



## Town of Waynesville, NC Board of Aldermen Regular Meeting

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

Date: **OCTOBER 24, 2017** Time: **6:30 p.m.**

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### **A. CALL TO ORDER - Mayor Gavin Brown**

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

***Motion:*** To approve the minutes of the October 10, 2017 regular meeting as presented (or as corrected).

***Motion:*** To approve the minutes of the October 6, 2017 Board Retreat special meeting as presented (or as corrected)

3. Resolution Supporting the Federal Historic Preservation Tax Credit Program
  - Mayor Gavin Brown

### **B. PRESENTATION**

4. Waste Water Treatment Plant Assessment Report
  - Ted Orrell, UTEC

### **C. NEW BUSINESS**

5. Chestnut Walk Water Tank Concerns
  - David Foster, Preston Gregg, Jeff Stines
6. Budget Amendment # 4 to 2017-2018 Budget Ordinance – Water Tank Replacement
  - Eddie Caldwell/David Foster

***Motion:*** To approve Amendment # 4 to the 2017-2018 Budget Ordinance ( Ordinance 21-17) to replace and upgrade the 10,000.00 gallon water tank located at Chestnut Walk.

**TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA**

**October 24, 2017**

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**D. COMMUNICATIONS FROM STAFF**

7. Manager's Report –Town Manager Rob Hites

8. Attorney's Report – Town Attorney Bill Cannon

**E. COMMUNICATIONS FROM THE MAYOR AND BOARD**

**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](http://www.waynesvillenc.gov)

## CALENDAR October 24, 2017

<b>2017</b>	
<b>Tues, Oct 24</b> 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
<b>Tues, Oct 31</b> 5:00 PM to 7:00 PM Main Street	Treats on the Street – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon Street to Depot Street
<b>Fri, Nov 3</b> 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
<b>Fri, Nov 10</b>	Veteran’s Day Town Offices Closed
<b>Tues, Nov 14</b> 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
<b>Thur &amp; Fri, Nov 23-24</b>	Thanksgiving Town Offices Closed
<b>Fri, Dec 1</b> 5:00 PM – 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
<b>Fri, Dec 1 to Sun, Dec 31</b>	All Through the Town – a month-long holiday celebration sponsored by the Downtown Waynesville Association
<b>Mon Dec 4</b> 6:00 PM Main Street	Waynesville Christmas Parade – sponsored by the Downtown Waynesville Association – street closure of Main Street from Walnut Street to Legion Drive
<b>Sat, Dec 9</b> 6:00 PM to 9:00 PM Main Street	A Night Before Christmas – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon to Depot Street
<b>Tues, Dec 12</b> 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
<b>Wed, Dec 13 to Sun, Dec 24</b>  Downtown	Twelve Days of Christmas – Magical Moments and Memories Made Here – sponsored by the Downtown Waynesville Association
<b>Mon – Wed, Dec 25-27</b>	Christmas Town Offices Closed

## Board and Commission Meetings –November 2017

ABC Board	ABC Office – 52 Dayco Drive	<b>Nov 21st</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>Nov 7th</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>Nov 23rd</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>Nov 1st</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>Nov 20th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>Nov 9th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>Nov 15th</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>Nov 15th</b> 3 <sup>rd</sup> Wednesdays 3:30 PM

## BOARD/STAFF SCHEDULE

<b>Thurs. Dec 28 - -Friday Dec 29 2017</b>	Town Clerk	Vacation
<b>Thur. Jan 18 – Fri, Jan 26, 2018</b>	Assistant Town Manager	Vacation
<b>Wed. Jan 18 – Friday Jan 19, 2018</b>	Town Clerk	Clerk's Conference

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REGULAR SESSION MEETING  
October 10, 2017**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday October 10, 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  
Bill Cannon, Town Attorney  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Eddie Caldwell, Finance Director  
Elizabeth Teague, Development Services Director

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:

**Saturday October 14** – Church Street Art and Craft Show 10:00 a.m. – 5:00 p.m. – Main Street and the Historic Preservation Commission Cemetery Tour – 4:00 p.m. – Greenhill Cemetery

**Friday October 20** – 9<sup>th</sup> Annual Arctoberfest – 5:00 p.m. – 8:00 p.m. – First United Methodist Church

**Saturday October 21** – 29<sup>th</sup> Annual Apple Harvest Festival – 10:00 a.m. – 5:00 p.m. – Main Street

**Monday October 23** – Haywood County Council of Government Meeting – Town of Waynesville hosting - 5:30p.m. – Wells Event Center

2. Adoption of Minutes

*Alderman Jon Feichter made a motion, seconded by Alderman Gary Caldwell to approve the minutes of the September 26, 2017 regular meeting with one change –*

***the term dogs should be corrected in item F bullet point number 2. The motion carried unanimously.***

**3. Reading of Proclamation for National Fallen Firefighters Memorial Day - October 8, 2017**

Mayor Brown read a Proclamation for National Fallen Firefighters Memorial Day for October 8, 2017. He asked everyone to remember Fallen Firefighters in the Town of Waynesville and across the nation.

Reading of Proclamation for Red Ribbon Week

Mayor Gavin Brown read a Proclamation declaring October 23<sup>rd</sup> – 31<sup>st</sup> 2017 as Red Ribbon Week. This Proclamation encourages Americans to commit to a drug free lifestyle, involvement in drug prevention and reduction efforts, and to wear a red ribbon to show their support.

**B. PRESENTATION OF ELECTRIC RATE STUDY**

**4. Louis Davis – UTEC**

Mr. Louis Davis stated that two years ago that he had been before the Board and presented numbers to show that Santee Cooper was best wholesale power supplier for the Town, and he still feels that today. He said that since that time, Duke Power had had issues with Coal Ash settlements, and had passed this on to their customers. If the Town had chosen Duke Power instead of Santee Cooper, the Town would have paid more than a million dollars over the life of the contract due to the Coal Ash settlement alone.

Jay Foster – UTEC

Mr. Jay Foster presented to the Board a power point that stated the key analysis steps for the comparison of electric power rates to assist with the Town setting its future power rates. This included historical sales and data, allocated costs between electric, water, and sewer departments, projections for wholesale power costs, and assets and budgets to rate classes.

Mr. Foster explained to the Board that the analysis proposes a 12% rate increase for all rate classes in order to remain competitive and maintain current service provision requirements such as equipment, labor and maintenance. The proposed increases would be separated into two 6% rate increases with the first increase in November 2017, and the second increase in June 2018. Mr. Foster noted that Duke Energy Progress filed for a 14.9% rate increase in June 2017. Graphs with residential rate comparisons, small commercial rate comparisons, large commercial rate comparisons and proposed industrial rates were explained to the Board. He noted that conservatism had been incorporated into the cost of the service study. He said there was also some uncertainty with the cost of the power supply agreement, and there will be some give and take with the cost of natural gas prices over the term of the agreement.

Mayor Brown told the Board that they had time to study the numbers presented, and Mr. Davis and Mr. Foster would be in contact with Manager Hites and Finance Director Eddie Caldwell, and would bring a final recommendation back to the Board.

## C. NEW BUSINESS

### 5. Presentation of Comprehensive Plan

- Elizabeth Teague, Development Services Director

Elizabeth Teague, Development Services Director said she wanted to give the Board a status report on the approach staff would like to take to begin the Comprehensive Plan update, and she asked for feedback and any guidance the Board may have. Ms. Teague told the Board that the Town is required by State Statutes to have a plan that lays out a vision for the community and establishes where growth should occur, and under what circumstances. Ms. Teague said that Waynesville had a great comprehensive plan, but that it is time now to update that plan with a long view into the future (25 years) to determine what trends the Town needs to respond to.

At the 2014 Board Retreat, several key issues were identified that would need to be addressed in the Comprehensive Plan. They included an infrastructure update with a vision for future development, to control growth without stifling positive growth, expansion of MSD areas to Hazelwood, Frog Level, and South Main Street, and sustainable economic growth. Ms. Teague said her goal for the plan was to build from what is good and working well, identify current and future needs, meet social, environmental and economic needs, and most of all be true to Waynesville.

Ms. Teague presented the groundwork for starting the update to the Plan. She stated one of the first steps is to form an Adhoc Committee of key representatives that would be appointed by the Board. There would be public involvement with meetings, surveys, the Town website, and social media. Consultants would be used to develop content, maps and format. Transparency would be a big factor in this process by communication, minutes and record keeping, and public review of documents.

Funding for the Comprehensive Plan update will be spread out over six to eight fiscal quarters. A paid consultant/firm would be hired to develop data and maps of current and projected conditions, facilitate public involvement and input, review and recommend policies, procedures, and regulations. Develop document drafts for review and approval, and overall management of the process. Ms. Teague said she would like to possibly have an RFP issued with responses due in November 2017. She set an estimated project start date of January 2018, with a draft plan in place by May 2018 is possible. The estimated cost of the update is \$50,000.00 over two years, starting with \$25,000.00 allocated for FY 17-18.

## D CONTINUING BUSINESS

### 6. An Ordinance to Suspend the Town of Waynesville Ordinance related to Animals at Festivals, Street Fairs, and Parades.

Mayor Brown said that the Public Hearing had been held at the September 12, 2017 Board meeting concerning an Ordinance to allow animals at Festivals, Street Fairs, and Parades in the Town. The item was tabled and the Board decided to not enforce the current Ordinance through the end of the year as a test to gain additional public input and for data collection. Town Attorney Bill Cannon felt that an Ordinance to suspend the current Ordinance for ninety (90) days and allow animals was in order.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell to untable the item of Animals at Festivals, Street Fairs, and Parades. The motion passed unanimously.***

***A motion was made by Alderman Julia Freeman, seconded by Alderman LeRoy Roberson to adopt the Ordinance No. 16-17 to suspend the Town of Waynesville ordinance related to animals at Festivals, Street Fairs, and Parades. The motion passed unanimously.***

7. Request for donation for University Participant (Up) program and discussion of potential partnering opportunities.

- Amie Owens, Assistant Manager

Dr. Kelly Kelley PhD, co-director of the University Participant Program (UP), had presented this item at the September 26<sup>th</sup> regular meeting of the Board of Alderman meeting. This is a program providing an inclusive living and learning experience for college-aged persons with intellectual disabilities. At that meeting, Mayor Brown asked Assistant Manager Amie Owens to research potential ways for the Town to partner with the UP program in the future. Assistant Manager Owens said at this time a donation of \$500.00 is recommended to assist in tuition offset for next semester for one student. As a non-profit, the UP program is eligible to be an applicant in the special appropriations for the Town of Waynesville as part of the budget process. Dr. Kelley will be encouraged to apply in February 2018.

***Alderman Gary Caldwell, seconded by Alderman Julia Freeman, to approve a donation of \$500.00 to the University Participant program at Western Carolina University as presented. The motion passed unanimously.***

**E. COMMUNICATIONS FROM STAFF**

8. Manager's report

Manager Hites had nothing to report.

9. Attorney's Report

Town Attorney Cannon had nothing to report.

**F. COMMUNICATIONS FROM THE MAYOR AND BOARD**

The Mayor and Staff had nothing to report.

**G CALL ON THE AUDIENCE**

No one addressed the board.

**H. ADJOURN**

*With no further business, Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter, to adjourn the meeting at 8:12 p.m. The motion passed unanimously.*

ATTEST

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Gavin Brown, Mayor

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Eddie Ward, Town Clerk

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Rob Hites, Town Manager

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
SPECIAL MEETING - RETREAT  
October 6, 2017**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held its fall retreat on Friday October 6, 2017, at 8:30 a.m. at Wells Event Center at 248 North Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gavin Brown called the meeting to order at 8:30 a.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  
Bill Cannon, Town Attorney  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Eddie Caldwell, Finance Director  
Elizabeth Teague, Development Services Director  
David Foster, Public Services Director  
Rhett Langston, Parks and Recreation Director  
Bill Hollingsed, Chief of Police  
Joey Webb, Fire Chief  
Julie Grasty, Asset Services Manager  
Lisa Burnette, Purchasing Agent

The following media representatives were present:

Becky Johnson – The Mountaineer  
Cory Vaillancourt – Smoky Mountain News

1. Call to Order

Mayor Gavin Brown called the meeting to order at 8:30 a.m. and welcomed everyone.

2. Introductory Comments

Mayor Brown said the first order of business was a motion to approve the bid of \$78,000.00 and to appropriate \$80,000.00 to Carolina Parks and Play to get the project of the Inclusive Playground started.

***Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter to approve the bid of \$78,818.88 and to appropriate \$80,000.00 to Carolina Parks and Play for deposit for the Phase One of the Inclusive Playground. The motion passed unanimously.***

***Alderman LeRoy Roberson made a motion, seconded by Alderman Gary Caldwell, to amend the first motion to approve the entire purchase of \$157,637.75 to Carolina Parks and Play for \$80,000.00 deposit and \$158,000.00 to complete this purchase. The motion passed unanimously.***

Mayor Brown reminded everyone that no other formal actions or additional motions would be made at the retreat.

#### Animal Ordinance Revisited

Mayor Brown said that he had been in discussion with Town Attorney Bill Cannon and they felt the safest thing to do concerning the issue of Animals at Festivals is by way of Ordinance to temporarily suspend the enforcement of the current Ordinance for ninety days. He stated no Public Hearing was required and this item would be placed on the Board of Alderman Agenda for the October 10, 2017 meeting.

### 3. Local Preference Purchasing

Town Manager Rob Hites gave an overview of the current Local Preference Purchasing Policy. He said the policy states: It is the desire of the Town to purchase from vendors located within Waynesville and Haywood County whenever possible. This is accomplished by ensuring that local vendors who have goods or services available are included in the competitive purchasing process. He said the Town has a responsibility to its residents to ensure that the maximum value is obtained for each dollar spent. Manager Hites told the Board that 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 \$500.00 and below without written quotes or purchase orders.
2. Purchases over \$500.00 and below \$5,000.00 require written quotes with the successful bid being awarded to the "lowest responsible responsive bidder".
3. Purchases of \$5,000.00 to \$90,000.00 require written description or plan for the purchase. Items over \$5,000.00 must be reflected in the Town's Capital Improvement Plan. The State has increased the threshold for informal bids from, \$5,000.00 to \$30,000.00. The Town's purchasing policy is more conservative setting the threshold for informal bids at \$5,000.00. Manager Hites said this policy is stricter than what the State's General Statute says.

Mayor Brown explained a quote is used when the amount is below the threshold. The Purchase Cards are set at a \$500.00 limit rather than the recommended \$1,000.00 amount, and purchasing is at the discretion of the employee. He added that the Town cannot discriminate on purchasing. He would like for the Board to revisit this subject at a later date to determine the definition of "local" and to discuss the limit for Purchase Cards. The board agreed by consensus.

#### 4. Economic Development Incentives

Manager Hites told the Board that "as we move into the later part of the decade, there has been a greater interest in the area from statewide developers." The Town of Waynesville is entering a phase where developers expect local government to provide incentive grants to lure them to the location. The State of North Carolina has permitted its local governments to offer economic development incentives since 1925. These programs have been challenged in the court systems and consistently have been upheld.

In North Carolina, local governments may not defer or waive property taxes or utility payments as a form of incentive, but the government must make a specific grant to a business. That grant may be based on a tax or utility payment that has been made by the business.

In order to qualify for an incentive, several performance measures must be met including:

1. The business must meet a certain threshold of new tax base.
2. Businesses must meet a threshold for job creation and average wages paid.
3. They must meet those performance measures by a certain date.

Manager Hites explained the statutory requirements that Local Government must follow if they wish to establish an economic development program. A Public Hearing must be held on the merits of the business before an offer of such an incentive can be made. Local governments can negotiate the expansion and location of industry in closed session, and hold the Public Hearing without naming the industry. The public must be informed as to the nature of the business.

After receiving a report from the economic development staff and input from the citizens, a Board may approve such an incentive under stated conditions. The Town Attorney will then prepare a civil contract that would hold the business to the agreement.

The Board was presented with some examples where an incentive could be considered.

1. Research Facilities
2. High-speed Broadband
3. Affordable Housing
4. 3-5 star hotel with meeting facilities.

Manager Hites asked the Board to look at the policy before them, and give feedback as to what developments could be incentivized. The board will revisit at a later date.

5. The value of in-kind services

Assistant Town Manager Amie Owens stated that the Town of Waynesville has always been generous with its provision of in-kind services related to special events. These events require a considerable amount of personnel and time from the Police Department, Fire Department, and Public Services. The Town does not charge the event organizers, but the Town has to supplement the pay of these employees. Ms. Owens presented the Board with a spreadsheet explaining the number of employees and the amount of time that each Town event requires. The average number of hours per event based on 2016 and the events so far in 2017 is 20 at \$35.00 per hour (excluding football games). The overall dollar amount per year is \$24,885.00 in expenditure for these Town events. There is more cost involved for the five football games, with the Tuscola/Pisgah game bringing the total expenditure to \$28,639.00. She stated that Haywood County Schools is the only school system that does not pay for services provided by the Town at football games.

Assistant Manager Owens presented the Board with a proposed policy for their review as a means of recouping some of the costs of providing public resources for these events. She stated that the Town would not be asking the sponsors to pay for everything because the Town will be offering some services for free. She said that on the Application for Special Events Permit, it is stated on the form that the applicant shall be responsible for paying personnel or reimbursing the Town. The Town has not sent out invoices to the sponsors because staff was gathering data on the amount of time and how much each event is costing.

Assistant Manager Owens encouraged the Board to offer any suggestions or changes to the policy.

6. Town schedule of matching funds

Development Services Director Elizabeth Teague said that the Town had done very well in being strategic in terms of transportation and communicating with North Carolina Department of Transportation and the French Broad River Metropolitan Planning Organization. She stated that as big projects like improvements to Russ Avenue and South Main Street make their way to the NCDOT Project list for feasibility studies, the Town is liable for matching federal and state monies with local funding. As a general policy, local match for NCDOT projects is 20 percent of the total cost of any bike/pedestrian project or any bike/pedestrian amenity as part of an urban project such as roadway projects like Russ Avenue. There are additional match requirements for the relocation of utilities which have not been estimated. The final costs of construction are verified at the end of the project and cannot be fully known until the project is complete.

Ms. Teague referred the Board to a table listing future transportation infrastructure projects and their potential match implications for the Town. Some of the projects include Realignment of Brown Avenue from Boyd Avenue, the sidewalk along Hazelwood/Plott Creek Roads, "Road Diet" from four lanes to three on Brown Avenue for pedestrian and bicycle improvements, North Main and Walnut, the Russ Avenue Corridor improvements, South Main Street, Greenway Hazelwood Park, and a Feasibility Study from Recreation Park to the High Tech Center. Ms. Teague said this list did not include other types of infrastructure projects such as those for water, sewer, power or parks because these will rely on other sources of grant funding and will have various degrees of match. The list also does not include

those projects the Town is planning through Powell Bill Funding, except for the upcoming construction of a portion of Greenway which has been planned for this fiscal year.

Ms. Teague said she had provided this information as a starting point for discussion with the Board for the need to prepare for future costs to the Town. She asked the Board to keep in mind that this information will change as better cost estimates and other infrastructure needs or grant opportunities arise in the future. Ms. Teague told the Board that at this time, the Town would be liable for an estimated \$600,000.00 to \$1,000,000.00 in matching funds between this fiscal year and fiscal year 2028.

7. Consideration of Bonds for Future Projects

Based on the presentation of information by Ms. Teague, Manager Hites explained that the Board must consider ways to finance these upcoming projects. Manager Hites provided information related to General Obligation Bonds and Certificates of Participation as possible longer term cost effective financing options.

Manager Hites noted that in advance of any continuing policy discussion, a financing project package would be developed by Finance Director Caldwell and him outlining the various options for consideration.

8. UP Program update

Assistant Manager Owens said that at the September 26<sup>th</sup> regular Board of Aldermen meeting, Kelly Kelley, PhD., co director of the University Participate program gave a presentation explaining their goal for providing an inclusive living and learning experience for college-aged persons with intellectual disabilities. Dr. Kelley had explained to the Board that the program would like to partner with the Town to sponsor individuals in the program or to contribute monetarily to the program.

Assistant Manager Owens told the Board that at this time the Town could contribute \$500.00 to assist in tuition offset for next semester for one student. She added a non-profit the UP program is eligible to be an applicant in the special appropriations for the Town of Waynesville as part of the budget process. She added that Dr. Kelley will be encouraged to apply in February 2018.

Mayor Brown asked Ms. Owens to bring this request before the Board to be voted on at the next regular Board meeting on Tuesday October 10, 2107.

9. Other Business – Town of Waynesville Propane Program

David Foster, Public Services Director, gave an overview of the history of the propane program in Waynesville. He said the Land of Sky's Clean Cities Coalition presented to the Board an alternative for clean fuel usage. In June 2013 the Board adopted the assigned Vehicle Program for the Police Department and included AFV's (propane). In 2014, 18 vehicles were converted to propane – 14 new Dodge Charger Police Vehicles and 4 existing vehicles. As of 2017 an additional 13 vehicles and 3 mowers have been converted, which is an average of just over 60% usage among all Town vehicles.

Mr. Foster told the Board there had been “bumps in the road” with the conversions of the vehicles. Some of the problems include engine and CPU overheating issues, software updates, filter changes, and Staubli Nozzle Installation. As far as costs incurred since the Board implemented the change, including electrical work, vehicle conversions, mower conversions, and purchase of propane, Mr. Foster said the dollar amount was approximately \$163,400.00. A fuel savings of \$1.11 per gallon from September 2014 to August 2017 was \$78,200.00. He said that in order to break even on the conversion, a savings of \$26,066 per year for the next 3.27 years would need to happen.

Mr. Foster explained to the Board some of the Pros and Cons of the propane conversions. The Pros included:

- Propane is cheaper
- Propane is abundant
- Propane is cleaner
- Propane is safer

Cons included:

- Propane is more tedious to dispense
- Vehicles have to be converted
- Conversions add to vehicle costs
- A learning curve for operators and maintenance staff

Mr. Foster told the Board that so far in 2017 there has been an average of 65% propane usage overall vehicles. Because the goal of 85% propane usage has not been met, the Town has “missed” by not meeting this goal approximately \$14,000.00 in savings per year. If the Town continues with 65% usage, implementation costs will be recouped by Fiscal Year 2021. The environmental impact for one year include 385 less barrels of oil by utilizing AutoGas, reducing CO2 by 50 tons, and reducing the Town’s dependency on foreign petroleum.

10. Adjourn

With no further discussion, it was the consensus of the Board to adjourn at 1:22 p.m.

ATTEST

\_\_\_\_\_  
Gavin Brown, Mayor

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Eddie Ward, Town Clerk

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Rob Hites, Town Manager

Resolution Supporting the Federal Historic Preservation Tax Credit Program

WHEREAS, the Waynesville Town Council supports the efforts of the Town's Main Street Program that advocates for utilizing Downtown Waynesville's historic buildings as a catalyst for economic development; and

WHEREAS, the Waynesville Town Council recognizes that a healthy, vibrant downtown makes all of the economic development initiatives in the community easier to achieve; and

WHEREAS, many private investors have made significant investments in the community by investing in older often vacant buildings; and

WHEREAS, the Waynesville Town Council understands the importance and wealth of historic structures that offer unique opportunities by differentiating Waynesville from other communities; and

WHEREAS, Waynesville's Historic Districts can benefit from large and small historic preservation tax-credit projects that can increase our tax base;

NOW, THEREFORE, BE IT RESOLVED that the Waynesville Town Council does hereby support the Federal Historic Preservation Tax Credit Program and the continued availability of the tax credits as a tool to spur economic development in our Historic Districts and throughout Haywood County; and urges Congress to include the Tax Credits in the proposed FY 2017/18 Federal Budget; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to our Federal Legislative Delegation and other partners related to related to historic preservation projects.

Adopted this 12<sup>th</sup> Day of October, 2017:

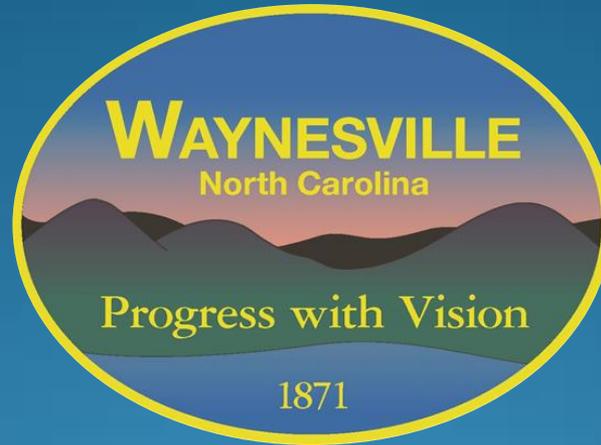
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Gavin Brown, Mayor

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Eddie Ward, Town Clerk

**Waynesville, NC**



**WASTE WATER TREATMENT PLANT  
ASSESSMENT**

**PREPARED BY**



**UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS**

**Ted Orrell – Managing Partner**

**Scott Fleming – Electrical and Control Engineer**

**Tony Combs – Combs and Associates**

**Joe McGougan – MBD Consulting, PA**



**SUMMEY ENGINEERING ASSOCIATES, PLLC**

**Mack Summey – President**

**OCTOBER 24, 2017**

# PROJECT CONCEPTION

- Waste Water Treatment Plant (WWTP) was constructed mid-1960's
- Plant 50+ Years Old
- Electrical Equipment and Controls are Outdated and Deteriorated
- Today, many of the Electrical Components cannot be replaced with the same type equipment – no longer available and supported by Industry
- Town determined that it needed an assessment of the condition of all WWTP equipment, both Civil process, equipment condition, and electrical and controls equipment
- UTEC assembled a Team of Experienced Engineers and Technical Experts from UTEC and Summey Engineering, both headquartered in Asheboro, NC to perform the project

# PROJECT SCOPE

- Comprehensive Review of the condition of entire plant from Civil Works and Process through Electrical System, Controls, and Instrumentation
- Age of Equipment and Vintage of Technology Assessed
- Six Options for corrections of deficiencies, repairs, and upgrades were analyzed
- Capital Costs for each Option Determined and Years of Plant Life Estimated
- Value of Each Option Evaluated
- Recommendation Determined
- Preliminary Study Results Reviewed with Waynesville Operations Staff and Management
- Report of Analysis Prepared and Draft Report Presented to Waynesville Staff

# EXISTING PLANT OVERVIEW



CHLORINE CONTACT BASIN

SECONDARY CLARIFIERS

AERATION BASINS

AERATION BASIN LIFT PUMPS

RICHLAND CREEK

RETURN SLUDGE PUMP BLDG.

PRIMARY CLARIFIERS

CHLORINE BLDG.

LABORATORY BLDG.

SLUDGE DIGESTER

WELL PUMP BLDG.

POLYMER BLDG.

ELECTRICAL SERVICE ENTRANCE

SLUDGE THICKENERS

GRIT REMOVAL HEADWORKS

INFLUENT FLOW METER

LAKE JUNALUSKA INFLUENT FLOW METER

# EXISTING PIPING AND INSTRUMENTATION DIAGRAM

- Head Works (Bar Screen/Grit Chamber)
- Primary Clarifiers
- Aeration Basins
- Secondary Settling Basins
- Chlorine Contact
- Discharge
- Sludge Handling
- Electric Power Service (One-Line Diagram)

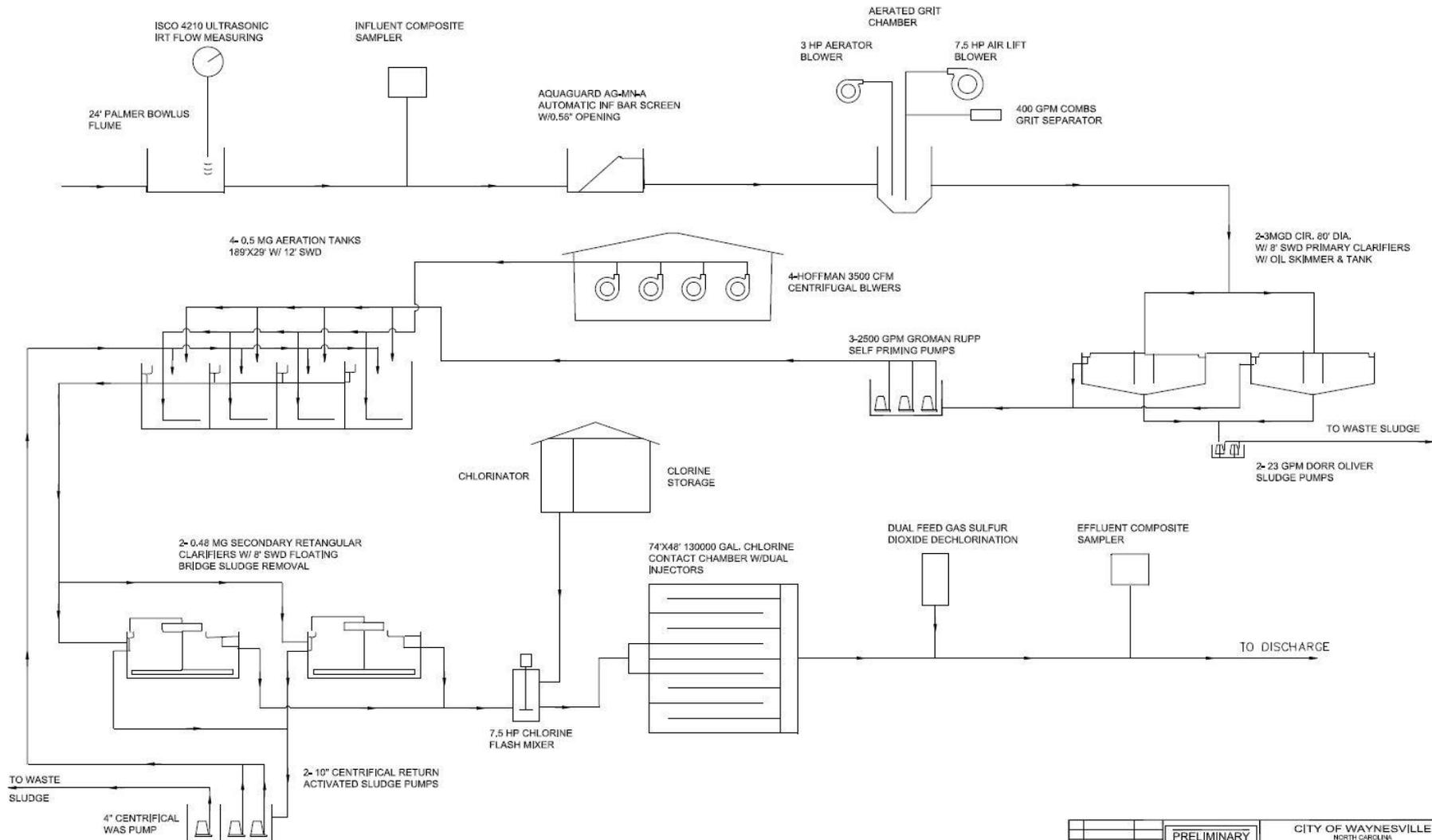


FIGURE A2 - EXISTING PLANT P&I DIAGRAM

SEA 100 No. 1117  
**Summey Engineering Associates, PLLC**  
 Engineering • Land Planning • Consulting  
 P.O. Box 114  
 Raleigh, NC 27604  
 Phone 919-876-8992 Fax 919-876-8992  
 Email info@summeyeng.com

NO.	REVISIONS	DATE

**PRELIMINARY**  
 NOT TO BE USED  
 FOR CONSTRUCTION  
 10/25/21

CITY OF WAYNESVILLE  
 NORTH CAROLINA  
**WASTE WATER TREATMENT PLANT  
 EXISTING PLANT P&I DIAGRAM**

**UTEC** UTILITY TECHNOLOGY  
 ENGINEERS • CONSULTANTS  
 P.O. Box 2825 • Asheville, North Carolina • 27204

DATE	ISSUED	DATE	ISSUED	DATE	ISSUED

SCALE: AS SHOWN SHEET NO. 1 OF 1

# DIGESTER GAS

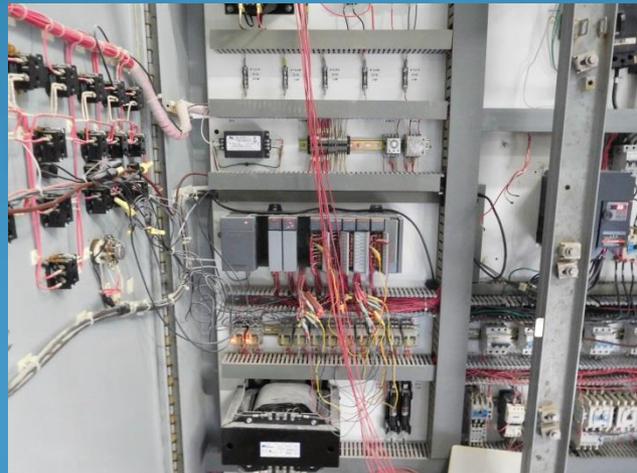
- Anaerobic Digester Process
- Digester Gas Typically 60% Methane Gas
- Typical Energy Content of Digester Gas 550 BTU/Cu. Ft.
- Typical Digester Gas Production per Inflow (show graph)
- Expected available energy from Digester Gas – 1,300,000 BTU/hr.
- Current available gas will fuel a 150 kW internal combustion engine-generator full time or 300 kW internal combustion engine-generator half time
- If City serves its WWTP primary electrical service, annual power cost savings approximately \$43,200 in 2019 and \$70,200 in 2029

# INVESTIGATIONS – CIVIL STRUCTURES



# **ELECTRICAL PRIMARY SERVICE**

# ELECTRICAL EQUIPMENT



# COST OPINIONS OF SIX OPTIONS

- **Option 1** – Modification of Existing Plant including repair of existing Secondary Clarifiers - \$4,600,000 capital cost with life expectancy of 5-10 years
- **Option 2** – Modification of Existing Plant including installation of new Secondary Clarifiers - \$5,800,000 capital cost with life expectancy of 5-10 years
- **Option 3** – Modification of Existing Plant using Chlorine Disinfection Technology - \$13,600,000 capital cost with life expectancy of 20+ years. Some equipment not replaced under this option will need to be replaced at some future date.

# COST OPINIONS OF SIX OPTIONS

- **Option 4** – Modification of Existing Plant using UV Disinfection Technology - \$14,000,000 capital cost with life expectancy of 20+ years. Some equipment not replaced under this option will need to be replaced at some future date.
- **Option 5** – Construct New Plant using Chlorine Disinfection Technology - \$18,400,000 capital cost with life expectancy of 50 years.
- **Option 6** – Construct New Plant using UV Disinfection Technology - \$18,700,000 capital costs with life expectancy of 50 years.

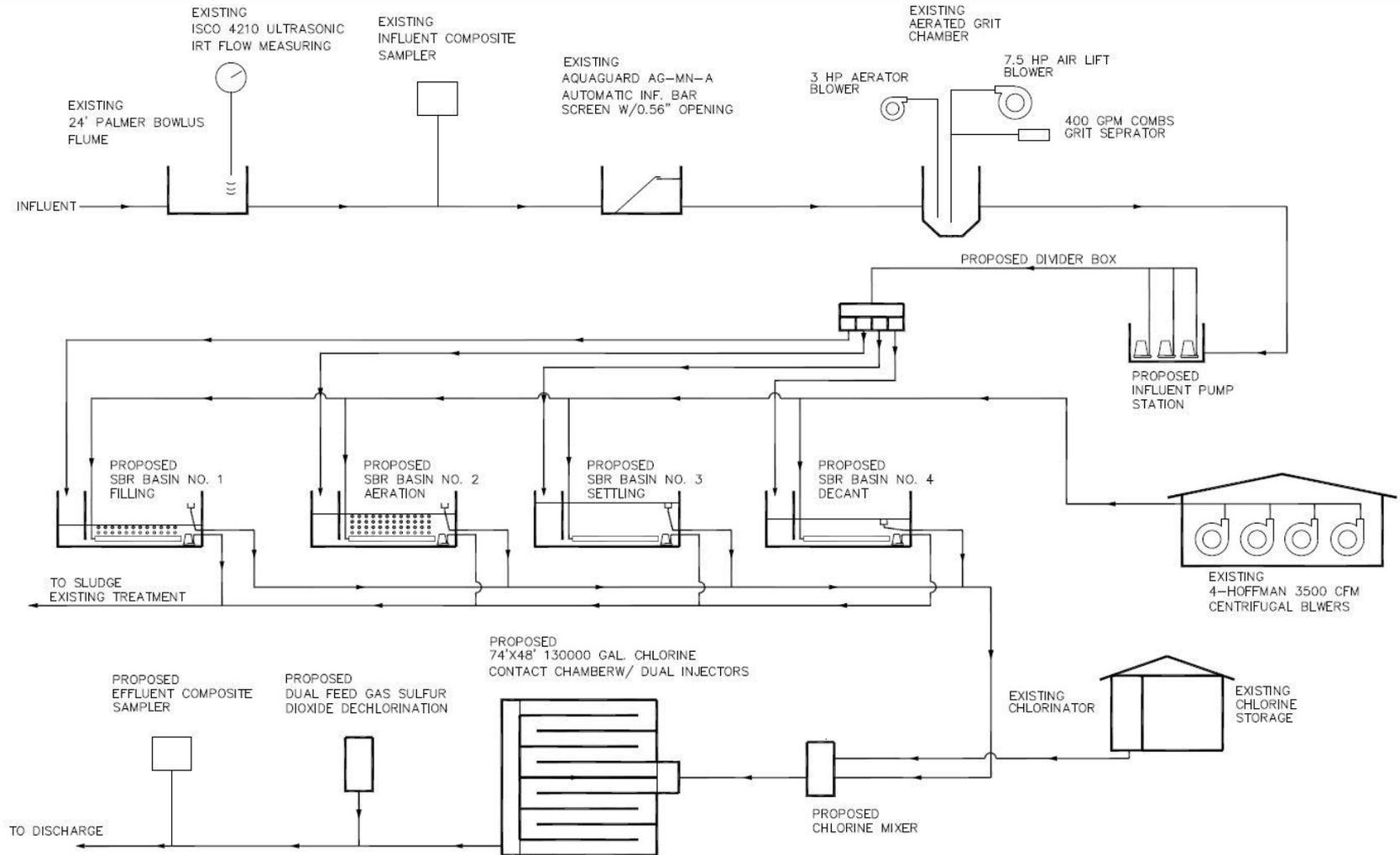


FIGURE A3 - PLANT P&I DIAGRAM WITH SBR PROCESS

SEA 108 No. 1117  
**Summey Engineering Associates, PLLC**  
 Engineering - Land Planning - Consulting  
 P.O. Box 144  
 Asheville, NC 28804  
 Phone 704-252-8551 Fax 704-252-8552  
 Email info@summey-engineering.com

NO.	REVISIONS	DATE

**PRELIMINARY**  
 NOT TO BE USED  
 FOR CONSTRUCTION  
 REVISION: 06/21/21

CITY OF WAYNESVILLE  
 NORTH CAROLINA  
**WASTE WATER TREATMENT PLANT**  
 PLANT P&I DIAGRAM  
 WITH SBR PROCESS

**UTEC** UTILITY TECHNOLOGY  
 ENGINEERS • CONSULTANTS  
 P.O. Box 2820 • Asheville, North Carolina • 27204

DATE: 10/20/21	DATE: 06/21/21	SCALE:	PROJECT:
DRAWN: 10/20/21	CHECKED:	DATE:	DATE:

1 OF 1

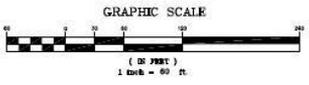
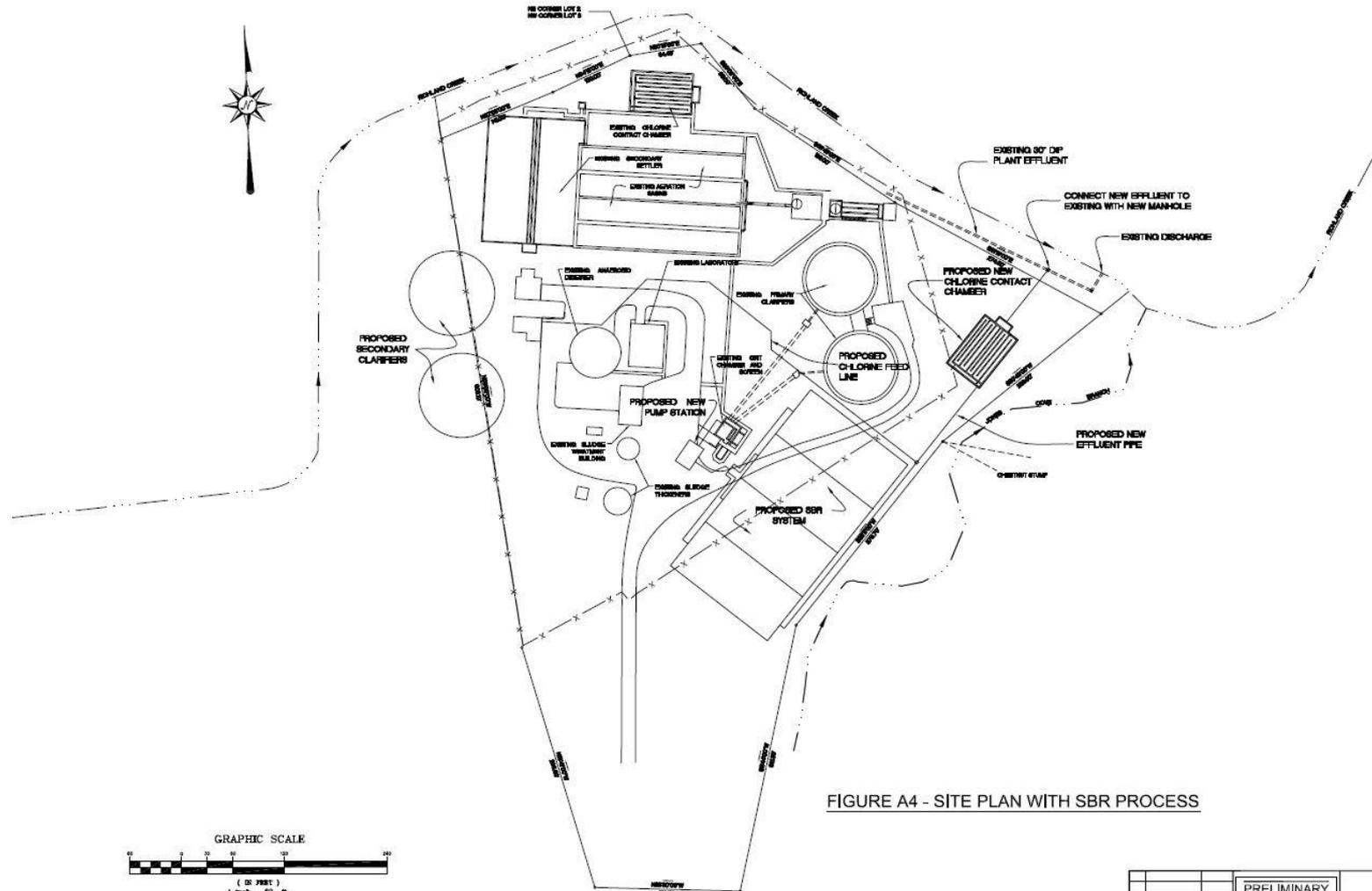


FIGURE A4 - SITE PLAN WITH SBR PROCESS

SEA 100 No. 1117  
 Summey Engineering Associates, PLLC  
 Engineering - Land Planning - Consulting  
 P.O. Box 1114  
 Raleigh, NC 27604  
 Phone 919.832.9552 Fax 919.832.9555  
 Email info@summeyeng.com

NO.	REVISIONS	DATE

PRELIMINARY  
 NOT TO BE USED  
 FOR CONSTRUCTION  
 10/21/21

CITY OF WAYNESVILLE  
 NORTH CAROLINA  
 WASTE WATER TREATMENT PLANT  
 PLANT SITE PLAN  
 WITH SBR PROCESS

**UTEC** UTILITY TECHNOLOGY  
 ENGINEERS • CONSULTANTS  
 P.O. Box 2020 • Asheville, North Carolina • 28704

DATE	ISSUED	DATE	ISSUED	DATE	ISSUED

SCALE: AS SHOWN  
 SHEET NO. 1 OF 1

# **RECOMMENDATIONS**

**We recommend proceeding with Option 6**

# QUESTIONS

## 2. Summary

### 2.1 Findings

1. The plant treatment process is activated sludge with anaerobic sludge treatment. As such, the plant produces digester gas. The WWTP is capable of treating 6 million gallons (MGD) of waste water per day with a maximum flow of 8 MGD. The primary treatment sections of the plant were constructed in 1965 and the secondary treatment sections were constructed in 1975. Sludge equipment was added in 1999. UTEC identified all equipment that needed to be repaired or replaced. In addition, UTEC determined the feasibility of repairing parts of the WWTP, replacing major components of the WWTP or replacing the WWTP with a completely new plant.
2. The existing WWTP functions adequately, but is very antiquated and many parts are outdated or deteriorated.
3. The headworks function properly; however, a new auger and wear bars are needed and the blower requires a new enclosure.
4. Primary Clarifiers show the following problems and/or need the following work:
  - Concrete / structural deterioration
  - Sludge removal pumps – piping not correct / connections not as originally designed.
5. Aeration Basin Influent Pump Station need repair and modifications as follows:
  - Aeration Basin
    - Inefficient diffusers
    - Concrete structural failures
    - Poor air flow control
    - Leaking air from air headers
6. Secondary Clarifiers have the following problems that need to be addressed
  - Vacuum equipment is worn out and needs to be replaced
  - Difficult to control and operate
  - Bowed structural wall in need of repair
7. Chlorine Basin needs repair and modifications as follows:
  - Needs a dual feed system and also needs a better warning system of a leak
  - Scales old, difficult to read
  - Hoist – old and outdated
  - Ventilation not functioning
8. Sludge return pump station (recirculation pumps) needs to be addressed :
  - Sludge Handling
    - Return pump station – needs new plumbing including lines and valves
    - Anaerobic digester – drained, cleaned, repaired
    - Sludge thickener – drained, cleaned, repaired
    - Dog house on top of digester needs to be moved to the ground to facilitate maintenance and make it safer to perform maintenance
9. The estimated quantity of digester gas currently being produced is 1,985 cu. ft. per hour with an energy content of 1,294,220 Btu/hr. This quantity of digester gas can likely support a 150 kW gas ignited engine-generator running full-time or a 300 kW gas ignited engine-generator running half-time.

10. Digester gas is not being fully utilized as an energy source. The majority of the digester gas is being dispelled into the atmosphere; a small portion is being used for the heat exchanger.
11. Some of the major components of the plant are performing adequately. However, a majority of the components need to be replaced or repaired.
12. The primary service to the WWTP is from Duke Energy.
13. The electric system is 480 volt delta with no ground fault indicators or protection. Spare electrical parts are no longer manufactured and very difficult to obtain.
14. There are no remote process status or alarm indications.
15. Some plant processes that were automated have been modified such that they are no longer operating at their optimal performance.
16. The plant has no centrally located process monitoring and alarm indicating interface station.

## **2.2 Recommendations**

UTEC has identified six options that can be considered. Of the six options, Options 3, 4, 5 and Option 6 each offer the following long-term solutions.

1. Modifications to Existing Plant Repairing the Secondary Clarifiers - Correct deficiencies in the existing plant with no new structures or plant processes - Costs opinion is \$4,569,600 for a Life expectancy of 5-10 years
2. Modifications to Existing Plant Replacing the Secondary Clarifiers - Correct deficiencies in the existing plant with new circular secondary clarifiers – Costs opinion is \$5,775,600 for a Life expectancy of 5-10 years
3. Modifications to Existing Plant with Chlorine Disinfection Technology - Correct deficiencies in the existing plant with new SBR process, which replaces primary / secondary clarifiers, aeration lift pump stations, aeration blowers basin – Costs opinion is \$13,640,400 for many more years of service, however other pieces of equipment that are not replaced as part of this option will need to be replaced or refurbished as time moves forward.
4. Modifications to Existing Plant with UV Disinfection Technology – Correct deficiencies in the existing plant with new SBR process, which replaces primary / secondary clarifiers, aeration lift pump stations, aeration blowers basin. Remove the Chlorine Disinfection process and install a new UV Disinfection process – Cost opinion is \$13,929,000 for many more years of service, however other pieces of equipment that are not replaced as part of this option will need to be replaced or refurbished as time moves forward.
5. Construct a New Plant with Chlorine Disinfection Technology - Using existing and adjacent property using SBR process and all new buildings / equipment – Costs opinion is \$18,432,000 with a life expectancy of 50 years.
6. Construct a New Plant with UV Disinfection Technology – Using existing and adjacent property using SBR process and all new buildings / equipment including UV Disinfection process. Cost opinion is \$18,732,000 with a life expectancy of 50 years.

UTEC recommends for the Town to Construct a New Plant with UV Disinfection Technology (Option 6).

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: October 24, 2017**

**SUBJECT:** Chestnut Walk Water Tank

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Public Services  
**Contact:** David Foster, Preston Gregg, Jeff Stines  
**Presenter:** David Foster

**BRIEF SUMMARY:**

Consideration and authorization to proceed with the replacement of the 10,000 gallon water tank located in the Chestnut Walk community.

The Town has maintained a public water tank on private property in the Chestnut Walk community for many years. Due to its location on private property, the Town has been limited in its ability to maintain or upgrade the tank; however, the tank is now both functionally undersized for the Chestnut Walk community and has developed systemic failures that are leaking and getting progressively worse.

**MOTION FOR CONSIDERATION:** To authorize Town staff to proceed with site design and bidding on a replacement tank.

**FUNDING SOURCE/IMPACT:**

Budget amendment No. 04 from Water Fund Balance 613900-493992 to Water Maintenance Capital Improvement 617121-545900; \$400,000.

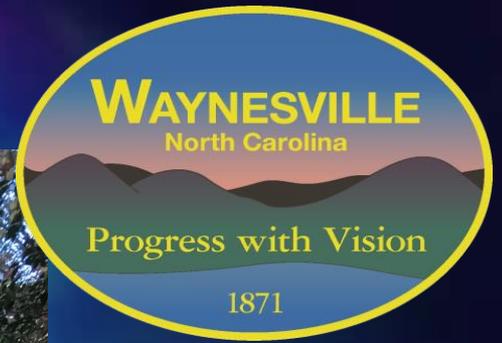
**ATTACHMENTS:**

See PowerPoint presentation.

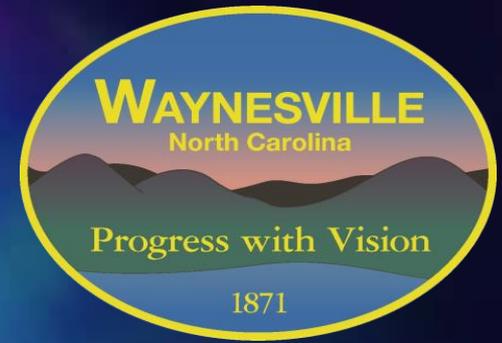
**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval

# Chestnut Walk

# Water Tank

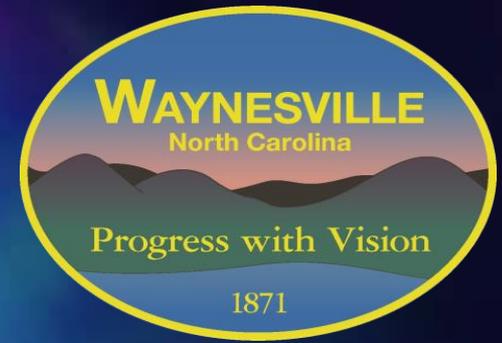


# Background



- Mid 1970's-Waynesville Development Corporation installed 10,000 gal. water tank in Chestnut Walk community to serve their proposed development
- May, 1979-Town of Waynesville accepted the water tank and water lines as part of Town system
  - Tank was accepted, but it remained on private property

# Background continued



- In the last 10 years, maintenance concerns have come up
- Since 2014- Staff met with property owner numerous times to resolve ownership in an effort to upgrade tank
- Near an agreement on property, but the tank is now failing

# Property Information

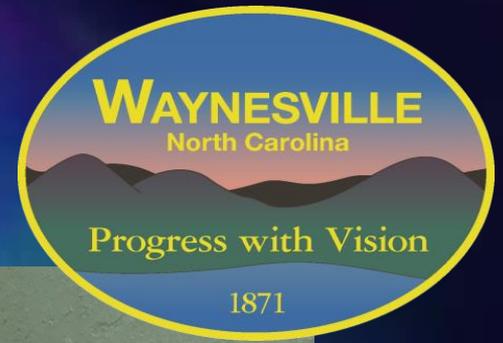
WAYNESVILLE  
North Carolina

Progress with Vision

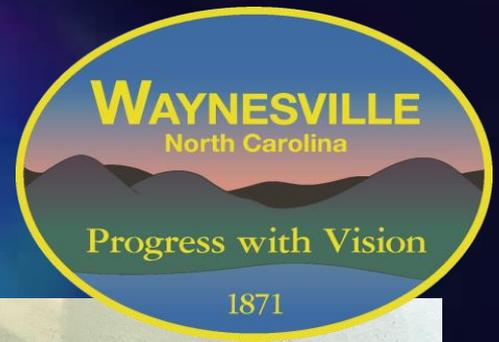
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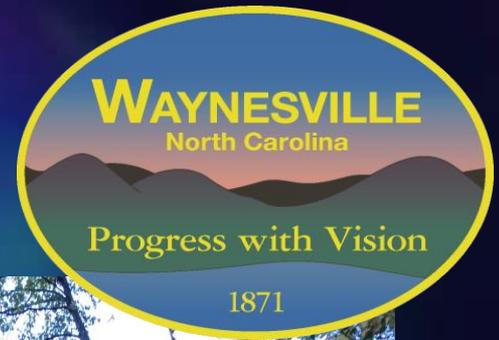
# Tank Condition



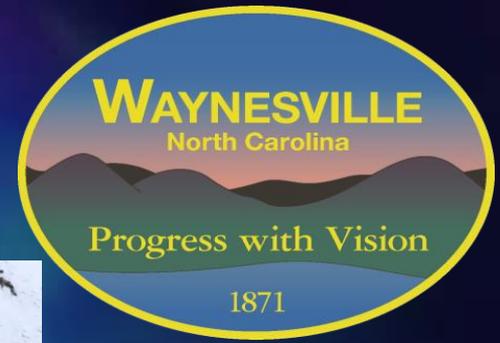
# Tank Condition



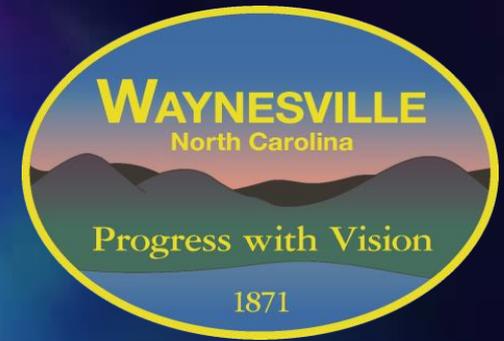
# Tank Condition



# Tank Condition



# Cost Projections

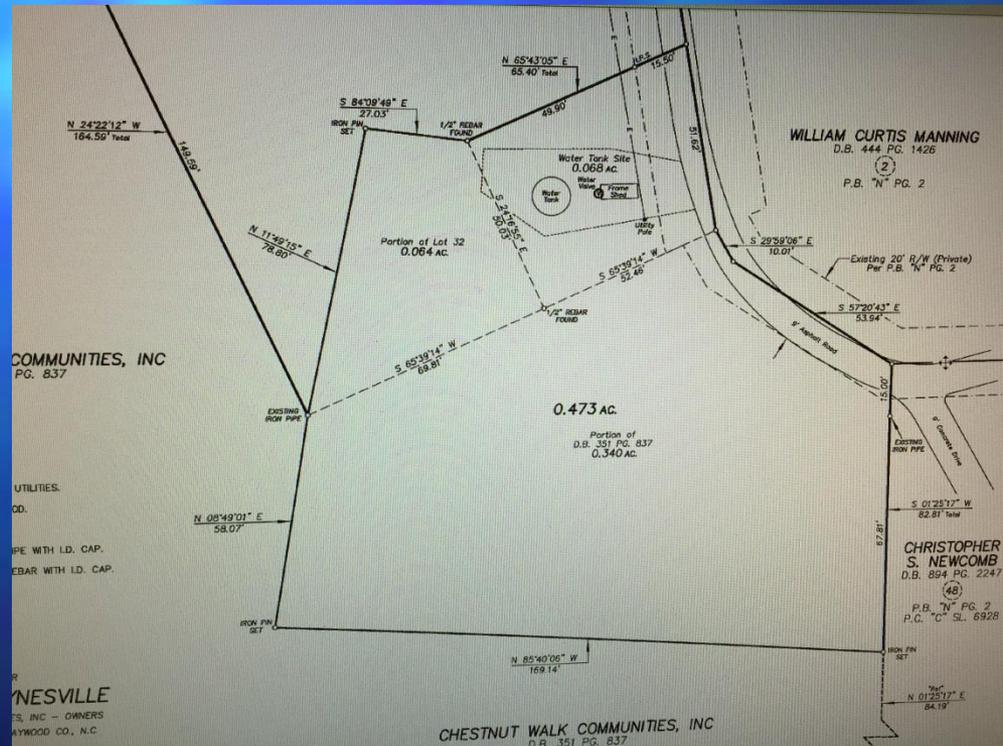


Item	Estimated Cost	Contingency	Total Cost
Property	\$57,000	\$11,000	\$68,000
Grading/site work	\$38,600	\$20,000	\$58,600
Tank (35,248 gal.)	\$137,428	\$27,500	\$164,928
Site Restoration	\$75,000	\$15,000	\$90,000
Totals	\$308,028	\$73,500	<b>\$381,528</b>

# Property Details

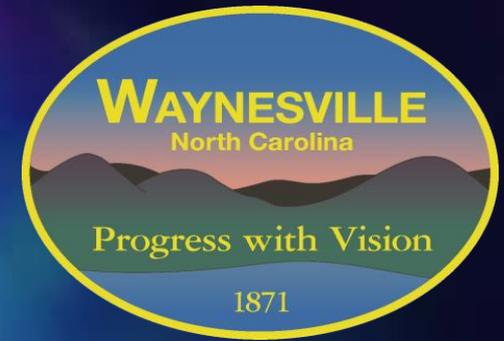


- Proposed tank site is .473 acres, including room for bank slope and cross-connection to existing tank
- Proposed price is for full market value



# Grading/Tank Details

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- Site needs grading for access and to level the site
- Current tank is undersized at 10,000 gallons
- Current capacity needs to be 15,000-18,000 gal.
- To service the surrounding platted lots, needs an additional 15,000-18,000 gallons
- Estimated replacement tank is 35,000 gallons

# Site Restoration Details



- Once new tank is installed...
- It has to be tested, chlorinated, and certified before it can be put in service
- Cross-connection with old tank to keep customers in water
- Depending on how invasive the site work/access is; we will have to restore the neighborhood:
  - Grading/restoring
  - Paving on the adjacent streets
  - Restore vegetation

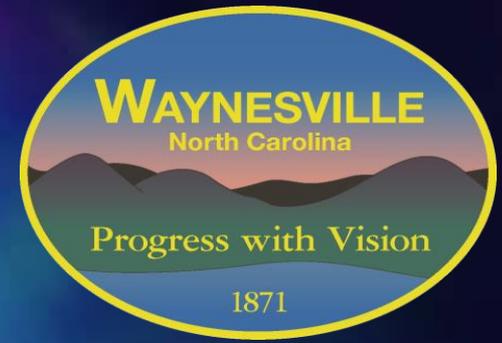
# Schedule

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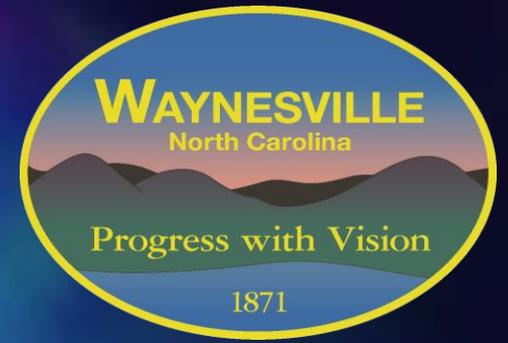
- Completion of work will be a 7-10 month process
- Some preliminary work has already been done
- Will require state authorization
- Because of critical state of the existing tank; need to get project moving
- Would much prefer tank not go through a freeze thaw cycle

# Summary



- Chestnut Walk tank is failing
- Up to ten month process to replace
- Replace 10,000 gal. tank with 35,000 gallon
- Need emergency budget amendment and authorization to proceed with replacement
- Worst case, will cost \$400,000
- Not much cost difference between 18,000 and 35,000 gallon tank construction (exact same build process)

# Questions:



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: October 24, 2017**

**SUBJECT:** Amendment #4 to the 2017-2018 Budget Ordinance

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Water Maintenance  
**Contact:** Eddie Caldwell, Finance Director / David Foster Public Services Director  
**Presenter:** Eddie Caldwell, Finance Director

**BRIEF SUMMARY:**

The proposed amendment is needed to replace and upgrade the current 10,000 gallon water tank at Chestnut Walk with a new 30,000+ gallon water tank.

Revenues:

Fund Balance Appropriation (Savings)	\$400,000
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Expenditures:

Capital Improvement	\$400,000
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**MOTIONS FOR CONSIDERATION:** To approve Amendment No. 4 to the 2017-2018 Budget Ordinance.

**FUNDING SOURCE/IMPACT:**

The estimated costs requested for the water tank replacement will come from the Water Fund's fund balance or savings.

**ATTACHMENTS:**

- Amendment No. 4 to the 2017-2018 Budget Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve as presented.

Ordinance No. \_\_\_\_\_

Amendment No. 4 to The 2017-2018 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2017-2018 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2017-2018 Budget Ordinance be amended as follows:

Water Fund:

Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	613900-493992	\$400,000
		_____
Total Water Fund revenue increase		\$400,000

(Revenue needed to fund the replacement of the Chestnut Walk Water Tank.)

Increase the following appropriations:

Water Maintenance		
Capital Improvements	617121-545900	\$400,000

(Estimated expenditures needed to replace the Chestnut Walk Water Tank. The current tank is 10,000 gallons and will be replaced and upgraded with a new 30,000 gallons plus tank.)

Total Water Fund appropriation increase		\$400,000
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Adopted this 24th day of October 2017.

Town of Waynesville

\_\_\_\_\_  
Gavin A Brown  
Mayor

Attest:

\_\_\_\_\_  
Eddie Ward  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
William E Cannon Jr  
Town Attorney