



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: **April 23, 2019**

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 April 9, 2019 regular meeting as presented (or as corrected).

B. PRESENTATIONS

3. Certificate of Commendations
 - Police Chief Bill Hollingsed

C. PROCLAMATIONS

- Mayor Gavin Brown
4.
 - a. Day of Prayer
 - b. Letter Carriers Day
 - c. World Tai and Qigong Day

D. NEW BUSINESS

5. Resolution – NC Alcoholic Beverage Control Commission
 - Captain Brian Beck
6. Resolution in Support of Elevated Mountain Distilling Company and its request to seek legislative Action for House Bill 378 and Senate Bill 290 known as the Distiller Regulatory Reform Bill
 - David Angel, Owner Elevated Mountain Distilling Company

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

April 23, 2019

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7. Special Events Applications

- Assistant Town Manager Amie Owens
 - a. Folkmoot Lantern Parade – NEW Event – Thursday, July 25, 8:30 p.m.
 - b. Antiques Extravaganza Festival – NEW Event -Saturday, August 10, 9:00 a.m.
 - c. Strive Waynesville – NEW Event – Saturday, May 11, 3:00 p.m.

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

8. Amendments to the Municipal Records Retention Schedule

- Assistant Town Manager Amie Owens

Motion: To approve the amendments to the Municipal Records Retention Schedule, as presented.

9. Downtown Businesses requesting Alcohol Sales on public property during the Memorial Day Saturday evening BLOCK PARTY May 25, 2019

- Buffy Phillips, Executive Director, Downtown Waynesville Association

10. Board Appointments to the Cemetery Committee

- Mayor Gavin Brown
 - Application - James Burke Application - Barbara Freeman
 - Application - Millie Dixon Application - Phillip Gibbs
 - Application - Edwin Fish Application - Warren Putnam
 - Application - Sharon Franks Application - David (Dick) Young

D. COMMUNICATIONS FROM STAFF

11. Manager's Report

Capital Improvement and Asset Management Plan for Sewer Fund

- Town Manager Rob Hites

Motion: To adopt the 2019-20 Capital Improvement and Asset Management Plans for the Sewer Fund.

12. Attorney's Report

- Town Attorney Bill Cannon

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE

13. Chuck Dickson

G. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR

April 23, 2019

2019	
Thursday April 25 4:30 PM Folkmoot Center	2035 Comprehensive Land Use Plan Meeting
Thursday May 2 Noon Haywood County Courthouse	Day of Prayer
Saturday May 11	National Letter Carrier's Day Food Drive
Saturday May 11 9:00am – 4:00pm Frog Level-Commerce and Depot	The Whole Bloomin Thing Festival Frog Level Merchants Association
Tuesday May 14 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday May 25 6:00 – 10:00pm Main Street	Rockin Block Party Downtown Waynesville Association
Monday May 27	Town Offices Closed – Memorial Day
Tuesday May 28 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday June 11 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday June 25 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Friday June 28 6:30 – 9:00am Main Street	Mountain Street Dance Downtown Waynesville Association
Thursday July 4	Town Offices Closed – Independence Day
Thursday July 4 11:00am – 3:00pm Main Street	Stars and Stripes Celebration Downtown Waynesville Association
Tuesday July 9 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session

Friday July 12 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday July 20th 10:00 AM – 11:00 AM	Folkmoor Parade Main Street
Tuesday July 23 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Friday July 26 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday July 27 10:00 AM – 5:00 PM Main Street	Folkmoor International Day
Friday August 9 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Tuesday August 13 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday August 27 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday September 2	Town Offices Closed – Labor Day
Tuesday September 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 14 6:00 – 10:00pm Main Street	Rockin Block Party Downtown Waynesville Association
Tuesday September 24 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 28 9:00 – 10:00am Commerce Street in Frog Level	Power of Pink 5K Haywood Healthcare Foundation
Tuesday October 8 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday October 12 12:00am – 5:00pm Main Street	Church Street Art & Craft Show Downtown Waynesville Association
Saturday October 19 10:00 – 5:00pm Main Street	Apple Harvest Festival Downtown Waynesville Association
Tuesday October 22 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday October 31 5:00 – 7:00pm Main Street	Treats on the Street Downtown Waynesville Association

Monday November 11	Town Offices Closed – Veterans Day
Tuesday November 12 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday November 26 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday & Friday Nov 28 & 29	Town Offices Closed – Thanksgiving
Tuesday December 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tues, Wed & Thurs Dec 24 – 26	Town Offices Closed – Christmas

Board and Commission Meetings – April 2019

ABC Board	ABC Office – 52 Dayco Drive	May 21st 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	May 7th 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	May 23rd 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	May 1st 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	May 20th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	May 9th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	May 15th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	May 15th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

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MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
April 9, 2019

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, April 9, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

Absent:

Alderman Julia Freeman – out of town

The following staff members were present:

Rob Hites, Town Manager
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Bill Cannon, Town Attorney
Lieutenant Tyler Trantham
David Foster, Director of Public Services
Julie Grasty, Asset Services Manager
Fire Chief Joey Webb

The following media representatives were present:

Becky Johnson, Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Wednesday April 10th – Life Share Organ Donation Registration – Town Hall Lobby
Thursday, April 11th – 5:30 pm – Comprehensive Land Use Plan Meeting - Recreation Center
Tuesday, April 16th - 5:30 pm – Comprehensive Land Use Plan Meeting – Fire Station 1
Friday April 19th - - Cross Walk – Main Street

Mayor Brown told the Board the he would like to remove item 6 – Board Appointments to the Cemetery Committee – until the April 23, 2019 regular meeting due to the absence of Alderman Freeman. The Board agreed. Mayor Brown also removed the presentation of Certificates of Commendations due to Chief Bill Hollingsed being out of Town.

2. Adoption of Minutes

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter to approve the minutes of the March 26, 2019 regular meeting as presented. The motion passed unanimously.

B. PRESENTATION

3. Resolution Supporting the More Powerful NC Campaign
 - Lieutenant Tyler Trantham

Lieutenant Trantham gave a brief summary the More Powerful NC Campaign that was organized from the North Carolina Attorney General to respond as a community to the Opioid crisis in the state and in our County and Town. He said this crisis is very real here in the Town of Waynesville. He recapped the last 10 years of fighting this crisis, and gave examples of two incidences that alarmed the Police Department and affected them in a very emotional way. He described how drug dealers have become “mobile pharmacies” with prescription drugs along with illegal drugs. He said the social by products of these drugs have increased instances of breaking and entering, home invasions, and arsons.

Lieutenant Trantham said that the Police Department has not only arrested many of the drug dealers, but they have been very proactive in the fight against these drugs. The Department had conducted presentations to teachers, students, doctors, churches, civic groups, mental health providers, community leaders, and anyone who would listen to help combat this growing problem. Another tool that has been used is the pill take back program. This has usually been conducted twice a year, and has been phenomenal with people dropping approximately 600 pounds of pills in the box behind the Police Department each time. He said that because of these programs, Waynesville has had an impact on the drug crisis. He explained to the Board about new legislation that has been implemented since 2017 concerning fraudulent prescriptions, and money that has been allocated for substance abuse treatment programs in the State.

Lieutenant Trantham said that the Departments goal was to be “victim first” Policemen. This identifies that the addicted are also victims. He said that in 2018 the department responded to 34 non-fatal overdoses in the Town of Waynesville. Out of those overdoses, there were 17 times that the policeman used Narcan to reverse the overdose. Because the Narcan was with the officers, Lieutenant Trantham feels that those 17 lives were saved. Another program of the department is the LEAD (Law Enforcement Assisted Diversion) program. This identifies those individuals in the community who need a second chance and hope. They need assistance with possibly a place to live, a job, and a support system so they can have a future.

Mayor Brown thanked Lieutenant Trantham and read Resolution R-09-19 supporting the More Powerful NC Campaign.

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to adopt Resolution R-09-19 supporting the More Powerful NC Campaign. The motion passed unanimously.

B. NEW BUSINESS

4. Request approval for purchase of circulation fan
 - Chief Joey Webb

Fire Chief Joey Webb explained to the Board that heating the fire bays at Station 1 has been an issue since the building was built in 2008. He said there are four electric wall mounted heaters that are running constantly during the winter months, and the bulk of the heat is going into the ceiling area. The electric bills for Fire Station 1 double during the winter months. He brought the Board's attention to the comparison of electric usage for the Fire Department for 2017 and 2018.

Chief Webb said he has researched and spoken with other departments that use fans to circulate the air. This will provide better heating and cooling of the bay area. A quote for the fan and installation has been received; total cost is \$9,152.79.

Due to the retirement of Assistant Chief Morgan and the pending replacement, Chief Webb said the department would have additional funds in the wages budget that would allow the fire department to purchase the fan utilizing lapse salary dollars. The cost savings from the electric usage would provide a quick return on the investment.

A motion to approve the purchase of a new circulation fan for the bay area in Fire Station 1 in the amount of \$9,152.79 was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter. The motion passed unanimously.

5. Award of Contract for Walnut Trail Bridge Reconditioning Project

- David Foster, Public Services Director

David Foster, Public Services Director, stated that NCDOT engineering representatives perform bridge inspections on each bridge across the state once every other year. These inspections also overlap to include Town bridges such as Walnut Trail Rd. leading into the wastewater treatment plant. He said that over the last several years, the Public Services Department has reviewed these engineering inspection reports and attempted to put together projects to address repair needs or any items of great concern.

During a recent inspection, the bridge on Walnut Trail was identified as needing attention. This bridge consists of four spans of large steel I-beams in need of coating and repair of areas that have "pitting" or "section-loss" (meaning rust). The intent and objective for the project is to preserve the life of the beams and overall structural integrity of the bridge leading into an important asset of the Town, the wastewater treatment plant.

Mr. Foster told the Board that six different contractors were notified of the project. The project as advertised online and in the local newspaper. ACMI was the sole contractor who responded to the mandatory onsite pre-bid meeting to discuss project specifications and plans. The project bidding deadline was extended an additional two weeks to allow time for additional bids to be submitted. There were no more bids received. Therefore he recommends to award the contract to ACMI.

Mr. Foster said that the bridge will remain open and unimpeded throughout the course of reconditioning.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to award of contract to ACMI, Inc. for Walnut Trail Bridge Reconditioning Project at a cost of \$40,000.00. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

Manager's Report

- Town Manager Rob Hites

5. Resolution opposing Senate Bill 790 which will permit a South Carolina Indian Tribe to build and operate a casino in Cleveland County North Carolina

Manager Hites said that at last week's meeting of the Southwestern Council of Governments, Chief Snead reported that Senator Lindsey Graham, with the Co-Sponsorship of NC Senators Tillis and Burr, has introduced a bill (SB 790) to permit an unrecognized NC tribe from South Carolina to construct and operate a casino in Cleveland County (Charlotte Region). He said that if this casino is allowed to be constructed and in operation, it will be in direct competition to Western NC casino. Chief Sneed speculates that our region could lose over a third of its casino business. This bill was introduced despite being rejected by the Bureau of Indian Affairs. Manager Hites told the Board that the Casino is one of Waynesville's major employers and many of our year round visitors are shopping in Waynesville during a trip to the Casino. It was the views of the participants at the Southwest meeting that every local government in the Western region of the State should vigorously oppose this potential damage to its economy.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve Resolution R-08-19 – Opposition to Catawba Indian Nation Casino in North Carolina. The motion carried unanimously.

6. Last Shot of the Civil War Reenactment

Mayor Brown brought to the Board's attention that the reenactment of the last shot of the Civil War has been held at the Greenhill Cemetery for many years, and once again they are requesting permission to hold the event. The event will be held on May 4, and the actual reenactment will be held at the Sulphur Spring Park, and then they will march to the Cemetery and do a 21 gun salute. Mayor Brown stated that if there was a funeral burial being held in the Cemetery, the 21 gun salute would not take place.

It was the consensus of the Board to allow the reenactment to take place.

7. Encroachment of Fire Escape on Town property

Attorney Woodrow Griffin explained to the Board that he is representing the buyer of the building adjacent to the Municipal Building parking lot. At some point a fire escape has been constructed on the side of the old Gateway Building, and it leads down onto the parking lot. He said that area is an encroachment onto town property. The potential buyer will need to be able to use the stairway for emergency purposes, and would like for the Town to grant an easement for the encroachment, including wording to the effect that in case of an emergency there might be some interference in the use of the Town parking lot.

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to authorize Town Attorney Bill Cannon to prepare an easement for the encroachment of the fire escape that is in existence now. The motion carried unanimously.

8. Attorney's Report
- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

There were no comments.

G. CALL ON THE AUDIENCE

There were no comments.

H. ADJOURN

There being no further business to discuss, Alderman LeRoy Roberson made a motion, seconded by Alderman Gary Caldwell, to adjourn the meeting at 7:17 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Eddie Ward, Town Clerk

PROCLAMATION

“A DAY OF PRAYER IN WAYNESVILLE – THURSDAY, May 2, 2019”

WHEREAS, Civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and

WHEREAS, The Declaration of Independence, our first statement as Americans of national purpose and identity, made “the Laws of Nature and Nature’s God” the foundation of our United States of American and asserted that people have inalienable rights that are God-given; and

WHEREAS, The Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U.S. Congress themselves begin each day with prayer; and

WHEREAS, In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

WHEREAS, The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

WHEREAS, It is fitting and proper to give thanks to God by observing a day of prayer in the Town of Waynesville when all may acknowledge our blessings and express gratitude for them, while recognizing the need for strengthening religious and moral values in our State and nation;

NOW, THEREFORE, I, GAVIN A. BROWN, Mayor of the Town of Waynesville, to hereby proclaim the first Thursday in May 2, 2019, to be designated as

“A DAY OF PRAYER IN THE TOWN OF WAYNESVILLE”

and encourage the citizens of Waynesville to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 23rd day of April, 2019.

TOWN OF WAYNESVILLE

Gavin A. Brown
Mayor

PROCLAMATION
“Letter Carriers’ Food Drive Day”

May 11, 2019

WHEREAS: *Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation’s largest one-day food drive, distributing the donations to local food banks; and*

WHEREAS: *The Letter Carriers’ Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than a billion pounds of food have been collected; and*

WHEREAS: *I would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers’ efforts to help those in need in our community.*

NOW, THEREFORE, I, the Mayor of the Town of Waynesville by the authority vested in me, do hereby proclaim Saturday, May 11, 2019 as **“LETTER CARRIERS’ FOOD DRIVE DAY”** in the Town of Waynesville, and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail—and together, we can all help to feed our hungry.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Waynesville, North Carolina to be affixed this 23rd^h day of April 2019.

TOWN OF WAYNESVILLE

Gavin A. Brown
Mayor

Proclamation

World Tai Chi and Qigong Day

WHEREAS, World Tai Chi & Qigong Day is now celebrated in hundreds of cities in over 80 nations annually, and

WHEREAS, Tai & Qigong, traditional Chinese exercises involve a series of mindful relaxed movements, and/or mind-body meditations increasingly found to benefit many health issues, for people of many fitness levels, and

WHEREAS, Tai Chi has been called “meditation in motion” by Harvard Health Publications for the myriad health benefits it offers, and numerous studies have pointed to the benefits of Tai Chi for stress relief, improved balance and coordination, among the elderly, indicated by Emory University School of Medicine in Atlanta study, and improved behavior for adolescents with Attention Deficit and Hyperactivity Disorder, indicated by the University of Miami School of Medicine study, and

WHEREAS, Numerous other studies relating to stress and immune system and general health have been reviewed by the National Institute of Health and can be found at: www.tchain.com/taichi/ and www.worldtaichiday.org, and

WHEREAS, Tai Chi and Qigong are used as helpful stress managers and behavior modifiers for drug users and prison inmates in penal systems throughout the world, and

WHEREAS, World Tai Chi & Qigong Day is meant to bring practitioners together, and allow people to learn more about tai chi through this day of celebration and practice, that will be celebrated around the world on Saturday, April 27th, 2019, and

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Town of Waynesville, North Carolina, to be affixed this the 23rd day of April, 2019.

Town of Waynesville

Gavin A. Brown, Mayor

NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION
(919) 779-0700

Location: 400 E. Tryon Road
Raleigh, NC 27610

Mail: 4307 Mail Service Center
Raleigh, NC 27699-4307

RESOLUTION OF THE CITY OF Waynesville, COUNTY OF Haywood, REGARDING THE DESIGNATION OF AN OFFICIAL TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS.

WHEREAS G.S.18B-904(f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the City of Waynesville, County of Haywood, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904(f);

BE IT THEREFORE RESOLVED that Brian Beck, Police Captain,
(Name of Official) (Title or Position)

is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the City of Waynesville, County of Haywood, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the City of Waynesville, County of Haywood, should be mailed or delivered to the official designated above at the following address:

Mailing address: 9 South Main St

Office location: _____

City: Waynesville, NC

Zip Code: 28786 Phone #: 828-456-5363

This the _____ day of _____, 20____.

(Mayor/Chairman)

Sworn to and subscribed before me this the _____ day of _____, 20____.

(Clerk)

RESOLUTION NO. R-11-19

**RESOLUTION IN SUPPORT OF
ELEVATED MOUNTAIN DISTILLING COMPANY
AND ITS REQUEST TO SEEK LEGISLATIVE ACTION FOR
HOUSE BILL 378 AND SENATE BILL 290
KNOWN AS THE DISTILLER REGULATORY REFORM BILL**

WHEREAS, the Board of Aldermen for the Town of Waynesville (“the Board”) recognizes that distillers such as Elevated Mountain Distilling Company is vital to the social and economic fabric of Haywood County; and

WHEREAS, the Board has been approached by Elevated Mountain Distilling Company seeking support for House Bill 378 and Senate Bill 290 known as the Distiller Regulatory Reform Bill; and

WHEREAS, the bills seek to allow the following as it relates to distillers:

1. Allow distilleries to sell malt beverages and unfortified and fortified wine;
2. Allow distilleries to sell mixed beverages;
3. Allow distilleries to sell spirituous liquor distilled by the distiller directly to mixed beverage permit holders and consumers in other states;
4. Revision of law to authorize distillers to sell spirituous liquor distilled by the distiller for consumption off the premises;
5. Allow distilleries to issue purchase-transportation permits for spirituous liquor sold by the distillery;
6. Eliminate the need for the recording of the number of bottles of spirituous liquor sold to any individual; and
7. Each month, in addition to any other applicable fees or taxes, a distillery permit holder shall make payments for spirituous liquor sold to a mixed beverages permittee as noted in NCGS 18B-1105.

NOW, THEREFORE, BE IT RESOLVED that the Town of Waynesville Board of Aldermen hereby supports Elevated Mountain Distilling Company in its request to seek legislative action with the North Carolina General Assembly during the 2019 legislative session.

Adopted this 23rd Day of April, 2019.

TOWN OF WAYNESVILLE

Gavin A. Brown
Mayor

ATTEST:

Eddie Ward
Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 23, 2019

SUBJECT: Special Events – May, July and August

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D7
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

Requests were received for three (3) new events in the Town of Waynesville.

Folkmoot Lantern Parade – NEW Event – Thursday, July 25, 8:30 p.m. This is a short walking parade with LED light lanterns from the Hazelwood Parking area to the Folkmoot Friendship Center green. Minimal assistance will be required from Public Safety as Civilian Police Volunteers will be able to assist with traffic control during the walk. Participants will use sidewalks when available.

Antiques Extravaganza Festival – NEW Event - Saturday, August 10, 9:00 a.m. – This festival will utilize the same footprint as the Whole Bloomin Thing Festival. Commerce Street will be closed from Depot Street to Panacea. Local and Regional antique dealers will be the participants.

Strive – Waynesville – NEW Event – Saturday, May 11, 3:00 p.m. – This is a joint venture with Land of Sky, Haywood County and Waynesville Parks and Rec, Haywood County Schools and others. The event will encourage cycling rather than riding in cars as alternate transportation methods and a bicycle skills and safety rodeo will be included as part of this event. The event will take place on the road behind Folkmoot and should not require any traffic pattern changes.

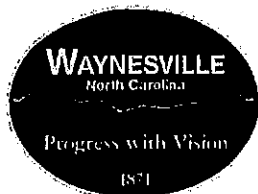
MOTION: *To approve the special events permit applications and direct Town Manager to execute special events permits, as presented.*

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

ATTACHMENTS:

- Special Events Application – Folkmoot Lantern Parade
- Special Events Application – Antiques Extravaganza Festival

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



Application for Special Events Permit

I. General Information

EVENT NAME: FOLKMOOT LANTEN PARADE

EVENT DATE(S): THURSDAY, JULY 25, 2019

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: START IN PLOTT HOUND PARKING LOT

IF THIS EVENT IS A PARADE OR ROAD RACE: PROCEED ON HAZELWOOD TO VIRGINIA AVE
Please provide a full route description and map MAKE A LEFT, CONTINUE TO FOLKMOOT GREEN.

SET-UP TIME (START/END): 8:30 PM

EVENT HOURS: 20-30 MINUTES

DISMANTLE HOURS (START/END): _____

ESTIMATED ATTENDANCE: 50-100

BASIS ON WHICH THIS ESTIMATE IS MADE: FIRST TIME EVENT

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: FOLKMOOT

ARE YOU A NON PROFIT CORPORATION? No ☐ Yes ☒ If yes, are you 501(c)(3) ☐ 501(c)(6) ☐ Place of Worshi p

APPLICANT NAME: LAURA SHEPHERD / ANGIE SCHWAB - ED

ADDRESS: 112 VIRGINIA AVE CITY: WAYNES STATE: NC ZIP: 28786

PHONE: 452-2997 FAX#: _____ EMAIL: laura@folkmoor.org

ON-SITE CONTACT: LAURA SHEPHERD TITLE: EVENT MANAGER

ADDRESS: 112 VIRGINIA AVE WAYNESVILLE NC 28786

PHONE #: _____ CELL PHONE #: _____ EMAIL: _____

III. Brief Description of Event

A PARADE FEATURING LANTERNS FROM AROUND THE GLOBE THAT WILL END AT FOLKMOOT.

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. HAZELWOOD AVE FROM PARKING AREA TO VIRGINIA AVE
2. VIRGINIA AVE FROM HAZELWOOD TO FOLKMOOT GREEN
- 3.

V. Event Details

YES
☐

NO
☒

Does the event involve the sale or use of alcoholic beverages?

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? _____

☐

☒

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? _____

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.

Do you plan to use an existing occupied building? Address _____

☐

☒

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:

☐

☒

Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? _____

NO

YES

Does the event involve the use of pyrotechnics? Explain _____

☐

☒

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____

☐

☒

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

☐

☒

Will you require access to water for the event? Explain _____

☐

☒

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

☐

☒

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____

☒

☐

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

☐

☒

Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will parking be accommodated for this event?

HAZELWOOD PARKING AND
DR. BROWNS PARKING AREA

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 USE FRAGS LEAD TO RETURN
ATTENDEES IF POSSIBLE.

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

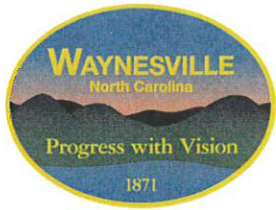
- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * No 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: Antiques Extravaganza Festival

EVENT DATE(S): August 10th, 2019
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: Frog Level – Commerce and Depot

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 530am set up / Clean-up 430 pm

EVENT HOURS: 9 to 4pm

DISMANTLE HOURS (START/END): 530 am / 400 pm

ESTIMATED ATTENDANCE: 3K+

BASIS ON WHICH THIS ESTIMATE IS MADE: Antiques Market and Local Market

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: Frog Level Merchants Association

ARE YOU A NON PROFIT CORPORATION? No Yes yes If yes, are you 501c(3) Yes 501c(6) Place of Worship

APPLICANT NAME: Jim Pierce

ADDRESS: 425 Big Stomp Road, Waynesville, NC 28786

PHONE: 734-9777 FAX#: EMAIL: Jpierce777@bellsouth.net

ON-SITE CONTACT: Joy Simmons

ADDRESS: P.O. Box 1575 Waynesville, NC 28786

PHONE #: 336-529-5191 CELL PHONE #: EMAIL: joy.b.simmons@outlook.com

III. Brief Description of Event

Event is for Local and Regional Antique Dealers and Collectors.

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. Depot Street. Beginning at railroad track and ending at Richland Creek
2. Commerce Street. Beginning at Depot and ending at Miller Street
3. Will use the sidewalk from railroad track up to Haywood Street to include Haywood Plaza in festival

V. Event Details

YES NO

- ☐ ☒ Does the event involve the sale or use of alcoholic beverages?
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? _____
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? _____
- ☒ ☐ Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: 1 Number of Band(s): 3+ Amplification? Yes
- 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 _____
- ☐ ☒ 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:
Approx. Number of Tents: 125 + Will any tent exceed 400 sq. feet in area? ☒ NO ☐ YES
- ☐ ☒ Does the event involve the use of pyrotechnics? Explain _____
Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? 1 women, 1 men, 1 handicap, 1 hand wash station located beside open door. 1 men, 1 women Haywood Square beside cleaners building.
- ☒ ☐ Will you require electrical hookup for the event? Generators? Yes
- ☒ ☐ Will you require access to water for the event? Explain Watering plants. Some use for food vendors
- ☐ ☒ Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).
☒ Food Vendors \$75.00 , Crafters \$65.00 , Non Profit \$50.00 10 x 10 canopy space
- ☐ ☐ Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Only sign we use is No Parking and No Dogs
- ☐ ☒ Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will parking be accommodated for this event?

Public parking garage on Branner Ave. Haywood Builders, Public parking beside Armory.

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?

Will have staffing to check and remove trash cans on street. After festival, town will pick up trash. Food vendors are required to have trash cans available.

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

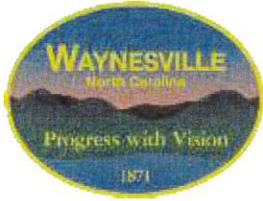
Email Address: awovens@waynesvilenc.gov

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.

Downtown Events – Event Sponsor Information

1. Special Event Application must be completed at least 60 days in advance of the event.
 - a. If you require trashcans, they can be supplied by the Town – please request on the application (part IV of the application). The event sponsor must provide bags.
 - b. If you think you will require the services of the Civilian Police Volunteers – please ask for that on the application as well. (For established events, CPVs are already in place) (Part IV of the application)
2. All signs notifying traffic to vacate Main Street (and the parking area at Miller) should be placed by the Event Sponsor – this is not the Town nor the DWA's responsibility. Signs should be on brightly colored paper (no blue or green as they match the poles), bungee corded to poles – **NO TAPE** (event sponsor must provide cords), easy to read and taken down immediately after the event.
3. If there are vehicles on the street when an event is supposed to occur, the event sponsor should contact the Police Department (Dispatch 456-5363) to have the vehicle removed.
4. **NO PAINTED NUMBERS ON THE STREET OR SIDEWALKS - The only form of acceptable marking is hand held stick chalk.** No aerosol cans of any kind. This includes use by any engineering firm that is assisting with the mapping of the event.
5. Stages are the property of the DWA, not the Town. If you are requesting a stage for an event, please send an email to Buffy verifying that the stage is available for the event. The Town will handle setting up the stages.
6. Bleachers should be requested as part of the Special Event Application. The Town will set up.
7. There is no longer a ban on animals at festivals. The Town will no longer be stickering or counting animals; however, if there are any incidents, please inform a CPV or the police department as we will continue to monitor how this goes.
8. If parking on Main Street is still allowed, multiple spaces cannot be blocked off or reserved with cones without permission from the Town.
9. The onsite contact that is on file from the Application should remain on site for the event. If that person must leave, please inform the Police Department of the name and number of who will be responsible in the original contact's absence.
10. Porta-johns are the responsibility of the event sponsor.
11. Please note that as the event sponsor, if the street is closed for your event, it becomes your space and your liability insurance will be the one that pays in the event of any accident.



Application for Special Events Permit

I. General Information

EVENT NAME: STRIVE OPEN STREETS AND BICYCLE RODEO @ FOLKMOOT

EVENT DATE(S): MAY 11, 3-8 PM

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

"BROOK STREET" BEHIND FOLKMOOT & @ FOLKMOOT & HAYWOOD CO. PARKING AREAS

IF THIS EVENT IS A PARADE OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END): 2-3 PM

EVENT HOURS:

3-5 BIKE RODEO, 5-8 FOLKMOOT MARKET, 3 PM BIKE RIDE FROM FREE LEVEL → FOLKMOOT

DISMANTLE HOURS (START/END):

8-9 PM

ESTIMATED ATTENDANCE: 200+ OVER COURSE OF EVENTS

BASIS ON WHICH THIS ESTIMATE IS MADE:

PAST RODEOS & FOLKMOOT 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:

STRIVE BEYOND "LAND-OF-SKY REGIONAL COUNCIL, FRMPO

ARE YOU A NON PROFIT CORPORATION?

No

☒ Yes

If yes, are you

501c(3)

501c(6)

Place of Worship

APPLICANT NAME:

Ritchie Rozelle

TITLE: TDM Coordinator

ADDRESS:

339 Leicester Hwy CITY: Asheville STATE: NC ZIP 28806

PHONE: 828-251-6622 FAX#: X133

EMAIL: ritchie@landofsky.org

ON-SITE

CONTACT:

Ritchie Rozelle or Angie Schuch

TITLE:

ADDRESS:

PHONE #:

251-6622

CELL PHONE #:

713-8616

EMAIL:

ritchie@landofsky.org

452-2997

550-9336

angie@folkmoor.org

452-6789

lan.smith@haywoodcounty.nc.gov

III. Brief Description of Event
Bicycle Races & Bicycle Ride & other activities associated w/ "Strike Beyond" org (Land-of-Sky Reg. Council), taking place on Folkroot & Haywood County grounds, on same day as "Folkroot Market."
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. BROOK STREET BEHIND FOLKROOT

2. _____

3. _____

V. Event Details

YES NO

- ☒ ☐ Does the event involve the sale or use of alcoholic beverages? On Folkroot Grounds
 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? _____
 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? _____
- ☒ ☐ Will there be musical entertainment at your event? IF "YES" provide the following information:
 Number of Stages: 1 Number of Band(s): 1 Amplification? Yes
 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 _____
- ☐ ☒ 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:
 Approx. Number of Tents: 2-3 10x10s Will any tent exceed 400 sq. feet in area? ☒ NO ☐ YES
- ☐ ☒ Does the event involve the use of pyrotechnics? Explain _____
- ☐ ☒ Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? BATHROOMS AVAILABLE
- ☐ ☒ Will you require electrical hookup for the event? Generators? _____
- ☐ ☒ Will you require access to water for the event? Explain _____
- ☐ ☒ Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- ☐ ☒ Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____
- ☒ ☐ Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____
- ☐ ☒ Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

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

Parking Available in existing lot and
along Virginia

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?

Folkemoot & Strive Volunteers along with
Haywood County Parks and Rec Staff

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:

About Strive

Strive Not to Drive (SNTD) began back in 1991 as Bike to Work Day with the goal of encouraging bicycle commuting in Buncombe County. Over the years as concerns about air quality, physical inactivity and related health concerns, and traffic congestion have grown the campaign has broadened to encourage any form of transportation beyond driving alone in your car, including carpooling, shuttles, and transit.

In recent years the scope of Strive has expanded across a more broad area of Western NC, with Strive actions in Buncombe, Henderson, Haywood, and Transylvania counties. And with recognition that many simply can not commute without a car, the emphasis is shifting to a more positive aim than "not to drive," and instead that we encourage all to Strive beyond their comfort zones to try transportation options and offsets in any area of life, from recreation to errands.

The steering committee of Strive Not to Drive is made up of individuals representing non-profit organizations, businesses, governmental agencies and citizens. We always welcome new individuals and groups that are interested in supporting Strive Not to Drive. Find out how you can [volunteer and support](#) Strive Not to Drive.

We hope you will join us in this [year's events](#) as we increase awareness about how transportation choices affect our health, air quality, economy, and quality of life.

CONTACT FOR PRESS REQUESTS OR QUESTIONS

Ritchie Rozzelle, Land Of Sky Regional Council
ritchie@landofsky.org
828-251-662 x133



PLAY IN THE STREET!

Open Streets invites you to Brook Street at Folkmoot USA for walking, biking and super-fun activities of all kinds. This car-free event turns the street into your playground for the day, with games, live music, 4-square, yoga, anything-that-rolls-races, and room to move!

Bike Skills Rodeo (3-5pm) with Bike Giveaway Raffles + Free Helmets

Folkmoots Market (5-8pm) with food and brews available

Bike There: Bicycle Haywood is hosting a family-friendly bike ride, rolling at 3pm from Whole Bloomin' Thing, with a 1.5 mile route to Folkmoot.

You're invited to participate! Details: Folkmoot.StriveBeyond.org



OPEN STREETS

@ FOLKMOOT | MAY 11, 3-8pm



HAYWOOD COUNTY RECREATION & PARKS

COMMUNITY BIKE RODEO



Folkmoot Friendship Center
Rain or Shine
(Brook Street behind the center)
Saturday May 11, 2019 • 3 - 5 pm
Safety checks begin at 2:45 pm

Register for bike raffle - must be present to win!

**For kids of all ages to learn bicycle
safety and skills!**

Bring your bike or borrow one onsite.
FREE helmet & light give-away!
Must have a guardian present.

Events include:
Helmet and Bike Inspections
Learn to Ride
Bike Skills Course

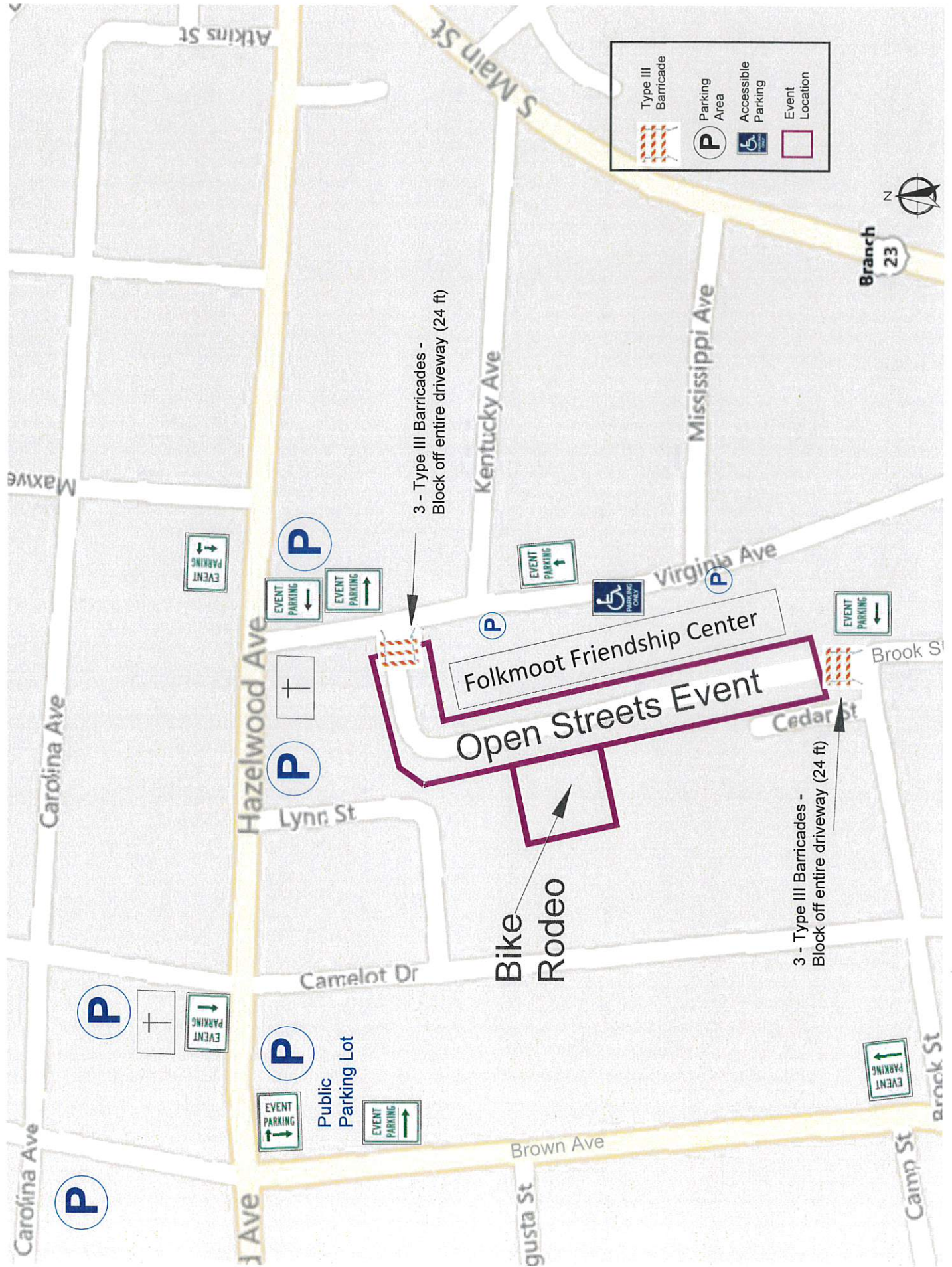
For more information contact:

Ian Smith 828-452-6789 ian.smith@haywoodcountync.gov

In Partnership with:



RollsRite Bicycles



Report For

NORTH CAROLINA INTERNATIONAL FO
112 VIRGINIA AVE
WAYNESVILLE, NC 28786

Account Information

PIN: 8605-92-6127

Legal Ref: 868/135

Add Ref: CABC/6550

Site Information

BROOKWOOD PLACE
SCHOOL, SCHOOL, SCHOOL, SCHOOL
Exempt, Exempt, Exempt, Exempt
112 VIRGINIA AVE

Heated Area: 7084

Year Built: 1946

Total Acreage: 2.07

Township: Town of Waynesville

Site Value Information

Land Value: \$62,100

Building Value: \$1,529,700

Market Value: \$1,591,800

Deferred Value: \$0

Assessed Value: \$1,591,800

Sale Price: \$0

Sale Date: 6/17/2014



1 inch = 200 feet

April 15, 2019

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 23, 2019

SUBJECT: Amendments to the Municipal Records Retention Schedule

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D8
Department: Administrative Services
Contact: Eddie Ward, Town Clerk
Presenter: Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk

BRIEF SUMMARY:

Periodically, the NC Department of Cultural Resources amends the records retention schedule to include information that may have been changed due to legislative updates or other necessary revisions.

The most recent changes include an adoption of a consolidated retention schedule for Municipalities and Counties that will be updated annually. With the implementation of the new consolidated schedule, there are still some standards that will remain specific to municipalities and counties which will still necessitate having some separate sections of the retention policies.

The request is to approve the newest revision of the consolidated schedule knowing that the Town Clerk will be responsible for maintaining two schedules until a final Municipal Records Retention Schedule is finalized in 2022.

MOTION FOR CONSIDERATION: To approve the amendments to the Municipal Records Retention Schedule, as presented.

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- Signature page for Records Retention Schedule

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend adoption as presented.

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***


All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

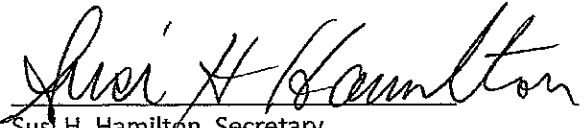
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 23, 2019**

SUBJECT: Downtown Businesses requesting Alcohol Sales on public property during the Memorial Day Saturday evening BLOCK PARTY May 25, 2019

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D8
Department: Downtown Waynesville Association
Contact: Buffy Phillips
Presenter: Buffy Phillips

BRIEF SUMMARY:

Downtown Waynesville Association sponsors the Memorial Day Weekend Block Party on Saturday evening, May 25, 2019 on Main Street. Main Street closes at 5pm for set up. Three stages of live music, dancing, food. Family friendly. Some shops and galleries remain open longer. 7-10pm for music. SWOT team will be onsite selling BBQ as a fundraiser.

- Downtown Restaurants requesting permission for alcohol sales on public sidewalks during the event.

MOTION FOR CONSIDERATION: For informational purposes – Board may make motion from the floor.

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

MANAGER’S COMMENTS AND RECOMMENDATIONS: Board will have to determine any action taken.

TOWN OF WAYNESVILLE
BOARD OF ALDERMEN REQUEST FOR BOARD ACTION
Meeting Date: April 23, 2019

SUBJECT: Board Appointments to the Cemetery Committee

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D10
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Gavin A. Brown, Mayor

BRIEF SUMMARY: As explained at the March 1, 2019 Board Retreat, the Cemetery Committee will be comprised of five appointees directly from the Mayor and the Board. However, two additional members were to be voted upon as at-large members via written ballot at the April 9, 2019 meeting. One additional member will be named from the funerary business. Assistant Manager Owens will serve as the liaison between the committee and the board and other staff members will be present at meetings to provide information.

Applications for those who are listed on the ballot are attached.

MOTIONS FOR CONSIDERATION: *No motion required - voting will occur by written ballot*

FUNDING SOURCE/IMPACT: No costs associated with these appointments.

ATTACHMENTS:

- | | |
|---------------------------------|----------------------------------|
| ▪ Application – James Burke | Application – Warren Putnam |
| ▪ Application – Millie Dixon | Application – David (Dick) Young |
| ▪ Application – Phillip Gibbs | |
| ▪ Application – Edwin Fish | |
| ▪ Application - Sharon Franks | |
| ▪ Application – Barbara Freeman | |

MANAGER'S COMMENTS AND RECOMMENDATIONS: Board will vote via written ballot for appointments to this committee

Waynesville Board of Aldermen

April 23, 2019

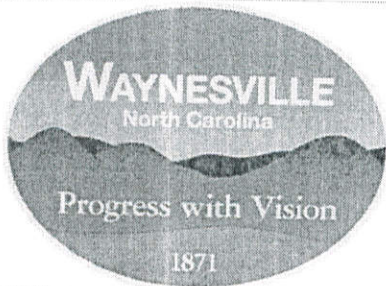
BALLOT

Cemetery Committee

Members should choose (2) candidates

- ☐ James R. Burke
- ☐ Millie Dixson
- ☐ Edwin Fish
- ☐ Sharon W. Franks
- ☐ Barbara B. Freeman
- ☐ Phillip E. Gibbs
- ☐ Warren Putnam
- ☐ David (Dick) R. Young

Signature _____



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME JAMES BURKE

STREET ADDRESS 1 FLOPPY EAR TRAIL WAYNESVILLE NC 28785

MAILING ADDRESS SAME

PHONE 802-780-8110

E-MAIL VTGATEKEEPER@GMAIL.COM

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Cemetery Committee | |

I am interested in serving on this board or commission because: TO HELP WITH YOUR PROBLEM AT THE CEMETERY.

I have experience/expertise in the following areas and/or have served on the following board or commission:

CEMETERY COMMISSIONER AND SECTION 2008-2011 WILMINGTON VT.
SOLD GRAVES, CREATED DEEDS MET WITH AND OVERSEE OPENING
SET UP AND CLOSING GRAVES.

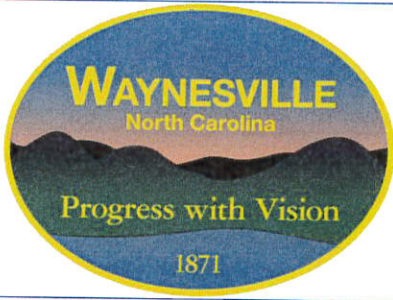
I feel that I can contribute the following to this board or commission AS SECTION I OVER
SAW EVERYTHING THAT WENT ON OR HAPPENED IN OUR TOWN
CEMETERY'S

Tell us about yourself and your background: MOVED HERE OCT 2017.
IN WILMINGTON VT. I ALSO WAS HEAD COACH VARSITY BASEBALL 5 YEARS
WILMINGTON SECTORS 6 YEARS 2009-2015

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

James R. Burke
Signature

MARCH 22, 2019
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Millie Dixon
STREET ADDRESS 508 Big Cove RD, Waynesville
MAILING ADDRESS SAME
PHONE 828-452-7643
E-MAIL dixon@charter.net

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Cemetery Committee | |

I am interested in serving on this board or commission because: I love Greenhill cemetery and I also want to have a part in shaping the cemetery for years to come

I have experience/expertise in the following areas and/or have served on the following board or commission:

Retired nurse

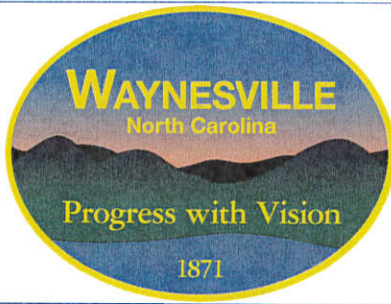
I feel that I can contribute the following to this board or commission boundless energy & enthusiasm

Tell us about yourself and your background: 65 yr. old, retired nurse home maker. Transplant from Durham 1993.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Millie Dixon
Signature

03-07-2019
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME EDWIN FISH
STREET ADDRESS 250 KINGDOM HALL DR. CLYDE, NC 28721
MAILING ADDRESS PO BOX 1061 CLYDE, NC 28721
PHONE 828-593-2289
E-MAIL JEFISH7@GMAIL.COM

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> 1% Zip Code Subcommittee (TDA)
<input checked="" type="checkbox"/> Cemetery Committee	

I am interested in serving on this board or commission because: TO HELP PRESERVE THE QUALITY AND HISTORY THAT GREEN HILL CEMETERY HAS BEEN FOR SO MANY YEARS. I ALSO HAVE 12 FAMILY MEMBERS BURIED THERE AND 12 BURIAL SPACES STILL REMAIN.

I have experience/expertise in the following areas and/or have served on the following board or commission:

WITH MY FATHER AND ALSO BROTHER-IN-LAW (AS CARETAKER SUPERVISORS) RETIRING FROM GREENHILL CEMETERY AND WITH MY RETIREMENT FROM TOWN OF WAYNESVILLE AS EQUIPMENT MECHANIC-FLEET MANAGER. I AM FAMILIAR WITH DAY TO DAY OPERATION & EQUIPMENT NEEDED AT THE CEMETARY.

I feel that I can contribute the following to this board or commission BY UNDERSTANDING OPERATIONS I WOULD LIKE TO SERVE ON THIS COMMITTEE TO HELP KEEP THE CEMETERY A BEAUTIFUL AND WELL KEPT PLACE FOR FAMILIES AND THEIR LOVED ONES.

Tell us about yourself and your background: 1973 TUSCOLA GRAD, 1975 HAYWOOD TECH (AUTOMOTIVE MAJOR) 16 YEARS/AUTOMOTIVE MACHINE SHOP-CAR QUEST, 6 YEARS/BUSINESS MANAGER W/JOHNSON AUTOMOTIVE 20 YEARS AND RETIRED W/TOWN OF WAYNESVILLE/EQUIPMENT MECHANIC-FLEET MANAGER

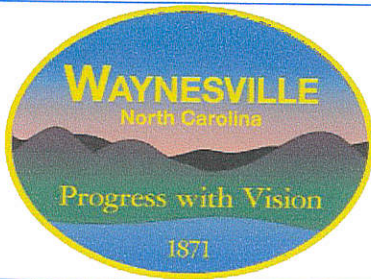
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Edwin Fish
Signature

3-15-19
Date

IN 1967, MY FAMILY AND I MOVED FROM A SMALL FARM IN
FINESCREEK TO WAYNESVILLE. MY FATHER, GOAL A. FISH, WENT
TO WORK FOR TOWN OF WAYNESVILLE AS CARETAKER/SUPERVISOR
OF GREENHILL CEMETERY AND RETIRED FROM THERE IN 1981.
MY BROTHER-IN-LAW, FRED RATHBONE, STARTED IN 1976 AT GREENHILL
CEMETERY AND RETIRED WITH 30 YEARS OF SERVICE IN 2006.

TOWN MANAGER, BILL SUTTON, AND TOWN BOARD NAMED GOLDEN DR.
WHICH RUNS THRU GREENHILL CEMETERY, IN MEMORY OF MY FATHER'S
SERVICE AT GREEHILL.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Sharon W. Franks
STREET ADDRESS 1629 Crymes Cove Rd. Waynesville NC 28786
MAILING ADDRESS Same as above
PHONE Home 828-456-4581 Cell 828-734-8313
E-MAIL gfrankss@charter.net

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> 1% Zip Code Subcommittee (TDA)
<input checked="" type="checkbox"/> Cemetery Committee	

I am interested in serving on this board or commission because: See attached

I have experience/expertise in the following areas and/or have served on the following board or commission:

See attached

I feel that I can contribute the following to this board or commission see attached

Tell us about yourself and your background: See attached

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

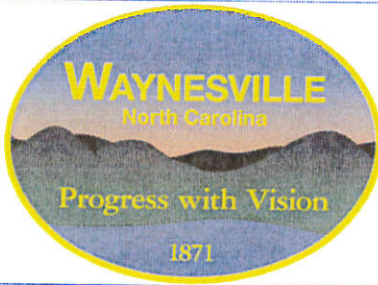
Sharon W. Franks 3-6-19
Signature Date

I am interested in serving on the Cemetery Committee because my family is buried in several cemeteries throughout Haywood County. I believe a cemetery should be a place of peace, reflection, reverence and beauty. It is to be respected, treated as sacred ground where families said their final goodbyes to a loved one, and also go there to reflect on memories.

Although I have not served on a public board or commission, I have lived and worked in Haywood County my entire life. I am proud to say I am from Western North Carolina.

I feel that I can contribute the following to this board or commission with an open mind, taking into consideration respect, dignity, compassion and trust of families as well as beautification of all cemeteries within our town.

Tell us about yourself and your background: A native of Haywood County, graduate of Tuscola High School class of 1974, I worked serving the people of Haywood County in the medical field until 2004 when I entered the banking industry. I am currently employed at Champion Credit Union in Member Services. I have three children, and four grandchildren whom I am very proud of. I am of Baptist faith, and a member of Camp Branch Missionary Baptist Church.



TOWN OF WAYNESVILLE, NORTH CAROLINA
Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Barbara Freeman
STREET ADDRESS 1265 Orion Davis Road
MAILING ADDRESS same
PHONE 828 452 0805
E-MAIL cimmfr2@bellsouth.net

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> 1% Zip Code Subcommittee (TDA)
<input checked="" type="checkbox"/> Cemetery Committee	

I am interested in serving on this board or commission because: We have a family plot there and I am concerned about several issues related to this cemetery.

I have experience/expertise in the following areas and/or have served on the following board or commission:

American Red Cross Shelter Manager
Administrative Nursing Supervisor
Organizational Skills

I feel that I can contribute the following to this board or commission

I have the ability to listen to people; to be quiet until others are heard; speak up and then vote on what I feel is right or wrong as needed.

I am experienced in decision making.

Tell us about yourself and your background:

Thirty years as a hospital RN; most of it as administrative. I don't get scare easily and I try to treat people with respect but can stand my ground when I am convinced something is right or wrong. I have experience in computers and in videography.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Barbara B. Freeman

Signature

03/12/2019

Date

Eddie Ward

From: Barbara Freeman <cimmfr2@bellsouth.net>
Sent: Tuesday, March 12, 2019 5:36 PM
To: Eddie Ward
Subject: Re: Green Hill Cemetery
Attachments: Cemetery Committee Application Filed.pdf

Attached is my application for the Cemetery Committee.

On Monday, March 11, 2019, 8:56:17 AM EDT, Eddie Ward <eward@waynesvillenc.gov> wrote:

Good Morning Ms. Freeman. Thank you for your interest in serving on this committee. Attached you will find the application for the Cemetery Committee. When completed please return to me by April 2, 2019. I am located in the Municipal Building at 16 South Main Street. If you have further questions, feel free to contact me.



Eddie Ward | Town Clerk, MMC, NCCMC

Town of Waynesville 16 S. Main Street - PO Box 100

Waynesville, NC 28786

(o) 828.452.2491 | (f) 828.456.2000

eward@waynesvillenc.gov | www.waynesvillenc.gov



Pursuant to North Carolina General Statutes Chapter 132 (Public Records), all electronic correspondence to and from this address may be considered public record, and as such, subject to request and review by third parties at any time.

From: Barbara Freeman <cimmfr2@bellsouth.net>
Sent: Thursday, March 07, 2019 11:10 PM
To: Eddie Ward <eward@waynesvillenc.gov>
Subject: Green Hill Cemetery

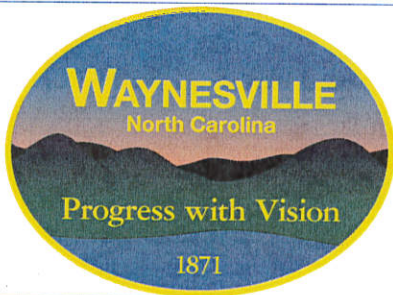
I am interested in filing an application for the proposed committee for the Cemetery. I bought 6 plots there for our family and have used two already. I am a retired RN nursing supervisor who has known Wells Greeley for many years. I tried to access the link; it came back with unable to find this page.

Thank you in advance for your assistance in finding this application. I do not use anything on my parents stone except a saddle artificial floral arrangement and do not approve of many things I see there but do feel people have the right to pay their respects in a tasteful manner.

Eddie Ward

From: Barbara Freeman <cimmfr2@bellsouth.net>
Sent: Tuesday, March 12, 2019 5:42 PM
To: Eddie Ward
Subject: Green Hill Cemetery Committee Application

For someone who listed computer skills I neglected to finish the line for address; it is, of course, Waynesville NC 28786!
Sorry for the omission.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME PHILLIP E. Gibbs

STREET ADDRESS 59 Babb ST. Waynesville

MAILING ADDRESS _____

PHONE 828-646-8466

E-MAIL PHILGibbs1@charter.net

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Cemetery Committee | |

I am interested in serving on this board or commission because: I have people buried in both places and I want to serve my community.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Planning Board

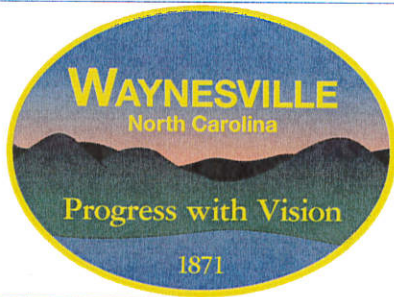
I feel that I can contribute the following to this board or commission because of my vested interest in both cemeteries

Tell us about yourself and your background: Born + Raised in this community

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Phillip E. Gibbs 3/5/19

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Warren Putnam
STREET ADDRESS 189 Cloverhill Rd Clyde NC
MAILING ADDRESS PO Box 53 Lake Junaluska NC 28755
PHONE 828-734-8159
E-MAIL Warren - Putnam@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Cemetery Committee | |

I am interested in serving on this board or commission because: I have family buried there

I have experience/expertise in the following areas and/or have served on the following board or commission:

Leadership experience, have dealt with irate people, I know how to stay calm & use common sense in hot situations

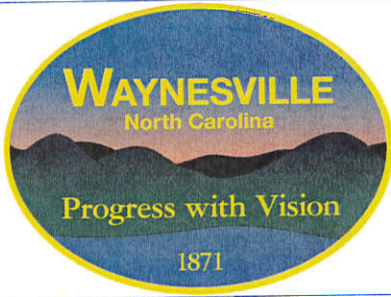
I feel that I can contribute the following to this board or commission: Sound, respectful ideas that will keep Cemetery in a manner that it will be pleasing to both town & family

Tell us about yourself and your background: Leadership abilities from Military & business owner, have dealt with public under compelling circumstances with a cool & level head

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Warren Putnam
Signature

3-28-19
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME David R Young
STREET ADDRESS 191 Meadow Street Waynesville, NC 28786
MAILING ADDRESS Same as above
PHONE 828 - 550-0709
E-MAIL _____

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> 1% Zip Code Subcommittee (TDA)
<input checked="" type="checkbox"/> Cemetery Committee	

I am interested in serving on this board or commission because: I am a Waynesville native and am passionate about my hometown.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Haywood County historical information

I feel that I can contribute the following to this board or commission Historical knowledge & passion regarding my hometown and resident interests.

Tell us about yourself and your background: Retired business owner & salesman of national company. Has been and member of advisory committees

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

David R Young
Signature

3/11/19
Date

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 23, 2019**

SUBJECT: Capital Improvement and Asset Management Plan for Sewer Fund

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: D11
Department: Administrative Services and Public Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY: Two of the items the Town must submit in order to provide as competitive a grant/loan application to the State Revolving Loan program is an up-to-date Capital Improvement and Asset Management Plan. The State needs to insure that a municipality calculate the impact of new debt over a ten year period. The attached documents show a ten year financial model that takes into account all of the capital purchases the sewer fund will incur and an asset management plan that shows the Sewer Funds physical assets over the same period. The staff carried out an internal five year plan a couple of years ago which the Board adopted in 2017.

The staff has updated it through its submissions for the annual budgets; however, the Board did not formally adopt an amendment to the CIP in 2018. Like all plans the Capital Improvements and Asset Management Plan are tools to help Boards and staffs plan future programs and cash flows. The Plans do NOT obligate a municipality to carry out the programs listed on the plans. CIPs are changed annually as new, more pressing priorities emerge. As you know the Town is requesting a "set aside" of up to \$7.4 million from the State Revolving Loan program. The application deadline is late April. Should we be funded the State will hold the funds until we close the loan after bids have been received. The time lapse will give us the opportunity to apply for a USDA grant/loan which carries a 40 year amortization schedule. The USDA process is lengthier than the State program but their analysis offers the potential for a grant to supplement loan. We are in the process of contacting our Federal Congressional Delegation in hope that they will provide letters of support for our USDA application.

MOTION FOR CONSIDERATION: Adopt the 2019-20 Capital Improvement and Asset Management Plans for the Sewer Fund.

FUNDING SOURCE/IMPACT: Sewer Fund

ATTACHMENTS:

- Capital Improvement Plan
- Asset Management Plan

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve the plans in order for us to submit them with the State Revolving Loan Fund (SRF) Application.

As you study the plans you will see some big numbers. The waste treatment renovation will be the most expensive capital improvements project the Town has undertaken. It comes with the pain of several rate increases over the next ten years. The rate payers have enjoyed relatively low waste treatment rates for years since the Sewer Fund has been debt free however the plant has reached the end of its design life and the State is requiring the Town to carry out the improvements. This is in the nature of a mandate. The staff the Towns' consultants will make every effort to design a plant as economically as possible and attempt to secure some grant funding.

TABLE 3
TOWN OF WAYNESVILLE
WASTEWATER ENTERPRISE FUND
FINANCIAL ANALYSIS MODEL 2019 -- SRF

LINE ITEM	AUDIT 2018	ESTIMATE 2019	YEAR 1 2020	YEAR 2 2021	YEAR 3 2022	YEAR 4 2023	YEAR 5 2024	YEAR 6 2025	YEAR 7 2026	YEAR 8 2027	YEAR 9 2028	YEAR 10 2029
SEWER REVENUES:												
SEWER CHARGES	2,636,064	2,813,000	2,800,000	2,828,000	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979	3,031,999	3,062,310
TOTAL SEWER FUND REVENUES	2,663,841	2,881,000	2,924,000	2,923,200	2,921,682	2,950,899	2,980,408	3,010,212	3,040,314	3,070,717	3,101,424	3,132,430
NEW SOURCES OF REVENUE:												
REVENUE FROM RESIDENTIAL PROJECTS			10,000	10,000	5,000	0	0	0	0	0	0	0
NEW REVENUES FROM RATES			282,000	709,230	996,898	1,432,716	1,872,891	2,021,083	2,080,953	2,141,422	2,202,495	2,264,170
PERCENTAGE INCREASE			10%	15%	10%	15%	15%	5%	2%	2%	2%	2%
TOTAL REVENUES	2,663,841	2,881,000	3,216,000	3,642,430	3,923,580	4,383,614	4,853,299	5,031,295	5,121,267	5,212,139	5,303,919	5,396,610
SEWER FUND EXPENDITURES:												
TOTAL OPERATING EXPENDITURES	2,141,033	2,643,000	2,700,000	2,761,305	2,824,003	2,913,125	2,979,453	3,047,294	3,116,682	3,187,653	3,260,241	3,334,480
CAPITAL OUTLAY		403,700	484,000	755,600	820,100	650,600	765,000	667,300	724,600	737,000	734,500	757,100
CURRENT DEBT SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
NEW DEBT			54,352	54,352	1,124,297	1,124,297	1,124,297	1,124,297	1,124,297	1,124,297	1,124,297	1,124,297
TRANSFERS TO OTHER FUNDS	93,210											
TOTAL EXPENDITURES	2,234,243	3,046,700	3,238,352	3,571,257	4,768,400	4,688,022	4,868,751	4,838,892	4,965,580	5,048,950	5,119,038	5,215,880
REVENUES OVER EXPENDITURES	429,598	-165,700	-22,352	71,173	-844,820	-304,407	-15,452	192,404	155,688	163,189	184,881	180,730
ACCRUAL ADJUSTMENTS	-312,228											
NET INCOME	117,370	-165,700	-22,352	71,173	-844,820	-304,407	-15,452	192,404	155,688	163,189	184,881	180,730
CUMULATIVE NET INCOME	1,754,000	1,588,300	1,565,948	1,637,121	792,301	487,894	472,442	664,846	820,533	983,723	1,168,604	1,349,330
PPR CENT CUMULATIVE NET INCOME	81.92%	60.09%	58.00%	59.29%	28.06%	16.75%	15.86%	21.82%	26.33%	30.86%	35.84%	40.47%
NEW DEBT:												
			DEBT 1		DEBT 2							
LOAN AMOUNT			\$ 329,000		\$ 17,400,000							
PAYMENT			\$ 27,176		534,973							
ANNUAL PAYMENTS			\$ 54,352		\$ 1,069,945							
RATE			4.00%		2.1%							
TERM			7		20							
FUNDING SOURCE			160A-20		SRF							
TYPICAL MONTHLY RESIDENTIAL FOR 5,000 GALLONS		\$ 26.96	\$ 29.66	\$ 34.10	\$ 37.51	\$ 43.14	\$ 49.61	\$ 52.09	\$ 53.14	\$ 54.20	\$ 55.28	\$ 56.39

TOWN OF WAYNESVILLE

WASTEWATER ENTERPRISE FUND CAPITAL IMPROVEMENTS PLAN

MARCH 2019

FISCAL YEAR 2018-19	ESTIMATED CURRENT COST	YEAR 1 2020	YEAR 2 2021	YEAR 3 2022	YEAR 4 2023	YEAR 5 2024	YEAR 6 2025	YEAR 7 2026	YEAR 8 2027	YEAR 9 2028	YEAR 10	YEARS 11-20 2029+
EQUIPMENT												
TOOLS - MAINTENANCE	611,100	52,000	53,600	105,000	108,200	55,000	56,700	58,400	60,200	62,000	63,900	
TOOLS - TREATMENT	666,600	134,000	138,000	142,100	146,400	20,000	20,600	21,200	21,800	22,500	23,200	
EQUIPMENT	1,087,000	154,000	95,000	150,000	108,000	100,000	45,000	100,000	110,000	125,000	100,000	1,135,000
VEHICLES	895,700	59,700	182,000	94,000	110,000	135,000	45,000	80,000	90,000	50,000	100,000	1,200,000
LINE REPLACEMENTS												
MISCELLANEOUS REPLACEMENTS	1,450,000	75,000	150,000	155,000	160,000	165,000	170,000	175,000	180,000	220,000	210,000	
INFILTRATION / INFLOW IMPROVEMENTS	1,750,000	75,000	150,000	175,000	300,000	150,000	200,000	225,000	250,000	225,000	200,000	3,000,000
TREATMENT PLANT IMPROVEMENTS												
WWTP PLANT UPGRADE/REPLACEMENT(PHASE 1)	17,000,000			17,000,000								
BRIDGE or LINE REPLACEMENTS	440,000	190,000				250,000						
NUTRIENT REMOVAL (PHASE 2)	0											3,000,000
LAND ACQUISITION	400,000			400,000								
MISCELLANEOUS CAPITAL INVESTMENTS	500,000	200,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000	
WASTEWATER IMPROVEMENTS SUBTOTAL	24,800,400	403,700	813,000	755,600	18,220,100	979,600	765,000	667,300	724,600	737,000	734,500	8,335,000



DEBT 1



DEBT 2

DEBT PACKAGES

	329,000		17,400,000									
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ANNUAL CAPITAL OUTLAY

\$7,499,500	\$403,700	\$484,000	\$755,600	\$820,100	\$650,600	\$765,000	\$667,300	\$724,600	\$737,000	\$734,500	\$757,100	\$8,335,000
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TOTAL NEW OPERATING COSTS

					25,000	25,750	26,523	27,318	28,138	28,982	29,851	
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Quote:

Company Name	Rhett Langston		
Address			
City	Hazelwood	State:	NC Zip: 28786
Phone	828 456 2030	Fax:	
Email	rlangston@waynesvillenc.gov		

Professional Quote #3023705
Scott Yaros
ext 232
Fax: 1-724-444-5301

Qty	Description	Unit Price	TOTAL
1	HBWP2040CGR - 20' x 40' Cedar Gable Ramada	\$27,499.00	\$ 27,499.00
	Open Gable		\$ -
	No Deck		\$ -
	6" x 6" Posts		\$ -
	16" High Post Trim		\$ -
	Standard Post Height		\$ -
	No Cupola		\$ -
	6/12 Roof Pitch		\$ -
	No Ceiling		\$ -
	Unstained		\$ -
	Aged Redwood Asphalt Shingles		\$ -
	No Fan		\$ -
	Standard Beams		\$ -
1	Engineered NC Stamped Drawings	\$1,350.00	\$ 1,350.00
1	Installation on a prepared site	\$8,700.00	\$ 8,700.00



Subtotal	\$ 37,549.00
Shipping	\$ 1,987.00
TOTAL	\$ 39,536.00

Ship To:

Company:			
Name:	Same as Billing		
Address:			
City:	State:	Zip:	
Phone:			

Notes:

Ships As Kit via Motor Freight
Estimated Weeks Delivery
After Order Confirmation



50% Deposit Required to Begin Order Construction.

