

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL CALLED MEETING
July 30, 2013

THE WAYNESVILLE BOARD OF ALDERMEN held a special called meeting, for the purpose of conducting the regular meeting rescheduled from July 23, 2013, on Tuesday July 30, 2013 at 7:00 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m. with the following members present:

Mayor Gavin Brown
Alderman Gary Caldwell
Alderman Julia Freeman
Alderman Wells Greeley
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager
Woodrow Griffin, Town Attorney
Alison Melnikova, Assistant Town Manager
Eddie Ward, Deputy Clerk
Eddie Caldwell, Finance Director
Paul Benson, Planning Director
Joey Webb, Fire Chief
Tim Petrea, Recreation Program Specialist
Bill Hollingsed, Police Chief
Fred Baker, Public Works Director

Representing the media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown welcomed everyone and referred everyone to the calendar of events received in the agenda packets.

2. Adoption of Minutes

Manager Onieal said that due to an employee being on vacation, the minutes of July 16, 2013 were not yet available and would be presented at the August 13, 2013 Board Meeting for approval.

B. NEW BUSINESS

3. Award of Shield and Service Weapon to retired Police Captain Blaine Jones and retired Sergeant Eddie Lowe

Manager Onieal said it is customary to award the Shield and Service Side Arm to retired police officers as part of their retirement gift, and NC General Statutes require that award to be made by the Board of Aldermen.

A motion was made by Alderman Roberson, seconded by Alderman Greeley, to approve the gift of shield and service sidearm to Police Captain Blaine Jones in commemoration of his retirement on June 1, 2013, and to Sergeant Eddie Lowe in commemoration of his retirement on July 1, 2013. The motion passed unanimously.

C. APPOINTMENT TO BOARD & COMMISSIONS

4. Re-assignment of Board and Commission Members to 3-year staggered terms

Manager Onieal had previously provided Board members current rosters of all Boards & Commissions with members' contact information and terms. She noted that over time, the staggered rotations of various boards had become skewed and some were operating without the proper number of assigned members, which has made achieving a quorum for meetings difficult in some cases. In a previous meeting the Board had approved moving all boards and commissions to three-year staggered terms running July 1 – June 30, except where specified otherwise by statute. She presented a revised roster reassigning all board members to three-year overlapping terms, with the exception of the Housing Authority, which has a 5-year term, and the Firemen's Relief Board with a 2-year term that is regulated by State Statute. This would also avoid replacement of all members of any one board at a single time and encourage the replacement of the same number of members.

A motion was made by Alderman Greeley, seconded by Alderman Caldwell, to authorize staff to reassign terms of all board and commission members to overlapping 3-year overlapping terms, as presented, so as to avoid replacement of all members of any one board at a single time, and to encourage the replacement of the same number of members each year, except otherwise governed by general statute. The motion passed unanimously.

5. Appointments to Boards & Commissions

Manager Onieal reported that vacancies for all boards and commissions were advertised simultaneously in various media outlets over the past two months, which resulted in the receipt of significantly more applications for board vacancies than the Clerk has ever received before. Ms. Onieal noted that there had been very little turnover in board memberships over the years, with some boards having members who have served 20-30 consecutive years. While there is nothing inherently wrong with members serving many multiple terms, fresh ideas and more active engagement of a diverse population in the affairs of the Town is certainly welcomed and it is gratifying to see the high level of interest in public service as evidenced by receipt of over 30 new applications from citizens. The Board proceeded to review applications for each board and commission, filling vacancies as follows:

- **ABC Board** - (1) vacancy (3-yr term ending June 30, 2016)

A motion was made by Alderman Greeley, seconded by Alderman Caldwell, to appoint Earl Clark to the ABC Board for a 3-year term ending June 30, 2016. The motion passed unanimously.

- **Community Action Forum** – (1) vacancy (3-yr term ending June 20, 2016)

A motion was made by Alderman Greeley, seconded by Alderman Roberson, to appoint Lurissia Hendrix to the Community Action Forum for a 3-yr term ending June 20, 2016. The motion passed unanimously.

- **Historic Preservation Commission** – (1) vacancy (3-yr term ending June 30, 2016)

A motion was made by Alderman Roberson, seconded by Alderman Greeley, to appoint Richard Kent Stewart to the Historic Preservation Commission for a 3-yr term ending June 30, 2016. The motion passed unanimously.

- **Planning Board** – (2) vacancies (3-yr terms ending June 30, 2016)

A motion was made by Alderman Caldwell, seconded by Alderman Greeley, to appoint Jon Feichter and Marty Prevost to the Planning Board for a 3-yr term ending June 30, 2016. The motion passed unanimously.

- **Public Art Commission** – (5) vacancies (2) Two-yr unexpired terms ending June 30, 2015
(3) Three-yr terms ending June 30, 2016

A motion was made by Alderman Greeley, seconded by Alderman Roberson, to appoint David Blevins and Diana Laursen to the Public Art Commission for 2-yr unexpired terms ending June 30, 2015 and Barbara Dias, Micah McClure, and Ann Melton to the Public Art Commission for 3-yr terms ending June 30, 2016. The motion passed unanimously.

- **Waynesville Housing Authority** – (2) vacancies
(1) One-yr unexpired term thru June 30, 2014
(1) Five-yr term ending June 30, 2018

A motion was made by Alderman Greeley, seconded by Alderman Freeman, to appoint Hilliard Gibbs to the Waynesville Housing Authority for 1-yr unexpired term ending June 30, 2014 and Duncan McDonald to the Waynesville Housing Authority for a 5-yr term ending June 30, 2018. The motion passed unanimously.

Manager Onieal said there was no need for appointments to the Fireman’s Relief Fund Board until January 2014, a term which is governed by statute. Action was deferred on the Recreation Commission because of uncertainty about whether that Board is supposed to have 7 or 9 members. Ms. Onieal indicated she will have staff research the enabling legislation. Action was also deferred on the Zoning Board of Adjustment because of the need for an ordinance change to match requirements

specified in the more recently adopted Land Development Standards and to provide for an orderly rotation from alternate to full member.

Manager Onieal reminded the Board of Alderman it must also appoint a chair for the ABC Board.

A motion was made by Mayor Gavin Brown, seconded by Alderman Caldwell, to appoint Earl Clark as Chairman of the ABC Board. The motion passed unanimously.

Bolin Easement

Mayor Gavin Brown added an agenda item, indicating that the easement request brought by Mr. and Mrs. Clifford Bolin and discussed during the Board's regular meeting of July 16, 2013 is ready to be brought before the Board for approval. Mayor Brown, who had received a copy of the easement from Attorney Jack Kersten just before the meeting, distributed the easement to the board members noting that the expiration date had been hand-corrected (from 2025) to a 2020 expiration date on the copy Mr. Kersten provided. The easement refers to a survey to be recorded with the easement that specifies the location of the easement, which will allow Mr. and Mrs. Bolin to construct an accessible entrance within a seven-foot strip of land on the south side of their building involving a short section of public sidewalk, with a door opening outward across the public sidewalk.

A motion was made by Alderman Freeman, seconded by Alderman Caldwell, to approve the plat and granting of easement as presented by Attorney Kersten, with correction of the expiration date to 2020, as approved by Town Attorney Woody Griffin; and to authorize the mayor to execute the agreement on behalf of the Town. The motion passed unanimously.

D. COMMUNICATIONS FROM STAFF – DEPARTMENTAL ANNUAL REPORTS

6. Department Directors

Manager Onieal asked each Department Director to give an annual report on their department operations noting significant accomplishments in the past year. She said this had been a very busy and rewarding year despite the disappointment of spending so much time, effort and resources on an annexation that ultimately didn't happen. She is nonetheless, very proud of each department and all the Town employees who have done an outstanding job in a challenging year of transition, uncertainty and change. She expressed appreciation to all department directors for the good jobs they are doing in managing their departments and for the support they have provided the manager in this her first year in Waynesville.

Administrative Services – Alison Melnikova, Assistant Town Manager

Assistant Town Manager Alison Melnikova said first of all she would like to report on the work of other employees in Administrative Services. She said many people had been working together well to fill the void left by retiring Town Clerk Phyllis McClure. She also reported on Human Resources and the projects Margaret Langston and Brittany Buchanan have worked on during the year, with more projects to be presented in the upcoming year. Ms. Melnikova talked about the progress of the skate park, the "Wildflowers in the Smokies" project by the Public Art Commission, and the work of the Town Horticulturist Jonathan Yates. Much of her and the manager's time has been devoted to Junaluska,

budget and IT Master Plan implementation. The Department hopes to hire a new Town Clerk within the next couple of months.

Fire & Rescue – Joey Webb, Chief

Fire Chief Joey Webb gave some statistics for the previous year for the calls that were answered by the Fire Department. There were 87 actual fire calls, 1417 rescue and EMS calls, 89 good intent calls, 123 false alarms, 4 weather related calls, 40 structure fires, and 51 hazardous calls. Chief Webb said one of the major goals of the fire department for the upcoming year is to reduce the ISO rating from class 9S to class 6 for residential insurance rates purposes. This would mean about a \$300.00 per year savings in insurance on an average home in Waynesville. He also spoke of fire prevention programs that are given at schools and other organizations in the county.

Development services – Paul Benson, Planning Director

Mr. Benson presented some statistics on general development activity in the Town of Waynesville. Since 2008, the yearly average of permitted construction has been around 10 million dollars. 2012 was an above average year due to the development of the Belk, Michaels, and Pet Smart stores in Waynesville Commons. He said there are several projects such as Strand Theater, Old Town Bank, ABC Store, and some new single family residences that will raise the total for next year close to 2012's.

Mr. Benson also told the Board that the Planning Board sub-committee has had its first meeting and is looking at new ordinances for signs in the Town, and these should be brought before the Board soon. He highlighted some of the sign enforcement issues that have arisen recently, and said enforcement had been stepped up for these issues.

Financial Services – Eddie Caldwell, Director

Eddie Caldwell, Finance Director gave the Board a comparison of the last three years cash balances for the Town. At the end of the year on June 30, 2013, the Town's cash balance was \$10.8 million. Mr. Caldwell said the raw cash number has improved and he explained how these numbers are broken down into different funds.

Mr. Caldwell said this year the Finance Department has done an extensive software upgrade and is testing a new comp time tracking application for employees. A direct deposit system for payroll is in the initial phase of testing and live payroll will be rolled out for employees soon.

Among the new items financed for the Town include a bucket truck, garbage truck and a fire truck. Privilege license fees have been moved from a flat rate system to a receipt system, and this will be more profitable for the Town. Mr. Caldwell also said new debt set off software has been installed on their desk top computers.

Mr. Caldwell thanked his staff for helping him provide a "clean audit" for the Town. Mayor Brown praised Mr. Caldwell and his staff for the services they provide for the people of Waynesville.

Parks and Recreation – Tim Petrea, Program Specialist

Program Specialist Tim Petrea presented on behalf of Director Rhett Langston who was out of town on vacation. Mr. Petrea is new to the Parks and Recreation, having moved here just five months ago from Athens Georgia. Mr. Petrea said last year was the second highest year for attendance in the history of the Recreation Center. He explained the different programs being held at the Recreation Center including the Special Olympics track and field day, senior picnics, summer camps for children, family fun days and major disc golf tournaments.

Police Department – Bill Hollingsed, Police Chief

Bill Hollingsed, Chief of Police, reported that the department is very passionate about the drug problem in our community. He said in public education there had been approximately 75 programs presented for civic organizations, churches, and schools. Over 100 med safes have been placed in homes in our community. There have been eight prescription take back operations this year. Several legislative bills have been drafted and passed due to the diligence of the Waynesville Police Department. An expanded crime lab will be built in Edneyville within the next three years. The technology programs are now in the same CAD systems as all the other towns in the Haywood County. Detective Tamara Vandermolen has been certified as a finger print examiner and is one of a few in the state of North Carolina. In the last year, approximately 24,000 calls were answered by Waynesville Police Officers. The total index crime (rape, car theft, robbery, aggregated assault, and burglary) decreased from 487 calls to 447 calls. Overall there was a decrease in crime in the Town of Waynesville. Chief Hollingsed said he has an outstanding staff and they made him very proud because of the good work they do.

Public Services – Fred Baker, Director

Fred Baker, Director of Public Services, said his departments had been doing a lot of extra work due to the large amount of rain the area had experienced. He reviewed the paving and sidewalk projects in progress for the Town. The Water Plant is running well, and they have been doing some work on the roads around the plant. The plant received an operations award for the year 2012. Several of the employees at the water department have received their B licensing.

Sales of water meters are down 2% since this time last year and there have been over 1000 automatic advance meters changed. An estimated 1750 more meters are scheduled to be changed this year. The department has replaced about 90% of the actuator valves bought earlier this year.

Mr. Baker said the Electric Department had changed approximately 60 electric poles during the year. A new record was set for the Electric Department with a percentage of 7.2 blinks or outages of electricity. Also in the Electric Department, there are over 1000 radio read meters, which is about 1/3 of the total meters.

All of Mr. Baker's departments are doing a good job with fewer employees because of holding open positions in anticipation of the the potential Lake Junaluska merger.

7. Town Manager – Marcy Onieal

Manager Onieal thanked the Department Directors for their excellent reports noting that at times a life of public service may seem to be a thankless job. Too often public servants go unnoticed until something goes wrong; only then do we hear from the public. So it is especially nice and fitting to stop from time to time to take stock of all that this organization accomplishes with limited resources and a relatively few number of employees. Hearing these reports, seeing these accomplishments and bringing this information together in an annual report is a good reminder of the impressive body of work our 160 employees produce every day. Ms. Onieal also mentioned how appreciative all the staff are to have elected official who support and appreciates their efforts.

8. Town Attorney – Woodrow Griffin

No Comments

E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN

No Comments

F. CALL ON THE AUDIENCE

No comments

G. ADJOURN

With no further business, Alderman Roberson made a motion, seconded by Alderman Greeley, to adjourn at 8:50 p.m. The motion passed unanimously.

ATTEST

Gavin Brown, Mayor

Marcia Onieal, Town Manager

Eddie Ward, Deputy Town Clerk