

# Board of Aldermen 2023 Planning Retreat

February 24, 2023

550 Vance Street

- |                                       |                |      |    |
|---------------------------------------|----------------|------|----|
| 1. Call to Order                      | Mayor Caldwell | 8:30 | AM |
| Introductory Comments                 | Board Members  |      |    |
| 2. Current Budget Update              | Misty Hagood   | 8:40 | AM |
| 3. Five-Year Capital Improvement Plan | Misty Hagood   | 9:00 | AM |
| 4. Recreation Masterplan Review       | Luke Kinsland  | 9:30 | AM |

**BREAK** 10:00 AM

- |   |                  |       |    |
|---|------------------|-------|----|
| 5. Amending Election Process to Staggered Terms | Alderman Dickson | 10:15 | AM |
| 6. Increasing Fire District Taxes               | Alderman Dickson | 10:45 | AM |
| 7. Add videos of Meetings to Town Website       | Alderman Dickson | 11:10 | AM |
| 8. Increase Recreation Fees for Non-Residents   | Alderman Dickson | 11:30 | AM |
| 9. Sweeping Downtown Sidewalks                  | Mayor Caldwell   | 11:50 | AM |

**LUNCH** 12:10 PM

- |  |                  |       |    |
|--|------------------|-------|----|
| 10. Paving the Old Armory Parking Lot        | Mayor Caldwell   | 12:40 | PM |
| 11. Finalize Landscaping Plan for Downtown   | Alderman Dickson | 1:00  | PM |
| 12. Create Advisory Board for Sustainability | Alderman Dickson | 1:20  | PM |
| 13. Joint Planning/Town Board Meeting Goals  | Alderman Dickson | 1:50  | PM |

**BREAK** 2:20 PM

- |  |                           |      |    |
|--|---------------------------|------|----|
| 14. Special Appropriations/Contributions to nonprofits | Alderman Dickson          | 2:40 | PM |
|  | Jesse Fowler/Misty Hagood |      |    |
| 15. Approve Paving of Virginia/Mississippi Avenue      | Mayor Caldwell            | 3:00 | PM |
| 16. Approve Purchase of Core Switches (IT Devices)     | Jesse Fowler              | 3:15 | PM |
| 17. Approve Purchase of Garage Air Compressor          | Jeff Stines               | 3:25 | PM |
| 18. Approve Purchase of Fire Alarm for Town Hall       | Jesse Fowler              | 3:35 | PM |
| 19. Other Business                                     |                           | 3:45 | PM |

Closing comments by Mayor and Board of Aldermen 4:00 PM

**ADJOURN** 4:15 PM

GENERAL FUND					
DESCRIPTION	2024	2025	2026	2027	2028
Administration					
Downtown					
Finance					
SUV Replacement	40,000				
Vehicle Replacement			35,000		
Handheld Meter Reaing Devices	18,000			40,000	
Remodel Hazelwood Building			300,000		
Development Services					
Vehicle Replacement	45,000		50,000	50,000	55,000
Greenways	130,000	160,000	145,000		
Police					
Guns/Holsters		31,925			
Axon In-car & Body cam bundles	88,000	220,000			
Vehicles		173,000	173,000	175,000	175,000
Fire					
SCBA Air Compressor	50,000				
Ladder Truck 15		2,000,000			
Tahoe			48,000		
Engine 1			1,000,000		
Engine 2		950,000			
Engine 3 (2023)					
Brush Truck				100,000	
Ford Pickup				50,000	
New Building Station 2	6,000,000				
Addition Station 1	1,500,000				
Recreation					
Tennis Court Reconstruction	600,000				
Bathroom at OK Park	80,000				
Truck	60,000				
Mower	12,000			12,000	
Wooden Playground		475,000			
Pavilion at Skate Park		85,000			
Mowing Trailer		15,000			
Bushhog attchment for Ventrac		18,000			
Resurface basketball courts Rec & East St			135,000		
Cardio Equip rec center			125,000		
Ton dump truck			75,000		
Mini Park improvements East St/Sulphur Springs				775,000	
Ventrac				60,000	
Renovate older restrooms Bi-Lo Pav & Vance					180,000
Replace playground Bi-Lo pavilion					100,000
Mini excavator					80,000
Streets & Sanitation					
1991 caterpillar 916 Loader	200,000				
2000 New Holland Backhoe		120,000			
1999 Dynapac Asphalt Roiller			26,000		
1998 ODB Leaf Collector	75,000				
2008 Bobcat Excavator				85,000	
2000 ODB Leaf Collector			75,000		
2010 Bobcat Skidsteer					85,000
2007 ODB Leaf Collector		75,000			

2006 f-350 utility truck	85,000				
2012 Trash Truck					
2013 Trash Truck		360,000			
2006 Sweeper Truck				260,000	
2005 F-450 Dump Truck	100,000				
2004 F-450 Dump Truck		100,000			
2008 Cab over					125,000
1999 F-450 utility truck	100,000				
Oakdale Rd Bridge	300,000				
Brookside Ct Bridge		300,000			
Playground Ct			50,000		
Boyd Ave RR					
Water St RR	75,000				
Scates st RR		75,000			
Hendrix St RR			75,000		
Georgia Ave RR				75,000	
Cemetery					
John Deere Z-Trak Mower			15,000		
John Deere Gator XUV 625i					15,000
1997 Samsung Mini Track Hoe		60,000			
John Deere 48" Walk Behind Mower				12,000	
Scag Stand on Mower					
2011 Ford F-150 Veh # 1030			35,000		
2016 Ford F-150 Veh # 1025					35,000
Install Fence-Morning Drive-260 ft.		25,000			
Install Pull Off-Morning Drive			25,000		
Install Timber Guiderail-775 ft.			75,000		
Construct New Office					
Construct Roads/Sidewalks					200,000
MasterPlan	40,000				
Arch Repair	30,000				
Inside Facilities					
2015 SkyJack Lift					20,000
2017 Ford F-350 Utility Truck					55,000
HVAC Replacements	25,000	25,000	30,000	35,000	35,000
Misc. Building Improvements		20,000		25,000	30,000
Public Works Paving Improvements	50,000		50,000		50,000
Public Works Roof Replacement		200,000			
Outside Facilities					
John Deere Z930M Z Mower			14,000		
John Deere XUV 625i Gator					14,000
2016 F-150 Super Cab				35,000	
Misc. Outside Improvements	10,000	10,000	15,000	20,000	25,000
	9,715,024	5,499,950	2,573,026	1,811,027	1,281,028



# Financial Update

---

FEBRUARY 2023

# General Fund

# Review of Fiscal Year 2021-2022

Revenues	Budget	YTD Actual	% of Budget
Taxes-Ad Valorem	\$ 6,840,157.00	\$ 7,542,658.00	110.27%
Other Taxes and License	\$ 3,796,380.00	\$ 4,227,966.00	111.37%
Unrestricted Intergovernmental	\$ 884,250.00	\$ 790,439.00	89.39%
Restricted Intergovernmental	\$ 888,178.00	\$ 743,968.00	83.76%
Permits And Fees	\$ 283,000.00	\$ 289,879.00	102.43%
Sales And Services	\$ 1,633,300.00	\$ 1,108,965.00	67.90%
All Other Revenues	\$ 134,000.00	\$ 459,305.00	342.76%
Investment Income	\$ -	\$ 10,624.00	
Other Financing Sources	\$ 7,559,775.00	\$ 4,449,746.00	58.86%
<b>Revenue Totals</b>	<b>\$ 22,019,040.00</b>	<b>\$ 19,623,550.00</b>	<b>89.12%</b>
Department	Budget	YTD Actual	% of Budget
Governing Board	\$ 96,140.00	\$ 51,848.00	53.93%
Administration	\$ 443,443.00	\$ 251,443.00	56.70%
Downtown	\$ 122,568.00	\$ 66,282.00	54.08%
Finance	\$ 307,007.00	\$ 543,652.00	177.08%
Police Department	\$ 5,813,657.00	\$ 5,226,266.00	89.90%
Misc. Police Grant	\$ 53,070.00	\$ 37,259.00	70.21%
Fire Department	\$ 3,081,830.00	\$ 2,464,093.00	79.96%
Street and Sanitation	\$ 4,592,813.00	\$ 2,750,702.00	59.89%
Powell Bill	\$ 358,952.00	\$ 245,246.00	68.32%
Cemetery	\$ 291,495.00	\$ 267,797.00	91.87%
Planning & Code Enforcement	\$ 1,352,742.00	\$ 1,145,172.00	84.66%
Special Appropriations	\$ 615,136.00	\$ 234,973.00	38.20%
Parks And Recreation	\$ 2,768,092.00	\$ 2,338,807.00	84.49%
Recreation Special Programs	\$ 55,000.00	\$ 5,114.00	9.30%
Debt Service	\$ 2,067,095.00	\$ 2,084,807.00	100.86%
Operating Transfers	\$ -	\$ -	
<b>Expenditure Totals</b>	<b>\$ 22,019,040.00</b>	<b>\$ 17,713,461.00</b>	<b>80.45%</b>
<b>Revenues over Expenditures</b>		<b>\$ 1,910,089.00</b>	

### FY22 added to General Fund Balance

- ❖ Budgetary added \$1,910,000 but we had the \$800,000 prior period adjustment
- ❖ Available Fund Balance \$9,730,298 in Statements
- ❖ 65.5% of General Fund expenditures

### Restricted & Assigned Amounts in Available Fund Balance

• Public Safety	\$ 64,669
• Streets – Powell Bill	\$ 183,748
• Streets – Paving	\$ 137,563
• Culture & Recreation	\$ 40,741
• Unspent Debt (Fire)	\$ 480,294
• Unspent ARPA funds	\$ 642,404
• Encumbrances at FYE	<u>\$ 778,407</u>
Total	\$2,327,826

Total Available that is not restricted or assigned \$7,402,472 or 50.8%

# Fiscal Year 2022-2023

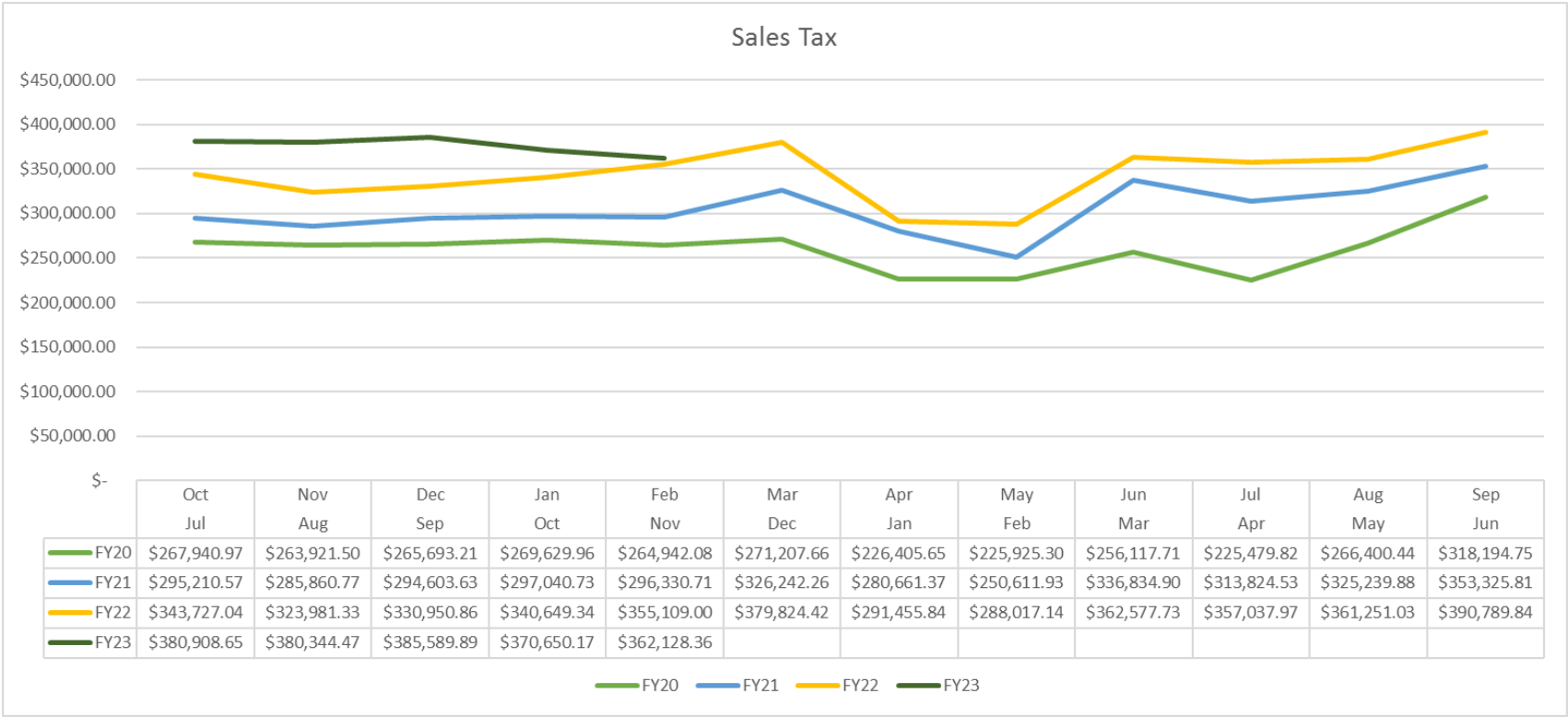
## General Fund Revenues

Revenue	Budget	YTD Actual	% of budget
Taxes-Ad Valorem Current Year	\$ 6,800,600	\$ 6,615,646	97.28%
Taxes-Ad Valorem Prior Years	\$ 135,750	\$ 187,549	138.16%
Fire Tax	\$ 467,000	\$ 358,514	76.77%
Taxes-Penalties/Interest/Other	\$ 68,000	\$ 73,217	107.67%
Sales Tax	\$ 4,220,000	\$ 1,879,622	44.54%
Other Taxes and License	\$ 100,150	\$ 24,295	24.26%
Unrestricted Intergovernmental	\$ 785,500	\$ 198,146	25.23%
Restricted Intergovernmental	\$ 728,519	\$ 551,060	75.64%
Building Permits And Planning Fees	\$ 217,200	\$ 112,981	52.02%
Connect & Late Payment Fees	\$ 70,000	\$ 65,483	93.55%
Sales And Services - Garbage Fees	\$ 645,000	\$ 404,333	62.69%
Sales And Services - Rec & Parks	\$ 437,250	\$ 262,031	59.93%
Sales And Services - Other	\$ 187,100	\$ 22,080	11.80%
Misc Revenues	\$ 296,856	\$ 316,115	106.49%
Other Financing Sources	\$ 2,991,800	\$ 821,773	27.47%
<b>Revenue Totals</b>	<b>\$ 18,150,725</b>	<b>\$ 11,892,842</b>	<b>65.52%</b>

Totals as of 2/16/23



# Sales Tax Revenue



## Fiscal Year 2022-2023

- Budget = \$4,220,000
- Actual (thru Feb) = \$1,879,622
- 44.54% collected for 5 distributions
- 11% increase over prior year
- February distribution (November sales) is concerning, only 2% over previous year

# Property Tax Collections

	FY18	FY19	FY20	FY21	FY22	FY23*
Value	\$ 1,242,274,653	\$ 1,257,361,995	\$ 1,259,618,566	\$ 1,286,606,873	\$ 1,455,943,341	\$ 1,482,608,589
Rate	.4857/.20	.4957/.20	.4957/.20	.4957/.20	.4392/.19	.4392/.19
Levy	\$ 5,894,332	\$ 6,089,333	\$ 6,098,913	\$ 6,234,263	\$ 6,456,109	\$ 6,632,450
Collected	\$ 5,669,932	\$ 5,901,582	\$ 5,881,610	\$ 6,072,290	\$ 6,272,231	\$ 6,364,127
% Collected	96.19%	96.92%	96.44%	97.40%	97.15%	95.95%
Group Average	98.85%	98.84%	98.69%	98.95%	N/A	N/A

Population 10,000-49,999 with electric system

Totals exclude motor vehicle taxes

\*FY23 total as of 2/17/23

## Prior Year Property Tax Collections

Tax Year	Outstanding 6/30/21	Paid as of 2/15/23	% Collected	Still Outstanding
2011	\$ 18,715.53	\$ 1,477.95	7.90%	\$ 17,237.58
2012	\$ 20,036.65	\$ 2,808.09	14.01%	\$ 17,228.56
2013	\$ 24,733.03	\$ 3,864.11	15.62%	\$ 20,868.92
2014	\$ 27,145.79	\$ 5,844.70	21.53%	\$ 21,301.09
2015	\$ 29,321.74	\$ 5,089.44	17.36%	\$ 24,232.30
2016	\$ 42,628.63	\$ 14,368.51	33.71%	\$ 28,260.12
2017	\$ 65,123.14	\$ 27,979.24	42.96%	\$ 37,143.90
2018	\$ 92,825.99	\$ 50,891.76	54.82%	\$ 41,934.23
2019	\$ 119,629.09	\$ 68,728.70	57.45%	\$ 50,900.39
2020	\$ 161,972.82	\$ 102,561.05	63.32%	\$ 59,411.77
2021 as of 6/30/22	\$ 185,984.00	\$ 91,744.39	49.33%	\$ 94,239.61
Totals	\$ 788,116.41	\$ 375,357.94	47.63%	\$ 412,758.47

- Sharon has been working diligently on collecting prior year taxes
- Top 10 delinquent property owners owe 20% of total balance for 2011-2022
- Need to start more enforced collection procedures such as bank attachments, wage garnishments, and rent garnishments
- Several properties have 10 years past due

# Fiscal Year 2022-2023

## General Fund Expenditures

Department	Budget	YTD Actual	% of budget
Governing Board	\$ 51,543	\$ 37,132	72.04%
Administration	\$ 309,910	\$ 199,742	64.45%
Downtown	\$ 234,655	\$ 125,011	53.27%
Finance	\$ 302,494	\$ 176,061	58.20%
Police Department	\$ 5,685,216	\$ 3,783,904	66.56%
Misc. Police Grant	\$ 8,555	\$ 13,790	161.19%
Fire Department	\$ 3,405,583	\$ 1,414,586	41.54%
Street and Sanitation	\$ 3,048,116	\$ 1,566,027	51.38%
Powell Bill	\$ 380,000	\$ 228,149	60.04%
Cemetery	\$ 298,890	\$ 173,835	58.16%
Planning & Code Enfore	\$ 1,350,480	\$ 865,211	64.07%
Special Appropriations	\$ 126,000	\$ 96,337	76.46%
Parks And Recreation	\$ 2,540,883	\$ 1,469,464	57.83%
Recreation Special Programs	\$ 21,400	\$ 3,998	18.68%
Debt Service	\$ 387,000	\$ 280,599	72.51%
<b>Expenditure Totals</b>	<b>\$ 18,150,725</b>	<b>\$ 10,433,845</b>	<b>57.48%</b>

Totals as of 2/17/23

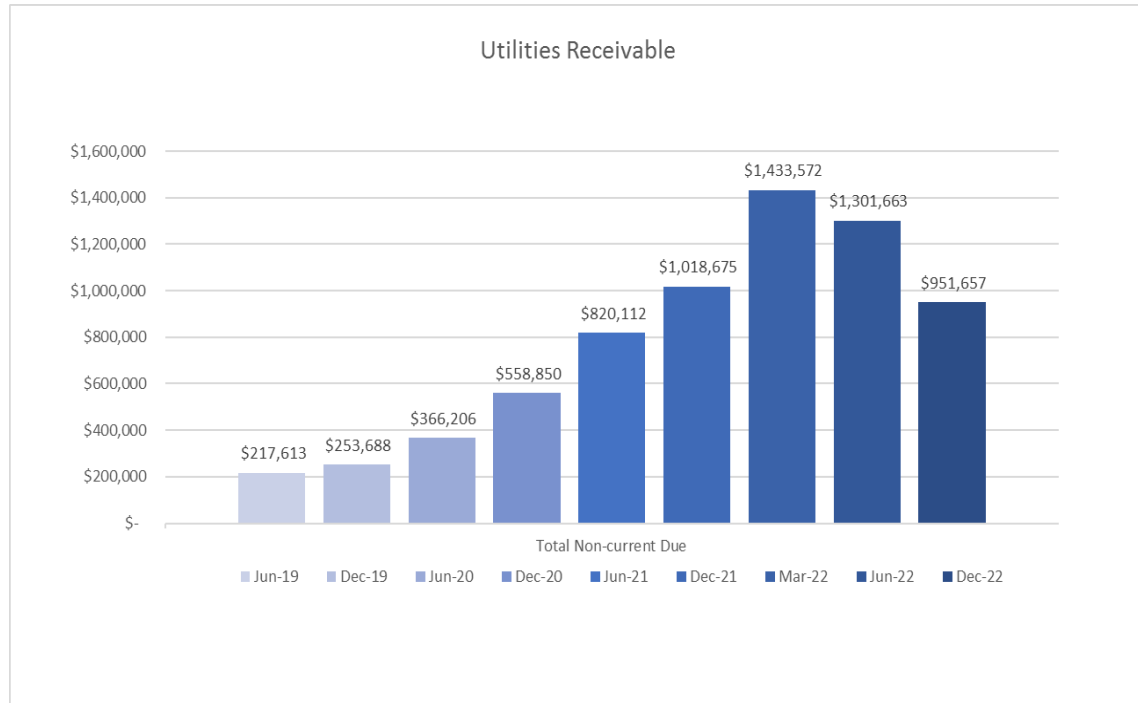
# Enterprise Funds

# Enterprise Funds Overview

	WATER				SEWER				ELECTRIC		
ACCOUNT DESCRIPTION	Budget	Actual	% of Budget		Budget	Actual	% of Budget		Budget	Actual	% of Budget
ARP Transfer	\$ 330,000	\$ 330,000	100%		\$ 240,000	\$ 240,000	100%		\$ -	\$ -	0%
Utility Revenue	\$ 3,160,000	\$ 2,220,192	70%		\$ 3,477,000	\$ 2,456,037	71%		\$ 9,601,000	\$ 5,950,228	62%
All Other Revenues	\$ 2,000	\$ 39,025	1951%		\$ 2,000	\$ 44,319	2216%		\$ 38,500	\$ 45,440	118%
Other Financing Sources	\$ 1,032,451	\$ -	0%		\$ 119,707	\$ -	0%		\$ 700,566	\$ -	0%
<b>TOTAL REVENUE</b>	<b>\$ 4,524,451</b>	<b>\$ 2,589,217</b>	<b>57%</b>		<b>\$ 3,838,707</b>	<b>\$ 2,740,356</b>	<b>71%</b>		<b>\$ 10,340,066</b>	<b>\$ 5,995,668</b>	<b>58%</b>
Maintenance	\$ 2,350,815	\$ 1,155,897	49%		\$ 1,460,371	\$ 468,975	32%		\$ 2,180,206	\$ 1,170,354	54%
Treatment	\$ 1,713,346	\$ 756,546	44%		\$ 1,923,026	\$ 1,040,762	54%		\$ -	\$ -	0%
Power Purchases	\$ -	\$ -	0%		\$ -	\$ -	0%		\$ 6,030,000	\$ 4,801,546	80%
Administration and Finance	\$ 460,290	\$ 259,169	56%		\$ 455,310	\$ 253,310	56%		\$ 854,260	\$ 474,985	56%
Debt Service	\$ -	\$ -	0%		\$ -	\$ -	0%		\$ -	\$ -	0%
Operating Transfers	\$ -	\$ -	0%		\$ -	\$ -	0%		\$ 1,275,600	\$ 744,100	58%
<b>TOTAL EXPENSES</b>	<b>\$ 4,524,451</b>	<b>\$ 2,171,611</b>	<b>48%</b>		<b>\$ 3,838,707</b>	<b>\$ 1,763,047</b>	<b>46%</b>		<b>\$ 10,340,066</b>	<b>\$ 7,190,985</b>	<b>70%</b>

Totals as of 2/17/23

# Utilities Receivable



- Started cut offs around July 1, 2022
- Approximately 300 payment plans were signed
- As of February 22, 2023, 56 payment plans remaining with 26 of those to be paid off by the end of the month
- \$40,600 more expected to be paid on payment plans
- 24 that signed payment plans moved before paying balance
- Estimated write offs for 3 years will be \$500,000
- Normally write off around \$60,000 per year

# ARP Funds

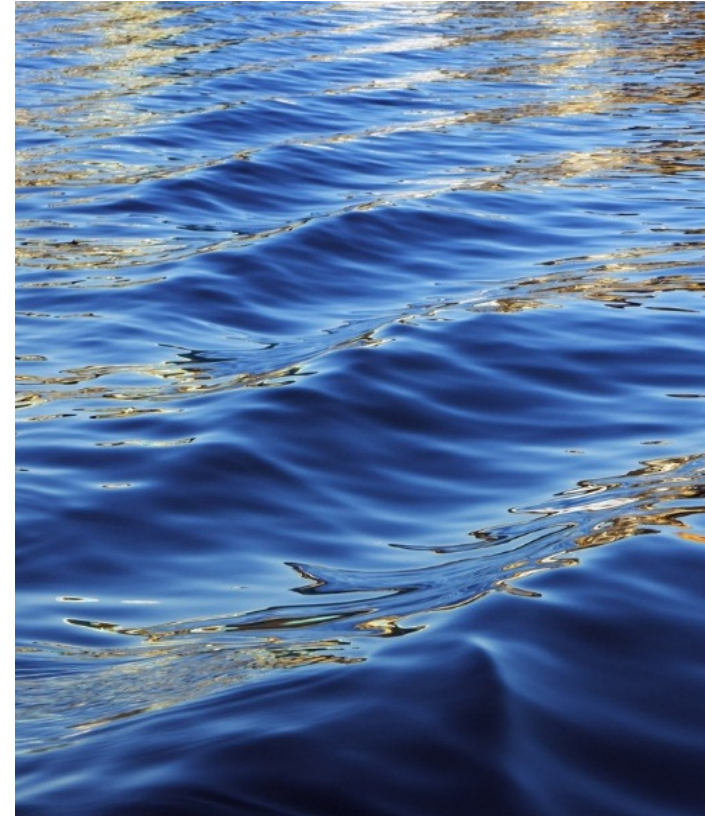
Project Description	Appropriation of ARP/CSLFRF Funds
Law Enforcement for Police Department vehicles	\$250,000
Fire Service for fire vehicles	\$82,250
Sanitation service garbage cans	\$310,141
Storm sewer on Kentucky Avenue	\$90,000
Greenways for bridge	\$265,911
Water project Pigeon Street	\$426,766
I&I mitigation 1 <sup>st</sup> year	\$150,000
Column Lifts for Garage	\$40,000
F350 for Garage	\$62,000
Small Excavator	\$30,000
Repaint CT Chamber & backwash tanks at water plant	\$300,000
I&I and manholes 2 <sup>nd</sup> year	\$240,000
Tractor with snow removal equipment	\$35,000
Dispatch Center Upgrade	\$124,870
Sewer slip lining	\$300,000
Future Capital	\$524,973
<b>TOTAL</b>	<b>\$3,231,910.78</b>



QUESTIONS?



# RECREATION 10 YEAR MASTER PLAN PRIORITIZATION



## Basis of prioritise:

- Immediate needs based on safety & health.
- Facilities that citizens can be proud of.
- Recreation does have a local economic impact. For citizens and tourists.
- Good fun with good facilities = good reputation for the Town!

View the current plan here:

<https://www.waynesvillenc.gov/departments/parks-recreation/plans-reports>



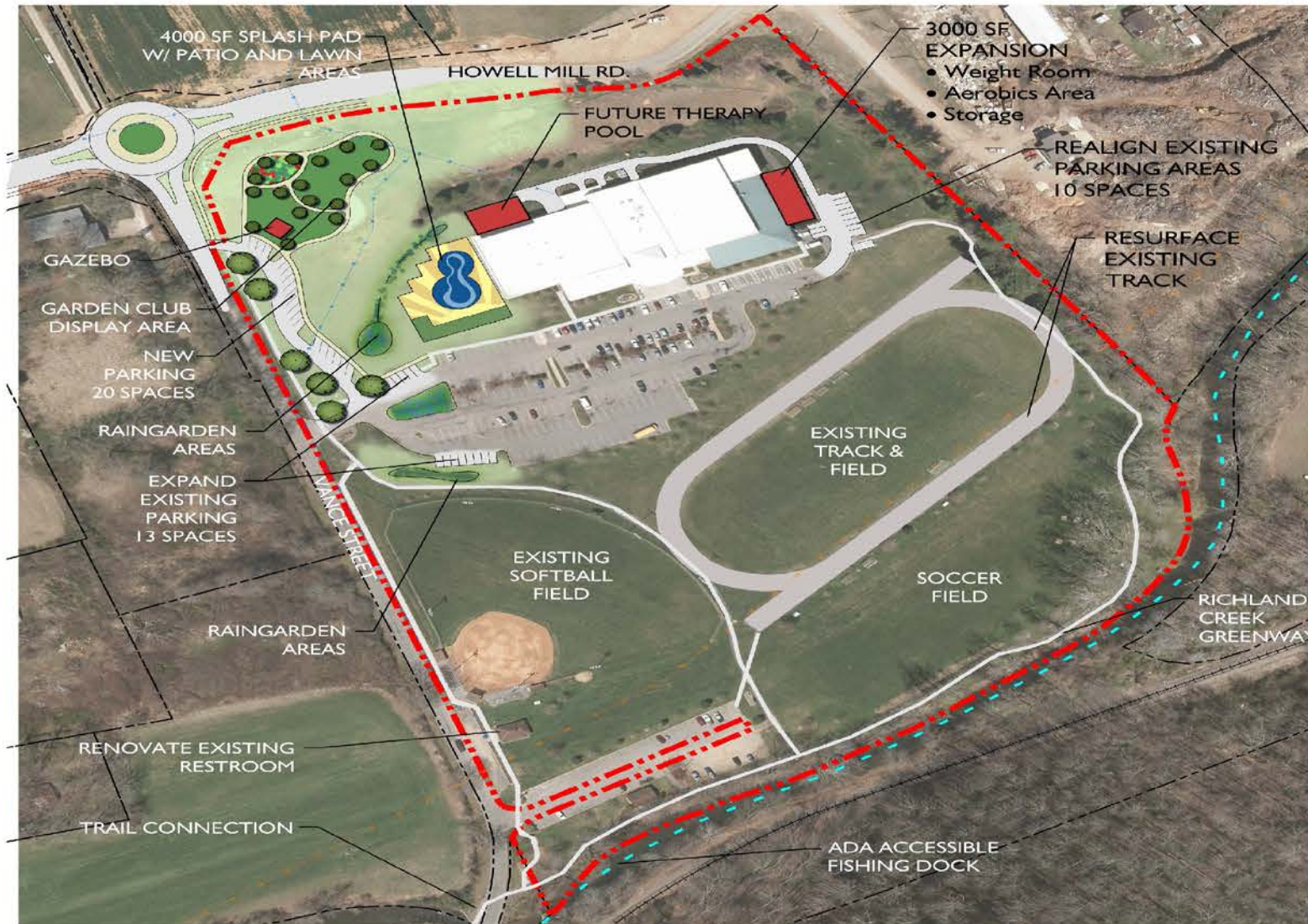
# Vance St. Park Site Plan

## Vance Street Park | Conceptual Master Plan

Waynesville, North Carolina



Town of Waynesville | 12.21.2016





# Recreation Park Site Plan

**Waynesville Recreation Park | Conceptual Master Plan**  
Waynesville, North Carolina



Town of Waynesville | 12.21.2016  
0 100 200 Feet



## YEAR 1 - CURRENT YEAR

- Dog Park Improvements - \$69,000
- Skate Park Lighting - \$4,000
- New Greenway at Shul and Bridge (Vance Park) – funded by PARTF \$440,000





## Year 2

- Tennis Court Reconstruction/Relocation - \$600,000
  - Courts are currently cracking with sink holes presenting a safety issue
- Bathroom at OK Park - \$80,000



## Year 3

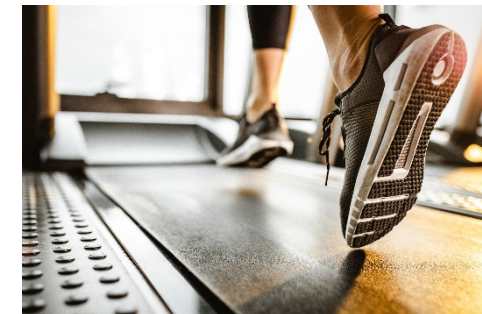


- Replace Existing Wooden Playground at Rec Park with Universal Material - \$475,000\*
  - Wooden structures are deemed unsafe.
  - Pricing depends on sq footage.
  - Phases cost more in the long run. More shipping of materials & labor
  - Costs also depend on design details\*. Project can be done in phases.
- Pavilion Shelter to Serve Dog & Skate Park - \$85,000



## Year 4

- Resurface Basketball Courts and Install New Fencing at Rec Park & East St Park - \$135,000
  - Current courts are cracked and deteriorating presenting safety concerns.
  - Poor aesthetic view.
- Upgrade Cardio Equipment - \$125,000
  - Current equipment is at the end of its lifecycle.
  - Parts are becoming hard to find and obsolete.



## Year 5

- Mini Park Improvements to East St and Sulphur Springs Parks - \$700,000
  - Both parks are two of the oldest in the town. Improving these would bring awareness and draw more citizens back to them.
  - Cost depends on detail of design and construction.
  - Landscaping design would bring a pleasant view to both parks.
  - Sulphur Springs Park holds historic value that should be preserved. The Historic Preservation Commission shares this view.



## Year 6

- Renovate Older Park Restrooms at the Bi-Lo Pavilion & Vance Park - \$180,000
  - Restroom buildings are getting age and will be due for upgrades and updates.
  - Nice restrooms help enhance park experience. Especially with convenience upgrades (changing tables, ADA access, etc.)
- Replace small playground at Bi-Lo pavilion with updated universal one. \$100,000





## Year 7

- Resurface Asphalt Track at Vance Park - \$150,000
  - Track continues to crack over the years.
  - Very popular amongst park users.
  - Used for special events.



# Year 8

- Improvements to Hazelwood Park - \$300,000
  - Cost depends on design & improvements planned.
  - Current reputation of the park is that many of the homeless hangout there. Improving and beautifying this park would help alleviate that stigma.
  - This would be a good time in 8 years to evaluate the current softball field at Vance park and possibly relocate that field to Hazelwood. The current master plan explains that softball has declined in popularity, however it is still popular in Waynesville. For how much longer??



# Year 9

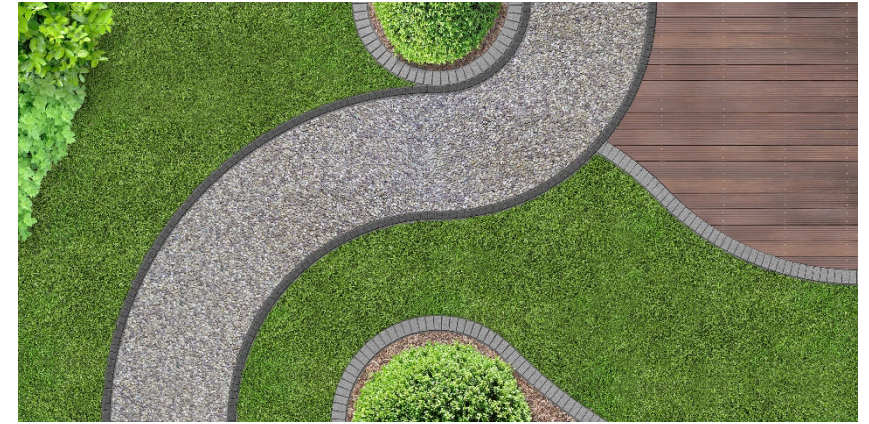
- 3000 sq ft. Weight Room Expansion at Rec Center - \$900,000
  - Expanding space would offer more weight training opportunities for members.
  - Memberships may increase.
  - Current space is too cluttered.
  - Community feedback has informed us for years that weight room is too small.





## Year 10

- Construct a Natural Garden Area with a Pavilion/Gazebo at Rec Center (adjacent to roundabout) and add new parking spaces along Vance St. - \$350,000
  - Would help beautify this corner of property beside a busy road.
  - Enhances the look of the Rec Center and promotes a “natural” look.
  - Adds more parking for special events and greenway access.



# IN CONCLUSION... IMPROVMENTS AND NEW CONSTRUCTION COSTS...

- Costs Based on Safety Improvements & Renovations:  
\$2,765,000
- New Design & Construction: \$1,415,000
- Master Plan Not Funded:
  - Splashpad
  - Therapy Pool
  - Relocate Maintenance Shop
  - Band Hall Pavilion



## **Staggered Terms:**

Section 3.1 Regular Municipal Elections; Conduct states “Regular municipal elections shall be held in the town every four years in odd-numbered years and shall be conducted in accordance with the uniform municipal election laws of North Carolina. The Mayor and member of the Board shall be elected according to the nonpartisan election method.”

Municipalities receive their authority to conduct their elections, change the names of the boards (ex. Board of Aldermen, Town Council, Town Commission) even whether they wish to be a Village, Town or City from “Part 4. Modification of Forms of Government”. GS 160A-101 sets-out the process to amend their charters. Town Boards may amend their charter by adoption of an ordinance, through election or by submission of a petition signed by 10% of the registered voters of the Town. Should a Town Board wish to amend their charter and change the method in which they are elected, they would follow the process outlined below:

### **160A-101 (4) Terms of Office of members of the council:**

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

### **160A-102 Amendment by Ordinance.**

“ By following the procedure set out in this section, the council may amend the city charter by ordinance to implement any of the optional forms set out in GS 160A-101 but it need not contain the precise text of the charter amendments necessary to implement the proposed changes.”

- Adopt a “resolution of intent” to consider an ordinance amending the charter. The resolution of intent shall describe the proposed charter amendments briefly but completely and with reference to the pertinent provisions of G.S. 160A-101, but it need not contain the precise text of the charter amendments necessary to implement the proposed changes.
- At the same time the “resolution of intent” is adopted the council shall call for a public hearing on the proposed charter amendments, the date of the hearing to be not more than 45 days after adoption of the resolution. A notice of public hearing shall be published at least once not less than 10 days prior to the date fixed for the public hearing and shall contain a summary of the proposed amendments.
- Following the public hearing, but not earlier than the next regular meeting of the council and not later than 60 days from the date of the hearing, the council may adopt an ordinance amending the charter to implement the amendments proposed in the resolution of intent.
- **160A-109 Effective Date.** Any amendment affecting the election of city officers shall be finally adopted and approved at least 90 days before the first election for mayor or council members held thereunder

**Page 2.**  
**Staggered Terms**

Should the Board wish to adopt an election method that institutes “Staggered Terms” they could follow several methods of instituting such terms. These methods are commonly used by local governments but are NOT prescribed by statute. You may choose any method of determining who serves the initial two- and four-year terms.

The ordinance amending the charter would set out the procedure for establishing staggered terms. Ex. “ In the first election proceeding the adoption of this ordinance the Board shall conduct an election of four Aldermen. After the election is certified by the Haywood County Board of Elections, the Board of Aldermen shall establish staggered terms in one of the following manners:

- The names of the four elected aldermen shall be placed in a hat and the Town Clerk shall choose two members to serve an initial two-year term and two members to serve an initial four-year term, or
- The two candidates receiving the most votes shall serve an initial four-year term and the two members receiving the least number of votes shall serve an initial two-year term.
- The ordinance will state and after this initial election two members of the Board will be elected for a four-year term in an off- year and two years later, the remaining two member and the mayor shall be elected for four-year terms.

- § 160A-88. Reserved for future codification purposes.
- § 160A-89. Reserved for future codification purposes.
- § 160A-90. Reserved for future codification purposes.
- § 160A-91. Reserved for future codification purposes.
- § 160A-92. Reserved for future codification purposes.
- § 160A-93. Reserved for future codification purposes.
- § 160A-94. Reserved for future codification purposes.
- § 160A-95. Reserved for future codification purposes.
- § 160A-96. Reserved for future codification purposes.
- § 160A-97. Reserved for future codification purposes.
- § 160A-98. Reserved for future codification purposes.
- § 160A-99. Reserved for future codification purposes.
- § 160A-100. Reserved for future codification purposes.

Part 4. Modification of Form of Government

§ 160A-101. **Optional forms.**

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

- (1) Name of the corporation:  
The name of the corporation may be changed to any name not deceptively similar to that of another city in this State.
- (2) Style of the corporation:  
The city may be styled a city, town, or village.
- (3) Style of the governing board:  
The governing board may be styled the board of commissioners, the board of aldermen, or the council.
- (4) Terms of office of members of the council:  
Members of the council shall serve terms of office of either two or four years. All of the terms need not be of the same length, and all of the terms need not expire in the same year.
- (5) Number of members of the council:  
The council shall consist of any number of members not less than three nor more than 12.
- (6) Mode of election of the council:

- a. All candidates shall be nominated and elected by all the qualified voters of the city.
- b. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large, if any; the qualified voters of each district shall nominate and elect candidates who reside in the district for seats apportioned to that district; and all the qualified voters of the city shall nominate and elect candidates apportioned to the city at large, if any.
- c. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large; and candidates shall reside in and represent the districts according to the apportionment plan adopted, but all candidates shall be nominated and elected by all the qualified voters of the city.
- d. The city shall be divided into electoral districts equal in number to one half the number of council seats; the council seats shall be divided equally into "ward seats" and "at-large seats," one each of which shall be apportioned to each district, so that each council member represents the same number of persons as nearly as possible; the qualified voters of each district shall nominate and elect candidates to the "ward seats"; candidates for the "at-large seats" shall reside in and represent the districts according to the apportionment plan adopted, but all candidates for "at-large" seats shall be nominated and elected by all the qualified voters of the city.
- e. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large, if any; in a nonpartisan primary, the qualified voters of each district shall nominate two candidates who reside in the district, and the qualified voters of the entire city shall nominate two candidates for each seat apportioned to the city at large, if any; and all candidates shall be elected by all the qualified voters of the city.

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

(7) Elections:

- a. Partisan. – Municipal primaries and elections shall be conducted on a partisan basis as provided in G.S. 163-291.
  - b. Nonpartisan Plurality. – Municipal elections shall be conducted as provided in G.S. 163-292
  - c. Nonpartisan Election and Runoff Election. – Municipal elections and runoff elections shall be conducted as provided in G.S. 163-293.
  - d. Nonpartisan Primary and Election. –Municipal primaries and elections shall be conducted as provided in G.S. 163-294.
- (8) Selection of mayor:
- a. The mayor shall be elected by all the qualified voters of the city for a term of not less than two years nor more than four years.
  - b. The mayor shall be selected by the council from among its membership to serve at its pleasure.
- Under option a, the mayor may be given the right to vote on all matters before the council, or he may be limited to voting only to break a tie. Under option b, the mayor has the right to vote on all matters before the council. In both cases the mayor has no right to break a tie vote in which he participated.
- (9) Form of government:
- a. The city shall operate under the mayor-council form of government in accordance with Part 3 of Article 7 of this Chapter.
  - b. The city shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of this Chapter and any charter provisions not in conflict therewith. (1969, c. 629, s. 2; 1971, c. 698, s. 1; c. 1076, s. 1; 1973, c. 426, s. 19; c. 1001, ss. 1, 2; 1975, c. 19, s. 64; c. 664, s. 6; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

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

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

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

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

The council may not commence proceedings under this section between the time of the filing of a valid initiative petition pursuant to G.S. 160A-104 and the date of any election called pursuant to such petition. (1969, c. 629, s. 2; 1971, c. 698, s. 1; 1973, c. 426, s. 20; 1979, 2nd Sess., c. 1247, S. 11; 2014-111, s. 18; 2017-6, s. 3; 2018-146, ss. 3.l(a), (b), 6.1.)

**§ 160A-103. Referendum on charter amendments by ordinance.**

An ordinance adopted under G.S. 160A-102 that is not made effective upon approval by a vote of the people shall be subject to a referendum petition. Upon receipt of a referendum petition bearing the signatures and residence addresses of a number of qualified voters of the city equal to at least 10 percent of the whole number of voters who are registered to vote in city elections according to the most recent figures certified by the State Board of Elections or 5,000, whichever is less, the council shall submit an ordinance adopted under G.S. 160A-102 to a vote of the people. The date of the special election shall be fixed on a date permitted by G.S. 163-287. A referendum petition shall be addressed to the council and shall identify the ordinance to be submitted to a vote. A referendum petition must be filed with the city clerk not later than 30 days after publication of the notice of adoption of the ordinance. (1969, c. 629, s. 2; 1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, ss. 13, 15; 2013-381, s. 10.27; 2017-6, s. 3; 2018-146, ss. 3.l(a), (b), 6.1.)

**§ 160A-104. Initiative petitions for charter amendments.**

The people may initiate a referendum on proposed charter amendments. An initiative petition shall bear the signatures and resident addresses of a number of qualified voters of the city equal to at least ten percent (10%) of the whole number of voters who are registered to vote in city elections according to the most recent figures certified by the State Board of Elections or 5,000, whichever is less. The petition shall set forth the proposed amendments by describing them briefly but completely and with reference to the pertinent provisions of G.S. 160A-101, but it need not contain the precise text of the charter amendments necessary to implement the proposed changes..The petition may not propose changes in the alternative, or more than one integrated set of charter amendments. Upon receipt of a valid initiative petition, the council shall call a special election on the question of adopting the charter amendments proposed therein and shall give public notice thereof in accordance with G.S. 163-287. The date of the special election shall be fixed on a date permitted by G.S. 163-287. If a majority of the votes cast in the special election shall be in favor of the proposed changes, the council shall adopt an ordinance amending the charter to put them into effect. Such an ordinance shall not be subject to a referendum petition. No initiative petition may be filed (i) between the time the council initiates proceedings under G.S. 160A-102 by publishing a notice of hearing on proposed charter amendments and the time proceeding under that section have been carried to a conclusion either through adoption or rejection of a proposed ordinance or lapse of time, nor (ii) within one year and six months following the effective date of an ordinance amending the city charter pursuant to this Article, nor (iii) within one year and six months following the date of any election on charter amendments that were defeated by the voters.

The restrictions imposed by this section on filing initiative petitions shall apply only to petitions concerning the same subject matter. For example, pendency of council action on

amendments concerning the method of electing the council shall not preclude an initiative petition on adoption of the council-manager form of government.

Nothing in this section shall be construed to prohibit the submission of more than one proposition for charter amendments on the same ballot so long as no proposition offers a different plan under the same option as another proposition on the same ballot. (1969, c. 629, s. 2; 1971, c. 698, s. 1; 1973, c. 426, s. 21; 1979, 2nd Sess., c. 1247, ss. 12, 14; 2013-381, s. 10.28; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.J.)

**§ 160A-105. Submission of propositions to voters; form of ballot.**

A proposition to approve an ordinance or petition shall be printed on the ballot in substantially the following form:

"Shall the ordinance (describe the effect of the ordinance) be approved?

( ) YES

( ) NO"

The ballot shall be separate from all other ballots used at the election.

If a majority of the votes cast on a proposition shall be in the affirmative, the plan contained therein shall be put into effect as provided in this Article. If a majority of the votes cast shall be against the proposition, the ordinance or petition proposing the amendments shall be void and of no effect. (1969, c. 629, s. 2; 1971, c. 698, s. L)

**§ 160A-106. Amendment of charter provisions dependent on form of government.**

The authority conferred by this Article to amend charter provisions within the options set out in G.S. 160A-101 also includes authority to amend other charter provisions dependent on the form of city government to conform them to the form of government amendments. By way of illustration and not limitation, if a charter providing for a five-member council is amended to increase the size of the council to seven members, a charter provision defining a quorum of the council as three members shall be amended to define a quorum as four members. (1971, c. 698, s. L)

**§ 160A-107. Plan to continue for two years.**

Charter amendments adopted as provided in this Article shall continue in force for at least two years after the beginning of the term of office of the officers elected thereunder. (1969, c. 629, s. 2; 1971, c. 698, s. L)

**§ 160A-108. Municipal officers to carry out plan.**

It shall be the duty of the mayor, the council, the city clerk, and other city officials in office, and all boards of election and election officials, when any plan of government is adopted as provided by this Article or is proposed for adoption, to comply with all requirements of this Article, to the end that all things may be done which are necessary for the nomination and election of the officers first to be elected under the new plan so adopted. (1969, c. 629, s. 2; 1971, c. 698, s. L)

**§ 160A-109. Effective date.**

The council may submit new charter amendments proposed under this Article at any regular or special municipal election, or at a special election called for that sole purpose. Any amendment affecting the election of city officers shall be finally adopted and approved at least 90 days before the first election for mayor or council members held thereunder. (1969, c. 629, s. 2; 1971, c. 698, s. L)

Sec. 3.1. - Regular municipal elections;  
conduct.

Regular municipal elections shall be held in the town every four years in odd-numbered years, and shall be conducted in accordance with the uniform municipal election laws of North Carolina. The mayor and members of the board shall be elected according to the nonpartisan election method.



## PROPERTY TAX CONTRIBTUTION TO RECREATION DEPARTMENT

2022-23 Recreation Department Budget	\$2,537,069
(Less Recreation Fee Revenue	<u>435,000</u>

Budget funded by General Fund Less Rec. Fees	\$2,102,069
--	-------------

Property Tax Contribution to Recreation Dept. (41.01%)	\$ 862,058
--	------------

### **Breakdown of resident/nonresident participants (less fee revenue)**

Resident Participants	2.16 cent impact on tax rate *	40%	\$ 344,823
Non-Resident Participants	3.25 cent impact on tax rate *	60%	<u>\$ 517,235</u>

<u>Total</u>	<u>\$ 862,058</u>
--------------	-------------------

\*Participant breakdown does not take into account resident/nonresident participation in fee-based programs or use of parks, playgrounds, skatepark, tennis courts etc.

## **Environmental Sustainability Board (ESB) Proposal- Town of Waynesville**

In 2017, the Town of Waynesville (TOW) passed a resolution confirming its support of state and national goals of 100% clean energy by 2050 and the creation of green jobs. The language of that resolution has aged some, and today that resolution might reasonably be interpreted as carbon neutrality or net zero by 2050. The resolution was supported at that time by current BOA members Feichter, Freeman, and Caldwell. Town Manager Hites was also present.

For a refresher on the presentation and the resolution, please see the town minutes copied and pasted from June, 2017, below:

### **B. PRESENTATIONS [Minutes 06/13/2017]**

#### **3. 100% Clean Energy and Green Jobs Presentation**

Susan Williams, former educator and environmental supporter, addressed the board. She presented information on Clean Energy and Green Jobs noting that Waynesville should treasure the natural beauty in the area. Ms. Williams noted that there are increasing concerns about the health of the environment including global warming and alarming droughts. Ms. Williams highlighted that several other municipalities have signed resolutions of support for a state and national goal of 100% clean energy by 2050 and the creation of green jobs. Mayors of Franklin, Sylva and Asheville have already signed such resolution.

Ms. Williams asked the Board to consider such resolution and the benefits for Waynesville things such as the economics of good paying jobs – being pro-active now shows the vision to move forward.

Mayor Pro Tem Caldwell added that the Town has always been concerned with efficiencies and green building as noted in the Town Hall and newly renovated Public Services building. He added that Western Carolina University monitors the watershed and that research is on going related to the reservoir and its capacity.

Alderman Feichter thanked Ms. Williams for her presentation and commented that he would like to see this Board adopt a resolution in support of this initiative. He added that it is important for Waynesville to be known for exhibiting leadership in this area especially if nearby municipalities are pursuing recommended action. Alderman Feichter reminded the Board that initiatives such as these fit into the objectives of the Board and he wants Waynesville to be seen as a leader rather than a follower.

Alderman Roberson commented that this is an important issue; this is not a finite world that is already stressed. Climate change is occurring and it is important to seek out alternatives and provide necessary job growth as well.

Ms. Williams thanked the Board for the opportunity to speak and Mayor Pro Tem Caldwell in turn thanked Ms. Williams for her presentation. The Board will consider a resolution of support at its next regular meeting.

**F. COMMUNICATION FROM THE MAYOR AND BOARD [Minutes 06/27/2017]**

**11. Approval of Resolution of the Town of Waynesville in Support of a State and National Goal of 100% Clean Energy by 2050 and the Creation of Green Jobs**

Susan Williams presented information at the June 13, 2017 regular meeting related to approval of a resolution to support a goal of 100% Clean Energy by 2050 and the creation of green jobs. The Board considered her request and a resolution drafted.

Alderman Feichter made a motion, seconded by Alderman Freeman to approve the Resolution of the Town of Waynesville to support a State and National Goal of 100% Clean Energy by 2050 and the Creation of Green Jobs, as presented. The motion carried unanimously.

**What is an Environmental Sustainability Board (ESB)?**

An ESB provides citizen-led leadership on the environment. A town may assign its ESB the responsibility of creating working reference documents like an Environmental Sustainability Strategy for the town, incorporating a Carbon Management Plan and a Climate Adaptation Plan. These documents are always specific to a town's climate risk and its opportunities for mitigation, and they serve to inform concrete policies and budgetary considerations. Typically, an ESB works closely with someone on the Planning Board or planning department as policies are considered.

**What are some examples of towns and cities in NC that have embraced an ESB?**

Towns include: Belmont, Hendersonville, Boone, Carrboro, Apex, Cary, NC

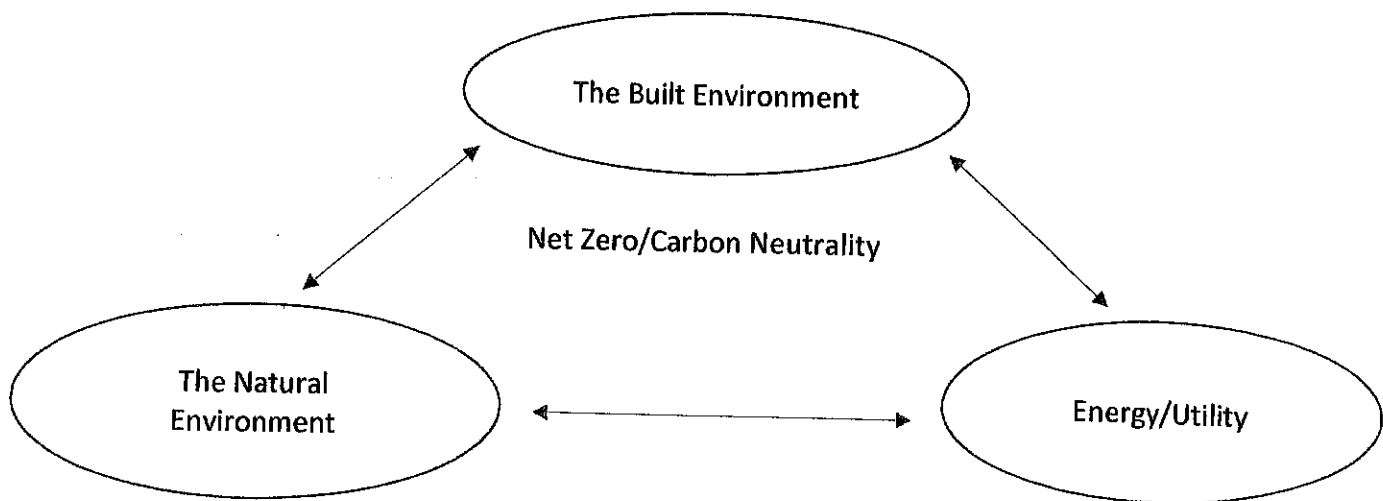
Cities include: Raleigh, Charlotte, Greensboro, Winston-Salem, and Asheville, among others.

ESBs abound in our state, and each one uniquely identifies what it wishes to accomplish. Some are minimalistic in their approach, considering recycling, tree management, and/or public education opportunities as their primary charge. Others are more expansive and thorough, producing goals, strategies, and benchmarks for achieving a desired end. Most ESBs are relatively new, and as such, they will only grow in vision and responsibility as time goes by. (Included in the appendix are a few website links to some of the town/cities listed above).

## What are the benefits of an ESB?

An ESB is a signal to the community that its governing body cares deeply about the environment; an ESB also reflects the importance of participatory democracy, as it empowers and sanctions citizens to offer solutions for consideration by the governing board. An ESB signals to prospective homebuyers and the business community a municipal commitment to solving current and evolving environmental and climate challenges. An ESB can be charged with collecting and analyzing data, writing and presenting policy ideas and drafts, researching state and federal funding opportunities, and recruiting the greater community (residents, businesses, and nonprofits) to offer solutions to climate, environmental, and energy problems.

Waynesville's unique properties, including its watershed, reservoir and creeks, a municipality-owned utility, and rural character indicate the following ideal areas of concentration:



**The Built Environment**---Includes all manmade structures. Items under consideration for TOW may include:

- Energy efficiency improvements to water heating, lighting, HVAC, refrigeration, efficient doors and windows, insulation
- Energy audits: Waste Reduction Partners in Asheville
- Building standards exceeding state and national code minimums
- Leveraging federal funds (IRA) to improve municipal building efficiency
- Pervious surface parking lots and greenways
- Deployment of rooftop solar to municipal buildings
- Recycling/Refuse disposal
- Rain garden installation and management
- Incorporation of solar (PV arrays) into municipal building designs (including eventual Hazelwood fire station)

**The Natural Environment**---All nature, including areas landscaped and maintained by TOW. Considerations may include the following:

- Tree City USA designation
- Bee City USA designation
- Incorporation of native species in town plantings
- Restoration of banks along Richland Creek in cooperation with Haywood Waterways Association to reduce erosion/prevent flooding
- Tree canopy evaluation and tree census, not otherwise specified by Tree City designation

**Energy/Utility**---Includes TOW utility (primarily) and Duke Progress Energy; considerations might include:

- Encouraging solar deployment by residents, businesses, nonprofits, houses of worship, and municipality by designing a solar policy that produces a rapid uptake of solar
- Leverage federal funds through the Inflation Reduction Act's (IRA's) direct pay option, enabling any municipality or nonprofit to access a 40%-50% offset for the cost of solar installation and create immediate value for taxpayers
- Update all TOW streetlighting from metal halide and high-pressure Na+ fixtures to LED
- Apply for Dept of Energy (DOE) Clean Energy Innovator Fellowship to leverage professional assistance from the DOE for 1-2 years at no cost to Waynesville taxpayers
- Apply for DOE's Clean Energy to Communities (C2C) Program: In-Depth Partnership that provides up to \$3.5 million in no-cost technical assistance to analyze and model widespread solar adoption, load demand of electric vehicles, alternative utility tariffs, and electricity storage via utility scale battery installations
- Building out robust EV charging in commercial spaces
- Incentivizing EV charging for households in TOW electric service territory
- Partnering with Duke Progress Energy to leverage Duke's incentives and federal incentives to more fully electrify (heat pumps, EVSE) parts of Waynesville not in TOW's utility district.
- Apply for funding from the USDA's Rural Energy Savings Program (RESP) to access 0% interest loans to build out municipal solar capacity

Appendix: ESBs in NC

<https://www.hendersonvillenc.gov/advisory-boards-commissions-and-committees/environmental-sustainability-board>

<https://www.cityofbelmont.org/environmental-sustainability-board/>

<https://www.apexnc.org/1348/Environmental-Advisory-Board>

<https://raleighnc.gov/sustainability/environmental-advisory-board>

<http://www.townofboone.net/286/Sustainability-in-Boone>

<https://townofcarrboro.org/235/Environmental-Advisory-Board>

**Planned Shutdown & Boil Water Advisory in Etowah - March 1**

## Hendersonville

NORTH CAROLINA

[Home](#) > [Government](#) > [Advisory Boards, Commissions and Committees](#) >



# Environmental Sustainability Board

The City of Hendersonville believes environmental sustainability is critical to preserving the community for future generations and has adopted this goal as a core value.

## Purpose

The purpose of this Board is to serve in an advisory role to the City Council in matters pertaining to policies and practices regarding environmental sustainability in the City of Hendersonville and shall be embodied for the following purposes:

- Advise, deliberate and make recommendations to the City Council to help facilitate the implementation of the Comprehensive Plan as it relates to environmental sustainability in the city.
- Recommend to City Council an overall policy for continued sustainability and assist with citizen-led efforts in furtherance thereof.
- Provide City Council with representative community participation in preparing and implementing plans and reports concerning environmental sustainability in the City of Hendersonville.
- Promote, facilitate, and act as liaison to educate citizens on environmental sustainability issues affecting the City of Hendersonville.

Activities may include the following:

1. Recommend requirements and procedures for waste reduction and other sustainable practices at festivals and/or special events
2. Assist staff in researching effectiveness and costs of sustainable practices and make reports to City Council of any recommendations.
3. Review programs and activities other communities have implemented that would be effective in Hendersonville.

4. Participate in community outreach at public events to educate citizens on environmental issues and related City programs.
5. Collect feedback from citizens on new or proposed efforts to determine effectiveness.

## **Membership & Terms**

Membership shall be composed from the following membership categories: Membership shall be composed from the following membership categories: (5) Residents of the City of Hendersonville. (3) At-Large Members, (1) At-Large Member - seat to be filled by an individual, principal or other significant representative of an organization or business that demonstrates a commitment to an environmentally sustainable future, as determined by the City Council, (1) City Council Liaison. (City Council will appoint the City Council Liaison to this Board. The City Council Liaison shall not be considered for purposes of determining quorum and is not a voting member.)

**Staff Liaison** The City Manager shall appoint a staff liaison to the Committee who shall assist the Committee with carrying out their duties and responsibilities. The Staff Liaison shall act as the Secretary and liaison between the Board, City Departments, and the City Council and shall have the charge of correspondence, minutes, notifying members of meetings, and other information.

**Selection of the Chair and Vice Chair.** The chair shall be a resident of the City of Hendersonville and shall be selected by majority vote of the ESB Board Members.

Terms of appointment are three years. Board members shall be appointed to staggered three-year terms by the City Council annually in June. No member shall serve more than two consecutive full three-year terms unless otherwise specified in this charter. Members shall serve without compensation. At the end of a member's term, they must take a one-year hiatus before seeking reappointment to the Board.

## **Meetings**

Regular meetings are held on the third Thursday at 3:00 p.m. in the Operations Center located at 305 Williams St., Hendersonville, NC 28792.

For the public to attend virtually they may do so by joining via zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/81018033526?pwd=NTJpUFpOVFRwWjFybVVBSitjQSt4UT09>

Meeting ID: 810 1803 3526

Passcode: 256624

One tap mobile

+13092053325,,81018033526#,,, \*256624# US

+13126266799,,81018033526#,,, \*256624# US (Chicago)





## Citizen Boards Menu (/citizen\_boards/)

# Environmental Sustainability Board



## Purpose and Duties

The general purpose of the Environmental Sustainability Board is to serve as an advisory committee to the City Council regarding environmental sustainability issues such as tree protection and urban forestry, recycling, and energy use. Their duties include:

- Advise, deliberate and make recommendation to City Council on tree and urban forestry related matter, recycling, and energy use
- Assist in the development and implementation of any ordinances, policies, or plans related to tree and urban forestry, recycling, and energy use
- Assist in the community outreach and public education related to urban forestry and environmental protection related matters
- Assist in the planning of community events related to urban forestry and environmental protection.

To see what the board did in 2021, click [HERE \(https://www.cityofbelmont.org/documents/esb2021wrapup/\)](https://www.cityofbelmont.org/documents/esb2021wrapup/) for the end of year report.

## ESB Subcommittees

To fulfill the board's duties, the ESB established four subcommittees - trees, bees, recycling, and energy. For more information on each, click the associated button below.



### Trees

(<https://www.cityofbelmont.org/totallytrees>)



### Bees

(<https://www.cityofbelmont.org/bee-city>)



### Recycling

(<https://www.cityofbelmont.org/recycling-in-belmont/>)



### Energy

(<https://www.cityofbelmont.org/energy/>)

## Members

- Rob Wilhite, Chair
- Maria Portone
- Ted McGavran, Vice Chair
- Student Member, Vacant
- Rebecca Carpenter
- Ex-Officio member, Vacant
- Andrew Whitney
- Student member, Vacant

## Meetings

The Environmental Sustainability Board meets the second Tuesday of the month at 6:30 PM at CityWorks, located at 1401 E Catawba Street, Belmont. All meetings are open to public. Agendas and minutes can be found at the agenda center by using the Agendas and Minutes button below.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 24, 2023**

**SUBJECT:** Recommended Special Appropriation Adjustments

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY**

The Board of Aldermen has had a long-standing practice of devoting 1 cent of the Town's Tax revenue to Special Appropriations which may be awarded to non-profit organizations throughout the community. 1 cent on the tax rate is approximately \$150,000. However, during this fiscal year the Board of Aldermen appropriated \$100,000 for this purpose. Due to several statutory restrictions, specifically NCGS 160A-20.1, we are recommending that the Board of Aldermen adjust their Special Appropriations policy.

NCGS 160A-20.1 states that Municipalities are allowed to appropriate money to any persons, associations, or corporations "in order to carry out any public purpose that the city is authorized by law to engage in". Because of this language, we are recommending that we include an additional legal review step within the special appropriation application process. We can distribute calls to apply for special appropriations as we have historically. However, before those applications come to the Board of Aldermen, we are recommending that each application be sent to the Town Attorney or their designee in order to ensure statutory compliance. Furthermore, we are recommending that the Board continue to appropriate only \$100,000 for special appropriations.

**MOTION FOR CONSIDERATION**

- Motion to amend the Town's Special Appropriation policy to include a legal review of each application by the Town Attorney or their designee.

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

- Special Appropriations Power Point

**MANAGER'S COMMENTS AND RECOMMENDATIONS**



Funding Nonprofits and Other Community Organizations

Which of the following are lawful?

Yes

County contract with nonprofit fire department to fund purchase of fire truck that will be owned by fire department that provides services in county.

No

City contract with boys and girls club (nonprofit) to fund a new van to transport city students from school to boys and girls club facility for after school program

Yes

City contract with nonprofit museum to provide funding for operating expenses and capital maintenance on nonprofit's building.

No

County contract with nonprofit mental health organization to fund operating expenses and capital maintenance on nonprofit's building.

Yes

County contract with nonprofit mental health organization to fund counseling program for at risk low-income teens in the county.

No

City donation to community organization that runs an annual community music festival.

No

County commissioner may direct appropriation to local rotary club if part of commissioner's discretionary funds.



What Statute Says We Can Do It!

A local government may only undertake activities that it has been granted authority to undertake

## Sources of Authority

- General Laws
- Local Acts

## Limits on Authority

- Federal Law
- State Constitution
- State Regulations

# Support

vs.

# Partnership

A local government generally **DOES NOT** have statutory authority to support a nonprofit's, community organization's, or other private entity's general operating or capital expenditures (but there are exceptions)

A local government may enter a partnership (contractual agreement) with any private entity to fund an activity, service, project, etc. that the local government has statutory authority to engage in.

Unless an exception applies, should treat nonprofit / other private entity as a "service provider"

# Partnership

## **§ 160A-20.1. Contracts with private entities**

**(a) Authority. – A city may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the city is authorized by law to engage in.**

## **§ 153A-449. Contracts with private entities**

**(a) Authority. – A county may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the county is authorized by law to engage in.**

Identify project, service, or other activity that local government could undertake itself.

Contract with private entity to undertake it on behalf of the local government.

A budget appropriation is never sufficient to provide funding to a private entity. A local government needs to have a contractual agreement that specifies the project, service, or activity the private entity will carry out in exchange for payment by the local government.



# Exceptions

Note that because of budgeting laws, the board needs to appropriate \$ to department, function, or project and then enter contract with private organization to provide funding

A local government may support general operating and capital expenses of certain nonprofit and/or other private entities.

## **§ 160A-487. City and county financial support for rescue squads.**

Each city and county is authorized to appropriate funds to rescue squads or teams to enable them **to purchase and maintain rescue equipment and to finance the operation of the rescue squad** either within or outside the boundaries of the city or county. (1959, c. 989; 1971, c. 698, s. 1.)

## **§ 153A-233. Fire-fighting and prevention services.**

A county may establish, organize, equip, support, and maintain a fire department; may prescribe the duties of the fire department; **may provide financial assistance to incorporated volunteer fire departments**; may contract for fire-fighting or prevention services with one or more counties, cities, or other units of local government or with an agency of the State government, or with one or more incorporated volunteer fire departments; and may for these purposes appropriate funds not otherwise limited as to use by law. The county may also designate fire districts or parts of existing districts and prescribe the boundaries thereof for insurance grading purposes. (1945, c. 244; 1973, c. 822, s. 1; 1977, c. 158.)

# Exceptions

A local government may support general operating and capital expenses of certain nonprofit entities.

## § 160A-488. Museums and arts programs.

- (a) Any city or county is authorized to establish and support museums, art galleries, or arts centers, so long as the facility is open to the public.
- (b) Any city or county is authorized to establish and support arts programs and facilities. As used in this section, "arts" refers to the performing arts, visual arts, and literary arts and includes dance, drama, music, painting, drawing, sculpture, printmaking, crafts, photography, film, video, architecture, design and literature, when part of a performing, visual or literary arts program.
- (c) Any city or county may contract with any other governmental agency, or with any public or nonprofit private association, corporation or organization to establish and support museums, art galleries, arts centers, arts facilities, and arts programs and may appropriate funds to any such governmental agency, or to any such public or nonprofit private association, corporation or organization for the purpose of establishing and supporting such museums, galleries, centers, facilities and programs.
- (d) As used in this section, "**support**" includes, but is not limited to: acquisition, construction, and renovation of buildings, including acquisition of land and other property therefor; purchase of paintings and other works of art; acquisition, lease, or purchase of materials and equipment; compensation of personnel; and all operating and maintenance expenses of the program or facility.
- (e) In the event funds appropriated for the purposes of this section are turned over to any agency or organization other than the city or county for expenditure, **no such expenditure shall be made until the city or county has approved it, and all such expenditures shall be accounted for by the agency or organization at the end of the fiscal year for which they were appropriated.**
- (f) For the purposes set forth in this section, a city or county may appropriate funds not otherwise limited as to use by law.

# Exceptions

Note that because of budgeting laws, the board needs to appropriate \$ to department, function, or project and then enter contract with private organization to provide funding

A local government may support general operating and capital expenses of certain nonprofit entities.

## **§ 160A-493. Animal shelters.**

A city may establish, equip, operate, and maintain an animal shelter or **may contribute to the support of an animal shelter**, and for these purposes may appropriate funds not otherwise limited as to use by law. The animal shelters shall meet the same standards as animal shelters regulated by the Department of Agriculture pursuant to its authority under Chapter 19A of the General Statutes.

## **§ 131E-7. General powers [Hospitals].**

(b) A [county or municipality] or a public hospital may contract with or enter into any arrangement with other public hospitals or municipalities of this or other states, the State of North Carolina, federal, or public agencies, or with any person, private organization, or nonprofit corporation or association **for the provision of health care**. The municipality or public hospital may pay for or contribute its share of the cost of any such contract or arrangement from revenues available for these purposes, including revenues rising from the provision of health care.

# Exceptions

Note that because of budgeting laws, the board needs to appropriate \$ to department, function, or project and then enter contract with private organization to provide funding

## § 153A-248. Health-related appropriations.

(a) A county may appropriate revenues not otherwise available as to use by law to any of the following:

- (1) A licensed facility for individuals with intellectual or other developmental disabilities, whether publicly or privately owned, **to assist in maintaining and developing facilities and treatment**, if the board of commissioners determines that the care offered by the facility is available to residents of the county. The facility need not be located within the county.
- (2) A sheltered workshop or other private, nonprofit, charitable organization offering work or training activities to individuals with physical disabilities or intellectual or other developmental disabilities, and **may otherwise assist the organization**.
- (3) An orthopedic hospital, whether publicly or privately owned, **to assist in maintaining and developing facilities and treatment**, if the board of commissioners determines that the care offered by the hospital is available to residents of the county. The hospital need not be located within the county.
- (4) A training center or other private, nonprofit, charitable organization offering education, treatment, rehabilitation, or developmental programs to individuals with physical disabilities or intellectual or other developmental disabilities, and **may otherwise assist the organizations**. Such action, however, shall be with the concurrence of the county board of education. Within 30 days after receipt of the request for concurrence, the county board of education shall notify the board of county commissioners whether it concurs, and should it fail to so notify the board of county commissioners within this period, it shall be deemed to have concurred.

(b) The **ordinance making the appropriation shall state specifically what the appropriation is to be used for, and the board of commissioners shall require that the recipient account for the appropriation at the close of the fiscal year.**

A local government may support general operating and capital expenses of certain nonprofit entities.

# Exceptions

Note that because of budgeting laws, the board needs to appropriate \$ to department, function, or project and then enter contract with private organization to provide funding

A local government may support general operating and capital expenses of certain nonprofit entities.

## § 153A-437. Assistance to historical organizations.

(a) A county or city may appropriate revenues not otherwise limited as to use by law to a local historical or preservation society, museum, or other similar organization. Before such an appropriation may be made, the recipient organization shall adopt and present to the county or city a resolution requesting the funds and describing the intended use of the funds. **The funds may be used for preserving historic sites, buildings, structures, areas, or objects; for recording and publishing materials relating to the history of the area; for establishing or maintaining historical museums or projects; for paying salaries of personnel employed in such museums or projects; for the costs of acquiring, recording, and maintaining materials and equipment; and for any other purposes that are approved by the county or city and that contribute to the preservation of historic sites, buildings, structures, areas, or objects, or historic materials.** The ordinance making the appropriation shall state specifically what the appropriation is to be used for, and the governing board of the county or city shall require that the recipient account for the appropriation at the close of the fiscal year.

(b) A county or city, a board of education, or the board of trustees of a public library may make available space in a building under its control to a local historical society, historical museum, or other historical organization.

(c) This section is supplemental to and does not supersede any other law. (1955, c. 371, ss. 1-4; 1957, c. 398; 1973, c. 822, s. 1.)

# Additional Transparency Requirements for Nonprofits

If City or County Provides \$1,000 or More to a Nonprofit in Any Fiscal Year	Nonprofit that Receives Over \$5,000 in Federal, State, or Local Government Funding in Any Fiscal Year:
<p data-bbox="25 499 1248 614">May require nonprofit have independent audit and file copy of audit with city/county and state auditor*</p> <p data-bbox="25 656 1248 699">*Requirement DOES NOT APPLY to:</p> <ul data-bbox="101 714 1248 1328" style="list-style-type: none"><li>(1) Sheltered workshops.</li><li>(2) Adult development activity programs.</li><li>(3) Private residential facilities for individuals with an intellectual or developmental disability.</li><li>(4) Developmental day care centers.</li><li>(5) Any nonprofit corporation or organization whose sole use of public funds is to provide hospital services or operate as a volunteer fire department, rescue squad, or ambulance squad, or which operates as a junior college, college, or university duly accredited by the southern regional accrediting association.</li></ul>	<p data-bbox="1299 499 2522 614">Must provide the following information upon written request from any member of the public:</p> <ul data-bbox="1375 656 2522 1370" style="list-style-type: none"><li>(1) The nonprofit's latest financial statements. The financial statements must include a balance sheet as of the end of the fiscal year and statement of operations for that year. They also must contain "details about the amount of public funds received and how those funds were used."</li><li>(2) The nonprofit's most recently filed Internal Revenue Service (IRS) Form 990, Form 990-EZ or a copy of its Form 990-N submittal confirmation.</li></ul>



# Conflict of Interest: 14-234.3



“Public official” is:  
Any individual  
elected OR  
appointed to a  
governing board of  
political subdivision.

1. Deliberating or voting;
2. Attempting to influence another that is voting; OR
3. Soliciting or receiving a gift or favor (including future employment) in exchange for recommending / influencing award of contract

An incorporated *or* unincorporated nonprofit corporation, organization, or association organized or operating in the State primarily for tax-exempt purposes AND of which the public official is a director, officer, or governing board member.\*

\*Does NOT include nonprofit corporations created by State or its political subdivisions.\*

\*\*Unless an exception applies

Public official must record recusal with the clerk AND NOT “knowingly participate”.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 24, 2023**

**SUBJECT:**

Budget Amendment to increase Fund Balance Appropriations-Paving and the Streets & Sanitation budget by \$106,425 to mill and pave Mississippi and Virginia Ave.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Streets & Sanitation

**Contact:** Jeff Stines

**Presenter:** Jeff Stines

**BRIEF SUMMARY:**

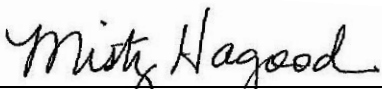
We have a quote from WNC Paving for \$106,425 to mill and repave Mississippi and Virginia Ave as requested by the Board of Aldermen at the February 14<sup>th</sup> meeting. We have \$137,562.50 remaining in the reserves from the \$5 fee that used to be on vehicle tax bills to go toward paving. The attached budget amendment could be approved if you all wish to address those streets before the new budget year.

**MOTIONS FOR CONSIDERATION:**

1. Motion to approve the budget amendment of \$106,425 for milling and paving Mississippi and Virginia Ave.

**FUNDING SOURCE/IMPACT:**

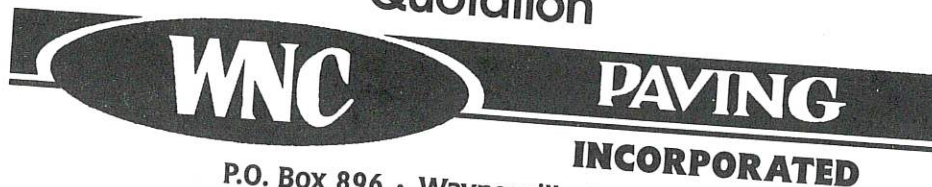
Restricted Fund Balance for Paving

  
\_\_\_\_\_  
Misty Hagood, Finance Director

2/21/2023  
\_\_\_\_\_  
Date

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

# Quotation



P.O. Box 896 • Waynesville, NC 28786  
(828) 452-5826 • FAX (828) 452-5827

QUOTATION SUBMITTED FOR

TOWN OF WAYNESVILLE

ATTN: JEFF STINES

Date: 02/16/23

Job Name: MILL & PAVE

We hereby submit the following proposal & specifications:

Mississippi & Virginia Ave.  
MILL EXISTING ROADWAY 2" IN DEPTH.  
THEN PAVE USING 57.5C ASPHALT SURFACE  
COURSE, (2")

\$106,425.00

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:  
dollars (\$ 106,425.00 ) with payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

NOTE: This proposal may be withdrawn by us if not accepted within

PRESIDENT

30

days.

## ACCEPTANCE OF QUOTATION

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.  
Payment will be made as outlined above.

Witness

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

Ordinance No. O-10-23

Amendment No. 13 to the 2022-2023 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2022-2023 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2022-2023 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Fund Balance Appropriated-Paving	\$106,425
----------------------------------	-----------

Increase the following appropriations:

Streets & Sanitation	\$106,425
----------------------	-----------

Adopted this 24th day of February, 2023.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**REQUEST FOR BOARD ACTION**

**Meeting Date: February 24, 2023**

**SUBJECT:** Emergency Purchase of New Core Switches

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY**

The Town's core fiber optic switch is reaching its end of life and needs to be replaced. This switch is the primary switch that feeds the entire organization. More important than the replacement of the current core switch is the purchase of two additional core switches in order to ensure redundancy within our current system. In its current state, if our core switch were to malfunction the entire organization would lose their connectivity to the internet.

We are requesting that the Board of Aldermen approve the purchase of three core switches. All three of these switches will be used simultaneously, and each one will feed different buildings. We are requesting the purchase of two additional switches so that in the event of a failure in one we can move the fiber lines from the malfunctioning switch to one of our redundant systems in order to minimize downtime. With our current system, downtime in the event of a catastrophic malfunction could be several days as we would have to locate and install a new switch. This would cripple the Town's operations. With the proposed system, downtime in the event of a catastrophic malfunction would be minimal as a single switch failure would not cause the entire organization to lose connectivity, and the remedy would be as simple as unplugging one fiber line from the malfunctioning switch and plugging it into one of the active redundant systems.

**MOTION FOR CONSIDERATION**

- Motion Budget Amendment Ordinance No. O-12-23 in the amount of \$22,000 for the purpose of purchase three new core switches.

**FUNDING SOURCE/IMPACT**

- Increase in investment earnings

**ATTACHMENTS**

- Core switch purchase statement of work
- Core switch replacement quote
- Budget amendment ordinance O-12-23

**MANAGER'S COMMENTS AND RECOMMENDATIONS**



## Exhibit C Statement of Work

### The Electronic Office of Asheville, Inc.

1400 Sweeten Creek Rd.  
Asheville, NC 28803

### Services Performed For:

Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786

### Date:

February 2, 2023

**THIS STATEMENT OF WORK ("SOW")** defines the entirety of the work to be performed.

### Background

---

Town of Waynesville's core network switch has reached end-of-life and needs to be replaced. The core switch is also a single point of failure for the entire town network.

### Objective

---

The objective of this project is to replace the end-of-life core switch at Fire Station 1 with a redundant solution.

### Risks

---

The risks associated with this SOW are:

1. Due to hardware shortages surrounding COVID-19, vendor prices are rapidly fluctuating. Electronic Office has no control over these fluctuations, and it is possible a Change Request would be needed to accommodate an unexpected price change. We will do everything in our power to try and avoid this for all involved.

### Assumptions

---

There are no assumptions with this SOW.

### Client Responsibilities

---

The Client agrees to the following within timelines necessary to meet the objective:

1. Client will allow appropriate access to building and server room to complete this SOW.
2. Client will allow for appropriate downtime as necessary to complete this SOW.



## Scope of Work

---

Client agrees the following scope of work has been identified during meetings and interviews with Electronic Office. Electronic Office shall perform the following specific tasks to meet the objective:

Preconfigure Switches

Install Equipment

Relocate Spare Fire Dept Switch to Public Works

## Change Request Procedure

---

In the event Client or Electronic Office wishes to make a change or addition ("Add/Change") related to this SOW, and if they both agree to the Add/Change, Client and Electronic Office shall sign a change request ("CR") which is priced and billed separately. The CR will describe the change, the rationale for the change, the impact on the implementation timeline, and the impact on the price of this SOW. Tasks or activities that are not related to this SOW will be addressed in a separate Statement of Work.

## Completion Criteria

---

Electronic Office shall have fulfilled its obligations when the following occurs:

- Electronic Office and Client agree that all tasks listed in the 'Scope of Work' of this SOW are completed.
- The Acceptance Testing Period has ended.

## Adverse Conditions and Unaccounted Items Related to this Statement of Work

---

- Software and hardware do not always act as advertised by the manufacturer in every environment. Certain issues may require additional technical support. Electronic Office does not provide technical support beyond that offered by the manufacturer or publisher. If additional technical support is required, Client may incur additional costs.

## Network Security

---

This SOW does not address Client's network security for Client's system(s), and Electronic Office will not provide recommendations concerning the network security of Client's system(s) unless it is addressed under a separate Statement of Work. Any changes made to Client's system(s) during the work covered by this SOW may have direct or indirect impacts that are negative to the security of Client's system(s). Electronic Office cannot anticipate every possible reaction due to the work under this SOW. *Client shall periodically test its security to ensure it meets the requirements of Client's security policy.* Electronic Office shall not be responsible for the prior, current or future integrity of the security of Client's system(s).

## Performance, Price, Completion, Acceptance

---

### Performance

EO will perform the tasks and activities defined in this SOW in accordance with the terms of this SOW. Client must allow appropriate access to facilities, passwords, hardware, software, and other equipment necessary for performance of this SOW. Additionally, Client must adhere to any scheduled work to be performed. Failure to adhere to schedule may result in additional charges not included in this SOW.

## Performance, Price, Completion, Acceptance (cont'd)

### Price

The pricing and payment terms for this SOW shall be addressed in a quote to be executed by Client prior to Electronic Office beginning the work under this SOW.

### SOW Completion and Acceptance

After delivery and installation of the goods, services, software, and/or equipment to be provided by Electronic Office pursuant to this SOW, Client shall have a commercially reasonable period of time to utilize the goods, services, software and equipment to determine whether the same are performing in accordance with specifications prior to acceptance of the same (the "Acceptance Testing Period"). However, in no event shall the Acceptance Testing Period extend beyond thirty (30) days after the "go live" date as long as the hardware/software performs substantially in accord with the product specifications, and if it/they does not, then the "go live" date shall be the first date of such performance.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Town of Waynesville

The Electronic Office of Asheville, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



1400 Sweeten Creek Road - Asheville, North Carolina 28803  
Phone: 828-274-1196 - Fax: 828-274-4048

## QUOTE

### Core Switch Replacement

**Sold To:** Town of Waynesville  
Jesse Fowler  
16 South Main Street

Waynesville NC 28786

**Phone:** (828) 452-2491

**Fax:**

Date	Quote #	Expiration
2/2/2023	AAAQ36435	2/17/2023

Rep	Ticket #
Evelyn Mackiewicz	704233

Qty	Description	Unit Price	Ext. Price
3	Cisco Catalyst 9200 24-port PoE+ Switch. Network Essentials - 24 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair, Optical Fiber - Lifetime Limited Warranty	\$2,740.00	\$8,220.00
3	Cisco 4 x 1GE Network Module - For Data NetworkingGigabit Ethernet - 1000Base-X - 4 x Expansion Slots	\$454.00	\$1,362.00
3	Cisco Digital Network Architecture Essentials for Catalyst 9200 - Term License - 24 Port - 3 Year	\$545.00	\$1,635.00
3	Cisco C9200 Stack Kit	\$1,168.00	\$3,504.00
6	Axiom 1000BASE-LX SFP Transceiver w/ DOM for Cisco - GLC-LH-SMD - For Data Networking, Optical Network - 1 x 1000Base-LX1 Gbit/s	\$49.00	\$294.00
1	APC Smart-UPS SRT 1500VA RM Network Card - 2U Rack-mountable - 3 Hr Recharge - 5 Min. Stand-by - 120 V AC Input/Output - 6 x NEMA 5-15R	\$2,205.00	\$2,205.00
1	Axiom 1000BASE-LX SFP Transceiver for Aruba - J4859D - 100% Aruba Compatible 1000BASE-LX SFP	\$48.00	\$48.00
<b>SubTotal</b>			\$17,268.00
1	Installation and Configuration Services	\$3,390.00	\$3,390.00

#### TERMS AND CONDITIONS

This quote is valid for 15 days from the date issued and is subject to availability. All pricing is subject to change. Orders paid by Credit Card will incur a 3% processing fee. No specific warranties, other than manufacturer's individual warranties, express or implied, are granted. Projects and Special Orders will require a specific Payment Schedule as detailed on the Quote. Companies with specific terms that have accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in the Managed Services Agreement. Orders from Companies without prearranged financing or terms shall require a deposit, and balance is due Net Payable upon delivery.

Qty	Description	Unit Price	Ext. Price
<p>****PAYMENT SCHEDULE****</p> <p>Product Total: \$18,476.76 50% = \$9,238.38  Service Total: \$3,627.30 50% = \$1,813.65</p> <p>\$11,052.03 Total Due upon acceptance  \$9,238.38 Total Due upon delivery of product  \$1,813.65 Total Due Net 15 Days upon completion</p> <p>****ACCEPTANCE****</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>		<p>SubTotal \$20,658.00</p> <p>Sales Tax \$1,446.06</p> <p>Shipping \$0.00</p> <hr/> <p><b>Total \$22,104.06</b></p>	

TERMS AND CONDITIONS

This quote is valid for 15 days from the date issued and is subject to availability. All pricing is subject to change. Orders paid by Credit Card will incur a 3% processing fee. No specific warranties, other than manufacturer's individual warranties, express or implied, are granted. Projects and Special Orders will require a specific Payment Schedule as detailed on the Quote. Companies with specific terms that have accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in the Managed Services Agreement. Orders from Companies without prearranged financing or terms shall require a deposit, and balance is due Net Payable upon delivery.

Ordinance No. O-12-23

Amendment No. 12 to the 2022-2023 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2022-2023 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2022-2023 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Investment Income	\$22,000
-------------------	----------

Increase the following appropriations:

Administration	\$22,000
----------------	----------

Adopted this 14th day of February, 2023.

Town of Waynesville

---

Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

---

Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 24, 2023**

**SUBJECT:** Budget Amendment to the Garage Internal Service Fund

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Garage

**Contact:** Jeff Stines

**Presenter:** Jeff Stines

**BRIEF SUMMARY:**

The air compressor at the garage went out and is not able to be repaired. The cost for a replacement compressor and installation is approximately \$10,000. All funds have enough to cover their increased portion of the budget, so we do not need to amend the departmental budgets in other funds.

**MOTION FOR CONSIDERATION:**

1. Approval of the attached budget amendment.

**FUNDING SOURCE/IMPACT:**

There will be no impact to the General, Water, Sewer, or Electric Funds because they all have enough to cover their portion of the Garage increase. I will move funds within each department to cover the expense.

  
Misty Hagood, Finance Director

2/16/2023

---

Date

**ATTACHMENTS:**

1. Budget Resolution

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Recommendation is to approve budget amendment for the Garage Internal Service Fund.

RESOLUTION NO. R-02-23

Resolution Amending the Financial Operating Plan for Garage Internal Service Fund

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the financial operating plan for the Garage Internal Service Fund.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to amend the financial operating plan for the 2022-23 year for the Garage Internal Service Fund for a new air compressor as follows:

Garage Operations:

Estimated Revenues:

Charges to User Departments	\$ 10,000
-----------------------------	-----------

Appropriations:

Garage Capital	\$ 10,000
----------------	-----------

Adopted this 24th day of February 2023.

TOWN OF WAYNESVILLE

ATTEST:

---

J. Gary Caldwell  
Mayor

---

Candace Poolton  
Town Clerk

APPROVED AS TO FORM:

---

Martha Sharpe Bradley  
Town Attorney



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 24, 2023**

**SUBJECT:** Fire Alarm for Town Hall

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY**

Over the past two weeks, the fire alarm in Town Hall has been triggering false alarms. This fire alarm system consists of two parts, the first being the fire alarm panel and the second being the fire alarm annunciator (public facing panel). Upon inspection, we determined that the fire alarm panel is functioning correctly, but the fire alarm annunciator has begun to malfunction, causing incorrect signals to be sent to the fire alarm panel which trigger false alarms.

After consulting with the technician, it appears that the fire alarm annunciator for our current system is no longer manufactured due to the age of the system. Because of this, we are unable to replace the failed component and so in order repair the system we must replace the fire alarm panel along with the fire alarm annunciator. The cost of this replacement is \$13,893.92.

**MOTION FOR CONSIDERATION**

- Motion to purchase a new fire alarm system for Town Hall in the amount of \$13,893.92

**FUNDING SOURCE/IMPACT**

- \$13,893.92 from Police Equipment and Supplies 104310-545500

**ATTACHMENTS**

- Fire alarm replacement quote

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

# Infinity Systems

PO Box 429  
Leicester, NC 28748  
(828) 683-1420

# Estimate

Date	Estimate #
2/18/2023	S

Name / Address
WAYNESVILLE POLICE DEPARTMENT 9 SOUTH MAIN STREET WAYNESVILLE, NC 28786 LT. CHRIS CHANDLER, 734-1608

			Project
Description	Qty	Cost	Total
MATERIALS ONLY. (1 COMPLETE NEW FIRE ALARM PANEL, INCLUDING ALL PANEL COMPONENTS, 1 ANNUNCIATOR, AND 1 ANNUNCIATOR BACK BOX, 2 OVER SIZED PANEL BATTERIES, AND 3 TYPES OF SURGE PROTECTION.	1	12,789.97	12,789.97T
LABOR ONLY. REGULAR HOURS. 1 TECHNICIAN & 1 HELPER. *PER HOUR.* (ESTIMATE OF 10 HOURS TO COMPLETE THIS PROJECT ).	1	145.00	145.00T
VEHICLE EXPENSE.	1	50.00	50.00T
**PLEASE NOTE; WITH ANY DAMAGED FIRE ALARM PANEL, A NEW PANEL WOULD HAVE TO BE INSTALLED TO FURTHER DETERMINE IF ANY DEVICES MIGHT BE DAMAGED, WHICH IF ANY WOULD INCREASE THE COST. ** PLEASE NOTE; PRICE INCLUDES USING EXISTING WIRE, ANY DEFECTIVE OR BAD WIRE WOULD INCREASE THE COST. **PLEASE NOTE; NO LIFT IS INCLUDED IN THE COST, IF NEEDED, WOULD NEED TO USE THE CUSTOMERS, OR RENTAL WOULD INCREASE THE COST. **PLEASE NOTE; NO PERMIT OR INSPECTION CHARGES ARE INCLUDED IN THE PRICE, IF NEEDED WOULD BE AT AN ADDITIONAL COST.		0.00	0.00
PLEASE GIVE ME A CALL, OR TAG THIS EMAIL TO GIVE ME AUTHORIZATION TO ORDER YOUR MATERIALS FROM THE FACTORY, AND TO GET YOU SET UP ON OUR SCHEDULING FOR INSTALLATION. THANKS, MIKE RANDALL / PRESIDENT INFINITY SYSTEMS, 683-4466 Sales Tax	0	0.00	0.00
		7.00%	908.95
		<b>Total</b>	\$13,893.92