-up of the festivities. The Town delivers barricades to the two closure points, and members of the Church set the barricades in place so that no overtime is required by town personnel. Town personnel will return to the site and collect the barricades the following day and return them to the Public Works facility.

Alderman Roberson moved, seconded by Alderman Greeley, to approve the closing of the portion of Virginia Avenue, between the intersection of Hazelwood Avenue and Kentucky Avenue, on Wednesday, October 31, 2012 from 4:00 p.m. until 9:00 p.m., as requested by Hazelwood Baptist Church. The motion carried unanimously.

Communications from Staff

Town Manager Marcy Onieal

Med West announced that they will lay off 56 employees. They also plan to lay off 26 employees at West Care.

Frog Level Street Lights are being installed by town staff in the Frog Level area. This will be a nice addition to this area.

Average residential cost for electricity – Out of 106 electric systems statewide the Town of Waynesville ranks the 16th lowest in the cost of electricity. Waynesville is feeling a little crunch with their electric rates and their profit margin is dropping, but Waynesville remains positioned well with other utilities.

Food Drive – almost 10,000 pounds of food was collected from the Tuscola/Pisgah Football Game. Tuscola won the contest by 85 pounds and a trophy will be awarded for this accomplishment. Pisgah almost doubled their collection from last year. Last year's collection during the football game totaled 7,000 pounds. There will be another big collection day on November 16 and a couple of schools are still collecting food. Food will also be collected at the Town Employee's Annual Dinner in December. Mayor Brown said he recently read an interesting article about feeding children and what larger communities are doing. The food drive in Waynesville is our way of locally taking care of an existing issue and he stressed the importance of making sure that children are fed.

Attorney Griffin – There were no legal issues to report on at this time.

Bryant Lindsey – Comments Regarding Support for Annexation of Lake Junaluska and/or the Neighborhood of Our Residence and Opposition to Separate Municipal Incorporation by the Lake Junaluska Assembly

Mr. Bryant Lindsey requested time to speak to the Board and made a statement for the record regarding annexation of Lake Junaluska as per the attached statement, which shall become part of these minutes.

Mayor Brown said the Lake Junaluska Board of Trustees will meet in mid-October and again during the first part of November. The Board thanked Mr. Lindsey for attending the meeting and presenting his comments to the Board. Mr. Lindsey thanked the Board for allowing him to attend the meeting and present his comments.

Adjournment

With no further business, Alderman Greeley moved, seconded by Alderman Caldwell, to adjourn the meeting at 7:50 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor