

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**August 12, 2025**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, August 12, 2025, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 6:00 pm with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tem Chuck Dickson  
Councilmember Jon Feichter  
Councilmember Anthony Sutton  
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager  
Candace Poolton, Town Clerk  
Jesse Fowler, Assistant Town Manager  
Martha Bradley, Town Attorney  
Elizabeth Teague, Development Services Director  
Ian Barrett, Finance Director  
Luke Kinsland, Recreation Director  
Ricky Bourne, Public Services Director  
Assistant Chief of Police Josh Schick  
Beth Gilmore, DWC Director  
Page McCurry, Human Resources Director  
Assistant Fire Chief Cody Parton

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Council meeting is August 26<sup>th</sup> and Town Offices are closed September 1<sup>st</sup> for Labor Day.

**B. PUBLIC COMMENT**

There was no public comment.

**C. ADDITIONS OR DELETIONS TO THE AGENDA**

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to add "Recognition of life-saving efforts performed by a team member" to the agenda. The motion passed unanimously***

#### **D. CONSENT AGENDA**

*All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

2.
  - a. Motion to approve the July 22, 2025 Regular Meeting Minutes
  - b. Motion to approve the July 31, 2025 Special Meeting Minutes
  - c. Motion to appoint Mitchell Bearden to the Waynesville Recreation Advisory Commission
  - d. Motion to approve the budget amendment for the Parks and Recreation Department for a \$1000 grant through NCRPA.
  - e. Rescind the appointments of Henry Kidder and Josh Morgan to the Zoning Board of Adjustment.
  - f. Appoint Mary Ford and Jessi Stone to the Zoning Board of adjustment

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the consent agenda as presented. The motion passed unanimously.***

#### **E. PRESENTATIONS**

3. Recognition of life-saving efforts performed by a team member
  - Assistant Chief of Police Josh Schick

Assistant Chief of Police Josh Schick reported that on May 22, 2025, Aaleiah Cagle and Myles Chandler witnessed one of their co-workers fall forward onto the cement floor inside of the Public Works Garage. He said they sprang into action and called 911 and stayed with the employee until medical help arrived. He attributed their efforts and quick thinking to saving his life. Assistant Chief of Police Josh Schick presented Aaleiah Cagle the Live Saving Award.

4. Fourth of July Parade Presentation
  - Eva Hansen

Eva Hansen, in her capacity as a representative of the Kiwanis Club, presented a slide show of the 4<sup>th</sup> of July Kids Parade.

5. Presentation of FY24 Audit
  - Ian Barrett, Finance Director and Tanya Coffey with Martin & Starnes

Tanya Coffey presented the 2024 Fiscal Year Audit. Highlights included:

- Overall revenues increased \$568,648 (3%) from last year
- Overall expenditures decreased \$762,822 (5%) from last year

Positive performance indicators included:

- GF fund balance available %
- Stable property tax valuation & collection %

Areas of concerns included:

- Late audit submission
- Budget violations
- Finance officer was not bonded for 12 days
- segregation of duties
- deposits not being made daily

Ms. Coffey said the town's response to the audit concerns is due within 60 days of this presentation and must be signed by the majority of Council, the town manager, and the finance officer.

Councilmember Freeman pointed out that many of the small discretions found by the audit were already addressed. Mr. Barrett said a lot of the findings were already remedied. Mr. Hites suggested there was a daily deposit missed because of inclement weather and the bank may have been closed.

***A motion was made by Councilmember Freeman, seconded by Councilmember Feichter, to accept the presentation for information and approve the FY24 audit. The motion passed unanimously.***

## **F. NEW BUSINESS**

### **6. Budget Amendment Request – \$15,000 Match for Dog Park Grant Application**

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that Town Council previously authorized staff to apply for the dog park grant, with the potential to use other grant funds as the local match. Initially, he said that staff planned to apply without amending the budget, since \$15,000 in storm recovery funds had already been identified internally for this purpose. Mr. Kinsland said the TDA has indicated that these funds must be formally dedicated in the Town budget to satisfy the match requirement. He added that the amendment will not affect the overall budget but will reallocate already earmarked recovery funds to officially serve as the grant match. Staff will re-apply for the grant by August 20<sup>th</sup>.

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve a budget amendment in the amount of \$15,000 to serve as the required 1:1 match for the Town's dog park grant application, with funds to be reallocated from previously earmarked storm recovery expenses. The motion passed unanimously.***

### **7. Amendment to Town Ordinance to Permit Alcohol in Recreation Areas for Special Events**

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the Recreation Advisory Committee is requesting an amendment to the current ordinance prohibiting alcohol in public parks and recreation areas. He said the change is necessary to allow the sale and consumption of alcohol during special events, such as the upcoming

25th anniversary celebration of the Recreation Center, which plans to include a beer garden. Mr. Kinsland stated the proposed amendment would allow alcohol sale and consumption in areas managed by the Recreation Department only when a Town Council-approved special event permit has been granted. He said this change also aligns the ordinance with current practice, as special events have been permitted to include alcohol with Council approval, despite existing ordinance language requiring a separate resolution. Mr. Kinsland reminded Council that events would still be required to obtain proper ABC permits from the State.

Mr. Kinsland said that a beer garden would make the event appeal to larger audiences and support local businesses. He emphasized the proposed ordinance change is not a blanket approval for alcohol in town parks and that special event permits and state permits would still be needed. He added that the Recreation Advisory Commission fully supported this amendment. Councilmember Freeman emphasized that this is not an unprecedented request, and there was an event at the park that happened in the past where alcohol was served.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the proposed amendment to the Town ordinance to allow the sale and consumption of alcohol in areas managed by the Recreation Department, including parks, the Armory, and the Recreation Center, contingent upon the issuance of a special event permit approved by Town Council. Councilmembers Freeman, Feichter, Dickson, and Sutton voted in the affirmative. Mayor Caldwell voted against. The motion passed.***

8. Public Works Department Reorganization

- Ricky Bourne, Public Services Director

Public Services Director Ricky Bourne reported that he completed a 90-day assessment, developed an action plan and is now proposing a comprehensive reorganization to enhance operational efficiency, strengthen field supervision, comply with increasing regulatory demands, and align staff duties with the department's needs. He outlined the reorganization as follows:

- A revised organizational structure with updated flow charts.
- Creation and reclassification of key supervisory positions to clarify reporting lines and enhance service delivery.
- Updated job descriptions to reflect responsibilities and grade assignment.

He said he worked closely with HR and upper management and this plan has been developed based on objective operational analysis and aligns with best practices in public works management, regulatory compliance, and workforce development.

Councilmember Sutton said there are more layers between him and the manager which would alleviate any allegations of micromanaging.

Councilmember Feichter said the reorganization will affect the staff and community at large and he asked how it will impact staff morale and the SOPs being developed. Mr. Bourne said that efficiency will greatly improve, the re-org will help with workflow, and it will empower staff to make decisions without having to go to multiple supervisors, which, he added, will ensure operational decisions are made quickly. He said the re-org will delegate more authority to the people who should have it. He reassured Council that staff will be properly trained on SOPs and he will be relying heavily on staff to write the SOPs, citing their institutional knowledge. Mr. Bourne suggested a formal review or sign off process so that staff feel that the SOPs are workable.

Councilmember Feichter referenced the change in titles such as “manager” and “superintendent”. Mr. Bourne said it depends on administrative experience vs. operational, and his goal is to promote internally when possible. Councilmember Feichter asked how Mr. Bourne would measure morale while the changes are being made. Mr. Bourne said he encourages staff feedback and there are weekly HR meetings where concerns can be voiced. HR Director Page McCurry said that they will be re-conducting the employee satisfaction survey next June. Mr. Bourne said these things take time, and there may be some push back from staff at first. He said he is hoping to implement the re-org in the next 3-6 months with transformational change fully occurring in 3-5 years.

***A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, to approve the proposed Public Works Department reorganization and adopt the updated organizational chart. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the associated reclassifications and job description updates as outlined in the attached proposal. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to acknowledge the budgetary impact and authorize implementation within the current fiscal year. The motion passed unanimously.***

9. Special Events Cost Analysis

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler reported that following Council direction, staff has prepared an analysis of costs incurred by the Town as a consequence of managing special events throughout the Town. Mr. Fowler said that each special event held within the Town of Waynesville requires considerable safety and logistics planning in cooperation with the Public Works Department, Police Department, Fire Department, and event organizers in order to ensure the safety of the public while providing the operational resources necessary to successfully host these events. Mr. Fowler presented the table of annual event costs, as well as the 2024 Civilian Police Annual Activity Report. He added that while the costs found on the table include all of the “day of” operational costs incurred by the Town of Waynesville during special events, it does not include costs incurred prior to the event, such as internal planning discussions or meetings with the event organizers.

Councilmember Sutton asked if the total cost included fringe? Mr. Fowler replied no, just hourly pay. Councilmember Sutton pointed out that the Civilian Police saved the town \$20,000 in staff hours by volunteering at special events. Councilmember Dickson asked if Mr. Fowler could look at other towns’ fees regarding renting out specific items, such as bleachers, barricades, or tents and how much they charge for closing the street, what towns charge schools for police presence at sporting events, and application fees. Councilmember Dickson also requested that Ian investigate how much money the town is investing in events for the DWC. Mr. Fowler said that races take a lot of staff time and money, and he said they’ve considered encouraging runners to have the races at the rec center. Mr. Hites added that when the Shulhoffer property is done, that could provide more space to hold 5K races.

## **G. COMMUNICATION FROM STAFF**

### **9. Manager's Report**

- Town Manager, Rob Hites

Nothing to report.

### **10. Town Attorney's Report**

- Town Attorney, Martha Bradley

Nothing to report.

## **H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Councilmember Feichter thanked Mr. Hites for the weekly reports. He also pointed out that sales tax percentage was up 3% from last year. Councilmember Sutton, thanked Mr. Hites for his time meeting with Rep. Mark Pless and DEQ.

## **I. ADJOURN**

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to adjourn at 7:35pm. The motion passed unanimously.***

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk