

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
May 28, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, May 28, 2019, 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 Jon Feichter
Alderman LeRoy Roberson
Alderman Julia Freeman

Mayor Pro Tem Gary Caldwell was absent due to sickness.

The following staff members were present:

Rob Hites, Town Manager
Assistant Town Manager Amie Owens
Bill Cannon, Town Attorney
Fire Chief Joey Webb
Assistant Fire Chief Chris Mehaffey

Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Thursday May 30th – Board of Aldermen Budget Workshop
Thursday June 6th – 2019 Haywood Chamber Annual Dinner

1. Adoption of Minutes

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the minutes of the May 14, 2019 regular meeting as presented. The motion passed unanimously.

B. PRESENTATION

3. Recognition of Chris Mehaffey's promotion to Assistant Fire Chief
- Joey Webb, Fire Chief

Chief Webb gave a brief explanation of the application process and requirements to be selected for the position of Assistant Fire Chief. He said there were three candidates chosen, and Mr. Chris Mehaffey did extremely well on all the requirements. He gave a brief biography of Mr. Mehaffey's career with the Town of Waynesville Fire Department beginning in 1991 as a volunteer. He became a full-time employee in 2008, and has completed many firefighting courses, and holds a paramedic certification.

Mr. Mehaffey was presented with his badge and fire helmet and was congratulated by Chief Webb and Mayor Brown and the Board.

4. Presentation from Shelton House – Annual report to the Board

- Mike McLean

Mr. Mike McLean, Vice Chair of the Shelton House, presented the annual report to the Board. Mr. McLean thanked the Board for their assistance and support during difficult times. He said there had been a lot of work put in for future planning of the museum. The historic nature of the house makes it a great attraction for visitors and the citizens of Waynesville. It was the first home on the National Historic Register in Haywood County.

Mr. McClean gave some history of the site and the owners throughout the years, and how it became the Museum of North Carolina Handicrafts. He said a new board had formed an alliance with HART Theater and Farmers Market to become the Shelton Campus. Part of the long-range plans is to create events that complement each partner in the Campus. Mr. McLean said they were going to celebrate being awarded the anchor position on the Blue Ridge National Heritage Craft Trails in Haywood County, which is a 25-county craft trail in Western North Carolina. There will be a two-day festival, Blue Ridge Heritage Weekend, featuring an outdoor craft fair, an indoor exhibit, a play at HART Theater, and junior Appalachian Musicians. The goal is to develop the site into long term recreation for everyone. He went on to explain more plans for the Campus to become a park-like environment.

Mayor Brown thanked Mr. McLean and said the Board appreciated the efforts of the Shelton House, and the Board will consider the request for support.

5. Presentation of two signs for Green Hill Cemetery, designed by Historic Preservation Commission

- Bill Revis, Historic Preservation Commission

This item was taken off the agenda and no date has been given for revisit.

C. NEW BUSINESS

6. Request a budget amendment to use Medford Grant Funds from 2018-19 fiscal year toward Miller Street Garden Improvement.

- Dean Trader, Interim Finance Director

Dean Trader, Interim Finance Director, explained that the Town successfully applied for grants to the Medford Grant program of the Community Foundation of Western North Carolina in support of the Miller Street Garden redevelopment. This generous grant, in the amount of \$14, 280.00, was for masonry and landscaping improvements. He said that this grant needed to be in this year's budget for the work that has been ongoing in the park.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve Ordinance No 0-08-19 Amendment #11 in the amount of \$14,280.00, increasing the amount available to improve the Miller Street Garden. The motion carried unanimously.

7. Substation Regulator Bid Results

- Preston Gregg, Town Engineer

Preston Gregg, Town Engineer explained to the Board that when the substation was built in 2008, regulators were not installed. He said that a regulator allows the delivery of voltage at a certain level. Approximately four years ago the Town switched everything from the Smathers Substation into the Calhoun Substation. Utility companies are required to deliver a certain level of voltage to customers. He said that without the regulators, the Town is at risk of not meeting those standards, and it needs to be corrected.

The bid specifications for ten regulators was sent out to various vendors and advertised for formal bidding via internet and local newspaper for a two-week period. The Town received a response from four bidders ranging from \$131,400 to \$164,166.20.

Bid Summary

- Howard Industries:	\$131,400
- GE Grid Solutions:	\$142,350
- National Transformer Sales:	\$151,700
- Eaton Cooper Power:	\$164,166.20

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to award the purchase of ten regulators to Howard Industries (Shealy Electric) for \$131,400.00. The motion carried unanimously.

8. Special Events – June, July, August and October

- Assistant Town Manager Amie Owens

Ms. Owens stated she had received six (6) event permit applications for the months of June, July, August and October in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions.

First UMC – Pig Pickin – Sunday June 2 – this is the fourth year for this request. Requesting closure of Academy Street from Haywood Street to Tate Street. Closure to begin at 1:00 p.m. for set up and re-open at 8:30 p.m. following the conclusion of the event.

Sarge’s 14th Annual Downtown Dog Walk – Saturday August 3 – this is a traditional event for the first Saturday in August. The Waynesville Police Department provides a car at the front and the rear of the parade and participants make one loop through town and events are held on the courthouse lawn. There were no concerns about this event.

Mountaineer Day – Saturday August 10 - NEW EVENT – this is a new event requested by Tuscola’s Big T Club. This is a parade of the Tuscola Athletes from all sports and the band. This is an opportunity for Waynesville to show its support for its high school. Parade should take only about 15 minutes and will be led and followed by Waynesville PD and/or Fire Department.

First UMC - Back to School Bash – Sunday August 25 – this is a regular event for the FUMC. Same closure requested for the Pig Pickin event. Closure to begin at 1:00 p.m. for set up and re-open at 7:30 p.m. following conclusion of the event.

First UMC – Trunk or Treat – Thursday October 31 – this is an annual event held by the FUMC. The requested closure is the same as previously noted. Closure to begin at 3:30 p.m. until 8:00 p.m. following the conclusion of the event.

Hillside Residents – Community Cookout – Thursday, July 4 – NEW EVENT – this has been an event that has previously been held without blocking the street; in the interest of safety, a portion of the street is being requested closed. Closure would begin at 5:00 p.m. and would end at midnight. Due to the festivities lasting past 10 p.m. a noise permit will also be required. All public safety entities will be informed of the various permits, if approved.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve the special events permit applications and direct Town Manager to execute special events permits, as presented. The motion carried unanimously.

9. Presentation of Manager’s 2019-20 budget
 - Town Manager Rob Hites

Manager Hites gave the following Budget Presentation.

2019-20 Budget Presentation

Mr. Hites read the following statement: We are presenting a budget that REDUCES spending by 3.52% or \$1,145,485 under the current amended budget. It is a “maintenance of service budget” that continues current levels of service, recommends several critical repair projects and funds the first phase of Craven Street Park. The proposal follows the five-year spending plan that we laid out during the Board’s 2017 retreat.

The total citywide budget is \$31,418,170. It is made up of four separate businesses which the Board of Aldermen govern as their board of directors. Each fund has a separate set of books and each charges the other for services that they provide to the other. The largest, the General Fund is \$15,147,270 of which 66% is set aside for personnel. 46% of the General Fund budget is designated for Police, Fire and Emergency Medical (through the Fire Department).

The proposal does NOT recommend an increase in ad valorem taxes, water or electric rate increases. We do recommend a 10% increase in sewer rates to fund the waste water treatment plant project. This increase will result in a monthly increase of \$4.00 for the average residential sewer bill.

The majority of the increase in General Fund spending comes from a 26.2% increase in employee health benefits and a 1.2% increase in mandated retirement benefits.

In accordance with our five-year cash flow plan we recommend a 1.5% career track for eligible employees. The proposal requests an additional employee in the Police Department to handle increased call traffic. The Police have been using four patrol units to cover an average 33 calls for service per shift. That volume has increased to over 40 in the past month. The department will also transfer a position to patrol so we will have five patrol units per shift. We recommend the “over hire” of a water plant operator to train ahead of a pending retirement. We also recommend the reclassification of the Town Clerk.

We do not recommend a great deal of capital spending in this budget. We are trying to spend down the numerous five-year loans the Town has used to purchase vehicles and equipment in the past. The capital we are requesting involves replacement of vehicles and HVAC units that are in poor condition. They include \$180,000 for a cab and chassis to retrofit an existing packer body to be funded through the General Fund Balance, a \$700,000 replacement of the Dehumidification system in the pool area of the Rec Center paid through a loan from the Electric Fund, ADA compliant restrooms at Rec. Park and \$60,000 for Phase I of Craven Park.

In the water fund we recommend the painting of the water tank at the reservoir, a \$65,000 crew cab for the water maintenance division and a \$13,000 light tower for more safe illumination of water and sewer emergencies during night hours.

To comply with requests from DEQ we recommend a \$52,000 camera system to spot areas of inflow, \$25,000 in smoke testing on our system, \$75,000 for slip lining of failing sewer lines and \$20,000 for repair of lines that have failed where we need to hire a contractor.

We recommend that the Board fund \$200,000 in repairs to the existing sewer plant that are necessary to keep us in service over the five-year period until the renovated plant comes on line.

The major electrical improvement will be the \$160,000 lighting project we will undertake along N. Main street from Marshall Street to Fire Station #1.

Mr. Caldwell, our Finance Director Emeritus, will be present on Thursday to go over the budget in detail. We look forward to answering your questions and receiving your direction.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman to accept the budget proposal and set a public hearing for presentation at the June 11th Board Meeting to be held at 6:30 pm or as soon thereafter as possible, in the Town Hall Board Room located at 9 South Main Street. The motion passed unanimously.

10. Attorney's Report
 - Town Attorney Bill Cannon

Attorney Cannon stated the Board needed to go into Closed Session to discuss a matter of pending litigation - G. S. 143.318 11 a 3.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

Board members had nothing to discuss.

E. CALL ON THE AUDIENCE

Mayor Brown asked if any member of the audience would like to speak.

**Kip Gibert
25 Hummingbird Lane
Waynesville, NC 28786**

Mr. Gibert stated he would like to know how the process stands of getting Dogwood Lane open again after the slide. He expressed concerns about the burden that is being placed on the residents of Dogwood and Skyline Lane. He stated that most of the residents are full time, and the road is not open for emergency traffic. It is extremely difficult if there is a UPS truck or propane truck that must make a delivery to one of the homes. The fire hydrant for these streets is now out of reach for the houses. He stated there are concerns for elderly people who live there, are at risk because of emergency vehicles not being able to reach them. He said something needs to be done.

Town Engineer Preston Gregg said that David Foster, Public Services Director, had met with a geotechnical firm from the Asheville area (ESC) and tried to hone down a scope of study that they would provide to the Town on what it would take to open the road back up to a standard that is safe to the public. Yet, the Town has not received the scope fee estimate for Board approval.

Manager Hites explained that there were four slides within the city limits, and the issue is that it is unclear if structurally the road can handle truck traffic, as it may slide again if someone drives across it. Now there is no alternative until we are told that the road can be rebuilt.

Fire Chief Joey Webb stated he would look at the situation and give a response to the best approach related to emergency management. Mr. Gregg will follow up with ECS and see where they stand.

**Donna Gibson
72 Skyline Drive
Waynesville, NC 28786**

Ms. Gibson stated she had owned property for 25 years on Skyline Drive. She expressed concerns that if a power line or a tree were to fall, residents will be “stuck”, and it is very dangerous.

Mayor Brown thanked those who spoke and noted that if the group could get contact information to Ms. Owens, notifications and updates could be sent out in a timely manner related to the slide and its clean up.

F. CLOSED SESSION

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter to enter closed session for the discussion of pending litigation – G.S. 143.318 11(a) 3 at 7:24 pm. The motion passed unanimously.

The Board returned from Closed Session at 7:55 p.m.

G. ADJOURN

With no further business, a motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to adjourn at 7:55 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert H. Hites, Jr. Town Manager

Amanda Owens, Assistant Town Manager