

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
November 12, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, November 12, 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

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Ben Turnmire, Finance Director
Elizabeth Teague, Development Services Director
Jesse Fowler, Planner

The following media representatives were present:

Becky Johnson, The Mountaineer
Cory Valliancort, Smoky Mt. News

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Saturday November 16 – Tuscola Cross Country Mountaineer 5K 9:00 – 10:00 AM – Frog Level
Thursday November 21 – KARE House Festival of Trees – 5:30 – 9:00 PM – Laurel Ridge
Thursday & Friday November 21 – Thanksgiving Holidays
Friday December 6 – Employee Holiday Luncheon – 11:00 AM – 1:00 PM - Waynesville Rec Center
Friday December 6 – Lighting of the Christmas Tree – 6:00 PM – Oak Park Inn
Monday December 9 – Waynesville Christmas Parade “Candy Cane Christmas” - 6:00 PM
Tuesday November 19 – Reception for outgoing Mayor and Board Member – 5:00 PM – 7:00

2. Adoption of Minutes

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson, to approve the minutes of the October 22, 2019 regular meeting, as presented. The motion passed unanimously.

B. NEW BUSINESS

3. NCDOT revised estimates for Hazelwood Sidewalk Project
 - Elizabeth Teague, Development Services Director

Elizabeth Teague, Development Services Director, explained to the Board that on January 10, 2016, the Board approved a Town match of 20% for NCDOT to construct a sidewalk along Hazelwood Road to serve the Hazelwood Elementary School (TIP EB-5859). Subsequently, the Town paid NCDOT \$25,000 as the estimated match so that the project could proceed. She said that since that time, NCDOT had to conduct additional engineering and redesign of the sidewalk's alignment, based on bringing the sidewalk under 23/74 and other factors. The revised engineering estimate increased the project costs to \$477,315.58 so that the match requirement also increased by \$70,473.12. NCDOT indicated that they could proceed with the project now with estimated completion by July of 2021. NCDOT would bill the Town for the balance of the match at that time but would also consider some type of payment schedule with the Town in consideration for the cost increase.

Ms. Teague introduced Ms. Wanda Austin, Project Manager with NCDOT, and the Board had questions for her concerning the additional cost and the redesign issues for the project. Ms. Austin explained that a certain provision had been left out of the contract, and because of that federal funding was at risk. The decision was made to cancel the project. She said that NCDOT was working to make sure that this problem didn't arise again.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to direct NCDOT to proceed with the sidewalk construction under the revised engineering costs and to direct staff to work with NCDOT to develop a payment schedule as needed to cover the balance of the increased match requirement. The motion passed unanimously,

4. Federal Highway Funding for the Greenway Feasibility Study: Recreation Park to the Waynesville Industrial Park and Lake Junaluska Trail Connection.
 - Elizabeth Teague, Development Services Director

Ms. Teague explained to the Board that the Town had applied for and received approval for this greenway feasibility study in July 2017 as part of the French Broad River Metropolitan Planning Organization Direct Allocation process of Strategic Prioritization of Transportation Improvements from Federal Highway Funds. She stated that this project will provide planning and limited preliminary engineering for continuing the Town's Greenway from Recreation Park northward to the property the Town purchased along Woodland Drive and including the proposed bridge from Recreation Park across Richland Creek. The goal of the project is to connect a new greenway alignment all the way from Recreation Park to the existing trail that runs from Lake Junaluska to the Waynesville Industrial Park.

Ms. Teague said this project for \$14,400 was approved in 2017 when match was allocated in the 2017-18 fiscal year. Delays in the release of Highway Funds however, delayed the project moving forward and the match funds were not spent.

Ms. Teague Presented a power point about the Greenway Master Plan and reviewed the Greenways planning to date for the Town of Waynesville as follows:

- 2002 Land Use Plan
- 2010 Pedestrian Plan
- 2011 Greenway Plan
- 2017 Feasibility Study
- 2018 Parks and Rec Master Plan
- 2019 Land Use Plan Draft update

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to proceed with the Greenway Feasibility Study. The motion passed unanimously.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve a Budget Amendment 0-19-19, Amendment 8 to the 2019-2020 Budget Ordinance in the amount of \$72,000. The motion passed unanimously.

5. Budget Amendment for contractual services – Stormwater Management Plan

- Ben Turnmire, Finance Director

Mr. Ben Turnmire, Finance Director, stated this Budget Amendment of \$12,000 is needed to fund a contract with “Haywood Waterways” to update the Stormwater Management Plan. This item was brought before the Board at the October 22, 2019 Board meeting and will update our municipal stormwater management plan for compliance with the Town’s National Pollutant Discharge Elimination Permit (NPDES). Ms. Teague assured the Alderman that the Plan will come back before them for approval prior to submittal to the State.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve Ordinance No. O-18-19, Amendment No. 7 to the 2019-2020 Budget Ordinance in order to update the Stormwater Management Plan. The motion carried unanimously.

C. **COMMUNICATIONS FROM STAFF**

Manager’s Report

- Rob Hites, Town Manager

6. Contract for Design, Permitting, Bidding and Construction Administration for renovation of waste treatment plant

Mayor Brown said he had been approached by newly elected and current Board members to postpone action on this item until the new Board is installed. The first time it would be heard is at a January 2020 meeting.

Alderman Gary Caldwell stated he felt that this item should be approved by the existing Board, because the new Board has no knowledge of the details of the contract, and the current Board should make the call. He said there was a time limit on submitting the contract and wanted to make sure that it was submitted in a timely fashion.

Manager Hites stated that Mr. Keith Webb of McGill And Associates was in attendance and could answer any questions the Board might have concerning the time frame for the contract. He assured the Mayor that the Board would be briefed on all aspects of the Waste Water Treatment Plant project.

Alderman LeRoy Roberson stated he was fine with waiting for the new Board if the changes made to the contract by Town Attorney Bill Cannon were included.

Alderman Jon Feichter said he was fine with either approving the contract now or waiting until the new Board is installed.

Alderman Julia Freeman said she felt there was unfinished business with the contract. She said that with new leadership coming in she doesn't see that postponing the decision will affect anything, so she would like for the new Board to be able to move forward, because they will be working with the project for several years to come.

Mr. Webb stated that an application was made to the Division of Water Infrastructure for 17 million plus dollars, and then the Town met with them to increase the amount to 19 million dollars and they graciously agreed to do so. One of the stipulations was that the Preliminary Engineering Report submitted to them by December 1st. He said that action would take place whether or not this contract is approved at this meeting.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to table this item and present it at a future meeting. The motion carried with 4 ayes (Alderman Julia Freeman, Alderman Jon Feichter, Alderman Gary Caldwell, and Alderman LeRoy Roberson) and one nay (Mayor Gavin Brown).

7. Design alternative for the de-humidification unit at the Recreation Center

- Rob Hites, Town Manager

Manager Hites explained to the Board that the de-humidification unit at the Recreation Center has not functioned for seven years. This causes excess humidity which is beginning to corrode the roof joists and be uncomfortable for the patrons. Recreation Director Rhett Langston commissioned a study of the repair and or replacement of the dehumidification unit, and three alternatives for the Town's consideration are being presented.

- **Option#1.** Replace the unit in place. The unit is located on the second floor of the recreation center. It fills an entire room. In order to replace it the old unit it must be cut into pieces and removed via a hole in the roof. The new unit would also have to be installed through a hole in the roof and installed in pieces. Estimated cost \$570,200 plus \$42,000 in Engineering Fees
- **Option #2.** Replace the unit with one mounted on the roof. This would also require a hole to be cut in the roof as well as steel support beams installed to bear the weight of the unit on the roof. The old unit would be disconnected and remain in place. Estimated cost \$510,900 with \$37,900 in engineering fees.

- **Option #3.** Install a new unit on the ground next to an existing condenser unit in the rear of the building. The unit would connect to the existing duct work in the building by running a duct system up the side of the building and through existing penetrations in the roof. Estimated cost \$499,000.

Manager Hites said he had asked a second company for their opinion. They stated that placing two units on the ground in the rear of the building was the best option. The units would be connected to existing duct work through two existing windows in the pool area. Having two units would permit one to be operating if the second goes out of service. Their estimate is \$500,000 including engineering fees.

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the installation of a new unit on the ground next to an existing condenser unit in the rear of the building at a cost of \$499,000.00, and use the design-build method of bidding. The motion carried unanimously.

8. Base Camp on the Go Grant

- Assistant Town Manager Amie Owens

Assistant Town Manager Amie Owens explained that the Base Camp on the Go program had been granted a total of \$31,000 from the Haywood Healthcare Foundation. The funds were to be used as follows: \$17,000 for the salary of Colt Miller, Program Coordinator and the remaining \$14,000 for the purchase of a portable, inflatable Ninja Warrior-style course. The Board needs to accept the grant for funds to be added to the budget.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to accept the \$31,000.00 in grant funding from the Haywood Healthcare Foundation. The motion passed unanimously.

Attorney's Report

- Town Attorney Bill Cannon

Town Attorney Bill Cannon updated the board related to the potential lease of the parking area adjacent to the Town Hall building. Mayor Brown indicated that he was not aware of the lease and asked Mr. Hites to explain. Mr. Hites noted that the lease was reviewed by Mr. Cannon and a final lease would be presented at the next meeting if both attorneys could reach consensus as to the wording of the lease.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

No comments

E. CALL ON THE AUDIENCE

10. Request from Matt Haynes of Giles Chemical to install traffic calming devices on Commerce Street

Mr. Matt Haynes, manager of Giles Chemical explained to the Board that employees of Giles Chemical have nearly been hit by vehicles as they cross Commerce Street to dump debris in their dumpsters and service their equipment. There has been an increase in traffic volume and speed as Frog Level becomes a

more popular destination. Mr. Haynes is requesting that the Board permit the Town staff and Giles to design and construct appropriate traffic calming devices on Commerce to slow traffic as it passes by the plant.

Manager Hites said that cost will be determined by the design. Any traffic calming devices funding in part or wholly by the Town would be funded through the Street/Maintenance General Fund.

A Motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to permit staff to work on a design to bring back to the new Board for consideration in concert with the staff's presentation of a proposed policy regarding traffic calming devices. The motion passed unanimously.

F. ADJOURN

With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to adjourn the meeting at 8:24 p.m. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor Elect

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk

