

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR SESSION MEETING
November 14, 2017**

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, November 14, 2017, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Alderman Julia Freeman
Alderman Jon Feichter
Alderman LeRoy Roberson

The following Board Member was absent:

Mayor Pro Tem Gary Caldwell

The following staff members were present:

Rob Hites, Town Manager
Martha Bradley, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Elizabeth Teague, Development Services Director
Tyler Howell, Police Department
Michael Whitley, Police Department

The following media representatives were present:

Becky Johnson – The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone and reminded them of the following events on the calendar:

- **Tues. Nov.28** – Special Called Meeting of the Board of Alderman 6:30 pm. – 9 South Main Street
- **Fri. Dec. 1** – Art After Dark – Downtown Waynesville Association – 5:00 – 9:00 pm
- **Fri. Dec. 1** – Christmas Tree Lighting – 5:30 – Oak Park Inn
- **Mon. Dec. 4** – Waynesville Christmas Parade – 6:00 – Main Street
- **Wed. Dec. 13** – Mark Clasby Retirement – Wells Event Center
- **Sat. Dec. 16** – Reach Holiday Gala – Laurel Ridge Country Club

Mayor Brown thanked the Board Members who attended the Plott Hound Dedication in Hazelwood on November 12, and those who attended the NCDOT meetings. He stated that maps of the projects will be accessible to the public for viewing in Development Services.

He announced that he would like to have a special called meeting of the Board of Alderman to be held on November 28, 2017 in order to address several items before the end of the year.

A motion was made by Alderman Julia Freeman, seconded by Alderman LeRoy Roberson to hold a special meeting on November 28, 2017 at 6:30 pm in the Town Hall Board Room. The motion passed unanimously.

2. Adoption of Minutes

Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to approve the minutes of the November 14, 2017 meeting as presented. The motion carried unanimously.

B. CALL FOR PUBLIC HEARING

3. Call for Public Hearing on a staff initiated text amendment to clarify design standards for Manufactured Homes on individual lots and for those manufactured homes within manufactured home parks LDS Sections 3.2.6 and 5.9

Development Services Director Elizabeth Teague explained to the Board that the Planning Board had been working with a committee of Manufactured Home Park owners and representatives from Clayton Homes, to clarify the design guidelines that apply to manufactured homes on individual lots as well as in Manufactured Home parks. The Planning Board held a special meeting and unanimously recommended adoption of the proposed text amendments.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman to call for a Public Hearing to be held on November 28, 2017 at 6:30 pm., or as closely thereafter as possible in the Board Room of Town Hall located at 9 South Main Street to consider a staff initiated text amendment to clarify design standards for Manufactured Homes on individual lots and for those manufactured homes within manufactured home parks, LDS Section 3.2.6 and 5.9. The motion passed unanimously.

4. Call for Public Hearing on a staff initiated text amendment to include a new zoning classification, supplemental standards, and a definition for “nudge or skill games” of electronic or video types. LDS Sections 2.5.3, 3.5, and 17.3.

Ms. Teague stated that staff had sought guidance from the Planning Board concerning video gaming machines because of a business that has opened in the Mixed Use Overlay District of the Love Lane Residential District at 479 Dellwood City Road. The type of business in question was described by the owner as being retail in that the customer buys “gift cards” which can be used to purchase online “skill or nudge” games. The Planning Board unanimously voted to recommend approval of the proposed text amendment which would define the use, provide supplemental standards, and place this use within the Regional Center District.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter to call for a Public Hearing to be held on November 28, 2017 at 6:30 pm., or as closely thereafter as possible in the Board Room of Town Hall located at 9 South Main Street to consider a staff initiated text amendment to include a new zoning classification, supplemental standards, and a definition for “nudge or skill games” of electronic or video types, LDS 2.5.3, 3.5, and 17.3. The motion passed unanimously.

C. NEW BUSINESS

5. Request approval to engage McGill and Associates Engineers to conduct a Waste Water Plant Improvements Analysis

Town Manager Rob Hites said that at the last Board meeting, UTEC Engineering had given a lengthy presentation evaluating the condition of the Waste Water Treatment Plant for the Town. Their report recommended a new plant be built at a cost of \$19 million dollars. Manager Hites said this would be the most expensive project ever carried out by the Town. Because of the expense involved, Manager Hites recommends that the Town engage McGill Engineering to conduct an analysis of the plant to obtain a second opinion at a cost of \$15,000.00. With this analysis, McGill proposes to:

- Review the assessment completed by UTEC
- Develop future WWTP flow and loading projections
- Review the Discharge Permit and Compliance issues
- Evaluate treatment process alternatives
- Provide opinions of probable project costs for viable alternatives
- Provide a Capital Funding Source Review including, but not limited to State Revolving Loan and USDA Rural Development Funds.

Manager Hites stated that funds would be appropriated from Waste Water Professional Services Operating Budget for this analysis. He stressed to the Board that a formal bidding process will be followed if the project moves forward.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman to approve the engagement of McGill and Associates to conduct a Waste Water Improvements Analysis at a cost of \$15,000.000, as presented. The motion passed unanimously.

6. Request Appointment to the Comprehensive Plan Advisory Committee

Development Services Director Elizabeth Teague provided the Board with a spreadsheet containing the names and information for the volunteers who will serve on the Comprehensive Plan Advisory committee. Ms. Teague said there was one name that was inadvertently left off the list, and asked them to add Lorna Sterling to be considered for appointment also. She said that each of these men and women offer a variety of experience and knowledge to bring to the committee. She said she had communicated with each person, and she recommends that all be appointed to the committee. A full list of the Comprehensive Plan Steering Committee Nominations is attached to these minutes, and has been incorporated in the minutes herein as an attachment.

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson, to approve the appointment of the slate of citizen volunteers to the Comprehensive Plan Advisory Committee, as presented. The motion passed unanimously.

7. Request Appointment of Amie Owens as the Municipal Representative to the Haywood County Tourism Development Authority

Manager Hites said that the Town Board recommends a “municipal” representative to the Haywood County TDA from the 28786 zip code. Manager Hites stated that he felt that Assistant Town Manager Amie Owens would be a great representative because of her experience coordinating the activities of the Town Staff with organizers of events held on municipal streets and properties. The Board’s recommendation will be forwarded to the County Commission for appointment.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to approve the nomination of Amie Owens as the Municipal Representative to the Haywood County Tourism Development Authority. The motion passed unanimously.

D. COMMUNICATIONS FROM STAFF

8. Manager’s Report

Manager Hites said he wanted tell the Board some of the business items that would be before them by the end of the year. At the next Board meeting on November 28, 2017, there would be an extended presentation on the electric and purchasing policies, with no actions taken. Then at the December 12, 2017 Board meeting, the public would be allowed to speak regarding the potential electric rate increase, and Board discussion on the Purchasing Policy. Also on December 12th, there will be an extended presentation on the capacity study for the reservoir. Manager Hites said he hoped to move into the New Year with these items firmly before the Board.

Another item that will be coming before the Board is the McGill Engineering study for capacity fees. Manager Hites will be consulting Town Attorney Bill Cannon on this matter.

9. Attorney’s Report

E. COMMUNICATION FROM MAYOR AND BOARD

Mayor Brown brought the Board’s attention to the information in their packets concerning Facility Naming and Sponsorship Policy, which is a templet from the ICCM and is used by the School of Government, and is used by North Carolina cities and counties when they are considering naming buildings, facilities, programs, or services. He asked the Board to look over the policy, and the Board will discuss it at a later date.

F. CALL ON THE AUDIENCE

Ms. Lois Hollis and Mr. Joe Lipari – 156 Johnson Hill, Waynesville

Ms. Hollis and Mr. Lipari addressed the Board concerning an issue they had with the electricity being disconnected. Each Board Member was given a copy of Ms. Hollis’s statement and this will be incorporated in these minutes herein as an attachment.

Mayor Brown instructed Manager Hites to discuss with staff the circumstances surrounding the issue of the electricity, and report to the Mayor and the Board.

G. ADJOURN

With no further business, Alderman Jon Feichter made a motion, seconded by Alderman Julia Freeman to adjourn the meeting at 7:21 pm. The motion passed unanimously.

ATTEST

Gavin Brown, Mayor

Eddie Ward, Town Clerk

Rob Hites, Town Manager