



Town of Waynesville, NC

Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: **December 12, 2017**

Time: **6:30 p.m.**

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the November 28, 2017 special meeting as presented (or as corrected).

B. PRESENTATION

3. Watershed Capacity Study – McGill and Associates – Joel Storrow

C. CONTINUED BUSINESS

4. DOT Project Update – Elizabeth Teague

Motion: To direct staff to ask the MPO and TAC to remove EB 5757 from the STP-DA program.

5. Local Purchasing Policy

Motion: To amend the Town's Purchasing Policy to include "Local Preference Purchases" for products costing from \$501.00 to \$30,000.00. as presented.

6. Electric Rates

Motion: To approve the proposed initial increase in electric rates effective January 2018 as presented

D. COMMUNICATIONS FROM STAFF

7. Manager's Report –Town Manager Rob Hites

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

December 12, 2017

- 2 -

8. Special Events Permits – Amie Owens, Assistant Town Manager

- MLK Pride Walk, Saturday, January 13, 2018
- Mountaineer 2Miler – Saturday, March 24, 2018

Motion: *To approve the special events permit application and direct Town Manager to execute special events permits, as presented.*

9. Personnel Policy Clarification– Amie Owens Assistant Town Manager

- Personnel Policy Clarification - Recreation Memberships

Motion: *To approve the clarification related to employee spouse and dependents and the use of the Waynesville Recreation Center as a benefit, as presented.*

10. Attorney's Report – Town Attorney Bill Cannon

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

11. Proposed 2018 Regular Meeting Schedule

F. CALL ON THE AUDIENCE

G. ADJOURN



TOWN OF WAYNESVILLE

PO Box 100
16 South Main Street
Waynesville, NC 28786
Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

CALENDAR

December 12, 2017

2017	
Wed, Dec 13 to Sun, Dec 24 Downtown	Twelve Days of Christmas – Magical Moments and Memories Made Here – sponsored by the Downtown Waynesville Association
Sat. Dec 13 5:00 PM – 7:00 PM Wells Event Center	Mark Clasby Retirement Reception – RSVP to Haywood Chamber of Commerce by Dec 11th
Sat. Dec 16 6:30 PM Laurel Ridge Country Club	Holiday Gala – sponsored by Reach of Haywood – RSVP by December 5 th to Amie or Eddie
Mon – Wed, Dec 25-27	Christmas Town Offices Closed

Board and Commission Meetings – December 2017

ABC Board	ABC Office – 52 Dayco Drive	Dec. 19th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	Dec. 5th 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	Dec. 28th 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	Dec. 6th 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	Dec. 18th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	No Meeting in December 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	Dec. 20th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	Dec. 20th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

Thur. Dec 28 - Fri. Dec 29 2017	Town Clerk	Vacation
Thur. Jan 18 – Fri, Jan 26, 2018	Assistant Town Manager	Vacation
Wed. Jan 16 – Fri. Jan 19, 2018	Town Clerk	Clerk's Conference

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL MEETING
November 28, 2017

THE WAYNESVILLE BOARD OF ALDERMEN held a special meeting on Tuesday, November 28, 2017, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Mayor Pro Tem Gary Caldwell
Alderman Julia Freeman
Alderman Jon Feichter
Alderman LeRoy Roberson

The following staff members were present:

Rob Hites, Town Manager
Martha Bradley, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Elizabeth Teague, Development Services Director
Rhett Langston, Recreation Director
James Robertson, Tax Collector
Bill Hollingsed, Chief of Police
Tyler Trantham, Police

The following media representatives were present:

Becky Johnson – The Mountaineer
Cory Vaillancourt – Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone and reminded them of the following events on the calendar:

- Friday Dec. 1st – Annual Employee Luncheon and food drive
- Friday Dec. 1st – Art After Dark and Christmas Tree Lighting
- Friday Dec 1st – Recycle Your Art Out
- Mon. Dec 4th – Waynesville Christmas Parade
- Sat. Dec. 16th – Reach Holiday Gala

Mayor Brown asked the Board to delay discussion on the Local Preference Purchasing Policy until the next Board of Alderman meeting which will be held on December 12, 2017. The Board agreed.

2. Adoption of Minutes

Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter to approve the minutes of the November 14, 2017 meeting as presented. The motion carried unanimously.

B. NEW BUSINESS

3. Request from Parks and Recreation Advisory Commission

- Kenny Mull, Chairman

Mr. Kenny Mull, Chairman of the Recreation Advisory Commission explained to the Board that in the past the Haywood County Board of Commissioners allotted \$70,000.00 per year to the Town for recreation expenses for the County. That money from the County had gradually been decreased, and eventually stopped. Mr. Mull told the Board that the Town of Waynesville carries the bulk of recreation for the County. He said that 65% of the people who use recreation facilities within the Town live outside the city limits. The Recreation Center is currently building a state of the art inclusive playground for everyone's use, and the Recreation Center is looking at some big expenditures in the future and receiving money from the County would help with these expenses.

Mr. Mull asked for advice from the Board and Manager Hites on how to move forward with asking the County Commissioners to reinstate the allotment for recreation. Mayor Brown suggested that Manager Hites meet with County Manager Joel Mashburn and possibly have a joint meeting with the other towns in the County and approach the Commissioners so it will be equitable. The Board agreed that this is the approach that should be taken.

C. PUBLIC HEARINGS

4. Public Hearing on a staff initiated text amendment to clarify design standards for Manufactured Homes on individual lots and for those manufactured homes within Manufactured Home Parks. LDS Sections 3.2.6 and 5.9.

Development Services Director Elizabeth Teague told the Board that at the June meeting of the Planning Board a concern was brought to their attention regarding Town Development Standards relating to manufactured homes and manufactured home parks. After meeting with a group of manufactured home owners and vendors, it became clear that it was time to update some of the standards to keep up with the manufactured home industry. In November the Planning Board unanimously voted to adopt the proposed text amendments.

Ms. Teague explained to the Board that based on the input of the manufactured home park owners, these text changes will facilitate the replacement of mobile homes with newer models and alleviate non-conformities to the ordinance. These updates will improve park appearance, safety, and availability of rental units. The updates are consistent therefore with the 2020 Plan.

Ms. Teague reviewed the text amendment changes and Ordinance with the Board, and recommended the Board adopt the text amendment.

Acting Town Attorney Martha Bradley opened the Public Hearing at 6:55 pm, and asked if anyone wished to speak. No one came forward. Attorney Bradley closed the Public Hearing at 6:55.

Motion: Alderman Jon Feichter made a motion, seconded by Alderman LeRoy Roberson to find that updates to the Manufactured Home Guidelines are consistent with the Comprehensive Plan. The motion passed unanimously.

Motion: Alderman Gary Caldwell made a motion, seconded by Alderman Julia Freeman to recommend approval of changes to the Land Development Standards text as provided. The motion passed unanimously.

5. Public Hearing on a staff initiated text amendment to include a new zoning classification, supplemental standards, and a definition for “nudge or skill games” of electronic or video types. LDS Sections 2.5.3, 3.5, and 17.3.

Ms. Teague said that at the Planning Board Meeting in October, staff sought guidance regarding video gaming machines because of a business providing video gaming machines had opened in the Mixed-Use Overlay District on Dellwood City Road. This type of business was described by the owner as retail because gift cards are purchased and then used to buy online “skill or nudge” games.

The Planning Board had much discussion concerning if legal types of video gaming business are to locate within the Town, where should they be located, and how should they be permitted within the Town’s Zoning Ordinance. Their desire was to balance fairness to business/property owners with the interests of other business/property owners, and the Town’s Land Use Plan.

The direction given to staff from the Planning Board was that this use was most appropriate in the Regional Center District where the land use intent is to accommodate general commercial uses. The Board did not support this use in Mixed-Use Overlay Districts where this business had located. The Board considered the issues of parking, hours of operation, noise, and traffic.

Ms. Teague said that staff had heard from a small business owner who had similar machines in limited number within a convenience store, and also several other stores have the same type of machines. Ms. Teague said staff would recommend for the Board to consider an exemption in the definition so these types of uses may continue as they are now.

The proposed text amendment would allow video skill games as a new defined use within the Table of Uses as a use with supplemental standards in accordance with Land Development Standards 3.2 Supplemental Standards.

Ms. Teague told the Board that is unclear what impact this business would have on local economy, or in attracting tourism, and it would seem consistent with the Comprehensive Plan to define this use and to place it within the Regional Center District Zoning. This District is designed to accommodate many types of commercial uses.

Ms. Teague said that a zoning action has been issued by the Town on the current business where it is located now. That issue will be heard by the Zoning Board of Adjustment as its own particular issue.

After reviewing the text amendments and ordinance with the Board, Ms. Teague recommended that the Land Development Standards be amended.

There was much discussion concerning on-site alcohol consumption in businesses where video gaming is allowed, and Mayor Brown proposed language that was added in Section 3 - 1.5.11 – C. *Alcohol Sales for on-site consumption within video gaming parlors are expressly prohibited.*

Acting Town Attorney Bradley opened the Public Hearing at 7:24 pm and asked if anyone wished to speak.

Mark Melrose
Attorney representing business owner Tammy Nicholson

Attorney Melrose said he was “wearing three different hats” in that he represented Ms. Nicholson and her business “Nudge City”, he was a business owner in Waynesville, and he was a homeowner and taxpayer of Waynesville. Mr. said he felt that the Town ought to be pro economic growth, and this was a business that was employing people, and paying taxes. He said the state law does not define this business as gambling. He asked the Board to consider this business as a lawful business because it is not prohibited by state law.

Mr. Melrose said he felt this was a good location for the business where it is now, and if it is placed in a different Zoning District, the video gaming parlor will be placed in a more heavy traffic zone. He asked the Board if they preferred the business to be in a high profile place with a sign rather than where it is located now with minimum traffic flow. He said it made more sense to leave the business as it is now rather than to have it move to another location.

Mr. Melrose said he felt this is a solution looking for a problem, and the Board is rushing with this issue. He contends that an exemption is confusing and could create problems in the future, and put these video gaming businesses in a more visible location. He suggested that the Board study this amendment and get more information before making a decision.

Acting Town Attorney Bradley closed the Public hearing at 7:28 pm.

Alderman Roberson stated that he was in favor of the amendment, and that it was well written. He said he was not ready to change the use in a Historical and Residential District. He said that amendments could be made later if need be.

Alderman Feichter said that he was in favor of this type of business being located in a Regional Center District. He added that if this type of business was not restricted to Regional Center Districts, what would stop other video gaming businesses from opening in Mixed Use Districts.

Alderman Caldwell said he felt it was best for the residential and historical area in the Mixed Use Overlay District of the Love Lane Residential District that video gaming businesses be placed in Regional Center Districts.

Alderman Freeman said she was pro business, but she agrees that it would be a positive move to place video gaming into Regional Center Districts. She said she appreciated the time that the Planning Staff and Planning Board had put into this issue.

Motion: Mayor Brown made a motion, seconded by Alderman Gary Caldwell to find that updates to the Land Development Standards regarding Video Gaming Parlors are consistent with the Comprehensive Plan. The motion passed unanimously.

Motion: Alderman Feichter made a motion, seconded by Alderman Freeman to recommend approval of changes to the Land Development Standards text as provided and amended to read in Section three 3.5 Supplemental Standards – Commercial- C. Alcohol sales for on-site consumption within video gaming parlors are expressly prohibited. The motion passed unanimously.

D. PRESENTATION

6. Electric Rate Schedule

Finance Director Eddie Caldwell presented information as a follow up to the presentation given by UTEC, Louis Davis and Jay Foster, at the October 10, 2017 regular meeting. Mr. Caldwell highlighted that the UTEC numbers were correct; however, there were several assumptions made in their calculations including the purchase of a 2MW generator and inclusion of the annualized depreciation costs for the full 10 year contract. These calculations resulted in a proposed 13% increase. Upon considerable review and in keeping with the most conservative avenue, Mr. Caldwell proposed a 9% increase based on a three year projection and continuing lease of the generator. Mr. Caldwell explained that it is difficult to project so many years into the future based on economic trends from today and the board had not approved the purchase of the generator.

Mr. Caldwell provided detailed information related to the current rates of the Town versus that of Duke Energy to help illustrate what impact an increase would have on customer electric bills. Based on a 9% increase, the change in the average residential customer bill would be minimal. He also noted that the proposed increase could be done incrementally with a 5% increase in January and review to see when the additional 4% increase would occur in the next fiscal year. Mr. Caldwell reminded the Board that the reason for such an increase was two-fold: the first being to keep the rates competitive with Duke Energy so that all citizens, no matter their provider, were paying essentially the same rates and the other being the need to continually maintain the electric infrastructure including the lines, poles and substations.

Mr. Caldwell explained that a rate stabilization fund would be set aside to prevent large “true ups” that have in the past been over \$1M dollars. This would allow for funds to be available to cover any increased demand costs in the event of multiple inclement weather events during the year (i.e. snow storms or hurricanes). This will prevent the changing of rates which would be passed to customers and allow for stability in the overall electric fund.

Mayor Brown thanked Mr. Caldwell for his presentation and explained that the Board would take some time to process the information presented and would like to obtain public input at the December 12 meeting. This would not be a public hearing. The Board members agreed by consensus.

F. COMMUNICATION FROM STAFF

8. Manager's Report

Manager Hites did not have anything to report

9. Attorney's Report

Acting Town Attorney Bradley did not have anything to report.

G. COMMUNICATION FROM THE MAYOR AND BOARD

The Mayor and Board had nothing to report.

H. CALL ON THE AUDIENCE

Ms. Lois Hollis said she understood about the electric rate increase, but she does not think the Board should approve it until the Town of Waynesville's Public Utility Company gets their house in order as far as rules and regulations.

G. ADJOURN

Motion: With no further business, Alderman Caldwell made a motion, seconded by Alderman Freeman to adjourn the meeting at 8:25 pm. The motion passed unanimously.

ATTEST

Gavin Brown, Mayor

Eddie Ward, Town Clerk

Rob Hites, Town Manager

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Report on the capacity of the Town's reservoir from McGill and Associates

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: B-3
Department: Administrative Services/Public Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Joel Storrow (McGill and Associates)

BRIEF SUMMARY During the drought of 2016, several neighboring water systems met to discuss emergency water distribution throughout the County. Most of the water systems looked to Waynesville's reservoir as their source of water in case of prolonged drought. Preston Gregg, Town Engineer, performed some calculations and concluded that the Town did not have the water necessary to serve the other systems with the quantities they were requesting.

In order to determine how much water our reservoir could provide, the Board engaged McGill Engineering to conduct a capacity study. This study would form the basis for a system wide analysis of how the County would respond to an extended drought. Joel Storrow, President of McGill and Associates will provide the Board with the results of the study.

MOTION FOR CONSIDERATION: Receive the report on the capacity of the Town's reservoir.

FUNDING SOURCE/IMPACT: The study will be used as a basis for a County-wide assessment of its ability to react to a prolonged drought.

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS: Receive report and forward it to the other water systems in the County.

**ALLENS CREEK WATERSHED/SUPPLY
SAFE YIELD ANALYSIS**

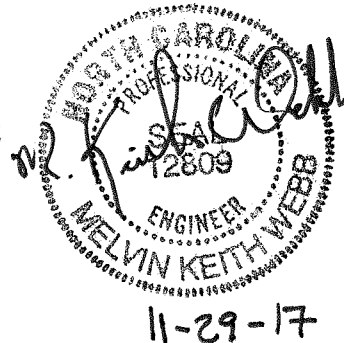


PREPARED FOR:

Town of Waynesville
16 South Main Street
Waynesville, North Carolina 28786

PREPARED BY:

McGILL ASSOCIATES, P.A.
Post Office Box 2259
Asheville, North Carolina 28802
828-252-0575 (phone)
828-252-2518 (fax)



November 29, 2017
Project No. 17.00326

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SECTION 1 – INTRODUCTION

This report summarizes the findings of the “Safe Yield” analysis of the Town of Waynesville Allens Creek Watershed and Reservoir as directed by our proposal dated May 10, 2017. As a part of the task, McGill Associates has confirmed the drainage area of the Town’s watershed and reservoir, compiled a historical inflow data set for the system based on information available from United States Geological Survey (USGS) stream flow gages, and developed a stage-storage curve for the reservoir which relates available water storage to various water surface elevations within the reservoir. Using this information, a computer model was developed by McGill Associates’ sub-consultant, HydroLogics, Incorporated. This model was then used to calculate the safe yield under a number of reservoir operation scenarios.

The recent drought in 2016 once again impacted the Waynesville water supply as have other, similar drought conditions. Meeting current wholesale commitments in addition to the demands of the Waynesville system resulted in the need to implement water restrictions. Since that time there has been a renewed interest in regional cooperation to more efficiently utilize the water resources within Haywood County. The Town of Waynesville serves a pivotal role in this regional cooperation given the fact that Waynesville provides potable water on a wholesale basis to other systems in the county. Determination of a conservative estimate of the available water supply from the Allens Creek Reservoir is critical to meeting the long term demands of the Town of Waynesville and identifying the amount of excess water available to meet some of the demands of the other water systems. This report provides estimates the “Safe Yield” of the Allens Creek Reservoir and watershed.

However, this report does not project future system demands or evaluate interconnections with other regional water systems in Haywood County and future demands associated with these interconnections. Projecting future demands can be determined with additional study and evaluation. Such a study has been proposed and a funding application has been submitted to the North Carolina Department of Environmental Quality.

SECTION 2 – BACKGROUND

The Town of Waynesville owns and operates a water treatment plant (WTP) located adjacent to and below the Allens Creek Reservoir. The WTP was built in 1954 and subsequent upgrades since then have increased the WTP capacity to 8 million-gallons per day (MGD). Raw water is withdrawn from the Allens Creek Reservoir located south of the Town of Waynesville and below the Blue Ridge Parkway. The watershed is a protected WS-I supply under the rules and guidelines established by the North Carolina Division of Water Resources – Public Water Supply Section. The WTP uses a conventional water treatment process with chemical addition in a flash mix unit, followed by flocculation, sedimentation and filtration using mixed media gravity filters. The WTP's average daily withdrawal over the past couple of years is approximately 3.40 MGD with a maximum daily withdrawal in 2016 of 4.50 MGD.

The Town's water distribution system supplies the town's 6,400-plus connections. The system also has interconnections with the nearby Junaluska Sanitary District, Lake Junaluska Assembly, and Maggie Valley Sanitary District. 100% of the average daily demands of the Junaluska Sanitary District and Lake Junaluska Assembly water system is supplied by the Town of Waynesville through the current wholesale water purchase agreements. As previously stated, this report has not reviewed those agreements and therefore is not able to confirm the amount of water provided (sold) to each entity.



Figure 1 - Waynesville Water Treatment Plant from Top of Dam

SECTION 3 – RESERVOIR INFORMATION

The Allens Creek Reservoir was constructed in 1975 to provide for the impoundment and storage of raw water for the Waynesville WTP. Plans for the project prepared by Harwood-Beebe Engineers were provided by the Town for this report and have been used to calculate the available storage in the reservoir and to obtain information as to available points of withdrawal.

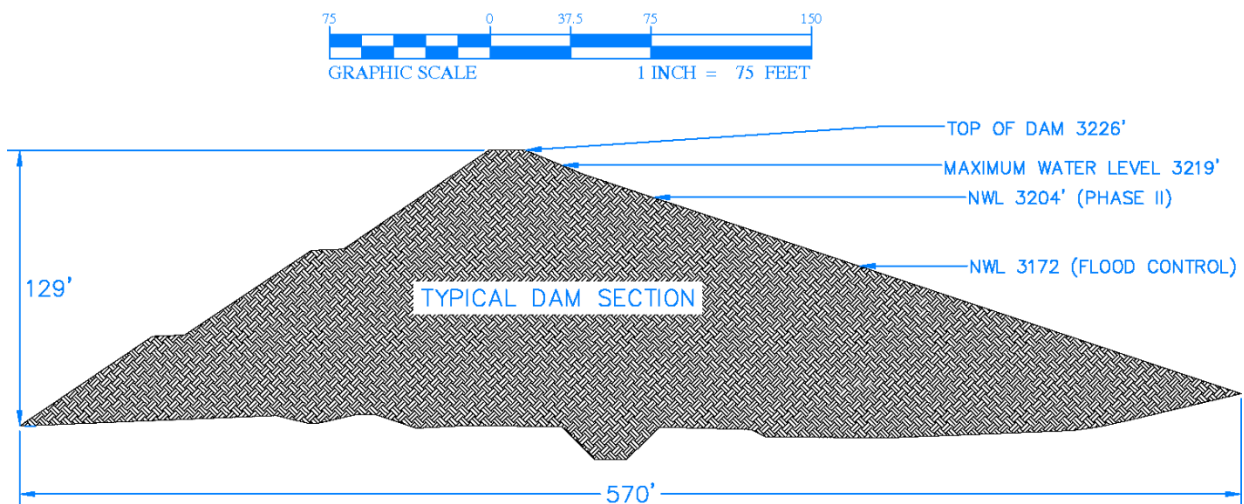


Figure 2 - Typical Dam Section (redrawn from 1975 plan drawings)

McGill Associates used the 1975 reservoir drawings to detail the now-submerged topography in order to calculate a stage-storage curve. See Figure 3 below. A stage-storage curve is the relationship between the volume, in gallons or acre-feet, of water stored at each elevation within the reservoir. From the original reservoir and dam drawings the bottom of the reservoir is elevation 3,104.00 feet (mean sea level) with the bottom drain/outlet pipe at elevation 3,105.40 feet. The top of the Ogee weir at the emergency spillway is at elevation 3,204.00 feet and the top of the dam and emergency spillway wing walls are at elevation 3,226.00 feet. Figure 3 shows the stage-storage curve generated for the Allens Creek Reservoir.

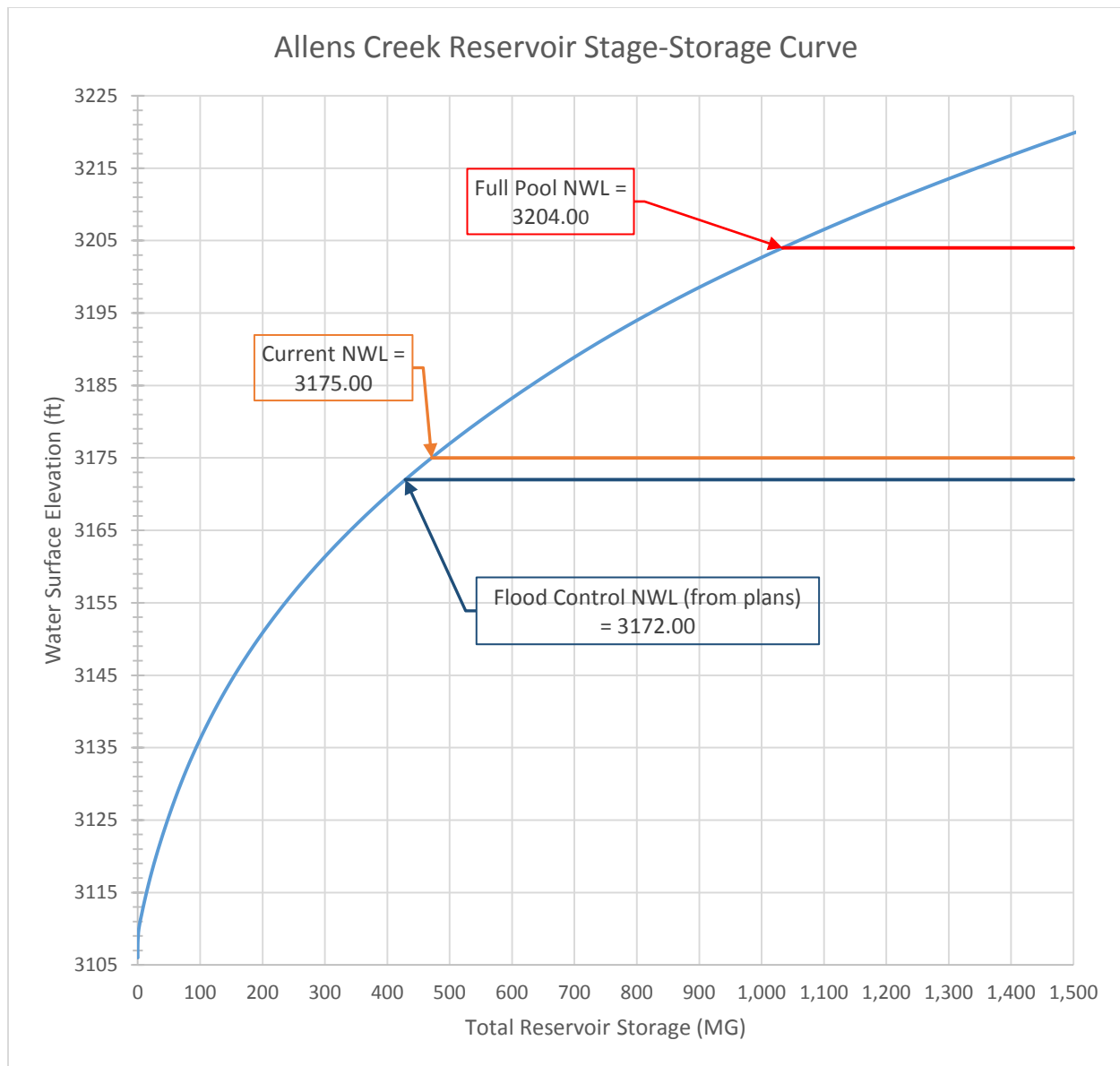


Figure 3 - Stage-Storage Curve

**All Elevations are relative to Mean Sea Level.*

The 1975 reservoir and dam plans called for a normal water level for flood control of 3,172 feet and a full pool normal water level of 3,204 feet for operation of the reservoir without flood control. It is noted that elevation 3,204 feet corresponds to the crest elevation of the ogee weir at the top of the emergency spillway. The original plans indicate a maximum water level of 3,219 feet for the reservoir. No information is available to determine if this maximum water level equates to the maximum design storm for the reservoir and the intensity of that storm event.

The current raw water intake structure for the dam was designed with a total of eight (8) withdrawal gates. The original intake gates, numbers 2, 3, and 4, had opening centerline elevations of 3,109.5 feet, 3,136.5 feet, and 3,156.5 feet, respectively.

Since construction the raw water intake tower has been modified to close the #4 intake at elevation 3,156.5 and gate #5 at elevation 3,175.00 has been modified to serve as a raw water intake for the

Figure 4 and Figure 5 provide detailed cross-section views of the intake structure.



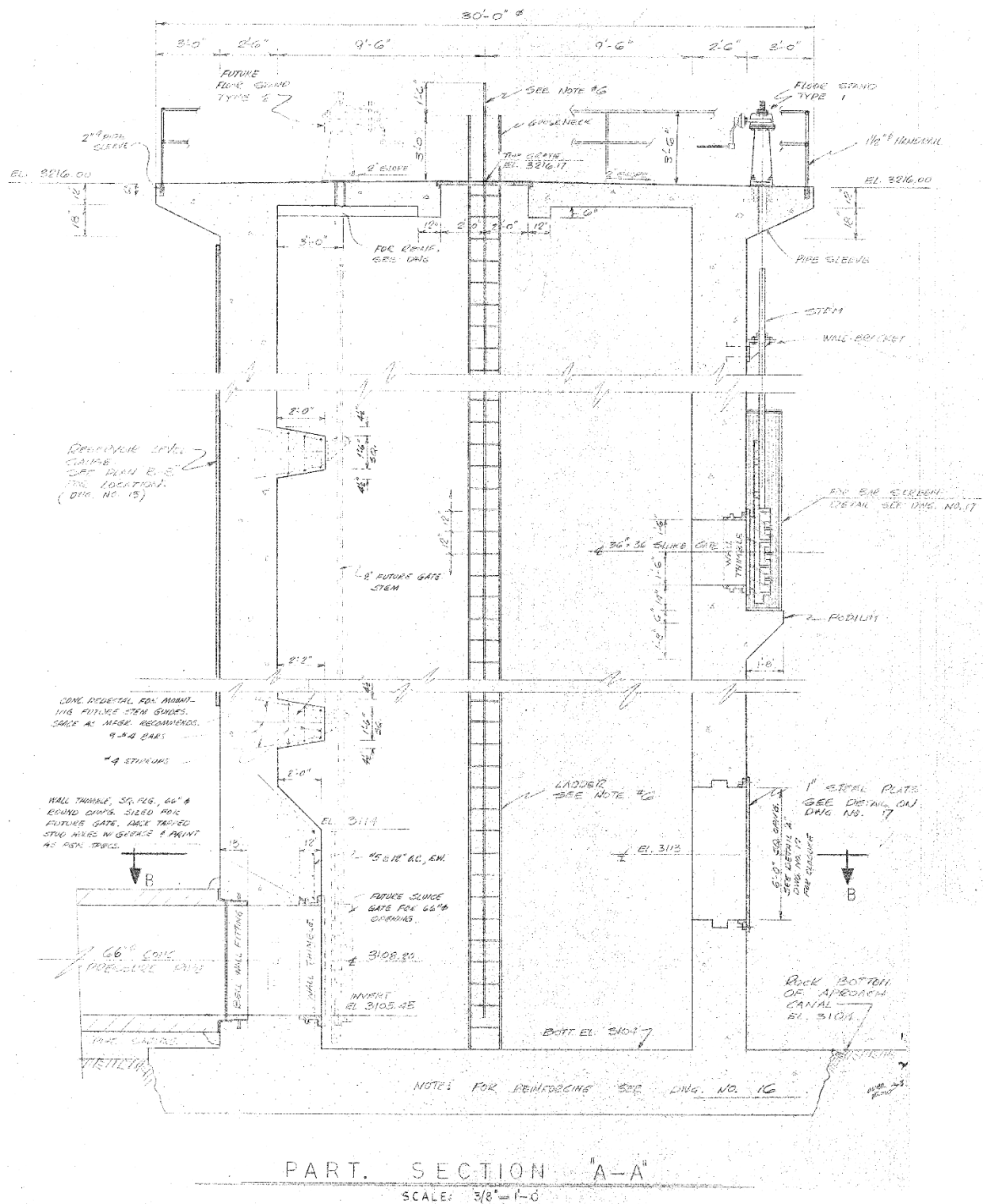


Figure 5 - Intake Tower Vertical Section View (from 1975 plan drawings)

WTP staff have stated that the reservoir has never been filled to the full pool normal water level of 3,204 feet. The intake gate numbers, elevations, and dimensions shown on the original plans are presented in Table 1 below. The invert elevation shown is located at the bottom of each opening.

Table 1 - Intake Sluice Gates & Valve Schedule (from 1975 plan drawings)

Gate No.	Invert Elevation	Width or Diameter (ft)	Notes/Remarks
6	3,195.00	3.0	Wall thimble, floor sleeve, & close opening with bolted 1" steel plate
5	3,175.00	3.0	Wall thimble, floor sleeve and screen added since original construction (This gate now opened and used)
4	3,155.00	3.0	Sluice gate complete with all appurtenances (This gate now closed and not used)
3	3,135.00	3.0	Sluice gate complete with all appurtenances
1	3,110.00	6.0	Closed with galvanized steel plate bolted to wall angle
2	3,108.00	3.0	Sluice gate complete with all appurtenances
7	3,105.20	5.5	Square thimble with circular opening, sized for future sluice gate
8	3,104.00	2.0	Submersible butterfly valve, fl. 150 psi/50 psi submerged service

A current photo of the intake tower is shown in Figure 6. Figure 7 shows the location of the currently closed Gate No. 6, and Figure 8 shows the recently resurfaced Ogee weir crest at the top of the spillway.



Figure 6 - Intake Tower in 2017 at Current NWL ~3,175'



Figure 7 - Available Intake Gate at 3,195'



Figure 8 - Ogee Weir Crest at 3,204'

SECTION 4 – INFLOW DATA SET

McGill Associates' sub-consultant, HydroLogics, Inc., developed a reservoir simulation model using their OASIS software in order to determine the reservoir "Safe Yield". For the purposes of this study "Safe Yield" is defined as that withdrawal from the reservoir for the water treatment plant plus other withdrawals including evaporation and minimum downstream flow releases which result in the reservoir level dropping to a selected elevation once during the modeling period. For the purpose of this study the modeling (planning) period is 91-years and spans from 1926 to 2017.

The first task in the development of the OASIS model was the development of an inflow hydrograph for the Allens Creek Reservoir and the 13-square mile (8,320-acre) watershed for the period of record. The United States Geological Survey (USGS) maintains stream flow gages on streams across the United States. In order to calculate the inflow hydrograph for the watershed, the Allens Creek gage (gage #1 as shown below), which was in place from 1949 to 1972, was used as the baseline. This gage was taken out of service in 1972 prior to the construction of the dam.

To fully populate and generate the inflow hydrograph for the planning period the Allens Creek USGS gage was supplemented with information from 12 additional gages. Data from these additional USGS gages allowed for the generation of a hydrograph which spans over the 91-year period from 1926 to 2017.

Stream flow data was adjusted based on drainage area using the USGS *Fillin* software. During that period of record there have been a series of droughts as shown on the hydrograph.

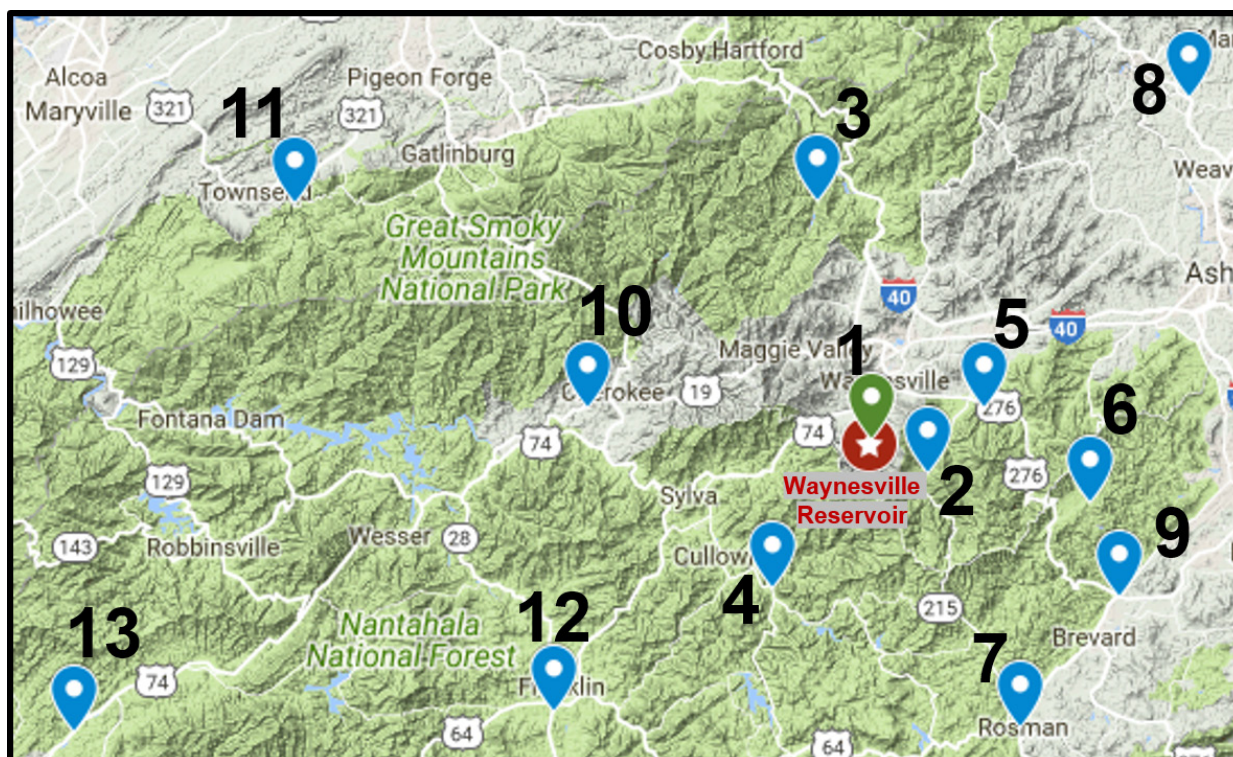


Figure 9 - Reference Gage Locations

Table 2 - Reference Gage Locations

Gage No.	Gage Name
1	Allens Creek near Hazelwood, NC
2*	West Fork Pigeon River above Lake Logan near Hazelwood, NC
3*	Cataloochee Creek near Cataloochee, NC
4*	Tuckasegee River at Tuckasegee, NC
5	East Fork Pigeon River near Canton, NC
6	South Fork Mills River at The Pink Beds, NC
7	French Broad River at Rosman, NC
8	Ivy River near Marshall, NC
9*	Davidson River near Brevard, NC
10*	Oconaluftee River near Birdtown, NC
11*	Little River above Townsend, TN
12*	Cartoogechaye Creek near Franklin, NC
13*	Valley River at Tomotla, NC

*primary gages used by *Fillin* software to extend Allens Creek gage data period

Figure 10 provides information on the various flow gages used to fully populate the Allens Creek Watershed inflow hydrograph and the period of time (years) associated with each gage.

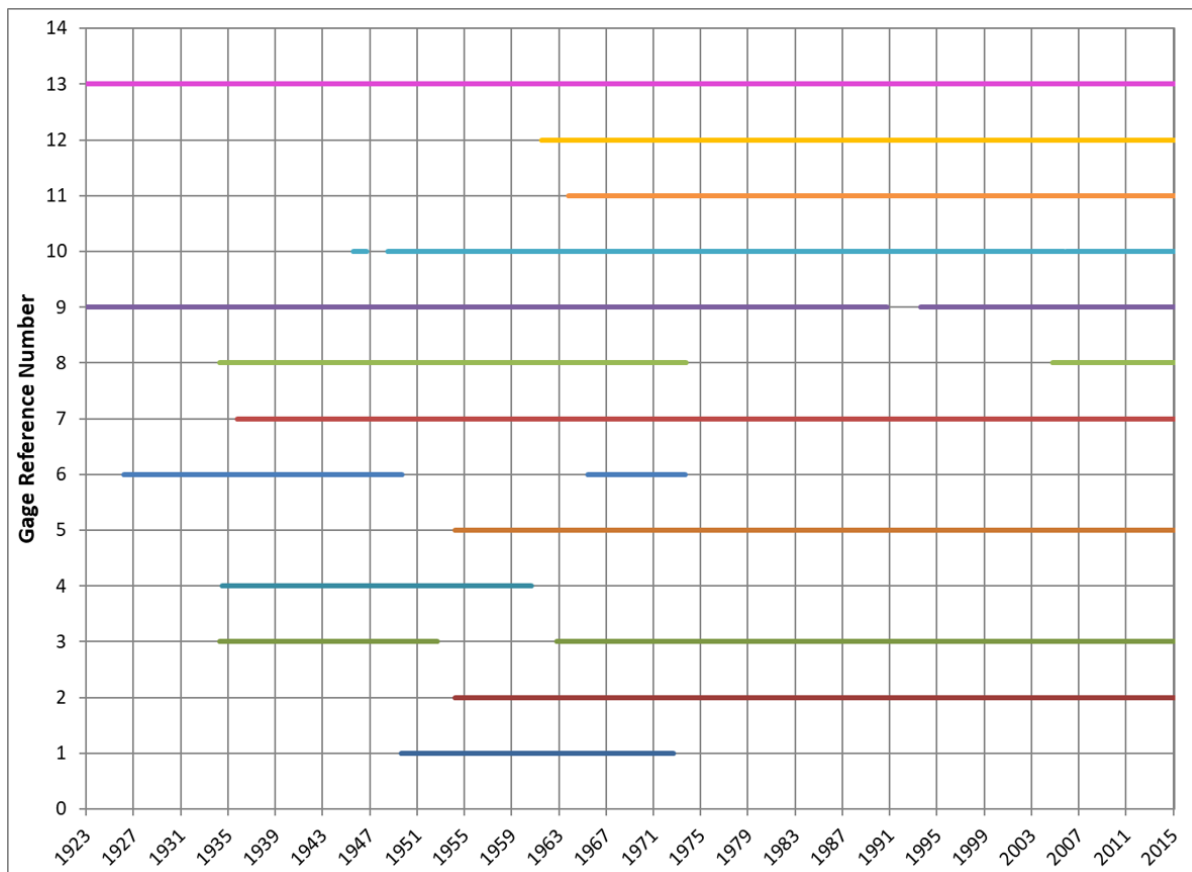


Figure 10 - Reference Gage Data Periods

An analysis of the inflow hydrograph shows that drought conditions were experienced in the watershed during the following years, with the worst drought event in the planning period occurring in 2016:

- | | | |
|--------|--------|--------|
| • 1932 | • 1987 | • 2008 |
| • 1934 | • 1994 | • 2009 |
| • 1940 | • 1999 | • 2016 |
| • 1954 | • 2000 | |
| • 1955 | • 2001 | |

In addition to determining inflow to the reservoir from the hydrograph the OASIS model also includes calculations and allowances for reservoir outflows. These include evaporation and regular releases for minimum instream flow as required by various regulatory agencies.

Evaporation from the surface of the lake was estimated based on a study conducted by the Tennessee Valley Authority from 1935 to 1969 at the nearby Asheville's Bee Tree Reservoir, and adjusted for the humidity of the Allens Creek reservoir lake surface elevation by a factor of 0.75.

The original approved plans for the Allens Creek reservoir contained a requirement for the minimum release of 3.50 cubic feet per second (cfs) from the Reservoir into Allens Creek at all times (See the attached letter dated November 5, 1976). This minimum release number has been used in the OASIS model simulations to calculate the "Safe Yield".

The simulated storage for the reservoir using the OASIS model is shown below assuming either full drawdown of the reservoir with maximum withdrawal of water to the WTP (Figure 11) or a more normal current operation with average daily demands of 3.40 MGD (Figure 12).

Figure 11 shows the predicted water elevation in the reservoir with a daily demand of 6.30 MGD as calculated using the OASIS model. For example, during the drought experienced in 1998 the water level in the reservoir would have dropped to approximately elevation 3142 feet if a demand of 6.3 MGD was imposed on the reservoir each day.

Figure 12 however, reflects the impact on reservoir level when the system demands are at normal current operation with average daily demands of 3.40 MGD. In the case of the same 1998 drought and an average daily demand of only 3.4 MGD, the reservoir level only drops to 3,170 feet.

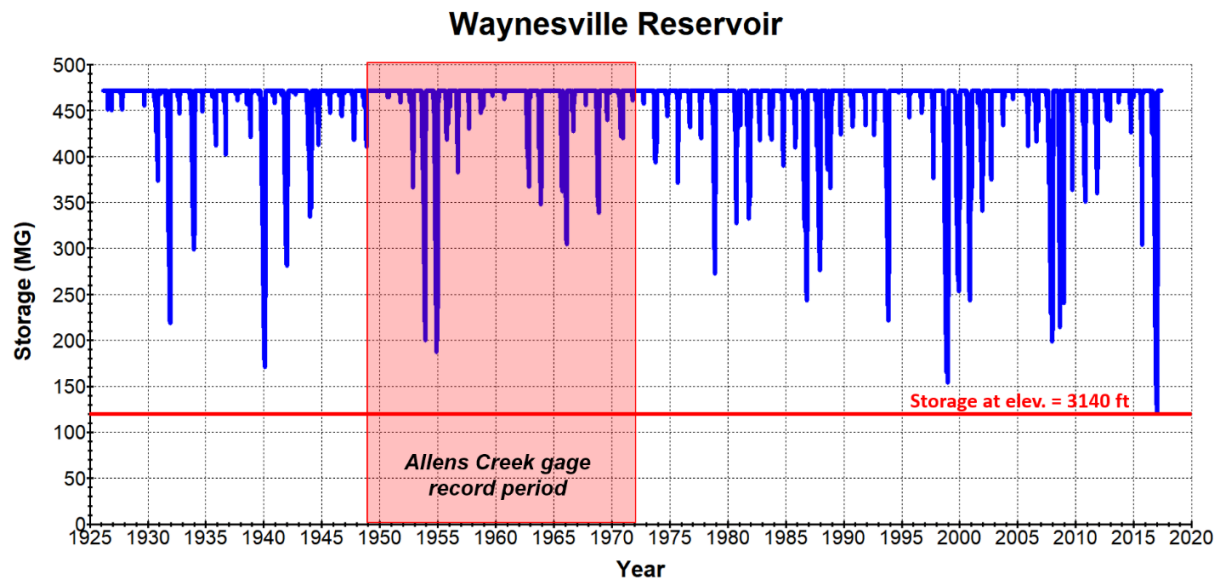


Figure 11 - Reservoir Storage at Safe Yield of 6.3 MGD

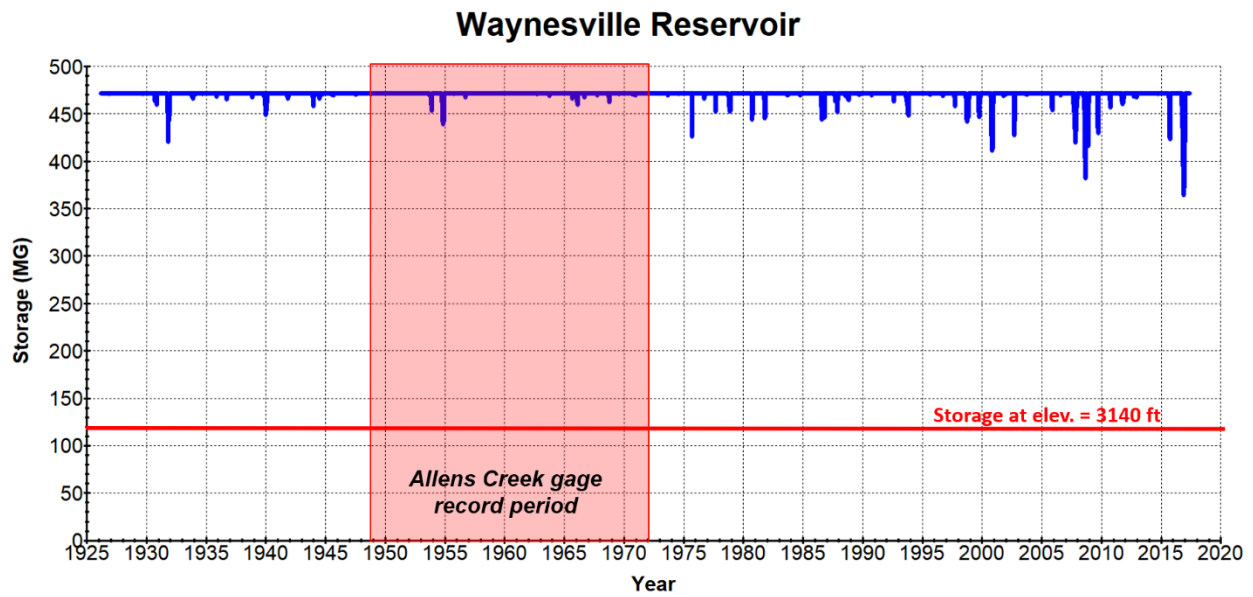


Figure 12 - Reservoir Storage at Current Demand of 3.4 MGD

SECTION 5 – SAFE YIELD

The OASIS model was used to run a series of scenarios to determine the “Safe Yield” of the Allens Creek Reservoir. For the purposes of this study “Safe Yield” is defined as that withdrawal from the reservoir for the WTP production plus other withdrawals including evaporation and minimum downstream flow releases which result in the reservoir level dropping to a selected elevation once during the modeling period. The modeling period being the 91-year planning period.

Safe yield estimates were determined between the following elevations:

1. The upper or full pool level for the reservoir, normal pool level
2. The lower allowable pool level for the reservoir

Using the OASIS model an average daily flow was withdrawn for WTP production from the reservoir along with the minimum instream flow release and evaporation and the minimum reservoir level calculated. The WTP production flow was modified until such time as the model results in the reservoir dropping to the low reservoir level selected once during the planning period. This flow is then defined as the “Safe Yield”. For this study it has been assumed that the lowest allowable reservoir pool level will be elevation 3,140.0 feet, and not the bottom of the reservoir. The water between the 3,140.0-foot elevation and the bottom of the reservoir at elevation 3,104.00 is considered to be the conservation pool and typically is of poor water quality and not used for raw water supply to the WTP.

Using these operational parameters for the reservoir the “Safe Yield” for the reservoir at the current operating reservoir level of full pool at elevation 3,175.0 feet was calculated to be 6.30 MGD and included the required minimum downstream release.

The OASIS model was used to determine an increase in “Safe Yield” in the event the minimum downstream release is eliminated. Should the minimum release be eliminated the reservoir “Safe Yield” under the same operational parameters and levels would be increased to 8.30 MGD.

Changes to the operation of the Allens Creek Reservoir may be possible with approval from the North Carolina Division of Dam Safety and Haywood County Emergency Management and FEMA. These changes would allow the water surface elevation in the reservoir to be maintained at a higher level, resulting in additional storage of raw water for treatment. The OASIS model was utilized to estimate the change in “Safe Yield” if the reservoir is operated at different full pool levels and with and without the minimum release protocol. The results of this “Safe Yield” analysis is shown in Table 3.

Table 3 - Safe Yield Estimates

Minimum Pool Elevation	Full Pool Elevation	"Safe Yield" with 3.5 CFS minimum release (MGD)	"Safe Yield" w/o 3.5 CFS minimum release (MGD)
3,140'	3,175'	6.3 (current operation)	8.6
3,140'	3,185'*	7.5	9.8
3,140'	3,195'	8.6	10.8
3,140'	3,204'	9.5	11.5

*requires installation of additional gate

It should be noted that a modification of the intake tower to add an additional gate at elevation 3,185 feet would be required to achieve the results shown in Table 3.

The Town of Waynesville water supply plan on file with the Public Water Supply Section of the Division of Water Resources shows a reported 50-year safe yield of 10.5 MGD. McGill Associates recommends that this "safe yield" number be adjusted with the next update of the Local Water Supply Plan to reflect the updated "Safe Yield" of 6.30 MGD as determined utilizing the OASIS model.

Table 3 summarizes the options available to the Town of Waynesville for changes to the operation plan for the Allens Creek reservoir that could result in an increased "Safe Yield". An increase in "Safe Yield" may allow the reservoir to meet more of the projected future water supply demands for the Town, including additional wholesale water. Additional consultation with permitting and regulatory agencies is required to determine if modifications to the current operational plan are permissible.

SECTION 6 – RECOMMENDATIONS

At a minimum, assuming there is a desire to increase the reservoir “Safe Yield” of the Allens Creek Reservoir based upon the results of the OASIS model McGill Associates recommends the following action steps:

1. Contact the North Carolina Division of Water Resources, North Carolina Wildlife Resources and the US Fish & Wildlife agencies for the purpose of having preliminary discussions to determine if a reduction in the minimum in-stream flow release under a “share the pain” scenario is feasible during certain drought conditions.
2. Contact the North Carolina Division of Dam Safety and have preliminary discussions to determine if the normal operational pool (level) of the reservoir can be increased (raised). This may require completion of a dam stability model and analysis to be submitted to the North Carolina Division of Dam Safety.
3. Contact Haywood County Emergency Management, North Carolina Emergency Management and North Carolina Floodplain Management (FEMA) for purposes of having preliminary discussions to determine if the normal operational pool of the reservoir can be raised and what impact these changes may have on potential downstream flooding.
4. Update the Town’s Local Water Supply Plan on file with the Division of Water Resources to reflect the new safe yield of 6.3 MGD.

APPENDIX

NCDENR Correspondence Regarding Minimum Flow Release



North Carolina Department of
Natural & Economic Resources

DIVISION OF
EARTH RESOURCES

STEPHEN G. CONRAD
DIRECTOR

BOX 27647 RALEIGH 27611
TELEPHONE 919-873-3833

JAMES E. HOLSHOUSER, JR., GOVERNOR · GEORGE W. LITTLE, SECRETARY

November 5, 1976

RECEIVED

NOV 10 1976

Mr. Gary Broome
Harwood-Beebe Engineers
P. O. Box 2646
Spartanburg, South Carolina 29302

LAND QUALITY SECTION
WESTERN FIELD OFFICE

Dear Mr. Broome:

This is in response to your submission on September 4, 1975 and May 12, 1976 of plans and design data for a proposed dam in Haywood County on Allen Creek in compliance with the Dam Safety Law of 1967. These plans have been reviewed by concerned State agencies and their comments have been received.

This letter constitutes approval of the Town of Waynesville's proposal to construct a dam according to the plans submitted to this Division on May 12, 1976 with the following stipulations:

- a) A minimum flow of 3.5 cfs must be released from the dam site at all times, even during construction.
- b) Project construction shall be supervised by Harwood-Beebe Engineers.
- c) During construction the Division of Earth Resources may require such progress reports from Harwood-Beebe Engineers as is deemed necessary.
- d) Upon completion of the project, Harwood-Beebe Engineers shall inspect the completed work and upon finding (1) that the work has been done as specified, (2) the dam is safe, (3) that minimum stream flow requirements have been satisfied, shall file with the Division of Earth Resources "As-Built" drawings and a certificate stating that the work has been completed in accordance with approved plans, specifications and other requirements (sample "Certificate of Completion" enclosed).
- e) No water shall be impounded behind the dam until after final approval is issued by the Division of Earth Resources for operation of this dam.
- f) The "Memorandum of Agreement" between the Wildlife Resources Commission and the Town of Waynesville must remain in effect.

The Dam Safety Law requires that project construction commence within one year from the date of this approval letter, or the approval is void. It is requested that you inform the Division of Earth Resources when construction is started.

Very truly yours,

Stephen G. Conrad

Stephen G. Conrad

SGC:sj

cc: Mr. Richard Phillips
Mr. Phillip Cooke



JAMES B. HUNT JR.
GOVERNOR

WAYNE McDEVITT
SECRETARY

NORTH CAROLINA DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE

September 29, 1998

Mr. Fred Baker
Public Works Director
Town of Waynesville
P. O. Box 100
Waynesville, NC 28786

RE: WAYNESVILLE WATER SUPPLY DAM - HAYWOOD CO.

Dear Mr. Baker:

Mr. Kyle Cook, Superintendent for the Waynesville Water Treatment Plant, requested information from this office concerning the minimum flow release from the Waynesville Water Supply Dam.

A review of our files indicates that a minimum flow of 3.5 cfs (cubic feet per second) must be released from the dam at all times. A copy of the approval to construct the dam, issued November 5, 1976, is enclosed.

If you have any additional questions, please contact either Richard Phillips or me at 828/251-6208.

Sincerely,

for Charles T. Koontz, Jr.
Environmental Engineering Tech

CTKjr:a

Enclosure



Town of Waynesville

July 25, 2000

James K. Leumas, P.E.
State Dam Safety Engineer
Land Quality Section
NCDENR
PO Box 27687
Raleigh, NC 27611-7687

Dear Mr. Leumas:

In response to your letter of June 19 concerning minimum flow requirements from the Waynesville Reservoir, the following procedures have been adopted:

1. The existing Parshall flume has been set to provide a continuous flow release of 3.5 cfs at all times. *minimum flow*
2. The Parshall flume dimensions have been checked and the built-in staff gauge has been verified by comparison to an NIST staff gauge. Flow rates were determined using the ISCO Open Channel Flow Measurement Handbook. Enclosed please find two (2) copies of the service/calibration report.
3. A logbook containing entries of all measurements and corresponding flows will be maintained and updated at least weekly.

If you have any questions or need further information, please contact me at (828) 456-8497.

Sincerely,

Kyle H. Cook
Superintendent
Waynesville Water Treatment Plant

KHC:pm

cc: Fred Baker
A. Lee Galloway

Enclosures



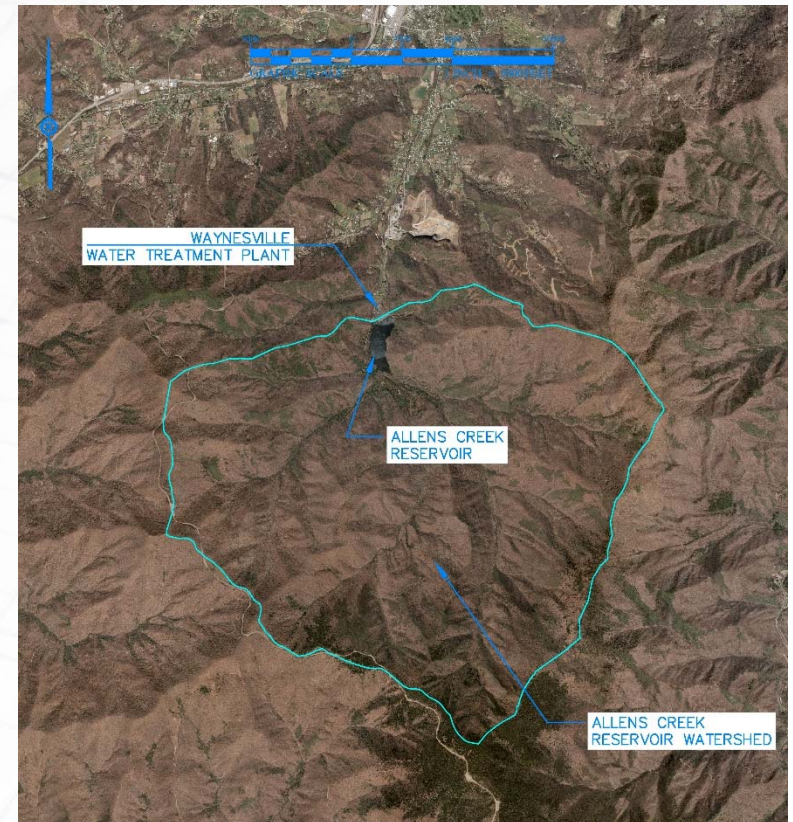
ALLENS CREEK WATERSHED/SUPPLY SAFE YIELD ANALYSIS

Tasks

- Develop Water Supply Model
- Calculate Safe Yield of Reservoir w/ different Operating Scenarios
- Impact of Drought Conditions

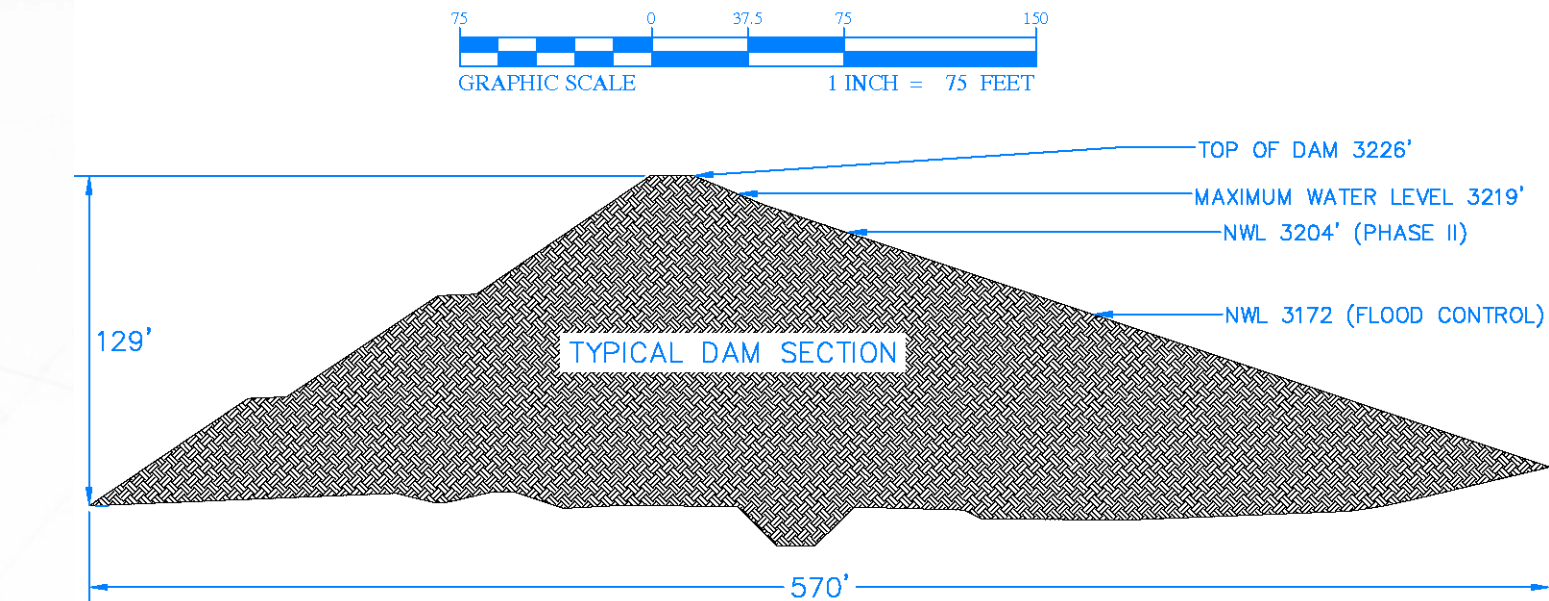
Background

- Allens Creek Watershed – WS-1 Classification
 - **8,320 acres / 13 square miles**
- WTP first built in 1954
 - Expanded/Upgraded to current capacity of 8.0 MGD
- Current Usage 3.40 MGD
Max Day 4.50 MGD



Reservoir

Reservoir built in 1975



- Top of Dam 3226'
- Maximum W.L. 3219'
- NWL 3204' (spillway)
- NWL (flood pool) 3172'

Developed OASIS Model

- Inflow Hydrograph developed
 - (spans period of 91 years)
- Stage-Storage Curve
- Evaporation
- Minimum Release

Intake Structure

- The intake structure has provisions for withdrawal from different elevations:

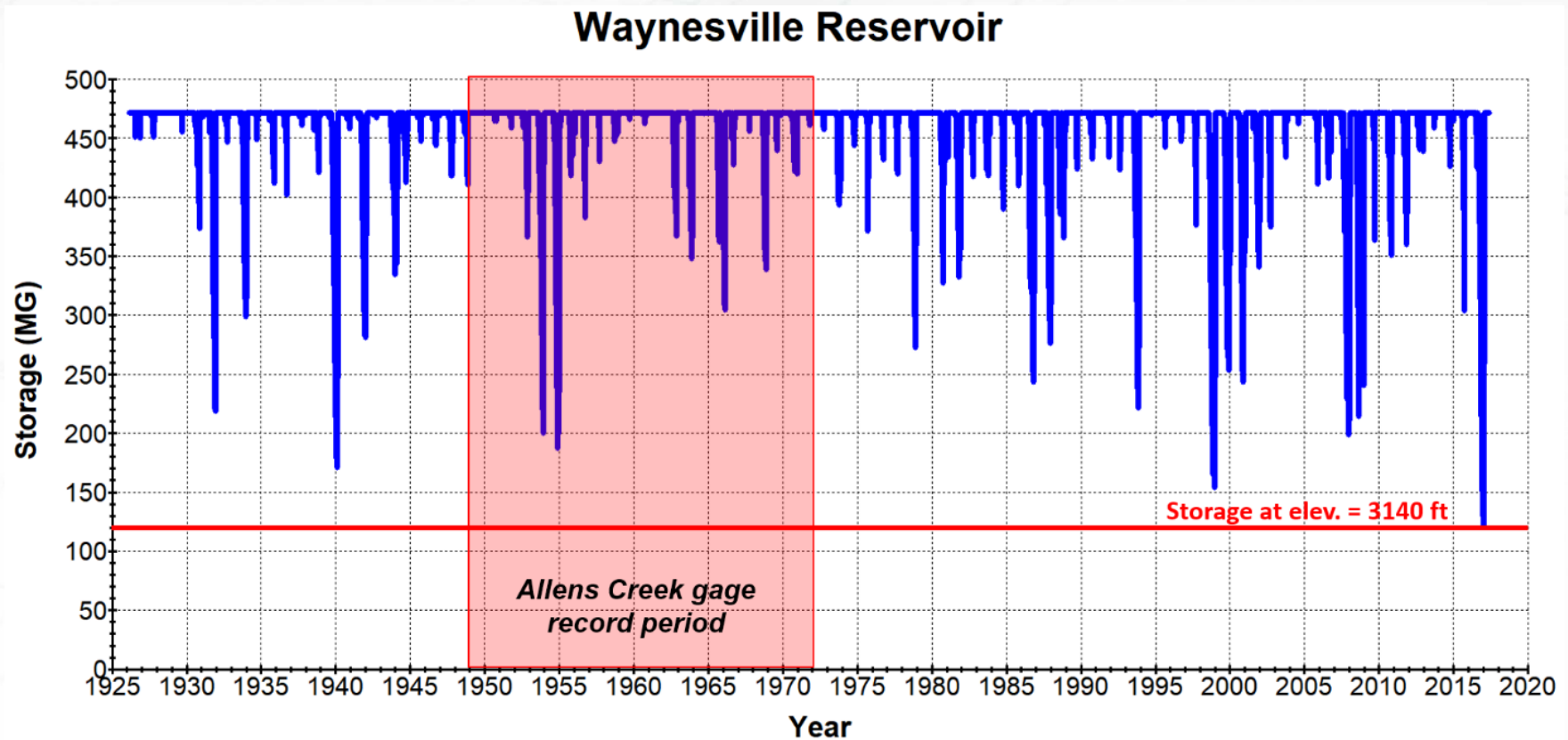


Gate No.	Invert Elevation	Width or Diameter (ft)	Notes/Remarks
6	3,195.00	3.0	Wall thimble, floor sleeve, & close opening with bolted 1" steel plate
5	3,175.00	3.0	Wall thimble, floor sleeve and screen added since original construction (This gate now opened and used)
4	3,155.00	3.0	Sluice gate complete with all appurtenances (This gate now closed and not used)
3	3,135.00	3.0	Sluice gate complete with all appurtenances
1	3,110.00	6.0	Closed with galvanized steel plate bolted to wall angle
2	3,108.00	3.0	Sluice gate complete with all appurtenances
7	3,105.20	5.5	Square thimble with circular opening, sized for future sluice gate
8	3,104.00	2.0	Submersible butterfly valve, fl. 150 psi/50 psi submerged service

Safe Yield

- Safe yield is defined as that withdrawal from the reservoir for the WTP production plus other withdrawals including evaporation and minimum downstream flow releases which result in the reservoir level dropping to a selected elevation once during the modeling period.

Reservoir Storage at SY = 6.3 MGD



Results

Minimum Pool Elevation	Full Pool Elevation	"Safe Yield" with 3.5 CFS minimum release (MGD)	"Safe Yield" w/o 3.5 CFS minimum release (MGD)
3,140'	3,175'	6.3 (current operation)	8.6
3,140'	3,185'*	7.5	9.8
3,140'	3,195'	8.6	10.8
3,140'	3,204'	9.5	11.5

Recommendations

1. Contact the North Carolina Division of Water Resources, North Carolina Wildlife Resources and the US Fish & Wildlife agencies for the purpose of having preliminary discussions to determine if a reduction in the minimum in-stream flow release under a “share the pain” scenario is feasible during certain drought conditions.
2. Contact the North Carolina Division of Dam Safety and have preliminary discussions to determine if the normal operational pool (level) of the reservoir can be increased (raised). This may require completion of a dam stability model and analysis to be submitted to the North Carolina Division of Dam Safety.
3. Contact Haywood County Emergency Management, North Carolina Emergency Management and North Carolina Floodplain Management (FEMA) for purposes of having preliminary discussions to determine if the normal operational pool of the reservoir can be raised and what impact these changes may have on potential downstream flooding.
4. Update the Town’s Local Water Supply Plan on file with the Division of Water Resources to reflect the new safe yield of 6.3 MGD.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Consideration of withdrawing the applications for Surface Transportation Program-Directly Attributable (STP-DA) Funds through the French Broad River Metropolitan Planning Organization (FBRMPO) for the Brown Avenue "Road Diet" Project (STIP EB5757).

AGENDA INFORMATION:

Agenda Location:	Continued Business
Item Number:	C-4
Department:	Development Services
Contact:	Elizabeth Teague, Development Services Director
Presenter:	Elizabeth Teague, Development Services Director

BRIEF SUMMARY: In 2016 the Town applied for and received \$40,000 in STP-DA allocation to do Preliminary Engineering for the southern portion of Brown Avenue to incorporate bicycle and pedestrian amenities, access management, and safety improvements as part of a "road diet" project. This project had an estimated match of \$10,000. In 2017, the Town applied for funding for \$230,000 to construct the improvements in FY 2019. This project had an estimated match of \$45,857. Since those applications, several changes have occurred that have caused staff to question the merits of this project:

- The estimated costs on the relocation of Brown Avenue in front of the Middle School have increased potential costs to the Town (match could be over \$240,000 depending on final design). This project, along with others as pointed out in the Board Retreat in October, mean that the Town is looking at a good deal of matching funds on multiple transportation projects.
- The NCDOT has begun design on South Main (U-4712) for construction in 2023, which would impact the intersection of Brown Avenue and South Main, a portion of this project area.
- Redevelopment at the Hazelwood Ingles and potential development of properties adjacent to the project r-o-w have created, or will create, other opportunities for pedestrian and roadway corridor improvements in this area.

Staff recommends that this project – both the preliminary engineering and construction phases - be eliminated from the TIP and withdrawn from the STP-DA program. This will allow more funds to be directed to the project in front of the Middle School which we view as a more critical project in terms of safety and traffic flow. It will also avoid an investment into design and construction that may be subject to changes when the South Main project is finalized.

MOTION FOR CONSIDERATION:

1. To direct staff to ask the MPO and TAC to remove EB 5757 from the STP-DA program.

FUNDING SOURCE/IMPACT: This will save the Town an estimated \$85,000 in match liability.

ATTACHMENTS:

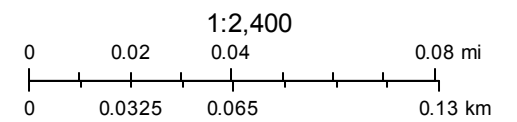
1. Area Map

MANAGER'S COMMENTS AND RECOMMENDATIONS:

South Main to Belle Meade



December 5, 2017



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Local Preference Purchasing Policy

AGENDA INFORMATION:

Agenda Location: Continued Business
Item Number: C-5
Department: Administrative Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY The Town Board was introduced to the policy of “Local Preference Purchasing” at the fall retreat and requested that the policy be discussed in more detail. I am attaching the memos from the retreat and a summary attachment that lists the policy decisions that the Board need to make in order to amend the Town’s current purchasing policy. In addition I have added a general discussion of how the Town Board could insure that local vendors be included in the bidding of products that exceed \$30,000 even though the General Statutes prohibit the type of preference that it may give purchases below \$30,000.

MOTION FOR CONSIDERATION: To amend the Town’s purchasing policy to include “Local Preference Purchases” for products costing from \$501 to \$30,000.

FUNDING SOURCE/IMPACT: There will be no funding issue. The policy will require more record keeping and work on the part of the Town staff.

ATTACHMENTS:

- Local Preference Purchasing Discussion
- Local Preference Purchasing (from retreat)
- Specimen Resolution adopting Local Preference Purchasing (from retreat)

MANAGER’S COMMENTS AND RECOMMENDATIONS: If the Board’s discussion with Local Vendors indicate that adopting such a policy would provide a better bidding environment for the Town I would encourage the adoption. My main concern is that the small 5% window where local governments may provide preference to local business will lead to frustration by local business. My other concern is that local business will hear “local preference purchasing” and not hear that it is only for purchases where the difference between bidders is 5% or less. Again the expectation may not match the reality of just how much preference local governments can give local businesses.

Local Preference Purchasing

Proposal

Amend the Town's Purchasing Policy to Permit "Local Preference Purchasing" in accordance with School of Government Guidance.

Background

The Town's current purchasing policy states: "It is the desire of the Town to purchase from vendors located within Waynesville and Haywood County whenever possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive purchasing process. However the Town has a responsibility to its residents to ensure that the maximum value is obtained for each public dollar spent. **The Town cannot and will not make purchasing decisions solely on the basis of vendor residence**".

The Town's policy has three thresholds for purchases that fall at or below the NC General Statutes formal bid procedures set out in GS 143-129.

- (1) Purchases may be made by "Purchase Card" for items \$500 and below without submitting written quotes or purchase orders.
- (2) Purchases over \$500 and below \$5,000 require written quotes with the successful bid being awarded to the "lowest responsible responsive bidder".
- (3) Purchases of \$5,000 to \$90,000 require a written description or plan for the purchase. Items over \$5,000 must be reflected in the Town's Capital Improvement Plan. (*The State has increased the threshold for informal bids from \$5,000 to \$30,000. The Town's purchasing policy is more conservative setting the threshold for informal bids at \$5,000*).

The Town's Purchasing Policy is similar to most policies one will find in the State. The Policy adheres to the principal of obtaining quotes for all but minor purchases and awarding the bid to the low quotation.

Local Preference Purchasing

The General Statutes are very clear that for purchases at or above \$30,000 a local government must award the bid to the "lowest responsible responsive bidder". For purchases below this threshold the statutes are silent as to whether local governments must award on this basis. For many years local governments has adhered to the principal of awarding bids based on a strict adherence to principal that the bid is awarded to the business with the lowest responsible responsive bid regardless of the residence of the vendor.

Page 2.

Local Preference Purchasing

The School of Government published a “blog” discussing local government purchasing that outlined a narrow procedure where a local government could award a bid to a local vendor even if the vendor’s bid was slightly above that of the low bidder that was not local.

In her blog Eileen Youens states that local governments may develop purchasing procedures that recognize the need to (1) improve their tax bases, (2) encourage local industry, and (3) reduce unemployment. In doing so they may “...come up with a contract award preference that has the best chance of surviving a constitutional challenge.”

She recommends that “The percentage preference should be relatively small. Five percent seems to be acceptable but anything higher than that is likely to be struck down.”

Given that advice several North Carolina local governments developed purchasing policies that encompass her advice.

I am attaching a resolution based on Greenville NC Local Preference Policy for your perusal. The resolution includes the definition of “local business” found in the Town of Waynesville’s current purchasing policy: a local business is one that resides in Waynesville or Haywood County. This is a definition that the Board should consider. They may define “local business” in any manner they choose. Burlington defines local vendors as residing in Burlington and Alamance County. Greenville states that a local vendor must reside in the city limits of Greenville or its extra-territorial area. Both local governments define a vendor as having a physical, taxable, brick and mortar presence in the geographic area. In a phone conversation with Burlington’s purchasing agent he said that the Burlington Council had more trouble defining “local” than any other element of the policy.

How Local Preference Purchasing Works

Based on Ms. Youen’s advice the local government would follow its normal procedure of obtaining quotes for purchases up to \$30,000. Should a local vendor’s quote fall within five percent (5%) of the low quote from a non local vendor the purchasing agent would either award the bid to the local bidder at the quoted amount or give the local vendor the opportunity to match the quote of the non local vendor depending on which option the Town Board chooses.

Burlington and Greenville adopted policies that require the local vendor to match the low bid of the non local vendor.

Sample Resolution Adopting Local Preference Purchasing

I am attaching a sample resolution that I have modeled from the Greenville NC resolution. It contains the elements that Ms. Youen recommends be included in such a resolution. The sample follows the Town's current definition of "local businesses" by including both Waynesville and Haywood County. This is a key definition and I recommend the Board discuss this key element in the policy.

A second element is the resolution's definitions of "qualified businesses". In section 5 the resolution outlines three criteria for being eligible to be considered "local". The Board should review these criteria and determine if they are acceptable.

LOCAL PREFERENCE PURCHASING

During your fall retreat the staff presented the concept of “Local Preference Purchasing” as defined in a School of Government Blog by Eileen Youens. A specimen of a resolution that amends the Town’s Purchasing Policy to include “Local Preference Purchasing” was included in the agenda. After concluding the presentation the Board requested that the Policy be placed on the agenda of a future meeting in order for the Board to discuss it in more detail.

Proposed Policy

Eileen Youens states that the NC General Statutes clearly state that local governments **MUST** take the lowest responsible, responsive bid for purchased of \$30,000 and up regardless of the bidder’s location of business. The Statutes do not make the same assertion for purchases of \$1.00-\$29,999. Although there is the potential for successful legal challenge for municipalities who do not abide by the “lowest responsible, responsive bid” for this category of bids, Ms. Youens believes that in cases where bids are between \$1.00 and \$29,999 a municipality may provide a preference to local bidders when the different in the bids is 5% or less. She states that a municipality may choose to offer the local bidder their bid price or give the local bidder the opportunity to match the successful bid from a non local bidder.

If the Board is interested in adopting a “Local Preference Purchasing Policy” it needs to determine three important elements.

1. The geographical definition of a “Local Vendor”.

A municipality may define a local vendor in any manner it chooses. The Town’s current purchasing policy defines a local vendor as “being located in Waynesville and Haywood County. The Board may consider the following:

- a. Define a “local vendor” as residing in the Town limits or Waynesville and its extraterritorial area.
- b. Retain the current definition that defines a “local vendor” as residing in Waynesville and Haywood County.
- c. More broadly define a “local vendor” as residing in any county abutting Haywood County.

2. Who is a “Local Vendor”?

- a. Is a “Local Vendor” a firm that is represented by a “salesperson who resides in the geographical area defined as “Local”?
- b. Is a “local vendor” a firm that has a sticks and bricks office of at least 500 sq. ft. and pays local property taxes to the jurisdictions within the “Local Areas”?
- c. Is a “Local Vendor” a firm that has its corporate headquarters in the geographical area defined as “Local” and pays property taxes to the governments within the “Local Area”?

- 3. If bids are within 5% of each other and the bid amount is between \$1.00 and \$29,999:**
- a. Would the bid be awarded to the “Local Vendor” that has the bid closest to the “Nonlocal low bidder” at the bid price?
 - b. Would the “Local Vendor” be given the opportunity to “**Match**” the low bid of the “Nonlocal Vendor”?

With these definitions in place the staff will draft a resolution amending the Town’s purchasing policy and present it for adoption.

Application

The Town staff will be trained in the new policy and the purchasing officer will be charged with insuring that the policy is carried out. Some of the changes that will be necessary are as follows:

- The Purchasing Officer will need to clarify both the geographical location and the type of vendor that may or may not be considered “local”. If there is a question as to whether the firm qualifies it will be up to them to provide the necessary information. Vendors will need to keep the purchasing agent informed as to any changes that take place regarding the location of their business.
- Each purchase involving a “local vendor” will require the purchaser or purchasing agent to determine if the bids are within 5% of each other and, if so, must contact the “local vendor” and offer them the bid based on the definition the Board adopts.
- There will be a shakedown period as the Town staff and vendors adjust to the new policy.

Purchasing Limits

While the policy may be administered for purchases of \$1.00-\$29,999 we recommend that the policy not include small purchases made from \$1.00-\$500. These are usually done with “Purchasing Cards” and involve smaller items. Many of the purchases are done within Waynesville and its extraterritorial area. The purchases are so small that putting them through the 5% test would create a great deal of paperwork. We recommend that the Board set the limits for purchases of \$500-\$29,999.

Page 3.

Local Preference Purchasing

Local Preference Purchases Above the \$30,000 Limit

The NC General Statutes specify that for purchases at or above \$30,000 the local government **MUST** award the bid to the lowest responsible, responsive bidder (GS 143-131).

By responsible' the statute means that the bidder is capable of delivering the item and does not have a demonstrated history of poor business activity (this is hard to prove). A "responsive" bidder is one that can deliver the item in a timely and efficient manner for purchases where time is of the essence like a part for a pump at the Waste Treatment Plant.

Ms Youen's blog makes it clear that a "local preference purchasing" may only take place for purchases of \$1.00 to \$29,999. Can a Town Board indicate a preference to "buy local" on purchases above this limit and not break the law?

Local and State governments have increasingly used large, cooperative purchasing contracts to make most of their vehicle and equipment purchases. These cooperative purchasing contracts do the job of specifying the purchase and bidding them out in accordance with North Carolina's purchasing statutes. The local government simply adds their purchase of "X" vehicles or pieces of equipment to the master purchasing list. Local governments use purchasing services such as the "NC State Purchasing Contract" or NC Sheriff's Association Purchasing Contract to make such purchases. Additional local governments frequently "piggy back" on larger local government purchases. Waynesville could "piggyback" on Greensboro's police vehicle purchase since Greensboro competitively bid the purchase.

These cooperative purchasing contracts usually designate regional vendors who have agreed to sell the product to local governments at the bid price so the "Sheriff's Contract" or "State Purchasing Contract" may have several regional businesses for whom local governments may place their purchases at the contract rate.

The issue for a governing board is that using purchasing contracts eliminates local vehicle and equipment vendors from bidding on a local government's products. Using these purchasing services shortcuts local vendors from bidding on a local government's

products unless they are designated as an agent of the purchasing contract. How can a local Board insure that local vendors of items in excess of \$30,000 are given the opportunity to bid?

Suggestion

The local government could specify the same vehicle or equipment as that listed in the major purchasing services and seek informal bids for the equipment or vehicle locally. The local government would use the prices offered by the purchasing services and take the lowest bid. Whoever submits the low bid is awarded the contract. Both the State Purchasing Bids and Sheriff's Association bids are public documents and the local vendors can refer to those quotes to determine the price that is offered through the services. The local government is required to take the lowest responsible, responsive bid but the local vendor does have access to the bids from the purchasing cooperatives and will know "the price to beat".

As I have stated earlier a local government may not take a higher bid than the bid submitted by a purchasing service however it would be permissible for a local government to prohibit the Town's purchasing agents from using State contract or the Sheriff's Association contract. I would not recommend that a Town approve such a contract because many of the purchasing services are several considerably lower than the bids that it would receive without the "competition" of the purchasing contracts

Recommendation.

The local governing body may request that all purchases above \$30,000 be bid locally if the product is offered by a local vendor and placed in competition with the prices offered by the cooperative purchasing services.

RESOLUTION NO. R-17-17
RESOLUTION ADOPTING THE TOWN OF WAYNESVILLE
LOCAL PREFERENCE POLICY

WHEREAS, the economic development of the Town of Waynesville will be promoted by the implementation of a Local Preference Purchasing Policy in the procurement of goods and services in that it supports local businesses; and

WHEREAS, in addition to promoting economic development, a Local Preference Purchasing Policy provides a benefit to the Town of Waynesville in that local businesses have the opportunity to be more timely and responsive in providing goods and services; and

WHEREAS, the Board of Aldermen of the Town of Waynesville hereby finds and determines that the Local Preference Purchasing Policy herein adopted accomplishes the aforementioned goals while ensuring fiscal responsibility and the provision of goods and services in a manner which best serves the needs of the Town of Waynesville.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:

Section 1. Purpose.

The purpose of the Local Preference Purchasing Policy is to ensure the best overall value in the procurement of goods and services while providing a preference to local businesses to support the Town's economic development. The policy also provides the Town with goods and services delivered on a more timely and responsive manner.

Section 2. Definitions.

- (a) Eligible Local Bidder means a bidder that has paid and is current on any applicable Town of Waynesville property tax and meets the qualifications set forth in Section 5.
- (b) Non Local Bidder means a bidder that is not an Eligible Local Bidder as defined in subsection (a).
- (c) Responsible bidder means the bid or proposal is submitted by a bidder that has the skill, judgement and integrity necessary for the faithful performance of the contract, as well as sufficient financial resources and ability.
- (d) Responsive bidder means that the bid or proposal submitted by a bidder complies with the specifications or requirements for the request for bids or request for proposals.

Section 3. Policy.

The policy of the Town of Waynesville is to provide a preference to local businesses in the procurement of goods and services for the contracts which the Town may apply a local preference. When the request for bids involves the bidder submitting a price, a price matching preference will be given to Eligible Local Bidders of the contracts for purchase of goods and services. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$30,000 whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. When the request seeking proposals is based upon qualification for a service contract without a price being submitted as a bid, a factor in the evaluation of proposals shall be whether the proposal is submitted by an Eligible Local Bidder. Five percent (5%) of the points to be awarded to a bidder in an evaluation of proposals shall be awarded to an Eligible Local Bidder.

Section 4. Local Preference Eligible Contracts.

The provisions of the Local Preference Purchasing Policy shall apply when bids or proposals are sought for the following:

- 1 Contracts for the purchase of apparatus, supplies and equipment costing less than \$30,000.
- 2 Contracts for construction or repair costing less than \$30,000.
- 3 Contracts for architectural, engineering, surveying, construction management at risk services costing less than \$50,000 and
- 4 Contracts for services (other than contracts for architectural, engineering, surveying, construction management at risk services, design-build services and public-private partnership construction services).

Notwithstanding the foregoing, the provisions of the Local Preference Purchasing Policy shall not apply to contracts involving a project funded by a federal grant unless the grant has specific language which overrides the prohibition of the Grants Management Common Rule which does not allow local preferences and the provisions of the Local Preference Purchasing Policy shall not apply (i) when bids or proposals are not sought due to an emergency situation or (ii) in special cases when the required expertise or item is not available locally as determined by either the Purchasing Agent or Department Head, or (iii) when the purchase involves an expenditure of less than \$500 when the purchase is from a business that qualifies as an Eligible Local Bidder.

Section 5. Qualification.

In order to qualify for the local preference, an Eligible Local Bidder must present proof that they meet the qualifications of an Eligible Local Bidder prior to the submittal of a bid or proposal. The bidder must update their information when their location changes even though they remain in the jurisdiction. The Eligible Local Bidder must be current on any property taxes that may be due the Town of Waynesville.

When the request for bids involves the bidder submitting a price, in order for a bidder to be an Eligible Local Bidder, the bidder must either:

- (a) Have an office or store from which all or a portion of its business is directed or managed and which is located within Waynesville or Haywood County consisting of a least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office or store located within Waynesville or Haywood County and have at least three (3) employees who are based and working out of said office or store; or
- (c) Have an office located within Waynesville or Haywood County from which all or a portion of its business is directed or managed and which is located within a residence as allowed by the Zoning Ordinance for a period of one (1) year.

When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, in order for a bidder to be considered as an Eligible Local Bidder, the bidder must either:

- (a) Have an office in which all or a portion of its business is directed or managed and which is located Waynesville or Haywood County consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office located within Waynesville or Haywood County and have at least three (3) employees who are based and working out of said office; or
- (c) Have an office from which all or a portion of its business is directed or managed and which is located within a residence within Waynesville or Haywood County as allowed by the Zoning Ordinance for a period of at least one (1) year; or
- (d) Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a), (b), (c) above to subcontract with said firms or companies to perform at least twenty-five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

Section 6. Process when Bid Involves Price.

Bids will be evaluated in accordance with the award criteria stated in the request for bids to determine the lowest responsible, responsive bid when the request for bids involves the bidder submitting a price. If the lowest responsible, responsive bid is submitted by an Eligible Local Bidder, then there will be no consideration of the price-matching preference.

If the lowest responsible, responsive bid is submitted by a bidder who is not an Eligible Local Bidder and there are no submitted bids from an Eligible Local Bidder that is within five (5%) of the lowest responsible, responsive bid, then none of the Eligible Local Bidders will qualify for the price-matching preference. The award will be made to the lowest responsible, responsive bidder.

If only one Eligible Local Bidder qualifies for the price-match preference, the Eligible Local Bidder will first be offered the contract award and will have two (2) business days to accept or decline the award based on the lowest responsible, responsive bidder's price. If the lowest responsible, responsive Eligible Local Bidder declines to accept the contract award, then the award is made to the lowest responsible, responsive bidder.

If more than one Eligible Local Bidder qualifies for the price-matching preference, then the qualified Eligible Local Bidders shall be prioritized according to their original bids, from lowest to highest, so that the Eligible Local Bidder who submitted the lowest responsible, responsive bid should get the first opportunity to match the quote of the lowest responsible, responsive Non-Local Bidder. The Eligible Local Bidder will first be offered the contract award and will have two (2) business days to accept or decline the award based on the lowest responsible, responsive Non-Local Bidder's price. If the lowest responsible, responsive Eligible Local Bidder declines to accept the contract award, then the contract should be offered to the next lowest responsible, responsive Eligible Local Bidder and will continue in this manner until either a responsible, responsive Eligible Local Bidder within five percent (5%), of the lowest responsible, responsive bid accepts the contract award or the award is made to the lowest responsible, responsive bidder if no qualified Eligible Local Bidders accept the award. If two responsible, responsive Eligible Local Bidders qualify for the price-matching preference and both bid the same amount, then the Eligible Local Bidder which will be offered the contract award will be chosen by lot.

At any time, all bids may be rejected.

Section 7. Process when Considering Qualifications for Service Contracts.

When the request seeking proposals is based upon the qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, the request seeking proposals shall state that being local is a factor to be considered in determining the qualification of the bidder. The proposals will be evaluated in accordance with an award criteria developed to determine the best qualified responsible, responsive bidder submitting a proposal. Five percent (5%) of the points to be awarded to a bidder in an evaluation shall be awarded to each Eligible Local Bidder submitting a proposal. Once the best qualified responsible, responsive bidder submitting a proposal is determined, the price is then negotiated. If an agreement on the price does not occur, then the Town will negotiate with the next qualified responsible, responsive bidder submitting a proposal.

Although being local is a factor in determining the best qualified responsible, responsive bidder submitting a proposal, other factors such as specialized experience and expertise will be a component of the award criteria when determining the best qualified proposal.

At any time, all proposals may be rejected.

Section 8. Solicitation of Bids or Proposals.

Whenever bids or proposals are sought by directly contacting bidders for bids or proposals for a contract for which the provisions of the Local Preference Purchasing Policy apply, the request for bids or proposals shall be provided to potential bidders having an office or store located within Waynesville or Haywood County which have submitted a request to be included in a bid list for a particular good or service.

Section 9. False or Substantially Inaccurate or Misleading Certifications.

If at any time during or after the procurement process, the Town determines that the bidder has submitted false or misleading information relating to the bidder's residence within Waynesville or Haywood County the Town may:

- (1) Cancel Eligible Local Bidder's contract or purchase order that was awarded based on the preference: The Eligible Local Bidder shall be liable for all costs it incurs as a result of the cancellation and all increased costs of the Town that may be incurred by awarding the contract to the next lowest bidder.
- (2) Exclude the bidder from any preference in any future Town bidding opportunities for a period of time determined by the Finance Director.
- (3) Debar the bidder from doing business with the Town for a period of time determined by the Finance Director.

Section 10. That all resolutions and clauses of resolutions in conflict with this resolution are hereby repealed.

Section 11. That this resolution shall become effective for requests for bids or proposals issued after January 1, 2018.

This the 12th day of December, 2017.

Gavin A. Brown, Mayor

ATTEST:

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Electric Rate Presentation

AGENDA INFORMATION:

Agenda Location: Continued Business
Item Number: C-6
Department: Administrative Services
Contact: Rob Hites, Town Manager; Eddie Caldwell, Finance Director
Presenter: Rob Hites, Town Manager; Eddie Caldwell, Finance Director

BRIEF SUMMARY: At the October 10, 2017 Board Meeting, a preliminary presentation was done by UTEC outlining their study of the Town's electric rates. This presentation is a follow up and includes some additional detail specific to each electric category and the proposed increase in rates.

Finance Director Eddie Caldwell gave a follow up presentation at the November 28th meeting noting that while the numbers reported by UTEC were sound, there were some different assumptions made in the projections of increase allowing for a 9% increase rather than a 13% increase.

The Board requested that this agenda item be included at the December 12th meeting to allow for public comment and to allow the board ample time to consider the information presented.

MOTION FOR CONSIDERATION: To approve the proposed initial increase in electric rates effective in January 2018, as presented.

FUNDING SOURCE/IMPACT: Rate increase would result in change to the existing revenue collected; this will be monitored monthly and rates reviewed prior to the FY 18-19 budget.

ATTACHMENTS:

- Electric Rate calculations and information

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend rate adjustment, as presented.

Town of Waynesville Table of Contents

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Town of Waynesville
Current Electric Rate Comparisons (Town's vs. Duke Progress Energy's)
As of November 20, 2017

Waynesville's

Customer Type:	Base Rate	Fuel Adj.	Total Rate
Residential Customers			
Base charge	12.09	-	12.09
Per kwh	0.081704	0.016264	0.097968
REPS	0.56	-	0.56
Sales Tax	7.00%		7.00%

Commercial No Demand

Single Phase

Base Charge	12.09	-	12.09
First 700 kwh	0.099299	0.016264	0.115563
kwh 701-4,000 (next 3,300 kwh)	0.076529	0.016264	0.092793
all over 4,000 kwh	0.072389	0.016264	0.088653
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%

Three Phase

Base Charge	18.63	-	18.63
First 700 kwh	0.099299	0.016264	0.115563
kwh 701-4,000 (next 3,300 kwh)	0.076529	0.016264	0.092793
all over 4,000 kwh	0.072389	0.016264	0.088653
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%

Commercial With Demand

Single Phase

Base Charge	12.09	-	12.09
Charge per kwh	0.051689	0.016264	0.067953
Demand charge per kw	6.20	-	6.20
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%

Three Phase

Base Charge	13.87	-	13.87
Charge per KWh	0.051689	0.016264	0.067953
demand charge per kw	6.20	-	6.20
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%

Industrial Demand

Three Phase

Basic Charge	13.87	-	13.87
Charge per kwh	0.033676	0.016264	0.04994
demand charge per kw	13.24	-	13.24
REPS	35.00	-	35.00
Sales Tax	0.00%		0.00%

Duke Progress Energy

Customer Type:	Total Rate
Residential Service:	
Basic charge	11.13
Per kwh (Jul-Oct)	0.09871
Per kwh (Nov-June)	0.08903
REPS	1.29
Sales Tax	7.00%

Small General Service:

Single Phase

Basic charge	16.45
First 750 kwh	0.09913
next 1,250 kwh	0.08273
all over 2,000 kwh	0.07827
REPS	10.66
Sales Taxes	7.00%

Three Phase

Basic charge	25.16
First 750 kwh	0.09913
next 1,250 kwh	0.08273
all over 2,000 kwh	0.07827
REPS	10.66
Sales Taxes	7.00%

Medium General Service:

Single Phase

Base Charge	20.32
Charge per kwh	0.06355
Demand charge per kw	5.53
REPS Commercial or Industrial	10.66
Sales Tax	7.00%

Three Phase

Base Charge	29.03
Charge per KWh	0.06355
Demand charge per kw	5.53
REPS Commercial or Industrial	10.66
Sales Tax	7.00%

Large General Service:

Three Phase

Base Charge	154.85
Charge per kwh	0.05148
Demand charge first 5,000 kw	11.91
REPS Commercial or Industrial	10.66
Sales Tax	0.00%

Town of Waynesville
Current Electric Bill Comparisons (Town vs Duke Progress Energy)
As of November 20, 2017

Town's Current Rates			Duke Progress Energy Current Rates		
Monthly Consumption in KWH	Bill Under Current Rates		Progress Energy		
			Nov-June	July-October	Difference
Residential Customers					
kwh used	870				
(ave kwh used from 07/01/2016-06/30/2017)					
	Base	12.09	11.13	11.13	
	KWH	85.23	77.46	85.88	
	REPS	0.56	1.29	1.29	
	Tax	6.85	6.29	6.88	
		104.73	96.17	105.18	
For the Year the town would be					
					66.68 higher/
					(lower)
					yearly
				or	
				about	5.56 higher/
					(lower)
					monthly
Commercial Single Phase No Demand					
kwh used	1005				
(ave kwh used from 07/01/2016-06/30/2017)					
	Base	12.09		16.45	
	KWH	109.20		95.44	
	REPS	4.50		10.66	
	Tax	8.81		8.58	
		134.60		131.13	3.47
Commercial Three Phase No Demand					
kwh used	1262				
(ave kwh used from 07/01/2016-06/30/2017)					
	Base	18.63		25.16	
	KWH	133.04		116.71	
	REPS	4.50		10.66	
	Tax	10.93		10.68	
		167.10		163.21	3.89

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Town of Waynesville			
Current Electric Bill Comparisons (Town vs Duke Progress Energy)			
As of November 20, 2017			
Town's Current Rates		Duke Progress Energy Current Rates	
Monthly Consumption in KWH	Bill Under Current Rates	Progress Energy Comparison	Difference
Commercial Single Phase With Demand			
kwh used	7,382		
demand	45		
(ave kwh used from 07/01/2016-06/30/2017)			
(ave demand used of downtown restaurant Nov. 2016-Nov 2017)			
	Base 12.09	20.32	
	KWH 501.63	469.13	
	Demand 279.00	248.85	
	REPS 4.50	10.66	
	Tax 55.81	52.43	
	853.03	801.39	51.64
Commercial Three Phase With Demand			
kwh used	152,320		
demand	263		
(ave use of small manufacturing company (one meter) Nov. 2016-Nov 2017)			
(ave use of small manufacturing company (one meter) Nov. 2016-Nov 2017)			
	Base 12.09	29.03	
	KWH 10,350.60	9,679.94	
	Demand 1,630.60	1,454.39	
	REPS 4.50	10.66	
	Tax 839.85	782.18	
	12,837.64	11,956.20	881.44
Industrial Demand			
kwh used	2,179,827		
demand	3,977		
(ave kwh used from 07/01/2016-06/30/2017)			
(ave kw used from 07/01/2016-06/30/2017)			
	Base 13.87	154.85	
	KWH 108,860.56	112,217.49	
	Demand 52,655.48	47,366.07	
	REPS 35.00	83.66	
	Tax		
	161,564.91	159,822.07	1,742.84

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Town of Waynesville
Town's Current Rates vs Town's Proposed Electric Rates Increase

Proposed Rate Increase:

9.00%

Also adjusted current Fuel Adjustment rate into base rates.

Waynesville's Current Rates

Customer Type:	Base Rate	Fuel Adj.	Total Rate
Residential Customers			
Base charge	12.09	-	12.09
Per kwh	0.081704	0.016264	0.097968
REPS	0.56	-	0.56
Sales Tax	7.00%		7.00%
Commercial No Demand			
Single Phase			
Base Charge	12.09	-	12.09
First 700 kwh	0.099299	0.016264	0.115563
kwh 701-4,000 (next 3,300 kwh)	0.076529	0.016264	0.092793
all over 4,000 kwh	0.072389	0.016264	0.088653
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%
Three Phase			
Base Charge	18.63	-	18.63
First 700 kwh	0.099299	0.016264	0.115563
kwh 701-4,000 (next 3,300 kwh)	0.076529	0.016264	0.092793
all over 4,000 kwh	0.072389	0.016264	0.088653
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%
Commercial With Demand			
Single Phase			
Base Charge	12.09	-	12.09
Charge per kwh	0.051689	0.016264	0.067953
Demand charge per kw	6.20	-	6.20
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%
Three Phase			
Base Charge	13.87	-	13.87
Charge per KWh	0.051689	0.016264	0.067953
demand charge per kw	6.20	-	6.20
REPS	4.50	-	4.50
Sales Tax	7.00%		7.00%
Industrial Demand			
Three Phase			
Basic Charge	13.87	-	13.87
Charge per kwh	0.033676	0.016264	0.04994
demand charge per kw	13.24	-	13.24
REPS	35.00	-	35.00
Sales Tax	0.00%		0.00%

Waynesville's Proposed Rates

Customer Type:	Base Rate
Residential Customers	
Base charge	13.18
Per kwh	0.106785
REPS	0.56
Sales Tax	7.00%
Commercial No Demand	
Single Phase	
Base Charge	13.18
First 700 kwh	0.125964
kwh 701-4,000 (next 3,300 kwh)	0.101144
all over 4,000 kwh	0.096632
REPS	4.50
Sales Tax	7.00%
Three Phase	
Base Charge	20.31
First 700 kwh	0.125964
kwh 701-4,000 (next 3,300 kwh)	0.101144
all over 4,000 kwh	0.096632
REPS	4.50
Sales Tax	7.00%
Commercial With Demand	
Single Phase	
Base Charge	13.18
Charge per kwh	0.074069
Demand charge per kw	6.76
REPS	4.50
Sales Tax	7.00%
Three Phase	
Base Charge	15.12
Charge per KWh	0.074069
demand charge per kw	6.76
REPS	4.50
Sales Tax	7.00%
Industrial Demand	
Three Phase	
Basic Charge	15.12
Charge per kwh	0.054435
demand charge per kw	14.43
REPS	35.00
Sales Tax	0.00%

**Proposed Town Increase vs Estimated Proposed Duke Progress Energy's Increase
As of November 20, 2017**

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Town of Waynesville
Current Town's Electric Bill vs Proposed Town's Electric Bill
As of November 20, 2017

Waynesville's Proposed Rate Increase: 9.00%

Town's Current Rates		Town's Proposed Rates	
Monthly Consumption in KWH	Bill Under Current Rates	Bill Under Proposed Rates	Difference
Residential Customers			
kwh used	870		
(ave kwh used from 07/01/2016-06/30/2017)			
Base	12.09	13.18	
KWH	85.23	92.90	
REPS	0.56	0.56	
Tax	6.85	7.46	
	104.73	114.10	9.37
Commercial Single Phase No Demand			
kwh used	1005		
(ave kwh used from 07/01/2016-06/30/2017)			
Base	12.09	13.18	
KWH	109.20	119.02	
REPS	4.50	4.50	
Tax	8.81	9.57	
	134.60	146.27	11.67
Commercial Three Phase No Demand			
kwh used	1262		
(ave kwh used from 07/01/2016-06/30/2017)			
Base	18.63	20.31	
KWH	133.04	145.02	
REPS	4.50	4.50	
Tax	10.93	11.89	
	167.10	181.72	14.62

Town of Waynesville
Current Town's Electric Bill vs Proposed Town's Electric Bill
As of November 20, 2017

Waynesville's Proposed Rate Increase: 9.00%

Town's Current Rates

Town's Proposed Rates

Monthly Consumption in KWH	Bill Under Current Rates	Bill Under Proposed Rates	Difference
----------------------------	--------------------------	---------------------------	------------

Commercial Single Phase With Demand

kwh used	7,382		
demand	45		
(ave kwh used from 07/01/2016-06/30/2017)			
(ave demand used of downtown restaurant Nov. 2016-Nov 2017)			
Base	12.09	13.18	
KWH	501.63	546.78	
Demand	279.00	304.20	
REPS	4.50	4.50	
Tax	55.81	60.81	
	853.03	929.47	76.44

Commercial Three Phase With Demand

kwh used	152,320		
demand	263		
(ave use of small manufacturing company (one meter) Nov. 2016-Nov 2017)			
(ave use of small manufacturing company (one meter) Nov. 2016-Nov 2017)			
Base	12.09	15.12	
KWH	10,350.60	11,282.19	
Demand	1,630.60	1,777.88	
REPS	4.50	4.50	
Tax	839.85	915.58	
	12,837.64	13,995.27	1,157.63

Industrial Demand

kwh used	2,179,827		
demand	3,977		
(ave kwh used from 07/01/2016-06/30/2017)			
(ave kw used from 07/01/2016-06/30/2017)			
Base	13.87	15.12	
KWH	108,860.56	118,658.88	
Demand	52,655.48	57,388.11	
REPS	35.00	35.00	
Tax			
	161,564.91	176,097.11	14,532.20

Town of Waynesville						
Proposed Town Rates vs Estimated Progress Energy Rates- Bill Comparisons						
As of November 20, 2017						
Town's Proposed Rates			Progress			
			Estimated Duke Progress Energy Proposed Rates			

For Year Ended June 30, 2016 compared to Year Ended June 30, 2017

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Town of Waynesville Power Costs For Year Ended June 30, 2018																				
CP	Demand Units	Demand Charge	KWH Purchased	Energy Charge	Fuel charges True-up	Curr-month Fuel-adj	Monthly Adjustments	Peak Shaving Expenses	Non Fuel Energy Chg	Trans-missions Charge	Total	Progress Avg Cost Per KWH	Sepa Deman Units	Sepa Billed KWH	Sepa Energy Charge	Sepa Avg Cost Per KWH	Total Charges	Avg Cost Per KWH		
Jul-17	12,300	129,150.00	8,159,000	248,931.09	6,228.64	-	-	17,658.12	24,069.05	-	426,036.90	0.052216804	1,457	114,248	7,432.44	0.06506	433,469.34	0.052394		
Aug-17	12,300	129,150.00	7,788,000	237,611.88	18,765.70	-	-	17,748.00	22,974.60	-	426,250.18	0.054731662	1,457	-	6,000.91	#DIV/0!	432,251.09	0.055502		
Sep-17	9,300	97,650.00	6,956,000	212,227.56	8,099.52	-	-	24,141.84	20,520.20	-	362,639.12	0.052133283	1,457	118,188	7,481.81	0.06330	370,120.93	0.052320		
Oct-17	8,300	87,150.00	7,340,000	223,943.40	2,643.28	-	-	14,805.30	21,653.00	-	350,194.98	0.047710488	1,457	128,037	7,908.25	0.06177	358,103.23	0.047951		
Nov-17	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Dec-17	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Jan-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Feb-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Mar-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Apr-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
May-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
Jun-18	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	1,457	-	-	#DIV/0!	-	#DIV/0!		
	42,200	443,100.00	30,243,000	922,713.93	35,737.14	-	-	74,353.26	89,216.85	-	1,565,121.18	0.051751519		360,473	28,823.41	0.07996	1,593,944.59	0.052084		
What if : Demand Charge of Contract Year 2020 and 6.00% Increase In All Other Areas with \$200,000 set a side for unexpected fuel charges.																				
FYE June 30, 2018 (Estimated)																				
CP	Demand Units	Demand Charge	KWH Purchased	Energy Charge	Fuel charges True-up	Set Aside Fuel-adj	Monthly Adjustments	Peak Shaving Expenses	Non Fuel Energy Chg	Trans-missions Charge	Total	Progress Avg Cost Per KWH	Sepa Deman Units	Sepa Billed KWH	Sepa Energy Charge	Sepa Avg Cost Per KWH	Total Charges	Avg Cost Per KWH		
Year	135,700	1,730,175.00	92,847,000	3,002,727.69	100,659.45	200,000.00	-	228,765.54	290,332.57	-	5,552,660.24	0.059804412								
												Diff. from FYE 06/30/2017		740,397.35	0.007973923					
														15.38564%	15.3846191%					
												Peak Shaving Expenses		179,847.12	(10 months * 12)					
														215,816.54						
												6.0000%								
												228,765.54								
												Non Fuel Energy Chg								
												Est. Increase		6.0000%						
												Current		0.002950000						
												Est.		0.003127						
												Diff		0.000177						
												% Diff.		6.0000%						
Rates:			9 month kwh-Jan 2017:Sept 2017		True-up															
2017	10.50		9 month true-up-Jan 2017:Sept 2017		\$ 68,230.291															
2018	11.25		9 month average		0.001022777															
2019	12.00		Est. Increase		6.0000%															
2020	12.75		New True-Up		0.001084143															
2021	13.50																			
												Sales		8,083,275.00	9.1596%	(FYE 06/30/2017)				
												DIFF		740,397.35						

What if :	Demand Charge of Contract Year 2018 and 2.00% Increase In All Other Areas
------------------	---

Assumptions:

Results

What if :	Demand Charge of Contract Year 2018 and 0.00% Increase In All Other Areas
------------------	---

Assumptions:

Results

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Special Events – MLK Pride March and Mountaineer 2Miler

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: D-8
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

A request was received from the Martin Luther King Jr. Committee of Haywood County for the annual MLK Jr. Memorial Prayer Walk/Pride March on Saturday, January 13, 2018 beginning at 11:00 a.m. This will be a rolling street closure with Waynesville Police escort. The route is from the Justice Center down Main Street to the Pigeon Community Center on Pigeon Street. The participation in 2016 was approximately 100 individuals. This event is one that alternates between Canton and Waynesville annually.

A request was received from Waynesville Middle School for their third annual Mountaineer 2Miler road race on March 24, 2018. Included in the application packet is a map of the proposed route and the approved permit from the 2017 event. In checking with the police department, this event was one that required minimal additional staff based on the fact that the route was fairly easy to cover related to intersections and individuals who were on shift could assist. This event usually takes only two hours to complete.

MOTION: *To approve the special events permit applications and direct Town Manager to execute special events permits, as presented.*

FUNDING SOURCE/IMPACT: There are few direct costs to the Town associated with these events, other than labor costs.

ATTACHMENTS:

- Special Events Application – MLK Pride March
- Special Events Application – Mountaineer 2Miler

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval of these events as presented.



Application for Special Events Permit

I. General Information

EVENT NAME:

MLK Pride March

EVENT DATE(S):

Jan 13 2018

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION

Haywood County Justice Center

IF THIS EVENT IS A PARADE
OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END):

~~4:30 PM~~ 10:30 AM - 12 PM

EVENT HOURS:

11 AM - 12 PM

DISMANTLE HOURS
(START/END):

ESTIMATED ATTENDANCE:

100

BASIS ON WHICH THIS ESTIMATE IS
MADE:

PREVIOUS PREVIOUS EVENTS

COMPREHENSIVE GENERAL LIABILITY
INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION
NAME:

MLK Prayer Breakfast Celebration

ARE YOU A NON PROFIT
CORPORATION?

☒ No

Yes

If yes,
are you

501(c)(3)

501(c)(6)

Place of
Worship

APPLICANT
NAME:

Rocky N Tackler

TITLE: Co-Chairman

ADDRESS:

78 Church St CITY: Canton STATE: NC ZIP 28716

PHONE: 828-646-0125 FAX#:

EMAIL: tackler37@bellsouth.net

ON-SITE
CONTACT:

Tammy McDowell

TITLE: Chairwoman

ADDRESS:

1493 Dutch Cove Rd. Canton, NC 28716

PHONE #:

828-215-6681

CELL PHONE #:

828-215-0296

EMAIL:

Tammyhmcowell@gmail.com
Tmcowell16

III.	Brief Description of Event
Pride march for Haywood County MLK Holiday Weekend Celebrations Beginning at the Haywood County Justice Center ending at the Pigeon Community Multicultural Center	
IV.	Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. _____
2. _____
3. _____

V.	Event Details
-----------	----------------------

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages ? If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of food ? _____ If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of non-food items ? If "YES" have you applied for a privilege license? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: _____ Number of Band(s): _____ Amplification? _____
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing occupied building ? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing vacant building ? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics ? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require electrical hookup for the event? Generators? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require access to water for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____
<input type="checkbox"/>	<input type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will inflatable parade balloons be used for the event? Provide details if necessary. _____

VI. Additional Questions

How will **parking** be accommodated for this event?

usually dropped off car left a community center

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

should be NO TRASH

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

16 S. Main Street, P.O. Box 100, Waynesville, NC 28786

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY

Application and fee received

Application approved

Application denied



Application for Special Events Permit

I. General Information

EVENT NAME:

Mountaineer Two Miles

EVENT DATE(S):

Sat March 24

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION

Waynesville Middle School

IF THIS EVENT IS A PARADE
OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END):

9~~40~~ am - 10 am

EVENT HOURS:

10 - 11 am

DISMANTLE HOURS (START/
END):

11 am

ESTIMATED ATTENDANCE:

100

BASIS ON WHICH THIS ESTIMATE IS MADE:

past years

COMPREHENSIVE GENERAL LIABILITY
INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION
NAME:

Waynesville Middle School

ARE YOU A NON PROFIT
CORPORATION?

No

Yes

If yes, are
you

501c(3)

501c(6)

Place of
Worship

APPLICANT
NAME:

Hylah Birenbaum

TITLE:

ADDRESS:

495 Brown Ave

CITY:

Wolfe

STATE: NC

ZIP

28786

PHONE:

828 4529283

FAX#:

EMAIL:

Hylah Birenbaum@gmail.com

ON-SITE
CONTACT:

Lori Heatherly

TITLE:

ADDRESS:

495 Brown Ave Wolfe NC 28786

PHONE #:

4562403

CELL PHONE #:

EMAIL:

III.	Brief Description of Event
2 Mile Race around the Middle School	
IV.	Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Brown Ave
2. Sulphur Springs
3. Boyd Ave / Elysian Ave

V.	Event Details
----	---------------

YES NO

Does the event involve the sale or use of alcoholic beverages? No

If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? No

If "YES", has the health department been notified? Have you applied for a temporary permit?

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? No

Will there be musical entertainment at your event? If "YES" provide the following information: No

Number of Stages: Number of Band(s): Amplification?

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address 495 Brown Ave - Little Gym

Do you plan to use an existing vacant building? Address

Will there be any tents or canopies in the proposed event site? Please provide the following information: Yes

Approx. Number of Tents: 2 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of pyrotechnics? Explain No

Will you provide portable toilets for the general public attending your event? If so, how many No and where will they be located?

Will you require electrical hookup for the event? Generators? 1

Will you require access to water for the event? Explain No

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. Registration For Race

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). no

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Yes

Will inflatable parade balloons be used for the event? Provide details if necessary. no

VI. Additional Questions

How will parking be accommodated for this event?

Parking Lot

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

We will take care of trash

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No.: (828) 456-2000
Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

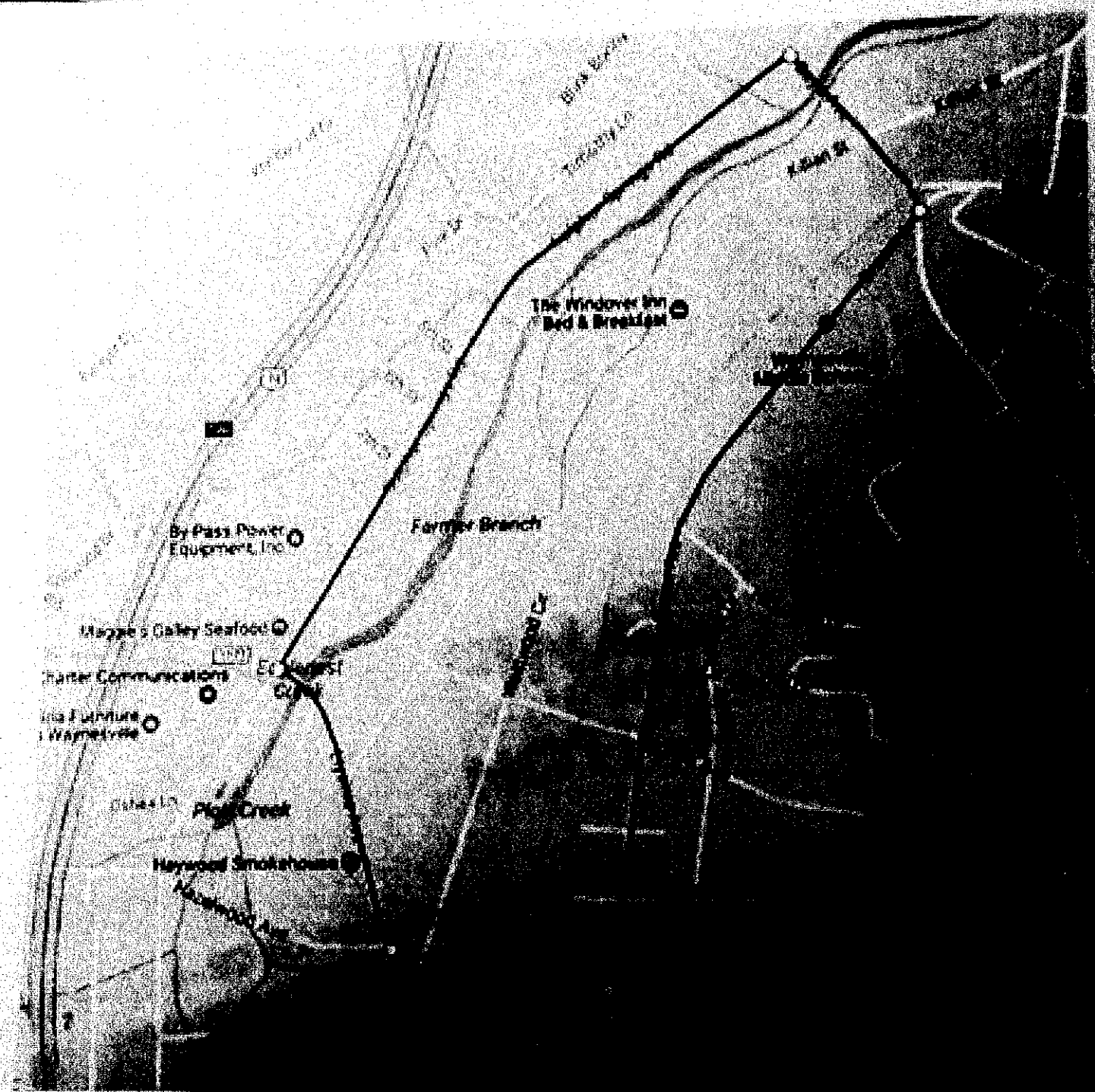
- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants. *Ordinance under review – this may change – please remain in contact with Town officials to determine the ordinance status two weeks prior to your event.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

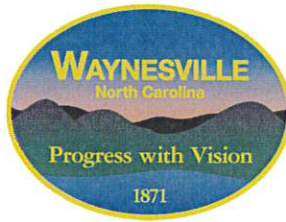
Application and fee received:

Application approved:

Application denied:



Maple Hill
Haywood



SPECIAL EVENT PERMIT

PERMIT NUMBER – 2017-0318/11092016

Permit is hereby issued unto Regan Wyatt representing the Waynesville Middle School PTA in accordance with the policy to conduct a special event within the corporate limits of the Town of Waynesville for the following purposes:

This permit is issued subject to the above activity being performed in a lawful manner in compliance with all provisions of the Waynesville Code of Ordinances and the laws of the State of North Carolina and is further subject to the provisions specified below:

1. Times and dates permitted: March 18, 2017 from 8:00 a.m. until 1:00 p.m.

Registration – 8:00 a.m. to 9:00 a.m.

Run – 10:00 a.m. to Noon

Post Event – Noon to 1:00 p.m.

2. The person who will be responsible and in direct charge is: Regan Wyatt 828-476-0488

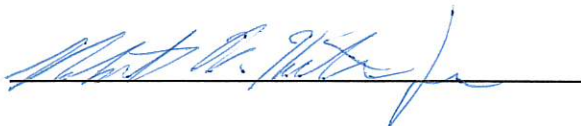
3. Public streets to be closed and the limits thereof (or the park area reserved) are as follows: **Rolling Street Closure for Mountaineer 2-Miler Run - Beginning at 10:00 a.m.**

Route is as follows: Brown Avenue to Left on Boyd Avenue; Left on to Sulphur Springs Road; Left on to Elysiania; Left on Hazelwood Avenue and final Left on Brown Avenue to end at WMS.

4. Other provisions:

This permit includes the attached application and is subject to being withdrawn and the special event canceled by the Town Manager or Police Chief in the event there is any violation of the permit conditions, if there is a false statement in the application, or in the event it is determined there are circumstances which will adversely affect the health or safety of the citizens if the event is held or continued to be held.

Issued this 7th day of February, 2017



Robert W. Hites, Jr., Town Manager

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 12, 2017

SUBJECT: Clarification of employee benefits – Recreation Center Memberships

AGENDA INFORMATION:

Agenda Location: Communications From Staff
Item Number: D-9
Department: Administrative Services-Human Resources
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

In September 2000, the Board of Aldermen approved that *“Town of Waynesville Employees and their immediate family members will receive free memberships to the Recreation Center. Immediate family member is defined as employee, spouse or dependent children as outlined in our insurance guidelines. Member fees for programs and activities will still apply.”* However, since the Town of Waynesville does not allow for employee spouses on the plan if their employer offers group health insurance; spouses who work and have access to other coverage would be ineligible for such membership.

In order to ensure that we are not excluding eligible dependents from utilizing the Waynesville Recreation Center, we propose that the board approve language specific to Recreation Center membership as follows: *For purposes of membership to the Waynesville Recreation Center as a benefit for employees, individuals who appear on the employee’s tax return, even if not covered under the employee’s insurance, shall be recognized as immediate family members. Individuals who do not appear on the employee’s tax return must pay a membership fee for use of the Recreation Center facilities.*

MOTIONS FOR CONSIDERATION: To approve the clarification related to employee spouse and dependents and the use of the Waynesville Recreation Center as a benefit, as presented.

FUNDING SOURCE/IMPACT: No financial impact as the memberships are free.

ATTACHMENTS:

- September 2000 minutes
- Excerpt from Personnel Policy Manual related to insurance

MANAGER’S COMMENTS AND RECOMMENDATIONS: Approve as presented

REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
SEPTEMBER 26, 2000
TUESDAY - 7:00 P.M.
TOWN HALL

The Board of Aldermen held a regular meeting on Tuesday, September 26, 2000. Members present were Mayor Henry Foy, Aldermen Gavin Brown, Gary Caldwell, Libba Feichter and Kenneth Moore. Also present were Town Manager A. Lee Galloway, Town Clerk Phyllis McClure and Town Attorney Michael Bonfoey. Mayor Foy called the meeting to order at 7:00 p.m.

Approval of Minutes of September 12, 2000

Alderman Caldwell moved, seconded by Alderman Moore, to approve the minutes of the September 12, 2000 meeting as presented. The motion carried unanimously.

Adoption of Paving Policy

At the last meeting approximately 20 residents of Valley View Terrace attended the meeting to request that their street be resurfaced with asphalt rather than the recently applied "chip seal". It was the consensus of the Board to study the issue for a couple of weeks before making any decisions.

Public Works Director Fred Baker attended the meeting and explained the different types of paving used on the Town's streets, asphalt overlay and bituminous surface treatment (bst), commonly referred to as "chip seal". Asphalt overlay is used on the majority of streets in Town. In the past, streets with low volume traffic have been paved using BST. Asphalt overlay costs about four times as much as BST, but lasts about twice as long. Mr. Baker explained that using BST has advantages on some of the steeper streets during inclement weather conditions. Mr. Baker proposed adoption of the following paving guidelines:

To consider using BST for paving on streets which meet the following conditions:

- 1) If the street is located at an elevation of more than 2,850 feet; or
- 2) If the elevation is less than 2,850 feet and has:
150 vehicles or less per day; or slopes of 12% or greater.

Mr. Baker pointed out that if these guidelines are adopted it will increase the Town's paving budget by approximately 10% per year.

Town Manager Galloway said that the Town receives approximately \$380,000 in Powell Bill monies each year. A recent change now allows some of this money to be spent on sidewalk projects and the Town spends \$60,000 - \$80,000 per year for this purpose. Mr. Baker said that the Town also has 12 bridges and recently completed a \$285,000 project on the Scates Street bridge. Both Manager Galloway and Public Works Director Fred Baker felt that the Town should continue using the BST method of paving to stay within the paving budget each year.

Adoption of Fees for Recreation Center

Parks and Recreation Director Mike Smith presented a proposed fee schedule for the Town's new Recreation Center and the Waynesville Parks and Recreation Department Revenue Policy. Since the Haywood County Commissioners contributed \$140,000 toward the operating costs of the new center, it is proposed that for the first year, the fees charged for those who live outside the town be the same as the fees charged to those who live inside the town. It is recommended that decisions about non-resident fees to be charged after July 1, 2001, be delayed until after the County Commissioners determine the level of funding for Waynesville Recreation in the 2001-2002 fiscal year budget. Monthly reports will be prepared for presentation to the Haywood County Commissioners. The proposed fees are as follows:

<u>Membership Category</u>	<u>Daily</u>	<u>Monthly *</u>	<u>12 Visit Punch Card</u>	<u>Quarterly</u>	<u>6Months</u>
Family (max 4 members)**	\$15	\$45	\$120	\$147	\$282
Family (max 2 members)	\$ 8	\$35	\$ 60	\$117	\$222
Individual (adult-16 years & up)	\$ 5	\$25	\$45	\$ 87	\$162
Individual (child - ages 5 - 15)	\$ 3	\$15	\$27	\$ 57	\$102
Special (Sr. Citizen/Handicapped)	\$ 3	\$15	\$27	\$ 57	\$102

Children under age 5 are free

* Must sign up for year membership. Penalty for failing to keep the membership for the specified time = paying for the whole year in one lump sum the next time you register for membership.

** \$10 for each *additional* family member.

Corporate Rate Minimum of 5 employees \$20/per month/per person*

Town of Waynesville Employees

Town of Waynesville Employees and their immediate family members will receive free memberships to the Recreation Center. Immediate family member is defined as employee, spouse, or dependent children as outlined in our insurance guidelines. Member fees for programs and activities will still apply.

Alderman Feichter pointed out that the Wellness Committee encourages employees to participate in activities to improve their health. This past year has been a good year for employees which results in improved insurance rates for the Town. It was felt that free memberships to the Recreation Center is a good benefit for the Town's employees.

Alderman Brown moved, seconded by Alderman Feichter, to adopt the proposed fee schedule for the Town's new Recreation Center effective through June 30, 2001. All one year passes sold during that time will be renewable upon the one year anniversary. The motion carried unanimously.

Appointment - Community Appearance Commission

One of the Community Appearance Commission Members, Ms. Barbara Coulter, has submitted her resignation on the Commission. Mr. Ralph Feichter has expressed a willingness to serve on this commission, to fill the unexpired term of Ms. Coulter which will expire on March 1, 2003.

Alderman Moore moved, seconded by Alderman Caldwell, to appoint Mr. Ralph Feichter to fill the unexpired term (until March 1, 2003) of Ms. Barbara Coulter on the Community Appearance Commission. The motion carried unanimously.

EMPLOYMENT BENEFITS

ARTICLE IX

Section 1 Group Health Insurance for Active Employees (Amended 02-10-2015)

Medical coverage will be made available to all regular full-time, permanent part-time employees and their eligible dependents. Medical coverage is generally provided at *no cost* for the employee, although employees may be charged a premium for coverage of certain lifestyle risks, or voluntary participation in certain health-related programs and activities.

Dependent coverage is provided at a cost to employees. Employees with working spouses whose employers offer group health coverage must elect medical coverage through their employer and are therefore ineligible to participate in the Town's health plan. Non-working spouses can be covered as eligible dependents and are subject to the Town's fee structure plan for dependents.

Medical coverage will be effective on the first day of the month, following thirty (30) days of consecutive employment.

Specific information on health insurance benefits is available in the Town's, "Group Insurance Benefits Brochure" which is provided during employee orientation. Additional information may also be obtained from the Human Resource office. The Town reserves the right to re-evaluate healthcare benefits and to make changes in coverage and rates at its discretion without prior notice to employees.

The Town will comply with the Health Insurance Portability and Accountability Act of 1996, (HIPAA) regarding protected health information and other requirements and the Affordable Care Act (ACA) of 2014. Consult the Human Resources Office for more information.

Section 2 Health Insurance For Retirees (As amended 02-10-2015)

Retirees must meet the NC Local Governmental Employees Retirement System or the NC Law Enforcement Officers Retirement System's eligibility guidelines for retirement.

- 1) A Retiree who has achieved at least ten (10) or more consecutive years of service with the Town, not including any accumulated sick or vacation time, and has reached 55 years of age, will receive health insurance coverage, *at no cost* to the retiree, until the retiree reaches Medicare eligibility through age or disability.
- 2) A Retiree of any age, who has achieved thirty (30) or more years of creditable service under the N. C. Local Governmental Employees Retirement System or the N.C. Law Enforcement Officers Retirement system, with at least half of that time (15 or more years) having been in active service with the Town of Waynesville, will receive health insurance coverage, *at no cost* to the retiree, from the date of separation from the Town of Waynesville, regardless of age at the time of separation, until the retiree becomes Medicare eligible through age or disability.



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

PROPOSED REGULAR MEETING SCHEDULE FOR 2018

ALL MEETINGS TO START AT 6:30 P.M. IN THE BOARD ROOM LOCATED AT
 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2018	
Tues, January 9	Board of Aldermen Meeting – Regular Session
Tues, January 23	Board of Aldermen Meeting – Regular Session
Tues, February 13	Board of Aldermen Meeting – Regular Session
Tues, February 27	Board of Aldermen Meeting – Regular Session
Tues, March 13	Board of Aldermen Meeting – Regular Session
Tues, March 27	Board of Aldermen Meeting – Regular Session
Tues, April 10	Board of Aldermen Meeting – Regular Session
Tues, April 24	Board of Aldermen Meeting – Regular Session
Tues, May 8	Board of Aldermen Meeting – Regular Session
Tues, May 22	Board of Aldermen Meeting – Regular Session
Tues, June 12	Board of Aldermen Meeting – Regular Session
Tues, June 26	Board of Aldermen Meeting – Regular Session
Tues, July 10	Board of Aldermen Meeting – Regular Session
Tues, July 24	Board of Aldermen Meeting – Regular Session
Tues, August 14	Board of Aldermen Meeting – Regular Session
Tues, August 28	Board of Aldermen Meeting – Regular Session
Tues, September 11	Board of Aldermen Meeting – Regular Session
Tues, September 25	Board of Aldermen Meeting – Regular Session
Tues, October 9	Board of Aldermen Meeting – Regular Session
Tues, October 23	Board of Aldermen Meeting – Regular Session
Tues, November 13	Board of Aldermen Meeting – Regular Session
Tues, November 27	Board of Aldermen Meeting – Regular Session
Tues, December 11	Board of Aldermen Meeting – Regular Session

**Additional meetings may be called for a Board Retreat in early 2018 and
 for Budget Development and Discussion in spring 2018**