



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

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

Date: **June 23, 2015** Time: **6:30 p.m.**

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**(828) 452-2491**

[gowens@waynesvillenc.gov](mailto:gowens@waynesvillenc.gov)

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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 June 9, 2015 regular meeting as presented [or as corrected].*

### B. PUBLIC HEARING

3. Public Hearing to consider Fiscal Year 2015/2016 Proposed Budget (*continued from regular meeting of June 9, 2015*)

**Motions:**

- 1) *To re-open the public hearing.*
- 2) *To close [or continue] the public hearing*

[The board may adopt the FY15-16 budget following the close of the public hearing, or may continue the public hearing to a date certain, but must adopt a budget no later than July 1, 2015]

### C. NEW BUSINESS

4. Adoption of FY15-16 Annual Operating Budget - FY 15-16 Budget Ordinance # O-06-15

**Motion:** *To adopt Budget Ordinance #O-06-15 establishing the FY15-16 annual operating budget for the Town of Waynesville, as presented.*

5. Adoption of FY15-16 Financial Operating Plan for Two Internal Service Funds #R-07-15

**Motion:** *To adopt the Resolution on Financial Operating Plan for Two Internal Service Funds #R-07-15), Asset Services Management and Garage Operations, as presented.*

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6. Adoption of FY15-16 Fee Schedule

**Motion:** *To adopt the FY15-16 Fee Schedule, as presented.*

7. Adoption of FY15-16 Special Appropriations Schedule

**Motion:** *To adopt the FY15-16 Special Appropriations Schedule, as presented.*

8. Resolution (R-08-15) approving a stipend adjustment for future Mayor and Board of Aldermen Members

**Motion:** *To adopt the Resolution (R-08-15) Approving Stipend Adjustment for Future Mayor and Board of Aldermen members, as presented.*

9. Personnel Policy Updates -

a. Employment Benefits – Article IX sections 4 & 7

- Related to Term Life, 401(k) benefit

b. Holidays and Leaves of Absence – Article X sections 4 & 11

- Related to unused sick leave, annual leave

**Motion:** *to approve the personnel policy revisions to Article IX sections 4 & 7 and Article X sections 4 & 11, as presented.*

10. Appointments to Boards & Commissions

➤ ABC Board – (1) vacancy (3-yr term ending June 30, 2018)

2 Applicants: *Raymond Ezell (served 8 years; requests re-appointment)*  
*Danny Wingate*

➤ Historic Preservation Commission –(3) vacancies (3-yr term ending June 30, 2018)

2 Applicants: *Coley Bartholomew*  
*Bette Sprecher (served 7 years; requests re-appointment)*

➤ Planning Board – (3) vacancies (3-yr term ending June 30, 2018)

3 Applicants: *H.P. Dykes, Jr (served 3 years; requests re-appointment)*  
*Shell Isenberg (served 3 years; requests re-appointment)*  
*Danny Wingate (served 3 years; requests re-appointment)*

➤ Public Art Commission – (3) vacancies (3-yr term ending June 30, 2018)

1 Applicant: *Jan Griffin (served 5 years; requests re-appointment)*

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- Recreation Commission – (3) vacancies (3-yr term ending June 30, 2018)  
4 Applicants: Andrew Bowen  
J. Wallace Messer (**served 32 years; requests re-appointment**)  
Lee Starnes (**served 21 years; requests re-appointment**)  
Heath Sutton
  
- Waynesville Housing Authority – (1) vacancy (5-yr term ending June 30, 2020)  
2 Applicants: Alfred Earl Caldwell  
Melanie Holmes
  
- (Zoning) Board of Adjustment – (2) vacancies – Town Representative and ETJ Representative (3-yr term ending June 30, 2017)  
2 Applicants: Neal Ensley (**served 13 years; requests re-appointment**)\*  
Henry Kidder

*\*ETJ representative must be confirmed by Board of County Commissioners*

**Motion:** *To appoint [candidate's name] to [name of board/commission] for [terms as indicated above]*

**D. COMMUNICATIONS FROM STAFF**

11. Town Manager – Marcy Onieal

12. Town Attorney – Woody Griffin

**E. COMMUNICATIONS FROM MAYOR & BOARD OF ALDERMEN**

**F. CALL ON THE AUDIENCE**

**G. ADJOURN**



# TOWN OF WAYNESVILLE

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## CALENDAR June 9, 2015

2015	
<b>Mon, Jun 22</b> 5:30 PM Maggie Valley Town Hall	Haywood County Council of Governments (COG) meeting Town of Maggie Valley Hosting Topic: Brownfields Grant Update
<b>Tue, Jun 23</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting-Regular Session Budget Public Hearing & Budget Adoption
<b>Fri, Jun 26</b> 6:30 PM – 9:00 PM Historic Courthouse Lawn	Mountain Street Dance – Downtown Waynesville Association sponsored event
<b>Fri, Jul 3</b>	Independence Day Holiday Town Offices Closed
<b>Fri, Jul 3</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark, Waynesville Gallery Association
<b>Sat, Jul 4</b> 11:00 AM – 3:00 PM Main Street	Stars and Stripes Celebration – Downtown Waynesville Association sponsored event; Patriotic Parade begins 11 am (Sign-up 10 am at First Baptist)
<b>Mon, Jul 6</b> 12 Noon	Candidate Filing Begins for Municipal Elections – Haywood County
<b>Fri, Jul 10</b> 6:30 PM – 9:00 PM Historic Courthouse Lawn	Mountain Street Dance – Downtown Waynesville Association sponsored event
<b>Tue, Jul 14</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Th-Su, Jul 16-26</b>	2015 Festival - Folkmoot USA
<b>Thu, Jul 16</b> 7:30 PM Stompin' Ground, Maggie Valley	Folkmoot Gala Preview
<b>Fri, Jul 17</b> 12 noon	Candidate Filing Ends for Municipal Elections – Haywood County
<b>Fri, Jul 17</b> 12:30 PM – Parade 7:30 PM – Grand Opening	Folkmoot Parade/Opening Ceremonies – Courthouse Lawn Grand Opening Performance -- HCC
<b>Sat, Jul 18</b> 10:00 AM – 5:00 PM Main Street	ArtFest – Haywood County Arts Council International Festival Day - Folkmoot

<b>Fri, Jul 24</b> 6:30 PM – 9:00 PM Historic Courthouse Lawn	Mountain Street Dance – Downtown Waynesville Association sponsored event
<b>Sun, Jul 26</b> 7:00 PM Stuart Auditorium, Lake Junaluska	Folkmoot USA Candlelight Closing
<b>Tue, July 28</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Fri, Jul 31</b> 6:30 PM McGuire’s Millrace Farm, Murphy	Southwestern Commission Region A Annual Dinner <i>(Date changed from regular schedule)</i>
<b>Sat, Aug 1</b> 9:30 AM – 1:00 PM Historic Courthouse Lawn	Downtown Dog Walk – Sarge’s Street Closure – Main Street
<b>Fri, Aug 7</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark – Waynesville Gallery Association
<b>Fri, Jul 10</b> 6:30 PM – 9:00 PM Historic Courthouse Lawn	Mountain Street Dance – Downtown Waynesville Association sponsored event
<b>Tues, Aug 11</b> 6:30 PM Board Room, 9 S. Main Street	Board of Aldermen Meeting – Regular Session
<b>Sat, Aug 15</b> Noon – 5:00 PM American Legion Field	Waynesville Beer Faire
<b>Fri, Aug 21</b> 6:30 PM Main Street	5 <sup>th</sup> Annual Main Street Mile – Benefitting Shriner’s Hospital for Children Street Closure – Main Street
<b>Mon, Aug 24</b> 5:30 PM Haywood County – location TBD	Haywood County Council of Governments (COG) meeting Haywood County Hosting
<b>Tues, Aug 25</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Fri, Sep 4</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark – Waynesville Gallery Association
<b>Sat, Sep 5</b> 5:00 PM Main Street	Block Party – Downtown Waynesville Association sponsored event
<b>Mon, Sep 7</b>	Labor Day Holiday Town Offices Closed
<b>Tues, Sep 8</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Tues, Sep 22</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session

<b>Fr-Sun, Sep 25-27</b> Waynesville Recreation Center	2015 Cycle North Carolina Mountains-to-the-Coast Ride Waynesville serving as Host Start City Cyclists depart 8:00 AM Sunday morning
<b>Mon, Sep 28</b> 6:30 PM Location TBD	Southwestern Commission Region A Regular Meeting
<b>Fri, Oct 2</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark – Waynesville Gallery Association
<b>Sat, Oct 10</b> 10:00 AM – 5:00 PM Church Street	32 <sup>nd</sup> Annual Church Street Art and Craft Show Street Closure – Church Street
<b>Tues, Oct 13</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Su-Tu, Oct 11-13</b>	NCLM Annual Conference: City Vision 2015 Winston-Salem
<b>Sat, Oct 17</b> 10:00 AM – 5:00 PM Main Street	27 <sup>th</sup> Annual Apple Harvest Festival – Chamber of Commerce Street Closure – Main Street
<b>Thu, Oct 22</b> 8:30 AM	One Stop Voting Begins – Municipal Elections, Haywood County
<b>Tues, Oct 27</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Mon, Oct 26</b> 5:30 PM Waynesville – location TBD	Haywood County Council of Governments (COG) meeting Town of Waynesville Hosting
<b>Sat, Oct 31</b> 1:00 PM	One Stop Voting Ends – Municipal Elections, Haywood County
<b>Sat, Oct 31</b> 5:00 PM – 7:00 PM Main Street	Treats on the Street – Downtown Waynesville Merchants
<b>Tue, Nov 3</b> 6:30 AM – 7:30 PM	Election Day – Haywood County Municipal Elections
<b>Fri, Nov 6</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark – Waynesville Gallery Association
<b>Tue, Nov 10</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Wed, Nov 11</b>	Veterans Day Holiday Town Offices Closed
<b>Mon, Nov 23</b> 6:30 PM Location TBD	Southwestern Commission Region A Regular Meeting

<b>Tue, Nov 24</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Thur – Fri, Nov 26-27</b>	Thanksgiving Holiday Town Offices Closed
<b>Fri, Dec 4</b> 5:00 PM – 9:00 PM Main Street & Frog Level	Art After Dark – Waynesville Gallery Association
<b>Mon, Dec 7</b> 6:00 PM Main Street	Waynesville Christmas Parade – Downtown Waynesville Association sponsored event Street Closure – Main Street
<b>Tues, Dec 8</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>Sat, Dec 12</b> 6:00 PM – 9:00 PM Main Street	A Night Before Christmas – Downtown Waynesville Association sponsored event
<b>Tues, Dec 22</b> 6:30 PM Board Room, 9 S. Main	Board of Aldermen Meeting – Regular Session
<b>We – Fri, Dec 23-25</b>	Christmas Holiday Town Offices Closed
<b>2016</b>	
<b>Fri, Jan 1</b>	New Years Day Holiday Town Offices Closed
<b>Mon, Jan 18</b>	Martin Luther King Jr Holiday Town Offices Closed

## Board and Commission Meetings –June/July 2015

ABC Board	ABC Office – 52 Dayco Drive	<b>July 21</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>July 7</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Community Action Forum	Police Department Training Room – 9 S. Main Street	<b>Meets Quarterly or as called;</b> <i>No meeting currently scheduled</i>
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>June 25</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighter’s Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>July 1 Meeting Cancelled</b> <b>Aug 5 Next Meeting</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>June 15</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>July 14</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>July 21</b> 3 <sup>rd</sup> Tuesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>July 1</b> 1 <sup>st</sup> Wednesdays 5:30 PM

## BOARD/STAFF SCHEDULE

Sa-Sa, Oct 17-24	Town Manager	Vacation
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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**June 9, 2015**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Monday, June 9, 2015 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

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

Mayor Gavin Brown  
Alderman Gary Caldwell  
Alderman Julia Freeman  
Alderman J. Wells Greeley  
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager  
Woodrow Griffin, Town Attorney  
Amie Owens, Town Clerk  
Eddie Caldwell, Finance Director  
Brian Beck, Captain, Police Department  
David Foster, Public Services Director  
Joey Webb, Chief, Fire Department  
Rhett Langston, Recreation and Parks  
Catherine Hughes, MPA Intern

The following media representatives were present:

Mary Ann Enloe, the Mountaineer  
Becky Johnson, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and explained that Manager Onieal would be going to Raleigh tomorrow and asked her to update regarding progress with Senate Bill 141 in the legislature. Manager Onieal noted that she would be appearing before the Annexation Subcommittee of the House Finance Committee for their consideration of the bill. If approved by the subcommittee, the bill would be sent to the full Finance Committee later in the week. If the Finance Committee approves, the bill will continue to the House of Representatives for action or could be referred to other House committees before going to the House floor for vote.

Mayor Brown asked Manager Onieal to report regarding the calendar. She noted that all new items since the last meeting are highlighted; this will continue to be standard practice going forward. Mayor Brown received a voice mail from Congressman Meadows' office regarding a public hearing on June 19 at the Courthouse. Captain Brian Beck explained that the public hearing is in reference to a

complaint received about how a previous bear hunting/poaching case was handled. Representatives from state and federal agencies will be present.

2. Adoption of Minutes

***Alderman Roberson made a motion, seconded by Alderman Greeley, to approve the minutes of the March 27, 2015 special called meeting (Board Retreat) and the minutes of the June 1, 2015 special called meeting (Budget Presentation), as presented. The motion carried unanimously.***

**B. NEW BUSINESS**

3. Temporary Street Closures – July 3-4, 2015

a. Community Block Party – Hillside Road

Manager Onieal explained that a request had been received from Melanie Rice representing the residents of Hillside Road for a Community Block Party on Friday and Saturday July 3 and 4 from 6 p.m. until Midnight. The street closure will be between Calvary Road and Belleview Street.

b. 11th Annual Boundary Street Block Party

Manager Onieal noted that a request was received from Sheila Mraz to close Boundary Street on July 4 for the 11th Annual Boundary Street Block Party from Noon until 9 p.m. The street closure will be between Walnut Street and North Main.

***Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the street closures on Hillside Road on July 3 – 4, 2015 and on Boundary Street on July 4, 2015 for community block parties, as requested. The motion carried unanimously.***

4. Budget Amendment BA# FY15-02

Manager Onieal explained that the Budget Amendment presented is to acknowledge receipt and expenditure of an additional \$10,000 in grant funding received from Pigeon River Fund for purchase of kayaks and related equipment for the Recreation Department. The Recreation Department received additional funds, above and beyond the \$15,000 originally budgeted and this amendment officially recognizes the full \$25,000. The funding was used to purchase 15 kayaks. Mayor Brown asked if there were any questions regarding the need for this action.

***Alderman Greeley made a motion, seconded by Alderman Roberson, to approve Budget Amendment BA #FY 15-02 to acknowledge receipt and expenditure of additional \$10,000 in grant funding from Pigeon River Fund for purchase of kayaks and related equipment for the Recreation Department.***

## C. BUDGET PRESENTATION AND PUBLIC HEARING

### 5. FY 16 Manager's Recommended Budget

Manager Onieal presented a review of the manager's recommended budget that was provided to the Board at the special called meeting on June 1. She illustrated via graphic representation – the various revenue streams, highlighting that the bulk of funding is from electric charges at 31%, followed by property and motor vehicle tax at 17% and then state collected revenue, which is primarily sales tax, at 11%.

Manager Onieal continued with another graphic that highlighted where the funds were spent. The majority of funds are included in the general fund at 43%. All of the utilities are self-supporting funds with asset management and garage providing internal operating support. The next graphic showed the breakdown of where funding is allocated by category. Manager Onieal explained that personnel and labor costs, including fringe benefits, were the largest portion, with purchase of power as the second in cost. She alluded to the fact that the majority of costs associated with local government is fixed cost, so when discussing cutting back government, it is difficult to make significant cuts without talking about making cuts in personnel and thus cutting levels of service and programming.

The last graphic was a representation of the allocation of funds by department. Manager Onieal noted that Public Safety (Police and Fire) comprise the largest portion of the General Fund budget, noting that the entire receipts from property tax are not even quite enough to pay for these two services alone. She noted that this is not uncommon in municipalities – that public safety is deemed one of the most important priorities of local government and that usually property tax is just barely enough to pay for this service, meaning that all other services must be paid for by other means, through fees, grants, other taxes or intergovernmental revenues. Other department percentages were discussed. Special appropriations while significant, and representing a cost effective partnership with community agencies for providing a variety of public services, accounted for less than 1% of expenditures.

Manager Onieal provided a similar breakdown for each of the utility funds illustrating that the “charges by general fund” are the cost allocations from the utility funds back to the General Fund for shared internal services for things such as fleet maintenance, finance, hr, administration and overhead charges. She added that unfortunately each of these funds has some bad debt percentage and explained the operating transfers as what is paid back to general fund much like a payment in lieu of taxes or a franchise fee that would be paid to the Town by a private utility.

Manager Onieal noted that in the Electric Fund the bulk of cost is in purchasing power. Electric is the smallest operating department so the cost of maintenance is small. She explained that there is a significant expenditure recommended in the next year to cover several critical projects. By completing these projects, increased protection for employees and the public will be realized reducing liability, improving safety and providing for continued investment and building capacity in both the employees and operations for what is the largest revenue generator among town operations. Manager Onieal noted that without the net revenue generated by this department, the property tax rate would need to be 11 cents greater in order to maintain the level of services currently provided in the Town of Waynesville.

Manager Onieal noted the following projects that were approved at the Board Retreat in March and their importance in moving forward.

- Wholesale Power, Substation Maintenance, and Transmission contract negotiation
- New standards and specifications development
- Safety and Construction Standards
- System Mapping (includes GIS mapping of Water/Sewer/Electric)
- Load Growth Analysis
- Work Orders and Operations Tracking
- Line (Infrared) and Pole Inspection program
- Required State and Federal reporting systems & training

Currently information has been gathered on the electric system, but there has been no way to analyze it. Part of the contract with UTEC is requesting new equipment for inspections and line testing. Manager Onieal added that even though Waynesville's system is small, it still must meet the same requirements as any other large commercial utility such as Duke Energy. It is a bit onerous to meet these standards so there must be systems and processes in place to remain in compliance and ensure the safety of our employees and the public.

#### Capital Projects/Equipment

Manager Onieal covered the various capital projects and equipment recommendations for all departments. She noted specifically the purchase of new software for Finance, ink-jet plotter for Planning, replacement weights and security cameras for Recreation and the renovation to the evidence processing room for Police. Manager Onieal explained that vehicle replacements are only being considered for aging vehicles as part of the regular rotating replacement plan with the only new purchase being an ATV for rescues and trailer in the Fire Department.

#### Fleet

Manager Onieal called attention to the slide regarding the Fleet vehicles and the strides made by utilizing the alternative fuel program, which has reduced fuel costs tremendously over the past year. She added that there are currently 24 propane vehicles, 3 hybrid vehicles and one extended range electric vehicle. Seven (7) additional propane conversions of vehicles will occur in FY 2016. Manager Onieal provided the Finance Director's estimated cost for the various fuel sources for FY 2016 and noted that currently the town is paying for propane at a rate of roughly one-half the cost of gasoline.

#### Human Resource Considerations

Manager Onieal provided a listing of various human resource considerations including the number of recommended full-time positions at 169, with one full-time meter reader position eliminated as the increased use of automated meter reading has eliminated the need for that additional position. Additional funds have also been set aside for employee training and leadership development in all departments, and that other minor changes in benefits that had been approved at last years budget workshop, such as changes to holiday schedule, benefit calculations, and board stipend had been accounted for in the proposed budget.

Manager Onieal explained that there is a proposed change to the employee life insurance coverage which will pay one times the annual salary of an employee with a guaranteed rate of \$25,000 for all employees, instead of a flat rate of \$25,000 or \$50,000 depending on job class. She noted that for the first time in 20 years, there is no projected increase in the health insurance costs and that the plan would remain the same. Manager Onieal reminded the audience that beginning January 1, 2016 tobacco users will be charged 10% of premium, which will rise to 20% on July 1, 2016 and to 25% on

January 1, 2017 if the employee is not enrolled tobacco cessation program. This change coincides with the implementation of the Town’s Tobacco Ordinance in November 2015.

Manager Onieal highlighted the proposed 5% salary adjustments for the upcoming year, with 1.5% Cost of Living Adjustment (COLA) scheduled for the first pay period in July and 1.5% set aside for baseline equity adjustments, pending the results of a salary study to be completed by Western Carolina University due back by the beginning of July as well. The pay study will compare wages of like positions within the region, and Manager Onieal noted that both Canton and Maggie Valley have had similar studies completed by WCU this year. An additional 2% has been set aside for Career Track adjustments as they are earned. Manager Onieal applauded all department directors for their work in developing a series of steps of how employees can progress within their own position without waiting for promotion via position opening. Some of the criteria include hours of training, certification programs, and many are designed after nationally accredited plans and progressions via skill building to allow individuals to better themselves within their job. Manager Onieal noted that she regretted that career track was not implemented this year as had been planned, but noted that this type of plan is very complex to design and put in place and must be customized for each department while ensuring that equity in compensation is maintained across departments. HR Manager Margaret Langston is in the process of working with department directors to fine tune the steps in each departmental progression and will be making compensation and equity recommendations in the coming weeks but those projections are not ready for the budget process. In addition, there have been technical difficulties associated with the payroll programming which make the customized compensation program difficult to implement. Mr. Caldwell is planning to work with MUNIS programmers to change the pay classification system to eliminate the previous incremental steps within grade, which prevented Career Track from being implemented at its original target date of January 1.

Manager Onieal reported a 2.34% overall reduction from last year’s budget with a smaller amount of fund balance used to balance the budget. She made the following revenue recommendations:

**REVENUE RECOMMENDATIONS**

Property Tax Rate:	↔	remains unchanged at \$0.4382/\$100 valuation
MSD Tax Rate:	↔	remains unchanged at \$0.20/\$100 valuation
Solid Waste Fee (res):	↔	remains unchanged at \$9.00/HH/month (residential curbside)
Solid Waste Fee (com):	↔	remains unchanged at \$22.97/month (commercial curbside)
Solid Waste Fee (c-d):	↓	decrease 25% (all categories)

Water Rates:	↑	up 5% <i>(in keeping with recommendations of 2006 Asset Mgmt Plan)</i>
Sewer Rates:	↔	remain unchanged
Electric Rates:	↔	remain unchanged <i>(rate study to be completed Summer 2015)</i>
All other Fees:	↔	remain unchanged in FY15

Bus. Privilege License	Goes Away altogether
Bus Registration Fee	\$25/Business/year

***\* Even with recommended rate increases, Waynesville rates remain in the lowest quartile for water and sewer rates and at or below median for property tax rates in a variety of comparisons of peer municipalities (see pages 52-58, behind Tab 8).***

Manager Onieal explained that the electric rates will be monitored and a rate study to be completed before implementing the new contract with Santee Cooper. She noted that had we stayed with Duke Energy, we knew we could expect an increase in electric rates for customers, but by going with Santee Cooper, the hope is that we will have realized enough savings in the new wholesale contract that there will not be a need to raise rates for customers in this next year, but this will be studied carefully as we move into the next contract period.

Manager Onieal noted that the budget proposes \$25.00 per business registration fee. The business registration fee would allow for continued zoning compliance review and routine fire inspections. This rate covers the cost of service but does not replace the revenue lost by the elimination of business privilege license fees. She noted that most municipalities who have implemented this fee are implementing a fee between \$20 and \$25. Manager Onieal called attention to the fact that some businesses may see an increase in their fee as originally it was less than \$25.00, while for others this is a significant decrease. She added that the statute does not dictate the amount but rather only says a "reasonable" fee may be charged. The primary goal of this registration is meant to keep in touch with businesses, to cover actual costs of things such as zoning compliance and necessary building and fire inspections, but not to generate revenue for the Town.

The final topic Manager Onieal covered was special appropriations. She thanked Alderman Caldwell for his initial review and recommendations to the Board. The recommended budget had incorporated all of the requests and Alderman Caldwell's recommendations were distributed in advance to the board.

Manager Onieal concluded by explaining the suggested process would be to open the public hearing tonight and will continue it until next meeting. She added that department directors are here to answer any questions the board may have.

Town Attorney Woody Griffin opened the public hearing at 7:04 p.m. commenting that all had heard discussion and asked if anyone wished to address the board or make any statements that they raise their hand and be recognized. Speakers were asked to provide their name and address and requested to hold comments to no more than three minutes.

**John Chicoine – 81 Elmwood Way, Waynesville – Manager of the Senior Resource Center** noted that Mountain Projects, Inc. had submitted several items in the budget this year. Due to an internal miscommunication the information submitted for the SHIP program did not accurately reflect the request. He clarified that the request was the same as the Elaine Kuhl Program from previous years and asked the board to consider funding. He apologized for any confusion regarding the submission.

Town Attorney Griffin asked if anyone else wished to address the board. No one further addressed the board.

Town Attorney Griffin closed the public hearing at 7:09 p.m. and noted its continuance to the next regular meeting on June 23.

Mayor Brown asked the board to voice any concerns about the proposed budget.

Alderman Caldwell noted that there should be one correction made to the special appropriations spreadsheet. He noted that the Shining Rock Classical Academy was originally listed with

a \$5,000 appropriation which should have been listed as zero. Members were asked to change their spreadsheets accordingly.

Alderman Roberson asked for a breakdown of professional services from water department, referencing page 62 of section 7 and asked why the large increase. Manager Onieal answered that part of this cost was due to project work for the flocculator installation and the 2 million gallon tank inspection and repainting as there has to be an engineering assessment on both the inside and outside. This increase also includes payment to UTEC for GIS mapping.

Alderman Roberson inquired about the increase in professional services on page 94 for Asset Management. Manager Onieal explained that the bulk of this increase is for design work for Public Services building approximately \$85,000. Mayor Brown interjected that for a \$1.2 million dollar project the cost of design work is usually around 6% of the total project cost. Manager Onieal noted that the actual project would not be until FY 2016-2017, and that the Department had identified sufficient annual cost savings to cover what was anticipated to be the annualized payments of financing the project if the board approved of the construction project in the following year.

Alderman Roberson continued by noting the increase in professional services on page 84 for Electric Services. Manager Onieal explained that this is due to the listing of projects noted in her presentation for UTEC projects from the slide and as was explained in more detail at the retreat on March 27. Alderman Caldwell inquired when UTEC would be finished with their work. Mr. Caldwell explained that part of the contract was in this budget year with a not-to-exceed contract of \$260,000 for the upcoming budget year. This is an estimate as UTEC is still in the preliminary stages of project implementation. Manager Onieal explained that the amounts are associated with a worse case scenario was included in the budget, with part of the expense spread over the water and sewer for mapping for GIS; remaining is \$276,000 for UTEC in electric department for projects. Manager Onieal explained that the contract is not a flat fee, UTEC will be paid for work done; the contract can be cut short and has no defined termination date, it is a not-to-exceed-contract.

Alderman Caldwell asked if the work by UTEC was supposed to be done by June 30. Manager Onieal answered that there was no set end date – that the work was scheduled on a project basis and that each project had a different amount of time needed for completion. There are several individuals working on projects remotely. The Town is not controlling their time nor where they are working from as they are a consulting team working for the Town. Public Services Director David Foster attempted to clarify that Louis Davis is working on site to provide oversight of the process and professional support for the Town's crews related to specific management issues. Once the projects and processes are completed, the responsibilities are given to members of the Town crew. He added that another individual is completing GIS mapping and updates to ensure that we have all current data for use. The standards and specifications are being updated and developed to ensure that operations are highly functional and that no one is subject to undue risk. Manager Onieal noted that others are working remotely to complete the contract negotiations on the wholesale energy contract.

Alderman Caldwell commented that the electric services staff is not working on any live lines at the moment. Mr. Foster answered that in the interest of safety for employees until all standards can be identified and proper certification completed in order to mitigate risk and limit liability, individuals would not be working with live electric lines. Alderman Caldwell added that there was much experience on the current staff of the electric department and that there had been no problems noted previously.

Alderman Caldwell questioned, what about the training that has been provided by Haywood Electric Membership Corporation (EMC). Mr. Foster noted that Haywood EMC provides training but not certifications. Alderman Caldwell added that this is putting the department behind in putting new poles out this summer. Mr. Foster noted that this process would be more efficient and effective when standards are met and will allow for exact identification of the lines and necessary information before leaving the shop mitigating the risk to employees working on these lines. Mayor Brown halted the discussion on this topic following this exchange.

Mayor Brown inquired about franchise taxes noted in section 5, page 2. He noted that telecommunications revenues have dropped presumably due to cellular phone rather than land-line telephone service usage. The Mayor questioned the increase in the electric franchise tax. Mr. Caldwell explained that this was a new distribution from the state. Previously, the town collected a 3% tax and sent it to the state which was then returned to the town. Last year, the state eliminated this franchise tax and it became a sales tax of 7%. He noted that municipalities should receive 40% of the 7% of the sales tax back from the state. As this is the first year of distribution, Mr. Caldwell commented that most municipalities were seeing up to a 58% increase statewide for two quarters. He added that he felt that the boost from electric was good news after the loss from telecommunications. Mr. Caldwell reiterated that these funds were all state collected revenue.

Mayor Brown questioned if the retirement fund percentage was adjusted annually by the Local Government Employee Retirement System (LGERS). Mr. Caldwell noted that the pension committee does actuarial studies to determine if adjustments are required. At this point, the amount contributed for general employees is 7.14% with law enforcement at 7.41%. Mr. Caldwell explained that North Carolina's system is ranked very high nationally for their funding. He added that all municipalities during their audits will have to record the retirement contributions as a liability or asset. The Town will report as an asset.

Mayor Brown asked if the wages and fringe benefits were consistently the same percentage in the budget in prior years. Mr. Caldwell did not have that information at the meeting, but will research and provide the information to the board.

Alderman Greeley asked why the Town was able to hold the line for insurance with no increase after having had increases in the past. Manager Onieal explained that the total claim amounts were down and overall exposure is down. Plan changes and the plan structure that shifts the risk to the Town rather than the employee has also helped. Manager Onieal elaborated regarding the plan explaining that the deductible is \$5,000 for an employee; the employee only has to pay \$500 with the Town paying the additional \$4,500 through a third party reimbursement agent directly to providers.

Alderman Freeman added that she had attended a conference recently and while pleased with the flat rate of renewal for this FY, the fear of deregulation of FY 16/17 may be pushing costs up in future years by up to 25%.

Mr. Caldwell noted that page 10 of section 9, illustrated the health insurance costs for all employees beginning in FY 1991-1992 with an amount of \$323,000; the cost proposed this year was \$1.8 million. Mayor Brown noted that in FY 2005/2006 employees were asked to share in the cost of insurance for dependent coverage, but that employees are still provided insurance at no cost. The contribution for dependents is 25%. Manager Onieal noted that this is a very generous benefit as some

municipalities require contributions from employees for even their own insurance and require 100% contribution for dependent coverage.

Alderman Roberson recommended that since there was an error in the recommended appropriations noted by Alderman Caldwell, he recommended that the SHIP program be funded based on the information reported earlier in the meeting. Mayor Brown also noted that there had been a request from the Shelton House for utility assistance that he would like to see funded. Manager Onieal noted that the Folkmoot USA capital contribution should be raised to \$25,000 as that was what was committed for the two-year period in the last fiscal year. A revised listing of the changes to the special appropriations is herein incorporated into these minutes.

Mayor Brown clarified that the recommended appropriation for REACH does not impact Alderman Freeman as the funding is provided to the organization and is restricted to program funding rather than administrative costs. There is no conflict of interest. Mayor Brown asked if there was any further discussion. There being none, the Mayor reminded members that the public hearing would be continued to the June 23 meeting at which time the Board could consider adoption.

***Alderman Greeley made a motion, seconded by Alderman Roberson to continue the public hearing to Tuesday, June 23, 2015 at 6:30 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 S. Main Street, to consider the adoption of the FY16 Budget. The motion carried unanimously.***

#### **E. COMMUNICATIONS FROM STAFF**

##### **6. Town Manager – Marcy Onieal**

Manager Onieal noted several employee-related news items including:

- the passing of former employee John Yarborough who was recognized in March with a proclamation for his 31 years of service to the town as the Electric Superintendent and 47 years as a volunteer fire fighter.
- Transitions:
  - Luke Kinsland is the new Aquatics Supervisor
  - Former Town Clerk Phyllis Rogers is working part-time in Administrative Services
  - David Smith, retired with over 35 years of service in May, will be returning part-time July 1
  - Ronnie Norris has been promoted to Waste Water Treatment Superintendent
  - Mark Jones has been promoted to Lab Supervisor at the waste water treatment plant
  - Detective Scott Muse retired in May, but will also be returning part-time in August
- The candidate for the Development Services Director will begin July 16<sup>th</sup>. Manager Onieal provided an overview of the assessment process highlighting the use of 18 assessors from outside agencies and the consultant Development Associates who conducted the process. The position was widely advertised with over 500 who engaged; 57 applicants met

qualifications; 27 were advanced to intermediate screening that included written and telephone interviews. This group was thinned to 15 candidates from whom 7 finalists were selected. Manager Onieal noted that two of the candidates accepted jobs prior to the assessment center and one who dropped out the day before leaving 4 finalists. All four finalists came to Waynesville and completed an assessment center consisting of multiple exercises with both written and oral communications evaluated. Members who assessed the candidates included town managers, planners, economic development professionals, and the planning board chair and members of the Development Services Advisory Group. Manager Onieal explained that once the requisite paperwork and pre-employment screenings were completed, the new director would be announced.

- **Honors/Notables**

- Three employees graduated from the Leadership Haywood program and were acknowledged at the Chamber of Commerce Annual Dinner – Brian Beck, Amie Owens and Tim Petrea
- Don Elliott was named as the Public Services Employee of the Month in April for his work with inmates assisting with clean up at the Water Treatment Plant.
- Brittany Buchanan obtained her NC Notary status
- Chief Bill Hollingsed is serving on the Police and Community Relations Panel at a meeting sponsored by WLOS
- Amie Owens was recognized as WCU's 2015 Outstanding MPA Student of the Year

Manager Onieal noted an additional item that will need to be discussed now that David Smith has retired. Previously he had lived in the organization-owned home as a benefit. The arrangement of having employees live in company owned homes is not regulated; however, the IRS has certain stipulations that must be met in order for this to be considered non-taxable and the Town must consider policy as to whether the house is a benefit or requirement of the job. The Board will have to discuss what should be done with the home. Staff will bring a recommendation to the board at a future meeting.

#### Mock Disaster Drill – June 5

Manager Onieal noted that a full report to the board will be provided once the after action report is received, but she noted that the drill went well. There were 15 agencies involved in the drill with 143 participants. Having drills such as this one improves not only preparedness, but builds on the relationships between agencies. Manager Onieal added that the drill was well worth the effort and commended the work of Fire Chief Joey Webb and MPA Intern Catherine Hughes who participated in the table top planning of the event.

#### Frog Level-Open Door Dialogue Update

Manager Onieal explained that an initial meeting had not been scheduled due to multiple scheduling conflicts. She will continue to work on getting this meeting scheduled and move forward with an agreed upon process and time table.

#### Senate Bill 141

Manager Onieal had provided an update at the beginning of the meeting.

Mountains to Coast Bike Tour

Manager Onieal reported that the planning team continues to meet and is generating lots of enthusiasm for the event in September. She distributed a brochure of the event and encouraged board members to talk up the event in the community.

7. Town Attorney

Town Attorney Griffin had no business to discuss.

**F. COMMUNICATION FROM THE BOARD**

Mayor Brown noted that there would be a closed session required for an update in the Case of Shuler versus the Town of Waynesville. No action is anticipated following the closed session.

**G. CALL ON THE AUDIENCE**

No one addressed the board.

***Alderman Greeley made a motion, seconded by Alderman Roberson, to enter into closed session to discuss an update in the case of Shuler versus the Town of Waynesville. This action is permitted under NCGS § 143.318.11(a) (3) – Attorney/Client Privilege. The motion carried unanimously.***

The Board entered closed session at 7:52 p.m.

The Board returned from closed session at 8:12 p.m.

**H. ADJOURN**

*There being no further business to discuss, Alderman Freeman made a motion, seconded by Alderman Greeley, to adjourn the meeting at 8:15 p.m. The motion carried unanimously.*

ATTEST

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Gavin A. Brown, Mayor

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Marcia D. Onieal, Town Manager

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Amanda W. Owens, Town Clerk

TOWN OF WAYNESVILLE							
SPECIAL APPROPRIATIONS CONTRIBUTIONS							
	APPR 10/11	APPR 11/12	APPR 12/13	APPR 13/14	APPR 14/15	Requested 15/16	Bd Rec BUDGET
<b>IN-KIND SERVICES</b>							
Habitat for Humanity - request two water/sewer taps for habitat homes						6,000	6,000
<b>UTILITY ASSISTANCE</b>							
Folkmoot USA - Utilities	-	-	-	-	-	4,900	0
Haywood Co. Rescue Squad-Utilities	4,000	4,000	4,000	4,000	4,000	5,000	4,000
Museum of NC Handicrafts/Shelton House - Utilities	-	-	-	-	-	5,000	2,500
Open Door Kitchen - Utilities	2,400	2,400	2,400	2,500	2,500	5,000	2,500
Pigeon Community MDC-Utilities	5,000	4,000	4,000	4,000	5,000	5,000	5,000
<b>CONTRIBUTIONS</b>							
30th Judicial District Domestic	1,000	500	500	500	500	1,595	1,500
American Red Cross	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Arc of Haywood County	4,000	4,000	4,000	4,000	4,000	4,500	4,000
Asheville Symphony-Haywood Co. Edu. Prgm	-	-	-	2,500	-	2,500	0
Big Brothers Big Sisters	1,500	1,500	1,500	1,500	1,500	1,755	1,500
Disabled American Veterans	500	500	500	500	500	1,500	1,000
Downtown Way Assoc - Events and Promotions	12,000	12,000	12,000	12,000	12,000	12,000	12,000
DWA-Christmas Parade	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Folkmoot USA - annual festival support	12,000	10,000	10,000	10,000	10,000	-	10,000
Folkmoot USA - capital campaign	-	-	-	-	20,000	25,000	25,000
Folkmoot USA - program design plan	-	-	-	-	5,000	-	0
Good Samaritan Clinic	5,000	4,000	4,500	4,500	4,500	5,000	5,000
HART - annual season support	4,500	4,500	4,000	4,000	-	-	0
HART - capital campaign	-	-	-	-	25,000	25,000	25,000
Haywood Co. Arts Council	4,500	3,500	4,000	4,000	4,000	5,000	4,000
Haywood Co. Chamber of Commerce	2,500	2,500	2,500	2,500	-	10,000	0
Haywood Co. EDC	10,000	2,000	2,000	-	-	10,000	0
Haywood County Fairgrounds - County Fair	-	-	-	-	-	1,000	0
KARE	4,000	4,000	4,000	4,500	4,500	5,000	4,500
Haywood Co. Meals on Wheels	3,000	3,000	3,000	3,000	3,000	3,000	3,000
MLK Breakfast	500	500	500	500	500	-	500
Mountain Mediation	3,000	2,500	2,500	2,000	2,500	5,000	2,500
Mountain Projects - Elaine Kuhl Vol Center	3,500	2,500	2,500	2,500	2,500	-	0
Mountain Projects - Event sponsorship - 50th Anniversary Celebration	-	-	-	-	-	2,500	2,500
Mountain Projects - Haywood Helps/Soc Enterprise	-	-	-	-	3,000	-	0
Mountain Projects - Haywood Pathways/Prison	-	-	-	-	20,000	-	0
Mountain Projects - Senior Resource Center	5,000	4,000	3,500	3,500	9,000	9,000	3,500
Mountain Projects - SHIP Program	-	-	-	-	-	5,000	2,500
Museum of NC Handicrafts/Shelton House - capital request	4,000	3,000	3,000	3,000	3,000	5,000	4,000
NAMI Haywood	500	500	500	-	-	-	0
REACH	9,000	8,000	8,000	8,000	10,000	12,000	10,000
Salvation Army	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Shining Rock Classical Academy - capital request	-	-	-	-	-	5,000	0
Tuscola AFJROTC	1,600	1,600	1,600	1,500	1,500	-	1,500
United Way of Haywood County	-	-	-	-	-	300	500
Waynesville Public Art Commission	7,500	5,000	5,000	5,000	5,000	5,000	5,000
Undesignated-Future Usage							
<b>CONTRIBUTIONS TOTAL</b>	<b>108,100</b>	<b>89,100</b>	<b>89,100</b>	<b>89,000</b>	<b>161,000</b>	<b>206,050</b>	<b>159,000</b>
<b>TOWN OF WAYNESVILLE</b>							
<b>SPECIAL APPROPRIATIONS CONTRIBUTIONS</b>							
	APPR 10/11	APPR 11/12	APPR 12/13	APPR 13/14	APPR 14/15	Requested 15/16	Bd Rec BUDGET
<b>CONTRIBUTIONS BY RECREATION</b>							
Haywood Co. Senior Games	1,500	500	500	500	500	-	-
Mount/Babe Ruth Little League	2,000	1,500	1,500	1,500	1,500	-	-
Mountain Projects-Elderly Nutrition	3,000	2,000	2,000	2,000	2,000	5,000	2000
Haywood Youth Football	1,000	1,000	1,000	1,000	1,000	-	-
<b>RECREATION TOTAL</b>	<b>7,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>2000</b>
<b>CONTRIBUTIONS BY STREET DEPT.</b>							
Commission for a Clean County	1,000	1,000	1,000	1,000	1,000	1,000	1000
Trash Bags, Signs Etc...	1,000	1,000	1,000	1,000	1,000	1,000	1000
<b>STREET DEPARTMENT TOTAL</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2000</b>
<b>GRAND TOTAL CONTRIBUTIONS</b>	<b>117,600</b>	<b>96,100</b>	<b>96,100</b>	<b>96,000</b>	<b>168,000</b>	<b>213,050</b>	<b>163,000</b>

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: June 23, 2014**

**SUBJECT:** Public Hearing to consider Adoption of FY 15-16 Annual Budget

**AGENDA INFORMATION:**

**Agenda Location:** Public Hearing  
**Item Number:** B-3  
**Department:** Administrative Svcs/Finance  
**Contact:** Marcy Onieal, Town Manager  
**Presenter:** Marcy Onieal, Town Manager

**BRIEF SUMMARY:** Extensive staff work has been undertaken over the last six months to develop the manager's proposed budget for FY 2015-16 for the Town of Waynesville. The 2015-2016 Budget covers four separate operating funds (General, Water, Sewer, and Electric) and two Internal Service Funds (Asset Management and Fleet/Garage), which cover cross-departmental internal service activities, primarily the maintenance and repair of the Town's buildings, grounds, IT infrastructure, vehicles and equipment.

The required public hearing on the proposed FY15-16 budget was opened on June 9, 2015 and is being continued to June 23, 2015. The board may adopt the FY15-16 budget following the close of the public hearing, or may continue the public hearing to another date (June 30), but must adopt a budget no later than July 1, 2015.

**MOTIONS FOR CONSIDERATION:** *To continue the public hearing to Tuesday, June 23, 2015 at 6:30 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 S. Main Street, for the purpose of considering adoption of the Fiscal Year 2015-2016 Budget .*

**FUNDING SOURCE/IMPACT:** \$32,485,030 total budget supported primarily by taxes, fees and other revenues in the General Fund, and by utility fees for service in the Water, Sewer and Electric Funds

**ATTACHMENTS:**

- Manager's Budget Message
- Proposed FY 2015-2016 Budget Summary

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



OFFICE OF THE  
TOWN MANAGER

## Town of Waynesville

16 South Main Street  
Waynesville, North Carolina 28786  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### **BUDGET MESSAGE FISCAL YEAR 2015-2016**

Presented by Marcy Onieal, Town Manager  
June 1, 2015

#### ***To the Honorable Mayor and Members of the Board:***

Gavin A. Brown, Mayor  
J. Wells Greeley, Mayor Pro Tem  
J. Gary Caldwell, Alderman  
Julia Boyd Freeman, Alderman  
LeRoy S. Roberson, Alderman

### **INTRODUCTION**

It is my privilege to present for your review and consideration the manager's recommended budget for the Town of Waynesville for Fiscal Year (FY) 2015-2016. This budget has been prepared in accordance with North Carolina General Statute §159 (the Local Government Budget and Fiscal Control Act) and is balanced with respect to revenues and expenditures.

#### ***Proposed Tax Rate***

The proposed budget maintains the ***property tax rate at \$0.4382/\$100 assessed valuation for FY16***. This rate is the second lowest tax rate among all local governments in Haywood County and remains unchanged from FY15.

#### ***Budget Overview***

The budget proposes no additional fee increases, except the customary annual 5% increase in water rates, as recommended by the 2006 Asset Management Plan, for much needed reinvestment in the Town's water infrastructure. We are foregoing an accompanying increase in the sewer fund in FY16 simply due to the robustness of the fund balance in the sewer fund, and have actually lowered the monthly collection fee for commercial solid waste containers in order to regain customers lost to private competitors over the last two years. All other fees remain unchanged town-wide in all funds from FY15 to FY16.

The proposed General Fund budget is actually down some \$20,000 from FY15 and all four funds (General, Water, Sewer, Electric) are reduced overall by 2.4% from FY15 to FY16, despite projections for slight growth in revenues in FY16. Although budgets are expected to remain tight for the foreseeable future, the glimmer of rebound in the economy will relieve some of the pressure to rely

so heavily on Fund Balance appropriations in order to balance budgets each year from this point forward. In fact, the FY16 proposed budget appropriates \$230,000 less in Fund Balance to balance the budget than was employed in FY15.

### ***Executive Summary***

This budget reflects the manager's very careful attempt to balance the Board's laudable and ambitious goals for significant investment in priority programs and projects with necessary caution in the face of ongoing economic uncertainties facing the town in the near future, more specifically our inability to forecast with precision: 1) when the Town of Waynesville will begin to realize significant gains in revenue after seven years of statewide economic decline; 2) what impact the N.C. General Assembly's efforts toward statewide budget and tax reform will have on local government budgets; and 3) whether the efforts toward passage of Senate Bill 141 will be successful during the 2015-2016 Session of General Assembly and ultimately lead toward annexation of Lake Junaluska by the Town of Waynesville.

As it turns out, the modest signs of economic recovery that began to manifest in larger urban areas in relation to new job creation, investment, and renewed development in early FY14, have just begun to show signs of life in Haywood County as well. Lagging behind our urban neighbors to the east, the Town realized virtually no growth in revenues in FY14, but we do expect to end the FY15 budget year a little better than originally anticipated, due in part to the improving economy, but also due to our own cautious spending, and to the fact that some of the more drastic tax reform measures originally proposed by the legislature for FY15 were stalled.

Although the state is beginning to see small signs of recovery from the economic downturn that began in 2007-08, not only did the Town *not* realize the natural growth in revenues over that period that traditionally would have supported the inevitable annual inflationary increases in cost of services, the Town's revenue streams have taken a full seven years just to get back to where they were in 2007, after the devastating drop-off early in the recession. So while I am hopeful about the direction the economy seems to be heading, we have had a lot of catching up to do. At the same time, the NC General Assembly has continued its very ambitious overhaul of the State Budget with a tax reform plan, which has created more uncertainty than ever around local government budgets for the immediate future.

Statewide, the loss to municipalities of business privilege license revenue this next year represents a fiscal cliff of more than \$62 million. In FY16, the Town of Waynesville will lose approximately \$150,000 in business privilege license fees (plus the annual growth thereafter). That amount represents the equivalent of nearly 1.5 cents on the property tax rate. It is not my intent to advocate for or against the business privilege license fee, but simply to call your attention to just how vulnerable local government budgets are to legislative action. With the only revenue streams (over which local boards have control) limited almost exclusively to property taxes, fees for service, and in some circumstances to borrowing, local options for funding essential programs and services are few.

Similarly, there are other legislative proposals currently on the table, intended to eliminate or change eligibility for economic incentives, tax credits and grant programs (such as Historic Tax Credits, JDIG, CDBG.), or change distribution formulas for state-shared revenues (such as sales tax). These proposals fail to identify replacement sources of revenue for local governments and therefore stand to further weaken the local government revenue picture statewide. In addition, Senate leadership

has advocated for a future in which individual and corporate income taxes are abolished altogether. If adopted, such a plan, of course, would necessitate a complete restructuring of how state government services are funded, which in turn would impact how local government services and infrastructure are funded. When state-distributed revenues to municipalities are reduced, then the only two obvious choices are to cut services or to raise taxes.

The third choice, of course, is to do exactly what we have been trying to do for the last three years – and that’s do more with less – to do what we do better, more efficiently, more creatively, more effectively, more productively – using the resources we have more wisely than we ever have before. As we discussed in the board retreat in March, several of our operational proposals are designed to do just that, but even creativity and efficiency have limits. Without being the harbinger of doom, I am simply trying to say, there is a paradigm shift ahead, and we need to be prepared, both politically and financially, to be thinking about what that means, not just for the Town of Waynesville, but for all municipalities in NC.

Towns are indeed creations of the State, so there is nothing inherently “wrong” about the State changing the way it forces Towns to fund local government programs and services. But over the last two legislative sessions, we have witnessed a sea change in the way in which the General Assembly is attempting to approach local governance and budgeting. Whether one agrees or disagrees with the changing dialogue is somewhat beside the point. I think it is simply important for the Board and public to understand that we are going to be forced to examine service delivery and the funding for service delivery in very different ways than has been the case for the last several decades, if this legislative trend continues. It is likely there will be increased pressure to maintain service levels locally with fewer dollars flowing to the local level from the state.

Recent surveys by the NC League of Municipalities and NC Association of County Commissioners have shown that virtually every local government in NC has experienced some detrimental budgetary impact as a result of either the recession or recent legislative action, and has been forced to take one or more of the following actions within the last 2-3 years: 1) raise taxes and/or fees, 2) delay property revaluations, 3) reduce or eliminate critical services or positions.

***Loss in GF Revenue since Recession Began***

Since the beginning of the Recession, Waynesville has had to make up for the following annual losses in revenue, plus what would have been subsequent years’ growth (figures are approximate and represent what the anticipated revenue would otherwise have been as of FY16):

County Reimbursement – Recreation	70,000
County Reimbursement – Solid Waste	80,000
ABC Distributions (unrestricted)	150,000
Sweepstakes Privilege License Fees	150,000
Business Privilege-Gross Receipts	150,000
Sales Tax Revenue (2012)	200,000
Investment Income (2007)	175,000
Franchise Fees (telecommunications)	60,000
Commercial Solid Waste Fees (competition)	120,000
Powell Bill	60,000
	<hr/>
	1,225,000

\$1.2 Million represents nearly twelve cents on the property tax rate for the Town of Waynesville and the ongoing loss of such an amount is a huge hit for any General Fund budget to absorb in less than a decade. Obviously, the Town did not experience that full loss at a single point in time and has made up some of those revenues in small increments through a variety of means, otherwise we would have been forced to reduce services and programs to the public just as many other cities have done in recent years.

Fortunately, the Board of Aldermen was wise to anticipate in early 2014 the ongoing economic and political uncertainties around the local government revenue picture statewide and call for a modest adjustment in the tax rate, in order to avoid any unnecessary or untimely reduction in service delivery to the public. That action, coupled with efficient and creative management of resources by town staff, refinancing of debt, judicious use of fund balance, deferral of new projects and maintenance scheduling where possible, and the healthy financial position of the utilities funds, has enabled the Town to weather the economic and legislative storm while still moving forward some very important board goals and projects without the type of devastating cuts in personnel or reductions in programs or services experienced in recent years by many of our peer agencies.

While I am more hopeful about the economic picture than I have been in a number of years, we have very intentionally taken a low-key, very measured and cautious approach to developing the FY16 proposed budget. The following proposal is one that I believe responsibly meets the Town's needs, maintains current levels of services, takes no unnecessary risks, takes on no new long-term obligations, programs or projects, maintains competitive benefits for our employees, and provides the opportunity to strengthen and stabilize the organization at a natural point of organizational and community transition.

The transition to which I refer is the convergence in 2015-16 municipal elections, a year in which a significant number of senior level staff have retired or are scheduled to retire, a year holding potential for the merger of Lake Junaluska and Waynesville, and a year during which it is clearly time to appreciate this Board's four years of accomplishments, while aiming for the next four years of the Town's future, without losing any ground in the process.

The FY16 budget proposal is essentially a continuation budget. *While still trying to be innovative and move forward with Board-directed initiatives, we have reduced the bottom line, while also managing to provide for the largest single-year (and long overdue) salary adjustment for employees in over a decade.* It should be clear however, that this budget contains no new projects, virtually no capital or equipment acquisition, no new construction beyond routine scheduled replacements or repair. Please understand that this is a frugal budget, which still reflects unmet needs and desires, if we are to completely fulfill the board's vision for sound fiscal policy that supports a healthy government, invests in its infrastructure and employees, and ensures the highest quality of service delivery possible for the citizens we serve.

## **DEMOGRAPHIC & ECONOMIC INDICATORS\***

**(\*Sources: Citydata.com; TheMarketEdge.com; NC Dept. of Commerce; Haywood County FY16 Proposed Budget; Haywood County Board of Realtors)**

Despite the difficulties of the last seven years, Waynesville is beginning to experience a modest recovery from the economic downturn, and the proposed budget anticipates just enough growth in revenue (primarily from sales and franchise tax revenues) from the upswing in the economy to offset the direct loss anticipated from the repeal of the business privilege license fees.

According to Citidata.com, the Town of Waynesville's unemployment rate for January, 2015 was 5.0%, down from 8.5% one year ago, while Haywood County is at 5.5%, compared to 8.8% one year ago. These rates compare favorably to the NC average unemployment rate as of January, 2015, which was 6.5%, to the average for the counties west of Haywood that make up the Region A Council of Governments at 7.2%, and even to the Asheville Metro Area, which is only slightly better at a 4.8% average.

Between January 2012 and December 2014, there was a 43% increase in residential building permits issued in Haywood County. In 2014, the average sales price of a home was \$187,585 up from \$179,896 the previous year, while the median price went up to \$160,000 in 2014, from \$151,000 in 2013.

Beginning in the spring of this year, Waynesville's Development Services Department began to see an uptick in development inquiries and requests for plan review, although that has yet to translate into an actual increase in permits for new construction of commercial development. We do, however, anticipate seeing movement in the near future on some commercial projects in FY16 that have been on hold for the last year or so.

## **BUDGETARY GOALS**

Although the Board of Aldermen has never developed a formal ongoing Strategic Goals Program, I have certainly been mindful of the extensive history of good planning that the Town undertook during the decade prior to my arrival as manager at the beginning of FY13.

On **March 28, 2014**, the Board of Aldermen and Manager participated together, for the first time, in a facilitator-led retreat designed to assess the Town's competitive position, to identify the most important issues, needs and opportunities facing the Town, and to identify and prioritize broad strategic long-range goals and plans, which will allow the Town of Waynesville to develop and maintain services and programs that are sustainable well into the future. Those broad priorities are included in this document (behind Tab 3).

That session also included a review of existing adopted plans and studies, which historically have provided guidance – and in the case of the 2020 Comprehensive Plan, a legal standard – for staff development of departmental work plans, development decisions, and operating budgets. It was noted, at the time, however, that many of these documents are quickly becoming outdated, with the changing of circumstances and public expectations.

### ***Adopted Plans***

2002	2020 Comprehensive Plan
2002	Pigeon River Watershed Action Plan
2004	Facilities Needs Assessment & Plan
2005	Staffing Analysis/Classification & Pay Plan (updated 2009)
2006	Water and Sewer Asset Management Plan
2007	Haywood County Comprehensive Parks & Recreation Master Plan
2008	Forest Stewardship Plan for the Waynesville Watershed
2009	Russ Avenue Corridor Plan
2009	Mountain Landscapes Initiative Plan (Region A)
2010	Comprehensive Pedestrian Plan for Town of Waynesville
2011	Municipal Solid Waste Management Study
2011	Haywood County Comprehensive Bicycle Plan
2011	Waynesville Land Development Standards
2012	Smoky Mountain Hazard Mitigation Plan
2012	South Main Street Corridor Plan
2013	North Main Street Complete Streets Plan
2013	IT Assessment & Master Plan
2013	Junaluska/Waynesville Merger Feasibility Plan
2014	Water and Sewer Asset Management Plan (updated from 2006)
2014	GroWNC: 5-County Regional Plan (Region B)
2014	OPT-In: 7-County Regional Vision (Region A)
Ongoing	5-year Capital Improvement Plan (Major Facilities & Equipment)

Each of these plans was originally developed with input from the public and elected officials, and with the guidance and technical assistance of town staff and outside professionals. While progress has been made in carrying out select strategies and programs outlined in some of the plans, many call for capital or operational improvements which have never been funded, or which have been only partially funded, or which rely on outside partners to be fully implemented. In some cases, the data used to develop the plans are no longer valid; in other cases, priorities have simply changed over the years.

Collectively, these adopted plans continue to represent the “official vision” for our community, but review and potential revision, particularly of the 2020 Comprehensive Plan, will be a top priority in FY16 for the Board of Aldermen and Manager, as the Town emerges from Municipal elections in November, 2015.

### ***2013-14 Planning Retreats***

Planning Retreats in 2013 and 2014 further identified multi-year goals that have continued to inform the proposed budget into FY16 including:

- No unnecessary increases in fees or property tax rate
- Continue pursuing Water/Sewer Asset Management Plan through responsible rate adjustments and stepped up maintenance activity
- Maintain parity between Town Utility and Duke Energy Electric Rates while keeping Town Electric System profitable

- Plan for and implement merger with Lake Junaluska Assembly community
- Plan and implement a comprehensive town-wide IT management program that provides cutting edge IT services, improves operational efficiency, and provides for improved analysis, record retention/retrieval/security, internal & external communication, improved network support and IT strategic planning
- Support retail/business development in partnership with Frog Level and Hazelwood merchants
- Provide for employee development, focused on cross training, succession planning and skill & leadership development; maintain HR benefit level while containing costs to town
- Focus on internal organizational improvements with an emphasis on improved customer service (greater efficiency, effectiveness, responsiveness, productivity)
- Begin planning for future facilities needs and improvements

### ***2015 Board Pre-Budget Retreat***

The Board of Aldermen also held a day-long retreat on **March 27, 2015**, with participation by the manager, staff and outside consultants, during which extensive discussions took place around specific operational and strategic topics, resulting in board consensus around budgetary goals which have been incorporated into the manager's recommended budget for the coming year as follows:

#### **1. Waynesville Watershed**

- Continued funding for forest management & water quality monitoring per plan in existing conservation area (but not Rocky Branch)

#### **2. Public Services Department - Operational Proposals**

- Solid Waste Collection Fees – monthly collection fees for commercial containers reduced by 25%
- Water-Sewer Capital Construction Crew – approved hiring of 4 FTEs and purchase of equipment at a savings of \$250K annually over contracted services
- Street-Sanitation Capital Construction Crew – reallocates existing resources to create in-house capital construction crew

#### **3. Facilities Needs**

- Provides for design work and bidding of Operations Center Renovation/Expansion project
- Provides for Renovation/Upgrade to Police Department Evidence Processing Lab
- Provides for Appraisal/Design for Planning for future Fire Station #2 relocation
- Provides for Minor Maintenance/Leak Repairs/Code Improvements to Municipal Bldg
- Provides for Parks & Recreation Master Planning Process

#### **4. Electric System**

- Fund Balance Transfer from Sewer to Electric in FY15 to repay earlier "loan" from Electric to Sewer; to cover project costs associated with standards development, GIS mapping project, transition management; SERC/NERC/FERC/REPS compliance requirements; staff development; safety program; substation maintenance; cost of electric service study; performance tracking; switching procedure; protective coordination; meter testing
- Assumes no overall change in electric rates or costs associated with new contract for wholesale power purchase with Santee Cooper & transmission contract with Duke Energy

With the above goals in mind, but with clear direction to avoid expansion of budgets during a period in which we are not realizing significant growth in revenues, I have proposed a budget in FY16, which very much attempts to hold the line while trying to address the Board’s stated priorities and the most pressing of human resource needs within the organization.

**BUDGET COMPARISONS – FY15 TO FY16**

**BUDGET RECOMMENDATIONS BY FUND**

	<b><u>FY16 BGT</u></b>	<b><u>FY15 BGT</u></b>	<b><u>CHANGE</u></b>
General Fund	13,785,300	13,805,890	(20,590)
Water Fund	3,561,950	3,128,340	433,610
Sewer Fund	2,365,630	3,167,410	(801,780)
Electric Fund	10,087,160	10,413,780	(326,620)
<b>TOTAL OPERATING FUNDS</b>	<b>29,800,040</b>	<b>30,515,420</b>	<b>(715,380)</b>
Asset Management Fund	2,055,900	2,038,070	17,830
Garage Operations Fund	629,090	691,920	(62,830)
<b>TOTAL INTERNAL SVC FUNDS</b>	<b>2,684,990</b>	<b>2,729,990</b>	<b>(45,000)</b>

*\*In FY16, overall budget is down 2.34% from FY15 budget (all funds)*

**FUND BALANCE APPROPRIATIONS BY FUND**

	<b><u>FY16 BGT</u></b>	<b><u>FY15 BGT</u></b>	<b><u>CHANGE</u></b>
General Fund	996,660	1,127,060	(130,400)
Powell Bill	110,270	123,780	(13,510)
Water Fund	579,050	307,840	271,210
Sewer Fund	157,930	952,010	(794,080)
Electric Fund	727,600	289,900	437,700
<b>TOTAL ALL FUNDS</b>	<b>2,571,510</b>	<b>2,800,590</b>	<b>(229,080)</b>

Fund Balances have been appropriated each year as a means of balancing the budget. Historically, however, only a portion of appropriated fund balance has actually been expended in each fund, and usually then for capital projects or non-recurring expenditures. In some years, fund balances have actually grown due to prudent budgetary restraint and/or higher than expected revenues. Unfortunately, lack of revenue growth and rising costs in recent years have put pressure on the budget, particularly on the General Fund, to an extent that more fund balance has actually been expended than is being generated. While this is not a problem in the short term, repeated use of Fund Balance to cover recurring expenditures, could eventually lead to the depletion of the Town’s “savings account”. FY16 Fund Balance appropriations are reduced in General Fund, Powell Bill and Sewer Fund from FY15 levels.

We are comfortable recommending appropriation of fund balance at a higher level in the Water Fund for FY16, as this is being driven by two short-term capital needs – the initial creation of an in-house capital construction crew, which ultimately will reduce annual costs in the water fund, and the reimbursement to the state for water line relocations/improvements out Howell Mill Road.

With regard to the Fund Balance appropriation in the Electric Fund, we have not yet completed final contract negotiations on the wholesale power supply contract which expires December 31, 2015, nor a comprehensive rate study, which will need to be completed in conjunction with the new contract. We are confident that the new contract will keep power rates lower than what we would have experienced had we stayed with Duke Energy Progress, however it is too early to tell whether we have succeeded in negotiating a wholesale deal that will help us avoid a rate hike altogether. Currently the Town’s residential rates are slightly lower than Duke Progress residential rates.

Although the proposed budget does not yet account for an adjustment in electric rates, the Electric Fund cannot continue to sustain both the level of transfer to the General Fund and the level of Fund Balance appropriation proposed beyond this one year without a rate increase. We anticipate having a recommendation back from the Town’s energy services consultant before the end of the summer and may return to the Board for a budget amendment in the Electric Fund if necessary.

As for the future, I expect to see some relief in our budgetary picture by FY17, with continued strengthening of the economy, addition of the Junaluska tax base, county-wide revaluation, and debt beginning to roll off in FY17 and FY18.

**REVENUE RECOMMENDATIONS**

Property Tax Rate:	↔	remains unchanged at \$0.4382/\$100 valuation
MSD Tax Rate:	↔	remains unchanged at \$0.20/\$100 valuation
Solid Waste Fee (res):	↔	remains unchanged at \$9.00/HH/month (residential curbside)
Solid Waste Fee (com):	↔	remains unchanged at \$22.97/month (commercial curbside)
Solid Waste Fee (c-d):	↓	decrease 25% (all categories)

Water Rates:	↑	up 5% <i>(in keeping with recommendations of 2006 Asset Mgmt Plan)</i>
Sewer Rates:	↔	remain unchanged
Electric Rates:	↔	remain unchanged <i>(rate study to be completed Summer 2015)</i>
All other Fees:	↔	remain unchanged in FY15

Bus. Privilege License	Goes Away altogether
Bus Registration Fee	\$25/Business/year

***\* Even with recommended rate increases, Waynesville rates remain in the lowest quartile for water and sewer rates and at or below median for property tax rates in a variety of comparisons of peer municipalities (see pages 52-58, behind Tab 8).***

## EXPENDITURE CONSIDERATIONS:

The proposed budget maintains current levels of services and programs with very little change from FY15. The following items should be noted:

- **Few New Capital Projects** in any fund; the proposed budget maintains street/sidewalk maintenance, water and sewer line replacement at current year levels, but handles more of that work with the new in-house capital construction crews in Public Services, while saving costs (and reducing use of outside contracted services) ; carries over previously approved Water Treatment Plant project (flocculator flash mix replacement) not completed during FY15 and adds \$200K maintenance of the Big Cove 2MG water tank, and includes payment for completion of Howell Mill Road water/sewer relocation project.
- **Minor Facility Renovations** – include minor renovations to Town Hall and Municipal Building for PD Evidence Room processing and rest room/break room/code issues in Muni Building; other renovation work is related to design and plan work at Public Services Operations Center, Parks & Rec, Fire
- **New Equipment/Vehicle/Capital Replacement** is limited to necessary routine scheduled replacements in Public Services, Utilities and Police, primarily in Utilities Funds and totals only \$510,500 of all funds or (1.7% of total budget). These vehicles will be upfitted with propane tanks where appropriate; all will be financed, with first payments due in FY17, so there will be no impact on FY16 budget. Budget also includes purchase of a scissor lift for the Assets Services division for routine maintenance activities and complete replacement of Recreation Center weight equipment, which has long out-lived its original life expectancy and utility.
- **Parking Lot Improvements** – Budget requests for permanent improvements to three publicly-used, but privately-owned parking lots (Hazelwood/Forga; Armory/Coffey; Frog Level/Railroad) were submitted at a cost of over \$400,000, but the manager does not recommend funding these improvements in FY16; instead it is recommended that the Town continue to negotiate with private owners to obtain either long-term lease or purchase agreements and/or private financial participation in the cost of these facility upgrades before committing any public funds to permanent improvements of these facilities over which the Town has no long-term control or ownership. None of these lots currently meet the Town's land Development Standards and must be brought to full standard if the Town continues to be involved in further developing their use as public parking facilities. While each of these lots potentially represents an amenity of potential public use, the recommendation to defer capital expenditure on these lots is being made by virtue of the same reasoning and priority with which all capital and major project spending has been approached in the FY16 budget.
- **Operating costs** (All Funds) have decreased 2.4% overall, in part due to reduction in fuel costs. The town continues to promote use of alternative fuels where appropriate and has good success with both propane and electric hybrid models.

- **Special Appropriations** (General Fund) includes \$200,000 for assistance to area strategic partners, designated for capital contributions, operating assistance, utility subsidies and in-kind departmental support for specific related programs. Capital contributions, in the amounts of \$25,000 each, were made in FY15 to HART, Folkmoot, and Haywood Helps (conversion of prison to homeless shelter), and were anticipated to be multi-year requests/commitments at the time of the initial requests.
- **Assets Management Fund** shows increases in FY16 due to the centralization of a number of contracts which had formally been piecemealed across multiple departments. Services such as HVAC and other fleet and facilities maintenance contracts, IT and other service contracts, and other contracts, services and programs being managed on a town-wide cost-share basis are being budgeted centrally out of this fund and then cost-allocated back to departments.
- **Planning/Consulting** (General Fund) Funds to initiate 2020 Comprehensive Planning Process and Recreation Master Planning Process have been carried over to FY16 in anticipation of including Lake Junaluska and to coincide with arrival of new Development Services Director upon retirement of outgoing Planning Director in summer of 2016. Additionally the budget includes funding for consulting services associated with Annexation Planning should Senate Bill 141 and referendum authorizing Junaluska annexation be passed; and project consulting associated Electric System operations.
- **Health Insurance** (All Funds) – For the first time in many years, the Town does not anticipate any cost increases in Health Insurance for the FY16 budget year and plans to make no changes in the plan, except to begin charging employees who are tobacco users a portion of their monthly premium through biweekly payroll deduction, as announced over a year ago. Beginning Jan 1, 2016, tobacco users will be charged 10% of premium. As of July 1, 2016, the surcharge will rise to 20% of premium, and by Jan 1, 2017, the surcharge will rise to 25% of premium. Every effort will be made to assist employees and their dependents through tobacco-use cessation programs at no cost to the employee during the six months prior to the surcharge being imposed. This program goes hand in hand with the town-wide tobacco use policy and ordinance recently adopted by the Board, which goes into effect in late November, 2015.
- **HR Salary & Benefits adjustments** (All Funds) are included as follows (*See Tab 9 for details*):
  - 4 full-time positions will be added in Water to create Capital Construction Crew
  - Capital Construction Crew in Streets and Sanitation is created without adding new positions, but by reorganizing existing positions
  - 3 FT positions (conversion of PT) requested in Recreation; not funded at this time
  - 1 FT/2PT positions requested in Fire; not funded at this time
  - 1 FT position requested in Planning; not funded at this time

- 5% Salary Adjustment Set Aside for Market-based equity adjustments and initiation of Career Track progressions for those departments which are ready (to be allocated equitably across all departments as funding will allow based on pay study to be completed June, 2015)
- Term Life Insurance Benefit increased for all employees and elected officials to 1 times \$ annual salary (with \$25,000 minimum)
- Continuation of all other benefits at current level
- Manager's recommendation that the Board approve stipend adjustments for next elected Board, effective 1/1/16, in the amounts of \$7,500 per board member and \$12,500 for the mayor, with automatic COLA adjustments, as may apply to all employees across-the-board in future years
- 50% tuition reimbursement stipends, as approved by the manager
- Annual \$15,000 set-aside for three FT employees in succession track to attend Municipal-County Administration Course, Public Executive Leadership or Emerging Leaders Course, Leadership Haywood or Leadership NC

### **BOARD TERM IN REVIEW**

Over the last 2-3 years, the Town has been on an ambitious programmatic and budgetary path to keep the Town moving forward on a path of "Progress with Vision". Even in the face of the struggling economy and the uncertainty of the future, the Town has made great strides in addressing board goals, and despite the odds, has managed to absorb some significant new costs – inflationary cost increases such as materials and fuels costs and tremendous jumps in employee health benefits costs, as well as originally unanticipated costs for the Town's share of joint projects for things like annexation planning and NCDOT projects – in a responsible manner. In addition, the past few years have seen prudent investments in major priority projects such as important capital contributions to HART, Folkmoot, Haywood Pathways, Skate Park, Armory Parking, the IT, Assigned and Alternative Fuel Vehicle programs. These projects have variously supported economic or business development in the community or the capacity of the Town organization to serve the community more effectively.

Although natural revenue growth has been slow, by and large the Town has managed to absorb additional costs and make up for lost revenues by three means:

- 1) Increased efficiencies of operations (doing more with less; or doing the same at lower cost)**
- 2) Lapsed salary from vacant positions (intentionally holding positions open for increasingly lengthy periods)**
- 3) Increased use of appropriated fund balance and utility transfers**

During the past twelve months alone, we embarked on a renewal of extensive planning and preparation for a Lake Junaluska/Waynesville merger (in anticipation of a favorable vote in the

November, 2015 referendum), and initiated the Town's first ever Wellness Incentive program aimed at improving employee health and reducing health benefit costs. The first large wave of retirements at the leadership level began in 2014 and is continuing into FY16, which has created both challenges and opportunities for refocusing departmental leadership and organizational restructuring with a focus on operational efficiency, succession planning, leadership development, and improved employee training/mentoring/supervision. The first steps in developing a Career Track progression model for employee compensation and recognition have been initiated as means of encouraging employee development, internal succession and maximizing internal resources and flexibility as future staffing needs change.

Town Board and Staff participated extensively in the development of a number of regional and local land use, transportation and economic development planning efforts including the North Main and South Main Corridor Plans, OPT-IN and GroWNC regional plans. In FY16, we are moving forward with a countywide Greenway Plan and cooperating with outside agencies to take steps to promote multimodal transportation, complete streets development and encourage bicycle tourism in our area.

At the board's specific direction, we initiated a much needed project to improve technology infrastructure, capacity and utilization town-wide, which will continue into FY16, ultimately resulting in better service to the public through improved reliability, security, communications, efficiency, productivity and data analysis. Having already improved the network infrastructure and the tools at our disposal, we now are focusing on teaching employees how to use the tools at their disposal to better serve the public and provide better data for analysis and communication.

We also undertook a number of significant capital projects during the past two years. These projects included various improvements at Recreation Park (construction of the Waynesville Skatepark, renovations to the dog park and Recreation Center façade, resurfacing of the basketball and tennis courts, improvements to the greenway trails and demolition of multiple deteriorated structures). We also undertook three major projects at the Water Treatment Plant including basin reconstruction, pump and actuator valve replacements and forest management activities (white pine thinning) in the watershed. Major Public Services projects included extension of sewer line to the US19 Rest Area, rehabilitation of sidewalk trip hazards throughout the central business district, and utility relocation associated with NCDOT's Howell Mill Road project. In the area of public safety, we implemented an assigned vehicle program in the Police Department, while providing for the conversion of a significant portion of the Town's fleet to utilize propane in addition to gasoline, and put into service a new fire pumper and multi-purpose service vehicle in the Fire Department.

This list is not all-inclusive of our accomplishments for the year, but is a good sample of the types of one-time projects and activities the Town has undertaken, while continuing to provide high quality essential services on a routine basis throughout the year.

## **CONCLUSION**

There is no question that the economy is looking up. The FY16 proposed budget projects sales tax revenue that has the Town finally catching up to the levels we saw when the economy first took its nose dive in 2008. We're still appropriating nearly \$1 million from Fund Balance in the General Fund to balance the FY16 budget, but we used far less than that to get through FY15 and we trust the

same will hold true for this time next year. Your manager and finance director are more hopeful for the future than we have been in several years, but we continue to be cautious by taking care not to overextend in the face of an as yet unknown future.

There is no question that the merger of Lake Junaluska & Waynesville will create economies of scale flexibility of operations, and financial advantages to the residents of both communities, so we will continue to push for passage of Senate Bill 141 in the General Assembly and the right of the citizens of both communities to determine their own destinies in a manner that benefits the citizens of Waynesville and Haywood County. The Town of Waynesville stands ready to serve the Junaluska community with a full range of high quality services beginning July 1, 2016. Although the FY16 proposed budget does not directly reflect revenues or expenditures associated with annexation, our staff is fully aware and has planned for every contingency associated with the assumption of services for the Junaluska community immediately upon the proposed effective date beginning July 1, 2016.

### **PUBLIC HEARING & BUDGET ADOPTION**

The Board will review special appropriations requests from strategic partner (outside non-profit) agencies during the regular board meeting on **Tuesday, June 9 at 6:30 PM**, in the Board Room of Town Hall, 9 South Main Street, Waynesville. Additional discussion regarding departmental priorities and other topics of interest will be discussed at the discretion of the board at that meeting as well. The public hearing on the budget is scheduled for **Tuesday, June 9, 2015 at 6:30 PM**, in the Board Room of Town Hall, 9 South Main Street, Waynesville, to be continued to **Tuesday, June 23, 2015 at 6:30 PM** after which, the budget is expected to be adopted. If additional time is required to discuss the budget, or there is a need to continue the public hearing again, it will be continued to Tuesday, June 30 at 6:30 PM, with budget adoption immediately following.

As always, the staff and I are pleased to make ourselves available at the board's convenience and to provide whatever additional documentation may be needed for your review. We appreciate your thoughtful consideration and look forward to another year of serving our community in the spirit of dedication and excellence.

### **ACKNOWLEDGEMENTS**

I would like to express my appreciation to Finance Director Eddie Caldwell, Town Clerk/Project Specialist Amie Owens, and all the department directors and staff for their diligence and hard work throughout the budget process and for their assistance in preparing this document for your review. Copies of this document have been posted on the Town's website and are now available for public review in the clerk's office and public library.

Respectfully Submitted,

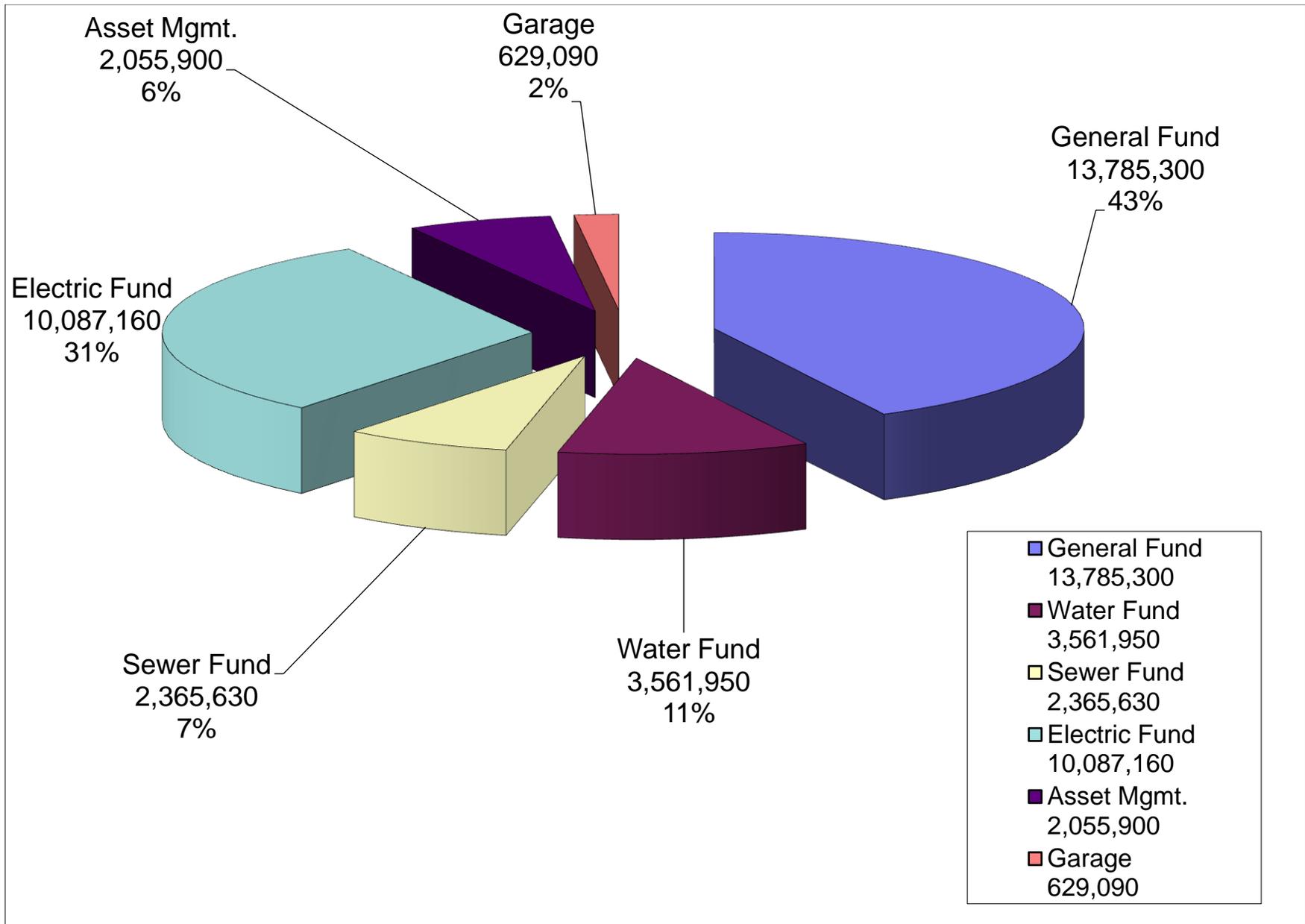


Marcy D. Onieal  
Town Manager

**2015-2016 BUDGET**

<b>2015-2016 BUDGET</b>			
<b>COMPLETE BUDGET SUMMARY</b>			
<b>A. REVENUES</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
	<b>2014-2015</b>	<b>2015-2016</b>	<b>DIFFERENCE</b>
GENERAL FUND	13,805,890	13,785,300	(20,590)
WATER FUND	3,128,340	3,561,950	433,610
SEWER FUND	3,167,410	2,365,630	(801,780)
ELECTRIC FUND	10,413,780	10,087,160	(326,620)
ASSET SERVICES MANAGEMENT	2,038,070	2,055,900	17,830
GARAGE OPERATIONS	691,920	629,090	(62,830)
<b>TOTAL BUDGET REVENUES</b>	<b>33,245,410</b>	<b>32,485,030</b>	<b>(760,380)</b>
<b>B. EXPENDITURES</b>	<b>ESTIMATED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>
GENERAL FUND	13,805,890	13,785,300	(20,590)
WATER FUND	3,128,340	3,561,950	433,610
SEWER FUND	3,167,410	2,365,630	(801,780)
ELECTRIC FUND	10,413,780	10,087,160	(326,620)
ASSET SERVICES MANAGEMENT	2,038,070	2,055,900	17,830
GARAGE OPERATIONS	691,920	629,090	(62,830)
<b>TOTAL BUDGET EXPENDITURES</b>	<b>33,245,410</b>	<b>32,485,030</b>	<b>(760,380)</b>
<b>C. BUDGET SUMMARY - ALL FUNDS</b>	<b>ESTIMATED</b>	<b>PROPOSED</b>	<b>DIFFERENCE</b>
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>33,245,410</b>	<b>32,485,030</b>	<b>(760,380)</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>33,245,410</b>	<b>32,485,030</b>	<b>(760,380)</b>
<b>DIFFERENCE</b>	<b>-</b>	<b>-</b>	<b>-</b>

# 2015-2016 Budget Summary



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**

**Meeting Date: June 23, 2015**

**SUBJECT:** Budget Ordinance 2015-2016  
Resolution on Financial Operating Plan-Internal Service Funds

**AGENDA INFORMATION:**

**Agenda Location:** Public Hearing  
**Item Number:** C-4, C-5  
**Department:** All Departments  
**Contact:** Eddie Caldwell, Finance Director / Marcy Onieal Town Manager  
**Presenter:** Eddie Caldwell, Finance Director / Marcy Onieal Town Manager

**BRIEF SUMMARY:** Over the past six months, extensive work has taken place on the development of the annual budget for the Town of Waynesville. As you know, the 2015-2016 Budget Ordinance covers four separate funds-General, Water, Sewer, and Electric. In addition, there are what we call Internal Service Funds for the operation of the Asset Services Management and the Garage Fund to cover maintenance and repair of the various buildings, grounds, vehicles and pieces and equipment of the departments. The funds are as follows:

- General Fund \$13,785,300
  - Water Fund 3,561,950
  - Sewer Fund 2,365,630
  - Electric Fund 10,087,160
  - Total \$29,800,040
- 
- Public Works \$2,055,900
  - Garage 629,090

On the revenue side, the budget maintains the current tax rate at .4382 cents per hundred. The budget proposes no additional fee increases, except the customary annual 5% increase in water rates, as recommended by the 2006 Asset Management Plan, for much needed reinvestment in the Town's water infrastructure.

On the expenditure side, the total budget actually drops \$715,380 or 2.34% from the 2014-2015 budget. The budget has few new capital projects, minor facility renovations, and the new equipment/vehicle/capital replacements are limited to the necessary routine scheduled replacements. Some of these vehicle purchases are being financed with the first debt payment scheduled in the FY 16-17 budget. The budget includes over \$200,000 in special appropriations for assistance to area strategic partners designed for capital contributions, operating assistance, utility subsidies, and in-kind departmental support for specific related programs. For the first time in many years, the Town does not anticipate the health insurance premium to increase. Beginning January 1, 2016 tobacco users will be charged a surcharge. The term life insurance benefit will increase to one times the annual salary for employees and elected officials with a \$25,000 minimum. The budget includes a 5% Salary Adjustment Set Aside for Market-based equity adjustments and initiation of career track progressions. The budget also adds 4 full time positions in the Water Fund to create a Capital Construction Crew. The Capital Construction Crew to be created in the Streets and Sanitation division will be created by reorganizing existing positions.

**MOTION FOR CONSIDERATION:** 1) *To approve Budget Ordinance 2015-2016.*  
2) *To approve Resolution on Financial Operating Plan for Two Internal Service Funds.*

**FUNDING SOURCE/IMPACT:** .

**ATTACHMENTS:**

- Budget Ordinance 2015-2016
- Resolution on Financial Operating Plan for Two Internal Service Funds

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

**ORDINANCE NO. 06-15**

**BUDGET ORDINANCE 2015-2016**

**SECTION I:** The following amounts are hereby appropriated for the operation of the Town of Waynesville and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016 according to the following summary and schedules.

<u>SUMMARY</u>	<u>ESTIMATED REVENUES</u>	<u>APPROPRIATIONS</u>
General Fund	\$13,785,300	\$13,785,300
Water Fund	3,561,950	3,561,950
Sewer Fund	2,365,630	2,365,630
Electric Fund	<u>10,087,160</u>	<u>10,087,160</u>
<b>TOTAL BUDGET</b>	<b>\$29,800,040</b>	<b>\$29,800,040</b>

**SECTION II:** That for the said fiscal year there is hereby appropriated out of the General Fund the following:

<u>GENERAL FUND - 10</u>	<u>CODE</u>	<u>AMOUNT</u>
Governing Board	4110-0000	\$ 102,290
Administration	4120-0000	487,050
Finance	4130-0000	334,770
Police	4310-0000	4,195,160
Police Grant Projects	4315-0000	80,000
Fire & Emergency Responders	4340-0000	1,273,660
Streets and Sanitation	4510-0000	2,582,190
Powell Bill	4560-0000	443,800
Cemetery	4740-0000	157,550
Planning, Code Enforcement & Inspections	4910-0000	589,630
Special Appropriations	6000-0000	375,720
Parks & Recreation	6120-0000	2,515,480
Recreation - Special Projects	6125-0000	33,000
Loan Payments Public Facilities	9100-0000	<u>615,000</u>
<b>TOTAL APPROPRIATIONS</b>		<b><u>\$13,785,300</u></b>

**SECTION III:** It is estimated that the following General Fund Revenues will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the foregoing General Fund Appropriations:

<u>ESTIMATED REVENUES - GENERAL FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Ad Valorem Taxes - Current Year	3000	\$4,987,420
Ad Valorem Taxes - All Prior Years	3000	122,500
Tax Refunds	3000	(3,500)
Tax Penalties, Interests and Advertising	3000	43,800
Motor Vehicle Rental Tax	3000	21,000
1 cent County Sales Tax	3200	978,460
2 half cents Local Sales Tax	3200	992,430
Additional ½ cent Sales Tax	3200	471,530
CATV Gross Receipts Tax	3200	120,100
Business Registration Fee	3200	16,000
Utilities Franchise Tax	3300	723,880
Wine and Beer	3300	43,780
Court Costs and Fees	3300	2,400
Powell Bill & 80% Reimbursement	3350	332,530
Grants/Restricted Revenues	3350	110,310
On Behalf Payments	3350	15,000
Interest Earned	3350-3850	1,000
Building Permits and Fees	3500	153,250
Reconnect Fees	3500	75,000
Late Fees	3500	24,000
Fire Protection	3600	265,000
Cemetery Revenues	3600	24,600
Recreation Department Revenues	3600	702,200
Police Contract Services	3600	61,000
Garbage Sanitation Fees	3600	791,350
Donations	3800	45,000
Miscellaneous Income	3800	45,700
Sale of Fixed Assets and Materials	3350-3800	7,000
Operating Transfer from Other Funds	3900	1,478,100
A B C Revenues	3900	27,530
Fund Balance Appropriated/Powell Bill	3900	110,270
Fund Balance Appropriated	3900	<u>996,660</u>
<b>TOTAL ESTIMATED REVENUES</b>		<b><u>\$13,785,300</u></b>

**SECTION IV:** That for said fiscal year there is hereby appropriated out of the Water Fund the following:

<u>WATER FUND - 61</u>	<u>CODE</u>	<u>AMOUNT</u>
Water Maintenance	7121	\$1,696,180
Water Treatment	7122	1,519,440
Charges by General Fund & Bad Debt	7125	232,140
Transfer to General Fund	9800	<u>114,190</u>
<b>TOTAL APPROPRIATIONS</b>		<b><u>\$3,561,950</u></b>

**SECTION V:** It is estimated that the following Water Fund Revenues will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the foregoing Water Fund Appropriations:

<u>ESTIMATED REVENUES - WATER FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$2,929,400
Taps and Connections	3700	40,000
Capacity Fees	3700	12,000
Miscellaneous	3800	1,500
Contributed Capital	3800	00
Fund Balance Appropriated	3900	<u>579,050</u>
<b>TOTAL ESTIMATED REVENUES:</b>		<u><b>\$3,561,950</b></u>

**SECTION VI:** That for said fiscal year there is hereby appropriated out of Sewer Fund the following:

<u>SEWER FUND - 62</u>	<u>CODE</u>	<u>AMOUNT</u>
Maintenance	7121	\$799,970
Treatment and Operations	7122	1,306,020
Charges by General Fund & Bad Debts	7125	171,330
Transfer to General Fund	9200	<u>88,310</u>
<b>TOTAL APPROPRIATIONS:</b>		<u><b>\$2,365,630</b></u>

**SECTION VII:** It is estimated that the following Sewer Fund Revenues will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the foregoing Sewer Fund Appropriations:

<u>ESTIMATED REVENUES - SEWER FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$2,164,800
Taps and Connections	3700	20,000
Industrial Discharge Permits	3700	500
Flow Letter	3700	2,000
Capacity Fees	3700	20,000
Miscellaneous Revenue	3800	400
Contributed Capital	3800	00
Fund Balance Appropriated	3900	<u>157,930</u>
<b>TOTAL ESTIMATED APPROPRIATED:</b>		<u><b>\$2,365,630</b></u>

**SECTION VIII:** That for said fiscal year there is hereby appropriated out of the Electric Fund the following:

<u>ELECTRIC FUND - 63</u>	<u>CODE</u>	<u>AMOUNT</u>
Maintenance	7121	\$1,695,910
Purchased Power	7123	6,376,450
Charges by General Fund & Bad Debts	7125	739,200
Transfers to General Fund	9800	<u>1,275,600</u>
<b>TOTAL APPROPRIATIONS:</b>		<b><u>\$10,087,160</u></b>

**SECTION IX:** It is estimated that the following Electric Fund Revenues will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the foregoing Electric Fund Appropriations:

<u>ESTIMATED REVENUES - ELECTRIC FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$ 8,696,250
Security Lights	3700	48,200
Street Lights	3700	129,250
Sales Tax Collected	3700	470,000
Electric Pole Rents	3700	12,860
Miscellaneous Revenue/Sale of Fixed Assets	3800	3,000
Fund Balance Appropriated	3900	<u>727,600</u>
<b>TOTAL ESTIMATED REVENUES:</b>		<b><u>\$10,087,160</u></b>

**SECTION X:** Tax Rate Established

An Ad Valorem tax rate of 43.82 cents per \$100 evaluation on real and personal property billed by the town of \$1,077,017,700 and on motor vehicles billed by the North Carolina Department of Motor Vehicles of \$71,552,900 as of January 1, 2015 with an estimated rate of collection of 97.25 percent is hereby established for the Town of Waynesville and an estimated rate of collection of 95.69 percent is hereby established for motor vehicles collected by the state. A tax rate of \$.20 per \$100 evaluation of \$49,732,870 as of January 1, 2015, with an estimated rate of collection of 98.21 percent is hereby established for the Downtown Waynesville Association, a municipal service district within the Town of Waynesville.

**SECTION XI:** Special Authorization

Budget Officer

The Budget Officer shall be authorized to effect transfers within the same fund. Notation of such transfers shall be made to the Board on the next Financial Report.

**SECTION XII: Restrictions - Budget Officer**

- A. The transfer of monies between funds, except as noted in this document, shall be accomplished by Board authorization only.
- B. The utilization of any reserve or contingency appropriation shall be accomplished only with Board authorization.

**SECTION XII: Utilization of Budget and Budget Ordinance**

This Ordinance and the Budget Document shall be the basis of the financial plan for the Waynesville Municipal Government during the 2015-2016 fiscal year.

The Budget Officer shall administer the budget and ensure that departments are provided guidance and sufficient information to implement their appropriate portion of the budget. The Finance Department shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 23rd day of June, 2015.

TOWN OF WAYNESVILLE:

ATTEST:

\_\_\_\_\_  
Gavin A. Brown, Mayor

\_\_\_\_\_  
Amanda W. Owens, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Woodrow H. Griffin, Town Attorney

RESOLUTION NO. 07-15

Resolution on Financial Operating Plan for Two Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to establish a financial operating plan for two Internal Service Funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to adopt a financial operating plan for the 2015-16 year for two Internal Service Funds as follows:

Asset Services Management:	
Estimated Revenues:	
Charges to User Departments	\$ 2,055,900
Total Estimated Revenues	<u>\$ 2,055,900</u>
Appropriations:	
Public Services Administration	\$ 466,980
Public Facilities-Inside	907,310
Public Facilities-Outside	430,530
Purchasing Operations	<u>251,080</u>
Total Asset Services Management	\$ 2,055,900
Garage Operations:	
Estimated Revenues:	
Charges to User Departments	\$ 619,090
Other Revenue	10,000
Total Estimated Revenues	<u>\$ 629,090</u>
Appropriations:	
Operations	\$ 629,090

Adopted this 23th day of June 2015.

TOWN OF WAYNESVILLE

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

ATTEST:

\_\_\_\_\_  
Amanda W. Owens  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Woodrow H. Griffin  
Town Attorney

<b>Water Fund (Rates effective 8-1-15)</b>		
<b>Water Rates</b>		
	<b>Inside</b>	<b>Outside</b>
<b>Bulk Sales (contract)</b>	\$1.88/1,000 gal.	\$3.23/1,000 gal.
<b>Industrial Sales</b>	\$1.95/1,000 gal.	\$3.37/1,000 gal.
<b>Retail Sales (Residential and Commercial)</b>		
(Base Charge) 0-2,000 gallons	\$15.41	\$27.78
> 2,000 gallons	\$2.18/1,000 gal.	\$3.90/1,000 gal.
<b>Irrigation Only Meter</b>	<b>Inside</b>	<b>Outside</b>
(Base Charge) 0-2,000 gallons	\$15.41	\$27.78
> 2,000 gallons	\$3.28/1,000 gal.	\$4.83/1,000 gal.
<b>Pump Fee (per pump)</b>	\$6.83	\$10.67
<b>Sales From Fire Hydrant</b>		\$ .0222/gallon
<b>Barber's Orchard Water System</b>		
3/4" meter		\$5.00 + Town outside rate
1" meter		\$10.00 + Town outside rate
1 - 1/2" meter		\$50.00 + Town outside rate
<b>Maggie Valley Sanitary District (Rate effective 9-1-13)</b>		
0 - 10,000 gallons		\$2,605.68
All over 10,000 gallons (per 1,000 gal.)		\$10.62/1,000 gal.
<b>Fire Line Connection (monthly)</b>	<b>Inside</b>	<b>Outside</b>
<2 inch	\$2.57	\$5.79
<4 inch	\$10.29	\$23.14
<6 inch	\$20.63	\$46.39
>6 inch	\$36.11	\$81.22
	<b>Inside</b>	<b>Outside</b>
<b>Deposits</b> (tenant-occupied accounts only)	\$40.00	\$60.00
Refund, transfer and application of deposit policies are the same as for electric deposits.		
<b>Late Payment Penalty (applied to any arrears balance)</b>		1.0% per month
<b>Water Tap</b>	<b>Inside</b>	<b>Outside</b>
Residential (5/8" x 3/4")	\$1,000.00	\$1,500.00
Special (3/4" x 3/4")	\$1,100.00	\$1,650.00
1"	\$1,250.00	\$1,875.00
1/2"	\$1,700.00	\$2,550.00
2"	\$2,500.00	\$3,750.00
Greater than 2"	\$1,000 + Costs	\$1,500 + Costs

Water Capacity Fees	Inside	Outside
5/8" x 3/4" 20 gpm	\$400.00	\$800.00
3/4" 30 gpm	\$600.00	\$1,200.00
1" 50 gpm	\$1,000.00	\$2,000.00
1/2" 100 gpm	\$2,000.00	\$4,000.00
2" 160 gpm	\$3,200.00	\$6,400.00
3" 320 gpm	\$6,400.00	\$12,800.00
4" 500 gpm	\$10,000.00	\$20,000.00
6" 1000 gpm	\$20,000.00	\$40,000.00
>6"	Based on Flow	Based on Flow

Sewer Fund		
Sewer Rates (Based on water consumption unless seperately metered)		
Late Payment Penalty (applied to any arrears balance)		1.0% per month
	Inside	Outside
<b>Bulk Sales</b> (Industrial, min. 5,000 gpd)	\$2.09/1,000 gal.	\$3.58/1,000 gal.
<b>Industrial Waste Surcharges</b>		
	BOD	\$111.30/1,000 lbs.
	COD	\$55.65/1,000 lbs.
	TSS	\$55.65/1,000 lbs.
<b>Retail Sales (Residential and Commercial)</b>		
	Inside	Outside
(Base Charge) 0-2,000 gallons	\$15.31	\$27.67
>2,000 gallons	\$2.69/1,000 gal.	\$4.92/1,000 gal.
<b>Flat Rate</b>		
Full Time Resident		42.43
Part Time Resident		\$27.67
<b>Industrial User Permits</b>	Inside	Outside
Annual Fee	\$1,000.00	\$2,000.00
Application Fee	\$200.00	\$400.00
<b>Hauled Wastewater</b>		
Septic Tank (domestic only)		\$0.0222/gallon \$32.00 minimum
Industrial Waste (non-domestic)		\$0.0222/gallon \$64.28 minimum
Industrial Waste (out of county)		\$0.0448/gallon \$96.56 minimum
All unit prices are applied to tanker capacity without regard to fill percentage		
<b>Grease Blockage</b>		\$197.93/minimum on callout

Sewer Tap	Inside	Outside
4"	\$1,000.00	\$1,500.00
6" and larger	\$1,250	\$1,875.00
Sewer Capacity	Inside	Outside
	\$2.50/gpd	\$5.00/gpd

In addition to the tap fee, new connections to the sewage system of the Town of Waynesville shall pay a sewer capacity fee based on wastewater design flow rate determined from the table of minimum allowable design daily flow in 15A NCAC, 02T.0114 of the Environmental Management regulations contained in the North Carolina Administrative Code.

See Attachment A for a copy of the table.

For the tributary sewer systems of Junaluska Sanitary District, Town of Clyde or Maggie Valley, wastewater flow allocation letters will be charged the sewer capacity fee at the outside rate. Lake Junaluska Assembly will be charged the sewer capacity fee for flow allocation letters at the inside rate (in consideration of their participation between 1942 and 1990 in the costs of sewer trunk and treatment plant facilities). The minimum flow rate is 240 GPD.

Electric Fund	
Electric Rates	
Waynesville's electric rates are reviewed and adjusted monthly based on power costs billed by Progress Energy for wholesale rates. Monthly reviews will determine fuel adjustments to be added to based rates shown below. All rates are effective July 1, 2010.	
All electric sales are subject to a 7% sales tax imposed by the State of North Carolina, with the exception of electric sales to the State of North Carolina or United States government, which are exempt from the sales tax.	
Residential & Commercial fuel adjustment added to base rate as of June 1, 2010 is \$ 0.016264 per kWh.	
<b>Late Payment Penalty</b> (applied to any arrears balance)	1.0% per month
<b>Residential</b>	
Base Charge	\$12.09
All kWh(s)	\$0.081704/kWh
<b>Commercial, Single Phase (No Demand)</b>	
Base Charge	\$12.09
1 - 700 kWh	\$0.099299/kWh
701 - 4,000 kWh	\$0.076529/kWh
All over 4,000 kWh	\$0.072389/kWh
<b>Commercial, Three Phase (No Demand)</b>	
Base Charge	\$18.63
1 - 700 kWh	\$0.099299/kWh
701 - 4,000 kWh	\$0.076529/kWh
All over 4,000 kWh	\$0.072389/kWh

<b>Demand Accounts</b>	
Demand meters are placed on all commercial accounts with an actual or anticipated 12 month average consumption of at least 5,000 kWh per month.	
Accounts will be removed from demand service rates when the calendar year average declines below a 5,000 kWh per month average or the nature of the operation is changed to the extent that the average consumption will be less than 5,000 kWh per month.	
<b>Three Phase</b>	
Base Charge	\$13.87
Usage	\$0.051689/kWh
<b>Single Phase</b>	
Base Charge	\$12.09
Usage	\$0.051689/kWh
In addition to the kilowatt hours charges, peak metered demand is billed at \$6.20 per kilowatt of peak demand per month.	
<b>Industrial Accounts</b>	
Industrial rates are used on all industrial accounts with an actual or anticipated 12 month average consumption of at least 1,500,000 kWh per month.	
Industrial fuel adjustment added to base rate as of June 1, 2010 is \$ 0.016264 per kWh.	
<b>Three Phase</b>	
Base Charge	\$13.87
Usage	\$0.033676/kWh
In addition to the kilowatt hours charges, peak metered demand is billed at \$13.24 per kilowatt of peak demand per month.	
<b>Renewable Energy and Efficiency Portfolio Standards (REPS)</b>	
In 2007, the North Carolina General Assembly passed legislation that requires utility companies to develop an increasing supply of alternative energy resources, with 3% of their total supply coming from renewable by 2013 and 12% from renewable by 2021. Utility companies are charging their customers to recover the cost of the renewable energy they purchase. In turn the Town is passing along these costs to its customers. These charges (REPS) are set each December by our power supplier.	
Residential	\$0.56
Commercial	\$4.50
Industrial	\$35.00
<b>Deposits (tenant-occupied accounts only)</b>	
Residential (with Electric Heat)	\$170.00
Residential (without Electric Heat)	\$120.00
Commercial	\$200.00
Deposits may be refunded at customer request if the most recent twelve months of billings have been paid before a late-payment penalty has been added. Deposits available at termination of service are applied to unpaid utility balances and any excess deposit is refunded to customer.	
Deposits may be transferred to a new account when customer is moving if the current account is paid in full. The final bill at the current location will be transferred to the new location if not paid in full within thirty (30) days of billing.	

<b>Area Lighting Fixture</b>		
	Sodium Vapor, 100w/ 9,500 lumen Semi-Enclosed	\$11.94
	Sodium Vapor, 150w/16,000 lumen Semi-Enclosed	\$14.11
	Sodium Vapor, 400w/50,000 lumen Enclosed	\$25.08
	Sodium Vapor, 400w/50,000 lumen Flood	\$28.08
	Metal Halide, 400w/40,000 lumen Flood	\$29.08
	Mercury, 175w/ 7,000 lumen Semi-Enclosed	\$9.99
<b>Special Area Lighting Pole</b>		
	If other than distribution pole, add monthly charge per pole	
	Wood	\$3.62
	Or, a one-time pole charge	\$181.00
<b>Underground service for area lighting</b>		
	Monthly	\$3.62
	Or a one-time charge	\$181.00
<b>Underground Service for New Homes (Up to 4/0 wire)</b>		
	0 - 100 feet of wire from pole to house	\$200.00
	All wire over 100 feet	\$2.00/ft.
<b>Underground Service for Existing Homes That Change from Overhead (Up to 4/0 wire)</b>		
	Opening and Closing of Ditch	\$70.00/hr
	All wire	\$2.00/ft.
<b>3 Phase Underground Service</b>		
	4/0 wire	\$2.00/ft.
	350 mcm	\$2.50/ft.
	500 mcm	\$3.95/ft.
	Opening and Closing of Ditch	\$70.00/hr
If a customer digs his own ditch, the ditch must meet electrical code before the Town will put wire into the ditch.		

<b>TOWN OF WAYNESVILLE</b>							
<b>SPECIAL APPROPRIATIONS CONTRIBUTIONS</b>							
	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>Requested</b>	<b>Bd Rec</b>
	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>BUDGET</b>
<b>IN-KIND SERVICES</b>							
Habitat for Humanity - request two water/sewer taps for habitat homes						6,000	<b>6,000</b>
<b>UTILITY ASSISTANCE</b>							
Folkmoot USA - <b>Utilities</b>	-	-	-	-	-	4,900	<b>0</b>
Haywood Co. Rescue Squad- <b>Utilities</b>	4,000	4,000	4,000	4,000	4,000	5,000	<b>4,000</b>
Museum of NC Handicrafts/Shelton House - <b>Utilities</b>	-	-	-	-	-	5,000	<b>2,500</b>
Open Door Kitchen - <b>Utilities</b>	2,400	2,400	2,400	2,500	2,500	5,000	<b>2,500</b>
Pigeon Community MDC- <b>Utilities</b>	5,000	4,000	4,000	4,000	5,000	5,000	<b>5,000</b>
<b>CONTRIBUTIONS</b>							
30th Judicial District Domestic	1,000	500	500	500	500	1,595	<b>1,500</b>
American Red Cross	3,000	3,000	3,000	3,000	3,000	5,000	<b>3,000</b>
Arc of Haywood County	4,000	4,000	4,000	4,000	4,000	4,500	<b>4,000</b>
Asheville Symphony-Haywood Co. Edu. Prgm	-	-	-	2,500	-	2,500	<b>0</b>
Big Brothers Big Sisters	1,500	1,500	1,500	1,500	1,500	1,755	<b>1,500</b>
Disabled American Veterans	500	500	500	500	500	1,500	<b>1,000</b>
Downtown Way Assoc - Events and Promotions	12,000	12,000	12,000	12,000	12,000	12,000	<b>12,000</b>
DWA-Christmas Parade	2,000	2,000	2,000	2,000	2,000	2,000	<b>2,000</b>
Folkmoot USA - annual festival support	12,000	10,000	10,000	10,000	10,000	-	<b>10,000</b>
Folkmoot USA - capital campaign	-	-	-	-	20,000	25,000	<b>25,000</b>
Folkmoot USA - program design plan	-	-	-	-	5,000	-	<b>0</b>
Good Samaritan Clinic	5,000	4,000	4,500	4,500	4,500	5,000	<b>5,000</b>
HART - annual season support	4,500	4,500	4,000	4,000	-	-	<b>0</b>
HART - capital campaign	-	-	-	-	25,000	25,000	<b>25,000</b>
Haywood Co. Arts Council	4,500	3,500	4,000	4,000	4,000	5,000	<b>4,000</b>
Haywood Co. Chamber of Commerce	2,500	2,500	2,500	2,500	-	10,000	<b>0</b>
Haywood Co. EDC	10,000	2,000	2,000	-	-	10,000	<b>0</b>
Haywood County Fairgrounds - County Fair	-	-	-	-	-	1,000	<b>0</b>
KARE	4,000	4,000	4,000	4,500	4,500	5,000	<b>4,500</b>
Haywood Co. Meals on Wheels	3,000	3,000	3,000	3,000	3,000	3,000	<b>3,000</b>
MLK Breakfast	500	500	500	500	500	-	<b>500</b>
Mountain Mediation	3,000	2,500	2,500	2,000	2,500	5,000	<b>2,500</b>
Mountain Projects - Elaine Kuhl Vol Center	3,500	2,500	2,500	2,500	2,500	-	<b>0</b>
Mountain Projects - Event sponsorship - 50th Anniversary Celebration	-	-	-	-	-	2,500	<b>2,500</b>
Mountain Projects - Haywood Helps/Soc Enterprise	-	-	-	-	3,000	-	<b>0</b>
Mountain Projects - Haywood Pathways/Prison					20,000	-	<b>0</b>
Mountain Projects - Senior Resource Center	5,000	4,000	3,500	3,500	9,000	9,000	<b>3,500</b>
Mountain Projects - SHIIP Program	-	-	-	-	-	5,000	<b>2,500</b>

Museum of NC Handicrafts/Shelton House - capital request	4,000	3,000	3,000	3,000	3,000	5,000	4,000
NAMI Haywood	500	500	500	-	-		0
REACH	9,000	8,000	8,000	8,000	10,000	12,000	10,000
Salvation Army	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Shining Rock Classical Academy - capital request		-	-	-	-	5,000	0
Tuscola AFJROTC	1,600	1,600	1,600	1,500	1,500	1,500	1,500
United Way of Haywood County	-	-	-	-	-	300	500
Waynesville Public Art Commission	7,500	5,000	5,000	5,000	5,000	5,000	5,000
Undesignated-Future Usage							
<b>CONTRIBUTIONS TOTAL</b>	<b>108,100</b>	<b>89,100</b>	<b>89,100</b>	<b>89,000</b>	<b>161,000</b>	<b>206,050</b>	<b>159,000</b>
<b>TOWN OF WAYNESVILLE</b>							
<b>SPECIAL APPROPRIATIONS CONTRIBUTIONS</b>							
	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>APPR</b>	<b>Requested</b>	<b>Bd Rec</b>
<b>CONTRIBUTIONS BY RECREATION</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>BUDGET</b>
Haywood Co. Senior Games	1,500	500	500	500	500	-	
Mountaineer/Babe Ruth Little League*	2,000	1,500	1,500	1,500	1,500	1,500	1500
Mountain Projects-Elderly Nutrition	3,000	2,000	2,000	2,000	2,000	5,000	2000
Haywood Youth Football	1,000	1,000	1,000	1,000	1,000	-	
<b>RECREATION TOTAL</b>	<b>7,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>3500</b>
<b>CONTRIBUTIONS BY STREET DEPT.</b>							
Commission for a Clean County	1,000	1,000	1,000	1,000	1,000	1,000	1000
Trash Bags, Signs Etc...	1,000	1,000	1,000	1,000	1,000	1,000	1000
<b>STREET DEPARTMENT TOTAL</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2000</b>
<b>GRAND TOTAL CONTRIBUTIONS</b>	<b>117,600</b>	<b>96,100</b>	<b>96,100</b>	<b>96,000</b>	<b>168,000</b>	<b>213,050</b>	<b>164,500</b>
Mountaineer Little League submitted application 06-11-2015*							

**FY 15-16 Application for Strategic Partner Funding from the Town of Waynesville  
Deadline: March 31, 2015**

Organization Name: Mountaineer Little League

Organization Mailing Address: P.O. Box 76  
Waynesville, NC 28786

Organization Physical Address: \_\_\_\_\_

Main Phone Number & Web Address: 828 246 3585 www.mountaineerlittleleague.org

Primary Contact Person: Trent Thomas

Contact Phone: 828 926 1621 Email: tthomas@oaksunlimited.com

**Please use the following check list to ensure your application is complete:**

- Copy of IRS determination letter, verifying 501(c) 3 or similar tax exempt status
- List of the Agency's current Board of Directors and Staff
- Number of times the board met during the previous year 6 (Must be four or greater)
- Copy of minutes of the board meeting where the annual budget was adopted
- Copy of the current agency budget (if requesting general operating funds)
- Program/activity description and budget for which grant funds are requested.
- Copy of the most recent financial statements (if requesting \$5,000 or less)
- Copy of the most recent Audited Financial Statements (if requesting greater than \$5,000)
- Copies of agency's promotional materials, brochures, or other supporting documentation (if available)

**Total Amount of Funding requested in FY15-16:** \$ 1500<sup>00</sup>  
*(If the request is for more than one program or activity, please submit a separate program description sheet for each request)*

**Describe the primary mission/work of the applicant agency:**

Provide recreational Baseball & Softball league for boys & girls ages 4-16.

**Program Description-FY15-16**

*(Attach program description page for each separate grant request)*

Name of Program or Activity for which funds are requested Mountaineer Little League

Amount of Funding requested: \$ 1500<sup>00</sup>

Type of funding requested:     General Operating Funds     Capital Contribution – 1 year  
 Program Funds     Capital Contribution-multiyear  
 Event Sponsorship     Utility Assistance (account credit)  
 Other (please specify) \_\_\_\_\_

**Describe program or activity in detail, and specify how town funds will be used:**  
*(Attach additional pages as necessary):*

Provide recreational Baseball & Softball league for boys & girls ages 4-16.

How many citizens of the Town of Waynesville will be served or impacted by the program described above? Appx 1000

**Certificate of Applicant**

*I certify that the information contained herein is true and accurate to the best of my knowledge. I further certify that any town funds received will be expended only for the public purposes as described herein, in accordance with state statutes and Town of Waynesville policy, and acknowledge that failure to use funds in the manner proscribed, will result in immediate forfeiture of town funds and ineligibility to apply for future appropriations from the Town of Waynesville.*

Signature [Handwritten Signature] Date 6/11/15

**RESOLUTION # 08-15**

**A RESOLUTION APPROVING A STIPEND ADJUSTMENT FOR  
FUTURE MAYOR AND BOARD OF ALDERMEN MEMBERS**

**WHEREAS**, the Fiscal Year 2015-2016 budget ordinance was adopted at the June 23, 2015 Regular Meeting of the Town of Waynesville Board of Aldermen, and

**WHEREAS**, North Carolina General Statute § 160A-64(a) provides for the following related to compensation of Council and the Mayor:

The council may fix its own compensation and the compensation of the mayor and any other elected officers of the city by adoption of the annual budget ordinance... The mayor, councilmen, and other elected officers are entitled to reimbursement for actual expenses incurred in the course of performing their official duties at rates not in excess of those allowed to other city officers and employees, or to a fixed allowance, the amount of which shall be established by the council, for travel and other personal expenses of office; provided, any fixed allowance so established during a term of office shall not be increased during such term of office; and

**WHEREAS**, a recommendation was indicated by the Manager's Budget Message and included as part of the Fiscal Year 2015-2016 budget approval; and

**WHEREAS**, the proposed stipend adjustment shall be effective for those individuals holding elected office as Mayor or Alderman on January 1, 2016 and shall be indicated as follows:

\$7,500 per Alderman and \$12,500 for the Mayor, with automatic cost of living adjustments as may apply to all employees across-the-board in future years.

**NOW THEREFORE, BE IT RESOLVED** that the adoption of the Fiscal Year 2014-2015 budget ordinance provides the opportunity for the Town of Waynesville Board of Aldermen to adjust the stipend amount effective January 1, 2016 for future Mayor and Board of Aldermen members, including any and all cost of living adjustments for employees made across the board.

Adopted this \_\_ day of \_\_\_\_\_, 2015.

**TOWN OF WAYNESVILLE**

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

**ATTEST:**

\_\_\_\_\_  
Amanda W. Owens  
Town Clerk

\_\_\_\_\_  
Marcia D. Onieal  
Town Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Woodrow H. Griffin  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: June 23, 2015**

**SUBJECT:** Benefit Policy Changes

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C-9  
**Department:** Administrative Services  
**Contact:** Margaret Langston, Human Resources Manager  
**Presenter:** Marcy Onieal, Town Manager

**BRIEF SUMMARY:** During budget discussion for the previous FY, several changes were approved by the board for inclusion in the coming year budget process to be added to employee benefit package, some of which are just budgetary and are incorporated as part of the manager's proposed budget and others which will appear as amendments to the Town's existing benefit plan policies. There are six specific areas that are addressed and have been included in the manager's proposed budget including:

- 1) Term Life Insurance will equal 1 x annual salary (with a \$25,000 minimum)
- 2) 401K Benefit (town contribution) should be effective with first day of employment
- 3) Board member's stipends will be increased (Res. 08-15) and any time Cost of Living Adjustments are provided to all employees in the future
- 4) Newly hired employees who are transferring from another unit of local or state government may transfer Unused Sick Leave if their former unit participated in the NC Local Government Employee Retirement System and proper documentation is provided from the previous employer.
- 5) Newly hired employees will receive credit for years of service in calculating annual leave for total years served in any unit of government which participates in NCLGERS. For example: if an individual has served for 10 years with another unit and transfers to Waynesville, they would accrue annual leave based on their 10 years of service, rather than that of an employee with no NCLGERS service.
- 6) Paid Holiday schedule matching the State Employees' holiday schedule

**MOTION FOR CONSIDERATION:** To approve policy changes effective July 1, 2015 related to: term life insurance, 401(k) benefit (town contribution), board member inclusion in any future COLA increases, transfer of unused sick leave and annual leave for NCLGERS participants, and annual paid holiday schedule, as presented.

**FUNDING SOURCE/IMPACT:**

The quote for the term life insurance policy for FY 15/16 is \$17,454.96. The impact of board member salary adjustment is \$3,628.24 for FY15-16 budget.

The amounts for the remaining areas will fluctuate dependent upon the number of transfers from other government entities, but should be minimal related to the general fund wages and fringe benefits.

**ATTACHMENTS:**

- Revised Personnel Policy - Employment Benefits – Article IX sections 4 & 7

- Term Life, 401(k) benefit
- Revised Personnel Policy – Holidays and Leaves of Absence – Article X sections 4 & 11
  - Unused sick leave, annual leave

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

## Alcoholic Beverage Control (ABC) Board

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
Earl Clark ( <i>Chair</i> )	5/27/2003	6/30/2016	Town	100 Morning Drive	Waynesville, NC 28786	828-456-5771		
Raymond Ezell	8/11/2009	6/30/2015	Town	409 Longview Drive	Waynesville, NC 28786	828-452-4261		rezell2454@charter.net
Jack Swanger	8/26/2008	6/30/2017	Town	21 Lodge Lane	Waynesville, NC 28786	828-456-9243		jswanger@charter.net
<b>STAFF</b>								
Joy Rasmus	Store Mgr			52 Dayco Drive	Waynesville, NC 28786	828-452-4444		wayabc@bellsouth.net

3 members serving 3-year term; Board of Aldermen also appoints Chair.  
 Meetings held on 3rd Tuesday, 10:00am @ ABC Board Office, 52 Dayco Drive  
 Authority: NCGS § 18B-700 / TOW Resolution-5/9/67

*Last Updated: June 11, 2014*

*Reporting to State will be requested via email annually*

## Historic Preservation Commission

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
VACANT								
Joanna Swanson	6/10/2014	6/30/2017	Town	144 Ruffled Grouse Lane	Waynesville, NC 28786	828-452-1550		
Ann Melton (Vice)	6/22/2010	6/30/2016	Town	203 Love Lane	Waynesville, NC 28786	828-452-2500	828-421-7689	meltonann@att.net
VACANT								
Sandra Owen	3/11/2008	6/30/2016	Town	78 Waynewood Dr.	Waynesville, NC 28786	828-456-5876		blon@charter.net
Bette Sprecher (Chair)	3/11/2008	6/30/2015	Town	30 Lodge Lane	Waynesville, NC 28786	828-456-3923		
Peter Sterling	2/22/2005	6/30/2017	Town	120 Meadow St.	Waynesville, NC 28786	828-454-9267		petersterling@bellsouth.net
Glenn Duerr	6/10/2014	6/30/2017	Town	117 Old Hickory Street	Waynesville, NC 28786	828-452-4411		<a href="mailto:relax@windoverinn.com">relax@windoverinn.com</a>
Ronald Sullivan	6/10/2014	6/30/2017	Town	40 Hawks Lift Drive	Waynesville, NC 28786	828-456-8376		
<b>STAFF</b>								
Ginny Boyer	Admin Asst			PO Box 100	Waynesville, NC 28786		828-456-2024	<a href="mailto:gboyer@waynesvillenc.gov">gboyer@waynesvillenc.gov</a>

9 members serving 3-year term  
 Meetings held on 1st Wednesday, 2:00pm @ Town Hall, 9 South Main Street  
 Members must reside within Waynesville's Land Use Area  
 Authority: NCGS § 160A-400.7/TOW O-4-95

*Last Updated: June 11, 2014*

## Planning Board

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
<b>TOWN APPOINTMENTS</b>								
Jon Feichter	8/11/2009	6/30/2016	Town	31 Mead Street	Waynesville, NC 28786	828-452-3839		jon@newmeridiantech.net
Marty Prevost	6/9/1992	6/30/2016	Town	101 S. Main Street	Waynesville, NC 28786	828-452-4918	828-269-8380	marty@mainstreetrealty.net
Robert Herrmann	6/10/2014	6/30/2017	Town	627 Hickory Drive	Waynesville, NC 28786	828-456-3162		rah627@att.net
Phillip Eugene Gibbs	3/10/2015	6/30/2017	Town	59 Babb Street	Waynesville, NC 28786	828-646-8466		philgibbs1@charter.net
H.P. Dykes, Jr.	10/9/2012	6/30/2015	Town	2615 Eagle Nest Rd.	Waynesville, NC 28786			bucky.dykes@gmail.com
Shell Isenberg	10/9/2012	6/30/2015	Town	224 Love Lane	Waynesville, NC 28786	828-456-7037		stayatoakhill@gmail.com
Danny Wingate ( <i>Vice Chair</i> )	10/9/2012	6/30/2015	Town	392 Auburn Park	Waynesville, NC 28786		828-734-6787	dwingate@haywoodbuilders.com
<b>COUNTY APPOINTMENTS</b>								
L. Brooks Hale	5/15/2007	6/30/2016	ETJ	262 Blanton Drive	Waynesville, NC 28786	828-452-2082	828-421-1826	lbrookshale@gmail.com
Patrick McDowell ( <i>Chair</i> )	9/23/2002	6/30/2017	ETJ	2304 Crymes Cove Rd.	Waynesville, NC 28786		828-508-4932	AA409850@hotmail.com
<b>STAFF</b>								
Paul Benson	Director			PO Box 100	Waynesville, NC 28786	828-456-2004		pbenson@waynesvillenc.gov
Jason Rogers	Code Enf Admin			PO Box 100	Waynesville, NC 28786	828-456-8647		jrogers@waynesvillenc.gov
Eddie Ward	Admin Asst			PO Box 100	Waynesville, NC 28786	828-356-1172		eward@waynesvillenc.gov

9 members; serving 3-year term

7 members must reside within the corporate limits; 2 members must reside within 1-mile ETJ

All ETJ members appointed by Haywood County Board of Commissioners for Planning and Zoning Boards

Meetings held on 3rd Monday, 5:30pm @ Town Hall, 9 South Main Street

Authority: NCGS § 160A-361 / LDS 14.3 rev 10/2013

Last Updated: March 16, 2015

## Public Art Commission

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
David Blevins	05/27/08	06/30/15	Town	130 Whispering Pines Drive	Waynesville, NC 28786		828-316-0266	dblevins@peakenergyonline.com
Micah McClure	07/30/13	06/30/16	Town	741-B East Street	Waynesville, NC 28786	828-230-6009		micah@smokymountainnews.com
Diana Laursen ( <i>Vice Chair</i> )	03/08/11	06/30/15	Town	452 Hazelwood Avenue	Waynesville, NC 28786		828-736-4905	dianalaursen@gmail.com
Ann Melton ( <i>Chair</i> )	10/26/10	06/30/16	Town	203 Love Lane	Waynesville, NC 28786	828-452-2500	828-421-7689	meltonann@att.net
Jan Griffin	05/25/10	06/30/15	County	1941 Camp Branch Road	Waynesville, NC 28786	828-454-0546	828-246-8188	griffin918@bellsouth.net
RoAnne "Sug" Barnett	06/10/14	06/30/17	ETJ	1340 Crymes Cove Road	Waynesville, NC 28786	828-242-8509		<a href="mailto:sug.barnett@gmail.com">sug.barnett@gmail.com</a>
Sarah Jane League	07/27/10	06/30/17	Town	626 Country Club Drive	Waynesville, NC 28786	828-456-5356	703-217-783	sj.league@charter.net
Charles Mills	05/10/11	06/30/17	ETJ	1663 Allens Creek Road	Waynesville, NC 28786		828-454-5389	cgmills@gmail.com
Dominick DePaolo	08/13/13	06/30/16	Town	16 Graham Street	Waynesville, NC 28786	828-456-9918		<a href="mailto:dominickdepaolo@yahoo.com">dominickdepaolo@yahoo.com</a>
<b>STAFF</b>								
Amie Owens	Town Clerk			PO Box 100	Waynesville, NC 28786	828-452-2491	828-506-2222	<a href="mailto:aowens@waynesvillenc.gov">aowens@waynesvillenc.gov</a>

9 Members serving 4-year term - no residency requirements

Meetings held on 2nd Thursday, 4:00pm @Town Hall, 9 South Main Street

Authority: TOW O-4-06 - as the ordinance is specific to the TOW and all public art is maintained by the TOW, there is no confirmation required for ETJ or County At-large members by BOCC

Last Updated: Oct 29, 2014

## Recreation and Parks Advisory Commission

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
Don Frady	10/8/1991	6/30/2016	ETJ	55 Skyview Drive	Waynesville, NC 28786	828-456-7488	828-734-8676	
Linda O'Neil	8/13/2013	6/30/2016	County	28 Canary Lane	Maggie Valley, NC 28751	828-734-7808		lokofirefly@me.com
Sarah Massie	10/10/2006	6/30/2016	Town	60 Timbergrove Lane	Waynesville, NC 28786	828-456-3059	828-269-8676	
Kenneth Mull ( <i>Chair</i> )	6/24/1986	6/30/2017	Town	147 Tarheel Drive	Waynesville, NC 28786	828-456-7357		
Dan Schultz	6/10/2014	6/30/2017	Town	256 Woodland Drive	Waynesville, NC 28786	828-246-8800		<a href="mailto:danwnc@gmail.com">danwnc@gmail.com</a>
Michelle Claytor	3/10/2009	6/30/2017	Town	185 Duckett Cove Rd	Waynesville, NC 28786	828-456-5920	828-400-3925	
Lee Starnes	8/11/1992	6/30/2015	ETJ	37 Starnes Ridge	Waynesville, NC 28786	828-456-9800		<a href="mailto:lpstarnes@charter.net">lpstarnes@charter.net</a>
Wallace Messer	9/27/1983	6/30/2015	Town	172 Shelton Street	Waynesville, NC 28786	828-456-7113		
Ginny Boyer	9/14/2010	6/30/2015	Town	724 Smathers Street	Waynesville, NC 28786	828-452-5986		<a href="mailto:gboyer@waynesvillenc.gov">gboyer@waynesvillenc.gov</a>
<b>STAFF</b>								
Rhett Langston	Director			PO Box 100	Waynesville, NC 28786	828-456-2030		<a href="mailto:rlangston@waynesvillenc.gov">rlangston@waynesvillenc.gov</a>
Sabrina Caldwell	Admin Asst			PO Box 100	Waynesville, NC 28786	828-456-2030		<a href="mailto:scaldwell@waynesvillenc.gov">scaldwell@waynesvillenc.gov</a>

9 members serving 3-year term

Meetings held on 3rd Tuesday, 5:30pm @ Recreation Center Office, 550 Vance Street

Authority: TOW Resolution 3/11/69, revised R-13-92; R-28-96; R-13-97; R-28-06

As the ordinance is specific to the TOW and all recreation and parks facilities are maintained by the TOW, there is no confirmation required for ETJ or County At-large members by the BOCC.

Also the BOCC appoints its own Recreation Advisory Board by district in accordance with NCGS.

*last updated: June 11, 2014*

## Waynesville Housing Authority

Name	First Appointed	Current Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
Joan Robb	6/11/2014	6/30/2019	Town	184 Leatherwood Street	Waynesville, NC 28786	828-734-8126		<a href="mailto:airobb@charter.net">airobb@charter.net</a>
Patsy Dowling	12/9/2014	6/30/2019	Town	134 Chelsea Road	Waynesville, NC 28786	828-506-5236		<a href="mailto:pdowling@mountainprojects.org">pdowling@mountainprojects.org</a>
Mary Katherine Warner	3/10/2015	6/30/2019	WHA	65 Church St. Box 50	Waynesville, NC 28786	828-246-3238		<a href="mailto:kathleenw60@gmail.com">kathleenw60@gmail.com</a>
Walter S. Bryson	3/10/2015	6/30/2018	Town	47 Calvary Street	Waynesville, NC 28786	828-452-5299		
<b>VACANT</b>								
Eugen Cullin, Jr.	2/27/2007	6/30/2016	Town	113 Davis Cove Rd	Waynesville, NC 28786		828-550-1658	
Hilliard Gibbs (Chair)	3/26/1991	6/30/2019	Town	249 Belview Road	Waynesville, NC 28786			
<b>STAFF</b>								
Randolph Janes	Exec. Dir. - effective 06-01-2014					734-4584		<a href="mailto:waynesvilleho407@bellsouth.net">waynesvilleho407@bellsouth.net</a>

7 members serving 5-year term

One member must be directly assisted by WHA; no more than 1/3 of members shall be residents or recipients of assistance by WHA

Meetings held on 1st Wednesday, 5:30pm @ Waynesville Towers, 65 Church Street

Authority: NCGS § 157.5

*Last Updated: March 16, 2015*

## Zoning Board of Adjustment (ZBA)

Name	First Appointed	Proposed Term Expires	Residency	Address	City/State/ZIP	Primary Phone	Add'l Phone	Email
<b>MEMBERS</b>								
Stephanie Strickland	5/25/2004	6/30/2016	Town	329 Country Club Drive	Waynesville, NC 28786	828-734-4987	828-452-5347	<a href="mailto:sigep369@hotmail.com">sigep369@hotmail.com</a>
Ken Stahl	8/13/2013	6/30/2015	Town	24 Lamplighter Drive	Waynesville, NC 28786	828-452-4644	828-506-4603	<a href="mailto:kendalstahl@gmail.com">kendalstahl@gmail.com</a>
Jack Suddath	8/13/2013	6/30/2016	Town	150 Hummingbird Lane	Waynesville, NC 28786	828-452-4373		<a href="mailto:ejsuddath@gmail.com">ejsuddath@gmail.com</a>
Neil Ensley	7/23/2002	6/30/2015	ETJ	438 Monte Vista Drive	Waynesville, NC 28786	828-452-4437	828-646-1261	<a href="mailto:ensley@dnet.net">ensley@dnet.net</a>
David Felmet	8/13/2013	6/30/2016	Town	324 Balsam Drive	Waynesville, NC 28786	828-456-8285	828-507-4683	<a href="mailto:dfelmet@bellsouth.net">dfelmet@bellsouth.net</a>
<b>ALTERNATES</b>								
Charles John Gisler	6/10/2014	6/30/2017	Town - 1st alt	330 Sanctuary Drive	Wayneville, NC 28786	828-400-1787		<a href="mailto:north34949@aol.com">north34949@aol.com</a>
<b>STAFF</b>								
Paul Benson	Interim Director			PO Box 100	Waynesville, NC 28786	828-456-2004		<a href="mailto:pbenson@waynesvillenc.gov">pbenson@waynesvillenc.gov</a>
Jason Rogers	Code Enf Admin			PO Box 100	Waynesville, NC 28786	828-456-8647		<a href="mailto:jrogers@waynesvillenc.gov">jrogers@waynesvillenc.gov</a>
Eddie Ward	Admin Asst			PO Box 100	Waynesville, NC 28786	828-356-1172		<a href="mailto:eward@waynesvillenc.gov">eward@waynesvillenc.gov</a>

5 members serving 3-year term

If ETJ member is one of five primary members, must be appointed by Haywood County Board of Commissioners

Minimum of 3 alternates - 2 from Town, 1 from ETJ - succeed any member who is absent, resigns, or whose term expires

All ETJ members must be appointed by Haywood County Board of Commissioners for Planning and Zoning Boards

Meetings held on 1st Tuesday, 5:30pm @ Town Hall, 9 South Main Street

Authority: NCGS § 160A-388 / LDS 4/21/11

*Last Updated: June 11, 2014*

# ABC Board

(3 year term)

**1 vacancy**

2 applicants

Amie Owens

---

**From:** rezell2454@charter.net  
**Sent:** Tuesday, April 28, 2015 11:59 AM  
**To:** Amie Owens  
**Subject:** ABC Board Reappointment

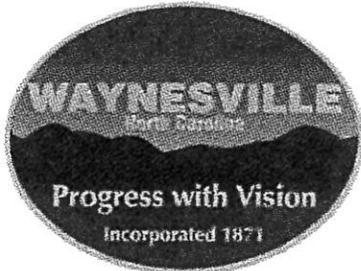
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Owens,

I would very much like to continue to serve on the Waynesville ABC Board. This e-mail will act as my notification to be reappointed for another 3 years with approval of the Waynesville Town Council. Should you need any other information please let me know. Please acknowledge receipt of this e-mail.

Thank you,

Raymond M. Ezell  
[rezell2454@charter.net](mailto:rezell2454@charter.net)



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

aowens@waynesvillenc.gov

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

NAME: Danny Winqate

STREET ADDRESS 392 Auburn Park Drive

MAILING ADDRESS 392 Auburn Park Dr Waynesville NC 28786

PHONE 828-734-6787

E-MAIL dwinqate@haywoodbuilders.com

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: I want to be more involved in the community and I believe my business experience will be helpful to this board

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

I have managed a local business for over 25 years as well as serving on other boards, such as Mountain Projects, HVO, Haywood Advancement Foundation, Haywood Economic Council and the Town of Waynesville Planning Board

I feel that I can contribute the following to this board or commission Guidance and direction from my professional experience in business as well as prior experience working with other boards

Tell us about yourself and your background: Lived and worked in Waynesville since 1972. Manage Haywood Builders Supply for over 25 years

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.

Danny Winqate  
Signature

5/7/15  
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

# Historic Preservation Commission

(3 year term)

**3 vacancies**

2 applicants

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Coley Bartholomew  
STREET ADDRESS 7 Country Club Drive; waynesville, NC  
MAILING ADDRESS same as above  
PHONE 828-735-2094  
E-MAIL coleyphillips@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 checked="" type="checkbox"/> Historic Preservation Commission |   |

I am interested in serving on this board or commission because: as a resident of the Town of Waynesville and native to Western North Carolina, I care deeply about issues and opportunities that effect our community.

I have experience/expertise in the following areas and/or have served on the following board or commission: For my own personal interest I have researched many of the historical sites and famous historical figures within the town and county out of personal interest.

I feel that I can contribute the following to this board or commission: Like the resourcefulness of our surrounding Appalachian heritage, I consider myself to be very resourceful and creative in problem solving and generating positive solutions.

Tell us about yourself and your background: I work with the Cooperative Extension service in Haywood county, as a 4-H Extension agent. I am currently pursuing my master's degree in public affairs.

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.

Coley Bartholomew  
Signature

January 12, 2015  
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.  
- Return Application to Town Clerk's Office -



May 1, 2015

Bette Sprecher  
30 Lodge Lane  
Waynesville, NC 28786

Dear Bette:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013. In accordance with this revised schedule, your current term on the Historic Preservation Commission will conclude on June 30, 2015.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Historic Preservation Commission. Please submit no later than May 29, 2015 to be eligible for consideration.

While we encourage you to continue participating on the Historic Preservation Commission, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 29, 2015 by calling (828) 452-2941 or emailing me at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

Whichever option you choose, we thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens  
Town Clerk

Enclosure

C: Ginny Boyer  
Paul Benson

05/07/15 Rec'd call from  
Bette - willing to serve  
again - awo

# Planning Board

(3 year term)

**3 vacancies**

3 applicants

Amie Owens

---

**From:** Bucky Dykes <bucky.dykes@gmail.com>  
**Sent:** Friday, May 08, 2015 9:01 AM  
**To:** Amie Owens  
**Cc:** Paul Benson; Eddie Ward  
**Subject:** Planning Board

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I would like to continue my service on the planning board. I will be retiring from my current job in September of this year, so I will not have the periodic conflicts with board meetings as I have had in past years.

Sincerely,

Bucky Dykes

Amie Owens

---

**From:** Deb Isenberg <stayatoakhill@gmail.com>  
**Sent:** Thursday, May 28, 2015 11:08 AM  
**To:** Amie Owens  
**Subject:** RE: Planning Board

Hi Amie,

I would like to be considered for re-appointment, for another term on the Planning Board. I appreciate your following up on your May 1<sup>st</sup> letter.

Thank you,  
Shell

*Oak Hill on Love Lane Bed and Breakfast*

Shell & Deb Isenberg, Innkeepers  
224 Love Lane, Waynesville NC 28786  
828-456-7037 - Office  
828-550-5183 - Cell  
[oakhillonloveln@bellsouth.net](mailto:oakhillonloveln@bellsouth.net)  
[www.oakhillonlovelane.com](http://www.oakhillonlovelane.com)

---

**From:** Amie Owens [<mailto:aowens@waynesvillenc.gov>]  
**Sent:** Wednesday, May 27, 2015 8:28 AM  
**To:** 'stayatoakhill@gmail.com'  
**Subject:** Planning Board

Shell:  
Good Morning! I hope that this email finds you doing well. On May 1, I sent out a letter to you informing you of your current term expiration on the Planning Board and asking if you wished to continue serving or if you did not. Could you please let me know if you wish to be considered for re-appointment?

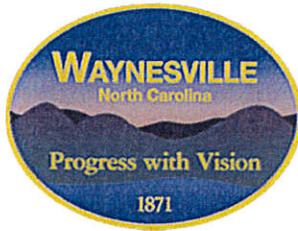
Thank you and have a good day!

**Amie Owens** | Town Clerk/Project Specialist  
Town of Waynesville, NC  
16 S. Main Street | PO Box 100 | Waynesville, NC 28786  
(o) 828.452.2491 | (f) 828.456.2000  
[aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov) | [www.waynesvillenc.gov](http://www.waynesvillenc.gov)



Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it, may be considered public record and as such are subject to request and review by anyone at any time.





May 1, 2015

Danny Wingate  
392 Auburn Park  
Waynesville, NC 28786

Dear Mr. Wingate:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013. In accordance with this revised schedule, your current term on the Planning Board will conclude on June 30, 2015.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Planning Board. Please submit no later than May 29, 2015 to be eligible for consideration.

While we encourage you to continue participating on the Planning Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 29, 2015 by calling (828) 452-2941 or emailing me at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

Whichever option you choose, we thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens  
Town Clerk

Enclosure

C: Eddie Ward  
Paul Benson

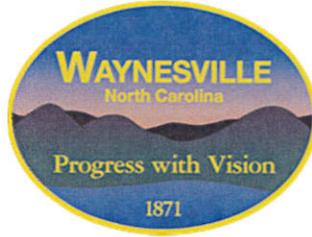
06/01/2015 - rec'd email of  
Mr. Wingate's interest in  
consideration for re-appointment  
*(aow)*

# Public Art Commission

(3 year term)

**3 vacancies**

1 applicant



May 1, 2015

Jan Griffin  
1941 Camp Branch Road  
Waynesville, NC 28786

Dear Jan:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013. In accordance with this revised schedule, your current term on the Public Art Commission will conclude on June 30, 2015.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Public Art Commission. Please submit no later than May 29, 2015 to be eligible for consideration.

While we encourage you to continue participating on the Public Art Commission, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 29, 2015 by calling (828) 452-2941 or emailing me at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

Whichever option you choose, we thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

*Amie Owens*

Amie Owens  
Town Clerk

Enclosure

*I would like to consider  
you another term on  
WPAC - Thank you  
for your consideration*

# Recreation Advisory Board

(3 year term)

**3 vacancies**

4 applicants

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Andrew Bowen  
STREET ADDRESS 201 Keller Street  
MAILING ADDRESS Same  
PHONE 828 734 1840  
E-MAIL pabowen1@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 checked="" 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 |  |

I am interested in serving on this board or commission because: I have a passion for parks and recreation and would like to aid in the Town's pursuit in creating a better system of outdoor/green spaces for further generations.

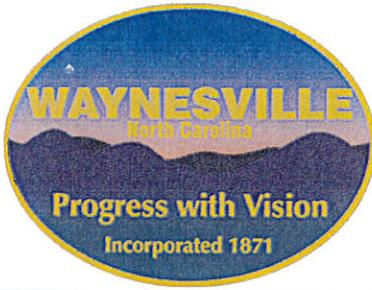
I have experience/expertise in the following areas and/or have served on the following board or commission: Parks, playground, green way site planning and mapping. Site and landscape design. I also served on the Haywood Greenways advisory board.

I feel that I can contribute the following to this board or commission: A new outlook in parks and greenway planning. Pre-site design and drawings if needed.

Tell us about yourself and your background: I am the Town planner in Maggie Valley, I work closely with governmental staff all over the County in order to make greenways a priority.

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.

Andrew Bowen  
Signature Date May. 18. 15



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

aowens@waynesvillenc.gov

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

NAME J. WALLACE MESSER

STREET ADDRESS 172 Shelton St.

MAILING ADDRESS Waynesville, NC, 28786

PHONE H- 456-7113 C 734-6947

E-MAIL \_\_\_\_\_

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: \_\_\_\_\_  
\_\_\_\_\_

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

I would like to continue to stay on the Rec. & Parks Advisory Comm.

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

Tell us about yourself and your background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

J. Wallace Messer \_\_\_\_\_ 5-8-15  
Signature Date



May 1, 2015

Lee Starnes  
37 Starnes Ridge  
Waynesville, NC 28786

Dear Mr. Starnes:

The Town of Waynesville approved a revised Board Appointment Schedule in July, 2013. In accordance with this revised schedule, your current term on the Recreation and Parks Advisory Commission will conclude on June 30, 2015.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Recreation and Parks Advisory Commission. Please submit no later than May 29, 2015 to be eligible for consideration.

While we encourage you to continue participating on the Recreation and Parks Advisory Commission, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by May 29, 2015 by calling (828) 452-2941 or emailing me at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

Whichever option you choose, we thank you for your participation and for your service to the Town of Waynesville.

Sincerely,

Amie Owens  
Town Clerk

Enclosure

c: Rhett Langston  
Sabrina Caldwell

05/19/15 - per Rhett Langston and call from Mr. Starnes, he is willing to serve and we re-appointed - (aow)

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Heath Sutton  
STREET ADDRESS 140 Valleyview Terrace Waynesville NC 28786  
MAILING ADDRESS same  
PHONE 828-734-5061  
E-MAIL mountaineer27831@bellsouth.net

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: I am invested in promoting health and fitness, I enjoy the facility as well.

I have experience/expertise in the following areas and/or have served on the following board or commission: I worked at HMC for over 15 years, served on multiple committees at HMC Hospital related to the fitness center promoting health and fitness, worked at HMC fitness center in cardiac/pulmonary rehab in facility as a Director.

I feel that I can contribute the following to this board or commission: objective ideas to improve and promote the Rec center, support the staff to be proud of this facility

Tell us about yourself and your background: Resp. Therapist, undergrad Degree in Business Healthcare, MHS in Executive Healthcare and Leadership from WCU, Haywood County native, Two children that use Rec center married own local Business Home Oxygen Company. Invested in 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 [Handwritten Signature] Date 5-15-15

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

Waynesville  
Housing  
Authority  
(5 year term)

**1 vacancy**

2 applicants

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Alfred Earl Caldwell  
STREET ADDRESS 140 Hillside Rd Waynesville NC 28786  
MAILING ADDRESS \_\_\_\_\_  
PHONE Home: 828-456-7957 - Cell 828-734-1873  
E-MAIL Sarkwefgc@charter.net

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: Because I interested in serving the community

I have experience/expertise in the following areas and/or have served on the following board or commission: Recor board @ Mt. Olive

I feel that I can contribute the following to this board or commission by having good input

Tell us about yourself and your background: I am retired from everygreen paper. I was a electrician I went to Hi school in Canton, NC my parent move here in 1964. From Florida Delray Beach

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.

Mr. Alfred Earl Caldwell Signature 5/19/2015 Date

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Melaine Holmes  
STREET ADDRESS 100 Gliding Hawk Way Waynesville, NC 28785  
MAILING ADDRESS same as above  
PHONE 423-416-6022  
E-MAIL mholmes828@yahoo.com

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

Alcoholic Beverage Control Board       Planning Board  
 Community Action Forum                       Public Art Commission  
 Board of Adjustment                               Recreation & Parks Advisory Commission  
 Firemen's Relief Fund Board                       Waynesville Housing Authority  
 Historic Preservation Commission

I am interested in serving on this board or commission because: I recently became a member of the grand jury in Haywood County. This has inspired a desire to learn more about the county and to become more involved in the community.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have previously worked on a HUD (HOPWA) grant and have a working knowledge of HUD requirements and regulations. In my present position, I work closely with the Housing Authority to house the clients we are working with or to keep clients in their current housing.

I feel that I can contribute the following to this board or commission For the past 19 years, I have worked as a social worker in a variety of positions. This has given me the experience of working with a diverse population and an understanding of their needs for advocacy in the community.

Tell us about yourself and your background: My family and I recently moved here from Bristol, VA about two ago when my husband accepted an engineering position with ConMet. I worked at Haywood County DSS briefly until I was offered a management position with ABCCM. We have two children, Bailey who attends Tuscola High School and McKinley, who attends Lake Junaluska Elementary.

I have attached my resume for more information regarding my work experience and background.

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.

Melaine Holmes  
Signature

5/4/15  
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

*- Return Application to Town Clerk's Office -*

## **Melaine Holmes**

100 Gliding Hawk Way  
Waynesville, NC28785  
Cell (423) 416-6022  
mholmes828@yahoo.com

### Summary of Qualifications

- Supervisory and Management Experience in community agencies.
  - Successful in dealing with individuals from a variety of backgrounds.
  - Proficient in Microsoft Word, Excel, and Access computer programs.
- 

### Employment

**Lead Housing SSVF Specialist**  
**Veterans of the Carolinas, ABCCM**  
Asheville, NC

**8/2013-Present**

Supervise a team of SSVF Case Managers across a 26 county service area; Provide leadership, training, guidance, and oversight in program implementation and service delivery; Work with Director to ensure program meets all federal, state, and agency guidelines; Participate in all necessary community, regional, and state meetings; Maintain financial records on grant expenditures for monthly, quarterly, and annual reports; Make recommendations for policy and procedure changes as necessary to maintain program compliance; Facilitate weekly staff meetings to provide program updates and staff improvement goals.

**Social Services Assistant**  
**Salvation Army**  
Asheville, NC

**3/2013 – 8/2013**

Provided social service assistance to eligible clients in the following areas: food, lodging, clothing, furniture, and financial assistance; Interviewed clients to determine need and eligibility to receive services; Contacted utility organizations and landlords to arrange and process financial assistance; Prepare accurate and complete client records; Served as a liaison to other agencies in order to obtain/coordinate assistance on client's behalf; Ensured compliance with program policies and procedures.

**HOPWA Case Manager**  
**Hope for Tennessee, Frontier Health**  
Kingsport, Tennessee

**10/2003 – 6/2012**

Provided case management services for clients infected with HIV/AIDS; Conducted home visits and other monthly contacts to assess client's needs; Offered referrals to other community agencies; Established emergency and/or permanent housing for those HIV/AIDS clients threatened with homelessness using HOPWA funding provided by HUD grant; Determined client eligibility in order to provide housing, utility assistance, and supportive services; Maintained financial records on grant expenditures for quarterly and annual reports; Participated in the Regional Advisory Committee, Ryan White Consortia, and the Appalachian Regional Coalition on Homelessness (ARCH) to assess the needs of the HIV/AIDS community.

**Foster Care Case Manager**  
**Highlands Community Services**  
Bristol, VA

**12/2002 – 10/2003**

Provided direct case management services for foster children in state's custody; Conducted home visits to foster homes in order to properly assess their needs; Organized monthly meetings with service providers in order to coordinate services; Prepared court reports and participated in court hearings to determine the best interest of the child (ren); Completed daily and monthly case recordings.

**Family Support Services Case Manager II**  
**Northeast Community Service Agency, Department of Children's Services**  
Kingsport, Tennessee

**08/2000 – 11/2002**

Provided direct case management services for truant, delinquent, unruly, or dependent/neglect children in order to prevent state's custody; Conducted home visits to client's residence in order to properly assess their needs; Made referrals to community agencies on client's behalf; Prepared court reports and participated in court hearings to determine the best interest of the child(ren); Completed orders of reference when ordered by the court; Completed daily and monthly case recordings.

**Youth Care Coordinator**  
**Holston Point, Frontier Health**  
Kingsport, Tennessee

**06/1996 – 11/1998**

Supervised youth residents (ages 12 to 18) in a Level II residential facility; Assisted youth in addressing problems related to mental health, substance abuse, physical or sexual abuse, family conflict, and conflicts with authority figures; Coordinated the Youth Care Technicians in the general supervision of the residents; Drug screened clients when needed; Dealt effectively with clients by fostering behavior modification techniques; Available for 24 hour crisis intervention when assigned by the Residential Manager.

---

## **Education**

**King University**  
Formerly King College  
Bristol, Tennessee

**08/1992 – 05/1996**

Bachelor of Arts in Psychology

---

## **References**

Cheryl Wilson  
ABCCM Senior Volunteer Coordinator  
W 828-259-5326

Ferrin Cole  
ABCCM Hominy Valley Crisis Director  
W 828-398-6931

Julie Robinson  
HOPE for TN Director  
W 423-224-1301

# (Zoning) Board of Adjustment

(3 year term)

**2 vacancies**

2 applicants

Amie Owens

---

**From:** Neal Ensley <ensley@dnet.net>  
**Sent:** Monday, May 04, 2015 11:00 AM  
**To:** Amie Owens  
**Subject:** Member- Zoning Board of Adjustment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Amie,  
Received your letter about expiring term and I will be willing to serve another term.

Thanks for the reminder,  
Neal Ensley

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME HENRY KIDDER  
STREET ADDRESS 299 BELLEVIEW RD WAYNESVILLE NC 28786  
MAILING ADDRESS PO BOX 777 HAZELWOOD NC 28738  
PHONE 828-246-0250  
E-MAIL BRIDGECANTON@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 checked="" 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 |   |

I am interested in serving on this board or commission because: I WOULD LIKE TO SERVE THE TOWN AND PEOPLE OF WAYNESVILLE TO FURTHER ENHANCE CONSTRUCTIVE GROWTH.

I have experience/expertise in the following areas and/or have served on the following board or commission: RESIDENTIAL AND COMMERCIAL GROWTH - PROPERTY MANAGEMENT - REAL ESTATE SALES - MORTGAGE ORIGINATION AND CUSTOMER SERVICE.

I feel that I can contribute the following to this board or commission: BY MAKING INFORMED DECISIONS FOR THE BETTERMENT OF THE TOWN AND ITS CITIZENS.

Tell us about yourself and your background: I'M A COLLEGE GRADUATE IN ECONOMICS FROM DARTMOUTH. I HAVE SERVED IN THE MILITARY. I'VE WORKED AT BANKS IN NYC AND CANTON OHIO. I ENDED MY CAREER WORKING FOR THE POST OFFICE IN WAYNESVILLE AND HAZELWOOD. I AM NOW RETIRED AND AM A PART TIME FARMER.

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

5-28-2013  
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -