



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: August 24, 2021 Time: 6:00 p.m.

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. CONSENT AGENDA

All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

- i. Adoption of minutes of the August 10th regular meeting
- ii. Adoption of minutes of the August 11th special called meeting
- iii. No Parking Sign Street Name Addendum
- iiii. Special Event Permits – Tuscola Band Day

Motion: To approve the Consent Agenda as presented or corrected

D. PRESENTATION

2. Presentation by Dr. Peter Bates (Forest Stewards) on prescribed burns
 - Rob Hites, Town Manager

Motion: To approve controlled burning in specific locations.

E. NEW BUSINESS

3. Greenview Drive Traffic Study

- Jesse Fowler, Assistant Town Manager

Motion: To post the speed limit of Greenview Drive at 25 miles per hour.

4. Award Janitorial Contract for Town Facilities.
 - Julie Grasty, Asset Services Manager

Motion: To award the Janitorial Contract to Reliable Facility Group with the contract ending June 20, 2023.

F. COMMUNICATION FROM STAFF

5. Manager's Report
 - Jesse Fowler, Assistant Town Manager

Scheduling a closed session to conduct the annual review of the Town Manager

6. Golden Leaf Grant for Countywide Water Interconnection
 - Town Manager, Rob Hites

Motion: To permit the Town staff to aide in drafting a grant for improvements to the Countywide emergency water system

7. Town Attorney Report
 - Town Attorney, Martha Bradley

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

H. ADJOURN



TOWN OF WAYNESVILLE

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

September 2021

Saturday August 28	Hazelwood Baptist Church Car Show – 10:00 am – 2:00 pm
Monday September 6 Labor Day	Town Offices Closed
Tuesday September 14	Board of Aldermen Meeting – Regular Session
Saturday September 18	Fall Rockin Block Party – Main Street – 7:00 pm
Sunday September 19	Public Art Dog Show – Hart Theater – 5:00 pm
Saturday September 25	Power of Pink – Commerce Street Frog Lever – 9:00 – 11:00 am
Friday September 24	Friday Night Street Dance – Main Street – 6:30
Tuesday September 28	Board of Aldermen Meeting – Regular Session
Saturday October 9	38 th Annual Church Street Art & Crafts – Main Street – 10:00 am
Tuesday October 12	Board of Aldermen Meeting – Regular Session
Tuesday October 26	Board of Aldermen Meeting – Regular Session
Saturday October 30	Treats on the Street – Main Street – 5:00 pm
Tuesday November 9	Board of Aldermen Meeting – Regular Session
Thursday November 11 Veterans Day	Town Offices Closed
Tuesday November 23	Board of Alderman Meeting- Regular Session
Thursday & Friday November 25 & 26	Town Offices Closed - Thanksgiving
Friday December 3	Waynesville Christmas Tree Lighting – Main Street - 6:00 pm
Monday December 6	Waynesville Christmas Parade – Main Street - 6:00 pm
Saturday December 11	Night Before Christmas – Main Street – 6:00 p,
Tuesday December 14	Board of Aldermen Meeting – Regular Session
December 23, 24 & 27th	Town Closed – Christmas Holidays

Board and Commission Meetings – September 2021

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

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
August 10, 2021

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday August 10, 2021 at 6:00 pm. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:04 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Eddie Ward, Town Clerk
Ron Sneed, Interim Town Attorney
Byron Hickox, Land Use Administrator
Police Chief David Adams
Autumn Lyvers, Finance Direct
Jeff Stines, Public Services Director
Various members of the Police Department

The following media representative was present:

Tom Lotshaw, The Mountaineer
Cory Valliancort, Smoky Mountain News

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone to the meeting and reminded them of the upcoming events including the Special Called Board meeting with the DWA and the Hazelwood Baptist Car show on August 28.

Alderwoman Julia Freeman introduced Ms. Martha Bradley as the newly appointed Town Attorney. She stated that Attorney Bradley was a graduate of UNC Chapel Hill and obtained her law degree from Campbell University. Alderwoman Freeman spoke of several recognitions and awards that Ms. Bradley had received during her career and welcomed her as the Town of Waynesville Attorney.

Attorney Bradley told the Board that she was honored to start work for the Town in making the best decisions for the citizens of Waynesville.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to approve the contract for legal services with Attorney Martha Sharpe Bradley as Town Attorney. The motion passed unanimously.

B. PUBLIC COMMENT

**Trudy Schmidt
202 Harmonica Way
Waynesville, NC 28786**

Ms. Schmidt stated she was new to Haywood County and had questions concerning actions taken at the last Board Meeting. She asked about the Greenway Feasibility Study, Recreation Centers, and the amendment to the Littering Ordinance.

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

Ms. Hannah said she would like for everyone who has questions concerning low-barrier shelters and homeless, to be able to sit down and talk about the issues with the Board. She said that if the Board would answer some of the questions, there would be a difference in the over all attitude of the Town.

**Erich Overhultz
26 Davis Lane
Waynesville, NC 28786**

Mr. Overhultz spoke to the Board concerning draft report of the Town of Waynesville Task Force on Homelessness that was presented at the last Board meeting. He asked why interviews were being conducted with the homeless population as the source instead of factual data from the Waynesville Police Department or Haywood County Sheriff's Department. He asked the Board to look further into the Task Force report.

C. CONSENT AGENDA

All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

The August 10, 2021 regular Board of Alderman meeting minutes
FY2021 Carryforwards and Powell Bill Adjustment

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the consent agenda as presented. The motion carried unanimously.

D. PRESENTATION

2. Recognition of Lt. Brandon Gilmore being promoted to Assistant Chief.

- Chief David Adams

Police Chief David Adams told the Board that he was proud to announce that Brandon Gilmore has been promoted to Assistant Chief of Police. Brandon currently serves as the patrol Lieutenant and has filled that role since 2019. Also, Brandon serves as the SRT Commander and oversees our K-9 program. He has been serving as a Waynesville Police Department officer since 1999.

Chief Adams performed the swearing in ceremony and Beth Gilmore pinned his badge.

Detective Robert R. Skiver Jr.'s retirement and the granting of his duty weapon.

- Chief David Adams

Chief Adams honored Detective Robert Skiver Jr., for his dedicated 20 years of service to the Waynesville Police Department. He requested that the Town of Waynesville release and grant to Det. Skiver his duty weapon, which is a .40 caliber Smith & Wesson M&P Shield Semi-Auto handgun serial # HSP9156.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to release and grant to Det. Skiver his duty weapon, which is a .40 caliber Smith & Wesson M&P Shield Semi-Auto handgun serial # HSP9156. The motion passed unanimously.

Mayor Gary Caldwell thanked Detective Skiver for being a friend during a hard time in his life.

E. PUBLIC HEARING

3. Public Hearing to consider a Zoning Map Amendment to the Land Development Map at 1426 Howell Mill Road and Adjacent property, PINs: 8616-94-1047 and 8616-94-1485.

- Byron Hickox, Land Use Administrator

Mr. Byron Hickox, Land Use Administrator, explained that these two parcels are located on the corner of Asheville Highway and Howell Mill Road and are undeveloped. Currently these lots are zoned Commercial-Industrial which would allow a variety of heavy commercial, manufacturing, and indoor and outdoor storage and warehouse usage. A change in zoning would eliminate those types of allowable uses and allow residential development of density up to 10 units/acre or 16 units with a Special Use Permit. At their July 26, 2021 meeting the Planning Board voted unanimously to approve the requested change in zoning classification to these properties. Mayor Gary Caldwell opened the Public Hearing at 6:31 pm and asked if anyone wished to speak.

Tom Jones

WGLA Engineering

Mr. Jones spoke and said he represented the property owners, Mr. and Ms. Glenn Tolar, who have been the owners since 1996. He said the property is currently located in the Waynesville ETJ. The property has been for sale in its current zoning for approximately four years, but no one has come forward to develop in industrially. He said the basis for rezoning the property will make it more compliant with the newly adopted Land Use Plan. The property is relatively small, and the shape of the property is triangular, and not easily used as industrial. Mr. Jones indicated that the way the property is zoned currently, some uses are not desirable to the surrounding properties. He said the rezoning of the property to Raccoon Creek Residential from Commercial Industrial is the best choice for the property.

**Trudy Schmidt
202 Harmonica Way
Waynesville, NC**

Ms. Schmidt had questions concerning the property being zoned for multifamily apartments, and what percentage of the apartments could be low-income housing. Attorney Ron Sneed explained that there is no requirement in this zoning.

Mayor Gary Caldwell closed the Public Hearing at 6:40 pm.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to find the Zoning Map amendment consistent with the 2035 Plan Comprehensive Land Development Plan Future Land Use Map and Plan Goals 1) promote smart growth; and 2) create a range of housing opportunities and choices; and is reasonable and in the public interest by expanding the allowable uses that could be considered for vacant land and creating opportunity for additional housing development, while eliminating heavy industrial uses that could negatively impact nearby the residences and elementary school. The motion passed unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to adopt Ordinance O-17-21 to amend the Land Development Map at 1426 Howell Mill Road and Adjacent property, PINs 8616-94-1047 and 8616-94-1485, from Commercial Industrial to Raccoon Creek Neighborhood Residential to:

1) Promote smart growth principles in land use planning by encouraging infill development in a vacant property that has access to utility and transportation infrastructure; and

2) Create a range of housing opportunities and choices by encouraging new housing inside of Waynesville's city limits and ETJ by opening new land for residential and mixed-use development. The motion carried unanimously.

F. NEW BUSINESS

4. No Parking Signs

- Jeff Stines, Public Services Director

Mr. Jeff Stines explained to the Board that there had been several issues and complaints by citizens on different streets with large trucks and equipment navigating around parked vehicles, and not being able to access their driveways due to the on-street parking. The Board was referred to the pictures in their Board packets showing the parked cars and the limited space for the trucks. He said this was a big liability of injury to employees and damage to trucks or equipment. Mr. Stines stated that the signs would for no parking on either side of the streets.

Alderman Feichter asked Mr. Stines to consider Hemlock Street for no parking signs as well.

A motion was made by Alderman Jon Feichter, seconded by Alderwoman Julia Freeman, to install “No Parking” signs on the following streets (Prevost Street, Daisy Avenue, Johnson Hill Drive, Morning View Road, Calvary Street, Hemlock Street and Ethel Lane.) The motion carried unanimously.

5. Petitions for Traffic Calming Devices

- Jesse Fowler, Assistant Town Manager

Mr. Jesse Fowler, Assistant Town Manager told the Board that the Town had received three completed petitions for traffic calming devices. The locations of these approved by J. M Teague and are recommended to have traffic calming devices placed on the following streets:

1. Auburn Road – speed humps
 - 12’ length x 3” height
 - JM Teague Estimate: \$10,400
2. Hendrix Street – speed table
 - 22’ length x 3”
 - JM Teague Estimate: \$24,800
3. Ninevah Road – speed humps
 - 12’ length x 3” height
 - JM Teague Estimate: \$15,200

The funding for the devices will come “Infrastructure Paving and Improvements” (Powell Bill.)

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the construction of recommended traffic calming devices at Auburn Road, Hendrix Street, and Ninevah Road. The motion carried unanimously.

G. COMMUNICATION FROM STAFF

6. Manager's Report

- Manager Rob Hites

"Points of Interest" Brochure

Town Manager Rob Hites said that the TDA is opening a fall funding cycle to its schedule. He stated there is a grant opportunity involving the design and printing of a brochure that will outline the location of points of interest in the Waynesville zip code. Manager Hites told the Board that there wasn't a Waynesville brochure showing activities within 20 minutes of the Town. The Town would sponsor a \$7,000.00 TDA grant that would provide 100% funding for the development and printing of such a brochure.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the Town applying for a TDA Grant to design and print "Points of Interest" Brochure. The motion carried unanimously.

7. Town Attorney Report

- Interim Town Attorney Ron Sneed

H. COMMUNICATIONS FROM THE MAYOR AND BOARD

I. ADJOURN

With no further business, a motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to adjourn the meeting at 7:00 pm. The motion was approved unanimously.

ATTEST:

Robert W. Hites, Town Manager

Gary Caldwell, Mayor

Eddie Ward, Town Clerk

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Special Called Meeting
August 11, 2021

THE WAYNESVILLE BOARD OF ALDERMEN held a Special Called meeting on Wednesday August 11, 2021 at 6:00 pm. in the Town of Waynesville Recreation Center located at 550 Vance Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:05 pm with the following members present:

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

The following staff members were present:

- Rob Hites, Town Manager
- Eddie Ward, Town Clerk

The following media representative was present:

- Vicky Hyatt, The Mountaineer
- Cory Valliancort, Smoky Mountain News

Members of the Downtown Waynesville Association present:

- Chairman, Carolyn Brunk
- Interim Director, Beth Gilmore
- Teresa Pennington
- Tiffany Logan
- LeRoy Roberson
- Gale Roberson
- Jeanette Price
- Alex McKay
- Joey Fuesler
- Joyce Massie
- Lorelei Garnes
- Morgan Beryl

1. Welcome

Mayor Gary Caldwell welcomed everyone to the meeting, and asked Alderman Anthony Sutton to proceed.

Alderman Sutton thanked everyone for coming to the meeting. He told the Board and the members of DWA that he had spent many hours researching minutes, financial statements, and NC State Statues.

The first item discussed was the structure of the multiple Boards within the association, the number of members on each Board, minutes of each meeting, and times when these Boards meet. When asked about the search committee for a new Executive Director, Carolyn Brunk, President, stated there had been a committee formed consisting of herself, Jonathan Key, Teresa Pennington, Alex McKay, Morgan Beryl, and Jeanette Price. She stated she had currently received three applications.

Alderman Sutton questioned as to why it has taken months to get copies of minutes and financial statements. He expressed concern about some of the minutes that things were not being followed up on. Teresa Pennington explained that the previous director was having trouble for a couple of years and the others did not realize these things were happening. Alderman Sutton told the DWA Board that is should not have taken the former Director leaving for these things to come to light.

Alderman Sutton pointed out that in the NC State Statute, Downtown Revitalization portion, the following criteria is required for this organization:

- Specify the purpose for which the city monies are to be used.
- The contract shall require appropriate accounting for the monies at the end of each fiscal year.
- The appropriate accounting shall include the name, location, purpose, and amount paid to any person or persons with whom the private agency contracted to perform or complete any purpose for which the City's money was used for that Service District.

Board Member Lorelei Garnes stated that she felt that the DWA had the right Board now to correct some of the things in question, and to work with Main Street, get some strategic plans in place, work with the Aldermen, and get everybody on the same page to save the DWA.

Alderman Sutton said that he felt that there needed to be something entirely different within the DWA, and he had a solution. He proposed that the DWA be brought back under the purview of the Town of Waynesville. This would mean that the Town would perform the functions indicated in the NC State Statutes. The committee would have to follow all the open meeting laws, follow all accounting procedures, publicize meetings, minutes would be taken by the Town Clerk, and

the Executive Director would become an employee of the Town of Waynesville. The DWA would not receive any funds from the Town, as it would be handled internally, the Main Street program. Members would be appointed to the DWA Board by the Board of Aldermen.

President Brunk and Ms. Pennington asked for the other Aldermen's opinions. Manager Hites said he would prefer not to administer the program, but he works for the Board, and must follow their instructions.

Alderman Sutton made a motion, seconded by Alderwoman Julia Freeman, to approve the DWA contract being brought back under the purview of the Town of Waynesville.

President Brunk stated that the Board members of DWA loved Waynesville, and she felt that they should be given the chance to rebuild DWA to what it once was.

Alderman Jon Feichter stated that obviously, there is a problem with DWA, but it is a drastic solution to bring the DWA back under the Town. He said there had been some oversight by the Aldermen as well as the DWA with these problems, and the Aldermen need to be more directly involved in the functions of DWA going forward. The step of bringing this in-house is not warranted at this time. He told both Boards that he would prefer to enable DWA to move forward with changes and a new Director, and in one year see where we are with the idea that the DWA can always be brought into the Town at any time.

Dr. LeRoy Roberson said he felt that this is an organization that can be very effective. He does not feel that the Town should not be hiring and firing a DWA Director. He suggested giving the organization 2 years, and that an Alderman needed to be on the Board to have a hand in the operations.

Mayor Caldwell indicated that he felt like the DWA has been in decline for a while. He gave an example of the recent concert on Main Street. He said the only people there to help Interim Director Beth Gilmore was Brandon Gilmore, and the Town Public Services crew, preparing for the concert. They are usually the only people that help set up for Town functions.

Mayor Caldwell asked about interviews for the Executive Director. Chairman Brunk said she had four applications and has not interviewed anyone. After being questioned by Alderwoman Freeman, President Brunk said she had conducted one interview. At that point, there was a correction that she had interviewed two candidates. Alderwoman Freeman asked who had participated in the interviews. President Brunk told her that she and Board Member Jonathan Key had conducted the interviews.

Alderman Dickson said he had heard several complaints over the years, and one had to do with the advertising. He told everyone that nothing should be done that would dampen the enthusiasm that the DWA Board has, and drive people away. Alderman Dickson said he was not

ready to vote to take the organization in-house. He noted that the DWA had plenty of money in the bank to hire a Director, and in way did the Town want to disband the organization.

Alderman Feichter said he felt that this was what was going to happen. If DWA is taken in by the Town, it would be basically starting over with the program. He commended Interim Director Beth Gilmore for doing a great job and pulling things together, and he realizes no one would take that job for just one year. It seems like it would be a mistake to take such a drastic step as taking DWA in-house knowing what has happened in the last few months. He urged the Board not to take that step but take a much more active role and monitor the DWA. Alderman Feichter stated that he is opposed to take the action now to bring the DWA into the Town.

Ms. Tiffany Logan told the Board that as a business owner on Main Street for two years, she is grateful for DWA and what it has done for Main Street. Clearly there are problems that need to be cleaned up, and there are a new set of horses to run the race. She said that if the Aldermen do the work and hand it over it would be like doing a project and then giving it to the people.

Alderman Sutton explained that this would be a committee like the other committees that operate under the Town. The Aldermen would appoint members from businesses downtown and building it up again to what it was years ago. He expressed his frustration and said there are some institutionalized issues that will not solve themselves such as the question before about conducting interviews and not getting the correct numbers. Trying to get information from the DWA has been very difficult, and it should not be.

There was much discussion about the interview process and who had been involved. Alderwoman Julia Freeman asked specifically who was on the interview committee and who had been interviewed for the Executive Director position. Morgan Beryl said there was clear dysfunctionality in the process .

Teresa Pennington said she felt the problems could be fixed with some help, and the Aldermen need to give the DWA a chance to do that. President Brunk stated that if her being on the Board was a problem for DWA to succeed, then she would step down. She said her business was getting slammed by the media and she did not like that.

Alderman Dickson said he would like to know if there was an organization that could provide professional help with guiding the DWA through the process of reorganization. Alderwoman Julia Freeman commented that the State was a valuable resource to use because they have documents and instructions, and that is the process that should be followed. Alderwoman Freeman said she did not feel that the Aldermen got the answers that they were looking for in this meeting. There is much confusion with the number of Boards and the number of members on each Board. The issues with the minutes and financial statements need to be cleared completely. Alderwoman Freeman said she is grateful for the people in this community who

want to step up and volunteer and completely appreciate all the service and the fact they do love the Town of Waynesville.

At that point Alderwoman Freeman rescinded her second on the prior motion made by Alderman Sutton and amended the motion to give the DWA ninety days to get things in order. Two people cannot run the organization by themselves, so the members of the Board need to start participating in the operation of the organization. She said that if there was another meeting with the DWA, she wanted to see the full Board in attendance, and she wanted answers. Alderwoman Freeman told everyone that the Alderman are stewards of the taxpayer's money in the Town of Waynesville. She said that the Alderman wants to have the DWA also be stewards of the money as well.

The DWA Board asked what should be accomplished in the ninety days. Alderman Sutton stated that they should follow the presentation that was made by Main Street USA. He asked that a strategic budget should be formed showing what the monies they are given be used for, and who is going to be paid for it. He told them to follow the NC Statute, and follow up on things.

Mayor Caldwell appointed Alderman Sutton to the DWA Board as the staff person.

Interim Director Beth Gilmore said it was very clear that there is a long list of items that need to be accomplished. The first step is developing a strategic plan, and the other things will fall into place. Whoever the Director is needs to be part of that process, and she is ready, but she does not want to get to far down that road not knowing if she is staying in the position. Time is of the essence, and she asked for direction on choosing a Director, and input on the structure of the Board. She said it is hard to forecast what will happen within the next five years because we do not have a plan in place.

Alderman Sutton replied that they were given instructions on hiring a Director in the materials they were given at a recent presentation by the State. Alderwoman Freeman told the Board to find the people that are listed as being on each Board within the DWA, because it is very confusing. The bylaw revisions need to be voted on and start the planning process. There must be some good faith effort within the next ninety days to make this vision work and moving forward a reality.

Alderman Dickson added that it was stated in the DWA's bylaws that six directors shall be members by virtue of their association organizations. He named five.

- Waynesville City Government
- Haywood County Government
- Haywood County Chamber of Commerce
- Haywood Arts Council
- Haywood County Economic Development Commission

Alderman Sutton state that Alderman Feichter could represent the Economic Development because of his appointment to the TDA.

Interim Director Beth Gilmore said that the State’s Main Street and Rural Planning Center provide templates for a six to twelve-month plan that is given to new programs who need a plan until they get their long-range plan in place. She would like to have a work session to start the process and follow their lead. This would make the process easier to navigate. We have the tools to be successful.

Ms. Jeanette Price told the Aldermen that she appreciated the work that Alderman Sutton has done. She said that as a Board member, it is very much a red flag when we are talking about the legalities of this Board. She said she is hoping that a solution can be found because we all love Waynesville. We all relied to heavily on the previous director, and we as a Board need to realize our own responsibility in what has happened. She said that we stand corrected, and we need to go forward.

The motion made by Alderman Sutton did not receive a second on the prior motion, so the motion died.

Alderman Sutton asked the DWA to make a monthly update to the Board of Aldermen on the progress being made.

Alderman Feichter advised the Board to not hire a Director, but instead use the Director that has been appointed as Interim. She has an opportunity to prove herself as the Executive Director and live up to the praise that everyone has heard.

I. ADJOURN

With no further business, a motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to adjourn the meeting at 7:23 pm. The motion was approved unanimously.

ATTEST:

Robert W. Hites, Town Manager

Gary Caldwell, Mayor

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: August 24, 2021**

SUBJECT: No Parking Sign Street Name Addendum

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department:
Contact: Jeff Stines
Presenter:

BRIEF SUMMARY:

At the August 10, 2021 BOA meeting, I named one of the streets wrong for the “no parking” signage. The street I named at the meeting was Morning View Road. This was supposed to Mill Street.

MOTION FOR CONSIDERATION:

To remove Morning View Road from the list of streets that were to have “no parking” signs and add Mill Street to the list.

ATTACHMENTS:

MANAGER’S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: August 24, 2021**

SUBJECT: Special Event Permits

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

1. *Tuscola High School Band Day (September 18, 2021):* This event will require road closure in front of the Old County Courthouse between Depot Street and Wells Event Way. This is the Tuscola High School Band's annual fundraising event and there will be food trucks, games, and performances by the Tuscola High School Band. This event will require the street to be closed between the hours of 8:00 am and 4:00 pm on Saturday, September 18, 2021.

MOTION FOR CONSIDERATION:

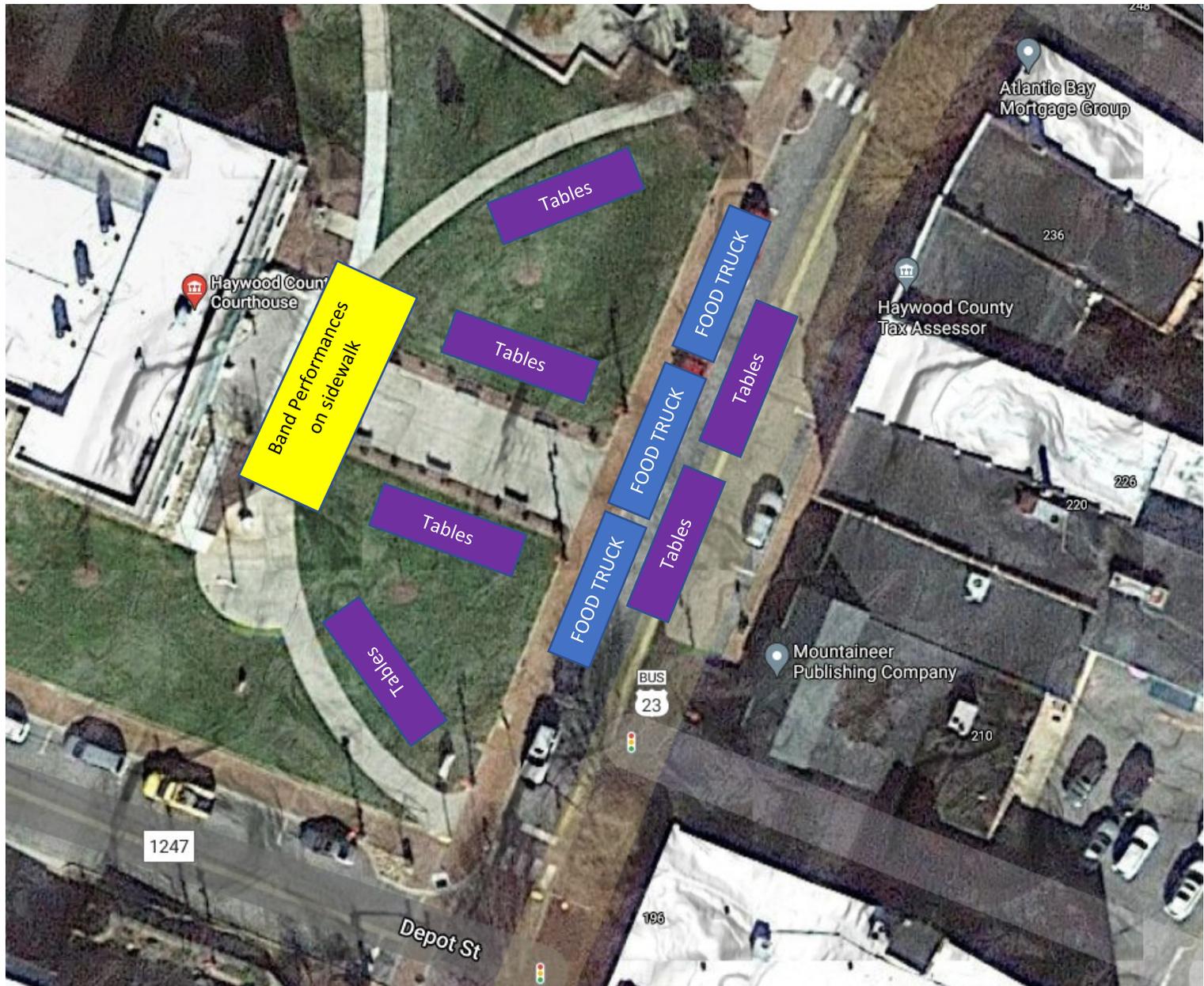
Motion to approve the Tuscola High School Band Day Special Event Permit

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

1. Tuscola High School Band Day Special Event Permit
2. Band Day Event Layout
3. Band Day Street Map

MANAGER'S COMMENTS AND RECOMMENDATIONS:





1611 St

276

23

Depot St

Montgomery St

15

1010

10

10



Application for Special Events Permit

EVENT NAME: Tuscola High School Band Day

EVENT DATE(S): Saturday, September 18, 2021
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: First Presbyterian Church Waynesville and/or County Courthouse Lawn

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 7am-8am

EVENT HOURS: 8am- 4pm

DISMANTLE HOURS (START/END): 4pm-5pm

ESTIMATED ATTENDANCE: 350

BASIS ON WHICH THIS ESTIMATE IS MADE: -90 band students+staff + parents + visitors in the area

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).



SPONSORING ORGANIZATION NAME: Tuscola Band Boosters

ARE YOU A NON PROFIT CORPORATION? No Yes **If yes, are you** 501c(3) 501c(6) **Place of Worship**

APPLICANT NAME: Ken Aldridge **TITLE:** President

ADDRESS: 113 Berry Ln **CITY:** Waynesville **STATE:** NC **ZIP:** 28785

PHONE: 828-558-1168 **FAX#:** _____ **EMAIL:** tuscola.band.president@gmail.com

ON-SITE CONTACT: Ken Aldridge **TITLE:** President

ADDRESS: 113 Berry Ln Waynesville NC 28785

PHONE #: 828-558-1168 **CELL PHONE #:** _____ **EMAIL:** tuscola.band.president@gmail.com

This is our annual fundraising event. We will have yard sale items, food trucks, games and performances by our high school band students

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. North Main Street @ Walnut Street down to Depot Street from 8am-4pm on Sat, Sept 18, 2021

2.

3.

YES NO

Does the event involve the sale or use of alcoholic beverages?
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

Will there be musical entertainment at your event? If "YES" provide the following information:

Number of Stages: 0 Number of Band(s): 1 Amplification? no

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address _____

Do you plan to use an existing vacant building? Address _____

Will there be any tents or canopies in the proposed event site? Please provide the following information:

Approx. Number of Tents: 0 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of pyrotechnics? Explain _____

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____

Will you require electrical hookup for the event? Generators? _____

Will you require access to water for the event? Explain _____

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____

Will inflatable parade balloons be used for the event? Provide details if necessary.

How will parking be accommodated for this event?

Public Garage

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

Volunteers of the event will clean up

Volunteers: Will you require Civilian Police Volunteers for your event?

No

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood event)

CONTACT:
Tina Fower, Assistant Town Manager
Town of Waynesville
110 Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax: (828) 455-2000
E-mail: tina@townofwaynesville.org

Additional Information for Applicants

- Do not announce, advertise or promote your event until you have an approved and signed permit.
- You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.
- The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 7/24/2021**

SUBJECT: Presentation by Dr. Peter Bates (Forest Stewards) on prescribed burns

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: D2
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY: Dr. Burns and the NC Forest Service have been discussing the need for controlled burns in several areas of our watershed. These areas have too much undergrowth to propagate the large hardwood forests that covered the watershed before logging destroyed them. Burns created by lightening are nature occurrences and serve to keep undergrowth under control. A controlled burn is like the natural lightening fed fires. Fire also promotes the germination of certain hardwoods. The burns would be managed by the NC Forest Service in coordination with our Fire Department.

MOTION FOR CONSIDERATION: Approve controlled burning in specific locations.

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Controlled burning is a well-established practice nationwide. It is used extensively in Eastern North Carolina to promote the growth of pine forests that are grown to produce lumber, power poles and wood chips. The Forest Service schedules such burns when conditions are optimal. To re-establish mature hardwood forests in the watershed we need to used burns to reduce the undergrowth and help hardwoods germinate.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: August 24, 2021**

SUBJECT: Greenview Drive Traffic Study

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E3
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

Town staff was approached by a resident of Greenview Drive who had concerns of people speeding. In previous years, the speed limit on Greenview drive had been posted at 20 miles per hour. The 20 mile per hour signs were taken down sometime between 2013 and the present day.

J.M. Teague Engineering has completed a traffic study on Greenview Drive and found that the most vehicles are traveling between the speed of 25 and 35 miles per hour. Due to the nature of Greenview Drive being narrow and winding, and having limited sight distances, J.M. Teague Engineering recommends that the posted speed limit be no greater than 25 miles per hours.

MOTION FOR CONSIDERATION

Motion to post the speed limit of Greenview Drive at 25 miles per hour.

ATTACHMENTS:

- Speed Assessment of Greenview Drive

MANAGER'S COMMENTS AND RECOMMENDATIONS:



1155 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797
www.jmteagueengineering.com

JMTE WAYN 1179
Technical Memorandum
August 17, 2021

To: Jesse Fowler, Assistant Town Manager
Town of Waynesville
Physical Address: 16 South Main Street
Mailing Address: P.O. Box 100
Waynesville, NC 28786
(828) 452-2491
jfowler@waynesvillenc.gov

From: David Hyder, PE
Engineering Director
J.M. Teague Engineering & Planning

Subject: Speed Assessment on Greenview Drive between Longview Drive and Oakdale Road

J.M. Teague Engineering & Planning (JMTE) was asked to perform a 48-hour speed assessment on Greenview Drive between Longview Drive and Oakdale Road within the Town of Waynesville, North Carolina. Based upon the work described below, we recommend that the Town of Waynesville consider posting Greenview Drive at no greater than 25 miles per hour because:

- Most users are driving between 25 and 35 miles per hour,
- Greenview Drive is narrow and winding,
- Sight distances are limited, and
- Most nearby roads are posted at 20 miles per hours.

Data Collection

Pneumatic tubes were installed on Greenview Road approximately 0.06 miles east of Cline Road and 0.17 miles west of Oakdale Road. The data collected starts at midnight on Tuesday, August 4, 2021,

through midnight Thursday, August 5, 2021. Figure 1 shows the study area with the count location marked.

General roadway inventory was collected along Greenview Drive which is a two-lane bidirectional road that is 17'9" wide with no posted speed limit. There are 22 access points on Greenview Drive between Longview Drive and Oakdale Road. Both horizontal and vertical alignment limit sight distance along the roadway. Greenview Drive is parallel to the Waynesville Country Club's golf course and there is one golf cart crossing on the road.

JMTE reviewed speed limits on nearby roads. Longview Drive and Country Club Drive are posted at 25 miles per hour. Greenview Drive at Baldwin Drive is posted at 35 miles per hour. JMTE also reviewed historic Google Earth images and found that Greenview Drive was posted at 20 miles per hour in 2013. The speed limit sign on Greenview Drive has since been removed.



Figure 1 Greenview Drive Showing Count Location

Analysis

Figure 2 summarizes two important measures of speed on streets. The measures are the 85th percentile speed and the ten mile per hour pace. The 85th percentile speed is the speed at or below which 85 percent of the drivers feel that they can safely and comfortably drive on a street. The ten mile per hour pace is the speed range at which most drivers drive along a street. When JMTE collected the data, the 85th percentile speed on Greenview Drive was about 37 miles per hour. Also, during the data collection, the ten mile per hour pace was between 25 miles per hour and 35 miles per hour.

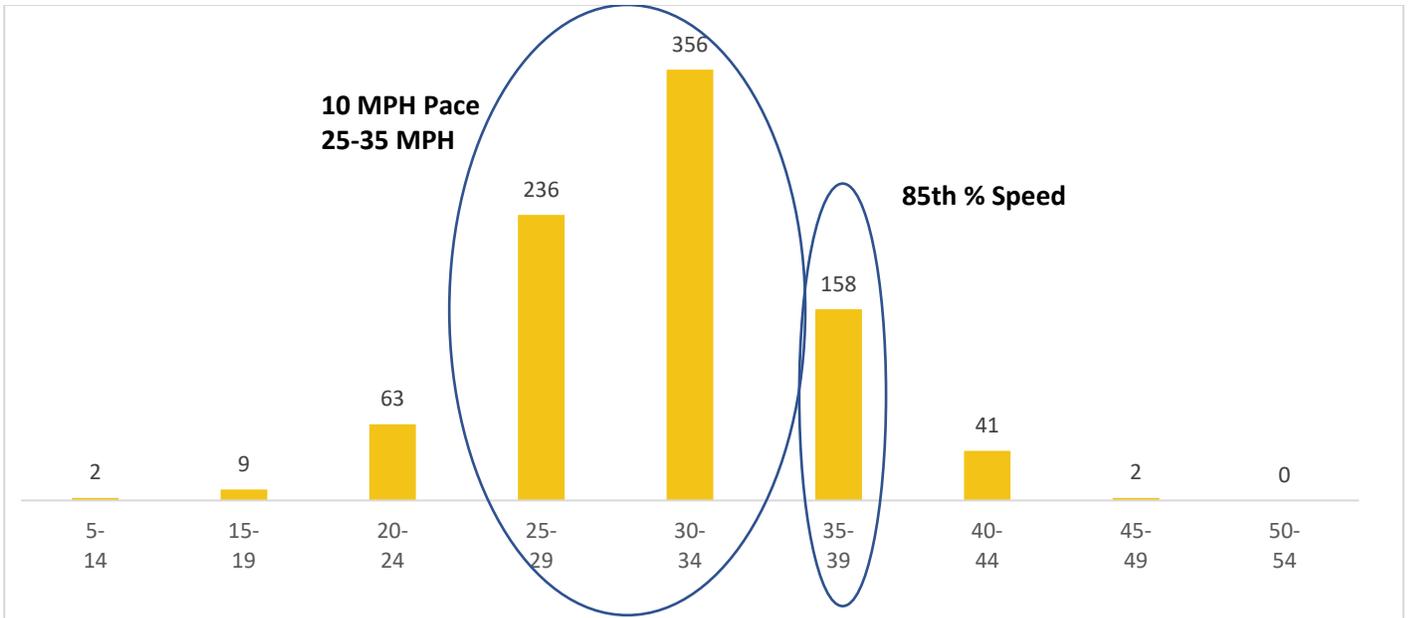


Figure 2 Greenview Drive Observed Speeds (August 4,5, 2021)

Figure 3 shows the vehicle classification recorded during the data collection. Over of Greenview Drive users are cars, motorcycles, or pick-up trucks. The remainder of Greenview Drive Users are single unit trucks.

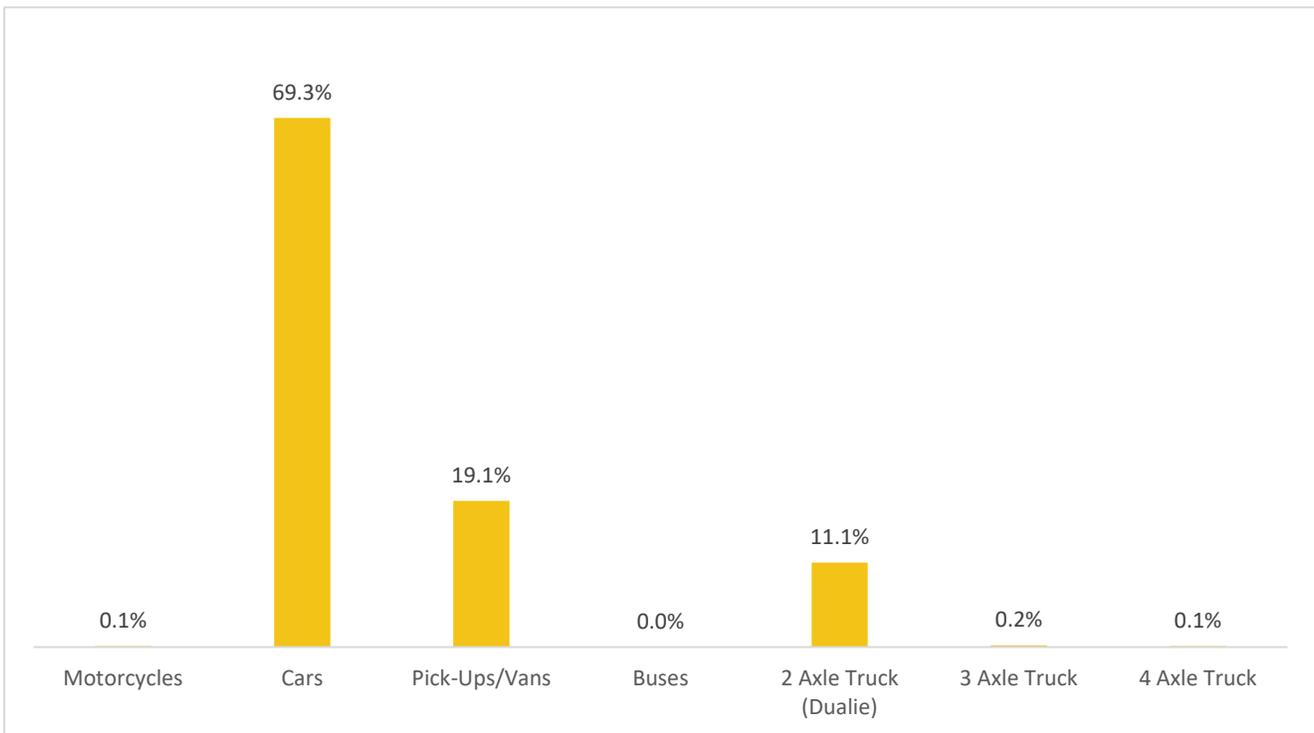


Figure 3 Vehicle Classification (August 4,5, 2021)

Speed:

Day 1 – 08/04/2021

Westbound – 38.7 mph

Eastbound – 35.3 mph

Day 2 – 08/05/2021

Westbound – 37.6 mph

Eastbound – 36.0 mph

Highest observed speed:

Day 1 – 08/04/2021

45-49 mph

Day 2 – 08/05/2021

45-49 mph

Volume:

Day 1 – 08/04/2021

Westbound - 211

Eastbound - 197

Total - 408

Day 2 – 08/05/2021

Westbound - 219

Eastbound - 240

Total – 459

Classification: percent passenger vehicles (PV) and Trucks

Day 1 – 08/04/2021

Westbound - PV 84.4%, Trucks 15.6%

Eastbound - PV 93.4%, Trucks 6.6%

Day 2 - 08/05/2021

Westbound - PV 82.2%, Trucks 17.8%

Eastbound - PV 94.2%, Trucks 5.8%

Conclusion:

The 2-day westbound total volume is 430. The eastbound total volume is 437. For a combined total volume 867 vehicles per day. The 85th percentile of speed is 37 miles per hour and most drivers are running between 25 miles per hour and 35 miles per hour. The roadway geometry and the historic speed limit suggest that the appropriate speed is at or below 25 miles per hour.

The attached traffic data report details the vehicle volumes, vehicle classifications, and vehicle speeds.

Respectfully,



David W. Hyder, P.E.
Director of Engineering

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: August 24, 2021**

SUBJECT: Award Janitorial Contract for Town Facilities.

AGENDA INFORMATION:

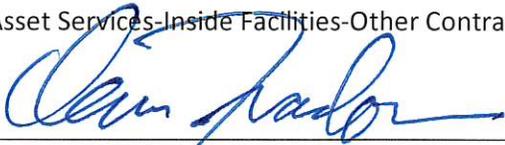
Agenda Location: New Business
Item Number:
Department: Asset Services
Contact: Julie Grasty
Presenter: **Julie Grasty**

BRIEF SUMMARY: On July 29, 2021 our current contractor HyTech gave us notice of termination of contract. An RFP was sent out to eight different firms, during this time three firms requested a walk-thru of our facilities. On August 12th, 2021 three bids were received and opened, the bid tab is attached.

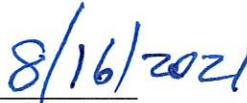
MOTION FOR CONSIDERATION: To award the Janitorial Contract to Reliable Facility Group with the contract ending June 20, 2023.

FUNDING SOURCE/IMPACT:

Asset Services-Inside Facilities-Other Contractual Services -814260-534490 - \$ 68,964.00 (annually).



Dean Trader, Assistant Finance Director



Date

ATTACHMENTS:

Bid Tabulation

MANAGER'S COMMENTS AND RECOMMENDATIONS

Town of Waynesville



Janitorial Services Bid Tabulation

Dawn to Dust Cleaning Service	
Building	Cost
Municipal Building	\$ 2,340.00
Finance Office	\$ 2,140.00
Town Hall, Police and Development Services	\$ 2,840.00
Public Works	\$ 2,480.00
Total Monthly Cost	\$ 9,800.00
Annual Contract Cost	\$ 117,600.00

Reliable Facility Group	
Building	Cost
Municipal Building	\$ 659.00
Finance Office	\$ 1,307.00
Town Hall, Police and Development Services	\$ 2,429.00
Public Works	\$ 1,352.00
Total Monthly Cost	\$ 5,747.00
Annual Contract Cost	\$ 68,964.00

Stratus Building Solutions	
Building	Cost
Municipal Building	\$ 1,175.00
Finance Office	\$ 1,275.00
Town Hall, Police and Development Services	\$ 3,975.00
Public Works	\$ 1,350.00
Total Monthly Cost	\$ 7,775.00
Annual Contract Cost	\$ 93,300.00

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: August 24, 2021**

SUBJECT: Scheduling a closed session to conduct the annual review of the Town Manager

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: F5
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

At the Board's discretion, staff would like to schedule a closed session at the next regular scheduled meeting of the Board of Aldermen to conduct the annual review of the Town Manager.

MOTION FOR CONSIDERATION

ATTACHMENTS:

The Town Manager's annual review packet will be distributed during the meeting on August 24, 2021

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 7/24/21**

SUBJECT: Golden Leaf Grant for Countywide Water Interconnection

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: F6
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY: McGill and Associates has completed a Countywide study that makes the case for the Towns and Water Districts to be interconnected for fire protection and short-term emergency water issues. The Towns do not have the storage capacity to handle a major fire or line failure without the help of neighboring municipalities. Currently Waynesville is interconnected with Maggie Valley, Lake Junaluska and Junaluska Sanitary District but our storage capacity limited. On a regular workday water demand at Champion, HCC, Haywood Hospital, and that area of Clyde can draw down the Tuscola Tank and reduce the water pressure in that entire area. The study recommends a number of improvements to the system with the most important being the interconnection of Canton with our extended water system. We request your permission to aid the County and Towns in drafting a Golden Leaf Grant request to improve the water situation in the area of Tuscola High School. The area is about to experience substantial growth and further burden the Tuscola Tank. The Town will not be expending its own funds in the project.

MOTION FOR CONSIDERATION: Permit the Town staff to aide in drafting a grant for improvements to the Countywide emergency water system.

FUNDING SOURCE/IMPACT: The Town would not be called on to furnish matching funds.

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS The local governments have requested that McGill and Associates present their report at the next COG meeting.