



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: March 10, 2020

Time: 6:30 p.m.

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(828) 452-2491 [eward@waynesvillenc.gov](mailto:eward@waynesvillenc.gov)

#### A. CALL TO ORDER - Mayor Gary Caldwell

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

***Motion: To approve the minutes of the February 21st special meeting (Board Retreat) and the February 25th, 2020 regular meeting as presented (or as corrected).***

#### B. SPECIAL PRESENTATION

3. Resolution awarding badge and service sidearm to retiring Police Captain Brian Beck
  - Police Chief David Adams

#### C. PUBLIC COMMENT

#### D. PUBLIC HEARING

4. Public Hearing for consideration of amendments to the Cemetery Ordinance
  - Assistant Town Manager, Amie Owens

***Motion: To consider the approval of the revised Cemetery Ordinance as presented.***

#### E. NEW BUSINESS

5. Sponsorship – Smoky Mountain 9-Ball Tournament
  - Assistant Town Manager, Amie Owens

***Motion: Recommend approval and choice by Board for ad size.***

6. Board Appointment to Waynesville Housing Authority

- Town Clerk, Eddie Ward

***Motion: To appoint Georgette Morand to the Wayneville Housing Authority with a term ending June 30, 2022.***

7. Site Plan Approval and approve to issue for bid for Recreation Park Restrooms

- Recreation Director, Rhett Langston

***Motion: To accept the site plan and approve to issue for bid for the Recreation***

8. Calvary Craven Park Pavilion Bids

- Planner, Jesse Fowler

***Motion: To award the construction of the pavilion at Calvary Craven Park to Lowell Ball Inc.***

F. COMMUNICATIONS FROM STAFF

9. Manager's Report

- Town Manager, Rob Hites
- a. Municipal Building Repair/Renovation Bid Award

***Motion: To approve the bids and options for the renovation of the Town Hall and direct staff as to selection of improvements you wish to include in the contract.***

***Motion: To approve and award contract to Clark and Leatherwood and PBI Contractors based on the Board's direction.***

- b. Budget Amendment for Repair/Renovation to Municipal Building
  - Finance Director, Ben Turnmire

***Motion: To approve Amendment number 10 to the Fiscal Year 19/20 Budget.***

- c. RFP for Classification and Compensation Study and Analysis
  - Assistant Town Manager, Amie Owens

***Motion: To approve the RFP for Classification and Compensation Study and Analysis for posting March 11 through April 17, 2020.***

10. Town Attorney Report

- Town Attorney, Bill Cannon

G. **COMMUNICATIONS FROM THE MAYOR AND BOARD**

11. Discussion regarding increase of number on Homelessness Task Force by two (2) representatives from Hazelwood

- Alderman Jon Feichter

**Motion: To appoint (name of those appointed) to the Homelessness Task Force**

H. **ADJOURN**



# TOWN OF WAYNESVILLE

PO Box 100  
16 South Main Street  
Waynesville, NC 28786  
Phone (828) 452-2491 • Fax (828) 456-2000  
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## CALENDAR

March 2020

2020	
Thursday March 19	Homelessness Task Force Meeting – 129 Legion Dr. 6:00 – 8:00 pm
Tuesday March 24	Board of Aldermen Meeting – Regular Session
Saturday April 4	Gateway to the Smokies Half Marathon\4 miler
Friday April 10	Town Offices Closed – Good Friday
Tuesday April 14	Board of Aldermen Meeting – Regular Session
Tuesday April 28	Board of Aldermen Meeting – Regular Session
Sunday May 3	Drug Epidemic Awareness Walk – Walk across America
Saturday May 9	Whole Bloomin Thing Festival
Tuesday May 12	Board of Aldermen Meeting – Regular Session
Monday May 25	Town Offices Closed – Memorial Day
Tuesday May 26	Board of Aldermen Meeting – Regular Session
Sunday June 2	First UMC Pig Pickin
Saturday June 5	Oasis Shriners Spring Ceremonial Parade
Tuesday June 9	Board of Aldermen Meeting – Regular Session
Tuesday June 23	Board of Aldermen Meeting – Regular Session
Friday July 3	Town Offices Closed – Independence Day
Tuesday July 14	Board of Aldermen Meeting – Regular Session
Tuesday July 28	Board of Aldermen Meeting – Regular Session
Saturday August 1	Sarge's 15 <sup>th</sup> Annual Downtown Dog Walk
Tuesday August 11	Board of Aldermen Meeting – Regular Session
Sunday August 23	First UMC Back to School Bash
Tuesday August 25	Board of Aldermen Meeting – Regular Session
Monday September 7	Town Offices Closed – Labor Day
Tuesday September 8	Board of Aldermen Meeting – Regular Session
Tuesday September 22	Board of Aldermen Meeting – Regular Session
Tuesday October 13	Board of Aldermen Meeting – Regular Session
Tuesday October 27	Board of Aldermen Meeting – Regular Session
Thursday October 31	First UMC Trunk or Treat
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Town Offices Closed – Veterans Day
Tuesday November 24	Board of Alderman Meeting- Regular Session
November 26 & 27th	Town Offices Closed – Thanksgiving Holidays
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28th	Town Closed – Christmas Holidays



## Board and Commission Meetings – March 2020

ABC Board	ABC Office – 52 Dayco Drive	<b>March 17th</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>March 3rd</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>March 26th</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>March 4th</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>March 16th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>March 12th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>March 18th</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>March 10th</b> 2 <sup>nd</sup> Tuesday 3:30 PM

## BOARD/STAFF SCHEDULE

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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Special Meeting – Winter Board Retreat**  
**February 21, 2020**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its Winter Board Retreat on Friday, February 21, 2020 at 8:30 a.m. in the Training Room of Public Services, 129 Legion Drive, Waynesville, NC.

**A. CALL TO ORDER SPECIAL MEETING**

Mayor Gary Caldwell called the meeting to order at 8:30 a.m. with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tem Julia Freeman – arrived at 8:44 a.m.  
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  
Ben Turnmire, Finance Director  
Dean Trader, Assistant Finance Officer  
Joey Webb, Fire Chief  
Brittany Angel, H.R. Specialist  
Jeff Stines, Interim Public Works Director  
Preston Gregg, Town Engineer  
Rhett Langston, Parks and Recreation Director  
Brian Beck, Interim Police Chief  
Elizabeth Teague, Development Services Director – arrived at 8:48 am  
Jesse Fowler, Planner

The following media representatives were present:

Becky Johnson, The Mountaineer  
Cory Valliancort, Smoky Mountain News

Approval of Minutes from January 28<sup>th</sup> and February 4<sup>th</sup>, 2020

***A motion was made by Alderman Anthony Sutton, Seconded by Alderman Jon Feichter to approve the minutes from the January 28<sup>th</sup> regular meeting and continued meeting and special meeting of February 4<sup>th</sup>, 2020 as presented. The motion carried unanimously.***

Six Month Budget Update

- Ben Turnmire, Finance Director

Finance Director Ben Turnmire provided a mid-year update for the Board. He explained that Revenues and Expenses for the general fund were as they should be for this point in the year. Mr. Turnmire highlighted some of the line items that were not within the mid-year threshold including:

**Governing Board Expenses** – this was due to the cost of the election, payment of all incoming and outgoing board members and the fact that the salaries have not been allocated across all funds at this time.

**Administration Expenses** – the cost of the remediation of the asbestos and the preliminary costs associated with the Municipal Building repairs (ServiceMaster clean up).

From a revenue standpoint, he noted that there are two outliers – Other Taxes and Licenses (Sales Tax) and All Other Revenues. The first is since there is a 3-month lag time between collection and allocation of sales tax to municipalities from the state. The second is from funds received from the insurance company for the Municipal Building repairs.

Mr. Turnmire moved to the Water Fund noting that there is a lag of 1 to 1.5 months with revenues as the collection of water bill monies falls after the bills are sent monthly. The fund is strong and well within budget currently.

The Finance Director explained that the Sewer Fund had seen an increase in the sewer rate in FY 19-20 which was showing steady revenue through six months. He reiterated that the sewer fund much like the water fund has a lag due to collection timing.

Mr. Turnmire discussed the Electric Fund and noted that due to a mild winter thus far, the power purchases were below expected which has helped to keep expenses lower than anticipated. A line item for All Other Revenues reflects funds provided to the Town by the NC Department of Transportation reimbursement for utility movement for upcoming projects.

### **Capital Improvement Plan (CIP)**

Finance Director Turnmire began discussion of the Capital Improvement Plan (CIP) that had been updated noting that initially there were:

- 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

The CIP is set up over a five-year period and is a projection of the financial capacity for the Town during this period. It is estimated that \$8.5 to \$10.5 million in new spending is possible. The CIP considers maintenance needs as well as service expansions/improvements and allows for exploration of various types of debt including bonds and short-term borrowing.

Mr. Turnmire noted that the forecast is based on assumptions related to revenue and expenditure growth as well as considering the externalities that the Town has no control over such as the national economic status. He provided explanations for each of the funds.

The General Fund reflects forecasted positive sales tax growth, assuming 7% property tax growth, flat transfers from other funds, debt service gradually decreasing but with increased expenses and projected use of fund balance in FY 20-21.

For the Water Fund, the five-year forecast looked at standard rate adjustments, minimal customer expansion, decrease in some debt service, flat capital spending and no interfund transfers.

The Sewer Fund carried the most change over the five-year period due primarily to the necessary renovations to the wastewater treatment facility. This accounts for additional debt service and rate increases required under the terms of the borrowing agreement from the State.

The Electric Fund remains stable and a source of internal transfers based on the health of the account. The forecast is for standard rate adjustments and the roll-off of substantial debt service in FY 23.

Finance Director Turnmire concluded the discussion related to the CIP by informing the Board of several considerations for the future including:

- The 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
- The Town must continue to examine the impact of debt to address capital needs
- Prepare reserves for economic retraction, and
- Analyze operational costs for efficiencies

Another topic that Mr. Turnmire was asked to analyze was the impact of a differential rate for memberships at the Waynesville Recreation Center. He highlighted the fact that a 25% increase in rates for those individuals who did not live within the town limits would yield \$110,000. The Parks and Recreation Department is not a revenue generating division and even with this addition of funds, would still require a supplement from the general fund to balance their budget of approximately \$440,000 for the upcoming fiscal year to break even.

#### Storm Water Discharge Fees

- Town Manager Rob Hites

Manager Hites explained that during last year's retreat, the staff presented a program to enhance the Town's storm water program. He said that one of the main attractions in the Waynesville area is the environment, and the Town wants to protect that. He said that as resources continue to get tighter, the pressure to keep Richland Creek free of debris and keep the trash from going into Lake Junaluska. Staff has developed a common utility proposal with a base fee (ERU) of \$2.00 per month for all residential customers and a commercial rate based on an area of impervious surface up to a capped rate. The fee will show on the customer's monthly utility statement. This will provide some help and release the pressure on the Town's General Fund.

In order to assess this fee, the Town must do a compilation of all the property inside the Town of Waynesville that would qualify for the stormwater fee by measuring the impervious service (services that does not allow water to infiltrate to the soil layer) area by square footage.

Manager Hites said there is an estimated 3,747 residential customers with a potential revenue of \$90,000 per year at \$2.00 per month. The commercial customers are estimated at 1,963 and have a potential revenue of \$170,855.28 per year with a \$7.18 per month charge with a cap of \$10.00 per month.

Some of the usage of the funding would include drain maintenance to prevent clogging, trash traps, curb inlet covers, stream relocation, and stream restoration. Also included would be public education, and participation, control of illicit and construction discharge, and pollution prevention.

Assistant Town Manager Amie Owens notified the Board that there are several considerations for the upcoming FY 20-21 budget and wanted them to have ample notice and information so that they were prepared for these increases.

#### Increase in Mandatory Retirement Contribution

- Assistant Town Manager, Amie Owens

Assistant Manager Owens reminded the Board that in January 2019 the NC Local Government Employee Retirement System (LGERS) board had passed an increase in the “base” employer contributions that went into effect on July 1, 2019. In order to reach the threshold established by NC LGERS, the contributions are mandated to be increased by 1.2% annually through FY 2022. The impact to the upcoming budget is \$110,000 or approximately one cent on the tax rate. This is not something that the Town can opt out of and contributions are not offset by any state funding.

Ms. Owens briefly discussed health insurance premium costs and the potential impact on the upcoming budget. The Medical Loss Ratio (MLR) is the amount of premiums paid versus the claims paid out. The insurance industry considers an 85% payout as a good number for little to no increase in premiums; the Town’s MLR at the same time last year was 141% and the increase received was 26.2%. However, in looking at the last 12 months of claims data, the MLR has been reduced dramatically and is back in the mid-90s. This still indicates a potential increase in premiums for the upcoming year, but not as substantial of an increase as in the previous year. Assistant Manager Owens, Finance Director Turnmire, Assistant Finance Director Dean Trader and HR Specialist Brittany Angel met with brokers in early February and while a renewal quote will not be received until mid-April, it is estimated that a 10% increase is possible. This would be an increase to the budget of approximately \$220,000.

Assistant Manager Owens explained that the current longevity program is not competitive within the region. HR Specialist Angel commented that she had participated in a regional study related to longevity programming and that Waynesville was much behind when it came to provision of a longevity incentive. The Board had a copy of the study in the packets for comparison. The recommended change to the longevity program included movement from an incremental dollar amount for those long-serving employees to a flat rate award in later years. The suggested structure is below:

- |                                  |   |
|----------------------------------|---|
| • 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                                |

The budgetary impact of this change would be approximately \$15,000 annually and would be divided among all funds. This would be included as part of the budget development process. Ms. Owens added that this small change can impact the retention of good employees.

### Time and Attendance System

- Assistant Manager Amie Owens

As part of the continued process of upgrading our technology platforms and to find efficiencies in processes, an automated time and attendance system is being considered. As far back as the 1990s, this has been discussed. The current process of recording payroll is inefficient. Employees must manually punch timecards, have them reviewed and signed off by supervisors, sent to Finance, individuals in Finance having to act as data entry clerks and add the information to the MUNIS system for payroll, and then process the payroll. By implementing an automated time and attendance system, with direct upload to MUNIS, there is less room for error, ease in payroll processing and an added layer of audit protections. Ms. Angel added that from a safety perspective, if there was an emergency, it would be easy to know who is currently working and who may be out that day. While a cost has not been determined for this upgrade, information will be brought back to the board during the budget process for approval.

Alderman Anthony Sutton asked if the scanner used for the clocking in and out could be a knuckle scanner as it is more accurate. Ms. Owens will ask about this and other related technologies as part of the due diligence.

### Pay and Classification Study/Career Track

- Assistant Manager Amie Owens

Assistant Manager Owens began by noting that the next two items would be combined to better illustrate some requested changes. The last pay and classification study were completed in 2005/2006 with projected implementation in 2007. However, the economic downturn occurred and the changes to the pay grades did not occur. At that time, the required funding was approximately \$300,000 to reclassify positions and the study cost \$48,000.

As time has passed and various programs including Career Track and Cost of Living Adjustments (COLA) have occurred, the compression that was seen over a decade ago has continued to worsen. For example: a new fire fighter hired in at base rate makes only \$0.10 less per hour than a five-year serving fire fighter. An assistant division director who can still receive Career Track adjustments adds to the compression because department directors are ineligible for Career Track.

Ms. Owens noted that Career Track is successful for those departments who already have structured promotional and certification programs (Police, Fire, Water/Sewer in Public Services); but administrative departments and those who are generally service oriented such as streets and sanitation and meter readers do not have the opportunity to complete additional trainings as they cannot modify work schedules and keep up with the service demands. There needs to be a revamp of the Career Track process for these departments to ensure that merit increases can be obtained.

Assistant Manager Owens used information on department director salaries as an example. Currently most department directors are within the recommended salary ranges; however, those that are not are well below market for their positions. The Town needs to include gender and equity review for all positions.

Alderman Sutton stated he felt that the emphasis should be placed on getting the gender inequality fixed before lower the wages.

Alderman Freeman stated that the employees of the Town are our biggest asset, and you must pay quality to get quality. Referring to the market for Towns of the same size and jobs, she felt that this is not right, and we need to do something to get it fixed by pay those for the job the employees are doing and pay a competitive wage.

Manager Hites told everyone that Assistant Manager Owens is not only an Assistant Manager, but she does four different jobs every day including IT director, Risk Manager, PIO and the Human Resource Director. He gave other examples of lack of competitive pay among the Town's Department Heads.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to proceed with an RFQ for a pay study within the current budget year. The motion carried unanimously.***

#### Street Condition Study

- Town Engineer, Preston Gregg

Alderman Jon Feichter said that last year he had spoken with the Public Works Director David Foster (retired) about PCR (Pavement Condition Rating) which is a study that is done periodically and gives the Town an overall analysis of the condition of the streets. This study was done in 2011 and 2015. He said he would like to see data about the streets now because there has been so many comments about the condition of the streets.

Mr. Gregg explained how the PCR works. He said that every street in Town is evaluated and scored. The scores range from 80-90, which is good, 70 is fair, and 50-60 is poor condition. At the last rating, the Town scored 84 and across the state the average was 80. He said the Town was due for another evaluation in 2020, and this will be a guide for staff to prioritize which streets need repair.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to proceed with sending out an RFQ for the Pavement Condition Rating Study in this budget year. The motion carried unanimously.***

There was much discussion concerning the moving of utilities and repaving Pigeon Street. Mr. Gregg stated that NCDOT was reviewing plans that were completed by Mattern and Craig. The Board had questions about milling and filling the pavement. Mr. Gregg said he would advise against that because of the close location of the utilities to the top of the pavement, which will probably damage the Town's water lines. He said the estimate for correcting the problems along Pigeon Street is about \$2.1 million dollars. Of that amount approximately \$620,000.00 would be for moving the utilities. He said that hopefully the Town could partner with NCDOT and they would pay for the paving of the street and the Town pay for moving the utilities. There is no timeframe for this project.

#### East Street Traffic Issues

- Alderman Jon Feichter & Preston Gregg, Town Engineer

Mr. Gregg explained to the Board that the Town has received many complaints from Ms. Christine Kavanagh, 657 East Street, concerning issues on that street, including speeding, traffic calming devices, and restricting truck traffic. He said he met with Ms. Kavanagh on site to discuss these issues. A speed study was installed for several days to determine the traffic speed on the street. The top speed that was recorded was 27 miles per hour. J.M. Teague was hired to do an independent traffic study to determine

if speed bumps were needed, and they did not recommend due to the topography and curves of the road. He said that East Street is a cut through route, and in order to restrict truck traffic, the Town would need to ban nonlocal truck traffic where East Street intersects at Main and the Old Hospital, and where East Street intersects at Main and Town Hall.

#### Allens Creek Sidewalk Repair and Extension

- Development Services Director, Elizabeth Teague

Elizabeth Teague, Development Services Director, told the Board that 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.

Ms. Teague stated that 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'
Lickstone to Municipal Boundary =	690'
<b>Total</b>	<b>3,010'</b>

*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.

#### Calvary/Craven Park Completion/Funding

- Alderman Jon Feichter

Alderman Feichter said he would like to see funding allocated to the completion of the Calvary/Craven Park. Ms. Teague said that with the \$60,000.00 that has already been allocated, park furnishings, pavilion, slab, and basic on street parking improvements could be completed. She told the Board that staff is applying for a Medford Fund Grant for playground equipment. Once that grant is received, she said it could be determined how much the gap would be, and possibly put together another budget request. She said that staff tried, with the existing money, to see if the basketball court could be built. Because of the steepness of the site, everything that everybody wanted could not be build on the site. She said the committee had agreed that the pavilion was the most important piece of the park.

#### Rescind Vehicle Fee

- Alderman Jon Feichter



Alderman Feichter said that he has heard a lot of vocal concerns about the \$15.00 vehicle fee that was implemented last year. He said that he had posted a poll on his Facebook page asking how many people supported the vehicle tax, and how many people would be in favor of rescinding the fee if it meant the pace of street repair would be slowed down. He said that of the 41 people who responded, 22% of the people said the fee should be rescinded, and 74% of the people said to keep the fee. Most people were concerned about the condition of some of the streets and wanted to keep the fee. He also received comments from people who are on fixed incomes, and it is hard to pay this fee. Alderman Feichter said he would be in favor of rescinding the fee and increase the amount of funding for the street maintenance.

Alderman Chuck Dickson stated the third option would be a bond referendum to get our streets up to the level they need to be.

The Board discussed the possibility of designating the \$10.00 portion from the fee to be set aside and used for specific projects. This would be a way that the public could see how the Vehicle Fee is being used. Alderman Dickson suggested this information could be distributed in a proposed newsletter. Alderman Feichter agreed that we need to be better at keeping the public informed as to where their tax dollars are being used.

Assistant Town Manager Amie Owens interjected that a budget amendment had been signed recently for a tool that can be used to show the information that is being requested. She said that staff was working on implementing that software now.

#### CAPRA Announcement

- Parks and Recreation Director, Rhett Langston

Parks and Recreation Director, Rhett Langston stated that his staff has been working on CAPRA (Commission for Accreditation of Park and Recreation) for several years. He said that for or five weeks ago staff had submitted to go before a review committee. He said he had just heard that it had passed the review committee and the next step would be a visitation to the Recreation Center.

#### Cost of Reducing Commercial Fire Rating

- Fire Chief, Joey Webb

Fire Chief Webb gave a brief summary of what ISO (Insurance Service Office) is and how the Fire Department can improve their rating. He said this is a rating system for fire departments and their surrounding communities. In the ISO scale, a lower number is better. He said there are many variables that connected with the grade. Inspections are done approximately every 5 years and the last inspection for Waynesville was done in 2016. Currently the Fire Department is rated as a 4-9-E which means that this is an extended area because of one property that is just out of the 5-mile range.

Chief Webb referred to the Summary of Public Protection Classification Review for Waynesville. He reviewed with the Board members the 2016 rating which shows the earned credit and he explained several ways that the fire Department can receive a better rating. He said that lack of available staffing who can drive the ladder truck, hampers receiving a higher rating. He said there is a problem nation wide finding volunteers. The lowest rating the Town received was in the Credit for Company Personnel, where ISO always wants twelve firefighters on a structure fire. Another area lacking is the training credit. ISO requires 240 training hours for new recruits. He said it is sometimes difficult to get all the training in.

Chief Webb discussed the two men in – two men out when at a structure fire, and said they rely on trained volunteers, and mutual aid from other fire departments.

#### Affordable Housing Debt Issuance

- Alderman Chuck Dickson

Alderman Dickson stated he had talked with the Waynesville Housing Authority concerning affordable workforce housing and trying to find a way for the Town to assist in helping provide housing that people could buy and become part of the Town's tax base and provide a revolving fund. With a bond referendum in the future, we could possibly have funds for affordable housing. The Town could raise money for a leverage with the Waynesville Housing Authority.

#### Plans to Reduce Flooding in Hazelwood Basin

- Alderman Chuck Dickson

Alderman Dickson said there are numerous problems with flooding around the Finance Department, and in Hazelwood. He asked Manager Hites and Interim Public Services Director Jeff Stines to go over any plans and costs for remedying the flooding problem.

Manager Hites said that because of the increase in the amounts of rain we have been receiving, this problem has gotten much worse. Personnel have spent a lot of time cleaning culverts and drains. Prior Public Services Director David Foster had advised that there was a need for an additional large culvert underneath the railroad track because the current culvert serves as the dam which pulls the stormwater off Brown and Hazelwood Avenues into the creek.

NC DENR advised the Town that in order to borrow money for the Wastewater Treatment Plant, unless a significant component to remove the infiltration and inflow of creek water into the plant is established. He said that the push got diverted from just stormwater to finding leaks in the sewer system. In doing smoke testing of the sewer system, there are connections between stormwater sewer and sanitary sewer. As a result, in dealing with the Hazelwood Basin, it has been diverted to the sewer inflow,

Mr. Stines stated that the first thing was to figure out where the inflow and infiltration was getting into the sewer, and that was being done with cameras. They discovered failing pipes, root intrusion, and undersized catch basins. He said that moving forward, these areas need to be addressed for both situations. He has reached out to Haywood Waterways for some stream restoration, to get the water out quicker and with better velocity for drainage and staff is identifying points of concern, and size of pipes for the stormwater.

Manager Hites said that repairing the inflow and infiltration in Hazelwood is still in the assessment stage.

#### Garbage Collection/Recycling

- Town Manager, Rob Hites and Alderman Chuck Dickson

Manager Hites explained that 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. Citizens 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 remain 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.

He said that 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.

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.

Manager Hites told the Board that 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.

He said that 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.

#### Fund Grant Writer

- Alderman Chuck Dickson

Alderman Dickson said that currently Department Heads for the Town write grants and that is not what they are paid to do. Grant writing requires a skill set, and a lot of time. He said he would like to look at creating a position for a grant writer. That person could also serve as a fund raiser, and to focus on areas. He said this would be a great help to staff and bring in more money for different projects.

Alderman Julia Freeman stated that she felt that there were so many other projects that the Town is facing right now at great costs, that it is not feasible to add a new position and the grant writing could be outsourced.

Manager Hites said that each department had its own lingo that they use. It would be difficult for a grant writer to do the different language for each department. He said he would need to get the department heads together and see if they would like to hire a grant writer or continue writing their own grants.

Alderman Dickson added that Western Carolina University is creating a new master's program in Experiential and Outdoor Education. That program will create more interns that could possibly be utilized in the Town.

#### Newsletter

- Alderman Chuck Dickson

Alderman Dickson said that Assistant Manager Owens had a proposal to do a bi-annual newsletter and to put it on the website. He said he would like to have the Town start doing the newsletter, and place items like the Pigeon Street project in it. He said to look at the cost of sending it to all utility accounts. Another suggestion is that a guide like what the Recreation Department does by placing it in the Mountaineer newspaper. He said that later maybe it could be done by email and done quarterly.

#### Change Public Comment to Start of Meeting

- Alderman Chuck Dickson

Alderman Dickson expressed a concern that currently if the Pubic wishes to make a comment about a subject, they are having to wait until the end of the meeting to do so in the Public Comment Period. He suggested changing the Public Comment period to the first of the meeting so that the person wishing to comment does not have to sit through the whole meeting to speak. He also indicated that there should be a sign-up sheet given to the Town Clerk before the meeting starts, with their name and the subject they wish to address, so the Mayor can recognize them.

Mayor Caldwell said he would rather have the comment period at the end instead of the beginning, but he is willing to try it for a period.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Joh Feichter, to move the Public Comment section to the beginning of the meeting. The motion passed unanimously.***

#### Amendment of Town Charter for Staggered Terms

- Alderman Chuck Dickson

Alderman Dickson stated that the subject of staggered terms had been discussed for the last two retreats and he wished to bring it up again. There was much discussion concerning a memo from Town Attorney Bill Cannon stating that in his opinion that the amendment can be adopted by Ordinance in accordance with N. C. General Statutes 160A-101 and 102.

Mayor Caldwell said he was not in favor of staggered terms for several different reasons, one of which is the cost of the election to the Town which would increase with staggered terms.

Alderman Dickson said the reason he felt it would be better for the Town is to promote continuity, because there could be complete turn over of the Board. He said staggered terms could be implemented at the next election four years from now. The top two candidates would be elected for 4 years, and the low vote getters would have 2-year terms. At that point there would be elections every two years.

Alderman Feichter stated he would be in favor of staggered terms, and he reminded the Board that other municipalities in Haywood County have staggered terms.

The consensus of the Board was that there needed to be more research on the subject.

#### Comments from the Board

Mayor Caldwell asked for comments from the staff and Board, and there was discussion about the new donut shop in Hazelwood, staff changes in the Recreation Department, and Captain Brian Beck's retirement reception on March 10, 2020.

Manager Hites said that he had met with Bolton Heating and Air concerning negotiating a contract to place two 40 thousand BTU's condensers to handle the humidity in the pool area of the Recreation Department at a cost of approximately \$700,000.00. The pool will have to be closed for two weeks for the removal of the old system and the installation of two new condensers.

Manager Hites and Assistant Manager Owens have met with contractor and went over prices for the renovation of the Municipal Building. They discussed places where some costs can be cut. They wish to bring a menu back to the Board and ask what items they would like to have inserted into the contract. He said that the bid was \$200,000.00.

Assistant Manager Owens reminded the Board that they needed to complete the Ethics Training for Elected Officials and return it to the Town Clerk. As of now, there has only been one Board member that has completed the training. She asked that the training be completed by the end of March.

Alderman Feichter stated that he thanked the staff for the work that has been put into the Retreat and said this has been the most informative in the five years he has been involved.

#### Adjourn

***With no further business, a motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to adjourn the meeting at 2:48 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

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Regular Meeting**  
**February 25, 2020**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, February 25, 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  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Ben Turnmire, Finance Director  
Jesse Fowler, Planner  
Rhett Langston, Recreation Director  
Joey Webb, Fire Chief  
Chris Mehaffey, Assistant Fire Chief  
Ricky Mehaffey, Fire Captain  
Interim Police Chief, Brian Beck  
Police Department Administrative Assistant, Diane Robinson  
Various Police Officers

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Oath of Office for Police Chief David Adams

Mayor Caldwell welcomed everyone said it was his pleasure to welcome David Adams and his wife Sonya to Waynesville. David has been chosen as Waynesville's new Police Chief.

Chief Adams comes to the Town of Waynesville from Franklin, NC where he served as Chief for the past eight years. Previously he served in Hendersonville where he worked his way through the ranks to Captain of Investigations. He holds a bachelor's degree in Criminal Justice and a

master's degree in Management and Leadership. He has also graduated from the FBI Academy's Leadership Training and Command School. Before entering his law enforcement career, he served six years in the 82nd Airborne.

Mayor Caldwell asked Police Department Administrative Assistant Diane Robinson to administer the Oath of Office to Chief Adams. After the Oath, Chief Adam's wife Sonya pinned his badge on his lapel.

Chief Adams thanked everyone for coming and for such a great welcome to him and his family. He said he looked forward to working in the Town of Waynesville.

2. Adoption of Minutes

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the minutes of the February 11, 2020 regular meeting as presented. The motion carried unanimously.***

B. PRESENTATION

3. Fire Department Needs

- Fire Chief, Joey Webb

Chief Joey Webb gave a brief presentation on the needs of the Fire Station #2 facility needs. He explained to the Board that with the increase of development in the western section of the Town of Waynesville, the amount of calls answered by the Fire Department from Station #2 has grown to over 400 calls more than Station #1.

Currently, there are no generator back-ups, and if there is a power outage, the bay doors must be raised manually which means a delay in answering a call. It also means that there are no means of communication, and it leaves the Finance Department, which is also housed in the building, unsecured.

Chief Webb said there isn't enough room for some of the Fire Department equipment, and because of the bigger sized fire apparatus, one of the trucks is parked outside under a carport. In addition, there is no separate facilities for female firefighters.

Fire insurance districts require property to be within five miles of a fire station. Ratings are based on a point system to determine the grade. He said that Waynesville currently has a split 4/9E rating. A six-mile district is allowed with adjoining departments responding automatic aid with the minimum of 1000 gallons of water. This rating is a 9E or Class 9 extended, and is the lowest rating allowed for a six-mile district. Chief Webb said that there is a structure located on Presidential Drive that is 5.1 miles from Station #2. Relocating the fire station farther south would eliminate the six-mile district.

Chief Webb stated there were five or six sites that has ben looked at for a new Fire Station. He said that cost and the flood plain area in Hazelwood played a big factor in deciding on a new location. The location that is currently being looked at give quick response to the by-pass. The site is about three acres, which will allow for additional training exercises.

4. Kiwanis Playground Renovation / Improvement Project Proposal

- Parks and Recreation Director, Rhett Langston/ Marti Peithman/ Eva Hansen

Parks and Recreation Director Rhett Langston said that in collaboration with the Waynesville Parks and Recreation Department, we have assessed the condition of the current playground. As a result, a playground vendor has been selected and developed a playground plan for Phase 1. This includes removing old equipment and installing new and renovating and improving half of the playground.

Mr. Langston introduced Ms. Marti Peithman from the Kiwanis. Ms. Peithman said the Recreation Department had received a \$25,000.00 donation from an anonymous donor, and an additional \$25,000.00 had been raised through securing playground equipment sponsorships, grants and donations. She stated they hoped to complete Phase 1 by September 30, 2020.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to accept the design and the donation of the new equipment for Phase I of the Recreation Park Kiwanis Playground. The motion carried unanimously.***

5. Hiring Fiscal Analyst

- Finance Director, Ben Turnmire

Mr. Ben Turnmire, Finance Director explained to the Board that since Fiscal Year 2018, an Accounting Technician position has been approved in the Town's budget. He said this position has remained unfilled, and the Finance Department would like to fill this position in order to expand operational capacity. By filling the accounting technician position the Finance Department will be more able to respond to all department's financial needs, implement a higher level of budget administration, better identify internal control deficiencies, perform routine internal audit procedures, and sustain Waynesville's financial resiliency.

Mr. Turnmire said that his Department has consistently returned appropriations to Fund Balance over the past three years. On average, the Finance Department has been \$60,000 under budget in personnel costs over the past three years. By filling the Fiscal Analyst position in April, the Finance Department is projected to be \$60,000 under budget in personnel costs for FY 20. He added that the Finance Department is projected to decrease its total personnel budget by \$35,000 from FY 20 to FY 21.



***A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the hiring of a Fiscal Analyst (formerly Accounting Technician) for the position in the Finance Department. The motion carried unanimously.***

6. Request approval of reclassification of one position and temporary over hire in Police Department
  - Assistant Town Manager, Amie Owens

Assistant Town Manager Amie Owens told the Board that an employee in the Police Department Records Division is retiring, and the individual who is currently assisting part-time does not wish to move to a full-time status. Therefore, she would like for the Board to consider an over hire for this position to gain necessary training prior to the retirement date of the current employee. Ms. Owens explained that there is money in the current budget to support this request since there are vacancies that have not been filled. Once the retirement occurs, the position count would return to one full time and one part-time position in that division. She stated that this is a temporary request.

The existing Evidence Technician position has been classified as part-time in the past, and interns have been able to assist as part of their training with the police department. However, with the more stringent regulations related to evidence processing and tracking, it has become necessary to utilize the existing part-time Evidence Technician in more of a full-time capacity. Ms. Owens said that currently under the ACA, due to the number of hours being worked, medical insurance has already been provided for the employee. The working hours have exceeded the 1000-hour threshold for mandatory contributions to the retirement system as well. Again, utilizing lapse salaries, there is funding in the budget for the remainder of this year and the reclassification would impact the total employee count for the Police Department in 20/21 by .5FTE.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the necessary temporary over hire and reclassification in the Police Department. The motion carried unanimously.***

7. Special Events Applications
  - Assistant Town Manager, Amie Owens

Ms. Owens gave a brief explanation of the upcoming Special Events as follows:

Requests were received for multiple upcoming events in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions.

***Bikers in Boxers*** – As Bare as You Dare – Saturday March 7 – this is the fifth year for this request. This is a short ride through the downtown by motorcyclists raising money for heating assistance. Will be led and followed by Waynesville Police. Staging and start/finish will be at the VFW.

**Gateway to the Smokies Half Marathon/4-miler** – Saturday, April 4 - this is an event that has taken place in years past sponsored by the Chamber of Commerce; now the event is being carried out by Gloryhound Events. This is a large event that will utilize resources from Police, Fire and Civilian Volunteers. Other assistance from the Sheriff's Department and Highway Patrol will be provided. Several meetings have been held related to logistics for this event.

**NEW EVENT – Drug Epidemic Awareness Walk – Walk Across America** – Sunday May 3 – this event is new to the calendar. It will be a walk that begins on Academy Street and ends at the Haywood County Courthouse. It is to bring awareness to the impact of drug abuse and drug deaths. The SHARE Project is the sponsor. They have secured permission from Haywood County to assemble and have speakers at the courthouse. Waynesville Police and Civilian Volunteers will be required to assist with safety for the walk.

**Whole Bloomin' Thing Festival** – Saturday May 9 – this is another regular event held in Frog Level. All logistics remain the same as in years past and will require assistance from Waynesville Public Services, Police and Fire.

**First UMC – Pig Pickin** – Sunday June 2 – this is the fourth year for this request. Requesting closure of Academy Street from Haywood Street to Tate Street. Closure to begin at 1:00 p.m. for set up and re-open at 8:00 p.m. following the conclusion of the event. Public Services will provide the necessary barriers and police will monitor traffic throughout the day.

**Sarge's 15th Annual Downtown Dog Walk** – Saturday August 1 – this is a traditional event for the first Saturday in August. The Waynesville Police Department provides a car at the front and the rear of the parade and participants make one loop through town and events are held on the courthouse lawn.

**First UMC - Back to School Bash** – Sunday August 23 – this is a regular event for the FUMC. Same closure requested for the Pig Pickin event. Closure to begin at 1:00 p.m. for set up and re-open at 7:30 p.m. following conclusion of the event. Same assistance as Pig Pickin event.

**First UMC – Trunk or Treat** – Thursday October 31 – this is an annual event held by the FUMC. The requested closure is the same as previously noted. Closure to begin at 3:30 p.m. until 8:00 p.m. following the conclusion of the event. Same assistance as other FUMC events.

**NEW EVENT – Oasis Shriners Spring Ceremonial Parade** – Saturday June 5, 2021 – this is an event new to the calendar. A request was received to hold this event in Waynesville as the Shriners attempt to choose a new venue each year. After the Special Events Committee met to discuss, there was a change to the parade route to make it more consistent with other parades such as Folkmoor's Parade of Nations. The reason for such an early request is so that they can begin obtaining sponsors for the event and advertising well in advance. This is not a large parade with only 25 parade units predicted.

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

8. Plott Heights Slide Area

- Town Engineer, Preston Gregg

Preston Gregg, Town Engineer, referred the Board members to the photos representing the slide that occurred on Plott Heights Road on February 20, 2019. He said that this area is at the end of Plot Heights Road and is in the cul-de-sac outside of the Town's street maintenance. A Town owned 2" waterline feeding over to the test farm within the area ruptured, and it is unclear as to whether the line break caused the slide, or the slide caused the waterline break. Town employees, with aid from WNC Paving & Grading, repaired the road back to a satisfactory condition.

Mr. Gregg said that less than seven months later the road began to show signs of failure and is revealing a visible "shear plane" of failure called "global stability." Currently, the road has a differential settlement of nearly six feet.

Two different engineering firms have evaluated the slope failure as well as NCDOT's engineers to review the site and share how they are addressing similar slides throughout WNC.

Cost estimates to properly repair the slope failure are estimated to be around \$350,000. This work would entail a large amount of excavating wet/saturated mud out of the slope and brining a 60' slope back up with large class 7 rock, called a "Rock Buttress".

Mr. Gregg referred the Board to pictures of the slide taken in December, and he said that the slide had worsened since then. In order to cut costs for the repair of the slide, Mr. Gregg said Town resources could be used such as trucks hauling rocks because it would take about 250 loads of stone.

When asked what would happen if the slide is not repaired, Mr. Gregg stated that the house at the end of Plott Heights would be cut off with no way in or out. There was much discussion concerning alternative ways of repairing the slide.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to table the motion in order to explore other alternatives, legal liabilities, and insurance for the repair of the slide on Plott Heights. The motion carried unanimously.***

C. **CONTINUED BUSINESS**

9. Parking Concerns Along Broadview Road and Overbrook Drive

- Jesse Fowler, Planner

Planner Jesse Fowler stated the Town had received complaints regarding parking of customers and delivery trucks along Broadview Road and Overbrook Drive leading to congested and blocked traffic. He said the primary issue is that delivery trucks park in the middle of the road which blocks traffic and driveways. Residents in the area have complained that people park t their vehicles on both sides of the road which does not leave enough room for emergency vehicles to travel.

Mr. Fowler presented the Board with two options for consideration:

**Option 1:** Establish a timed loading zone behind the businesses located at 62 Overbrook Drive.

§54-144(a) of the Town's ordinance gives the Board of Aldermen the authority to "determine, designate, and locate passenger loading zones and freight loading zones." Thus, the Board of Aldermen could establish a loading zone designated for morning hours where trucks could unload their freight for the businesses located at 62 Overbrook. This option would require police enforcement of the designated times for loading and unloading.

**Option 2:** Enforce current parking regulations.

Several sections within our current ordinance allow the Town to enforce the prohibition of parking in a manner which blocks traffic behind the businesses located at 62 Overbrook Drive.

§54-136: "It shall be unlawful for the driver of any vehicle to stop, stand or park a vehicle upon any street, highway, roadway or alley in such a manner or under such conditions as to leave available less than ten feet of width of the roadway for free movement of vehicular traffic."

§54-137(10): "No person shall stop, stand or park a vehicle, except when conflict with other traffic is imminent or when so directed by a police officer or traffic control device, in any of the following places... on the roadway side of any vehicle stopping, standing or parking at the edge or curb of a street."

§54-136: "It shall be unlawful for the driver of a vehicle to park such vehicle in a highway, street or roadway other than parallel with the edge of the roadway, street or highway, headed in the direction of traffic."

§54-144(b): "It shall be unlawful for the driver of any vehicle to stop, stand, or park a vehicle for any period of time longer than is necessary for the expeditious loading or unloading of passengers or material in any place marked as a freight loading zone."

**Lisa McDonald  
152 Broadview  
Waynesville, NC 28786**

Ms. McDonald stated that she felt that the parking changed the whole personality of the street. She said there was a lot of bicycles and pedestrians who use this area and it is dangerous for them. There are cars that park on the street when there is parking in the lot. When cars are parked along the sides of the road, there isn't enough space for two cars to pass. The street has become a cut through, and that is causing more traffic in addition to the traffic that is there for the businesses.

Mr. Fowler stated that Town staff recommends that the Board of Aldermen use signage in an area behind the businesses located at 62 Overbrook Drive as a loading space during some time in the morning (6:00 am – 9:00 am) and the business would have to be informed and cooperate. Staff also recommends painting spaced to formally designate on street parking on one side of the street, and to enforce the existing Ordinance. The enforcement would be done by policing powers.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to designate with signage an area behind the businesses located at 62 Overbrook Dr as a loading space and painting spaces to designate on street parking on one side of the street. The motion carried unanimously.***

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

##### **10. Manager's Report**

Manager Hites gave an update on the progress of the bids for the rehabilitation of Town Hall. He said the bids had been sent out for the work and only one bid was received the first time. It was re-advertised and again there was only one bid. The bidders are a partnership of Clark & Leatherwood and PEI of Asheville. The bids were at \$280,000.00 with the insurance portion being \$108,000.00, but the insurance company expects to pay only \$30,000.00. He said that he will be bringing a base bid to the Board, hopefully by March, and the Board can decide if anything is to be added.

##### **11. Attorney's Report**

Town Attorney Bill Cannon said that there had been a request from the attorney for the Triangle Auto suit for an early mediation. He said this is a positive development in this case.

In the Hazel Street case, the last person who is the heir could not be served, but the people who have answered do not have any interest in the house. Mr. Cannon said there would be notifications published in the newspaper and then a sale of the property at the courthouse.

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

Alderman Feichter stated that during the process of appointing people to the Homelessness Task Force, he felt that Hazelwood has been under-represented. He asked the Board to increase the size of the Task Force by two applicants that are from Hazelwood and present them at the March 10<sup>th</sup> meeting.

Mayor Caldwell stated that starting with the March 10<sup>th</sup> meeting the Public Comment period will be at the beginning of the meeting.

**F. CALL ON THE AUDIENCE**

No one addressed the Board.

**G. ADJOURN**

*With no further business, a motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to adjourn the meeting at 7:40 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

**TOWN OF WAYNESVILLE**  
**RESOLUTION**  
**AWARDING BADGE AND SERVICE SIDEARM**  
**TO RETIRING**  
**POLICE CAPTAIN BRIAN BECK**

**WHEREAS**, North Carolina General Statute 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality, and

**WHEREAS**, North Carolina General Statute 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member, and

**WHEREAS**, Captain Brian Beck has served as a member of the Police Department for the Town of Waynesville from January 3, 1991 to March 31, 2020 in varying capacities beginning as a Patrol Officer in 1991, to Sergeant in 1996, to Lieutenant in 2005, to his promotion to Police Captain in 2013 where he served until his retirement for the Town of Waynesville where he provided direction and leadership for the department.

**NOW, THEREFORE, BE IT RESOLVED**, I, James Gary Caldwell on behalf of the members of the Board of Aldermen for the Town of Waynesville, North Carolina, the following:

The Police Chief of the Town of Waynesville is hereby authorized in accordance with the provisions of North Carolina General Statute 20-187.2 to transfer to the badge worn by him during his service with the Waynesville Police Department and his service sidearm, identified as Glock, Model 35; .40 caliber; Serial # WLK949.

Adopted this 10th day of March 2020.

\_\_\_\_\_  
J. Gary Caldwell, Mayor

ATTEST:

\_\_\_\_\_  
Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 10, 2020**

**SUBJECT:** Public Hearing for consideration of amendments to the Cemetery Ordinance

**AGENDA INFORMATION:**

**Agenda Location:** Public Hearing  
**Item Number:** D4  
**Department:** Board of Aldermen  
**Contact:** Amie Owens, Assistant Town Manager  
Julie Grasty, Asset Services Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** In late 2018, there was concern related to the Greenhill Cemetery and the clean up that occurred. As a result, the Board of Aldermen named an adhoc committee to review the various aspects of the Greenhill Cemetery and 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.

At the February 11, 2020 meeting, it was noted that there had been some additional changes suggested by the Town Attorney related to legal language and concerns about enforceability. Due to the fact that the Cemetery Committee had not seen these changes until the day of the hearing, the Board of Aldermen requested that the Town Attorney and Cemetery Committee meet to discuss the proposed changes. This meeting occurred on February 27, 2020.

The notice of public hearing was advertised in the Mountaineer on March 1 and March 4, 2020 and has been listed on the website since February 12, 2020.

**MOTION FOR CONSIDERATION:** To consider the approval of the revised Cemetery Ordinance as presented.

**FUNDING SOURCE/IMPACT:** No funding required at this time.

**ATTACHMENTS:**

- Revised Cemetery Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Any changes would be Board of Aldermen policy decision. Action is at the will of the Board.



## Chapter 18 CEMETERIES\*

\*Cross references: Streets, sidewalks and other public places, ch. 46.

State law references: Authority to regulate cemeteries, G.S. 160A-341--160A-348, An act authorizing the county of Haywood and the town of Waynesville to jointly establish, improve, and maintain a memorial cemetery for the burial of United States war veterans, S.L. 1949-140.

It is the desire of the Town of Waynesville and the Cemetery Committee to operate and maintain cemeteries that are beautiful, dignified and an appropriate resting place for departed loved ones.

In amending this ordinance, it has become the Town's and Cemetery Committee's desire to offer as much freedom of choice as possible while preserving those regulations necessary to maintain a high standard of beauty and efficiency of maintenance.

### **Sec. 18-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Cemetery* means a burial park for earth interments and columbarium inurnments.

*Columbarium* means a freestanding structure containing niches for the inurnment of cremains.

*Commercial* means activities for which money is charged.

*Cremains* means cremated human remains.

*Cremation Burial Space* means a land area designated for the burial of cremated human remains.

*Deed* means the document conveying an easement for a specifically identified area in a cemetery.

*Interment* means the disposition of human remains by burial in the earth.

*Inurnment* means the permanent placement of cremains which are contained in an urn in a columbarium or by burial in the earth.

*Lot* means a tract of land in a cemetery consisting of 10 numbered adjoining spaces and shown on a plat of a cemetery recorded by the Town of Waynesville.

*Niche* means a recessed compartment in a columbarium designed to hold urns.

*Owner* means the owner of record of an easement for burial or inurnment within a cemetery.

*Section* means the numbered divisions as shown on a recorded plat, consisting of multiple lots.

*Space* means a land area four (4) feet wide and ten (10) feet in length designated for the burial of human remains.

*Tour* means any group that enters the cemetery with a guide.

*Town* means the Town of Waynesville, North Carolina.

*Urn Garden* means a land area two (2) feet wide and two (2) feet in length designed for the burial of cremated human remains contained in an urn.

### **Sec. 18-2. Burial permitted only in cemetery; notification of superintendent**

No person shall bury or cause to be buried any dead body in any place within the town except in a cemetery. The town shall have the right to disinter any such body which may have been illegally buried and have the body removed to a cemetery. Prior to any burial in town cemeteries, the cemetery superintendent shall be notified. No remains except those of human beings shall be interred in any town cemetery.

### **Sec. 18-3. Scheduling of interments and inurnments.**

Committal services requiring staff support may be held any day except New Year's Day, Easter Sunday, Thanksgiving Day and Christmas Day. On days when inclement weather is such that a burial or placement of an urn would not be feasible, the town cemetery superintendent, in consultation with the funeral director, shall have the right to delay burials and the placement of urns. It will be the responsibility of the Town of Waynesville to supply current contact information for staff to a local funeral director in order to effectively communicate related to scheduling.

### **Sec. 18-4. Sale of cemetery spaces and columbarium niches.**

(a) The town shall sell easements for cemetery spaces and for columbarium niches to those persons desiring spaces and niches at such price as may be determined by the Board of Aldermen; however, one person may not purchase more than ten (10) individual spaces and ten (10) niches in a columbarium, except upon special permission from the Board of Aldermen. Columbarium niches and burial spaces cannot be purchased for commercial resale, and will not be sold to funeral homes, churches, or corporations.

(b) Upon purchase of a burial space, the owner will be conveyed an easement deed that shall identify the purchaser and contain a description of the easement purchased. Cemetery easement deeds shall be recorded at the Haywood County Register of Deeds Office by the Town. The Town will pay for the initial recording of the deed.

(c) Upon purchase of a columbarium niche, the purchaser will be issued a certificate granting them the right to use the niche for the inurnment of human remains.

**Sec. 18-5. Owner's name to appear on records of Town.**

No person will be recognized by the Town as owner or part owner of any lot unless his name appears on the records of the Town as owner or part owner thereof. Notice of any conveyance of any lot, portion of lot, single space, or columbarium niche must be made in writing to the Town Clerk or cemetery superintendent. Conveyances of lots or burial spaces must also be recorded at the Haywood County Register of Deeds Office. If an owner of a lot, portion of lot, single space, or columbarium niche dies and the decedent's interest in cemetery lot(s) is devised to a beneficiary under a will, a copy of the will shall be provided to the Town. If the owner of a lot, portion of lot, single space, or columbarium niche dies intestate, the rights of the owner are to pass to the heirs in the same manner that an interest in an easement typically passes in the absence of a will and proper documentation may be requested to show proof of ownership.

**Sec. 18-6. Right of town to repurchase columbarium niche.**

The Town may repurchase any unused columbarium niches from the owner at the original purchase price minus a \$250.00 fee for replacement of the niche door and administrative fee, upon written request of said owner.

**Sec. 18-7. Restrictions on rights of owners.**

Owners of burial spaces and purchasers of columbarium niches in any cemetery owned by the Town are subject to the ordinances, rules, and regulations of the Town now or hereafter adopted. The Town reserves the right to amend at any time its ordinances, rules, and regulations, following a period for public comment.

**Sec. 18-8. Identification of remains.**

All caskets and all cremation urns shall contain some means of identifying the remains of the deceased contained within the casket or urn in compliance with the laws of North Carolina. This identification shall be either within or on the casket or urn and in conformance with generally accepted practices of the funeral home industry.

**Sec. 18-9. Veterans Memorial Section Regulations.**

Upon recommendation from the Veterans of Foreign Wars of the United States, the cemetery superintendent may authorize the burial of a veteran in the Veterans Memorial Section of Green Hill cemetery in accordance with Town regulations. The Veterans Memorial Section is reserved for the interment of veterans discharged from active military service under conditions other than dishonorable, and does not include space for spouses, children, or other family members. Spaces for traditional burial and inurnment are assigned in sequential order by the cemetery superintendent. A full copy of the approved regulations are available in the Public Services Department.

### Sec. 18-10. County Section.

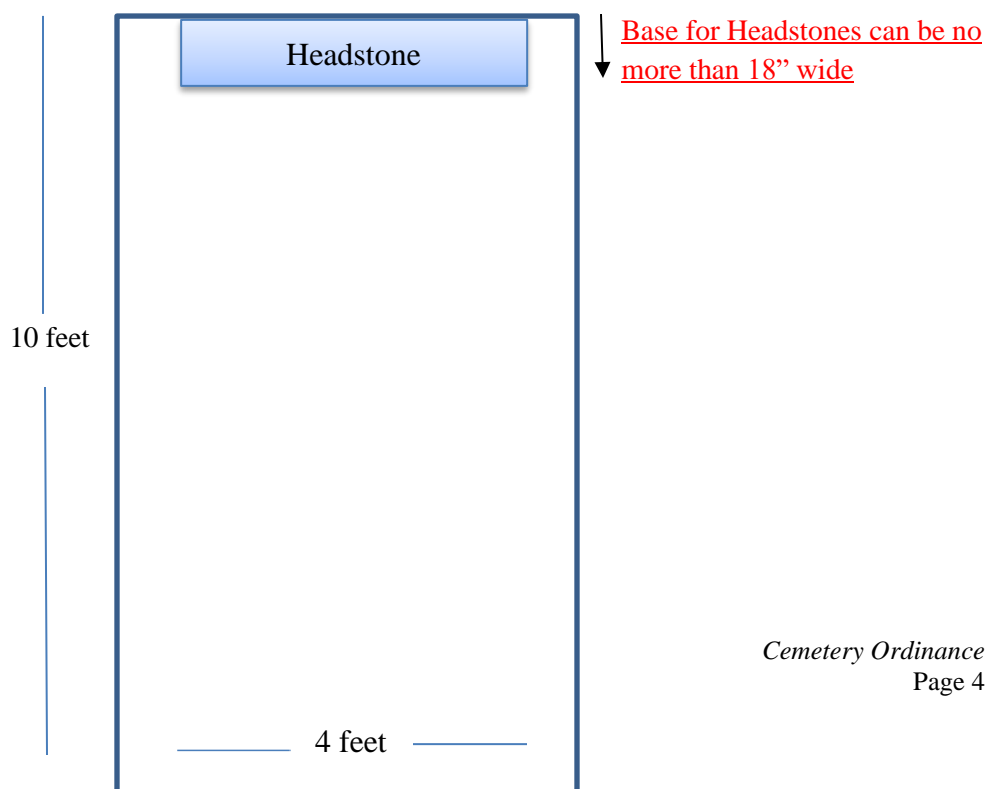
Only those individuals for whom the Haywood County Health and Human Services Agency serves as a Guardian or for whom funeral pre-arrangements have been made through the Health and Human Services Agency on their behalf, or who qualify under the North Carolina General Statutes §§ 130A-415-420 for unclaimed bodies, may be interred or inurned in the County Section of Green Hill Cemetery. Only markers flush with the ground are allowed in the County Section of Green Hill Cemetery.

### Sec. 18-11. Space and niche specifications.

*Caskets or urns in burial spaces*

- (1) All graves for the burial of a casket shall be in accordance with all applicable North Carolina General Statutes contained in Chapter 65 – Cemeteries, and all laws, regulations and requirements therein.
- (2) Headstones must be at the head of the burial space; which is the area that is in line with other headstones and is aesthetically consistent with the rest of the section where the burial space is located and facing a specific geographic direction.
- (3) Concrete or steel vaults are required for the burial of all caskets.
- (4) No more than one body shall be interred in one space except in the case of a mother and newborn baby, unless such space was purchased with the written agreement by the Town that more than one body or the remains of more than one body may be interred, and provided proper identification is made of such interment by the marker.

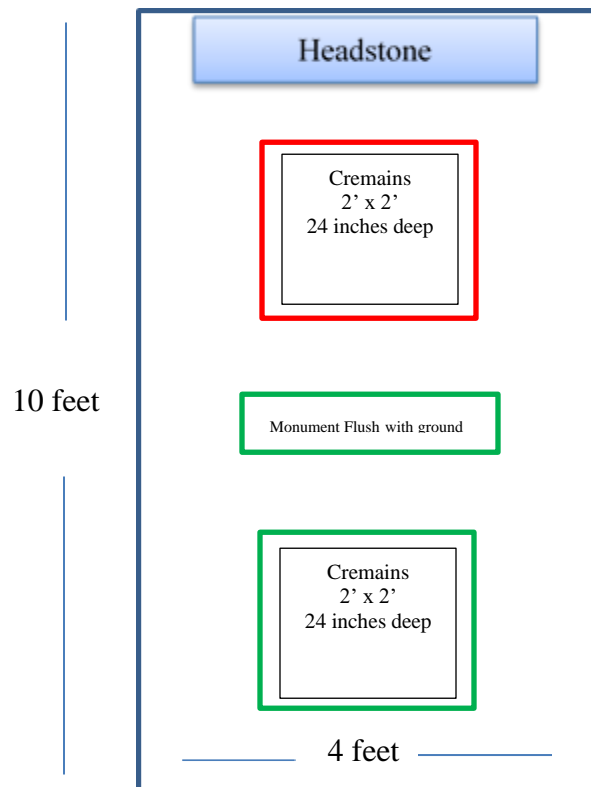
- a. Specifications for burial spaces are 4' x 10' and are outlined as noted:



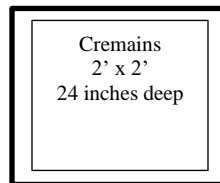
Not more than two urns may be buried in one traditional burial space, and urns may not contain more than two sets of cremains. Cremains may be inurned on top of existing graves provided that the space dug for burial of the urn is a minimum of 24 inches in depth.

b. Specifications for full depth burial and cremains:

- i. If one set of cremains, will be placed at top of the space (diagram in red)
- ii. If two sets of cremains with monument; the monument must be flush with the ground with no vase or attachments and second set of cremains at the bottom of the space (diagram in green). Any vase or attachment may be mounted on the base of the headstone.



*Cremation burial space or urn garden.* Means a land area designated for the burial of cremated human remains (cremains) and is 2' x 2' in size and is a minimum of 24 inches in depth.



*Columbarium Inurnment.* Up to two sets of cremains are permitted in a single columbarium niche. Owners must give notice of the number of cremains to be placed in a niche at time of purchase. Additional costs will be incurred by the owner if the number of cremains to be placed changes after the door engraving has been completed.

*Urn specifications for both in-ground and columbarium inurnment*

(1) No cremation urn shall contain the cremains of more than two individuals. Funeral directors shall assist family members in selecting an urn that is appropriately sized to fit within the 2' x 2' burial space.

(2) The addition of cremains to an urn shall be done by the funeral director, not by town personnel. If any memorabilia are to be placed with the cremains, it shall be done before the container is sealed by the undertaker. Town employees are not permitted to open any urn under any circumstances.

(3) Cremains to be placed in a columbarium niche are recommended to be enclosed in a rigid, permanent, rustproof, waterproof, sealed container; in addition, cardboard or plastic urns are permitted for in-ground inurnment. The Town will not sell urns for cremains.

**Sec. 18-12. Opening and closing of spaces and columbarium niches.**

(a) Interments or inurnments will only be made after the cemetery superintendent has received the authorization of the owner of the space or columbarium niche, and the opening and closing fees due to the Town have been paid in full.

(b) For traditional burials in spaces, the funeral homes will be responsible for the openings and closings of spaces, and to see that the vault is properly set and sealed.

(c) For burials in columbarium units or for the in-ground placement of cremation urns, the Town will be responsible for the openings and closings. In opening and closing spaces for the burial of cremation urns or in opening columbarium niches for the placement of urns, care shall be taken to avoid damages to monuments, stones, markers and other structures on other lots in the cemetery.

#### **Sec. 18-13. Funeral home opening/closing responsibilities.**

All funeral directors and their work crews employed in opening and filling spaces shall be subject to rules and regulations covered in this chapter. It is the responsibility of the funeral director to obtain permission for burial from the cemetery superintendent. Any person failing to conform with such rules and regulations will not afterwards be permitted to work in the cemetery. Extreme or continuous violation of rules and regulations may be cause to bar that funeral home from further burials in the town cemetery.

(a) If other spaces sink due to the weight of the equipment used to open and close a space, or there are damages to drives, trees, sod, monuments, stones, markers and other structures in the cemetery, the funeral home shall be responsible to see that corrections are made, either through repair or replacement.

(b) When work performed pursuant to this chapter is completed, the lots/spaces and surroundings must be left in a clean and acceptable condition. All materials, tools, ground covers, lowering devices, dirt, litter, trash, etc., must be immediately removed by the party in charge of the work.

(c) Ropes or other guides are not to be tied to any tree or other object. No post or anchors will be sunk into any occupied space.

(d) No material, tools, ground covers, lowering devices, etc., shall be left in the cemetery. Such items must be removed immediately after funeral service is completed.

#### **Sec. 18-14. Liability insurance.**

Any firm that performs a service of any type in any town owned cemetery such as installing vaults, installing monuments, mausoleums, or grave markers, setting up or taking down tents; directing funerals, or other work and services shall furnish the cemetery supervisor a current certificate of insurance for the following types of insurance coverage:

(a) Workers compensation as required by law;

(b) Comprehensive automobile liability insurance coverage with a combined single limit of not less than five hundred thousand dollars (\$500,000.00) per accident for bodily injury and property damage;

(c) Standard comprehensive general liability insurance providing coverage for operations, products and completed operations coverage with a combined single limit of not less than one million dollars (\$1,000,000.00) at any town owned cemetery.

Firms shall name the Town of Waynesville as an additional insured on their insurance policies.

#### **Sec. 18-15. Markers.**

No person shall place any marker within a cemetery without first gaining approval of the cemetery supervisor.

(a) *Burial markers.* For traditional spaces, only one upright family marker shall be permitted for each respective space, and all other markers that may be placed on the space shall be flush with the surface of the ground. Family markers must be placed at either the head or foot of the space.

1. Spaces located in the County Section, on the south side of Golden Drive and in Sections 9, 10, and 11 of the Shook B, and Shook Sections C, D, E and subsequent other surveys shall only feature markers flush with the surface of the ground; no upright family markers are permitted in these sections.

2. For cremains in any location other than a columbarium unit, markers shall be flush with the surface of the ground. All flat grave markers shall be placed in such a manner in a row of graves that they shall be in complete alignment.

(b) *Columbarium markers.* The exterior of every columbarium niche is covered by a door made of a thin granite material, provided by the Town. Information on the granite doors will be limited to the full name of the deceased whose remains are within the niche, and the year of birth and the year of death, such information to be engraved in the same font and of appropriate size by the Town. The Town will make arrangements for this work to be done at the time of purchase. If an owner sells an unused niche, or there is an addition or removal of a name from the door of a niche, the owner shall be responsible for payment for a replacement door.

#### **Sec. 18-16. Repair of monuments.**

If any monument or marker becomes unsafe or in need of repair or resetting, the Town, after attempting to give notice to the owner of record of such condition and upon the failure of the owner to correct the condition within ninety (90) days after receiving the notice, reserves the right to repair or remove the same at the expense of the owner.

#### **Sec. 18-17. Improvements and other work.**

(a) All construction work, inurnments and internments and improvements to the Cemetery grounds shall be done under the control of the Public Services Department. All permanent planting and removal of trees or shrubs within the cemetery grounds shall be the sole right and duty of the Town.



(b) Any person entering the cemetery for the purpose of working in any space belonging to another shall first present to the Public Services Department a written work order from the owner or his agent. Work on any lot must not interfere in any manner with the walk, decorations or general arrangement of the cemetery.

(c) Neither the respective owners of cemetery lots or spaces nor any other person shall change the contour of any cemetery lot or plot, construct any curb on or around the lots or spaces, or plant or transplant any tree or shrubbery of any kind of the lots or spaces.

(Code 1987, § 93.05)

**Sec. 18-18. Permission required for excavations.**

No person shall excavate any earth or stone in the cemetery or remove earth or stones except by the consent and under the direction of the Public Services Department. No person shall exhume any remains without first notifying the cemetery superintendent. In no case shall any remains be disinterred without following the requirements of the State of North Carolina for exhumations.

**Sec. 18-19. Removal of trees, plants, shrubs.**

When any tree, plant or shrub standing in the cemetery shall injure any monument or decoration in any adjoining lot or the lot on which it stands by the drip of its leaves or otherwise, complaint may be made to the Public Services Department. If the Public Services Department shall decide that the tree, plant or shrub should be removed for any cause, the Town shall attempt to have notice served upon the owner to remove the tree, plant or shrub without injury to any tombstone or other trees; and if the owner shall fail or refuse to remove the tree, plant or shrub within thirty (30) days from such notice, the Public Services Department shall have the right to remove the tree, plant or shrub.

(Code 1987, § 93.07)

Cross references: Vegetation, ch. 62.

**Sec. 18-20. Placing articles on lots generally.**

It shall be unlawful for any person to place any personal property on any lot, space, or columbarium niche with the exception of a marker placed in accordance with this Ordinance.

1. In ground burial spaces

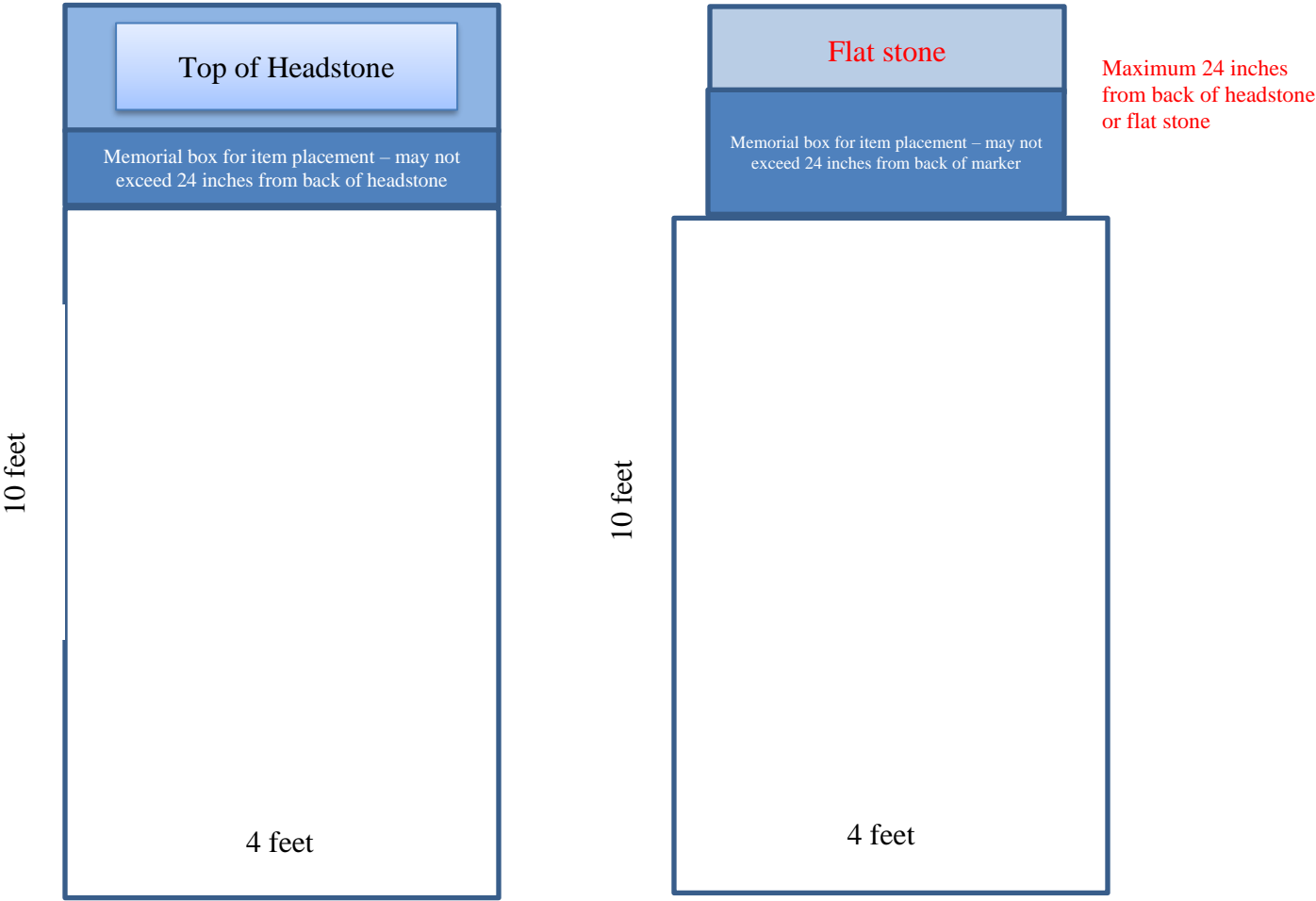
- (a) Cut flowers or artificial flowers in permanently affixed containers and approved flags on spaces of soldiers, sailors or marines are permitted.
- (b) Items placed on the headstone are permitted, as long as they are permanently affixed and do not interfere with routine cemetery maintenance.
  - i. Any trinkets, toys, shells, sand, artificial material or anything not permanently affixed to the headstone which may prevent proper mowing and/or interfere with routine cemetery maintenance or cause a safety hazard (such as

becoming a projectile) to town employees or visitors may be allowed if they are contained within an approved memorial box.

- ii. The area of a memorial box may not exceed the width of the headstone and may not exceed 24” from the back of the headstone base in order to allow for a proper maintenance area in each row. The memorial box must be made of formed stone or concrete and must be at least 1” above the ground in front of the headstone and should abut the headstone to prevent staff from having to perform additional maintenance. See graphic below.

\*Burial spaces as indicated in Sec 18.11.4(b) will only be allowed a memorial box at the headstone, not at any marker mid-burial site.

View is looking down on an in-ground burial space



- iii. Individuals wishing to utilize a memorial box must first allow staff to approve the materials utilized for the memorial box prior to placement.

Items that are not permanently affixed or in a memorial box shall be tagged for removal and will be removed after fourteen (14) days. Those items will be stored as noted in section 5 below.

**\*\*Spaces located in the County Section, on the south side of Golden Drive and in Sections 9, 10, and 11 of the Shook B, and Shook Sections C, D, E and subsequent other surveys shall only feature markers flush with the surface of the ground; no upright family markers are permitted in these sections.**

- (c) Glass jars, tin cans or glass vases are not permitted on any burial space.
- (d) One (1) solar powered or other artificial light source is allowed per burial space and should be centered and placed as close to or affixed to the marker. No light source shall exceed the dimensions of 8" x 10". This applies to lights that are included in flower arrangements.
- (e) Benches and settees are not permitted on any burial space, except those already in place prior to January 1, 2017.
- (f) No border, fence, railing, trellis, shepherds crook or yard flag stand/holders, bird houses, coping, hedge, shrubs, trees or any other bounding or enclosing object or material shall be constructed, staked or planted in or around any burial space.

## 2. Columbarium spaces

- (a) No floral arrangement or any type decoration or other sort of ornamentation or picture may be attached to a columbarium unit. All floral ground pieces, wreaths, or funeral sprays may only be placed at the end of the columbarium unit or in another area designated for this purpose by the cemetery superintendent. No more than one piece per niche space is permitted.
- (b) Solar powered or artificial lights are not allowed on columbarium units.

## 3. Urn Garden spaces

- (a) No floral arrangement or any type decoration or other sort of ornamentation or picture are allowed in urn garden spaces. All floral ground pieces, wreaths, or funeral sprays may only be placed in an area designated for this purpose by the cemetery superintendent. No more than one piece per urn garden space is permitted.
- (b) Solar powered or artificial lights are not allowed in the urn garden.

4. When any items interfere with routine cemetery maintenance they shall be tagged for removal and will be immediately removed after fourteen (14) days without further notice by to prevent hazards to town employees and visitors. Those items will be stored as noted in section 5 below.
5. Items that are removed from lots or columbarium will be stored onsite for sixty (60) days. Following the end of the sixty (60) days, items will be disposed of if not retrieved.
6. The Town, at its discretion, will conduct bi-annual clean-ups of the Green Hill cemetery and will advertise such clean -ups in the local newspaper, on its website and post signage in the cemetery at least one month prior to the date of each clean-up.

**Sec. 18-21. Prohibited acts.**

(a) No person shall disturb the peace and good order of the cemetery, except for such construction and maintenance activity permitted by the Town.

(b) No person shall destroy, mutilate, deface, injure or remove any tomb, monument, gravestone or other structure placed in the town cemetery or any plank or fence or part of a fence, railing or other structure within the cemetery or from the fence surrounding the cemetery, which is placed for the protection or ornament of the cemetery or any tomb, monument, gravestone or space. Any person who shall destroy, cut down, break, remove or injure any space, tree, shrub, plant or flower that may have been planted or that may be growing in the cemetery or commit any other trespass in the cemetery shall be guilty of a Class 1 misdemeanor.

(c) It shall be unlawful for any person to use the cemetery as a playground.

(d) It shall be unlawful for any person to sell or offer for sale any article of merchandise, any fruit, drink or beverage, or anything of value within the limits of any Town cemetery.

(e) It shall be unlawful for any person to bring a dog or other animal into the cemetery except for service animals. Per the Haywood County Animal Services Ordinance definition, a service animal is any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

(f) The scattering of cremains anywhere within the bounds of any town cemetery is expressly prohibited.

(Code 1987, § 93.08)

**Sec. 18-22. Hunting in cemetery restricted.**

No person shall hunt, kill or trap any bird or animal in the cemetery.

(Code 1987, § 93.09)

Cross references: Animals, ch. 6.

**Sec. 18-23. Speed limit in cemetery.**

No person shall drive or ride any vehicle in the cemetery in the town at a speed greater than 10 miles per hour.

(Code 1987, § 93.10)

Cross references: Traffic and vehicles, ch. 54.

(Code 1987, § 93.04)

**Sec. 18-24. Use of cemetery as thoroughfare prohibited.**

No person shall use the cemetery as a common thoroughfare or public walk or as a bicycle path; and all traveling through or across the cemetery, except in connection with cemetery purposes or for the purposes of visiting a burial lot, is forbidden.

(Code 1987, § 93.11)

**Sec. 18-25. Perpetual care.**

The Town shall provide perpetual care in and for all cemeteries owned and maintained by the town. The term “perpetual care” shall be deemed to include the maintenance and care of all grounds, roadways, entrances, gates, fences, and columbarium constructed by the Town, but shall not include the maintenance, care, refurbishing, repair or replacement of any monument, vault, headstone, marker or any other structure of a like nature used in the interment or inurnment of human remains.

**Sec. 18-26. Group Activities/Tours**

- (a) The Town permits activities such as history tours, and other events designed to promote the appreciation of our culture or history. No commercial tours are permitted within a Town cemetery.
- (b) Permission for any group activity to take place in the cemetery, other than burials or inurnments, must be obtained from the Town at least thirty (30) days in advance of an event.
- (c) No after dark tours will be permitted.

## **ORDINANCE # O-03-20**

### **AN ORDINANCE AMENDING CHAPTER 18 – CEMETERIES OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES**

**WHEREAS**, the Town of Waynesville has the carries the authority, pursuant to Chapter 160A-3 of the North Carolina General Statutes, to execute, adopt, and clarify regulations for the Town of Waynesville, and may amend said regulations from time to time in the interest of the public health, safety and welfare; and

**WHEREAS**, It is the desire of the Town of Waynesville and the Cemetery Committee to operate and maintain cemeteries that are beautiful, dignified and an appropriate resting place for departed loved ones; and

**WHEREAS**, In amending this ordinance, it has become the Town's and Cemetery Committee's desire to offer as much freedom of choice as possible while preserving those regulations necessary to maintain a high standard of beauty and efficiency of maintenance.

**WHEREAS**, after notice duly given, three public hearings were held on January 28, 2020, February 11, 2020 and March 10, 2020;

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE THAT THE CODE OF ORDINANCES OF THE TOWN OF WAYNESVILLE (THE CODE) IS HEREBY AMENDED IN ITS ENTIRETY AS FOLLOWS:**

Chapter 18 CEMETERIES\*

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\*Cross references: Streets, sidewalks and other public places, ch. 46.

State law references: Authority to regulate cemeteries, G.S. 160A-341--160A-348, An act authorizing the county of Haywood and the town of Waynesville to jointly establish, improve, and maintain a memorial cemetery for the burial of United States war veterans, S.L. 1949-140.

#### **Sec. 18-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Cemetery* means a burial park for earth interments and columbarium inurnments.

*Columbarium* means a freestanding structure containing niches for the inurnment of cremains.

*Commercial* means activities for which money is charged.

*Cremains* means cremated human remains.

*Cremation Burial Space* means a land area designated for the burial of cremated human remains.

*Deed* means the document conveying an easement for a specifically identified area in a cemetery.

*Interment* means the disposition of human remains by burial in the earth.

*Inurnment* means the permanent placement of cremains which are contained in an urn in a columbarium or by burial in the earth.

*Lot* means a tract of land in a cemetery consisting of 10 numbered adjoining spaces and shown on a plat of a cemetery recorded by the Town of Waynesville.

*Niche* means a recessed compartment in a columbarium designed to hold urns.

*Owner* means the owner of record of an easement for burial or inurnment within a cemetery.

*Section* means the numbered divisions as shown on a recorded plat, consisting of multiple lots.

*Space* means a land area four (4) feet wide and ten (10) feet in length designated for the burial of human remains.

*Tour* means any group that enters the cemetery with a guide.

*Town* means the Town of Waynesville, North Carolina.

*Urn Garden* means a land area two (2) feet wide and two (2) feet in length designed for the burial of cremated human remains contained in an urn.

### **Sec. 18-2. Burial permitted only in cemetery; notification of superintendent**

No person shall bury or cause to be buried any dead body in any place within the town except in a cemetery. The town shall have the right to disinter any such body which may have been illegally buried and have the body removed to a cemetery. Prior to any burial in town cemeteries, the cemetery superintendent shall be notified. No remains except those of human beings shall be interred in any town cemetery.

### **Sec. 18-3. Scheduling of interments and inurnments.**

Committal services requiring staff support may be held any day except New Year's Day, Easter Sunday, Thanksgiving Day and Christmas Day. On days when inclement weather is such that a burial or placement of an urn would not be feasible, the town cemetery superintendent, in consultation with the funeral director, shall have the right to delay burials and the placement of urns. It will be the responsibility of the Town of Waynesville to supply current contact

information for staff to a local funeral director in order to effectively communicate related to scheduling.

**Sec. 18-4. Sale of cemetery spaces and columbarium niches.**

(a) The town shall sell easements for cemetery spaces and for columbarium niches to those persons desiring spaces and niches at such price as may be determined by the Board of Aldermen; however, one person may not purchase more than ten (10) individual spaces and ten (10) niches in a columbarium, except upon special permission from the Board of Aldermen. Columbarium niches and burial spaces cannot be purchased for commercial resale, and will not be sold to funeral homes, churches, or corporations.

(b) Upon purchase of a burial space, the owner will be conveyed an easement deed that shall identify the purchaser and contain a description of the easement purchased. Cemetery easement deeds shall be recorded at the Haywood County Register of Deeds Office by the Town. The Town will pay for the initial recording of the deed.

(c) Upon purchase of a columbarium niche, the purchaser will be issued a certificate granting them the right to use the niche for the inurnment of human remains.

**Sec. 18-5. Owner's name to appear on records of Town.**

No person will be recognized by the Town as owner or part owner of any lot unless his name appears on the records of the Town as owner or part owner thereof. Notice of any conveyance of any lot, portion of lot, single space, or columbarium niche must be made in writing to the Town Clerk or cemetery superintendent. Conveyances of lots or burial spaces must also be recorded at the Haywood County Register of Deeds Office. If an owner of a lot, portion of lot, single space, or columbarium niche dies and the decedent's interest in cemetery lot(s) is devised to a beneficiary under a will, a copy of the will shall be provided to the Town. If the owner of a lot, portion of lot, single space, or columbarium niche dies intestate, the rights of the owner are to pass to the heirs in the same manner that an interest in an easement typically passes in the absence of a will and proper documentation may be requested to show proof of ownership.

**Sec. 18-6. Right of town to repurchase columbarium niche.**

The Town may repurchase any unused columbarium niches from the owner at the original purchase price minus a \$250.00 fee for replacement of the niche door and administrative fee, upon written request of said owner.

**Sec. 18-7. Restrictions on rights of owners.**

Owners of burial spaces and purchasers of columbarium niches in any cemetery owned by the Town are subject to the ordinances, rules, and regulations of the Town now or hereafter adopted. The Town reserves the right to amend at any time its ordinances, rules, and regulations, following a period for public comment.

**Sec. 18-8. Identification of remains.**

All caskets and all cremation urns shall contain some means of identifying the remains of the deceased contained within the casket or urn in compliance with the laws of North Carolina. This identification shall be either within or on the casket or urn and in conformance with generally accepted practices of the funeral home industry.



### **Sec. 18-9. Veterans Memorial Section Regulations.**

Upon recommendation from the Veterans of Foreign Wars of the United States, the cemetery superintendent may authorize the burial of a veteran in the Veterans Memorial Section of Green Hill cemetery in accordance with Town regulations. The Veterans Memorial Section is reserved for the interment of veterans discharged from active military service under conditions other than dishonorable, and does not include space for spouses, children, or other family members. Spaces for traditional burial and inurnment are assigned in sequential order by the cemetery superintendent. A full copy of the approved regulations are available in the Public Services Department.

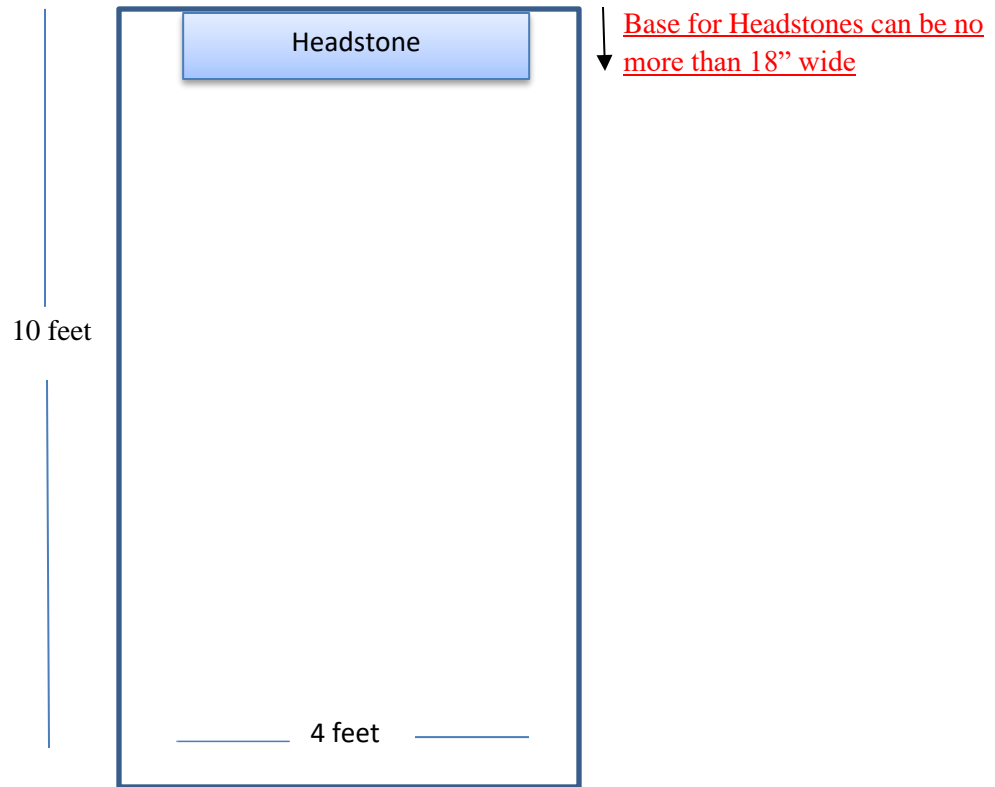
### **Sec. 18-10. County Section.**

Only those individuals for whom the Haywood County Health and Human Services Agency serves as a Guardian or for whom funeral pre-arrangements have been made through the Health and Human Services Agency on their behalf, or who qualify under the North Carolina General Statutes §§ 130A-415-420 for unclaimed bodies, may be interred or inurned in the County Section of Green Hill Cemetery. Only markers flush with the ground are allowed in the County Section of Green Hill Cemetery.

### **Sec. 18-11. Space and niche specifications.**

*Caskets or urns in burial spaces*

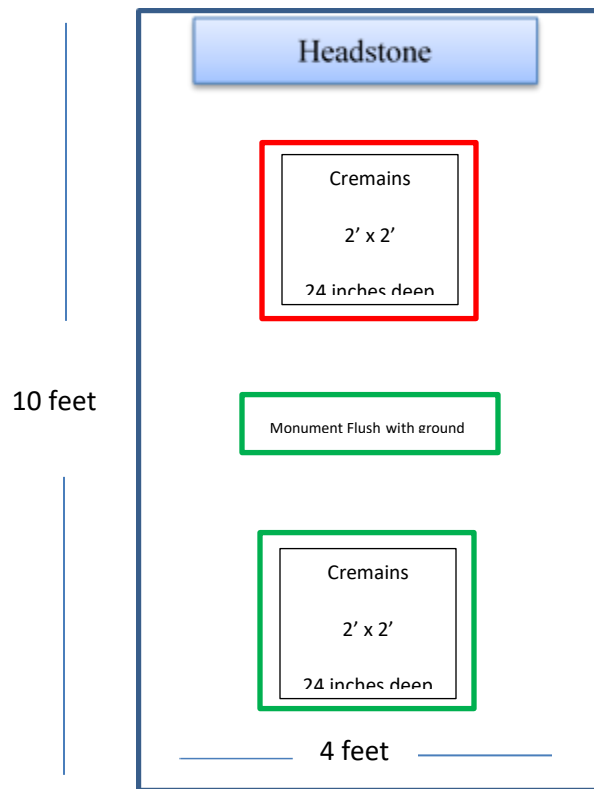
- (1) All graves for the burial of a casket shall be in accordance with all applicable North Carolina General Statutes contained in Chapter 65 – Cemeteries, and all laws, regulations and requirements therein.
- (2) Headstones must be at the head of the burial space; which is the area that is in line with other headstones and is aesthetically consistent with the rest of the section where the burial space is located and facing a specific geographic direction.
- (3) Concrete or steel vaults are required for the burial of all caskets.
- (4) No more than one body shall be interred in one space except in the case of a mother and newborn baby, unless such space was purchased with the written agreement by the Town that more than one body or the remains of more than one body may be interred, and provided proper identification is made of such interment by the marker.
  - a. Specifications for burial spaces are 4' x 10' and are outlined as noted:



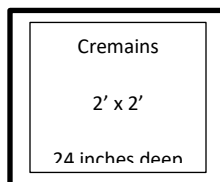
Not more than two urns may be buried in one traditional burial space, and urns may not contain more than two sets of cremains. Cremains may be inurned on top of existing graves provided that the space dug for burial of the urn is a minimum of 24 inches in depth.

b. Specifications for full depth burial and cremains:

- i. If one set of cremains, will be placed at top of the space (diagram in red)
- ii. If two sets of cremains with monument; the monument must be flush with the ground with no vase or attachments and second set of cremains at the bottom of the space (diagram in green). Any vase or attachment may be mounted on the base of the headstone.



*Cremation burial space or urn garden.* Means a land area designated for the burial of cremated human remains (cremains) and is 2' x 2' in size and is a minimum of 24 inches in depth.



*Columbarium Inurnment.* Up to two sets of cremains are permitted in a single columbarium niche. Owners must give notice of the number of cremains to be placed in a niche at time of purchase. Additional costs will be incurred by the owner if the number of cremains to be placed changes after the door engraving has been completed.

*Urn specifications for both in-ground and columbarium inurnment*

(1) No cremation urn shall contain the cremains of more than two individuals. Funeral directors shall assist family members in selecting an urn that is appropriately sized to fit within the 2' x 2' burial space.

(2) The addition of cremains to an urn shall be done by the funeral director, not by town personnel. If any memorabilia are to be placed with the cremains, it shall be done before the container is sealed by the undertaker. Town employees are not permitted to open any urn under any circumstances.

(3) Cremains to be placed in a columbarium niche are recommended to be enclosed in a rigid, permanent, rustproof, waterproof, sealed container; in addition, cardboard or plastic urns are permitted for in-ground inurnment. The Town will not sell urns for cremains.

#### **Sec. 18-12. Opening and closing of spaces and columbarium niches.**

(a) Interments or inurnments will only be made after the cemetery superintendent has received the authorization of the owner of the space or columbarium niche, and the opening and closing fees due to the Town have been paid in full.

(b) For traditional burials in spaces, the funeral homes will be responsible for the openings and closings of spaces, and to see that the vault is properly set and sealed.

(c) For burials in columbarium units or for the in-ground placement of cremation urns, the Town will be responsible for the openings and closings. In opening and closing spaces for the burial of cremation urns or in opening columbarium niches for the placement of urns, care shall be taken to avoid damages to monuments, stones, markers and other structures on other lots in the cemetery.

#### **Sec. 18-13. Funeral home opening/closing responsibilities.**

All funeral directors and their work crews employed in opening and filling spaces shall be subject to rules and regulations covered in this chapter. It is the responsibility of the funeral director to obtain permission for burial from the cemetery superintendent. Any person failing to conform with such rules and regulations will not afterwards be permitted to work in the cemetery. Extreme or continuous violation of rules and regulations may be cause to bar that funeral home from further burials in the town cemetery.

(a) If other spaces sink due to the weight of the equipment used to open and close a space, or there are damages to drives, trees, sod, monuments, stones, markers and other structures in the cemetery, the funeral home shall be responsible to see that corrections are made, either through repair or replacement.

(b) When work performed pursuant to this chapter is completed, the lots/spaces and surroundings must be left in a clean and acceptable condition. All materials, tools, ground covers, lowering devices, dirt, litter, trash, etc., must be immediately removed by the party in charge of the work.

(c) Ropes or other guides are not to be tied to any tree or other object. No post or anchors will be sunk into any occupied space.

(d) No material, tools, ground covers, lowering devices, etc., shall be left in the cemetery. Such items must be removed immediately after funeral service is completed.

**Sec. 18-14. Liability insurance.**

Any firm that performs a service of any type in any town owned cemetery such as installing vaults, installing monuments, mausoleums, or grave markers, setting up or taking down tents; directing funerals, or other work and services shall furnish the cemetery supervisor a current certificate of insurance for the following types of insurance coverage:

(a) Workers compensation as required by law;

(b) Comprehensive automobile liability insurance coverage with a combined single limit of not less than five hundred thousand dollars (\$500,000.00) per accident for bodily injury and property damage;

(c) Standard comprehensive general liability insurance providing coverage for operations, products and completed operations coverage with a combined single limit of not less than one million dollars (\$1,000,000.00) at any town owned cemetery.

Firms shall name the Town of Waynesville as an additional insured on their insurance policies.

**Sec. 18-15. Markers.**

No person shall place any marker within a cemetery without first gaining approval of the cemetery supervisor.

(a) *Burial markers.* For traditional spaces, only one upright family marker shall be permitted for each respective space, and all other markers that may be placed on the space shall be flush with the surface of the ground. Family markers must be placed at either the head or foot of the space.

1. Spaces located in the County Section, on the south side of Golden Drive and in Sections 9, 10, and 11 of the Shook B, and Shook Sections C, D, E and subsequent other surveys shall only feature markers flush with the surface of the ground; no upright family markers are permitted in these sections.

2. For cremains in any location other than a columbarium unit, markers shall be flush with the surface of the ground. All flat grave markers shall be placed in such a manner in a row of graves that they shall be in complete alignment.

(b) *Columbarium markers.* The exterior of every columbarium niche is covered by a door made of a thin granite material, provided by the Town. Information on the granite doors will be limited to the full name of the deceased whose remains are within the niche, and the year of birth and the year of death, such information to be engraved in the same font and of appropriate size by the Town. The Town will make arrangements for this work to be done at the time of purchase. If an owner sells an unused niche, or there is an addition or removal of a name from the door of a niche, the owner shall be responsible for payment for a replacement door.

#### **Sec. 18-16. Repair of monuments.**

If any monument or marker becomes unsafe or in need of repair or resetting, the Town, after attempting to give notice to the owner of record of such condition and upon the failure of the owner to correct the condition within ninety (90) days after receiving the notice, reserves the right to repair or remove the same at the expense of the owner.

#### **Sec. 18-17. Improvements and other work.**

(a) All construction work, inurnments and internments and improvements to the Cemetery grounds shall be done under the control of the Public Services Department. All permanent planting and removal of trees or shrubs within the cemetery grounds shall be the sole right and duty of the Town.

(b) Any person entering the cemetery for the purpose of working in any space belonging to another shall first present to the Public Services Department a written work order from the owner or his agent. Work on any lot must not interfere in any manner with the walk, decorations or general arrangement of the cemetery.

(c) Neither the respective owners of cemetery lots or spaces nor any other person shall change the contour of any cemetery lot or plot, construct any curb on or around the lots or spaces, or plant or transplant any tree or shrubbery of any kind of the lots or spaces.

(Code 1987, § 93.05)

#### **Sec. 18-18. Permission required for excavations.**

No person shall excavate any earth or stone in the cemetery or remove earth or stones except by the consent and under the direction of the Public Services Department. No person shall exhume any remains without first notifying the cemetery superintendent. In no case shall any remains be disinterred without following the requirements of the State of North Carolina for exhumations.

#### **Sec. 18-19. Removal of trees, plants, shrubs.**

When any tree, plant or shrub standing in the cemetery shall injure any monument or decoration in any adjoining lot or the lot on which it stands by the drip of its leaves or otherwise, complaint may be made to the Public Services Department. If the Public Services Department shall decide that the tree, plant or shrub should be removed for any cause, the Town shall attempt to have notice served upon the owner to remove the tree, plant or shrub without injury to any tombstone or other trees; and if the owner shall fail or refuse to remove the tree, plant or shrub within thirty (30) days from such notice, the Public Services Department shall have the right to remove the tree, plant or shrub.

(Code 1987, § 93.07)

Cross references: Vegetation, ch. 62.

**Sec. 18-20. Placing articles on lots generally.**

It shall be unlawful for any person to place any personal property on any lot, space, or columbarium niche with the exception of a marker placed in accordance with this Ordinance.

1. In ground burial spaces

- (a) Cut flowers or artificial flowers in permanently affixed containers and approved flags on spaces of soldiers, sailors or marines are permitted.
- (b) Items placed on the headstone are permitted, as long as they are permanently affixed and do not interfere with routine cemetery maintenance.
  - i. Any trinkets, toys, shells, sand, artificial material or anything not permanently affixed to the headstone which may prevent proper mowing and/or interfere with routine cemetery maintenance or cause a safety hazard (such as becoming a projectile) to town employees or visitors may be allowed if they are contained within an approved memorial box.
  - ii. The area of a memorial box may not exceed the width of the headstone and may not exceed 24" from the back of the headstone base in order to allow for a proper maintenance area in each row. The memorial box must be made of formed stone or concrete and must be at least 1" above the ground in front of the headstone and should abut the headstone to prevent staff from having to perform additional maintenance. See graphic below.

\*Burial spaces as indicated in Sec 18.11.4(b) will only be allowed a memorial box at the headstone, not at any marker mid-burial site.

View is looking down on an in-ground burial space



- iii. Individuals wishing to utilize a memorial box must first allow staff to approve the materials utilized for the memorial box prior to placement.

Items that are not permanently affixed or in a memorial box shall be tagged for removal and will be removed after fourteen (14) days. Those items will be stored as noted in section 5 below.

\*\*Spaces located in the County Section, on the south side of Golden Drive and in Sections 9, 10, and 11 of the Shook B, and Shook Sections C, D, E and subsequent other surveys shall only feature markers flush with the surface of the ground; no upright family markers are permitted in these sections.

- (c) Glass jars, tin cans or glass vases are not permitted on any burial space.
- (d) One (1) solar powered or other artificial light source is allowed per burial space and should be centered and placed as close to or affixed to the marker. No light source



shall exceed the dimensions of 8" x 10". This applies to lights that are included in flower arrangements.

(e) Benches and settees are not permitted on any burial space, except those already in place prior to January 1, 2017.

(f) No border, fence, railing, trellis, shepherds crook or yard flag stand/holders, bird houses, coping, hedge, shrubs, trees or any other bounding or enclosing object or material shall be constructed, staked or planted in or around any burial space.

2. Columbarium spaces

(a) No floral arrangement or any type decoration or other sort of ornamentation or picture may be attached to a columbarium unit. All floral ground pieces, wreaths, or funeral sprays may only be placed at the end of the columbarium unit or in another area designated for this purpose by the cemetery superintendent. No more than one piece per niche space is permitted.

(b) Solar powered or artificial lights are not allowed on columbarium units.

3. Urn Garden spaces

(a) No floral arrangement or any type decoration or other sort of ornamentation or picture are allowed in urn garden spaces. All floral ground pieces, wreaths, or funeral sprays may only be placed in an area designated for this purpose by the cemetery superintendent. No more than one piece per urn garden space is permitted.

(b) Solar powered or artificial lights are not allowed in the urn garden.

4. When any items interfere with routine cemetery maintenance they shall be tagged for removal and will be immediately removed after fourteen (14) days without further notice by to prevent hazards to town employees and visitors. Those items will be stored as noted in section 5 below.

5. Items that are removed from lots or columbarium will be stored onsite for sixty (60) days. Following the end of the sixty (60) days, items will be disposed of if not retrieved.

6. The Town, at its discretion, will conduct bi-annual clean-ups of the Green Hill cemetery and will advertise such clean -ups in the local newspaper, on its website and post signage in the cemetery at least one month prior to the date of each clean-up.

**Sec. 18-21. Prohibited acts.**

(a) No person shall disturb the peace and good order of the cemetery, except for such construction and maintenance activity permitted by the Town.

(b) No person shall destroy, mutilate, deface, injure or remove any tomb, monument, gravestone or other structure placed in the town cemetery or any plank or fence or part of a fence, railing or other structure within the cemetery or from the fence surrounding the cemetery, which is placed for the protection or ornament of the cemetery or any tomb, monument, gravestone or space. Any person who shall destroy, cut down, break, remove or injure any space, tree, shrub, plant or flower that may have been planted or that may be growing in the cemetery or commit any other trespass in the cemetery shall be guilty of a Class 1 misdemeanor.

(c) It shall be unlawful for any person to use the cemetery as a playground.

(d) It shall be unlawful for any person to sell or offer for sale any article of merchandise, any fruit, drink or beverage, or anything of value within the limits of any Town cemetery.

(e) It shall be unlawful for any person to bring a dog or other animal into the cemetery except for service animals. Per the Haywood County Animal Services Ordinance definition, a service animal is any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

(f) The scattering of cremains anywhere within the bounds of any town cemetery is expressly prohibited.

(Code 1987, § 93.08)

**Sec. 18-22. Hunting in cemetery restricted.**

No person shall hunt, kill or trap any bird or animal in the cemetery.

(Code 1987, § 93.09)

Cross references: Animals, ch. 6.

**Sec. 18-23. Speed limit in cemetery.**

No person shall drive or ride any vehicle in the cemetery in the town at a speed greater than 10 miles per hour.

(Code 1987, § 93.10)

Cross references: Traffic and vehicles, ch. 54.

(Code 1987, § 93.04)

**Sec. 18-24. Use of cemetery as thoroughfare prohibited.**

No person shall use the cemetery as a common thoroughfare or public walk or as a bicycle path; and all traveling through or across the cemetery, except in connection with cemetery purposes or for the purposes of visiting a burial lot, is forbidden.

(Code 1987, § 93.11)

**Sec. 18-25. Perpetual care.**

The Town shall provide perpetual care in and for all cemeteries owned and maintained by the town. The term “perpetual care” shall be deemed to include the maintenance and care of all grounds, roadways, entrances, gates, fences, and columbarium constructed by the Town, but shall not include the maintenance, care, refurbishing, repair or replacement of any monument, vault, headstone, marker or any other structure of a like nature used in the interment or inurnment of human remains.

**Sec. 18-26. Group Activities/Tours**

- (a) The Town permits activities such as history tours, and other events designed to promote the appreciation of our culture or history. No commercial tours are permitted within a Town cemetery.
- (b) Permission for any group activity to take place in the cemetery, other than burials or inurnments, must be obtained from the Town at least thirty (30) days in advance of an event.
- (c) No after dark tours will be permitted.

The Town Clerk is hereby ordered to place this amendment in the Code of Ordinances of the Town of Waynesville and is authorized to renumber said amendments in order to maintain consistency within said Code.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

**Town of Waynesville**

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Mayor J. Gary Caldwell

ATTEST:

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Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 10, 2020**

**SUBJECT:** Sponsorship – Smoky Mountain 9-Ball Tournament

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** E5  
**Department:** Administrative Services  
**Contact:** Amie Owens, Assistant Town Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** In the past, the Town of Waynesville has done an ad in the program for the Smoky Mountain 9-Ball Tournament benefiting The ARC of Haywood County. The request is for the Board to approve the ad and the size of ad for the program.

**MOTION:** *To approve the ad for the Smoky Mountain 9-Ball Tournament and ad size.*

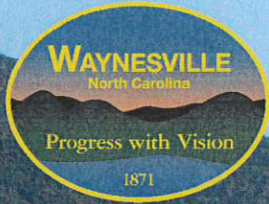
**FUNDING SOURCE/IMPACT:** Special Appropriation Funding from the Board of Aldermen

Reviewed by Finance Director:  
S/Ben Turnmire, Finance Director      March 2, 2020

**ATTACHMENTS:**

- Proposed Ad for 2020 SM 9-ball program

**MANAGER’S COMMENTS AND RECOMMENDATIONS:** Recommend approval and choice by Board for ad size.



No matter the season, no matter the reason, Waynesville has what you're looking for – from outdoor activities, shopping, entertainment and restaurants, to beautiful mountain views and down-home southern hospitality.

# Welcome to Waynesville

## We're Glad You're Here

Gary Caldwell – Mayor; Julia Freeman, Mayor Pro-Tem  
Chuck Dickson, Jon Feichter and Anthony Sutton – Aldermen

Find us on the web at: [www.waynesvillenc.gov](http://www.waynesvillenc.gov)

Facebook: Town of Waynesville, North Carolina

Telephone: 828.452.2491

# 31<sup>st</sup> ANNUAL SMOKY MOUNTAIN 9-BALL SHOOTOUT ADVERTISERS CONTRACT

April 30 - May 3, 2020

Company: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Ad Size:

<input type="checkbox"/> 1/8 Page	\$60
<input type="checkbox"/> 1/4 Page	\$110
<input type="checkbox"/> 1/2 Page	\$250
<input type="checkbox"/> Full Page	\$500

<input type="checkbox"/> 1/2 Page (Inside or Outside Back Cover)	\$500
<input type="checkbox"/> Full Page Inside Front Cover	\$1000
<input type="checkbox"/> Full Page Inside Back Cover	\$1000
<input type="checkbox"/> Full Page Outside Back Cover	\$1000

Copy Information and Logo:

Make checks payable to: The Arc of Haywood County, 407 Welch Street, Waynesville, NC 28786

Payment: ☐ Enclosed Cash (amount): \_\_\_\_\_ Check (amount) \_\_\_\_\_ Check #: \_\_\_\_\_

☐ Pay on-line at [arcofhaywood.org/donate-now](http://arcofhaywood.org/donate-now)



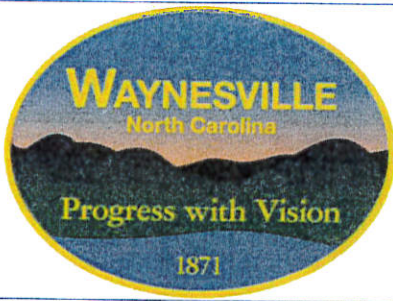
Your contribution goes to **The Arc** Haywood County a non-profit organization  
And may be tax deductible under Section 501(c)3 of the Internal Revenue Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For information contact Melanie McGaha 828/452-1980 ext. 300 or [admin@arcofhaywood.org](mailto:admin@arcofhaywood.org)

SUBMIT





# TOWN OF WAYNESVILLE, NORTH CAROLINA

## Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Georgette Morand  
STREET ADDRESS 219 Killian St. Apt 318  
MAILING ADDRESS Waynesville NC 28786  
PHONE cell 775-764-1845  
E-MAIL Je+8774@yahoo.com

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

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

I am interested in serving on this board or commission because: I am a resident and want to participate in decisions made on behalf of the tenants

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

officer secretary and treasures of BPOE (ELKS), managed Mini Storage Complex

I feel that I can contribute the following to this board or commission I feel that I can be objective on issues that arise.

Tell us about yourself and your background: married 5.7 years, 3 children, originally from Albany NY, moved to Las Vegas NV and now in Waynesville. Volunteer @ Haywood Christian Ministries.

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

Georgette Morand  
Signature

10/16/19  
Date



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: 3.10.20**

**SUBJECT:** Site Plan Approval and approve to issue for bid for Recreation Park Restrooms

**AGENDA INFORMATION:**

**Agenda Location:** Recreation Park  
**Item Number:** E7  
**Department:** Parks and Recreation  
**Contact:** Rhett Langston  
**Presenter:** Rhett Langston

**BRIEF SUMMARY:**

We are seeking approval of the site plan for Recreation Park. This plan is the same as the restrooms in Hazelwood. It will have the same brick and siding. It will also contain a shingle roof. The only difference is that the Recreation Park restroom will have a base rock work for each column and it will not be elevated like the restroom in Hazelwood.

**MOTION FOR CONSIDERATION:** To accept the site plan and approve to issue for bid for the Recreation Park restrooms.

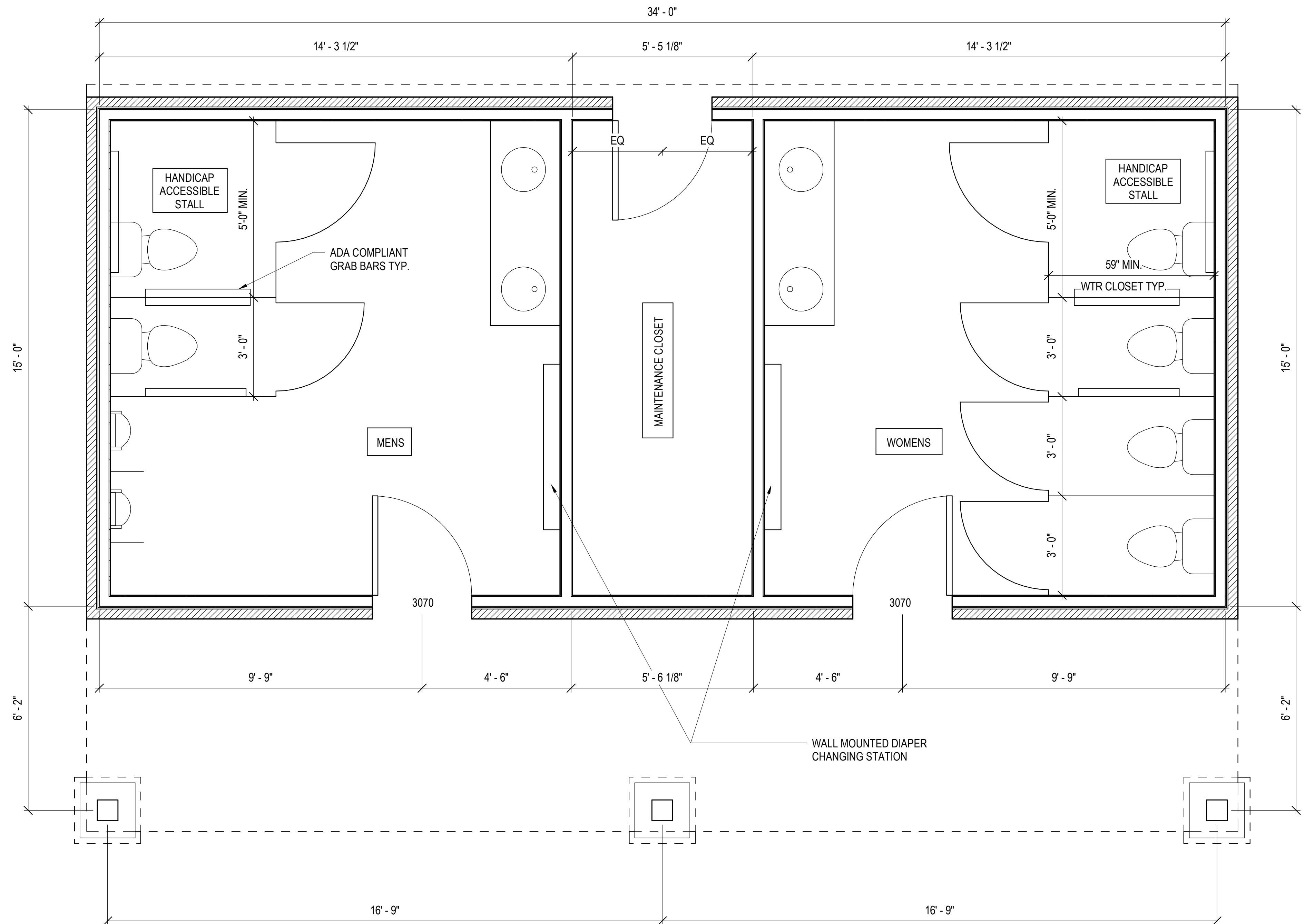
**FUNDING SOURCE/IMPACT:** (must have approval by Finance Director prior to submission to the Board)

S: Ben Turnmire	03/02/2020
Ben Turnmire, Finance Director	Date

**ATTACHMENTS:**

**Site Plan for the Recreation Park Restrooms**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



1 RESTROOM FLOOR PLAN  
1/2" = 1'-0"



No.	Description	Date
O	ISSUED FOR REVIEW	2020-02-20
A	ISSUED FOR PERMIT	2020-03-02

TOW WAYNESVILLE  
MARSHALL STREET RESTROOMS  
128 W MARSHALL STREET  
WAYNESVILLE, NC

DRYE-McGLAMERY  
ENGINEERING, PLLC  
832 ARBOR STREET  
CONCORD, NC 28025

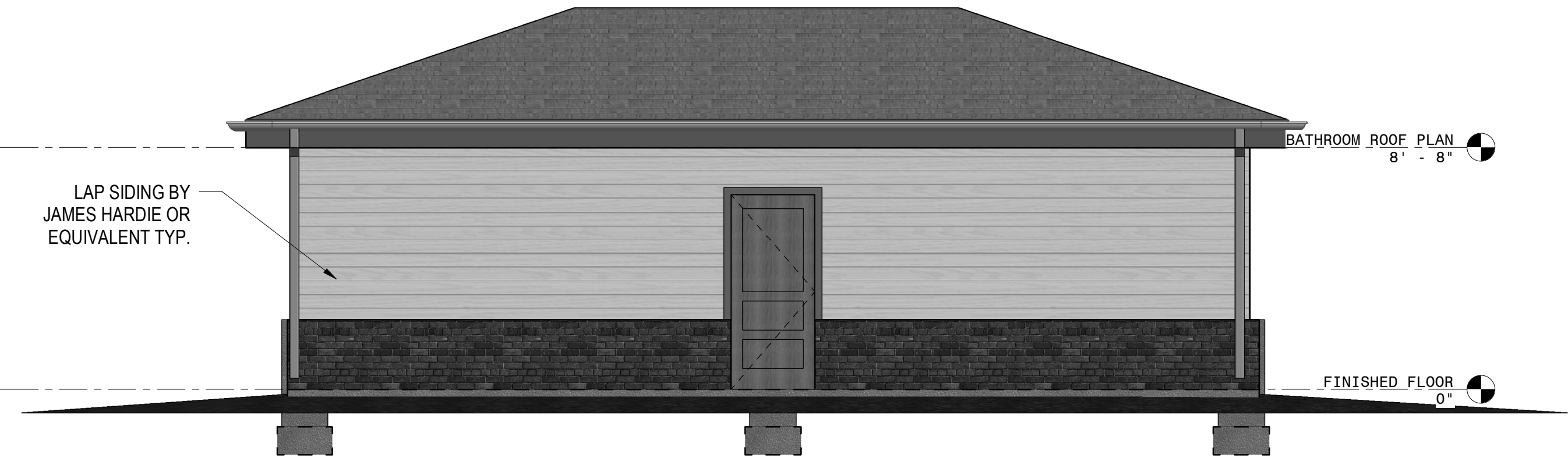
ISSUED FOR  
PERMIT

DRAWN BY HWD  
CHECKED BY HWD

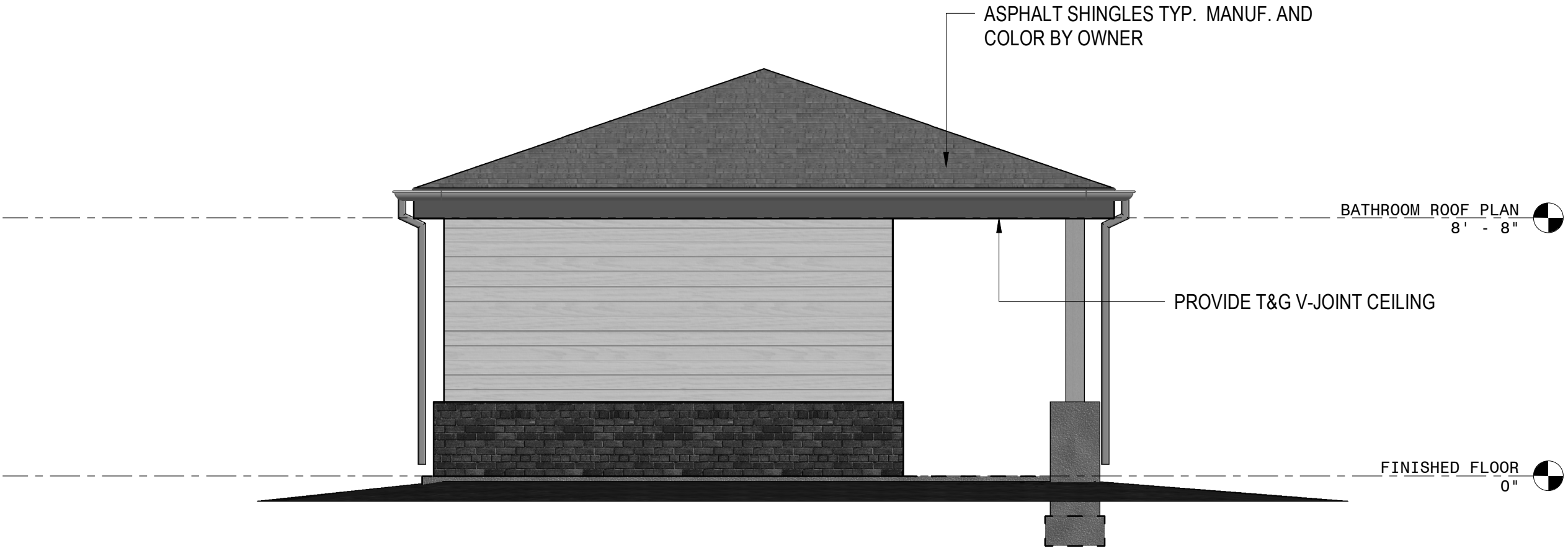
RESTROOM FLOOR PLAN



1 FRONT ELEVATION  
1/4" = 1'-0"



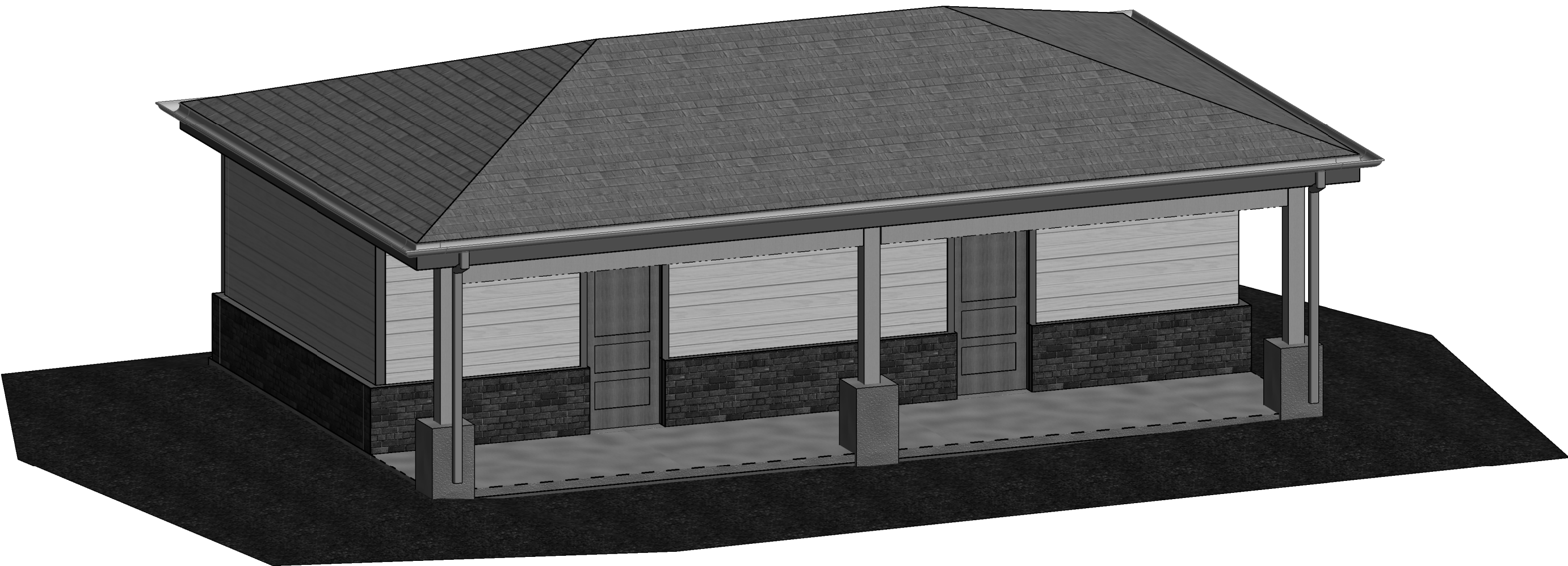
2 REAR ELEVATION  
1/4" = 1'-0"



3 LEFT ELEVATION  
1/4" = 1'-0"



4 RIGHT ELEVATION  
1/4" = 1'-0"



5 PROJECT OVERVIEW

DRYE

McGLAMERY

ENGINEERING, PLLC

NC FIRM LICENSE #P-1305

SEAL

040795

03-02-2020

NORTH CAROLINA

PROFESSIONAL

ENGINEER

WESTON

No.	Description	Date
O	ISSUED FOR REVIEW	2020-02-20
A	ISSUED FOR PERMIT	2020-03-02

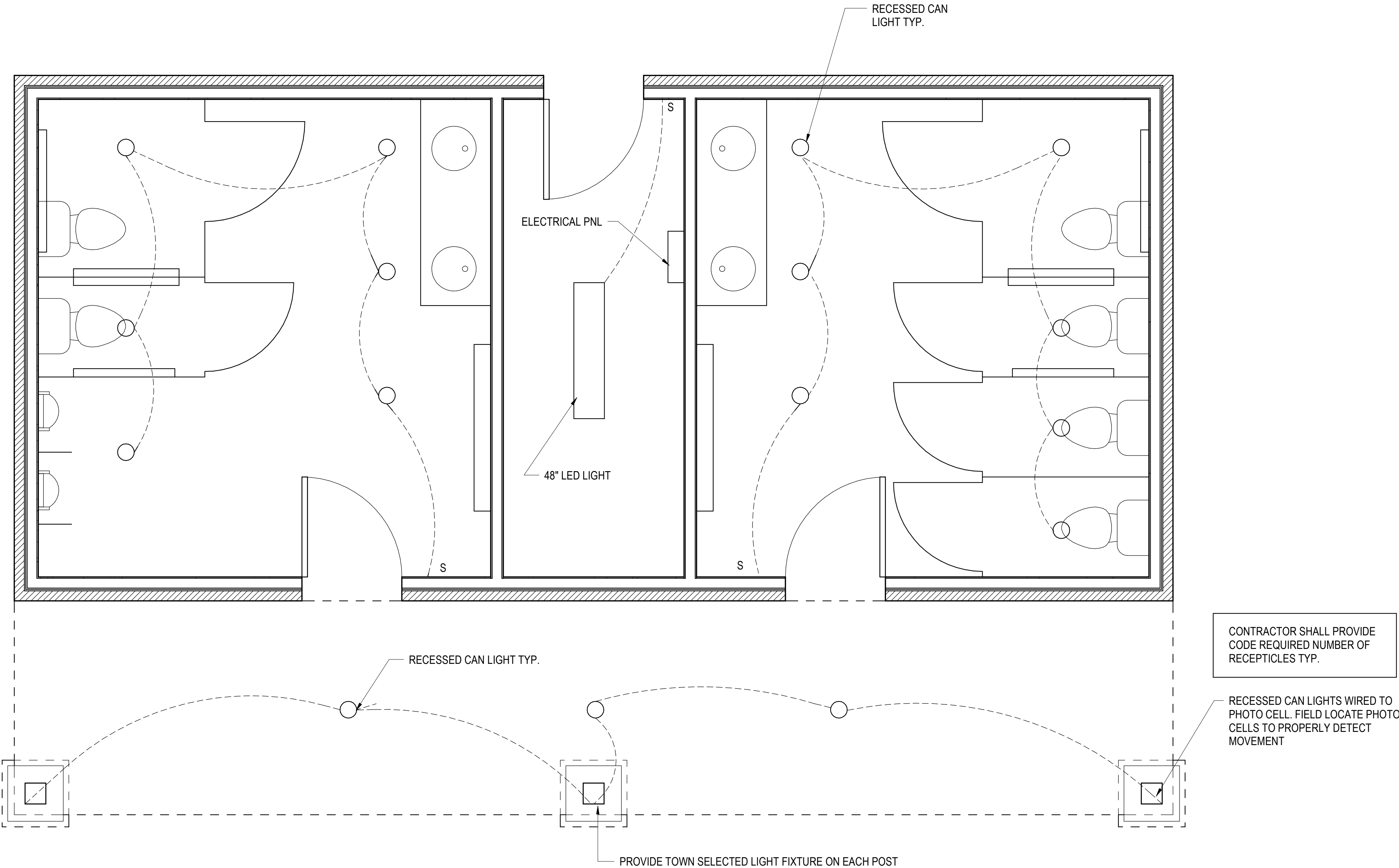
TOW WAYNESVILLE  
MARSHALL STREET RESTROOMS  
128 W MARSHALL STREET  
WAYNESVILLE, NC

DRYE-McGLAMERY  
ENGINEERING, PLLC  
832 ARBOR STREET  
CONCORD, NC 28025

ISSUED FOR PERMIT

DRAWN BY HWD  
CHECKED BY HWD

RESTROOM ELEVATIONS



1 ELECTRICAL LAYOUT  
1/2" = 1'-0"

No.	Description	Date
O	ISSUED FOR REVIEW	2020-02-20
A	ISSUED FOR PERMIT	2020-03-02

TOW WAYNESVILLE  
MARSHALL STREET RESTROOMS  
128 W MARSHALL STREET  
WAYNESVILLE, NC

DRYE-McGLAMERY  
ENGINEERING, PLLC  
832 ARBOR STREET  
CONCORD, NC 28025



## 1. GENERAL

- 1.01. METHODS, PROCEDURES, AND SEQUENCES OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO MAINTAIN AND INSURE THE INTEGRITY OF THE STRUCTURE AT ALL STAGES OF CONSTRUCTION.

- 1.02. COORDINATE STRUCTURAL CONTRACT DOCUMENTS WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, CIVIL, AND GEOTECHNICAL REPORT. FOR ADDITIONAL OPENINGS NOT SHOWN ON THE STRUCTURAL DRAWINGS, SEE ARCHITECTURAL, MECHANICAL, AND PLUMBING DRAWINGS.

## 2. MATERIAL STRENGTHS

- |   |                    |
|---|--------------------|
| 2.01. CONCRETE (f <sub>c</sub> @ 28 DAYS)                             | MAX w/c RATIO      |
| FOOTINGS . . . . .  | 4,000 PSI          |
| SLAB ON GRADE . . . . .   | 3,000 PSI          |
| TOPPING SLAB . . . . .  | 3,000 PSI          |
|   | 0.50               |
|   | 0.43               |
|   | 0.43               |
| 2.02. REINFORCING STEEL (F <sub>y</sub> )                             |                    |
| REBAR (ASTM A615) . . . . .   | 60,000 PSI         |
| DEFORMED STEEL WELDED WIRE REINFORCING (ASTM A497) . . . . .          | 65,000 PSI         |
| 2.03. STRUCTURAL STEEL (F <sub>y</sub> )                              |                    |
| WF SHAPES (ASTM A992) . . . . .                                       | 50,000 PSI         |
| CHANNELS, ANGLES, PLATES & OTHER SHAPES (ASTM A36) . . . . .          | 36,000 PSI         |
| SQUARE & RECTANGULAR HSS (A500 GRADE B) . . . . .                     | 46,000 PSI         |
| ROUND HSS (A500 GRADE B) . . . . .                                    | 42,000 PSI         |
| ALL BOLTS U.N. . . . .  | A-325-N            |
| ANCHOR RODS (ASTM F1554) . . . . .                                    | GRADE 36           |
| WELDING ELECTRODES . . . . .  | E70XX              |
| 2.04. LIGHT GAGE STEEL (F <sub>y</sub> )                              |                    |
| ROOF DECK . . . . .   | 33,000 PSI         |
| STUDS, JOISTS, TRACKS, TRUSSES mils<54. . . . .                       | 33,000 PSI         |
| STUDS, JOISTS, TRACKS, TRUSSES mils>54. . . . .                       | 50,000 PSI         |
| 2.05. MASONRY (MINIMUM COMPRESSIVE STRENGTH PER UNIT STRENGTH METHOD) |                    |
| NET AREA COMPRESSIVE STRENGTH OF CONCRETE                             |                    |
| MASONRY UNITS (TYPE M OR S MORTAR) . . . . .                          | 1,900 PSI          |
| NET AREA COMPRESSIVE STRENGTH OF CONCRETE                             |                    |
| MASONRY (f <sub>m</sub> ) . . . . .                                   | 1,500 PSI          |
| NET AREA COMPRESSIVE STRENGTH OF CLAY                                 |                    |
| MASONRY UNITS (TYPE M OR S MORTAR) . . . . .                          | 8,250 PSI          |
| NET AREA COMPRESSIVE STRENGTH OF CLAY                                 |                    |
| MASONRY (SW) (f <sub>m</sub> ) . . . . .                              | 3,000 PSI          |
| MORTAR  |                    |
| TYPE "M" . . . . .  | 2,500 PSI          |
| TYPE "S" . . . . .  | 1,800 PSI          |
| TYPE "N" . . . . .  | 750 PSI            |
| GROUT (f <sub>c</sub> ) . . . . .                                     | 3,000 PSI          |
| 2.06. SOIL/SUBGRADE PROPERTIES ("SOIL TYPE")                          |                    |
| ALLOWABLE SOIL BEARING PRESSURE . . . . .                             | 2000 PSF (ASSUMED) |

### 3. SUBMITTAL

- 3.01. SUBMITTALS AND SHOP DRAWINGS SHALL BE SUBMITTED TO DRYE-MCGLAMERY ENGINEERING FOR REVIEW AS REQUIRED PER PROJECT SPECIFICATIONS.
- 3.02. DRYE-MCGLAMERY ENGINEERING SHALL HAVE 15 DAYS AFTER THE DATE OF RECEIPT OF THE SUBMITTAL FOR REVIEWING AND COMMENTING ON ANY SUBMITTALS.
- 3.03. THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL REVIEW SUBMITTAL PRIOR TO SUBMITTING THEM TO DRYE-MCGLAMERY ENGINEERING. HIGHLIGHT, CLOUD, OR OTHERWISE INDICATE ITEMS THAT DEVIATE FROM THE CONTRACT DOCUMENTS ON THE SUBMITTAL.

#### 4. FOUNDATION AND SLAB ON GRADE

- 4.01. SOIL BEARING CAPACITY IS 2000 PSF. BEARING CAPACITY TO BE VERIFIED BY A THIRD PARTY DURING CONSTRUCTION.
- 4.02. CENTER COLUMN FOOTINGS ON COLUMN CENTERLINES UNLESS NOTED OTHERWISE.
- 4.03. WALL FOOTINGS ARE CENTERED ON FOUNDATION WALL UNLESS NOTED OTHERWISE.
- 4.04. COLUMN AND WALL FOOTINGS SHALL BEAR ON ORIGINAL, UNDISTURBED SOIL OR COMPACTED FILL AS DEFINED IN SOIL REPORT, BUT NOT HIGHER THAN THE MINIMUM DEPTH SHOWN ON DRAWINGS.
- 4.05. CONTRACTOR TO KEEP EXCAVATIONS DRY AND PROTECTED FROM FROST AT ALL TIMES DURING THE FOUNDATION CONSTRUCTION.
- 4.06. FOUNDATION CONDITIONS NOTED DURING CONSTRUCTION, WHICH DIFFER FROM THOSE DESCRIBED IN THE GEOTECHNICAL REPORT OR ASSUMED VALUES SHALL BE REPORTED TO THE ARCHITECT, GEOTECHNICAL ENGINEER AND DRYE-MCGLAMERY ENGINEERING, BEFORE FURTHER CONSTRUCTION IS ATTEMPTED.

## 5. REINFORCED CONCRETE

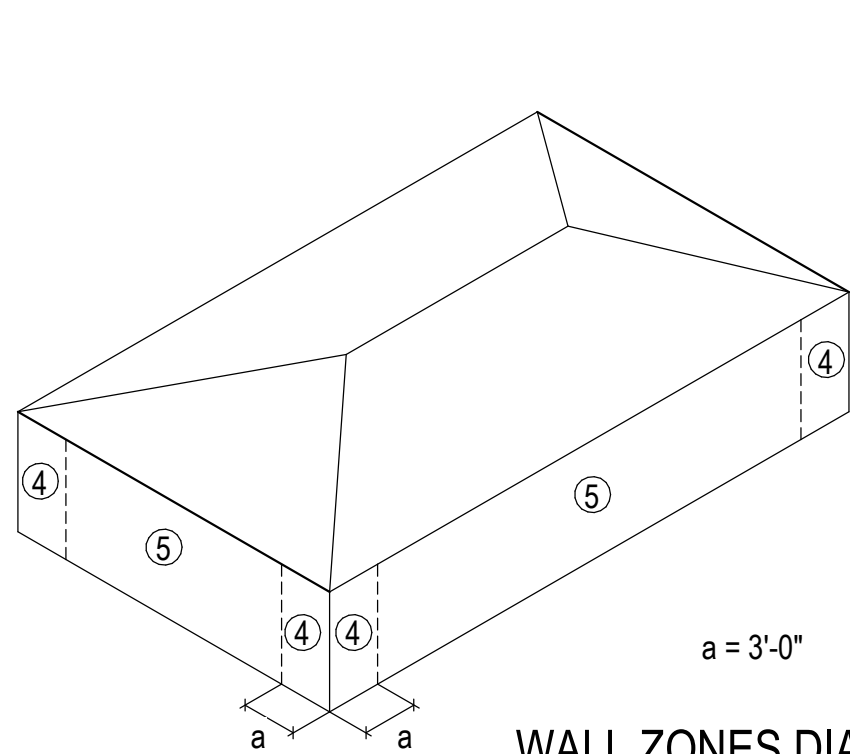
- 0.01. CONCRETE REINFORCING SHALL HAVE THE FOLLOWING PROTECTIVE COVER:  
 CONCRETE POURED ON EARTH OR GROUND. .... 3 IN  
 CONCRETE EXPOSED TO WEATHER  
     #6 THROUGH #18 BARS. .... 2 IN  
     #5 BAR, W31 OR D31 WIRE AND SMALLER. .... 1 1/2 IN  
 CONCRETE NOT EXPOSED TO EARTH OR WEATHER  
     #14 AND #18 BARS. .... 1 1/2 IN  
     #11 BAR AND SMALLER. .... 1 IN
- 0.02. SLEEVES, CONDUITS, OR PIPES THROUGH SLABS AND WALLS SHALL BE PLACED SO THAT THEY ARE NOT CLOSER THAN THREE DIAMETERS ON CENTER AND THEY DO NOT DISPLACE REINFORCING.
- 0.03. DO NOT CUT OR PLACE HOLES IN CONCRETE SLABS, WITHOUT PRIOR APPROVAL OF THE DRYE-MCGLAMERY ENGINEERING.
- 0.04. BARS SHALL BE SPLICED PER DETAILS WHERE PROVIDED. OTHERWISE BARS SHALL BE CLASS "B" LAP SPLICED IN LONGEST CONVENIENT LENGTHS WITH ADJACENT LAPS STAGGERED 3'-0" MINIMUM. BARS SHALL BE CONTACT SPLICED OR SPACED A MINIMUM DISTANCE APART PER CRSI "REINFORCEMENT ANCHORAGES AND SPLICES", AND A MAXIMUM DISTANCE APART OF THE LESSER OF, 1/5 THE LAP LENGTH OR 6 INCHES.
- 0.06. CLEAR SPACING BETWEEN REBARS (UNLESS SHOWN TO BE CONTACT LAP SPLICED) SHALL BE A MINIMUM OF 1-1/2 BAR DIAMETER, 1-1/2", OR 1-1/3 TIMES THE AGGREGATE SIZE, WHICHEVER IS GREATER.
- 0.07. ALL HOOKS NOT NOTED SHALL BE ACI STANDARD HOOKS.
- 0.08. NO TACK WELDING WILL BE PERMITTED ON GRADE 40 OR 60 STEEL.
- 0.09. CONCRETE TOPPING SHALL BE REINFORCED WITH 6X6-W1.4XW1.4 WWF UNLESS NOTED OTHERWISE. SEE PLAN.
- 0.10. ANCHOR BOLTS SHALL BE SET AND CONCRETE BEARING SURFACE FOR COLUMNS SHALL BE FINISHED TO THE FOLLOWING TOLERANCE:
- ELEVATION OF CONCRETE SURFACE PLUS OR MINUS 3/8"
  - ELEVATION TOP OF ANCHOR BOLTS PLUS 1" TO MINUS 3/8".
  - OUT OF POSITION OF ANCHOR BOLTS PLUS OR MINUS 1/8".
- 0.11. REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND DIMENSIONS OF CONCRETE REVEALS, NOTCHES, REGLETS, DRIPS, PADS, CURBS, CHAMFER BLOCKOUTS AT DOORWAYS, AND ALL OTHER PROJECT REQUIREMENTS NOT SHOWN ON THE STRUCTURAL DRAWINGS.
- 0.12. GROUT FOR BASE PLATES SHALL BE NONSHRINKABLE, NON-METALLIC CONFORMING TO ASTM C827, AND SHALL HAVE A SPECIFIED COMPRESSIVE STRENGTH AT 28 DAYS OF 5000 PSI. PREGROUTING OF BASE PLATES WILL NOT BE PERMITTED. GROUT BASEPLATES AFTER TORQUE IS ACHIEVED ON ALL ANCHOR BOLTS.
- 0.13. REINFORCE SLAB-ON-GRADE AT ALL PENETRATIONS AND AT RE-ENTRANT CORNERS. PLACE #3x3'-0" AROUND FLOOR DRAINS. PLACE #4x4'-0" (MIN.) AT RE-ENTRANT CORNERS. HOLD REINFORCING 1" CLR FROM TOP OF CONCRETE.

## 6. MASONRY

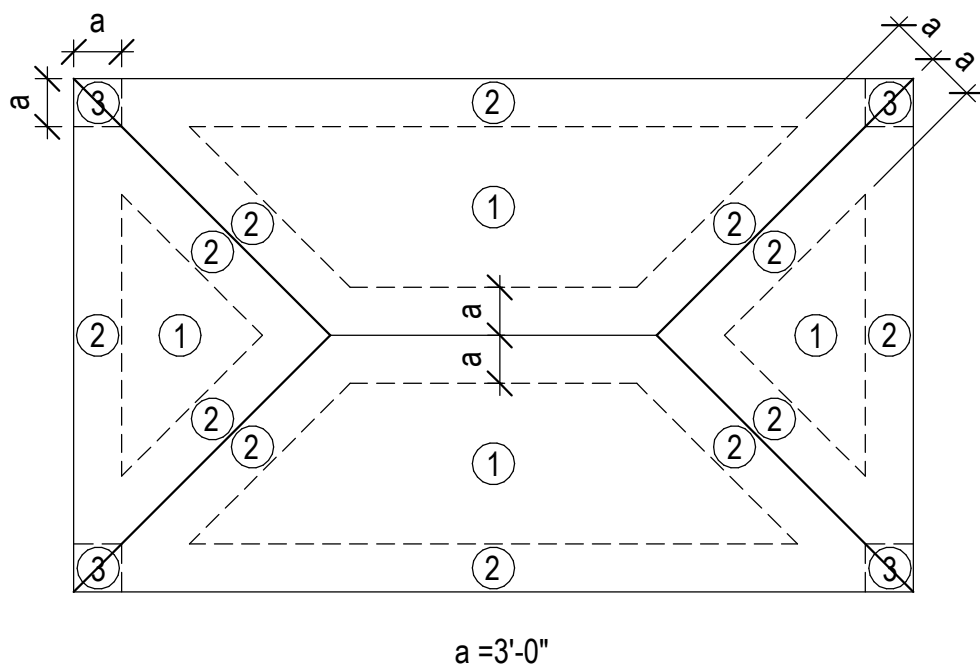
- 0.01. REFER TO "MASONRY UNITS SCHEDULE" FOR LINTEL DESIGN TYPICAL.
- 0.02. MASONRY UNITS SHALL BE OF STRUCTURAL LIGHTWEIGHT CONCRETE CONFORMING TO ASTM C90 TYPE N-1 (MAINTAIN MOISTURE CONTROL DURING STORAGE AND ERECTION AT JOB SITE).
- 0.03. PROVIDE HORIZONTAL LADDER-TYPE WIRE REINFORCING AT 16" C/C MAXIMUM.
- 0.04. WHERE CONCRETE FILLED BOND BEAMS INTERSECT AT CORNERS AT DIFFERENT ELEVATIONS, RUN EACH BOND BEAM AROUND CORNER FOR TWO BLOCK LENGTHS MINIMUM BEFORE TERMINATING.
- 0.05. WHERE CONCRETE FILLED BOND BEAMS INTERSECT PARALLEL AT DIFFERENT ELEVATIONS, LAP BOND BEAM FOUR BLOCK LENGTHS MINIMUM BEFORE TERMINATING.
- 0.06. VERTICAL MASONRY CONTROL JOINTS SHALL BE PROVIDED IN MASONRY WALLS AT 25 FEET MAXIMUM. SEE ARCHITECTURAL DOCUMENTS FOR LOCATION OF CONTROL JOINTS AND REFER TO TYPICAL CMU DETAILS FOR CONTROL JOINT CONSTRUCTION REQUIREMENTS.
- 0.07. LINTEL UNITS SHALL BE PROVIDED TO SPAN ACROSS OPENINGS IN CONCRETE MASONRY. PROVIDE LINTELS PER TYPICAL CMU DETAILING REQUIREMENTS.
- 0.08. SPLICES IN HORIZONTAL AND VERTICAL REINFORCING SHALL BE LAPPED 48 BAR DIAMETERS OR A MINIMUM OF 24", WHICHEVER IS GREATER.
- 0.09. PROVIDE A BOND BEAM WITH 2-#5 CONTINUOUS BENEATH ALL SLAB OR BEAM BEARINGS IN MASONRY WALLS NOT GROUTED SOLID (ALL CELLS FILLED).
- 0.10. ALL HEAD AND BED JOINTS SHALL BE FULL.
- 0.11. WHERE HEATING MAINS OR OTHER PIPING PASS THROUGH MASONRY WALLS A STEEL PIPE SLEEVE SHALL BE PLACED IN THE WALL.
- 0.12. TEST PRISMS TO VERIFY MASONRY WALL ASSEMBLY STRENGTH SHALL BE MADE AND TESTED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- 0.13. PRISMS SHALL BE TESTED BY AN APPROVED TESTING LABORATORY.
- 0.14. SLUMP OF GROUT SHALL BE IN THE RANGE OF 7 TO 11 INCHES AND SHALL BE RECONSOLIDATED BY THE MECHANICAL VIBRATION PER ACI 530.1 TYP.
- 0.15. VERTICAL GROUTING OF MASONRY WALL SHALL BE PER TYPICAL CMU DETAILS. HORIZONTAL GROUTING OF MASONRY WALLS SHALL BE A CONTINUOUS PROCEDURE BETWEEN CONTROL JOINTS.

TRUSS NOTES:

1. THE TRUSS ENGINEER SHALL DESIGN THE TRUSSES AND GIRDER TRUSSES FOR THE LOADS INDICATED ON THE STRUCTURAL DRAWINGS. SPECIAL LOAD CONSIDERATIONS, SUCH AS OVERFRAMING, ETC. SHALL BE ACCOUNTED FOR IN THE DESIGN.
2. THE TRUSS ENGINEER SHALL ACCEPT FULL RESPONSIBILITY FOR THE DESIGN. THE TRUSS ENGINEER SHALL PREPARE DESIGN CALCULATIONS AND DRAWINGS, WHICH SHALL BE SEALED, SIGNED, AND DATED BY THE RESPONSIBLE PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF NORTH CAROLINA.
3. THE DESIGN SHALL INCLUDE INTERNAL CONNECTIONS AND CONNECTIONS BETWEEN TRUSSES. CONNECTIONS TO OTHER STRUCTURAL MEMBERS AND ARCHITECTURAL SYSTEMS SHALL BE INCLUDED. TYPICAL DETAILS OF CONNECTIONS SHALL BE SHOWN.
4. THE MEMBER SIZE AND PROPERTIES FOR EACH MEMBER USED SHALL BE SHOWN, CLEARLY INDICATING WHERE EACH MEMBER IS BEING USED.
5. PARTICULAR ATTENTION SHALL BE GIVEN TO HEEL HEIGHTS AND TOP CHORD SLOPES TO ENSURE THAT THE FASCIA DETAILS ARE CONSISTENT, ALIGNED, AND IN ACCORDANCE WITH THE ARCHITECTURAL DRAWINGS.
6. THE MAXIMUM SPACING OF THE TRUSSES SHALL BE 24 INCHES ON CENTER, (VERIFY SPACING WITH DETAILS).
7. A SAMPLE SUBMITTAL OF THE TYPICAL TRUSS AND TRUSS GIRDER TYPES SHALL BE SUBMITTED FOR PRELIMINARY REVIEW PRIOR TO COMPLETION OF DESIGN CALCULATIONS AND DRAWINGS.
8. COMPLETE ERECTION PLANS AND DETAILS SHALL BE SUBMITTED TO EACH TRADE FOR REVIEW.
9. THE TRUSS ENGINEER SHALL BE RESPONSIBLE FOR ANY FIELD COORDINATION ISSUES WHICH MAY ARISE REGARDING THE TRUSSES, OPENINGS IN TRUSSES, AND CONNECTIONS OF TRUSSES.
10. TRUSS ENGINEER SHALL VERIFY THAT DETAILS OF CONNECTIONS SHOWN ARE APPROPRIATE FOR HIS TRUSS DESIGN. IF NOT, HE SHALL SUBMIT PROPOSED REVISIONS TO DETAILS.
11. SHIM PLATES SHALL BE INSTALLED AS REQUIRED TO PROVIDE A POSITIVE BEARING SURFACE BETWEEN THE TRUSSES AND THE STRUCTURAL BEAMS AND/OR WALLS. EACH TRUSS SHALL BEAR ON EACH BEAM AND/OR WALL WITH WHICH IT INTERSECTS AS SHOWN ON THE PLAN AND IN THE LOADING DIAGRAMS. UNLESS SPECIFICALLY NOTED, THERE SHALL NOT BE ANY SPACE BETWEEN THE TRUSSES AND THE WALLS



# WALL ZONES DIAGRAM



## ROOF ZONES DIAGRAM

		ROOF		PSF	
ZONES	EDGE DIST.	AREA FT <sup>2</sup>		OVERHANG	
		10	100	10	100
①	N/A	15.7 -21.7	12.7 -20.2		
②	3'-0"	15.7 -33.7	12.7 -26.2	- -41.2	- -41.2
③	3'-0"	15.7 -47.2	12.7 -38.2	- -63.7	- -45.7

WALLS		PSF
ZONES	AREA FT <sup>2</sup>	
	10	100
4	23.2 -24.7	20.5 -22.0
5	23.2 -24.7	20.5 -24.1

## COMPONENTS & CLADDING PRESSURE TABLES



**RYE & GLAMERY**  
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NC FIRM LICENSE #P-1305

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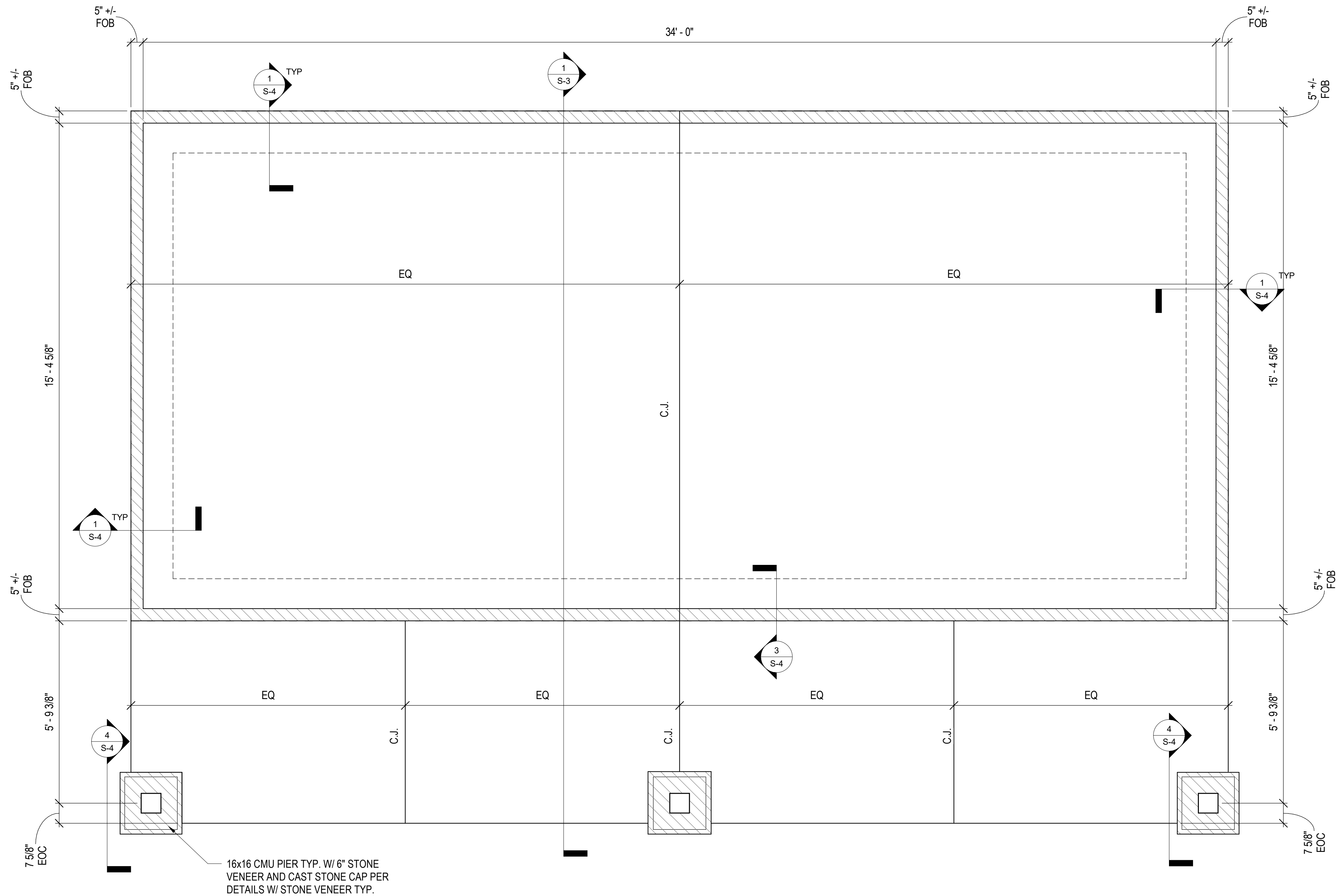
TOW WAYNESVILLE  
MARSHALL STREET RESTROOMS  
128 W MARSHALL STREET  
WAYNESVILLE, NC

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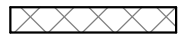
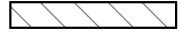
## GENERAL NOTES



1 BATHROOM FOUNDATION PLAN  
1/2" = 1'-0"

RESTROOM FOUNDATION NOTES:

1. DIMENSIONS ARE TO FACE OF STUD OR BRICK VENEER TYP.
2. REFERENCE ELEVATION +/-0'-0" SHALL BE TO TOP OF CONCRETE / FINISHED FLOOR TYP.
3. SLAB ON GRADE TO BE 4" THICK 3000 PSI CONCRETE TYP. ON 6 MIL VAPOR OVER 6" OF #57 WASH STONE TYP. SLAB TO BE REINFORCED WITH 6x6xW2.1xW2.1 WWF IN MIDDLE 1/3 OF SLAB.
4. REFER TO FOUNDATION DETAILS FOR THICKENED SLAB REQUIREMENTS, TYP. (SEE SHEET S-4).
5. T/SPREAD FOOTINGS AT POSTS SHALL BE -1'-0" TYP. U.N.O.
6. REINFORCE ALL CMU PIERS W/ #4 BARS EA. CELL TYP.
7. REFER TO FLOOR PLANS FOR BATHROOM LAYOUTS, MECH ROOM LAYOUTS, AND DOOR LOCATIONS TYP.
8. STUD WALLS SHALL BE 2x4 SPF NO. 1/2 AT 16' C/C MAX. TYP.
9. HEADERS IN STUD WALLS FOR DOORS SHALL BE (2) 2x8 MIN. TYP. WITH (1) JACK STUD AND (2) KING STUDS TYP.

- CJ DENOTES CONTRACTION JOINT TYP. SEE S/S-4 FOR CONSTRUCTION REQUIREMENTS, TYP.
-  DENOTES CMU WALLS TYP. REFER TO SECTIONS FOR SIZE REQUIREMENTS
-  DENOTES BRICK VENEER TYP. SPECS PER OWNER TYP.



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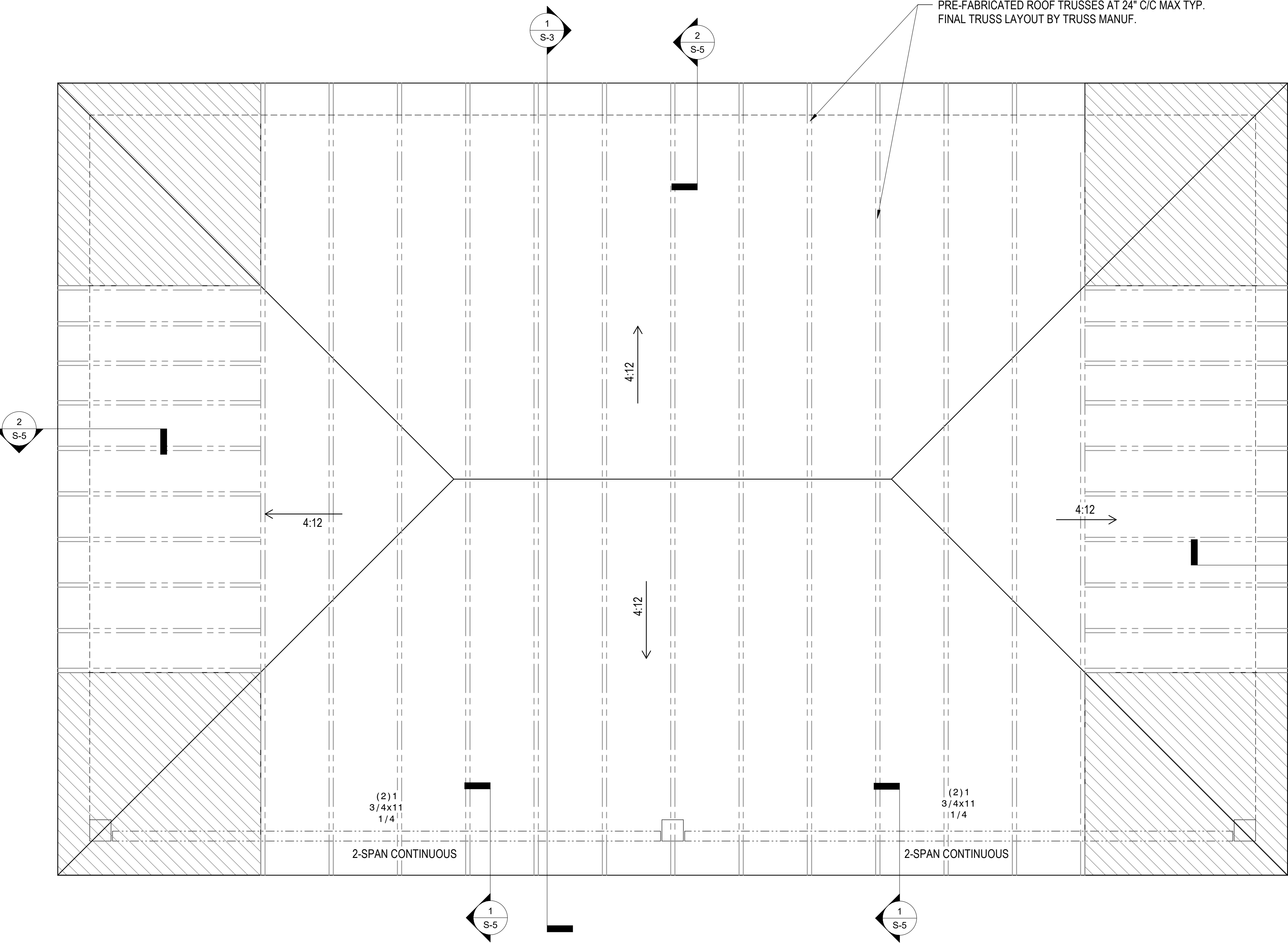
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RESTROOM FOUNDATION  
PLAN



1 RESTROOM ROOF PLAN  
1/2" = 1'-0"

ROOF FRAMING NOTES:

1. PLATE HEIGHT SHALL BE +8'-8" AFF TYP. UNO.
2. PROVIDE WOOD TRUSSES TYP. WHERE INDICATED AT 24" C/C MAX. PROVIDE STICK FRAMING TYP. WHERE INDICATED.
3. SEE CONNECTION SCHEDULE ON SHEET S-8 FOR REQ. CONNECTIONS
4. PROVIDE 7/16" 24/16 OSB SHEATHING MIN. FASTEN W/ 16D NAILS AT 4" C/C AT PANEL EDGES AND 6" C/C IN FIELD TYP. MIN 1-3/8" NAIL PENETRATION INTO SUPPORTING MEMBERS TYP.
5. TRUSS MANUF. REFER TO COMPONENTS AND CLADDING WIND LOADS ON S-0.
6. HEADERS IN STUD WALLS FOR DOORS SHALL BE (2) 2x8 MIN. TYP. WITH (1) JACK STUD AND (2) KING STUDS TYP.

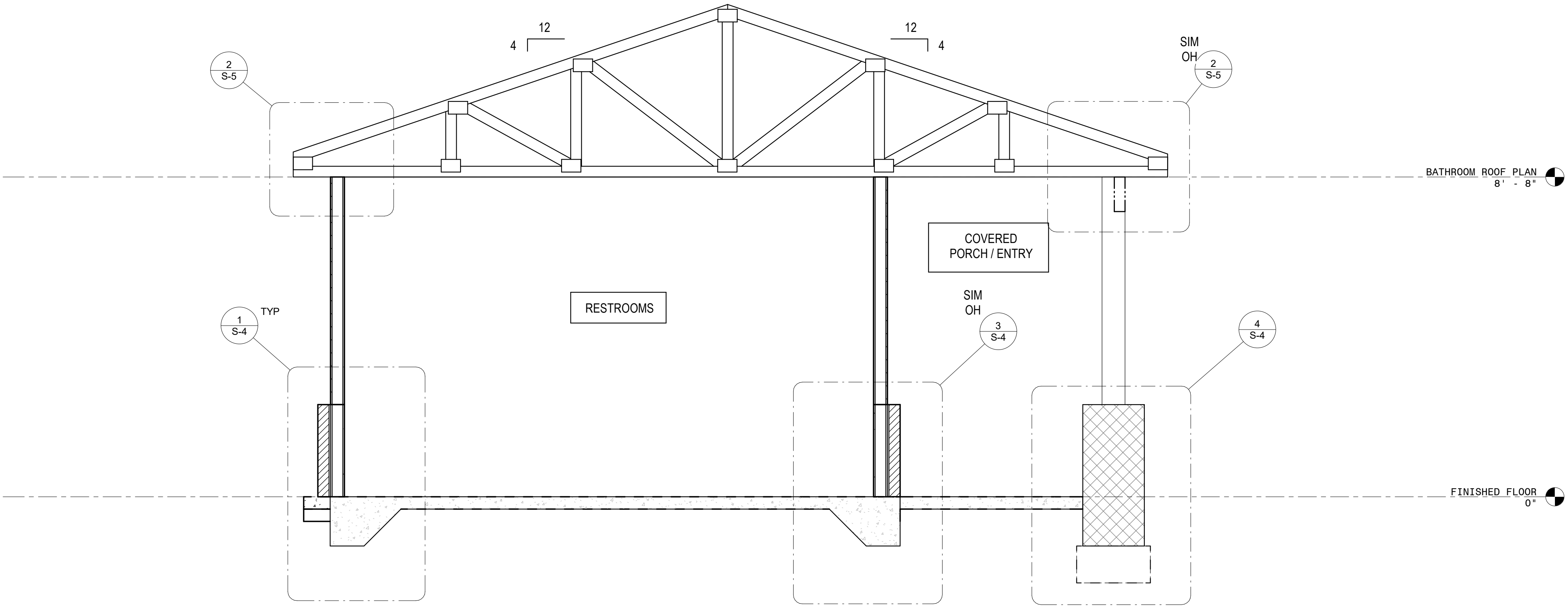
 DENOTES STICK FRAMING TYP. PROVIDE 2X6 RAFTERS MIN. AND 2X8 HIP BEAM MIN.



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TOW WAYNESVILLE MARSHALL STREET RESTROOMS 128 W MARSHALL STREET WAYNESVILLE, NC	DRYE-MCGLAMERY ENGINEERING, PLLC 832 ARBOR STREET CONCORD, NC 28025
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RESTROOM ROOF PLAN



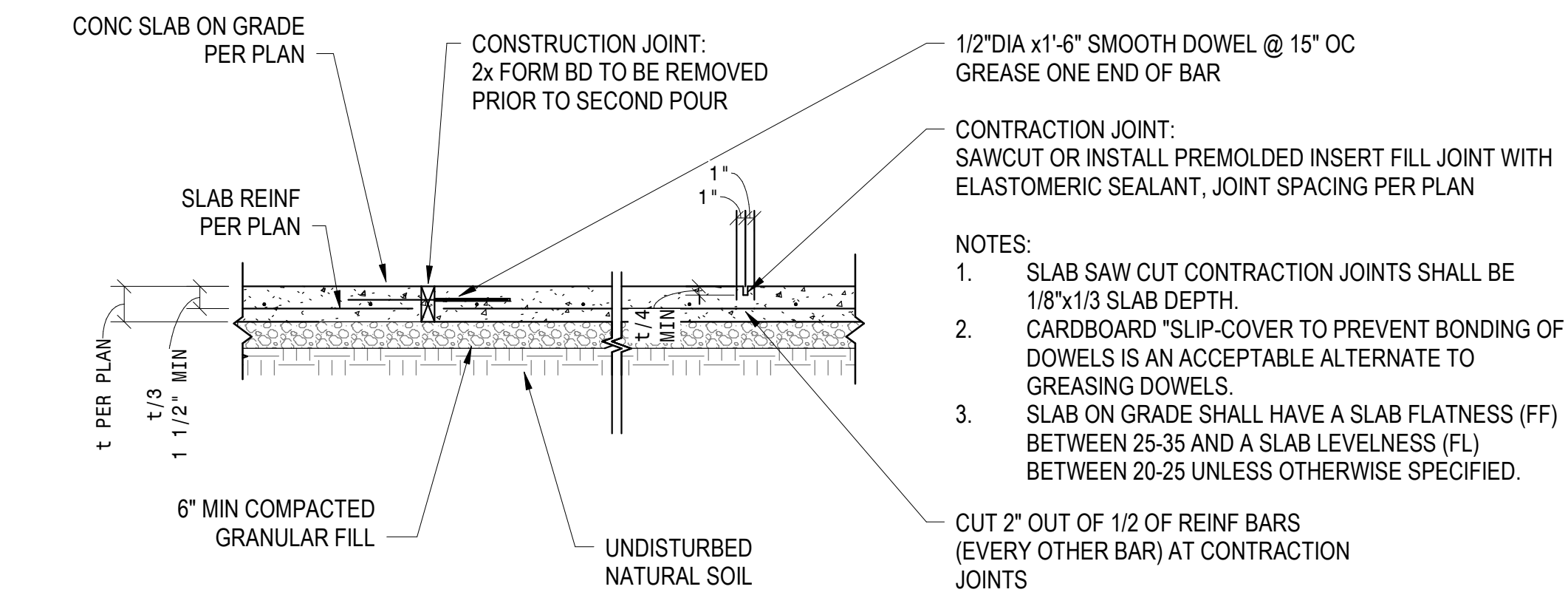
1 RESTROOM SECTION  
1/2" = 1'-0"

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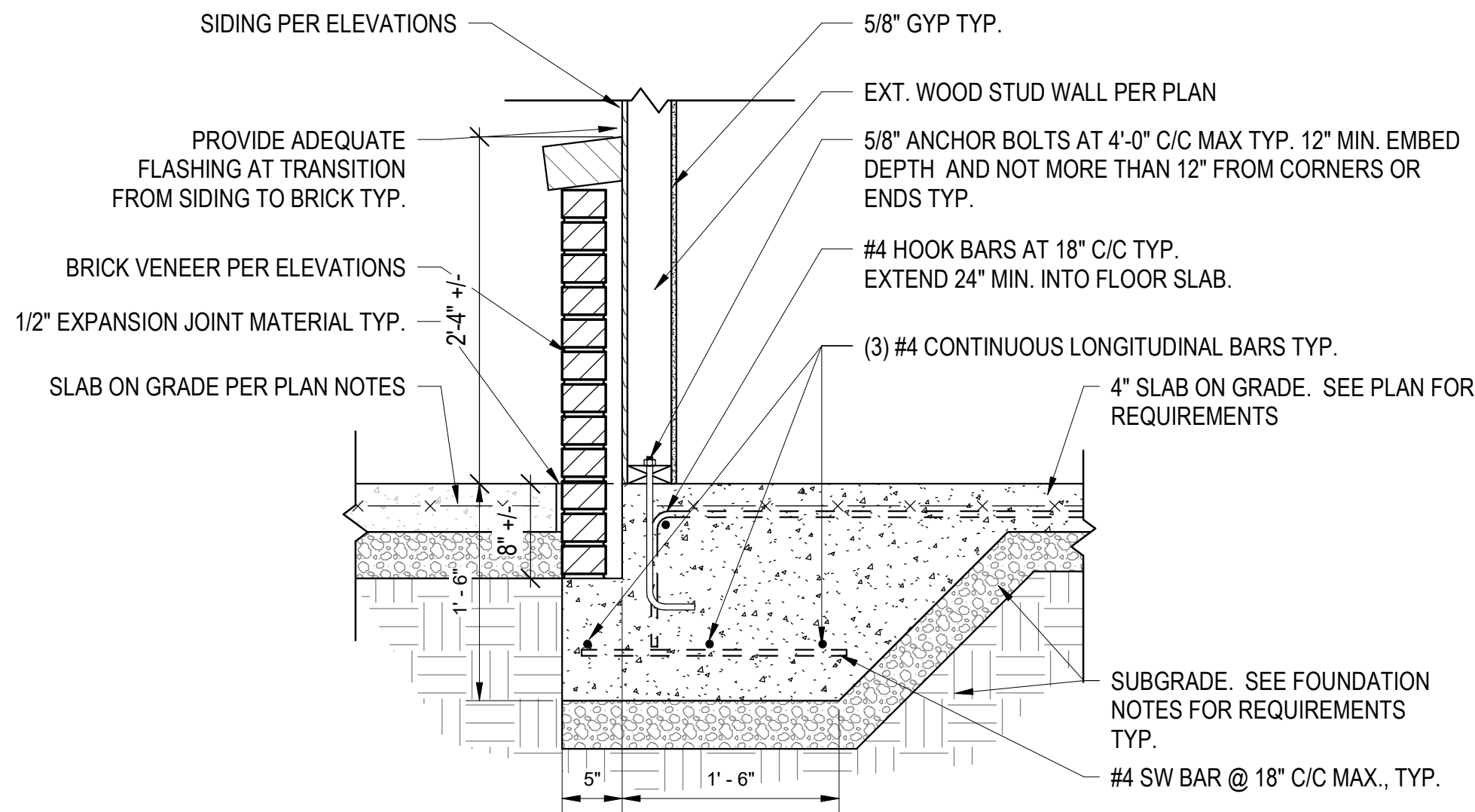
TOW WAYNESVILLE MARSHALL STREET RESTROOMS 128 W MARSHALL STREET WAYNESVILLE, NC	DRYE-McGLAMERY ENGINEERING, PLLC 832 ARBOR STREET CONCORD, NC 28025
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RESTROOM SECTIONS

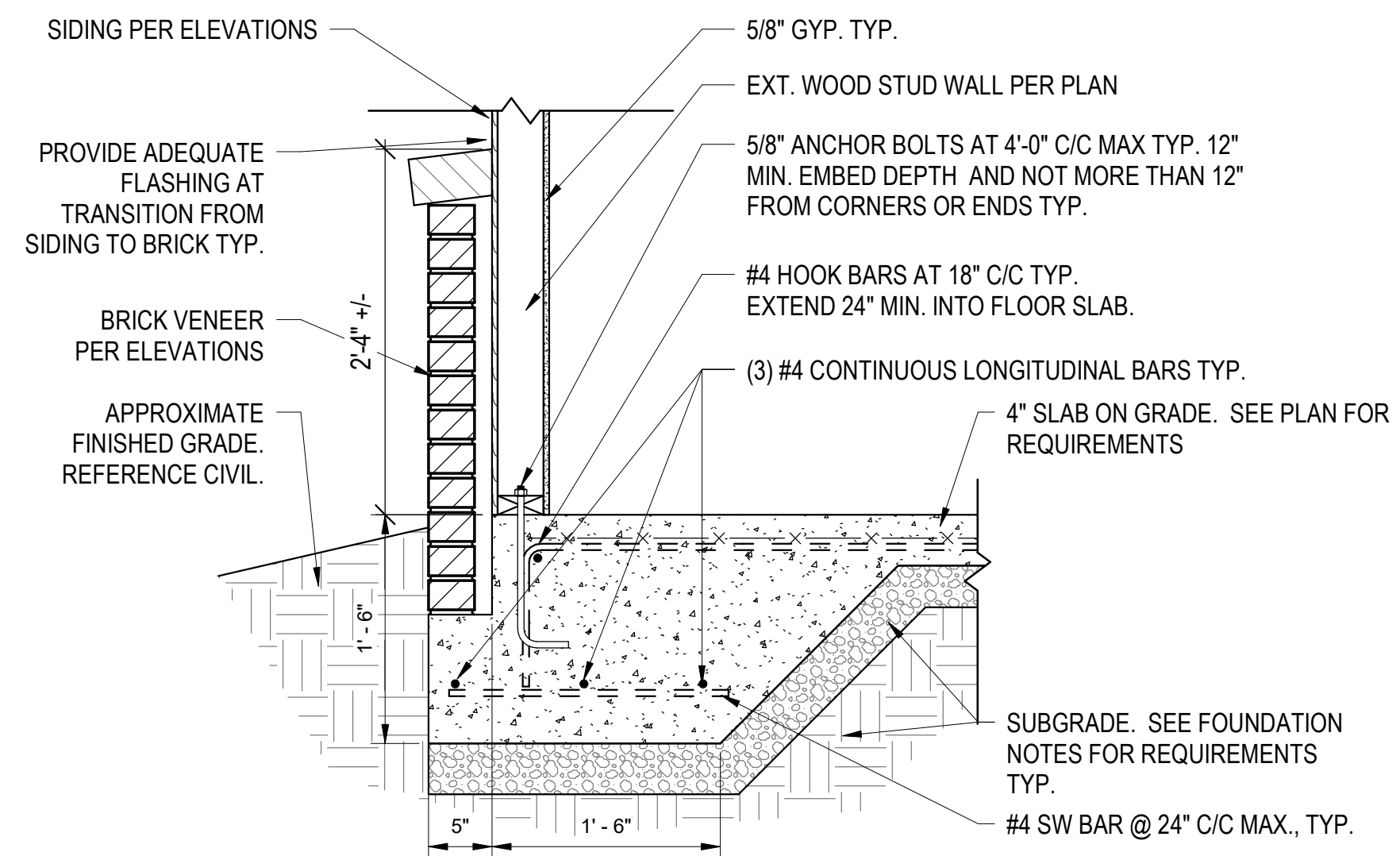




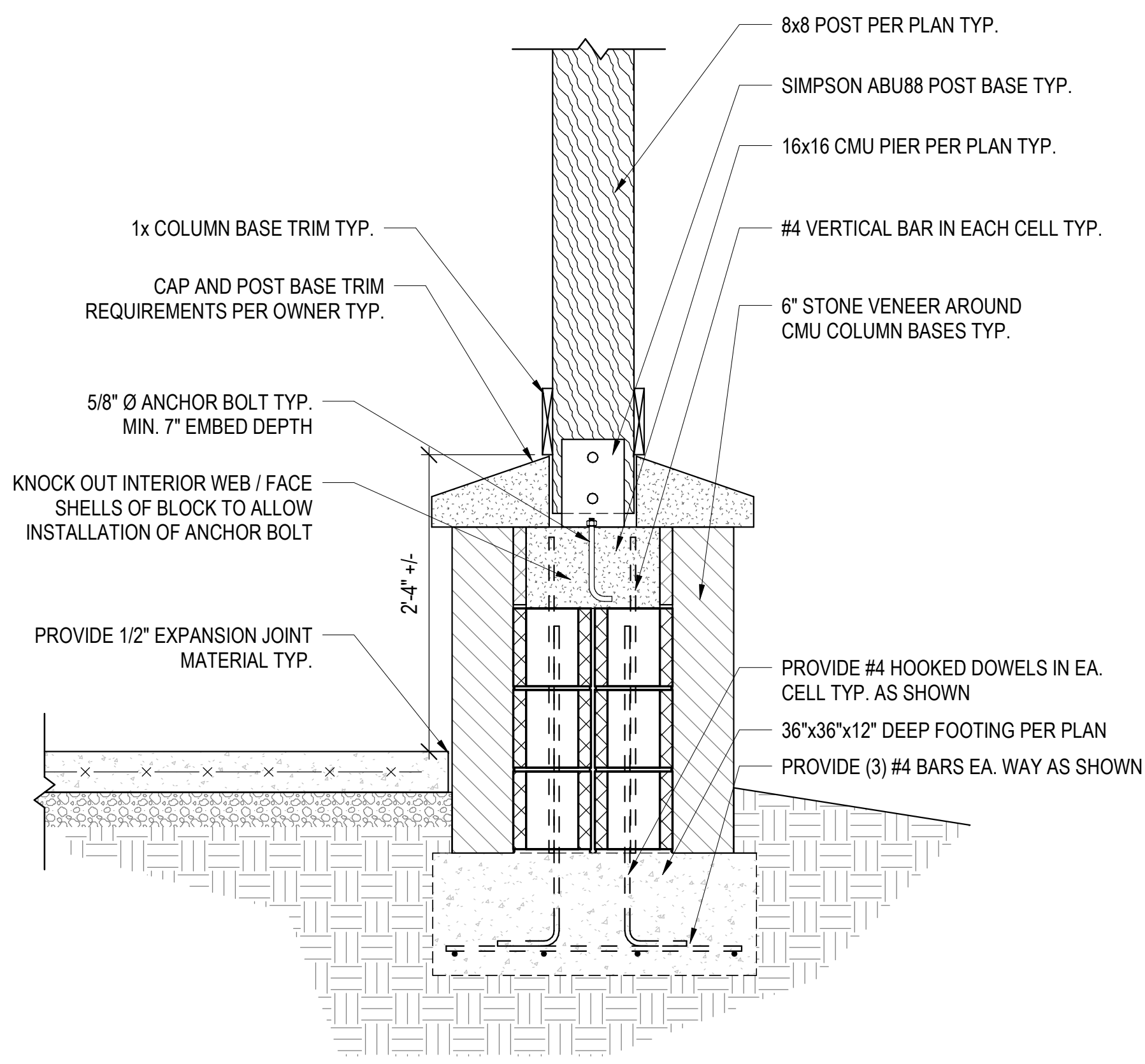
2 TYPICAL SLAB ON GRADE AND JOINT DETAIL  
3/4" = 1'-0"



3 TYPICAL EXTERIOR FOUNDATION EDGE BRICK VENEER AT SLAB  
1" = 1'-0"



1 TYPICAL EXTERIOR FOUNDATION EDGE BRICK VENEER  
1" = 1'-0"



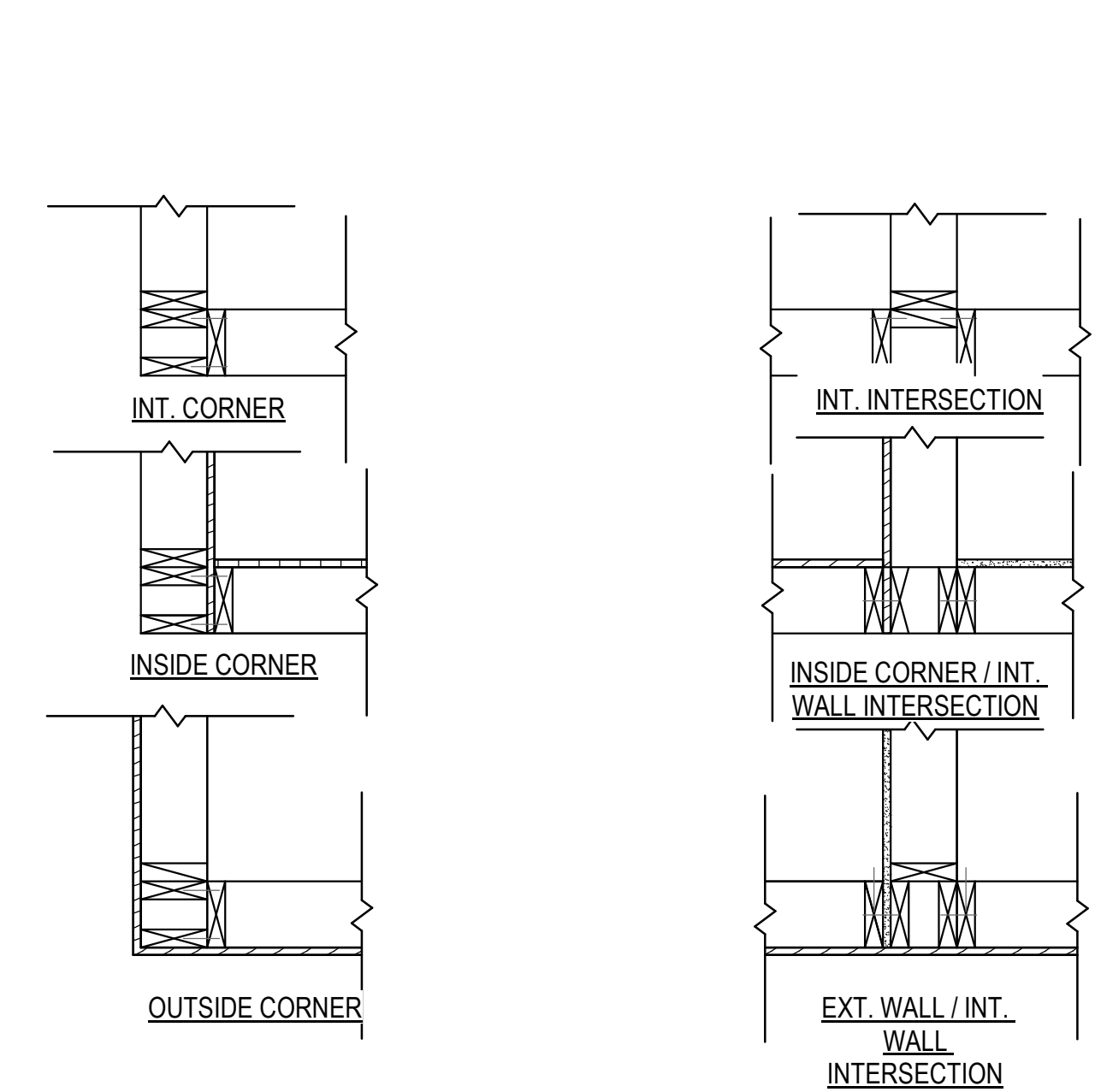
4 POST BEARING AT PIER  
1" = 1'-0"



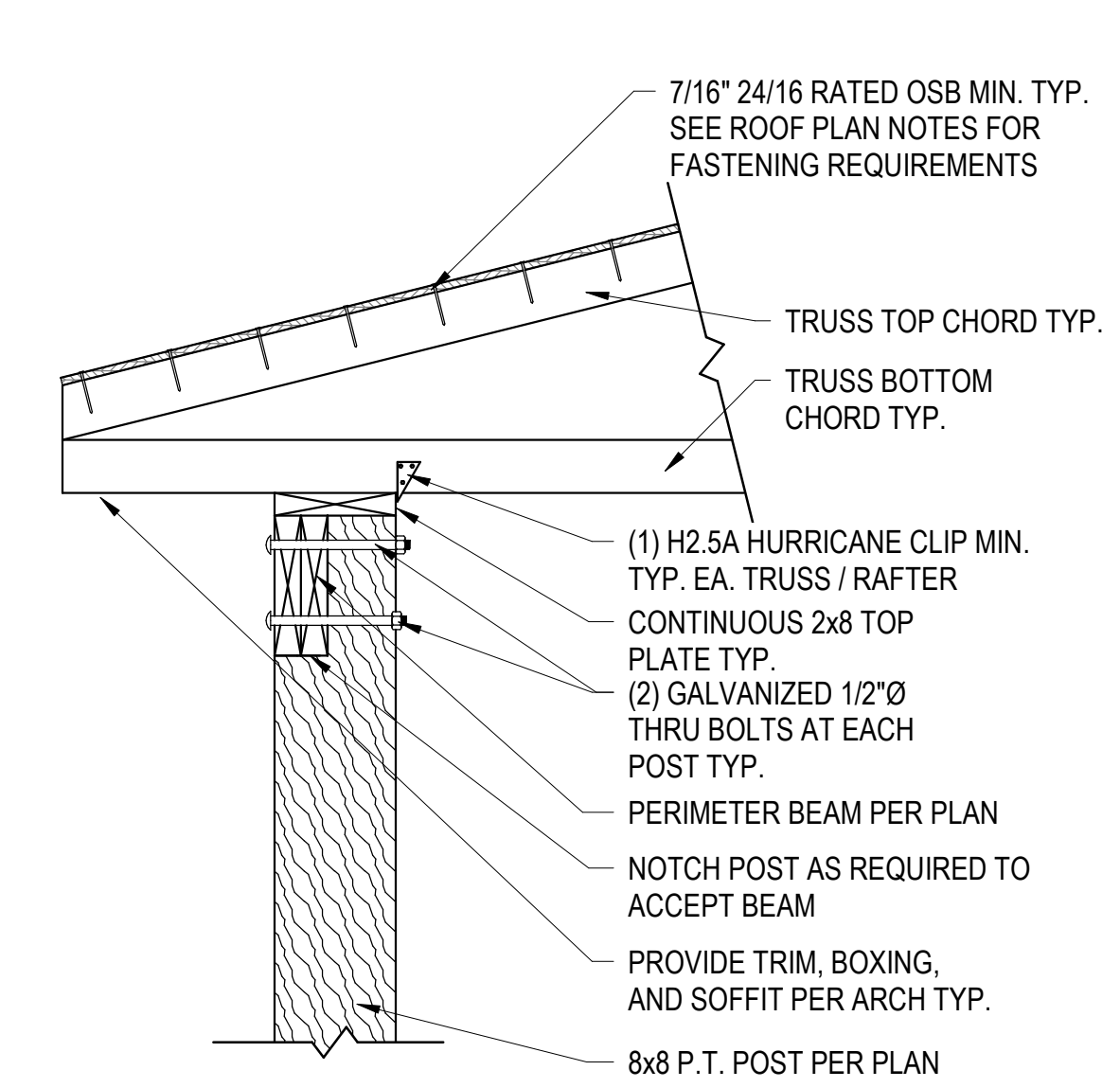
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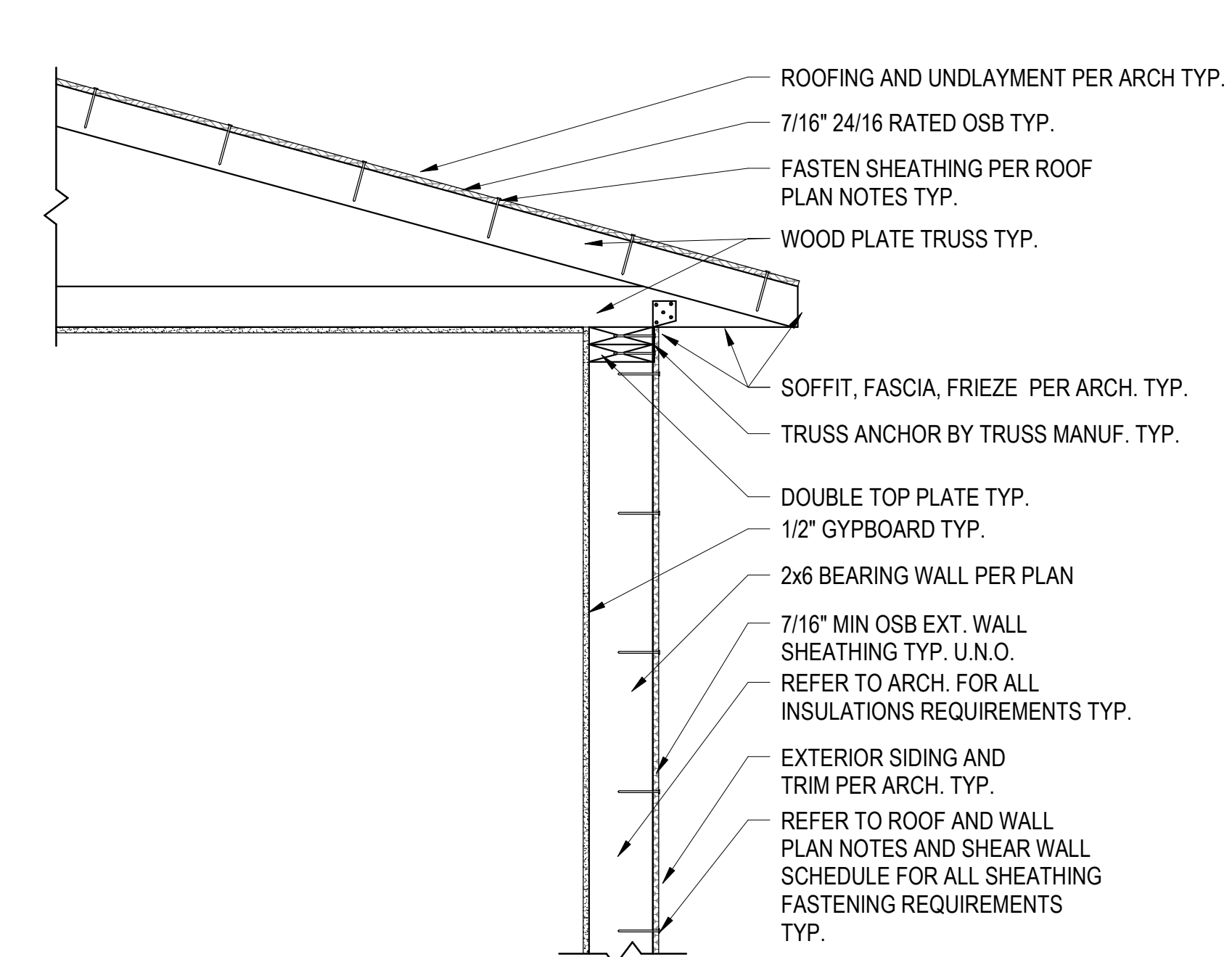
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③ TYPICAL WALL FRAMING AT CORNER / INTERSECTION  
3/4" = 1'-0"



① TYPICAL TRUSS TO BEAM CONNECTION DETAIL  
1" = 1'-0"



② TYPICAL TRUSS TO BEARING WALL DETAIL  
1" = 1'-0"

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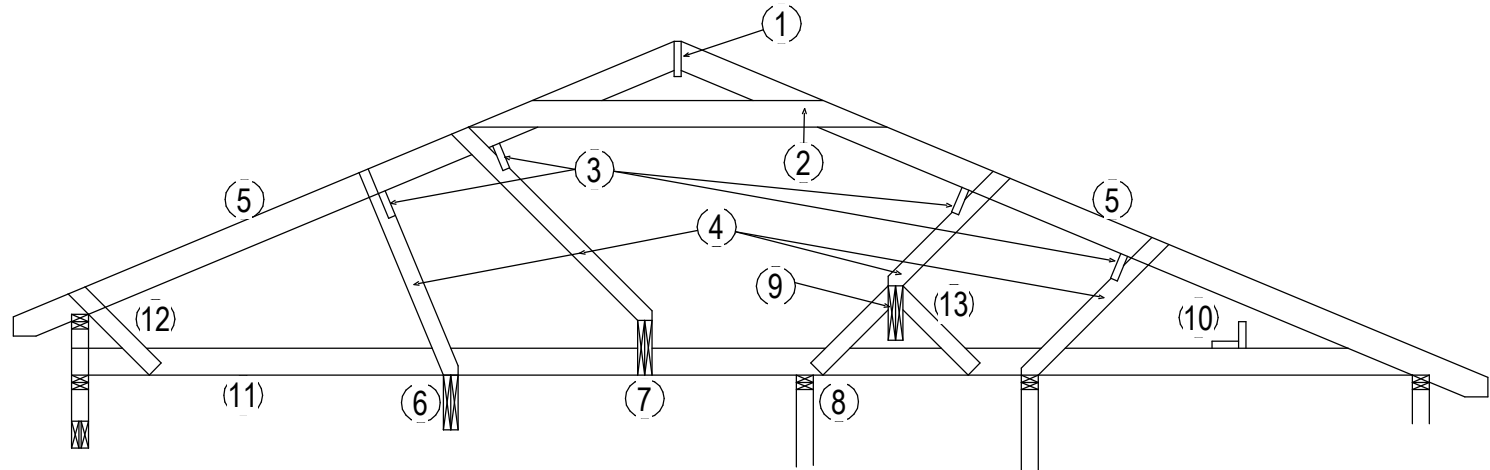
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ROOF FRAMING DETAILS



TYPICAL ROOF BRACING DETAILS

NOTES: APPLY UNLESS NOTED OTHERWISE ON STRUCTURAL DRAWINGS.

- 1. RIDGE MUST BE MINIMUM 1" NOMINAL THICKNESS AND MINIMUM HT EQUAL OR GREATER THAN THE END CUT ON RAFTER.
- 2. COLLAR TIES PLACED AT THE UPPER 1/3 AND SIZED EQUAL OR GREATER THAN THE RAFTER SPACED AT NO MORE THAN 4' OC.
- 3. PURLIN EQUAL OR GREATER THAN THE SIZE OF THE RAFTER AND INSTALLED ON EDGE. LOCATION GIVEN ON DRAWINGS.
- 4. PURLIN BRACES MINIMUM 2X4 AND SLOPED NO GREATER THAN 45 DEGREES.
- 5. RAFTER SIZED BY THE DRAWINGS.
- 6. DROP BEAM.
- 7. FLUSH BEAM.
- 8. DBL TOP PLATED WALL.
- 9. RAISED BEAM. (6, 7, 8, AND 9 ARE ACCEPTABLE MEANS OF ROOF SUPPORT.)
- 10. STRONG BACK WITH EACH MEMBER EQUAL OR GREATER THAN CEILING JOIST REQUIRED ON SPANS GREATER THAN 10'.
- 11. CEILING JOIST SIZED BY THE DRAWINGS.
- 12. 2X4 RAFTER TIES BRACE AT 4' OC WHERE REQUIRED.
- 13. 2X4 BACK BRACE AT 4' OC CONTINUOUS EACH SIDE.

POST BASE SCHEDULE

POST SIZE	SIMPSON EMBEDDED POST BASE	SIMPSON BOLTED POST BASE
4X4	CB44	ABU44
6X6	CB66	ABU66
8X8	CB88	ABU88

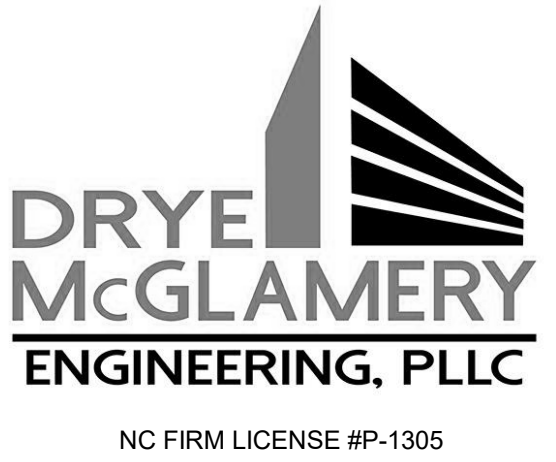
- NOTES TO TABLE R602.3(1)
- A. ALL NAILS ARE SMOOTH-COMMON, BOX OR DEFORMED SHANKS EXCEPT WHERE OTHERWISE STATED.
  - B. STAPLES ARE 16 GAGE WIRE AND HAVE A MINIMUM 7/16-INCH ON DIAMETER CROWN WIDTH.
  - C. NAILS SHALL BE SPACED AT NOT MORE THAN 6 INCHES ON CENTER AT ALL SUPPORTS WHERE SPANS ARE 48 INCHES OR GREATER.
  - D. FOUR-FOOT-BY-8-FOOT OR 4-FOOT-BY-9-FOOT PANELS SHALL BE APPLIED VERTICALLY.
  - E. SPACING OF FASTNERS NOT INCLUDED IN THIS TABLE SHALL BE BASED ON TABLE R602.3(1).
  - F. (FOR REGIONS HAVING BASIC WIND SPEED OF 110 MPH OR GREATER, 8D DEFORMED NAILS SHALL BE USED FOR ATTACHING PLYWOOD AND WOOD STRUCTURAL PANEL ROOF SHEATHING TO FRAMING WITHIN MINIMUM 48-INCH DISTANCE FROM GABLE END WALLS, IF MEAN ROOF HEIGHT IS MORE THAN 25 FEET, UP TO 35 FEET MAXIMUM.
  - G. FOR REGIONS HAVING A BASIC WIND SPEED OF 100 MPH OR LESS, NAILS FOR ATTACHING WOOD STRUCTURAL PANEL ROOF SHEATHING TO GABLE END WALL FRAMING SHALL BE SPACED 6 INCHES ON CENTER. WHEN BASIC WIND SPEED IS GREATER THAN 80 MPH, NAILS FOR ATTACHING PANEL ROOF SHEATHING TO INTERMEDIATE SUPPORTS SHALL BE SPACED 6 INCHES ON CENTER FOR MINIMUM 48-INCH DISTANCE FROM RIDGES, EAVES AND GABLE END WALLS; 4 INCH ON CENTER TO GABLE END WALL FRAMING.
  - H. GYPSUM SHEATHING SHALL CONFROM TO ASTM C-79 AND SHALL BE INSTALLED IN ACCORDANCE WITH GA 253. FIBERBOARD SHEATHING SHALL CONFROM TO EITHER AHA 194.1 OR ASTM C-208.
  - I. SPACING OF FASTENERS ON FLOOR SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND AT ALL FLOOR PERIMETERS ONLY. SPACING OF FASTENERS ON ROOF SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND AT ALL ROOF PLANE PERIMETERS. BLOCKING OF ROOF OR FLOOR SHEATHING PANEL EDGESPERPENDICULAR TO THE FRAMING MEMBERS SHALL NOT BE REQUIRED EXCEPT AT INTERSECTION OF ADJACENT ROOF PLANES. FLOOR AND ROOF PERIMETER SHALL BE SUPPORTED BY FRAMING MEMBERS OR SOLID BLOCKING.

FASTENER SCHEDULE

IRC - TABLE R602.3(1)

DESCRIPTION OR BUILDING ELEMENTS	NUMBER AND TYPE OF FASTNER (A,B,C,D)	SPACING OF FASTENERS
JOIST TO SILL OR GIRDER, TOE NAIL	3-8D	
1"X6" SUBFLOOR OR LESS TO EACH JOIST, FACE NAIL	2-8D 2-1 3/4" 16 GAGE STAPLE	
2" SUBFLOOR TO JOIST OR GIRDER, BLIND AND FACE NAIL	2-16D	
SOLE PLATE TO JOIST OR BLOCKING, FACE NAIL	16D	16" O.C.
TOP OR SOLE PLATE TO STUD, END NAIL	2-16D	
STUD TO SOLE PLATE, TOE NAIL	3-8D 2-16D	
DOUBLE STUD, FACE NAIL	10D	24" O.C.
DOUBLE TOP PLATE, FACE NAIL	10D	24" O.C.
SOLE PLATE TO JOIST OR BLOCKING AT BRACED WALL PANEL	3-16D	16" O.C.
DOUBLE TOP PLATES, MINIMUM 48-INCH OFFSET OF END JOINTS, ACE NAIL IN LAPPED AREA	8-16D	
BLOCKING BETWEEN JOISTS OR RAFTERS TO TOP PLATE, TOE NAIL	3-8D	
RIM JOIST TO TOP PLATE, TOE NAIL	8D	6" O.C.
TOP PLATES, LAPS AT CORNERS AND INTERSECTIONS, FACE NAIL	2-10D	
BUILT-UP HEADER, TWO PIECES WITH 1/2-INCH SPACER	16D	16" O.C. ALONG EACH EDGE
CONTINUOUS HEADER, TWO PIECES	16D	16" O.C. ALONG EACH EDGE
CEILING JOIST TO PLATE, TOE NAIL	3-8D	
CONTINUED HEADER TO STUD, TOE NAIL	4-8D	
CEILING JOIST, LAPS OVER PARTITIONS, FACE NAIL	3-10D	
CEILING JOIST TO PARALLEL RAFTERS, FACE NAIL	3-10D	
RAFTERS TO PLATE, TOE NAIL	2-16D	
1" BRACE TO EACH STUD AND PLATE FACE NAIL	2-8D 2-1 3/4" 16 GAGE STAPLES	
1"X6" SHEATHING TO EACH BEARING WALL, FACE NAIL	2-8D 2-1 3/4" 16 GAGE STAPLES	
1"X8" SHEATHING TO EACH BEARING WALL, FACE NAIL	2-8D 3-1 3/4" 16 GAGE STAPLES	
WIDER THAN 1"X8" SHEATHING TO BEARING WALL, FACE NAIL	3-8D 4-1 3/4" 16 GAGE STAPLES	
BUILD-UP CORNER STUDS	10D	24" O.C.
BUILD-UP GIRDERS AND BEAMS 2-INCH LUMBER LAYERS	10D	NAIL EACH LAYER AS FOLLOWS: 32" O.C. AT TOP AND BOTTOM AND STAGGERED. TWO NAILS AT ENDS AND AT EACH SPLICE.
ROOF RAFTERS TO RIDGE, VALLEY OR FACE NAIL	4-16D 3-16D	
RAFTER TIES TO RAFTERS, FACE NAIL	3-8D	

WOOD STRUCTURAL PANELS, SUBFLOOR, ROOF AND WALL SHEATHING TO FRAMING, AND PARTICLEBOARD WALL SHEATHING TO FRAMING				
5" x 16" - 1" x 2"	6D COMMON NAIL (SUBFLOOR, WALL) 8D COMMON (ROOF)(F)	6	12 (G)	
19" x 32" TO 1"	8D COMMON NAIL	6	12 (G)	
1 1/8" TO 1 1/4"	10D COMMON NAIL OR 8D DEFORMED NAIL	6	12	
DESCRIPTION OF BUILDING MATERIAL	DESCRIPTION OF BUILDING MATERIAL	EDGES (INCHES) (I)	SPACING OF FASTENERS	INTERMEDIATE SUPPORTS (INCHES) (C,E)
OTHER WALL SHEATHING				
1/2" GYPSUM SHEATHING	1 1/2" GALVANIZED ROOFING NAIL 6D COMMON NAIL 1 1/2" 16 GA GALVANIZED STAPLE 1 1/4" SCREW, TYPE W OR S	4	8	
5/8" GYPSUM SHEATHING	1 3/4" GALVANIZED ROOFING NAIL 8D COMMON NAIL 1 5/8" 16 GA GALVANIZED STAPLE 1 5/8" SCREW, TYPE W OR S	4	8	
WOOD STRUCTURAL PANELS, COMBINATION SUBFLOOR UNDERLAYMENT TO FRAMING				
3/4" AND LESS	6D DEFORMED NAIL OR 8D COMMON NAIL	6	12	
7/8" - 1"	8D COMMON NAIL OR 8D DEFORMED NAIL	6	12	
1 1/8" - 1 1/4"	10D COMMON NAIL OR 8D DEFORMED NAIL	6	12	



No.	Description	Date
O	ISSUED FOR REVIEW	2020-02-20
A	ISSUED FOR PERMIT	2020-03-02

TOW WAYNESVILLE  
MARSHALL STREET RESTROOMS  
128 W MARSHALL STREET  
WAYNESVILLE, NC

DRYE-McGLAMERY  
ENGINEERING, PLLC  
832 ARBOR STREET  
CONCORD, NC 28025

ISSUED FOR PERMIT

DRAWN BY HWD  
CHECKED BY HWD

TYP. FRAMING DETAILS

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date:** March 10, 2020

**SUBJECT:** Calvary Craven Park Pavilion Bids

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** E8  
**Department:** Development Services  
**Contact:** Jesse Fowler, Planner  
**Presenter:** Jesse Fowler, Planner

**BRIEF SUMMARY:**

Staff has received bid documents from six contractors for the construction of a covered pavilion at Calvary Craven Park. The work associated with these bids are as follows:

- Rough Framing Material and Labor
- Roofing Material and Labor
- Finish Carpentry Material and Labor
- Concrete Slab on Grade Prep and Placement Material and Labor
- Painting and Staining Material and Labor
- General Contractor Overhead and Profit

Staff is requesting that the Board award the construction of the pavilion for Calvary Craven Park to the lowest responsive bidder, Lowell Ball Inc. at \$36,900.

**MOTION FOR CONSIDERATION:**

Motion to award the construction of the pavilion at Calvary Craven Park to Lowell Ball Inc.

**FUNDING SOURCE/IMPACT:** Funding for this project will come from funds appropriated for a pavilion at Calvary Craven Park in FY 2020.

S. Ben Turnmire	03/02/2020
Ben Turnmire, Finance Director	Date

**ATTACHMENTS:**

- Memo Concerning Calvary Craven Park Pavilion Bids

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



# 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](http://www.waynesvillenc.gov)

### MEMORANDUM

**To:** Board of Aldermen  
**From:** Jesse Fowler, Planner  
Elizabeth Teague, Development Services Director  
**Re:** Calvary Craven Park Pavilion Bids  
**Date:** March 10, 2020

Staff has received bid documents from six contractors for the construction of a covered pavilion at Calvary Craven Park. The bid for the pavilion at Calvary Craven Park covers rough framing material and labor, roofing material and labor, finish carpentry material and labor, concrete slab on grade prep and placement material and labor, painting and staining material and labor, and general contractor overhead and profit.

Staff is requesting that the Board award the construction of the pavilion at Calvary Craven Park to the lowest responsive responsible bidder, Lowell Ball Inc. \$36,900.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 10, 2020**

**SUBJECT:** Bids on Repairing Water Damage and Renovation of First Floor of Town Hall

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** F9  
**Department:** Administrative Services  
**Contact:** Rob Hites, Town Manager  
**Presenter:** Rob Hites, Town Manager

**BRIEF SUMMARY:** The Town advertised for informal bids to repair water damage and renovate the first floor of the Town Hall. After receiving only one bid the Town re-advertised and again received only one bid. That bid is a joint venture of Clark and Leatherwood of Waynesville and PBI Construction of Asheville. The original bid totaled \$270,000. Ms. Owens and I met with the contractor and discussed areas where we could reduce the contract price. The Contractor amended their bid with a \$240,106 combined water damage bid due from the insurance company and a renovation bid due from the Town.

I have outlined the areas where we achieved cost saving in case you choose to add features back into the contract. The Town will purchase both carpet and furniture from State contract. It will choose from the wide selection available to the Town. You should expect to pay between \$10-\$12,000 for carpet in addition to this contract. We also will budget to replace furniture in the Mayor's and Human Resources Office.

**MOTION FOR CONSIDERATION:** Discuss the bids and options for the renovation of the Town Hall and direct staff as to selection of improvements you wish to include in the contract. Approve Clark and Leatherwood and PBI Contractors contract based on the Board's direction.

**FUNDING SOURCE/IMPACT:** General Fund Balance

Will require a budget amendment due to the amount of the contract and to allocate funds.

**ATTACHMENTS:**

- Original Bid of 2/3/2020
- Revised bid of 3/2/2020
- Memorandum from Rob
- Specification sheets on replacing the insurance damage and renovations to first floor not water damaged.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Review the improvements to the Town Hall and choose the elements that you would like to have in the first floor. Approve the bid as amended by your review of the contract. Please remember that we will estimate the cost of State Contract Carpet and Furniture based on your choices and separately contract for those items.



## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr.  
**DATE:** 3/10/2020  
**SUBJECT:** Town Hall Damage Repair

The Town advertised the water damage and renovation project in December and received one bid. We re-advertised in late January and again received one bid. The bid is a joint bid of Clark and Leatherwood of Waynesville and PBI Construction of Asheville. The bid was made-up of two components, (1) a bid to repair the water damage caused by the failure of the water supply line to the coffee pot in the kitchen, including converting the kitchen/restroom to an ADA compatible restroom and , (2) a bid to prepare the remainder of the carpeted areas for floor coverings on the first floor, repair and polish the terrazzo foyer, install cabinet units and counter tops in the meeting room. The bid broke down as follows:

Water Damage Bid	\$108,900
First Floor Renovation	<u>\$161,100</u>
<b>Total</b>	<b>\$270,000</b>

Ms. Owens and I met with Clark and Leatherwood to discuss areas where we could reduce the contract price both on the Insurance and Renovation part of the contract. We identified several areas where saving could be recognized and asked them to provide the Town with a menu of savings that the Board could consider.

Clark and Leatherwood and PBI submitted a negotiated bid which follows:

Water Damage Bid	\$101,441
First Floor Renovation Bid	<u>\$138,665</u>
<b>Total</b>	<b>\$240,106</b>

We will have to submit the water damage bid to the insurance carrier.

The contractor reduced the cost of the First Floor Renovation Bid by eliminating the following items:

Ceramic Tile Wainscot in ADA bathroom	\$ 1,400
Refinish Terrazzo Flooring in foyer	\$12,254
Soap and Paper Towel Dispensers in Restroom	625
Sand and Refinish original hardwood floor in Mayor's Office, Halls and Conference Room	\$ 5,695

**The Town will spend \$10-\$12,000 on State Contract Carpet. The carpet price would be lower should the Board choose to refinish the original floors. You may also choose to refinish the Halls and Mayor's office and carpet the conference room.**

Page 2.

## Town Hall Renovation Bids

Please review the bids and guide the staff on what features you would like to have in the Town Hall. I have included the bid specifications for both the water damage and renovations for your perusal.



**MUNICIPAL BUILDING DAMAGE REPAIR COVERED BY  
INSURANCE**

**Clerk's Office:**

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

**Foyer between Clerk's office and Restroom:**

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

**ADA Compliant Restroom:**

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

**Meeting Room:**

- Replace carpet (through State contract)

**Human Resources Office**

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

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

**MUNICIPAL BUILDING  
RENOVATIONS NOT COVERED  
BY INSURANCE**

**Clerk's Office:**

- Remove storm windows, prep window trim and paint (color chosen by Town)
- Paint walls
- Remove paint from vault door and restore its original surface
- Add safety glass on counter and sliding transaction window

**Foyer to Town Hall:**

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

**Hallway adjacent to Human Resources Office:**

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

**Assistant Manager's Office:**

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

**Human Resources Office:**

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

**Mayor's Office:**

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

**Meeting Room:**

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

**Manager's Office:**

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

**Total Estimated cost \$110,000**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 10, 2020**

**SUBJECT:** Request approval of the RFP for Classification and Compensation Study and Analysis

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** F9-c  
**Department:** Administrative Services  
**Contact:** Amie Owens, Assistant Town Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** At the Board Retreat on February 21, 2020, Assistant Town Manager Amie Owens presented information related to salaries and the need to have a formal classification and compensation survey since the issue of compression was becoming difficult to combat. The Board approved moving forward with the RFP process in the current budget year in an attempt to properly budget for any immediate adjustments for the upcoming fiscal year.

**MOTION FOR CONSIDERATION:** To approve the for Classification and Compensation Study and Analysis for posting March 11 through April 17, 2020

**FUNDING SOURCE/IMPACT:** Once RFPs are received and reviewed, discussion with Finance Director related to where the cost for the study will be allocated and what, if any budget amendment would be required.

**ATTACHMENTS:**

- RFP for Classification and Compensation Study and Analysis

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval of RFP and posting

# **TOWN OF WAYNESVILLE REQUEST FOR PROPOSAL CLASSIFICATION AND COMPENSATION STUDY AND ANALYSIS**

## **Introduction**

The Town of Waynesville, North Carolina, (“Town”) is requesting proposals for consulting services to conduct a Town-wide Employee Classification and Compensation Study as described herein.

## **Background Information**

The Town is a full-service Town, with a five-member Board of Aldermen operating under the Council/Manager form of government. Town departments include Administrative Services, Development Services, Finance, Fire, Parks and Recreation, Police, and Public Services. Overall, the Town has approximately 191 full-time employees and 66 part-time employees.

The Town’s current Classification and Compensation plan was adopted in the 2005-2006 budget. Many of the positions evaluated at that time have been reviewed and updated when necessary. Some new positions have been created and have been incorporated into the plan. Other positions have been eliminated. Since the plan was adopted, inequities and compression have developed, and the criteria and weighting of various factors of the system need to be updated.

## **Goals and Objectives**

The purpose of the Classification and Compensation Study is to address changes in Town operations and staffing over the past decade, which may have affected the type, scope, and level of work being performed.

The Town’s objectives are to:

1. Attract and retain qualified employees;
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
3. Provide salaries commensurate with assigned duties;
4. Clearly outline promotional opportunities and provide recognizable compensation growth;
5. Provide justifiable pay differential between individual classes; and
6. Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.

All work will be done with regular involvement of the Town Manager, Assistant Town Manager and Human Resource Specialist. Department Heads and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the Board of Aldermen upon completion of the project is also expected.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

#### **A. Scope of Services**

1. Provide for a comprehensive evaluation of every job within the Town to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.
2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable North Carolina municipalities as required.
4. Identify potential pay compression issues and provide potential solutions.
5. Analyze and recommend changes to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.

#### **B. Information Meetings**

1. Consultant to schedule an initial meeting with Town Manager, Assistant Town Manager, and Human Resource Specialist, to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
2. Consultant to meet with department heads to explain study and process to be used.
3. Consultant to provide frequent updates to Assistant Town Manager.

#### **C. Classification Study**

1. Consultant to review current classification grade methodology and propose recommended strategies for the Town.
2. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
3. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.

4. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including fair Labor Standards Act (FLSA) status (exempt/non-exempt).
5. Consultant to present proposed recommendations to the Assistant Town Manager for review prior to making any final classification determinations.
6. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. Consultant to identify career tracks/promotional opportunities as deemed appropriate.
8. Consultant to submit recommendations for appropriate implementation measures that the various departments will need to take.
9. Consultant to provide a straightforward, easily understood, maintenance system that Human Resources Department will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium (Excel and/or Word are appropriate). Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
10. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly delineated in the proposal.

#### **D. Compensation Study**

1. Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the Town can strive to maintain.
3. Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey,
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to develop guidelines to assist Town staff with determining the starting pay for new employees based on knowledge and experience above the minimum

requirements of the position, how difficult the position is to fill, and market competitiveness.

7. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.

8. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.

9. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.

10. Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey

11. Consultant to conduct a compression analysis to include any recommendations for implementation.

12. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

### **Town Resources**

The Town will provide copies of all pay ranges, job classifications, and any other available in-house information requested by the selected consultant that may be required to complete the study.

### **Proposal Format and Requirements**

The offeror shall submit one original (conspicuously marked “ORIGINAL”), five complete copies, and one CD or memory stick of their written proposal that presents their qualifications and understanding of the work to be performed. Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories, may be provided as a separate appendix to the proposal. The following information/documents shall be included in the proposal package to be considered responsive to the Request for Proposals:

#### **A. Agents and Address**

Identify who will be the project manager and key staff assigned if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the

study. Include specific information on the staff's experience with public sector compensation including public safety. Describe successful outcomes List the address, e-mail address, and telephone number of the office from which the services are to be provided. Promotional literature and other public relations documents should NOT be included.

## **B. Statement of Methods and Procedures**

Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide a sample of reports and/or other correspondence.

## **C. Management Synopsis**

Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.

## **D. Structure and Content of Work Product**

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Firms may elect to include in the section any innovative methods or concepts that might be beneficial to the Town of Waynesville as long as the minimum requirements set out in this RFP are met.

## **E. Work Schedule**

Provide a timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as possible after the contract is awarded.

## **F. References**

Include the name, address, telephone number, and e-mail address for contact persons at five (5) other public entities for which comparable services have recently been rendered.

## **G. Cost of Services**

Provide a total cost estimate, including travel expenses, and "not to exceed" amount for the work described in scope of work; a rate schedule for computing any extra work not specified in the contracted scope of work; and an amount to be deducted from total cost estimate because Offeror is conducting (or has conducted in the past six (6) months) salary surveys of comparable jurisdictions, the data from which can be shared rather than independently gathered.

## **H. Final Product**

Provide a statement that the proposer agrees to:

- a. Deliver at least one (1) original, five (5) copies, and a flash drive of the final report to the Town Manager and Assistant Town Manager.



- b. Provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (flash drive); and
- c. Appear at a scheduled Board of Aldermen meeting to discuss the recommendations and final report.

## **I. Other**

The complete (all pages) Request for Proposal documents with any addenda acknowledgements filled out, initialed, and signed as required. The person that signed the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.

The classification and compensation system to be recommended as responses to this RFP must adhere to the following basic elements and characteristics: (a) the system must meet all legal requirements, (b) be totally nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO, etc).

1. The system must be easy for management to administer, maintain, and defend.
2. The system must easily accommodate organizational changes and growth.
3. The system should be based on sound compensation principles in which internal and external equity are considered within the pay structure, as well as, the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
4. The system should provide for new positions to be incorporated into the compensation plan, as well as, regular adjustments to maintain the plan's competitiveness.
5. The system should be compatible with current Town of Waynesville payroll programs/software.
6. The Town requests that all information submitted by the successful consulting firm be in Microsoft Word format on CD, flash drive, and in hard copy. The Town further requests the complete use of the material developed for the ability to update or change it as needed. All work provided by the consultant under contract with the Town of Waynesville shall belong exclusively to the Town.

## Cost Proposal

This request for information does not, under any circumstance, commit the Town to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.

## General Information

The Town's website is [www.waynesvillenc.gov](http://www.waynesvillenc.gov). The Town of Waynesville's current budget can be found on the Town's website.

## Questions

Questions pertaining to this document should be submitted via e-mail with "Questions about Salary Survey" in the subject line, at least one week prior to the due date to Amie Owens, Assistant Town Manager at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

## Addenda

It is the proposer's responsibility to check the website for any addenda. Go to [www.waynesvillenc.gov](http://www.waynesvillenc.gov) and select "News" from the header – all bids that are open are listed in this location.

## Criteria and Selection

After Town staff has reviewed the proposals, final selection will be determined. The successful contractor will be required to enter into an agreement for professional services with the Town of Waynesville.

Proposals will be evaluated using the following criteria:

Quality and thoughtfulness of the proposal	20%
Related experience of the firm and key staff with similar studies	20%
References, credentials and/or recommendations from past clients	15%
Costs associated with developing, preparing and presenting the study	25%
Ability of the firm and the firm's subcontractors to provide the services requested as well as financial stability and availability	20%

## Submittals

All proposals must be delivered to the Town no later than **3:00 p.m. local time on Friday, April 17, 2020**. Proposals must be delivered to the Town of Waynesville Administrative Offices, Attn: Amie Owens, Assistant Town Manager, 23 Hendrix Street, Waynesville, NC 28786 or by mail to the Town of Waynesville Administrative Offices, Attn: Amie Owens, Assistant Town Manager PO Box 100, Waynesville, NC 28786. Proposers will be responsible for delivery of their proposals to the Town before the deadline. Any proposal received after the deadline will not be considered.

The Town of Waynesville reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

The evaluation of proposals will be done by Town personnel who will then forward a recommendation to the Board of Aldermen for consideration. Fee proposals, which are to be submitted with the qualification proposal will also be taken into consideration.

The duration of this consultant agreement has not been determined.

The Town of Waynesville does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age or marital status.

*AFFIDAVITS – Signed form to be returned with proposal*

**NON COLLUSION AFFIDAVIT**

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the contract or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town of Waynesville or any person interested in the proposed contract or agreement; and
4. The price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**AFFIDAVIT OF ELIGIBILITY**

1. The vendor is not ineligible for employment on public contracts as a result of a conviction or guilty plea, mail fraud or state criminal violations of the State of North Carolina.
2. No councilman or officer of the Town of Waynesville or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the Town of Waynesville has a direct interest in the responder.

### **CONFLICTS OF INTEREST CERTIFICATION**

No employee, officer or agent shall participate in the selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The employee, officer or agent,
- Any member of immediate family
- An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

Officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the bid submitted in response to this solicitation is in full compliance with the listed requirements.

---

Signature

---

Printed Name

---

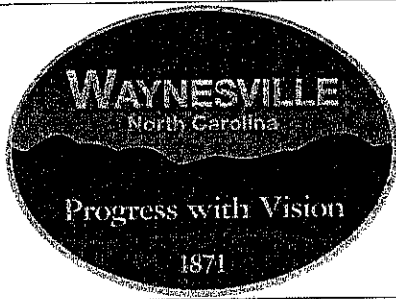
Title

NOTARY:

Subscribed and sworn to before me this date: \_\_\_\_\_

BY: \_\_\_\_\_  
Notary Public

My Commission Expires On: \_\_\_\_\_



# TOWN OF WAYNESVILLE, NORTH CAROLINA

## Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

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

NAME Wanda S Brooks  
STREET ADDRESS 63 N. Hill St. Waynesville NC  
MAILING ADDRESS PO Box 306 Hazelwood, NC 28738  
PHONE 828 226-1657  
E-MAIL brooksgotaway@yahoo.com

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

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

I am interested in serving on this board or commission because: I grew up on the street where Pathways is now located & I own a commercial building directly across from Pathways. I have seen & experienced the negative affects on the neighborhood.

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

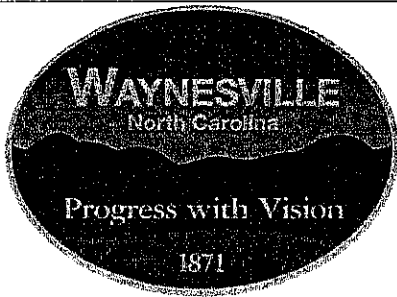
I have a Bachelors Degree in Social Work. I am not oblivious to poverty or addiction. We grew up on welfare & Food stamps. My Father was an alcoholic and I have Brothers, Nieces & Nephews who are addicts. So I have lots of exposure to these problems.

I feel that I can contribute the following to this board or commission: As a resident, property owner & business owner affected by homelessness; I feel I can contribute input on behalf of other residents, business & property owners.

Tell us about yourself and your background: As stated previously; Bachelors in Social Work & property owner. For the past 5 years I have spoke up about the growing problems in the community; until now I have not been heard & I feel its time I have a voice.  
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Wanda S Brooks  
Signature

12/31/19  
Date



# TOWN OF WAYNESVILLE, NORTH CAROLINA

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eward@waynesvillenc.gov

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

NAME CHAD Warren Brown  
STREET ADDRESS 495 Hazelwood Ave. / 110 Celtic Ct.  
MAILING ADDRESS " " "  
PHONE 928-452-7502 928-450-4443  
E-MAIL cedwardenno1@yahoo.com

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

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

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

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

Waynesville Fireman 10 yrs service  
Business owner / Hazelwood Community Tactical since 1989

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

Tell us about yourself and your background: Tusculum Graduate / Haywood Community College  
NC State Cert. Fireman

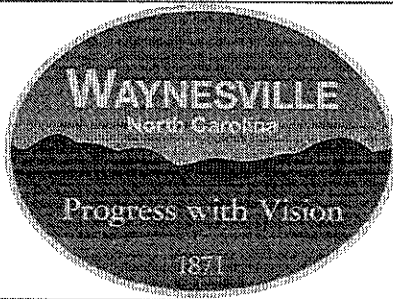
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Chad W. Brown

Date

12/31/19



# TOWN OF WAYNESVILLE, NORTH CAROLINA

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

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

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

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

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

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

Due to my many years working at a Community Action Agency (Mountain Projects Inc), I gained much experience by net working with like minded agencies such as Habitat for Humanity, United Way, local churches, and North Carolina Housing Finance Agency in regards to housing issues.

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

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

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

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

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



Shelbia Dyer-Hyatt

Homelessness

Taskforce application

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

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

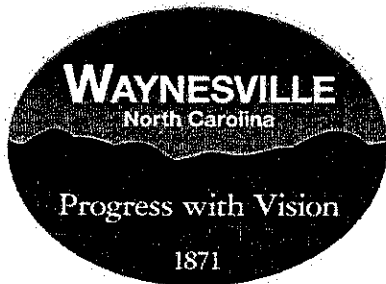
I have lived in Waynesville all my life, specifically the Old Hazelwood Community. I love our city and like many others in our community want the best for our small town.

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

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

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

Thank you for your consideration,



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

NAME Peggy Harwah  
STREET ADDRESS 268 Hemlock St  
MAILING ADDRESS Waynesville, NC 28786  
PHONE 828-550-3443  
E-MAIL PeggyA0056@gmail.com

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

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

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

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

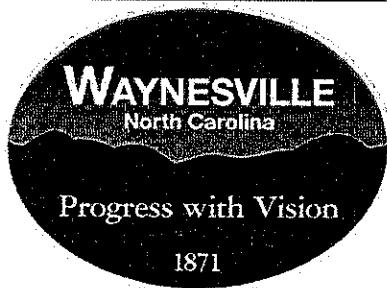
I feel that I can contribute the following to this board or commission from seeing daily issues of homelessness.

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

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

Peggy Harwah  
Signature

1-2-2020  
Date



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eward@waynesvillenc.gov

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

NAME CLIFFORD RUFF  
STREET ADDRESS 64 Brook St. Waynesville, NC  
MAILING ADDRESS PO Box 71 Hazelwood, N.C.  
PHONE 828-734-8005  
E-MAIL 1CRUFF55@gmail.com

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

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

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

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

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

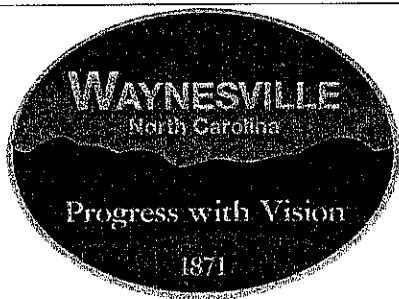
Tell us about yourself and your background: life long resident of Waynesville. graduated Tuscola High School 1973. Waynesville is a special place and we need to be proactive instead of reactive to situations.

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

Clifford Ruff  
Signature

12-31-19

Date



# TOWN OF WAYNESVILLE, NORTH CAROLINA

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

NAME Travis Dustin Smith  
STREET ADDRESS 1404 Brown Ave Waynesville NC 28786  
MAILING ADDRESS 1404 Brown Ave Waynesville NC 28786  
PHONE 828-246-9226  
E-MAIL trianto1404@yahoo.com

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

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

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

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

had experience dealing with vagrants on or about my property and offhand times

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

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

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

Travis Dustin Smith 12-31-19  
Signature Date