

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
February 13, 2018

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, February 13, 2018, 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
Mayor Pro Tem Gary Caldwell
Alderman Julia Freeman
Alderman Jon Feichter
Alderman LeRoy Roberson

Absent: Alderman Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Elizabeth Teague, Development Services Director
David Foster, Public Services Director
James Robertson, Tax Collector
Bill Hollingsed, Police Chief
Tim Petrea, Program, Specialist
Preston Gregg, Town Engineer
Rhett Langston Parks and Rec Director
Jason Reynolds – Police Officer
Billy Benhart – Police Officer
Keith Banks – Police Officer
Jared Flesch – Police Officer
Tim O’Neill – Police Officer
Tyler Trantham – Police Officer
Michael Whitley – Police Officer

The following media representatives were present:

Becky Johnson – The Mountaineer

Mayor Gavin Brown welcomed everyone and asked Police Chief Bill Hollingsed to come forward and make a very special presentation. Chief Hollingsed introduced Mr. Colttin Sutton, and presented him with a Certificate of Commendation for the heroic actions shown during a medical emergency of his mother while driving the car Colttin and his younger sister were riding in. Chief Hollingsed and the entire Police Department saluted Mr. Sutton for his actions on that day.

1. Calendar/Announcements

Mayor Brown reminded the Board of the following events on the calendar:

- Saturday Feb 17, 11:30 AM: Haywood Waterways – Freezing for a Reason Plunge – Canton Pool.
- Friday Feb. 23, 8:30 AM: Board Retreat – Public Services Building Training Room

Mayor Brown explained to the Board that the Board meeting that is scheduled for February 27, 2018, is on the same night as the Chamber of Commerce sponsored Elected Officials Reception. He recommended cancelling that meeting, and any items could be discussed at the Board Retreat on February 23.

Alderman LeRoy Roberson made a motion, seconded by Alderman Jon Feichter, to cancel the February 27, 2018 Board of Aldermen meeting. The motion passed unanimously.

2. Adoption of Minutes

Alderman Gary Caldwell made a motion, seconded by Alderman LeRoy Roberson to approve the minutes of the January 9, 2018 meeting as presented. The motion carried unanimously.

B. PRESENTATION/REPORT

3. A. Tuscola High School Junior ROTC – Cadet Presentation

Lt. Col. Kevin Sutton thanked the board for the opportunity for the cadets to present and noted that this presentation was an explanation of the activities from the past year. He also introduced Sr. Aerospace science instructor Steven W. Robertson.

Cadet Second Lt. Aaleiah Cagle began the presentation by noting that she was honored to participate in her second presentation to the Board. She explained that the Corps had been serving the community for 46 years. She said the Cadet's motto was "Never Say Die" and all cadets were expected to honor the code of never cheat, steal, or lie, and these were repeated everyday before class. She said entire unit felt like "family" and she hope the Board could see that the goal of the NC- 075 was to be better citizens for America.

Cadet Lt. Col. Mayra Rios explained to the Board the Cadet Corps Goals for 2017-2018, which included school impact, cadet impact, and community impact. Completing at least twelve campus cleanups, organizing two teacher appreciations, and coordinating and conducting seven recruiting events during the school year are part of the school impact. The cadet impact includes increasing the number of cadets involved in extracurricular activities from 15 to 25 during the school year, having all cadets attain at least a 2.0 average and an average uniform grade of 80%. For the community impact, Ms. Rios said that the goal is for each cadet to attain at least twelve hours of community service, send 160 letters of support and ten care packages to deployed troops, and collect at least 100 pounds of canned food for WNC.

Cadet 2nd Lt Josie Owings highlighted some of the activities such as instructing elementary school students on the proper way to fold the US Flag, caroling at local nursing homes during the holidays, and the annual Veterans Day Luncheon. In addition to the other activities, cadets raise and lower the flag each day at the Tuscola campus and provide color guard service at all football and basketball games, as well as other special events.

Cadet 2nd Lt Jordon Smelley told the Board about some of the cadet activities which included a five day trip to Washington DC to explore air force bases and monuments. He said the most exciting event for the cadets was the Military Ball which is an upscale dance and toast to all the corps for hard work. Some of the extra curricular teams include the Color Guard, Drill Team, Marksmanship, Raider, Kitty Hawk Air Society, and Saber team. Cadet Smelley gave a brief explanation of each of the teams.

Cadet 2nd Lt Todd Webb told the Board that the Color Guard is the face of the NC-075. With twenty members, the color guard is a team that carries and protects our national colors, and performs at many events under the National Anthem and Pledge of Allegiance. He said the award winning drill team encourages cadets to practice leadership and following. They compete for trophies at several different locations.

Cadet First Sergeant Clay Payne said a new marksmanship team had been added to NC-075. This team gives the cadets the opportunity to practice and shoot air rifles in tournaments. This team teaches and trains accuracy, safety and most of all fun. The sabre team performs at weddings and homecomings.

Mayor Brown thanked the cadets for their participation and their instructors for mentoring these young people and applauded their potential for the future. Mayor Brown added that he sees the future of Haywood County, Waynesville and the United States in this room and that they are doing exactly what this country needs. He thanked Lt. Col. Sutton for his tutelage of the students and for their participation.

B. Grant Receipt from Haywood Healthcare Foundation for Base Camp on the Go Program – Tim Petrea

Program Supervisor Tim Petrea explained that he had completed a presentation for a grant from the Haywood Healthcare Foundation (HHF) entitled Base Camp on the Go and it had been accepted. The grant will be funded from the proceeds collected at the HHF annual Casino Night and Golf Gala.

He noted that the Base Camp on the Go Program is to be a mobile recreation opportunity to help facilitate healthy outdoor recreation opportunities with a focus on active lifestyle behaviors. The program will allow staff and local partners to have a roadmap for developing and supporting collaborative education and recreation programs into the future. Mr. Petrea added that the following goals were approved as a part of the program:

- Collaborate to build upon existing education and recreation program efforts to consistently provide outdoor education and recreation programming;
- Provide safe settings and opportunities for new outdoor learning and recreation with an emphasis on equitable programming, to ensure access and participation for all Haywood County families; and

- Work with local/regional partners to gain collaborative funding and innovative program development, helping to ensure long term sustainability of outdoor education and recreation programs within Haywood County.

The funds will be used to purchase a box truck to house the various activity equipment, and a full-time staff person's salary. The staffer will be responsible for the delivery of the program including performance, inventory, program development, administration and marketing. The Town of Waynesville will provide necessary insurance and maintenance for the vehicle and pay for the benefits package for the employee.

Mr. Petrea noted that he excited about the potential this program has to provide a recreational outreach year-round. Partners with this program include Haywood County Parks and Recreation, Haywood County Schools and various medical providers in the county.

Mayor Brown thanked Mr. Petrea for his presentation and wished him good luck in this endeavor.

C. CALL FOR PUBLIC HEARING

4. Call for Public Hearing to close an unused Right of Way off of Bridges Street – 847 North Main Street – (No PIN) – Elizabeth Teague

Development Services Director Elizabeth Teague explained that the Town had received a petition from Mr. Scott Oates, and Mr. and Mrs. Harry Fishback to close a portion of right-of-way perpendicular to Bridges Street and abutting their properties. Ms. Teague said the right-of-way connects to the parking lot owned by Mr. Oates at 847 North Main Street (Del Rays), and does not provide access to any other lots. Mr. Oates had originally approached the Town with concerns about trees in the area, and had asked permission to trim the trees for the safety of his property and the property of the Fishbacks.

Ms. Teague told the Board that staff could not find a record of where the right-of-way had ever been accepted by the Town as a street, or used for that purpose. She said the Town does not have an interest in the right-of-way, and staff recommends that the Town follow the statutory requirements for a street closure to allow conveyance to the adjacent property owners.

Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter to call for a Public Hearing to be held on Tuesday, March 13, at 6:30 PM, or as closely thereafter as possible, in the Board Room of Town Hall located at 9 South Main Street, Waynesville, to consider the request for permanently closing an unused off-shoot located off of Bridges Street, 847 North Main Street. The motion passed unanimously.

D. NEW BUSINESS

5. Professional Services Contract for Stewart, Inc. for update to Comprehensive Plan – Elizabeth Teague

Ms. Teague said that the Town had received six responses to the RFP that was issued on October 16, 2017. The Steering Committee elected to interview three of the six, and interviews were conducted on January 22, 2018 Members of the Steering Committee included Lorna Sterling, Austin Lee and staff members David Foster, Rhett Langston, and Ms. Teague. She said the group recommends that Stewart,

Inc., in partnership with J. M. Teague and Chipley Consulting, be selected as the team to assist with the Comprehensive Plan Update. Ms. Teague explained that the Stewart Team performed well on the interviews and also scored the highest in independent reviews of proposals by the Steering Committee.

Ms. Teague said Phase I of the contract will be for a fee not to exceed \$25,000.00 as was previously approved in this year's budget. Phase II will be determined as the process move forward, and is estimated to be in the range of \$50,000.00 to \$75,000.00, and will be requested in the budget for FY 18-19.

Alderman Jon Feichter made a motion, seconded by Alderman LeRoy Roberson to allow Town Staff and Manager to proceed with a professional services contract with Stewart, Inc. in accordance with the Scope of Work contract agreement. The motion passed unanimously.

6. Special Event Request - Amie Owens

Amie Owens, Assistant Town Manager, said that The Downtown Waynesville Association had submitted their listing of events for the 2018 year, and due to DWA Executive Director Buffy Phillips not being able to attend the meeting, she will be presenting the Special Events Request for Ms. Phillips. A committee made up of individuals from departments who may be impacted, have reviewed the requests and recommend approval of all the events listed.

Ms. Owens told the Board that the Folkmoot, Sarge's Dog Walk and Apple Harvest Festival special event applications have not been received; however, it is necessary to approve the street closures as part of the DWA request for scheduling purposes. She said that once the applications are received and reviewed, they will be brought back to the Board for approval.

Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter to approve the requested street closures and events in downtown Waynesville for the remainder of 2018, as sponsored by the Downtown Waynesville Association, as presented. The motion passed unanimously.

7. Board Appointment – Two Applicants – Danny Wingate, Alan Lang

The Board voted by ballot unanimously to appoint Mr. Danny Wingate to the ABC Board, effective immediately, and with a term ending June 30, 2019.

8. Authorization to Advertise Delinquent Tax Accounts in the Town of Waynesville for the Year Ending 2017 – James Robertson

James Robertson, Tax Collector made his annual request for authorization to advertise all 2017 delinquent property taxes in the local newspaper, The Mountaineer, as required by NCGS §105-369. These are taxes that were billed on property values as of January 1, 2017, which became due as of September 1, 2017 and delinquent as of January 6, 2018. After the approval of the Board, a target date of March 2, 2018 has tentatively been set for the delinquent ad. This date may change due to scheduling with the newspaper.

Alderman LeRoy Roberson made a motion, seconded by Alderman Gary Caldwell to authorize Staff to advertise all 2017 delinquent property taxes in The Mountaineer on or about March 2, 2018 as required by NCGS §105-369. The motion passed unanimously.

9. Conceptual Design for Frog Level Parking Lot – Preston Gregg

Town Engineer Preston Gregg, referred the Board to a map of the conceptual plan for the Frog Level Parking Lot. He said the plan includes the location of parking spaces, four decorative light fixtures which match the existing Frog Level fixtures, tree planting areas, and a decorative fence that separates the railroad bed from the lot. He explained to the Board that the new light fixtures will illuminate the back of the lot, and the fence will create a barrier between the tracks and the lot.

Mr. Gregg said the parking lot will dramatically change the image of Frog Level. The lighting and fence will make the area much safer. The only drawback to the layout is that it eliminates the parallel parking spaces that lay next to the tracks. The total cost of the improvements is \$84,700.00 and would require a budget amendment to complete in the current budget year.

Mr. Gregg indicated stated that the Town does not have an agreement to use the Clayton's lot which is across the street; however, the cost of paving has been included in the event that such an agreement with the Clayton's can be reached.

A motion was made by Alderman Gary Caldwell, seconded by Alderman LeRoy Roberson, to approve the Conceptual Design for the Frog Level Parking Lot. The motion passed unanimously.

Alderman Gary Caldwell made a motion, seconded by Alderman LeRoy Roberson, to approve Amendment No. 3 to the 2017-2018 Financial Operating Plan for Internal Service Funds and Amendment No. 6 to the 2017-2018 Budget Ordinance in the amount of \$84,700.00. The motion passed unanimously.

10. Electric Incentive Discussion – David Foster

Public Services Director David Foster gave a presentation about Electric Incentives for the Town of Waynesville. Mr. Foster explained to the Board that electric utilities offer incentives to encourage more efficient use of the sold electricity. He said that Duke Energy incentive credits were applied on the Town's electric program, but many of their residential and customer-based programs were not offered to Duke wholesale customers. Since Waynesville customers were not directly Duke customers, they didn't qualify for Duke incentives. Santee Cooper offers electric incentive programs for its own retail customers, but electric incentives were not included in Waynesville's wholesale electric contract, the incentives were not available to Santee Cooper wholesale customers.

Mr. Foster explained several incentive options to the Board including the Peak Partner Program, appliance rebate, and smart thermostat rebate, electric vehicle home charging station and water heater and heat pump rebates. He recommended a "toe in the water" start by trying a few low to no cost programs for a year or so. He added that once the pilot programs are established, the Town could start implementing more complex programs such as residential construction and building permit rebates, rebates for energy certifications, and energy audits.

Mayor Brown said this was a good start and requested that the Town do what it could to utilize energy efficiencies in its own operations including the use of LED lighting when possible.

E. COMMUNICATIONS FROM STAFF

11. Manager's Report

Manager Hites did not have anything to report

12. Attorney's Report

Town Attorney Bill Cannon did not have anything to report

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

G. CALL ON THE AUDIENCE

H. ADJOURN

With no further business, Alderman Gary Caldwell made a motion, seconded by Alderman LeRoy Roberson, to adjourn the meeting at 8:13 pm. The motion passed unanimously.

ATTEST

Gavin Brown, Mayor

Eddie Ward, Town Clerk

Rob Hites, Town Manager