

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
July 23, 2019

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, July 23, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

The following Board Member was absent:
Mayor Pro Tem Gary Caldwell

The following staff members were present:
Rob Hites, Town Manager
Assistant Town Manager Amie Owens
Bill Cannon, Town Attorney
Eddie Ward, Town Clerk
Ben Turnmire, Finance Director
Elizabeth Teague, Development Services Director
Brian Beck, Interim Police Chief
Daryl Hannah, Streets and Sanitation Supervisor
Lisa Burnett, Purchasing Manager

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Thursday July 25 – 8:30 pm - Folkmoot Lantern Parade – Hazelwood Parking Area to Folkmoot Friendship Center
Friday July 25 – 6:30 -9:00 pm-Mountain Street Dance – Main Street
Saturday July 27 – 10:00 am – 5:00 pm – Folkmoot International Day – Main Street
Saturday August 3 – 9:00 – 12:00 – Sarges Annual Downtown Dog Walk – Haywood County Courthouse
Friday August 9 – 6:30 – 9:00 pm – Mountain Street Dance – Main Street
Saturday August 10 – 9:00 am – Antiques Extravaganza Festival – Depot Street to Panacea
Saturday August 10 – 1:00 – 2:00 pm – Mountaineer Day – Main Street

2. Adoption of Minutes

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the minutes of the June 25, 2019 regular meeting, as presented. The motion passed unanimously.

B. PRESENTATIONS

3. Drugs in Our Midst – Presentation

- Jean Parris

Ms. Jean Parris, founder and organizer of Drugs in our Midst, thanked the Board for letting her come to the meeting and speak. She asked the Board to be more involved and join in the Prayer Walk which will be held on September 29, 2019. She said that drugs are very serious in Haywood County and in the Nation, and everyone needs to be leaders against this problem. She would like to see more faces at this Prayer Walk.

She encouraged everyone to learn more about Drugs in our Midst and SUPA (Substance Use Prevention Alliance), which is an off shoot of Healthy Haywood. The organization meets once a month, and there are three priority issues they are working on – kids and drugs, substance abuse by all ages, and community problems caused by drugs.

She explained to the Board about the drug Fentanyl, which is a high strength pain reliever. This drug is very prominent on the street, and when laced with other drugs can be fatal. Ms. Parris said thousands of Narcan kits have been distributed to revive people who have overdosed. These kits have been given to family members of people who use drugs and even distributed to local motels. Training for the use of the Narcan kits is held on the second Tuesday of each month at 2:00 p.m. at the Haywood County Health Department. Alderman Feichter asked about the number of deaths involving opioids. She said that one death in four overdoses was the average currently.

Ms. Jesse-Lee Dunlap explained the need for the syringe exchange program, and the dangers of using dirty needles. She said people who are enrolled in the mobile syringe exchange program are five times more likely to seek help with their addiction.

Ms. Parris stated that as a final note, people with addictions are human – tell them they are loved.

C. CALL FOR PUBLIC HEARING

4. Call for Public Hearing on August 13, 2019 to consider zoning 187 Secret Hollow Lane, PIN # 8616-09-5980 to Dellwood Medium Density

- Elizabeth Teague, Development Services Director

Elizabeth Teague, Development Services Director explained to the Board that this public hearing would consider establishing zoning on a newly annexed lot. She stated that at their July 15th, 2019 meeting, the Planning Board voted unanimously that the request was consistent with the 2020 Land Use Plan and is reasonable and in the public interest. The Planning Board recommends that the Board of Aldermen adopt the requested map amendment.

It is noted that Alderman Julia Freeman was excused by the Board from voting because she was the petitioner and owner of the property being zoned.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to call for a Public Hearing to consider a map amendment to establish Dellwood Medium Density Residential Zoning on 187 Secret Hollow Lane, PIN 8617-00-9053, which was recently annexed, to be held on August 13, 2019 at 6:30 pm or as closely thereafter as possible. The motion carried unanimously.

D. NEW BUSINESS

5. Discussion of Solid Waste Ordinance and recent enforcement efforts

- Daryl Hannah, Streets and Sanitation Supervisor
- Town Manager Rob Hites

Town Manager Rob Hites explained to the Board that the Solid Waste Ordinance has been amended several times since 2003 in reference to the size of trash containers acceptable. He said the most recent revision was in 2013 and included the reduction in the maximum container size from 45 gallons to 32 gallons. The reason for this change in 2013 was related to risk management for allowable weights for containers, and to prevent back injuries. Since that time, staff has noticed a steady increase in the size of containers, especially those with wheels.

Mr. Daryl Hannah, Streets and Sanitation Supervisor, said that recently his staff has been tagging the 65-and 96-gallon cans which are designed for automated services, not for people. He said there were dangers to the staff because they must reach down into the larger cans, and this could cause staff to encounter needles or glass, and other possible injuries.

Mr. Hannah said the streets and sanitation staff would like the Board's direction as to whether to amend the ordinance once again and decide how to best deal with the varying size of garbage receptacles. He said his staff's safety comes first. The Town currently only utilizes manual pick up of cans, there is no automated system in place. He said that with the newly purchased garbage truck, it could be equipped with the equipment needed to empty the cans with the automated tipper system.

Manager Hites explained that the Town could purchase and provide containers with the Town's specifications and the Town seal to customers for garbage pick-up. Alderman Feichter added that he would like to see the recycling cans in place also.

The consensus of the Board was to direct staff to research the project and present a program along with financing alternatives at the next Board of Aldermen Retreat. In the meantime, staff will keep tagging the larger cans, and extend the time frame for replacement to four weeks, and if the can is not replaced, the trash will not be picked up.

6. Request purchase of one (1) New Way Rear Loading Refuse Truck from Amick Equipment, Lexington, SC through NCSA contract
 - Lisa Burnett, Purchasing Manager

Ms. Lisa Burnett, Purchasing Manager, stated that the Public Services Staff would like to purchase a New Way Viper 20 cubic yard refuse body which is mounted on a new 2020 International HV607 SBA. She said that the last truck that was purchased was approved in August 2018, and it arrived the last week of June 2019. She said that after speaking to sales reps, it is still a 10 – 12-month delivery time, due to the upswing of the market.

She explained that the NCSA (North Carolina Sheriff's Association) is a nonprofit organization formed in 1922 and engages in a bidding process which meets all requirements of NC General Statutes. She said that in NCGS § 143-129 (e) (3) there exists an exception to the state's formal bidding requirements, which allows NC municipalities to participate in qualified group purchasing programs (of which NCSA is one.) This arrangement is like that offered under state contract or interlocal piggy-back bidding. Upon the award by NCSA of a group purchasing contract, the terms of that purchase can then be made available to local governments without further bidding requirements on the part of the local government. Local governments achieve a lower cost of purchase due to the economics of scale which otherwise would likely not be available to a single local government operating unilaterally.

The total cost of the new refuse truck is \$151,103.48.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the purchase of one (1) New Way Rear Loading Refuse Truck from Amick Equipment, Lexington, SC through NCSA contract in the amount of \$151,103.48 as presented. The motion carried unanimously.

7. Request approval to apply for the Haywood Healthcare Foundation Grant
 - Elizabeth Teague, Development Services Director

Ms. Teague told the Board that the Haywood Healthcare Foundation is offering grants to local nonprofits and government "to improve the health status of Haywood County, its individuals and families through educational programs, grants, scholarships, and leadership opportunities." She said that Staff would like to apply for funds in support of two projects. The first project is to leverage the Town's allocation of \$60,000 toward the development of Calvary/Craven Park in order to include a basketball court and walking trail. The second project is to leverage the donation of \$100,000 from Philan Medford to help the Town install a Greenway bridge over

Richland Creek to link Recreation Park with property the Town acquired last year and expand the greenway and park space available to our citizens.

Ms. Teague added that a neighborhood group of Craven Park has started a Go Fund Me page in order to collect funding for the Park, and the projects they wish to complete. There was much discussion about the basketball court and parking for Calvary/Craven Park.

Ms. Philan Medford gave a brief history of the land where the Greenway Bridge is proposed.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the application to the Haywood Healthcare Foundation Grant. The motion carried unanimously.

8. Request approval of Budget Amendment for Purchase of new K-9

- Ben Turnmire, Finance Director
- Interim Police Chief Brian Beck

Ben Turnmire, Finance Director, said that the Town of Waynesville has accumulated \$13,174.52 from various grants to the K-9 program. These generous grants were given to purchase K-9 dogs and to continually improve the development of our K-9 program. He said the Police Department would like to use these available funds to purchase a new K-9 dog, new kennel, and various other supplies needed for the purchase of the dog.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve budget amendment #1 of the Fiscal Year 2019/2020, in the amount of \$13,174.52, for the purchase of new K-9 for use by Police Department. The motion carried unanimously.

9. Special Event Application – Big Brother Boards – August 31, 2019

- Assistant Town Manager Amie Owens

Amie Owens, Assistant Town Manager, said she had received a request for one (1) new event in the Town of Waynesville. The Special Events Committee did not review this as a committee, but the Assistant Manager Owens has reviewed the application, discussed any concerns noted and spoken with event organizer. The venue for the event is available on that date.

She gave the following description of the new event:

Big Brother Boards End of Summer Bash – Saturday, August 31 from 10 a.m. until 2 p.m. – Jared Lee sponsor. The event will be held at the Waynesville Skatepark and will be open to the public. This is a best trick competition and will allow those who have participated in the various skate camps to show off their newly learned skills. All the proper insurance is in place and participants are required to wear helmets – pads are optional - and everyone must sign a waiver releasing the town from liability as part of their participation.

Assistant Manager Owens said that since the Town had never rented out the skatepark, she asked that any fee that is involved be waived since this is the first time this has been done.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the special events permit application and direct Town Manager to execute special events permits, as presented. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

10. Manager's Report
 - Town Manager Rob Hites

Proposal to provide Bond Counsel for USDA Loan/Interim Construction Financing

Town Manager Rob Hites told the Board that the USDA requires the Town to engage a Bond Counsel to provide legal services in securing "interim construction financing" and permanent loan closing for a loan provided by USDA. A Bond Counsel represents the Town to the financial institution that provide quotes for "interim financing" and prepares the closing documents for both the "interim and permanent" loans. He said that Mr. Bob Jessup of Sanford Holshouser has extensive experience in providing this service to local governments.

Sanford Holshouser provides a lump sum quote of \$10,000 to negotiate "interim financing" and an additional \$5,000 should the "interim financing" be extended. The quote is for \$12,500 for closing the "permanent USDA loan". Manager Hites added that if the Town chooses to use the State Revolving Loan and do not accept the USDA loan, there will not be any costs incurred from the Bond Counsel.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to approve the proposal of Sanford Holshouser to provide Bond Counsel for USDA Loan/Interim Construction Financing proposal of Sanford Holshouser, subject to Town Attorney Bill Cannon's ability to negotiate a reasonable price. The motion carried unanimously.

Proposals for conducting Police Chief process

Manager Hites stated in the past, Human Resources Firms have been hired to recruit qualified candidates. He said that four proposals had been received for conducting the recruitment and evaluation of candidates for Chief of Police. Three of the four have a great deal of experience recruiting and assessing candidates for several local government positions and one specializes in Police background investigation and recruitment. Two of the firms have been engaged by Waynesville for various personnel related activities. One firm does not include an assessment center as an element of their basic services. He outlined each of the firms' proposals as follows:

Developmental Services

1. Conduct job and organizational analysis to insure the job description matches the Town's current needs
2. Build a candidate profile and post written job advertisements
3. Conduct targeted recruitment of leading candidates
4. Conduct initial screening of applicants
5. Conduct telephone interviews and administer emotional intelligence test to semi finalist
6. Design, recruit, and conduct assessment center. Present results to Manager and facilitate personal interviews.

Proposed fee: \$18,725.00 (including travel)

The Maps Group

1. Analysis of current position through focus groups
2. Prepare job profile and advertisement
3. Screen applicants and review with staff
4. Recruit assessment team and send assessor manual to team
5. Conduct Assessment Center and facilitate candidate analysis
6. Assist with references as needed

Proposed fee: \$11,000.00 (including travel)

Emotional Intelligence Test \$100.00 per candidate

The Mercer Group

1. Interview manager and stakeholders to develop a position profile
2. Recruit applicants through predominantly electronic media - Reach out to selected candidates
3. Review resumes
4. Conduct telephone interviews
5. Top candidates forwarded to Town Manager who will select finalists
6. Interview coordination with Manager including providing a list of questions.

Proposed fee: \$17,500.00 plus not to exceed \$3900.00 travel – does not included emotional intelligence testing or assessment center

USS ISS (Investigative Security Service)

1. Develop Departmental Profile
2. Develop job description
3. Solicit Applications
4. Review candidates
5. Detailed questionnaire set to finalists
6. Conduct remote interviews using Skype
7. Proposals for conduction a Police Chief Process

Proposed fee: \$24,670.00 (including travel)

Manager Hites stated that Steve Straus with Developmental Associates has conducted three assessment centers in Waynesville and has carried out numerous centers in Western North Carolina. He has recruited over 20 Police Chiefs in NC, many of which are from medium sized towns. His use of emotional intelligence testing is a plus.

Manager Hites and Mayor Brown indicated that had spoken with Alderman Gary Caldwell and he indicated that he thought the Developmental Associates Group would be the preferred choice.

Alderman Feichter stated that he was inclined to endorse Developmental Associates as well.

Alderman LeRoy Roberson said he was very comfortable with Developmental Associates.

Alderman Julia Freeman stated she had used Developmental Associates several times, and feels that they know the community, and what the Town needs.

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to use Developmental Associates for the process of conducting the hiring of the new Police Chief. The motion passed unanimously.

11. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

Mayor Brown asked if the board members had any items to discuss. Alderman Jon Feichter noted that he had been following the tree trimming that occurred across the creek from Frog Level Brewing and had communicated with both Town Manager Rob Hites and Frog Level Brewing Owner Clark Williams about the incident. He expressed that he was pleased with the solution that has arisen but wished to address how to avoid such instances in the future. Alderman Jon Feichter said his thought was to include commercial areas in the tree trimming policy from 2018. He asked if procedural directions could extend to a commercial environment and whether the Town could provide notification for parties who may be affected. Alderman Feichter added that, "It doesn't strike me as overly difficult to send out notification that we will be in an area doing XYZ.... Surely we can find ways to avoid having to address this after the fact."

Town Manager Rob Hites responded that he was okay with staff looking at the policy. Mayor Brown interjected that he was not sure that the Town had any responsibility to inform adjacent property owners as this was private property. Discussion continued and Alderman Julia Freeman added that the timing of the trimming caught the business owners off guard; it was done on the 3rd of July when the adjacent businesses were busy. Alderman Feichter concluded that he understands and supports the trimming and remove any threat from the lines themselves, it is just a courtesy to let others know in order to get out in front of any negativity with notifications.

Town Manager Rob Hites will work with Public Services to revisit the policy and incorporate the notice provision. The revised policy will be sent back to the Board for review at the next meeting.

F. CALL ON THE AUDIENCE

Mr. Dick Young expressed concerns about the big trucks that travel on Main Street. He said he would like to see the truck route re-established so they would not cause hazards on Main Street. Manager Hites stated he would contact NCDOT in Sylva to see if the truck route could be put back in place.

G. ADJOURN

With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to adjourn at 8:16 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk