

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL CALLED MEETING
February 18, 2014

THE WAYNESVILLE BOARD OF ALDERMEN held a special called meeting on Tuesday, February 18, 2014 at 7:00 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC, for the purpose of conducting regular business originally scheduled for the regular meeting of February 11, 2014, which was canceled due to inclement weather.

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
Eddie Ward, Deputy Clerk
Andrew Bowen, Management Assistant
Julie Grasty, Purchasing Supervisor
Eddie Caldwell, Finance Director
Paul Benson, Planning Director
Bill Hollingsed, Police Chief
Joey Webb, Fire Chief
Brian Beck, Police Captain
Tim O'Neill, Police Lieutenant
Fred Baker, Public Works Director
David Foster, Public Service Director
Tim Plowman, Parks and Recreation

Representing the Media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting, and mentioned several calendar items. Included were the million coin count and the Elected Officials Reception on February 20, Community Pride Luncheon on February 26, and OPT – IN Regional Visioning Process Haywood County on February 27.

2. Employee News – Town Manager Marcy Onieal

- Introduction of new employees

Manager Onieal introduced new employees Amanda Owens and David Foster to the Board of Aldermen. Ms Owens will be starting as Town Clerk on Monday February 24, and Mr. Foster has already been working as Public Service Director for about a month. Manager Onieal stated both employees will be an asset to the Town of Waynesville.

- Retirement Announcement

Manager Onieal said Planning Director Paul Benson will be retiring as of June 1, 2014.

- Appointment to Governor’s Task Force

Mayor Brown congratulated Police Chief Bill Hollingsed for his appointment by Governor Pat McCrory to a statewide Impaired Driving Task Force.

- Memorial Fund

Manager Onieal announced the establishment of an employee assistance fund in the name of Bryan Reeves at Mountain Federal Credit Union, in memory of Bryan’s wife Nicole who passed away in January. Officer Reeves is a detective with the Waynesville Police Department.

3. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Greeley, to approve the minutes of the January 14, 2014 (regular session) meeting with one amendment. The sentence in paragraph one on page three reading, “Manager Onieal stated that a portion of the money that had been allocated to the Assistant Manager’s job will be temporarily re-allocated to cover the over-hire in Public Services necessary to prepare for succession with the announced retirement of Assistant Director Robert Hyatt and to provide an employee development training program in soft skills such as leadership development, team building, supervisory training and customer service skills”, shall be amended as follows:

“Manager Onieal stated that a portion of the money that had been allocated to the Assistant Manager’s job will be temporarily re-allocated to cover the over-hire in Public Services necessary to prepare for succession with the pending, but date-unannounced, retirement of Assistant Director Robert Hyatt, and to provide an employee development training program in soft skills, such as leadership development, team building, supervisory training, and customer service skills”.

The motion passed unanimously.

B. UNFINISHED BUSINESS

4. Public Hearing to consider rezoning of property at 1783 South Main Street

Manager Onieal asked Planning Director Paul Benson to give a summary of the proposed rezoning. Mr. Benson said the property consisted of five tax parcels with a total of 1.7 acres, located at the intersection of South Main Street, Norman Street, and Allens Creeks Road. The parcel fronting South Main Street is currently developed with a convenience store, gas pumps, car wash, and a free

standing ATM. The other four parcels are undeveloped. Mr. Tom Morgan, owner of the property, wishes to be able to establish a drive-thru lane for a fast food restaurant, which is planned on the property.

The Public Hearing was opened by Attorney Woody Griffin. No one from the audience requested to speak. Attorney Griffin closed the Public Hearing.

A motion was made by Alderman Greeley, seconded by Alderman Freeman, to adopt the map amendment as presented, changing zoning on five parcels located at 1783 South Main Street from South Main Business (SMB) to Hyatt Creek Regional Center (HC-RC). The motion passed unanimously.

5. Licensing Agreement with Brightfields Transportation Solutions to install and maintain Solar-Powered Electric Vehicle Charging Station at Montgomery Street Public Parking Lot.

Manager Onieal stated that on October 22, 2013 Board of Alderman approved the Town's participation in a partnership with Brightfields Transportation Solutions to construct and maintain as public infrastructure an electric vehicle charging station at the Montgomery Street Public Parking Lot. The project is being funded by individual private investment as well as a substantial grant from Nissan Corporation, which is being funneled through the State Energy Office. There is no direct cost to the Town for the construction and installation of the station, which will provide for two Level II charging stations and one DC fast charging station under canopy, with a capacity for eight parked vehicles, three of which may be charged at one time.

The completion of the grant process includes a licensing/lease agreement between the Town and Brightfields, effective April 1, 2014 for a term of ten years (renewable in additional five year increments). The agreement will move forward the construction permitting process.

A motion was made by Alderman Caldwell, seconded by Alderman Roberson, to approve the licensing agreement as presented and authorize the Mayor and/or Town Manager to execute the agreement on behalf of the Town of Waynesville. The motion passed unanimously.

6. Installment Financing Agreement for the purchase of 19 vehicles and related equipment (for departments of Police, Fire, Development Services, and Administrative Services) in the amount of \$825,650.00.

Finance Director Eddie Caldwell summarized an installment financing agreement pursuant to N.C.G.S. §160A-20 for the purchase of nineteen vehicles and their related equipment. Fifteen vehicles (15) and their equipment will be used by the Police Department, two (2) vehicles and their related equipment will be used by the Fire Department, one (1) vehicle will be used by Development Services, and one (1) vehicle will be used by the Administrative Services Department as a pool vehicle. Fifteen (15) "Alliance Prins VSI" auto gas conversion kits will also be purchased. These kits allow a vehicle to run on gasoline or propane gas, and extend the effective range of a single vehicle to nearly 700 miles on a single tank each. The total estimated cost for these purchases is \$825,650.00. The Town desires to finance over a five (5) year term:

15 Police vehicles and related equipment	\$ 572,290.00
15 Alliance Prins VSI auto gas conversion kits	\$ 84,000.00
2 Fire vehicles and related equipment	\$ 100,000.00

2 Development/Admin vehicles and related equipment \$ 69,360.00

Total project costs to be financed over a five year term \$ 825,650.00

Proposals were opened on January 31, 2014. Wells Fargo submitted the most attractive terms by offering five (5) years at 1.4% interest and the lowest total financing costs. Funds will be escrowed until vehicles are purchased and delivery is taken.

A motion was made by Alderman Freeman, seconded by Alderman Roberson, to accept the financing agreement offered by Wells Fargo in the amount of \$825,650.00, providing for a five (5) year term at 1.40%, and annual payments of \$172,030.71 and authorize the Mayor, Town Manager, and/or Finance Director to execute the financing agreement on behalf of the Town. The motion passed on a 4-1 vote, with Alderman Caldwell opposing.

7. Formal Bid Award FBR #103-44 for FY14 Police Patrol Vehicle Package

Ms. Julie Grasty, Purchasing Supervisor, said the budget for FY 13 – 14 included the purchase of fourteen (14) Police pursuit vehicles and one (1) investigations vehicle. On November 13, 2013 a Request for Proposal was distributed, and the bids were opened on December 5, 2013. The North Carolina State Contract was the lowest price with the only difference in specifications being a full-sized spare tire. North Carolina State Contract has a donut spare tire.

A motion was made by Alderman Freeman, seconded by Alderman Greeley, to reject all bids for the purchase, and purchase the police pursuit vehicles at the lowest available price off North Carolina State Contract #070B from Horace G. Ilderton LLC of High Point, NC, in the amount of \$318,990.00. The motion passed on a 4-1 vote, with Alderman Caldwell opposing.

C. NEW BUSINESS

8. Request to remove parcel at 180 Legion Dr (PIN 8615-25-5741) from Downtown Waynesville Municipal Service District (request of Realtor Bruce McGovern on behalf of client and property owner James Earley.)

Manager Onieal stated the property, located at 180 Legion Drive is currently the site of Ferguson's Plumbing Supply and is for sale.

Manager Onieal said the removal of any property from the MSD would have a detrimental financial impact on the entire district by shifting the cost burden to fewer property owners, and such removal may serve to encourage other property owners who benefit from being in the district to request removal simply in order to avoid the district tax. She stated that if the Board wishes to consider removal of the property from the MSD, a Public Hearing must be held to consider the impact before rendering any decision. The boundaries of the MSD were established many years ago with the knowledge and approval of the property owners in the district, expressly for the purpose of generating revenue for revitalization of the district and provision of additional services from which all district properties benefit.

Mr. Bruce McGovern spoke on behalf of Mr. Earley. Mr. McGovern stated that the property was bought by Mr. Earley in 1998 and he does not consider Legion Drive to be part of Downtown

Waynesville. Mr. Earley leases his building to a plumbing contractor and feels he is not benefitting from being in the Downtown Association or the Municipal Service District. It was noted that the municipal service district and associated taxes were in place when Mr. Earley first purchased the property.

Mayor Brown asked if anyone else wished to speak.

Richard Miller – Downtown Waynesville Board President

Mr. Miller said he would like to know if Mr. Earley had ever talked to DWA about his concerns and if he had asked what the DWA benefits were. Mr. Miller said if the Board decided to hold a Public Hearing, the DWA would have all the numbers and information Mr. Earley is requesting concerning the benefits he receives from DWA.

Philan Medford - 99 Pisgah Drive, Waynesville, NC

Ms. Medford said the benefits of DWA go far beyond the boundaries of the DWA district.

Teresa Pennington – Main Street Waynesville

Ms Pennington said this is a Pandora's Box and there are a lot of personalities involved. She says if Mr. Earley's property is taken out of the MSD District, other property owners may be encouraged to request to be removed from the District also.

Alderman Caldwell made a motion to hold a Public Hearing to consider removing the parcel at 180 Legion Drive (PIN 8615-25-5741) from the MSD. The motion died for lack of a second and no vote was taken.

9. Consideration of financial support for the potential conversion of County owned prison property for use as an emergency shelter, soup kitchen, and service center for the homeless.

Mayor Brown stated that he would like to see if the Board was interested in assisting Haywood County financially with the proposed project which would convert County-owned prison property to an emergency shelter, soup kitchen and service center for the homeless. Mayor Brown suggested the board might consider waiving fees associated with the project or providing subsidy for utilities. It was the consensus of the Board that the County pursue all other available avenues of financial support first, after which the Town may consider additional assistance as necessary.

10. Cancellation of February 25th regular meeting of the Board of Aldermen and setting March 7th as the date for the Board's annual retreat.

The consensus of the Board was to cancel the February 25th regular meeting of the Board of Aldermen, and set the Board's annual planning retreat for March 7th, 2014 – 8:30 am – 5:30 pm at the Harrell Center, Lake Junaluska Assembly.

D. COMMUNICATIONS FROM STAFF

11. Mid-Year Departmental Reports – All Leadership Staff

Parks and Recreation – Tim Plowman, Programs/Fitness Manager

Mr. Plowman stated the Parks and Recreation Department ended 2013 with the highest attendance since 2001 with 143,031 and was voted the best Fitness Center by the Mountaineer Reader Choice Awards for the third year in a row. The Recreation Center has the number one attended Silver Sneaker program in the state. There were additions of heated and air conditioned bathrooms, and the Waynesville Skate Park. Removals included the old pool house, and the house on Vance Street.

Finance – Eddie Caldwell, Finance Director

Eddie Caldwell, Finance Director, gave reports for the General Fund Schedule of Revenues and Expenditures. He stated the tax collections were up \$379,000 compared to this time last year, which includes fire protection fees. Expenditures are about \$526,000 higher than this time last year, but that the amounts were mostly attributable to capital projects that were carried over from FY13, including the skatepark construction. There was a 6% increase in water rates that contributed the \$70,000.00 rise in the water fund. He explained the revenues and expenditures in the sewer, electric, public works, and sewer funds. He noted the recent conversion of payroll to direct deposit, and purchase and installation of a new digital radio system for Public Services and Utilities departments.

Administration – Andrew Bowen, Management Assistant

Andrew Bowen, Management Assistant, stated the IT conversion was going smoothly. The first of many steps had been completed, with the next being network upgrades, with transition to the cloud, scheduled for sometime in the summer. Mr. Bowen said two engineers from VC3 have remained in Waynesville to complete the next step, and a considerable amount of work will be going on behind the scenes over the next couple of months.

Mr. Bowen said two art acquisition projects have been completed. The statues “Chasing Tadpoles” and “La Femme” have been successfully removed from the Biltmore Square Mall and placed in storage.

Human Resources – Andrew Bowen, Management Assistant

Mr. Bowen said Human Resource staff have recently undertaken a number of programs including a Blue Cross Blue Shield Health Insurance meeting to review plan history, blood borne pathogens training, hazardous communications training, wellness program, and the North Carolina W-4 new tax form requirements. Personnel activity in the last six months included 12 new hires, 6 promotions, 8 retirements, and 3 separations.

Development Services – Paul Benson, Planning Director

Mr. Paul Benson, Planning Director said there had been several notable projects in construction, including Taco Bell, Mattress Firm, and Wells Funeral Home renovation. The total building construction permit fees collected were nearly \$40,000. The North Main Complete Streets Study was completed in

November 2013 and the Historic Sign Review Guidelines were adopted in September 2013. A comprehensive revision of the sign ordinance was adopted in November 2013. Mr. Benson stated there had been 3 rezonings including 33 Bennett Street, 2566 Asheville Road, and 1783 South Main Street.

Fire Department – Joey Webb, Chief

Mr. Webb presented statistics comparing the estimated values of 2012 structure fires and 2013 structure fires. The total calls for the Fire Department was 2146 in 2013. 127 programs were offered for 127 hours with 5,554 participants.

Police Department – Chief Bill Hollingsed

Chief Hollingsed stated that now every uniformed Patrol Officer and TAC Officer have an agency issued or personal patrol rifle. He said a multi-agency Drug Task Force had been formed with members Sergeant Tyler Trantham, Detective Brad Miller, and Detective Rob Skiver. Chief Hollingsed said there had been approximately 24,033 calls for service with persons and property crimes decreasing.

Public Services & Utilities – Fred Baker, Utilities Director

Electric Department

Mr. Baker said some of the projects for the Electric Department included the LED street lighting, changing to the AMR Meters, and rebuilding the overhead line on Hazel Street and Maple Street with Sunnyside Street being done in the future. Mr. Baker said the Electric Department is back up to full staff after being short two positions for most of the fall.

Street & Sanitation Division

Mr. Baker said because of the rainy weather, the Street Department had done a lot of work on storm drains and ditching throughout the Town. There also have been a lot of paving projects completed in the last six months of the year.

Waste Water Treatment

Mr. Baker said there had been no violations in the Waste Water Treatment Plant and there had been three good inspections from DENR. The department built and installed one new thermo blender screw and a new pasteurization vessel which saved the Town money.

Water Treatment

Mr. Baker said several employees in the Water Plant had received certifications, and in plant operations the filter valve actuators and pipe gallery repainting projects had been completed. The Watershed timber harvest is in process now and the initial design work for flocculator/flash mix replacement has begun. He said there had been no MCH or monitoring violations.

E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN

No Comment

F. CALL ON THE AUDIENCE

No Comment

G. ADJOURN

There being no further business, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn at 9:30 p.m. The motion passed unanimously.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Eddie Ward, Deputy Town Clerk