

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
MARCH 25, 2014**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, March 25, 2014 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
Amie Owens, Town Clerk
Andrew Bowen, Management Assistant
Joey Webb, Fire Chief
Dee Massey, Fire Department
Bill Hollingsed, Police Chief
Brandon Gilmore, Police Department
Zach Falkenberry, Police Department
Andrew Plemmons, Police Department

Representing the Media:

Becky Johnson, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and thanked those who participated in the memorial service for Lt. Col. Robert Brown.

2. Proclamation – Letter Carriers’ Food Drive Day on May 10, 2014

Mayor Brown noted that he signed a Proclamation on behalf of the Town for the annual Letter Carriers’ Food Drive on May 10, 2014. Food items collected are distributed within Haywood County to various food pantries and organizations. He encouraged citizens to participate.

PROCLAMATION
“Letter Carriers’ Food Drive Day”

May 10, 2014

WHEREAS: *Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation’s largest one-day food drive, distributing the donations to local food banks; and*

WHEREAS: *The Letter Carriers’ Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than a billion pounds of food have been collected; and*

WHEREAS: *I would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers’ efforts to help those in need in our community.*

NOW, THEREFORE, I, the Mayor of the Town of Waynesville by the authority vested in me, do hereby proclaim Saturday, May 10, 2014 as **“LETTER CARRIERS’ FOOD DRIVE DAY”** in the Town of Waynesville, and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail—and together, we can all help to feed our hungry.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Waynesville, North Carolina to be affixed this 10th day of March 2014.



TOWN OF WAYNESVILLE

Gavin A. Brown
Mayor

Manager Onieal mentioned several calendar items including:

- March 28 – Board Retreat at Lake Junaluska Assembly
- March 31 – Council of Government Meeting – Town of Canton hosting – location changed from Colonial Theater to Sid’s On Main

Three additional items were noted that were not on the calendar –

- April 3 - Hire Haywood Job Fair – sponsored by Haywood Community College
- April 26 - Relay for Life – Benefit Wine Race beginning at 2 p.m
- April 26 - Smoky Mountain 9-Ball Tournament, coordinated by Alderman Caldwell, at the Armory.

3. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Roberson, to approve the minutes of the March 11, 2014 (regular meeting session) as presented. The motion carried unanimously.

B. REPORTS & PRESENTATIONS

4. K-9 Portrait Presentation

Ms. Mary Ford, Volunteer Coordinator for the Waynesville Civilian Police Academy explained that the group wanted to do something to honor the canine officers. Ms. Hepsy Patrick made contact with artist Glen Newman, from Lexington, Kentucky. The portraits were presented in memory of Teddy (deceased) and in honor of Arco, Levi and Valor by the Alumni of the Waynesville Civilian Police Academy. Chief Hollingsed thanked the group for this wonderful gift and added that this means a great deal to the handlers. Chief Hollingsed also read a dedication plaque for Teddy that will be placed outside of the police station acknowledging his service and designation as the first drug dog on the force. He also introduced the officers who work with the K-9s – Sergeant Brandon Gilmore, Arco’s handler and was Teddy’s handler; Officer Zach Falkenberry, Valor’s handler; and Andrew Plemmons, Levi’s handler. It was noted that Levi is the only bomb dog in Western North Carolina. Sgt. Gilmore outlined the selection and training processes for these K-9 officers and their monthly and annual certification requirements, he added that these K-9 officers and their handlers live and work together. Mayor Brown thanked Ms. Ford and all of the volunteers for their exceptional gift and their service. He added that the K-9 portraits would be displayed in the police department and the plaque would be out front.

5. ARC of Haywood County

Denise Coleman, Executive Director, ARC of Haywood County provided an annual report. Ms. Coleman began by explaining that March is IDD (Intellectual Development Disabilities) Month and noted that there were two individuals who would be speaking about the Apartment Living Program. Some statistics provided by Ms. Coleman include: 36 ARCs in NC with only 2 west of Asheville; Haywood County has 4 group homes with 3 of these in Waynesville with 5 to 6 individuals per home.

Ms. Coleman noted that funding for ARC of Haywood County is through the state and Medicaid funding; the agency is not subsidized by the national ARC, but rather pays dues to that organization for lobbying and policy efforts. She explained that 2012 managed care impacted the agency due to

unfunded mandates resulting in static or decreased funding and increased costs. ARC depends on donations and fundraisers such as the Smoky Mountain 9-Ball Tournament. Ms. Coleman informed the board of the advocacy efforts both by the organization and by participants for policy implementation and legislation.

Ms. Coleman described the Action Club that works in conjunction with the Kiwanis Club, to complete service and leadership projects. The Action Club did their first scrapbook project and won first place in North and South Carolina and third place nationally. Ms. Coleman indicated that the most underfunded program is the Apartment Living Program. This program is the culmination of other programs that allows the participants to live alone in their own apartment. The funding provided by the Town of Waynesville goes to this program. Ms. Coleman asked two of the participants in the program to address the board.

Rebecca Bender explained to the board that she has learned how to cook, do housework and yard work and live on her own. She attends church and sings in the choir. Ms. Bender has worked for Haywood Vocational Opportunities (HVO) for 16 years and is enjoying living on her own and learning something each day.

Cliff Vanderven also addressed the board and told of his activities such as walking downtown, gardening and cooking. Mr. Vanderven has worked for HVO for 5 years. He was very appreciative of the ARC staff for their assistance.

Mayor Brown thanked Ms. Coleman for the report and thanked Ms. Bender and Mr. Vanderven for sharing their experience.

C. NEW BUSINESS

6. Haywood Arts Regional Theater (HART) – Request for Capital Project Funding

Steven Lloyd, Executive Director, Haywood Arts Regional Theater (HART) addressed the board with a request for capital project funding for a new addition, Stage II. Mr. Lloyd explained that the annual impact of the HART Theater is approximately \$2.4 million for the local economy. Currently, the season runs from May through October with several weeks in between productions. With the building of another stage, additional shows can be held simultaneously allowing for a full season with no interruptions. Mr. Lloyd explained the multiple uses of the existing facility and the potential for expanded services including easily accessible rest rooms for outdoor events.

Mr. Lloyd noted that construction for the building should begin within the next few weeks utilizing a local architect and builders. The total cost for the facility is approximately \$1 million with \$670,000 already raised in contributions. The request before the Board is for \$25,000 in FY2015 and \$25,000 in FY2016. An identical request has been made to Haywood County. Mayor Brown inquired when the building would be completed. Mr. Lloyd indicated that the target date is by November 2014 with a plan to operate the entire 2015 season with no lag between productions. He provided a brochure with the design renditions and explained that the new facility would have a café bistro for those wishing to dine before a show, and that the café would be open for breakfast during Farmer's Market days. The new stage would be a three-quarter round facility that could be reconfigured depending on the audience size or stage needs. He also noted that the area between the two buildings

would be terraced as amphitheater space for outdoor shows. Alderman Caldwell asked the size of the new stage. Mr. Lloyd noted that the current stage is 11,000 sq. ft. and the new stage would be 8,000 sq. ft.

Alderman Roberson inquired how shows on the new stage would differ from main stage productions. Mr. Lloyd responded that plays will move into smaller space with musicals primarily on main stage. If there are less well known musicals or plays, they would be in the new space. Mr. Lloyd concluded by noting that with the new facility, there are three performance areas – main, second and studio theaters for all to enjoy. Mayor Brown thanked Mr. Lloyd for his presentation. Any contribution to this project will be considered during the upcoming budget process.

7. Surplus Fire Pumper – Authorization for Sale to Haywood Community College

Fire Chief Joey Webb explained that the Town had an older fire truck in Hazelwood that was not being used and was to be surplus. Dee Massey, Training Coordinator at Haywood Community College (HCC) and Town of Waynesville Fireman, asked if HCC could purchase and use for training purposes. Chief Webb noted that usually an in-service truck had to be scheduled for use with training and this could be problematic if there was a fire while training was going on. HCC has agreed to purchase the surplus Fire Pumper for training purposes at a sale price of \$4,500. HCC will maintain the truck through its mechanic and body shop programs. Chief Webb requested authorization to sell the surplus fire pumper to HCC.

Manager Onieal reminded members that they had delegated authority to the manager to surplus equipment with fair market value up to \$30,000, but wanted to bring this particular item to the Board for approval as a fire truck is such a substantial public asset, even though it's current fair market value is substantially below the threshold requiring board approval. In addition, she emphasized this seemed like an excellent example of two public agencies working together for the public good. Chief Webb noted that HCC is working on building a public safety training center that will include a burn tower, burn building and classroom area and garage where the truck could be housed and serviced. Aldermen Roberson asked how this would benefit the Town. Chief Webb explained that volunteer firefighters from Haywood and surrounding counties would use the facility for training and that all county fire departments have mutual aid agreements with one another, so it is to everyone's benefit that these facilities and equipment be available to all firefighters in maintaining their professional skills.

Alderman Caldwell made a motion, seconded by Alderman Freeman, to authorize the sale of the surplused 1988 Ford F-8000 pumper truck to Haywood Community College for the purchase price of \$4,500. The motion carried unanimously.

8. Community Video Showcase

Mr. Bowen explained that the Town was approached by CGI Communications to record a community video showcase consisting of several 3 to 5 minute productions about the Town and its amenities and attractions. CGI Communications has been working closely with the National League of Cities' and US Conference of Mayors to provide community profiles in an effort to generate economic and small business development. There is no charge to the Town for these videos and local businesses would be approached to advertise on the videos. Mr. Bowen noted that there would be benefits for the Town including professionally filmed community profile, use of videos on higher traffic websites like relocate.com and available in multiple formats for use on website or other social media. He added that

the Town would be responsible for the content as well as the scripting for the videos. A sample introduction letter was included in the packet that would be sent out from the Town to local businesses explaining the relationship between CGI Communications and the Town as it relates to the videos and offering the opportunity for them to participate. Alderman Greeley noted that he had been approached by the Town of Canton for the same program. The videos could be produced this summer. Mr. Bowen requested approval to proceed with this project. Mayor Brown commented that if successful, consideration should be given to doing a profile on local non-profits or with partners such as the TDA or Chamber of Commerce. He agreed that this could benefit the Town.

Alderman Roberson made a motion, seconded by Alderman Greeley, to authorize staff to work with CGI Communications to develop a series of video clips under the auspices of the National League of Cities' and the US Conference of Mayors' Community Video Showcase Program as presented. The motion carried unanimously.

D. COMMUNICATIONS FROM STAFF

9. Town Manager – Marcy Onieal

Manager Onieal explained that she, the Mayor and Mayor Pro Tem attended the Mountain Projects Community meeting on human service needs. This was a collaborative effort between multiple agencies to discuss possible options for services housed primarily at the former Department of Corrections Facility. Services include soup kitchen, halfway house and homeless shelter. Haywood County will lease space to the agencies for \$1.00 per year. Mayor Brown added that he was impressed by the number of individuals present and the work done by volunteers. He noted that the faith-based community is providing most of the services with no government funding. Alderman Greeley echoed that this meeting provided an awareness of the agencies out there who can provide assistance and that a long-term plan is being developed including recruiting and volunteer efforts. Mayor Brown expressed his appreciation for the efforts of law enforcement (Town and County) for rehabilitation and the collocation of services. Manager Onieal explained that this holistic view of individuals was unique in dealing with the needs in the community. She added that the Town has been asked to partner with the County to look at the facility and infrastructure needs and assess the costs of any necessary improvements. An inspection will be done on the kitchen facility March 27 to determine what would be required for operation

Mr. Bowen reported on the activities of the Waynesville Public Art Commission (WPAC). He noted that new signage was placed at the "Wildflowers of the Smokies" and archway pieces in the mini-park at the corner of North Main and Depot Streets. The WPAC has been discussing a location for the piece "Chasing Tadpoles" and is recommending a spot in Frog Level. The artist, Bill Eleazar, was concerned about the location chosen by the WPAC. Mr. Bowen explained that the WPAC chose that spot based on the stipulations of the Medford Grant to beautify and be visible to the community. A grant for \$4,000 has been received for relocation of the piece. The Tuscola High School masonry class could do the rockwork on the base and the Town would handle landscaping. Mr. Bowen provided a design rendition of the piece at the proposed location for the board to review. Mayor Brown commented that from discussion, the Board's general feeling that this is the best location and is the recommendation from the WPAC. Mr. Bowen will continue working with the WPAC.

Manager Onieal explained that Ms. Owens and Mr. Bowen are working on a Town-wide communications plan to expand the means and methods of intentional public communications, both

internal and external to enhance transparency, public engagement, general knowledge and awareness regarding town programs and services and customer/citizen relations. Manager Onieal asked Mr. Bowen to report on the social medial and website trends since those two communication vehicles were launched in January. Mr. Bowen noted that the number of Facebook "likes" has increased since the implementation of website design and content changes. Some of these changes include a weekly "Historic Fact" on the home page and regular, sometimes daily, postings to Facebook. He commented that the IT Committee is reviewing all departmental pages and adding information and pictures. Individuals in departments are being trained to update calendars and departmental pages. Manager Onieal asked members to look at the website and contact her or Mr. Bowen with suggestions.

Manager Onieal explained that due to recent damage to concrete ramps at the skatepark, the Recreation and Parks Advisory Commission is recommending a policy revision to limit the use of the skatepark to skate boards and roller blades only. BMX equipment has been identified as causing the damage. Mayor Brown asked if the ban would be on BMX only. Members discussed the possibilities and it was decided that all bicycles would be banned from the skatepark. Manager Onieal added that the concrete can be repaired, but unless something is done to modify use, it will recur and could become dangerous for skateboarders. Alderman Caldwell expressed that the original idea behind the skatepark was specifically for skateboarders, scooters and skaters not for a bicycle park. Manager Onieal noted that signage reflecting this change would be added. This is an administrative policy change to protect property and those who use it.

Manager Onieal explained that she had been approached by NCDOT to add decorative treatment to the Howell Mill Road Bridge such as railing and lighting. NCDOT has set aside a small amount of money for this purpose and will not provide full pedestrian or highway lighting, but 4 lights will be placed by at bridge ends. They will install conduit and the Town can come back later to add additional matching lights in order to tie in with Greenway lighting which ultimately will connect up to and cross the bridge. Manager Onieal noted that since this is outside of the town limits, the lights do not have to adhere to town ordinances and the Board may wish to consider whether the Town wishes to support lighting at all in the area, since Howell Mill is a state road outside our jurisdiction . She provided examples of possible lighting to be used, members discussed, and the light with the downturned shade was the consensus.

Manager Onieal noted that the FY 2014-15 Budget preparation is moving forward with all departments turning in their in budget requests. Mr. Caldwell is compiling the information and will be meeting with departments over next few weeks. Manager Onieal polled the board regarding the best day of the week for budget work sessions in May. All agreed Fridays were preferable.

Manager Onieal provided an IT update, explaining that the addition of Microsoft Exchange will occur soon which will provide for email addresses for all town employees and will coincide with implementing a new domain name. All email addresses will convert from @townofwaynesville.org to waynesvillenc.gov. The Exchange server will allow for easier scheduling and offsite email access by all employees and board members. Manager Onieal added that VC3 will test all of the unique software applications utilized by each department prior to going live on the cloud later this summer. She explained that the response time and reporting capabilities of VC3 are impressive and that VC3 provides synopses of problems and their resolution in real time as they occur. Manager Onieal reported that the IT team is meeting every other week and that communication regarding upgrades, changes and logistics is good between departments related to future actions.

Manager Onieal provided an update on the Junaluska Merger. She noted that the Steering Committee from the Lake is busy building relationships with legislators. The two petitions, one to property owners and one to registered voters, have been returned. At this point, responses from both petitions reflect two-thirds support for annexation from the entire population of each group, not just respondents. Manager Onieal added that she and the Mayor meet with the Steering Committee weekly.

Manager Onieal was approached by Joanna Swanson from the Commission for a Clean County (CCC) to plan the Waynesville Clean-Up Day for May 10. The CCC would like the Board to tell them a specific area for clean-up. Members discussed and determined that Pigeon Street would be a suitable location.

Manager Onieal noted that the Wellness Program Kickoff is on April 1. The Movbands, wristbands that record movements, are available to the Board and staff for \$14.00 each and may be payroll deducted. Interested members should contact Ms. Langston in Human Resources.

Manager Onieal reminded the Board that Direct Deposit is available for Board members and participation is encouraged.

Manager Onieal provided the Board with the Retreat Agenda and asked them to review. Additional items can be added at the end of the day if necessary. She explained that the first half of the day would be structured and Ms. Owens will be there to record the morning activities. Manager Onieal added that the facilitator-led exercises will help the board articulate a future vision by focusing on five to ten priority areas as determined by the board.

Manager Onieal noted several employee recognitions including:

- Marvin Crawford – Public Services Employee of the Month for February. Public Services is the largest Town department; Mr. Crawford, in absence of supervisor and department director, took over responsibility of department ensuring that there was no interruption in services for the public. She added that the Town is committed to finding ways to acknowledge and encourage employees.
- Cody Stiles received his A-Surface Operator Certification which is the highest level of certification one can receive and is the on-call person for the Water Treatment Facility. Manager Onieal noted that these certifications are part of succession planning efforts. Congratulations to Mr. Stiles on this accomplishment.
- Brittany Buchanan and Margaret Langston were recognized for their planning and execution of the 2014 Employee Health Fair. Manager Onieal commented that this was an outstanding fair with all municipalities participating and that there was a great deal of work that went into this event.

Manager Onieal reported on two additional items:

- She received notice that the NCDOT rail division project between Shackford and Buffalo Lane would be let out for bids on April 22 and construction should begin in June.
- She received communications from Duke Energy Progress (DEP) regarding the true up charges for wholesale power purchase in January, which is a variable cost. It was the largest true up cost in the Town's history, amounting to an additional \$220,000 for one

month. According to Mr. Caldwell, this amount has rarely, if ever, gone over \$80,000. The recent charge represents a 150% increase in the cost of estimated power. The reason given for this increase was high demand in January. The Town's energy consultant, Kevin O'Donald, has requested an audit from Duke Progress on the Town's behalf.

Mayor Brown acknowledged that the Town has been below DEP rates on residential service. Manager Onieal noted that beginning April 1, 2014 a \$1.00 per month increase in residential base rate will be applied for the next five months. The current rate is approximately \$5.00 less than DEP residential rates. There will continue be incremental increases in the monthly retail rates in preparation for the wholesale contract renewal which is expected to bring 14-20% increase in purchase power costs beginning January, 2016.

E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN

F. CALL ON THE AUDIENCE

There was no comment from the audience.

G. ADJOURN

There being no further business, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn. The motion passed unanimously.

The time of adjournment was 8:58 p.m.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Amanda W. Owens, Town Clerk