



Town of Waynesville, NC
Board of Aldermen Organizational Meeting
Town Hall, 9 South Main Street, Waynesville, NC 28786
Date: December 10, 2019 Time: 6:30 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.
Click on "Government/Mayor & Board" to download materials for town board meetings.

Consider the environment ♦ Conserve resources ♦ Print only when necessary

The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at:
(828) 452-2491 eward@waynesvillenc.gov

- A. CALL TO ORDER ORGANIZATIONAL MEETING – Town Manager Rob Hites**
- B. OATHS OF OFFICE – Hunter Plemmons, Clerk of Court**

Mayor will adjourn the organizational meeting prior to calling the regular meeting to order

- A. CALL TO ORDER REGULAR MEETING – Mayor Gary Caldwell**
- Announcements
 - Seating at the dais – Mayor Caldwell
 - Adoption of Minutes

Motion: *To approve the minutes of the November 12, 2019 regular meeting as presented (or as corrected).*

B. NEW BUSINESS

- Appointment of Mayor Pro Tem

Motion: *To appoint Alderman _____ to serve as mayor pro tem of the Waynesville Board of Aldermen.*

- Affirmation of Appointments of Town Manager and Town Attorney

Motion: *To affirm the appointments of Robert Hites, Jr., as Town Manager and William E. Cannon, Jr., as Town Attorney in accordance with the terms of their current employment agreements with the Town of Waynesville.*

5. Meeting Schedule and Meeting Time for 2020

- Eddie Ward, Town Clerk

Motion: To approve the meeting schedule for 2020 including a change in the meeting time to 6:00 p.m.

C. COMMUNICATIONS FROM STAFF

6. Managers Report

- Town Manager Rob Hites

Municipal Building damage repair/renovation

Motion: To approve the conceptual plan for repairing/renovating the 1st floor of the Municipal Building

7. Attorney's Report

- Town Attorney Bill Cannon

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

8. Homelessness Taskforce

- Mayor Gary Caldwell

Motion: To approve the development of a Homelessness Taskforce to begin meeting in early 2020.

E. CALL ON THE AUDIENCE

F. ADJOURN

**** A Reception will be held immediately following the conclusion of the regular meeting****



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

December 10, 2019

2019 - 2020	
Saturday December 14 10:00 AM	Wreaths Across America Greenhill Cemetery
Wednesday January 1, 2020 New Year's Day	Town Offices Closed
Tuesday January 14	Board of Aldermen Meeting – Regular Session
Monday January 20 Martin Luther King, Jr. Birthday	Town Offices Closed
Monday January 27 5:30 PM – Dinner 6:00 PM	Public Service Training Room Council of Government Meeting
Tuesday January 28	Board of Aldermen Meeting – Regular Session
Tuesday Feb 11	Board of Aldermen Meeting – Regular Session
Tuesday Feb 25	Board of Aldermen Meeting – Regular Session
Tuesday March 10	Board of Aldermen Meeting – Regular Session
Tuesday March 24	Board of Aldermen Meeting – Regular Session
Friday April 10 Good Friday	Town Offices Closed
Tuesday April 14	Board of Aldermen Meeting – Regular Session
Tuesday April 28	Board of Aldermen Meeting – Regular Session
Tuesday May 12	Board of Aldermen Meeting – Regular Session
Monday May 25 Memorial Day	Town Offices Closed
Tuesday May 26	Board of Aldermen Meeting – Regular Session
Tuesday June 9	Board of Aldermen Meeting – Regular Session
Tuesday June 23	Board of Aldermen Meeting – Regular Session
Friday July 3 Independence Day	Town Offices Closed
Tuesday July 14	Board of Aldermen Meeting – Regular Session
Tuesday July 28	Board of Aldermen Meeting – Regular Session
Tuesday August 11	Board of Aldermen Meeting – Regular Session
Tuesday August 25	Board of Aldermen Meeting – Regular Session
Monday September 7 Labor Day	Town Offices Closed
Tuesday September 8	Board of Aldermen Meeting – Regular Session
Tuesday September 22	Board of Aldermen Meeting – Regular Session
Tuesday October 13	Board of Aldermen Meeting – Regular Session
Tuesday October 27	Board of Aldermen Meeting – Regular Session
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Veterans Day – Town Offices Closed

Tuesday November 24	Board of Aldermen Meeting – Regular Session
Thursday & Friday November 26 & 27 Thanksgiving	Town Offices Closed
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28 Christmas Holidays	Town Offices Closed

Board and Commission Meetings – January 2020

ABC Board	ABC Office – 52 Dayco Drive	January 21st 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	January 7th 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	January 23rd 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	January 1st 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	January 20th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	January 9th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	January 15 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	January 14th 2 nd Tuesday 3:30 PM

BOARD/STAFF SCHEDULE

January 27 th – January 31 st	Assistant Town Manager	Vacation
---	------------------------	----------

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
November 12, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, November 12, 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
Mayor Pro Tem Gary Caldwell

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Ben Turnmire, Finance Director
Elizabeth Teague, Development Services Director
Jesse Fowler, Planner

The following media representatives were present:

Becky Johnson, The Mountaineer
Cory Valliancort, Smoky Mt. News

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Saturday November 16 – Tuscola Cross Country Mountaineer 5K 9:00 – 10:00 AM – Frog Level
Thursday November 21 – KARE House Festival of Trees – 5:30 – 9:00 PM – Laurel Ridge
Thursday & Friday November 21 – Thanksgiving Holidays
Friday December 6 – Employee Holiday Luncheon – 11:00 AM – 1:00 PM - Waynesville Rec Center
Friday December 6 – Lighting of the Christmas Tree – 6:00 PM – Oak Park Inn
Monday December 9 – Waynesville Christmas Parade “Candy Cane Christmas” - 6:00 PM
Tuesday November 19 – Reception for outgoing Mayor and Board Member – 5:00 PM – 7:00

2. Adoption of Minutes

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson, to approve the minutes of the October 22, 2019 regular meeting, as presented. The motion passed unanimously.

B. NEW BUSINESS

3. NCDOT revised estimates for Hazelwood Sidewalk Project
 - Elizabeth Teague, Development Services Director

Elizabeth Teague, Development Services Director, explained to the Board that on January 10, 2016, the Board approved a Town match of 20% for NCDOT to construct a sidewalk along Hazelwood Road to serve the Hazelwood Elementary School (TIP EB-5859). Subsequently, the Town paid NCDOT \$25,000 as the estimated match so that the project could proceed. She said that since that time, NCDOT had to conduct additional engineering and redesign of the sidewalk's alignment, based on bringing the sidewalk under 23/74 and other factors. The revised engineering estimate increased the project costs to \$477,315.58 so that the match requirement also increased by \$70,473.12. NCDOT indicated that they could proceed with the project now with estimated completion by July of 2021. NCDOT would bill the Town for the balance of the match at that time but would also consider some type of payment schedule with the Town in consideration for the cost increase.

Ms. Teague introduced Ms. Wanda Austin, Project Manager with NCDOT, and the Board had questions for her concerning the additional cost and the redesign issues for the project. Ms. Austin explained that a certain provision had been left out of the contract, and because of that federal funding was at risk. The decision was made to cancel the project. She said that NCDOT was working to make sure that this problem didn't arise again.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to direct NCDOT to proceed with the sidewalk construction under the revised engineering costs and to direct staff to work with NCDOT to develop a payment schedule as needed to cover the balance of the increased match requirement. The motion passed unanimously,

4. Federal Highway Funding for the Greenway Feasibility Study: Recreation Park to the Waynesville Industrial Park and Lake Junaluska Trail Connection.
 - Elizabeth Teague, Development Services Director

Ms. Teague explained to the Board that the Town had applied for and received approval for this greenway feasibility study in July 2017 as part of the French Broad River Metropolitan Planning Organization Direct Allocation process of Strategic Prioritization of Transportation Improvements from Federal Highway Funds. She stated that this project will provide planning and limited preliminary engineering for continuing the Town's Greenway from Recreation Park northward to the property the Town purchased along Woodland Drive and including the proposed bridge from Recreation Park across Richland Creek. The goal of the project is to connect a new greenway alignment all the way from Recreation Park to the existing trail that runs from Lake Junaluska to the Waynesville Industrial Park.

Ms. Teague said this project for \$14,400 was approved in 2017 when match was allocated in the 2017-18 fiscal year. Delays in the release of Highway Funds however, delayed the project moving forward and the match funds were not spent.

Ms. Teague Presented a power point about the Greenway Master Plan and reviewed the Greenways planning to date for the Town of Waynesville as follows:

- 2002 Land Use Plan
- 2010 Pedestrian Plan
- 2011 Greenway Plan
- 2017 Feasibility Study
- 2018 Parks and Rec Master Plan
- 2019 Land Use Plan Draft update

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to proceed with the Greenway Feasibility Study. The motion passed unanimously.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve a Budget Amendment 0-19-19, Amendment 8 to the 2019-2020 Budget Ordinance in the amount of \$72,000. The motion passed unanimously.

5. Budget Amendment for contractual services – Stormwater Management Plan

- Ben Turnmire, Finance Director

Mr. Ben Turnmire, Finance Director, stated this Budget Amendment of \$12,000 is needed to fund a contract with “Haywood Waterways” to update the Stormwater Management Plan. This item was brought before the Board at the October 22, 2019 Board meeting and will update our municipal stormwater management plan for compliance with the Town’s National Pollutant Discharge Elimination Permit (NPDES). Ms. Teague assured the Alderman that the Plan will come back before them for approval prior to submittal to the State.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve Ordinance No. O-18-19, Amendment No. 7 to the 2019-2020 Budget Ordinance in order to update the Stormwater Management Plan. The motion carried unanimously.

C. **COMMUNICATIONS FROM STAFF**

Manager’s Report

- Rob Hites, Town Manager

6. Contract for Design, Permitting, Bidding and Construction Administration for renovation of waste treatment plant

Mayor Brown said he had been approached by newly elected and current Board members to postpone action on this item until the new Board is installed. The first time it would be heard is at a January 2020 meeting.

Alderman Gary Caldwell stated he felt that this item should be approved by the existing Board, because the new Board has no knowledge of the details of the contract, and the current Board should make the call. He said there was a time limit on submitting the contract and wanted to make sure that it was submitted in a timely fashion.

Manager Hites stated that Mr. Keith Webb of McGill And Associates was in attendance and could answer any questions the Board might have concerning the time frame for the contract. He assured the Mayor that the Board would be briefed on all aspects of the Waste Water Treatment Plant project.

Alderman LeRoy Roberson stated he was fine with waiting for the new Board if the changes made to the contract by Town Attorney Bill Cannon were included.

Alderman Jon Feichter said he was fine with either approving the contract now or waiting until the new Board is installed.

Alderman Julia Freeman said she felt there was unfinished business with the contract. She said that with new leadership coming in she doesn't see that postponing the decision will affect anything, so she would like for the new Board to be able to move forward, because they will be working with the project for several years to come.

Mr. Webb stated that an application was made to the Division of Water Infrastructure for 17 million plus dollars, and then the Town met with them to increase the amount to 19 million dollars and they graciously agreed to do so. One of the stipulations was that the Preliminary Engineering Report submitted to them by December 1st. He said that action would take place whether or not this contract is approved at this meeting.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to table this item and present it at a future meeting. The motion carried with 4 ayes (Alderman Julia Freeman, Alderman Jon Feichter, Alderman Gary Caldwell, and Alderman LeRoy Roberson) and one nay (Mayor Gavin Brown).

7. Design alternative for the de-humidification unit at the Recreation Center

- Rob Hites, Town Manager

Manager Hites explained to the Board that the de-humidification unit at the Recreation Center has not functioned for seven years. This causes excess humidity which is beginning to corrode the roof joists and be uncomfortable for the patrons. Recreation Director Rhett Langston commissioned a study of the repair and or replacement of the dehumidification unit, and three alternatives for the Town's consideration are being presented.

- **Option#1.** Replace the unit in place. The unit is located on the second floor of the recreation center. It fills an entire room. In order to replace it the old unit it must be cut into pieces and removed via a hole in the roof. The new unit would also have to be installed through a hole in the roof and installed in pieces. Estimated cost \$570,200 plus \$42,000 in Engineering Fees
- **Option #2.** Replace the unit with one mounted on the roof. This would also require a hole to be cut in the roof as well as steel support beams installed to bear the weight of the unit on the roof. The old unit would be disconnected and remain in place. Estimated cost \$510,900 with \$37,900 in engineering fees.

- **Option #3.** Install a new unit on the ground next to an existing condenser unit in the rear of the building. The unit would connect to the existing duct work in the building by running a duct system up the side of the building and through existing penetrations in the roof. Estimated cost \$499,000.

Manager Hites said he had asked a second company for their opinion. They stated that placing two units on the ground in the rear of the building was the best option. The units would be connected to existing duct work through two existing windows in the pool area. Having two units would permit one to be operating if the second goes out of service. Their estimate is \$500,000 including engineering fees.

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the installation of a new unit on the ground next to an existing condenser unit in the rear of the building at a cost of \$499,000.00, and use the design-build method of bidding. The motion carried unanimously.

8. Base Camp on the Go Grant

- Assistant Town Manager Amie Owens

Assistant Town Manager Amie Owens explained that the Base Camp on the Go program had been granted a total of \$31,000 from the Haywood Healthcare Foundation. The funds were to be used as follows: \$17,000 for the salary of Colt Miller, Program Coordinator and the remaining \$14,000 for the purchase of a portable, inflatable Ninja Warrior-style course. The Board needs to accept the grant for funds to be added to the budget.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to accept the \$31,000.00 in grant funding from the Haywood Healthcare Foundation. The motion passed unanimously.

Attorney's Report

- Town Attorney Bill Cannon

Town Attorney Bill Cannon updated the board related to the potential lease of the parking area adjacent to the Town Hall building. Mayor Brown indicated that he was not aware of the lease and asked Mr. Hites to explain. Mr. Hites noted that the lease was reviewed by Mr. Cannon and a final lease would be presented at the next meeting if both attorneys could reach consensus as to the wording of the lease.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

No comments

E. CALL ON THE AUDIENCE

10. Request from Matt Haynes of Giles Chemical to install traffic calming devices on Commerce Street

Mr. Matt Haynes, manager of Giles Chemical explained to the Board that employees of Giles Chemical have nearly been hit by vehicles as they cross Commerce Street to dump debris in their dumpsters and service their equipment. There has been an increase in traffic volume and speed as Frog Level becomes a

more popular destination. Mr. Haynes is requesting that the Board permit the Town staff and Giles to design and construct appropriate traffic calming devices on Commerce to slow traffic as it passes by the plant.

Manager Hites said that cost will be determined by the design. Any traffic calming devices funding in part or wholly by the Town would be funded through the Street/Maintenance General Fund.

A Motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to permit staff to work on a design to bring back to the new Board for consideration in concert with the staff's presentation of a proposed policy regarding traffic calming devices. The motion passed unanimously.

F. ADJOURN

With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to adjourn the meeting at 8:24 p.m. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor Elect

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk



TOWN OF WAYNESVILLE

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

PROPOSED REGULAR MEETING SCHEDULE FOR 2020

ALL MEETINGS TO START AT 7:00 PM IN THE BOARD ROOM LOCATED AT
 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2020	
Tues, January 14	Board of Aldermen Meeting – Regular Session
Tues, January 28	Board of Aldermen Meeting – Regular Session
Tues, February 11	Board of Aldermen Meeting – Regular Session
Tues, February 25	Board of Aldermen Meeting – Regular Session
Tues, March 10	Board of Aldermen Meeting – Regular Session
Tues, March 24	Board of Aldermen Meeting – Regular Session
Tues, April 14	Board of Aldermen Meeting – Regular Session
Tues, April 28	Board of Aldermen Meeting – Regular Session
Tues, May 12	Board of Aldermen Meeting – Regular Session
Tues, May 26	Board of Aldermen Meeting – Regular Session
Tues, June 9	Board of Aldermen Meeting – Regular Session
Tues, June 23	Board of Aldermen Meeting – Regular Session
Tues, July 14	Board of Aldermen Meeting – Regular Session
Tues, July 28	Board of Aldermen Meeting – Regular Session
Tues, August 11	Board of Aldermen Meeting – Regular Session
Tues, August 25	Board of Aldermen Meeting – Regular Session
Tues, September 8	Board of Aldermen Meeting – Regular Session
Tues, September 22	Board of Aldermen Meeting – Regular Session
Tues, October 13	Board of Aldermen Meeting – Regular Session
Tues, October 27	Board of Aldermen Meeting – Regular Session
Tues, November 10	Board of Aldermen Meeting – Regular Session
Tues, November 24	Board of Aldermen Meeting – Regular Session
Tues, December 8	Board of Aldermen Meeting – Regular Session

**Additional meetings may be called for a Board Retreat in early 2020 and
 for Budget Development and Discussion in spring 2020**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 10, 2019**

SUBJECT: Municipal Building damage repair/renovation

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: C6
Department: Administration
Contact: Rob Hites,
Presenter: Rob Hites, Amie Owens

BRIEF SUMMARY:

Repairing the damage to the Municipal Building and adding several items for renovation is somewhat complicated because we must separate the cost of repair due from the insurance company from the improvements to the building not covered by insurance. The insurance company has paid for the removal of asbestos in damaged areas. During our investigation of asbestos, we found considerable asbestos in Amie's and Brittany's office and the hallway where the photocopy machine is located. We will need to abate those areas at our cost since it wasn't part of the water damage. We would like your input on our conceptual plans in order to complete our specifications for the bid documents. I will outline them in an attachment to the cover sheet.

MOTION FOR CONSIDERATION:

Approve the conceptual plan for repairing/renovating the 1st floor of the Municipal Building

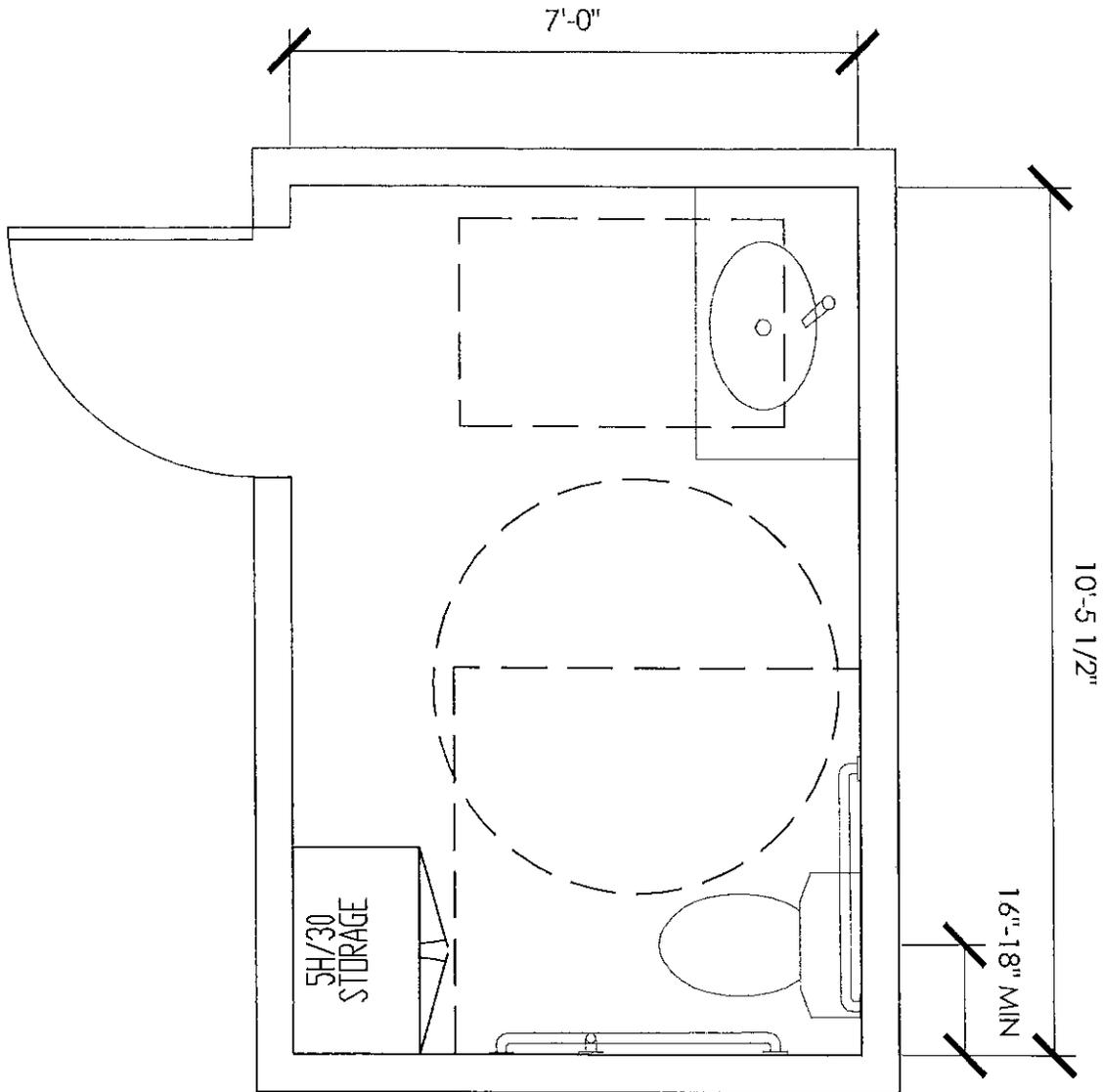
FUNDING SOURCE/IMPACT: Insurance proceeds and General Fund

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

We want to make sure that our recommendations meet your vision for the Municipal Building. The old Board room is one of the most frequently used meeting rooms in Waynesville and it needs upgrading. In consultation with Mayor Caldwell we recommend that we purchase furniture for the Mayor's office that can be used as a meeting area for all the Board members. The office would have a traditional desk and side chairs but instead of a table we would create a seating area where the Board and staff can meet with constituents in an inviting atmosphere. We recommend that the 1st floor be carpeted throughout to match the carpet that will be installed in the damaged areas. The current restroom is not ADA compliant and we need to take the opportunity to meet the ADA. Many of the groups that meet in the old Board room bring food and beverages. We recommend that the two-foot inset in the room be upfitted with cabinets and countertops so that food and drinks can be located between a sink and the refrigerator. Most groups use our audio-visual equipment to show webinars or PowerPoint. The current blinds do not darken the room so the screens can be easily viewed. We recommend that the outdated curtains and blinds be replaced with window treatments that can more efficiently prohibit light from entering the room. We initially had hoped that we could restore the original floors to their 1920s. The estimate to refinish the floors was such that we recommend carpet purchased off State contract.

When you approve the plan for the building, we will send it out for bid and you will have the opportunity to review the bids and approve the construction. We hope to have them for you January meeting.



PROVIDE NEW ADA COMPLIANT
 PLUMBING FIXTURES, GRAB BARS,
 RE-USE EXISTING MIRROR, PAPER
 TOWER & TOILET PAPER DISPENSERS.



TOWN OF WAYNESVILLE
 TOWN HALL RENOVATION

123 Sweeten Creek Rd. Suite A | Asheville, NC 28803 | 828.277.7001

PROPOSAL:
DATE DRAWN: 11/11/2019
DATE REVISED:
SCALE:
DESIGNER: LH
APPROVED BY:
www.pbiasheville.com

Town of Waynesville Renovation-

Floor tile spec: PORCELAIN TILE- MFR: FLORIDA TILE- DIVINITY 12"X24"- SUBSTITUTIONS SHOULD BE APPROVED BY OWNER

Wall tile spec: MFR. FLORIDA TILE MOSAIC- SUBSTITUTIONS SHOULD BE APPROVED BY OWNER

Base: PORCELAIN TILE- MFR. FLORIDA TILE- DIVINITY 3"X24"- SUBSTITUTIONS SHOULD BE APPROVED BY OWNER

Properties (Floor)

ASTM ANSI Results

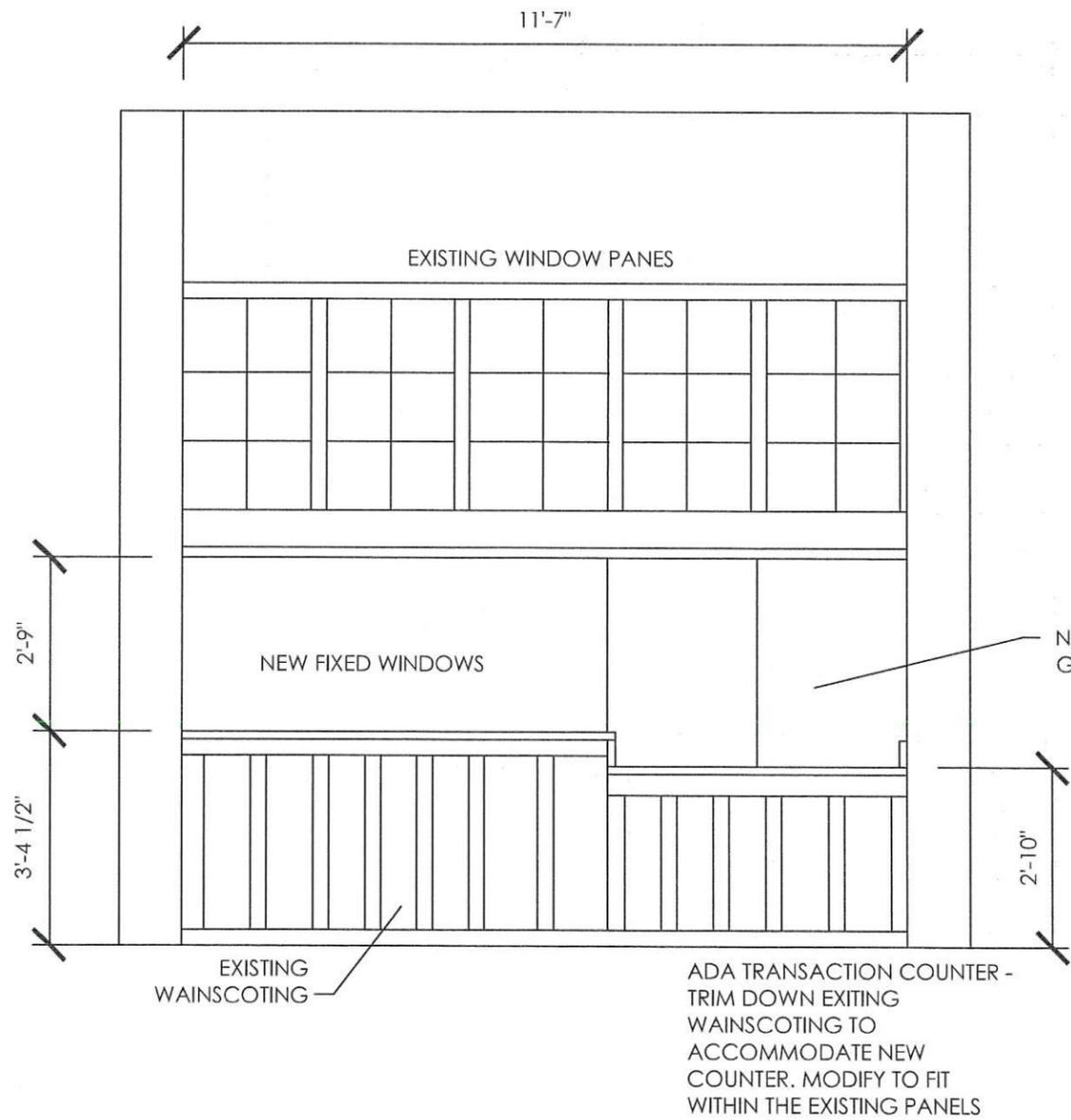
Surface Hardness Break Strength Water Absorption Visual Abrasion Resistance

Mohs Scale C-648 C-373 C-1027

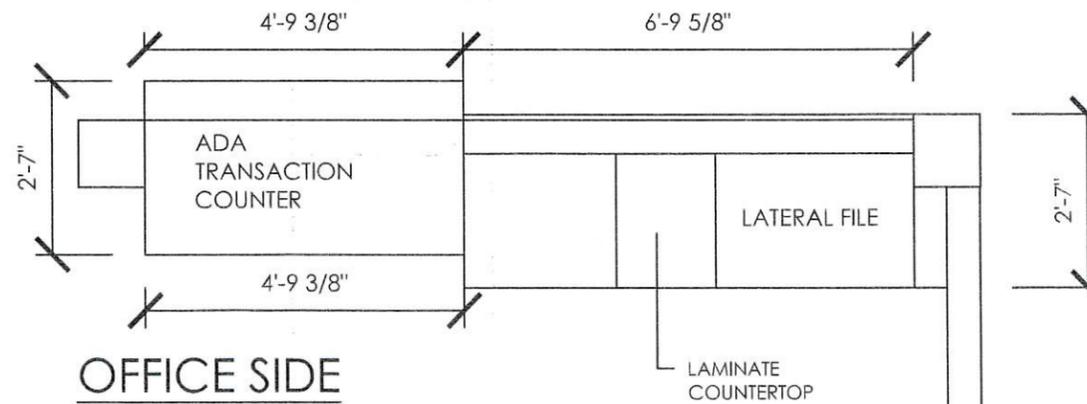
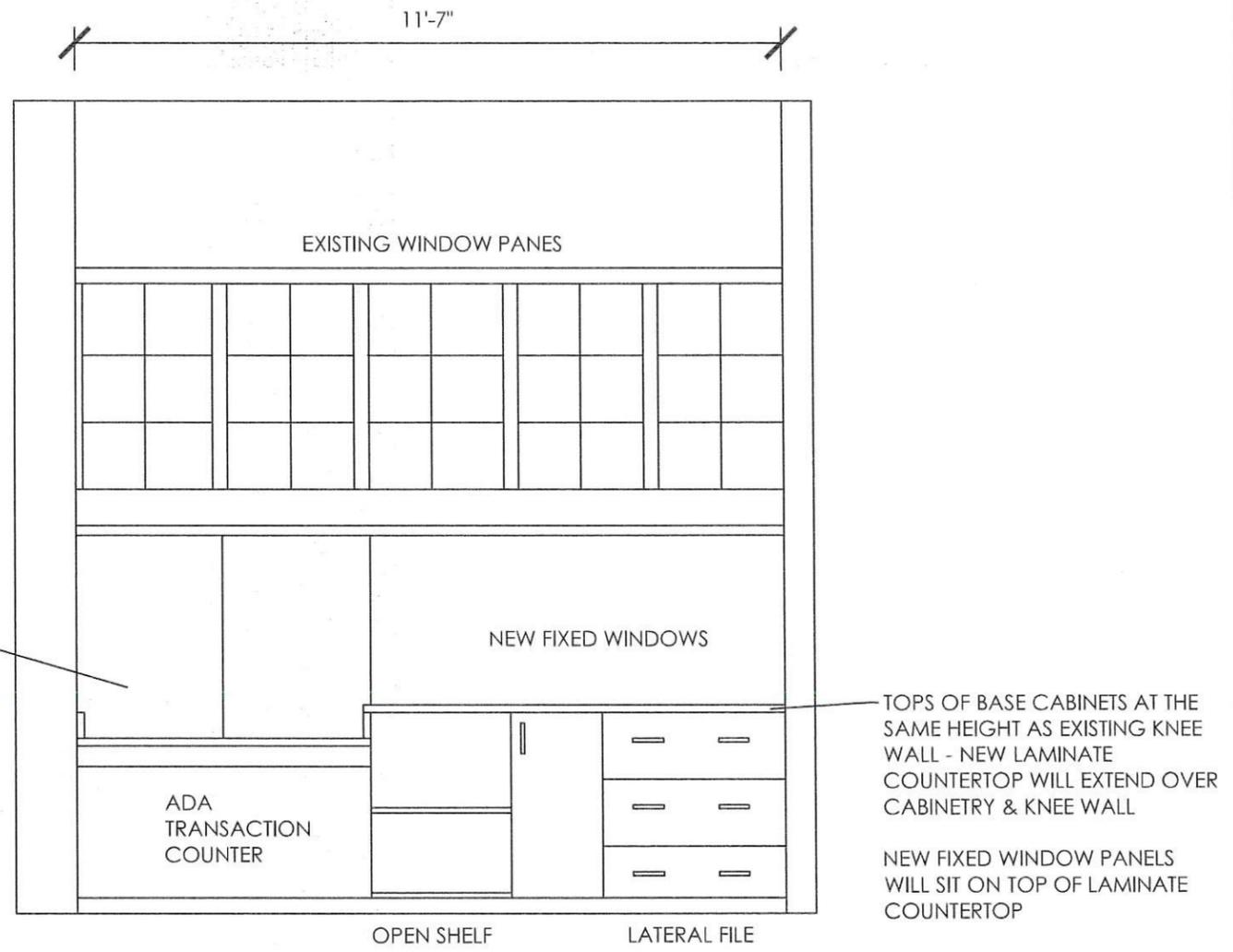
N/A 250 lbf. <.05% not required

7 Mohs 510 lbf. Avg. <0.5% 3 Class III & IV4

LOBBY SIDE



OFFICE SIDE

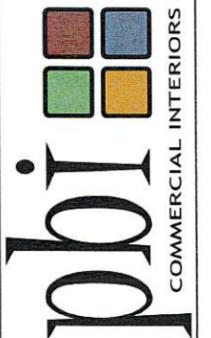


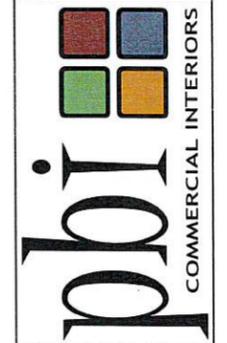
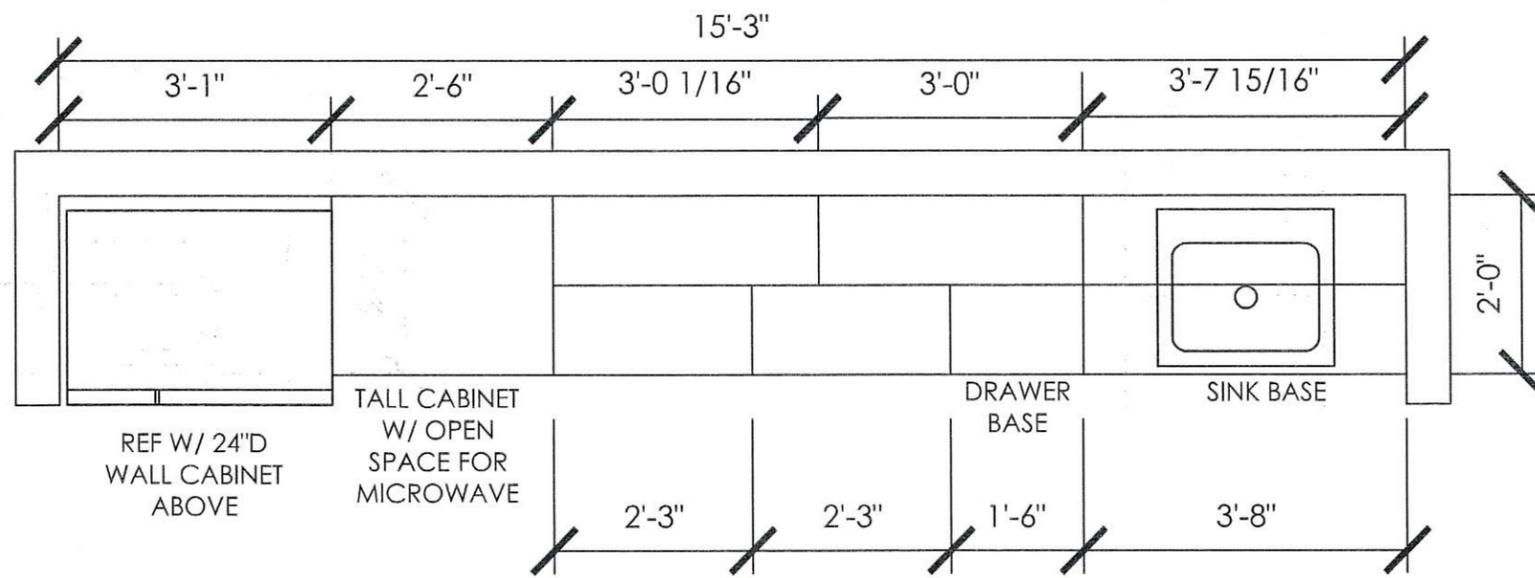
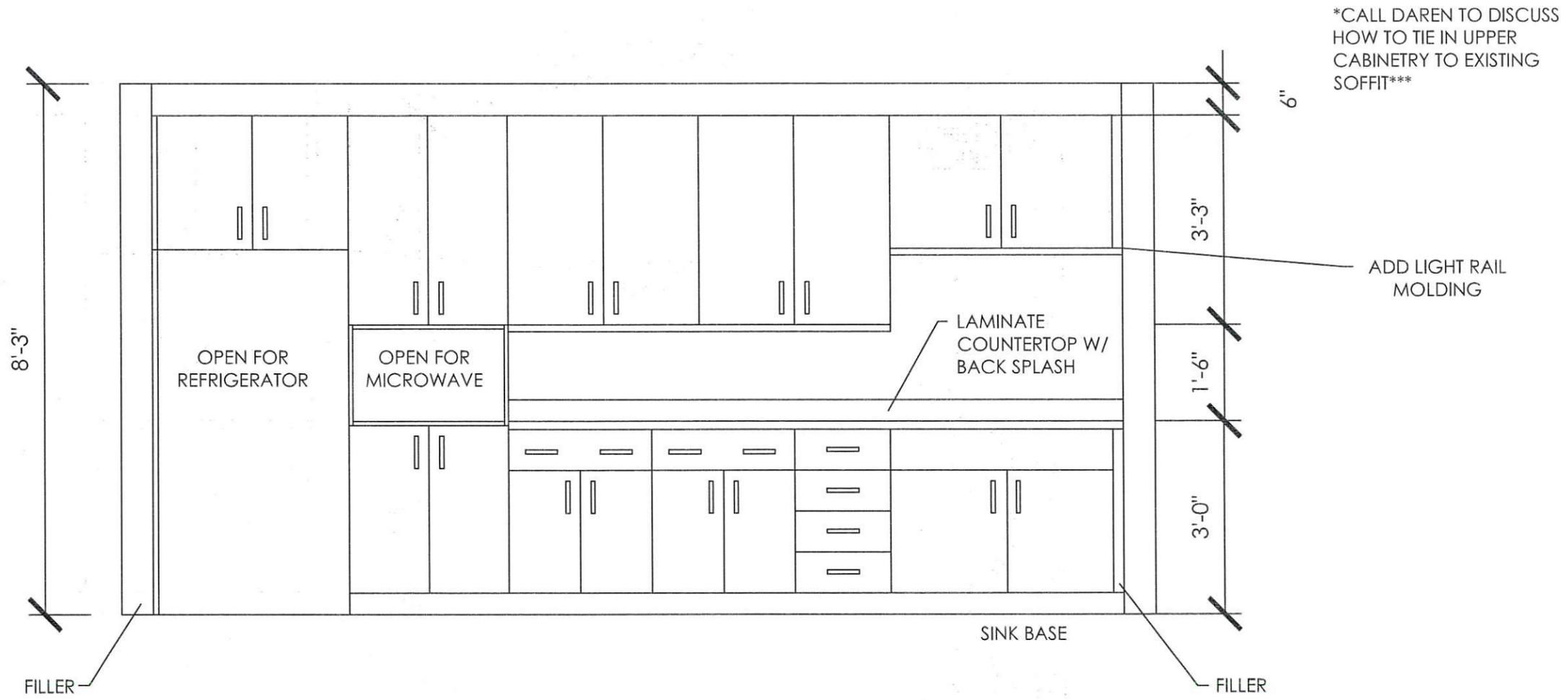
OFFICE SIDE

PROPOSAL: 41666
DATE DRAWN:
DATE REVISED:
SCALE: 3/8" = 1'0"
DESIGNER: CHS
APPROVED BY:

TOWN HALL RENOVATIONS - OFFICE BUILT-INS
TOWN OF WAYNESVILLE

123 Sweeten Creek Rd. Suite A | Asheville, NC 28803 | 828.277.7001 | www.pbiasheville.com





TOWN HALL RENOVATIONS - MEETING ROOM
TOWN OF WAYNESVILLE

123 Sweeten Creek Rd. Suite A | Asheville, NC 28803 | 828.277.7001 | www.pbiasheville.com

PROPOSAL: 41666
DATE DRAWN:
DATE REVISED:
SCALE: 1/8" = 1'-0"
DESIGNER: CHS
APPROVED BY:

**MUNICIPAL BUILDING
RENOVATIONS NOT COVERED
BY INSURANCE**

Clerk's Office:

- Remove storm windows, prep window trim and paint (color chosen by Town)
- Paint walls
- Remove paint from vault door and restore its original surface

Foyer to Town Hall:

- Remove rubber floor mat in lobby. Repair holes. (if surface below mat is beyond repair, replace mat with walk off carpet).
- Repair cracks in terrazzo foyer, remove existing chemical finishes and grind with 3,000 grit to restore original finish.

•

Hallway adjacent to Human Resources Office:

- Remove flooring that has been exposed to asbestos
- Install underlayment and lay new hardwood floor to match original hardwood flooring

Assistant Manager's Office:

- Remove flooring exposed to asbestos
- Install new subfloor level with terrazzo foyer and prep for carpet to be installed through State contract.

Human Resources Office:

- Purchase new office furniture to make it a more conducive work environment

Mayor's Office:

- Install new carpet
- Purchase new desk and side chairs
- Purchase furniture for meetings with constituents (to be used by all elected officials)

•

Meeting Room:

- Install cabinets and plastic laminate countertops in two foot inset where Town Seal is located.
- Install sink, GFI wall sockets and area for refrigerator
- Install carpet purchased through State contract (chosen by Town)
Alternate bid will be provided to restore the original hardwood floors.
- Paint trim and walls to match original 1920 color palette
- Remove old window coverings
- Install new moveable light blocking window coverings

•

Manager's Office:

Remove old carpet and install carpet to match meeting room and other carpet.

Total Estimated cost \$110,000

**MUNICIPAL BUILDING DAMAGE REPAIR COVERED BY
INSURANCE**

Clerk's Office:

- Install underlayment and level with Terrazzo floor. Prep for carpet
- Install cabinets under frosted glass to replace those torn out. Countertop will have recessed area for ADA access.
- Repaint areas damaged by water and tear out (color to be chosen by Town).

Foyer between Clerk's office and Restroom:

- Install underlayment and hardwood floor level with Terrazzo and Clerk's floor (hardwood to match original).
- Repaint areas damaged by water and tear out (color to be chosen by Town).

ADA Compliant Restroom:

- Tear out partition wall between old restroom and kitchenette
- Remove old plumbing fixtures
- Install blocking for grab bars and restroom fixtures
- Install green board for tile (subway tile approved by Town)
- Remove old water lines and toilet flanges and relocate as per specifications
- Install underlayment and backerboard for ceramic tile floor (tile to be chosen by Town).
- Install ADA compliant water closet, sink, grab bars and fixtures
- Paint remaining walls (color chosen by Town)
- Replace ceiling tile and light fixtures
-

Meeting Room:

- Replace carpet (through State contract)

Human Resources Office

- Install underlayment and level with foyer floor. Prep for carpet
- Install carpet (through State contract)
- Repaint areas damaged by floor and carpet removal

Estimated cost to be reimbursed by insurance company \$40,000

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 10, 2019**

SUBJECT: Homelessness Taskforce

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D8
Department: Board of Aldermen
Contact: Mayor Gary Caldwell
Presenter: Mayor Gary Caldwell

BRIEF SUMMARY:

As part of the issues that were acknowledged during the most recent campaign, homelessness and the impact on the community was brought forth as a community issue. In response, a taskforce comprised of key stakeholders is proposed.

Mayor Caldwell has already approached the following individuals to ask if they would assist on the taskforce:

- Alderman Anthony Sutton
 - Sheriff Greg Christopher/ Public Information Officer Lindsey Regner
 - Former Police Chief and NC Police Chiefs Association Exec. Dir Bill Hollingsed
 - Mountain Projects Executive Director Patsy Davis
 - Haywood Pathways Center Executive Director Mandy Haithcox
 - Representing Frog Level Merchants – Jim Pierce
 - Haywood County Board of Commissioners Representative
 - Waynesville Police Lieutenant Tyler Trantham
 - Representative from Longs Chapel/Open Door
- FACILITATOR** – Sarah Thompson, Executive Director, Region A/Southwestern Commission

MOTION: *To approve the development of a Homelessness Taskforce to begin meeting in early 2020.*

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

MANAGER’S COMMENTS AND RECOMMENDATIONS: Item presented by the Mayor – await direction from Board of Aldermen.