



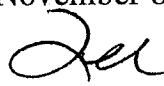
Town of Waynesville

AGENDA
REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
TOWN HALL - 9 SOUTH MAIN STREET
DECEMBER 13, 2011
TUESDAY - 7:00 P.M.

Call to Order

1. Approval of Minutes of November 8, 2011
2. Public Hearing
Annexation - 2180 Dellwood Road - Queen's Farm
3. Presentation of Audit Report
4. Cecil Young and Don Kostelec
Presentation of Bicycle Plan Adopted by Haywood County
5. Award Bid for Electric Department Bucket Truck
6. Retroreflectivity Sign Maintenance Policy
7. Alternate Route to Cherokee
Signage at Exit 103 in Haywood County
8. Appointments to Haywood County Tourism
Development Authority Subcommittee
9. Term on Tourism Development Authority
Board of Directors
10. Agreement Regarding Incentives for Industry
11. Resolution Regarding ABC Board Providing Gift to Retiring Employee
12. Cancellation of December 27, 2011 Meeting
13. Adjournment

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

TO: Mayor and Board of Aldermen
Candidates for Office on Ballot of November 8, 2011
FROM: Lee Galloway, Town Manager 
DATE: December 8, 2011
SUBJECT: Board Meeting of December 13, 2011

The Town of Waynesville has traditionally sworn in elected officials at the first meeting in December following the municipal elections in November. This will not be done on Tuesday, December 13, 2011.

As you are aware, the election held November 8, 2011, for Town of Waynesville officials is under appeal, and that appeal will be before the State Board of Elections on Wednesday, December 21, 2011. While under appeal to the State Board of Elections, the Haywood County Board of Elections may not certify the results of the Waynesville elections on November 8, 2011. Without the election results being certified, the Town is not able to swear in any of the individuals. According to the attorney for the State Board of Elections and by State Statute and Town Code, the present Mayor and Board of Aldermen will continue to serve until the results of the November 8 election are certified. As a result, we will not be able to conduct the swearing in ceremony on December 13.

Should you have questions on this matter or need further clarification, please contact Town Attorney Woody Griffin of Brown, Ward & Haynes.

REGULAR MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
NOVEMBER 8, 2011
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, November 8, 2011. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Libba Feichter, J. Wells Greeley and LeRoy Roberson. 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 October 25, 2011

Alderman Caldwell moved, seconded by Alderman Roberson to approve the minutes of the October 25, 2011 meeting as presented. The motion carried unanimously.

Annexation Report 2180 Dellwood Road Queen's Farm

At the meeting of October 25, 2011, the Town Board received a petition for annexation of a 7.235 acre tract of land. This 7.235 acre tract is part of the larger 131 acre tract known as the Queen's Farm. At the meeting of October 25, the Town Board adopted a resolution directing Town Clerk Phyllis McClure to investigate the sufficiency of the petition submitted by the owners of the property. This has been done and the Certificate of Sufficiency prepared by Ms. McClure was presented to the Board that the annexation petition meets the requirements.

Manager Galloway said if the Board wished to proceed with the next step in the annexation of this 7.235 acre tract of land, the action needed would be the adoption of a resolution. The resolution sets the date for a public hearing on the question of annexation as required by North Carolina General Statute 160A-58. It was recommended that the public hearing date be set for Tuesday, December 13, 2011 at 7:00 p.m.

Alderman Greeley moved, seconded by Alderman Feichter, to adopt a resolution to set the public hearing date for Tuesday, December 31, 2011 at 7:00 p.m. The motion carried unanimously. (Res. No. 4-11)

Discussion of Restrooms at Recreation Park – Marshall Street

During the spring of 2011, there was some negative publicity about the condition of the restrooms at the Town Park on Marshall Street. Over the years, these restrooms have been vandalized countless times and no matter how often town personnel clean these facilities, within a short time, the interior is trashed and the sinks and fixtures ripped off the walls and damaged. During May, vandals set a fire in those restrooms and the building with the restrooms and the storage of recreation equipment was burned beyond repair. The Town had those buildings

insured and received an insurance settlement of just over \$97,000 for the replacement value of those buildings.

The Recreation Department staff and management have spent considerable time trying to reach a solution on the future provision of restroom facilities in the park. For the time being, port-a-johns have been placed near the tennis courts and the Kiwanis Community Playground, but these are just a temporary fix. Town staff has been looking at the building that formerly housed the restrooms and offices for the outdoor pool. During the summer months, the restrooms in this building have been available to the public. The rest of the inside is used for storage, and a chain link fence has been placed around the outside of the overhang or patio of the building, with recreation equipment parked underneath.

Overall, it is felt that there may be a better use for the building. It has a brick exterior and is not unattractive. With some work, town staff felt it is possible that the building might be converted for year-around restrooms and that the other space could be renovated and used for storage or even meetings for clubs or groups connected with various recreation programs. While the \$97,000 will go a long way toward the cost of renovations, Manager Galloway said the total costs might be in the \$150,000 range.

Assistant Manager Alison Melnikova has been involved in the research on this project. There has been some discussion about purchasing pre-fab restrooms in the range of \$90,000. Manager Galloway asked for some guidance from the Board about the direction town staff is heading. If the Board agrees, he asked for authorization to hire a local architect to take a look at the building and give some advice and suggestions and perhaps develop plans that can be used for bidding the work. Once there are some plans and cost estimates, town staff would return to the Board to see if everyone is comfortable about proceeding onward from that point. Manager Galloway said bids will soon be accepted on demolishing the burned building.

It was the consensus of the board to proceed with hiring an architect to study the existing building and surrounding property and make recommendations for its future use. Alderman Feichter said it would be beneficial to have a larger view of what could be placed in this area.

Town Manager Selection Process Update

Manager Galloway said a special meeting is scheduled for Wednesday, November 16 at 6:00 p.m. in order for the Board to meet with Dr. Steve Straus with Developmental Associates to begin the town manager selection process. Other meetings are scheduled the following day, on Thursday, November 17 for members of the business community, town department heads & supervisors, non-profits & other organizations, former elected officials & others and citizens. Approximately sixty letters were mailed to various individuals recommended by the board to participate in this process.

Food Drive Update

Manager Galloway reported on the food that has been collected so far during the food drive, including the food collected by the Jonathan Valley, Hazelwood and Junaluska Elementary School students. Approximately fifteen truck-loads of food have been collected to date. Each time food is delivered to Haywood Christian Ministry the food pantry shelves were getting low

and needed to be replenished. On Friday, November 18 from 8:00 a.m. until 8:00 p.m., food will be collected in the parking lots of Ingles on Barber Boulevard and Best Buy in West Waynesville.

Upcoming Meetings

Manager Galloway said there is a possibility that the second meeting in November could be cancelled. At the meeting of December 13 the board members will be sworn in by Haywood County Clerk of Court June Ray. Several items are scheduled for the December 13 agenda, including the presentation of the Audit. No action was needed.

Adjournment

With no further business, Alderman Roberson moved, seconded by Alderman Feichter to adjourn the meeting at 7:27 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor

ITEM 2. PUBLIC HEARING
ANNEXATION – 2180 DELLWOOD ROAD – QUEEN'S FARM

The Town received a petition for annexation signed by members of the Queen Family. The tract of land requested for annexation is 7.235 acres in size and is part of a larger 131 acre tract owned by the Queen Family. The 7.235 acres includes the Queen Homeplace and several rental houses that have been connected to the Town's sewer collection mains.

When this petition was first presented in October, the Town Board passed a resolution directing Town Clerk Phyllis McClure to investigate the sufficiency of the petition. At the meeting of November 8, Ms. McClure reported back to the Board that the petition met the requirements of State Statute. The Board then passed a resolution calling for a public hearing on the annexation request. Ms. McClure advertised the public hearing on annexation which has been scheduled for the meeting of December 13, 2011.

Should the Board wish to proceed with the annexation of this 7.235 acre tract of land, it may do so at the meeting on Tuesday through the adoption of an ordinance calling for the annexation of this tract. The Board has the option of setting the effective date of annexation, and it would be our recommendation that the effective date be set for January 1, 2012. Once done, the Town would begin to provide the full range of services to this property, and we would be able to switch the water and wastewater charges from out-of-town to in-town rates.

ITEM 3. PRESENTATION OF AUDIT REPORT

Under State regulations, each local government in North Carolina must undergo an annual audit of its financial records. The audit, once completed, must be presented to the Local Government Commission (LGC) which is a division of the State Treasury Department.

For many years, the Town of Waynesville has contracted with the firm of Ray, Bumgarner, Kingshill & Associates, PA, to conduct the annual audit. Each year, the LGC carefully reviews the audit, and I do not recall any exceptions that have been taken to the document submitted by the firm.

On Tuesday evening, Mr. Bruce Kingshill and Ms. Nancy Lux will attend the Board meeting and present the results of the annual audit for the period ending June 30, 2011. For your information and perusal, you will find a copy of the audit which has been prepared. In addition, there is a brief report providing an explanation of the major variances found in the audit.

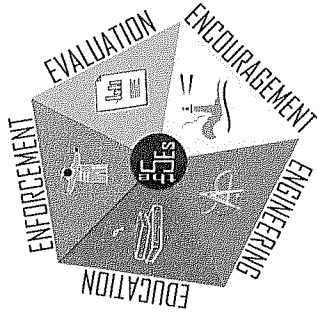
As you review this document, it is likely that questions will arise. If you have questions in advance of the meeting on Tuesday evening, or if you feel the need for more information, please do not hesitate to contact Finance Director Eddie Caldwell in advance of the Tuesday meeting.

ITEM 4. CECIL YOUNT AND DON KOSTELEC
PRESENTATION OF BICYCLE PLAN
ADOPTED BY HAYWOOD COUNTY

For some time, individuals in Haywood County have been involved in the development of the Bicycle Plan for the county. Mr. Yount and Mr. Kostelec have asked for time on the Town Board's agenda so that they may present the document and answer questions you might have. For your review, a brief synopsis of the plan follows.

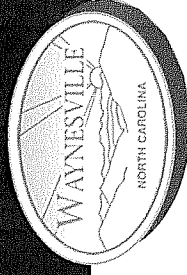
The 5 E's of a Comprehensive Bicycle Plan

A recognition of the variety of bicycle users and the facilities they desire has led the bicycle and pedestrian planning profession, along with the League of American Bicyclists, to endorse an approach to developing a bicycling culture that is inclusive of the "5 E's"—Engineering, Education, Encouragement, Enforcement, and Evaluation. It is therefore incumbent on any community desirous of becoming a BFC that the 5 E's become an integral component of their initiatives and a related bicycle plan is well-served to incorporate these 5 E's, which are defined by the League as:



- **Engineering** represents what has been built in the community to promote cycling, inclusive of developing recommendations through a bicycle plan. Specific elements of the built environment include how bicyclists are considered in street design and construction as well as along greenway corridors. The existence of bicycle parking and the overall connectivity of the bicycle facilities network are also factors.
- **Education** is also a critical component of a bicycle friendly community as the users of the system—bicyclists, motorists, pedestrians and others—should be well-informed of local and state laws pertaining to bicycling and share the road in a manner that is safe for everyone.
- **Encouragement** is inclusive of how a community promotes and encourages bicycling through bicycle clubs, organized rides and events, Bike to Work activities, promotional materials, maps of all types of routes and trails, and Safe Routes to Schools programs.
- **Enforcement** relates primarily to the knowledge base of the law enforcement community and its willingness to enforce bicycle-related laws. Enforcement programs include targeted efforts to encourage motorists and bicyclists to safely share the road. The existence of bicycle-related safety laws at the state and local level are also critical, as is inclusion of appropriate regulatory signage along roadways.
- **Evaluation** is the method by which a community understands and tracks the progress of its various projects, programs and policies to measure how well it is performing. Many communities track the performance of the bicycle system and progress of the bicycling community by examining usage of the bicycle system through regular counts, analyzing crash rates to look for trends, tallying how many children participate in bicycle rodeos or how many adults participate in training modules.

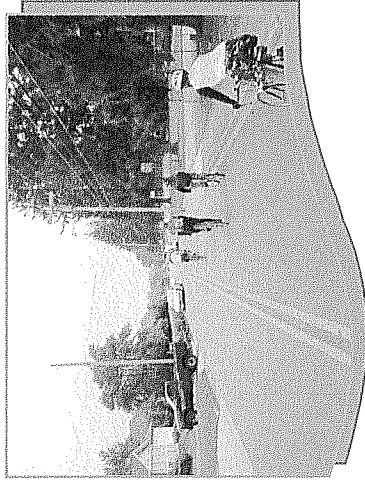
Haywood County Comprehensive Bicycle Plan



Town of Waynesville

Population: 10,144
Pop. Growth (2000-2009): 9.8%
Land Area: 7.8 Sq. Mi.

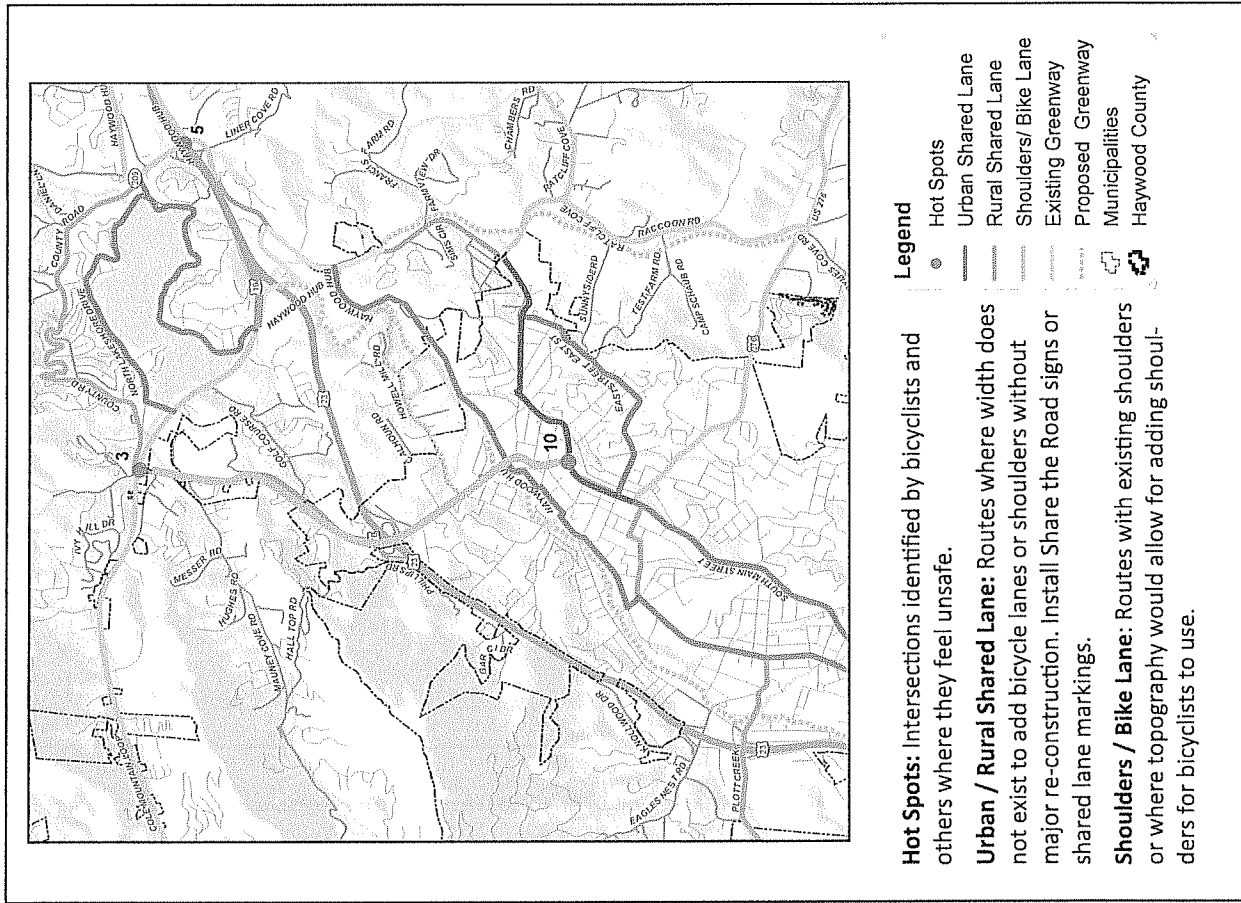
Context: Waynesville is the County seat, the largest town in Haywood County and a tourism and cultural hub. Several roads converge on Waynesville and it has several traditional neighborhoods., including Hazelwood, a very bicycle-friendly area.



Influences: Waynesville provides the majority of commercial and shopping destinations for the area. Waynesville's Main Street and nearby areas are one of the most vibrant small town downtowns in North Carolina and offer walkable destinations within a few blocks of one another. The Frog Level Historic District and Hazelwood also offer unique downtown shopping environments and great potential for bicycle-friendly nodes. There are several traditional neighborhoods in Waynesville as well as golf communities on its periphery.

Bicycling: Major corridors such as US 276 and US 23 Business create barriers for bicycling but there are alternative routes on parallel two-lane streets throughout town and other routes connect to scenic loops. The US 276—Russ Avenue corridor has large-scale commercial development and is planned for improvements that include bicycle lanes. The Town is planning a BMX park as part of the master plan for the Recreation Center. Downtown Waynesville is an ideal location for bicycle racks.

Waynesville—Route Recommendations



Experienced / Confident Riders	Casual / Less Confident Riders
<ul style="list-style-type: none"> Most are comfortable riding with vehicles on streets, and are able to negotiate streets like a motor vehicle, including use of the full width of a narrow travel lane when appropriate and using left-turn lanes. 	<ul style="list-style-type: none"> Prefer shared-use paths, bike boulevards, or bike lanes along low-volume, low-speed streets.
<ul style="list-style-type: none"> While comfortable on most streets, some prefer on-street bike lanes, paved shoulders or shared-use paths (greenways) when available. 	<ul style="list-style-type: none"> May have difficulty gauging traffic and may be unfamiliar with rules of the road as they pertain to bicycles; may walk bike across intersections.
<ul style="list-style-type: none"> Prefer a more direct route. 	<ul style="list-style-type: none"> May use less direct route to avoid primary streets with heavy traffic volumes.
<ul style="list-style-type: none"> Avoid riding on sidewalks. Ride with the flow of traffic on streets. 	<ul style="list-style-type: none"> If no on-street facility is available, may ride on sidewalks even though it is not necessarily safer than the street. Should always ride with flow of traffic.
<ul style="list-style-type: none"> May ride at speeds of up to 20 mph on flat ground, up to 45 mph on steep descents. 	<ul style="list-style-type: none"> May ride at speeds around 8 to 12 mph.
<ul style="list-style-type: none"> May cycle longer distances. 	<ul style="list-style-type: none"> Cycle shorter distances; 2 to 5 miles is a typical trip distance.

Experienced / Confident Riders vs. Casual / Less Confident Riders
Source: AASHTO

ITEM 5. AWARD BID FOR ELECTRIC DEPARTMENT BUCKET TRUCK

In adopting the 2011-2012 annual budget, the Town Board provided funds for the purchase of a new bucket truck for the Town's Electric Department. The new truck is intended to replace a bucket truck which has served the Town well since it was purchased in the early 1990s.

On the following sheet, you will find the three bids which were opened on Wednesday, November 16, at 2:00 p.m. The low bid came from Altec Industries for an Altec AA55E bucket apparatus mounted on a 2012 Freightliner M2 106, and that bid was \$204,109.64. In securing cost estimates for this piece of equipment, our electric department was advised to plan on an expenditure of around \$185,000, and that is the amount requested in the budget. As you will note from the three bids submitted, the budgeted amount is well under the low bid for the unit. While this is disappointing, one has to understand that the three bids submitted were very close, particularly the two lowest bids. With the bids so close, the three firms must have viewed the specifications in a similar manner.

Using the information provided, the Electric Department sought \$185,000 in the budget for the bucket truck. The low bidder offered the truck at a price of \$204,109.64, which is \$19,109.64 more than budgeted. The Electric Fund is in a particularly strong financial position at this time and the bucket truck is an item that is needed and should not be delayed.

It would thus be our recommendation that the Town Board approve the proposal of Altec Industries for the 2012 Freightliner M2 106 with Altec AA55E bucket apparatus at a cost of \$204,109.64.

[illegible]

ITEM 6. RETROFLECTIVITY SIGN MAINTENANCE POLICY

The U. S. Department of Transportation has recently adopted changes to the Manual on Uniform Traffic Control Devices. These changes require that all agencies that maintain roadways open to public travel adopt a sign maintenance program to assure that streets signs maintain a certain level of reflectivity.

The Town's Director of Public Works, Fred Baker, has developed a policy on this matter for the Town Board's consideration. This policy is attached for your review. Under this proposal, there will be an established procedure and a time table for the Town to come into compliance with the new federal rules.

Mr. Baker has some surgery scheduled for later this month and he will not likely be at the meeting Tuesday evening. Should you have questions on this policy, please contact me in advance of the meeting on Tuesday. I can attempt to get answers to any questions you might have or the Board might delay action on the sign matter until a later date.

Town of Waynesville

Retroreflectivity Sign Maintenance Policy

Prepared by:

Frederick L. Baker, P.E.

Director of Public Works

Adopted: _____ 2011

I. Introduction

The Manual on Uniform Traffic Control Devices, published by the U.S. Department of Transportation—Federal Highway Administration, sets forth basic principles of traffic signs: namely to promote safety and efficiency on our public roads. Traffic signs inform motorists of regulations, warn of potential hazards on or near the roadway, and help ensure that motorists reach their destinations as safely and efficiently as possible.

The MUTCD establishes uniform standards for traffic signs. Recently adopted language in the MUTCD now requires all agencies that maintain roadways open to public travel to adopt a sign maintenance program designed to maintain traffic sign retroreflectivity at or above specified levels. "Retroreflectivity" refers to the property of a traffic sign to reflect light back to the driver. Retroreflective traffic signs are used to increase sign visibility at night. Maintaining traffic sign retroreflectivity is important since nighttime fatal crashes occur approximately three times as often as daytime fatal crashes.

For years, the MUTCD has required signs to be either illuminated or made with retroreflective sheeting materials. Most signs in the United States fall in the latter category, but these materials have a limited life. They degrade over time. Until now, little information has existed to determine when signs should be replaced based on their retroreflectivity.

The MUTCD identifies minimum required retroreflectivity levels. If a sign falls below this minimum value, it needs to be replaced. Different types and quality of sheeting materials are available, and the effective life of a sign (that is, its retroreflectivity) will depend largely upon which material is chosen. To meet the requirements, all agencies must implement a traffic sign maintenance program by using one of the MUTCD's predetermined methods.

Failure to use one of the methods could result in lawsuits from drivers or their families who suffer injury or death attributable to substandard sign retroreflectivity maintenance.

Agencies will not need to measure retroreflectivity levels of all their signs, but they do need to implement a program that regularly evaluates and assesses the nighttime performance of their signs.

Public agencies---including The Town of Waynesville---have to comply with the minimum retroreflectivity requirements for their traffic signs. The purpose of this sign maintenance policy is to ensure that resources are devoted to retain the visibility and legibility of traffic signs, as well as ensuring that signs remain properly mounted and in good working condition.

In addition to improving safety for drivers, FHWA believes that the selection of a reasonable method for maintaining sign retroreflectivity might serve to defend public agencies in tort liability claims and litigation. Public agencies that demonstrate a reasonable maintenance policy as outlined in the MUTCD should be better equipped to successfully defend against tort litigation involving claims of improper sign retroreflectivity.

Once the Town of Waynesville adopts a sign maintenance program that can regularly address the new minimum sign retroreflectivity requirements, it will be in compliance with the MUTCD requirements even if some individual signs do not meet the minimum retroreflectivity levels at a given point in time. For example, a sign might be covered with graffiti the week after the inspection. If that sign was compliant at the time of the inspection, the Town would still be considered in compliance with MUTCD requirements. The minimum levels of retroreflectivity do not imply that the Town needs to measure the retroreflectivity of every sign in its jurisdiction. Instead, the Town must implement one of the methods designed to maintain the minimum retroreflectivity levels.

II. Objectives

The objectives for this sign inventory and retroreflectivity sign maintenance program are:

- Complete a sign inventory of all Town roads.
- Develop a sign inventory database.
- Prepare a GIS map showing sign locations within the Town of Waynesville.
- Identify the method that the Town of Waynesville will use to maintain minimum retroreflectivity levels for all signs subject to the new requirements.

III. Procedures

Under the direction of the Director of Public Works or Assistant Public Works Director, the Street and Sanitation Superintendent or designated lead workers will make decisions concerning scheduling and procedures for traffic control devices, maintenance needs and associated periodic condition inspections. The significance of the traffic device to driver safety, condition and effectiveness of the device, standards compliance and whether damage or condition creates an immediate safety hazard are all factors to be considered. Factors that may delay completion of traffic device maintenance include other repair needs, utility locates, procurement of necessary materials, weather conditions and other staff and field condition issues.

Signs will be installed and maintained to meet federal standards set forth in the MUTCD.

The Town will inventory all roadway signs that have established minimum retroreflectivity requirements. The compliance deadline for all red and white or black on white "regulatory" signs (STOP signs and speed limit signs), yellow "warning" signs and green/white "guide" signs is January 2015. By January 2018, all overhead guide signs and street name signs must comply with these requirements.

The Town of Waynesville will inventory and maintain signs and street name signs on all town system roadways with the exception of :

- Signage on approaches to state roads are not installed or maintained by the town
- Stop signs intersecting with state roads are maintained by NC DOT
- Specific signs installed by others (NC DOT, Haywood Transit and private signs as agreed upon by the Town of Waynesville)
- Signs along state roads or within NC DOT right of way
- Signs on approaches to town system streets installed by private businesses and/or property owners

The Town of Waynesville will use visual nighttime inspection also as a management method for sign retroreflectivity. Evaluation of retroreflectivity of town signs will be on a 2 year cycle (1/2 of town signs each year). Prior to the authorization of this inventory and assessment program, the Town of Waynesville did not actively track and/or maintain an inventory of town signs. Therefore the visual nighttime inspection method is the most practical method allowed because it does not require any specialized equipment or other large investments.

The retroreflectivity of an existing sign is to be assessed by a trained sign inspector conducting a visual inspection from a moving vehicle during nighttime conditions. The assessment shall be done by a team: one driver and one inspector over the age of 60 years old. The team shall be driving a model year 2000 or newer SUV or pickup with VOA headlamps that have been aimed properly.

The inspector shall concentrate on judging the existing retroreflectivity of all signs while traveling at or near the posted speed limit with the headlights on low beam. The driver will concentrate on driving safely.

Inspections will be conducted during consistent nighttime conditions whenever possible. More specifically, inspections will be conducted on clear nights when there is no rain or fog. The interior light of the inspection vehicle will be off. A pen light will be used for recording the

results of the inspection. A standardized form will be used for tracking inspection results. Inspector and driver will be well rested with pre-selected routes, a sign list, plenty of tracking forms and fuel for the route. Inspection will not start in earnest until complete darkness.

Signs shall be rated FAIL, MARGINAL OR ADEQUATE. Signs with a rating of "fail" will be scheduled for replacement as soon as possible. Regulatory sign replacement will take precedence with regards to funding. Signs with retroreflectivity ratings of "marginal" will be scheduled for replacement as soon as practical. Although the signs may be at, or slightly above, the minimum retroreflectivity levels at the time of the inspection, the retroreflectivity levels will degrade over time and will eventually fall below the minimum levels. Therefore, signs with a rating of "marginal" will be scheduled for replacement and replaced according to the following schedule:

By January 2015: All regulatory, warning, and green and white ground mounted guide signs (except street name signs) with "marginal" ratings will be replaced.

By January 2018: All street name signs with "marginal" ratings will be replaced.

Signs with a rating of adequate shall be reviewed on a biennial basis. When the retroreflectivity reaches a marginal condition, the sign shall be scheduled for replacement.

As the town replaces roadway signs, they will document the year installed and the sheet material used for each sign using a number two pencil on the back. Alternate assessment methods of expected sign life or a combination of methods can then be adopted in subsequent cycles.

As signs are replaced under this program, the town will consider the need for each sign. Unauthorized signs will be removed from town rights of way.

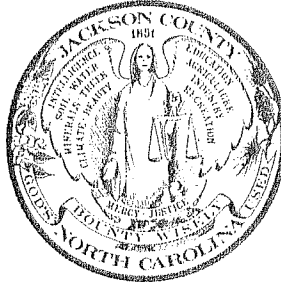
ITEM 7. ALTERNATE ROUTE TO CHEROKEE
 SIGNAGE AT EXIT 103 IN HAYWOOD COUNTY

You will find attached a letter which was received from Chuck Wooten, County Manager of Jackson County. The letter is pretty self-explanatory. For a motorist traveling west on U. S. Route 23/74 with a destination of Cherokee, at Exit 103, signage directs the motorist to take Route 19 through Maggie Valley. As Mr. Wooten points out, Cherokee may be accessed through an alternate route on U. S. Route 74 which would take them through Jackson County. The Jackson County Commissioners seek resolutions of support from local governments in the area for the installation of signage showing that U. S. 74 might be used as an alternate route to Cherokee.

OFFICE OF
COMMISSIONERS OF JACKSON COUNTY

BOARD OF COMMISSIONERS

JACK DEBNAM, Chairman
DOUG CODY, Vice Chairman
JOE COWAN, Commissioner
CHARLES ELDERS, Commissioner
MARK JONES, Commissioner



GEORGE W. WOOTEN, County Manager
401 GRINDSTAFF COVE ROAD
SYLVA, NORTH CAROLINA 28779
(828) 631-2295
FAX (828) 631-2208
E-Mail: JacksonCoMgr@jacksonnc.org


November 9, 2011

Mr. A. Lee Galloway
Town Manager
Town of Waynesville
PO Box 100
Waynesville NC 28786

Dear Lee:

I recently spoke with Mayor Brown about an initiative undertaken by a number of Jackson County entities to improve signage at exit 103 in Haywood County and he suggested I send a letter of request to you as Town Manager. Specifically, we want travelers to know that Hwy. 74 is an alternate route to access Cherokee. Obviously, Hwy 74 travels through Jackson County and could result in increased visits to the businesses in our county. We believe the Town of Waynesville could also benefit from this re-directed traffic. I'm enclosing letters that have been sent to the NC Department of Transportation and we have been advised by NCDOT that some alternative signage may be erected. I would ask the Town of Waynesville to support our efforts by submitting a letter to the Division Engineer with the NC Department of Transportation that endorses our actions. Please note that Chief Hicks and other distinguished representatives from The Eastern Band of Cherokee Indians have sent a letter of endorsement.

Please give me a call if you have any questions or need additional information.

Sincerely,


Chuck Wooten
County Manager

Cc: Mr. Jack Debnam, Chairman, Jackson County Commissioners
Ms. Julie Spiro, Executive Director, Jackson County Chamber of Commerce

Enclosures

ITEM 8. APPOINTMENT TO HAYWOOD COUNTY TOURISM
DEVELOPMENT AUTHORITY SUBCOMMITTEE

In 2008, when the General Assembly approved an additional 1% tax on tourism related uses, a special Subcommittee was established to oversee the distribution of the increased funds back to the areas where the tax is generated. The Town Board was given the responsibility for the appointment of members to serve on the 1% Funding Subcommittee for the 28785/28786 Area.

The current appointees are Buffy Phillips, Roy Gass and Betsy Boyd, and their two year terms will be expiring at the end of the calendar year. You will find a letter attached from Ms. Phillips who is serving as Chair of the Committee, and she is requesting her own reappointment as well as that of Mr. Gass and Ms. Boyd.

If the Board so desires, these three individuals could be reappointed at the meeting on Tuesday evening.

Town of Waynesville
Mayor Gavin Brown and Board of Aldermen
PO Box 100
Waynesville, North Carolina 28786

Dear Mayor Brown and Town Board,

I am writing to request reappointment to the Haywood County Tourism Development Authority's 28785/28786 1% Funding Subcommittee. All current members of this committee are up for reappointment by the Waynesville Mayor and Town Board in December 2011. I would like to express my interest in remaining on the committee and representing the Town of Waynesville.

I was appointed to this committee at its inception in 2008 and have remained committed to using the 28785/28786 funding effectively and fairly in marketing Waynesville. The money allotted to this zip code for marketing is invaluable to the ongoing promotion of Waynesville as a destination. Occupancy Tax receipts have increased for Waynesville and I believe it can be partially attributed to the dedicated work and funding allocation recommendations of the 28785/28786 1% Subcommittee.

In addition to my desire to continue to serve on this subcommittee, I would like to recommend my fellow committee members, Betsy Boyd (28785) and Roy Gass (28786) for reappointment. Both have an extensive background in working with TDA and in the marketing of Haywood County. Ken Stahl, the TDA representative for the Town of Waynesville, continues to be a positive attribute and I would hope he would also be reappointed to his position.

Please let me know if I may provide you with any additional information. Thank you for your time and your consideration of this request for reappointment.

Sincerely,



Buffy Phillips
Committee Chair

28785/28786 1% Subcommittee

ITEM 9. TERM ON TOURISM DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS

In Agenda Item 8, you were provided with the letter from Ms. Buffy Phillips regarding the 1% Funding Subcommittee. In her letter, Ms. Phillips pointed out the upcoming expiration of the term of Mr. Ken Stahl on the Board of Directors of the Tourism Development Authority. She recommended that Mr. Stahl be reappointed to another term.

The terms on the TDA Board are for three years, and Mr. Stahl's term is expiring on December 31, 2011. He has been a dedicated representative on this Board for a number of years and has shown particular knowledge on financial issues facing that Board. Mr. Stahl has indicated a desire to continue service on this Board.

Appointments to this Board are by the Haywood County Commissioners, but they look to the local governments for recommendations on appointments. If the Town Board wishes to see Mr. Stahl appointed to another term on the Board of Directors of the TDA, the first step would be to pass a resolution making a recommendation to the Commissioners for Mr. Stahl's reappointment.

ITEM 10. AGREEMENT REGARDING INCENTIVES FOR INDUSTRY

In October, the Town Board adopted a policy on granting incentives to businesses and industries based upon the creation of jobs and the investment in facilities and/or equipment which expand the Town's tax base. Haywood County has such a policy in place and has granted incentives under their policy in the past. The Town's incentive policy is pretty much identical to that of the County.

The County has a system in place to verify the number of jobs created and the required financial investment by companies receiving the incentives. Rather than creating a new system of verification, the Town Attorney and Town Staff concluded that it would make more sense to follow the County's lead on this verification, perhaps even piggy-backing on their agreement with the business or industry receiving the incentives. Town Attorney Woody Griffin has been in contact with County Attorney Chip Killian to discuss the possibility of having one agreement between the Town and County with the business or industry receiving the incentives. We do not have a draft copy at this point, but it is possible that we will have one by Tuesday evening. We wanted to tentatively reserve a slot on the Board's agenda to present such an agreement for your approval.

ITEM 11. RESOLUTION REGARDING ABC BOARD PROVIDING
GIFT TO RETIRING EMPLOYEE

The ABC Store has an employee who will be retiring soon and the local ABC Board would like to present that employee with a retirement gift. There seems to be some uncertainty on the ABC Board as to the legality of doing so, and they have asked advice of the State ABC Board on the protocol. It seems that the State suggested that it might be best that the local Board have the appointing authority to authorize such a gift. Mr. Earl Clark, Chairman of the ABC Board contacted the Town to ask what the Town does for retirees.

Although we do not have a written policy on gifts for retiring employees, Human Resources Officer Margaret Langston and I developed a policy that we follow which is relatively simple. A retirement gift should be at a cost in the range of \$10.00 to \$15.00 for each year of service. Under that policy, an employee with 25 years of service, for example, would receive a gift with a value of around \$250 to \$375. I do not recall any case where the Town spent anywhere near the top figure and it is more common to be in the \$250 to \$300 range for a gift for a long term employee.

I believe that Mr. Clark would like some direction from the Board as to an amount that it feels is suitable for a gift for a retiring employee at the ABC Store, and I understand that he may have mentioned an amount of \$10 per year of service.

Although I never approached the Town Board about a formal policy on the value of retirement gifts for retiring Town employees, perhaps it is appropriate for the Town Board to endorse such a policy for that as well.

ITEM 12. CANCELLATION OF DECEMBER 27, 2011 MEETING

Traditionally, the second meeting of December has fallen close to Christmas and the Town Board has cancelled that meeting. This year, the second meeting is on December 27, and it would be our recommendation that the meeting be cancelled.