



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

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

BOARD OF ALDERMAN WINTER RETREAT  
 AGENDA  
 2/21/2020

8:30 a.m.	Call to Order	Mayor Caldwell
8:35 a.m.	Approval of Minutes from January 28 and February 4	Mayor Caldwell
8:40 a.m.	Six Month Budget Update Capital Improvement Plan (CIP) Update Five Year CIP Forecast Financing Debt Options Ad Valorem Tax Load from Recreation Program Storm Water Discharge Fees	Ben Turnmire Ben Turnmire Ben Turnmire Ben Turnmire Ben Turnmire Rob Hites
10:00 a.m.	BREAK	
10:20 a.m.	Increase in Mandatory Retirement Contribution Longevity – Change in program Time/Attendance- Change in Technology Pay and Classification Study Request Career Track- Future Changes in Program	Amie Owens Amie Owens Amie Owens Amie Owens Amie Owens
11:00 a.m.	Street Condition Study	Preston Gregg
11:15 a.m.	Increase in Funding for Street Maintenance	Alderman Feichter
11:30 a.m.	Pigeon Street Paving Alternative	Mayor Caldwell
12:00 Noon	LUNCH	
12:45 p.m.	East Street Traffic Issues, Speed, Trucks	Preston Gregg
1:00 p.m.	Allen's Creek Sidewalk Repair and Extension	Elizabeth Teague
1:20 p.m.	Calvary/Craven Park Completion/Funding	Alderman Feichter
1:40 p.m.	Rescind Vehicle Fee	Alderman Feichter
2:00 p.m.	Cost of Reducing Commercial Fire Rating	Alderman Dickson
2:15 p.m.	Affordable Housing Debt Issuance	Alderman Dickson
2:30 p.m.	BREAK	
2:45 p.m.	Plans to Reduce Flooding in Hazelwood Basin	Alderman Dickson
3:10 p.m.	Garbage Collection/Recycling	Alderman Dickson
3:30 p.m.	Fund Grant Writer/Social Media Coordinator	Alderman Dickson
3:45 p.m.	Newsletter	Alderman Dickson
4:00 p.m.	Change Public Comment Period to Start of Meeting	Alderman Dickson
4:20 p.m.	Staggered Terms- Code Change	Alderman Dickson
4:45 p.m.	Comments from Board	
5:00 p.m.	Adjourn	Mayor Caldwell



## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr., Town Manager  
**DATE:** February 21, 2020  
**SUBJECT:** Comments on Retreat Agenda

**Six-month Budget Update:** As the Town moves into budget season the Finance Director updates the Board on the status of the 2018-2019 budget.

**Capital Improvement Plan (CIP):** The Finance Director has updated the CIP from 2016.

**Five Year CIP forecast:** The Finance Director will tie the CIP to a multi-year spending plan

**Financing Debt Options:** As you can read the CIP It is quite expensive given the size of the Town. The Finance Director will review the types of borrowings available to the Town. Waynesville has \$5,208,555 in installment Purchase Obligations. The General Statutes permit a board to issue debt up to 8% of its assessed value. For Waynesville that would amount to \$93,637,566. His Power Point is attached.

**Ad Valorem Tax Load From Recreation Dept:** Ben has calculated the impact of the Recreation Program on Ad Valorem Taxes once fees have been subtracted. Ad Valorem Taxes amount to approximately 45% of General Fund Revenue so the impact on Recreation revenue amounts to 45% of remaining revenue.

**Storm Water Discharge Fee:** During last year's retreat the staff presented a program to enhance our storm water program. The staff developed a base fee (SRU) of \$ 2.00 per month for all residential customers and a commercial rate based on area of impervious surface up to a capped rate. Properties that have installed storm water detention systems would be exempt. We could also create a list of small residential impervious footprints of 800 sq. ft that would pay only \$1.00 per month.

**Increase in mandatory retirement contribution:** The General Assembly requires that local governments must contribute 100% of Local Government Retirement. The Town is required to increase their contribution to the LGERS in 2020 and in 2021. The Assistant Manager will brief you on the impact to our budget.



**Longevity - Request  
Change in Program:**

The Assistant Manager has worked with the Finance Director and HR Specialist to make some proposed changes to the Longevity program to make it more equitable with surrounding communities. This would mean a slight increase in the budget but is more in line from a benefit perspective adding to the competitiveness of Town of Waynesville employment.

**Pay Study Request:**

The Assistant Manager will discuss the need for a Pay and Classification Study. You will note that among Department Heads most are within salary range for Towns in our population group. Several are well out of range of the market. From an equity standpoint our classes need to be roughly equal to their position within the market for their position.

**Time/Attendance  
Recording:**

Our method of punching in and out of work is outmoded and makes payroll processing difficult at best. The Assistant Manager will speak on new methods that more accurately and securely record employee time and the potential cost impact in the upcoming fiscal year.

**Career Track:**

The adoption of career track was a good first attempt at a merit pay system however it has resulted in employees bumping into the salaries of their superiors or long serving employees making what newly hire employees do. The Assistant Manager will discuss the impact of this program on salaries.

**Street Condition Survey:**

The Town engages a paving consultant that will assess the condition of its streets (not state maintained roads). The Town Engineer will discuss how the surveys are conducted and the status of our current program.

**Increased Funding for  
Paving & Maintenance:**

The staff will discuss the impact of an increase in funding for maintenance and paving above that provided by Powell Bill. The funding options for this program were discussed in the Financing debt section.

**Alternative Approach to  
Repave Pigeon Street:**

Mayor Caldwell suggests that we abandon our program to lower the utilities and simply grind the current surface and repave Pigeon Street paying with Town Funds. If NCDOT approves the Town would save approximately \$1 million. I discussed the idea with Brian Burch, Division 14 Engineer. He said that he would have to investigate the legality of permitting a municipality to pay for paving a State Highway, but he is open to further discussion.



**East Street Traffic Conditions:**

The Town has received several requests to reduce the speeding on East Street and limit access to large through trucks. We have engaged J.M Teague to conduct a traffic study of East Street's traffic conditions and met as a team of Police, Developmental Services and Town Engineer to determine the feasibility of limiting through trucks from traveling on East Street (studies and reports attached). We concluded that trucks are using East Street to avoid the congestion on Main Street in the Central Business District.

Eliminating through trucks on East would force the trucks back to Main. Eliminating trucks on the West side of East Street would force trucks to turn at the Old Hospital and then back to the Downtown. East Street is a major collector for a Town of our size and the traffic conditions it encounters is to be expected.

**Allen's Creek Sidewalk:**

The Development Services Director has submitted the extension of Allen's Creek Allen's Creek sidewalk to our MPO for funding. It appears we have a good chance to receive that funding. Our problem is that the Town has attempted to purchase right of way for this project before and refusal to sign easements stopped the project. If the project requires condemnation to acquire easements many Federally funded grants will not fund the project.

**Calvary/Craven Park:**

The current budget includes funds to carry out the grading, paving, and picnic shelter for the Park. The staff has applied for a grant to purchase the play set. It would be the staff recommendation that we work with the Pigeon Street Community Center to lease their basketball court. Parking is very limited, and a family picnic and a basketball game would overwhelm the park.

**Rescind \$15-dollar Vehicle Fee:**

The fee was recommended to supplant a property tax increase. It raises approximately 1 cent on the tax rate. The logic behind the fee is to pass some of the tax burden to renters.

**Cost to Reduce Fire Rating From a 4 to a 3:**

Chief Webb will be prepared to discuss the ISO requirements to reduce our commercial insurance rating from a 4 to a 3. The cost of hiring a new fire fighter is approximately \$45,000.

**Affordable Housing Debt Issuance:**

The Town may fund an affordable housing program through use of a debt issue. If a Town wishes to issue debt through bond election it would bundle similar areas of funding and have the voters cast their votes on each bundle. For example, voters would vote on recreation bonds, then vote for affordable housing bonds and finally on street improvement



bonds all on the same ballot. A municipality has eight (8) years to issue the debt and may do so at any time during the eight years. The municipality won't have to pay for the bonds until they are issued.

**Plans to Reduce Flooding In the Hazelwood basin:**

The Former Public Services Director outlined a conceptual plan to reduce flooding in the Hazelwood Drainage basin in a 10/23/2018 presentation to the Board. The Interim Public Services Director, Jeff Stines, staff and McGill Engineering have completed smoke testing the sanitary sewers along Brown Avenue and discovered several areas where the storm sewer and sanitary sewer are co-mingled. We are filming the interior of the sanitary sewer lines in front of the Finance Department to discover if the line is cracked where it crosses under the creek at Georgia Avenue. The former Director believed that we would need to construct a new storm sewer line along Brown Avenue from its intersection at Hazelwood to Bennett and then under a new culvert at the railroad to the creek. This will eliminate the inflow and direct runoff away from Brown Avenue but not solve the flooding of the creek adjacent to the Finance Department.

**Garbage/Recycling Collection:**

The Town is one of the few municipalities in the area that does not offer either 65- or 90-gallon rollout containers to its residential and small commercial customers. We estimate that we have 4,800 potential rollout customers. The 90-gallon containers cost approximately \$95 per unit. The Town would either borrow the funds from the manufacturer or a lending institution. The Town has purchased two rear loading packers that have the hydraulic capacity to accommodate the automated lifts for the rollout cans.

The recycling business is reeling from China's decision to refuse recycling waste from the US. Many local governments have resorted to using the landfill to dispose of recyclables. One of China's biggest issues is that our plastic and glass is contaminated with food residue and plastic labeling. I recommend we wait to purchase blue rollout containers until we know where this industry is heading.

**Funding a Grant Writer/  
Social Media Coordinator:**

Currently the individual departments discover grant opportunities through their professional organizations, the MPO, Councils of Gov't and consultants. The departmental staff know the language of their profession and reach out to other departments when they need demographic or financial information. The Assistant Manager serves as the Town's principal contact with electronic media since she is also the IT director. I would need to poll the Departments to see how we can utilize a grant writer in a multi- disciplined organization.



**Change of**

**Public Comment Period:**

Many local governments schedule their public comment sessions at the beginning of their meetings. This permits folks to speak to the Board and not have to wait a couple of hours. Generally public bodies do not permit citizens to use the public comment session to speak about business that is on the agenda until that item is called. Public comment sessions are designed for the Board to obtain public input. An elected board is not obligated to answer questions or engage in debate with a speaker unless they choose to do so.

**Newsletter:**

The Assistant Town Manager has reported on the cost involved in mailing a newsletter. We send recreational information as an insert in the newspaper and post them on our website. We will seek direction from the Board as to how they would like to communicate with the Town's citizens.

**Staggered Terms:**

The Town Attorney has discovered that it does not require a change in the Town's charter to change the timing of elections. It appears it can be done through a change to Waynesville's Code by vote of the Board.

*The retreat agenda contains numerous items. It is difficult to time your interest in a particular item so it is possible that we will not complete the agenda. If you choose to adjourn before you complete the agenda I recommend that we place the remaining items on your regular agenda.*

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Regular Meeting**  
**January 28, 2020**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, January 28, 2020 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER REGULAR MEETING**

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 Jon Feichter  
Alderman Anthony Sutton  
Alderman Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Ben Turnmire, Finance Director  
Julie Grasty, Asset Services Manager  
Jonathan Yates, Outside Services  
James Robertson, Tax Collector

The following media representatives were present:

Becky Johnson, The Mountaineer

Mayor Gary Caldwell asked Town Manager Rob Hites to introduce Chief David P. Adams as the new Police Chief for the Town of Waynesville. Manager Hites told the Board that Chief Adams is a veteran officer with twenty years of experience in law enforcement. He has served as Chief of Franklin's Police Department for the past eight years. He has served as Patrol Officer, Detective, Lieutenant, and Captain of Investigations for the City of Hendersonville. He holds a BS degree in Criminal Justice from Shaw University, Asheville Campus and a Master of Science in Management and Leadership from Montreat College.

In addition to his formal education Chief Adams has graduated from the:

- FBI Leadership Training and Command College
- Public Executive Leadership Academy (PELA), School of Government, Chapel Hill
- Management Development Program, NC Justice Academy
- New Police Chief Executive Development Course, NC Justice Academy
- NC Criminal Investigation Certificate, NC Justice Academy

Chief Adams is a former squad leader/paratrooper, US Army 82nd Airborne Division.

Manager Hites said that the Town had received 32 applications for the position and placed seven through an assessment center made up of police executives and town managers. In addition to the assessment

center Town staff individually interviewed each finalist. Chief Adams has the education and experience in Western North Carolina to permit him to acclimate himself to Waynesville. His background in leadership development will ensure that the department will continue to excel.

Chief Adams thanked the Board and citizens for the opportunity and privilege to serve as the Chief of Police for the Town of Waynesville. He told everyone that he would always have an open door and be available to everyone.

Manager Hites told the Board that Chief Adams' starting date would be February 27, 2020

1. Welcome/Calendar/Announcements

Mayor Caldwell reminded the Board of the following calendar events:

Thursday January 30 – 5:00 – 7:30 PM – Elected Officials Reception – Wells Event Center

Monday February 3 – 3:00 – 5:00 PM – Mercy Urgent Care Ribbon Cutting – 124 Frazier Street

Tuesday February 4 – 5:3- PM – Special Board Meeting – Homelessness Task Force Discussion

2. Adoption of Minutes

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to approve the minutes of the January 14, 2020 and regular meeting as presented. The motion carried unanimously.***

B. **PUBLIC HEARING**

Discussion of Cemetery Ordinance

- Asset Services Manager, Julie Grasty

Julie Grasty, Asset Services Manager, explained to the Board that in late 2018, there was concern related to the Greenhill Cemetery and the clean-up that occurred. Ms. Grasty said that as a result, the Board of Aldermen named an adhoc committee to review the various aspects of the Greenhill Cemetery, Dix Hill Cemetery, the town's cemetery ordinance and other potential policy issues related to maintenance of the cemetery.

One of the recommendations from the Cemetery Committee was approval of the revised cemetery ordinance. This is the first of two public hearings on the cemetery ordinance proposed changes. There are multiple changes in the ordinance and a tracked copy was included in the board agenda packet.

Some of the changes include but are not limited to:

- Clarification of terms and definitions used in the ordinance
- Elimination of commercial tours in the cemetery
- Addition of graphic representations to assist in understanding of burial site layout
- Allowance of solar lights – one per burial site
- Allowance of items that can be permanently affixed to headstones and the addition of memorial boxes for those items that are not permanently affixed
- Addition of new section related to group tours and the manner for approval

The notice of public hearing was advertised in the Mountaineer on January 18/19 and January 25/26 and will be re-advertised on February 1/2 and February 8/9 for the second Public Hearing which will be held on February 11, 2020.

Town Attorney Bill Cannon opened the Public Hearing at 6:38 and after explaining the rules for making comments, he asked if anyone in the audience wished to speak.

**Sharon Franks read the following statement:**

As I stood here on December 13, 2018 and spoke about my feelings for what had transpired at Greenhill Cemetery, I felt old wounds had been opened up and I was angry and frustrated as to what had happened, and the way it had been mishandled. I want to first say thank you to the appointed Greenhill Cemetery committee for their hard work, dedication and commitment to try and resolve the way everything was handle. I commend Randy Mathis for his tireless research into not only the Town of Waynesville ordinances, but statewide as well, and his dedication to all of us who were deeply affected, as was he, by what happened. I believe with the proposed recommendations, a sense of peace will benefit us, but we must not let our guard down. I am upset though by the lack of sympathy from some on that committee who do not understand why we were upset and choose to still lean toward leaving things the way they are. This ground still belongs to deeded owners and no one is any more important than another. All there were fathers, mothers, brothers, sisters, children, all loved by someone. To think there are some more honored than other shows disrespect.

First, the proposed ordinance, as stated in the Mountaineer, is not an effort to "rein in free for all adornments". Those were sentimental mementos placed by loved ones in remembrance and memory, and by creating a memory box, it enables us to keep sacred those mementoes from being destroyed or removed by someone other than a family member, as well as ensuring the safety of maintenance crews.

As far as the tours, I'm totally against them as I see them for monetary gain either to the Historical Society or whomever. I do not think they were handled in a way respectful of either the loved ones buried there, or family members coming by to have solitude at their gravesites. The tour that was held in October was supposed to have been one where no one could walk on the graves, and they were all over the place. Several who drove into that cemetery that day had no idea there was a tour being held. One man was a Marine veteran and was angered to know that a tour was being held around his Commander's gravesite, as tears streamed down his face. We purchased those graves for our loved one, not to become a tourist attraction. As I stated in 2018, there is history in all cemeteries, but just because it is labeled historical, it should not be given the open-door policy to tourism. If a poll was taken regarding the fact that it made the National Register, honestly, I don't think people really care because that's not the purpose of our cemetery.

I am against the proposal of a public sign stating Greenhill Cemetery as it takes away from the natural beauty that cemetery has. Anyone who has lived here any amount of time, or has family buried there, knows where it is, and it doesn't need a big concrete sign on display.

Because of the events of 2018, I have noticed there are still tombstones which are undecorated because families are still afraid to put anything there in fear of having it removed. That makes me sad because that's the last place we laid our loved one down, and to be afraid to go back to visit, pray, sit, cry, whatever, that should not be the case. I ask this mayor and board to approve the proposed ordinance as well as the recommendations that they continue to serve the families of Greenhill & Dix Hill Cemeteries.

Ms. Franks thanked the Board for the opportunity to speak.

Attorney Bill Cannon closed the Public Hearing at 6:43 p.m.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to continue the public hearing to February 11, 2020 at 6:30 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville for additional public input. The motion passed unanimously.***

Mayor Caldwell thanked the Cemetery Committee and staff for their hard work through this process. He said there had been a lot of time invested in preparing the revised Ordinance.

### **C. NEW BUSINESS**

#### **4. Yearly Tax Advertisement in local newspaper**

- Tax Collector, James Robertson

James Robertson, Tax Collector stated that he had set a tentative date for the yearly advertisements of delinquent taxes in the local newspaper. He said this is usually done in The Mountaineer and is in accordance with N.C.G.S. 105-369. He hopes to have the delinquents published in the paper dated March 7/8, 2020.

Mr. Robertson referred to the delinquent tax print outs in the Board packets and said he will be sending out delinquent notices at the first of February. He explained to the Board that these totals will change by the time they are printed in the paper. He also went over a comparison chart of delinquent taxes for the last three years.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the yearly tax advertisements in The Mountaineer in accordance with N. C. G. S.105-369. The motion passed unanimously.***

#### **5. Requesting Board approval to donate \$500 to Haywood Waterways 8th Annual Plunge Benefitting Kids in the Creek**

- Planner Jesse Fowler

Jesse Fowler, Planner, explained to the Board that staff is requesting a donation of \$500 dollars to Haywood Waterways' 8th Annual Plunge which will benefit the Kids in the Creek program. Kids in the Creek is an educational program which teaches kids about the importance of water quality in Haywood County and our responsibility as a "headwaters" county to protect our watersheds. This program also assists the Town in fulfilling our phase two stormwater public education requirements. Approximately 575 students participated in Kids in the Creek in 2019, and this donation by the Board would go directly to helping fund this program.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve a donation of \$500 in support of Haywood Waterways' 8th Annual Plunge Benefitting Kids in the Creek. The motion was approved unanimously.***

6. Authorization to proceed with grant applications
- Development Services Director, Elizabeth Teague

Proposed Greenway Bridge over Richland Creek

Development Services Director Elizabeth Teague told the Board that the Town had unsuccessfully applied for funding through the Haywood Healthcare Foundation for assistance with the installation of the proposed greenway bridge over Richland Creek between Recreation Park and the town's new property. She said there are two additional grant opportunities for the bridge project coming up this spring and staff would like the Board's permission to pursue. First, there is the Pigeon River Fund that could provide a \$25,000 grant to assist the Town with permitting and planning costs associated with the bridge placement. Second, the NC Recreational Trails Program Grant could provide up to \$100,000 to assist with actual construction and placement of the bridge. The preparation of these grant applications will require some additional drawing and design from Belle Engineering under our Fee for Services Contract. If grants are approved, local match of approximately \$105,000 will be budgeted in the next fiscal year 20/21. Ms. Teague said the Town is in receipt of donations over \$100,000 in support of this project.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to direct staff to proceed with grant applications in support of the greenway bridge construction project. The motion carried unanimously.***

Requesting Board authorization to proceed with application to the Medford Grant

- Development Services Director, Elizabeth Teague

Ms. Teague explained to the Board that in June of 2019 the Town allocated \$60,000 to be used for improvements to Calvary/Craven Park. Following this allocation, the Town unsuccessfully applied for funding through the Haywood Healthcare Foundation for assistance with this project. In order to continue with this project, Town staff is seeking Board permission to pursue the Medford Grant for approximately \$14,090. This money would be used with the \$60,000 allocated by the Town, and an additional \$2,650 raised by the Pigeon Community in a golf tournament to begin construction of a covered pavilion, purchase and installation of park amenities, purchase of playground equipment, and the addition of off-street parking.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Chuck Dickson, to proceed with application to the Medford Grant in support of improvements to Calvary/Craven Park. The motion passed unanimously.***

7. Appointments for Boards and Commissions
- Mayor Gary Caldwell

The Board cast ballots for vacancies in the Planning Board, Waynesville Housing Authority and Zoning Board of Adjustment as follows:

**Planning Board:** (1) Vacancy – Term ending June 30, 2022

5 Applicants: John V. Baus, Jr.  
Robert "Michael" Blackburn  
Travis Collins  
Richard W. Dickinson  
Ron D. Reid

**Waynesville Housing Authority:** (1) Vacancy – Term ending June 30, 2023  
5-year term

3 Applicants: Kathy Barnette  
Georgette Morand  
Rob Roland

**Zoning Board of Adjustment:** (3) Vacancies – Term ending June 30, 2022

1 Applicant: John V. Baus, Jr.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to appoint the following people to the various Boards and Commissions for terms as indicated:***

**Planning Board: Robert Michael Blackburn Term ending 06/30/22 with (5) votes**

**Waynesville Housing Authority: Rob Roland Term ending 06/30/23 with (5) votes**

**Zoning Board of Adjustment: John V. Baus, Jr. Term ending 06/30/22 with (5) votes**

***The motion carried unanimously.***

Alderman Dickson stated that there were very good applicants for these positions.

Mayor Caldwell asked that the Town Clerk contact some of the remaining applicants to see if they would like to fill a vacancy on another Board.

8. Appointment of Alderman Anthony Sutton to the Land of Sky MPO

- Mayor Gary Caldwell

Mayor Caldwell explained that former Alderman LeRoy Roberson held this position for many years and was the last delegate to the MPO. Alderman Anthony Sutton has agreed to be the Board's representative.

***A motion was made by Alderman Jon Feichter, to appoint Alderman Anthony Sutton to the Land of Sky MPO. The motion passed unanimously.***

Alderman Sutton thanked the Board and said he would do his best for the Town and MPO.

9. Permitting, Bidding, Contract Administration and Closeout for Wastewater Treatment Plant

- Town Manager Rob Hites

Manager Hites told the Board that the Town Staff and team from McGill Engineers met last week for a working session on the many facets of the rehabilitation of the Waste Treatment Plant. The following is a synopsis of the discussion:

1. The Regional office of DENR stated that they would be complete with a draft response to the Town's application for a "Special Order of Consent (SOC) that we submitted in August. They stated that DENR would have the response to the Town in two weeks (next week).

2. DENR in Raleigh stated that they would be reviewing the final revisions to the Preliminary Engineering Report (now known as the "Engineering Report (ER)". We submitted the ER several months ago.

3. DENR in Raleigh wants the Town to demonstrate it is committed to elimination of inflow/infiltration in our system. As you know we have completed smoke testing of the Country Club Road and Hazelwood Drive areas and are in the process of running the camera through the lines to determine the exact nature of the line failure. Once we have the videos, we will determine the complexity and cost of fixing the leaks. We will have one or more projects in our upcoming budget. We are going to smoke test the lake shores of Lake Junaluska while the Lake has been partially drained to assist them in locating areas of inflow/infiltration. (Lake Junaluska's outfalls are located several yards from the normal water level in the lake).

4. During our discussions with the Raleigh DENR staff they indicated that the original PER made a good case for a longer loan term than the 20 years we were granted originally. They gave us some advice on how to word the final ER to make a solid case for a 30-year amortization schedule at "0%" interest rate and a \$500,000 loan forgiveness grant.

When DENR Raleigh approves the ER, they will draft a letter to the staff of the Local Government Commission recommending 30 years. We will take the letter and meet with the Local Government Commission staff to press for the extended amortization schedule. If we gain concurrence it will be placed on the Local Government Commission agenda. We hope to get 30 years but may get between 25 and 29 years.

5. The contractor will begin removing the lid from the anaerobic digester. When we convert the digester to an aerobic process, we may not be able to take grease trap residue as we have in the past. We can take septic tank waste but not grease.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the contract from McGill and Associates for the permitting, bidding, contract administration and closeout for the Wastewater Treatment Plant. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to approve the project Ordinance 0-1-20 for the Wastewater Treatment Plant Improvements. The motion carried unanimously.***

Mr. Keith Webb of McGill and Associates told the Board that they continue to have operational issues with the plant, and they are looking at a chemical to make the reduction of ammonia in the plant. They will keep working with the plant operators to keep the plant up and running until such times as the major improvements are made.

#### **D. COMMUNICATIONS FROM STAFF**

10. Manager's Report
- Town Manager Rob Hites

## Board consideration and direction as to the date of the retreat and any specific topics

Manager Hites asked the Board their thoughts on having Board Retreat on February 21, 2020 from 8:30 am – 3:30 PM. All members agreed on the date and time. Manager Hites said he wanted to hear from the new Board as to what their priorities are. He asked them to let him know within the next two weeks of any items they would like to discuss at this retreat.

### 11. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon gave an update on the Hazel Street code enforcement issue. He said he is still trying to get in contact with all persons involved, and the issue should be almost in final stages of closure. Mayor Caldwell said the citizens living around the property are very concerned, and asked Attorney Cannon to keep the Board informed.

## **E. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Alderman Anthony Sutton asked that the item concerning the Chestnut Walk Water Tank that was tabled at the last meeting be un-tabled for discussion.

Alderman Chuck Dickson stated that he had been doing research on the project and he stated that he could not find in the minutes where the Town accepted the property where the tank is located or agreed to do anything with the property or tank. He said there appears to be no Board action on this item. Alderman Dickson stated he would need more clarification on what has happened with the property and the tank. He explained that he could see where the money for the tank had been budgeted, and he sees where the Town Attorney has made recommendations, but he cannot find where the Board has approved anything for the tank or property. The commitment with this amount of money, he feels that there should be some sort of report to the Board. He stated he could not vote on this as it is now, and he suggested going into closed session to discuss how to proceed.

Alderman Jon Feichter stated he had been contacted by an individual who lives in the Breezemont Drive area about intermittent power outages at her home. He stated she is not with the Town power but with Duke Energy and says that she and her neighbors have been without power for up to 9 hours at different times. Alderman Feichter said that the citizens in that area were very frustrated and feel that Duke's lack of tree trimming is most of the problem. He asked if the Town could contact Duke and see what their response to the Breezemont area outages is.

Manager Hites said that the Electric Superintendent Willie Smith came to the Town from Duke Energy, and he might give some insight as to how to resolve the problem. Manager Hites said he would contact Mr. Smith.

### 12. Special Called Meeting – Homelessness Task Force

- Mayor Gary Caldwell

Mayor Caldwell reminded the Board of the Special Called Meeting to be held on Tuesday February 4, 2020 at the Public Services Training Room located at 129 Legion Drive to discuss appointments to the Homelessness Task Force.

**F. CALL ON THE AUDIENCE**

**Greg Claycamp  
109 Connelly Street  
Waynesville, NC**

Mr. Claycamp asked the Board about paving Pigeon Street. Manager Hites gave a brief description of the steps involved with the paving of Pigeon Street and explained that both Pigeon Street and Main Street are state highways. Alderman Sutton stated he had spoken with NCDOT officials and said they were willing to come and have a meeting with so he would like to have a meeting with Mayor Caldwell and himself and Manager Hites concerning Pigeon Street.

**G. CLOSED SESSION**

*A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to go into closed session at 7:37 pm for Attorney/Client privilege. The motion carried unanimously.*

The Board ended its Closed Session at 8:20 pm and returned to Public Session. Mayor Caldwell asked for a vote permitting the Town Manager to negotiate an offer on a parcel for purchase.

*A motion was made by Alderman Jon Feichter and seconded by Alderman Anthony Sutton to allow the Town Manager to negotiate an offer on a parcel for purchase. The motion passed unanimously.*

**H. ADJOURN**

*With no further business, a motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to continue the meeting until the February 4<sup>th</sup> meeting to continue discussion of the Chestnut Walk Water Tank. The motion carried unanimously.*

The meeting was adjourned for the night at 8:30 pm and will reconvene on February 4<sup>th</sup> at 5:30 p.m.

**A. CALL TO ORDER**

Mayor Caldwell reconvened the meeting February 4, 2020 at 5:30 p.m.

**B. CLOSED SESSION**

1. Enter into closed session under NC General Statute § 143-318.11(a)(3) – Attorney Client Privilege and NC General Statute § 143-318.11(a)(5)(i) - the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

***Motion: A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to enter into closed session under NC General Statute § 143-318.11(a)(3) – Attorney Client Privilege and NC General Statute § 143-318.11(a)(5)(i) - the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. The motion carried unanimously.***

The Board returned from closed session at 5:51 p.m.

Mayor Caldwell asked if there was any further discussion from the January 28, 2020 meeting. There were no comments.

***Alderman Anthony Sutton made a motion, seconded by Alderman Jon Feichter to approve the award of contract to ACMI in the amount of \$320,952.00 for the replacement of the Chestnut Walk Water Tank. The motion carried unanimously.***

ADJOURN

***With no further business, a motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman to adjourn the continued meeting from January 28, 2020 at 5:52 p.m. The motion carried unanimously.***

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Eddie Ward, Town Clerk

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Special Called Meeting**  
**February 4, 2020**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a special called meeting on Tuesday, February 4, 2020 at 5:30 p.m. in the Public Services Training Room, located at 129 Legion Drive, Waynesville, NC.

**A. CALL TO ORDER SPECIAL MEETING**

Mayor Gary Caldwell called the meeting to order at 5:53 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Ben Turnmire, Finance Director

The following media representatives were present:

Becky Johnson, The Mountaineer

**B. NEW BUSINESS**

1. Discussion related to composition of the Homelessness Taskforce and consideration of potential applicants

- Mayor Gary Caldwell

Mayor Caldwell welcomed everyone and thanked them for the good turnout of interested people. He stated that at the first meeting of the newly elected officials they decided to form the Homelessness Task Force to combat some of the problems of being Homeless in Waynesville and Haywood County. Mayor Caldwell explained that he had chosen nine appointees to be the “core” of the Task Force.

- Alderman Anthony Sutton
- Police Chief David Adams
- Sheriff Greg Christopher or appointee
- Bill Guy – Open Door
- Mandy Haithcox – Pathways
- Patsy Davis – Mountain Projects
- Brandon Wilson – Veterans Services
- Teresa Pierce – Panacea
- Kevin Ensley – County Commissioner

Mayor Caldwell asked Assistant Town Manager Amie Owens to present information for the meeting.

Ms. Owens stated that the first goal was to determine what the composition of the Task Force was going to be. She said that it was great to have 32 applicants, but that was a large group, and she would like to identify who the primary stakeholders are. She added to keep in mind that there are secondary stakeholders that could still be pulled into this process as the primary Task Force gets started. Ms. Owens presented a list of who the primary stakeholders might be as follows:

- The Town of Waynesville
- Law Enforcement – Town and County
- Business owners from Frog Level, Hazelwood, and Waynesville at large
- Homeless/Former Homeless
- DSS/Health Department
- Mental Health/Substance Abuse Professionals
- Citizens

Ms. Owens said that the Homelessness Task Force could utilize resources and persons from all these entities and combined with the core appointees work together towards the goals of the Task Force. She said she would like to ask the Board to determine if there needed to be any other primary stakeholders before we try to develop how many more individuals are needed on the committee.

Ms. Owens explained that Mayor Caldwell would like to have each Alderman to submit two appointees in addition to the nine members he had chosen, which would bring the committee to a total of 17. She asked the Board if there were any other primary stakeholders they would like to be added.

Alderman Chuck Dickson reminded the Board that a grant had been written to the Dogwood Health Trust for the purpose of hiring a facilitator for the Task Force. He said that in that grant there were 4 items listed as the goals and objectives of the committee. He added that the grant would need to be spent in this calendar year.

- Research the demographics of the Homeless and the causes of homelessness
- Examine stigmatization, criminalization and discrimination associated with homelessness
- To conduct a gap analysis to identify existing community capacity and additional resources necessary to prevent temporary and chronic homelessness.
- Develop a collaborative community action plan to fill system gaps and improve existing programs

He said that one of the reasons that we want people from these different areas to on the Task Force, and the people who are chosen, should have the authority or ability to commit resources, money, personnel, and cooperation to the committee. The Task Force will join in an agreement that these are the kinds of things that we will do to help with this problem. Assistant Manager Owens added that different programs and services can be added from these agencies as the committee moves along.

In addition to the seven secondary stakeholders listed, Alderman Dickson suggested the following entities be added as primary stakeholders.

- Reach
- Haywood County Health Care Foundation
- Haywood County Schools
- Faith Based organizations
- Western Carolina Educators

Assistant Manager Owens told the Board that they need to try to keep within the confines of a manageable Task Force size.

Mayor Caldwell told the Board that no one would be appointed at this meeting, but he would like for the Board to choose their applicants and present them at the February 11, 2020 meeting. He said he hoped that the Task Force would be an ongoing committee for the Town.

Alderman Julia Freeman stated that she felt that the Task Force would need to look at all of Haywood County, not just the Town of Waynesville. She said this was a county wide problem that affect so many communities, and we have got to broaden our vision and look past our Town and bring people onboard that can address the situation and move forward.

Alderman Feichter thanked all the applicants. He said he was amazed by the applications that was received, and he hoped that there was a way for all the applicants to be part of the Task Force. He said that he knew this would be a difficult task of finding a solution to the Homelessness situation, but if there was any Town that could do it, Waynesville would be the one.

After much discussion concerning the number of persons serving on the Task Force, the Board decided to increase the number for each Aldermen to submit for appointment from two applicants to three applicants.

Alderman Dickson suggested to the Board that their three appointees be residents of Waynesville. He also stated that two of the applicants had been homeless, and he felt that one of them should serve on the Task Force.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to increase the number of appointees to the Homelessness Task Force from seventeen to twenty-one. The motion carried unanimously.***

Mayor Caldwell asked if anyone in the audience if they wished to speak.

**Ms. Amy Murphy-Nugen – Western Carolina University professor**

Ms. Nugen thanked the Board for opening the process of looking for solutions to homelessness in the community. She said she would like to work with the Task Force in any capacity, and because of her work at Western Carolina University, she feels she could be a facilitator and bring people together who have common goals and different perspectives on how to reach those goals. She stated she had 20 years of experience in affordable housing, community economic development, and addressing social determinants of health issues like homelessness.

**Brandon Wilson- Director of Veterans Services of the Carolinas Asheville Buncombe Community Christian Ministry**

Mr. Wilson said he felt he could bring a lot of different resources to the Task Force. He said he managed \$3 million dollars in grant money, and Haywood County is part of that. He said that a new grant had just been received was specifically for intensive outreach purposes. This grant would provide a case manager and two pier supports, in the streets working with law enforcement to identify homeless and link them to mental health and substance abuse programs. At that point Mr. Wilson said there would be follow ups

with the person for up to 18 months, and this would make it manageable for the homeless person to get back on their feet and be sustainable.

### **Destri Leger**

Ms. Leger stated that she served as the Regional Lead for the WNC Homeless Coalition. She is the founding Board President and case manager of HERE in Jackson County and have served on multiple committees with the North Carolina Coalition to end homelessness. HERE in Jackson County provides low barrier housing assistance regardless of income, sobriety, or mental health state. She is the regional lead of the eight county Western Carolina Homeless Coalition. Ms. Leger told the Board that she has extensive knowledge and access to resources surrounding evidence base practices in serving homeless populations, which includes mental health and substance use struggles.

### **Amy C. Hendricks**

Ms. Hendricks stated that she did not live in Waynesville, but she did live in Haywood County. Her background is in Public Health and paranalatal substance use prevention. She has participated and led health-related focus/action groups in her community. She has worked with volunteer organizations that focus on improving the lives of children. Ms. Hendricks has assisted in the creation of health-related policies for Haywood County. She explained to the Board that there was a lot of misinformation of how far harm reduction does reach. She said it was great to have the opportunity to be a part of the Task Force whether we live inside the city limits or outside the city limits.

### **Keri Guidry**

Ms. Guidry told the Board that she is Senior Case Manager at Haywood Pathways Center. She said that she worked with homeless folks daily, and they know her personally. She said that most homeless did not trust the government. Ms. Guidry said she could advocate for them and she is willing to work with the Task Force and the community to discuss the adverse effects of the homelessness in Haywood County. She said she could offer the one-on-one experience that is needed to work with homelessness.

### **Lt. Tyler Trantham**

Lieutenant Tyler Trantham from the Waynesville Police Department stated that the Police Department has been involved with the LEAD (Law Enforcement Assistant Diversion) program for many years. He explained that the LEAD was a program that instead of going to jail, the charges are diverted and referred to the case worker so that they don't keep reoffending. He said that Gariann Yochym was the LEAD case worker and she would be a good person to have in place for the Task Force. He said there was criteria for the program and certain crimes committed would not be eligible. Lt. Trantham said that Ms. Gariann Yochym could provide some financial resources to help people get off the street. He said that homelessness is just not limited to people on the street It could involve people who have had a house fire and have been displaced. The police deal with the homeless every day, and they have close relationships with a lot of them. He said that what it comes down to is it doesn't matter how much money is put into the Task Force it all comes down to having a relationship the them. Sometimes homeless people are wrapped in the same group as those who commit crimes as repeat offenders. He said there are some people who need resources, and some who will take advantage of the resources. He asked the Board to have an open mind as to what homelessness is.

### **Joey Reece**

Mr. Reece said that the last four years of his employment in law enforcement work in high density drug trafficking areas which covered Kentucky, West Virginia and Tennessee. He said that we are not going to treat or arrest our way out of this. He told the Board that if we don't get the kids early, we cannot stop the drug epidemic. This is a gray area with people, and we cannot lose our compassion, and we cannot let our compassion overrule our good judgement so that it affects the rest of the system. He asked that everyone work together towards the goals of the Task Force.

### **Dick Young**

Mr. Young said he felt that the homeless choose to live that way.

### **Bob Cummings**

Mr. Cummings moved to Waynesville from Asheville and is a Substance Abuse Prevention Specialist. He has worked in mental health, social work, and addiction treatment for over 35 years. He stated that he was assistant director and program director of Knox Area Rescue Ministries in Knoxville, Tennessee, and the Western Carolina Rescue Mission. Mr. Cummings has spent time on the streets and has struggled to find work and pay bills and received appropriate help and support from friends. He said he was involved with a church in Hazelwood that is associated with Pathways. He told the Board that they need to start early in order to stop the problems.

### **Barbara Stuteville**

Ms. Stuteville said she could bring a perspective from the homeless in Waynesville, Hazelwood, and Frog Level. She said that all they really want is love, understanding, and a safe place to be at night. Some place with guidance and where they won't be judged. She said they need someone to be with them, that you cannot put them into rehab and leave them. Ms. Stuteville said she was a recovering addict and homeless with two children. There needs be tough love to be able to pick someone up from the bottom and get them off the streets.

### **Vickie Gribble**

Ms. Gribble said she wanted the Board to remember that throughout her lifetime she and her family has been caring for neighbors, and a lot of it through the faith-based community. She asked the Board to make sure to look to local churches for the faith-based community.

### **Shelbia Hyatt**

Ms. Hyatt said she had worked with Mountain Projects for 17 years in the self-help housing program. She feels there must be accountability for yourself as well as community support. Ms. Hyatt told the Board to use the laws that are already on the books. She feels that poverty is multi-faceted. You must ask yourself how you are going to manage the goals you have set for yourself. She said she lives in Hazelwood and does not want to see the "Mayberry" image destroyed.

**Wanda Brooks**

Ms. Brooks said she grew up on the street where Pathways is in Hazelwood, and she owns a building close to Pathways. She has had much damage to her property there. Private citizens are affected, and they deserve to be safe, and keeping kids safe is very important, because they are the beginning. She has tried for five years to speak up on her own, and for five years she has been ignored.

Mayor Caldwell thanked everyone for being at the meeting and encouraged everyone to come to the Task Force meetings.

**B. ADJOURN**

*A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton to adjourn the meeting at 7:11 pm. The motion carried unanimously.*

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Eddie Ward, Town Clerk

# SIX MONTH REVIEW, CIP UPDATE, FIVE-YEAR FORECAST

Ben Turnmire

Finance Director

# 6 MONTH REVIEW – GENERAL FUND

	2020		6 Months Percent of Budget General Fund
	Revised Budget	Actual	
<b>10 - General Fund</b>			
<b>Expense</b>			
104110 - Governing Board	\$45,355	\$40,911	90.20%
104120 - Administration	\$186,670	\$138,216	74.04%
104130 - Finance	\$309,505	\$80,033	25.86%
104310 - Police Department	\$4,933,740	\$2,362,342	47.88%
104315 - Misc. Police Grant	\$93,175	\$14,482	15.54%
104340 - Fire Department	\$1,925,600	\$872,516	45.31%
104510 - Street and Sanitation	\$2,878,080	\$1,179,111	40.97%
104560 - Powell Bill	\$505,000	\$16,362	3.24%
104740 - Cemetery	\$236,785	\$83,790	35.39%
104910 - Planning & Code Enforcement	\$886,400	\$337,073	38.03%
105300 - Special Appropriations	\$273,750	\$112,083	40.94%
106120 - Parks And Recreation	\$2,637,100	\$1,084,436	41.12%
106125 - Recreation Special Projects	\$55,000	\$8,821	16.04%
109100 - Debt Service	\$391,200	\$250,082	63.93%
<b>Expense Total</b>	<b>\$15,357,360</b>	<b>\$6,580,258</b>	<b>42.85%</b>
<b>Revenue</b>			
103000 - Taxes-Ad Valorem	(\$6,051,700)	(\$4,535,676)	74.95%
103200 - Other Taxes and Licenses	(\$3,102,530)	(\$826,308)	26.63%
103300 - Unrestricted Intergovernment	(\$886,800)	(\$202,704)	22.86%
103350 - Restricted Intergovern. Rev.	(\$710,465)	(\$185,860)	26.16%
103500 - Permits And Fees	(\$232,250)	(\$239,216)	103.00%
103600 - Sales And Services	(\$2,027,500)	(\$757,207)	37.35%
103800 - All Other Revenues	(\$130,890)	(\$176,385)	134.76%
103850 - Investment Income	(\$58,850)	(\$102,405)	174.01%
103900 - Other Financing Sources	(\$2,156,375)	(\$661,419)	30.67%
<b>Revenue Total</b>	<b>(\$15,357,360)</b>	<b>(\$7,687,181)</b>	<b>50.06%</b>
<b>10 - General Fund Total</b>	<b>\$0 (\$1,106,922)</b>		

## 6 MONTH REVIEW – WATER FUND

61 - Water Fund			Water Fund
Expense			
617121 - Maintenance	\$1,843,160	\$757,141	41.08%
617122 - Treatment	\$1,557,345	\$863,237	55.43%
617125 - Administration and Finance	\$448,670	\$217,135	48.40%
619100 - Debt Service	\$0	\$0	
<b>Expense Total</b>	<b>\$3,849,175</b>	<b>\$1,837,513</b>	<b>47.74%</b>
Revenue			
613350 - Restricted Intergovern. Rev.	\$0	\$0	
613700 - Utility Revenue	(\$3,390,600)	(\$1,393,401)	41.10%
613800 - All Other Revenues	(\$1,500)	(\$778)	51.84%
613850 - Investment Income	(\$25,800)	\$0	0.00%
613900 - Other Financing Sources	(\$431,275)	\$0	0.00%
<b>Revenue Total</b>	<b>(\$3,849,175)</b>	<b>(\$1,394,178)</b>	<b>36.22%</b>
<b>61 - Water Fund Total</b>	<b>\$0</b>	<b>\$443,334</b>	

## 6 MONTH REVIEW – SEWER FUND

62 - Sewer Fund			Sewer Fund
Expense			
627121 - Maintenance	\$880,649	\$365,566	41.51%
627122 - Treatment	\$2,079,870	\$767,559	36.90%
627125 - Administration and Finance	\$398,330	\$190,555	47.84%
629100 - Debt Service	\$0	\$0	
<b>Expense Total</b>	<b>\$3,358,849</b>	<b>\$1,323,679</b>	<b>39.41%</b>
Revenue			
623200 - Other Taxes and Licenses	\$0	\$0	
623700 - Utility Revenue	(\$3,192,400)	(\$1,271,485)	39.83%
623800 - All Other Revenues	(\$400)	\$0	0.00%
623850 - Investment Income	(\$23,260)	\$0	0.00%
623900 - Other Financing Sources	(\$142,789)	\$0	0.00%
<b>Revenue Total</b>	<b>(\$3,358,849)</b>	<b>(\$1,271,485)</b>	<b>37.85%</b>
<b>62 - Sewer Fund Total</b>	<b>\$0</b>	<b>\$52,194</b>	

## 6 MONTH REVIEW – ELECTRIC FUND

63 - Electric Fund			Electric Fund
<b>Expense</b>			
637121 - Maintenance	\$1,775,325	\$925,139	52.11%
637123 - Power Purchases	\$5,915,500	\$2,230,280	37.70%
637125 - Administration and Finance	\$800,440	\$381,020	47.60%
639800 - Operating Transfers	\$1,275,600	\$637,800	50.00%
<b>Expense Total</b>	<b>\$9,766,865</b>	<b>\$4,174,239</b>	<b>42.74%</b>
<b>Revenue</b>			
633350 - RESTRICTED INTERGOVERN REV.	\$0	\$0	
633700 - Utility Revenue	(\$9,495,190)	(\$3,908,755)	41.17%
633800 - All Other Revenues	(\$194,000)	(\$11,318)	5.83%
633850 - Investment Income	(\$22,270)	\$0	0.00%
633900 - Other Financing Sources	(\$55,405)	\$0	0.00%
<b>Revenue Total</b>	<b>(\$9,766,865)</b>	<b>(\$3,920,074)</b>	<b>40.14%</b>
<b>63 - Electric Fund Total</b>	<b>\$0</b>	<b>\$254,165</b>	

**CIP UPDATE**

## ORIGINAL SUBMISSIONS

- Over 165 submissions
- \$33 Million over five years
- \$20.5 Million General Fund
- \$5.5 Million Sewer Fund
- \$1.8 Million Water Fund
- \$4.6 Million Electric Fund
- \$0.6 Million Internal Service Funds

## CIP UPDATE

- Financial Capacity over next five years = \$8.5 – \$10.5 Million
- Assessing maintenance needs vs. service expansion/improvement
- Exploring various types of debt:
  - LOBs
  - GO Bonds
  - Short Term Borrowings

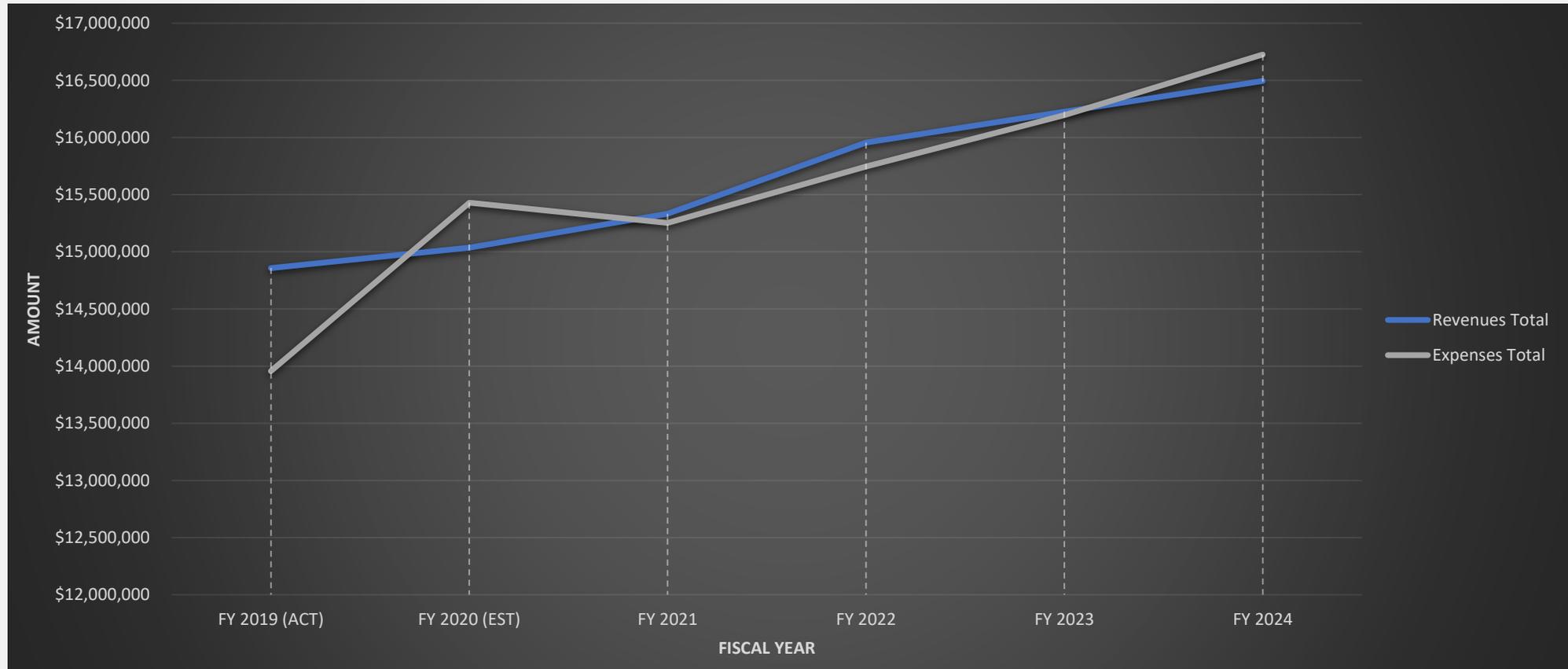
## 5 YEAR FORECAST

- Assumptions:
  - Conservative revenue growth – sustained healthy economic factors
  - Aggressive expense growth – utilizing trend analysis over 3 years of actuals
    - 2% increases in operating costs
    - 5% increases in personnel costs
  - Snapshot in time – accuracy and precision decreases over time
  - Externalities will cause the forecast to CHANGE – this also shifts assumptions.

## 5 YEAR FORECAST – GENERAL FUND

- Sustained positive sales tax growth
- Minimal property tax growth – revaluation year assuming 7% growth in base
- Transfers from other Funds remains flat
- Existing Debt Service continues to gradually decrease
- Expense growth outpaces revenue growth (Structural Gap)
- Projected use of fund balance in FY 20

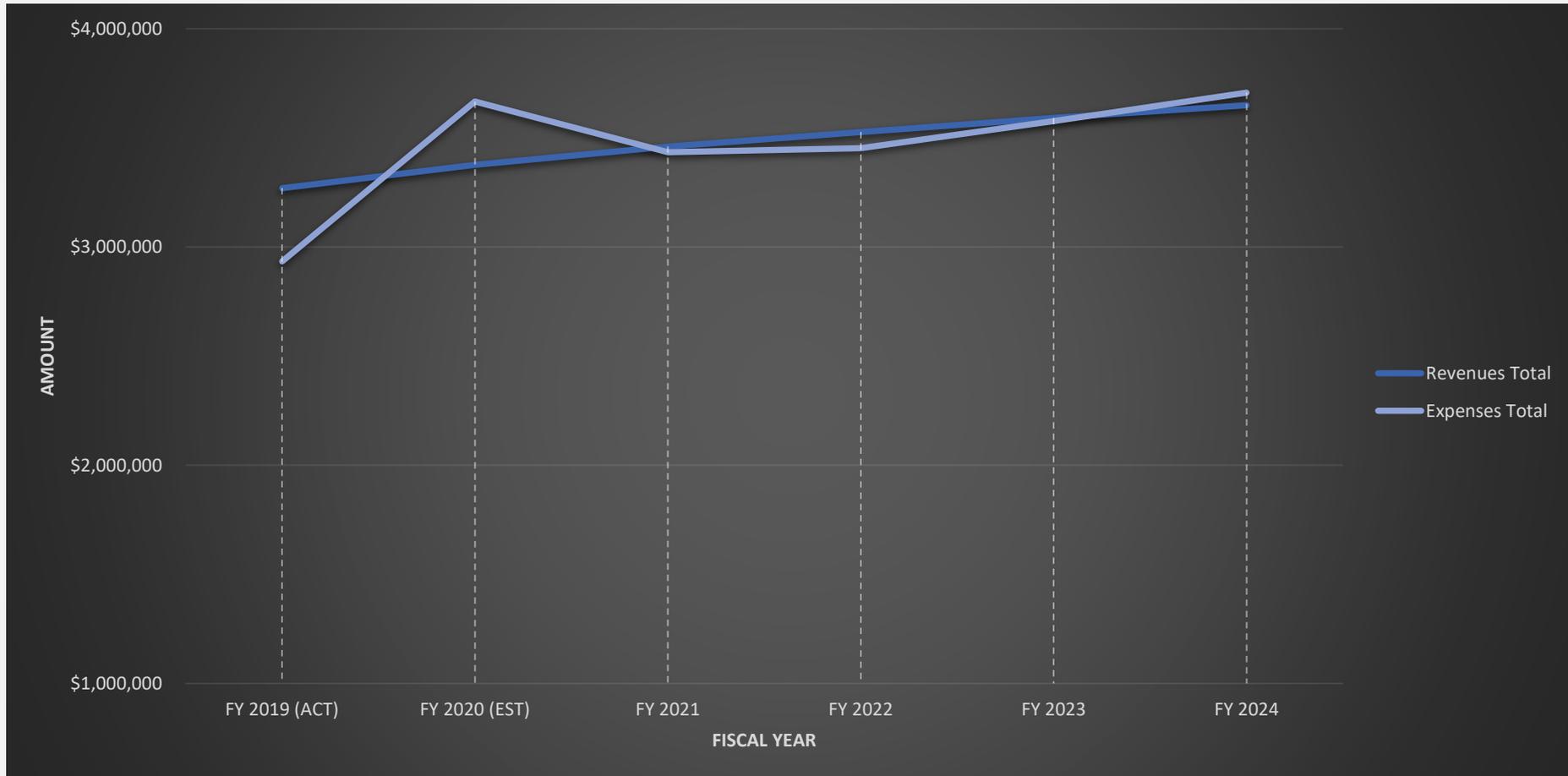
# 5 YEAR FORECAST – GENERAL FUND



## 5 YEAR FORECAST – WATER FUND

- Standard rate adjustments
- Minimal customer expansion
- Small decrease in existing debt service
- Zero interfund transfers
- Capital spending remains flat
- Projected use of fund balance in FY 20

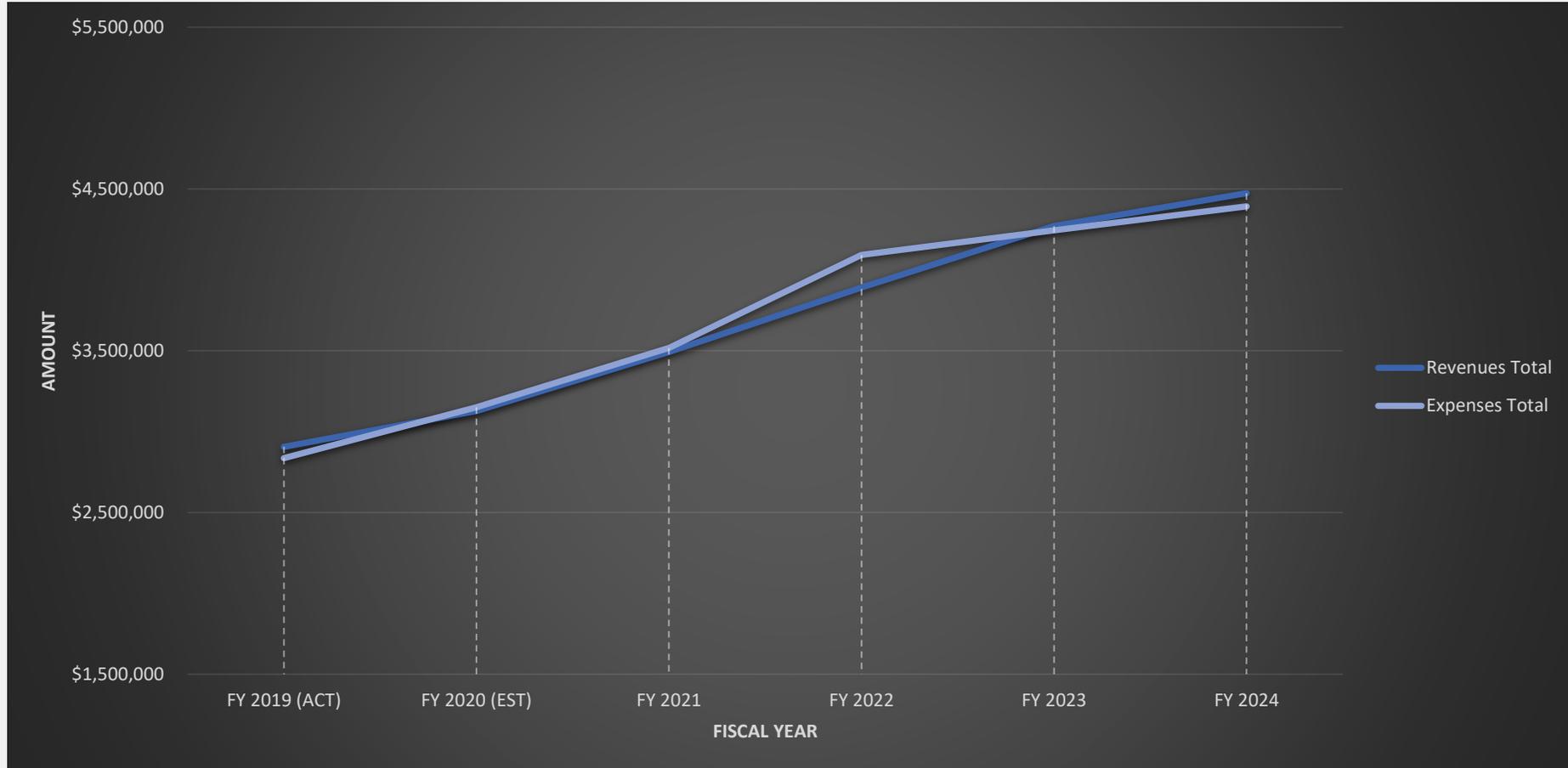
# 5 YEAR FORECAST – WATER FUND



## 5 YEAR FORECAST – SEWER FUND

- Yearly rate increases to account for WWTP rehab
- WWTP Debt Service
- Projected use of Fund Balance FY21 – FY22
- Capital spending remains flat

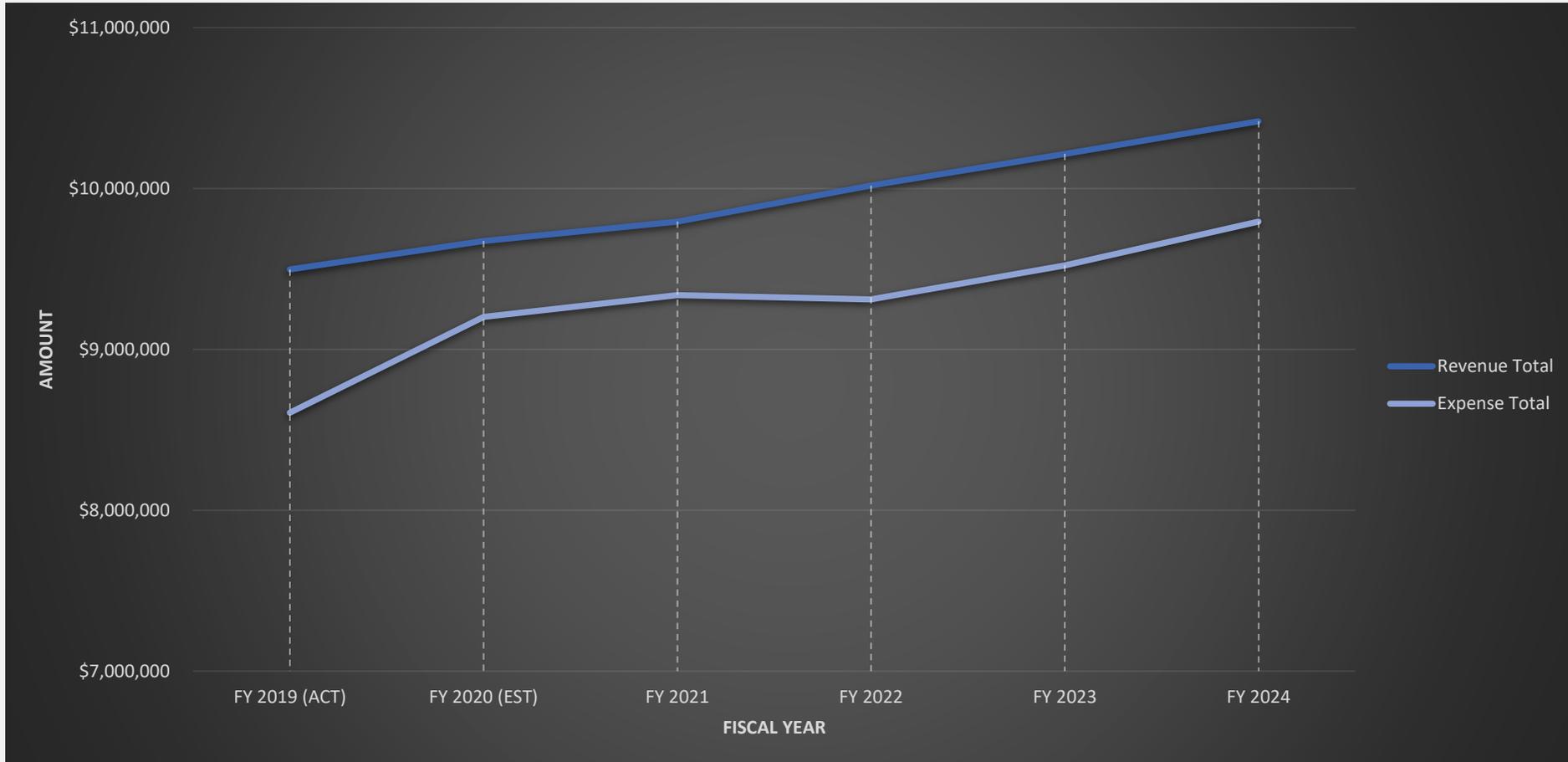
# 5 YEAR FORECAST – SEWER FUND



## 5 YEAR FORECAST – ELECTRIC FUND

- Standard rate adjustments
- Power Purchase costs increasing over time
- Transfer to General Fund remains flat
- Substantial reduction in debt service by FY 23

# 5 YEAR FORECAST – ELECTRIC FUND



## CONCLUSIONS

- General Fund will continue to be pressured by expense growth.
- Impact of mandatory personnel increases (retirement contributions)
- Enterprise Funds must remain stable through constant rate analysis
- Examine the impact of debt to address capital needs
- Preparing reserves for economic retraction
- Analyzing operational costs for efficiencies

## RECREATION MEMBERSHIP RATES

Consideration	Amount
FY 19 Recreation Budget	\$ 2,461,775
FY 19 Recreation Revenue – Memberships/Passes	\$ 553,597
Ad Valorem Tax Subsidy of Recreation	\$ 1,045,662 – 16%
Additional Fees needed to eliminate subsidy	\$ 550,000
Estimated revenue generated by outside rates	\$ 110,000
Difference in Subsidy	\$ 440,000

General Fund	FY 2019 (ACT)	FY 2020 (EST)	FY 2021	FY 2022	FY 2023	FY 2024
Assessed Property	1,257,361,995	1,272,450,339	1,290,264,644	1,380,583,169	1,398,530,750	1,419,508,711
Assumed Growth		1.2%	1.4%	7.0%	1.3%	1.5%
Tax Rate	\$0.4957	\$0.4957	\$0.4957	\$0.4957	\$0.4957	\$0.4957
Collection Rate	96.9%	96.5%	96.5%	96.5%	96.5%	96.5%
Property Tax	\$6,039,528	\$6,086,773	\$6,171,987	\$6,604,026	\$6,689,879	\$6,790,227
Prior Year Taxes	\$235,000	\$155,000	\$145,000	\$125,000	\$120,000	\$115,000
Sales Tax	\$3,082,935	\$3,212,418	\$3,328,065	\$3,447,876	\$3,551,312	\$3,632,992
Assumed Growth		4.2%	3.6%	3.6%	3.0%	2.3%
All other Revenues	\$4,125,000	\$4,207,500	\$4,312,688	\$4,403,254	\$4,491,319	\$4,581,145
Assumed Growth		2.0%	2.5%	2.1%	2.0%	2.0%
Transfers	\$1,375,600	\$1,375,600	\$1,375,600	\$1,375,000	\$1,375,000	\$1,375,000
<b>Revenues Total</b>	<b>\$14,858,063</b>	<b>\$15,037,291</b>	<b>\$15,333,340</b>	<b>\$15,955,156</b>	<b>\$16,227,510</b>	<b>\$16,494,365</b>
Percent Growth		1.2%	2.0%	4.1%	1.7%	1.6%
Personnel & Fringe	\$8,551,894	\$9,387,617	\$9,810,060	\$10,300,563	\$10,712,585	\$11,141,089
Operating	\$4,451,192	\$5,442,472	\$4,843,800	\$4,950,364	\$5,049,371	\$5,150,358
Debt Service	\$954,000	\$600,000	\$600,000	\$495,000	\$435,000	\$435,000
New Debt Service						
<b>Expenses Total</b>	<b>\$13,957,086</b>	<b>\$15,430,089</b>	<b>\$15,253,860</b>	<b>\$15,745,926</b>	<b>\$16,196,956</b>	<b>\$16,726,447</b>
Percent Growth		10.6%	-1.1%	3.2%	2.9%	3.3%
Revenue Over/(Under) Exp.	<b>\$900,977</b>	<b>(\$392,798)</b>	<b>\$79,480</b>	<b>\$209,230</b>	<b>\$30,554</b>	<b>(\$232,083)</b>

Water Fund	FY 2019 (ACT)	FY 2020 (EST)	FY 2021	FY 2022	FY 2023	FY 2024
Water Charges	\$3,152,651	\$3,271,685	\$3,346,934	\$3,420,566	\$3,495,819	\$3,565,735
Assumed Growth		3.6%	2.3%	2.2%	2.2%	2.0%
Taps & Connections	\$48,059	\$40,000	\$45,000	\$40,000	\$38,000	\$35,000
Capacity Fee	\$20,167	\$25,000	\$28,000	\$30,000	\$25,000	\$20,000
All other Revenues	\$48,818	\$40,000	\$40,000	\$36,000	\$32,000	\$28,000
<b>Revenues Total</b>	<b>\$3,269,695</b>	<b>\$3,376,685</b>	<b>\$3,459,934</b>	<b>\$3,526,566</b>	<b>\$3,590,819</b>	<b>\$3,648,735</b>
Percent Growth		3.2%	2.4%	1.9%	1.8%	1.6%
Personnel & Fringe	\$1,503,455	\$1,722,100	\$1,808,205	\$1,898,615	\$1,993,546	\$2,093,223
Operating	\$1,249,965	\$1,764,003	\$1,445,230	\$1,474,135	\$1,503,617	\$1,533,690
Existing Debt Service	\$180,838	\$180,000	\$180,000	\$80,000	\$80,000	\$80,000
New Debt Service						
<b>Expenses Total</b>	<b>\$2,934,258</b>	<b>\$3,666,103</b>	<b>\$3,433,435</b>	<b>\$3,452,750</b>	<b>\$3,577,163</b>	<b>\$3,706,913</b>
Percent Growth		20.0%	-6.8%	0.6%	3.5%	3.5%
<b>Revenue Over/(Under) Exp.</b>	<b>\$335,437</b>	<b>\$(289,418)</b>	<b>\$26,499</b>	<b>\$73,816</b>	<b>\$13,655</b>	<b>\$(58,178)</b>

Sewer Fund	FY 2019 (ACT)	FY 2020 (EST)	FY 2021	FY 2022	FY 2023	FY 2024
Sewer Charges	\$2,809,568	\$3,041,568	\$3,406,556	\$3,815,343	\$4,196,877	\$4,406,721
Percent Growth		7.6%	12.0%	12.0%	10.0%	5.0%
Taps & Connections	\$19,250	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000
Capacity Fee	\$14,666	\$10,000	\$15,000	\$10,000	\$10,000	\$8,000
All other Revenues	\$62,022	\$55,000	\$55,000	\$50,000	\$48,000	\$44,000
<b>Revenues Total</b>	<b>\$2,905,506</b>	<b>\$3,126,568</b>	<b>\$3,491,556</b>	<b>\$3,890,343</b>	<b>\$4,269,877</b>	<b>\$4,473,721</b>
Percent Growth		7.1%	10.5%	10.3%	8.9%	4.6%
Personnel & Fringe	\$1,650,524	\$1,783,248	\$1,872,410	\$1,966,031	\$2,064,332	\$2,167,549
Operating	\$1,184,455	\$1,367,185	\$1,394,529	\$1,450,310	\$1,479,316	\$1,508,902
Existing Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Debt Service		\$ -	\$250,000	\$675,000	\$700,000	\$715,000
<b>Expenses Total</b>	<b>\$2,834,979</b>	<b>\$3,150,433</b>	<b>\$3,516,939</b>	<b>\$4,091,341</b>	<b>\$4,243,649</b>	<b>\$4,391,451</b>
Percent Growth		10.0%	10.4%	14.0%	3.6%	3.4%
<b>Revenues Over/(Under) Exp.</b>	<b>\$70,527</b>	<b>\$(23,865)</b>	<b>\$(25,383)</b>	<b>\$(200,998)</b>	<b>\$26,229</b>	<b>\$82,270</b>

Electric Fund	FY 2019 (ACT)	FY 2020 (EST)	FY 2021	FY 2022	FY 2023	FY 2024
Electric Charges	\$8,792,663	\$8,828,516	\$9,049,229	\$9,275,460	\$9,479,520	\$9,688,069
Percent Growth		0.4%	2.5%	2.5%	2.2%	2.2%
Security & Street Lights	\$170,305	\$170,305	\$170,305	\$170,305	\$170,305	\$170,305
Sales Tax Charges	\$460,014	\$465,415	\$492,300	\$494,200	\$488,700	\$485,650
All other Revenues	\$73,704	\$209,935	\$83,000	\$78,000	\$76,500	\$74,000
<b>Revenues Total</b>	<b>\$9,496,686</b>	<b>\$9,674,171</b>	<b>\$9,794,834</b>	<b>\$10,017,965</b>	<b>\$10,215,025</b>	<b>\$10,418,024</b>
Percent Growth		1.8%	1.2%	2.2%	1.9%	1.9%
Personnel & Fringe	\$1,177,399	\$1,370,816	\$1,439,357	\$1,511,325	\$1,586,891	\$1,666,235
Operating	\$313,815	\$566,950	\$481,908	\$506,003	\$531,303	\$557,868
Purchase Power	\$5,508,920	\$5,657,750	\$5,810,509	\$5,967,393	\$6,128,513	\$6,293,982
Transfer to General	\$1,275,600	\$1,275,600	\$1,275,600	\$1,275,600	\$1,275,600	\$1,275,600
Existing Debt Service	\$330,000	\$330,000	\$330,000	\$50,000	\$ -	\$ -
New Debt Service						
<b>Expenses Total</b>	<b>\$8,605,734</b>	<b>\$9,201,116</b>	<b>\$9,337,374</b>	<b>\$9,310,321</b>	<b>\$9,522,307</b>	<b>\$9,793,686</b>
Percent Growth		6.5%	1.5%	-0.3%	2.2%	2.8%
<b>Revenues Over/(Under) Exp.</b>	<b>\$890,952</b>	<b>\$473,055</b>	<b>\$457,460</b>	<b>\$707,644</b>	<b>\$692,718</b>	<b>\$624,338</b>

Sum of Amount	Column Labels						
Row Labels	2021	2022	2023	2024	2025 (blank)	Grand Total	
<b>General</b>	\$ 2,789,200	\$ 7,311,000	\$ 5,064,000	\$ 2,926,500	\$ 1,855,000		\$ 19,945,700
<b>Cemetery</b>	\$ 53,000	\$ 30,000	\$ 47,000				\$ 130,000
John Deere Gator 625i			\$ 12,000				\$ 12,000
Replace 2011 F-150 #1030			\$ 35,000				\$ 35,000
Cemetery Software Upgrade	\$ 25,000						\$ 25,000
Cemetery House Upgrades	\$ 20,000	\$ 30,000					\$ 50,000
Entrance Signage	\$ 8,000						\$ 8,000
<b>Fire</b>	\$ 365,000	\$ 5,875,000	\$ 2,875,000	\$ 450,000			\$ 9,565,000
Rescue Equipment		\$ 75,000					\$ 75,000
Replace Ford Explorer SUV with Truck	\$ 40,000						\$ 40,000
Station 2		\$ 4,500,000					\$ 4,500,000
New Tanker - Replace 1992	\$ 325,000						\$ 325,000
New Ladder - Replace 1994		\$ 1,300,000					\$ 1,300,000
New Engine - Replace 1998			\$ 625,000				\$ 625,000
Rescue Truck (New)				\$ 450,000			\$ 450,000
Addition to Station 1			\$ 2,250,000				\$ 2,250,000
<b>Planning</b>	\$ 426,200	\$ 50,000	\$ 32,000				\$ 508,200
2 Laptops	\$ 3,000						\$ 3,000
4 tablets	\$ 3,200						\$ 3,200
Replacement of Durango		\$ 30,000					\$ 30,000
New Vehicle - SUV/AWD			\$ 32,000				\$ 32,000
Bridge - Schulhofer	\$ 400,000						\$ 400,000
Calvery/Craven	\$ 20,000						\$ 20,000
Main Street Design Updates		\$ 20,000					\$ 20,000
<b>Powell Bill</b>	\$ 280,000	\$ 400,000	\$ 1,165,000	\$ 700,000	\$ 350,000		\$ 2,895,000
Walnut St Box Culvert			\$ 75,000	\$ 300,000			\$ 375,000
Rail Road Crossing Maint.	\$ 30,000	\$ 35,000	\$ 40,000				\$ 105,000
Paving	\$ 250,000	\$ 300,000	\$ 250,000	\$ 325,000	\$ 350,000		\$ 1,475,000
Smathers Bridge (1926)			\$ 800,000				\$ 800,000
Bridge Maintenance		\$ 65,000		\$ 75,000			\$ 140,000
<b>Recreation</b>	\$ 1,060,000	\$ 567,000	\$ 230,000	\$ 1,473,000	\$ 1,035,000		\$ 4,365,000
Aerobic Room Expansion				\$ 700,000			\$ 700,000
Ampitheater	\$ 120,000						\$ 120,000
Cardio Equipment			\$ 200,000				\$ 200,000
East Street Park Playground		\$ 150,000					\$ 150,000
Hazelwood Park Playground		\$ 150,000					\$ 150,000
Old Armory Gym Ceiling			\$ 30,000				\$ 30,000
Pool Divider Curtain				\$ 8,000			\$ 8,000
Pool Gutters		\$ 50,000					\$ 50,000
Reasphalt Outdoor Track		\$ 60,000					\$ 60,000
Reasphalt Parking Lots		\$ 125,000					\$ 125,000
Rebuild Tennis Courts	\$ 300,000						\$ 300,000
Rec Center Locker Room Restoration				\$ 15,000			\$ 15,000
Resurface Gym Floor - Armory					\$ 35,000		\$ 35,000
Security Cameras		\$ 32,000					\$ 32,000
Shade Sails - All Abilities Playground				\$ 50,000			\$ 50,000
Spray Ground/Splash Pad	\$ 500,000						\$ 500,000
Therapy Pool					\$ 1,000,000		\$ 1,000,000
Universal Playground - Phase 2	\$ 140,000						\$ 140,000
Weight Room Expansion				\$ 700,000			\$ 700,000
<b>Streets &amp; Sanitation</b>	\$ 260,000	\$ 70,000	\$ 540,000	\$ 103,500	\$ 280,000		\$ 1,253,500
LCT 600 Leaf Vac	\$ 25,000			\$ 26,500			\$ 51,500
Backhoe 4X4 555E			\$ 100,000				\$ 100,000
33000 GVW Cab & Chasis (513)	\$ 150,000						\$ 150,000
F550 Dump (405)		\$ 70,000					\$ 70,000
F550 Dump (431)			\$ 75,000				\$ 75,000
F550 Utility Body (401)				\$ 77,000			\$ 77,000
35000 GVW Dump (427)	\$ 85,000						\$ 85,000
35000 GVW Dump			\$ 85,000				\$ 85,000
Front Load Trash Truck			\$ 280,000		\$ 280,000		\$ 560,000
<b>Police</b>	\$ 345,000	\$ 289,000	\$ 175,000	\$ 200,000	\$ 190,000		\$ 1,199,000
Body Cameras	\$ 45,000						\$ 45,000
Hand Held Radios					\$ 15,000		\$ 15,000
Tasers		\$ 60,000					\$ 60,000
Handgun Rotation(Guns,Lights,Holsters)		\$ 14,000					\$ 14,000
Regular Vehicle Rotation	\$ 160,000	\$ 160,000	\$ 135,000	\$ 145,000	\$ 135,000		\$ 735,000
Patrol Ready Vehicle Equipment	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 200,000
SRT Room Expansion	\$ 85,000						\$ 85,000
PD Expansion into Planning	\$ 15,000						\$ 15,000
K9 Rotation		\$ 15,000		\$ 15,000			\$ 30,000

Finance		\$ 30,000					\$ 30,000
Meter Reading Vehicle		\$ 30,000					\$ 30,000
<b>Sewer</b>	<b>\$</b>	<b>1,034,500</b>	<b>\$ 1,761,000</b>	<b>\$ 980,400</b>	<b>\$ 848,000</b>	<b>\$ 862,200</b>	<b>\$ 5,486,100</b>
<b>Sewer Maintenance</b>	<b>\$</b>	<b>477,000</b>	<b>\$ 1,123,000</b>	<b>\$ 696,900</b>	<b>\$ 608,000</b>	<b>\$ 661,700</b>	<b>\$ 3,566,600</b>
2009 Bobcat 435 Excavator	\$	95,000					\$ 95,000
Nozzel/cutter tools	\$	54,000					\$ 54,000
Boring Tools			\$ 105,000				\$ 105,000
Excavator			\$ 68,000				\$ 68,000
Future Equipment				\$ 56,900	\$ 56,000	\$ 56,700	\$ 169,600
2014 Concrete Cutter Saw (69 HP)					\$ 35,000		\$ 35,000
Crawler Camera				\$ 100,000			\$ 100,000
Skid Steer Loader					\$ 45,000		\$ 45,000
Excavator (2)						\$ 100,000	\$ 100,000
Vactor Truck (Vac-All)			\$ 415,000				\$ 415,000
Heavy Duty Pickup	\$	36,000					\$ 36,000
Utility Truck			\$ 65,000				\$ 65,000
Pickup Truck			\$ 40,000		\$ 45,000		\$ 85,000
Dump Truck				\$ 135,000			\$ 135,000
Dump Truck (2)						\$ 80,000	\$ 80,000
Smoke Testing	\$	75,000	\$ 100,000	\$ 100,000	\$ 45,000		\$ 320,000
Slip Lining	\$	100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 200,000	\$ 650,000
Misc. Line Repair	\$	30,000	\$ 160,000	\$ 165,000	\$ 170,000	\$ 175,000	\$ 700,000
Misc Tools and Capital	\$	47,000	\$ 70,000	\$ 40,000	\$ 62,000	\$ 50,000	\$ 269,000
Enclosed Building	\$	40,000					\$ 40,000
<b>Sewer Treatment</b>	<b>\$</b>	<b>557,500</b>	<b>\$ 638,000</b>	<b>\$ 283,500</b>	<b>\$ 240,000</b>	<b>\$ 200,500</b>	<b>\$ 1,919,500</b>
Various Equipment			\$ 130,000	\$ 40,000	\$ 45,000	\$ 55,000	\$ 270,000
Large Rubber-tiered Loader			\$ 162,000				\$ 162,000
Gator UTV			\$ 50,000				\$ 50,000
Misc. Tools	\$	17,500	\$ 18,000	\$ 18,500	\$ 20,000	\$ 20,500	\$ 94,500
Chlorine Leak Kit Replacement			\$ 18,000				\$ 18,000
Lab Equipment Upgrades						\$ 75,000	\$ 75,000
F-750 Dump Truck	\$	150,000					\$ 150,000
Howell Mill Bar Screen					\$ 175,000		\$ 175,000
Lime Stabilization Rebuild				\$ 225,000			\$ 225,000
In-Flow Monitoring						\$ 50,000	\$ 50,000
Trackhoe	\$	150,000					\$ 150,000
Z Track Lawn Mower	\$	20,000					\$ 20,000
Lime Equipment Heat Panel & Silo Panel	\$	35,000					\$ 35,000
Belt Press Panel	\$	30,000					\$ 30,000
Chlorine Building Electrical			\$ 20,000				\$ 20,000
Pug Mill for Lime Equipment			\$ 200,000				\$ 200,000
Grit Seperator	\$	70,000					\$ 70,000
Sampler	\$	10,000					\$ 10,000
Scissor Lift			\$ 40,000				\$ 40,000
10 inch secondary return motor	\$	75,000					\$ 75,000
<b>Water</b>	<b>\$</b>	<b>500,000</b>	<b>\$ 200,000</b>	<b>\$ 225,000</b>	<b>\$ 376,000</b>	<b>\$ 423,000</b>	<b>\$ 1,724,000</b>
<b>Water Maintenance</b>	<b>\$</b>	<b>340,000</b>	<b>\$ 85,000</b>	<b>\$ 120,000</b>	<b>\$ 151,000</b>	<b>\$ 203,000</b>	<b>\$ 899,000</b>
2005 Skidsteer Loader Replacement				\$ 45,000			\$ 45,000
Replace Bobcat 435 Excavator	\$	125,000					\$ 125,000
Utility Trailer					\$ 10,000		\$ 10,000
Bobcat E50 Excavator						\$ 85,000	\$ 85,000
22 Foot Tilt Trailer				\$ 10,000			\$ 10,000
Wacker Trench Roller						\$ 20,000	\$ 20,000
Core Drilling Machine						\$ 15,000	\$ 15,000
Grundomat Tool						\$ 10,000	\$ 10,000
2014 7X14 Dump Trailer						\$ 8,000	\$ 8,000
2015 135G Excavator							
2015 Equipment Trailer							
Ingersollrand 185 Air Comp			\$ 20,000				\$ 20,000
Locater Vehicle					\$ 38,000		\$ 38,000
Pump Maint Vehicle					\$ 38,000		\$ 38,000
Scada Upgrades	\$	100,000					\$ 100,000
Tank & Pump Station Upgrades	\$	65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
Browning Branch Pump Station	\$	50,000					\$ 50,000
<b>Water Treatment</b>	<b>\$</b>	<b>160,000</b>	<b>\$ 115,000</b>	<b>\$ 105,000</b>	<b>\$ 225,000</b>	<b>\$ 220,000</b>	<b>\$ 825,000</b>
Mushroom Tank (HFS)			\$ 30,000				\$ 30,000
Mushroom Tank (Caustic)			\$ 30,000				\$ 30,000
Alum/Caustic Tank Dyke						\$ 35,000	\$ 35,000
Filter/Process Turbidimeters				\$ 25,000			\$ 25,000
Regal Chlorinators	\$	15,000					\$ 15,000
Dredge				\$ 50,000			\$ 50,000
40 hp Backwash Pumps (2)			\$ 30,000				\$ 30,000
Big Cove Telemeter					\$ 16,000		\$ 16,000
Alum Storage Tank						\$ 35,000	\$ 35,000

Generac Generator						\$ 60,000	\$ 60,000
W&T Feed Pumps Alum (2)						\$ 10,000	\$ 10,000
W&T Feed Pumps Caustic (2)						\$ 10,000	\$ 10,000
SCADA System Upgrades					\$ 30,000		\$ 30,000
Filter Valve Actuators					\$ 150,000		\$ 150,000
Alum/Caustic Day Tanks	\$ 20,000						\$ 20,000
Chlorine Cylinder Scales	\$ 15,000						\$ 15,000
2016 Ford F-150 Supercab			\$ 30,000				\$ 30,000
2014 Ford F-150		\$ 25,000					\$ 25,000
2017 Ford Explorer					\$ 29,000		\$ 29,000
Pipe Gallery Paint						\$ 70,000	\$ 70,000
Electric Gates/CCTV	\$ 50,000						\$ 50,000
Replace Waste valves & Accuators	\$ 60,000						\$ 60,000
<b>Assest Man</b>	<b>\$ 110,000</b>	<b>\$ 40,000</b>	<b>\$ 209,000</b>	<b>\$ 55,000</b>	<b>\$ 74,000</b>		<b>\$ 488,000</b>
<b>Inside Fac</b>	<b>\$ 105,000</b>	<b>\$ 30,000</b>	<b>\$ 180,000</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>		<b>\$ 390,000</b>
HVAC Replacements	\$ 20,000		\$ 25,000				\$ 45,000
Misc. Building Improvements	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000		\$ 70,000
WPAC Public Art	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 100,000
Municipal Building Roof	\$ 30,000						\$ 30,000
PW Employee Parking Improvements	\$ 25,000						\$ 25,000
Finance Building Upgrades/Offices			\$ 120,000				\$ 120,000
<b>Outside Fac</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 29,000</b>	<b>\$ 20,000</b>	<b>\$ 34,000</b>		<b>\$ 98,000</b>
John Deere Z930 M Z Mower			\$ 14,000				\$ 14,000
John Deere XUV 625i Gator					\$ 14,000		\$ 14,000
Misc. Outside Improvements	\$ 5,000	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000		\$ 70,000
<b>Garage</b>	<b>\$ 40,000</b>				<b>\$ 75,000</b>		<b>\$ 115,000</b>
<b>Garage</b>	<b>\$ 40,000</b>				<b>\$ 75,000</b>		<b>\$ 115,000</b>
Mobile Column Lift- 22,000 LB					\$ 35,000		\$ 35,000
25,000 LB Vehicle Lift					\$ 40,000		\$ 40,000
Fule Island Improvements	\$ 40,000						\$ 40,000
<b>Electric</b>	<b>\$ 705,000</b>	<b>\$ 150,000</b>	<b>\$ 3,650,000</b>	<b>\$ 125,000</b>			<b>\$ 4,630,000</b>
<b>Electric</b>	<b>\$ 705,000</b>	<b>\$ 150,000</b>	<b>\$ 3,650,000</b>	<b>\$ 125,000</b>			<b>\$ 4,630,000</b>
Trackhoe				\$ 125,000			\$ 125,000
Power Generation Facility			\$ 3,500,000				\$ 3,500,000
Downtown Decorative Lighting	\$ 155,000						\$ 155,000
Line Truck		\$ 150,000					\$ 150,000
Bucket Truck/Material Handler			\$ 150,000				\$ 150,000
Service Bucket	\$ 150,000						\$ 150,000
Metering System Upgrades (Software, Handhelds, Meters)	\$ 400,000						\$ 400,000
<b>Grand Total</b>	<b>\$ 5,178,700</b>	<b>\$ 9,462,000</b>	<b>\$ 10,128,400</b>	<b>\$ 4,330,500</b>	<b>\$ 3,289,200</b>		<b>\$ 32,388,800</b>

Sum of Amount	Column Labels					
Row Labels	2021	2022	2023	2024	2025	Grand Total
<b>General</b>	\$ 1,569,200	\$ 1,479,000	\$ 515,000	\$ 470,000	\$ 940,000	\$ 4,973,200
<b>Cemetery</b>	\$ 8,000	\$ 25,000	\$ 20,000		\$ 30,000	\$ 83,000
Cemetery Software Upgrade		\$ 25,000				\$ 25,000
Cemetery House Upgrades			\$ 20,000		\$ 30,000	\$ 50,000
Entrance Signage	\$ 8,000					\$ 8,000
<b>Fire</b>	\$ 625,000	\$ 325,000	\$ 40,000			\$ 990,000
Replace Ford Explorer SUV with Truck			\$ 40,000			\$ 40,000
New Tanker - Replace 1992		\$ 325,000				\$ 325,000
New Engine - Replace 1998	\$ 625,000					\$ 625,000
<b>Planning</b>	\$ 406,200		\$ 20,000			\$ 426,200
2 Laptops	\$ 3,000					\$ 3,000
4 tablets	\$ 3,200					\$ 3,200
Bridge - Schulhofer	\$ 400,000					\$ 400,000
Calvery/Craven			\$ 20,000			\$ 20,000
<b>Powell Bill</b>	\$ 280,000	\$ 300,000	\$ 200,000	\$ 325,000	\$ 275,000	\$ 1,380,000
Rail Road Crossing Maint.	\$ 30,000					\$ 30,000
Paving	\$ 250,000	\$ 300,000	\$ 200,000	\$ 250,000	\$ 275,000	\$ 1,275,000
Bridge Maintenance				\$ 75,000		\$ 75,000
<b>Recreation</b>	\$ 120,000	\$ 500,000		\$ 60,000	\$ 140,000	\$ 820,000
Amphitheater	\$ 120,000					\$ 120,000
Reasphalt Outdoor Track				\$ 60,000		\$ 60,000
Spray Ground/Splash Pad		\$ 500,000				\$ 500,000
Universal Playground - Phase 2					\$ 140,000	\$ 140,000
<b>Streets &amp; Sanitation</b>	\$ 85,000	\$ 70,000	\$ 175,000		\$ 280,000	\$ 610,000
LCT 600 Leaf Vac			\$ 25,000			\$ 25,000
33000 GVW Cab & Chasis (513)			\$ 150,000			\$ 150,000
F550 Dump (405)		\$ 70,000				\$ 70,000
35000 GVW Dump (427)	\$ 85,000					\$ 85,000
Front Load Trash Truck					\$ 280,000	\$ 280,000
<b>Police</b>	\$ 45,000	\$ 229,000	\$ 60,000	\$ 85,000	\$ 215,000	\$ 634,000
Body Cameras	\$ 45,000					\$ 45,000
Tasers			\$ 60,000			\$ 60,000
Handgun Rotation(Guns,Lights,Holsters)		\$ 14,000				\$ 14,000
Regular Vehicle Rotation		\$ 160,000			\$ 160,000	\$ 320,000
Patrol Ready Vehicle Equipment		\$ 40,000			\$ 40,000	\$ 80,000
SRT Room Expansion				\$ 85,000		\$ 85,000
PD Expansion into Planning					\$ 15,000	\$ 15,000
K9 Rotation		\$ 15,000				\$ 15,000
<b>Finance</b>		\$ 30,000				\$ 30,000
Meter Reading Vehicle		\$ 30,000				\$ 30,000
<b>Sewer</b>	\$ 315,000	\$ 723,000	\$ 1,422,500	\$ 473,000	\$ 289,000	\$ 3,222,500
<b>Sewer Maintenance</b>	\$ 205,000	\$ 501,000	\$ 865,000	\$ 353,000	\$ 271,000	\$ 2,195,000
2009 Bobcat 435 Excavator			\$ 95,000			\$ 95,000
Nozzel/cutter tools		\$ 54,000				\$ 54,000
Boring Tools			\$ 105,000			\$ 105,000
Excavator				\$ 68,000		\$ 68,000
Vactor Truck (Vac-All)			\$ 415,000			\$ 415,000
Heavy Duty Pickup					\$ 36,000	\$ 36,000
Utility Truck			\$ 65,000			\$ 65,000
Pickup Truck		\$ 40,000				\$ 40,000
Smoke Testing	\$ 75,000	\$ 100,000	\$ 45,000	\$ 45,000	\$ 75,000	\$ 340,000
Slip Lining	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Misc. Line Repair	\$ 30,000	\$ 160,000	\$ 40,000	\$ 70,000	\$ 60,000	\$ 360,000
Misc Tools and Capital		\$ 47,000		\$ 70,000		\$ 117,000
<b>Sewer Treatment</b>	\$ 110,000	\$ 222,000	\$ 557,500	\$ 120,000	\$ 18,000	\$ 1,027,500
Various Equipment			\$ 130,000			\$ 130,000
Large Rubber-tiered Loader		\$ 162,000				\$ 162,000
Gator UTV				\$ 50,000		\$ 50,000
Misc. Tools			\$ 17,500		\$ 18,000	\$ 35,500
F-750 Dump Truck			\$ 150,000			\$ 150,000
Z Track Lawn Mower			\$ 20,000			\$ 20,000
Lime Equipment Heat Panel & Silo Panel	\$ 35,000					\$ 35,000
Belt Press Panel		\$ 30,000				\$ 30,000
Chlorine Building Electrical		\$ 20,000				\$ 20,000
Pug Mill for Lime Equipment			\$ 200,000			\$ 200,000
Grit Seperator				\$ 70,000		\$ 70,000
Sampler		\$ 10,000				\$ 10,000

Scissor Lift				\$ 40,000		\$ 40,000
10 inch secondary return motor	\$ 75,000					\$ 75,000
<b>Water</b>	<b>\$ 305,000</b>	<b>\$ 135,000</b>	<b>\$ 45,000</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>	<b>\$ 635,000</b>
<b>Water Maintenance</b>	<b>\$ 150,000</b>	<b>\$ 85,000</b>			<b>\$ 125,000</b>	<b>\$ 360,000</b>
Replace Bobcat 435 Excavator					\$ 125,000	\$ 125,000
Ingersollrand 185 Air Comp		\$ 20,000				\$ 20,000
Scada Upgrades	\$ 100,000					\$ 100,000
Tank & Pump Station Upgrades		\$ 65,000				\$ 65,000
Browning Branch Pump Station	\$ 50,000					\$ 50,000
<b>Water Treatment</b>	<b>\$ 155,000</b>	<b>\$ 50,000</b>	<b>\$ 45,000</b>	<b>\$ 25,000</b>		<b>\$ 275,000</b>
Mushroom Tank (HFS)	\$ 30,000					\$ 30,000
Mushroom Tank (Caustic)		\$ 30,000				\$ 30,000
Regal Chlorinators	\$ 15,000					\$ 15,000
40 hp Backwash Pumps (2)			\$ 30,000			\$ 30,000
Alum/Caustic Day Tanks		\$ 20,000				\$ 20,000
Chlorine Cylinder Scales			\$ 15,000			\$ 15,000
2014 Ford F-150				\$ 25,000		\$ 25,000
Electric Gates/CCTV	\$ 50,000					\$ 50,000
Replace Waste valves & Actuators	\$ 60,000					\$ 60,000
<b>Assest Man</b>	<b>\$ 45,000</b>	<b>\$ 40,000</b>	<b>\$ 35,000</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 150,000</b>
<b>Inside Fac</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 35,000</b>		<b>\$ 20,000</b>	<b>\$ 135,000</b>
HVAC Replacements		\$ 20,000				\$ 20,000
Misc. Building Improvements	\$ 10,000		\$ 10,000			\$ 20,000
WPAC Public Art		\$ 20,000			\$ 20,000	\$ 40,000
Municipal Building Roof	\$ 30,000					\$ 30,000
PW Employee Parking Improvements			\$ 25,000			\$ 25,000
<b>Outside Fac</b>	<b>\$ 5,000</b>			<b>\$ 10,000</b>		<b>\$ 15,000</b>
Misc. Outside Improvements	\$ 5,000			\$ 10,000		\$ 15,000
<b>Garage</b>	<b>\$ 40,000</b>					<b>\$ 40,000</b>
<b>Garage</b>	<b>\$ 40,000</b>					<b>\$ 40,000</b>
Fuel Island Improvements	\$ 40,000					\$ 40,000
<b>Electric</b>	<b>\$ 555,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>			<b>\$ 855,000</b>
<b>Electric</b>	<b>\$ 555,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>			<b>\$ 855,000</b>
Downtown Decorative Lighting	\$ 155,000					\$ 155,000
Line Truck		\$ 150,000				\$ 150,000
Service Bucket			\$ 150,000			\$ 150,000
Metering System Upgrades (Software, Handhelds, Meters)	\$ 400,000					\$ 400,000
<b>Grand Total</b>	<b>\$ 2,829,200</b>	<b>\$ 2,527,000</b>	<b>\$ 2,167,500</b>	<b>\$ 978,000</b>	<b>\$ 1,374,000</b>	<b>\$ 9,875,700</b>

# Stormwater Utility Plan

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Abbreviated presentation by  
Rob Hites, Town Manager

# Why Do We Need a Clean Water Utility?

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- The Town of Waynesville prides itself on providing a clean water supply to all of its citizens.
- In order to compliment this invaluable service and to maintain the integrity of our water system a proposed stormwater fee should be considered to help maintain that vital part of our infrastructure.

# How would it work?

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- A service charge would be created that would distribute the cost of stormwater management based on how a property generates stormwater runoff rather than the assessed value of the property.
- This would appear on the customer's monthly utility statement.

# How would it be calculated?

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- In order for calculations and the proper fees to be assessed, there are a few things that the Town of Waynesville must consider.
- First, a compilation of all the property that is inside the Town of Waynesville that would qualify for the stormwater fee would have to be determined by measuring the impervious service area by square footage.

# What is a Calculable Impervious Surface?

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- An **impervious** surface is one that does not allow water to infiltrate to the soil **layer**.
- Things like homes, garages, commercial buildings, etc. are impervious surfaces.
- Areas covered with grass or that are planted (such as forests or gardens) are not counted as **impervious surface**. For billing purposes, wooden **decks** (without roofs) and the area of swimming pools that actually hold water are **considered** pervious.

# Residential

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- Estimated customers 3,747
- Average Equivalent Residential Unit (ERU) = 2,125sq.ft.
- Possible revenue potential per year \$90,000 at \$2.00 per month

These are projected numbers as some property sites may have multiple occupancies. (e.g. Hickory Hollow Apartments)

# Commercial

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- Estimated customers 1,983
- Average ERU= 7,636 sq.ft.
- $(\text{Commercial ERU} / \text{Residential ERU}) * 2 = \$7.18$  per month with a Max cap of \$10
- Possible revenue potential per year \$170,855.28
- These are projected numbers as some property sites may have multiple occupancies.(e.g. Waynesville Plaza)

# Estimated Revenues for Stormwater

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- Total estimated revenues for stormwater is \$260,855.28 per year.
- This is a projection of possible revenues from both Residential and Commercial.
- This could vary as some parcels may have more than one building structure or how it is classified on the tax scroll versus the utility billing.

# NPDES Phase 2 Stormwater Minimum Control Measures

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- Public Education and Outreach
- Public Participation/ Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention/Good Housekeeping

# Funding usage

- Education
- Leaf Cleaning
- Vacuum Cleaning
- Street Sweeping
- Construction
- Stream Relocation
- Stream Restoration



# Drain Maintenance

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- Leaf cleaning to prevent drains clogging.
- Street sweeping to collect garbage so it does not enter drains or water ways.
- Vacuum cleaning to remove water and debris from clogged drains so repairs can take place.



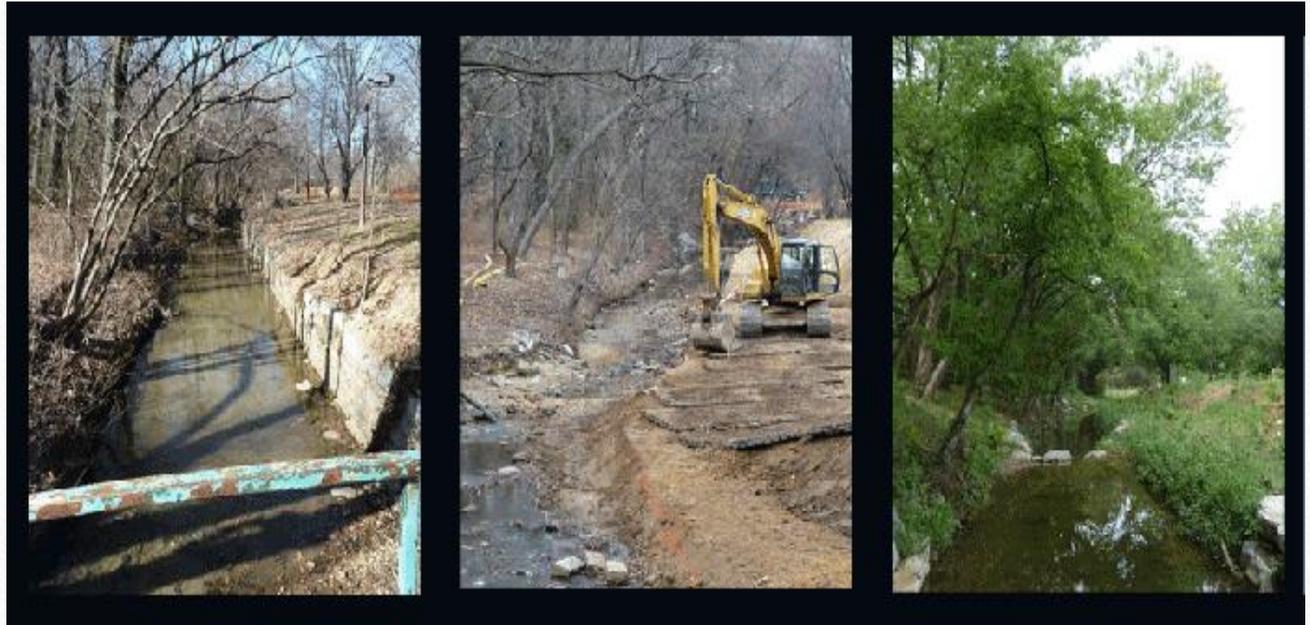
# Tools

- Trash trap (Trash Trout) for polluted creeks
- Trash traps (Netting) for high use areas
- Curb Inlet Covers to keep trash out of drains



# Stream Relocation

- Materials
- Engineer oversight
- Man power
- \$52,000.00



# Stream Restoration

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- Planting along the river to hold the bank in place
- Adding rocks to the river to control flow
- Reshaping impacted areas to sustain high water levels



# Any Questions?

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# Upcoming Budget Impacts



Amie Owens, Assistant Town Manager

# NC Retirement System mandatory increase in employer contributions

January 31, 2019 – NC LGERS Board passes increase in the pension “base” employer contributions which was effective July 1, 2019.

Increases are planned at 1.2% annually for FY 20/21 & FY 21/22

- For FY 20/21 this is approximately \$110,000 from the previous year
  - FY 2021 - 10.15 percent
  - FY 2022 - 11.35 percent
  - Law Enforcement is .75 percent higher than these rates per state statute

Although better than FY 2019/2020 for the Medical Loss Ratio (MLR) we are still above an acceptable threshold for BCBS of NC for a minimal increase.

New co-pay for  
TeleMedicine portal -  
\$10.00

New co-pay for Urgent  
Care - \$100.00

## Health Insurance

Should have renewal quote by mid-April

# Revamp of Longevity Pay Structure

## Current structure – effective from hire date

Years of Service	Longevity Amt	Maximum
0 to 10 years	\$10/yr of svc	\$100
11 to 15 years	\$15/yr of svc	\$225
16 to 20 years	\$20/yr of svc	\$400
21 + years	\$25/yr of svc	\$950 (38 yrs)

## Proposed structure – effective after year 5

### Effective July 1, 2020

- **Hired on or after July 1, 2020**      **No longevity pay between 0-5 years**
- **Hired before July 1, 2020**      Base of \$25 and add \$10 per year (\$75 max)
- 6 years to 10 years      Base of \$100 and add \$25 per year (\$200 max)
- 11 to 15 years      Base of \$250 and add \$25 per year (\$350 max)
- 16 to 20 years      \$500 per year
- 21 to 25 years      \$750 per year
- 26 years and beyond      \$1,000 per year

## 2019 Benefits Survey

### Question 8. Longevity Pay

Asheville	Not Offered
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Black Mountain	Less than 1 year - pro-rata up to \$75.00
	1 year - \$100 increasing by \$50 per year of service to max of \$1000 per year

Brevard	5-9 years - \$500
	10-14 years - \$750
	15-20 years - \$1000
	21+ years - \$1250

Fletcher	1-4 years \$100
	5-9 years \$400
	10-14 years \$600
	15-19 years \$750
	20+years \$1000

Henderson County	0<5 years 0
Retention Bonus	5-9 years 1%
	10-14 years 2%
	15-19 years 3%
	20-24 years 5%
	25+ years 7.5%

Hendersonville	5-9 years \$500
	10-14 years \$750
	15-19 years \$1000
	20+ years \$1250

Lake Lure	\$100 per year of service
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Sylva	1-4 years - \$100
	5-9 years - \$400
	10-14 years - \$600
	15-19 years- \$750
	20+ years - \$1000

Transylvania County	5-10 years - 2%
Max of \$1250	11-15 years - 3%
	16-20 years - 4%
	21+ years - 5%

Waynesville	0-10 years - \$10/year of service
	11-15 years - \$15/year of service
	16-20 years - \$20/year of service
	20+ years - \$25/year of service

**NCLM Salary Study versus Town of Waynesville Salaries  
2018 and 2019 NCLM Survey Data and Professional Organization Recommendations**

<b>Position</b>	<b>2018 Average Salary Population 5,000 to 9,999</b>	<b>2018 Average Salary Population 10,000 to 24,999</b>	<b>2019 Average Salary Population 5,000 to 9,999</b>	<b>2019 Average Salary Population 10,000 to 24,999</b>	<b>Professional Organization Salary Recommendations</b>	<b>Town of Waynesville Salary as of 01/01/2020</b>
Mayor	\$7,560.00	\$8,636.00	\$7,680.00	\$8,808.00	N/A	<b>\$13,003.75</b>
Mayor Pro Tem	\$5,690.00	\$6,395.00	\$5,345.00	\$6,101.00	N/A	<b>\$7,802.25</b>
Governing Board Member	\$5,178.00	\$6,224.00	\$5,209.00	\$6,278.00	N/A	<b>\$7,802.25</b>
City Manager	\$110,887.00	\$134,492.00	\$106,132.00	\$132,237.00	ICMA - \$142,167	<b>\$130,689.52</b>
Assistant City Manager	\$103,293.00	\$103,401.00	\$97,297.00	\$111,010.00	ICMA - \$115,310	<b>\$70,944.34</b>
City Clerk	\$58,028.00	\$57,104.00	\$58,225.00	\$59,225.00	IIMC - \$ 62,000	<b>\$50,470.88</b>
City Engineer	\$99,760.00	\$88,853.00	\$98,204.00	\$94,697.00	NSPE - \$106,000	<b>\$68,239.51</b>
Planning Director	\$72,783.00	\$77,395.00	\$76,809.00	\$82,455.00	AICP - \$85,000	<b>\$81,800.56</b>
Finance Director	\$87,110.00	\$89,682.00	\$88,349.00	\$92,906.00	UNC SOG - \$92,700	<b>\$70,732.77</b>
Fire Chief	\$76,101.00	\$84,037.00	\$75,797.00	\$85,720.00	NCFCA - \$87,350	<b>\$75,475.57</b>
Information Technology Director	\$65,012.00	\$79,852.00	\$67,701.00	\$84,061.00	No one specific certifying body - salaries varied widely	No full-time position; ATM has duties and contract IT services
Human Resources/Personnel Director	\$63,510.00	\$78,825.00	\$67,254.00	\$81,158.00	SHRM - \$87,000	No full-time position; ATM has duties and HR Specialist
					SHRM - \$59,000	HR Specialist - \$50,970.00
Police Chief	\$84,953.00	\$90,505.00	\$86,417.00	\$95,426.00	NCACP - \$91,000	<b>\$85,000.00</b>
Public Works Director	\$77,735.00	\$84,220.00	\$78,676.00	\$87,421.00	APWA - \$106,000	<b>\$85,000.00</b>
Public Information Officer			\$57,098.00	\$70,274.00	No one specific certifying body - salaries varied widely	No full-time position; ATM has duties
Parks & Recreation Director	\$66,072.00	\$75,816.00	\$66,537.00	\$78,493.00	NRPA - \$92,400	<b>\$70,360.45</b>

**Numbers are based on size of  
jurisdiction and/or number supervised**

Blue = above the highest average  
Red = below the lowest average  
Black = within the average range

# MEMORANDUM

February 6, 2020

**TO:** Rob Hites Jr., Town Manager  
**CC:** Amie Owens, Assistant Town Manager  
**FROM:** Preston Gregg, PE, Town Engineer  
**SUBJECT:** Re: Mrs. Kavanagh & East St. Traffic

Over the last three years Town staff has been in response to various complaints from a relatively new resident on East St. by the name of Christine Kavanagh. These complaints were first filtered through Police Chief Hollingsed and down through almost every other department in the Town, as the nature of her complaints constantly evolved. The timeline of events that have occurred solely with the Public Services Department are represented below:

- May 2017: Complaints from Mrs. Kavanagh first began regarding speeding traffic, lack of police patrol in the neighborhood, lack of speeding tickets issued, unsafe children playing in the street and lack of “speed bumps.”
- June 2017: An onsite meeting was held with Mrs. Kavanagh, her husband, Streets Supt. Daryl Hannah, Public Works Director David Foster, Town Engineer Preston Gregg and Police Captain Tim O’Neill.
- July 2017: PD installed stealth radar from July 20, 2017 – July 23, 2017
- August 2017: Following the onsite meeting with Mrs. Kavanagh, and speed study by PD, town staff reviewed East St. from a safety perspective and directed the streets crews to perform the following: install thermoplastic pavement markings on the asphalt in two locations along East St. that read “20 MPH”, remove low hanging tree limbs impeding sight distances to speed limit signs, clean signs and add a new sign.
- November 2017: Mrs. Kavanagh reported she was unhappy with the efforts that had been made and stated they were not effective.
- Early 2018: Management contracted JM Teague Engineering to do a traffic study on East St. Note: Within the last decade (approximately), previous Town management also conducted an engineering traffic study along East St. (same findings according to Streets Supt. Daryl Hannah). I personally have not seen the report and cannot comment.
- November 2018: JM Teague submits findings on traffic study for East St. (attached)
- April 2019: Staff collectively respond to Mrs. Kavanagh via memo prepared by Town Manager Rob Hites (attached)

## **East Street Traffic Assessment In Response To Mrs. Kavanagh Preston Gregg, PE**

East St. is a “collector” / “local street” connecting Main St. with neighboring homes to US-23 Bus (N. Main St.) where several businesses thrive. I personally use this “shortcut” daily as it has become known locally as the “East Street Loop”; in which local downtown congestion can be avoided.

When designing a collector / local street with an ADT of less than or equal to 400 vpd the considerations and design parameters extend into a multitude of textbooks and manuals: *AASHTO Geometric Design of Highways and Streets* (the Green Book), *FHWA Manual on Uniform Traffic Control Devices*, *Transportation Research Board Highway Capacity Manual* are just to name a few.

When it comes to traffic calming measures; such as speed bumps, humps or tables, there are further references that are used for engineers to base their design and judgement on. One example is *ITE's Guidelines for the Design and Application of Speed Humps*.

Based on speed studies conducted by the Town's Police Department, the ADT for East St. is approximately 450 vehicles per day. The average vehicle speed reported was 23.77 mph with the 85<sup>th</sup> percentile being at or below 30 mph. Meaning that 85% of the drivers will drive at or below free flowing conditions. The posted speed limit for East St. is 20 MPH. The speed limit was at one time not posted years ago, inferring that the speed limit was 35 MPH. Just as, JMT Engineering reported, posting a speed limit too low can create a large differential between vehicle speeds, which can lead to increased vehicle crashes, road rage, angry neighbors and frustrated drivers. It is my professional opinion that the speed limit should have remained unposted or at best set to no lower than 25 MPH. Mrs. Kavanagh reports that speeding is an issue; however, based off the findings of the speed radar set up by PD, I see no evidence that suggest speeding is an issue along East St.

There are a number of traffic calming measures that can be implemented to aid in speeding problems. When analyzing a street for the design and application of a “speed hump, bump, or table,” I would rely on crash data, severity of crashes, average daily traffic, location and the 85<sup>th</sup> Percentile speed. In this case, Police reports did not indicate any vehicular accidents on East St. over the years and the 85<sup>th</sup> Percentile speed was found to be within an acceptable range of engineering practices, even after considering the possibility that the speed limit is already posted at too low of a speed. It has been the practice of the Town of Waynesville over the last several decades (along with other Towns and municipalities) to avoid speed humps, bumps, or tables when at all possible. In mountainous terrains such as ours they create an ongoing maintenance nightmare that becomes the responsibility of the street crews to keep up with and thus one citizens request for a speed hump then becomes the burden of every citizen to financially bare. Snowplows have a tendency to rip them up, water has a tendency to become trapped and create ponding issues that are susceptible to freezing in colder months creating unsafe driving conditions and they are in many cases proven to not be effective once routine drivers become aware of the device. My engineering belief is that speed tables or speed humps could be most effective and non-problematic in Waynesville's downtown districts under certain conditions and considerations that have been mentioned above. East St. has a wide variety of vertical and horizontal alignment changes with a varying pavement width all throughout the corridor. Lane widths vary from 9' to 16' with an average around 9.5'. Aside from speeding, Mrs. Kavanagh reports of several (2 – 6)

semitrucks traveling along East St. as she watches daily out of her window at home. She reports that the roads are too narrow, and trucks need to be banned from East St. Ironically enough, narrower lanes are a traffic calming measure in themselves used by traffic engineers to aid in slowing traffic down. Providing a wider lane width would only give the driver a greater sense of “free flow” and increase the 85<sup>th</sup> percentile speed of East St. Although I agree with Mrs. Kavanagh that the large trucks may extend into the adjacent lane, especially around sharp curves; however, banning the trucks from East St. will only encourage more traffic through the downtown districts. Should the decision be to ban trucks on East St., it would be imperative to first discuss with NCDOT on what further implications this would cause to the State Route. The ADT for trucks have not been evaluated on East St.; however, from the mere volume of trucks traveling through East St. reported by Mrs. Kavanagh does not warrant a high enough ADT to take any further action in accordance with applicable design standards of the *Highway Capacity Manual* and “*Green Book*.”

For the reasons mentioned above and explained multiple times to Mrs. Kavanagh, that with the aid of the *Highway Capacity Manual*, *Green Book* and *MUTCD*, it is my expert engineering opinion that these references and manuals do not suggest implementing speed bumps / humps on East St. nor does it warrant outlawing trucks along East St. There have been countless hours of staff time involved in appeasing Mrs. Kavanagh over the last three years as depicted in the timeline above and unless she has a new concern these issues need to be laid to rest. North Carolina General Statutes Chapter 89C-19 prohibits any State or political subdivision in engaging in the practice of engineering. I encourage board members to defer Mrs. Kavanagh to Town staff siting that this is a public safety matter requiring a licensed professional engineer in which the Town Engineer has already reported on and; in addition to; contracted with a third party engineering firm to provide a report on as well. Thus, no further action is recommended at this time.

*JMTE PROJECT CORP 0066*

TECHNICAL MEMORANDUM

NOVEMBER 2, 2018

**To:** Rob Hites, Town of Waynesville Manager  
16 South Main Street  
Post Office Box 100  
Waynesville, NC 28786

**FROM:** J. Mark Teague, PE, CPM  
Owner and Principal  
J.M. Teague Engineering & Planning (JMTE)

**SUBJECT:** Speed Assessment for:  
East Street in its entirety  
Country Club Drive from the Main Street to Auburn Road (extended to Oakdale Road)  
Ninevah Street from Main Street to the Country Club Drive

Speed limits are also just that – limits. They need to be established based on roadway and neighborhood characteristics and not falsely posted too high or too low. The establishment of speed limits within municipalities can be complicated and usually requires a balance struck between engineering, resident desires, and sometime politics. Having a speed limit posted too low can be just as detrimental as having one posted too high. Some drivers will drive the posted speed limit – regardless of what it is and how comfortable it feels. Other drivers will ignore the posted speed limit and drive at the speed in which they feel comfortable. A speed limit posted too low can create a large differential between vehicle speeds, which can lead to increased vehicle crashes, road rage, and both frustrated drivers and residents.

**East Street** – north to south from North Main Street to Main Street is posted 20-mph in its entirety. The alignment is mostly winding with a few short tangent sections. There are 3 sections of East Street that has significant grades

Near Highland Road – upgrade for southbound

Near Reservoir Street – downgrade for southbound

On the southbound approach to Main Street – upgrade for southbound

There are 6 well defined curves along East Street with only one being significantly “sharp” near Happy Hollow Road. The comfortable traveling speed through these curves range between 15-mph and 20-mph, with the sharpest one having a comfortable traveling speed of just less than 15-mph.

The roadway width is generally around 26-feet with a narrower section of about 19-feet near the northern end. The lane widths vary widely as the centerline tends to jog back and forth. From north to south – both lanes are about 9.5-feet in the Broadview Road area. Then the northbound lane widens to about 16-feet and the southbound lane widens to 10.5-feet. Near Hill Street the northbound lane narrows to about 10.5-feet while the southbound lane expands to 15.5-feet.

Overall, East Street is primarily residential and is about 75% developed with several empty lots available and feasible for development.

No official recorded speed data was available but based on a field observation, it appeared that the 85% speed was between 25-mph and 35-mph – or about 5-mph to 15-mph over the posted speed limit. During the field visit, there was observation of numerous vehicles crossing the centerline along all areas of the road but especially within the curve near Highland Road.

Based on the roadway development, roadway geometrics (both horizontal and vertical), roadway width, number of access points, comfortable driving speed, and current traffic volume, 20-mph seems to be an appropriate speed limit along most of East Street, with just a couple of sections having a comfortable driving speed of 25-mph.

It is recommended that East Street remain posted at 20-mph in its entirety. It is also recommended that the sharpest curve near Happy Hollow Road be posted with a “Turn Warning” sign with a 15-mph advisory speed placard.

Regardless of the posted speed limit and warning signs, it is expected that some drivers will continue to exceed the posted speed limit, cross the centerline due to their speed, and ignore the health and safety of residents and other road users. There are several options for addressing drivers exceeding the posted speed limit.

Law enforcement is the most common technique and can be very effective when conducted regularly. However, it can also be the most challenging due to other, and often more urgent and serious demands on law enforcement personnel.

Traffic calming measures such as speed humps can also be effective. However, due to the physical constraints and design criteria necessary for proper speed hump installation there are limited areas along East Street for speed hump installation due to the numerous grades and curves.

The strategic placement of rumble stripes could also be effective in reducing speeds, especially in curves. Rumble stripes are essentially raised ridges within the centerline that when crossed with a vehicle will create a vibration and humming noise – usually causing the driver to slow down in order to keep their vehicle within their own travel lane. The challenge with rumble stripes is entirely maintenance. Over time the ridges will flatten out due to vehicle traffic, snowplowing activities, and simple gravity.

Rumble stripes combined with a consistent lane width of around 9.5 feet could be quite effective in reducing speeds. Extra pavement beyond the 19 feet needed for 2 travel lanes could be used for bicycle lanes, on-street parking for residents, or striped out as a buffer between the road and the sidewalk.

**Country Club Drive** – west to east from Main Street to Auburn Road is posted 20 mph. Except for the segment between Main Street and Ninevah Road, the alignment is mostly winding with a few short tangent sections. There are moderate grades and curves with none being extremely “sharp”. The steepest grade is an “up and down” leading to the intersection of Breezemont Drive. The section between Main Street and Ninevah Road is flat, tangent, and has a boulevard type characteristic.

The comfortable traveling speed along Country Club Drive ranges between 20-mph and 30-mph, with the section along the golf course having the higher comfortable driving speed.

The roadway width is generally around 20 feet with a consistent cross-section of 2 travel lanes at about 10-feet wide each.

Overall, Country Club Drive is primarily residential and is about 100% developed counting the golf course as developed property. Very few if any empty lots are available and feasible for development.

No official recorded speed data was available but based on a field observation, it appeared that the 85% speed was between 25-mph and 35-mph, or about 5-mph to 15-mph over the posted speed limit. Many drivers seemed to be in control of their vehicle and very few appeared to be driving at excessive speeds based on the roadway and neighborhood characteristics.

Based on the roadway development, roadway geometrics (both horizontal and vertical), roadway width, number of access points, comfortable driving speed, and current traffic volume, 20-mph seems to be an appropriate speed limit along Country Club Drive near the clubhouse but tends to feel too low along the golf course area and to Auburn Road.

It is recommended that Country Club Drive retain a posted speed limit of 20-mph from the intersection of Ninevah Road to the intersection with Longview Drive and then be raised to 25-mph to Auburn Road. In order to identify an ending point for the recommended 25-mph speed limit, the speed limit assessment was extended to the east. Based on similar characteristics and comfortable driving speed, it is recommended that the 25-mph speed limit continue Country Club Drive to where the current 35-mph speed limit is ordinances – approximately at the intersection of Oakdale Road.

Regardless of the posted speed limit and warning signs, it is expected that some drivers will continue to exceed the posted speed limit and ignore the health and safety of residents and other road users. Like East Street there are several options for addressing drivers exceeding the posted speed limit.

Law enforcement is the most common technique and can be very effective when conducted regularly. However, it can also be the most challenging due to other, and often more urgent and serious demands on law enforcement personnel.

Traffic calming measures such as speed humps can also be effective. This section of Country Club Drive seems to be conducive for speed humps with several candidate places identified as good choices.

**Ninevah Road** – west to east from Main Street to The Waynesville Country Club is posted 20-mph. The alignment is straight with no grades or curves. Ninevah Road is essentially an extension of the section of Country Club Drive studied above.

The comfortable traveling speed along Ninevah is around 25-mph.

The roadway width is generally around 24-feet with a consistent cross-section of 2 travel lanes at about 12-feet wide each.

Overall, Ninevah Road is primarily residential and is about 100% developed. Very few if any empty lots are available and feasible for development.

No official recorded speed data was available but based on a field observation, it appeared that the 85% speed was again between 25-mph and 35-mph – or about 5-mph to 15 mph over the posted speed limit. Many drivers seemed to be in control of their vehicle and very few appeared to be driving at excessive speeds based on the roadway and neighborhood characteristics.

Based on the roadway development, roadway geometrics (both horizontal and vertical), roadway width, number of access points, comfortable driving speed, and current traffic volume, 20-mph seems to be too low. However, due to the short roadway length of about 0.2 miles and the “extension” into another road that is posted at 20-mph, it is recommended to retain the 20-mph posted speed limit in order to avoid multiple speed limits on short sections of road and risk confusing and frustrating drivers.

Regardless of the posted speed limit and warning signs, it is expected that some drivers will continue to exceed the posted speed limit and ignore the health and safety of residents and other road users. Like East Street and Country Club Drive, there are several options for addressing drivers exceeding the posted speed limit.

Law enforcement is the most common technique and can be very effective when conducted regularly. However, it can also be the most challenging due to other, and often more urgent and serious demands on law enforcement personnel.

Traffic calming measures such as speed humps can also be effective. Ninevah Road also seems to be conducive for speed humps with much of the road identified as good choices.

Another more costly but permanent solution is to narrow the travel lanes to 9-feet and create a sidewalk to connect the Country Club with the South Main Street area. If this option is seriously considered, the Town should explore pursuing this project alongside the NCDOT South Main Street improvement project to ensure proper tie in and connection.

# STEALTH SURVEY SUMMARY

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POSTED SPEED LIMIT: <20>

SURVEY STARTED: <2017/07/20 12:17>

FILENAME: 1A00080.DAT

MIN SPEED ALLOWED <10> MAX SPEED ALLOWED <125>

TIME	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00	15:15	15:30	15:45	16:00	16:15	16:30	16:45
VEH.	3	3	4	3	1	1	5	4	3	1	7	2	6	5	10	6	9	13
AVG.	22.7	19.3	19.0	19.0	22.0	35.0	20.0	24.3	22.7	24.0	18.4	19.0	20.7	17.6	22.0	24.2	24.3	22.3

TIME	17:00	17:15	17:30	17:45	18:00	18:15	18:30	18:45	19:00	19:15	19:30	19:45	20:00	20:15	20:30	20:45	21:00	21:15
VEH.	11	11	14	19	5	7	6	5	4	12	9	7	5	10	5	5	5	8
AVG.	24.2	25.1	24.4	24.4	26.0	25.3	24.7	19.8	28.3	27.5	21.2	25.6	23.8	25.7	18.2	27.6	25.6	22.1

TIME	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15	23:30	23:45	00:00	00:15	00:30	00:45	01:00	01:15	01:30	01:45
VEH.	7	8	5	4	4	1	1	4	1	1	1	0	1	0	1	0	0	2
AVG.	19.1	27.4	24.2	27.0	18.0	27.0	23.0	23.3	27.0	25.0	35.0	0.0	24.0	0.0	22.0	0.0	0.0	20.0

TIME	02:00	02:15	02:30	02:45	03:00	03:15	03:30	03:45	04:00	04:15	04:30	04:45	05:00	05:15	05:30	05:45	06:00	06:15
VEH.	1	2	0	1	0	1	0	0	0	0	0	0	0	3	0	0	3	1
AVG.	28.0	25.0	0.0	13.0	0.0	23.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.0	0.0	0.0	26.3	25.0

TIME	06:30	06:45	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45
VEH.	3	1	0	5	4	2	2	7	10	6	5	1	3	3	3	6	2	10
AVG.	32.0	28.0	0.0	28.4	22.5	19.5	25.5	22.3	25.1	20.7	28.6	33.0	18.7	13.7	16.7	21.2	17.0	16.8

TIME	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00	15:15
VEH.	6	5	3	4	7	4	7	3	2	4	4	4	2	3	8	18	7	5
AVG.	25.8	22.2	19.7	15.8	16.3	21.8	22.1	26.0	18.5	19.0	18.5	20.0	20.5	24.7	21.5	25.0	21.9	17.4

TIME	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15	18:30	18:45	19:00	19:15	19:30	19:45
VEH.	4	4	11	12	9	13	8	9	11	15	11	10	11	7	7	7	9	13
AVG.	23.3	25.8	25.6	22.9	24.0	22.7	30.8	26.6	23.1	25.9	26.7	23.0	26.4	25.4	22.4	24.7	25.8	25.4

TIME	20:00	20:15	20:30	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15	23:30	23:45	00:00	00:15
VEH.	4	3	5	4	10	3	4	7	3	3	5	5	5	1	4	1	5	2
AVG.	24.3	27.7	26.0	24.0	26.1	27.3	27.0	19.6	21.0	26.3	27.0	27.6	23.8	27.0	20.5	22.0	25.4	28.5

TIME	00:30	00:45	01:00	01:15	01:30	01:45	02:00	02:15	02:30	02:45	03:00	03:15	03:30	03:45	04:00	04:15	04:30	04:45
VEH.	2	0	1	3	0	0	1	0	0	0	0	1	0	1	0	0	0	0
AVG.	19.0	0.0	29.0	22.0	0.0	0.0	28.0	0.0	0.0	0.0	0.0	23.0	0.0	31.0	0.0	0.0	0.0	0.0

TIME	05:00	05:15	05:30	05:45	06:00	06:15	06:30	06:45	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15
VEH.	0	2	0	0	0	0	0	0	2	1	2	4	2	5	4	6	5	8
AVG.	0.0	22.0	0.0	0.0	0.0	0.0	0.0	0.0	27.0	22.0	25.0	29.0	27.0	25.6	20.5	24.7	25.4	22.4

TIME	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45
VEH.	7	6	11	6	7	6	9	7	11	6	5	6	7	8	7	5	7	6
AVG.	25.6	23.7	25.4	23.2	20.9	22.5	25.4	24.3	20.1	24.8	26.8	20.3	24.9	24.5	24.7	24.4	25.7	22.7

TIME	14:00	14:15	14:30	14:45	15:00	15:15	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15
VEH.	14	12	11	7	10	8	6	9	5	4	3	5	7	5	5	8	11	4
AVG.	22.4	23.7	22.9	24.7	24.3	19.4	23.8	27.6	25.8	22.3	29.3	26.4	26.6	20.8	27.2	22.3	28.1	22.3

TIME	18:30	18:45	19:00	19:15	19:30	19:45	20:00	20:15	20:30	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45
VEH.	3	10	6	6	2	10	6	3	5	3	3	6	6	9	6	4	3	3
AVG.	28.3	24.5	29.0	26.3	22.5	22.6	18.3	20.3	19.0	28.7	21.7	24.8	22.8	25.3	23.0	19.0	22.0	25.0

<>

<>

POSTED SPEED LIMIT: <20>

SURVEY STARTED: <2017/07/20 12:17>

FILENAME: 1A00080.DAT

MIN SPEED ALLOWED <10> MAX SPEED ALLOWED <125>

TIME	23:00	23:15	23:30	23:45	00:00
VEH.	2	2	2	2	0
AVG.	25.0	26.0	28.0	29.0	0.0

TOTAL VEHICLES = 1114

MINIMUM SPEED = 10

MAXIMUM SPEED = 45

AVERAGE SPEED = 23.77

50th PERCENTILE = 25

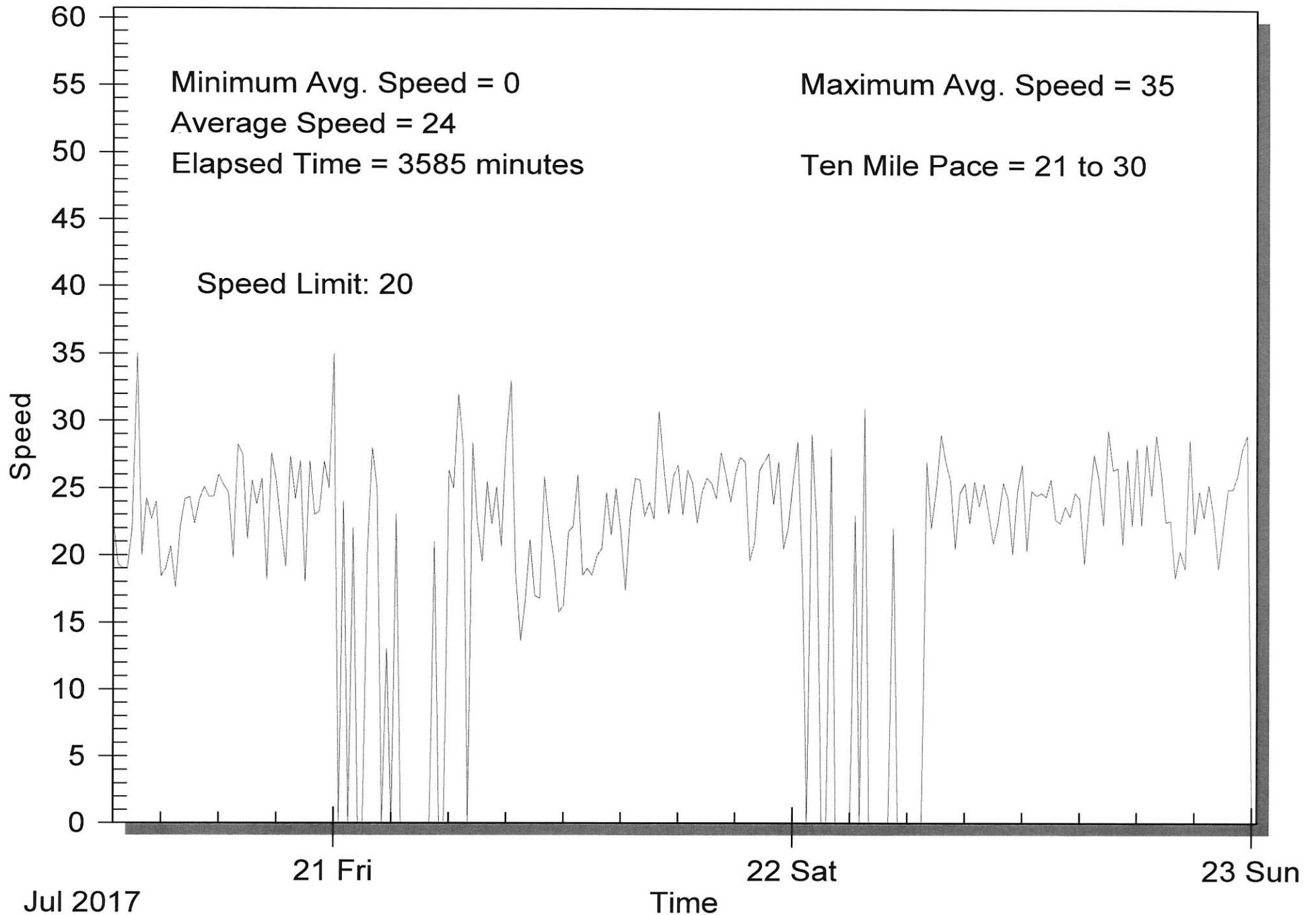
85th PERCENTILE = 30

TEN MILE PACE = 21 to 30

**END OF REPORT**

# Speed vs. Time

FILENAME: <1A00080.DAT>



# STEALTH SURVEY INFO

<>

<>

POSTED SPEED LIMIT: <20>

SURVEY STARTED: <2017/07/20 12:17>

FILENAME: 1A00080.DAT

MIN SPEED ALLOWED <10> MAX SPEED ALLOWED <125>

TOTAL VEHICLES = 1114

MINIMUM SPEED = 10

MAXIMUM SPEED = 45

AVERAGE SPEED = 23.77

50th PERCENTILE = 25

85th PERCENTILE = 30

TEN MILE PACE = 21 to 30

END OF REPORT



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

Robert W. Hites, Jr. Town Manager  
Woody Griffin, Town Attorney

Ms. Christine Kavanagh  
657 East Street  
Waynesville, NC 28786

4/17/19

Re: Questions regarding condition of dwelling located at 641 East Street and traffic conditions

I asked Bill Hollingsed, Elizabeth Teague, David Foster and Preston Gregg to meet with me and discuss their activities relating to 641 East Street and their reaction to JM Teague's traffic report on East Street. During our discussion I also asked them to evaluate the banning of truck traffic on East Street. The following is a summation of their comments:

#### **The condition of 641 East Street**

The grass is beginning to grow and the owner will be notified when the grass reaches ten inches. If they do not mow the lot fifteen days after they are notified the Town will schedule it to be mowed.

The dwelling is showing some areas of deterioration however it is presently vacant. The Town's ordinance is based on a dwelling being health and safety concern to the occupants or the public. Given that it has been closed and vacated the Town does not have an enforcement action pending against it. We understand that ownership rests with three persons and one of the three refuses to place it on the market. The Town cannot require the dwelling to be sold unless a condition exists where it can be foreclosed like unpaid property taxes and sold on the courthouse steps.

#### **Traffic Conditions on East Street**

In response to your request that we evaluate the traffic conditions on East Street we contracted with a traffic engineer JM Teague to conduct a study of the road. I believe I emailed you a copy of his report. The group reviewed the study and made the following comments:

#### **Speed Limit and Enforcement**

The topography and curves on East Street lend itself to the current 20 mph speed limit. 85% of the vehicles are traveling between 25 and 35 mph. Chief Hollingsed said that he attempts to place vehicles in strategic places along East Street as often as he can but they seldom catch speeders. The department places radar units on East Street on a rotating basis with other streets with similar traffic patterns. They have had patrol units on East Street several

Page 2.

Questions regarding the Condition of 641 East Street and Traffic Conditions

days this week. The officer who ran radar on 4-16-19 reported that the top speed he recorded was 27 mph. One of the constraints the Police encounter is that they only have four or five vehicles on a twelve hour shift and they experience a call load in excess of 30 calls per shift. Multiple vehicles must handle many of the calls especially during high traffic periods such before and after school and at 5:00 pm. This limits the Town's ability to run frequent traffic patrol during peak hours.

### **Traffic Calming Devices**

JM Teague does not recommend speed humps due to the topography and curves of the road. He suggests that the Town employ a "rumble strip" which is a device that causes an intense vibration inside the vehicle. Several years ago the Town Board considered the use of rumble strips and concluded that the noise and vibration they cause both drivers and adjacent homeowners outweighed their benefits. In order to use them the Board would need to revisit their previous guidance to the staff.

### **Restricting truck traffic on East Street**

East Street is one of the main collector streets that connects Main Street with neighborhoods to the South of Main Street. Commercial vehicles serving these neighborhoods and vehicles attempting to circumvent the congestion of the downtown use East Street as a bypass. In order to restrict truck traffic the Town would need to ban nonlocal truck traffic where East Street intersects Main at the Old Hospital and again where East Street intersects Main at the Town Hall. As the department heads reviewed your request they considered whether the impact of having the truck traffic driving through the downtown commercial center would cause more of a traffic and pedestrian issue than continuing to permit East Street to be used as an alternate route.

While the department heads understand your desire to restrict truck traffic on East Street it concluded that directing the trucks through the central business district would create a more hazardous condition for both vehicular flow and pedestrians than continuing to permit commercial traffic to use East Street. The group would however, support the restriction of tractor trailer trucks with more than five axles from using East Street due to the sharp curves.

I hope that this department level discussion of your questions helps you understand the Town staff's point of view. Please do not hesitate to contact any one of us should you wish to discuss our observations.

Sincerely:

Robert W. Hites Jr.  
Town Manager



# TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

## MEMORANDUM

**To:** Board of Aldermen  
**From:** Elizabeth Teague, Development Services Director  
**Re:** Information on Allen’s Creek Sidewalk Project  
**Date:** February 17, 2020

In the Comprehensive Pedestrian Plan for the Town of Waynesville, which was adopted in February of 2010, a sidewalk is proposed to continue south along Allen’s Creek Road toward the County Park at 1725 Allen’s Creek Road. The project has been on the French Broad River Metropolitan Planning Organization (FBRMPO) Transportation Plan and is being recommended for State and Federal Transportation Funding as part of the Strategic Transportation Prioritization Program (or SPOT). The existing sidewalk ends in front of Allen’s Creek Baptist Church.

This project would provide connectivity for growing residential development in the area and improve the safety of pedestrians and children waiting for the school bus along the roadway. The challenge will be that there is not a lot of right-of-way and easements would need to be obtained from multiple property owners (27) as well as addressing driveway aprons and drainage issues. The Town tried to continue this sidewalk several years ago and was unsuccessful in obtaining easements.

Length estimates:

Allen’s Creek Baptist church (near Piney Mountain Road) to Buchanan Drive and new subdivision =	1690’
Buchanan to Lickstone Drive =	630’
<u>Lickstone to Municipal Boundary =</u>	<u>690’</u>
Total	3,010’

*Note: Municipal Boundary to the Park (APAC site) = 2,860’*

The FBRMPO Technical Coordinating Committee (TCC) recommends this project be added to the SPOT program.

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**October 23, 2018**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, October 23, 2018 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

4. Hazelwood Drainage System Follow-up

Public Services Director David Foster gave a presentation concerning the drainage system in Hazelwood. Mr. Foster said that recently there had been several heavy rain storms that caused some flooding in Hazelwood, and during one of those storms he and Mr. Daryl Hannah, Street Superintendent, had been out taking inventory of the drainage system. He said that FEMA lists Hazelwood as an AE zone, which means that there is a 1 percent chance of an annual flood, and Hazelwood has been on track for what has been projected.

Mr. Foster said that the area, which was just over a square mile, had been cleaned and inspected prior to hurricane Florence, and an estimated 20 – 30 tons of debris, had been removed. During these inspections he and his staff found projects that can be improved with system upgrades, such as Brown Avenue, Georgia Avenue, and at the railroad behind the Hazelwood Finance Office. He said some of the problem was pipes that were lower than others, and he said he would like to look at going in and raising those pipes that were put in many years ago.

Another problem they found was at Brown Avenue and Carolina where a drain goes under Brown Avenue and they found an impediment along where trees are located. It is possible that a tree has grown over the drainage pipe and it has collapsed. Solutions for opening the drain include rerouting the drain or removing the tree.

At Georgia Avenue and the railroad crossing, during the rain, the water never covered the tracks. Mr. Foster said the solution would be to work with the railroad and place a larger smooth pipe in that area to help the water flow better.

The parking lot at the Finance Department has a box type drain, and the creek comes behind the finance office and passes under the railroad and then takes a ninety degree turn causing the water to back up and slow down, and affects the whole system. The solution to this would not be cheap with possible a ridge or open channel so the water can maintain velocity.

He explained that starting at the crosswalk going toward the railroad, there is about a 12 foot difference in elevation, and a new drainage collection system would create positive drainage from there.

Mr. Foster said he had met with an engineering firm that specializes in storm water to identify feeding drainage basins and possible work scope for the entire drainage basin. He explained the Hazelwood water shed basin goes to Hickory Drive off of Camp Branch, Eagles Nest basin is most of the golf course on the right side, and the Downtown Basin is Church Street at Main Street and South, and encompasses almost 1,900 acres. To do a full watershed assessment would be approximately \$120,000.00, and would include surveying and video inspection.

Mr. Foster told the Board that he did not want to present a false picture by saying that these improvements will prevent flooding, but these projects, and drainage assessment, he can say at what level event or threat should flooding be expected and residents can be warned.

Manager Hites explained that this could be a long term project where something could be done every year. He said it could be set up to study each basin independently, and a work plan could be set up for each basin in advance of doing a Storm Water Master Plan. Manager Hites would like to discuss the project at the winter Board retreat, and in the meantime, Public Services can do the maintenance items such as raising the pipes to the grade at Brown Avenue.



## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr.  
**DATE:** 2/21/2020  
**SUBJECT:** Conversion of Garbage Collection to Rollout Service

The issue of converting our sanitation collection system to one with either 65 or 95 gallon roll out cans has been an item of discussion for several years.

While we have an attractive Town in general our method of sanitation pickup creates an "unkept" look in many parts of Town. Folks leave their 30 gallon cans and even bags of trash on the street right of way all week causing messy conditions in neighborhoods. They use any manner of 30 gallon cans including wooden bins that hold cans and bags. On recycling day bags of recyclables remains on the right of way a good portion of the day. The effect of this is to give many parts of our town a messy, unsanitary look.

On a staffing level, the most dangerous job in municipal government is that of "Sanitation Collector". Picking up 30 gallon cans of varying weights causes frequent lower back injuries and riding the back of the truck is extremely dangerous. Most municipalities including those in Western NC have converted to a 95 gallon "rollout" container that is picked up by a hydraulic lift rather than a staff member. The recycling industry is collapsing due to the rejection of US recyclables by China. There is increased criticism of the "single stream" process because people are leaving food waste in their plastic containers. I recommend the Town hold off purchase of blue containers until the industry settles down. If recyclables end up in the landfill our purchase of \$450,000 in blue cans may be in vain.

Should the Town wish to convert it would develop a set of specifications and bid the cans out. Cans purchased in excess of 5,000 usually can get them for approximately \$75. In Waynesville that would amount to approximately \$450,000. The Town would purchase the hydraulic lifts for the existing trucks (\$3,000 each) and the vendor would be responsible to putting them out. Hopefully the Town could apply for the same grant that other Western NC Towns have received to purchase the recycling rollouts.

Page 2

## Conversion to Rollout Sanitation Service

The Town would provide one can to each household and one to each business that currently uses cans to dispose of their waste. Old cans would be picked up by the loose trash and furniture crews.

For people that have handicapped stickers and cannot rollout their cans the staff would rollout their cans before the truck comes by and return it afterwards.

The town has purchased two rear loaders that can be retrofitted with the hydraulic lifts to handle 95-gallon cans. One has been delivered and we expect the second in early summer. We would have to borrow the funds to purchase the cans. A \$450,000 loan at 3.5% interest over a ten-year period would cost approximately \$54,109 annually.

As we approach the subject the Board would need to determine if 65- or 95-gallon cans would be best. They would also need to determine if cans will be permitted to stay on the curbs or must be removed beside the buildings.

## Rob Hites

---

**From:** Bill Cannon <bcannon@cannonlawpc.net>  
**Sent:** Tuesday, February 18, 2020 4:55 PM  
**To:** Rob Hites  
**Subject:** Amendment of Town Charter  
**Attachments:** 160A-101-2.pdf

Rob,

I understand that the Board of Aldermen will discuss the possibility of amending the Town Charter to provide for staggered elections. It is my opinion that the amendment can be adopted by ordinance in accordance with N.C. Gen. Stat. Sections 160A-101 and 102, copies of which I have attached to this email.

The change can be accomplished by initially providing for two year terms for some seats, followed by four year terms thereafter, and four year terms for the other seats.

Bill

CANNON LAW, P.C.

William E. Cannon, Jr.

[www.cannonlawpc.net](http://www.cannonlawpc.net)

**Telephone**            **Fax**  
(828) 456-4800        (828) 456-8700

**Send all mail to:**  
Post Office Box 207  
Waynesville, NC 28786

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## N.C. Gen. Stat. Section 160A-102

Current through Session Laws 2020-1 of the 2019 Regular Session of the General Assembly, but not including corrections and changes made to Session Laws 2019-228 through 2019-251 and 2020-1 by the Revisor of Statutes.

*NC - General Statutes of North Carolina Annotated > CHAPTER 160A. CITIES AND TOWNS > ARTICLE 5. FORM OF GOVERNMENT > PART 4. MODIFICATION OF FORM OF GOVERNMENT*

### **Section 160A-102. Amendment by ordinance**

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By following the procedure set out in this section, the council may amend the city charter by ordinance to implement any of the optional forms set out in G.S. 160A-101. The council shall first adopt a resolution of intent to consider an ordinance amending the charter. The resolution of intent shall describe the proposed charter amendments briefly but completely and with reference to the pertinent provisions of G.S. 160A-101, but it need not contain the precise text of the charter amendments necessary to implement the proposed changes. At the same time that a resolution of intent is adopted, the council shall also call a public hearing on the proposed charter amendments, the date of the hearing to be not more than 45 days after adoption of the resolution. A notice of the hearing shall be published at least once not less than 10 days prior to the date fixed for the public hearing, and shall contain a summary of the proposed amendments. Following the public hearing, but not earlier than the next regular meeting of the council and not later than 60 days from the date of the hearing, the council may adopt an ordinance amending the charter to implement the amendments proposed in the resolution of intent.

The council may, but shall not be required to unless a referendum petition is received pursuant to G.S. 160A-103, make any ordinance adopted pursuant to this section effective only if approved by a vote of the people, and may by resolution adopted at the same time call a special election for the purpose of submitting the ordinance to a vote. The date fixed for the special election shall be the next date permitted under G.S. 163-287(a) that is more than 70 days after adoption of the ordinance.

Within 10 days after an ordinance is adopted under this section, the council shall publish a notice stating that an ordinance amending the charter has been adopted and summarizing its contents and effect. If the ordinance is made effective subject to a vote of the people, the council shall publish a notice of the election in accordance with G.S. 163-287, and need not publish a separate notice of adoption of the ordinance.

The council may not commence proceedings under this section between the time of the filing of a valid initiative petition pursuant to G.S. 160A-104 and the date of any election called pursuant to such petition.

### **History**

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1969, c. 629, s. 2; 1971, c. 698, s. 1; 1973, c. 426, s. 20; 1979, 2nd Sess., c. 1247, s. 11; 2014-111, s. 18; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.

## N.C. Gen. Stat. Section 160A-101

Current through Session Laws 2020-1 of the 2019 Regular Session of the General Assembly, but not including corrections and changes made to Session Laws 2019-228 through 2019-251 and 2020-1 by the Revisor of Statutes.

*NC - General Statutes of North Carolina Annotated > CHAPTER 160A. CITIES AND TOWNS > ARTICLE 5. FORM OF GOVERNMENT > PART 4. MODIFICATION OF FORM OF GOVERNMENT*

### **Section 160A-101. Optional forms**

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**Any city may change its name or alter its form of government by adopting any one or combination of the options prescribed by this section:**

**(1) Name of the corporation:**

The name of the corporation may be changed to any name not deceptively similar to that of another city in this State.

**(2) Style of the corporation:**

The city may be styled a city, town, or village.

**(3) Style of the governing board:**

The governing board may be styled the board of commissioners, the board of aldermen, or the council.

**(4) Terms of office of members of the council:**

Members of the council shall serve terms of office of either two or four years. All of the terms need not be of the same length, and all of the terms need not expire in the same year.

**(5) Number of members of the council:**

The council shall consist of any number of members not less than three nor more than 12.

**(6) Mode of election of the council:**

**a.** All candidates shall be nominated and elected by all the qualified voters of the city.

**b.** The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large, if any; the qualified voters of each district shall nominate and elect candidates who reside in the district for seats apportioned to that district; and all the qualified voters of the city shall nominate and elect candidates apportioned to the city at large, if any.

**c.** The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large; and candidates shall reside in and represent the districts according to the apportionment plan adopted, but all candidates shall be nominated and elected by all the qualified voters of the city.

d. The city shall be divided into electoral districts equal in number to one half the number of council seats; the council seats shall be divided equally into "ward seats" and "at-large seats," one each of which shall be apportioned to each district, so that each council member represents the same number of persons as nearly as possible; the qualified voters of each district shall nominate and elect candidates to the "ward seats"; candidates for the "at-large seats" shall reside in and represent the districts according to the apportionment plan adopted, but all candidates for "at-large" seats shall be nominated and elected by all the qualified voters of the city.

e. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large, if any; in a nonpartisan primary, the qualified voters of each district shall nominate two candidates who reside in the district, and the qualified voters of the entire city shall nominate two candidates for each seat apportioned to the city at large, if any; and all candidates shall be elected by all the qualified voters of the city.

If either of options b, c, d or e is adopted, the council shall divide the city into the requisite number of single-member electoral districts according to the apportionment plan adopted, and shall cause a map of the districts so laid out to be drawn up and filed as provided by G.S. 160A-22 and 160A-23. No more than one half of the council may be apportioned to the city at large. An initiative petition may specify the number of single-member electoral districts to be laid out, but the drawing of district boundaries and apportionment of members to the districts shall be done in all cases by the council.

(7) Elections:

a. **Partisan.** -- Municipal primaries and elections shall be conducted on a partisan basis as provided in G.S. 163-291.

b. **Nonpartisan Plurality.** -- Municipal elections shall be conducted as provided in G.S. 163-292

c. **Nonpartisan Election and Runoff Election.** -- Municipal elections and runoff elections shall be conducted as provided in G.S. 163-293.

d. **Nonpartisan Primary and Election.** -- Municipal primaries and elections shall be conducted as provided in G.S. 163-294.

(8) Selection of mayor:

a. The mayor shall be elected by all the qualified voters of the city for a term of not less than two years nor more than four years.

b. The mayor shall be selected by the council from among its membership to serve at its pleasure.

Under option a, the mayor may be given the right to vote on all matters before the council, or he may be limited to voting only to break a tie. Under option b, the mayor has the right to vote on all matters before the council. In both cases the mayor has no right to break a tie vote in which he participated.

(9) Form of government:

a. The city shall operate under the mayor-council form of government in accordance with Part 3 of Article 7 of this Chapter.

b. The city shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of this Chapter and any charter provisions not in conflict therewith.