

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
June 23, 2015

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Monday, June 23, 2015 at 6:30 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 6:30 p.m. with the following members present:

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

The following staff members were present:

Marcy Onieal, Town Manager
Woodrow Griffin, Town Attorney
Amie Owens, Town Clerk
Eddie Caldwell, Finance Director
David Foster, Public Services Director
Preston Gregg, Town Engineer
Catherine Hughes, MPA Intern

The following media representatives were present:

Mary Ann Enloe, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting. He noted that he and his wife were celebrating his 25th anniversary today and Alderman Freeman will be celebrating the 26th anniversary with her husband tomorrow.

Mayor Brown noted that the following calendar events:

- June 26th - Street Dance – downtown Waynesville
- July 4th – Children’s Parade – downtown Waynesville – the Mayor leads this parade
- July 17th – Folkmoot Parade – downtown Waynesville – Noon
- July 16 – July 26 – Folkmoot – various venues

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Greeley, to approve the minutes of the June 9, 2015 regular meeting, as presented. The motion carried unanimously.

B. PUBLIC HEARING

3. Public Hearing to Consider FY 2015/2016 Proposed Budget (continued from regular meeting of June 9, 2015)

Town Attorney Griffin called the public hearing to order at 6:32 p.m. He noted that the public hearing was being continued from the previous regular meeting. Attorney Griffin reminded attendees that they should raise their hands and be recognized, approach the lectern and provide name and address, and limit comments to three (3) minutes. He asked if anyone wished to address the board.

Tony Beamon, representing Mountain Mediation Services, explained that the organization serves the seven western-most counties. They provide training in schools regarding bullying and conflict resolution. Mr. Beamon provided some statistics related to Waynesville/Haywood County. There were 426 mediations in 2014 with 77% resolved never having to go to court, saving both time and money. He highlighted the fact that approximately 1,000 students are provided with training with 660 being at Waynesville Middle School. Mr. Beamon asked that while the board was considering the budget this year to remember Mountain Mediation and the services provided. He added that the administrative costs for services are low and there are many volunteers who serve the organization. Mr. Beamon thanked the board for their continued financial support of Mountain Mediation.

No one else addressed the board, and Attorney Griffin closed the public hearing at 6:35 p.m.

C. NEW BUSINESS

4. Adoption of the FY 15-16 Annual Operating Budget Ordinance - #O-06-15

Alderman Freeman made a motion, seconded by Alderman Greeley, to adopt Budget Ordinance #O-06-15 establishing the Fiscal Year 2015-16 annual operating budget for the Town of Waynesville as presented.

Discussion was held regarding several budget items prior to approval including:

Special Appropriations

Mayor Brown opened discussion related to the budget by noting that there were some changes made to the special appropriations at the last meeting including the addition of funds for the Shelton House and the SHIP program. Other additions necessary include \$10,000 for the Cycle North Carolina Event in September as well as a contribution to Mountaineer Little League. Alderman Caldwell added that Manager Onieal had called attention to the fact that due to the confusion surrounding Mountain Projects' application and use of different titles for the multiple programs under which they had applied for funding over the years, if the board wished to provide the same amount of funding for Mountain Projects as had been provided last year, the total amount of funding to Mountain Projects should be adjusted to \$11,500. Manager Onieal confirmed that \$11,500 was budgeted for Mountain Projects, but that Alderman Caldwell's recommended worksheet had only shown \$6,500.

Personnel/Benefits

Manager Onieal explained that there had been discussion at the special called meeting on June 22 regarding some personnel items. Manager Onieal submitted a revised proposal noting that the

funding amount (5%) was not changed, but she provided additional detail as to the allocation of the 5%. The following was proposed (all amounts are approximate and rounded off for simplicity of presentation purposes):

- Implement new pay chart for Police Department, based on market and career track study at a cost of \$107,000, effective 07-16-15
- 1.5% COLA = \$100,000 for all other employees and non-sworn Police personnel (at \$715/employee), effective 07-16-15
- 1% equity adjustments = \$65,000 to be applied by 8/30/15 on a case by case basis for positions remaining significantly out of line with market rates, after above adjustments
- Remaining \$53,000 to be available January 1, 2016 for initial career track adjustments in other departments as standards are fine-tuned over the coming six months.

Mayor Brown reminded members that a motion and second had been received and asked members to vote related to approval of the budget.

Alderman Freeman made a motion, seconded by Alderman Greeley to adopt Budget Ordinance #O-06-15 establishing the Fiscal Year 2015-16 annual operating budget for the Town of Waynesville as presented. The motion carried unanimously.

Mayor Brown thanked Manager Onieal and Finance Director Caldwell and staff for their work on this budget. He noted that this was a continuation budget with emphasis on employees. Mayor Brown thanked the board for their careful consideration of the budget as well. Manager Onieal added that the staff has held the line on budget and worked hard to implement a number of efficiency and effectiveness measures to allow for improvements while maintaining scope of services and programs, while still spending 2.4% less than last year. This highlights the high performance, creativity and productivity of our employees.

5. Adoption of FY 15-16 Financial Operating Plan for Two Internal Service Funds #R-07-15

Mayor Brown explained that the two internal service funds were developed as a way to properly allocate the full cost of shared services and more accurately allocates costs back to individual departments.

Alderman Caldwell made a motion, seconded by Alderman Roberson, to adopt the Resolution on Financial Operating Plan for Two Internal Service Funds (#R-07-15), Asset Services Management and Garage Operations, as presented. The motion carried unanimously.

6. Adoption of FY 15-16 Fee Schedule

Manager Onieal noted that the only fee that increased was the water rate (by 5%) per the 2006 Asset Management plan and a reduction in commercial solid waste collection fees. Manager Onieal reminded members that the business privilege license was eliminated by the legislature effective July 1, 2015. Manager Onieal added that there is a business registration fee in this budget; however, it is still subject to adjustment by the legislature. The proposed rate is \$25.00 per business which will generate

approximately \$16,000 to cover costs of routine inspections and zoning enforcement directly associated with business services, as compared to the approximate \$150,000 that would have been generated annually by the business privilege license fees.

Alderman Greeley made a motion, seconded by Alderman Roberson, to adopt the FY15-16 Fee Schedule, as presented. The motion carried unanimously.

7. Special Appropriations

Discussion was held earlier in the meeting related to the special appropriations and amendments made.

Alderman Caldwell made a motion, seconded by Alderman Roberson, to approve the FY15-16 Special Appropriations Schedule, as amended. The motion carried unanimously.

8. Resolution (#R-08-15) approving a stipend adjustment for future Mayor and Board of Aldermen Members

Mayor Brown explained that the resolution was to increase the stipend for future board members. He noted that a sitting board cannot raise its own pay. This stipend increase was discussed and approved in the budget workshops last spring. Manager Onieal added that the stipend would not go into effect until a new board is seated, and that the proposal also provides that any time a cost of living increase is provided across the board for all employees on a percentage basis, a similar cost of living adjustment will be made to the board stipend, without requiring additional board action.

Alderman Roberson inquired as to how the Waynesville alderman stipend compares to other municipalities. Manager Onieal responded that it is somewhat higher than neighboring municipalities, particularly considering that the Town also provides health insurance to board members as well, but that regionally board salaries seem to range anywhere from \$2,500 and \$9,000 per board member per year, with some board members choosing to forgo their allocated stipend altogether and some larger areas having additional perks such as insurance or technology or travel stipends. She indicated she would be happy to provide actual survey data at the next available opportunity.

Alderman Caldwell made a motion, seconded by Alderman Greeley, to adopt the Resolution (R-08-15) approving the stipend adjustment for Future Mayor and Board of Aldermen members, as presented.

9. Personnel Policy Updates

Manager Onieal explained that during budget discussion for the previous fiscal year, several changes were approved by the board for inclusion in the coming year budget process to be added to employee benefit package, some of which are just budgetary and are incorporated as part of the manager's proposed budget and others which will appear as amendments to the Town's existing benefit plan policies. The specific areas were:

- Term Life Insurance will equal 1 x annual salary (with a \$25,000 minimum)
- 401K Benefit (town contribution) which should be effective with first day of employment
- Board member's stipends will be increased (Res. 08-15) any time a percentage cost-of-living adjustment is provided across the board to all employees
- Newly hired employees who are transferring from another unit of local or state government may transfer unused sick leave if their former unit participated in the NC Local Government Employee Retirement System and proper documentation is provided from the previous employer.
- Newly hired employees will receive credit for years of service in calculating annual leave for total years served in any unit of government which participates in NCLGERS. For example: if an individual has served for 10 years with another unit and transfers to Waynesville, they would accrue annual leave based on their 10 years of service, rather than that of an employee with no NCLGERS service.
- Paid Holiday schedule matching the State Employees' holiday schedule

Alderman Roberson expressed that he felt that employees should have to serve their probationary period to allow for training and assessment time to best assess the contribution and willingness to remain with the Town. Discussion followed and examples provided regarding those who had been serving in local or state government versus those individuals who were coming in with little to no experience as well as those who may have served, but had taken a hiatus between positions. Manager Onieal noted that this benefit would help to illustrate Waynesville's commitment to the employees and serve as a gesture of good will for new hires.

Mayor Brown clarified that if someone was transferring from a municipal or county system within six months of previous service that the probation period should be exempted. Members agreed that the new language in the policy should read as follows:

Newly hired employees shall be entitled to receive an employer contribution of 5% of gross earnings into the Town-sponsored 401(k) account effective from first day of employment provided that: a) the individual transfers from another municipal, county or state position to the Town of Waynesville and b) there has been less than six (6) months break in service. Employees who have no employment history with local or state government or whose break in government service is greater than six (6) months will be subject to the probationary period before employer 401(k) contributions may begin.

Alderman Roberson made a motion, seconded by Alderman Caldwell, to approve the change in language relating to the employer contribution to the 401(k) account as indicated above. The motion carried unanimously.

Alderman Roberson made a motion, seconded by Alderman Greeley, to approve the personnel policy revisions to Article IX sections 4 & 7, and Article X sections 5 & 11, as presented. The motion carried unanimously.

10. Appointments to Boards and Commissions

By consensus, the Board agreed to use written ballots for their voting process and to appoint board and commission members based on those nominees receiving the highest number of votes for each open position.

Mayor Brown asked Town Clerk Amie Owens to tally the votes from the ballots completed and turned in by each Board member, requesting that the ballots remain on file for documentation purposes. The Clerk reported appointments as follows:

ABC Board - (1) vacancy (3-yr term ending June 30, 2018)

There were two (2) applicants – Raymond Ezell and Danny Wingate.
From the ballot tally, Mr. Ezell received five (5) votes and is re-appointed to the ABC Board.

Historic Preservation Commission – (3) vacancies (3-yr term ending June 30, 2018)

There were two (2) applicants – Coley Bartholomew and Bette Sprecher.

From the ballot tally Ms. Sprecher received five (5) votes and Ms. Bartholomew received three (3) votes. Both applicants are appointed to this commission. There still remains one vacancy on the Historic Preservation Commission

Planning Board – (3) vacancies, (3-yr terms ending June 30, 2018)

There were three (3) applicants – H.P. Dykes, Jr., Shell Isenberg and Danny Wingate. All three applicants were incumbents on the Planning Board with no further applications received.

From the ballot tally, Mr. Dykes, Mr. Isenberg and Mr. Wingate all received five (5) votes and are re-appointed to the Planning Board.

Public Art Commission – (3) vacancies (3-yr term ending June 30, 2018)

There was one (1) applicant – Jan Griffin. From the ballot tally, Ms. Griffin received five (5) votes and Ms. Griffin is reappointed to the Public Art Commission. There are still two (2) vacancies on the Public Art Commission.

Recreation and Parks Advisory Board – (3) vacancies (3 yr-term ending June 30, 2018)

There were four (4) applicants – Andrew Bowen, J. Wallace Messer, Lee Starnes and Heath Sutton.

From the ballot tally – Mr. Messer and Mr. Starnes received five (5) votes; Mr. Sutton received four (4) votes. Mr. Messer and Mr. Starnes are re-appointed to the Recreation and Parks Advisory Board and Mr. Sutton is appointed for his initial term.

Waynesville Housing Authority – (1) vacancy (5-yr term ending June 30, 2020)

There were two (2) applicants – Alfred Earl Caldwell and Melanie Holmes.

From the ballot tally, Mr. Caldwell received three (3) votes; Ms. Holmes two (2) votes. Mr. Caldwell is appointed for his initial term to the Waynesville Housing Authority.

Zoning Board of Adjustment - (2) vacancies – one is an ETJ representative (3-yr term ending June 30, 2018)

There were two (2) applicants – Neal Ensley and Henry Kidder. From the ballot tally, Mr. Ensley received five (5) votes and Mr. Kidder received four (4) votes. Mr. Ensley is re-appointed to serve on the Zoning Board of Adjustment following confirmation from the Haywood County Board of County Commissioners. Mr. Kidder is appointed to his initial term on the Zoning Board of Adjustment.

Ms. Owens will formally notify these individuals and the chairs of each board or commission of these appointments. Ms. Owens added that there will be an appreciation reception planned for July or August for all of the members of these volunteer boards. An orientation will be provided to all members at the time of the reception.

D. COMMUNICATIONS FROM STAFF

11. Town Manager – Marcy Onieal

Manager Onieal had no additional information to report.

12. Town Attorney – Woody Griffin

Attorney Griffin had no business to discuss.

E. COMMUNICATIONS FROM MAYOR & BOARD OF ALDERMEN

Alderman Caldwell received a call about Locust Drive near Smoky Mountain Cycles. There is no speed limit sign and the road is being used for speed testing. He requested that the Police Department do a traffic study and post the appropriate speed limit signage.

Alderman Greeley added that if there was more police presence in that area, it may help and to have some assistance in cleaning up the ditches.

F. CALL ON THE AUDIENCE

No one addressed the board.

G. CLOSED SESSION

Mayor Brown noted that the board would be going into closed session to discuss personnel matters (the manager's annual performance review) as permitted under NCGS § 143.318.11 (a)(6).

Alderman Greeley made a motion, seconded by Alderman Caldwell to enter into closed session. The motion carried unanimously.

The board entered closed session at 7:07 p.m.

The board returned from closed session at 8:50 p.m.

H. ADJOURN

There being no further business to discuss, Alderman Greeley made a motion, seconded by Alderman Roberson, to adjourn the meeting at 8:51 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Marcia D. Onieal, Town Manager

Amanda W. Owens, Town Clerk