



Town of Waynesville, NC
Board of Aldermen Regular Meeting
Old Haywood County Courthouse, 285 N. Main Street,
Waynesville, NC 28786 Date: December 8 , 2020
Time: 6:00 p.m.

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

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

Motion: To approve the minutes of the Board of Aldermen regular meeting held on October 27, 2020 as presented (or as corrected).

B. ADDITIONS OR CORRECTIONS TO THE AGENDA

C. PUBLIC COMMENT

D. PRESENTATION

3. Presentation from the County Assessor's Office
 - Judy Hickman, Haywood County Assessor's Office

E. CALL FOR PUBLIC HEARING

4. Call for a public hearing to discuss Habitat for Humanity's request for a grant through the Town of Waynesville's affordable housing policy.
 - Jesse Fowler, Assistant Town Manager

Motion: To hold a public hearing at the regular scheduled Board meeting on January 12 at 6:00 PM or as closely thereafter to consider Habitat for Humanity's request for a grant from the Town of Waynesville to offset development costs associated with the construction and infrastructure development of their Sylvan Street location.

F. PUBLIC HEARING

5. Public Hearing to consider the designation of the property at 53 Walnut Street as a Local Historic Landmark
- Byron Hickox, Land Use Administrator

Motion: *To designate the property at 53 Walnut Street as a Local Historic Landmark.*

G. OLD BUSINESS

6. Reporting back to the Board of Aldermen concerning the NCDHHS Serving Justice Involved Individuals Grant.
- Amy Murphy-Nugent, Homelessness Taskforce Director

H. NEW BUSINESS

7. Board Vacancies
- Jesse Fowler, Assistant Town Manager

Homelessness Task Force Vacancies: Five vacant Seats

Number of Appointments:

Mayor Caldwell	2
Alderman Chuck Dickson	1
Alderman Jon Feichter	0
Alderman Anthony Sutton	1
Alderman Julia Freeman	1

Motion: *Motion to appoint new members to the Homelessness Taskforce*

Historic Preservation Commission Vacancy: One Vacancy

Applicants: Rodney Conard
Meg Guyton

Motion: *Motion to appoint a new member to the Historic Preservation Commission*

Cemetery Committee Vacancy: One Vacancy

Applicant: Roy Pressley

Motion: To appoint new member to the Cemetery Committee

8. Proposed Meeting Schedule for 2021
 - Jesse Fowler, Assistant Town Manager

Motion: To approve the Board of Aldermen meeting schedule for the year 2021.

I. COMMUNICATIONS FROM STAFF

9. Cemetery Committee Update
 - Jessie Fowler, Assistant Town Manager

Motion: To continue the cemetery cleanup per the ordinance

10. Manager's Report
 - Town Manager Rob Hites

Additional Bonus for Town Employees

Motion: To approve a Service Recognition Bonus by \$500 for full time employees and a prorated share for part time employees.

Motion: To approve the attached budget amendment funding the General Fund bonus from the Fund Balance and the remaining increases from the operating funds of the Water, Sewer, Electric, and Internal Service Funds.

11. Town Attorney Report
 - Town Attorney Bill Cannon

J. COMMUNICATIONS FROM THE MAYOR AND BOARD

K. ADJOURN



TOWN OF WAYNESVILLE

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CALENDAR December 2020

2020	
Friday December 4 – 6:00 pm	Christmas Tree Lighting – Oak Park Inn
Monday December 7 – 6:00 pm	Santa Float traveling through Town – Starts at Russ Avenue
Tuesday December 8 – 6:00pm	Board of Aldermen Meeting – Regular Session
Saturday December 12 - 6:00 - 9:00 pm	A Night Before Christmas – Main Street
December 24, 25 & 28th	Town Closed – Christmas Holidays
Saturday June 5, 2021	Oasis Shriners Spring Celebration Parade

Board and Commission Meetings – December 2020

ABC Board	ABC Office – 52 Dayco Drive	December 15 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	December 1 1 st Tuesday 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	December 24 4 th Thursday 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	December 2 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	December 21 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	December 10 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	December 16 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	December 8 2 nd Tuesday 3:30 PM

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
October 27, 2020

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, October 27, 2020 at 6:30 p.m. 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 6:30 pm with the following members present:

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

The following staff members were present:

- Rob Hites, Town Manager
- Jesse Fowler, Assistant Town Manager
- Town Attorney William E Cannon, Jr.
- Elizabeth Teague, Development Services Director
- Police Chief David Adams
- Members of the Police Department
- Byron Hickox, Land Use Administrator
- Chris Mehaffey, Assistant Fire Chief

The following media representatives were present:

- Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone about the upcoming event “Fall for Waynesville” on Main Street sponsored by the Downtown Waynesville Association, and the “Trunk or Treat” event on October 31st sponsored by the First United Methodist Church.

2. Adoption of Minutes

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the minutes of the October 13, 2020 regular meeting as corrected, and the minutes from the October 13, 2020 Public Hearing concerning the McGill and Associates application for the Community Development Block-Infrastructure Grant (CDBG – I). The motion carried unanimously.

Mayor Caldwell moved Item 9 to the beginning of the meeting due to much interest by the public in the item.

3. Ordinance repealing Section 22-31 through 22-35 of Chapter 22 of the Code of Ordinances and language included in Sec. 22.31 through 22.36 are recommended for replacement.
 - Town Attorney William Cannon

Attorney Cannon explained to the audience that this was not a mandate for mask wearing in the Town, but instead it concerned updating the wording in the Emergency Management Section to comply with the State of North Carolina Emergency Management statute.

Attorney Cannon opened the Public Hearing at 6:35 pm and explained the rules to be followed.

**Gennady Kulik
Natalie Casper
30 Westgate Parkway
Asheville, NC 28805**

Ms. Casper explained that she has a suppressed immune system and was told by her doctor not to wear a mask because of oxygen deprivation. She said she had human rights and freedoms and should not have to wear a mask. She stated she loved this country.

**Roberta Edwards, RN
364 Woodlawn Circle
Waynesville, NC 28786**

Ms. Edwards stated she was a registered nurse at Mission Hospital. She said she did not support a mask mandate, because it is bad for children and it is against her freedoms. Currently, at Mission Hospital there are only 5 or 6 COVID-19 patients, but there has been an influx of alcohol abuse, drug abuse, and psych cases. She said the numbers did not indicate having to wear a mask. Ms. Edwards asked the Board to listen to the people who are speaking out against the mask mandate.

**Elderberry Neidlinger
83 Welch Street
Waynesville, NC 28786**

Ms. Neidlinger said she and her family did not wear masks, and this was the first time she had one on. She said the idea that masks help prevent COVID-19 is an outright lie. She stated several health statistics, and that she has helped many people through COVID-19 by using herbs alone. Ms. Neidlinger told the Board that the holes in masks are too large, and that creates a petri dish for mold and other things.

Kris Estep
1441 Russ Avenue
Waynesville, NC 28786

Mr. Estep explained to the Board that he is the pastor of Barberville Baptist Church, and he is concerned about both religious and civic reasons, and how this will affect the congregation in his church. He said in the mask mandate, there are no exemptions for churches like the Governor had for the State of North Carolina. He said it is a Constitutional right to choose to wear a mask or not, and he asked what would happen to a member of his congregation if they choose not to wear a mask. Mr. Estep believes that this is an infringement of his freedom and gave examples of the numbers of COVID-19 deaths and sickness.

Josh Neidlinger
83 Welch Street
Waynesville, NC 28786

Mr. Neidlinger said he works at the Waynesville Post Office. At the beginning of the year he was given a government issued mask that was given to every postal employee in the country. He read the insert that was in the mask he was given and stated that the mask will not prevent someone from contracting COVID-19.

William Hite
768 South Main Street
Waynesville, NC 28786

Mr. Hite thanked the Board for allowing him to speak. He said he was a registered nurse working at the VA in the COVID-19 unit. During the summer Mr. Hite had been deployed for two weeks to Arizona to an intensive COVID-19 unit for non-stop aide to the critically ill patients. He said that most of the public has been spared by not seeing the ravages of COVID-19 up close, and this community has been lucky. He said he realized that no one likes to wear a mask, and he wanted to show his support for the Emergency Declaration.

Bill Davis
532 Westwood Circle
Waynesville, NC 28786

Mr. Davis stated that all masks are ineffective, and they will not stop the COVID-19 virus. He stated statistics has shown that wearing a mask is harmful to people because it can cause mold and pneumonia which can take your life. He said that it is not a law that you must wear a mask and that the problems will be solved by November 4th.

Jill Wasky
1319 Eagles Nest Road
Waynesville, NC 28786

Ms. Wasky told the Board that she is a second-grade teacher at Shining Rock Classical Academy. She said her students were required to wear a mask from 7:30 am – 3:35 pm while in school. They can remove them for lunch, snack time and recess. Her students ask for mask breaks all day long because of headaches and being uncomfortable. Ms. Wasky stated statistics concerning children contracting the virus. She said that it was tragic that children were experiencing grade school this way and it needed to end.

**Ricki L. Mehaffey
164 Cherokee Street
Waynesville, NC 28786**

Ms. Mehaffey told the Board that she had a ministry on Montgomery Street in Waynesville. She said that she believes that the only people who force others to do things are murderers and rapists. The people she works with in her ministry has a great deal of anxiety when they are forced to put on a mask. She is trying to help these people and work with them to be functional again in society.

**Dennis Rogles
35 R & K Drive
Waynesville, NC 28786**

Mr. Rogles said that he had not had a mask on since the alleged pandemic has started. He does not know anyone who is sick and does not see anyone being that sick. He questioned the source of the numbers that were being given about the COVID-19, and said they are being inflated.

**Will White
122 Miller Street
Waynesville, NC 28786**

Mr. White told the Board that he did not support the actions that were being taken. He is an Army Veteran, and he is upset that he must come home from the war, and the Town is trying to take his rights away. Mr. White said he knew what war is like and warned that the country is headed toward a Civil War.

**Valerie Hubbard
179 Goldfinch Lane
Waynesville, NC 28786**

Ms. Hubbard said she believed that governments are set up by God, and we are to respect his authority, unless they take authority that is not theirs. She told the Board that they worked for the citizens. Ms. Hubbard gave statistics about people who have died from the virus and pneumonia. She believes that we are made in the image of God and we should not be dehumanized by wearing masks, because there is no scientific base that proves masks protects us from the disease. They only slow the spread and ruin the economy.

**Andrew Hensley
50 Salem Loop
Waynesville, NC 28786**

Mr. Hensley stated that the Bible tells us to “fear not”. He asked the Board if they wear a mask out of fear, or because they are being told to. He said either way it is the wrong reason. Mr. Hensley has seen people with the virus and has seen one man who wore a mask faithfully and died. He said that his tax dollars pay for every politician and everyone in the room tonight. He does not want his tax dollars to pay for masks or the enforcement of the mask mandate.

Attorney Cannon Closed the Public Hearing at 7:11 pm.

Town Manager Rob Hites clarified that the proclamation in the agenda was given as an example of what Mayor Caldwell would declare in case he asks for a Declaration of Emergency. The Ordinance that is before the Board now simply re-writes the State of Emergency Ordinance that has been in the books for decades. The State General Statute has changed, and that required a new Ordinance to be written.

At the request of the audience, Town Attorney Cannon read both the old Ordinance, and the proposed Ordinance.

Town Manager gave examples of how the Declaration State of Emergency could be used.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to postpone further discussion of the State of Emergency Declaration due to lack of clarity on the issue. The motion passed unanimously.

B. PUBLIC COMMENT

Town Attorney Cannon opened the Public Comment period at 7:35 pm and stated that comments would be on other issues that are not on the agenda tonight.

**Jonnie Cure
1458 South Main Street
Waynesville, NC 28786**

Ms. Cure said that she owns a building in the Waynesville Plaza. She introduced the tenant in the building, Ms. Karen Williams. On October 25th Ms. Cure said she got a call from Ms. Williams stating that there were two drunk men at her door along with a pit bulldog who was not on a leash. The police came but did not pick those people up. The same thing occurred this evening only in front of a different store. Ms. Cure said the homeless problem was not only in Frog Level, but it is all over Town.

**Peggy Hannah
268 Hemlock Street
Waynesville, NC 28786**

Ms. Hannah told the Board that she would like for the churches to handle the Homelessness problems, and the Town to step up and handle the drug addiction and mental health problems in the Town. Ms. Hannah stated that the Homelessness Task Force is a farce, and everybody is laughing about it. The vacancies on the committee need to be filled with common people in the community that have a different opinion. No one has faith in the Task Force, and she said that the Task Force needed to be disbanded and save the money that is being spent. Ms. Hannah assured the Board that the Save Haywood Group would continue to come to the Town Board Meetings.

**Jon Lynn McDermott
183 Mill Street
Waynesville, NC 28786**

Ms. McDermott is a member of the Town of Waynesville Task Force on Homelessness. She said the Task Force is doing the best they can, and things will be happening. Ms. McDermott stated that the members of the Task Force that have resigned or do not attend meetings need to be replaced. People have contacted Ms. McDermott and said that the Town has spent a lot of money on the homeless, and they feel that churches, soup kitchens, and non-profits. The citizens feel that these entities should form their own Task Force and Board to come up with their own ideas and donations.

**Savannah Williams
67 Crabtree Church Road
Waynesville, NC 28786**

Ms. Williams said she thought Waynesville was always a haven to grow up in, but she does not feel like that anymore. She said she would like to be able to build her own career and trust the people that are making decisions. Ms. Williams does not think it is fair for young people to not be able to make decisions. She said growing up was hard, and she wanted the people who was making the decisions for her to have her best interest at heart.

**Jordon White
122 Miller Street
Waynesville, NC 28786**

Ms. White said the world is not her happy place anymore. This has been a hard eight months for everyone. She believes the world is under socialism and communism, and that we rely on government for financial needs. We are supposed to live in a free world where she does not have to cover up half her face and cannot breathe. She said she does not have the right to pursue happiness, and she cannot live like this anymore.

**Janet Presson
49 Lodgepole Pine Lane
Waynesville, NC 28786**

Ms. Presson has been an RN for about 25 years and a veteran. She said we need small governments with fewer rules and mandates, and she is very concerned about vaccine mandates. Ms. Presson said it was not the Board's job to protect her health, but it is the Board's job to protect her rights, and everybody is watching the government. She wants to take back her rights to be able to decide what happens to her life.

**Melinda Davis
264 Stamey Cove Road
Clyde, NC 28721**

Ms. Davis thanked the Board for the opportunity to speak. She is a former registered nurse and she does not need a government telling her how to stay healthy, because she could do that herself. She talked about her children and vaccines. She gave statistics concerning vaccines and their ingredients. She said the Board needed to be concerned about these ingredients, because the cure is worse than the disease.

**Nikki White
122 Miller Street
Waynesville, NC 28786**

Ms. White said the lockdown was killing more people than the virus, and it is not lethal. The government is far more dangerous. She said she felt that the Board was moving towards tyranny. She gave statistics concerning deaths from the virus and death from other diseases, and there were no lock downs. Ms. White said the Board works for the people, and she had reached out to them and they did not respond.

**Colt Williams
637 Crabtree Church Road
Waynesville, NC 28786**

Mr. Williams said his rights as a kid was to have fun and be happy. Wearing masks and social distancing are taking his rights away. He does not like being in quarantine. It does not make him feel good about himself.

**Did not understand name
101 East Street (Katlyn's House)
Waynesville, NC 28786**

Mr. ?? said he had many friends in law enforcement and respected all of them. He worked at the Sherriff's Department and when masks started being required, he resigned. He said he had more trust in God than in a mask.

Town Attorney Cannon closed the Public Comment at 8:03 pm.

C. PRESENTATION

4. Pavement Condition Survey Results

- Bob Wilson PE – LaBella

Mr. Bob Wilson of gave a brief presentation of the Pavement Study that was completed in July 2020. The Town maintains 86.6 miles of paved roads, and the roadway assets are \$32.3 million dollars. He said there must be maintenance on these roads just like anything else.

During the Data Collection, Mr. Wilson explained that eight common pavement surface distresses were observed, including alligator cracking, block cracking, reflective cracking, releveling, rutting, patching, bleeding and ride quality. He explained each distress and said the worst problem is the alligator cracking, which is shrinkage of asphalt over time. Treated early, the pavement can be preserved for quite a while.

He said that across the community, they determined how many miles were affected and the percentage affected. Findings indicated the Pavement Condition Report average was 82.7 and the North Carolina Municipality Average is 80.00. Overall, the street system is in good condition, but about 55 percent of street systems need maintenance or resurfacing at a cost of approximately \$2,036,500.00. This amount includes:

Routine Maintenance	\$2,036,500.00
Resurfacing	\$ 434,700.00
Additional Costs	25% - 40% (Raising structures, milling, administrative, etc.)

He presented the Board with graphs showing a proactive vs. reactive pavement maintenance program, along with a table of unit costs for primary maintenance activities. Mr. Wilson told the Board that LaBella recommends that Waynesville dedicate its maintenance funding towards preventative maintenance practices and structural repairs. This practice will reduce the maintenance cost per mile in future years. He also recommended a 15-year paving cycle (5.77 miles per year) with a cost of \$930,000.00 per year at today's prices. He also recommended crack sealing for 1.96 miles – primary activity \$1,388,950.00, and second activity \$315,466.00.

Mr. Wilson emphasized that pavement was one of Waynesville's greatest assets, and the key to preserving this asset is preventative maintenance.

There was much discussion concerning the listing of streets needing maintenance ranging from worst to best and which streets Mr. Wilson recommended being looked at first. They discussed the plan moving forward. Manager Hites said that they would look at the plan and bring it back to the Board.

D. NEW BUSINESS

5. Board approval to allow Habitat to construct greenway within Chestnut Park in-lieu of sidewalk installation at Davis Cove.
 - Elizabeth Teague, Development Services Director

Ms. Elizabeth Teague, Development Services Director, said that Habitat for Humanity is asking for alternative compliance or an “in-lieu” option for completion of their Davis Cove Project. Instead of installing sidewalk at this location, Habitat is asking for the ability to take the cost of the Davis Cove sidewalk installation and working with the Town to instead install greenway trail in Chestnut Park – enhancing and extending the subdivision plan for their project on Sylvan Street. Ms. Teague stated that LDS Section 6.8 provides an “Alternative Compliance” option for pedestrian movement where “impractical situation would result from application of requirements...the Administrator may approve an alternate plan that proposes different pedestrian amenities. She said that Development Services Staff supports this idea, but because this alternative compliance would involve Town property, involve more than one development project within different neighborhoods, and would authorize a construction project within Town property, Staff would like the Board’s approval.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Julia Freeman, to allow Habitat for Humanity to install greenway trail within Chestnut Park in-lieu of sidewalk construction on Davis Cove. The motion carried unanimously.

Mayor Caldwell called for a 10-minute recess at 8:31 pm.

The Board returned at 8:41 pm.

E. PUBLIC HEARINGS

Attorney Cannon opened the Public Hearing at 8:42 pm.

6. Public Hearing to consider a Text Amendment to Land Development Standards Section 2.5.3 – Table of Permitted Uses and Section 17.3 – Definitions, Use Type.
 - Byron Hickox, Land Use Administrator

Byron Hickox, Land Use Administrator, told the Board that at its August 25, 2020 regularly scheduled meeting, the Board of Aldermen directed Development Services staff and the Planning Board to “refer to the definition of “Recreation Facilities, Outdoor” for review and re-wording because potential problems that could arise from the current definition which they identified as overly broad. This stems from discussions concerning a proposed RV park/campground in Town. He said that campgrounds are currently rolled into the definition of outdoor recreation

The Planning Board considered this issue at its September 21, 2020 meeting and voted to recommend to the Board of Aldermen four proposed amendments to the LDS:

1. Adopt the proposed amended definition of Recreation Facilities, Outdoor.
2. Adopt the proposed new definition of Golf Course/Country Club and permit this use only in Low Density Residential Districts.
3. Adopt the proposed new definition of Campground and do not permit this use in any zoning district.
4. Adopt the proposed new definition of Recreational Vehicle Park and do not permit this use in any zoning district.

Mr. Hickox and Town Attorney Cannon discussed the legality to out-right permit a single use if there is a reason and that the decision is arbitrary. Mr. Hickox clarified that this reason could not simply be because the Town does not like campgrounds. The Board discussed that there are several other locations for campgrounds just outside of the Town's jurisdiction.

**Fred Tollison
316 Sky Lark Lane
Waynesville, NC 28786**

Mr. Tollison stated that he lives in Master's Pointe and that the recently proposed campground in the Laurel Ridge community would have been in the middle of the number 5 fairway. He said this would have greatly diminished property values of the homes in his area. He told the Board that he currently sits on the Homeowners Board in his neighborhood. He asked the Board to accept the Planning Board's recommendations.

Attorney Cannon closed the Public Hearing at 9:01 pm.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to find that the proposed text amendment is consistent with the 2035 Comprehensive Plan. The zoning amendments are approved and are consistent with the Town's comprehensive land use plan because:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- ***Encourage in-fill and context-sensitive development;***
- ***Promote conservation design to preserve important natural resources;***
- ***Reinforce the unique character of Waynesville .***

Goal 3: Protect and enhance Waynesville's Natural Resources.

- ***Encourage park and greenway development to protect watersheds and improve access to open space.***
- ***Protect rural lands, iconic views and mountain vistas.***

Goal 5: Create opportunities for a sustainable economy.

- ***Promote Waynesville 's downtown districts, inns, restaurants, and reputation as the "Gateway to the Smokies."***

- **Support the Town's Parks and Greenway Master Plan and develop recreational facilities and a greenway system that appeals to neighborhood and regional users.**

Goal 6: Create an attractive, safe and multi-modal transportation system/

- **Support development of the Richland Creek Greenway and Regional greenway connections between Waynesville, Asheville and other Haywood County and Western Carolina destinations.**
- **Ensure citizenry has access to recreational, health and wellness and medical services.**

The zoning amendment and is reasonable and in the public interest because:

The text amendment clarifies language within the Town Land development Standards. The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the proposed text amendment Ordinance as proposed to the Land Development Standards Section 2.5.3 – Table of Permitted Uses and Section 17.3 – Definitions, Use Type. The motion carried unanimously.

7. Call for a Public Hearing to consider a Text Amendment to Land Development Standards Section 4.5 – Accessory Uses and Structures.
 - Byron Hickox, Land Use Administrator

Mr. Hickox explained to the Board that the Land Development Standards Section 4.5 defines accessory structures and establishes in Tables 4.5.2 and 4.5.3 applicable standards, such as the maximum number of accessory structures permitted on a lot, maximum square footage, permitted locations, maximum height, and setbacks. These existing tables categorize lots into only three broad categories, which many consider to be too restrictive, especially for smaller properties. Staff has proposed a more graduated, “sliding” scale to amend the existing standards.

Mr. Hickox said that at the September 21, 2020 meeting the Planning Board reviewed the staff proposal and voted to appoint a subcommittee to work with staff to resolve a few points of contention and return with a new proposal. The proposed amendment was considered by the Planning Board at its October 19, 2020 meeting at which the Planning Board voted to recommend to the Board of Aldermen the proposed amendment to this section of the LDS.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to call for a public hearing on Tuesday, November 10, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street. The motion carried unanimously.

Attorney Cannon opened the Public Hearing at 9:01 pm.

8. Public Hearing to consider a Text Amendment to Land Development Standards to Section 13.5 – Nonconforming Uses and Structures.
 - Byron Hickox, Land Use Administrator

Mr. Hickox said that the Land Development Standards addresses nonconformities and categorizes them as one of three types: nonconforming lots, nonconforming uses, or nonconforming structures. These are lots, uses, or structures which existed prior to the adoption of the Land Development Standards and which can continue to exist if they are not expanded and with other specified limitations. In the LDS, Section 13.5, “uses” and “structures” are found in the same subsections and are used interchangeably, leading to confusion. He said the Zoning Board of Adjustment requested a text amendment to clarify this section and avoid future complications for staff interpretation or variance hearings.

The Planning Board considered this issue at its September 21, 2020 meeting and voted to recommend to the Board of Aldermen the proposed text amendments to LDS Section 13.5.

Attorney Cannon closed the Public Hearing at 9:05 pm.

Alderman Freeman asked if there was a time limit where a use was ending and becomes nonconforming before it could be used again. Mr. Hickox said he believed it was one year.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to find that the proposed text amendment is consistent with the 2035 Comprehensive Plan and is reasonable and in the public interest for section 13.5.2 and 13.5.4. The zoning amendment is approved and is consistent with the Town's comprehensive land use plan because:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- ***Create walkable and attractive neighborhoods and commercial centers.***
- ***Encourage infill, mixed -use and context-sensitive development.***

Goal 2: Create a range of housing opportunities and choices.

- ***Promote a diverse housing stock including market rate workforce housing and affordable options appeal to a variety of households.***

Goal 5: Create opportunities for a sustainable economy .

- ***Encourage creativity designed, mixed-use walkable centers and commercial districts that appeal to residents and visitors. The zoning amendment and is reasonable and in the public interest because The text amendment clarifies language within the Town Land development Standards. The motion carried unanimously.***

A motion to approve the text amendment Ordinance as proposed to the Land Development Standards Sections 13.5.2, 13.5.3, and 13.5.4. was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman. The motion carried unanimously.

Attorney Cannon opened the Public Hearing at 9:07 pm.

9. Public Hearing to consider a Text Amendment to Land Development Standards Section 4.3.4(F) – Encroachments, Handicapped Ramps.
 - Byron Hickox, Land Use Administrator

Mr. Hickox explained that the LDS Section 4.3.4(F) states that handicapped (accessibility) ramps and fire escapes may encroach into any required yard but may not be closer than 3 feet to any property line. For lots on which the principal structure is located close to a public sidewalk and depending on the exact location of the property line, this encroachment standard could prevent an accessibility ramp from connecting to the sidewalk. This could potentially complicate the design and construction and increase the cost of such a ramp.

At its September 21, 2020 meeting the Planning Board voted unanimously to recommend to the Board of Aldermen the proposed amendment to this section of the LDS.

Attorney Cannon Closed the Public Hearing at 9:11 pm.

A motion was made by Alderman Anthony Sutton, and seconded by Alderman Julia Freeman, to find that the proposed text amendment is consistent with the 2035 Comprehensive Plan and is reasonable and in the public interest. The zoning amendment is approved and is consistent with the Town's comprehensive land use plan because:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- ***Create walkable and attractive neighborhoods and commercial centers.***
- ***Encourage in-fill and context-sensitive development.***

Goal 2: Create a range of housing opportunities and choices.

- ***Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.***

Goal 5: Create opportunities for a sustainable economy.

- ***Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.***

Goal 6: Create an attractive, safe and multi-modal transportation system.

- ***Provide an interconnected transportation network of roadways, greenways, freight mobility, bicycle routes, and sidewalks that improves safety and strategic access for all users.***

The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the proposed text amendment as proposed to the Land Development Standards Section 4.3.4(F). The motion carried unanimously.

Attorney Cannon opened the Public Hearing at 9:13 pm

10. Public Hearing to consider a request for Annexation for three parcels of property along Dellwood Road and Ivy Hill: 1778 Dellwood Road, PIN 8617-10-6618; "Lot 75" of Ivy Hill Subdivision, PIN 8617-10-6745; and "Lot 77", PIN 8617-10-7527.

- Elizabeth Teague, Development Services Director

Ms. Teague said that the Town is in receipt of an annexation request for three lots along Dellwood Road that are not within the Town's Extra-territorial jurisdiction (ETJ). The property meets the criteria for annexation in accordance with the resolution adopted at the last meeting.

The Board of Aldermen must also assign a zoning designation. The property was formerly a restaurant and has been purchased for the purpose of establishing another restaurant. The property owner has requested that the property be zoned as Dellwood/Junaluska Regional Center for the two lots adjacent to Dellwood Road and requested Dellwood Medium Density Residential zoning for the lot that is adjacent to Ivy Hill. The Planning Board considered the properties of the annexation request at their October 19, 2020 meeting and support this request.

The purpose and intent of the Dellwood Residential Medium Density District per the Land Development Standards §2.3.2.B states:

The Dellwood Residential Medium Density District (D-RM) shall develop as a low to medium density residential district separating the Russ Avenue and Dellwood/Junaluska Town Center. Promoting a mixture of residential densities, this district shall be developed with such enhancements to residential living as pedestrian access and the provision of open space. Higher density development and limited business and professional services shall be promoted along Russ Avenue with larger lots and cluster development promoted throughout the district. Nonresidential uses typically found in residential areas are permitted, however, development in this district shall be designed to clearly define the residential appearance and scale of the area and to define the differences between this area and the Russ Avenue Town Center and Dellwood/Junaluska Area Center.

The purpose and intent of the Dellwood Junaluska Regional Center District, LDS 2.3.7.A states:

The Dellwood/Junaluska Regional Center District (DJ-RC) will develop in the future into a hub for retail, service and employment uses serving Waynesville and the region. It is envisioned that such uses be concentrated here in order to limit sprawling strip commercial development in the area. The vision for the district is that of a well-defined area, but one designed to accommodate large-scale development. Development should encourage the intermixture of uses and provide for residential uses in addition to those uses heavily dependent on the automobile. Transportation improvements made in this district will form a network of roads and pedestrian ways and provide accommodations for all modes of travel. An improved Russ Avenue with a landscaped median should enhance the traffic situation in the area. Rear accessways connecting adjacent development shall be required to provide access between development supplementary to the public streets. The outdoor auditorium at Lake Junaluska will serve as the town center for this area.

Attorney Cannon closed the public hearing at 9:15 pm

A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter to Adopt attached Annexation Ordinance for three parcels of property along Dellwood Road and Ivy Hill: 1778 Dellwood Road, PIN 8617-10-6618; "Lot 75" of Ivy Hill Subdivision, PIN 8617-10-6745; and "Lot 77", PIN 8617-10-7527. The motion carried unanimously.

F. CALL FOR PUBLIC HEARING

11. Call for a Public Hearing to consider a request for Annexation for three parcels of property along Dellwood Road and Ivy Hill: 1778 Dellwood Road, PIN 8617-10-6618; "Lot 75" of Ivy Hill Subdivision, PIN 8617-10-6745; and "Lot 77", PIN 8617-10-7527.
 - Elizabeth Teague, Development Services Director

The Town adopted the Annexation Ordinance for three lots owned by Roy Rodriguez, President of Big Rods Investments, Inc. a North Carolina Corporation doing business as Dickey's Barbeque. The Town must now assign a zoning designation to each lot since this property is outside of the Town's Extraterritorial Jurisdiction and was formerly part of the unzoned area of Haywood County.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to call for a Public Hearing on Tuesday, November 10, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street. The purpose of the meeting is to consider a Zoning Map Amendment to three properties at and adjacent to 1778 Dellwood Road, PINs 8617-10-6618, 8617-10-6745, and 8617-10-7527, in conjunction with an annexation request. The motion carried unanimously

11. Resolution for CDBG

Ms. Teague said a resolution is required for the Community Development Block Grant (CDBG) application for utility infrastructure improvements in Hazelwood application.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the Community Development Block Grant (CDBG) by McGill and Associates. The motion carried unanimously.

H. COMMUNICATIONS FROM STAFF

12. Manager's Report

Manager Hites had nothing to report

13. Town Attorney Report

Attorney Cannon stated that court had reopened after being closed, but the calendar is massive with cases that have been delayed.

There was discussion concerning clarification of Ms. Amy Murphy-Nugen of the Town of Waynesville Task Force for Homelessness being listed as a member of the Task Force. The consensus of the Board was that she is not a member, and to open the process back up to take applications for the Task Force.

H. ADJOURN

With no further business, a motion was made by Anthony Sutton, seconded by Alderman Chuck Dickson, to adjourn the meeting at 9:24 pm. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor

Jesse Fowler, Assistant Town Manager

Robert W. Hites, Town Manager

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 12/8/20**

SUBJECT: Receive a presentation from the County Assessor's office

AGENDA INFORMATION:

Agenda Location:	PRESENTATION
Item Number:	D3
Department:	Administration
Contact:	Rob Hites, Town Manager
Presenter:	Rob Hites

BRIEF SUMMARY:

Judy Hickman representing the Haywood County Assessor's Office will make a presentation regarding the process of determining the value of Haywood County real and personal property.

MOTION FOR CONSIDERATION: None

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Receive report for information

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020

SUBJECT: Call for a public hearing to discuss Habitat for Humanity's request for a grant through the Town of Waynesville's affordable housing policy.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: E4
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

Habitat for Humanity is seeking to take advantage of the Town of Waynesville's Affordable Housing Policy and is requesting a grant from the Town of Waynesville to offset the development costs associated with the construction and infrastructure development of their Sylvan Street subdivision. This is a 10-unit subdivision that is expected to be completed over several years.

This grant request would be for the approximate amount of \$192,177. Habitat for humanity estimates that each unit will be appraised at approximately \$230,000. This would increase the tax base by approximately \$2,300,000 per year at buildout.

MOTION FOR CONSIDERATION:

1. To hold a public hearing at the regular scheduled Board meeting on January 12 at 6:00 PM or as closely thereafter to consider Habitat for Humanity's request for a grant from the Town of Waynesville to offset development costs associated with the construction and infrastructure development of their Sylvan Street location

FUNDING SOURCE/IMPACT:

1. \$192,177 from the General Fund Balance awarded incrementally on a unit by unit basis

ATTACHMENTS:

1. Habitat for Humanity Grant Request Overview
2. Town of Waynesville Affordable Housing Policy

MANAGER'S COMMENTS AND RECOMMENDATIONS: This request meets the Town's affordable housing guidelines. The question before the board will be how much of a grant can the Town afford. Staff is studying the current proposal to determine what materials we can provide at a lower cost, and what services we can provide in-kind in order to lower the cost of the grant. Staff will have a full report of these adjusted costs and in-kind services at the public hearing.

TOWN OF WAYNESVILLE AFFORDABLE HOUSING POLICY

POLICY STATEMENT:

It is the policy of the Town of Waynesville to promote affordable rental and owner occupied housing within its corporate limits. In the spirit of this policy the Town Board may find it necessary to stimulate development of affordable housing opportunities by offering incentive grants to offset development costs associated with the construction and occupancy of such housing. Such grants may be used to offset the cost of expenses including, but not limited to: environmental testing, clearing, grading, stormwater mitigation, water/wastewater/power line extensions road construction and buying down the construction cost of the project, closing costs and sales price and rental subsidies.

CRITERIA FOR INCENTIVE CONSIDERATION:

The Town will entertain requests for incentives on a case by case basis and will weigh their merit according to the following:

- Incentives may be granted for location and construction of a specific affordable housing development where the Town's participation will have an immediate impact on the ability of low to moderate income residents to rent or purchase dwellings. The Town will evaluate projects to determine the economic feasibility of such a development and the extent to which the Town may reasonably provide grants or loans. The Town shall determine the "gap" between the construction cost of the development and the rental or sales price for persons who qualify under HUD guidelines as having 80% of the median household income for moderate income and assess its ability bridge the "gap".
- The Town will evaluate the impact of the request on the rental or sales price of the development to determine the extent to which it may aide in lowering rents or sales prices to a meaningful level.
- The dwelling design and floorplan will be studied to insure that it is efficiently and economically designed and it is energy efficient and economical to maintain.
- The applying party must be a business, nonprofit corporation or a CHDO (Community Housing Development Organization) with a successful track record in the development and construction of low to moderate income housing.
- The business, nonprofit or CHDO must be willing to guarantee, through contract, that 20% of the rental units will be available to low to moderate income persons for a period of twenty (20) years and that housing sale prices will be set to attract low to moderate income persons through the sell-out of the development.
- The recipient party shall reimburse the Town for any grants should the project not be completed. If only a portion of the project is completed the Town shall be reimbursed for that percentage of the project grant not completed.

- The Town shall approve any sale or assignment of the development to another qualifying party.
- The Town will take into consideration the tax value of the development in determining its ability to offer grants to affordable housing developments.

PROCEDURES:

In concert with GS 160A-456 (b) and GS 157-4.1 the Town adopts the following procedures for requesting an affordable housing grant or loan:

The Applicant shall provide the following information in order to be considered for an affordable housing grant:

- A. Name, address and list of officers of the development entity.
- B. Number of years entity has been in business and list of affordable housing projects completed.
- C. Site Plan, dwelling floorplans and elevations, energy efficient features, phasing, projected buildout, proforma of development, projected unit costs, rents and sales prices.
- D. Target market,
- E. Funding sources
- F. Projected tax base at buildout

The project will be evaluated based on the efficiency of design, energy efficiency of the dwellings and cost. The staff will compare the unit cost or rents with the prices that the eligible clients can afford to determine the “gap” that needs to be funded.

The staff will determine the Town’s ability to meet the gap and estimate the payback in property taxes necessary to restore the grants of funds to Town’s fund balance.

The staff will recommend a course of action to the Town Board.

Should the Board wish to present the proposal to the Public it will set a date for a public hearing to solicit input. After such a hearing the Board will determine the amount of a grant to offer the applicant and direct the town attorney to prepare a contract outlining the terms of the grant.

The grant shall be paid to the applicant as construction progresses if the grant is to construct infrastructure. If the grant is to buy down the cost of the dwellings, the grants will be paid as the dwellings are completed.

Policy Effective Date: January 2019

Gavin A. Brown, Mayor

Habitat For Humanity Grant Request Overview

Habitat for Humanity is asking for a grant from the town to cover:

- Water tap fees:	\$12,500
- Water system development fees:	\$9,432
- Sewer tap fees:	\$12,500
- Sewer system development fees:	\$10,980
- Install new hydrant & water/sewer lines:	\$155,254
Current approximate total of grant request	\$192,177

Cost and appraisal specifics of the habitat units are as follows:

- Estimated appraisal value per unit: \$230,000
- Estimated Cost of construction: \$131,000
 - ↳ Habitat sells each unit at the cost of the appraisal, but they use two different mortgages. The first mortgage is for the cost of construction and the second mortgage is for the difference between the cost of construction and the appraised value. This second mortgage is forgiven after the 30-year loan period so that the resulting financial burden of the buyer is only the cost of construction.

Tax base increase data are as follows:

- Town of Waynesville tax rate is 49.57 cents per \$100 valuation
- Expected tax base increase of project: \$2,300,000
- Expected tax revenue increase: \$11,401
- Number of years to recoup grant award upon completion of development: 16.8

If awarded this grant, then the financial burden of the home buyer is reduced by \$19,217. This would mean that instead of the homebuyer paying off a loan of \$131,000 they would be paying off a loan of \$111,783 with the rest of the costs being forgiven through a 30 year mortgage.

ORDINANCE NO. O-24-20

**AN ORDINANCE DESIGNATING THE CHARLES U. MILLER HOUSE
AT 53 WALNUT STREET AS A LOCAL HISTORIC LANDMARK**

WHEREAS, the Board of Aldermen of the Town of Waynesville has taken into full consideration all statements and information presented at a public hearing held on the _____ day of _____ on the question of designating a property known as the Charles U. Miller House (PIN 8615-48-0609) as a Local Historic Landmark; and

WHEREAS, the Historic Preservation Commission has demonstrated that the property known as the Charles U. Miller House (PIN 8615-48-0609) possesses special significance in terms of its historical, architectural, and cultural importance; and

WHEREAS, the Historic Preservation Commission has demonstrated that the property known as the Charles U. Miller House (PIN 8615-48-0609) possesses integrity of design, setting, workmanship, and materials; and

WHEREAS, the property known as the Charles U. Miller House (PIN 8615-48-0609) is owned by Carlton A. and Tina T. Lee; and

WHEREAS, after notice duly given, a public hearing was held by the Historic Preservation Commission on October 27, 2020; and

WHEREAS, after notice duly given, a public hearing was held by the Board of Aldermen on _____.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____ AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the property known as the Charles U. Miller House (PIN 8615-48-0609) and all of the land included in this property is hereby designated as a Local Historic Landmark pursuant to Chapter 160A-400.5 of the General Statutes of North Carolina.

ADOPTED this _____ Day _____ of 2020.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020**

SUBJECT:

Public Hearing to consider the designation of the property at 53 Walnut Street as a Local Historic Landmark.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: E4
Department: Development Services
Contact: Byron Hickox
Presenter: Byron Hickox

BRIEF SUMMARY:

The property located at 53 Walnut Street (known as the Charles U. Miller House) was constructed between 1906 and 1909. It is an intact example of a Dutch Colonial Revival style house. It is the oldest of several houses that line this section of Walnut Street and is located within the Spread Out National Register Historic District. The house has been renovated with the highest level of attention paid to its historic status and architectural integrity. The owners of the property, Austin and Tina Lee, have requested that it be designated a Local Historic Landmark.

At a special called meeting on October 27, 2020, the Historic Preservation Commission voted unanimously to adopt the proposed ordinance of designation for the Charles U. Miller House.

MOTION FOR CONSIDERATION:

1. Motion to designate the property at 53 Walnut Street as a Local Historic Landmark.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Proposed Local Historic Landmark Ordinance
2. Local Landmark Designation Report
3. Photographs

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Local Historic Landmark Designation Report

Charles U. Miller House

Name of Property – Charles U. Miller House

Physical Address – 53 Walnut Street

Current Owner's Name & Mailing Address – Carlton Lee, P.O. Box 283, Lake Junaluska, NC 28745

Appraised Value of the Property – \$235,000

PIN – 8615-48-0609

The Charles U. Miller House, constructed between 1906 and 1909, is an intact example of a Dutch Colonial Revival style house. The house is the oldest of several houses that lined this particular portion of Walnut Street, which served as the gateway into Waynesville from the north. The Miller House is located within the Spread Out National Register Historic District and has been and continues to be renovated with the highest level of attention paid to its historic status and architectural integrity.

The proposal for designation of the Charles U. Miller House as a Local Historic Landmark focuses on the house's prominence along the historic entry corridor into Waynesville and the integrity and distinctiveness of its architectural features. The designation as a Local Historic Landmark will include the entire property at 53 Walnut Street, with the Charles U. Miller House being the only structure located on the property. This property is the parcel that was historically and is currently associated with the house. This designation also includes the interior of the house, as several unique interior features have been preserved and are in excellent condition.

Historic Background

The lot was purchased by Charles U. Miller and Mary C. Miller from the First Presbyterian Church of Waynesville on April 13, 1906 for \$650. The house was constructed sometime between 1906 and 1909, when the Millers sold the property to Jerry R. Smathers for \$3,600.50. In 1921, Nannie B. Smathers, life estate owner of the property, sold the property to James and Janie Stringfellow for \$5,000. The Stringfellows sold the property to Caroline Sackett deNeergaard in 1925. After Ms. deNeergaard's death in 1941, her son, Clifford Gould deNeergaard, was operated as a rental house. In 1952, Mr. deNeergaard sold the house to Malcolm and Mary Williamson for \$9,700. The property remained in the ownership of the Williamsons and their sons for more than 60 years. Malcolm Williamson was pastor at the First Presbyterian Church and lived in the manse, which was located between the Miller House and the church. Between 1952 and 1954, Mrs. Williamson operated the Miller House as a summer guest house. In 1954, Reverend Williamson became associated with a church in Charlotte, but the family continued to use the house as a second residence until 1980, when Reverend and Mrs. Williamson again made the Miller House their primary residence. Upon the death of their mother in 1999, the three Williamson sons retained ownership of the house, but did not use it as a full or part-time residence. During the period 1999 to 2009, the Williamson sons made some renovations to the house, always careful to maintain its architectural integrity. However,

illnesses and other complications kept the Williamsons from completing the renovation. In November 2016, the Miller House was sold to its current owners, Carlton A. and Tina T. Lee. Since then, the Lees have made significant progress, at considerable expense, to complete the renovation of the house, with thorough attention to its architectural details, both exterior and interior.

Assessment

The Charles U. Miller House is a two-and-a-half story Dutch Colonial Revival style dwelling with several Classical and Queen Anne features. It is located on Walnut Street and is surrounded by the First Presbyterian Church property and other well-maintained dwellings of a similar age, many of which have been converted to non-residential uses, but have preserved their residential character. Its setting is prominent on the lot and along the Walnut Street frontage. The roof is a gambrel style with a shed dormer at the northeast corner and a second story porch on the southeast side. Gambrel roof houses are not common in Waynesville, and this particular example is the only one in the Spread Out National Register Historic District and in the larger surrounding area. The roof style is original to the house and has been maintained in excellent condition. The main front porch is located at the southeast corner and extends along two-thirds of the width of the façade. A bay window at the northeast corner gives the façade an asymmetrical appearance that is unusual for the Dutch Colonial Revival style. A second bay window is located on the first story of the south elevation. Windows include six-over-one, nine-over-one, and twelve-over-one double-hung sash, as well as some multi-light casement windows in the attic level. The front entry features a single light-over-panel single-leaf door framed by a decorative dentil block molding. The home's foundation is constructed of cut block.

The interior of the house features plaster walls throughout, and the original hardwood floors remain. The first-floor entry features a large stair hall and parlor, with stairs in the northwest corner of the room and a bay window on the east wall. The stair balustrade is solid and features a sweeping curve. To the south of the entry is a second parlor, and to the west of this is the dining room, with a bay window on the south wall. Notable interior features include the first-floor newel post, and door and window moldings. The first-floor doors are typically five-panel. The second floor includes four bedrooms and one hall bath. The balustrade on the second floor is Craftsman in style with simple detailing. Bullseye corner blocks form part of the second-floor door and window framing. Second floor doors are typically six-panel.

The Charles U. Miller House features prominently in the area that forms an informal entrance into Waynesville from the north. With a construction date of circa 1906-1909, the Miller House appears to be the oldest house on Walnut Street, as most of the other houses in the immediate area were constructed between 1915 and the early 1920s.

Supporting documentation

1. Digital photographs that clearly show the overall property in its current condition.

Photographs attached and sent electronically to the Local Government Coordinator.

2. A sketch floor plan of the building(s). It does not have to be of “draftsman quality” or exactly to scale but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.

Floor plan attached.

3. A site plan (preferably but not necessarily drawn to scale) showing:

Site plan attached.

4. Plat or tax map, including the tax appraised value of the property.

Tax map and property record card attached.

5. Bibliography

- A. Williamson Family Records
- B. NRHP Nomination – Spread Out Historic District – 2010
- C. *The Historic Spread Out District of Waynesville, NC* – Ann D. Melton and B. Alex McKay – Privately Published 2018

The Charles U. Miller House – 53 Walnut Street – Waynesville, NC



View from Southeast Corner



View from Northeast Corner



View of Front Entrance from East Side



Front Entrance Door



Front Entrance Door – Lower Detail



Front Entrance and Bay Window



Second-Story Porch from East Side



Closer View from Northeast Corner



View from North Side



View from North Side



View from South Side



View from South Side



South Side Bay Window



View from West Side



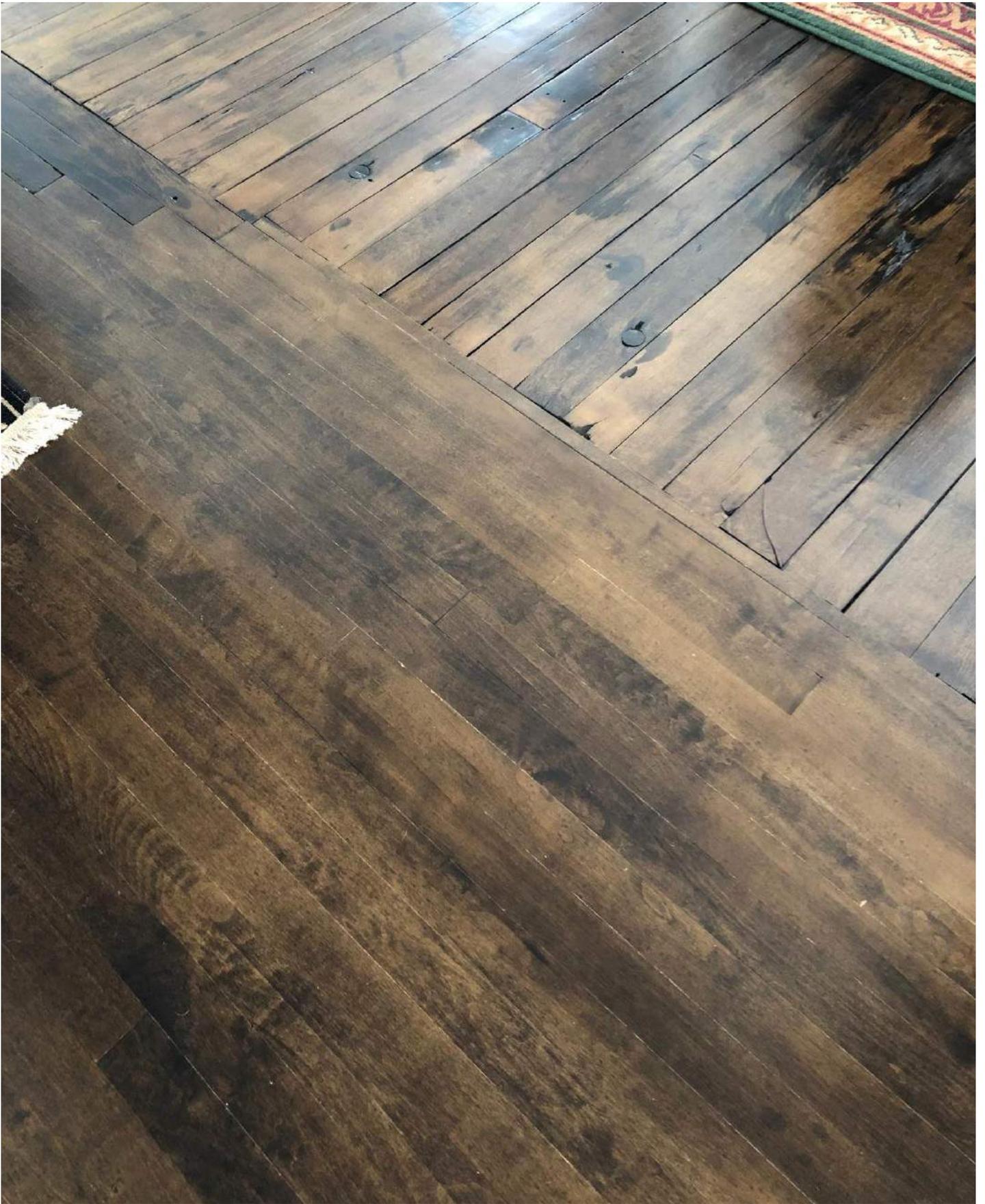
Coal Chute Door Beneath South Side Bay Window



First Floor Newel Post



First Floor Newel Post - Detail



Refinished Original Floors – Just Inside Front Entrance



Typical First Floor Door and Frame



Original Door Hinge – Found on Most Doors Throughout



Typical Second Floor Window Frame

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020**

SUBJECT: Reporting back to the Board of Aldermen concerning the NCDHHS Serving Justice Involved Individuals Grant.

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: G6
Department: Homelessness Taskforce
Contact: Amy Murphy-Nugent, Homelessness Taskforce Director
Presenter: Amy Murphy-Nugent, Homelessness Taskforce Director

BRIEF SUMMARY:

This is a report back to the Board of Aldermen concerning the NCDHHS Serving Justice-Involved Individuals Grant.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

1. NCDHHS Program Summary to the Town Board

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Memorandum

To: Mayor Caldwell and Board of Aldermen

From: Amy Murphy-Nugen

CC: Rob Hites, Town Manager; Jesse Fowler, Assistant Town Manager

Date: December 1, 2020

Re: NCDHHS serving justice-involved individuals grant

I am writing to inform you on our progress in preparing a grant proposal for the NCDHHS RFA concerning serving justice-involved individuals.

Following the Town Board's approval to prepare the grant proposal, my colleague, Assistant Professor Beth Young and I, moved quickly to reach out to relevant stakeholders to invite their collaboration and support. Support for the comprehensive community care model was communicated by the Waynesville Police Department and Chief Adams, Haywood County Sheriff's Office and Sheriff Christopher, 30th Judicial District Supervisor Todd Sellers, Meridian Behavioral Health Services, Haywood Pathways Center, Down Home North Carolina, ABCCM, and, Mountain Projects. We also spoke to Nathan Cartwright, a member of the Task Force on Homelessness and an individual with a lived experience of homelessness, to inform our proposal and model of care.

Although we think we have prepared an innovative and evidence-based model of care, in preparing the budget of both required and evidence-based elements—we are currently exceeding the \$250,000 per year maximum eligible for the grant award. Therefore, we do not think it is feasible to pursue the grant under these parameters. Although we are disappointed with this outcome, we were encouraged by the collaborative communications and planning we engaged in with many key stakeholders and hope that our current proposal and model of care may be used to seek other funding opportunities.

We would like to thank the community stakeholders who met and planned with us in a short window of opportunity as well as the Mayor and Board of Alderman for their support as we explored the feasibility of this grant proposal.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
December 8, 2020**

SUBJECT: Homelessness Taskforce Applications

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: H7
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY: Currently, there are five vacant seats on the Homelessness Task Force. Attached are the applications we have received to fill these positions. Below is a list of Aldermen and the number of appointments open to each.

- Mayor Gary Caldwell: 2
- Alderman Chuck Dickson: 1
- Alderman Jon Feichter: 0
- Alderman Anthony Sutton: 1
- Alderwoman Julia Freeman: 1

MOTION FOR CONSIDERATION:

1. Motion to appoint new members to the Homelessness Taskforce

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: None



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Claudine Robinson Calabro
STREET ADDRESS 4684 Old Clyde Rd Clyde, NC 28721
MAILING ADDRESS 4684 Old Clyde Rd Clyde, NC 28721
PHONE 828-593-8731
E-MAIL claudine.calabro@bhgrecovery.com

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

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I believe there are ways this can be addressed and actually help.

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

I have experience working with low income families and methadone treatment facilities.

I feel that I can contribute the following to this board or commission: I am knowledgeable personally about the taskforce at hand.

Tell us about yourself and your background: Current team member of Behavioral Health Group which I absolutely love, past employee of Mountain Projects, Inc Section 8 program. Past experience being homeless in the past 6 years ago.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Claudine Robinson Calabro
Signature

10-30-20
Date

VOLUNTEER MINISTRY CENTER

VMC

Opening Doors for a Better Tomorrow

11 North Broadway
Nashville, TN 37217-7408

P.O. Box 27406
Nashville, TN 37227

665 524-3926

www.vmcinc.org

July 15, 2020

Dear Claudine,

It is so great to hear from you and to know that you have made it to a point where you are able to give back to others. It was way back in October 2014 that you were unsheltered. I am humbled that VMC could be a part of your journey back to housing and health. Regardless of any help you may have received, you are the one who did all of the hard work to make your success a reality. I hope that you are able to recognize that and know the amount of strength you possess. What a beautiful thing that you are now helping others along the path towards greater health and stability! Congratulations and thanks for taking the time to let us know how well you are doing.

Sincerely,

Gabrielle Cline, LCSW
Chief Clinical Services Officer
Volunteer Ministry Center

Board of Directors 2020

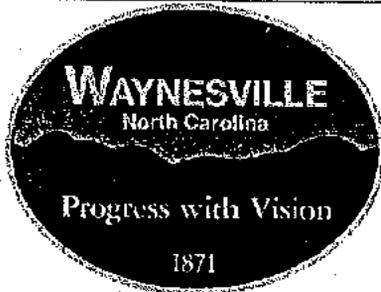
David Arning
Linda Bailey
Amy Cheek
Susan Conway
Robert DeNovo III
Charlie Daniel
Lancy Friedrich
Phillip Furlong
Arney Ivy
Rick Jenkins
Ara Knapp
Ben Knight
Adam Luttrell
Todd Mason
Hunter Purnell
Laura Seymour
Aren Sproles
D. Sullivan
Beth Townsend
Earl Van Hoozier, Jr
Mark Walker

Rose W. Spangler
Chief Executive Officer



Community Partner

Dedicated to Ending and Preventing Homelessness.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME JOHN V. BAUS JR
STREET ADDRESS 55 LOVE LANE, WAYNESVILLE NC 28786
MAILING ADDRESS SAME
PHONE 504-239-8080
E-MAIL jvbaus@att.net

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: AS A NEARBY NEIGHBOR AND BUSINESS OWNER (LOVE LANE B&B AND BREAKFAST), I AM CONCERNED ABOUT THE ISSUES RAISED DURING THE RECENT MEETING ABOUT HOMELESSNESS AT FIRST LEVEL

I have experience/expertise in the following areas and/or have served on the following board or commission: I HAVE BEEN A STATE PROSECUTOR, CIVIL LITIGATION ATTORNEY, AND ADMINISTRATIVE JUDGE, AND CAN ASSESS LEGAL ISSUES AND SOLUTIONS. I ALSO RAN A PROPERTY MANAGEMENT COMPANY. I HAVE INTERESTS IN FINDING GOOD SOLUTIONS. I feel that I can contribute the following to this board or commission BECAUSE I HAVE EXPERIENCE IN BOTH LEGAL AND PROPERTY ISSUES. I HAVE EXTENSIVE EXPERIENCE IN PROBLEM ANALYSIS AND RESOLUTION OF CONFLICTS.

Tell us about yourself and your background: SEE RESUME

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 1/2/20

JOHN V. BAUS JR.

322 ATHERTON DR., METAIRIE, LA 70005
(504) 239-8080 JOHNBAUS@ATT.NET

QUALIFICATIONS

- AV Preeminent rated, experienced lead counsel with extensive federal and state civil trial and appellate experience.
 - 20+ years experience in casualty insurance defense.
 - 15+ years experience as coverage counsel.
 - 10+ years experience in commercial real estate development and construction consulting.
 - Admitted La., Texas, U.S. District Courts, Fifth Circuit, and United States Supreme Court.
 - Experienced in litigation practice, insurance defense (professional liability, general liability, environmental, property, casualty, and automobile), insurance coverage (including marine, pollution, general liability, and professional liability), complex business and financial institution litigation, workers compensation, real estate, corporate, contracts, and healthcare.
-

STATE OF LOUISIANA, DIVISION OF ADMINISTRATIVE LAW,

Administrative Law Judge, Health and Hospitals 2015-2017

JOHN V. BAUS JR. PLC, Solo Practitioner 2003-2015

- Civil practice, including commercial litigation, professional liability defense, insurance coverage, subrogation, certain real estate matters, general civil litigation, criminal litigation, and contracts, corporate, and business law.
- Affiliated with Larzelere Picou Wells Simpson Lonero, LLC 2013-2015

NEW ORLEANS LEASING & PROPERTY LLC, Owner 2005-2013

- Development of commercial properties; consulting, negotiation, leasing, management, property agreements, easements, restrictions, administrative hearings, and construction.

HAMMETT & BAUS / BAUS & DALY, Managing Partner 1991-2002

BLUE, WILLIAMS, & BUCKLEY, Associate Attorney 1987-1991

HAMMETT, LEAKE, & HAMMETT, Associate Attorney 1986-1987

NEW ORLEANS DISTRICT ATTORNEYS OFFICE 1984-1986

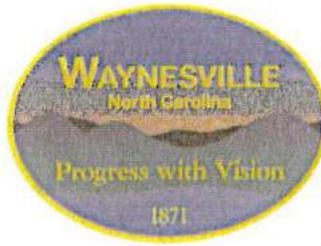
- Senior Trial Attorney; Tried over 125 felony jury trials and 200 bench trials.
-

EDUCATION

University of Virginia, Bachelor of Arts With Honors, Economics
Loyola Law School, Juris Doctorate

SKILLS

- Qualified in all areas of litigation practice, insurance coverage, and complex litigation.
- Qualified in negotiation and preparation of contracts.
- Experienced in law office management, administration, and supervision.
- Microsoft Office, Word, Outlook, and Excel, and in time and billing software.
- Experienced public speaker, as seminar instructor and as volunteer lobbyist for Pump to the River organization.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

John V. Baus, Jr.
55 Love Lane
Waynesville, NC 28786

Dear Mr. Baus

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all of the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Chad Warren Brown
STREET ADDRESS 495 Hazelwood Ave / 110 Celtic Ct
MAILING ADDRESS
PHONE 828-452-7502 828-450-4443
E-MAIL cec@jennoi@yahoo.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: Business Owner / property owner - Future of Hazelwood Area impacted by the influx of vagrant activity

I have experience/expertise in the following areas and/or have served on the following board or commission: Waynesville Fireman 10 yrs service

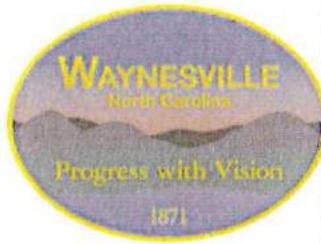
Business owner / Hazelwood Community Tactical since 1989

I feel that I can contribute the following to this board or commission: Helping solve the problems we have and contribute the help we can

Tell us about yourself and your background: Tuscola Graduate / Haywood Community College NC State Certi Fireman

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 12/31/19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Chad Warren Brown
495 Hazelwood Avenue
Waynesville, NC 28786

Dear Mr. Brown:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Peggy Harwah
STREET ADDRESS 268 Hemlock St
MAILING ADDRESS Waynesville, NC 28786
PHONE 828-550-3443
E-MAIL PeggyA10056@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I live near Pathways, I see daily the issues & want to be a part of solution.

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

[Blank lines for listing experience]

I feel that I can contribute the following to this board or commission from seeing daily issues of homelessness.

Tell us about yourself and your background: I have lived in Haywood Co 60+ yrs. Do not work Do Not a criminal background willing to help.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Handwritten Signature]

1-2-2020

Signature

Date



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Peggy Hannah
268 Hemlock Street
Waynesville, NC 28786

Dear Ms. Hannah:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME: Amy C. Hendricks

STREET ADDRESS: 132 High Meadow Lane Waynesville, NC 28786

MAILING ADDRESS: Same

PHONE: 828-646-7766

E-MAIL: achendricks@gmail.com

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

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because I am a resident of Haywood County since 1991 and have chosen to live, work, raise my children and retire in this community. I am a supporter of local businesses in Waynesville and want to see these businesses thrive. However, this cannot happen if we as a community turn a blind eye to the issues surrounding homelessness in our county. I want to be part of this effort in a way that will bring awareness and balance to issues that reach beyond the city limits of Waynesville.

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

- Participated and lead health-related focus/action groups in our community
- Worked with volunteer organizations that focused on improving the lives of children
- Assisted in the creation of health related policies for Haywood County

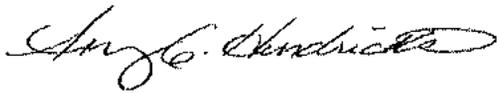
* Please see attached resume

I feel that I can contribute the following to this board or commission by actively listening and hearing the concerns of business owners, as well as those individuals who are addressing the public health concerns surrounding homelessness in our community. I understand this effort will not be

easy and will not be corrected overnight. But I am hopeful that we as a committee can come together to find a solution for the greater good for everyone involved.

Tell us about yourself and your background: First, I am a parent of two adult children, both of which want to return to Haywood County to raise their families someday. So the decision(s) this committee will make will have a lasting impact, which is important for future generations. I also have over 30 years of experience in the field of public health and I feel that this isn't just about homelessness, this is a public health issue.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.



1/2/20

Signature

Date

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

Return Application to Town Clerk's Office

Amy Crary Hendricks

132 High Meadow Lane
Waynesville, NC 28786
achendricks@gmail.com
828.646.7766

Summary of Qualifications

- Goal oriented professional with 20+ years of comprehensive experience in school and community health education with demonstrated creativity and success.
- Expertise in strategic planning, development and implementation of preventive health programs through the coordination of volunteer driven action teams and collaboration with community agencies.
- Highly skilled in the delivery of health information through public presentations in any group settings, including sensitive topics related to life-style and behavioral choices.
- Excellent leadership, interpersonal, and intuitive skills that has enabled the successful delivery of community events over four years; involving the coordination of volunteers, community agencies and the general public.
- Energetic and self-motivated team player that thrives in both independent and collaborative work environments.
- Knowledge of computers and word processing, excellent written communication skills and the ability to multi- task.

Professional Experience

Program Coordinator

2010 – Present NC Fetal Alcohol Prevention Program (FASDinNC) – Asheville, North Carolina

- Develops, implements and maintains the state-wide Fetal Alcohol Prevention Program
- Directs and advises outreach efforts of the FASD Co-Coordinator
- Creates and manages program budget, scope of work and quarterly reports
- Coordinates the provision of education on Fetal Alcohol Spectrum Disorders (FASD)
- Maintains www.FASDinNC.org, including posting weekly blogs and content management
- Networks with health professionals within NC and on a national level to deliver the FASD message

Enrollment Counselor

2008 – 2010 University of Phoenix – Asheville, North Carolina

- Coordinate with enrollment team in the recruitment of eligible students
- Responsible for helping students identify their motivation and resources for achieving a degree
- Develop academic plans for degree completion, following University guidelines and procedures
- Assist students in establishing work, life and school balance during their introductory courses
- Collaborate with graduation team members in assisting students to reach their academic goals

Community Manager

2006 – 2008 American Cancer Society – Asheville, North Carolina

- Coordinated goal oriented fund-raising efforts for multiple counties in Western North Carolina
- Cultivated key relationships within the community to support the work of the American Cancer Society
- Recruited, developed and managed volunteers in support of income and mission delivery goals
- Maintained mission driven services for cancer survivors within served communities
- Delivered tobacco prevention and sun safety programs to schools and community agencies

Healthy Haywood Coordinator

2003– 2006 Haywood County Health Department – Waynesville, North Carolina

- Coordinated a volunteer health coalition, comprised of four health action teams
- Implemented the peer driven alcohol awareness program Teens Against Booze Under 21
- Worked with school based TRU clubs in the implementation of tobacco-free school policies
- Assisted the physical activity action team in implementing school nutrition and physical activity policies
- Provided asthma education for day-care providers and K-3 children on the effects of second-hand smoke

Director/Lead Teacher

1999 – 2003 Long's Chapel Pre-Kindergarten – Lake Junaluska, North Carolina

- Responsible for the hiring, training, supervision and coordination of center's staff
- Established and maintained center's budget in accordance to Long's Chapel guidelines
- Developed and implemented age appropriate curricula and center activities for the staff
- Implemented and upheld center policies in accordance with licensing procedures
- Served as the parent-teacher liaison for center policies and special needs services

Public Health Educator

1991 – 1999 Haywood County Health Department – Waynesville, North Carolina

- Delivered family planning education within schools and community agencies
- Developed, implemented and maintained prenatal and parenting education programs
- Provided HIV education programs to at-risk populations, schools and the community
- Assisted in the collection and interpretation of community health data
- Advised community agencies on related health problems and prevention efforts

Administrative Assistant

1987 – 1990 Department of Health and Rehabilitative Services AIDS Program – Tallahassee, Florida

- Responsible for the review, selection and delivery of health education materials throughout the state
- Assisted lead health educator in the development of community programs and resources
- Presented AIDS awareness programs to college students through student and campus associations
- Collected and interpreted community data related to the counseling-testing program
- Maintained database for public health educators within the state AIDS program

Education

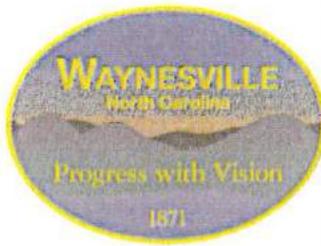
1990 B.S., Health Education, Florida State University – Tallahassee, Florida
 1988 A.A., Tallahassee Community College – Tallahassee, Florida

Certifications

2011 Certified FASD Trainer, Great Lakes FASD Regional Training Center/University of Wisconsin

Professional Affiliations

2014 – Present National Organization on Fetal Alcohol Syndrome Executive Council Member
 2010 – Present National Organization on Fetal Alcohol Syndrome (NOFAS) Affiliate Member
 2010 – 2014 National Association of FASD State Coordinators Member
 2010 – 2014 Safe Babies Court Team Member – Qualla Boundary/ Cherokee, NC
 2003 – 2011 Southwestern Resource Conservation and Development Council Member
 2003 – 2011 Leadership Haywood Alumni Association
 2007 – 2009 President, North Carolina Resource Conservation and Development State Association
 2007 – 2008 Healthy Haywood Cancer Action Team
 2003 – 2006 Big Brothers, Big Sisters Advisory Council



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Amy C. Hendricks
132 High Meadow Lane
Waynesville, NC 28786

Dear Ms. Hendricks:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads 'Gary Caldwell'.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Destei N. Leger
STREET ADDRESS 310 Discovery Lane, Sylva NC 28779
MAILING ADDRESS P O Box 403, Sylva NC 28779
PHONE (828) 357-7259
E-MAIL destr@hereinjacksoncounty.org

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

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I believe addressing Town's homeless concerns will not only assist the town, its residents and its homeless population, but also the entire WNC region & its struggles to adequately address homelessness.

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

I serve as the Regional Lead for the WNC Homeless Coalition. I am the founding Board President of HERE in Jackson County and have served on multiple committees with the North Carolina Coalition to end Homelessness.

I feel that I can contribute the following to this board or commission: Knowledge of best practices, variety of programming, connection to other homeless resources, knowledge of funding opportunities & trends.

Tell us about yourself and your background: While I am a Jackson resident, my first shelter job was with REACH of Haywood giving me first hand experience & knowledge of Town's struggle with homelessness.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Destei Leger
Signature

12.19.19
Date



December 30, 2019

Town Clerk's Office
Attn: Eddie Ward
P O Box 100
Waynesville NC 28723

submitted via email
eward@waynesvillenc.gov

Dear Mr. Ward:

Please find enclosed my Application for Appointment to Boards/Commissions and accompanying Resume. As noted on the enclosed, I am a Jackson County resident with a history of providing homeless services in Haywood County and well developed relationships with Haywood service providers through my role as Regional Lead of the WNC Homeless Coalition.

I am seeking membership on the Homeleneess Task Force because I believe I can offer a voice historically left of our Waynesville's conversations around homelessness. I have extensive knowledge and access to resources surrounding evidence based practices in serving homeless populations. This includes insight for how to best serve those whose homelessness is compounded with mental health and substance use struggles. I believe having information around best practices and evidence based programming which have been successful in other regions similar to ours is a vital missing component in the ongoing conversation of homeleneess inWaynesville.

I appreciate your consideration for this important role. Please feel free to contact me should you have any questions or need any additional information.

Very truly yours,

Destri Leger
Housing Case Manager
(828) 357-7259
destri@hereinjacksoncounty.org

Destri Leger

Ph: (828) 357-7259 • destri@hereinjacksoncounty.org

OBJECTIVE:

Continue evoking positive change and fighting homelessness in Western North Carolina by joining Town of Waynesville's Task Force on Homelessness.

EXPERIENCE:

HERE in Jackson County
P O Box 403, Sylva NC 28779

Ph: (828) 477-4946

09/2019 - Present

Housing Case Manager

Provide housing-focused case management services to clients in a shelter and community setting. These services include an initial assessment of housing barriers and individualized plan to address identified barriers, rental search and relocation assistance, and landlord tenant mediation. Additional duties include grant writing, financial planning and management, volunteer recruitment and supervision, outreach and community engagement.

08/2018 - 08/2019

Founder, Board President

Founded, incorporated and obtained non-profit status for the agency. Secured seed funding for organization through community and government grants.

REACH of Macon County, Inc.
29 Meadowlark Drive, Franklin NC

Ph: (828) 586-8969

10/2018 - 05/2019

Outreach & Development Coordinator

Hired in collaboration with Center for Domestic Peace (CDP) to conduct community outreach for both agencies regarding domestic violence awareness and availability of services, increase CDP agency capacity and community presence, increase funding sources through community grants and local fundraising campaigns, manage daily financials and incoming donations (both monetary and in-kind), as well as direct client services.

REACH of Haywood County, Inc.
P O Box 206, Waynesville NC 28786

Ph: (828) 456-7898

2016 - 2018

Nighttime Shelter Manager

Responsible for overseeing nighttime shelter operations including shelter upkeep, assisting with case management, advocating on clients' behalf with outside agencies including healthcare, law enforcement, social services, etc., crisis line response, planning and conducting weekly support group, participating in Client Services Committee and WNC Homeless Coalition.

2015 – 2016

Nighttime Shelter Advocate

Responsible for overseeing nighttime shelter operations.

Allen & Gooch

2000 Kaliste Saloom Road, Suite 400

Lafayette LA 70508

Ph: (337) 291-1000

2013 – 2015

Legal Secretary

Assistant to one partner and three associate attorneys as well as occasional overflow. Responsible for drafting and filing of legal documents, entering of expenses and billing time, maintaining multiple calendars including scheduling of appointments for both attorneys and claimants, and ensuring all deadlines are met.

2011 – 2013

File Clerk/Receptionist

Responsible for managing receptionist station, handling incoming calls and referrals, checking in and assorting of mail, faxes and other deliveries, maintaining conference rooms' calendars, organizing files and sorting documents for multiple attorneys.

Brother's on the Boulevard

101 Arnold Boulevard

Lafayette LA 70506

Ph: (337) 984-7749

2010 – 2011

Sales Associate

Assisted customers, meeting and exceeding sales goals and ratios, floor and merchandise cleanliness and upkeep, receiving weekly stock shipments, arrangement and display of shoe department.

Journeys Kidz/Journeys Shoes

Mall of Acadiana Lafayette LA 70506

Ph: (337) 406-2544

2009-2010

Store Manager of Journeys Kidz

Responsible for hiring and processing new employees, meeting store and personal sales goals, setting weekly sales goals, creating scheduling, cash management, daily and weekly sales versus goals, daily deposits, weekly evaluation of sales associates, setting up seasonal and promotional visual kits, merchandising floor displays, and maintaining stock room cleanliness and organization.

2009

Assistant Manager of Journeys Shoes

2007-2009

Responsible for overseeing employee activity, visual display maintenance, cash management, deposits and overseeing stock completion.

Sales Association of Journeys Kidz & Journeys

Responsible for meeting and exceeding sales goals and ratios, receiving and sorting stock, and maintaining sales floor and storage room cleanliness.

ADDITIONAL EXPERIENCE

WNC Homeless Coalition, 2016 - present

Leadership positions including Funding Process Lead, Alternate Regional Lead, and Regional Lead. Various responsibilities have included preparing and submitting regional grant submission for six agencies in seven counties, preparing annual and monthly meeting agendas, and monitoring ESG grant recipients for contract compliance.

North Carolina Coalition to End Homelessness - Balance of State, 2016 - present

Steering Committee

Project Review Committee

Funding and Performance Subcommittee

VOLUNTEER EXPERIENCE:

Faith House, Inc. - Domestic Violence Shelter

AVEC Les Enfants - Provides supervised visits for noncustodial parents and children

TEDXVermilion - TED Talk

EDUCATION/TRAINING:

Graduate of Lafayette High School

Two years of attendance at South Louisiana Community College/University of Louisiana at Lafayette

Continuing Education credits received from North Carolina Coalition Against Sexual Assault, 30th Judicial Alliance, North Carolina Coalition to End Homelessness, North Carolina Coalition Against Domestic Violence

REFERENCES:

Brian Alexander
North Carolina Coalition to End Homelessness,
Balance of State Program Director
(828) 771-6968

Kelly Brown
Nantahala Health Foundation,
Board of Directors
(828) 316-7116

Robert Cochran
HERE in Jackson County, Inc.;
Jackson Department of Social Services, Retired
(828) 586-1892

Kim Crawford
North Carolina DHHS,
Emergency Solutions Grant Office Coordinator
(919) 855-4991

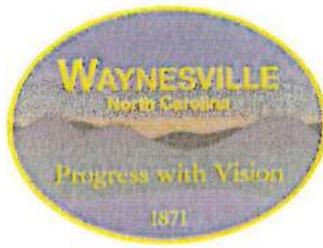
Patsy Davis
Mountain Projects, Inc.,
Executive Director
(828) 452-1447

Paige Dowling
Town of Sylva,
Town Manager
(828) 586-2719

Julia Freeman
REACH of Haywood County, Inc.
Executive Director
Ph: (828) 456-7898

Ron Mau
Jackson County Government,
Board of Commissioners
(828) 399-0401

David Nestler
Town of Sylva
Board of Commissioners
(828) 586-2719



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Destri N. Leger
310 Discovery Lane
Sylva, NC 28779

Dear Ms. Leger:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Shelbia Dyer-Hyatt
STREET ADDRESS 70 Spruce Street, Waynesville, NC 28786
MAILING ADDRESS P.O. Box 181, Hazelwood, NC 28738
PHONE 828-550-5699
E-MAIL Shelbiahyatt@gmail.com

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (ad hoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I am acutely aware of the homelessness that is impacting our small community. I understand through personal experience that the reasons for being homeless is due to many factors, not just one issue or crisis.

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

Due to my many years working at a Community Action Agency (Mountain Projects Inc), I gained much experience by networking with like minded agencies such as Habitat for Humanity, United Way, local churches, and North Carolina Housing Finance Agency in regards to housing issues. I feel that I can contribute the following to this board or commission

Now that I am retired, I feel like my past connections and dedication to the under served in our community can be used to help explore sustainable solutions to our homeless situation.

Tell us about yourself and your background: I have lived all my life in the community of Hazelwood. I attended Western Carolina University and hold a Paralegal Degree from Southwestern CC. I have enjoyed the opportunity of working in the banking and housing options industries for over 30 years.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Shelbia Dyer-Hyatt [Signature] 1-2-2020
Signature Date

Shelbia Dyer-Hyatt

Homelessness
Taskforce application

Dear board of Alderman and Mayor of Town of Waynesville, NC:

I wanted to share a little more information than can be printed on your application for the Homelessness Taskforce Board application.

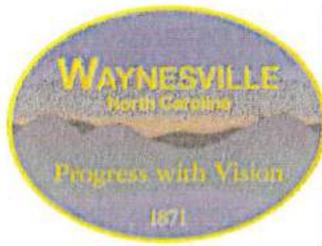
I have lived in Waynesville all my life, specifically the Old Hazelwood Community. I love our city and like many others in our community want the best for our small town.

I have worked in the lending sector of banking and home loan origination for most of my adult life. Prior to 2015 I served my community through my employment at our local community action agency, Mountain Projects Inc. for almost 15 years. While there I had the honor of working to help the most vulnerable sector of our community find decent safe housing through a program called the "SelfHelp Housing Initiative". Mountain Projects sponsored this program through a grant and the new houses built were financed with monies from the United States Department of Agriculture, Rural Development Division. At times I was able to collaborate with the North Carolina Housing Finance Agency to assist with additional resources during the building process.

The above mentioned program targeted the underserved working families to break the cycle of inadequate housing options by helping each family acquire a subsidized home loan based on their ability to pay. Each applicant had to contribute a predetermined amount of sweat equity into building their home building process which thereby served as the family's down payment. During the loan development process each family had to participate in financial fitness and budgeting classes before they follow through with the loan application process. This process could take up to two years to develop a credit worthy applicant with the ability and tools to become a home owner.

I feel that I have tools that I have used in my past profession that may be able to help our homeless population navigate through the difficult situation they are currently experience. As we all should acknowledge, homelessness is a multifaceted predicament that needs more than a one size fits all solution.

Thank you for your consideration,



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Shelbia Dyer-Hyatt
70 Spruce Street
Waynesville, NC 28786

Dear Ms. Hyatt:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME ANDREW MORGAN
STREET ADDRESS 151 CINDY LANE, WAYNESVILLE, NC 28786
MAILING ADDRESS
PHONE 774 804 0078
E-MAIL ASMDawah@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I care deeply about people, the community & helping others.

I have experience/expertise in the following areas and/or have served on the following board or commission: I take time out of my own schedule to speak with many in the homeless community & would like to do more. Currently, I have been making care packages & distributing them on my own.

I feel that I can contribute the following to this board or commission: I am a 34 year old married father & have many more years to contribute to this initiative. I am a 'people person' & can speak with, relate to & build rapport with many people from many backgrounds & often times those in the homeless community need an audience or advocate who can speak with them on their own level & not make them feel bad. Tell us about yourself and your background: I moved to WAYNESVILLE nearly 4 years ago & have been an active face in the homeless community since.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature]

Date 1-2-2020



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Andrew Morgan
151 Cindy Lane
Waynesville, NC 28786

Dear Mr. Morgan:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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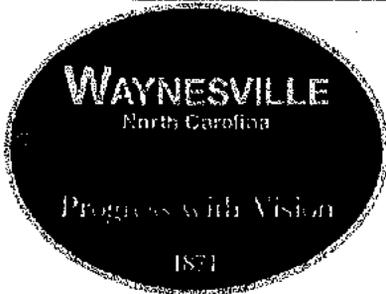
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads 'Gary Caldwell'. The signature is written in a cursive style with a large, prominent 'G'.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME Ren D. Reid
STREET ADDRESS 91 Hersham Drive
MAILING ADDRESS Waynesville, N.C. 28786
PHONE 828 - 246 - 5305
E-MAIL renreid1956@gmail.com

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (ad hoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: Have previously sat on and applying for The Town of Waynesville Planning Board. Strongly believe that both boards could and should work together (hand-in-hand) with each other in the over-all well being of the people in the community and I have experience/expertise in the following areas and/or have served on the following board or commission:

the Future planning of The Frog Level to Build It's Future!

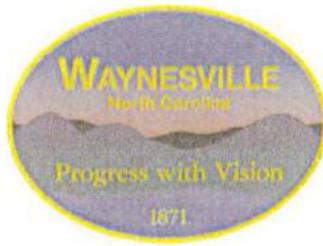
I feel that I can contribute the following to this board or commission: Previous experience dealing with homeless people as a former (retired) Deputy Sheriff / Police Officer in Broward County FLA.

Tell us about yourself and your background: (see above)

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Ren D. Reid
Signature

Dec. 17th, 2019
Date



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Ron Reid
91 Worsham Drive
Waynesville, NC 28786

Dear Mr. Reid:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME CLIFFORD RUFF
STREET ADDRESS 64 Brook St, Waynesville, NC
MAILING ADDRESS PO Box 71 Hazelwood, N.C.
PHONE 828-734-8005
E-MAIL CRUFF55@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
X Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I think the Homeless situation has affected my neighborhood directly and I understand both sides of the situation.

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

I feel that I can contribute the following to this board or commission because I think new ideas from both sides can lead to a solution to the problem.

Tell us about yourself and your background: life long resident of Waynesville, graduated Tuscola High School 1973. Waynesville is a special place and we need to be proactive instead of reactive to situations.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Clifford Ruff

Date 12-31-19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Clifford Ruff
64 Brook Street
Waynesville, NC 28786

Dear Mr. Ruff:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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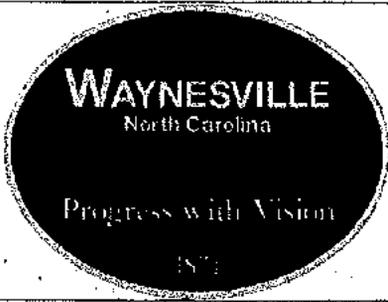
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Johanna Schneider
STREET ADDRESS 12 Fairway Drive
MAILING ADDRESS Asheville NC 28805
PHONE 828-712-6885
E-MAIL Johanna.SchneiderRNPTA@gmail.com

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

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> <u>Homelessness Taskforce (adhoc)</u> | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I have an elevated desire to work towards resolving this growing issue in our community

I have experience/expertise in the following areas and/or have served on the following board or commission:
I have over 30 yrs experience in real estate and am currently working full time as an RN at Capestone Mission where a large % of our patients are homeless.

I feel that I can contribute the following to this board or commission:
I think that my close knowledge of individuals that are homeless, will give insight to their needs and perhaps look at what circumstances got them there.

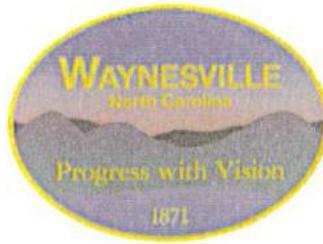
Tell us about yourself and your background: I have lived in Asheville for 24 years, raised 2 daughters on my own have had several careers, currently working in the mental health field.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Johanna Schneider
Signature

12/19/2019
Date

Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman



Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Johanna Schneider
12 Fairway Drive
Asheville, NC 28805

Dear Ms. Schneider:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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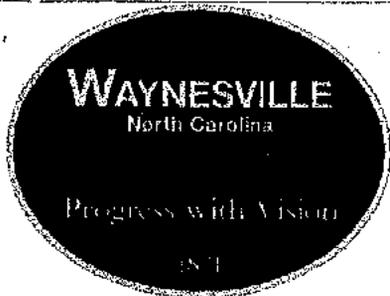
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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(828) 452-2491

eward@waynesvilenc.gov

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

NAME Lynda C Schoenbeck
STREET ADDRESS 391 Violet Ridge
MAILING ADDRESS 391 Violet Ridge Waynesville NC 28785
PHONE 802-760-0040
E-MAIL schoenbeck.lynda@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because:
I have an interest in assisting the county in addressing the issue of increasing homelessness. As rents continue to increase and salaries stagnate this has become an issue for the working poor as well as those who cannot/are unable to work.

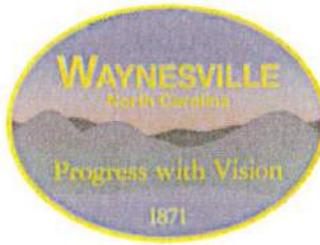
I have experience/expertise in the following areas and/or have served on the following board or commission:
As a Human Services Division Chief in Arlington County VA from 2003 to 2006 I was responsible for a number of social service programs, including the County shelter system and federal grants issued to address homelessness and aid in long-term planning. In addition I was the Executive Director of the Arlington County Workforce Investment Board, which focused on training, retraining and employment opportunities for those in need.

I feel that I can contribute the following to this board or commission
I believe my over 30 years experience as a Clinical Social Worker and Social Services Administrator working in and supervising programs that addressed the social/cultural/economic barriers that contribute to the issue of homelessness would be helpful to the Homeless Taskforce.

Tell us about yourself and your background:
I moved to NC from Vermont in late 2015 to enjoy the mountains, the sunshine! and more temperate winter climate. I am currently employed and have attached my resume for review. I would like to become more involved through volunteer opportunities with my adopted community of Waynesville.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature: [Handwritten Signature] Date: 12/30/19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Lynda C. Schoenbeck
391 Violet Ridge
Waynesville, NC 28786

Dear Ms. Schoenbeck:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen

PROFESSIONAL RESUME

Lynda C. Schoenbeck, MSW, LCSW
391 Violet Ridge
Waynesville NC 28785

802-760-0040
schoenbeck.lynda@gmail.com

North Carolina LCSW License: C010157

EDUCATION:

Bachelor's in Social Work University of Vermont
Master's in Social Work University of Vermont/1996

EXPERIENCE:

January 2019 to present

CMHC with LBJ Job Corps, Franklin, NC:

Part-time contract (11 hours per week) providing Assessment and mental health services to resident students ages 16 to 24. Conduct weekly CPP informational meetings, Stress & Anger Management groups, and established a weekly meditation group for interested student.

June 2016 to present

Sole practitioner/private clinical practice, Offices in Asheville and Waynesville, NC:

- Provide in-office and tele-health psychotherapy/counseling services to individuals, couples and families.
- Contracts with EAN (NC Employee Assistance Network, Inc.) providing employee assistance services to various NC businesses.

January 2010 through October 2015:

State of Vermont resident/Sole practitioner/private practice: Waterbury Center, Vermont

- Provided psychotherapy/counseling services to children, adults, families and couples
- Provided older adolescents and adults psychotherapy groups for trauma, mid-life and later life transition issues, school success, meditation and mindfulness
- Contracted to provide Supervision/oversight to GAL volunteers in the Vermont Guardian ad Litem Program under the oversight of Vermont Court Administrator's Office
- Contracted by the State of Vermont to provide EAP services to State of Vermont employees

Vermont Parent Representation Center, Inc.: Part-time contract January 2011 to March 2012

- A non-profit organization providing free legal, clinical social work and peer support services to parents/caretakers involved with Vermont's child protection system
- Provided clinical services and case management to parents in their home and community
- Interfaced with the VT child protection system, schools, community mental health and other services, as well as attorneys and the courts

Dept. for Children & Families: Emergency Services Program: Part-time February 2008 to January 2010.

- Provided emergency crisis counseling and support to children, youth, families and foster families. while attending a training program to update my clinical skills
- Documented and reviewed reports of suspected abuse and neglect of children and youth and Adult Protective Services. Initiated collaborative crisis response and placement services when necessary
- Left to pursue private practice.

VT Dept. for Children & Families: October 2006 to January 2008

Quality Assurance Coordinator:

- Provided quality assurance activities, data analysis and development of protocols related to child welfare services delivered by state districts
- Responsible for federal CFSR/PIP organizing and reporting activities, policy development, grant writing
- Represented the Department on various Agency of Human Services inter-departmental policy and planning teams related to QA/PI, family engagement pilot and other state initiatives

Department of Human Services, Arlington County Government, Virginia: April 2003 to October, 2006

Division Chief, Economic Independence Division and Supervisory Director of the Workforce Investment Act (WIA) Employment Program

- Member of the Executive Management and Leadership Team in a co-located 800+ staff human service organization
- Executive Director of the Arlington County Community Workforce Investment Board (WIB)
- Provided budgetary, programmatic and quality assurance oversight, administrative leadership and policy development for a department with more than fifteen (15) separate programs
- Oversaw several special projects such as the restructuring the Division's TANF/VIEW program, co-project manager for the Department's comprehensive business process re-design and development of divisional business continuity plans for emergency preparedness
- Direct supervision of nine Bureau Chiefs; responsible for a professional staff of 160+ and a budget of \$28,000,000

Additional Employment: Adjunct Faculty: Master's in Social Work Program, George Mason University, Arlington, VA

VT Dept. for Children and Families (DCF) (various roles & promotions) June, 1993 through March 2003:

District Director/Burlington District Office: June 2000 to March 2003.

- Manager of Vermont's largest public child welfare district office
- Leadership, management and oversight of programs, budgets and quality delivery of intake, investigative/assessment services, substitute care and adoption programs, and juvenile justice casework practice, grant/contract management and program development
- Responsible for district budget of approximately \$12,000,000, 50+ state permanent and contract staff

Intake/Investigative Unit Supervisor: VT July 1999 to June 2000.

- Recruited to return to the Department from the Division of Developmental Disabilities and Mental Health (*see below) following a child fatality
- Responsible for assisting with District's community public relations issues, part of a state-wide team re-drafting risk of harm investigative policies and internal district office procedures, in addition to ongoing intake/investigative unit supervisory responsibilities
- Promoted to District Director in 2000

Intake/Investigative Social Worker/Supervisor: July 1993 to July 1998.

- Provided child welfare family assessments and intervention services for at-risk families experiencing issues related to child/youth protection, safety and well-being
- Promoted to District Intake/Investigative Unit Supervisor, November 1996. Responsible for review and assignment of reports of physical and sexual abuse and neglect of children and adolescents; clinical and administrative supervision and oversight of eight (8) investigative staff, graduate student interns, staff training, investigations, assessments and interstate-home studies
- Placed on special part-time assignment in Department's Central Office, Waterbury, VT to provide coordination and budgetary review of Department's Wraparound Program; participated in a "train the trainer" program related to statewide training initiative on Family Centered Practice. June, 1994 through January of 1995

**In 1998 left DCF for promotional opportunity with State of VT Dept. of Mental Health (see next page). Recruited back to DCF one year later following a tragic child death to assist DCF with re-drafting of protocols/procedures and provide public relations and community education on abuse & neglect.*

Dept. of Developmental Disabilities and Mental Health, Waterbury, VT: July 1998 to June 1999

State Children's Services Operations Manager:

- Provided training and technical assistance for children's mental health services (ages birth to 17) to the statewide network of designated community mental health agencies and statewide school districts
- Oversaw budget/management of Vermont's HCFA 372 Home/Community waiver for children diagnosed with mental illness
- Developed departmental contracts, rates and service standards for IDEA (Individuals with Disability Education Act) policies and expenditures
- Developed Q/A Q/I evaluation of community and statewide systems of residential facilities
- Drafted policies, procedures and outcome measurement related to child and family statewide mental health services

Advanced/specialized training:

- Masters Graduate Degree field placement: Student Guidance/Case Management Montpelier VT Middle School; conducted student social skills training, participation in IEP student/parent team meetings, individual student support and other student support activities and counseling.
- Budgeting and finance, data analysis for government and non-profits

Prior work history, clinical trainings and special recognitions available upon request.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Miranda S. Shuler
STREET ADDRESS 319 Dolan Road, Waynesville, NC 28786
MAILING ADDRESS
PHONE (828) 476-6033
E-MAIL mshuler@chspa.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
X Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

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

I have previously worked with law enforcement on this issue including the tent camp, I deal with this issue on a daily basis, and I want to help fix the problems and help those that need help.

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

I have 17 1/2 years of experience in the legal field working with the courts, criminals, individuals without means, and other matters, I have also worked with giving back in the community to those less fortunate and to the schools. I donate my time and work well on boards and in work environments.

I feel that I can contribute the following to this board or commission as I am a research based problem solving type of person, I will hear all sides to help formulate a plan of action. I am extremely organized, well managing of responsibility, and it has been requested by several parties that I apply for this position as I live this situation daily.

Tell us about yourself and your background:

I have 17 1/2 years of current legal/attorney experience. I have for the last 9 years managed a large lawfirm and rent apartments through HUD/Mcn Projects. I am a doer who gets things done and will make things happen.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Miranda Shuler
Signature

12/30/2019
Date

Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman



Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Miranda Shuler
319 Dolan Road
Waynesville, NC 28786

Dear Ms. Shuler:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

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eward@waynesvillenc.gov

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

NAME MARIE (BILLYE) SIMMERS
STREET ADDRESS 250 CORTLAND CT, WAYNESVILLE, NC
MAILING ADDRESS SAME
PHONE 203-525-2725
E-MAIL BILLYESIMMERS@gmail.com

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

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I believe it is vital to identify the root causes of homelessness and evaluate the resources available.

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

I am currently serving on the Nursing Home Community Advisory Committee AND the Steering Committee for HAYDRE (Haywood Dementia Response Efforts)

I feel that I can contribute the following to this board or commission Please see my Resume attached

Tell us about yourself and your background: Please See my Resume

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Marie Simmers
Signature

12-30-2019
Date

Marie (Billye) Simmers

250 Cortland Court
Waynesville, North Carolina 28786
(203) 525-2725

EDUCATION

Walden University, Minneapolis, MN, Library privileges with Indiana University
Ph.D. Health Psychology, 1995-2009; [Complete all but Dissertation]

University of Hartford, West Hartford, CT
Master's level program in Applied Neuroscience, 1987-1990
Transferred credits to Walden University for Ph.D. program

Livingston University, Livingston, Alabama
B.A. Degree, Major-English, Minor-Psychology; Graduated Summa Cum Laude, 1982-1987

PROFESSIONAL EXPERIENCE

2017 Moved from CT to NC

9/2012 to 2017

Case Management /Resource Facilitation for persons with Traumatic Brain Injury
Resource Facilitation is a partnership that helps individuals with brain injuries, families, professionals, and communities get and use information, services, and supports to make informed choices. The process combines individualized coordination of services, information and referral, and community capacity building.

2000 to 2017

Allied Community Resources, East Windsor, Connecticut
Volunteer Trainer for the CT Acquired Brain Injury Medicaid Waiver
Providing Basic and Advanced Training on Acquired Brain Injury and Traumatic Brain Injury

11/2001-5/1/2012

Connecticut Department of Mental Health and Addiction Services
Statewide Director of Acquired Brain Injury Community Services
Developed and Directed Statewide Services for Persons with Acquired Brain Injury (ABI) and Mental Illness

*The Program consisted of:

- Six Regional ABI Community Integration Specialists /Case Managers
- Six ABI Group Homes placed around the state
- Individualized Transitional Placement Programs with Direct Care Supports, enabling individuals to discharge from psychiatric institutions into communities of their choice
- Housing and Subsidy Program, enabling individuals to secure and maintain housing in the community of their choice
- Specialized Substance Treatment to address ABI and Substance Misuse
- Training and Education Program to provide basic and advanced training on:
 - Brain Injury 101
 - Behavior Changes with TBI
 - ABI and Mental Illness
 - Treatment and interventions for Behavioral Issues after TBI
 - Brain Injury and Sexuality
 - Overview of the CT ABI Medicaid Waiver
 - Neuropsychological Evaluations and TBI

6/98-11/2001

Brain Injury Association of Connecticut, Rocky Hill, CT

Executive Director

Responsibilities:

- * Fund raising; coordinated preparations for the Annual Golf Tournament
- * Combined Health Appeal; networked and provided exhibits for awareness of ABI
- * Organized office to utilize all available space
- * Established process to utilize volunteers within the office
- * Coordinated Annual Recreational Weekend for membership
- * Developed the Annual Budget
- * Legislative involvement; testifying on committees

2/96-2/98

Datahr Rehabilitation Institute, Mt. Kisco, NY

Coordinator Community Day Programs, Reported to the Executive Director

Created a psycho-social community re-entry program funded by The Home and Community Based Waiver of New York State serving 38 individuals

Responsibilities same as those in Connecticut, (See below)

- * Designed the program area; managed the program budget
- * Provided case management for select clients
- * Coordinated the volunteer program
- * Developed training for staff and volunteers regarding brain/behavior relationships
- * Counseled clients and families regarding adjustment issues for community re-entry

11/90-2/96

Datahr Rehabilitation Institute, Brookfield, CT

Cognitive Rehabilitation Therapist / Supervisor Day Program

Program addressed interpersonal and social skills, cognitive skills, and pre-vocational training for community re-entry serving 36 individuals

Responsibilities:

- * Supervision of staff, volunteers, and interns
- * Developed overall program format, client-specific programs, and tools to monitor client progress
- * Administered assessments
- * Developed individual treatment plan as a member of an interdisciplinary treatment team
- * Interacted with residential, vocational, and clinical staff
- * Conducted individual and group activities
- * Implemented behavior programs and strategies under the supervision of Behavior Analyst
- * Interacted with state inspectors from Department of Public Health

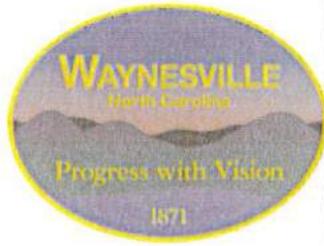
5/88-6/90

Woodmere Health Care Center, Plantsville, CT

Cognitive Rehabilitation Therapist

Responsibilities:

- * Administered assessments and developed treatment programs to address attention, memory, and problem solving impairments for patients with acquired brain injury
- * Developed and implemented behavior programs under the supervision of consulting Psychologist
- * Coordinated Low Vision Services with Ophthalmology Consultants, Dr. William Padula and Dr. Robert Perlin
- * Administered vision screening to assess acuities and visual fields
- * Performed vision therapy for binocularity deficits
- * Supervised an internship for a Cognitive Rehab Therapist trainee



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Marie (Billye) Simmers
250 Cortland Ct.
Waynesville, NC 28786

Dear Ms. Simmers:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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eward@waynesvillenc.gov

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

NAME Travis Justin Smith
STREET ADDRESS 1404 Brown Ave Waynesville NC 28786
MAILING ADDRESS 1404 Brown Ave Waynesville NC 28786
PHONE 828-246-9226
E-MAIL Triante1404@yahoo.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I work down a business within 1 block of Pathways and I am directly impacted by what goes on there

I have experience/expertise in the following areas and/or have served on the following board or commission: had experience dealing with vacancies on or about my property and suffered from

I feel that I can contribute the following to this board or commission: The perspective of a small business owner and property owner

Tell us about yourself and your background: Bachelor Degree in Criminal Justice from Western Carolina University Small Business owner

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Travis Justin Smith Date 12-31-19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Travis Dustin Smith
1404 Brown Avenue
Waynesville, NC 28786

Dear Mr. Smith:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

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eward@waynesvillenc.gov

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

NAME Stephanie Sutton
STREET ADDRESS 140 ValleyView Terr. Waynesville, NC 28786
MAILING ADDRESS Same
PHONE 828-508-1117
E-MAIL StSutton1972@yahoo.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I live in the town limits, and I own a business in the town limits. I see firsthand, each and every day the impact of homelessness on our community.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have not served on any boards, but I have owned a successful business in Haywood Co. for 11 years. I have a vested interest in our town, and I am a very compassionate person who sympathize with the needs of our homeless population.

I feel that I can contribute the following to this board or commission: I think I have a great balance of passion & compassion. Although many of our current issues are unique to Haywood Co

Tell us about yourself and your background: As I said earlier, my husband Coordi, and I own Mountaineer Oxygen Services, Inc. and have two children, ages 18 & 13. I am a Christian who has

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Stephanie Sutton
Signature

1/2/20
Date

③ I do not think we have to "reinvent the wheel". I am committed to gathering research & data from other similar communities, and looking at ways we can incorporate those successes into our community. I am an active learner, and very open minded to "outside of the box" solutions.

④ Served as a Sunday School teacher for over 12 years (elementary-adult age classes). I have served with FUME at the Open Door numerous times. My son & I routinely served Sunday meals at Pathways in 2017/2018. As a personal belief, I think a "hand up" approach vs. "hand outs" is effective & very much needed. I want to see our town leaders & our community combat this homeless issue with compassion, understanding, and with proven approaches/plans & accountability.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Stephanie Sutton
140 Valley View Terrace
Waynesville, NC 28786

Dear Ms. Sutton:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive, flowing style.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME Barbara Stuteville
STREET ADDRESS 378 Walnut drive Maggie Valley NC 28788
MAILING ADDRESS
PHONE 828-550-5749
E-MAIL barbara.rudowski1011@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I was once homeless and an addict with two children.

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

I have never served on a board or commission.

I feel that I can contribute the following to this board or commission: A true understanding of the issue and some solutions.

Tell us about yourself and your background: I have worked at Meridian and the Open Door. I know what the 27 homeless people in Frog level need and want.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Handwritten signature of Barbara Stuteville

Signature

12/19/2019

Date

Barbara Stuteville

378 Walnut Drive ~ Maggie Valley, North Carolina 28751

828.550.5749 ~ barbara.rudowski1011@gmail.com

QUALIFICATIONS PROFILE

Seeking full-time employment in the medical or administrative environment. Reliable, trustworthy, dedicated, patient-focused and committed to providing excellent patient care.

Key Skills:

- Detailed Oriented
- Clerical Procedures
- Leadership Skills
- Customer Service
- Multi-tasking
- Organizational Skills

Computer Skills: Microsoft Word, Excel, PowerPoint and Medical Software.

PROFESSIONAL WORK EXPERIENCE

Open Door ~ Waynesville, NC ~ 11/2018 to 11/2019

Administrative Coordinator

- Prepared monthly billing reports, payroll, and budget and bank deposits.
- Responsible for family member intakes.
- Processed emergency assistance for family members.
- Updated several administrative reports.
- Processed and distributed donation letters
- Processed charities donations for facility.

Blue Mountain Urology ~ Clyde, NC ~ 8/2015 to 8/2017

Medical Assistant

- Recorded patients' medical history, vital statistics and information such as test results in medical records.
- Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepared them for the physician.
- Prepared and administered medications as directed by a physician.
- Performed bladder scopes, dilations, urinary catheter / SP Tube changes and prostate biopsy.

Hazelwood Family Medicine ~ Waynesville, NC ~ Spring 2014

Externship -- Medical Assistant

-
- Worked on EHR system inputting patients' vital signs, chief complaints, history of present illness and past medical history.
- Spent time at front desk inputting appointments, collecting co-payments, answering phones, and filing / entering new patient information into charts.
- Administered injections according to policies and procedures.

EDUCATION AND SPECIAL CERTIFICATIONS

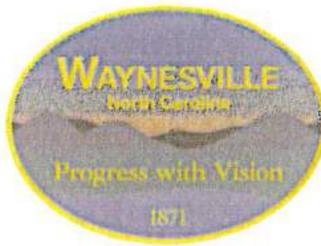
Haywood Community College ~ Clyde, NC ~ 2014

Associate in Applied Science - Medical Assisting

Certificate in Medical Office Administration

- GPA 3.36
- Full member of National Honor Society of Leadership and Success
- Student Association of Medical Assistants Vice President - 2012-2013
- Student Government President - 2013-2014

Medical Billing and Coding -- Proficient in ICD9, ICD10, and CPT Coding



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Barbara Stuteville
317 Walnut Drive
Maggie Valley, NC 28751

Dear Ms. Stuteville:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive, flowing style.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen

TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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(828) 452-2491

eward@waynesvillenc.gov

NAME Roger Thomas

STREET ADDRESS 187 Trillium End Lane 28786

MAILING ADDRESS same

PHONE 757-291-4880

E-MAIL yogaman558@gmail.com

Please consider me for appointment to the following board(s) or commission(s): Homelessness Taskforce (ad hoc)

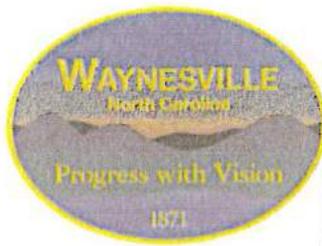
I am interested in serving on this board or commission because: I have a family member who has lived in Pathway's several times over the last four years. I actually think he could be a valuable resource on this commission as well.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served on a Public Library commission in Virginia Beach in 2009. I was a commercial real estate Property Manager in my career

I feel that I can contribute the following to this board or commission: I have experience with the issues of homelessness and substance abuse in my family. I have outstanding financial understanding of family budgeting from my experience as an Executor and a Trustee of my parent's estates. I possess the ability to write proficiently and have technological competence for administration and secretarial duties.

Tell us about yourself and your background: My family had a summer home in Balsam from 1958-2003. We were originally from Daytona Beach FL and I grew up in Virginia Beach VA. I was educated in private day school and the University of Virginia with a major in Speech Communication. I was a Naval officer prior to my career in Commercial Real Estate Property Management. I have been retired since 2002. I am single and have lived near Balsam in Haywood County since Nov 2011.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Roger Thomas
187 Trillium End Lane
Waynesville, NC 28786

Dear Mr. Thomas:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

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Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
December 8, 2020**

SUBJECT: Historic Preservation Commission Vacancies

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: H7

Department: Administration

Contact: Jesse Fowler, Assistant Town Manager

Presenter: Jesse Fowler, Assistant Town Manager

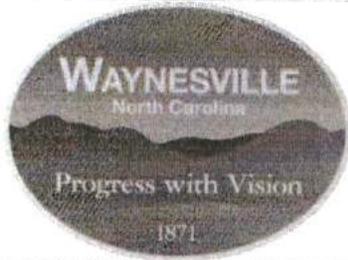
BRIEF SUMMARY: Currently, there is 1 vacant seat on the Historic Preservation Commission. We have received 2 applications to fill this position. Attached are those applications.

MOTION FOR CONSIDERATION:

1. Motion to appoint a new member to the Historic Preservation Commission

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: None



TOWN OF WAYNESVILLE, NORTH CAROLINA
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eward@waynesvillenc.gov

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

NAME Rodney Conard
STREET ADDRESS 138 Church St
MAILING ADDRESS 138 Church St
PHONE 828 734 6672
E-MAIL RODNEYCONARD@ME.COM

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

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I have always been interested in the history of Waynesville and would like to be part of a group that can help preserve the history of Waynesville

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

I have knowledge of the history of Waynesville and own and helped preserve them for future generations. I served on the DWA Board. I also run several successful businesses in downtown.

I feel that I can contribute the following to this board or commission - I hope I can contribute excitement, passion and a can do mind set to the board.

Tell us about yourself and your background: I have lived and worked in Waynesville most of my adult life - from busboy to working in cubports to running the production dept. of The local newspaper. Waynesville has been my life.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

6/17/20

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P. O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME My Guyton

STREET ADDRESS 32 Chanticleer Lane, Waynesville 28786

MAILING ADDRESS same as above

PHONE 850.443.4175

E-MAIL myguyton@comcast.net

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

- Alcohol Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (adhoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: Only by recognizing our history - even its less-sexy aspects - can we have a rich future. I have lived in communities with active historic preservation efforts and have seen how these efforts lead to better communities. A desire to have experience/expertise in the following areas and/or have served on the following board or commission:

Grant-writing. Teaching volunteer leadership and organizational management. Big Brothers Big Sisters Board of Directors - Tallahassee, FL. Multiple volunteer leadership positions in Leon County (FL) public schools. Am a good organizer. I feel that I can contribute the following to this board or commission: Having spent my professional life working for non-profit organizations, and serving as a community volunteer, I know of the importance of attending and participating in meetings and other activities. I feel a desire and obligation to tell us about yourself and your background. I am a volunteer in my hometown of Waynesville. Employment: United Way of Leon County, Vol. Clerk of Leon Co. National Multiple Sclerosis Society Volunteer. Church, Leon Co. (FL) public schools. I would like to be on the board of the church. I would like to be on the board of the church. I would like to be on the board of the church. If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature My Guyton Date 11/03/2020

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

Meg Guyton
32 Chanticleer Lane
Waynesville, North Carolina 28786

Re: Waynesville Historic Preservation Commission

The first reason I am interested in serving on the Historic Preservation Commission is that I have seen the benefits of a community celebrating all aspects of its past and the detriments of ignoring or destroying the reminders of our past.

I grew up in Mobile, Alabama, which was founded in 1702. As a port city, Mobile had a great deal of wealth and that led to the construction of many grand buildings. Sadly, Mobile got caught up in urban renewal efforts of the 1960s and 1970s and many of those buildings - homes and commercial structures - were lost. Before it was too late, though, Mobile chose to embrace the richness of its past and many structures, both grand and very modest, have been preserved or are slated for preservation. This has greatly enhanced Mobile's appeal as a tourist destination and as a place to live.

Until July of 2020, I lived in Tallahassee, Florida. Tallahassee is by no means the stereotypical Florida town but, rather, is much more Southern in nature. It was founded in the early 1820s when at the same time on the same day one horseback rider headed east from Pensacola and one headed west from St. Augustine. The location where they met was to be the territorial capital and it became Tallahassee. In sharp contrast to nearby Thomasville, Georgia, it was never a wealthy community and had few fine homes or other buildings. Several major fires in early years destroyed many structures. Tallahassee buildings fell victim to 20th century urban renewal efforts. Only in more recent years has Tallahassee genuinely celebrated its history and by then much was already lost. It is a wonderful community in which to live, but it lacks the richness that would have come through an earlier recognition of the physical signs - buildings, etc. - of its past.

Spending most of my life in these two towns has convinced me of the importance of celebrating our communal history.

The second reason I'm interested in the work of the Historic Preservation Commission is my commitment to integrating myself into the town in which I live. I have always been involved in church, the public schools, and in community organizations. My professional life was spent with community service agencies such as The Volunteer Center and the United Way. I consider it both a privilege and a responsibility to serve my community. I very much want to continue this practice in our new hometown of Waynesville.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
December 8, 2020**

SUBJECT: Cemetery Committee Vacancies

AGENDA INFORMATION:

Agenda Location: Public Hearing

Item Number: H7

Department: Administration

Contact: Jesse Fowler, Assistant Town Manager

Presenter: Jesse Fowler, Assistant Town Manager

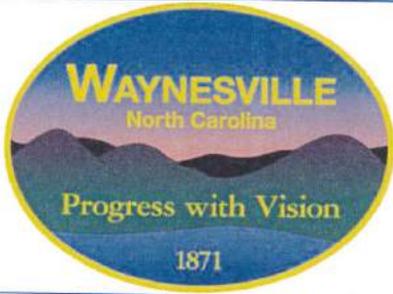
BRIEF SUMMARY: Currently, there is 1 vacant seat on the Cemetery Committee. We have received 1 application to fill this position. Attached is that application.

MOTION FOR CONSIDERATION:

1. Motion to appoint a new member to the Cemetery Committee

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: None



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Roy PRESSLEY
STREET ADDRESS 1424 Big COVE RD, WAYNESVILLE, NC 28786
MAILING ADDRESS SAME
PHONE 828-452-1015 (H) 828-734-1525 (C)
E-MAIL DEGABoyle@CHARTER.NET

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

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

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

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

Tell us about yourself and your background:

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Roy Pressley

Date 10/28/2020

1. Being a Veteran, belonging to the American Legion Haywood Post 47 in Waynesville and with a Veterans Cemetery within the Greenhill Cemetery, sharing the responsibility with the Town of Waynesville, we should have a representative on the board.
2. November 20,2003 I was appointed by Governor Easley to serve as a member of the North Carolina Veterans Affairs Commission and served for ten years. All four State Veterans cemeteries was under our responsibility.
3. I feel that I have the knowledge or can obtain the means to resolve any problems that may arise in the Veterans area as well as the rest on the Cemetery.
4. Born and raised in Haywood County. Married local girl (working on 67 years). Graduated WTHS, three years in USMC and twenty one years USAF. Retired back to Waynesville with same wife and twin sons. Got involved with the American Legion and have filled just about every Office within the State including State Commander and resided in Raleigh Five years as State Adjutant. Still do a lot of work serving our Veterans as I serve on Committees and Commissions on the National and State level. One of the programs that I love dearly is the North Carolina Boys State as I have served as Chairman/Director for the past eighteen years. This program is where we recruit rising high school seniors and teach them the government of North Carolina. This program is a week long and held at Catawba College each year in June.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: December 8, 2020**

SUBJECT: Proposed Meeting Schedule

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: H8
Department: Administration
Contact: Eddie Ward, Town Clerk
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

Each year the Board must approve a meeting schedule for the upcoming year. The schedule provides the date and time of each regular meeting. Please note that next year there will be five meetings at the beginning of the year that will be starting at 6:00 pm. These include the January 12th and 26th meeting, February 9th and 23rd meeting, and the March 9th meeting. The remainder meetings will start at 6:30 pm unless otherwise noted. Additional meetings may be called for a Board Retreat in early 2021 and for Budget Development and discussion in spring 2021.

MOTION FOR CONSIDERATION:

To approve the Board of Aldermen meeting schedule for the year 2021.

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS:



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 2021

Please note that some meeting times have changed

9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2021		
Tues, January 12	6:00 PM	Board of Aldermen Meeting – Regular Session
Tues, January 26	6:00 PM	Board of Aldermen Meeting – Regular Session
Tues, February 9	6:00 PM	Board of Aldermen Meeting – Regular Session
Tues, February 23	6:00 PM	Board of Aldermen Meeting – Regular Session
Tues, March 9	6:00 PM	Board of Aldermen Meeting – Regular Session
Tues, March 23	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, April 13	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, April 27	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, May 11	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, May 25	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, June 8	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, June 22	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, July 13	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, July 27	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, August 10	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, August 24	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, September 14	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, September 28	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, October 12	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, October 26	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, November 9	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, November 23	6:30 PM	Board of Aldermen Meeting – Regular Session
Tues, December 14	6:30 PM	Board of Aldermen Meeting – Regular Session

Additional meetings may be called for a Board Retreat in early 2021 and for Budget Development and Discussion in spring 2021

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
December 8, 2020**

SUBJECT: Cemetery Committee update to the Board of Aldermen

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: **I9**
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY: At the last Board of Aldermen meeting on November 10, 2020 the Board requested that the cemetery cleanup be placed on hold until the Cemetery Committee could meet and discuss some of the recent complaints which have been raised concerning the cleanup. The Cemetery Committee met on November 17 and voted to recommend that the Board of Aldermen continue the Cemetery Cleanup per the current ordinance.

MOTION FOR CONSIDERATION:

1. Motion to continue the cemetery cleanup per the ordinance

FUNDING SOURCE/IMPACT:

ATTACHMENTS: None

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 12/8/2020

SUBJECT: Service Recognition Bonus for Town Employees

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: 110
Department: Administration
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY:

The Town's budget was drafted with the expectation that the Covid -19 epidemic would create a severe shortfall in sales tax and other consumer related revenue. While the epidemic has created a change in consumer behavior it appears to have created demand for in-state vacations. The Town and its neighboring municipalities have experienced an increase in consumer related revenue rather than the decrease we projected in the budget. In addition, the staff instituted a hiring and spending freeze in March to make up the losses in revenue. While the Town staff saved a great deal of money the revenues did not experience the loss that we predicted.

One component of our reduced 2020-21 budget was the elimination of cost of living raises for employees. During the budget debate we promised to review the results of our audit and the revenues for the first five months of the year to see if the budget would permit a service recognition bonus to balance the lack of a COLA. After studying the preliminary trial balance in the General Fund for last year and the revenue collections for the current year we believe that the Board could include a service recognition bonus of \$500 for full time employees. Part time employees would receive a reduced bonus based on the number of hours they work per pay period. The bonuses are expected to impact the General Fund Balance by \$101,402, Water Fund by \$13,004, Sewer Fund by \$13,878, Electric Fund by \$3,657, and the Internal Service Funds by \$10,564. Fund balance will be appropriated in the General Fund to cover the increase, while the other funds will be handled through budget transfers in the operating accounts.

MOTION FOR CONSIDERATION:

Approve a service recognition bonus of \$500 for full time employees and a prorated share for part time employees.

Approve the attached budget amendment funding the General Fund bonus from the Fund Balance and the remaining increases from the operating funds of the Water, Sewer, Electric, and Internal Service Funds. The amendment is attached for your review.

FUNDING SOURCE/IMPACT: General Fund Balance: \$101,402, Water Fund Operating: \$13,004,

Sewer Fund Operating: \$13,878, Electric Fund Operating: \$3,657, Asset Management Internal Service Fund Operating: \$8,126, Garage Internal Service Fund Operating: \$2,438.

ATTACHMENTS: Budget Amendment

MANAGER'S COMMENTS AND RECOMMENDATIONS: The proposed service recognition bonus does not equal the increase in compensation the employees would have received had the Town experienced a 7% growth rate (which we projected before the Covid-19 outbreak in March) but it permits the employees to share in the savings they achieved during the hiring and spending freeze. The remaining increases in revenue will provide a monetary base for the Board to use when it implements the pay plan.

Ordinance No. O-25-20

Amendment No. 6 to the 2020-2021 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2020-2021 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2020-2021 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriated 103900-493992 \$ 101,402

(Additional revenues needed to increase employee appreciation bonuses.)

Increase the following appropriations:

Administration

Wages	104120-511210	\$ 2,632
Fica	104120-511810	201
State Retirement	104120-511820	285
401 (k) Contribution	104120-511825	132

Finance

Wages	104130-511210	\$ 7,074
Fica	104130-511810	541
State Retirement	104130-511820	767
401 (k) Contribution	104130-511825	354

Police

Wages	104310-511210	\$ 30,272
Part-Time Wages	104310-511230	695
Fica	104310-511810	2,369
State Retirement	104310-511820	3,281
401 (k) Contribution	104310-511825	1,514

Fire

Wages	104340-511210	\$ 11,845
Part-Time Wages	104340-511230	232
Fica	104340-511810	924
State Retirement	104340-511820	1,284
401 (k) Contribution	104340-511825	592

Streets

Wages	104510-511210	\$ 9,871
Part-Time Wages	104510-511230	60
Fica	104510-511810	760
State Retirement	104510-511820	1,070
401 (k) Contribution	104510-511825	494

Cemetery		
Wages	104740-511210	\$ 1,645
Fica	104740-511810	126
State Retirement	104740-511820	178
401 (k) Contribution	104740-511825	82
Planning and Code Enforcement (Development Services)		
Wages	104910-511210	\$ 3,948
Fica	104910-511810	302
State Retirement	104910-511820	428
401 (k) Contribution	104910-511825	197
Parks and Recreations		
Wages	106120-511210	\$ 12,503
Part-Time Wages	106120-511230	1,679
Fica	106120-511810	1,085
State Retirement	106120-511820	1,355
401 (k) Contribution	106120-511825	625
Total General Fund appropriations increase		<u>\$ 101,402</u>

Adopted this 8th day of December 2020.

Town of Waynesville

J. Gary Caldwell
Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

William E Cannon Jr
Town Attorney