



Town of Waynesville, NC

Board of Aldermen – Regular Meeting

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

Date: **October 11, 2016** Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

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

Motion: To approve the minutes of the September 27, 2016 regular meeting, as presented [or as corrected].

B. CHANGE IN PUBLIC HEARING

3. Public Hearing to consider a request from Southern Concrete for rezoning of two properties to the Commercial-Industrial District -- **POSTPONED**

C. COMMUNICATIONS FROM STAFF

4. Manager’s Report –Town Manager Rob Hites
 - a. Hazelwood Parking Lot
 - b. Service provision – garbage, sidewalks and restrooms – Downtown, Frog Level and Hazelwood
5. Attorney’s Report – Town Attorney Woody Griffin

D. NEW BUSINESS

6. Request for Street Closure – Apple Harvest Festival – October 15, 2016

Motion: To approve the street closure of Main Street from Pigeon Street to Walnut Street for the Apple Harvest Festival on Saturday, October 15, 2016 with the closure beginning at 9:00 p.m. on Friday, October 14 until 8:00 p.m. on October 15, as presented.

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

October 11, 2016

- 2 -

7. Budget Amendment FY 2016/17 for Hazelwood Parking Lot Improvements

Motion: *To approve an amendment to the Fiscal Year 2016-2017 Budget Ordinance for the purpose of improvements to the Hazelwood Parking Lot , as presented.*

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE

G. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR October 11, 2016

2016	
Tue, Oct 11 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Sat, Oct 15 10:00 AM – 5:00 PM Main Street, Downtown	28 th Annual Apple Harvest Festival – Haywood Chamber of Commerce
Fri, Oct 21 6:00 PM – 10:00 PM Wells Events Center	8 th Annual ARCToberfest – sponsored by the ARC of Haywood County – Town has sponsored a table for 8 – RSVP to Amie as to your attendance
Su-Tu, Oct 23-25	NCLM Annual Conference CityVision 2016 Raleigh, NC
Tue, Oct 25 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Mon, Oct 31 5:00 PM – 7:00 PM Downtown Waynesville	Treats on the Street – DWA
Fri, Nov 4 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
Mon, Nov 7 5:30 PM Wells Events Center	Haywood COG – Waynesville Hosting
Tue, Nov 8 6:30 AM – 7:30 PM All voting precincts	Election Day - General Election
Tue, Nov 8 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fri, Nov 11	Veterans' Day Holiday Town Offices Closed
Th-Fr, Nov 24-25	Thanksgiving Holiday Town Offices Closed
Mon, Nov 28 6:30 PM Location TBD	Southwestern Commission Board Meeting
Fri, Dec 2 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association

Fr-Mo, Dec 2-5	Holly Days Downtown – seasonal events downtown throughout the weekend
Mon, Dec 5 6:00 PM Main Street, Downtown	Waynesville Holiday Parade Line-up begins at 4:30 PM at Walnut and Main Parade begins at 6:00 PM
Sat, Dec 10 5:00 PM Fire Station #1	Waynesville Fire Department Annual Holiday Family Dinner
Sat, Dec 10 6:00 – 9:00 PM Main Street, Downtown	A Night Before Christmas / Bethlehem Market Place – DWA & First Baptist Church
Tue, Dec 13 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
Fr-Tu, Dec 23, 26-27	Christmas Holiday Town Offices Closed
2017	
	New Year Holiday Town Offices Closed
	Martin Luther King Jr Holiday Town Offices Closed

Board and Commission Meetings – October/November 2016

ABC Board	ABC Office – 52 Dayco Drive	October 16 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	November 1 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	October 27 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	November 2 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	October 15 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	October 13 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	October 17 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	November 2 1 st Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

Tue – Fri, Oct 11 – 14, 2016	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC
Tue – Fri, Nov 15 – 18, 2016	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC
Tue – Fri, Jan 10 – 13, 2017	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC
Tue – Fri, Feb 14 – 17, 2017	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC
Tue – Fri, March 14 – 17, 2017	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC
Tue – Fri, April 25 – 28, 2017	Assistant Town Manager	Municipal and County Administration Course Chapel Hill, NC

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
September 27, 2016

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, September 27, 2016 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

The following staff members were present:

Rob Hites, Town Manager
Woody Griffin, Town Attorney
Amie Owens, Assistant Town Manager/Town Clerk
Jill Howell-Shook, Administrative Assistant
David Foster, Public Services Director
Bill Hollingsed, Police Chief
Elizabeth Teague, Development Services Director

The following media representatives were present:

Mary Ann Enloe, the Mountaineer
Cory Vaillancourt, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and noted the following calendar events including:

- October 8 – Church Street Fair – 10:00 a.m. until 5:00 p.m. – Downtown
- October 15 – Apple Harvest Festival – 10:00 a.m. until 5:00 p.m. – Downtown
- October 31 – Treats on the Street – 5:00 p.m. until 7:00 p.m. – Downtown
- November 7 – Haywood County Council of Governments Meeting – 5:30 p.m. Wells Events Center
- November 8 – Election Day

Amie Owens, Assistant Town Manager/Town Clerk introduced the newest member of the Administrative Services Staff, Jill Howell-Shook, Administrative Assistant II.

2. Adoption of Minutes

Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the minutes of the September 13, 2016 regular meeting, as presented. The motion carried unanimously.

3. Certificate of Appreciation

Police Chief Bill Hollingsed presented a Certificate of Appreciation to Clark Williams, owner and operator of Frog Level Brewing for his support of Law Enforcement and Emergency Responders. Chief Hollingsed read the following: *On behalf of the men and women of the Waynesville Police Department, we want to take this opportunity to thank you for the many things that you do for our agency and those involved in Emergency Services throughout our community. It is very apparent that you do not do these things for accolades or praise, but we feel it is important for you to realize how much the members of this agency value your contributions, assistance and support.*

Mayor Brown added thanks from the Board of Aldermen, not only for Mr. Williams' support of local agencies, but for his service as a United States Marine. Mayor Brown noted that Mr. Williams is always participative as a business owner in Frog Level and has been an advocate in getting issues resolved in that area. Mr. Williams was afforded a standing ovation.

4. Recognition of Officer Dave Clancy

Mayor Brown began a discussion of the Brown Avenue realignment and asked that Waynesville Middle School (WMS) Principal Trevor Putnam and Officer Dave Clancy address the board related to their concerns. As Officer Clancy approached the podium to speak, it was revealed that this was not a discussion about the proposed realignment, but recognition of Officer Clancy by the WMS staff.

Police Chief Hollingsed explained that at the end of this past school year, School Resource Officer Dave Clancy was unanimously voted by all faculty and staff of the Waynesville Middle School as the Employee of the Year. This was his first year as the SRO at the Middle School. This is the first time in history that this award was earned by someone who was not a teacher. However, the school system would not approve the award for Officer Clancy because they stated that he was not an employee of the school system.

In the words of the principal, Mr. Putnam, "Officer Clancy has completely changed the culture of our school. His research and hard work have developed into policies that will be adopted across the entire system". Principal Putnam read the plaque; Presented *To Dave Clancy, On behalf of the students, faculty and staff of the Waynesville Middle School. Thank you for your hard work, dedication and commitment to our school and wellbeing of our students. Your passion and love for this school makes a difference every day!*

A letter was read by a WMS faculty member highlighting the many things that Officer Clancy does to make a difference on the campus daily from talking with students and teachers to getting much needed family and mental health services. She continued to note that Officer Clancy is knowledgeable with reports and advises accordingly and always communicates with staff. He has developed safety plans for the school and is aware of what is going on at all times. Officer Clancy takes his job seriously and the school, students and community are better because of him.

Chief Hollingsed explained that when Officer Clancy was hired he expressed his desire to be a School Resource Officer (SRO) and continue his work with children. He added that Officer Clancy has been heaped with accolades from staff and students and that there is no one more passionate about the job he does than Officer Clancy. Officer Clancy was met with a standing ovation.

Mayor Brown expressed his pride in Officer Clancy and the officers of the Waynesville Police Department.

B. CALL FOR PUBLIC HEARING

5. Call for Public Hearing to consider a request from Southern Concrete for rezoning of two properties to the Commercial-Industrial District

Elizabeth Teague, Development Services Director, explained that Southern Concrete Materials had submitted an application to rezone two properties to consolidate business functions to one location. The two properties in question were shown on the monitors and Ms. Teague explained that the existing Southern Concrete operation had been at that location for 30 years. She illustrated that the property on Railroad Street was acquired in order to relocate the driveway and railroad crossing to improve safety. Expanded buffering would be a requirement as it is adjacent to a residential area.

Alderman Roberson asked how long the plant had been in this location. Ms. Teague answered that the site had been used as a mobile cement plant and storage site for many years. Ms. Teague added that representatives from Southern Concrete would be present at the public hearing to answer questions about operation specifics. She explained that the Planning Board had unanimously approved the requested rezoning. Mayor Brown thanked Ms. Teague for the information about the request for rezoning.

Alderman Freeman made a motion, seconded by Alderman Caldwell to call for public hearing to be held on October 11, 2016 at 6:30 p.m. or as soon thereafter as possible, in the Town Board Room, located at 9 South Main Street, Waynesville, to consider a zoning map amendment requested by Southern Concrete Materials, Inc. to rezone two properties - 120 Railroad Street, PIN 8605-71-1498 from Hazelwood Urban Residential to Commercial-Industrial District and 50 Vigoro Lane, PIN 8605-71-4029 from Hyatt Creek Regional Center Commercial to Commercial-Industrial District, as presented. The motion carried unanimously.

C. NEW BUSINESS

6. Request approval of contract for ACMI for the purpose of replacement of media at the Water Treatment Facility

Public Services Director David Foster requested approval of a contract with ACMI for the purpose of replacement of media at the Water Treatment facility. Mr. Foster provided a diagram of the current water treatment process explaining the removal of bacteria and free flowing impurities. A second diagram was shown illustrating how the media is utilized. Mr. Foster noted that the lifespan of media is approximately 20 years; the existing media has been in place for 45 years.

Mr. Foster continued by explaining that this media replacement was postponed last year and is budgeted at \$240,000. By completing this replacement, all areas of the Water Treatment Plant, except for the sludge pond, will have been upgraded or replaced.

Mayor Brown asked what types of things are in the source water. Mr. Foster answered that usually twigs and leaves, but at times microbial organisms do have to be removed. The filter media is the last step before chemicals are added for drinking. Mayor Brown commented that water quality report that is put out annually shows how truly great the water is in Waynesville. He inquired how long this filter media replacement would take. Mr. Foster answered approximately 2 months.

Alderman Roberson clarified that this media would be in the tanks is inside the building. Mr. Foster confirmed noting that the tanks were okay and should not have to be replaced since the upstairs at the building had already been re-done.

Mayor Brown added that he has been in contact with Kyle Cook, Water Treatment Superintendent and even during this drought, the watershed was only down about 3%; this is not at a shortage stage and no restrictions are recommended at this time. Mayor Brown concluded by noting that the water is one of the best assets in Waynesville and the board and staff are committed to taking care of it.

Alderman Roberson made a motion, seconded by Alderman Caldwell to approve the contract with ACMI for the purpose of replacement of the media at the Water Treatment facility and to direct the Town Manager to execute said agreement, as presented. The motion carried unanimously.

D. COMMUNICATIONS FROM STAFF

7. Manager's Report - Town Manager Rob Hites

Town Manager Rob Hites provided a report related to the Electric Service Transition noting that the majority of the assigned tasks for UTEC have been partially or fully completed. At this point, the Coordination Study is the priority for the development of a plan to detail the appropriate fusing and switching procedures between substations to prevent wide-spread outages.

Manager Hites added that there is a two phase study to look at the anticipated rates and how spread across the user base and how that measures up with the Santee Cooper book of business. After 3 – 4 months the Town and UTEC will revisit to review actual rates for residential, industrial and commercial. The Board will have to approve or rebalance based on the contract. Mayor Brown added that it is important to balance and have an equitable mix across the utility.

Manager Hites added that in switching to Santee Cooper some long standing procedures with Duke Energy would be coming to an end such as substation maintenance. Request for Proposals (RFPs) will be sent out related to gaining a new vendor for such service and the chosen vendor would be the emergency response to substation failure.

Manager Hites noted that the closing for the Public Services Operations Center renovations would be on Tuesday, October 4, 2016 at 1:00 p.m.

9. Attorney's Report – Town Attorney Woody Griffin

Town Attorney Griffin had nothing to report.

F. COMMUNICATION FROM THE MAYOR AND BOARD

Alderman Feichter provided an update on the West NGN broadband project. He explained that the project was moving along and that a Request for Qualifications had been issued by Land of Sky to find a consultant to act as a project manager on behalf of WestNGN. Each of the supporting entities contributed funds for the project which was budgeted at \$35,000. The Town of Waynesville's contribution was \$4,877.

Alderman Feichter noted that a deadline for submission of RFQs was September 22 and that only two responses were received; the deadline was extended to October 3 in hopes of receiving additional submissions. He added that tentatively, the consultant would be hired in November with their goal of having a preliminary RFQ for providers to build fiber in the region developed by April and sent out by May 2017.

Alderman Feichter excitedly spoke about the Steering Committee making a visit to Chattanooga on Friday to discuss their broadband implementation and utilization. Chattanooga has been a pioneer in provision of broadband services for citizens. Alderman Feichter provided an example of the low cost and fast speed of such services. He alluded to the fact that since the WestNGN was just beginning to move, they would also be paying close attention to what has to be done in the future for service provision and how such an investment in infrastructure would impact community development.

Mayor Brown interjected that the Haywood Advancement Foundation had hired a consultant, Magellan Advisors, to look at broadband access for the county. He explained that Alderman Feichter is the point of contact for the Town as part of the county's endeavor. Mayor Brown noted that it was imperative that leaders recognize the value of this new service utility and its necessity. It is expensive, but worth it.

Alderman Feichter concluded by noting that with the implementation of broadband locally, it opens doors for people to live here and work elsewhere, and provides the opportunity for new and expanding economic development balanced with quality of life.

G. CALL ON THE AUDIENCE

Dick Young addressed the board related to a catch basin that was installed and complained that water runs on to Ron Muse's property. Mr. Foster explained that he had looked into this project and due to direction by NCDENR the project was ceased and the water will continue to flow freely.

Mr. Young also inquired as to when the board would hold a public hearing on the relocation of the intersection on North Main Street. Ms. Teague explained that this was the NC Department of Transportation project, not the Town of Waynesville and that the NCDOT would properly notice any public meetings or hearings. She added that all the Town has been informed of is that NCDOT is studying the area. The project is not slated for start until 2020.

H. ADJOURN

There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Freeman to adjourn the meeting at 7:16 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Amanda W. Owens, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 11, 2016

SUBJECT: Public Hearing to consider a zoning map amendment requested by Southern Concrete Materials, Inc. to rezone:

- 120 Railroad Street; Haywood County Tax Parcel Identification Number 8605-71-1498 from Hazelwood Urban Residential District to Commercial-industrial (CI) District, and
- 50 Vigoro Lane, PIN 8605-71-4029 from Hyatt Creek Regional Center Commercial to Commercial-Industrial (CI) District.

AGENDA INFORMATION:

Agenda Location: **POSTPONED – Change in Public Hearing**

Item Number: **3-B**

Department: Development Services

Contact: Elizabeth Teague, Development Services Director

Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: Southern Concrete would like to consolidate operations at their current site on Vigoro Lane and make various site improvements to accommodate increased production, storage facilities and offices. Improvements to this site for manufacturing; however, are constrained by the Land Development Standards governing their current zoning within the Hyatt Creek Regional Center District. Southern Concrete has also purchased the lot at 120 Railroad Street in order to relocate their driveway and railroad crossing to improve safety. This lot would be used to meet the expanded buffer requirements. At their September 19, 2016 Meeting, the Planning Board unanimously recommended rezoning these properties from their current zoning classifications to the Commercial-Industrial classification.

Notification to surrounding properties is being provided to allow for an additional comment period; the Planning Board will hold another public hearing and will then forward recommendations to the Board of Aldermen for a public hearing to be held at a later date.

MOTION FOR CONSIDERATION: **No action required – public hearing postponed and another call for public hearing will be made at a later date.**

FUNDING SOURCE/IMPACT: N/A

MANAGER’S COMMENTS AND RECOMMENDATIONS: Call for Public Hearing at a later date

Hazelwood Avenue Parking Lot

Tentative Terms of Agreement:

Increase current parking lot from 59 to 93 spaces.

Estimated cost of improvements to lot is \$100,000.

Improvements include demolition of two structures, repaving, striping and “pedestrian scale” lighting.

Monthly rental rates reflect the value of improvement to the property.

Terms of lease: Initial 5 year term with 4 automatic renewals of 5 years.

Initial lease payment for 93 spaces: \$850 per month.

During construction of lot lease payment would be \$425 per month.

Dedication of two spaces at sidewalk on Hazelwood Road for public art (improvements to be completed by Waynesville Public Art Commission and Town staff)

Town will compensate Viola Forga Living Trust the sum of \$5400 for lost rent in Insurance Bldg. for one year. **

Issues that remain (according to Town staff and minutes)

Location and number of spaces retained by Lessee for private use.

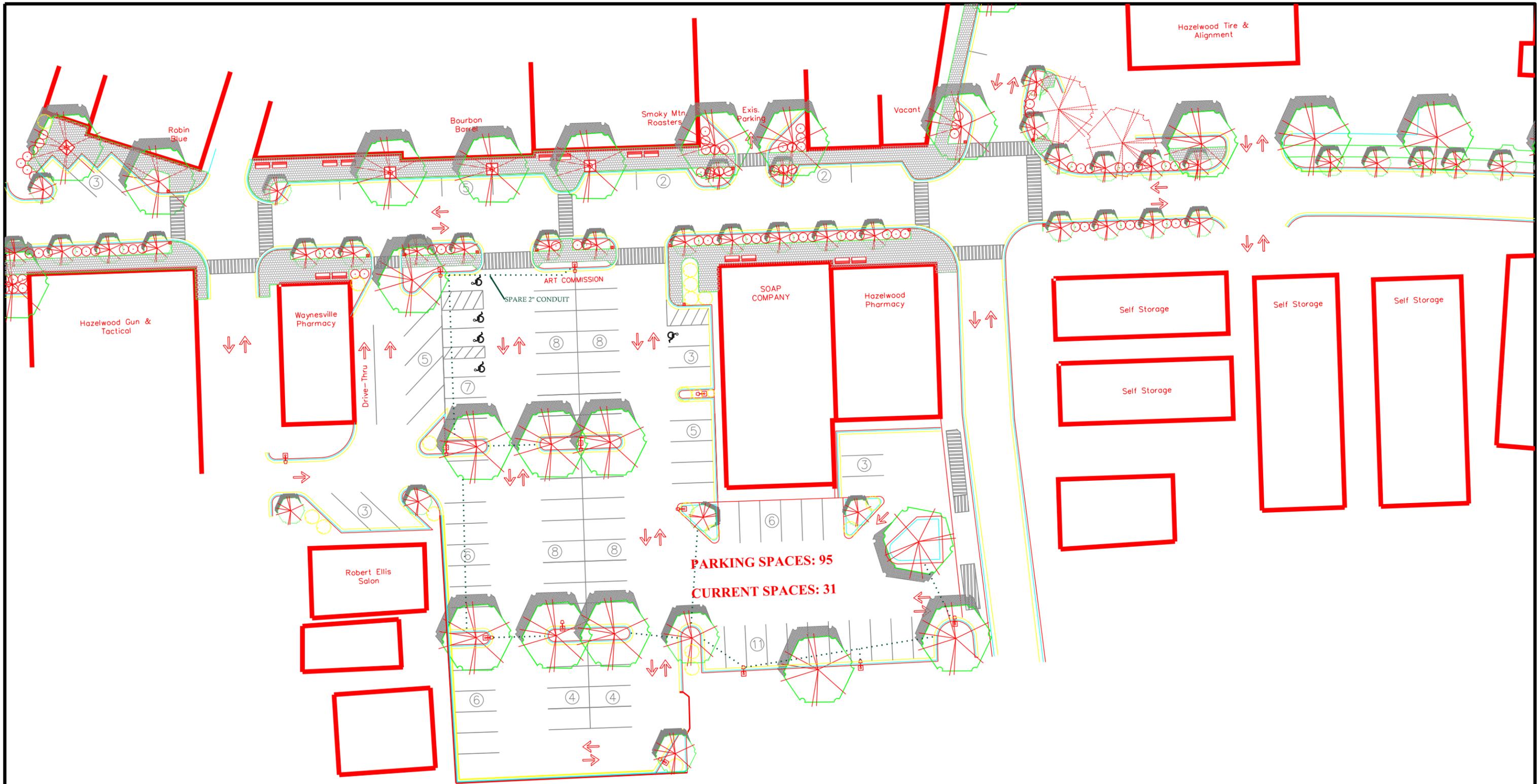
Approval of draft lease by Chris Forga

Appropriation of General Fund Balance to construct parking lot

Preliminary Construction Schedule for Parking Lot

October-November 2016	Demolition of buildings (Public Works” PW”) Rough grade and gravel new parking area so public will have use of lot during winter months (PW)
March-May	Install electric conduit for lights, planting islands (PW) Form and pour curb and gutter (contractor) Complete gravel base, compact and pave (contractor) Stripe and landscape (PW and contractor)

** Loss of rent is a negotiated sum based on the issue that Ms. Forga expected the Town to complete the lease after their October 27, 2015 meeting and held the insurance building vacant for a year.



SCALE: 1" = 40'

DRAWN BY:

DANIEL HYATT, RLA

PRESTON GREGG, PE

SHEET NO.: 3 OF 3

DATE: 9/3/15

TOWN OF WAYNESVILLE

in conjunction with

BROADBOOKS ASSOCIATES

EXHIBIT A

DOWNTOWN
HAZELWOOD
PARKING



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 11, 2016**

SUBJECT: Options for Maintenance of Sidewalks and Parking areas in Downtown, Frog Level and Hazelwood.

AGENDA INFORMATION:

Agenda Location: **Communications from Staff**
Item Number: **4b-C**
Department: Administrative Services/Public Services
Contact: Rob Hites, Town Manager
Presenter: **Rob Hites, Town Manager**

BRIEF SUMMARY: Several Board members have been requested to provide additional sidewalk cleaning in the Downtown as has been the practice in the past. The staff has developed several alternatives for the Board to consider.

MOTION FOR CONSIDERATION: To approve one of the attached alternatives.

FUNDING SOURCE/IMPACT: General Fund

ATTACHMENTS: Options for cleaning the sidewalk and parking areas in Downtown, Frog Level and Hazelwood

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve option #1.

BACKGROUND

Several years ago the Public Works assigned a single individual to sweep daily, the sidewalks in the Downtown, Frog Level and Hazelwood. The employee was to spend 3.5 hours of his workday on this activity and the remainder as a member of the Street Crew. Over time the employee spent most of his day in the Downtown sweeping and carrying out minor maintenance duties. In an effort to provide more even service to all three districts the Public Works staff changed the way it cleaned the sidewalks and streets in the Downtown, Frog Level and Hazelwood. Instead of one employee spending most of his day in the Downtown and less time in Frog Level and Hazelwood, two staff members were assigned to sweep the sidewalks and streets of the three commercial areas from 7-9 a.m. three days per week. This change provides a consistent level of service to all three commercial districts. An unforeseen result of this change of service is that the Downtown does not benefit from a staff member spot sweeping the sidewalks during the business day. In the heavy tourist season trash and cigarette butts are dropped during the day and are only picked up at 7:00 a.m. every other day. Several Board members have been asked whether the Town would return to a cleaning schedule that permits daily spot sweeping of the Downtown sidewalks.

OPTIONS FOR THE BOARD

I understand the needs of the Downtown and the pressure that the influx of tourists makes on the Town. In an effort to provide more service to the commercial nodes, provide a consistent level of service to Downtown, Frog Level and Hazelwood and do so in an economical fashion I suggest the following options:

1. Amie says that we frequently have Town employees who are assigned to light duty. Since we have very few light duties they get to stay at home while they convalesce which is reflected as lost days under Worker's Comp. Under Amie's plan the Town would continue the three day per week major cleaning of Downtown, Frog Level and Hazelwood AND add additional touchup sweeping of the three districts with Light Duty Employees. On occasions when the Town does not have anyone assigned to Light Duty, we will assign the duty to a Public Works staff member. This option would incur very little additional funding.
2. Continue the three day per week major cleaning of the three districts and provide additional funding to the Downtown Association to hire a part time employee for sidewalk cleaning and light maintenance. This would be very flexible since the Downtown staff could schedule the employee to work during peak tourist activity (ex. Tuesday thru Saturday April-October). The downside of this option is that we are treating the commercial districts differently.

3. Assign a full time position to carry out all cleaning and light maintenance of sidewalks and parking areas for the three commercial districts on a rotating basis throughout the day. When we construct first rate parking lots in Hazelwood and Frog Level our cleaning load will increase. We may develop a Tuesday-Saturday workweek so they can clean on Saturday and open the Montgomery Street restrooms. If we do not create a new position we will have to break up a crew to fill the position. Amie's idea of using Light Duty folks is the more efficient alternative.
4. Provide major cleaning of the sidewalks and streets but move to the traditional practice of requiring property owners and tenants to maintain the public areas adjacent to their property. Given the necessity to clean and maintain public parking areas for its commercial districts requesting the merchants to provide minor maintenance of their sidewalk areas is the most economical use of Town funds and more in line with most NC Towns.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 11, 2016

SUBJECT: Street Closing Request – Apple Harvest Festival – October 15, 2016

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6-D
Department: Administrative Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY: The Annual Apple Harvest Festival is scheduled for October 15, 2016 from 10:00 a.m. until 5:00 p.m. The information received regarding the street closure of Main Street from Pigeon Street to Walnut Street and all cross streets beginning at 9:00 p.m. on Friday, October 14 through 8:00 p.m. on October 15. This event has taken place for several years and has been approved in the past.

MOTION: *To approve the street closure of Main Street from Pigeon Street to Walnut Street for the Apple Harvest Festival on Saturday, October 15, 2016 with the closure beginning at 9:00 p.m. on Friday, October 14 until 8:00 p.m. on October 15, as presented.*

FUNDING SOURCE/IMPACT: Provision of barricades for street closures

ATTACHMENTS:

Layout of the proposed vendor placement for the event

MANAGER’S COMMENTS AND RECOMMENDATIONS: Public Services and Police will assist with blocking intersections and medical assistance by the Fire Department is requested for this event. Recommend approval of the street closure.

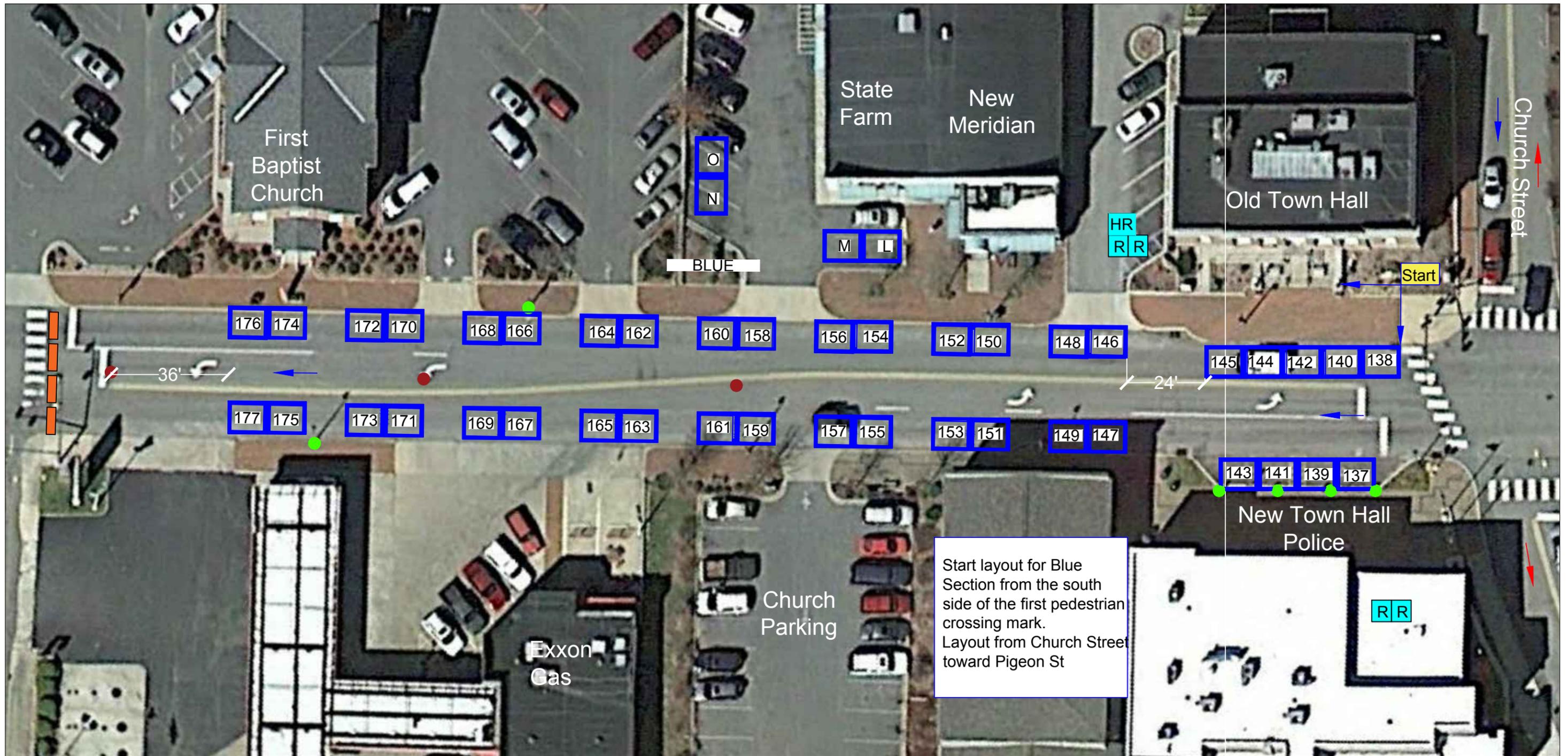


- 1 10 x 12 Booth
- R Restrooms
- R Handicap Restroom
- Electric Outlet
- Layout Marker

*12 feet between booth quads unless otherwise noted

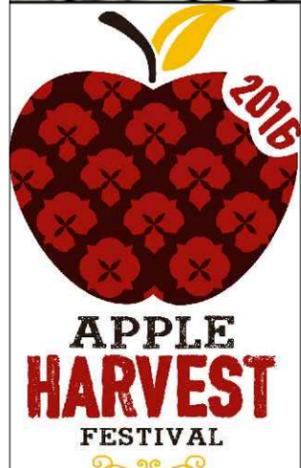
2016 Apple Harvest Festival Vendor Booth Layout

Scale: 1" = 30'
Base map per Google Earth 2015



Start layout for Blue Section from the south side of the first pedestrian crossing mark. Layout from Church Street toward Pigeon St

~Blue Section Layout~ Church Street to Pigeon Street



- 1 10 x 12 Booth
- RR Restrooms
- Electric Outlet
- Layout Marker

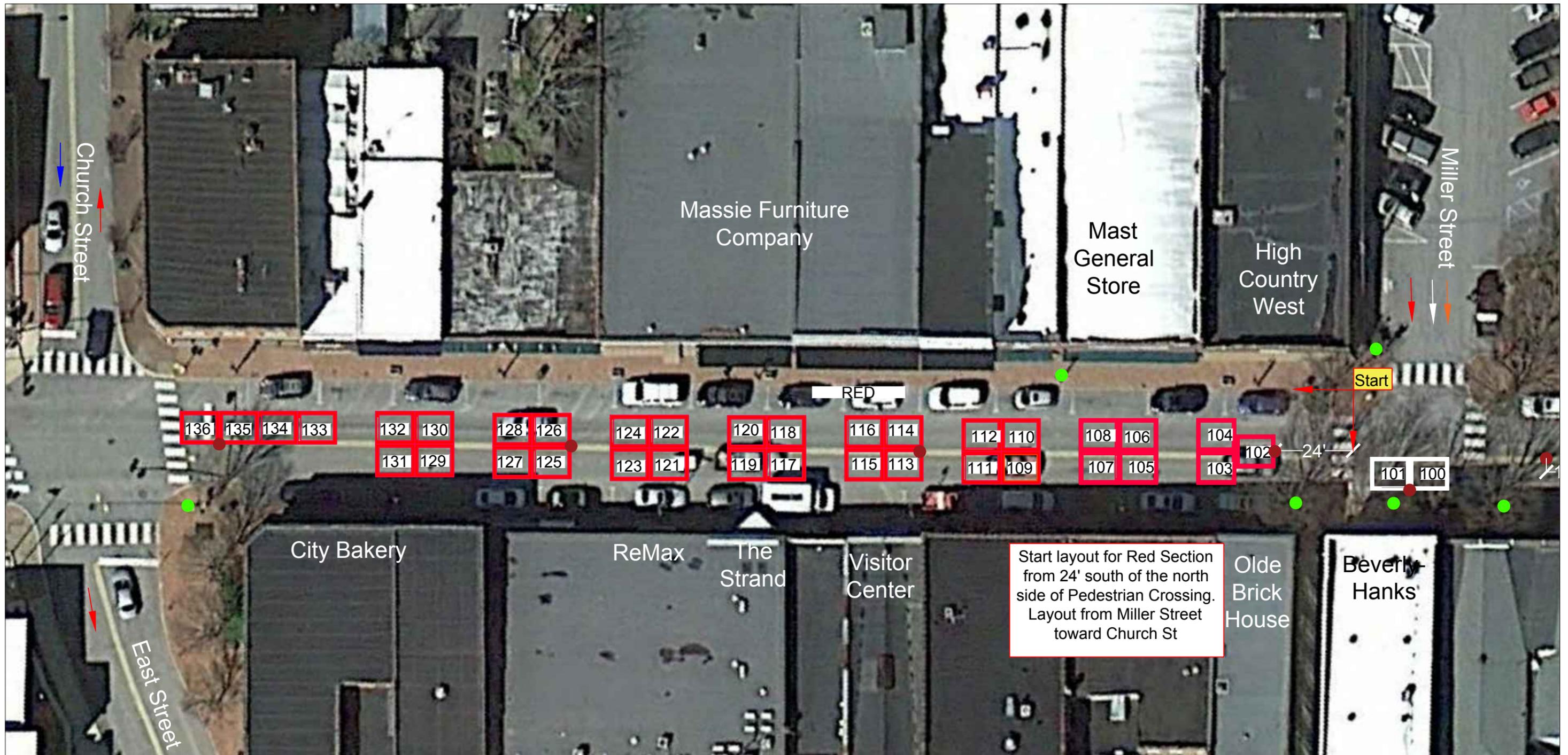
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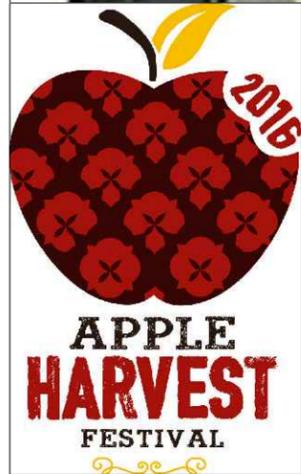
Base map per Google Earth 2015
Prepared by:



J.M. TEAGUE
Engineering & Planning
525 N. Main Street
Waynesville, NC 28786
828.456.8383



~Red Section Layout~
Miller Street to Church Street



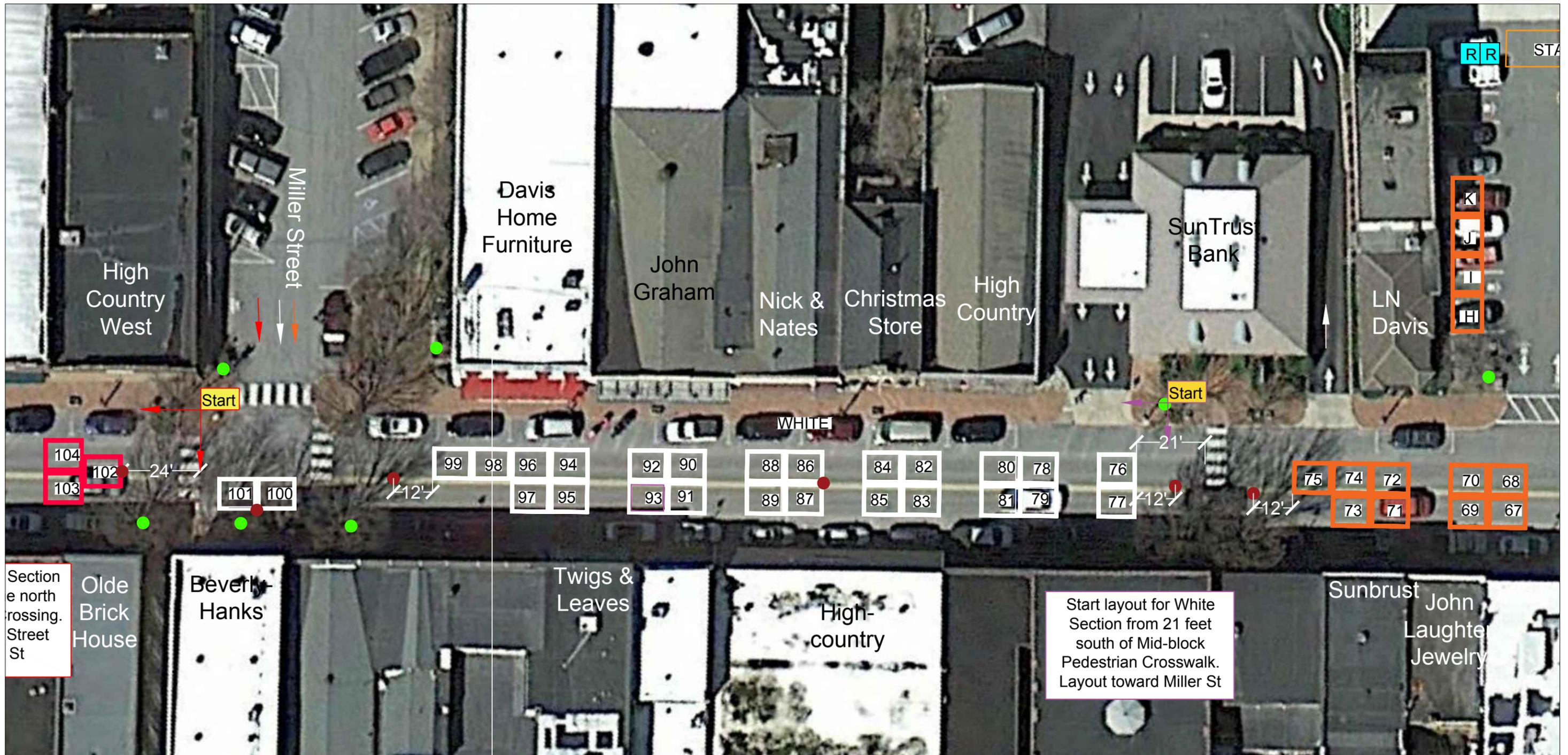
- 1 10 x 12 Booth
- RR Restrooms
- Electric Outlet
- Layout Marker

*12 feet between booth quads unless otherwise noted

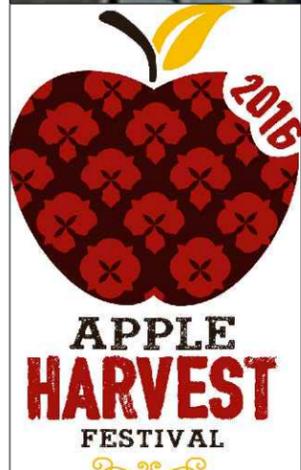
Scale: 1" = 30'

Base map per Google Earth 2015
Prepared by:

J.M. TEAGUE
Engineering & Planning
525 N. Main Street
Waynesville, NC 28786
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~White Section Layout~ Suntrust to Miller Street



- 1 10 x 12 Booth
- RR Restrooms
- Electric Outlet
- Layout Marker

*12 feet between booth quads unless otherwise noted

Scale: 1" = 30'

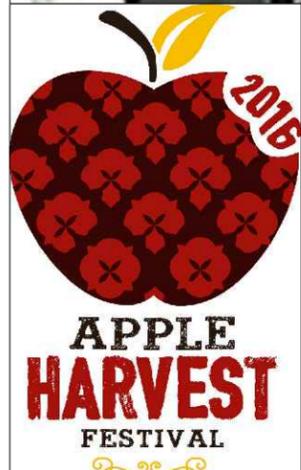
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Waynesville, NC 28786
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Start layout for White Section from 21 feet south of Mid-block Pedestrian Crosswalk. Layout toward Miller St

Start layout for Orange Sections from 12 feet south of turn lane stop bar. Layout from Depot toward Miller



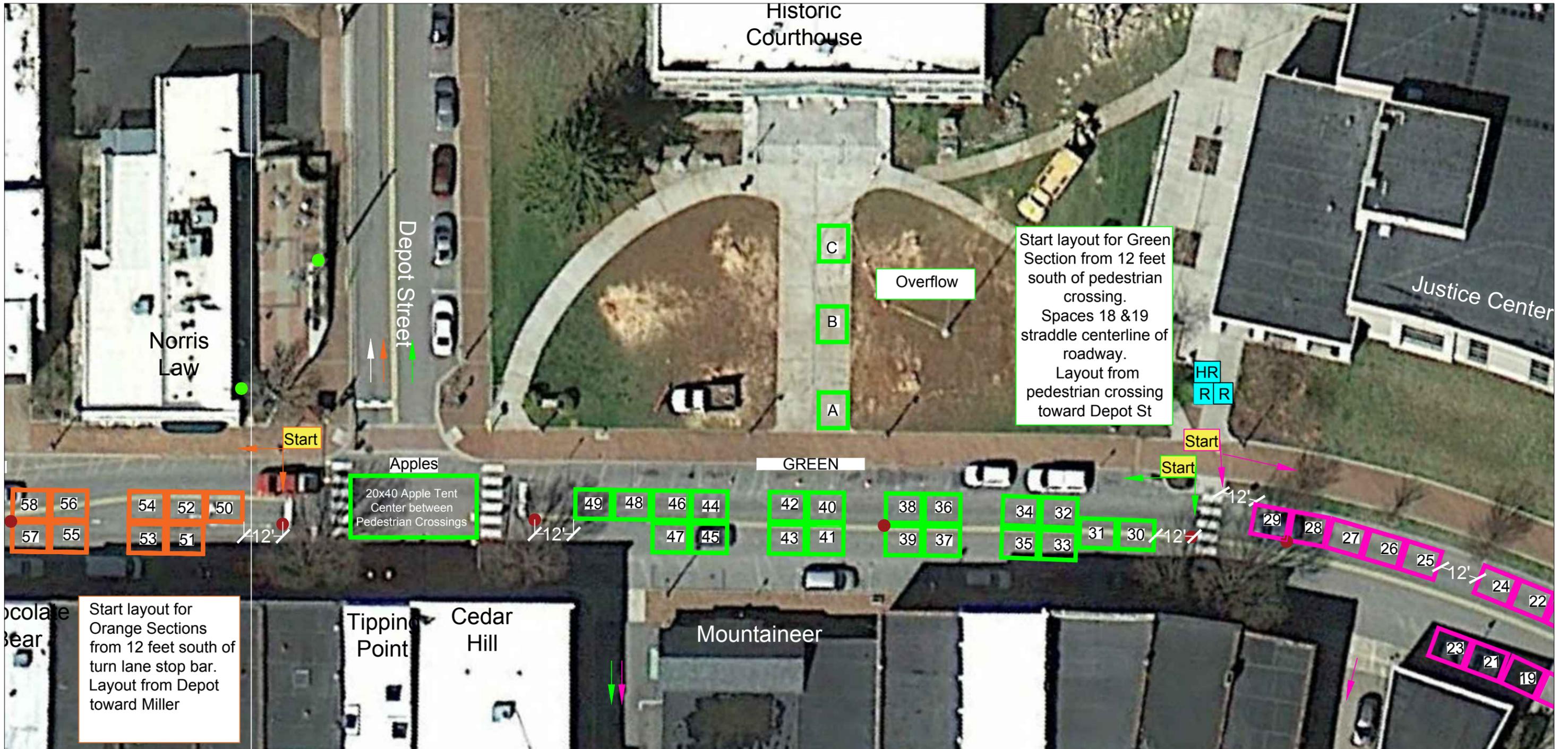
~Orange Section Layout~ Depot Street to Suntrust Bank

- 1 10 x 12 Booth
- RR Restrooms
- Electric Outlet
- Layout Marker

*12 feet between booth quads unless otherwise noted

Scale: 1" = 30'
Base map per Google Earth 2015
Prepared by:

J.M. TEAGUE
Engineering & Planning
525 N. Main Street
Waynesville, NC 28786
828.456.8383

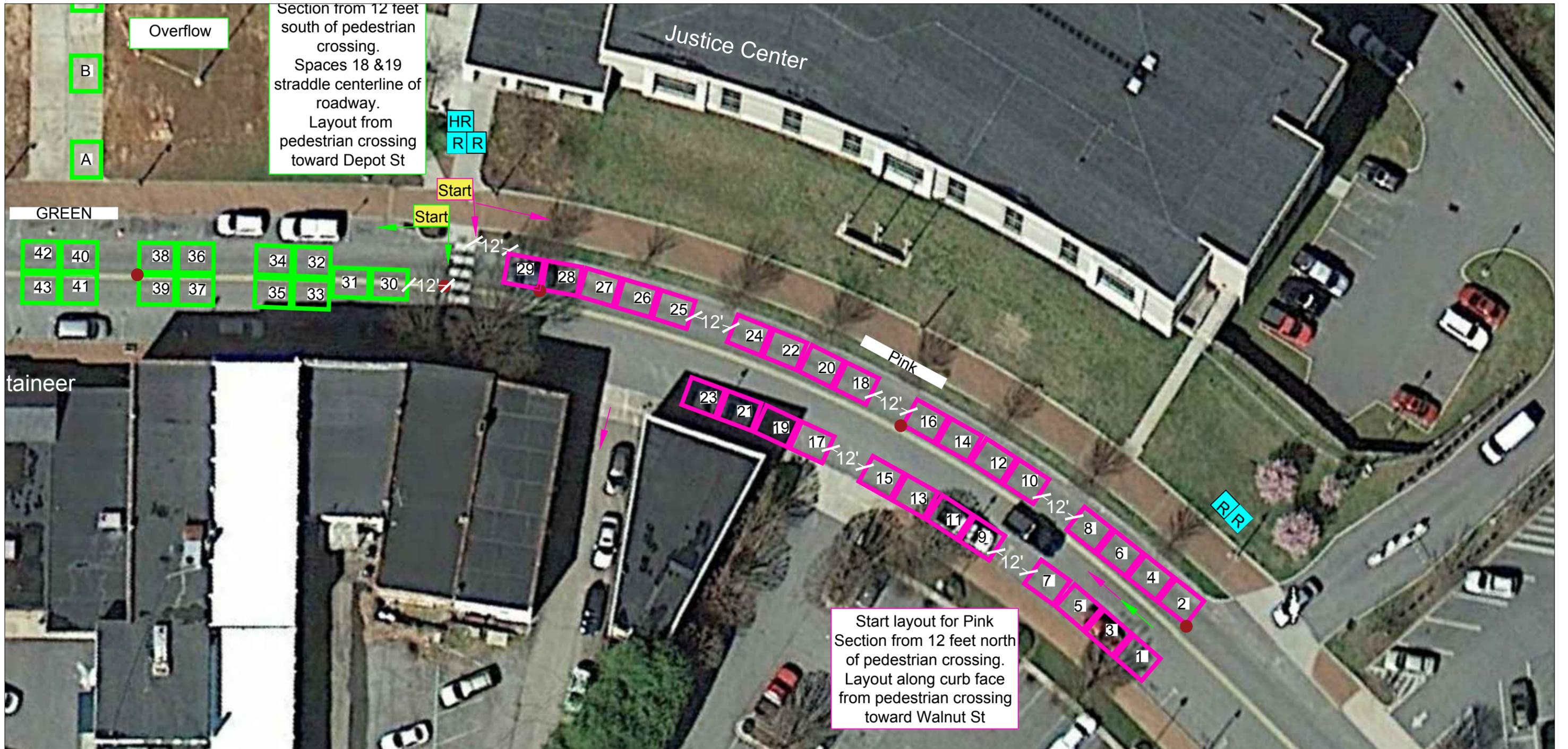


- 1 10 x 12 Booth
 - RR Restrooms
 - Electric Outlet
 - Layout Marker
- *12 feet between booth quads unless otherwise noted

~Green Section Layout~ Justice Center to Depot Street

Scale: 1" = 30'
Base map per Google Earth 2015
Prepared by:

525 N. Main Street
Waynesville, NC 28786
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~Pink Section Layout~ Walnut Street to Historic Courthouse

- 1 10 x 12 Booth
 - RR Restrooms
 - Electric Outlet
 - Layout Marker
- *12 feet between booth quads unless otherwise noted

Scale: 1" = 30'

Base map per Google Earth 2015
Prepared by:

J.M. TEAGUE
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525 N. Main Street
Waynesville, NC 28786
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TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 11, 2016

SUBJECT: Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds and Amendment #3 to the 2016-2017 Budget Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 7-D
Department: Public Facilities-Outside
Contact: Eddie Caldwell, Finance Director. / Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager / Eddie Caldwell, Finance Director

BRIEF SUMMARY: The attached amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds is needed to make improvements to the Hazelwood parking lot. This amendment calls for the capital outlay expenditures in the Public Facilities-outside division to increase \$100,000 to support such improvements. Since the costs of the Internal Service Funds are allocated back to the other funds, the revenues needed to pay for the increased expenditures will be based on the charges or allocations to the other funds (General, Water, Sewer, and Electric Funds).

The first attachment (amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds) requests the changes in the internal service funds.

The next attachment (amendment #3 to the 2016-2017 Budget Ordinance), reflects the revenues needed and the increased expenditures allocated back to the various funds associated with the increased capital outlay requested in the 2016-2017 Financial Operation Plan for Internal Service Funds.

Additional note: The expenditure received approval in the 2015-2016 Financial Operating Plan for Internal Service Funds but was never spent.

Internal Service Fund: (Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds)

Revenues:

Charges to other Funds \$100,000

Expenditures:

Capital Outlays \$100,000

General Fund: (Amendment #3 to the 2016-2017 Budget Ordinance)

Revenues:

Fund Balance Appropriation \$ 68,800

Expenditures:

Internal Service Costs \$ 68,800

Water Fund: (Amendment #3 to the 2016-2017 Budget Ordinance)

Revenues:

Fund Balance Appropriation \$ 14,430

Expenditures:

Internal Service Costs \$ 14,430

Sewer Fund: (Amendment #3 to the 2016-2017 Budget Ordinance)

Revenues:

Fund Balance Appropriation \$ 9,800

Expenditures:

Internal Service Costs \$ 9,800

Electric Fund: (Amendment #3 to the 2016-2017 Budget Ordinance)

Revenues:

Fund Balance Appropriation \$ 6,970

Expenditures:

Internal Service Costs \$ 6,970

MOTION FOR CONSIDERATION: To approve Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds and Amendment #3 to the 2016-2017 Budget Ordinance

FUNDING SOURCE/IMPACT:

Funding for these projects will be budgeted to come from the various funds' fund balance or savings in the current year.

ATTACHMENTS:

- Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds
- Amendment #3 to the 2016-2017 Budget Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

Ordinance No. 08-16

Amendment No. 1 to the 2016-2017 Financial Operating Plan For Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the financial operating plans of the internal service funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2016-2017 financial operating plans of the internal service funds is amended as follows:

:

Increase the following revenues:

Charges to other funds

Charges to General Fund	813650-453610	\$ 68,800
Charges to Water Fund	813650-453661	14,430
Charges to Sewer Fund	813650-453662	9,800
Charges to Electric Fund	813650-453663	6,970

Total charges to other funds		<u>\$100,000</u>
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Increase the following appropriations:

Public Facilities-Outside Capital Improvements	814261-545900	\$100,000
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Expenditures estimated for planned improvements of
Hazelwood Parking Lot

Adopted this 11th day of October 2016.

Town of Waynesville

Gavin A. Brown
Mayor

Attest:

Amanda W. Owens
Town Clerk

Approved As To Form:

Woodrow H Griffin
Town Attorney

Ordinance No. 09-16

Amendment No. 3 to The 2016-2017 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2016-2017 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2016-2017 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	103900-493992	\$68,800
		<hr/>
Total General Fund revenue increase		\$68,800

(Revenue needed to fund Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Governing Board		
Internal Service Costs	104110-548100	\$ 720
Administration		
Internal Service Costs	104120-548100	4,140
Finance Department		
Internal Service Costs	104130-548100	4,130
Police Department		
Internal Service Costs	104310-548100	20,690
Fire Department		
Internal Service Costs	104340-548100	8,210
Streets and Sanitation Department		
Internal Service Costs	104510-548100	14,300
Cemetery Department		
Internal Service Costs	104740-548100	1,230
Planning and Inspections		
Internal Service Costs	104910-548100	2,680
Recreation Department		
Internal Service Costs	106120-548100	12,700

(Increased allocation costs associated with Amendment #1 to the 2016-2017 Financial Operating Plan for Internal Service Funds. General Fund's share of higher allocation costs associated with the improvements at the Hazelwood Parking lot.)

Total General Fund appropriation increase		<hr/> \$68,800
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Water Fund:
Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	613900-493992	\$14,430

Total Water Fund revenue increase \$14,430

(Revenue needed to fund Amendment #1 to the 2016-2017
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Water Maintenance		
Internal Service Costs	617121-548100	\$ 8,380
Water Treatment		
Internal Service Costs	617122-548100	6,050

(Increased allocation costs associated with Amendment #1 to the
2016-2017 Financial Operating Plan for Internal Service Funds.
Water Fund's share of higher allocation costs associated with
the improvements at the Hazelwood Parking lot.)

Total Water Fund appropriation increase \$14,430

Sewer Fund:
Increase the following revenues:

Other Financing Sources		
Fund Balance Appropriation	623900-493992	\$ 9,800

Total Sewer Fund revenue increase \$ 9,800

(Revenue needed to fund Amendment #1 to the 2016-2017
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Sewer Maintenance		
Internal Service Costs	627121-548100	\$ 3,340
Sewer Treatment		
Internal Service Costs	627122-548100	6,460

(Increased allocation costs associated with Amendment #1 to the
2016-2017 Financial Operating Plan for Internal Service Funds.
Sewer Fund's share of higher allocation costs associated with
the improvements at the Hazelwood Parking lot.)

Total Sewer Fund appropriation increase \$ 9,800

Electric Fund:
Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 633900-493992	\$ 6,970

Total Electric Fund revenue increase \$ 6,970

(Revenue needed to fund Amendment #1 to the 2016-2017
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Electric Maintenance	
Internal Service Costs 637121-548100	\$ 6,970

Increased allocation costs associated with Amendment #1 to the
2016-2017 Financial Operating Plan for Internal Service Funds.
Electric Fund's share of higher allocation costs associated with
the improvements at the Hazelwood Parking lot.)

Total Electric Fund appropriation increase \$ 6,970

Adopted this 11th day of October 2016.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Amanda W. Owens
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney