

## **2012 Town of Waynesville Annual Planning Retreat**

Friday, February 17, 2012

Laurel Ridge Country Club - Mountain Vista Room

Present were Mayor Gavin Brown, Aldermen Gary Caldwell, Julia Freeman, Wells Greeley and LeRoy Roberson. Others present were Town Manager Lee Galloway, Assistant Town Manager Alison Melnikova, Finance Director Eddie Caldwell, Public Works Director Fred Baker, Town Clerk Phyllis McClure, Attorney Chase Wells, Southwestern Commission Facilitators Sarah Graham and Bill Gibson. The retreat was convened at 8:10 a.m. by Facilitators Sarah Graham and Bill Gibson. Sarah Graham established ground rules to have one speaker at a time, participation by everyone with no one dominating, and it is acceptable to disagree, working as effectively as possible as a group. Ms. Graham asked for opening comments.

Alderman Greeley looks forward to working with a new team, which will become even newer as the current manager, Lee Galloway, departs in retirement and there is work needed with changes at the management level. Although there are challenges, he has respect and support for all fellow board members and manager. Alderman Freeman looks forward to working with the board and town employees. Alderman Roberson agreed, adding that the town is in excellent shape and running very well. Alderman Caldwell said soon to retire Manager Galloway will be missed, but he looks forward to the challenges of choosing a new manager. Mayor Brown said the combined years of experience of the staff present at the retreat is at least 100 years, and “when breaking new ground don’t plow the old ground too much”. Selecting a new town manager is the board’s most important item this year and he believes there are six good candidates to be considered.

Manager Galloway said this board makes good decisions and this is why the town has been able to accomplish what has been accomplished. The new manager will have this benefit and the board has the challenge of following a manager that has been in place for the past eighteen years. There are department heads he has hired while manager and new members on the board. The new manager can call him anytime and he is willing to help, but once he retires does not want to be in the way or make the new manager feel that he is still here. He is grateful for the relationship the board and manager have had and has always felt like a part of the team. Manager employment agreements will be discussed later during the retreat.

### Overview

Manager Galloway asked each department head to provide a list of goals and objectives regarding their operations, personnel and capital improvements. The board will benefit from information when they meet with the candidates. This is a good starting point for the board and there will be discussion regarding several items of concern that will need to be resolved in the near future, including solid waste. Land of Sky will speak to the board at the next meeting and discuss some changes in the way solid waste is handled. Other issues to discuss include the skate park. Manager Galloway thanked the board for being involved and for all they do, adding that the average citizen doesn’t realize how much is involved in being a board member.

Eddie Caldwell said cash on hand allows the town to take care of problems and take advantage of opportunities as they arrive. The cash report shows that the town has the most cash and investments since he began work here. The General Fund has grown from \$6.3 million to \$6.7 million. When water lines were installed at Eagle Nest, the State invested one million dollars and the Eagle Nest community was asked to pay \$300,000 to pay off the loan as it came due. Waynesville has a large water/sewer system. There are

some concerns regarding the electric fund. In June 2011 the fund had \$1.9 million dollars. In July the loan was made on the substation and the amount was reduced to \$1.5 million. The balance normally increases in the fall, but has held around \$1.5 million. Fuel costs have begun to increase again. In the Public Works funds a charge is made to each department according to the square footage they occupy and there are two mechanics in the Garage Fund with more than 100 vehicles to maintain. Money left over from the Playground Fund is to be used for maintenance of the playground. Fire and Police projects had money remaining after the projects were completed which will be transferred to the General Fund at the end of the year. The Capital Improvements Fund is used for facility repairs as needed. Leaks were repaired at the Municipal Building, a new roof was installed on the Recreation Center and work has been done at the Hazelwood Office. Money is set aside in the Perpetual Care Fund for future cemetery maintenance.

Outstanding loans were listed, along with interest and principal payments needed over the next five years. Mayor Brown asked if any thought has been given to consolidating some of the higher interest rate loans and Eddie Caldwell said this is being investigated. Mayor Brown explained how the Local Government Commission reviews and oversees some loans to ensure that the loan is done in a financially sound manner. Bill Gibson added that the LGC is part of the State Treasurer's Office, serving as a free council that can advise local governments. Mr. Gibson said the current appetite in State Legislature is to move toward having voters approve debt. Manager Galloway said this is now in committee review, but if approved it will tighten the screws on debt. Before 1983 there was no lease-purchase type debt, it was all bonded debt. When the Towns of Hazelwood and Waynesville merged in 1995, some of the bonded debt from 1977 was inherited and had to be paid off. There are concerns for cities that take on lease-purchase agreements for large amounts of debt. Manager Galloway said low interest rates offered presently could save a lot of money. Bill Gibson said it is important to pay attention to the League Bulletins, adding that there is a reason why the voters were upset over this type of financing such as for the Randy Parton Theater. Mayor Brown said during the last election voters were upset that Waynesville had spent some money on various projects. Manager Galloway added that Waynesville currently has 19 million dollars in debt and would be allowed to have as much as \$80 million in debt Under Local Government Commission rules.

Eddie Caldwell said tax collection is the Town's largest revenue source and this year's budget is based on the Haywood County revaluation in 2011. Through the end of January the town is running \$97,000 ahead of last year, but collection percentage overall is down and it is felt that this is typical with the economy. The debt setoff program which began several years ago is still being used. Past due accounts can be collected from individual's bank accounts, wages and tax refunds.

Alderman Roberson pointed out that the tax collections in the Municipal Service District were down. Eddie Caldwell said values were increased with the recent revaluation. When the budget is being prepared each year the tax collection rate from the previous year can be used, but the rate cannot be higher. Mayor Brown said the sales tax revenues are slowly increasing. Sales tax is the second largest source of revenue in the General Fund. Building/Planning fees are up, mainly because of new construction for Belk, Michaels and PetSmart. Manager Galloway said cable and franchise taxes always run one quarter behind.

Public Works Director Baker reported on collections, placed in the Electric Fund, for cable and telephone attachments on town owned utility poles. The telephone agreement dates back to the early 1990's and is only \$8.50/pole. The cable company does not own poles and they are charged \$4.50/pole. Occasionally a private entity offers to buy the rental agreement for cell tower rentals for a lump sum, but Waynesville has declined because it is more beneficial to receive yearly payments than a lump sum.

Finance Director Eddie Caldwell said the Water Fund is improving and a transfer from the Electric Fund to Water Fund has not been necessary. The Sewer Fund is comparable from one year to the next. The Electric Fund had a \$64,000 short fall last year and currently has a \$469,000 shortfall. Sales are down and power costs are down because of the mild winter. \$50,000 was spent on new transformers in order to accommodate the business expansion of Sonoco in Waynesville. A budget amendment may be needed at the end of the year.

Manager Galloway said fuel costs are the biggest driving point in the Electric Fund. The 2010 negotiated agreement with Progress resulted in a savings of \$250,000 per year, which was used to make the payment on Haywood County's parking deck. In the contract with Progress Energy the kilowatt hour charged remained the same, the demand rate went up and overall the average increase was 5.27%. The Board approved a 5% increase in the budget to cover the increased costs in the new contract but fuel prices began to drop. Progress Energy rates for the Town began to decrease and the Town began to make money. The rates are reviewed on a monthly basis but have not changed since 2009. The economy is improving and the cost of coal is beginning to rise. The Brunswick Nuclear Plant was closed in November 2011 requiring Progress Energy to purchase more coal increasing Waynesville's costs. This may need to be reviewed for a cost increase beginning July 1. Eddie Caldwell explained that the fuel adjustment is billed to Waynesville's customers monthly. Sonoco purchases 26% of the power sold by Waynesville. When Sonoco reduced their facility operation to five days per week it reduced those sales by 5%. The electric fund is important because without this fund, taxes would have to be increased. Mayor Brown said there can be no internal growth in the Town's electric system. Sonoco's expansion will make some difference. Residents are using power saving items such as more efficient light bulbs which reduces the sale of electricity. The Town is extremely fair with its customers and town staff will need to look at how increases can be passed along and continue to remain fair to the customers. Manager Galloway said reductions have been made in transfers from the electric fund to other funds and he would like to continue to do so. At the same time, Waynesville wants to keep the tax rate low and this can be done by subsidizing the other funds.

#### Waynesville Skate Park – Parks and Recreation Director Rhett Langston

Manager Galloway said the Town began discussing a Skate Park several years ago and in the 1999-2000 budget, money was set aside for the project. Parks and Recreation Director Rhett Langston began working on the Skate Park and since then a \$61,425 PARTF grant was received, along with a \$20,000 contribution from Kiwanis. At this point the Board will need to determine what direction the park will go in.

Rhett Langston reported on the process for the Skate Park. A total of \$136,652 has been raised through grants, brick sales and other pledges. Spohn Ranch, a company based in California and a top designer of skate parks in the United States, was hired to design the park. A representative visited Waynesville and several meetings were held with the public and skateboarders to develop the design. Cherokee and Hendersonville have unmanned skate parks. The City of Asheville also has a skate park, but their park is manned. The total cost for the park was estimated at \$295,000. Since that time the consultant with Spohn Ranch has indicated that the costs have risen approximately 10% so the cost is now closer to \$300,000.

Alderman Caldwell said he has seen skateboarding grow over time and skateboarders don't have anywhere to skate. This is not a dying issue and he felt that the design for the park is a state of the art facility with like no other in the State of North Carolina. The main issue that has kept it from moving forward is financing. Close to 50% of the needed funding has been raised and he asked the board members to consider financing

the remainder to complete the project. Skateboarders could walk to the facility and use it free. Skateboarding has been considered a nuisance in some parts of Waynesville. Facilitator Graham asked if consideration has been given to scaling down the park. Alderman Roberson said his impression is scaled down, the skateboarding challenge would be reduced and if skaters don't feel that there is a challenge they will be back on the street to seek more challenge. Alderman Freeman said two of the greatest assets in the community are the elderly and the youth and she felt that supporting projects for both is very important. There was discussion about delaying the project and the increase in price which has already risen 10%. Alderman Greeley said this would be an investment in our youth and increase the benefits of parents bringing their children to Waynesville for the day. It falls in the category of good growth and good investment. The Skate Park will allow for tournaments which will draw others from surrounding areas for competition. Manager Galloway said money is available for this project and direction was needed from the Board to proceed. Manager Galloway mentioned that Harrah's or the Cherokee Preservation Foundation might be receptive to contributing. Facilitator Gibson said there is no reason not to ask.

#### Park Designs and Restrooms

Rhett Langston said the old swimming pool was demolished and the old green building has been removed. The restrooms that were burned by vandals were demolished and removed. On January 10, Linda Mill with the newly founded Tennis Association gave a presentation on behalf of the Tennis Association on what they would like to see in the park. 93% showed interest in improving the current tennis courts, restrooms and tennis socials. There was no interested in showers, but would like to see the restrooms refinished, benches installed and a community room added for tennis socials. They would like to see two new courts added where the pool was located at a cost of approximately \$70,000. Repair to the existing courts will cost around \$160,000. Renovations could bring more people to participate in tournaments. Mayor Brown said the existing tennis courts have been located there for around 45 years. Manager Galloway asked if the Board would be willing to allow town staff to hire an architect to begin design on the project and Board Members were agreeable to proceed with design.

\$97,000 was received from the insurance company for the restrooms that burned. Alderman Caldwell suggested a gazebo large enough for parties, musical bands or possibly a tailgate market. Rhett Langston added that Vance Street restrooms have been redesigned and look very nice.

#### Concealed Weapons Ordinance – Police Chief Bill Hollingsed and Town Manager Lee Galloway

Manager Galloway said for some time there has been an ordinance prohibiting concealed weapons on all town property. The General Assembly in the last session under the influence of special interest groups decided that the regulations were too much. Effective December 1, they decided to change the regulations where concealed weapons could be banned. They can still be banned from recreational facilities, playgrounds, athletic fields, swimming pool and athletic facilities, but people can be allowed to have weapons in their vehicles. Town staff has been working with Attorney Griffin to get sample ordinances from other community.

Chief Hollingsed said concealed weapons have been banned at school athletic events. Ms. Melnikova said there have been some cities that even though changes have been made to allow concealed weapons, they have chosen not to change their ordinances. Manager Galloway said at some point this will be challenged in court. There is a group that feels that concealed weapons should be allowed everywhere, but people in the "heat of the moment" at times make decisions they would not otherwise make. Chief Hollingsed has seen in the past that it may not be people with permits carrying concealed weapons, but rather others that choose to

carry a weapon illegally. At schools you are not allowed to carry a weapon on school property or athletic event. Manager Galloway said it is felt that concealed weapons would be prohibited in Waynesville's parks, playgrounds, ball parks, dog park, disc golf course, skateboard park, soccer field, baseball field, track and recreation center. Also included would be East Street Park since it includes a picnic area, Boy Scout Hut and playground equipment. The Hazelwood Park has a playground and ball field. Chestnut Park Drive is not part of the Town's parks since it belongs to the residents. Mayor Brown said the Town could take a position to prohibit concealed weapons. Alderman Caldwell said there is concern about greenways since people may walk at night and this would not be considered a recreational facility. Chief Hollingsed said the reason for enactment of the bill is to allow those using the area to carry their concealed weapon for protection. There was discussion that in order to enter the greenway you would have to enter some of the park area. Adopting an ordinance would give the town the right to be proactive during athletic events. It was the consensus of the Board to be proactive and prohibit the carrying of concealed weapons in those areas and they requested that Attorney Griffin develop an ordinance.

#### Internet Sweepstakes

Manager Galloway said internet sweepstakes machines began appearing around 2004 and some buildings have as many as 25 machines. In most cases they were found to be prohibited, however, one judge ruled that they were legal several years ago. The Towns of Canton and Maggie Valley charge a fee for the machines. Waynesville does not at the present time.

Chief Hollingsed said the District Attorney's Office feels that video poker laws are unenforceable at the present time. Since June 2010, several locations in Waynesville have been repopulated with the video gaming machines, and two additional locations have requested opening video cafes. Alderman Roberson suggested that based on the ruling, Waynesville could charge a fee for internet sweepstakes machines. Other board members agreed, suggesting that fees collected could be used to help fund recreational activities such as the Skate Board Park next year. It was the consensus of the Board to authorize town staff and town attorney to develop an ordinance regarding internet sweepstakes machines. The Police and Finance Departments could develop a method of inspecting the machines and collecting fees.

#### Planning Studies Update

Planning Director Paul Benson reported on a recent rezoning request in an area along Russ Avenue. This road was widened in 1992 and the zoning jurisdiction has been widened. There has been concern that this area could develop with uses that are not very attractive. Rezoning requests have been to change parts of the area to commercial zoning. The area is not strictly residential, there are some office type uses and interest has been expressed to opening the area to additional commercial uses. A neighborhood/commercial district could be considered. Most property in this area is underdeveloped. There are single family homes as well as large vacant lots and there is the question of how the Board would like to see development occur. There are plans to present this to the Planning Board on February 20 for their review so they can suggest a neighborhood district that would allow a wider range of uses, but also allow unlimited residential density. This area has good utility service, including water and some sewer. The area has a large number of satellite annexations. There was some discussion regarding a recent decision to deny a rezoning request by Barberville Baptist Church even though there is commercial property in the area as well as a large area where dirt is being removed. Manager Galloway said the Planning Board agreed at that time that the dividing line between the commercial and residential areas was Bradley Street.

### Solid Waste Issues

Manager Galloway said Haywood County will be closing the transfer station beginning July 1, 2012 and this has been discussed at length during the past year. Solid waste is a big issue and in making their decision, it does not appear that Haywood County considered the financial impact for municipal budgets. It is estimated to cost \$200,000 more per year for Waynesville. Land of Sky Regional Council has done a lot of work in solid waste issues and they are scheduled to have a report for Waynesville by February 28. Waynesville operates several types of solid waste collection, including residential, commercial, recycling, street sweeping, bulky waste and yard waste. \$1,450,000 is spent yearly on providing these services and the Town collects about \$800,000 from residential and commercial fees. Land of Sky calculates that the additional costs for town crews to travel to the White Oak Landfill to be \$172,000. Waynesville provides a high level of services, comparable only to Biltmore Forest. With the increased costs, some alternatives will need to be considered. Recycling needs to be increased since Waynesville's collection is well below the average. Waynesville's cost to provide this service is \$137/ton. Recycling will be kept at the Jones Cove Road site by the County. A tipping fee might be considered since more people may recycle if they are required to pay for the service. Another consideration is for the town to provide a recycling cart for residents. Grants are available through the State for the purchase of the carts. The cost for providing the service of collecting bulky items such as old refrigerators and furniture is \$174,000 per year. Street sweeping costs around \$130,000 per year and this service has been reduced to one week per month because of the high cost for tipping fees. \$442,000 per year is spent collecting yard waste. The Town has tried to place limits on yard waste collected, but this is difficult to enforce. There have been times when residents haul yard waste into Waynesville from outside the corporate limits and contractors sometimes leave waste for Waynesville to pick up.

Trucks used by the town are lighter at each dump because they are emptied often and begin each day with an empty truck. It may be possible to haul larger loads since the drive to White Oak will be much further. It will take some time to work through these issues and determine any needed changes such as collection routes. Superintendent Daryl Hannah feels that the changes can be made without hiring additional personnel.

Fred Baker said the Board could consider options such as privatization, but the Town can also make changes that are affordable. It has been known for quite some time that the costs for solid waste disposal are high, and he doesn't have a problem with the tax rate subsidizing some of the solid waste budget. There was not a user fee until recently. The community benefits from having a solid waste program. He would encourage a small cost on recycling to build the program. 80% of the costs are coming from 20% of the town's customers and the fees are associated with those that are making the greatest use of the program.

Alderman Greeley agreed that yard waste is a great perk for residents. The reality is that the Town may need to offer a tier of services. Residents may participate in recycling more if there is a fee associated with it. There seems to be some skepticism about whether recycling is being recycled. It is important to get information to the public about how recycling helps the environment.

Manager Galloway said Assistant Manager Melnikova has spoken with American Recycling in Asheville. They accept recycling and pay a small fee for the recycling but this would not cover the cost for fuel to carry it there. Daryl Hannah has suggested switching to a rear loader truck to carry recyclables, since this will carry more and save travel to the Jones Cove Road Facility. A decision would need to be made soon since time is involved in obtaining a rear loader truck.

Mayor Brown asked if the Town has looked at competition in this area. Manager Galloway said information was received from Consolidated Waste Services, and looked at the possibility of putting in a transfer station owned by the Town. Waste Pro requires more than 125 tons per week. Waynesville collects approximately 42 tons and if Canton and Clyde are included this will increase to approximately 60 tons per week. Privatization would probably save money, but employees would not have the benefits they have by working with Waynesville. Mayor Brown asked about the possibility of increasing the town's customer base. Alderman Freeman is not opposed to the fees, but would like to hear the study. Alderman Roberson asked how much the Town is paying Haywood County at the present time. Eddie Caldwell said Waynesville has budgeted to pay the County \$200,000 for tipping fees. There is no tipping fee charged on residential. Glass generated by restaurants and bars is now required to be recycled. Fred Baker asked how many households are billed the monthly garbage pickup fee currently at \$6.50/month. Eddie Caldwell said there are 6,450 households. Manager Galloway said the County currently does not charge for disposal of recycling and furniture and those items are taken to the Jones Cove Road Facility. The County has indicated that they can use some of their gain to help localities with their expense for their drive to White Oak Landfill. He encouraged the Board to have a contract with Haywood County so that the amount is specified. It was pointed out that Haywood County once contributed \$70,000 per year for recreation but this is no longer received. There was further discussion on whether the Town should consider constructing and operating their own transfer station opposed to hauling garbage to White Oak or Brevard Road. It was projected that over a 20 year period White Oak would have the least cost.

There was discussion about the Town's yard waste landfill. Manager Galloway said the State has praised this operation because yard waste is chipped into mulch by a grinder and sold to customers. The yard waste doesn't have to be hauled to White Oak. Mayor Brown asked about the possibility of allowing customers to haul yard waste material to the site. Mr. Baker said the Town has been cited in the past because when people are allowed to haul material themselves they often mix tile and other materials that are not allowed. It was also pointed out that if contractors are allowed to dump there it might overwhelm the town and their capacity to operate the grinder. A suggestion was made by the Mayor that the Town could weigh the loads being hauled in and charge a disposal fee.

Manager Galloway said the report is interesting and allows the Board to compare the high level of Waynesville's services to that of other communities. Sarah Graham said the Board may want to consider some changes in the area of solid waste services. Manager Galloway suggested that the Board think about how to balance an additional charge per month for solid waste services.

#### Department Goals

Manager Galloway said each department was asked to develop a list of goals and objectives for the Board and new manager to consider and discuss further with department heads. Some were technical in nature such as the suggestion by the Water Plant to consider the use of bleach rather than chlorine as other communities are doing. Another is a redesign of the Town's web site. There has been discussion that the next town manager would have a greater interest in technology. Website design can make a big difference for a business that is looking for a community in which to locate. If the website is easy to follow they will look at Waynesville, but if not they will go to the next community.

Highlights include the roof on Fire Station I which has been an issue for quite some time. After the snow in 2009, the beams were found to have the wrong size bolt because the holes were drilled larger, making the hole for the beam too large and the beam wobbly. A structural engineer looked at the roof and suggested

four options. He did not feel that there was any danger of roof collapse. One option was to re-drill holes and install larger bolts and another option was to do nothing. Attorney Bill Cannon wants to review how and when the bonding company was notified in order to determine if there is a claim against them. Construction Logic, the company that built the Fire Station is no longer in business.

Human Resources – Margaret Langston would like to continue succession planning to ensure that employees are properly trained when there is a vacancy. She would like to implement a Pay for Performance System which was stopped when options were being considered to help pay for rising health insurance costs. Risk Management and Safety Programs are needed as well as merit pay which was last done in 2001-2002. Manager Galloway said Ms. Langston does a great job and according to Steve Strauss, in most towns the size of Waynesville there would be three employees in the Human Resources Department.

Horticulture – Jonathan Yates has done a great job in working with the community. Jonathan began as a study student from Haywood Community College in the Horticultural Program. Another study student is currently working with Jonathan twenty hours per week and he continues to build relationships within the county. One of his goals is to establish a walking program throughout Waynesville, and the addition of identification tags for trees. Long terms goals include construction of a greenhouse so he could grow more of his own plants rather than purchase them.

Finance – Finance Director Eddie Caldwell said the time has come for a new server for the Town's financial system or a cloud server. Updates are being done every year and under a new program this could be done at night and everything should be up and going by the next morning. There is concern that since the Town only has Charter, there is no back up. Alderman Roberson asked about fiber optic and Mayor Brown said it is on the way, but not here at the present time. Mr. Caldwell said the cloud server would be a more reliable system. Mr. Caldwell would like to continue with radio meter conversions which may take 10 – 12 years to complete. Currently there are approximately 300 radio read water meters and 75-80 electric radio read meters. Public Works Director Fred Baker said a small increase in tap fees will be seen because of the increased costs with radio read meters.

Mayor Brown asked about the pay online program. Eddie Caldwell said 750 people have signed up for draft payments and approximately 13 – 17% of payments are received online which has been very successful.

Planning – Paul Benson said the Town has a good land development plan. The economic picture is a lot different now. It may be a good time to hire a consultant and have some community meetings within the next two to three years. A series of transportation plans have been done. He felt there is a missing link in the greenway system at the Walnut Street intersection and it may be possible to use Federal Transportation Planning money for this. A grant project is available for Historic Preservation Commission to have some authority. The Downtown Waynesville was put on the National Registry for Historic Districts. This was defeated 8 – 10 years ago by the downtown property owners.

Another project is to extend the greenway to the Dutch Fisher Park and provide a nice link between the school and the park. Discussions have been held with NCDOT and the Schulhofer family to extend the greenway in the Howell Mill Road area.

Construction is dependent on the economy, which seems to be stabilizing. This year Belk, Pet Smart, Ingles Taco Bell and Old Time Bank will have major construction projects, increasing the stream in commercial



development. Mr. Benson said there is also discussion regarding a proposed senior housing project to be located on the Russ Avenue Corridor.

Mr. Benson expressed a desire for additional legal assistance with zoning, code enforcement and land use issues. Manager Galloway said Code Enforcement Officer Warren Putnam plans to retire soon.

Police –The Police Department would like to replace their hand guns and vehicles and provide a vehicle for every officer. Other items include car cameras, digital radios and additional canine units. The Police Department continues to grow. At some point they may need to occupy the entire building in which they are now located and the offices of Planning and Building Inspections may need to move to the Municipal Building. Other goals include one additional dispatcher on each shift, additional police officers and a mandatory physical fitness program.

Fire – There remains issues with Haywood County regarding fire tax districts. For those properties located outside the corporate limits of Waynesville the fire charges are included on water accounts, but if there is no water account those residents do not currently pay for fire protection. Several pieces of fire equipment need to be replaced. Their 1988 truck has begun giving them a lot of problems. It is currently used as a backup truck. The 1992 tanker needs to be replaced. The district has expanded and water is required to be carried. One additional firefighter is needed and possibly three to four more within the next three to five years. The fire truck at Fire Station II is a 1994 model and the Fire Department loses points when a vehicle reaches the twenty year point. There is a potential need for a second substation in the Lake Junaluska Assembly area.

Purchasing and Public Works – a new heating/cooling system and paving are needed. The front area needs to be enclosed which would create office space and lunch/break rooms. Christmas decoration storage is needed and work continues on sheds for the equipment storage. A bar code system for inventory is suggested rather than the paper system currently in use. A full time receptionist is requested to answer and direct telephone calls. Fred Baker has worked on a street maintenance program. Street Superintendent Hannah would like to add more sidewalks to encourage pedestrian traffic. Alderman Roberson said he would like to see a fund established to be used for sidewalks and landscaping which would be limited to small businesses which do not have the resources that larger businesses have. This would allow small businesses to become established without the added expenses of sidewalks and landscaping. Mayor Brown said there are a lot of areas where sidewalks are not required or needed. The developers could pay a fee to use for sidewalks in other areas. Alderman Roberson said it could also be used to connect some sidewalks that need to be connected. Fred Baker asked that these areas or needs be brought to his attention.

Water/Sewer Maintenance – Manager Galloway said approximately \$25,000 per year was being spent in 1994. The Town is now spending \$350,000 per year and would like to reach \$400,000 in each fund. There are approximately 100 miles of line in both systems and maintenance is a tremendous undertaking.

Water Plant – The Town is waiting on a report on concrete repair and work is to be done on the spillwell. Electric gates are needed to protect property and additional equipment is needed. Future considerations include switching from using chlorine to bleach. A wireless radio communication is needed. There are currently fourteen water tanks and the Water Plant is aware of the level in each tank. Public Works Director Baker said pump and tank systems are more modern and everything is becoming more easily accessible.

Electric Department – Mr. Baker said this department is in pretty good shape.

### Manager Contract Topics

Manager Galloway distributed copies of the town manager contract that was approved when he became manager in 1994. A contract can include salary, retirement, fringe benefits, automobile or mileage. The next manager may want more accessible technology equipment such as ipad or Blackberry. They may also request subscriptions for various organizations, moving expenses and performance evaluations. Manager Galloway said he did not have a performance evaluation until 1999. The contract for the new manager may also include termination and severance pay. The contract for a town manager could be modeled from one available through the ICMA.

There was discussion about whether this should include requiring the town manager to live inside the corporate limits with a time limit for relocation. The town manager selection process begins February 23, 2012. Board members were invited to attend the assessor training that morning, but will not be involved in the assessment centers. On February 24, Steve Strauss will meet with the assessors to explain what had been done. Assessors will meet at Sweet Onion on Thursday evening at 6:00 p.m. for dinner. The Board is invited to join the assessors for lunch at the Municipal Building on Thursday and Friday.

### Other Topics

Manager Galloway spoke about extending the sewer line to the Rest Area at Balsam. This issue came up for discussion at a recent Council of Government Meeting. Haywood County Commissioner Kevin Ensley suggested that the Board of Aldermen discuss the possibility of installing a gravity flow line. Mr. Ensley's suggestion was that if the State contributed \$700,000, the Town and County could contribute the other three million dollars needed for the project. Alderman Roberson asked if an environmental impact study would be needed. Alderman Caldwell did not feel that Waynesville could benefit. Alderman Roberson said this issue was thoroughly covered previously. Mayor Brown felt there is no benefit to the town by installing a sewer line along this four lane highway, adding that it may help the community, but not the town. Alderman Greeley mentioned that Canton is installing a sewer line to Interstate 40. Mayor Brown added that this was appropriate for Canton, but a sewer line in the Balsam area is an entirely different situation. Bill Gibson added that in other communities such as Murphy, the county paid for installing a sewer line and the town accepted treating the sewer. Mr. Gibson asked if the Board wanted to start growth in an area that they had no control over. Manager Galloway said Waynesville approached Haywood County and requested special legislation for zoning control in this area and never received a response. It was a consensus of the Board that extending the sewer line in to the Balsam area did not fit in with the plans for Waynesville.

Alderman Roberson mentioned that Bill Yarborough brought up the issue of thinning White Pines. A group had done this work at DuPont State Park and received some money for the work.

### Commission for a Clean County

Alderman Roberson discussed the accumulation of trash in the community as mentioned to him by Joanna Swanson, Chairman of the Commission for a Clean County. Mayor Brown said he attended their annual luncheon. This is a very active group with people from all walks of life. Awards were distributed to very diverse groups, individuals Churches and others for their work. Manager Galloway said he was contacted by Haywood County Manager Marty Stamey and learned that Craggy Prison has pledged to bring a group of inmates to this area to work for one week on litter collection. It was suggested that Board Members speak with Representative Ray Rapp to request funding and direction to get inmates from Buncombe County to

work in adjacent counties. Manager Galloway said it benefitted the town when inmates were available from the Hazelwood Unit. Waynesville has the Adopt-A-Street program. 82 streets have been adopted.

Alderman Roberson said the gazebo at the Sulphur Springs Park is in disrepair. Assistant Town Manager Alison Melnikova and Building Inspector Jason Rogers visited the site and determined that the Town will need to hire someone to make the needed repairs.

Manager Galloway said the town manager candidates may ask what will happen to him once they are hired. He said the town doesn't need two managers. Since his time will overlap, he could become project manager or consultant and continue working on projects not been completed such as solid waste and cemetery.

Alderman Greeley asked about the legal status of the Sutton property on South Main Street. Attorney Chase Wells said this remains in the Court System and there is a problem with getting it scheduled. It is hoped that this is in Court before Code Enforcement Officer Warren Putnam retires.

#### Closing Remarks and Adjournment

Mayor Brown thanked Bill Gibson and Sarah Graham representing Southwestern Commission for their attendance and help with the Board Retreat. Mayor Brown thanked the Board Members for their diligence and efforts. Alderman Roberson thanked town staff for their work. The meeting was adjourned at 4:29 p.m.

*Notes were prepared by Waynesville Town Clerk Phyllis R. McClure*

*Approved by the Board of Aldermen 09-25-12*