

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

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

This meeting of the Town of Waynesville Board of Aldermen will be held via Zoom.

- Zoom link: <https://us02web.zoom.us/j/86279523670>
- To call in to the zoom meeting with your phone please dial **1-929-205-6099**.
- The meeting ID is **862 7952 3670**

Any person interested in submitting a public comment can email their comments in written form to the Town Clerk at eward@waynesvillenc.gov. Those comments will be read into the record by the Town Clerk.

For more information, or if you have any questions please contact Jesse Fowler, Assistant Town Manager at 828-456-2491 or via email at jfowler@waynesvillenc.gov



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: February 23, 2021

Time: 6:00 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.

Click on "Government/Mayor & Board" to download materials for town board meetings.

Consider the environment ♦ Conserve resources ♦ Print only when necessary

The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at: (828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

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

Motion: To approve the minutes of the Board of Aldermen regular meeting held on February 9, 2021 as presented (or as corrected).

B. PUBLIC COMMENT

3. Any Public Comments will be read by Town Clerk Eddie Ward.

C. NEW BUSINESS

4. Support for the Haywood Waterways Association's 9th Annual Plunge Benefitting Kids in the Creek
 - Assistant Town Manager, Jesse Fowler

Motion: To donate \$500 in support of Haywood Waterways Association's 9th Annual Plunge benefiting Kids in the Creek

5. Presentation of the special events applications for the year 2021 received thus far
 - Assistant Town Manager, Jesse Fowler

Motion: To approve the discussed Special Event applications and approve any required letter of support to be sent to NCDOT.

6. Permission to proceed with Parks and Recreation Trust Fund (PARTF) grant application
 - Rhett Langston, Parks and Recreation Director

Motion: To grant permission to pursue the PARTF grant application.

7. Itron Metering Solutions

- Jeff Stines, Public Services Director

Motion: To approve Reallocation of existing Capital Funds for Itron Metering Solutions Equipment/Electric Meters/Water Meter ERT's.

D. PRESENTATION

8. NC Local Government Employee Retirement System increase & update on health insurance

- Brittany Angel, HR Specialist

9. Annual Fire Department Report

- Chris Mehaffey, Assistant Fire Chief

10. Review of Town Finances

- Autumn Lyvers, Finance Director

Motion: Accept the presentation for information

E. COMMUNICATIONS FROM STAFF

11. Manager's Report

- Town Manager Rob Hites

Waste Treatment Plant Loan Offer

Motion: To approve a Resolution R-01-21 accepting the SRF Loan Offer

12. Grant Application for Recycling Carts

Motion: To approve Grant Application

13. Town Attorney Report

- Town Attorney William Cannon

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

G. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR March 2021

2021	
Thursday Feb 25	Board Retreat – Public Services Training Room – 8:30 am
Tuesday March 9	Board of Aldermen Meeting – Regular Session
Tuesday March 23	Board of Aldermen Meeting – Regular Session
Friday April 2 Good Friday	Town Offices Closed
Tuesday April 13	Board of Aldermen Meeting – Regular Session
Tuesday April 27	Board of Aldermen Meeting – Regular Session
Tuesday May 11	Board of Alderman Meeting – Regular Session
Monday May 25	Board of Aldermen Meeting – Regular Session
Monday May 31 Memorial Day	Town Offices Closed
Tuesday June 8	Board of Aldermen Meeting – Regular Session
Tuesday June 22	Board of Aldermen Meeting – Regular Session
Friday July 5 Independence Day	Town Offices Closed
Tuesday July 13	Board of Aldermen Meeting – Regular Session
Tuesday July 27	Board of Aldermen Meeting – Regular Session
Tuesday August 10	Board of Aldermen Meeting – Regular Session
Tuesday August 24	Board of Aldermen Meeting – Regular Session
Monday September 4 Labor Day	Town Offices Closed
Tuesday September 14	Board of Aldermen Meeting – Regular Session
Tuesday September 28	Board of Aldermen Meeting – Regular Session
Tuesday October 12	Board of Aldermen Meeting – Regular Session
Tuesday October 26	Board of Aldermen Meeting – Regular Session
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
Tuesday December 14	Board of Aldermen Meeting – Regular Session
December 23, 24 & 27th	Town Closed – Christmas Holidays
Saturday June 5, 2021	Oasis Shriners Spring Celebration Parade

Board and Commission Meetings – March 2021

ABC Board	ABC Office – 52 Dayco Drive	March 16 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	March 9 2 nd Tuesday 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	March 25 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	March 3 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	March 15 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	March 11 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	March 17 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	March 9 2 nd Tuesday 3:30 PM

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
February 9, 2021

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, February 9, 2021 at 6:00 p.m. via Zoom in the Municipal Building located at 16 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:02 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Town Attorney William E Cannon, Jr.
Eddie Ward, Town Clerk
Jeff Stines, Public Services Director
Autumn Lyvers, Finance Director

The following media representatives were present:

No media were present

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded the board about the upcoming Board Retreat which will be held on Thursday February 25th in the training room of Public Services.

2. Adoption of Minutes

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the minutes from the January 26, 2021 regular meeting. The motion carried unanimously.

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

B. PUBLIC COMMENT

3. Mayor Gary Caldwell asked Town Clerk Eddie Ward if there were any comments to be read into the minutes. She stated there were no public comments.

C. NEW BUSINESS

4. Tree Trimming for Electric Department
- Jeff Stines, Public Services Director

Public Service Director Jeff Stines stated that this capital item was approved in this year's fiscal budget. He explained that there were three separate times the bids were sent out for this project, and there were no responses until the project was divided into two phases. Then a bid was placed by Wolf Tree, which is a spin-off of Davey Tree Company. The first phase totaling \$25,849.89 and the second phase totaling \$42,554.99 with the total for the project being \$68,404.88. Mr. Stines explained that \$100,000.00 had been approved for the project and asked to award this bid to Wolf Tree for these services.

Aldermen Jon Feichter asked Mr. Stines what the process has been to notify the property owners of the tree removal. Mr. Stines stated that Willie Smith, Electrical Superintendent, had contacted the property owners, and in situations where it was rental property, the owner of the property was notified. Aldermen Feichter expressed his concerns about a previous bush trimming project where the property owner's approval had not been granted. Mr. Stines then explained that with this project, signed documents were received from the property owners granting their permission.

Major Gary Caldwell stated that he had looked over the project details and said he appreciated the extra effort being made to get the documents signed by the property owners.

A motion was made by Aldermen Anthony Sutton , and seconded by Aldermen Julia Freeman , to award the Tree Trimming Contract to Wolf Tree, a division of the Davey Tree Expert Company. The motion carried unanimously.

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

5. Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Newspaper
- Autumn Lyvers, Finance Director

As of January 31st, \$5.2 Million dollars of the \$5.7 Million have been collected, which is 91.3%. That percentage is in line with prior years and slightly higher than last year. Ms. Lyvers stated that she expects additional tax revenue to continue to come in for the next few months. Ms. Lyvers said she was preparing the delinquent tax notices ready

to be sent out to property owners, and they would have 30 days for the taxes to be paid before the delinquent tax list would be placed in the Enterprise Mountaineer. Ms. Lyvers stated she was asking the board to approve the yearly tax advertisement in the Enterprise Mountaineer.

A motion was made by Aldermen Julia Freeman , and seconded by Aldermen Chuck Dickson , to approve the yearly tax advertisements in the Enterprise Mountaineer in accordance with N. C. G. S.105-369. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>
<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Alderman Anthony Sutton</i>	<i>Aye</i>

D. COMMUNICATIONS FROM STAFF

Manager's Report

- Town Manager Rob Hites

Town Manager, Rob Hites, told the Board that the Local Government Commission met last week, and they amended their loan offer from 20 years to 26 years, which was in line with North Carolina DENR recommendation. He also stated that North Carolina DENR contacted him on a separate issue, and that they will be sending an offer letter of discretionary money which is outside of the loan by the LGC approved by the LGC. Mr. Hites expressed that he hopes that will be the money necessary to grant a zero percent interest rate and a \$500,000.00 forgiveness of the \$19,500,000.00.

Manager Hites explained that he, along with Public works Director Jeff Stines, and his staff are working with the engineers to make sure that there is complete understanding as to how the project is going to be completed.

Manager Hites stated that Town Attorney William Cannon and the attorneys for Sanford Holshouser are working on a final draft of the contract with Tribridge LLC to build the BI-LO apartments.

The entire staff is working on researching the agenda items that the Board Members has given them for the Winter Board Retreat. Manager Hites has asked every department to send a written report with the highlights of each department's needs so that the Board can review them ahead of time.

6. Town Attorney Report

- Town Attorney William Cannon

Mayor Caldwell asked Town Attorney Cannon about the property on Hazel Street. Attorney Cannon told the board that he is waiting on the county to have the hearing. He has called several times and cannot get an answer.

E. CLOSED SESSION

A motion was made by Aldermen Julia Freeman , and seconded by Aldermen Jon Feichter , to enter into closed session at 6:33 pm to consult with Attorney to preserve Attorney client privilege, and to discuss matters relating to the location or expansion of industries or other businesses G. S. §143-318.11(a)(3)(4). The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>
<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Alderman Anthony Sutton</i>	<i>Aye</i>

A motion was made by Alderman Jon Feichter , seconded by Alderman Chuck Dickson , to return to open session at 6:56 pm. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>
<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Alderman Anthony Sutton</i>	<i>Aye</i>

A motion was made by Aldermen Julia Freeman, and seconded by Aldermen Anthony Sutton, to amend the former motion of acquisition of real property G. S. §143-318.11(a)(3)(4) to G. S. §143-318.11(a)(5). The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>
<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Alderman Anthony Sutton</i>	<i>Aye</i>

F. COMMUNICATION FROM MAYOR AND BOARD

Aldermen Chuck Dickson told the Board that there was an opportunity to apply for a grant from the North Carolina Department of Environmental Quality, in conjunction with Haywood County, for the 2021 Waste Reduction and Recycling Program. The grant is in the amount of \$30,000 and will be matched with \$25,000

by Haywood County. The County will apply for the grant from the state and no action is required by the Town. The deadline for the application submission is February 18th. The consensus of the Board was for Aldermen Dickson contact David Francis from the County and proceed with the application process.

G. ADJOURN

With no further business, a motion was made by Alderman Jon Feichter, seconded by Alderman Chuck Dickson , to adjourn the meeting at 6:40 pm. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>
<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Alderman Anthony Sutton</i>	<i>Aye</i>

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Town Manager

Eddie Ward, Town Clerk

Kathy Johnson, Deputy Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: Support for the Haywood Waterways Association's 9th Annual Plunge Benefitting Kids in the Creek


AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C4
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY: For the 9th year in a row, Haywood Waterways Association is hosting the Plunge Benefitting kids in the Creek. In past years, the Town of Waynesville has pledged a \$500 sponsorship to the event because of the benefit the Kids in the Creek program has for not just the Town of Waynesville, but Haywood County as a whole.

MOTION FOR CONSIDERATION: Motion to donate \$500 in support of Haywood Waterways Association's 9th Annual Plunge benefitting Kids in the Creek.

FUNDING SOURCE/IMPACT: \$500 from the general fund

	2/16/2021
Autumn Lyvers, Finance Director	Date

ATTACHMENTS: Plunge Flyer

MANAGER'S COMMENTS AND RECOMMENDATIONS:



9th Annual Plunge

Benefit-t-t-ting Kids in the Creek & Env't'l Education

We are adapting to COVID-19 this year

Take The Plunge

Saturday, Feb. 27, 2021

10:00 AM to 4:00 PM

Champion Credit Union Aquatics Center, 77 Penland St, Canton

- Reservations every 15-minutes
- Online or Day-Of Registration
- Plunge to your favorite tune courtesy of DJ Master P

Take The Plunge Challenge

- Anywhere & Anytime
- Individuals and Teams

Your bathtub, a kiddie pool, your front yard with a hose, or a local waterway, anything counts if the water is cold!

Record your plunge and enter Best Plunge and Best Costume Awards



- \$25 or FREE by raising sponsorships (\$10 under age 18)
- PRIZES: Best Costumes, Top Fundraisers (Individual, Community Team, School), Most Plungers, Best Plunge
- FREE T-SHIRT FOR ALL PLUNGERS

Complete Details - Register - Donate - Sponsor a Plunger

charity.gofundme.com/9thhwaplunge

Or contact Haywood Waterways at

info@haywoodwaterways.org - 828-476-4667

www.haywoodwaterways.org/theplunge



Hosted by:



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: Presentation of the special events applications for the year 2021 received thus far

AGENDA INFORMATION:

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

BRIEF SUMMARY: There have been several applications received for special events in 2021. Staff expects there will be more throughout the year, at which time they will be brought to the attention of the Board. These special event applications have been reviewed by the Special Events Committee which consists of Fire Department, The Police Department, and Public Services

Bikers in Boxers 10th Annual Winter Charity Ride, March 6, 2021: This event will be a short ride through the Downtown beginning and ending at VFW Post 5202 at 216 Miller Street at 11:00 am. Riders will be escorted by the Waynesville Police Department on duty patrol officers. This event should take no more than approximately 30 minutes and will not require any road closures.

Oasis Shriners Spring Ceremonial Parade, June 5, 2021: *(previously approved:* This event was approved in 2020 to occur in 2021. This event will be a parade through Downtown Main Street and Wall street. This event will consist of approximately 20 parade units which will begin lining up around 1:00 pm. The parade will begin at 2:00 pm and will last until approximately 3:00 pm.

Gateway to the Smokies Half Marathon/Mighty Four Miler to Benefit Riley Foundation Fund, April 3, 2021: This will be an extensive event that begins on Depot street. Runners will take off in groups of 20 every 5 minutes and the course will take them from Downtown Waynesville, around the Country Club, through Plott Creek, and they will finish on Boundary Street in Frog Level. Several intersections which are specified in their application will be monitored by Waynesville Police Department, Haywood County Sheriffs Department, and Waynesville Fire Department.

MOTION FOR CONSIDERATION: Motion to approve all current special event applications and any letters of support that may be required by the North Carolina Department of Transportation.

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:



Application for Special Events Permit

I. General Information

EVENT NAME:

Bikers In Bikers 10th Annual Winter Charity Ride

EVENT DATE(S):

March 6, 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

Town of Waynesville, NC

IF THIS EVENT IS A PARADE
OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END):

11:00am

EVENT HOURS:

2 hrs

DISMANTLE HOURS
(START/END):

2 pm

ESTIMATED ATTENDANCE:

75

BASIS ON WHICH THIS ESTIMATE IS
MADE:

Previous Charity Rides

COMPREHENSIVE GENERAL LIABILITY
INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION
NAME:

VFW Riders Group Post 5202

ARE YOU A NON PROFIT
CORPORATION?

No

☒ Yes

If yes,
are you

☒ 501c(3)

☐ 501c(6)

Place of
Worship

APPLICANT
NAME:

VFWIRG Post 5202

TITLE: VFW Post 5202 Entity

ADDRESS:

216 Miller St CITY: Waynesville STATE: NC ZIP 28786

PHONE:

FAX#:

(828) 456-9344

EMAIL:

ON-SITE
CONTACT:

Chris Anders (828) 506-1609

TITLE: VFW Aux President

ADDRESS:

216 Miller St / Waynesville, NC / 28786

PHONE #:

(828) 506-1609

CELL PHONE #:

EMAIL:

anderschris@1869@gmail.com

Off on Wednesdays
Mon Tues Thurs Friday after 3:00pm

III. Brief Description of Event

Charity Ride to be led by police. Followed by motorcycles and a few cars.

IV. Street Closure Request (Attach map of the Street Closure)

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.

2.

3.

V. Event Details

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: _____

Number of Band(s): _____

Amplification? _____

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: _____

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. _____

VI. Additional Questions

How will parking be accommodated for this event?

No Parking

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: Will you require Civilian Police Volunteers for your event?

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 400, Waynesville, NC 28788
Telephone: (828) 458-2201
Fax No.: (828) 458-2000
Email Address: amie.owens@waynesville-nc.gov

VIII. Special 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.

Bikers in Boxers Route (from 2020)

March 6, 2021

Start at VFW Post 5202, 216 Miller Street, Waynesville, NC

Right onto Miller Street

Right onto Commerce Street

Right onto Depot Street

Left onto Brenner Avenue

Right onto Boundary Street

Right onto Walnut Street

Right onto N Main Street - S Main Street

Right onto S Haywood Street

Right onto Academy Street

Left onto S Main Street – N Main Street

Left onto Walnut Street

Left onto Brenner Avenue – N Haywood Street

Right onto Miller Street

Right into VFW Post 5202



Application for Special Events Permit

I. General Information

EVENT NAME: Oasis Shriners Spring Ceremonial Parade

EVENT DATE(S): June 5th 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: Downtown Waynesville Main Street

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

SET-UP TIME (START/END): 1:00 PM-2:00 PM

EVENT HOURS: 2:00 PM-3:00 PM

DISMANTLE HOURS (START/END): 2:30 PM-3:00 PM

ESTIMATED ATTENDANCE: 25 parade units and approximately 200 in attendance

BASIS ON WHICH THIS ESTIMATE IS MADE: Multiple Annual parades

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Oasis Shriners

ARE YOU A NON PROFIT CORPORATION?

No	Yes	X	If yes, are you	501c(3)	501c(6)	Place of Worship
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APPLICANT NAME: Tommy Helms TITLE: Assistant Rabban / VP 2019

ADDRESS: 604 Doug Mayes Pl CITY: Charlotte STATE: NC ZIP: 28262

PHONE: 704-621-9308 FAX#: EMAIL: Tommyhelms3@gmail.com

ON-SITE CONTACT: Tommy Helms TITLE: Potentate/CEO 2021

ADDRESS: 604 Doug Mayes Pl, Charlotte NC

PHONE #: CELL PHONE #: 704-621-9308 EMAIL: Tommyhelms3@gmail.com

III. Brief Description of Event

Oasis Shriners Annual Spring Ceremonial & Parade.

IV. Street Closure Request (Attach map of the Street Closure)

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. N. Main St, Howell St, Wall St, Pigeon St. Parade line up on South end of Wall St turn right onto Pigeon St right onto N. Main St right onto Howell St right onto Wall St and end at starting point.
2. Parade line up starts at 1:00 PM and Parade starting at 2:00 PM. Only using one lane of Wall St as line up and approximately 700 ft.
3. Parade ends 2:45 and loading completed by 3:00 PM. Note: Plan for non-licenses vehicles to unload in First Baptist Church parking lot and move down to Wall St for lineup. At the end do same for loading.

V. Event Details

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: _____ Number of Band(s): _____ Amplification? _____
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: _____ 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? No- **Need 110V area for Parade announcer along route**
- ☐ ☒ 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.

VI. Additional Questions

How will parking be accommodated for this event?

Public parking and contracted shuttle

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?

N/A

Volunteers: Will you require Civilian Police Volunteers for your event? No Self supported

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

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

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

Telephone: (628) 452-2191

Fax No.: (628) 452-2000

Email Address:

VIII. Special 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.

YOUR TRIP TO:

5 S Wall St



24 MIN | 1.0 MI

Trip time based on traffic conditions as of 9:22 AM on November 4, 2019. Current Traffic: N/A



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

5 S Wall St

Line up



1. Start out going southwest on Wall St toward Pigeon St/US-276 N/US-276 S.

Then 0.00 miles

0.00 total miles



2. Turn right onto Pigeon St/US-276 N.

Then 0.04 miles

0.05 total miles



3. Turn right onto S Main St/US-23 Bus N.



4. S MAIN ST is on the left.



129 S Main St, Waynesville, NC 28786-4356

This leg of your trip is:

1 minute • 0.05 miles

Start of next leg of route



5. Start out going north on S Main St/US-23 Bus S toward Pigeon St/US-276 N/US-276 S.

Then 0.30 miles

0.35 total miles



6. 220 N MAIN ST is on the right.



220 N Main St

This leg of your trip is:

7 minutes • 0.30 miles

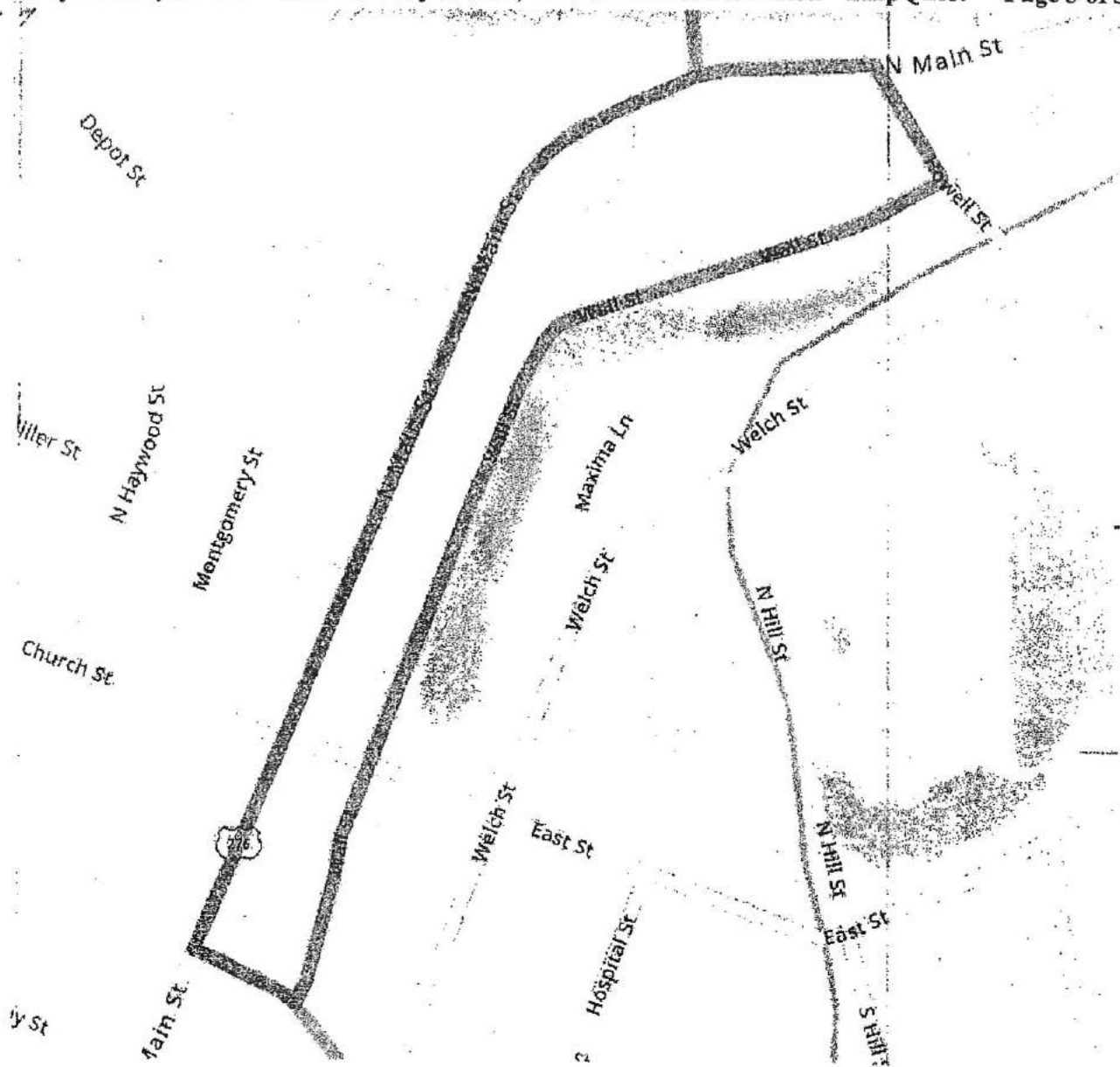
Start of next leg of route



7. Start out going northeast on N Main St/US-23 Bus S/US-276 N toward Walnut St/US-276 S. Continue to follow N Main St/US-23 Bus S.

Then 0.14 miles

0.49 total miles





Application for Special Events Permit

I. General Information

EVENT NAME: Gateway to the Smokies Half Marathon/Mighty Four Miler to Benefit Riley Howell Foundation Fund

EVENT DATE(S): April 3, 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: Starts on Main Street at Branner Ave; Finishes on Boundary Street

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

SET-UP TIME (START/END): 6:00-8:00 AM

EVENT HOURS: 8:00 AM-12:00 PM

DISMANTLE HOURS (START/END): 11:00 AM-1:00 PM

ESTIMATED ATTENDANCE: 700

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous experience

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Glory Hound, Inc. dba Glory Hound Events

ARE YOU A NON PROFIT CORPORATION?	No <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/>	If yes, are you <input type="checkbox"/> 501c(3)	<input type="checkbox"/> 501c(6)	Place of Worship <input type="checkbox"/>
-----------------------------------	---	---------------------------------	---	----------------------------------	--

APPLICANT NAME: Greg Duff TITLE: President

ADDRESS: PO Box 19256 CITY: Asheville STATE: NC ZIP 28815

PHONE: 828-400-5868 FAX#: EMAIL: greg@gloryhoundevents.com

ON-SITE CONTACT: Same TITLE:

ADDRESS:

PHONE #: CELL PHONE #: EMAIL:

III. Brief Description of Event
Glory Hound Events, in partnership with the Riley Howell Foundation, will produce this event for the second year. We will use the same start/finish and courses as previous years. All profits from the 4-mile event will go to the Riley Howell Foundation. The course designer and past race director, Kevin Fitzgerald, works with our company and will play a major role in the event. The races will start 15 minutes apart and finish near the old armory with the post-race activities in the Haywood Builders Supply parking lot.
IV. Street Closure Request (Attach map of the Street Closure)

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. Boundary Street from Depot St to Branner Avenue (4/3, 6 AM-1 PM)

2.

3.

V. Event Details

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: _____ Number of Band(s): _____ Amplification? Yes

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: 5-10 Will any tent exceed 400 sq. feet in area? X ☐ NO ☐ YES

☐
☒

Does the event involve the use of **pyrotechnics**? Explain _____

5-10 on old courthouse lawn and finish area

☒
☐

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? Yes

☐
☒

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. See Page 4

☐ TBD

☐

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? Not yet

☐
☒

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

VI. Additional Questions

How will **parking** be accommodated for this event?

Primary-Courthouse parking deck; secondary-street parking as available

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?

We will utilize a trash/recycling service

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

Yes, please

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

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

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

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special 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.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

2021 Entry Fees

Gateway to Smokies Half Marathon

50	11/1-12/31/20
60	1/1/21-2/28
70	3/1 On

Mighty Four Miler

25	11/1-12/31/20
30	1/1/20-2/28
35	3/1 On

GATEWAY TO THE SMOKIES HALF MARATHON AND 4 MILER

APRIL 4, 2020

OFFICER LOCATIONS

WPD= Waynesville Police Department
 CP= Civilian Police
 HCS= Haywood county Sheriffs Office
 WFD= Waynesville Fire Department

Location	Race	Time	Direction	Agency
Start - North Main Street at Depot	13.1 and 4	0745-0830	Straight	Lead-WPD
South Main and Church Street	13.1 and 4		Straight	CP
South Main and Pigeon St (Follow ATV then Moves to #2)	13.1 and 4	0745-0830	Straight	WPD
South Main Street and Academy		0745-0830	Straight	CP
South Main Street and Haywood Street	13.1 and 4		Straight	CP
South Main Street and Legion Street	13.1 and 4		Straight	CP
South Main Street and Hazelwood Ave	13.1 and 4		Straight	CP
South Main and Country Club/Virginia	13.1 and 4	0745-0910	Left	WPD
Country Club and Niniwah	13.1	0745-0830	Left	WPD
Niniwah and Country Club	13.1	0805-0905	Left	WPD
Virginia and Hazelwood	13.1 and 4	0810-0910	Left	WPD
Georgia and Brown	13.1 and 4	0810-0915	Right	CP
Brown and Boyd	13.1	0810-0925	Left	WPD
Boyd and Sulphur Springs	13.1	0810-0925	Left	CP
Sulphur Springs and Eagles Nest	13.1	0815-0940	Right	WFD
Eagles Nest and US 19/23 West Off Ramp	13.1	0815-0940	Straight	HCS
Eagles Nest and Will Hyatt	13.1	0820-0945	Left	HCS
Will Hyatt and Plott Creek	13.1	0820-0955	Right	HCS
Plott Creek and Green Valley	13.1	0825-1000	Left	HCS
Log Cabin and Hyatt Creek (runners stay left to Green Valley)	13.1	0825-1010	Left	HCS
Plott Creek and 74 East Off Ramp to Hazelwood	13.1	0835-1040	Straight	CP
Sulphur Springs Rd and Hazelwood Ave				HCS
Hazelwood and Brown	13.1	0835-1045	Left	WFD
Joy Ln and South Haywood	13.1 and 4	0815-1110	Straight	CP
North Haywood Street and Church Street (#2 Position)	13.1 and 4		Straight	WPD
N Haywood and Depot	13.1 and 4	0820-1115	Left	WPD
Depot Street and Boundary Street (Barricaded Position)	13.1 and 4		Straight	CP



2021 OPERATIONAL OUTLINE HOW IT WILL WORK – APRIL 3, 2021

Registration

- Open February 1 at 9:00 AM
- Initial Caps (based on minimum start allowance): Half-160; M4M-200; Caps may be raised if outdoor assembly maximums are increased to 100 or more

Packet Pickup

- Friday Night - Drive through at Wells Event Center
- Saturday - Walk Up at Wells Event Center
- Can pick up for other people
- Packets Pre Assembled

Start

- If 50 allowed to assemble, runners will go off in groups of 20 five minutes apart starting at 7:30 AM with the last at 8:55 AM
- If 100 allowed to assemble, runners will go off in groups of 40 every 10 minutes starting at 7:30 AM with the last at 8:50 AM or groups of 40 every five minutes starting at 7:30 AM and ending at 8:30 AM
- For 10 minute gaps, runners may start at anytime five minutes before until five minutes after their assigned start time
- Half marathon runners first; 4-mile runners next
- Start times will be assigned based on the date of registration. The earlier the registration date, the earlier the start time. We won't allow people to change their assigned start time.
- Official start times posted and emailed on Sunday, March 28
- Assembly area will be between Wells Event Center and start alley

Course

- Desired Start location is alley next to Mountaineer with start pad at intersection with Main Street
- All course marshals as regular race
- Same planned police presence
- No water stations
- All course signage
- No road markings; some directional stickers on pavement
- Run on sidewalks whenever possible (especially for half marathon)

Post-Race

- Pre packaged meals and bottled water after finish line
- No post race party at Haywood Builders Supply
- No posted results - live link provided pre race; results link emailed
- No awards ceremony - possible Facebook live awards announcement

COVID Mitigation

- All participants, volunteers and staff will be instructed to stay home if they are exhibiting any symptoms or have been in close contact with anyone who has tested positive within the CDC guidelines
- Face coverings required from time they leave their vehicle to the time they start the race. During the race it must be on anytime they are within 10' of a person not living in their household. After the race, it is put back on at the finish line to the time they return to their vehicles
- Face coverings required of all volunteers and staff
- Runners instructed to stay outside of 6' of any other runner on the course not living in their household or cover face when this cannot be achieved
- Face coverings required of driver picking up on Friday
- Hand sanitizers at Saturday PP and in all portajohns
- Hand washing station near portajohns

Opt-Out

- All of this information will be provided in an email to all registered runners. If they are not comfortable participating under these conditions they may opt out by February 1 and be deferred to the 2022 race.
- If they don't opt out by Feb 1, the normal cancellation policies will be applicable (cancel and receive 50% discount code for 2022). Once we know number of actual participants, we can set the final race caps (no more than 200 for half; 280 for M4M)



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

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

February 23, 2021

North Carolina Department of Transportation
Division 14
253 Webster Road
Sylva, NC 28779

To Whom It May Concern:

This letter is to your inform your agency of our knowledge and approval of the Gateway to the Smokies Half Marathon/Mighty Four Miler, to be held in Waynesville and parts of Haywood County on Saturday, April 3.

The Town of Waynesville has worked with the event producers on numerous other events and is confident in their abilities to provide a safe course that is respectful to motorists. To that end, we will work with the Haywood County Sheriff Department to supplement our officers at key intersection within the town limits that provides a safe avenue for the runners in accordance with State of North Carolina law and NCDOT guidelines.

Thank you for your consideration.

Sincerely,

Robert W. Hites Jr.
Town Manager

David P. Adams
Chief of Police

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: Permission to proceed with Parks and Recreation Trust Fund (PARTF) grant application

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C6
Department: Development Services and Parks and Recreation
Contact: Elizabeth Teague and Rhett Langston
Presenter: Rhett Langston

BRIEF SUMMARY:

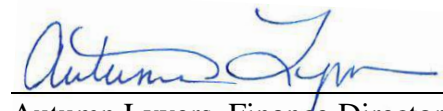
We would like to ask permission from the Board of Aldermen to move forward in the PARTF grant application process for the bridge, greenway and other recreational items at the Schulhofer property next to Vance Street Park. Although the bridge estimate from the Bell Engineering is not yet complete we roughly estimate the total application to be close to \$270,000 and the Town of Waynesville's contribution to roughly \$30,000.

We will be working with Equinox on the grant application. It is due on May 1.

We will present the specific estimates later on the spring for a final approval.

MOTION FOR CONSIDERATION: To grant permission to pursue the PARTF grant application.

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



Autumn Lyvers, Finance Director

2/16/2021

Date

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: Itron Metering Solutions

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C7
Department: Finance/Public Works
Contact: Autumn Lyvers/Jeff Stines
Presenter: Jeff Stines

BRIEF SUMMARY:

Town of Waynesville will be deploying new electric meters to accommodate the requirements of new development occurring at the former Bi-Lo shopping center and old hospital building. These new Itron electric meters are not compatible with the current hand-held reading devices used by the Finance Department. This requires purchase of new Itron software and equipment to allow the Finance Department to read the new electric meters. This equipment upgrade will allow the Finance department to continue reading electric meters and provide additional capability such as remote disconnection. However, the new equipment is not able to read our water meters unless additional equipment is purchased. We need to replace existing water meter endpoints with Itron ERT (radio) endpoints to read water meters with the new Itron equipment. These ERT endpoints average \$85 per endpoint.

MOTION FOR CONSIDERATION: Reallocation of existing Capital Funds for Itron Metering Solutions Equipment/Electric Meters/Water Meter ERT's.


FUNDING SOURCE/IMPACT:

The following costs can be absorbed in the current FY2021 budget with projected savings in capital expenditure line items: (Surplus Funding Available = \$115,000.00)

- Itron Software and Mobile Equipment = \$50,000.00 (one-time cost)
Annual recurring fees of \$3,144 will be factored into future operating budgets.
- Electric Meter = \$280.00
- Water Meter ERT = \$85.00

The following will be requested in the FY2022 budget:

- Itron ERT endpoints for water meters = \$300,000
The Town currently has approximately 7,000 water meters in service. Half of these are radio-read meters and would require placement of the Itron ERT endpoints at \$85.00 per endpoint. Future water meters will be ordered with the Itron ERT already in place.
This cost can be split between the Water and Sewer Enterprise Funds.


Autumn Lyvers, Finance Director

2/16/2021

Date

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: NC Local Government Employee Retirement System increase & update on health insurance

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: D8
Department: Administration
Contact: Brittany Angel
Presenter: Brittany Angel, HR Specialist

BRIEF SUMMARY: This is a reminder of the mandatory increase that the Town will have to incur on the upcoming budget. Also, this is an update of our position with our health insurance rate for the new fiscal year.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: Impact will be an increase on the upcoming 2021-2022 budget

ATTACHMENTS: Possibly a BCBS summary report

MANAGER'S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 23, 2021

SUBJECT: 2020 Annual Report

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: D9
Department: Fire Department
Contact: Assistant Fire Chief Chris Mehaffey
Presenter: Assistant Fire Chief Chris Mehaffey

BRIEF SUMMARY:

Submit 2020 Annual Report to the Board of Aldermen.

MOTION FOR CONSIDERATION:

None

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

None

Autumn Lyvers, Finance Director

Date

ATTACHMENTS:

2020 Annual Report

MANAGER'S COMMENTS AND RECOMMENDATIONS:



WAYNESVILLE FIRE DEPARTMENT

Annual Report 2020



WAYNESVILLE FIRE DEPARTMENT

Chief's Letter



From the Fire Chief



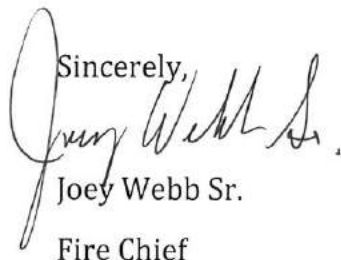
It is my honor to present the 2020 Waynesville Fire Department Annual Report to Mayor Caldwell, esteemed members of Council, Town Management, and the citizens of Waynesville.

The men and women of this department proudly serve the citizens and visitors of Waynesville with "**Honor, Compassion, Courage, and Commitment.**" We are dedicated to improving our existing service, and it is always our goal to provide exceptional customer service.

2020 has proven to be a challenging year, to say the least, in the midst of the COVID-19 Pandemic. Fire Department members have responded and adapted to this situation in an exemplary fashion.

While performing additional pandemic-related duties such as decontamination of affected Town offices, members of the department answered 2417 calls for service. This number includes fires, medical emergencies, and rescues. Despite facing this Pandemic, Department members still provided fire prevention education and child safety seat checks to the public. Also, the Department, as a whole, obtained over 4000 hours of training.

As we look forward, we will seek new ways to serve our citizens, be fiscally conservative, and improve the safety of all residents and visitors of Waynesville. Again, we are both proud and honored to serve the Town of Waynesville.

Sincerely,

Joey Webb Sr.
Fire Chief

WAYNESVILLE FIRE DEPARTMENT



Mission Statement

*"The Waynesville Fire Department members recognize that the citizens of the Waynesville Fire District are the reason for our presence and will protect them with **"Honor, Compassion, Courage, and Commitment"**.*

Vision Statement

The primary mission of the Waynesville Fire Department is to protect and enhance the high quality of life for the citizens and visitors of the Town of Waynesville from the adverse effects of natural and man-made emergencies.

Member Expectations

1. Maintain and promote a winning attitude.
2. Practice the Golden Rule.
3. Be a team player.
4. Seek excellence.
5. Do that which is right.
6. Stay focused.
7. Participate.
8. Capitalize on adversity.

WAYNESVILLE FIRE DEPARTMENT

About The Department



- Waynesville Fire Department is the busiest fire department in Haywood County, answering almost 3000 calls annually. The Department has an ISO Class 4 rating in the Town limits and a 9E in the rural district.
- Waynesville Fire Department has 41 members with over 800 years of combined experience.
- WFD is staffed with a captain and three engineers each day and operates a two-person engine out of the Main and Hazelwood stations. Personnel operate on a 24 on, 72 off schedule.
- Every career member is a state certified firefighter, certified instructor, certified child passenger seat technician, certified driver-operator, CDL licensed driver, and certified general rescue technician.
- WFD career staff includes 15 Emergency Medical Technicians, 1 EMT-Advanced, and 2 EMT-Paramedics.
- WFD personnel also possess a wealth of individual certifications including Fire Inspector, Fire Investigator, Swiftwater Rescue Technician (2 per shift), High-angle Rescue, Trench Rescue, NC Breathing Equipment School, Urban Search and Rescue, Dive Rescue, and Helo-aquatic Rescue.
- WFD personnel had over 4000 hours of training in 2020 despite the pandemic.

WAYNESVILLE FIRE DEPARTMENT

Organizational Structure



Total Personnel Count

18 Career Members

5 Part-Time Members

18 Paid-On-Call Members

WAYNESVILLE FIRE DEPARTMENT



2020 At A Glance



25

**Number of Square
Miles Protected**



2,417

**Total Calls. Down 500
from 2019 (due to COVID)**



885

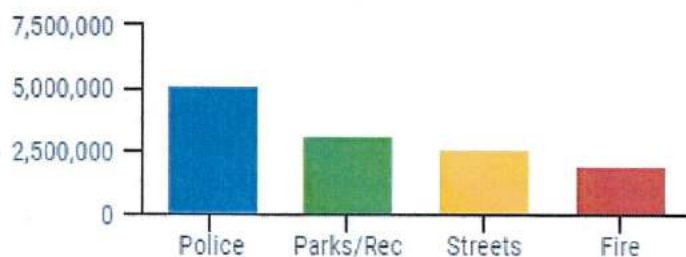
Fire Related Calls



1,552

Medical Calls

General Fund Budget by Department



Number of Citizens Protected

14,000



**18.6
years**

Average Age of Fire Apparatus



\$520

Cost per response



\$487,850

Value of Property Saved



3,500

**Residents per
on-duty firefighter**

WAYNESVILLE FIRE DEPARTMENT

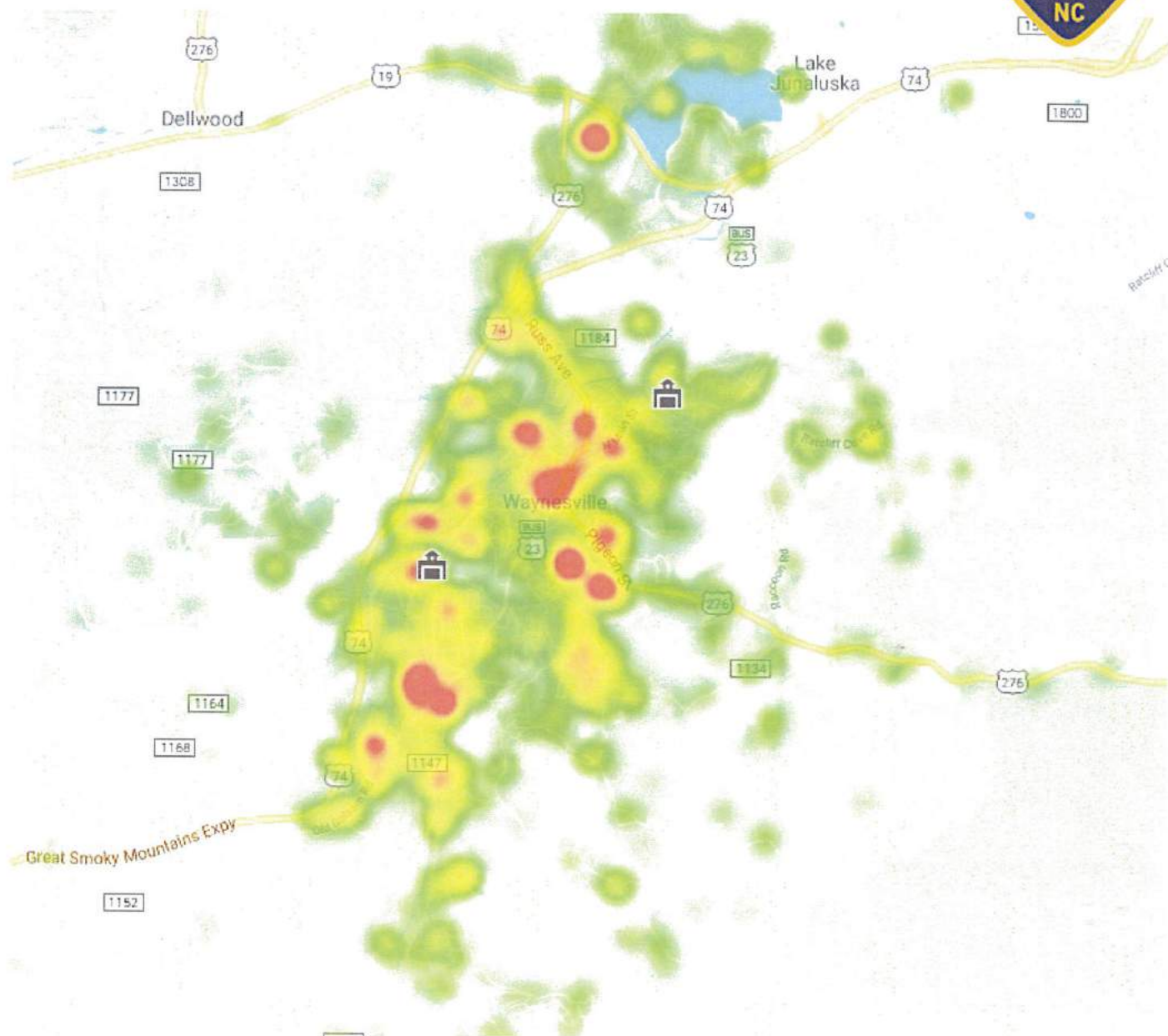
Notable Events of 2020



- COVID-19 Pandemic response.
- Retirement of long time member Roger Patterson after 35 years of service.
- Fire fatality at Ross Street fire.
- New paid on call members Rory Phipps and Daniel Farmer.
- New part-timers Ian Hill and Johnathon Brooks.
- Engineers Hooper and Parton received scholarships from North Carolina State Firefighters Association.
- The Department underwent a pay study along with the rest of the Town.
- Establishment of the Waynesville Professional Firefighters Association

WAYNESVILLE FIRE DEPARTMENT

Geographic Map of Responses (Heat Map)



28.84% Call Overlap !
(Down from 29.85% in 2019 due to
COVID19)

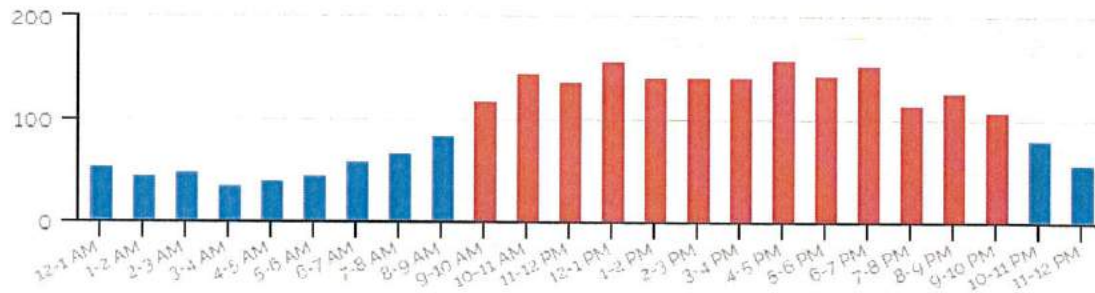
Call overlap is when you receive more than one call at a time. National recommendations suggest adding an additional station when overlap reaches 10%!!

WAYNESVILLE FIRE DEPARTMENT

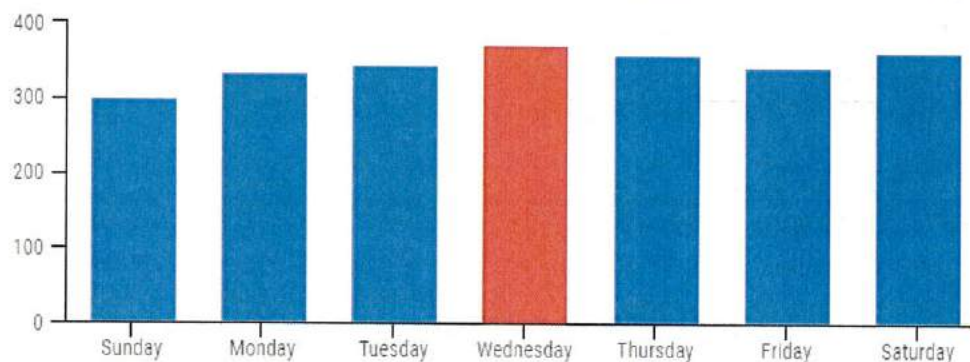


Incident Details

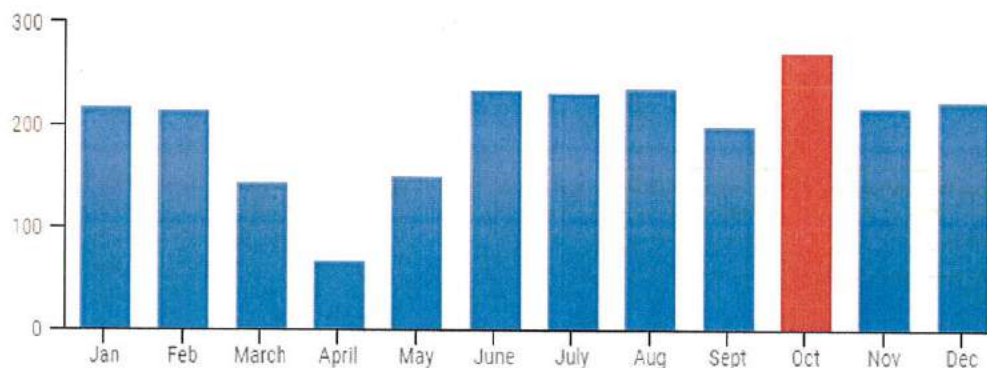
Call Volume by Hour



Call Volume by Day



Call Volume by Month



WAYNESVILLE FIRE DEPARTMENT

Fire Prevention



Waynesville Fire Department has a comprehensive Fire and Life Safety Program that is led by Captain Darrell Calhoun. Members provide many educational programs for all ages. The department operates a fire safety house that was provided by a partnership through Kiwanis and several other community groups. Due to the Pandemic, 2020 was a challenging year for these efforts. Department members still installed and checked child safety seats using precautions. Some groups decided to continue with fire prevention efforts.



WAYNESVILLE FIRE DEPARTMENT



WAYNESVILLE FIRE DEPARTMENT

Station Locations



Station 1

1022 North Main Street

Waynesville, NC 28786

Phone (Non-Emergency) 828-456-6151



Station 2

280 Georgia Avenue

Waynesville, NC 28786

Phone (Non-Emergency) 828-456-8648



Follow us on Facebook and Twitter.

Visit us at <https://www.waynesvillenc.gov/departments/fire>

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 2/23/21**

SUBJECT Review of Town Finances

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: D10
Department: Finance
Contact: Autumn Lyvers
Presenter: Autumn Lyvers, Finance Director

BRIEF SUMMARY:

The Town has been reacting to the Covid-19 pandemic since March of 2020. The Manager's Office imposed a freeze on hiring and essential spending in order to mitigate a drastic decrease in sales tax, motor vehicle and utility revenue. The current 2020-21 budget was drafted with an emphasis on reducing spending at all levels of the Town. As it turns out the region saw a normal flow of sales tax during the winter and a healthy economy during the summer tourist season. The Town's end of year finances was very favorable and its revenue stream through the end of 2020 continues to show a slight gain. While the Town was as much as \$1,000,000 in arrears in utility collections, the letters requesting payment of late utility bills have reduced that arrearage to a manageable level. During the presentation I will go through the State of Waynesville's finances.

MOTION FOR CONSIDERATION: Accept the presentation for information

FUNDING SOURCE/IMPACT: General, Water, Sewer, Electric

ATTACHMENTS: Presentation

MANAGER'S COMMENTS AND RECOMMENDATIONS: The upcoming budget year is going to be interesting. The Town has experienced one of the most active years for construction since the "Great Recession". This will be a revaluation year for the County and early indications are that the Tax Scroll will increase for the first time since 2007. The Town has been deferring capital purchases as it reduces a number of short-term debt instruments. The optimistic financial picture offers the Town the opportunity to carry out new projects and purchase some backlogged equipment. Ms. Lyvers presentation at a regular Board meeting replaces the financial update the Finance Director provides the Board during the retreat. This will free up an hour of prime time for a very busy retreat on Thursday and Friday.



FY2021 Financial Update

TOWN OF WAYNESVILLE

Autumn Lyvers
Finance Director

General Fund

Fiscal Year 2019-2020 Recap

Organization	Revised Budget	Actual	% of Budget
103000 - Taxes-Ad Valorem	(6,051,700)	(6,107,710)	100.9%
103200 - Other Taxes and Licenses	(3,102,530)	(3,227,634)	104.0%
103300 - Unrestricted Intergovernment	(886,800)	(824,468)	93.0%
103350 - Restricted Intergovern. Rev.	(731,886)	(799,088)	109.2%
103500 - Permits And Fees	(232,250)	(327,482)	141.0%
103600 - Sales And Services	(2,027,500)	(1,790,268)	88.3%
103800 - All Other Revenues	(271,540)	(239,079)	88.0%
103850 - Investment Income	(58,850)	(76,528)	130.0%
103900 - Other Financing Sources	(2,205,350)	(2,181,640)	98.9%
103900 - Fund Balance Appropriations	(989,025)	-	0.0%
Revenue Total	(16,557,431)	(15,573,896)	94.1%
104110 - Governing Board	45,355	29,985	66.1%
104120 - Administration	562,670	438,192	77.9%
104130 - Finance	309,505	117,291	37.9%
104310 - Police Department	4,941,072	4,443,843	89.9%
104315 - Misc. Police Grant	93,175	14,482	15.5%
104340 - Fire Department	1,925,600	1,746,578	90.7%
104510 - Street and Sanitation	2,878,080	2,407,352	83.6%
104560 - Powell Bill	505,000	211,153	41.8%
104740 - Cemetery	236,785	209,180	88.3%
104910 - Planning & Code Enforcement	886,400	673,105	75.9%
105300 - Special Appropriations	273,750	231,757	84.7%
106120 - Parks And Recreation	3,453,840	2,192,831	63.5%
106125 - Recreation Special Projects	55,000	15,285	27.8%
109100 - Debt Service	391,200	391,067	100.0%
Expenditures Total	16,557,431	13,122,099	79.3%
Revenues Over Expenditures	-	(2,451,798)	

+\$2,451,798
Fund Balance

Expenditure Savings:

- Recreation Center Dehumidification Unit Install – carried over to FY2021
- Diligence of Department Directors

Additional Revenues:

- CARES Act Grant – offset police salary expenditures

Fiscal Year 2019-2020 Recap

Total Fund Balance:

Beginning Fund Balance (FY2019)	\$8.3 M
Increase in Fund Balance	\$2.4 M
Ending Fund Balance (FY2020)	\$10.7 M

Available Fund Balance:

	FY2019	FY2020
Available Fund Balance	\$6.5 M	\$8.4 M
Available Fund Balance as % of Expenditures	46.84%	64.74%
Population Group Average*	43.31%	Not Yet Available

**Municipalities with Electric Systems*

Fiscal Year 2020-2021

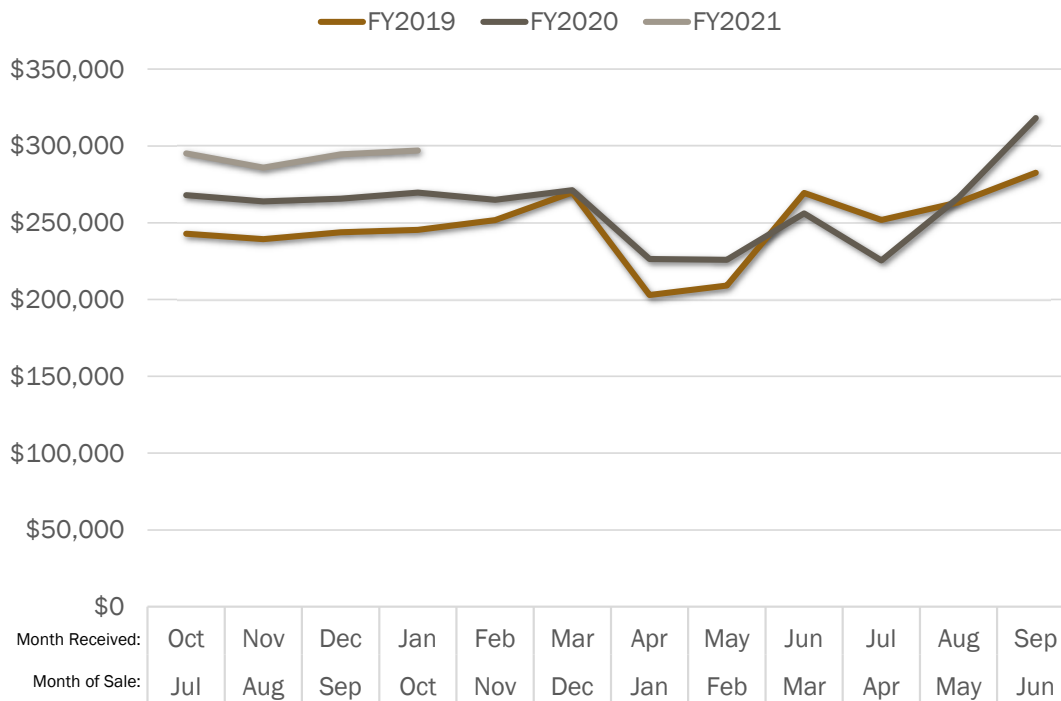
Six Month Review

General Fund Revenues

General Fund Revenues:	Budget	Actual	% Collected
Taxes - Ad Valorem - Current Year	5,883,410	4,205,877	71.5%
Taxes - Ad Valorem - Prior Year	131,400	57,787	44.0%
Taxes - Penalties, Interest , Other	37,500	12,334	32.9%
Other Taxes and Licenses - Sales Tax	2,784,150	875,675	31.5%
Other Taxes and Licenses - Cable and Privilege License	109,500	28,205	25.8%
Unrestricted Intergovernmental	884,250	201,814	22.8%
Restricted Intergovernmental	657,315	324,164	49.3%
Permits and Fees - Building and Planning fees	132,850	123,767	93.2%
Permits and Fees - Connect & Late Payment fees	100,000	13,613	13.6%
Sales and Services - Fire Protection fees	375,000	95,002	25.3%
Sales and Services - Garbage fees	774,000	366,613	47.4%
Sales and Services - Recreation fees	713,200	56,797	8.0%
Sales and Services - Other	146,250	22,417	15.3%
Other Revenues	134,000	196,622	146.7%
Investment Income	50,000	(3,959)	-7.9%
Other Financings Sources - ABC Distributions	131,400	35,427	27.0%
Other Financings Sources - Transfers from Other Funds	1,275,600	637,800	50.0%
Other Financings Sources - Fund Balance Appropriation	1,675,292	-	0.0%
Total Revenues	15,995,117	7,249,956	45.3%

Sales Tax Revenue

Total Sales Tax Receipts

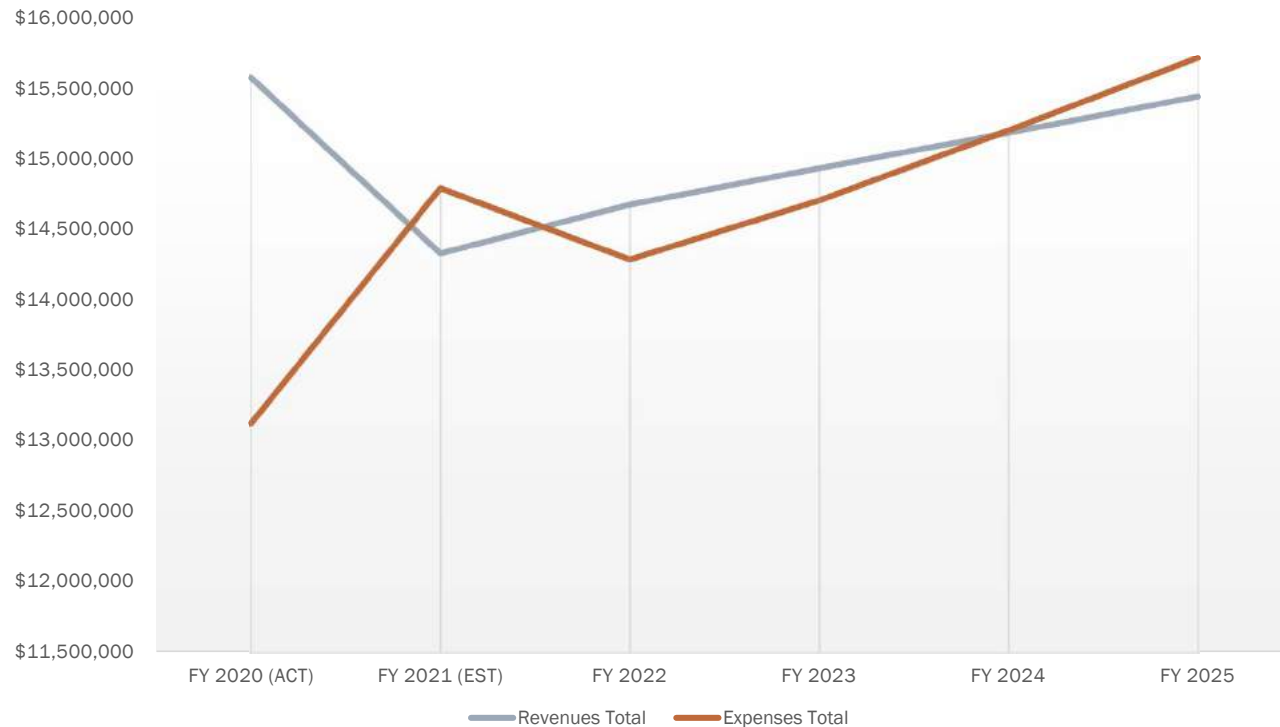


- Fiscal Year 2021:
 - Budget = \$2,784,150
 - Actual (thru January) = \$1,172,716
 - 4 Months; 42% of budget collected
- 9.8% Increase over prior year

Fiscal Year 2020-2021 Six Month Review General Fund Expenditures

General Fund Expenditures:	Budget	Actual	% Spent
104110 - Governing Board	95,990	20,771	21.6%
104120 - Administration	332,500	90,537	27.2%
104130 - Finance	275,846	97,683	35.4%
104310 - Police Department	5,200,406	2,500,515	48.1%
104315 - Misc. Police Grant	20,155	-	0.0%
104340 - Fire Department	1,939,817	898,083	46.3%
104510 - Street and Sanitation	2,673,070	1,075,496	40.2%
104560 - Powell Bill	511,500	188,140	36.8%
104740 - Cemetery	244,651	98,445	40.2%
104910 - Planning & Code Enforcement	881,010	352,985	40.1%
105300 - Special Appropriations	263,750	81,217	30.8%
106120 - Parks And Recreation	3,108,722	1,559,100	50.2%
106125 - Recreation Special Projects	55,000	4,660	8.5%
109100 - Debt Service	392,700	249,289	63.5%
Total Expenditures	15,995,117	7,216,920	45.1%

General Fund – 5 Year Forecast



Assumptions:

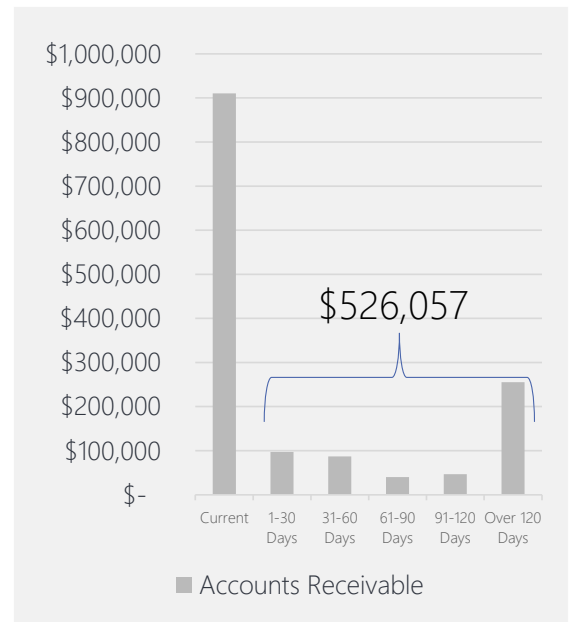
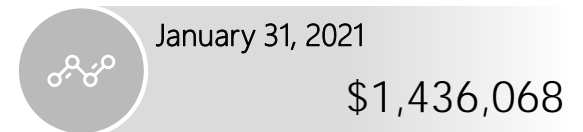
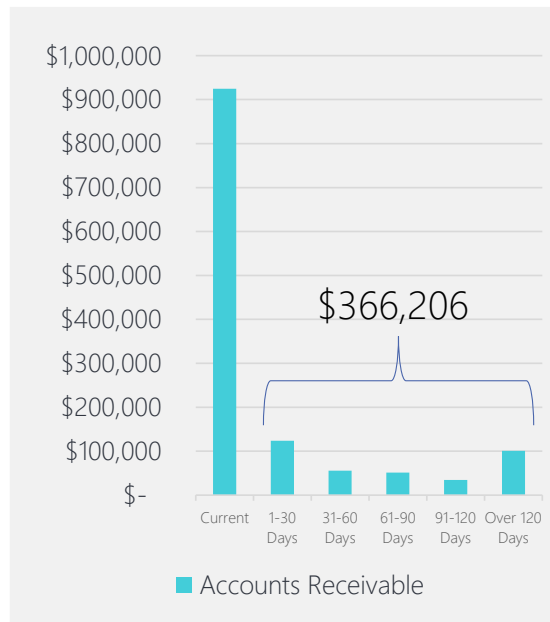
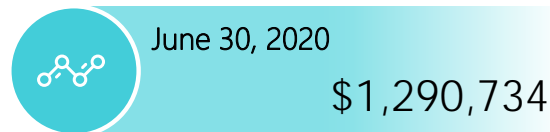
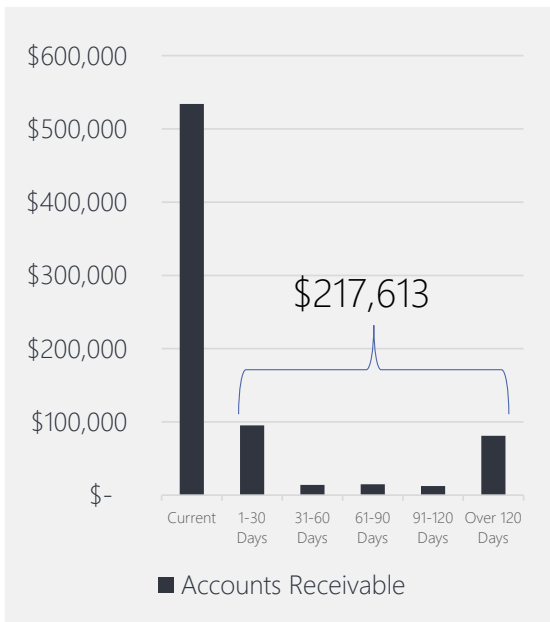
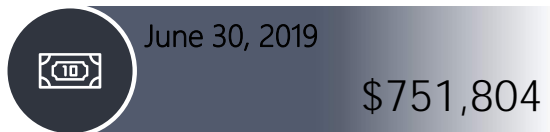
- No increase in property tax rate. (Reappraisal increase is not included at this time)
- 3% average annual growth in sales tax revenue
- 4% average annual increase in personnel and operating expenditures
- Flat allocation of \$550,000 for capital outlay per year

Enterprise Funds

Fiscal Year 2020-2021 – Six Month Review

	Water Fund			Sewer Fund			Electric Fund		
Revenue/Expense:	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Utility Revenue	3,405,500	1,439,300	42%	3,311,100	1,347,338	41%	9,868,150	4,251,350	43%
All Other Revenue	33,800	17,800	53%	2,900	-	0%	3,000	94	3%
Investment Income	-	-	0%	14,000	-	0%	14,040	-	0%
Appropriated Fund Balance	242,530	-	0%	195,815	-	0%	212,605	-	0%
Total Revenues	3,681,830	1,457,100	40%	3,523,815	1,347,338	38%	10,097,795	4,251,444	42%
Maintenance	1,912,030	659,829	35%	1,059,435	315,444	30%	2,095,065	780,971	37%
Treatment	1,284,310	510,097	40%	2,026,800	599,148	30%	-	-	0%
Power Purchases	-	-	0%	-	-	0%	5,863,500	2,148,337	37%
Administration and Finance	485,490	235,545	49%	437,580	210,180	48%	863,630	377,602	44%
Operating Transfers	-	-	0%	-	-	0%	1,275,600	637,800	50%
Total Expenses	3,681,830	1,405,471	38%	3,523,815	1,124,771	32%	10,097,795	3,944,711	39%
Revenues Over (Under) Expenses	-	51,630		-	222,567		-	306,734	

Accounts Receivable



Compared to June 30, 2019:
 Accounts Receivable Increase = \$538K
 Non-Current Portion Increase = \$148K

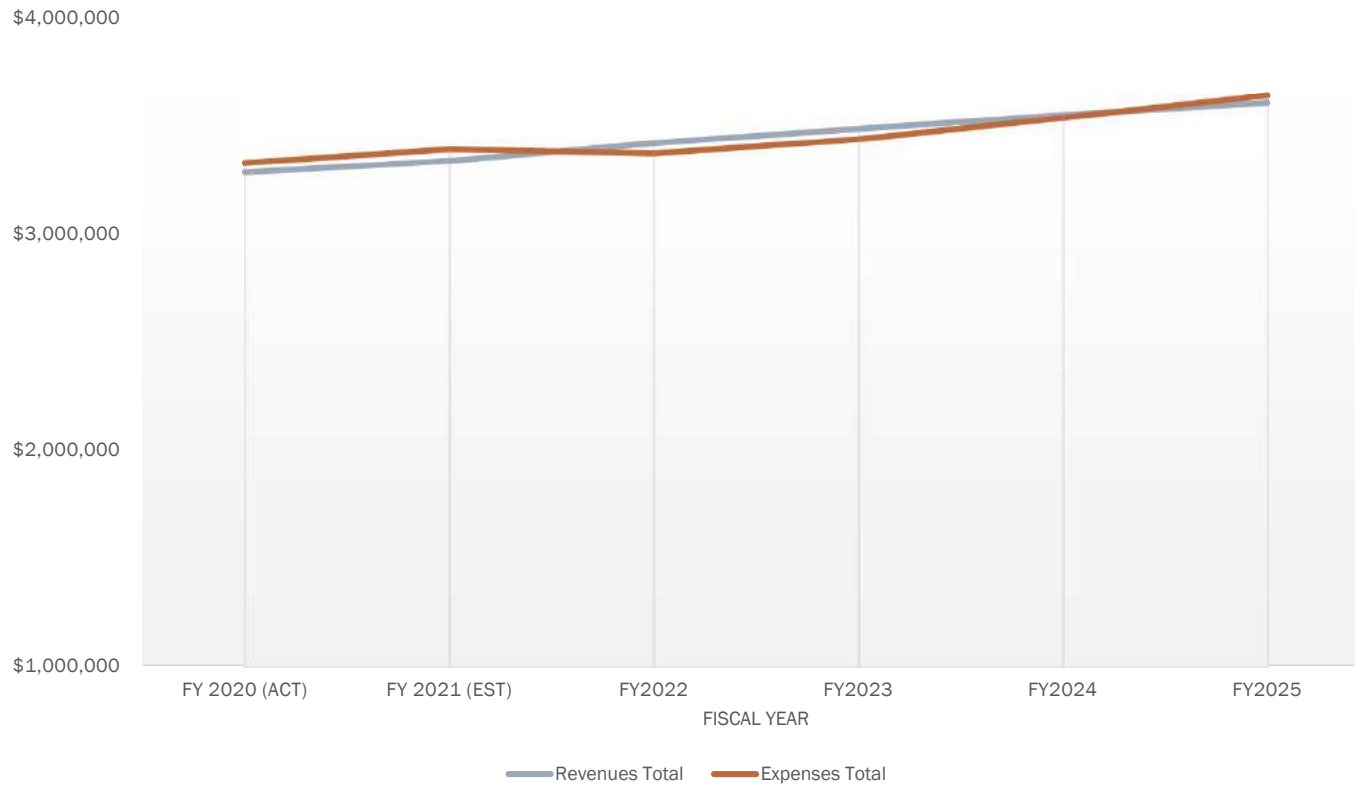
Compared to June 30, 2020:
 Accounts Receivable Increase = \$145K
 Non-Current Portion Increase = \$160K

Total Non-Current Portion Increase = \$308,444
 (From June 30, 2019)

COVID Impact

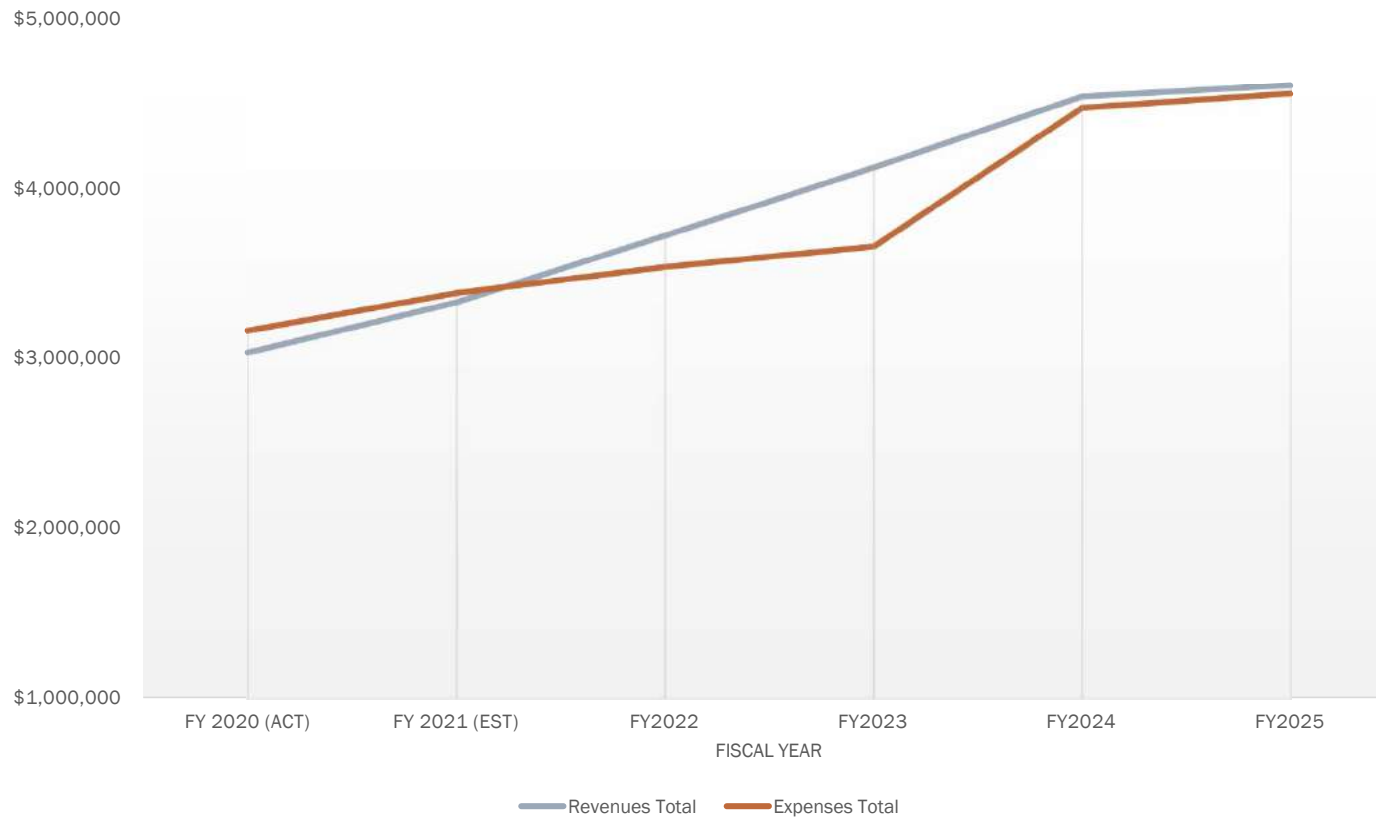
- Non-current receivables and estimated uncollectable amounts have doubled since June 30, 2019
- Utility collection rates remain steady at 98%
- Standard billing and collections practices (cutoffs) will resume mid-March 2021

Water Fund – 5 Year Forecast



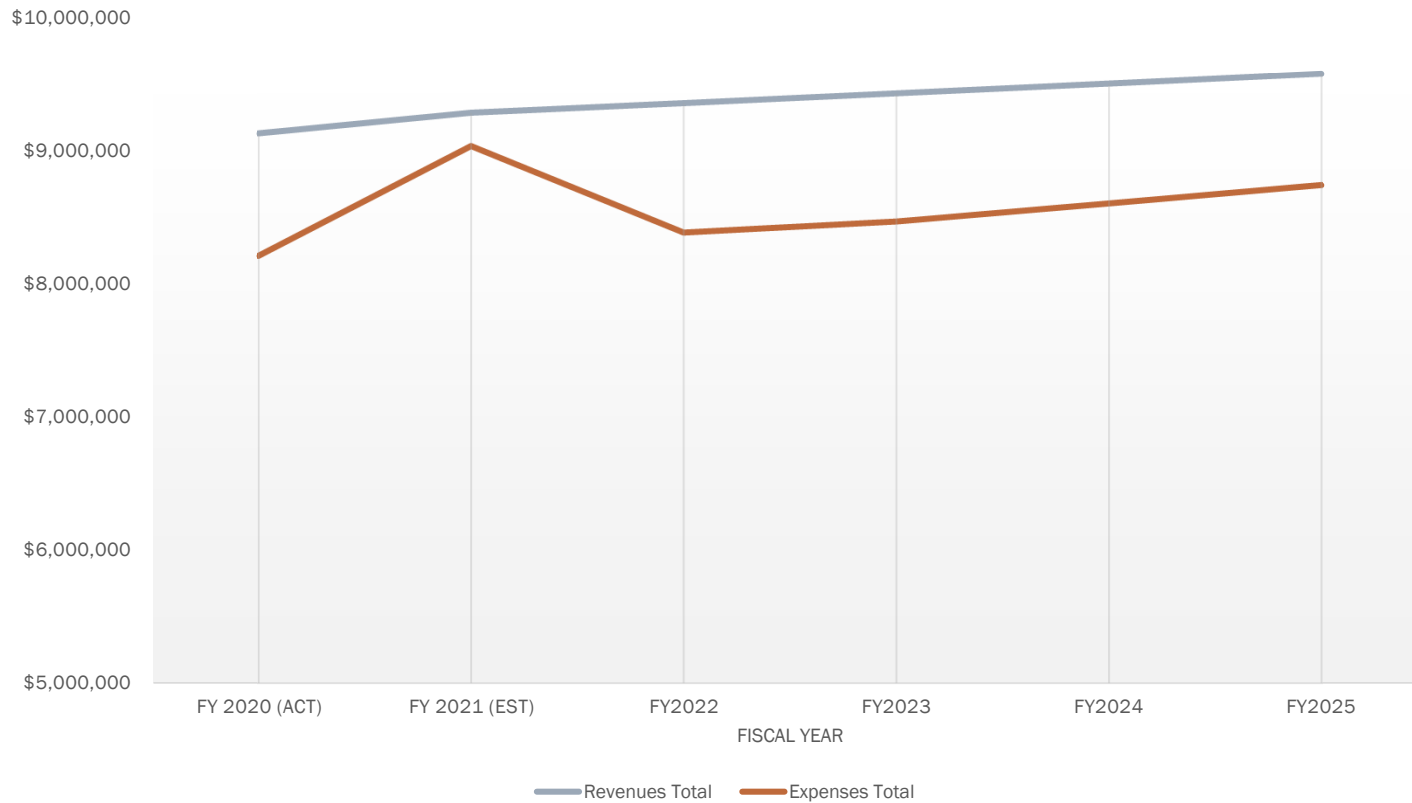
- Minimal customer expansion
- Small decrease in existing debt service
- Capital spending remains flat

Sewer Fund – 5 Year Forecast



- Rate increases annually through FY2024
- WWTP debt service payments projected to begin in FY2024
- Capital spending remains flat

Electric Fund – 5 Year Forecast



- Substantial capital outlay in FY2021
- Transfer to General Fund remains flat

Questions/Comments

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 2/23/21**

SUBJECT Waste Treatment Plant Loan Offer

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: E11
Department: Administration
Contact: Town Manager Rob Hites
Presenter: Town Manager Rob Hites

BRIEF SUMMARY: Over two years ago the Town began the task of seeking a favorable grant/loan to fund the renovation of the Waste Treatment Plant. At that time, we were looking at two types of loans, a 20-year, 1.89% interest loan from the State Revolving Loan Fund and a 40-year, 3.8% loan from the USDA. Wither's Ravenel submitted the Town's SRF loan application to the State and negotiated with USDA for permission to draft an application. The USDA stated that since the SRF application was likely to be funded it would not accept a competing loan application from the Town. We pressed DENR on the impact of a standard 20-year loan with a 1.89% interest rate for our customers and to their credit they offered the Town a \$17,400,000 loan with \$500,000 of principle forgiveness. As the engineer's studying the condition of the plant, they discovered that our sludge processing system was old and corroded by lime and needed renovating or replacing as well. That added an additional \$2,000,000 to the renovation budget. The Town and McGill Engineers submitted an amendment to the Town's application (Engineering Report) and DENR approved it. In early January the Town applied for an SRF loan to the Local Government Commission. Unfortunately, they were sent the original \$17,400,000 application. The LGC approved a 20-year, \$17,400,000 loan at "up to" 4% interest. McGill and our staff worked with both DENR and the LGC staff to correct the loan offer. On February 2nd the LGC revisited our loan package and awarded the Town a \$19,545,000 loan offer for 26 years at an interest rate of "0%". DENR also provided \$500,000 of their own funds to provide \$500,000 in principal forgiveness. In summary the Town has been offered a \$19,545,000 SRF loan for a 26-year amortization period, \$500,000 in principal forgiveness bearing an interest rate of "0%".

To accept the Loan, offer the Town must adopt a resolution of acceptance (attached), and include a number of certifications outlining the Project Budget.

MOTION FOR CONSIDERATION: Approve a Resolution accepting the SRF Loan Offer

FUNDING SOURCE/IMPACT: Sewer Fund

ATTACHMENTS: SRF Loan Acceptance Resolution

MANAGER'S COMMENTS AND RECOMMENDATIONS: The Loan offer offers the Town and its customers a loan with a better interest rate (0%), a longer loan term (26 years) and a grant of \$500,000 of loan forgiveness than we planned two years ago. I recommend that you accept the loan through adoption of the attached resolution.



NORTH CAROLINA
Environmental Quality

ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

Kim H. Colson
Director

February 15, 2021

Mr. Rob Hites, Town Manager
Town of Waynesville
110 Town Square, Room 11
Waynesville, North Carolina 28786

SUBJECT: Offer and Acceptance for a State Loan
Project No. CS370930-01
Wastewater Treatment Plant Improvements

Dear Mr. Hites:

The Town of Waynesville has been approved for loan from the Clean Water State Revolving Fund. Enclosed are two (2) copies of an Offer-and-Acceptance Document extending a State Revolving Loan in the amount of **\$19,545,000.00** with \$500,000 in principal forgiveness. This offer is made subject to the assurances and conditions set forth in the Offer-and-Acceptance Document.

Please submit the following items to Pam Whitley, Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633.

1. A resolution adopted by the governing body accepting the loan offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer-and-Acceptance Document executed by the Authorized Representative for the project, along with the signed "Standard Conditions for the Federal SRF loans". **Retain the other copy for your files.**
3. Federal Identification Number and DUNS Number of the Recipient (Memo attached)
4. Sales-Tax Certification (attached)



The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project), and the Professional Engineering Services Procurement Form are due before disbursements will begin. Please see the attached Guidance Document for a complete list of items due no later than the project's first disbursement.

Reimbursement requests (see printed form attached to this letter) should be sent to Jackie Moore/Teresa Tripp at the address noted.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Revolving Loan funds, made available by North Carolina Water Infrastructure Fund and the Federal Clean Water Act Amendments of 1987.

Sincerely,



Kim H. Colson, P.E., Director
Division of Water Infrastructure, NCDEQ

Enclosures: Resolution to Accept Loan Offer (suggested format)
Loan Offer and Acceptance Document (two copies)
Federal ID and DUNS Number Request Form
Sales-Tax Certification Form
Fiscal Sustainability Plan Certification
Guidance Document
Reimbursement Request Form
Site Certification
Capital Project Ordinance Sample
Professional Engineering Services Procurement Form

cc: Joel Storrow, PE, McGill Associates (Asheville)
Matthew Rushing
SRF (COM_LOX)

++



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Town of Waynesville
P.O. Box 100
Waynesville, North Carolina 28786

Project Number: CS370930-01

CFDA Number: 66.458

Funding Program

Drinking Water	<input type="checkbox"/>	Additional Amount for	Previous Total	Total Offered
Wastewater	<input checked="" type="checkbox"/>	Funding Increases		
State Revolving Fund (SRF)	<input checked="" type="checkbox"/>			\$19,545,000
State Reserve Loan (SRP)	<input type="checkbox"/>			
State Reserve Grant (SRP)	<input type="checkbox"/>			
State Emergency Loan (SEL)	<input type="checkbox"/>			
Asset Inventory & Assessment Grant (AIA)	<input type="checkbox"/>			
Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>			

Project Description:

Wastewater Treatment Plant Improvements

Total Financial Assistance Offer: **\$ 19,545,000**

Total Project Cost: **\$19,545,000**

Estimated Closing Fee*: **\$390,900**

For Loans

Principal Forgiveness: **\$500,000**

Interest Rate: **0.0% Per Annum**

Maximum Loan Term: **26 Years**

**Estimated closing fee calculated based on grant and loan amount.*


Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Kim H. Colson, P.E., Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**


Signature

2/15/2021
Date

On Behalf of:

Town of Waynesville

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

Signature

Date

STANDARD CONDITIONS FOR FEDERAL SRF LOANS

1. The following “super cross cutters” apply to SRF projects and may be found in the Public Policy Requirements section of the EPA General Terms and Conditions for each year’s appropriation. This document can be found at www.epa.gov/ogd/tc.htm. Please note that nothing is submitted to the State’s SRF program offices regarding compliance with these items.
 - (a) Title VI of the Civil Rights Act of 1964
 - (b) Section 504 of the Rehabilitation Act of 1973
 - (c) The Age Discrimination Act of 1975
 - (d) Section 13 of the Federal Water Pollution Control Act Amendments of 1972
2. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification form provided by DEQ.
3. Specific MBE/WBE (DBE) forms and instructions are provided that are to be included in the contract specifications. These forms will assist with documenting positive efforts made by recipients, their consultants and contractors to utilize disadvantaged businesses enterprises. Such efforts should allow DBEs the maximum feasible opportunity to compete for subagreements and subcontracts to be performed. Documentation of efforts made to utilize DBE firms must be maintained by all recipients, and construction contractors, and made available upon request.
4. Subrecipients shall fully comply with Subpart C of 2 CFR Part 180 entitled, “Responsibilities of Participants Regarding Transactions Doing Business with Other Persons,” as implemented and supplemented by 2 CFR Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled “Covered Transactions,” includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Subrecipients may access suspension and debarment information at: <http://www.sam.gov>. This system allows subrecipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance.
5. The construction contract(s) requires the contractor to adhere to Davis Bacon and Related Acts Provisions and Procedures as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this is also enacted in Title 40, United States Code, Subtitle II Section 3141 through Section 3148.
6. As required by H.R. 3547, “Consolidated Appropriations Act, 2014” Section 436, Division G, Title IV, this project is subject to American Iron and Steel provisions. The State provides detailed requirements to be included in the construction contract specifications.
7. Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publicly owned treatment works. Note that FSPs are not required for new treatment works. The certification provided must be submitted regarding compliance with this section of the Act.
8. Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with Federal engineering procurement guidelines. The State provides a certification form that must be completed prior to receiving funds for any engineering services covered under this funding offer.

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <http://portal.ncdenr.org/web/wi/home>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intend to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are $\frac{1}{2}$ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Loan Offer

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
 - b) One signed copy (keep the other copy) of the Loan Offer.
 - c) Resolution accepting the Award Offer.
 - d) Federal ID and DUNS # form.
 - e) Sales Tax Certification.
 - f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.
2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
 3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within 15 months of the LOIF.
2. Plans and Specifications must be approved within 19 months of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within 23 months of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be made available in future funding rounds (deobligated).

G) Construction Phase of Project

1. Inspections

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expedient and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)

a) First Reimbursement

- i) Approval of Construction Contracts must happen with 24 months of the LOIF letter. The following items are required for approval:
 - o Contract must be fully executed
 - o Notice to Proceed must be executed by owner and contractor
 - o The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - o Original power of attorney must be dated on or after bonds
 - o The contractor must provide current Insurance
 - o All documents must be bound with the specifications
 - o Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2 items)
- vi) Closing Fee must have been received

- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax..
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice do not need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

- 1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.**
- 2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.**
- 3. The May 1st payment includes principal and interest and the November 1st payment is only interest.**
- 4. Interest begins to accrue from the date of completion on the Notice to Proceed. For multi-prime contracts the General contract will be used to set this date.**
- 5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.**

I) Eligibility

1. Regulatory Authority-CWSRF

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks, fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering and Technical Services - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.

ASSURANCES

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division.
The recipient acknowledges that in the event a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for SRF funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, steps A-D in the SRF Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRF Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRF Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, reimbursements, closeout and repayment.
5. The Applicant will provide and maintain adequate engineering supervision and inspection.
6. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
7. All SRF funds loaned shall be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.

Acknowledgement of Standard Conditions and Assurances

The Applicant hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application; and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance will be fulfilled.

Signature

Date



CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____
Project No.: _____
Project Name: _____

Please check appropriate boxes:

I certify that all real property (including easements) has been
acquired or condemnation proceedings have been entered into for
property thereby providing legal access for this project.

AND

I certify to the best of my knowledge and belief that the acquisition
of property specifically for the above referenced project is in
compliance with the URLAP Act of 1970 (the Uniform Act). The
acquisition either:

Acquisition of real property did not result in the
displacement of any person, business or farm operation.
or relocation was involved in the land acquisition, the
Federal Highway Administration (FHA) was contacted for
technical assistance.

OR

Compliance with the Uniform Act does not apply because the land
and/or easements associated with the above referenced project were
acquired prior to the inception of the project. Date land
acquired: _____

I understand that a false statement on this certification may be grounds for rejection or
termination of this loan.

Signature of Applicant's Authorized Representative or Attorney

Date

Typed Name and Title

RESOLUTION R-01-21

**RESOLUTION BY BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
ACCEPTING SRF LOAN OFFER**

WHEREAS, The North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, The North Carolina Department of Environmental Quality has offered a State Revolving Loan in the amount of \$19,545,000 for renovation of Waynesville's Waste-Water Treatment Plant, and

WHEREAS, the Town intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:

That the Town does hereby accept the State Revolving Loan offer of \$19,545,000.

That the Town does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II- Assurances will be adhered to.

That Robert W, Hites Jr. Town Manager and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this 23rd day of February, in Waynesville, North Carolina.

J. Gary Caldwell, Mayor
Date: February 23, 2021

ATTEST:

Eddie Ward
Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 2/23/21**

SUBJECT: Grant Application for Recycling Carts

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: E12
Department: Administration
Contact: Town Manager Rob Hites
Presenter: Town Manager Rob Hites

BRIEF SUMMARY:

David Francis has drafted an application for a State recycling grant amounting to \$30,000. Haywood County will match the grant with \$20,000.

The Town has approximately 4,500 residential customers. The County's experience with the other municipalities indicates that 85% of the residents will participate in the Town's recycling program. We will purchase an additional 175 carts through the grant program bringing the total number of carts to 4,000. The Town's share of this program will be a General Fund expenditure of \$141,370.00.

Should the grant be awarded the State will require the County to bid out the cans using its specifications for a 65- gallon rollout cart (used by Clyde, Canton, and Maggie Valley) as well as prequalified bid list of NC manufactures. The County will arrange assembly of the cans and delivery to the Town. We will distribute the cans after we conduct an information campaign. In addition to the rollout cans we will have to purchase hydraulic units for the trucks. We have purchased two rear loading garbage trucks in the past three years. We specified that they be equipped with hydraulic lines to accommodate a container dumpster. The grant includes some funds to help purchase the hydraulic lifts that fit the rollout recycling cans. These lifts will ensure that our employees will avoid the injuring associated with garbage, trash, and recycling pickup.

MOTION FOR CONSIDERATION: Approve Grant Application

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: Grant Application to be submitted by County

MANAGER'S COMMENTS AND RECOMMENDATIONS:

I recommend that the Town purchase 65-gallon rollout garbage containers after the recycling program has been initiated.



Haywood County Solid Waste

215 N Main Street
Waynesville, NC 28786
Telephone: (828) 452-6625

David B. Francis/Kris Boyd
Solid Waste Administrators

Proposed Grant Project – CWRAR – Bag Reduction

Zondra Kuykendall, Haywood County Recycle Coordinator
157 Paragon Parkway, Suite 200
Clyde, NC 28721
828-356-2138
828-452-6791
Zondra.kuykendall@haywoodcountync.gov
recycle@haywoodcountync.gov

February 18, 2021

General Requirements

Haywood County Solid Waste Management is a special revenue fund department within Haywood County Government. All revenues received from the NC Solid Waste Disposal Tax quarterly distribution are posted to an account solely for use in the Solid Waste Department. Per GS 150-187.63, these funds are used solely for solid waste management programs and services.

Haywood County provides recycling services including material pickup within county owned buildings/schools and employees are encouraged to recycle.

Haywood County Facilities and Maintenance personnel collect fluorescent bulbs from county-owned buildings and deliver them to the Materials Recovery Facility (MRF). Once collected they are accumulated with fluorescent bulbs brought in by the general public. A processor, such as CleanLites Recycling, LLC, is then called to recycle the materials.

Project Description

Haywood County went to Single Stream Recycling (SSR) in July of 2014 and since that time with the grant assistance of CWRAR the County partnered with the towns of Maggie Valley, Clyde and Canton to provide carts to their residences.

The County provided educational materials and staff to work with municipal staff to remove plastic bags and from their municipal recycling stream. The program has seen an increase in recyclables collections along with cleaner material.

In 2016, the County applied for and received CWRAR funding to implement a cart program within the Town of Maggie Valley. The Town was to purchase 1,100 carts and provide educational materials to residents what can go in the cart. This CWRAR grant virtually eliminated bags (approximately 71,000 bags for those few residents) and decreased contamination. Recycling percentages increased in Maggie Valley by 59%. In 2019 the County applied for and received CWRAR funding to implement a cart program in the towns of Canton and Clyde. The towns purchased 2,465 carts and recycling tonnage rate skyrocketed by over 110% in the year they have been in use. In the first few months with carts only 15% of residents required "Oops" tags due to contamination, but that

dropped to less than 5% in subsequent month and reduced the number of bags by approximately 120,000 during that same time frame.

In an attempt to further improve the quantity and quality of the recyclables collected and managed within Haywood County, the County is seeking Community Waste Reduction and Recycling Grant funding to promote recycling in Waynesville, the largest municipality in the county and the largest town west of Asheville, in transitioning away from collecting recyclables in plastic bags. As from our past experience, the elimination of the "blue bags" and cart-based curbside recycling improves the quality of materials recovered in our community.

Waynesville currently offers curbside pickup with "blue bags." Grant funds would allow the County and Waynesville to supplement the SSR program already implemented with curbside recycling carts. In addition to carts, the Town will also need to purchase a cart tipper for their rear loader recycling truck, as they currently do not have the ability to empty carts with existing equipment.

The Town of Waynesville is an incorporated municipality with approximately 10,150 residents and 4,500 households. The Town will purchase 4,000 carts (accounting for 15% non-participation rate 3,825 households would receive carts with 175 carts held in reserve as replacements or for additional participants).

With the projected number of households being served at 3,825, we would be eliminating over 198,900 bags from the waste stream annually (one bag/household/week).

Haywood County will facilitate the purchase of the carts and tipper by helping to manage the grant project, purchasing the carts with county funds and seeking reimbursement from the town for the portion of the carts not paid for with grant funds. As you will note, the County will contribute an additional \$19,000 above the required \$6,000 as part of the match to help with the carts.

When the carts are distributed, they will include a brochure with updated information about acceptable materials and proper recycling techniques with a strong emphasis towards eliminating bags. Haywood County will work with the town and their public works department to develop and distribute this information. In addition, the County will seek assistance from the Division of Environmental Assistance and Customer Service to ensure that best management practices are used when designing this material.

Project Timeline

Upon grant approval, it should take approximately three months to get the carts ordered and delivered to the residents.

November 1, 2021: Complete purchase and distribution of recycling carts and recycling outreach materials

June 30, 2022: Prepare and submit final report to state

Project Budget

Project Budget	State Grant Award	County Match	Municipal Match	Project Total
Recycling Carts – Waynesville (4,000)	\$30,000.00	\$20,000.00	\$134,190.00	\$184,190.00
Cart tippers (2) - Waynesville			\$7,180.00	\$7,180.00
Education and Outreach Materials		\$5,000.00		\$5,000.00
Project Totals	\$30,000.00	\$25,000.00	\$141,370.00	196,370.00