



OFFICE OF MAYOR

Town of Waynesville

AGENDA
REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
TOWN HALL - 9 SOUTH MAIN STREET
JUNE 14, 2011
TUESDAY - 7:00 P.M.

Call to Order

1. Approval of Minutes of May 24, 2011
2. Public Hearing - Fiscal Year 2011-2012 Budget
3. Request for Street Closure for Boundary Street Block Party
4. Budget Ordinance Amendments for Fiscal Year 2010-2011
5. Adjournment

Additional information regarding this agenda is available at www.townofwaynesville.org

Draft

REGULAR MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
MAY 24, 2011
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, May 24, 2011. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, J. Wells Greeley and LeRoy Roberson. Absent was Alderman Libba Feichter. Also present were Town Manager A. Lee Galloway, Assistant Town Manager Alison Melnikova, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Mayor Brown called the meeting to order at 7:00 p.m.

Approval of Minutes of May 10, 13 and 16, 2011

Alderman Caldwell moved, seconded by Alderman Roberson, to approve the minutes of the May 10, 13 and 16, 2011 meetings as presented. The motion carried unanimously.

Sarge's Animal Rescue Foundation – 6th Annual Downtown Dog Walk

A letter was received from Jamie Powell, Executive Director of SARGE'S, seeking the Town Board's approval of the 6th Annual Downtown Dog Walk on Saturday, August 6, 2011.

Registration for the event will begin at 9:15 a.m. on the Court House lawn and the walk will begin at 10:00 a.m. The route for walkers and their dogs will be from the Court House to Depot Street, Montgomery Street, Church Street, Main Street and back to the Court House. Main Street will be blocked for the few minutes it takes to walk from Church Street to the Court House. Haywood County has approved the use of the Court House lawn and immediate area. The Waynesville Police Department will redirect traffic during the walk. Following the walk, contests will be held for the dogs and their owners. This walk is a fundraising effort to assist Sarge's in saving as many animals as possible from euthanasia from the Haywood County animal control facility.

Manager Galloway said this organization has worked well with the Waynesville Police Department during each of the previous Dog Walks, and it is felt that will be the case this year. Town staff recommended that the request be approved.

Alderman Greeley moved, seconded by Alderman Roberson, to approve the request by Sarge's Animal Rescue Foundation as presented. The motion carried unanimously.

Haywood County Facilities Director Dale Burris Regarding Fairground Project

A letter was received from Haywood County Facilities Director Dale Burris. Mr. Burris attended the meeting to request an adjustment in the capacity fees which the Town charges for

connections to the sewer system. The facility (Building A3.0) has a toilet fixture count of fourteen (14) toilets. The calculated capacity fees are estimated to be \$24,000. Haywood County is willing to pay the Town of Waynesville for the waste water tap fee in the amount of \$1,500 and will provide equipment with operator to open and close the ditch where the tap will be installed. The associated work with opening and closing of the ditch will be provided by B. Allen Construction, the contractor on site. The existing six-inch wastewater line that was installed when the building was constructed should have carried the waste, but due to the limited use of the restroom facility and the elevation, the wastewater line would be basically flat, with less than 1/8" drop per foot. With this elevation, the line would become stopped continuously with paper products. Mr. Burris said one of the facilities on the west side is connected to the Junaluska Sanitary District's sewer. The connection being requested would tie in at a manhole at the bottom of the road leading to the building. The line would continue around 340 feet with a cleanout placed every 100 feet.

Mr. Burris invited the Board to attend the grand opening of the new portion of the facilities which will be planned after the scheduled completion date of June 10. Mayor Brown said it is good to work with Haywood County and the Haywood County Fairgrounds Committee to help with this project.

Alderman Caldwell moved, seconded by Alderman Roberson, to waive the capacity fees for the Haywood County Fairgrounds project as requested. The motion carried unanimously.

Appointments/Reappointments – Board of Adjustment

At the Board meeting of May 10, the matter of appointments of the Board of Adjustment was discussed. At that time, it was announced that long time member and Chairman, Mike Erwin, had asked not to be reappointed as he is now living in Andrews.

The Board members were also considering the reappointment of Stephanie Welch Strickland as an Alternate Member on this Board. It was suggested that town staff approach Ms. Strickland to see if she might be interested in the appointment as a Regular Member to replace Mr. Erwin. Ms. Strickland has indicated a desire to serve as a regular member.

With the adoption of the newly revised Land Development Standards, the composition of the Board of Adjustment has now changed. There will now be four regular members residing inside the corporate limits that are appointed by the Board of Aldermen and one regular member representing the one mile extraterritorial jurisdiction appointed by the Haywood County Commissioners.

The Board has the following appointments/reappointments to consider:

Regular Member:	Mack Noland's Term	3 years ending 5/31/2014
	Mike Erwin's Term	3 years ending 5/31/2012
Alternate Member:	Stephanie Strickland	3 years ending 5/31/2014

Alderman Greeley moved, seconded by Alderman Caldwell, to appoint Stephanie Strickland as a regular member to fill the unexpired term of Mike Erwin, which ends 05/31/2012. Alderman Greeley moved, seconded by Alderman Caldwell, to amend the motion to add the reappointment of Mack Noland to serve another three year term to expire 5/31/2014. The motion carried unanimously.

Award of Bids Municipal Building Renovations

On Wednesday, May 11, 2011, bids were opened on the renovations to the Waynesville Municipal Building. Six firms picked up the bid package and showed an interest in submitting a proposal, but only two firms submitted bids. The bids were received as follows:

Clark & Leatherwood	No bid received
Hart Restoration	No bid received
Jayco Construction	\$88,000.00
John Burgin Construction	No bid received
RPF Construction	No bid received
Strickland Water Proofing	\$78,750.00
Parapet Masonry-North Side	\$3,750.00

The low bid comes from Strickland Water Proofing of Charlotte, North Carolina. The consulting engineer, William Wescott, is familiar with this firm and was pleased to see that they submitted a proposal. The bid from Strickland Water Proofing for the work specified in the Request for Bids was in the amount of \$78,750. With the endorsement of Mr. Wescott, it is the recommendation of town staff that the proposal of Strickland Water Proofing be accepted in the amount of \$78,750.

During the inspection of the building, Strickland saw some issues on the parapet of the north side of the building and submitted a cost estimate of \$3,750 for those repairs. Town staff has indicated a desire to take a look at all portions of the parapet to be sure that both the parapet and the membrane roof attachment to the parapet are in good order. If they are not and are in need of repair, the additional work can be done by Strickland Water Proofing at the time they are performing other work on the building.

Manager Galloway said the work involved in this project is primarily for exterior work. All of the windows will be checked and repaired. The drive-thru window will be removed and a window as near identical as possible will be manufactured and installed in the area of the drive-thru window where an original window was removed years ago. If the repairs require the installation of new wood around the windows, the new wood will be primed and painted on the inside of the window. All windows, once repaired, will be painted on the exterior side. The work also includes scraping and repainting the back of the building and any non-masonry portions of the structure. The work includes the removal and replacement of the stucco on the back of the building, mostly along the basement and annex exterior wall. There will also be some brickwork where the drive-thru window is located, with the brick chosen to match the rest of the building's brick. After the contractor mobilizes, it is anticipated that the work on the building will likely take 4 to 5 months, with completion during early fall.

Alderman Greeley moved, seconded by Alderman Roberson, to award the bid to the recommended low bidder, Strickland Water Proofing in the amount of \$78,750. The motion carried unanimously. (Cont. No. 6-11)

Use of Capital Project Funds for Renovation

With the approval of the work on the Municipal Building, Manager Galloway asked the Board to approve the use of the Capital Project Fund to pay the \$78,750 estimated cost of the work. He added that next month, when Finance Director Eddie Caldwell presents budget amendments to the Board, he can include a formal budget for the Capital Project Fund which would include the renovations to the Municipal Building as well as the new roof on the Recreation Center which the Board approved earlier this year.

Alderman Roberson moved, seconded by Alderman Greeley, to authorize the \$78,750 from the Capital Project Funds for the Municipal Building renovation. The motion carried unanimously.

Update on Health Insurance

Manager Galloway said work has continued on working through the issues of health insurance. Quotes have been received from the N.C. League of Municipalities and Well Path. Some changes have also been proposed through Blue Cross/Blue Shield, the Town's current health insurance provider to: add an additional \$5 per prescription; reduce generic prescriptions to \$4/prescription; increase the deductible to \$300 for emergency room visits; and move the life insurance from NCLM to BCBS. These changes could reduce the yearly cost for the town by \$116,000.

Manager Galloway said the proposed Fiscal Year 2011–2012 Budget is available for review and the public hearing is scheduled for June 14. Alderman Caldwell distributed copies of the proposed list of contributions for the Board to review prior to the public hearing. The list of contributions totals \$100,000. Alderman Greeley said he has reviewed the proposed budget and is amazed at what Waynesville is able to do during these tough economic times, adding that he feels this is possible because of the good management of the Town Manager and Department Heads.

Parking at Armory

The offices of Parks/Recreation Maintenance and Horticulture have moved into the Armory. With programs scheduled at the Armory, employee parking and the addition of these new offices, parking sometimes is a challenge. There was discussion about the possibility of creating additional parking for this building and parking for the businesses in Frog Level. Alderman Caldwell said some of the empty buildings in Frog Level are now being occupied. Several years ago, Waynesville made an attempt to purchase the property located beside the Armory. Real Estate Agent Carroll Mease represented the adjacent property owner in these discussions but an agreement was unable to be reached. The Board felt that it would be worthwhile to once again

look at the possibility of purchasing this property. Mayor Brown asked town staff to look into the possibility of purchasing the property located beside the Armory.

Adjournment

With no further business, Alderman Greeley moved, seconded by Alderman Roberson to adjourn the meeting at 7:38 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor

ITEM 2. PUBLIC HEARING
FISCAL YEAR 2011-2012 BUDGET

We have advertised for the public hearing on the 2011-2012 budget for the meeting of Tuesday, June 14. To my knowledge, no one has been by the office to review the document and I have not had any questions from a citizen on the proposal.

At this stage, the budget calls for a revenue neutral tax rate of 40.82 cents and allows for a 5% increase in the rates for all charges for water and pump fees. There are no increases in the sewer or electric base rates, though we maintain the ability to make adjustments on a monthly basis depending upon the fuel charges assessed by Progress Energy. There are no proposed increases in water and sewer tap or capacity fees.

As a result of the recently adopted Land Development Standards, there are a few changes recommended in the fees related to land development applications and land reclassifications or development reviews. A list of the proposed changes in these fees follows for your review. Any changes would need to be part of the budget ordinance.

As the Board is aware, the Town has commissioned a study of the solid waste system in light of the decision of Haywood County to close the transfer station at Jones Cove Road. The County advised the municipalities, private haulers and individuals that the transfer station would close in February, 2012. At this point, the County has not reached an operating agreement with Santek, the contractor they chose to operate the landfill and solid waste system. We do not know if that February, 2012, date will be achieved or not, but that is the date we are driving toward. Should the study result in recommendations that the Town change its solid waste collection system, or that it transfers its waste to a location other than the Haywood County Landfill or that it privatize the solid waste system, the Town Board will need to make amendments to the budget ordinance to incorporate new or different charges for the services rendered to the citizens and commercial or industrial users. We are recommending no changes for now.

Depending upon the input from citizens at the public hearing, the Board may need to have another work session to further discuss the 2011-2012 budget. The document is currently scheduled to be on the Board's agenda for approval on June 28, 2011.

Planning/Zoning Permit Fees	Proposed	Current
Certificate of LDS Compliance	NC	NC
Temporary Use Permit	NC	NC
Grading Permit	NC	NC
Floodplain Development Permit	NC	NC
Minor Site Plan Review		
Single family or duplex residence	NC	NC
Multi-family with less than 8 units	\$100	\$100
Non-residential development or expansion	\$100	\$100 or \$200
Major Site Plan Review		
Multi-family residential with 8 units or greater	\$20/unit	\$200 +
Non-residential development or expansion	\$200	\$200
Subdivision (Minor)	\$50 + \$10/lot	\$50 + \$10/lot
Subdivision (Major)	\$200 + \$10/lot	\$200 + \$10/lot
Special Use Permits		
General Commercial - Greater than 100,000 sf	\$750	\$750
Monopole Wireless Communications Tower	\$1,000	\$1,000
First Layer Parking Increase	\$500	NA
All Others, in addition to site plan review fees	\$100	\$100
Historic Preservation Commission		
Designation of Historic Landmarks/Districts	NC	NC
Certificate of Appropriateness	NC	NC
Board of Adjustment		
Appeal of Administrative Decision	\$250	\$250
Variance	\$250	\$250
Board of Adjustment		
Variance request	\$250	\$200
Intpretation appeals	\$250	\$200
Text Amendment		
	\$500	\$250
Map Amendment (Rezoning)		
1 acre or less	\$200	\$200
Each additional acre	\$50	\$300 to \$500
Conditional District	2x base fee	2x base fee
Vested Right		
	\$200	NC
Sign Permits		
	\$2/sq. ft. - \$20 min.	\$2/sq. ft. - \$20 min.

ITEM 3. REQUEST FOR STREET CLOSURE
 BOUNDARY STREET BLOCK PARTY

The Town has received a request from Ms. Sheila Mraz, 464 Boundary Street, that Boundary Street be closed from 2:00 p.m. until 9:00 p.m. on Monday, July 4th, for the annual 4th of July Block Party this neighborhood conducts. The request is attached for your information and review.

In the past, the residents of the street have always been cooperative. The Town crews deliver the barricades to the ends of Boundary Street at North Main and Walnut and the residents set up and take down the barricades at the appropriate time. Town crews then return on the following work day and collect the barricades.

This has worked well for the past number of years and we see no reason why we cannot recommend that the request should not be approved for 2011.

Mr. Galloway,

The residents of Boundary Street (from Walnut Ave. to N. Main Street) would like to have our annual 4th of July block party once again. We ask that the town places barricades on either end on the morning of the 4th or earlier so that we may set up our festivities. We thank you in advance for making this possible. Please feel free to join us as we celebrate our nation and our community. Below is an agenda for our block party:

2:00 pm close off street

3:00 pm chalk art designs throughout street, decorate

4:00 pm set up tables and grill

4:30 pm water balloon toss contest, kiddie pool, watermelon seed spitting contest, whip cream & bubble gum contest

5:00 pm best decorated wheels parade and contest (scooter, wheel barrel, bike, roller blades, car, etc.)

5:30 pm pot luck dinner

6:15 pm 5 foot long banana split sundae

6:30 pm neighborhood trivia

6:45 pm water balloon toss contest for adults

7:00 pm karaoke

watch fireworks!

Many thanks once again,

Sheila Mraz

464 Boundary Street

550-4663

ITEM 4. BUDGET ORDINANCE AMENDMENTS
FISCAL YEAR 2010-2011

At the approach of the end of each fiscal year, Finance Director Eddie Caldwell approaches the Town Board with a list of recommendations for budget ordinance amendments. These come about when expenditures and revenues exceed the amount that was initially approved by the Town Board, and there are a variety of reasons for these differences.

In some cases, the amount that was approved simply was insufficient to cover the actual numbers. In the Electric Fund, for example, the amount of power purchased from Progress Energy was more than what we anticipated, so we must ask that the Board amend the budget to reflect a higher appropriation. Fortunately, on the flip side, the revenues the Town received for the sale of electricity were higher than anticipated, so we ask that the Board amend the budget to reflect higher revenues. This offsets the higher costs that come with higher sales.

In other cases, the Board has approved some new expenditures during the year, allowing us to purchase items that were not originally budgeted. In one case, an item was ordered in the prior fiscal year but did not arrive until the current fiscal year, so that item must be listed as an expense in the current year. In another case, a dispatch console was damaged during a storm and was replaced by proceeds from our insurance carrier. It was not an anticipated expense but an expense that had to be incurred, and fortunately, it did not require additional Town funds. But it still must show as an expense in the budget. The revenue from the insurance carrier will also be added to offset the expense.

Eddie Caldwell will be on hand at the meeting Tuesday evening and he will be glad to answer questions and make explanation of the amendments being requested. On the attached list of requested budget amendments, you will see his explanation about each amendment requested. I believe they are clear, but we will answer any questions you might have at the meeting on Tuesday.

We think this will cover the budget amendments needed for the year, but it is possible that expenditures will be made this month that might result in additional amendments being presented for the Board's approval at the meeting on June 28.

Ordinance No. _____

Amendment No. 2 to The 2010-2011 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2010-2011 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2010-2011 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other financing Sources		
ABC Distribution-General	103900-493837	140,000
(Expect increased ABC Distributions.)		
Fund balance appropriated-		
Powell Bill	103900-493991	100,000
(Use accumulated savings to pay for the extra paving and road work.)		
Fund balance appropriated	103900-493992	18,960
(Amount needed to balance amendment.)		
Total General Fund revenues		<u>\$258,960</u>

Increase the following appropriations:

Administration		
Vehicles	104120-545400	\$46,030
(Replace 1996 van \$25,580 and 1997 truck \$20,450)		
Police Department		
Vehicles	104310-545400	26,950
(Replace 2002 Blazer.)		
Equipment	104310-545500	47,480
(Replace dispatch console damaged by storm. The town has been reimbursed by insurance proceeds)		
Powell Bill		
Infrastructure/Paving Improvement		100,000
(Some additional paving and road work needed due to two back to back harsh winters.)		
Cemetery		
Capital Improvement	104740-545900	15,500
(New building was to be paid from the prior year's budget but did not come till the current year.)		

Special Appropriations		
Transfer to other organization	105300-536920	7,000

(The town is expecting increased expenditures to the Haywood County Public Library due to increased revenues from the ABC system.)

Taxes to DWA	105300-536930	16,000
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(Expect higher tax collections than budgeted.)

Transfers

Transfers to Capital Projects	109800-599400	30,000
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(This will move unspent municipal building improvements funds from Public Buildings to the Renovations and Repairs to Public Buildings Project fund. These funds will be spent as needed for various public building's renovations and repairs.)

Total General Fund increased appropriations	<u>\$288,960</u>
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Decrease the following appropriations:

Public Buildings		
Capital Improvements	104260-545900	(\$30,000)

(Move unspent funds to the Renovations and Repairs to Public Buildings Project fund.)

Total General Fund decreased appropriations	<u>(\$30,000)</u>
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Total net change in General Fund appropriations	\$258,960
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Electric Fund:

Increase the following revenues:

Utility Revenue		
Electric Charges	633700-453730	\$120,000

(Sales are higher than expected.)

Total Electric Fund revenues	<u>\$120,000</u>
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Increase the following appropriations:

Electric Power Purchases		
Power Purchases	637123-582710	\$120,000

(Power purchases are higher than expected. Experienced a colder winter.)

Total Electric Fund appropriations	<u>\$120,000</u>
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Adopted this 14th day of June 2011.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Phyllis R. McClure
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney