

## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

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

Date: March 28th, 2023 Time: 6:00 p.m.

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

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

##### 1. Welcome/Calendar/Announcements

#### B. PUBLIC COMMENT

#### C. ADDITIONS OR DELETIONS TO THE AGENDA

#### D. CONSENT AGENDA

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

2.
  - a. Adoption of minutes of the February 14th, 2023 Regular meeting
  - b. Adoption of minutes of the February 28th, 2023 Board Retreat
  - c. Whole Blooming Thing Special Event Permit
  - d. Sarge's 18<sup>th</sup> Annual Dog Walk Special Event Permit
  - e. Waynesville Main Street Mile Special Event Permit

**Motion: To approve the consent agenda as presented.**

#### E. CALL FOR PUBLIC HEARING

4. Resolution of Intent to amend the Town's charter to change its method of elections to that of staggered four-year terms and change its "style of governing board" to that of Town Council
  - Martha Bradley, Town Attorney

**Motion: : Adopt a "Resolution of Intent" to set a public hearing for April 11<sup>th</sup>, 2023, at 6:00 pm to consider two charter amendments, (1) to change the terms of office of member of the council and (2) to change the style of the governing board to that of Town Council.**

5. Call for a Public Hearing for April 11, 2023 to consider a text amendment to Article IV, Taxicabs to include provisions related to pedicabs/rickshaws in the Waynesville Code of Ordinances.
- Olga Grooman, Planner

***Motion: Motion to call for a Public Hearing for April 11, 2023 to consider the text amendment to Article IV, Taxicabs to include regulations related to pedicabs/rickshaws in the Waynesville Code of Ordinances.***

6. Call for a Public Hearing for April 11, 2023 to consider a Community Development Block Grant (CDBG) application for an estimated 2.5 million dollars in water and sewer infrastructure improvements in south Waynesville.
- Karen Kiehna, McGill

***Motion: Motion to call for a Public Hearing for April 11, 2023 on a CDBG grant application, and to schedule a presentation and final draft approval for the April 25, 2023 Board of Aldermen Meeting.***

#### F. PUBLIC HEARING

7. Public Hearing: Mountain Housing Opportunities Affordable Housing Incentive Adjustment
- Jesse Fowler, Assistant Town Manager

***Motion: To amend the Affordable Housing Incentive granted to Mountain Housing Opportunities in the amount of \$284,000 for the purpose of extending sanitary sewer infrastructure across Howell Mill Road.***

#### G. NEW BUSINESS

8. Request by Bill Knight to reduce the speed limit on Henson Drive from 35 mph to 20 mph.
- Rob Hites, Town Manager

***Motion: Reduce the speed limit on Henson Road from 35 to 20 mile per hour.***

9. Budget Amendments for the increase in gas and diesel prices
- Misty Hagood, Finance Director

#### ***Motions:***

- 1. Approval of the attached Amendment to the 2022-2023 Budget Ordinance.***
- 2. Approval of Resolution Amending the Financial Operating Plan for the Garage Internal Service Fund.***

10. Report on Apparatus Needs: Fire Department
- Chris Mehaffey, Assistant Fire Chief

***Motion: Receive the report.***

11. Resolution Requesting the Haywood County Board of Commissioners to increase the Town's Fire District Tax from six (6) to eight (8) cents.

- Rob Hites, Town Manager

***Motion:*** *Adopt the attached resolution requesting the Haywood County Board of Commissioners increase the Fire District Tax from six (6) to eight (8) cents per \$100 valuation.*

12. Budget Amendment to the Water Fund for treatment chemicals

- Misty Hagood, Finance Director

***Motion:*** *Approval of the attached budget amendment.*

13. Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Newspaper

- Sharon Agostini, Tax Collector

***Motion:*** *To approve the yearly tax advertisements in The Mountaineer in accordance with N. C. G. S.105-369.*

14. Conduit Install for Queens Farm Subdivision

- Jeff Stines, Public Services Director

***Motion:*** *To award the bid of installing the underground conduit in the Queens Subdivision to Southern Appalachian Grading in the amount of \$75,000.*

15. Grant Manager Position Description- Pay and Classification Description

- Rob Hites, Town Manager

***Motion:*** *Approve the Position Description and Pay Classification.*

16. Human Resource Director Pay and Classification Description

- Rob Hites, Town Manager

***Motion:*** *To approve job description pay and classification range.*

17. Water Treatment Plant Valve Install

- Jeff Stines, Public Services Director

***Motion:*** *To award the bid of valve installation at the Water Treatment Plant to Carolina Specialties in the amount of \$153,745.14.*

18. Recommendation to Remove a Member of the Waynesville Public Art Commission

- Jesse Fowler, Assistant Town Manager

***Motion:*** *Motion to remove Sam McCarson from the Waynesville Public Art Commission.*

**H. COMMUNICATION FROM STAFF**

19. Manager's Report

- Town Manager, Rob Hites

20. Town Attorney Report

- Town Attorney, Martha Bradley

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

**J. ADJOURN**



# TOWN OF WAYNESVILLE

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## CALENDAR March 2023

2023	
Friday, February 24th	Board of Aldermen Meeting- Special Session (Board Retreat)
Tuesday Feb 28 <sup>TH</sup>	Board of Aldermen Meeting – <b>CANCELLED</b>
Tuesday March 14 <sup>TH</sup>	Board of Aldermen Meeting – <b>CANCELLED</b>
Tuesday March 28 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday April 7 <sup>TH</sup>	Town Offices Closed – Good Friday
Friday April 11 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday April 25 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday May 9 <sup>TH</sup>	Board of Alderman Meeting – Regular Session
Monday May 23 <sup>RD</sup>	Board of Aldermen Meeting – Regular Session
Monday May 29 <sup>TH</sup>	Town Offices Closed – Memorial Day
Tuesday June 13 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday June 27 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday, July 4 <sup>TH</sup>	Town Offices Closed – Independence Day
Tuesday July 11 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday July 25 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday August 8 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday August 22 <sup>ND</sup>	Board of Aldermen Meeting – Regular Session
Monday September 4 <sup>TH</sup>	Town Offices Closed – Labor Day
Tuesday September 12 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday September 26 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday October 10 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday October 24 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Friday November 10th	Town Offices Closed- Veterans Day
Tuesday November 14 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday November 28 <sup>TH</sup>	Board of Alderman Meeting- Regular Session
Tuesday December 12 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
December 22 <sup>nd</sup> , 26 <sup>th</sup>	Town Closed – Christmas Holidays

## Board and Commission Meetings – March 2023

ABC Board	ABC Office – 52 Dayco Drive	<b>March 21</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>March 7</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March-CANCELLED, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	<b>March 21</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>March 1</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>March 20</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>March 9</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>March 15</b> 3 <sup>rd</sup> Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>March 14</b> 2 <sup>nd</sup> Tuesday 5:30 PM

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**Regular Meeting**

**February 14, 2023**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, February 14, 2023 at 6:00 pm. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 6:06 pm with the following members present:

Mayor Gary Caldwell  
Alderwoman Julia Freeman  
Alderman Chuck Dickson  
Alderman Anthony Sutton

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Martha Bradley, Town Attorney  
Luke Kinsland, Recreation Director  
Police Chief, David Adams  
Brandon Gilmore, Assistant Police Chief  
Misty Hagood, Finance Director  
Jeff Stines, Director of Public Services  
Byron Hickox, Land Use Administrator  
Elizabeth Teague, Planning Director  
Lisa Burnett, Purchasing Supervisor

Members of the media:

Becky Johnson, The Mountaineer  
Cory Vaillancourt, The Smoky Mountain News

Others present:

Adeline Wolfe, Mountain Housing Opportunities

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and had no announcements.

**B. PUBLIC COMMENT**

No public comment.

### C. ADDITIONS OR DELETIONS TO THE AGENDA

Town Manager Rob Hites reported that there were only two items to put on the next meeting agenda, involving purchasing a \$10,000 compressor and a switch needed for the IT system. Manager Hites suggested to put these items on the Board Retreat Agenda. With those two items being added to the Retreat Agenda, there will be no items for the February 28<sup>th</sup> Board of Aldermen meeting. In addition, there will only be three Aldermen present for the February 28<sup>th</sup> meeting, so Manager Hites suggested to the Board to cancel the February 28<sup>th</sup> meeting.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to cancel the February 28<sup>th</sup> Regular Scheduled Board of Aldermen meeting. The motion passed unanimously.***

Mayor Caldwell stated with no additions or deletions to the agenda, he asked for a motion to approve the consent agenda.

### D. CONSENT AGENDA

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

2. a. Adoption of minutes of the January 20th, 2023 Regular meeting  
b. HCM Community 5K and Block Party Special Event Permit

***A motion was made by Alderman Anthony Sutton seconded by Alderman Chuck Dickson, to approve the Consent Agenda as presented. The motion passed unanimously.***

### E. PROCLAMATION

3. National Developmental Disability Awareness Month
  - Mayor Gary Caldwell

Mayor Gary Caldwell read the Proclamation of Developmental Disability Awareness Month-March 2023.

***A motion was made by Alderman Anthony Sutton seconded by Alderwoman Julia Freeman, to proclaim March 2023 National Developmental Disability Awareness Month. The motion passed unanimously.***

Alderman Chuck Dickson added that he is currently working with Chief Adams and Manager Hites on talking to the Autism Society to see if they could offer trainings to the Police Department.

### F. PRESENTATION

4. The USPCA Excellence Award for Officer Cameron Gasperson and K-9 Bruer
  - Assistant Police Chief Brandon Gilmore

Assistant Police Chief Brandon Gilmore recounted the incident that occurred on December 5th, 2022, when the Waynesville Police Department was alerted to a stolen vehicle traveling through town. Eventually, the stolen vehicle was tracked down and the suspect fled on foot. Assistant Police Chief Gilmore reported that Officer Gasperson felt it was necessary to deploy K-9 Bruer to track the fleeing suspect. Due to the efforts of Officer Gasperson and K-9 Bruer, the suspect was located and taken into custody without further incident. In recognition of their work, Assistant Police Chief Gilmore presented the USPCA Excellence Award to Officer Gasperson and K-9 Bruer.

## G. CALL FOR PUBLIC HEARING

5. Call for Public Hearing: Mountain Housing Opportunities Affordable Housing Incentive Adjustment
  - Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler reported that in 2021, the Board of Aldermen approved Affordable Housing Policy incentives in the amount of \$167,154 for Mountain Housing Opportunity's (MHO) affordable housing development that will be located on Howell Mill Road. Mr. Fowler added that MHO's development project relied on other outside funding sources such as Low-Income Housing Tax Credits to be successful, and they were unable to secure that funding until recently which postponed the development. Since the Board's original incentive approval, construction costs have increased, and so MHO is requesting an amendment to the original incentive. Pricing has increased significantly since the original project estimations, to the amount of \$468,125.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to call for a public hearing on March 28, 2023, for the purpose of considering an amendment to the Affordable Housing Policy Incentives granted to Mountain Housing Opportunities. The motion passed unanimously.***

## H. PUBLIC HEARING

6. Public Hearing to consider a request for Annexation for property known as the Balsam Edge Development of Mountain Housing Opportunities, an unaddressed lot on Howell Mill Road, PIN 8618-42-5414.
  - Elizabeth Teague, Development Services Director

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to open the Public Hearing at 6:22 pm. The motion passed unanimously.***

Development Services Director, Elizabeth Teague, stated that the purpose of this public hearing is to consider a request for annexation for a property known as Balsam Edge Development. The applicant is Mountain Housing Opportunities, and the lot is an unaddressed lot located on Howell Mill Road, PIN 8618-42-5414. Ms.

Teague reported that the Town received the attached Petition for Annexation of Contiguous Area. This property is the future site of a proposed apartment complex which received approval by the Planning Board for a major site plan by Order dated April 7, 2021. The property is within the Town's extra-territorial jurisdiction and urban services boundary and is contiguous to the Town. The property is zoned Howell Mill Urban Residential (HM-UR).

**Adeline Wolfe, Mountain Housing Opportunities-64 Clingman Avenue, Asheville:** Ms. Wolfe thanked the Board for their consideration and expressed gratitude in having the opportunity to serve the Waynesville community. Mayor Caldwell thanked Ms. Wolfe for helping to bring affordable housing to Waynesville.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to close the Public Hearing at 6:26 pm. The motion passed unanimously.***

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve ordinance O-06-23, the annexation of the unaddressed lot on Howell Mill Road, PIN 8616-42-5414. The motion passed unanimously.***

7. Consider a Map Amendment for the property located at 465 Boyd Avenue (PIN 8605-96-8882).
  - Byron Hickox, Land Use Administrator

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to open the Public Hearing at 6:27 pm. The motion passed unanimously.***

Land Use Administrator, Byron Hickox, reported that the building on the property located at 465 Boyd Avenue was constructed in 1973 and has been used since as a Residential Care Facility. The property is located within the Hazelwood Urban Residential District (H-UR), in which Residential Care Facilities are only permitted with a Special Use Permit. Mr. Hickox explained that this facility was operating long before such a thing existed, so the property was grandfathered in-it operated as a legal non-conforming use but ceased operations in November 2021. The property owner has been approached by a potential buyer interested in using the existing building for a use not permitted within the H-UR district. Mr. Hickox stated that the owner submitted a formal application for a map amendment to rezone the subject property to Hazelwood Urban Residential Mixed-Use Overlay (H-UR MXO). Mr. Hickox proceeded to read verbatim the description of the Hazelwood Urban Residential District from the Land Development Standards.

Mr. Hickox reported that the requested amendment was heard by the Planning Board on January 9<sup>th</sup>, 2023. The Planning Board unanimously agreed that professional services would be appropriate at this located and could promote the re-use of an existing building and meet the goals of the Comprehensive Plan. The Planning Board recommended to the Board of Aldermen that the property described as 465 Boyd Avenue be changed from Hazelwood Urban Residential to Hazelwood Urban Residential Mixed-Use Overlay 3, a mixed-use overlay that permits Professional Services as a use.

Mr. Hickox reported that the Planning Board also found the proposed map amendment is consistent with the 2035 Comprehensive Plan Goals 1 and 5, "continue to promote smart growth principles in land use planning and zoning", and "create opportunities for a sustainable economy", respectively. He added that the Future Land Use Map indicates that the property should be considered for a map amendment as part of the Medium

to High Density Residential areas for the purposes of future land use planning and falls within a potential mixed-use overlay recommended in the plan. The Potential Railroad Overlay Map indicated that this property should be considered for inclusion in a future railroad corridor study area for an “overlay district or policy for track-adjacent or greenway-adjacent development to allow more housing and mixed uses”. Mr. Hickox said that this statement indicates a clear directive to encourage mixed-use development along the railroad corridor.

No public comment.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to close the Public Hearing at 6:37 pm. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to find the map amendment is consistent with the 2035 Land Use Plan and it is reasonable and in the public interest in that it continues to promote smart growth principles in land use planning and zoning, encourages infill, mixed-use, and context-sensitive development, and creates opportunities for a sustainable economy and encourages creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the proposed map amendment in that it creates opportunities for a sustainable economy and continues to promote smart growth. The motion passed unanimously.***

8. Consider an Application for Text Amendment to Land Development Standards Section 17.3, Use Type Definitions, Personal Services.
- Byron Hickox, Land Use Administrator

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to open the Public Hearing at 6:39 pm. The motion passed unanimously.***

Land Use Administrator, Byron Hickox, reported that the applicant hopes to open a tattoo business within the Central Business District. Personal services are allowed in this district, but tattoo businesses are currently not listed under that definition in the Land Development Standards (LDS). Mr. Hickox said that the applicant has proposed a text amendment that would remove the exclusion of tattoo parlors from the Personal Services definition. Mr. Hickox noted that there are already tattoo parlors operating in Town limits because they were established prior to the adoption of the current LDS and therefore legal non-conforming use, or were permitted as a result of staff oversight and are operating as zoning violations even though they may be permitted by the Health Department. The proposed text amendment would bring current tattoo businesses into compliance within the LDS and would permit this use within Mixed-Use Overlays within the following districts:

- |                                   |   |
|-----------------------------------|---|
| -Country Club Low Density         | -Ninevah Neighborhood Residential       |
| -Francis Cove Low Density         | -Raccoon Creek Neighborhood Residential |
| -Dellwood Medium Density          | -Walnut Street Neighborhood Residential |
| -South Waynesville Medium Density | -Hazelwood Urban Residential            |

- Love Lane Neighborhood Residential
- Main Street Neighborhood Residential

- East Waynesville Urban Residential
- Howell Mill Urban Residential

The proposed text amendment would permit tattoo parlors on corner lots within Allens Creek Neighborhood Residential district.

The proposed text amendment would permit tattoo parlors as a use-by-right within the following districts:

- North Main Street Neighborhood Center
- Pigeon Street Neighborhood Center
- Hazelwood Business District
- South Main Street Business District
- Dellwood/Junaluska Regional Center
- Central Business District
- Raccoon Creek Neighborhood Center
- Hyatt Creek Regional Center
- Russ Avenue Regional Center

Mr. Hickox stated that at the January 30<sup>th</sup> meeting, some Planning Board members argued that tattoo parlors are different from other uses within the Personal Services definition, and therefore proposed an alternative to the requested amendment. The proposed alternative would strike the reference to tattoo parlors from the Personal Services definition altogether and create tattoo parlors as a stand-alone use permitted only within Neighborhood Center, Business, and Regional Center Districts. Mr. Hickox said that other Planning Board members felt that tattoo parlors are no more impactful or disruptive to surrounding properties than any other uses within the Personal Services definition. Therefore, they should be permitted wherever Personal Services are currently permitted. Mr. Hickox reported that the Planning Board voted 4 to 3 to recommend to the Board of Aldermen the approval of the text amendment as submitted by the applicant, which would strike the reference to and exclusion of tattoo parlors from the definition of Personal Services. Staff would support the text amendment request.

Alderman Anthony Sutton asked if there was any history as to why tattoo parlors were thrown out of the LDS. Mr. Hickox replied that after thorough research, he could not find any specific reason or discussion involving the removal of tattoo parlors from the LDS.

**Greg Au-59 Tabby Lane, Maggie Valley:** Mr. Au spoke in favor of the text amendment, and said he has been a part of the community for a long time. His new studio is a personal studio and by appointment only.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to close the Public Hearing at 6:52 pm. The motion passed unanimously.***

Alderman Chuck Dickson said that he asked Police Chief Adams to pull police reports involving existing tattoo parlors and he said that tattoo parlors do not cause any problems for the Town. He also said that 50% of people under the age of 40 have tattoos and the previous notion that tattoos are associated with deviancy is no longer the case. Alderman Dickson said he is in favor of the text amendment.

Alderman Anthony Sutton said that the general perception of tattoos has changed, and he is also in favor of the text amendment.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to find the text amendment is consistent with the 2035 Land Use Plan in that it continues to promote smart growth principles in land use planning and zoning, and creates opportunities for a sustainable economy and promotes the growth of existing local businesses in Waynesville’s “maker economy”. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the proposed text amendment as prescribed in that it continues to encourage smart growth and promotes the growth of existing local businesses. The motion passed unanimously.***

**I. NEW BUSINESS**

9. Vacancies for Recreation Advisory Commission

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the recreation advisory commission passed a motion during last month’s meeting to remove two members. The commission requests to remove Regina Zachary for repeated absences and Wallace Messer for health reasons per the Boards & Commissions manual citing consecutive absences.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to approve the opening of two vacancies for the Recreation Advisory Commission. The motion passed unanimously***

10. Dog Park Quote

- Luke Kinsland, Recreation Director

Recreation Director, Luke Kinsland, reported that drainage has been a recurring issue in the dog park. After working with Public Works to improve drainage, Mr. Kinsland said that there have been many challenges out of their control, such as weather. Mr. Kinsland said to do things the correct way, they would like to work with WNC Paving because they are better equipped than the Town to meet the needs of the dog park construction. The work that needs to be done includes grading the park so it drains into a new detention basin, under the trail and into a dispersion channel that leads to Richland Creek. The park itself will be filled with dirt and compacted, a layer of landscape fabric will be applied, and small stone will be added creating a drainage area. A second layer of fabric will be applied, and four inches of mulch purchased from a private company will be added. Due to the condition of the benches, Mr. Kinsland recommended that the Town purchase and install metal benches similar to those that are being installed in the greenway adjacent to the Bi-Lo Apartments. The total estimate for the park is \$68,000. Mr. Kinsland stated that much of the cost is tied up in rock, landscape fabric, mulch, benches, and WNC’s labor. Since they are in their least busy time of year, they are ready to construct the park.

Mr. Kinsland added that he applied for a \$7500 grant to be used for the dog park and set up Friends of the Dog Park so that people can donate.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson to approve a contract with WNC Paving to construct the Dog Park. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the budget amendment of \$68,800 for the dog park improvements.***

11. Budget Amendment to increase appropriations within the Electric Fund to include \$90,000 received as a grant to replace the fast charger downtown and our match of \$28,992.
- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Town of Waynesville was awarded another grant from the Volkswagen settlement of \$90,000 to replace the EV fast charger downtown. Our match is \$28,992 and it will be budgeted from the Electric Fund Balance. Manager Hites added that the Town has applied for another grant to hopefully add another charger to the Montgomery Street parking lot.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve the budget amendment of \$118,992 for the EV fast charging station. The motion passed unanimously.***

12. Budget Amendment to increase appropriations within the Development Services Department budget to include \$10,000 received as a Historic Preservation Fund Grant.
- Byron Hickox, Land Use Administrator

Land Use Administrator Byron Hickox reported that, at the request of the Historic Preservation Commission (HPC), Development Services staff prepared and applied for a grant from the Historic Preservation Fund. As a Certified Local Government, the Town of Waynesville is eligible to apply for an HPF Grant, which is administered by the North Carolina State Historic Preservation Office (SHPO). The grant application requested \$10,000 to assist in funding the preparation of a Preservation Plan for the Town of Waynesville's Historic Commercial Districts (Main Street, Frog Level, and Hazelwood). Mr. Hickox added that it is the long-term goal of the HPC is to make those areas Local Historic Districts as well. The application was successful and all work on the project will be completed by October 2023.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the budget amendment to include \$10,000 received as a Historic Preservation Fund Grant. The motion passed unanimously.***

13. ARP funding for Dispatch Center upgrade
- Lisa Burnett, Purchasing Supervisor

Purchasing Supervisor, Lisa Burnett, reported that included in the fiscal year 2023 budget are monies to upgrade the Police Communication Center using Federal American Rescue Plan funding that was received in the amount of \$124,070. Ms. Burnett said she worked with Lt. Chandler to develop specifications for what the Police Department needed. Ms. Burnett said only one bid was initially submitted, and that bid was from Western Carolina Communications Systems Inc., so a second bid advertisement was done. When there were no other bids placed after the second advertisement, Ms. Burnett moved forward with looking at Western Carolina Communications Systems' bid. She added that the Town has a long-standing and positive relationship

with Western Carolina Communications Systems already, so she felt confident that they will provide good service.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to award the purchase and installation contract of the new Dispatch Console System to Western Carolina Communication Systems for \$120,042.17. The motion passed unanimously.***

14. Approval of Audit Contract
- Misty Hagood, Finance Director

Finance Director Misty Hagood said that Martin Starnes and Associates was approved last fiscal year for a three year audit period with the Town. This is the second year of the three year agreement. Ms. Hagood asked the Board to approve the contract for this year's audit. She said that the regular audit and writing of the financial statements will be \$42,000 and there will be an additional fee of \$3,500 if a single audit is required.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve the audit contract and authorize the mayor to sign the Contract to Audit Accounts. The motion passed unanimously.***

15. Field Training Officer Compensation
- Jesse Fowler, Assistant Town Manager

Assistant Town Manager, Jesse Fowler, reported that the Town of Waynesville Police Department has a Field Training Officer program (FTO). Mr. Fowler said that when Assistant Police Chief Gilmore and Chief Adams discussed the FTO program with him, he realized just how intensive the training is. FTO's ride along and follow new cadets for many months. After each shift, the FTO sits down with the cadet and goes through the record of what happened on that shift. Mr. Fowler stated that Field Training Officers are required to perform extra duties during the onboarding and training of new Police Recruits and must work extra hours to record recruit activities, experiences, and evaluate the new recruits in order to determine their fitness for duty. In other municipalities, FTO's are often offered additional compensation, where the Town does not currently. Mr. Fowler would like the Board to allow FTOs to be compensated for the time spent on the extra duties required while performing in the role of FTO, an FTO assigned a new incoming officer will record one (1) hour of Compensatory Time for each 12-hour shift worked in the capacity of FTO. Compensatory Time under the FTO program will be recorded in the appropriate OT/ Compensatory Time column on the FTO's timecard each work period.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the above language as an amendment to the Town of Waynesville Personnel Policy. The motion passed unanimously.***

16. NCDOT URA RUSS AVENUE (Historic District)
- Jeff Stines, Director of Public Services

Director of Public Services, Jeff Stines, reported that in 2020 the original Utility Relocation Agreement (URA) was agreed upon between the Town of Waynesville and NCDOT for the Russ Avenue Project. Mr. Stines said

that this is a cost estimate of what the underground utilities will be (electric). He added that this is 100% reimbursable, except for decorative lighting. With the project slated to start in May of 2023, the updated URA pricing needed to be agreed upon by the Town of Waynesville and NCDOT. The new agreement is to ensure NCDOT will fully reimburse the Town of Waynesville in the amount of \$1,297,890.20 (less the cost of decorative lighting) for the costs of the Electric Utility work completed by our contractor in the Historic District of the Russ Avenue Project.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman to accept the URA for Russ Avenue (Historic District) as signed by Rob Hites, Town Manager. The motion passed unanimously.***

Mayor Gary Caldwell asked if Public Services could clean up the sidewalks of Main Street. Mr. Stines said they do it when they can, but they can dedicate a staff member to do that. Alderman Dickson asked if the Downtown Waynesville Commission could look into assisting. Town Manager Hites said that in every other city he has worked for, it was the responsibility of the shop owner to clean in front of their store.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to ask the Downtown Waynesville Commission to consider asking shop owners on Main Street to help keep the sidewalks clean. The motion passed unanimously.***

Mayor Gary Caldwell asked Mr. Stines if Virginia Avenue will be paved soon. Mr. Stines said it would be after July, after the budget is approved. Mr. Hites said the Board could use General Fund money if they don't want to wait. Mr. Stines offered to get an estimate from WNC Paving and will provide that to the Board at the retreat on February 24<sup>th</sup>.

**J. COMMUNICATION FROM STAFF**

17. Manager's Report
- Town Manager, Rob Hites

Nothing to report.

18. Town Attorney Report
- Town Attorney, Martha Bradley

Nothing to report.

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

Alderwoman Julia Freeman said she will be unable to attend League of Municipalities dinner in Raleigh with Alderman Sutton.

Alderman Anthony Sutton reported that he will be meeting with Congressman Edwards on Thursday to talk about transportation in the area. He said he will also be speaking to the General Assembly in Raleigh about a project relating to getting other modes of transportation to Waynesville.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to enter into closed session at 7:46pm to discuss personnel matters as permitted under NCGS § 143.318.11 (a)(6). The motion passed unanimously.***

***A motion was made by Alderman Sutton, seconded by Alderman Dickson to enter into open session at 8:22 pm. The motion carried unanimously.***

The Board of Aldermen discussed the Town’s current personnel policy and its failure to address felony convictions and charges of driving while intoxicated or impaired. The Board concluded that it would be in the best interest of the Town to adopt a policy that address these gaps within the personnel policy in order to uphold the ethical standards associated with employment with the Town of Waynesville.

***A motion was made by Alderman Sutton, seconded by Alderman Dickson to amend the Town of Waynesville Personnel Policy with the following language: “Any person found guilty of driving while intoxicated/impaired, or any other felony within (3) years of their application for employment with the Town of Waynesville, or during their employment with the Town of Waynesville, shall be disqualified from employment with the Town of Waynesville.” The motion carried unanimously.***

**L. ADJOURN**

***A motion was made by Alderman Sutton, seconded by Alderwoman Freeman, to adjourn at 8:36 pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Special Called Meeting-Planning Retreat**  
**February 24, 2023**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a special called meeting on Friday, February 24, 2023 at 8:30 am. in the Waynesville Recreation Center Multi-purpose room located at 550 Vance Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 8:43 am with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Luke Kinsland, Recreation Director  
David Adams, Police Chief  
Brandon Gilmore, Assistant Police Chief  
Misty Hagood, Finance Director  
Jeff Stines, Director of Public Services  
Elizabeth Teague, Planning Director  
Candace Poolton, Town Clerk  
Joey Webb, Fire Chief  
Chris Mehaffey, Assistant Fire Chief

Members of the media:

Becky Johnson, The Mountaineer  
Cory Vaillancourt, The Smoky Mountain News

1. Welcome/Introductory Comments

Mayor Gary Caldwell welcomed everyone and asked if the Board Members had any announcements.

Alderman Anthony Sutton reported that he spent the week in Raleigh. He met with NCDOT and NC Rails. Alderman Jon Feichter reported that he was recently at the UNC School of Government Advanced Leadership Corps which consisted of 24 elected leaders from the all over NC. Alderman Sutton recommended attending the North Carolina League of Municipalities annual convention on April 23<sup>rd</sup>. Alderman Chuck Dickson said a big thank you to the staff.

## B. NEW BUSINESS

### 2. Current Budget Update

- Misty Hagood, Finance Officer

Finance Director, Misty Hagood, reported that the available Fund Balance is \$9.7million, which is 65.5% of the Town's General Fund Expenditures. She added that there are restricted and assigned amounts within that number that can only be spent on certain things. Un-restricted money totals \$7,402,472 or 50.8%. Ms. Hagood recommended that the Board focuses on keeping this number up before moving forward with thinking about financing for the Fire Station.

Town Manager Rob Hites warned that this upcoming Fiscal Year will be tight and that if the Town's fund balance gets too low, it could affect what kind of financing rate the Town would get for the Fire Station.

Alderman Jon Feichter asked about the \$800,000 prior period adjustment. Ms. Hagood said that the loan the Electric Fund made to the General Fund was not recorded properly, so it got taken out of Fund Balance after it was recorded properly. That money should've been recorded as a liability.

Ms. Hagood said that everything is running very well this Fiscal Year. Sharon, our tax collector, has done an excellent job collecting prior year taxes. Sales and Services revenue is down, mostly due to the SRO reimbursement which will come in at the end of the year. Recreation fees are coming up and in line with what the Town budgeted for this year. Sales tax revenue was down the last couple of months, so Ms. Hagood said she'll keep an eye on that.

Ms. Hagood reported that property tax collections has increased to 95.95%. She expects Fiscal Year 2023 to be over 97%. Ms. Hagood wanted to ask the Board if the Finance Department could move forward with enforced collection, such as bank attachments and wage and rent garnishments. The top three delinquent taxpayers are commercial.

Mr. Hites said the Town has the legal authority to enforce collection. Legally, the Town can collect delinquent taxes from 10 years ago.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to direct the tax collector to pursue all legal means to collect taxes. The motion passed unanimously.***

Alderman Jon Feichter asked the Finance Department to keep the Board aware of any actions taken to collect delinquent taxes.

Ms. Hagood reported that Enterprise Funds look good overall. She said that Revenue is over Expenditures for water and sewer. She added that expenses are running higher for the Electric Fund, but a lot of that is operating transfers. She said it should work out by the end of the year. Ms. Hagood said that 300 payment plans have been signed total, only 56 are remaining since this month, and 26 should be paid off by the end of February.

American Rescue Plan Funds amount to \$525,000. Ms. Hagood reminded the Board that this money needs to be encumbered by December 2024 and spent by the end of 2026 to be used on capital.

### 3. Five-Year Capital Improvement Plan

- Misty Hagood, Finance Director

Finance Director, Misty Hagood, reported that the projected General Fund shows \$9.7 million for Fiscal Year 2024 and \$5.5 million for Fiscal Year 2025. Ms. Hagood said that we still need a lot of money each year just to make debt service payments. One cent on the property tax rate is about \$156,000 and one cent on the fire tax rate is \$77,000. If the Town added the \$5 vehicle fee, that would be \$85,000 a year that the Town could use that toward some of the bridges that need replacing. Ms. Hagood reported that this year the Town spent, without using fund balance, \$320,000 using revenue. One loan was paid off this Fiscal Year in the amount of \$48,700. The Police Department loan will be the next one to pay off in May of 2028.

Alderman Sutton asked how much would taxes have to be raised to accommodate all the Town's needs. Town Manager Rob Hites said 7-12 cents. He added that we have a lot of deferred maintenance that needs to be done and we need to prioritize our needs. Ms. Hagood said that despite using ARP funds to catch up, the Town still has a lot to get done. Alderman Sutton said that it may require raising taxes to get the "must-haves". Mr. Hites agreed with Alderman Sutton. Last year at this time, Alderman Feichter said he asked about the Town looking into a General Obligation Bond (GO Bond). He added that the Fire Department alone has \$12 million worth of needs. Mr. Hites recommended that if the Board wanted to use a GO Bond, that they should use that for "must haves" and use the General Fund for "like to haves".

#### 4. Recreation Masterplan Review

- Luke Kinsland, Recreation Director

Recreation Director, Luke Kinsland, reported that it was 2017 when the Recreation Master Plan was implemented, so the cost estimates shown are not going to be up to date. He added that very few items of the Master Plan have been fulfilled. There are more improvements needed before they can focus on new construction. The Recreation Master Plan reflects the most immediate needs based on safety. Mr. Kinsland presented an overview of the 10-year Recreation Master Plan:

-**2023**: Dog Park improvements, lighting in the Skate Park, and a new greenway at Shul and Bridge located at Vance Park. The greenway will be funded by PARTF (\$440,000).

-**2024**: Tennis Court reconstruction or possible relocation (\$600,000) and a bathroom at the Obama-King park (\$80,000).

-**2025**: Replace the existing wooden playground at Rec Park with Universal Material (\$475,000) and a pavilion shelter to serve the Dog and Skate Parks (\$85,000)

-**2026**: Resurface the basketball courts and install new fencing at Rec Park and East Street Park (\$135,000). Upgrade the cardio equipment (\$125,000)

-**2027**: Improve both the East Street and Sulphur Springs Parks (\$700,000).

-**2028**: Renovate restrooms at the Bi-Lo Pavilion and Vance Park (\$180,000). Replace the small playground at the Bi-Lo Pavilion with an updated universal one (\$100,000).

-**2029**: Resurface the asphalt track at Vance Park (\$150,000).

-**2030**: Make improvements to Hazelwood Park (\$300,000).

-**2031**: Build a 3000 square foot addition to the weight room at the Rec Center (\$900,000).

-**2032**: Construct a natural garden area with a pavilion or gazebo at the Rec Center, adjacent to the roundabout, and add new parking spaces along Vance Street (\$350,000).

Mr. Kinsland concluded the presentation by adding that the costs for safety-based improvements and renovations will total \$2,765,000. New design and constructions costs total \$1,415,000.

Discussion about the Master Plan involved potentially involving the Kiwanis Club in any playground construction, a dedication ceremony being held on March 30<sup>th</sup> of the greenway bridge, and using the \$40,000 worth of restricted funds to renovate the tennis courts. Mr. Kinsland also announced that the Rec Center will now be open on Sundays.

5. Amending Election Process to Staggered Terms

- Alderman Chuck Dickson

Alderman Chuck Dickson suggested introducing staggered terms at the next election because this will help with Board continuity. There is a possibility of a complete turn over in the Board in the next election which would cause an immense loss of knowledge and destabilization. He added that the Waynesville Board is the only Board in Haywood County that does not have staggered terms. With staggered terms, at least half the Board would have working knowledge through each election cycle. Alderwoman Julia Freeman said that the Board has been discussing this for 11 years and it's time to make a move. Alderman Dickson said after the election, the Board would then have to decide which members served 2 years, and who would serve 4 years. He said it could be based on which members get the highest votes, or the Board could draw straws. He said he's fine either way. Alderman Feichter said he sees all the reasons behind having staggered terms. He said if the Board is going to pursue it, that he feels there should be a unanimous vote. He said he prefers the two highest "vote getters". Alderman Sutton agreed with Alderman Feichter. Mr. Hites recommended that the Board makes this a part of their ordinance. The Board agreed with Mr. Hites. Alderman Sutton said that making this change could also allow for the Board to change the name of Board members from Aldermen to Councilmembers. Alderman Feichter said that he prefers to keep the Aldermen tradition and that connects the current Board to previous Boards. He added that while he prefers to keep the current term, if that keeps the vote from being unanimous, he will concede. Mayor Caldwell said he understands where Alderman Feichter is coming from, and that in the 28 years he'd been in government, that's the term they used. Alderman Sutton said he feels as though "Alderman" is a misogynist term and references a time when women were not allowed to serve on the Board. Alderwoman Freeman said that when she networks, most people don't recognize the term "Alderman". She went on to say that the term is antiquated and old-school.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to instruct the Town Attorney to change the Town's system of government to stagger terms at the next election and to change the use of the word "Aldermen" to "Councilmembers", and instruct the Town Attorney to provide a Resolution of Intent at a future Board of Aldermen meeting. The motion passed unanimously.***

6. Increasing Fire District Taxes

- Alderman Chuck Dickson and Fire Chief Joey Webb

Alderman Chuck Dickson said that the Town Fire Department serves many other areas outside of the Town of Waynesville, so much so, that the insurance rates have been lowered for residents within and outside the Town. Alderman Dickson said he would like to increase the Fire District tax rate given the increased benefit the Town's Fire Department has been providing to people. Alderman Dickson raised the question of what is it costing the Town to serve outside areas? Alderman Dickson said the increased tax rate could help pay for the new fire engine truck that is much needed. Fire Chief Joey Webb said that last year, their truck was out of service for 92 days out of the year, which caused the Fire department to rely on older trucks or borrow trucks from neighboring towns. Fire Chief Webb said the new truck won't be delivered until April 2024. He

said if they can find a demo truck that fits the needs of the department, they may be able to get a truck sooner. Fire Chief Webb said that raising the tax rate shouldn't be a hard sell to the commissioners considering the service that the Fire Department provides to the area as well as how much citizen's insurance rates have gone down.

Town Manager Rob Hites suggested to the Board that he and Chief Webb need to first draw up a Resolution to formally present to the County Commissioners. He said that he will have it by the second meeting in March.

7. Adding Videos of Meetings to Town Website

- Alderman Chuck Dickson

Alderman Chuck Dickson said he believes that the government should be as transparent as possible. He added that there are people with disabilities who cannot physically attend our meetings and more people are now engaging digitally. Alderman Chuck Dickson said that he understands the fear of publicizing the public comment session because people could use that time to grandstand, but said that the Town has no obligation to show the public comment section online if it were to become a problem.

Assistant Town Manager Jesse Fowler said the Board Room already has the technology in place to record video and audio of Board meetings.

Alderwoman Julia Freeman said she is on the fence- that posting audio is doable but putting Board Members faces on social media could cause backlash. Mayor Caldwell said that he doesn't want to make a decision like this that could potentially affect new Board Members, since this is an election year.

Alderman Jon Feichter said he loves the idea and would like to live stream Board meetings.

Alderman Anthony Sutton agreed with Alderwoman Freeman. He recommended that the Board starts with posting audio first, but not to make it live. Mayor Caldwell agreed with Alderman Sutton. Alderman Sutton requested that the Board posts audio recordings on the website first, and then they can re-visit the topic of posting video. Alderman Feichter said his concern with just posting audio is that nuances could be missed because of disconnected voices and the general public may have difficulty recognizing whose voice is whose. Mr. Fowler said that live streaming has issues and, in his experience, there were moments when it would have been nice to have the option to disconnect the live stream. He also said that it would be difficult to manage the technology while also having to present at the Board meetings. Alderman Feichter asked if Haywood County Commissioners have had issues with live streaming. Alderwoman Freeman replied yes, people have been just awful to them on social media. Alderman Sutton said based on the comfort level of the Board, the technology we have, and wanting to wait to see what the feedback from the public would be, at this time we should start with just posting audio.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to begin posting audio recordings of the Board of Aldermen meetings on the website. Mayor Gary Caldwell, Alderwoman Julia Freeman, Alderman Chuck Dickson, and Alderman Anthony Sutton voted yay. Alderman Jon Feichter voted nay. The motion passes four to one.***

8. Increase Recreation Fees for Non-Residents

- Alderman Chuck Dickson

Alderman Chuck Dickson said the Recreation Department has charged the same fees for a long time. Alderman Dickson said he feels that increased fees will not result in decreased visitation to recreation facilities, and he would like to see the increased rates begin in the next fiscal year. Alderman Anthony Sutton suggested that

the Town looks at every fee and decide on how much to increase the rates. Town Manager Rob Hites said that previous Recreation Director said the rates are so low, that they don't even cover staff time to set up rentals or maintain athletic fields, etc. Alderman Dickson said that the Recreation Department should be charging non-residents more.

Alderman Chuck Dickson requested that the Recreation Department Staff come up with a new set of user fees by next Fiscal Year. Recreation Director Luke Kinsland agreed and said that he will work with Finance Director Misty Hagood to decide on the new fees.

9. Sweeping Downtown Sidewalks

- Mayor Gary Caldwell

Mayor Gary Caldwell reported that merchants on Main Street have been complaining that the sidewalks are dirty. He added that the Town used to have a staff member dedicated to cleaning the sidewalks. Town Manager Rob Hites said that in every town he worked for, merchants were responsible for sweeping the sidewalks in front of their own businesses. Alderman Anthony Sutton said that Hazelwood and Frog Level merchants are currently sweeping the sidewalks in front of their businesses. Mr. Hites said that the Municipal Service District fee does not cover the maintenance of sidewalks-that comes out of the General Fund. He added that staff time has been stretched due to the Town taking on parking areas in other parts of Town. Mr. Hites said that to be equitable, sidewalks would need to be swept in all three commercial districts. He said that staff do come in around 7am, two to three times a week, to sweep the sidewalks. He suggested that merchants should sweep into the street, then the street sweeper can come through early in the morning and that would be the best use of staff time and money. Assistant Town Manager Jesse Fowler reported that the Downtown Waynesville Commission (DWC) is going to ask block captains to talk to the merchants to see what their thoughts are on sweeping in front of their stores. A few are already doing it. Public Services Director Jeff Stines said his team empty all the trashcans on Main Street and clean sidewalks two to three times a week. He said the issue is that a couple of hours later they're messy again. He also said that the street sweeper has been in and out of commission. Alderman Jon Feichter suggested more trash and recycle cans on Main Street. Mr. Hites said that's a possibility and Mr. Fowler said the new bump outs that contain trash cans will be placed on Main Street using Medford grant money if the Town gets the grant. Mayor Caldwell said he feels that it is the Town's responsibility to keep the sidewalks clean. Mr. Hites said the issue is that the Streets and Sanitation Department is stretched thin as it is, so adding more tasks could negatively impact service in other areas. Mr. Stines said the Streets and Sanitations team can pick up the sidewalks three times a week, perhaps earlier in the morning. Alderman Dickson asked where does sidewalk trash pickup stop? He said he also wants sidewalks to be clean, but we don't have the staffing to do it. Mayor Caldwell disagreed and said we do have the staff. Alderman Feichter said it may be that merchants aren't aware that sweeping in front of their businesses is their responsibility, so he said let's start with asking them-DWC has initiated that process. Mayor Caldwell suggested organizing a Clean Sweep event on the first of May. Alderman Feichter said he will organize that event.

10. Paving the Old Armory Parking Lot

- Mayor Gary Caldwell

Mayor Gary Caldwell said when the Town made a contract with Drake for them to use the Old Armory parking lot, the Town offered to light, pave, and paint the lot as incentive for them to put their business there. Mayor

Caldwell would like to put it on the paving schedule. Public Services Director, Jeff Stines, reported that he had received a recent estimate. The estimate included adding gravel and stone, grading the lot (the lot is too level for proper drainage), and the removal of sidewalks in that area, for \$60,000. Lighting is not included in that estimate. Alderman Dickson said they can park to the right of the Armory if they're not interfering with Armory parking. Mayor Caldwell said when the Town signed the contract with Drake, that the Town agreed to pave the lot. Town Manager Rob Hites said that is not in the lease agreement, to which Mayor Caldwell said it should be. Alderman Sutton said he was more concerned about lighting in that area since the employees work later at night. Mr. Stines offered to get an estimate on lighting. Mr. Hites said the lease is for 20 years but is broken into five-year increments. Mr. Hites said Ms. Coffey (the leaser), may not want the lot paved. Mr. Hites offered to add paving to the lease and add it to the budget for next year after talking with the Coffeys to see if that's what they would like.

11. Finalize Landscaping Plan for Downtown

- Alderman Chuck Dickson

Assistant Town Manager Jesse Fowler said he applied for the Medford grant for bump outs. He said he has conceptual designs for two bump outs, which incorporate trash cans and planters. Mr. Fowler said he sat down with Bill Skelton, the Town's horticulturalist, about a seasonal planting plan.

12. Create Advisory Board for Sustainability

- Alderman Chuck Dickson

Alderman Chuck Dickson said he has been meeting with the Environmental Action Committee of WNC. He reminded the Board that six years ago, they voted to promote 100% clean energy by the year 2050. He added that Hendersonville has an Advisory Board for Sustainability and a lot of what they do ends up saving the Town money. Alderman Dickson said the Advisory Board could potentially bring in grant money. He asked the Board to allow him and Ms. Teague to continue meeting with the EAC of WNC to come up with a proposal for the Town. The Board was in full support of moving forward with developing an Environmental Sustainability Board. Alderman Dickson said the only issue is who would oversee administering the money the Advisory Board of Sustainability would receive. He added that the County has a grant administrator. The Board discussed potentially hiring a grant writer. Alderman Feichter said \$78,000 is the median salary for a grant administrator. He urged the Board to think how much money that person could bring in, not about how much a salary would be. Alderman Sutton said that within a year, the Board could see if the position was beneficial or not based on how much money they brought in. Alderwoman Julia Freeman said a lot of times, a grant writer could be paid a percentage out of the grant they applied for and received. Town Manager Rob Hites said he is in favor because the current staff has trouble not with applying for grants, but keeping up with the reporting after receiving the grant. Mr. Hites said we can start by posting the position and hire them at the start of the next fiscal year. He also said we need to hire a Human Resources Director. Mr. Hites will report back to the Board in March about a salary for a grant writer. The Board was in full agreement about staff beginning the hiring process for an HR Director and looking into the salary for a grant writer.

13. Joint Planning/Town Board Meeting Goals

- Alderman Chuck Dickson

Assistant Town Manager Jesse Fowler said he met with Jake from Stewart Engineering, and he suggested that it would be better to postpone the meeting until April, and to have the joint meeting during a regular

scheduled Planning Board meeting. Mr. Fowler said there will be a meeting prior to the joint meeting to discuss goal setting and a structure plan for the joint meeting. Alderman Sutton suggested that he and Alderman Feichter attend the preliminary meeting with some Planning Board members. Planning Director Elizabeth Teague said the Planning Board would like some guidance on how to implement the 2030 plan with regard to density and development. Alderman Dickson was wondering about potentially having a policy on whether the Town automatically extends Town services to the areas within the Urban Service Boundary. For example, the Town did not have to extend sewer to the Queen Farm development. The development is in the ETJ, but Alderman Dickson said the Town did not have a policy saying whether we should or shouldn't extend sewer. The Board discussed height limit policies of structures.

14. Special Appropriations/Contributions to Non-Profits

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler said that historically, the Town has set aside a penny on the tax rate to go toward special appropriations. After Finance Director Misty Hagood attended a conference where they discussed special appropriations, staff wanted to review the legal procedure on how special appropriations can be awarded. Alderman Anthony Sutton and Alderman Chuck Dickson do not want to do any discretionary funds moving forward based on the restrictions the General Statutes have in place. Alderman Sutton said the money would be better spent on a grant administrator. Alderman Jon Feichter said he is upset about the state's restrictions on special appropriations, and that money spent on non-profits helps the community. Alderwoman Julia Freeman said that because the money awarded is usually such a small amount, that it's not going to make or break non-profits. The Board agreed that they will no longer offer special appropriations. Mr. Fowler said he will let applicants know of the Board's decision.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to eliminate special appropriations to private organizations. The motion passed unanimously.***

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

- Jeff Stines, Director of Public Services

Director of Public Services, Jeff Stines, reported that he received a quote from WNC Paving for \$106,425 to mill and repave Mississippi and Virginia Ave as requested by the Board of Aldermen at the February 14th meeting. We have \$137,562.50 remaining in the reserves from the \$5 fee that used to be on vehicle tax bills to go toward paving. He said if the Board approves the budget amendment, then they can start paving before the new fiscal year. Mr. Stines added that the quote doesn't include paving the end of Virginia Avenue. The Board asked Mr. Stines to get a quote for the cost of paving the end of Virginia Avenue. Alderman Dickson said the end of Virginia Avenue does not need paving. Town Manager Hites reminded the Board that the asphalt plant won't be open before the next meeting. Mr. Hites also reminded the Board of the tight budget and said that if they decide to pave a part of Virginia Ave that doesn't need paving, they are taking away money from something that needs to be done. Mayor Caldwell agreed with Mr. Hites.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to approve the paving of Mississippi and Virginia Avenue. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the budget amendment of \$106,425 for milling and paving Mississippi and Virginia Avenue. The motion passed unanimously.***

16. Emergency Purchase of New Core Switches

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler reported that inside the server room inside of Fire Station #1, there is an internet connection that runs through the building from a box. From that box, fiber optic cables run through a switch, split, and run to different other Town buildings. He said the Town only has one switch, and it's nearing the end of its lifespan. Mr. Fowler said if a fan or power supply dies, then no one in the Town organization has internet. The purchase of three new switches would replace that switch and buy two more- so if one switch dies, then the time without internet would be much less. Mr. Fowler said without internet, the Town cannot function.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve the purchase of three new core switches. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to approve the budget amendment ordinance No. O-12-23 in the amount of \$22,000 for the purpose of purchase three new core switches. The motion passed unanimously.***

17. Budget Amendment to the Garage Internal Service Fund

- Jeff Stines, Director of Public Services

Director of Public Services, Jeff Stines, said the current air compressor being used at the Town's garage is about 80 years old and beyond repair.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve Resolution R-02-23 for Amending the Financial Operating Plan for Garage Internal Services Fund. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to make a budget amendment to the Garage Internal Services Fund. The motion passed unanimously.***

18. Fire Alarm for Town Hall

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler reported that the fire alarm in the Police Department was tripping daily. He said the fire alarm system consists of two parts, the first being the fire alarm panel and the second being the fire alarm annunciator (public facing panel). Upon inspection, it was determined that the fire alarm panel is functioning correctly, but the fire alarm annunciator has begun to malfunction, causing incorrect signals to be sent to the fire alarm panel which trigger false alarms. After consulting with the technician, Mr. Fowler said it appears that the fire alarm annunciator for the Police Department's current system is no longer manufactured due to the age of the system. Because of this, Mr. Fowler said the failed component cannot be

replaced and so in order repair the system, the fire alarm panel along with the fire alarm annunciator must be replaced. The cost of this replacement is \$13,893.92.

Mr. Fowler said they had budgeted for Tsunami cameras this year in the amount of \$20,000, but it turns out those cameras are \$20,000 every year, so they decided not to move forward with that purchase. He said that money can now be used on the fire alarm system.

Police Chief David Adams said that he just found out from MB Haynes that the key card system for the whole building is obsolete. He added that they said that it would lock employees out of the building when it fails. He requested that Mr. Fowler finds out how much it will cost to replace the system.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to purchase a new fire alarm system for Town Hall in the amount of \$13,893.92. The motion passed unanimously.***

#### **C. OTHER BUSINESS**

Mayor Gary Caldwell said that Dick Young was wondering if the Town had the power to prevent tractor trailer trucks from driving on Main Street. Alderman Sutton said that would require approval from NCDOT. Alderman Sutton said he would talk to NCDOT about moving the state road, which would also allow the Town to close Main Street for events.

#### **D. ADJOURN**

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to adjourn at 2:03 pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk



# Application for Special Events Permit

## I. General Information

EVENT NAME: The Whole Bloomin' Thing Festival

EVENT DATE(S): May 13, 2022

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: Commerce and Depot Street / Frog Level

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

SET-UP TIME (START/END): 5:30 am to 5 pm

EVENT HOURS: 9 am to 4 pm

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

ESTIMATED ATTENDANCE: 2,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Based on previous festival attendance

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: Historic Frog Level Merchants Association & Frog Level Brewery

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

APPLICANT NAME: Kristyn Iodice TITLE: Director

ADDRESS: 24 Commerce Street CITY: Waynesville STATE: NC ZIP: 28785

PHONE: 404-368-9970 FAX#: \_\_\_\_\_ EMAIL: wholebloominthing@gmail.com

ON-SITE CONTACT: Kristyn Iodice TITLE: Director

ADDRESS: 24 Commerce Street, Waynesville, NC 28785

PHONE #: \_\_\_\_\_ CELL PHONE #: 404-368-9970 EMAIL: wholebloominthing@gmail.com

**III. Brief Description of Event**

**20th Anniversary of the Whole Bloomin' Thing Festival with local and regional artisans and growers. Annual, perennial's, shrubs and trees are a big part of what is sold.**

**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. Commerce Street - Beside Panacea to the red light on Depot.
2. Depot Street , end of Trader parking lot to the railroad track.
- 3.

**V. Event Details**

YES	NO	
X	<input type="checkbox"/>	Does the event involve the sale or <b>use of alcoholic beverages</b> ? If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No X Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
X	<input type="checkbox"/>	Does the event involve the <b>sale of food</b> ? _____ If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be <b>musical entertainment</b> at your event? IF "YES" provide the following information: Number of Stages: <u>1</u> Number of Band(s): <u>1-3</u> Amplification? <u>yes</u> Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
X	<input type="checkbox"/>	Do you plan to use an existing <b>occupied building</b> ? Address _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to use an existing <b>vacant building</b> ? Address _____
X	<input type="checkbox"/>	Will there be any <b>tents or canopies</b> in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>60+</u> Will any tent exceed 400 sq. feet in area? X NO <input type="checkbox"/> YES
<input type="checkbox"/>	X	Does the event involve the use of <b>pyrotechnics</b> ? Explain _____
X	<input type="checkbox"/>	Will you provide <b>portable toilets</b> for the general public attending your event? IF SO, how many and where will they be located? _____
X	<input type="checkbox"/>	Will you require <b>electrical hookup</b> for the event? Generators? no, Electricity will need to be unlocked on the poles on Depot and Commerce street for Vendor Usage
X	<input type="checkbox"/>	Will you require <b>access to water</b> for the event? Explain- Plants will need water through out the day. Water access in parking lot is the only one needed.
<input type="checkbox"/>	X	Will <b>admission fees</b> be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____ Will <b>fees be charged to vendors</b> to participate in this event? If "YES", please provide the amount(s). - Food Vendors \$55 and \$45 for artisans and non profits / \$55 for growers
X	<input type="checkbox"/>	

- 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? \_\_\_\_\_

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:**

**Jesse Fowler, 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: [jfowler@waynesvillenc.gov](mailto:jfowler@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:



# Application for Special Events Permit

## I. General Information

EVENT NAME: Sarge's 18<sup>th</sup> Annual Dog Walk

EVENT DATE(S): September 23, 2023  
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: Court House Lawn – 215 N Main St

IF THIS EVENT IS A PARADE OR ROAD RACE: From the Court House to Montgomery Street, to Church Street to Main St. Back to Court House

SET-UP TIME (START/END): 7:30AM – 8:30AM

EVENT HOURS: 9AM - 1PM

DISMANTLE HOURS (START/END): 1PM – 3PM

ESTIMATED ATTENDANCE: 300

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous Events

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: Sarge's Animal Rescue Foundation, Inc.

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

APPLICANT NAME: Caroline Ledford TITLE: Events & Fundraising Coordinator

ADDRESS: 256 Industrial Park Dr STE B CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-246-9050 FAX#: 828-246-9051 EMAIL: events@sarges.org

ON-SITE CONTACT: Windy McKinney TITLE: Board President

ADDRESS: 256 Industrial Park Dr STE B, Waynesville, NC 28786

PHONE #: 828-246-9050 CELL PHONE #: 828-246-3390 EMAIL: windymckinney@yahoo.com

**III. Brief Description of Event**

Participants walk their dogs in a parade from the Historic Court House lawn located at 215 N Main St. down Depot St. to Montgomery St. to Church St. to N Main St. and back to the Court House lawn. Historically the Waynesville Police Department has handled traffic control by holding traffic at the corner of N. Main & Depot, then at the corner of Church St. and N Main St. They have also led and followed the parade with a cruiser. The parade normally lasts less than thirty minutes. Contests are held on the court house steps after the dog walk. A video of the past walk can be seen here: <https://wlos.com/news/local/dogs-and-owners-strut-their-stuff-at-sarges-downtown-dog-walk>

**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. Beginning of 215 N. Main St

2. 4 Depot St. to Montgomery St. to Church St.

3. N. Main St. Back to Court House

**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? \_\_\_\_\_

Will there be **musical entertainment** at your event? IF "YES" provide the following information:  
Number of Stages: 1 Number of Band(s): 1 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: 10 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. \$30/ticket

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

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? Participants will be asked to park in the county parking deck located on Branner Ave.

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 remove all trash from the premises. Defecation bags are provided to the participants and a volunteer is assigned to follow the parade to ensure cleanliness.

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

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

**Return to:**  
**Jesse Fowler, 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: [jfowler@waynesvillenc.gov](mailto:jfowler@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:



Saturday, August 6, 2016<sup>23</sup>

**SPONSORSHIP OPPORTUNITIES**

- GERMAN SHEPHERD - \$5000
- PLOTT HOUND - \$2500
- MASTIFF/CHIHUAHUA - \$1000
- CHOW/HOUND - \$500
- MIXED-UP POODLE - \$250
- ALL-AMERICAN DAWG - \$150

- Pays for 10 Dixie Dog Transports*
- Pays our vet bills for 2 weeks*
- Pays for medicine and vaccines for 1 month*
- Pays our food bills for 1 month*
- Will subsidize 8 shelter adoptions*
- Sponsors a foster home for 3 months*

**Deadline for Sponsorship is July 1, 2016<sup>23</sup> to have your name on the T-Shirts**

Yes, I will support Sarge's and their work to save animals at this level:

- \$5000
- \$2500
- \$1000
- \$500
- \$250
- \$150

- \* Sponsors may walk their dogs for free, but must submit a registration form. Will you be walking a dog? Yes \_\_\_ No \_\_\_ If yes, how many dogs? \_\_\_\_\_
- \* Sponsors may provide promotional materials for goody bags. Will you provide these? Yes \_\_\_ No \_\_\_
- \* Sponsors may request up to 2 t-shirts. (please indicate size and quantity below)  
 Adult Male S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL \_\_\_ Youth S \_\_\_ M \_\_\_ L \_\_\_  
 Adult Female S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_
- \* Sponsors at the \$500 + levels may have a vendor space. Would you like to reserve space? Y \_\_\_ No \_\_\_
- \* Sponsors may have their business logo and a link to their website on **SARGE'S** Dog Walk Sponsor page. Would you like to do this? Yes \_\_\_ No \_\_\_

Please make your check payable to **SARGE'S** and mail it to:  
P. O. Box 854, Waynesville, NC 28786

Print this name on the T-shirt \_\_\_\_\_

Business or individual sponsor's name \_\_\_\_\_

Contact name \_\_\_\_\_

Physical address \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**For more information, please go to: [www.SargeAnimals.org](http://www.SargeAnimals.org)**  
or call 828-246-9050 *Thank you!*

# SARGE'S

ANIMAL RESCUE FOUNDATION

Sarge's 14th Annual Downtown Dog Walk is planned for  
9:00 am Saturday, August 3, 2019.

As we reflect on the past years of serving Haywood County, we can't help but reminisce of all the smiling faces and happy people that have helped us on our road to save fur babies. We saved our 10,000<sup>th</sup> animal this year. We also had our 4th Annual Community Support Day. This was a day where the Animal Hospital Of Waynesville, Haywood Spay and Neuter, and The Dog House teamed up to host a micro-chip and rabies clinic. Sarge's also contributed to this day by giving free dog food, cat food, and flea medication to people in need.



In 2018, hundreds of dogs and their owners enjoyed the beautiful day in downtown Waynesville, participating in Sarge dog walk. Sponsorships are crucial to the success of the Dog Walk. The donations raised through the Annual Downtown Dog Walk help supply food, medical care, spay and neuter costs, and shelter for animals at our Adoption Center, and foster homes. This funding also supports local and long distance transport.



Sponsors, both businesses and individuals, benefit from this community event. All sponsor names are printed on the back of the T-shirts. More than 400 shirts were distributed last August. Individuals can sponsor in their name, in honor of a pet or person.

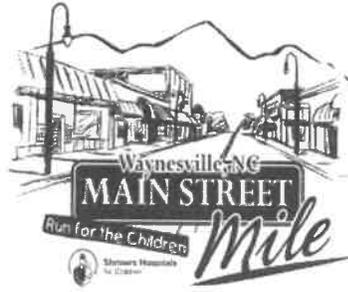
Sponsors are mentioned in pre-event publicity and listed in a "thank you" ad in *"The Mountaineer."* Sponsors.

Again, there will be vendor space provided at the Courthouse lawn where the walk begins and ends. If you can be a sponsor, we have enclosed a sponsorship form for you to complete with your check payable to Sarge's.

Every year more than 7.6 Million dogs and cats are killed in shelters right here in the U.S. who just want to be loved. There is so much more to be done in helping save more dogs and cats, please help us continue this important mission in our community and join us for this fun event. For more information about Sarge's Animal Rescue Foundation, visit our website [www.sargeanimals.org](http://www.sargeanimals.org), or call our Adoption Center at (828) 246-9050.

Your support of the 14<sup>th</sup> Annual Downtown Dog Walk is greatly appreciated.

3/22/2023



To: Waynesville Town Manager, Mayor and Board of Alderman  
Downtown Waynesville Association, WPD Chief

From: Eric Yarrington, President — Waynesville Main Street Mile

Re: Proposal for 2023 Waynesville Main Street Mile

I would like to thank the Town of Waynesville for the continued support for our annual Waynesville Main Street Mile. We are excited about the return of this popular event, hosting our 9<sup>th</sup> race. This year we will support REACH of Haywood County.

We have scheduled the race for Saturday night, June 24, 2023. The race begins at 6:30 pm. The traffic assistance that has been graciously provided by the Waynesville Police Department, in addition to our volunteers, has been very successful at helping the race to be a safe and enjoyable event. In addition, it has provided for the opportunity for traffic to flow across Main Street. Traffic stops were set up at the intersections of Main Street and Walnut Street (to stop southbound traffic) and at the traffic light at Main Street and Hazelwood Avenue (to stop northbound traffic). We are requesting the same assistance for this year's race, with traffic stops being in place at 5:00 to allow for course set up and for volunteers to be placed at the appropriate cross streets.

We feel that the Waynesville Main Street Mile serves as another 'Block Party' to highlight our beautiful and historic downtown. We will once again have a big post-race party, complete with live music, food / drinks, and many activities for children.

We are also requesting the use of the United Community Bank, 165 N Main Street, for our registration area. We would access this by 4pm.

Sincerely,

Eric Yarrington

[info@2311communityfitness.com](mailto:info@2311communityfitness.com)

828-713-3491

Main Street Mile is a 501(c)(3) charitable organization  
Federal Tax ID #27-2955805  
All donations are tax deductible



# Application for Special Events Permit

## I. General Information

EVENT NAME: Main Street Mile

EVENT DATE(S): June 24, 2023

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: Main Street Waynesville

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

2 pm

6-8 pm

SET-UP TIME (START/END): 7:30 to 8:30 pm

≈ 200 +

EVENT HOURS: DISMANTLE HOURS (START/END): DATE IS Previous MSM events

ESTIMATED ATTENDANCE: BASIS ON WHICH THIS ESTIMATE IS

Route description -

START - Auburn Park Dr to Main Street

END - Haywood County Courthouse

MADE•

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: BEACH + Main Street Mile (Yarrington family)

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

APPLICANT NAME: Susanna Shetley TITLE: BEACH Committee

ADDRESS: 94 Merimac Cir CITY: Wayville STATE: NC ZIP: 28786

PHONE: 828-279-5123 FAX#: \_\_\_\_\_ EMAIL: Susanna.Shetley@gmail

ON-SITE CONTACT: Eric Yarrington / Susanna Shetley TITLE: Race Coordinator / Partner non-profi

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- Eric Yarrington (828) 713-3491
- Susanna Shetley (828) 279-5123

**III. Brief Description of Event**

The Main Street Mile is an annual fundraising event. There will be a post-race party, live music, food/drinks and activities for the children.

**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. Rolling closure starting at Auburn Park Dr . . . . .
2. Main Street to
3. 285 N Main St (HC Courthouse)

**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? \_\_\_\_\_

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: 4 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? 2 @ start + 2 @ end

24

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.

Registration Fees Only

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? At assigned tables only

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

**VI. Additional Questions**

How will parking be accommodated for this event? Parking on and around Main Street  
has been fine in previous years.

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? Race staff will be responsible  
for carrying off the trash.

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

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

**Return to:**  
**Beth Gilmore, Downtown Waynesville Director &**  
**Jesse Fowler, Assistant Town Manager**  
**Town of Waynesville**  
**9 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 456-3517**  
**Fax No. : (828) 456-2000**  
**Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)**  
**[jfowler@waynesvillenc.gov](mailto:jfowler@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:

<b>Location</b>	<b>Volunteer(s)</b>	<b>Number Needed</b>
<b>Main &amp; Walnut Depot</b>	<b>Officers</b>	<b>1-2</b>
<b>The Mountaineer</b>		<b>1</b>
<b>Sun Trust Bank</b>		<b>1</b>
<b>Main St. Parallel Spots</b>		<b>3-4</b>
<b>Miller St</b>		<b>1</b>
<b>Church St</b>		<b>1</b>
<b>East St.</b>		<b>2 + Officer</b>
<b>Exxon Parking Lot</b>		<b>2</b>
<b>Pigeon St</b>		<b>2 + Officer</b>
<b>Academy St</b>		<b>1</b>
<b>Bogart's</b>		<b>3</b>
<b>Haywood St</b>		<b>1</b>
<b>Legion Dr</b>		<b>2</b>
<b>Hillview Circle</b>		<b>1</b>
<b>Balsam Dr</b>		<b>1</b>
<b>Auburn Rd</b>		<b>1</b>
<b>Hazelwood Ave</b>	<b>Officers</b>	

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 3/28/2023**

**SUBJECT** Resolution of Intent to amend the Town’s charter to change its method of elections to that of staggered four-year terms and change its “style of governing board” to that of Town Council.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:** Old business

**Department:** Governing Board

**Contact:** Martha Bradley

**Presenter:** Martha Bradley

**BRIEF SUMMARY** At the Board’s annual retreat Alderman Dickson recommended that the Town Board change its method of elections to that of “staggered terms”. After an election for four open seats the two candidates that poll the highest votes serve four-year terms and the two members that poll the third and fourth most votes be selected for two- year terms. For all elections thereafter, the voters would elect two candidates to office every four years. The motion was adopted unanimously. Reference in State statute is GS 160A-101 (4).

The second charter amendment was recommended by Alderman Sutton. He requested that the Charter be amended to change the “Style of the Governing Board” from Board of Aldermen to the more gender neutral “Town Council”. The motion was adopted unanimously. Reference in State Statute is GS 160A-101 (3)

**MOTION FOR CONSIDERATION:** Adopted a “Resolution of Intent” to set a public hearing for April 11<sup>th</sup>, 2023, at 6:00 pm to consider two charter amendments, (1) to change the terms of office of member of the council and (2) to change the style of the governing board to that of Town Council.

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Resolution of Intent

**MANAGER’S COMMENTS AND RECOMMENDATIONS :** Adopt the resolution of intent in accordance with GS 160A-102.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 28, 2023**

**SUBJECT:** Call for a Public Hearing for April 11, 2023 to consider a text amendment to Article IV, Taxicabs to include provisions related to pedicabs/rickshaws in the Waynesville Code of Ordinances.

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing  
**Item Number:**  
**Department:** Development Services  
**Contact:** Olga Grooman, Chris Chandler  
**Presenter:** Olga Grooman

**BRIEF SUMMARY:**

The Development Services Department received a request for a rickshaw business in Waynesville. The applicant plans to give tours and provide transportation services on a hybrid bicycle powered rickshaw, also known as a pedicab. This mobile business does not fall under any zoning use categories. However, it involves driving on public streets and transporting passengers.

Development Services staff met with Police Chief D. Adams and Senior Lieutenant C. Chandler to discuss this business request. The consensus was to add the pedicab-related provisions to the current Taxicab Ordinance because they involve transporting passengers on public streets. Vehicle registration requirements (such as license tags) would not be applicable to rickshaws/pedicabs, but the permitting process and police monitoring will be similar to approval of taxicabs to ensure traffic, public, and passengers' safety. This includes requirements that operators undergo a background check and fingerprinting, and that the rickshaw/pedicab be initially inspected and then again at the permit renewal by the police annually. Drivers will also be issued a permit card to operate in Town and will be required to have an emergency kit and keep a passenger manifest.

The Development Services and Police Department staff are working to amend the Taxicab ordinance to include a definition of the pedicabs/rickshaws and specify how they will be governed by the same process as taxis, as appropriate and applicable. In our research, the staff has reached out to other jurisdictions to get their input on regulations and potential issues (Charleston, SC, City of Asheville, Charlotte, Raleigh, Wilmington, and a few others).

**MOTIONS FOR CONSIDERATION:**

Motion to call for a Public Hearing for April 11, 2023 to consider the text amendment to Article IV, Taxicabs to include regulations related to pedicabs/rickshaws in the Waynesville Code of Ordinances.

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:** None

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** This is a call for a public hearing only.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 28, 2023**

**SUBJECT:** Call for a Public Hearing for April 11, 2023 to consider a Community Development Block Grant (CDBG) application for an estimated 2.5 million dollars in water and sewer infrastructure improvements in south Waynesville.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services and Public Services  
**Contact:** Elizabeth Teague, Jeff Stines, Karen Kiehna  
**Presenter:** Karen Kiehna, Magill

**BRIEF SUMMARY:** McGill and Associates is working with Town staff to evaluate and design water and sewer infrastructure replacement and extensions in the area of Sawyer, Hendrix, Franklin and Muse Streets. The proposed project area is a subset of the area initially targeted in a CDBG application last year which was not funded. This project would benefit approximately 65 homes of low to moderate income families and individuals. As a requirement of the grant application, the Town must hold a public hearing to gain public input on the project. A final version of the grant application will then come before the Board on April 25<sup>th</sup>, for Board approval prior to submittal.

**MOTIONS FOR CONSIDERATION:**

1. Motion to call for a Public Hearing for April 11, 2023 on a CDBG grant application, and to schedule a presentation and final draft approval for the April 25, 2023 Board of Aldermen Meeting.

**FUNDING SOURCE/IMPACT:** N/A

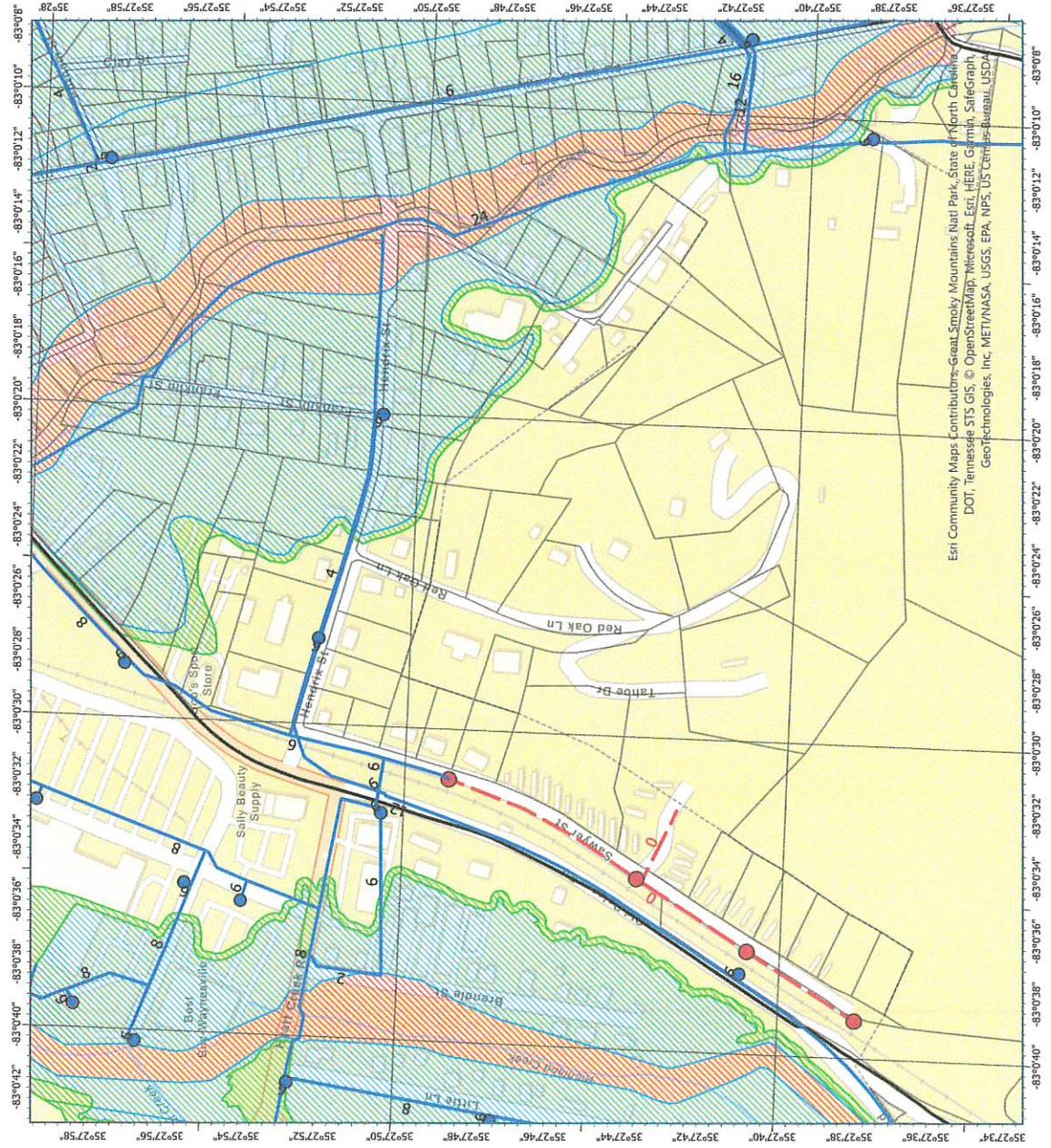
**ATTACHMENTS:** Maps of project area

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



# CDBG PROJ AREA - WATER

- Project Map**
- Existing Fire Hydrants
  - Existing Water Mains
  - Proposed Fire Hydrants
  - Proposed Water Mains
  - Project Area Parcels
  - Census Block Group Boundary
- Flood Hazard Area**
- ▨ Floodway
  - ▨ 100 Year Floodplain
  - ▨ 500 Year Floodplain



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**REQUEST FOR BOARD ACTION**

**Meeting Date: March 28, 2023**

**SUBJECT:** Public Hearing: Mountain Housing Opportunities Affordable Housing Incentive Adjustment

**AGENDA INFORMATION**

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

**BRIEF SUMMARY**

In 2021, the Board of Aldermen approved Affordable Housing Policy incentives for Mountain Housing Opportunity's (MHO) affordable housing development that will be located on Howell Mill Road on the property identified as Parcel PIN# 8616-42-5414. The approved incentives totaled \$167,154. This incentive would serve the purpose of reimbursing the Town of Waynesville's Sewer Fund in order to cover the costs of system development fees, as well as the cost of infrastructure materials and installation in order to connect MHO's development to municipal sanitary sewer service.

MHO's development project relied on other outside funding sources such as Low-Income Housing Tax Credits in order to be successful, and they were unable to secure that funding until recently which postponed the development. Since the Board's original incentive approval construction costs have increased, and so MHO is requesting an amendment to the original incentive. The current estimated cost of extending Town sanitary sewer infrastructure to MHO's development site is \$184,000 plus the additional cost of \$100,000 for System Development Fees, equaling \$284,000. Below is an outline of the work that will be performed by the Town and MHO within the scope of this incentive agreement. This work is also referenced in the attached MHO Sewer Extension Project Map.

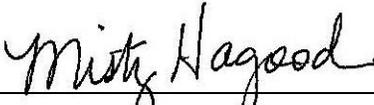
- Town of Waynesville will connect an 8-inch sewer line to the existing sewer main and extend that line to the DOT Right of Way on Howell Mill Road.
- MHO will contract to bore and jack under Howell Mill Road and extend sewer under the Howell Mill Road.
- Town of Waynesville will tie into the jack and bore on the opposite side of Howell Mill Road and extend the 8-inch sewer line across the remainder of the DOT Right of Way to the edge of MHO's property.
- MHO will extend the sewer from the edge of the property to the development.

**MOTION FOR CONSIDERATION**

- Motion to amend the Affordable Housing Incentive granted to Mountain Housing Opportunities in the amount of \$284,000 for the purpose of extending sanitary sewer infrastructure across Howell Mill Road.

**FUNDING SOURCE/IMPACT**

- General Fund appropriation of \$184,000 to the Sewer Fund for infrastructure cost and \$100,000 to cover system development fees.

  
\_\_\_\_\_  
Misty Hagood, Finance Director 3/21/23  
Date

**ATTACHMENTS**

- Mountain Housing Opportunities original application for Affordable Housing Policy Incentives.
- Mountain Housing Opportunities updated project cost estimates.

**MANAGER'S COMMENTS**



IN REQUEST FOR  
**AFFORDABLE HOUSING INCENTIVE GRANT**

SEWER & WATER EXTENSION | 333 HOWELL MILL RD





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January 27, 2021

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

Waynesville Town Employees and City Officials,

It is with great enthusiasm that Mountain Housing Opportunities, Inc. (MHO) is submitting the following **grant request in the amount of \$306,750.00** for sewer and waterline extension regarding our potential affordable housing development, "Balsam Edge", at 333 Howell Mill Road.

MHO has been developing affordable housing for 32 years in the Western North Carolina region with a seasoned and talented staff. Through development, new construction, renovation, and acquisition, MHO now owns a total of 1,134 affordable rental units.

As MHO continues to prioritize the creation of affordable housing throughout Western North Carolina, we are eager to recognize and act upon the intense need for housing in our region's more rural areas and the towns that anchor them. Producing quality housing affordable to low income individuals so that all may be able to continue to live and participate in their community is central to our mission and an ideal we are excited to help bring to Waynesville.

With our proposed development, Balsam Edge will bring **84 affordable, family units** to the Town of Waynesville. All units will be serving those earning below 80% of Area Median Income (AMI), with one, two, and three bedroom units targeting a range of **income levels from 40% AMI to 80% AMI**.

Thank you for the opportunity to submit this incentive grant for project infrastructure, and we look forward to continuing to move Balsam Edge toward completion in Waynesville.

Sincerely,

Adeline Wolfe  
Project Manager & Real Estate Developer

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# Contents

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- I Request Summary | 01
- II Developer Qualifications | 03
- III Project Narrative | 05
- IV Financial Narrative | 07
- V Grant Request | 09

## Addenda

- A. Multi-family Portfolio
- B. Architectural & Site Design Package
- C. Pro Forma
- D. Club House Elevation Re-Design

# I Request Summary

## Project Summary



MHO's development at 333 Howell Mill Road, Balsm Edge, will be an 84 unit, family oriented apartment community near the intersection of Russ Avenue and Howell Mill Road. It adheres to the underlying UR-HM density requirements. Upon completion, the site will include 3 residential buildings, a community building with communal amenity space, a picnic/grilling area, a play ground, and 1.75 parking spaces per unit. Total average property affordability will be 55% of AMI with no unit targeting greater than a household income of 80% AMI.

## Unit Summary and Affordability

Unit Types	Quantity	Rent
<b>One Bedroom</b>		
40% AMI	6	388
50% AMI	4	504
60% AMI	10	621
80% AMI	2	721
<b>Subtotal</b>	<b>22</b>	
Affordability	54.55%	
<b>Two Bedroom</b>		
40% AMI	9	469
50% AMI	10	609
60% AMI	19	749
80% AMI	4	849
<b>Subtotal</b>	<b>42</b>	
Affordability	55.24%	
<b>Three Bedromm</b>		
40% AMI	6	539
50% AMI	2	701
60% AMI	9	863
80% AMI	3	963
<b>Subtotal</b>	<b>20</b>	
Affordability	56.00%	
<b>Total Units</b>	<b>84</b>	
Percent 1BR	26%	
Average Total Affordability	55.24%	

# Financial Summary

## Project Working Timeline

- On-going | Due Diligence & Pre-development
- May 2021 | Final LIHTC app due & COMMITMENT OF FUNDS
- December 2021 | Final Construction Drawings
- June 2022 | Financial Closing
- June 2022- August 2023 | Construction
- Summer 2023 | Lease Up

## Current Sources of Funds

9% LIHTC Equity.....	\$10,034,500
USDA 538 Construction/Perm Loan.....	2,606,587
Secondary Soft Debt.....	1,840,000
Town of Waynesville Grant.....	306,750
<b>Total Development Cost.....</b>	<b>\$14,787,837</b>

Preliminary application for the 9% Low Income Housing Tax Credit (LIHTC) program has been submitted as of January 24th and is under review. Debt in addition to permanent financing will be a conglomerate of soft mezzanine debt. Under this category, the project has qualified for Rental Production Program Loans (RPP) and is in discussion with Dogwood Health Trust about possible loan opportunities.

For gap financing in regards to sewer and water extensions, MHO is asking for grant money from the Town of Waynesville’s affordable housing incentive program in the amount of \$306,750, to be confirmed in writing by May of 2021.

# II Developer Qualifications

## Mountain Housing Opportunities | Developer



64 Clingman Avenue  
Suite 101  
Asheville, NC 28801

Ph: 828.254.0120  
Fax: 828.254.0120  
www.mtnhousing.org

Mountain Housing Opportunities, Inc. has been operating as a nonprofit organization for the creation and improvement of affordable housing in Western North Carolina since 1988. Our community investment arm that oversees the production of multi-family units has financed approximately \$100 million in affordable housing assets and has developed a total of 1,134 units, with 212 additional units scheduled to come online in early Spring of this year upon the completion of the Lee Walker Heights redevelopment. Throughout each development, quality of design and resident life have been at the forefront of our process.

### Development Team

MHO's current development team working on Balsam Edge will include:

**Cindy Visnich Weeks, Vice President and Director of Community Investments.** Ms. Visnich-Weeks has 30+ years of affordable housing and development experience and a master's degree in community and economic development.

**Geoffrey Barton, Director of Real Estate Development,** oversees the development team. Geoffrey is a licensed architect and has over 9 years of affordable housing and development experience.

**Rich Olejniczak, Senior Real Estate Developer,** will assist with project management. Rich has a master's in social work and over 25 years of affordable housing and development experience.

**Adeline Wolfe, Real Estate Developer** will be project manager. Adeline has two years of affordable housing experience and a masters degrees in Sustainable Real Estate Development and Preservation Studies from Tulane University.

**Aaron Green, Enterprise Rose Architectural Fellow,** will help ensure that the architectural and site plans meet the specific needs of both the project and Waynesville zoning standards.

# Completed Projects

Displayed below are a summary of our three most recent affordable multi-family developments, with the entirety of our multi-family portfolio available for viewing in addendum A.

## East Haven Apartments

- Location: Swannanoa, NC
- Completed: 2020
- Units: 95



## Eagle Market Place

- Location: Asheville, NC
- Completed: 2019
- Units: 62
- Commercial Space: 9,000 SF



Copyright: SnapWerx LLC

## Villas at Fallen Spruce

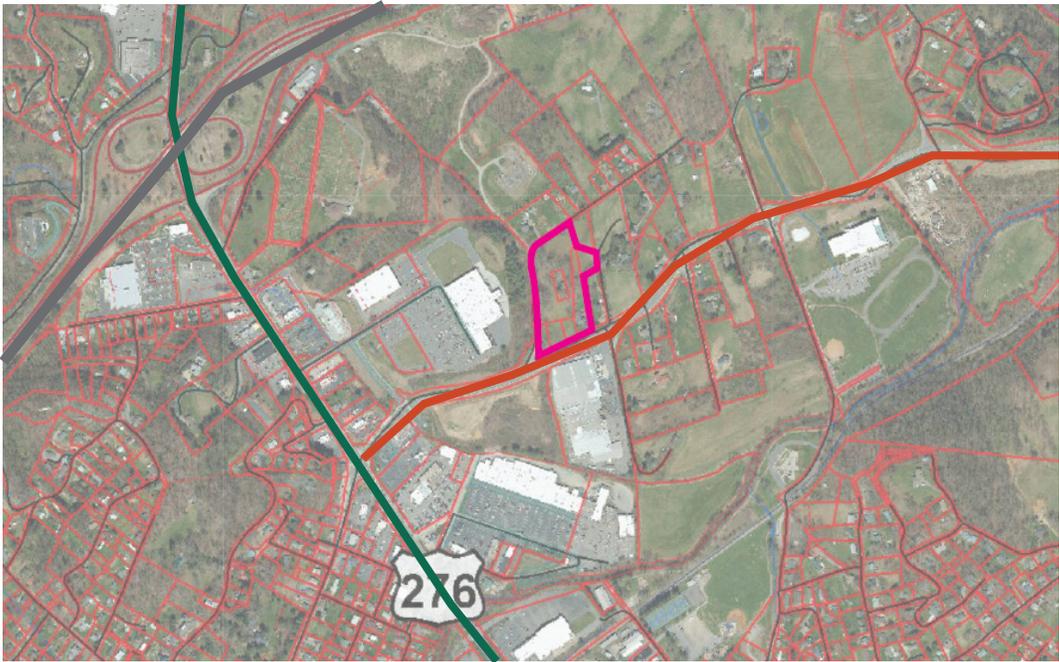
- Location: Asheville, NC
- Completed: 2015
- Units: 55



# III Project Narrative

Balsam Edge will introduce 84 affordable, family targeted units to Waynesville, NC. The site's position on Howell Mill Road has been targeted as a prime multi-family development area by the Planning Division, reflected in its Howell Mill Urban Residential Zoning designation. Development plans for the site are in direct congruence with the Town's intentional housing expansion plans in regards to land use. Furthermore, it is positioned to provide rents affordable to workers of surrounding industries with a presence and Waynesville and throughout Haywood County.

Taking into account the preservation of Waynesville's natural beauty and environmental standards, Balsam Edge will be built following EnergyStar guidelines for all buildings. Additionally, current site plans have used the topography as an amenity to preserve view corridors to the surrounding mountain area and will incorporate native plant species into the landscaping.



- Great Smoky Mountains Expressway
- Howell Mill Road
- Russ Avenue



# Project Timeline

On-going | Due Dilligence & Pre-development

May 2021 | Final LIHTC app due & COMMITMENT OF FUNDS

December 2021 | Final Construction Drawings

June 2022 | Financial Closing

June 2022- August 2023 | Construction

Summer 2023 | Lease Up

## Unit Summary & Affordability

Again, the intent of Balsam Edge is to target low and moderate income families in Waynesville typically excluded from most market rate and luxury developments. Very low income persons and workforce families alike will have units affordable to them. Additionally, 12 ADA accessible units will be included.

Unit Types	Quantity	Rent
<b>One Bedroom</b>		
40% AMI	6	388
50% AMI	4	504
60% AMI	10	621
80% AMI	2	721
<b>Subtotal</b>	<b>22</b>	
Affordability	54.55%	
<b>Two Bedroom</b>		
40% AMI	9	469
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60% AMI	9	863
80% AMI	3	963
<b>Subtotal</b>	<b>20</b>	
Affordability	56.00%	
<b>Total Units</b>	<b>84</b>	
Percent 1BR	26%	
Average Total Affordability	55.24%	

Site plans (existing and proposed), Elevations, Floorplans, Tentative Clubhouse Plans, and Projected Buildout may be found in the attached package corresponding to **Addendum B**.

# IV Financial Narrative

## Target Market

Market Analysis and following information courtesy of:  
T. Ronald Brown: Research & Analysis

	<u>30 percent</u>	<u>40 percent</u>	<u>60 percent</u>	<u>80 percent</u>	<u>Total*</u>
<b>Total demand</b>					
1 bedroom	110	88	52	52	296
2 bedroom	155	123	73	73	415
3 bedroom	91	72	43	43	244
4 bedroom	31	25	15	15	84
<b>Total</b>	<b>387</b>	<b>308</b>	<b>182</b>	<b>182</b>	<b>1,039</b>
<b>Supply</b>					
1 bedroom	0	11	20	0	31
2 bedroom	0	3	20	0	23
3 bedroom	0	0	0	0	0
4 bedroom	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>14</b>	<b>40</b>	<b>0</b>	<b>54</b>
<b>Net demand</b>					
1 bedroom	110	77	32	52	265
2 bedroom	155	120	53	73	392
3 bedroom	91	72	43	43	244
4 bedroom	31	25	15	15	84
<b>Total</b>	<b>387</b>	<b>294</b>	<b>142</b>	<b>182</b>	<b>985</b>
<b>Capture rates</b>					
1 bedroom	2.7%	0.0%	9.4%	0.0%	2.3%
2 bedroom	6.5%	5.0%	49.3%	19.2%	14.3%
3 bedroom	5.5%	0.0%	25.8%	14.0%	9.0%
4 bedroom	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>4.7%</b>	<b>2.0%</b>	<b>28.2%</b>	<b>11.0%</b>	<b>8.5%</b>

# Sources & Uses

## Sources

9% LIHTC Equity.....	\$10,435,648
USDA 538 Construction/Perm Loan.....	4,028,164
Secondary Soft Debt/ Gap Equity.....	287,996
<b>Town of Waynesville Grant.....</b>	<b>306,750</b>

**Total Development Cost.....\$15,058,558**

## Uses

Hard Costs.....	\$ 11,479,358
<b>Sewer/ Water Extension.....</b>	<b>306,750</b>
Financing & Due Diligence.....	402,211
Legal & Compliance.....	370,310
Other Soft Costs.....	1,229,000
Land.....	950,000
Reserves.....	320,928

**Total Development Cost.....\$14,787,837**

Preliminary application for the 9% Low Income Housing Tax Credit (LIHTC) program has been submitted as of January 24th and is under review. MHO has established a working relationship with Dogwood Health Trust in regards to possible financing opportunities. Along with in- Additionally, the project has pre-qualified for RPP funds from the state program.

Working Pro Forma and Cash Flow Analysis may be viewed in attachment labeled **Addendum C.**

# V Grant Request

The grant request amount comes from estimates generated by our project civil engineer, Civil Design Concepts (CDC). With current conditions, the property is not serviced by the county sewerage system and will have to tie into an existing manhole at the end of Abel lane across the street adjacent to Sonoco Plastics. Proposed civil work takes into account the extension down Abel lane, boring under Howell Mill Road, and extension onto the property for creation of another manhole. On-site extensions to proposed buildings have been absorbed into in-house site costs.

In anticipation of potential future development around the Howell Mill Corridor, MHO is in support of creating an easement on the parcel to ensure town access for future expansion.

## Request Amount

In respect to current labor and material cost estimations, MHO is requesting \$306,750.00 to be used for the proposed sewer line extension and manhole creation. Grant funds are requested to be confirmed by written commitment no later than the First of May 2021.

## Projected Tax Base

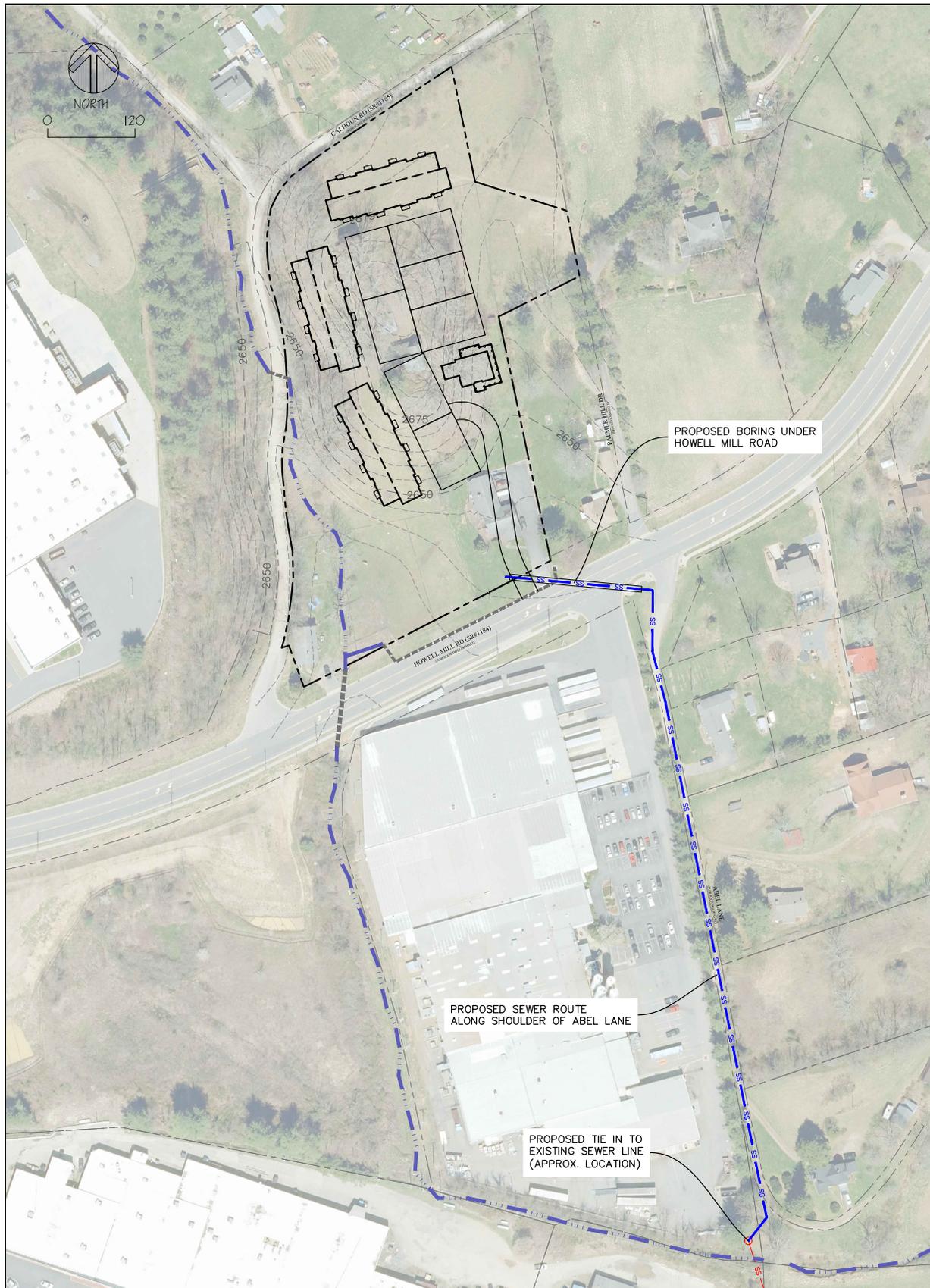
In response to the projected tax base at build out criteria, the calculation is as follows:

Currently, assessed taxable value on the land is \$343,900 with an annual property tax of \$2,377 based on current rates. Using the NCHFA approved method for valuation of affordable housing properties, Balsam Edge is estimated to be valued at \$3,281,527 based upon year one net operating income and an 9% cap rate. While affordable housing developments often qualify for a level of property tax exemptions the project with current Haywood County tax rates will generate \$18,814.09 in property taxes at the maximum level. Again, for the purpose of transparency, the project would be eligible as an affordable project for property tax exemption, but as negotiation with the town may dictate, the propensity for tax base impact is at least in part there in addition to the innumerable social benefit the project will supply.

# Existing Sewer Lines



# Proposed Sewer Extension



# Estimated Cost



MHO - HOWELL MILL  
DECEMBER 2020

## FEASIBILITY COST ESTIMATE SEWER EXTENSION TO SITE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SITE, GRADING, &amp; PAVING</b>					
1	Mobilization/General Requirements	LS	1	\$5,000	\$5,000
2	Demolition	LS	1	\$2,000	\$2,000
3	Clearing and Grubbing	LS	1	\$1,000	\$1,000
4	8" ABC Stone for Road Repair	SY	1,400	\$16	\$22,400
				<b>SUBTOTAL</b>	<b>\$30,400</b>
<b>EROSION CONTROL</b>					
5	Seeding	LS	1	\$1,000	\$1,000
6	Erosion Control	LS	1	\$5,000	\$5,000
				<b>SUBTOTAL</b>	<b>\$6,000</b>
<b>SEWER LINE</b>					
7	Sewer System Extention (with associated appurtenances)	LF	1,200	\$90	\$108,000
8	Maintenance of Access	LS	1	\$10,000	\$10,000
9	Bore and Jack	LF	200	\$400	\$80,000
10	Sanitary Sewer Service	EA	5	\$1,200	\$6,000
11	Tie-In to Public Sewer	EA	1	\$5,000	\$5,000
				<b>SUBTOTAL</b>	<b>\$209,000</b>
<b>SUBTOTAL</b>					<b>\$245,400</b>
<b>CONTINGENCY (25%)</b>					<b>\$61,350</b>
<b>TOTAL</b>					<b>\$306,750</b>
<b>NOTES:</b>					
<p>1. This estimate is based off of the CDC bulletin: "MHO - HOWELL MILL - SEWER EXTENSION EXHIBIT - DECEMBER 2020"; estimate costs listed were established on the date as noted above . Due to cost variations over time, this estimate is only valid for 90 days past the estimate date.</p> <p>2. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.</p> <p>3. Soft Costs (ie. Engineering, Surveying, Legal, and Development Fees) are not included in the above estimate.</p> <p>4. Asbestos survey and abatement costs (if necessary) are not included in the above estimate.</p> <p>5. Dry utility costs (removal, relocation, coordination, new services, etc) are not included in this estimate.</p> <p>6. Possible easement acquisition costs (for utility connections and other offsite encroachments) are not included in this estimate.</p>					

**FEASIBILITY COST ESTIMATE  
SEWER EXTENSION TO SITE**

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SITE, GRADING, &amp; PAVING</b>					
1	Mobilization/General Requirements	LS	1	\$500	\$500
2	Demolition	LS	1	\$0.00	\$0.00
3	Clearing and Grubbing	LS	1	\$0.00	\$0.00
4	8" ABC Stone for Road Repair	SY	1,400	\$18	\$25,200
				<b>SUBTOTAL</b>	<b>\$26,200</b>
<b>EROSION CONTROL</b>					
5	Seeding	LS	1	\$2,000	\$2,000
6	Erosion Control	LS	1	\$2,000	\$2,000
				<b>SUBTOTAL</b>	<b>\$4,000</b>
<b>SEWER LINE</b>					
7	Sewer System Extension (with associated appurtenances)	LF	1,200	\$25	\$30,000
8	Maintenance of Access	LS	1	\$2,000	\$2,000
9	Bore and Jack	LF	200	\$400	\$80,000
10	Sanitary Sewer Service	EA	5	\$2,500	\$2,500
11	Tie-In to Public Sewer	EA	1	\$2,500	\$2,500
				<b>SUBTOTAL</b>	<b>\$117,000</b>
<b>SUBTOTAL</b>					<b>\$147,200</b>
<b>CONTINGENCY (25%)</b>					<b>\$36,800</b>
<b>TOTAL</b>					<b>\$184,000</b>

**Added By Town of Waynesville**

**SYSTEM DEVELOPMENT FEES (WATER):**

166 BEDROOMS X 120GPD/BEDROOM X \$2.62 (CURRENT WATER RATE) = **\$52,190.40**

**SYSTEM DEVELOPMENT FEES (SEWER):**

166 BEDROOMS X 120GPD X \$3.05 (CURRENT SEWER RATE) = **\$60,756.00**

SYSTEM DEVELOPMENT FEE TOTAL: **\$112,946.40**

RESIDENTIAL WATER/SEWER CAPPED AT- **\$100,000.00**

**TOTAL = \$284,000.00**

Ordinance No. O-15-23

Amendment No. 16 to the 2022-2023 Budget Ordinance

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

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

General Fund:

Increase the following revenues:

Fund Balance Appropriation	\$284,000
----------------------------	-----------

Increase the following appropriations:

Special Appropriations	\$100,000
Transfer to Sewer Fund	184,000

Sewer Fund:

Increase the following revenues:

Transfer from General Fund	\$184,000
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Increase to following appropriations:

Sewer Maintenance – Capital Imp	\$184,000
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Adopted this 28th day of March, 2023.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

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

**SUBJECT** Request by Bill Knight to reduce the speed limit on Henson Drive from 35 mph to 20 mph.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** **Rob Hites**

**BRIEF SUMMARY** Henson Drive is the designated detour from N. Main to Vance Streets while the round about is being constructed below Fire Station #1. It is a narrow, winding road that is not constructed for the type of traffic it is facing. Mr. Knight is requesting the Town reduce the speed limit on Henson Street because vehicles are using the detour in an unsafe manner and barely staying in the road. I suspect the road will experience a vast reduction in traffic once the roundabout provides a direct connection with Vance Street. Henson Street's width and configuration is consistent with other roads the Town has designated for 20 mph traffic.

**MOTION FOR CONSIDERATION:** Reduce the speed limit on Henson Road from 35 to 20 mile per hour.

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** None

**MANAGER'S COMMENTS AND RECOMMENDATIONS** The street is difficult to maneuver at 35 mph. I recommend that you reduce the speed limit to 20 mph.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 28, 2023**

**SUBJECT:** Budget Amendments for the increase in gas and diesel prices

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Finance

**Contact:** Misty Hagood, Finance Director

**Presenter:** Misty Hagood, Finance Director

**BRIEF SUMMARY:**

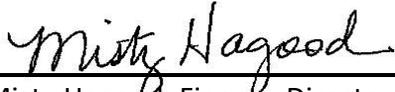
The garage needs an increase to cover the rise in prices for gas and diesel. I am requesting that we increase the Garage budget by \$100,000 to cover expenses for the remainder of the fiscal year. I had hoped the increase from last year's budget would be enough, but gas and diesel have been more than expected. All departmental budgets will also need to be amended.

**MOTIONS FOR CONSIDERATION:**

1. Approval of the attached Amendment to the 2022-2023 Budget Ordinance.
2. Approval of Resolution Amending the Financial Operating Plan for the Garage Internal Service Fund.

**FUNDING SOURCE/IMPACT:**

An increase in fund balance appropriation in the general fund will be needed and the increase in investment earnings will cover the increase in the water, sewer, and electric funds.

  
Misty Hagood, Finance Director

3/15/23

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Date

**ATTACHMENTS:**

1. Amendment to the 2022-2023 Budget Ordinance
2. Resolution Amending the Financial Operating Plan for the Garage Internal Service Fund

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Recommendation is to approve budget amendment for the 2022-2023 budget and the Garage Internal Service Fund.

Ordinance No. O-11-23

Amendment No. 14 to the 2022-2023 Budget Ordinance

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

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

General Fund:

Increase the following revenues:

Fund Balance Appropriated	\$81,900
---------------------------	----------

Increase the following appropriations:

Admin	\$ 300
Finance	2,050
Police	34,000
Fire	8,000
Streets & Sanitation	32,000
Planning & Zoning	1,900
Recreation	2,750
Cemetery	900

Water Fund:

Increase the following revenues:

Investment Earnings	\$ 7,300
---------------------	----------

Increase the following appropriations:

Water Maintenance	\$ 6,000
Water Treatment	1,300

Sewer Fund:

Increase the following revenues:

Investment Earnings	\$ 7,200
---------------------	----------

Increase the following appropriations:

Sewer Maintenance	\$ 6,000
Sewer Treatment	1,200

Electric Fund:

Increase the following revenues:

Investment Earnings	\$ 3,600
---------------------	----------

Increase the following appropriations:

Electric Maintenance	\$ 3,600
----------------------	----------

Adopted this 28th day of March, 2023.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

RESOLUTION NO. R-03-22

Resolution Amending the Financial Operating Plan for Garage Internal Service Fund

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to amend the financial operating plan for the 2022-23 year for the Garage Internal Service Fund due to increases in the cost of gas as follows:

Garage Operations:	
Estimated Revenues:	
Charges to User Departments	\$100,000
Appropriations:	
Operations	\$100,000

Adopted this 28th day of March 2023.

TOWN OF WAYNESVILLE

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

ATTEST:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 3/14/2023**

**SUBJECT** Report on Apparatus Needs: Fire Department

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Fire Department

**Contact:** Joey Webb, Fire Chief

**Presenter:** **Chris Mehaffey. Assistant Fire Chief**

**BRIEF SUMMARY** The Fire Department is faced with an aging fleet of fire vehicles. The cost of the vehicles ranges from \$600,000-\$2,000,000 and the lead time for replacement may be as long as two years. Assistant Chief Mehaffey will present a report on the condition of the Department's fleet, and it's needs.

**MOTION FOR CONSIDERATION:** Receive the report

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Waynesville Fire Department Apparatus Crisis

**MANAGER'S COMMENTS AND RECOMMENDATIONS**

The Town Board used the proceeds of refinancing Fire Station #1 and the Public Works garage to order a replacement Tanker over a year ago. Should the Board of County Commissioners permit the Fire District Tax to be increased by two cents, the revenue would help pay for a new ladder truck and a portion of a new engine (pumper). The Town could pledge General Fund Balance in the current year the revenue necessary to order a new engine (pumper) and use the proceeds from the Fire District Tax or a borrowing to pay for it when the truck is delivered in 1 ½ to 2 years. The challenge for the Board over the next year is how to moderate the costs of both the equipment and construction of Fire Station #2 to keep the impact to the general fund as low as possible.

# Waynesville Fire Department

Waynesville, NC

This report was generated on 3/15/2023 10:24:54 AM



## Incident Count for Zone for Date Range

Zone: All Zones | Start Date: 01/01/2018 | End Date: 10/01/2021

ZONE	NUMBER OF CALLS
City Limits - City Limits	8602
LJA - Lake Junaluska Assembly	369
OD - Other FD Fire District	293
Rural District - Rural District	917
<b>TOTAL:</b>	<b>10181</b>

Zone information is defined on the Basic Info 3 screen of an incident. This report counts each exposure. Only REVIEWED incidents included.





# Waynesville Fire Department

## Apparatus Crisis

Waynesville Fire Department has found itself in an apparatus crisis. Aging apparatus, supply chain issues, the lack of an apparatus replacement plan, staffing, and an ever-increasing call volume have all contributed to this crisis. This crisis has manifested in one, or both, of our first out engines being out of service due to maintenance issues **almost 25% of the time!**

Fire Department apparatus cannot be considered similarly to most other governmental or private vehicles. The public depends on department vehicles, when called, to arrive on the scene in a timely manner with the appropriate resources and equipment. While Waynesville Fire Department is fortunate to have nearby departments willing to offer automatic aid assistance, only two of the closest four departments are staffed with paid personnel 24 hours a day and seven days a week and these are the furthest departments from the Town – Center Pigeon and Maggie Valley Fire Departments. This would result in a significant delay in response.

Fire Engines typically have a lifespan of 15 years or 150,000 miles. NFPA Standard 1901 recommends that **front-line municipal engines be replaced at 10 years and then put in reserve status until their 15th year or 150,000 miles. Ladder trucks are 15 years and 20 years respectively.**

Waynesville Fire Apparatus are currently;

- First Due Engines are 13 and 10 years old respectively
- Engine 15-3 is 20 years old
- Ladder Truck is 29 years old
- Tanker is 31 years old
- Brush Truck is 19 years old

What this means is that when a first out engine is down, it's replacement is either a 20 year old reserve engine or a 29 year old ladder.

Engine 2, a 10-year-old Sutphen engine, has been down a total **2196 hours or 92 days** since this date last year. Engine 1, a 13-year-old Pierce engine has been down a total of **558 hours or 23 days** since this date last year. Some of the time, both were down concurrently.

<b>FF Apparatus</b>	<b>Model</b>	<b>Age</b>	<b>Rec</b>	<b>Past Rec</b>
Engine 15	2010	13	10	3
Engine 15-2	2013	10	10	0
Engine 15-3 (reserve)	2003	20	15	5
Ladder 15	1994	29	15	14
Tanker 15*	1992	31	15	16
Brush 15	2004	19	15	4
Service 15	2014	9	15	-

**Average age of FF apparatus 18.7!**

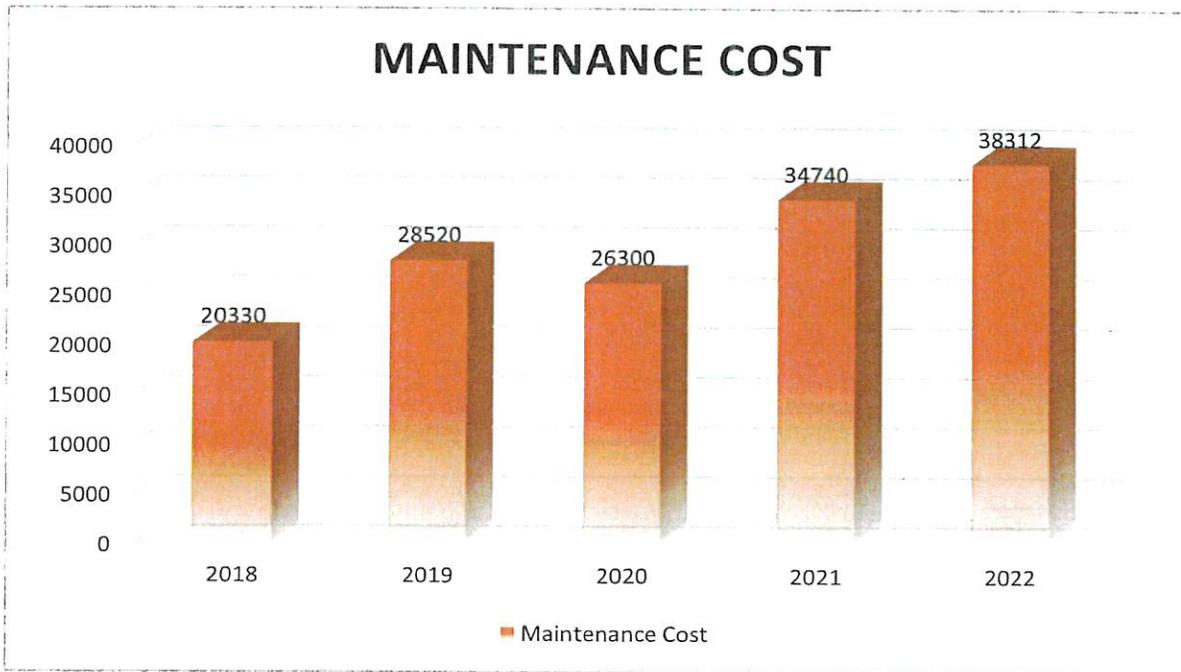
<b>Medical Vehicles</b>	<b>Model</b>	<b>Age</b>
Tac 15	2018	5
Tac 15-2	2022	1

**Average age of Medical apparatus 3**

<b>Staff Vehicles</b>	<b>Model</b>	<b>Age</b>
Car 1	2022	1
Car 2	2015	8
Car 3	2013	10

**Average age of Staff Vehicles 6.3**

Another factor of aging apparatus to consider is increased maintenance costs. Maintenance costs continue to increase, (see figure), with the previous year's maintenance budgets exceeding the allocated budget for that year.



Yet another factor to consider is the extended manufacturing time of replacement apparatus. The supply chain and labor shortage issues have pushed apparatus delivery dates out from the previous period of 12 months to 24 to 36 months.

WFD personnel are doing their part to relieve the pressure on these large vehicles. One way that we are tackling this issue is to use our smaller medical vehicles. However, due to staffing issues, this is not possible in most instances. We send a minimum of two personnel on every medical call due to workload and for safety. Lifting a patient on a stretcher safely usually requires both EMS employees and two of our members. If we do not have part-time personnel working, that would mean leaving the first out engine unstaffed. Therefore, the days we do not have part-time staffing, we are unable to utilize the smaller vehicles. We are only currently staffing around 40% of the part-time positions. We have added five new part-timers to attempt to increase this number. Personnel are also using smaller vehicles for other uses, such as errands, when possible. They attempt to combine these errands and meal or grocery pickups with calls.

Another part of our plan is to develop an all-encompassing apparatus/equipment replacement plan that attempts to spread the cost out in equal amounts every year instead of giant lump-sum requests. This would obviously be developed in collaboration with the Board, Town Manager, and Finance director.

Ordinance No. O-14-23

Amendment No. 17 to the 2022-2023 Budget Ordinance

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

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

General Fund:

Increase the following revenues:

Loan Proceeds	\$800,000
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Increase the following appropriations:

Fire Department	\$800,000
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Adopted this 28th day of March 2023.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

**RESOLUTION R-05-23**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES**

**WHEREAS**, the Town Manager has described to the Board the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's using financing proceeds to reimburse the Town for the use of its own funds to make capital expenditures prior to closing on a bond issue or other financing; and

**BE IT RESOLVED** by the Board of Aldermen of the Town as follows:

1. The Town intends to utilize the proceeds of tax-exempt indebtedness or to incur other debt, to pay the costs of the Project in an amount not currently expected to exceed \$800,000. The expected type of financing is an installment financing contract as allowed under NCGS 160A-20.
2. Funds that have been advanced or may be advanced from the general fund for the project costs are intended to be reimbursed from the financing proceeds.
3. All expenditures to be reimbursed by the Town, except to the extent permitted by applicable Treasury Regulations, were paid no more than 60 days prior to, or will be paid on or after the date of, this declaration of official intent.
4. This resolution will take effect immediately upon its passage.

Adopted this 28<sup>th</sup> day of March 2023.

**TOWN OF WAYNESVILLE**

**ATTEST:**

\_\_\_\_\_  
**Gary Caldwell, Mayor**

\_\_\_\_\_  
**Candace Poolton, Town Clerk**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 3/28/23**

**SUBJECT** Resolution Requesting the Haywood County Board of Commissioners to increase the Town's Fire District Tax from six (6) to eight (8) cents.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Town provides fire and first response medical service to nine (9) Fire Districts. It established a tax rate of six (6) cents on \$100 dollar valuation in 1979 and has held that rate ever since. The Fire Department is facing millions of dollars of apparatus and building needs and will have to increase Waynesville's property tax rate in order to help fund the Department's needs. In 2016, the Town raised its tax rate five (5) cents to fund eight (8) new fire fighters but did not request an increase in the Fire District Tax Rate. The Fire Department is facing in excess of eight (8) million dollars in apparatus and facilities replacement over the next five years and requests the Haywood County Board of Commissioners to increase the Fire District tax by two cents from six (6) to eight (8) cents. While the increase in Fire District Taxes will help moderate the impact of the costs of improving the Fire Department, the Town Board will still be faced with yet another increase in its own tax rate to fund the Department's improvements. The Town's request places it in line or below other Fire District Taxes currently authorized by the Board of Commissioners.

**MOTION FOR CONSIDERATION:** Adopt the attached resolution requesting the Haywood County Board of Commissioners increase the Fire District Tax from six (6) to eight (8) cents per \$100 valuation.

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Resolution, Current Fire District Taxes, Breakout of Potential Revenue

**MANAGER'S COMMENTS AND RECOMMENDATIONS** The Town has not increased its Fire District Tax since it was initially adopted in 1979. In 2016, the Board of Aldermen increased the Town's tax rate by five (5) cents in order to fund the addition of eight (8) full time fire fighters and did not request an additional monetary contribution from the Fire Districts. Many of the Department's apparatus are past their useful life and are increasingly in need of repair. In addition, the Station #2 in Hazelwood, was not constructed to staff full time fire fighters, its bays are too low to accommodate modern fire trucks and it has become the busiest station in the Town. Given these needs it is reasonable that the Town's nine (9) Fire Districts contribute to the purchase of equipment and construction of the Station. The Town's request of the Board of Commissioners places the Town with several fellow Fire Departments in the County. I recommend the Board of Aldermen adopt the resolution.

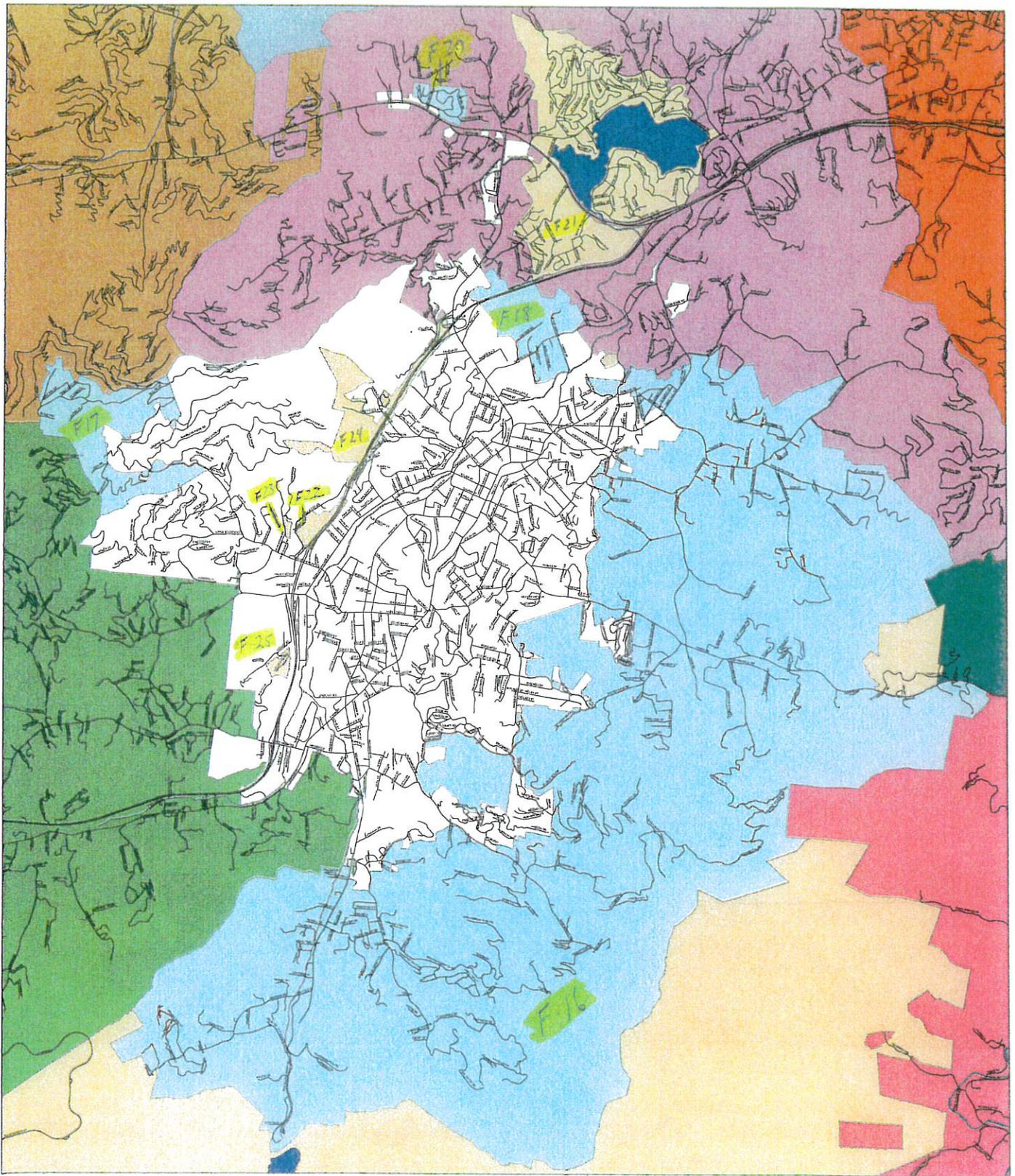
HAYWOOD COUNTY FIRE DISTRICTS SCHEDULE OF  
VALUES, RATES, LEVY AND BUDGET REQUESTED FY 2021-2022

DISTRICT	FY 2021-22 ESTIMATED VALUE **	FY 2021-22 REQUESTED TAX RATE*** (col E x 100/col F)	FY 2021-22 Tax Levy Based on Tax Rate and Est. Value
F01 West Canton	\$98,523,133.60	-0.003	(\$2,633.87)
F02 North Canton	\$529,477,046.72	0.070	\$361,217.09
F03 Center Pigeon	\$629,929,080.56	0.085	\$524,409.95
F04 Junaluska	\$667,587,493.72	0.075	\$490,376.39
F05 Crabtree/Ironduff	\$482,415,069.24	0.075	\$356,010.55
F06 Cruso	\$207,119,966.96	0.100	\$202,853.30
F08 Saunook	\$489,866,191.84	0.049	\$234,590.43
F09 Maggie Valley	\$1,350,665,272.72	0.061	\$808,341.63
F10 Clyde/Central Haywood	\$554,016,425.08	0.090	\$488,343.32
F11 Jonathan Creek	\$721,909,552.56	0.070	\$493,462.68
F14 Fines Creek	\$228,313,802.08	0.090	\$202,356.82
F15 Lake Logan/Cecil	\$170,069,051.72	0.098	\$163,889.21
F19 East Canton	\$19,661,729.52	-0.001	(\$100.34)
F16 Waynesville Rural	\$415,894,032.44	0.060	\$244,395.97
F17 Eagles Nest	\$25,526,944.56	0.060	\$15,000.65
F18 Howell Mill	\$8,747,896.96	0.060	\$5,140.61
F20 Ivy Hill	\$11,212,061.00	0.060	\$6,588.66
F21 Waynesville Rural #2	\$283,470,904.64	0.060	\$166,578.84
F22 Waynesville Rural #3	\$1,612,049.60	0.060	\$947.30
F23 Waynesville Rural #4	\$321,312.00	0.060	\$188.82
F24 Waynesville Rural #5	\$2,187,482.08	0.060	\$1,285.45
F25 Waynesville Rural #6	\$1,007,820.00	0.060	\$592.24
	<b>\$749,980,503.28</b>	<b>Projected</b>	<b>\$440,718.54</b>
		<b>Received</b>	<b>471,000.00</b>

\* Includes estimated taxes collected for prior years and interest

\*\* Assessed values from the Haywood County Tax Assessor as assessed on January 1.

\*\*\* Round to the nearest half cent - example: .054 = .055, or .059 = .060.



**Fire Districts**

- CENTER PIGEON
- CENTRAL HAYWOOD
- EAGLES NEST
- EXCLUDED
- HOWELL MILL
- OXY HILL
- JONATHAN CREEK
- LAKE JONALUSKA
- LAKE LOGAN - CECIL
- HARGREAVE VALLEY
- SALUSOCK
- WAYNESVILLE
- WAYNESVILLE RURAL



# Waynesville Fire District

Created on 5/24/15



<b>Fire District</b>	<b>Assessed Value</b>	<b>Rate</b>	<b>Tax @ 6 cents</b>	<b>98.38% Coll</b>
F16 Waynesville Rural	453,063,368	0.06	271,838.02	267,434.24
F17 Eagles Nest	27,320,890	0.06	16,392.53	16,126.97
F18 Howell Mill	9,218,662	0.06	5,531.20	5,441.59
F20 Ivy Hill	11,877,962	0.06	7,126.78	7,011.32
F21 Waynesville Rural #2	300,740,363	0.06	180,444.22	177,521.02
F22 Waynesville Rural #3	1,818,964	0.06	1,091.38	1,073.70
F23 Waynesville Rural #4	334,700	0.06	200.82	197.57
F24 Waynesville Rural #5	3,038,383	0.06	1,823.03	1,793.50
F25 Waynesville Rural #6	1,184,975	0.06	710.99	699.47
	808,598,267		485,158.96	<b>477,299.39</b>
<b>Fire District</b>	<b>Assessed Value</b>	<b>Rate</b>	<b>Tax @ 7.5 cents</b>	<b>98.38% Coll</b>
F16 Waynesville Rural	453,063,368	0.075	339,797.53	334,292.81
F17 Eagles Nest	27,320,890	0.075	20,490.67	20,158.72
F18 Howell Mill	9,218,662	0.075	6,914.00	6,801.99
F20 Ivy Hill	11,877,962	0.075	8,908.47	8,764.15
F21 Waynesville Rural #2	300,740,363	0.075	225,555.27	221,901.28
F22 Waynesville Rural #3	1,818,964	0.075	1,364.22	1,342.12
F23 Waynesville Rural #4	334,700	0.075	251.03	246.96
F24 Waynesville Rural #5	3,038,383	0.075	2,278.79	2,241.87
F25 Waynesville Rural #6	1,184,975	0.075	888.73	874.33
	808,598,267		606,448.70	<b>596,624.23</b>
			<b>Addl. Revenue</b>	<b>\$119,324.84</b>
<b>Fire District</b>	<b>Assessed Value</b>	<b>Rate</b>	<b>Tax @ 8 cents</b>	<b>98.38% Coll</b>
F16 Waynesville Rural	453,063,368	0.08	362,450.69	356,578.99

F17 Eagles Nest	27,320,890	0.08	21,856.71	21,502.63
F18 Howell Mill	9,218,662	0.08	7,374.93	7,255.46
F20 Ivy Hill	11,877,962	0.08	9,502.37	9,348.43
F21 Waynesville Rural #2	300,740,363	0.08	240,592.29	236,694.70
F22 Waynesville Rural #3	1,818,964	0.08	1,455.17	1,431.60
F23 Waynesville Rural #4	334,700	0.08	267.76	263.42
F24 Waynesville Rural #5	3,038,383	0.08	2,430.71	2,391.33
F25 Waynesville Rural #6	1,184,975	0.08	947.98	932.62
	808,598,267		646,878.61	<b>636,399.18</b>
			Addl. Revenue	<b>\$159,099.79</b>

**RESOLUTION NO. R-04-23**

**TOWN OF WAYNESVILLE  
RESOLUTION REQUESTING THE HAYWOOD COUNTY BOARD OF  
COMMISSIONERS TO INCREASE THE FIRE DISTRICT TAX TO EIGHT CENTS  
PER \$100 VALUATION**

**WHEREAS**, the Town of Waynesville provides fire protection for nine (9) fire districts outside of its corporate boundaries and.

**WHEREAS**, the Fire Department provides both fire and first response medical service through a combination of full and part-time fully staffed fire stations, and.

**WHEREAS**, the Town has been granted a “Class 4” fire rating thereby lowering the insurance rates for the citizens served in these districts and.

**WHEREAS**, the Town has an acute need to replace fire apparatus and fund a station to handle the increasing calls for service in the western sector of the Town, and.

**WHEREAS**, the Town increased its ad valorem tax rate by five (5) cents in 2016 to fund eight (8) additional full time fire fighters, and.

**WHEREAS**, the cost of replacing existing apparatus and fund the new station will require the Town to increase its ad valorem tax rate in excess of four (4) cents over the next three years, and.

**WHEREAS**, the Town has not increased the Fire District tax since its inception in 1979 and.

**WHEREAS**, it is only equitable that the Town request its fire districts to bear some of the cost of replacing apparatus and construct a new station,

**NOW, THEREFORE** be it resolved by the Town Board of Aldermen that it requests the Haywood County Board of Commissioners to increase the tax charged to its fire districts from six (6) to eight (8) cents per \$100 valuation. The tax would be effective with the FY 23-24 tax year.

Adopted this the 28<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 28, 2023**

**SUBJECT:** Budget Amendment to the Water Fund for treatment chemicals

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Water Treatment

**Contact:** Misty Hagood

**Presenter:** Misty Hagood

**BRIEF SUMMARY:**

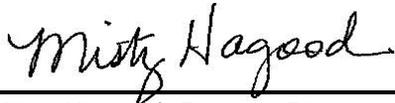
The water treatment budget needs to be increased \$75,000 to cover water treatment chemicals for the remainder of the fiscal year. Chemical prices are up 50% from this same time last year. We will use the increase in investment earnings and fund balance to cover the increase.

**MOTION FOR CONSIDERATION:**

1. Approval of the attached budget amendment.

**FUNDING SOURCE/IMPACT:**

We will use the increase in investment earnings and fund balance to cover the increase



3/20/2023

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Misty Hagood, Finance Director

Date

**ATTACHMENTS:**

1. Budget Amendment

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Recommendation is to approve budget amendment for the Water Fund.

Ordinance No. O-13-23

Amendment No. 15 to the 2022-2023 Budget Ordinance

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

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

Water Fund:

Increase the following revenues:

Investment Earnings	\$ 40,000
Fund Balance Appropriated	35,000

Increase the following appropriations:

Water Treatment	\$ 75,000
-----------------	-----------

Adopted this 28th day of March, 2023.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 28, 2023**

**SUBJECT:** Report on Unpaid Property Taxes/Yearly Tax Advertisement in Local Newspaper

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Finance  
**Contact:** Misty Hagood and Sharon Agostini  
**Presenter:** Sharon Agostini, Tax Collector

**BRIEF SUMMARY:**

Tax Collector Sharon Agostini requests that the Mayor and Board of Alderman approve the yearly tax advertisements in the local newspaper. This is usually done in The Mountaineer and is in accordance with N.C.G.S. 105-369.

**MOTION FOR CONSIDERATION:** To approve the yearly tax advertisements in The Mountaineer in accordance with N. C. G. S.105-369.

**FUNDING SOURCE/IMPACT:** Approved approximately \$3,800 - Operating Budget for 2023



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

3/6/2023

\_\_\_\_\_  
Date

**ATTACHMENTS:**

A delinquent tax listing. (Please note that this delinquent tax listing is only a snapshot of collections to a certain point of time and will change before the advertisement date. An updated list will be provided before the advertisements are printed.)

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** To approve the yearly tax advertisements in The Mountaineer in accordance with N. C. G. S.105-369.

<b>Name 1</b>	<b>Parcel</b>	<b>Total Due</b>
ACEVEDO, JEANETTE D	8615185431	\$86.37
ACEVEDO, JEANETTE D	8615185478	\$86.37
ACEVEDO, JEANETTE D	8615180580	\$86.37
ACEVEDO, JEANETTE D	8615181394	\$86.37
ACEVEDO, JEANETTE D	8615181442	\$86.37
ACEVEDO, JEANETTE D	8615182380	\$86.37
ACEVEDO, JEANETTE D	8615183372	\$86.37
ACEVEDO, JEANETTE D	8615184365	\$86.37
ALDRIDGE, JACLYN INMAN	8615209974	\$5.00
ALLEN, EMMA HEIRS	8604962712	\$436.39
BALDWIN, FRED D	8614389358	\$201.15
BALDWIN, FRED D	8614392013	\$86.60
BALDWIN, FRED D	8614481862	\$746.87
BALDWIN, FRED D	8614490099	\$318.43
BARNETTE, DARRELL WAYNE	8605843393	\$729.14
BECK, ELLA MAE/LT	8616004027	\$88.18
BENNETT, JAMIE L	8615403502	\$420.93
BIRCHFIELD, MICHAEL LEE	8615176383	\$52.28
BIRD, TERRELL PARKER	8615262339	\$682.33
BISHOP, CAROLYN K	8614395846	\$640.03
BISHOP, CAROLYN K	8614392618	\$82.28
BISHOP, CAROLYN K	8614392978	\$296.38
BISHOP, CAROLYN K	8614391900	\$94.09
BLANTON, ROBERT	8605840840	\$73.30
BLANTON, STEPHEN LLOYD	8605733868	\$439.57
BLANTON, STEPHEN LLOYD	8605734749	\$572.94
BORDER, CHARLES R	8615399252	\$47.31
BORING, EDNA/LT	8605767053	\$175.69
BOYER, VIRGINIA B	8605973613	\$5.79
BOYER, VIRGINIA BERTRAND	8615071372	\$461.85
BOYER, VIRGINIA BERTRAND	8605976343	\$1,111.88
BRATHWAITE, CHARLES E JR	8615219241	\$125.92
BROCK, ELIZABETH	8615074169	\$38.18
BROCK, ELIZABETH LACKEY	8615075045	\$595.49
BROCK, HARRY THOMAS	8615074022	\$392.75
BROCK, HARRY THOMAS	8615074065	\$594.12
BROOKS, WANDA S	8605802744	\$700.95
BROOKS, WANDA S	8615473030	\$133.19
BROOKS, WANDA S	8615473102	\$155.92
BROOKS, WANDA S	8615474028	\$112.73
BROOKS, WANDA S	8615463930	\$78.18
BROOKSHIRE, JO ANN	8615472291	\$370.48
BROUSSARD, GEORGE PHIL	8615641096	\$100.00
BROUSSARD, GEORGE PHIL	8615642133	\$102.28
BROWN, MICHAEL	8615022477	\$456.39
BROWN, SALLY	8615654473	\$461.39

BRYANT, ANNA L	8615152332	\$246.84
BRYANT, JACQUELINE THERESA	8615454536	\$556.85
BRYANT, THOMAS EDWARD	8615452379	\$346.84
BUCCILLA, HELEN P	8605916315	\$226.07
BUCKNER, JULIA MARIE	8615481885	\$1,968.71
BURGIN RENTALS LLC	8605826963	\$6.69
BURGIN, WILLIAM P JR	8605773093	\$1,344.62
BURGIN, WILLIAM P JR	8605774114	\$322.29
BURGIN, WILLIAM P JR	8605833298	\$64.55
BURGIN, WILLIAM P JR	8605834375	\$299.56
BURGIN, WILLIAM P JR	8616129127	\$57.28
CAGLE, RAYBURN ALTON JR	8604882259	\$95.00
CAPPUCCIO, FRANK PATRICK JR	8605904678	\$5.00
CAROLINA IN MY MIND LLC A NC LLC	8605181456	\$544.12
CARSON, JANIE M	8615152446	\$20.91
CERVANTES, NERIO SANCHEZ	8605932403	\$115.92
CLAYTON, JAMES PATRICK	8615287644	\$135.92
CLEMENT, LOUISE W	8605903178	\$585.03
COGDILL, ROBERT HUGH	8615030121	\$667.32
COLE, ERICA LOUISE	8605818713	\$492.75
CONNER, EMILY	8604882324	\$84.09
CONOLEY, E B	8605384702	\$5.95
COOPER, CONNIE B	8604874956	\$11.01
CRAWFORD, JASON EUGENE	8615471335	\$245.93
CROW, HARRIETT W/TR	8605906778	\$22.84
CROWE, WALLACE JOSH	8616303529	\$802.13
CULLINS, ELDER JR HEIRS	8615554332	\$110.47
CULLINS, RUBY DORSEY	8615554338	\$352.75
CURE, JACQUELINE M	8614077143	\$1,048.69
CURE, SUZANNE I	8605912153	\$560.03
DANITSCHKE, CARL N/TR	8615125038	\$1,914.66
DAVIS, NATASHA	8605615779	\$79.55
DAVIS, SANDRA GAIL	8615318810	\$431.84
DE LA CRUZ, EZEQUIEL	8615552140	\$589.12
DEARMON, JAY	8615220373	\$1,598.28
DEAVER, CHARLIE	8604846867	\$720.04
DELLASAVIA, AMANDA	8616372193	\$1,336.90
DILLARD, KENNETH JACK JR	8615194328	\$408.20
DOUBLE D MANAGEMENT LLC	8615003833	\$10.31
EARLEY, GEORGIA PHILLIPS	8605805973	\$113.19
EBERHARDT, DENNIS J	8615130225	\$2,046.26
EBERHARDT, DENNIS J	8615130405	\$1,017.33
EBERHARDT, DENNIS J	8615038450	\$84.11
EDGAR, WILLIAM	8615581840	\$1,161.89
ELEMENTS SALON LLC	8615699217	\$1,591.46
ENLOE, MARY ANN FISHER	8615022918	\$211.51
EQUITY TRUST COMPANY CUSTODIAN	8615475150	\$273.65

FERGUSON, CRYSTAL MICHAELENE	8616709114	\$1,167.35
FINNEGAN, SEAN	8605941076	\$6.31
FLEMING, BESSIE S	8605914695	\$779.14
FRANCO, MELANIE TREJO	8605840875	\$442.75
FRANKLIN, ROBERT CHARLES	8616302155	\$519.12
FREEMAN, MARK E	8604884330	\$575.95
FULLBRIGHT, FRANK EDGAR	8615464020	\$339.11
G SALIM PROPERTIES LLC A NC LLC	8604890447	\$1,451.00
GADDIS, BRENDA ALLISON	8616008653	\$345.74
GADDIS, KAREN WYATT	8614296434	\$447.43
GADDIS, PAULETTE	8604970759	\$412.29
GADDIS, PAULETTE	8604971701	\$410.48
GARLAND, JUANITA	8615782671	\$515.48
GARNES, BARRY NEIL	8605809681	\$17.50
GENTRY, NORMAN HEIRS	8615443460	\$240.47
GENTRY, NORMAN HEIRS	8615444426	\$96.82
GENTRY, W M HEIRS	8615447819	\$110.91
GIBBS, BOBBY EDWARD	8615162933	\$394.12
GIBBS, HILLIARD LEE	8615458852	\$518.25
GOMEZ, LUIS A	8614297730	\$490.94
GOODSON, KERRI	8605934993	\$601.40
GOODSON, ROBERT WENDELL	8616118229	\$73.64
GOODSON, WM RICHARD	8615162827	\$310.01
GRASTY, JAMES STUART JR	8615790051	\$800.96
GREENE, JERRY LEON	8615396870	\$310.92
GREENE, MICHAEL	8605728140	\$465.94
GREENWOOD, KIM ARTHUR	8615114030	\$150.01
GREER, JANET L/LT	8616509598	\$529.58
HALEY, ALICE	8615164202	\$319.57
HALL, DANIEL HUGH	8605811580	\$330.48
HALL, JOSEPHINE B	8615550147	\$402.75
HALL, RENA JANET/TR	8615200319	\$18.37
HANDY, BRUCE H	8615334468	\$754.13
HANEY, TIMOTHY A	8615467061	\$130.46
HELDRETH, JOHN MARSHALL	7695984267	\$176.37
HELDRETH, JOHN MARSHALL	7695986213	\$158.64
HENDRIX, ROGER DALE	8604788155	\$518.67
HENRY, BILLY DENVER	8616207649	\$625.04
HENSON, MARION T	8605851691	\$553.67
HEVIER, MAREK	8615811564	\$193.65
HIGGINS, ELLIS	8605717835	\$110.91
HOGLEN, FRANCES JOYCE	8605903134	\$236.83
HOLLINGSWORTH, CHARLOTTE	8614390855	\$100.00
HOLLINGSWORTH, CHARLOTTE	8614392835	\$291.38
HOOPER, GARY JEFFERSON/LT	8605548403	\$5.46
HORNER, KAREN T	8605913022	\$633.67
HORNER, MICHAEL	8605953104	\$867.32

HUNT, STANLEY	8605815878	\$430.48
HUSTON, RUTHIE ELAINE/LT	8615328730	\$139.10
INMAN, MELVIN DALE	8615420044	\$204.56
J CURE PROPERTIES LLC	8615375558	\$5,893.56
J CURE PROPERTIES LLC	8615471866	\$128.64
J CURE PROPERTIES LLC	8615472776	\$430.48
J CURE PROPERTIES LLC	8604875441	\$333.65
JAYNES, JACK H	8616250145	\$371.84
JEDIDIAH REALTY LLC A NC LLC	8605538860	\$593.68
JONES, PATRICIA MAY	8604883634	\$200.47
JONES, THOMAS MICHAEL	8615057788	\$11.33
JORDAN, CARRIE ANNETTE	8614593880	\$755.50
JUSTICE, WILLIAM MICHAEL	8615354640	\$709.59
KEITH, EVA BRANDY	8604789601	\$484.12
KERN, JOHN B	8615750833	\$12.11
KIRKPATRICK MANAGEMENT LLC	8604894717	\$920.05
KIRKPATRICK, GLADYS IRENE	8615693919	\$918.69
KITZIS HOLDINGS LLC	8615291749	\$2,176.34
KNIGHT, HELEN J	8615030011	\$600.94
LAESSER, STEPHEN VANCE	8604963890	\$463.66
LAIL, CHRISTOPHER M	8605849841	\$898.69
LEDBETTER, MICHAEL D	8615192357	\$368.20
LEIGH, ELSE S	8615153674	\$163.14
LINDSEY, EDWARD M	8615180559	\$81.37
M&LA PROPERTY INVESTMENTS LLC	8616196977	\$358.33
MACEWEN, JILL D	8605941766	\$212.57
MADTAPS LLC A NC LLC	8615255741	\$2,866.68
MARTINEZ, TONEY	8615329375	\$784.59
MASSIE, HUGH J	8605806996	\$10.40
MATHEWS, PAULA P	8616115357	\$280.47
MCCALL, JEFFREY TODD	8605910040	\$382.30
MCCALL, JEFFREY TODD	8614297610	\$5.45
MCCLURE, SHEILA ELAINE	8604946707	\$446.11
MCELROY, ERIC REGINALD	8616252028	\$513.67
MCMAHAN, FRED J	8615474426	\$132.74
MCMAHAN, FRED J	8615474468	\$185.92
MCWABI LLC	8615479733	\$122.73
MEDFORD, BRITTANY JANE	8605809289	\$1,505.54
MEDFORD, SHEILA ANN PUTNAM	8615327436	\$666.41
MEDLIN, SAUNDRA/LT	8605641771	\$413.77
MEHAFFEY, RONALD	8604875283	\$625.49
MELROSE, MARK R	8615342060	\$1,394.63
MESSER, BOBBY JEROME	8616108320	\$287.28
MESSER, CARLA N	8604873690	\$550.94
MESSER, DENISE H	8615501100	\$792.77
MILLS, ROBERT R	8605755519	\$89.55
MMBBI LLC A NC LLC	8605908494	\$484.85

MOODY, ESTER HEIRS	8616124099	\$339.11
MOODY, ODIS H	8616124019	\$148.10
MOORE, CHARLES MCKINLEY	8616205990	\$1,002.34
MOORE, CHARLES MCKINLEY	8616206947	\$7.73
MOORE, RONALD RICKY	8615319757	\$291.84
MORGAN, KAREN CHERYL GUNTER	8605932275	\$347.29
MORROW, JOHN	8615551235	\$108.19
MORROW, MCKENZIE CHARLENE	8604874794	\$443.66
MUNOZ, LAURIE D	8605819413	\$450.48
MUNOZ, OSCAR	8605807726	\$139.10
NELSON, MARY D	8616148747	\$495.03
NELSON, WILLIAM R	8605849307	\$270.01
NGUYEN, THUYLIEU THI	8604973622	\$1,506.91
NIEMEYER REAL ESTATE LLC A NC LLC	8615469953	\$499.57
NILLES, KRISTINA LEE	8606903867	\$521.85
NORMAN, CATHERINE MOORE	8615217139	\$635.03
O'CONNOR, JACOB	8616300155	\$316.83
OWEN, DEANA ROSS	8604894553	\$104.56
OWENS, BETTY S	8605604965	\$538.67
PALMER, STEVEN DALE	8616301520	\$11.92
PARKER, BARBARA A	8605985071	\$735.50
PARKER, CAROL	8605877866	\$1,182.80
PARKER, FORREST BENJAMIN JR	8604964542	\$131.37
PARRIS, CLAUDIA	8616506072	\$5.27
PARTON, TIMOTHY DAVID	8616107811	\$66.36
PENCIL, DIANE	8605962935	\$9.63
PHILLIPS, JASON	8604787446	\$381.84
PHILLIPS, LUTHER H	8615659259	\$386.84
PHILLIPS, SARAH HEIRS	8604882224	\$86.83
PLEMMONS, DOUGLAS W	8605768299	\$428.21
PLEMMONS, DOUGLAS W	8605768326	\$5.91
POWELL, CARL BRUCE	8605459505	\$15.61
QUEEN, CARROLL DAVID	8614395642	\$134.09
QUEEN, JAMES RICHARD JR	8607913960	\$3,702.95
QUEEN, JOHN M III	8615982217	\$806.71
RACKLEY, RYAN	8616399563	\$1,069.61
RACKLEY, RYAN	8616399677	\$36.88
RAFF, MARGO	8614077789	\$1,144.16
RATHBONE, KRISTY LYNN WILLIAMS	8615473613	\$473.21
RATHBONE, KRISTY W	8615473851	\$112.28
RATHBONE, KRISTY W	8615474619	\$315.92
RATHBONE, KRISTY WILLIAMS	8615474772	\$285.47
RAYA, JUAN CHRISTIAN HERNANDEZ	8615170646	\$446.39
RAYA, JUAN CHRISTIAN HERNANDEZ	8615170697	\$7.73
REECE, BETTY PUTNAM	8615073519	\$541.85
REMLINGER, RANDALL J	8605844457	\$81.83
REMLINGER, TAMMY	8605844574	\$449.12

RHINEHART, CHRISTOPHER M	8604962610	\$333.20
RILEY, EARLIE MAE/LE	8615152895	\$40.91
RILEY, EARLIE MAE/LE	8615153922	\$316.83
RILEY, EARLIE MAE/LT	8615152922	\$82.73
ROBBINS, JOSEPH N	8605816973	\$451.39
ROBERSON, LEROY S	8614185911	\$19.56
RODGERS FAMILY HOLDINGS LLC	8616400526	\$119.82
ROGERS, DAVID EDWARD	8616106397	\$54.55
ROGERS, ROBERT Z	8616802581	\$24.41
ROLLING STONE COTTAGE LLC	8615005748	\$11.13
RONDEAU, KATHY	8605722217	\$281.38
ROSE, BURL H	8616102907	\$424.11
RUIZ, LUZ MARIA	8605627093	\$74.55
RUIZ-CAMACHO, ROSITA	8605809881	\$336.84
SATTEREHWAITE, S C HEIRS	8615459961	\$6.82
SCHOEN, EADRIAN SCOTT	8616220233	\$54.54
SCHULHOFER, W D	8616241777	\$578.67
SCHULHOFER, W D	8616242858	\$528.67
SCHULHOFER, WILLIAM D/LT	8616210680	\$1,776.92
SCHULHOFER, WILLIAM D/LT	8616213858	\$291.38
SCHULHOFER, WILLIAM D/TR	8605839755	\$515.03
SCRUGGS, SARA J	8605937602	\$29.97
SETZER, JUSTIN D	8605829069	\$185.96
SHARP, JENNIFER ANNE	8615153464	\$319.11
SHELTON, RONALD CALE	8605838110	\$266.38
SHEPPARD, FATE LUTHER	8605617720	\$303.20
SIMS, REBECCA LOUISE	8605737765	\$331.65
SINGLETON, KAELYN	8615022415	\$491.84
SMALLING, ANTHONY B	8614251109	\$9.60
SMATHERS, MARK	8605879600	\$583.15
SMITH, AMANDA	8604879232	\$489.12
SPENCER, TERESSA	8606903068	\$119.55
SPENCER, TERESSA	8605991954	\$170.92
SPENCER, TERESSA	8605992968	\$150.91
SPENCER, TERESSA	8606905129	\$116.82
SUMMERS, LOUISE SELLERS	8615353237	\$564.35
SUTTON, JANET	8615420757	\$160.92
SUTTON, JANET LYNN	8604894893	\$508.22
SUTTON, JANET LYNN	8604895761	\$337.75
SUTTON, JANET LYNN	8604895868	\$910.05
SUTTON, JANET LYNN	8615634578	\$435.48
SUTTON, JANET LYNN	8615636331	\$119.71
SUTTON, JANET M	8616115301	\$261.83
TABORA-PACHECO, MARIA E	8615184415	\$270.01
TATE, JOHN	8615456449	\$252.52
TEAGUE, JOYCE SUZANNE	8604786501	\$378.20
THOMPSON, GLENDON HEIRS	8615162686	\$100.46

TONGEN, DIANA K/TR	8605865223	\$667.76
UBER, TERESA	8615075633	\$417.75
VIDA LOCA S CORP	8615152135	\$10.43
WALLS, DEBORAH SHARON	8615090330	\$133.21
WELCH, JAMES T	8605724570	\$880.54
WELCH, JAMES T	8615791827	\$26.69
WELCH, JAMES T	8615279894	\$4,018.90
WELCH, JAMES TIMOTHY	8615277950	\$13,730.38
WELLES, BARBARA D	8605929832	\$797.78
WIJEWICKRAMA, CHANDRA	8605971489	\$150.01
WILLIAMS, PATRICIA	8604879184	\$79.38
WILLIAMS, ROSA	8615550495	\$281.38
WOODY, GREGORY DEE	8615074611	\$387.75
WORLEY, JAMES EUGENE	8615093914	\$109.55
YARBOROUGH, JOHN A HEIRS	8615750337	\$109.10
YARBOROUGH, JOHN ARTHUR HEIRS	8615751420	\$52.28
YARBOROUGH, JOHN ARTHUR HEIRS	8615751499	\$191.83
YARBOROUGH, JOHN ARTHUR HEIRS	8615752617	\$437.30
YARBOROUGH, JOHN ARTHUR HEIRS	8615750288	\$56.82
YOUNTS PROPERTIES INC	8616306417	\$471.85
YOUNTS PROPERTIES INC	8616306481	\$2,202.85
<b>TOTAL as 03/20/2023</b>		<b><u>\$147,793.42</u></b>

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 28, 2023**

**SUBJECT:** Conduit Install for Queens Farm Subdivision

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Public Services  
**Contact:** Jeff Stines, Director of Public Services  
Jay Entwistle, Electric Department Superintendent  
**Presenter:** Jeff Stines, Director of Public Services

**BRIEF SUMMARY:** Queens Farm Sub-division is in the advanced stages of utility construction. With the limited staff on the Electric Department, we reached out to three contractors to look at the cost of installing the necessary conduit to accommodate the power infrastructure for the subdivision. This would greatly assist the Department in the planning of the build out of the Development.

**MOTION FOR CONSIDERATION:** To award the bid of installing the underground conduit in the Queens Subdivision to Southern Appalachian Grading in the amount of \$75,000.

**FUNDING SOURCE/IMPACT:** Electric Department Professional Services

**ATTACHMENTS:**

- Southern Appalachian Grading Quote
- Appalachian Site Work Quote
- Hyatt Pipeline Quote

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

# **Southern Appalachian Grading & Excavation, Inc.**

North Carolina Licensed Grading Contractor #64831

**Job Proposal**

Ben Blair  
P.O. Box 1505  
Waynesville, NC 28786  
Phone 828.507.5166  
bensageinc@gmail.com

Date: 2/17/23

## **Underground Conduit Install, Queen Subdivision, Waynesville NC Bid:**

Excavate a ditch to install conduit to allow for underground power cable to be

Pulled through, est. 6710 LF

Install Underground 2-inch Conduit supplied by town of Waynesville

Ends of Conduit runs to be left above grade and taped with duct tape at transformer  
and end of conduit locations

Backfill, regrade, and restabilize disturbed areas

Bore under existing roadways, est. 900 LF for road crossings

**Total Bid:     \$75,000.00**

**No permits or fees are included in this proposal.**

**If only a portion of the work gets completed now then we can just work by the foot, unit price  
would be \$9.85/LF**



3/7/2023

# WORK ESTIMATE

231036

4182 Jonathan Creek Road  
 Waynesville NC 28785  
 828-712-2049  
 jason@appsiteinc.com  
 Prepared By:JEK  
 Valid for 30 Days

Prepared For: Town of Waynesville (Jeff  
 jstines@waynesville.gov

**Folder: Takeoff**  
**Division: 1.0 General Items**

Type	Name	Description	Qty	Unit	Price Each	Price Total
Count	Mobilization (native)	Mobilization of Equipment /Materials/Man	1.00	EA	\$5,000.00	\$5,000.00
						<b><u>\$5,000.00</u></b>

**Division: 8.0 Electrical**

Type	Name	Description	Qty	Unit	Price Each	Price Total
Linear	Primary Electrical - Conduit		6,253.50	FT	\$16.50	\$103,182.75
Linear	Secondary Electrical -Conduit		475.93	FT	\$8.00	\$3,807.44
Linear	Un-energized Secondary - Conduit		3,235.92	FT	\$8.00	\$25,887.36
Count	Temporary Cable Marker		49.00	EA	\$250.00	\$12,250.00
Count	Padmount Xformer		27.00	EA	\$1,250.00	\$33,750.00
Count	Pedestal		4.00	EA	\$625.00	\$2,500.00
Linear	Street Crossing -Conduit		1,215.94	FT	\$5.00	\$6,079.70
						<b><u>\$187,457.25</u></b>

**Folder: Takeoff**  
**Division: Takeoff**

<b>Type</b>	<b>Name</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Price Each</b>	<b>Price Total</b>
Area	2.4 Seed and Straw		197,938.81	SQ F	\$0.09	\$17,814.49
						<b><u>\$17,814.49</u></b>
						<b><u>Total: \$210,271.74</u></b>

**\$210,271.7**

To Town of Waynesville  
 Attn Jeff Stines  
 Job Name Queen Subdivision  
 Plans Dated 2/3/2023  
 Date Quoted 2/27/2023



**Description**

Quantity	Mobilization	Unit	Unit Price	Total
1	Mobilization	LS	\$ 5,295.00	\$ 5,295.00
	<b>Includes 2 mobilizations if needed</b>		<b>Section Total</b>	<b>\$ 5,295.00</b>
Quantity	Electrical Conduit	Unit	Unit Price	Total
10590	Conduit	LF	\$ 25.00	\$ 264,750.00
			\$ -	\$ -
	All Material and Staking supplied by town		\$ -	\$ -
			\$ -	\$ -
			<b>Section Total</b>	<b>\$ 264,750.00</b>

**Total \$ 270,045.00**

**Estimated Days to Complete This is a estimated time  
 63 and is not guaranteed**

**Excluded From Proposal:**

- Bonds
- 3rd Party Testing
- Erosion Control
- Asphalt & Concrete Work
- Meters \*\*\*meters are not included any cost associated with purchase of meters or meter fees are excluded no mater how item are listed\*\*\*
- Building Connections
- Permits
- Surveying
- Valve boxes, Meters, Hydrants, Storm Box Tops, Manhole Frames, Cleanout Caps & Boxes are priced to set in place one time. Any other adjustments required due to mistakes BY OTHERS (incorrect grades by grader or surveyor, damage by heavy equipment, etc.) can be repaired at a Crew Rate of \$315 per HOUR, plus materials x 7.00 % Sales Tax x 15.00 % Mark-Up.
- Rock Excavation \$275 CY

Accepted By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 3/28/23**

**SUBJECT** Grant Manager Position Description- Pay Classification

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** **Rob Hites**

**BRIEF SUMMARY** During the February 24<sup>th</sup> retreat, the Board created the position of Grants Manager. The employee will develop and coordinate the Town's grants program. The Grant Manager will work with the departments to discover grant opportunities in both the public and private sectors, draft, administer, and closeout grants. The Grants Manager will target their efforts toward grants that fulfill the Board's priorities. The position will be funded through contributions from all funds. We reviewed Grant Manager positions currently being advertised in the State to determine where they fall in the marketplace and then compared the position with those of similar nature in with Town's pay plan.

**MOTION FOR CONSIDERATION:** Approve the Position Description and Pay Classification

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

**ATTACHMENTS:** Position Description

**MANAGER'S COMMENTS AND RECOMMENDATIONS** The Grant Coordinator and the Departments will jointly search for and apply for grants. The Grants Manager will ensure that the grants are properly administered and closed out. Grant administration and closeout is the most difficult part of the process since the reporting detail required by many of the grants is tedious in the extreme. Many grants require multi-year reports that extend well after the project has been physically completed. For this reason, I will place the position under the general supervision of the Finance Director.

## GRANT MANAGER

### Distinguishing Features of the Class

Work includes searching for grant opportunities, reviewing, understanding, and interpreting grant programs from both governmental and nonprofit organizations, drafting grant proposals, coordinating the Town's grant programs with the various departments and their contracted consultants, and providing grant administration and closeout under the general supervision of the Finance Director.

### Duties and Responsibilities

#### Essential Duties and Tasks

Responsibilities include managing Town grants by maintaining and monitoring grant availability, drafting, contracting, administering and ensuring compliance with grant agreements, maintaining grant tracking spreadsheets, reconciling activity from grant management system to town financial system.

Monitoring and performing closeout of grants and related projects.

Reviewing grant applications prior to submission to the Town Board and reporting the impact of the grants on the Town finances.

Drafting and maintaining a "Grant Policy" for the Town.

This is a professional position working independently and with an interdepartmental team to perform community engagement, planning, design, contract/grant administration, reporting, and other project management tasks.

Candidate must have excellent communications, facilitation, and organizational skills, must have broad technical skills, extensive experience in grant writing and/or project management, and accounting.

#### Additional Job Duties

Performs related duties as required.

#### Physical Requirements

Position requires walking, sitting, reaching, handling, climbing, vision, hearing, twisting, talking, fine dexterity. Sedentary work: Exerting up to ten (10) pounds occasionally or negligible weights frequently; sitting most of the time.

#### Minimum Training and Experience

Requires a bachelor's degree in public or business administration with five years of experience at the local, regional, or state level in a government or nonprofit organization; diverse experience with strong project management, financial, organizational, and supervisory skills; or equivalent combination of education and qualifications and experience.

Valid NC driver's license is required.

Pay Grade 67

Range \$47,819- \$76,511

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 3/28/23**

**SUBJECT** Human Resource Director Pay and Classification Description

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** **Rob Hites**

**BRIEF SUMMARY** During their February 24<sup>th</sup> retreat, the Board of Aldermen established the position of Human Resources Director. The position has been vacant since 2009 and was not included in the 2021 pay and classification plan. The attached job description recreates the position and places it in the same classification as the other department heads. The position will be funded by all funds. The salary range for all department heads is \$61,200-\$106,080.

**MOTION FOR CONSIDERATION:** Approve job description pay and classification range

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

**ATTACHMENTS:** Job Description

**MANAGER'S COMMENTS AND RECOMMENDATIONS** Prior to the creation of this position, the duties of the Human Resources Director were assigned to the Assistant Manager under the close supervision of the Manager. The Assistant Manager has assumed the direct supervision of the Director of the Downtown Waynesville Association, food truck and busker permitting, Public Arts Commission and serves as Vice President of Haywood Waterways. The addition of a Human Resources Director will provide a full-time resource for the Town staff and Board.

## HUMAN RESOURCES DIRECTOR

### General Statement of Duties

Performs difficult professional work in administering the human resources systems for the Town.

### Distinguishing Features of the Class

An employee in this class administers a variety of human resources programs for the Town. Work includes analyzing market trends in pay, classification and benefits, updating the personnel policy, training supervisory staff in disciplinary procedures, and supervisory techniques, assist supervisory staff with disciplinary issues, and supervising the Town's salary program, personnel policies, benefits, recruitment and selection, safety programming, and personnel records management. Work requires knowledge of the laws and regulations affecting human resources administration, judgment and initiative in the administration of programs and policy interpretation and application, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

### Duties and Responsibilities

#### Essential Duties and Tasks

Develops and administers a variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees to assist with determining appropriate disciplinary and grievance responses; conducts exit interviews and evaluates results for remediation action.

Develops and recommends personnel programs and policies; research existing and new programs for alternative and innovative proposals; seeks legal advice as necessary; implements various programs with management approval; advises the Town Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.

Supervises the work of the Human Resources Technician in the recruitment and selection programs for the Town; administering the Town's risk management program, drafting advertisements; screening applications; assisting with developing interview questions, developing and conducting employee orientation and other related programs; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness.

Administers the classification and pay system; researches, recommends and administers compensation programs; reviews salary changes; recommends salaries for new hires.

Conducts training needs assessments and provides and/or coordinates training for employees and managers; coordinates team building in various departments or in the management team.

Coordinates the development of the performance evaluation program, Career Development based pay program, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.

Reviews, research, and recommend various benefits programs; coordinates worker's compensation programs; ensures cost effectiveness of structure and providers of benefits; insures that benefits programs are competitive; coordinates open enrollment into benefits programs.

Coordinates Town-wide safety training and monitoring programs; assists departmental managers in providing a safe workplace.

Additional Job Duties

Makes presentations to elected officials, managerial and employee groups.  
Performs special personnel related projects.  
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the theory, principles and practices of human resource management, including the functional areas cited.

Considerable knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Considerable knowledge of the trends and modern technology being implemented in the human resources fields.

Ability to establish and maintain an effective personnel program, and to provide management with costs projections, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Skill in problem-solving, conflict resolution, and group facilitation.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, work with numbers and figures, use a computer screen, and do extensive reading.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in personnel, public administration, organizational psychology, or related human service field and experience in personnel management; or an equivalent combination of education and experience. Prefer Master of Public Administration degree.

Pay Grade 74

Salary Range: \$61,200-\$106,080

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 28, 2023**

**SUBJECT:** Water Treatment Plant Valve Install

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Public Services  
**Contact:** Jeff Stines, Director of Public Services  
Kyle Cook, Water Treatment Plant Superintendent  
**Presenter:** Jeff Stines, Director of Public Services

**BRIEF SUMMARY:**

Replace 12 existing 24" basin gate valves (c. 1971). Project includes installation, grouting, and painting of new 24" Waterman Canal Gates by contractor.

**MOTION FOR CONSIDERATION:** To award the bid of valve installation at the Water Treatment Plant to Carolina Specialties in the amount of \$153,745.14.

**FUNDING SOURCE/IMPACT:** WTP Capital Line Item

**ATTACHMENTS:**

- McGill and Associates Bid-Tab for Gate Valve Installation

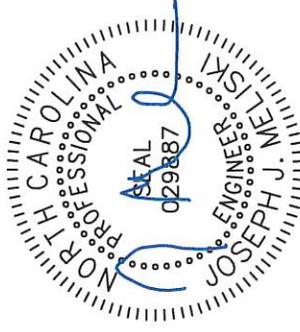
**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**CERTIFIED BID TABULATION**  
**FLOC BASIN CANAL GATE REPLACEMENT**  
**TOWN OF WAYNESVILLE**

ITEM	DESCRIPTION	QUANTITY	UNIT	ASHE CONSTRUCTION & MAINTENANCE 353 Paradise Mountain Road Canton, NC 28716	CAROLINA SPECIALTIES CONSTRUCTION, LLC 624 7th Ave. E. Hendersonville, NC 28792	BUCKEYE BRIDGE, LLC PO Box 1367 Canton, NC 28716
				UNIT PRICE	UNIT PRICE	UNIT PRICE
				TOTAL	TOTAL	TOTAL
1	LUMP SUM BASE BID (Stainless Steel Frame)	1	LS	\$165,250.00	\$174,798.39	\$194,287.00
1A	LUMP SUM ALTERNATE BID (Galvanized Steel Frame)	1	LS	\$136,250.00	\$153,745.14	\$160,339.00



This is to certify that the bids tabulated herein were received via email and reviewed on the 9th day of March 2023, in the McGill Associates P.A. offices, Asheville, North Carolina



03/13/2023

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: March 28, 2023**

**SUBJECT:** Recommendation to Remove a Member of the Waynesville Public Art Commission

**AGENDA INFORMATION**

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

**BRIEF SUMMARY**

At their regular scheduled meeting on February 9, 2023 the Waynesville Public Art Commission voted to recommend that the Board of Aldermen remove Sam McCarson from the Commission due the many number of absences he has had. Upon his removal, the Art Commission will have one vacancy and we will begin publishing advertisements to fill this position.

**MOTION FOR CONSIDERATION**

- Motion to remove Sam McCarson from the Waynesville Public Art Commission

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

**MANAGER'S COMMENTS**