

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**August 25, 2015**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, August 25, 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

The following media representatives were present:

Mary Ann Enloe, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting.

Mayor Brown asked Manager Onieal to update regarding calendar events. Manager Onieal called attention to the following changes to the calendar since its last publication:

- August 26 – the opening of Haywood County Fair – elected officials are encouraged to attend and be recognized during the opening ceremonies.
- September 2 – Issues and Eggs Candidate Forum sponsored by the Haywood Chamber.
- September 15 – the NC Local Government Commission is offering a workshop on Financial Fiduciary Responsibilities of Elected Officials in Morganton 1:00 p.m. until 4:30 p.m.
- May 2016 – The required Ethics Training for all elected officials is scheduled

Manager Onieal noted one correction to the calendar related to the Boards and Commissions Appreciation Luncheon. This event was rescheduled from August 18 to October 8; however, it has been rescheduled again due to a conflict with the venue. The new date is Tuesday, September 29, 2015 and invitations are being re-sent for this event.

2. Adoption of Minutes

***Alderman Caldwell made a motion, seconded by Alderman Roberson, to approve the minutes of the August 11, 2015 regular meeting, as presented. The motion carried unanimously.***

**B. PRESENTATIONS**

3. Haywood Waterways Association Presentation

Eric Romaniszyn, Executive Director of Haywood Waterways Association (HWA) provided a short video regarding the watershed restoration activities occurring in Haywood County and highlighting the various partnerships required for this success, noting the Town's support and Manager Onieal's participation in the filming of the video. Following the video, Mr. Romaniszyn provided some statistics and activities reporting. He explained that HWA has entered its ninth year assisting the Town with Phase II Stormwater permitting including outreach and public presentation of this information. HWA has been instrumental in the various Adopt a Stream clean-ups and storm drain stenciling utilizing over 100 volunteers to stencil 100 drains within the Town as a way to raise awareness of stormwater runoff. Mr. Romaniszyn added that these clean ups have netted over 6,000 lbs. of trash from local streams. He explained that Richland Creek is still on impaired listing with the state; however, there has been a reintroduction of fish and biologists are seeing reproduction of fish. With this positive news, it is hoped that the entire stream off the impaired list in 2018. Mr. Romaniszyn thanked the funders and partners for their support and pledged to continue working to keep Richland Creek off the list in the future. Mr. Romaniszyn noted that within the Phase II stormwater project is the fixing of failing septic systems. To date, 40 systems have been repaired resulting in about 14,000 gallons of untreated human waste water from getting into the streams each day.

Mr. Romaniszyn commented that he had been part of the Development Services Advisory Task Force to assist with guidance related to sustainable development and greenways. HWA has worked with the New Generations Leadership Team on signage for greenways to promote their use and helped get the core permit for the park in Hazelwood. He explained that another core permit is for East Street Park and added that the next presentation would illustrate the improvements made in that area.

Mr. Romaniszyn concluded by noting that there would be a new event tentatively on September 24 called Leaders in the Creek, which is similar to Kids in the Creek, but allows local leaders the opportunity to learn about the water conservation and quality efforts in the county. The event will be from 2 p.m. to 5 p.m. at the Canton Recreation Park and there will be a post event celebration. He announced that February 6, 2016 is the date for the annual Polar Plunge at Lake Junaluska.

4. East Street Park Presentation

Ralphene Rathbone, independent consultant, explained that she had worked with HWA and had been approached by Katie Messer related to her capstone program for the Low Impact Development (LID) program at Haywood Community College. She added that East Street Park presented lots of opportunities for continued improvement and highlighted the various partners involved with this project. The Town was involved in stream restoration and erosion control.

Ms. Rathbone illustrated the approach of LID involves:

1. Encouraging conservation measures
2. Promoting impact minimization techniques such as impervious surface reduction
3. Providing for strategic runoff timing by slowing flow using the landscape
4. Use an array of integrated management practices to reduce and cleanse runoff
5. Advocating for pollution prevention measures to reduce the introduction of pollutants to the environment

By using water as a resource rather than treating it as waste water, the East Street Park project has various opportunities for improvement including stabilization of the creek bank, better ecological performance, and maintaining an established park within the town.

Ms. Messer explained that she had worked with Jonathan Yates in developing a holistic approach to better use the water to improve the park. Such planning included changes to better meet goals outlined in the 2020 and recreation master plans. She outlined the current conditions within the park that could be modified to better utilize water and the other natural resources. Ms. Messer provided some possible phase I and phase II improvements including natural collection areas, butterfly gardens, nature trail, playground enhancements with natural resources and existing topography rather than placing a hard plastic or metal structure, all of which would meet ADA accessibility guidelines. Ms. Messer concluded by noting some of these improvements were already in the 2020 master plan and questioned, why not work with what we have?

Mayor Brown inquired as to the timeline for these improvements. Ms. Messer explained that Phase I should be completed by November. The stream bank restoration is currently in progress with final design of the rain garden expected by November as well. Mr. Romaniszyn added that current project cost is \$18,000 and is being funded by the Pigeon River Fund. The Town is assisting with stream redirection to allow water to flow away from the road and prevent erosion concerns. Mayor Brown added that as part of the Recreation Master Plan, East Street improvements should be considered. All agreed with Ms. Messer adding that the goal is to have a more natural feel to the park – having it in town but still utilizing the natural resources of the outdoors.

Mayor Brown noted that having projects such as those involving Richland Creek certainly helps everyone. One example is the prevention of sediment and silt from entering into Lake Junaluska rather than having to dredge it to remove it. Mr. Romaniszyn agreed that the focus should be about stopping it before it starts. He added that East Street Park would be a good demonstration project so show the success of such restoration and preservation. Educational signage will be at the park as well.

Mayor Brown thanked Ms. Rathbone, Ms. Messer and Mr. Romaniszyn for their presentations and their work in the community.

## **C. CALL FOR PUBLIC HEARING**

### **5. Call for Public Hearing - Rezoning**

Manager Onieal noted that Premier Magnesia, LLC (aka Giles Manufacturing) has submitted a request to rezone its property located at 75 Giles Place as a commercial industrial conditional district.

The plan was approved unanimously by the Planning Board at their August 17, 2015 meeting. Manager Onieal noted that information was contained in the agenda packet and that Elizabeth Teague, Development Services Director would be at next meeting to provide additional information and answer any questions prior to the hearing. Manager Onieal added that this was to call for the public hearing only and that no additional action was required by the board at this time.

***Alderman Greeley made a motion, seconded by Alderman Roberson, to call for a public hearing on Tuesday, September 8, 2015 at 6:30 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 South Main Street, to consider adoption of a change in land use as requested by Giles Manufacturing. The motion carried unanimously.***

#### **D. OLD BUSINESS**

##### **6. Resolution Accepting Proposal for Option and Lease and Authorizing Upset Bid Process (request from US Cellular)**

Manager Onieal explained that at the May 18, 2015 meeting of the Planning Board, a special use permit was granted to US Cellular. On March 10, 2015, prior to the granting of the permit, the Board of Aldermen had approved the terms of lease. Manager Onieal noted that the fee is \$18,250 annually with 3% increase annually for the term. The initial term is a 5-year term with up to 10 extensions. Based on the potential for a long-term lease, the lease must be treated similarly to a sale of property and is, therefore, subject to the upset bid process.

Mayor Brown added that statutorily sales or long-term leases have to be advertised as upset bid and authorization is required for such publication.

***Alderman Freeman made a motion, seconded by Alderman Greeley, to adopt the Resolution Accepting Proposal for Option and Lease and Authorizing Upset Bid Process and authorizing the Town Manager to execute the instruments necessary to convey the option and enter into the lease. The motion carried unanimously.***

#### **E. NEW BUSINESS**

##### **7. Correction to FY 16 Adopted Personnel Allocation**

Manager Onieal noted that this action would be a budget document correction. The FY16 adopted budget document contained an error in the official personnel allocation (page 10, behind tab 9), indicating that the Town has 112 full-time employees, instead of 113 in the General Fund and 169, instead of 170 FT total. The reduction was indicated because of the de-allocation of one meter reader position in Finance; however, the General Fund full-time allocation should have remained the same as the FY15 allocation, because two permanent part-time administrative assistant positions, each of which had been 20+ hour/week positions with benefits, were combined into a single full-time position in the Administrative Services Department. Brittany Buchanan is now a full-time employee.

Manager Onieal explained that the board must approve the full-time allocation of personnel. Mayor Brown added that there is no funding change, no additional costs, these positions are already

included in the total costs for the FY, this is simply an adjustment to the approved allocation of full-time employees.

***Alderman Greeley made a motion, seconded by Alderman Caldwell, to approve the correction in the FY 16 adopted personnel allocation from 169 to 170 full-time employees, which resulted from the combining of two permanent part-time (20 hour/week) administrative assistant positions into one full-time position in Administrative Services, effective August 1, 2015. The motion carried unanimously.***

8. Adoption of Fee for Large Format Printed Copies (24" – 48")

Manager Onieal reported that due to the increase in number of requests for large format printed copies (24" to 48") fees for such copies are being proposed. The proposed fee is \$3.00 for black and white copies and \$10.00 for color pages. These pages are printed off a large plotter and the fees represent the actual printing costs – no labor is included. Mayor Brown clarified that if someone requests the information in a large printed format, the town has to comply and can only recoup printing costs. Manager Onieal confirmed that this is part of the NC General Statutes related to public information.

***Alderman Freeman made a motion, seconded by Alderman Roberson to approve a fee of \$3.00/sheet for black and white and \$10.00/sheet for color large format printed copies (24" to 48" width) to be added to the Town's standard schedule of fees and charges. The motion carried unanimously.***

**F. COMMUNICATIONS FROM STAFF**

9. Town Manager – Marcy Onieal

Manager Onieal brought an additional action item to the Board for review. A request was received from the United Way for the Town of Waynesville to be a Pacesetter organization for the annual United Way Campaign. Manager Onieal explained that although the Town contributes directly to several of the partner agencies of the United Way via the strategic partner funding process, the Town had not participated actively in an annual campaign in many years. She noted that there were 27 employees and one board member who have contributed via payroll deduction, generating \$3,756 annually for United Way.

Manager Onieal requested that the Town provide nominal non-cash incentives and matching funds up to \$5,000 as a way to jump start the campaign and encourage participation by employees. Some proposed incentives include:

1. a kick off luncheon in September where donors would receive a nominal gift or gift card
2. for those pledging as an Every Day Hero (\$1.00 per day donation) will receive one day off with pay during the year
3. department with the highest percentage of Fair Share donors will have a catered gourmet meal served by management staff
4. all Fair Share Donors will be entered into a drawing for a week's vacation (trip is privately donated)

5. first time donors and current donors who increase their gift will have their gift matched by the Town matching and can designate to which agency the matching funds are contributed

Mayor Brown asked if the leadership team was involved and on board with this suggestion. Manager Onieal confirmed noting that several leadership team members are already donors to United Way and have served on the United Way board or as active volunteers in the past. Manager Onieal added that the matching funds would come from the unallocated funds still set aside in the strategic partner funding line item of the adopted budget.

***Alderman Greeley made a motion, seconded by Alderman Roberson, to approve nominal non-cash incentives and matching funds in an amount not to exceed \$5,000 to serve as incentives to encourage voluntary charitable giving by employees to the 2015 Haywood County United Way campaign in support of its 22 partner agencies. The motion carried unanimously.***

Manager Onieal thanked the Board for their support of this activity. She noted that the annual United Way Day of Caring is on September 10 with a number of town employees participating in service activities that day throughout the county.

Manager Onieal is continuing to work on a report regarding multiple items referenced during the August 11, 2015 meeting. Due to staff absences and the unexpected events and difficult scheduling associated with the tragic events of August 19, she has not completed compiling the information. She apologized for the delay.

10. Town Attorney – Woody Griffin

Attorney Griffin had no business to discuss.

**G. COMMUNICATIONS FROM MAYOR & BOARD OF ALDERMEN**

Mayor Brown noted that he had forwarded an email to the Board from Perry Hines, Executive Director, The Open Door, who has been working on their service schedule and developing a plan to address vagrancy issues including specific steps and implementations.

**H. CALL ON THE AUDIENCE**

No one addressed the board.

I. ADJOURN

*There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn the meeting at 7:12 p.m. The motion carried unanimously.*

ATTEST

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Gavin A. Brown, Mayor

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Marcia D. Onieal, Town Manager

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Amanda W. Owens, Town Clerk