

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR SESSION MEETING
October 11, 2016**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday October 11,, 2016 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 Jon Feichter
Alderman LeRoy Roberson

The following staff members were present:

Rob Hites, Town Manager
Woodrow Griffin, Town Attorney
Elizabeth Teague, Development Services Director
Eddie Ward, Deputy Clerk
Eddie Caldwell, Finance Director
Brittany Buchanan, HR Specialist

Representing the media:

Mary Ann Enloe, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown welcomed everyone to the meeting and noted the following calendar events including:

- October 15th - 28th Annual Apple Harvest Festival; 10:00am
- October 21st - 8th Annual ARCToberfest
- October 31st – Treats on the Street 5:00 – 7:00 p.m.

2. Adoption of Minutes

Alderman Freeman made a motion, seconded by Alderman Caldwell to approve the minutes of the September 27, 2016 meeting as presented. The motion passed unanimously.

B. CHANGE IN PUBLIC HEARING

4. Public Hearing to consider a request from Southern Concrete for rezoning of two properties to the Commercial-Industrial District – POSTPONED

Mayor Gavin Brown said that during the process of preparing for the Public Hearing, adequate notices to surrounding landowners were not sent prior to the Planning Board Hearing that was held on September 19, 2016. Because of the error, the request will be presented to the Planning Board again on October 17, 2016. A request for a Public Hearing will come before the Board of Aldermen again at the October 25, 2016 meeting.

C. COMMUNICATIONS FROM STAFF

4. Managers Report – Town Manager Rob Hites

A. Hazelwood Parking Lot

Manager Hites said this item had previously been presented to the Board on October 27, 2015, but the lease agreement for the Hazelwood Parking Lot, owned by Ms. Chris Forga, was never completed. Manager Hites has been in negotiation with Ms. Forga, and presented tentative terms of agreement for the parking lot to the Board.

The lot currently has thirty one parking spaces. Manager Hites proposed to Ms. Forga to demolish two buildings on the property, a building that housed an insurance company and a building that housed a barber shop. After demolition, these areas would be graveled, paved, striped, and pedestrian scale lighting installed. These improvements would create 90 parking spaces. Work would be completed by the Town of Waynesville Public Services Department. The estimated costs of these improvements would be \$100,000.00.

The lease payment would be \$850.00 monthly for the first five year period, with an increase of the renewal by 9% every five years after the initial five years. If approved the lease would be for 25 years. During construction of the parking lot, the payment would be \$425.00 per month. There will be a dedication of an area measuring 20X35 at the sidewalk for public art.

Manager Hites said that Ms. Forga felt that because the Town had “dropped the ball” after negotiating the initial lease on October 27, 2015, and never completing the lease, she expected the Town to pay a negotiated sum of \$5400.00 as compensation on the loss of rent from the building that housed the insurance company. She has held this building vacant for a year because of the impending lease agreement.

Manager Hites said that if the Board approves a lease agreement based on these negotiated items, the demolition and grading of the lot would be done starting immediately, so the public have use of the lot during the winter months. During March April and May 2017, the remainder of the work would be completed.

Alderman Feichter and Alderman Freeman questioned the 9% increase in the lease every five years. Manager Hites said one of the items to be negotiated in October 2015 was the escalator in the lease every 5 years, and the Town never completed the action. He said he felt the escalator clause in the lease was normal. Alderman Freeman said was concerned about the amount of money to be paid to Ms. Forga as compensation for loss of income. She said she felt that the tentative terms for the lease was not in the best interest of the Town of Waynesville, and would like for them to be renegotiated.

Mary Ann Enloe
Former Mayor of Hazelwood

Ms. Enloe said she was very excited about the plans for the Hazelwood parking lot. She feels that if the Town loses the Hazelwood parking lot for any reason, Hazelwood will dry up. She asked the Board to consider the future of Hazelwood, and asked them to try to keep the parking lot, even if there is a cost.

Manager Hites suggested to the Board that a sub committee be formed to meet with him and Ms. Forga for further negotiations of the lease for the Hazelwood parking lot. Mayor Brown appointed Aldermen Freeman and Alderman Feichter to work with Manager Hites and Ms. Forga to come to an agreement concerning the parking lot. Both agreed. The Board was in consensus.

B. Service provision – garbage, sidewalks, and restrooms – Downtown, Frog Level, and Hazelwood

Manager Hites said several Board members had asked him to look into additional sidewalk cleaning in the Downtown area as it was in the past, when there was a single individual sweeping in the Downtown, Frog Level and Hazelwood areas. That employee spent 3.5 hours daily on this activity and the remainder as a member of the Street Crew. Later this person was spending most of his days sweeping and doing minor maintenance Downtown, and very little time in the other districts, staff stopped that practice and two staff members were assigned to sweep the sidewalks of the three commercial districts from 7:00 a.m. – 9:00 a.m. three days a week. As a result of this change, the Downtown area is not being spot swept during the business day. During tourist season, trash and cigarette butts are only picked up at 7:00 a.m. every other day. In order for all three districts to be maintained, Manager Hites developed several alternatives for the Board to Consider.

1. Town employees who are convalescing and are placed on “light duty” would continue the three day per week major cleaning of Downtown, Frog Level and Hazelwood AND additional touchup sweeping of the three districts. In occasion when the Town does not have anyone assigned to light duty, the duty will be assigned to a Public Services staff member. This option incurs very little additional funding.

2. Hire a part time employee for sidewalk cleaning and light maintenance. This would be very flexible since the Downtown staff could schedule the employee to work during peak tourist activity. One downside is that we are treating the three districts differently.

3. Assign a full time position to carry out all cleaning and light maintenance of sidewalks and parking areas for the three Commercial Districts. Possibly develop a Tuesday – Saturday work week so cleaning can be done on Saturday and open the Montgomery Street restrooms. This would break up a crew to fill the position.

4. Provide major cleaning of the sidewalks and streets but move to the tradition practice of requiring property owners and tenants to maintain public areas adjacent to their property. This option is the most economical use of Town funds and in line with most North Carolina Towns. Manager Hites added that the Town of Waynesville provides a very high degree of service by sweeping sidewalks and snow removal that other Towns don’t provide.

The consensus of the Board was use Town employees who care convalescing and placed on "light duty" to do the three day per week major cleaning of Downtown, Frog Level and Hazelwood and additional touchup sweeping of the three districts.

5. Attorney's Report – Attorney Woodrow Griffin

Attorney Griffin had nothing to report

D. NEW BUSINESS

6. Request for Street Closure – Apple Harvest Festival – October 15, 2016

Mayor Gavin Brown introduced CeCe Hipps, Executive Director of Chamber of Commerce. Ms. Hipps said it had come to their attention that for the first time in 28 years, the Apple Festival did not get approval for street closure. She added that there were 175 plus vendors this year, with a waiting list for any last minute cancellations. When asked how many people the Festival was anticipating, Ms. Hipps said they were anticipating approximately 60,000 people for the event. She asked the Board for approval to approve the street closure of Main Street to Pigeon Street, beginning at 9:00 p.m. on Friday, October 14, until 8:00 p.m. on Saturday October 15. She thanked the Board for considering the closure.

Alderman Caldwell made a motion, seconded by Alderman Freeman to approve the street closure of Main Street from Pigeon Street to Walnut Street for the Apple Harvest Festival on Saturday October 15, 2016 with the closure beginning at 9:00 p.m. on Friday, October 14 until 8:00 p.m. on October 15, as presented. The motion passed unanimously.

7. Budget Amendment FY 2016/17 for Hazelwood Parking Lot Improvements

No Budget Amendment needed because no action taken.

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

Alderman Caldwell said he and Manager Hites had met with Mr. Jim Pierce, and they had discussed the old trestle in Frog Level. Mr. Pierce has spoken with Blue Ridge Railroad concerning the parking lot that the Town leases. They are in favor of the Town demolishing the trestle, and paving the lot. Alderman Caldwell said that The Frog Level Association was interested in establishing a buffer along the railroad. This will help keep the area clean from trash that is being thrown in the area.

Mayor Brown said that Haywood County has asked that the old hospital be placed on the National Historic Register. He asked the Board to authorize him to provide a letter of support for the old Haywood County Hospital to be placed on the National Historic Register.

The consensus of the Board was to allow Mayor Brown to provide a letter of support to the National Historic Register in support of the old Haywood County Hospital.

Alderman Feichter talked about his trip to Chattanooga for the Next Generation Network. He attended a Steering Committee meeting in order to gain insight into their process of creating gigabyte internet service. He was very positive about the meeting and was hopeful about the process.

Mayor Brown congratulated the Town of Waynesville Historic Preservation Commission and Mr. Alex McKay for participation in the Cemetery Tour that was held on October 8, 2016. The tour was a success and hopefully will be held again next year.

F. CALL ON THE AUDIENCE

G. ADJOURN

With no further business, Alderman Freeman made a motion, seconded by Alderman Caldwell, to adjourn at 7:15 p.m. The motion passed unanimously.

ATTEST

Gavin A Brown, Mayor

Robert W. Hites, Jr., Town Manager

Eddie Ward, Deputy Clerk