

Town of Waynesville, NC

Town Council Regular Meeting

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

Date: May 9th, 2023 Time: 6:00 p.m.

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(828) 452-2491 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 April 25th, 2023 Regular meeting
- b. Apple Festival Special Event Permit Application

Motion: To approve the consent agenda as presented.

E. PROCLAMATION

3. Proclamation for Salvation Army Week
 - Councilmember Jon Feichter

Motion: Adopt the proclamation.

F. CALL FOR PUBLIC HEARING

4. Call for a Public Hearing for May 23, 2023 to consider Stormwater Ordinance text amendment, Section 12.5 of the Land Development Standards (LDS)
- Olga Grooman, Land Use Administrator

Motion: *To call for a Public Hearing on May 23, 2023 to consider Stormwater Ordinance text amendment, Section 12.5 of the Land Development Standards (LDS), as recommended by the Planning Board.*

5. Call for a Public Hearing to consider a staff initiated text amendment to Section 44-2 of the Municipal Code related to disposal and containment of construction and demolition material.
- Elizabeth Teague, Development Services Director

Motion: *To call for a public hearing to be held on May 23rd to amend the municipal code, Section 44-2.*

6. Call for a Public Hearing to be held on May 23, 2023, to consider a Map Amendment for the property located at 237 Ratcliff Cove Road (PIN 8626-00-9246).
- Byron Hickox, Land Use Administrator

Motion: *To call for a Public Hearing to be held on May 23, 2023, to consider a Map Amendment for the property located at 237 Ratcliff Cove Road (PIN 8626-00-9246).*

G. OLD BUSINESS

7. Placement of Donated Art Sculpture
- Jesse Fowler, Assistant Town Manager

Motion: *Motion to direct staff to begin installing the mountain lion art piece in front of the Municipal Building, or*
Motion to direct staff to begin installing the Mountain Lion art piece in front of Town Hall.

H. NEW BUSINESS

8. Lead and Copper Rule
- Jeff Stines, Public Services Director

Motion: *To approve 120 Water to begin the Preliminary Inventory Development of EPA's revised lead and copper rule for the Town of Waynesville in the amount of \$26,971.87.*

9. Hazelwood Hot Summer Nights Car Show Special Event
- Jesse Fowler, Assistant Town Manager

Motion: *Motion to approve the Hazelwood Hot Summer Nights Car Show Special Event Permit and all subsequent road closures and parking lot closures.*

10. Budget Amendment for TDA Grant

- Misty Hagood, Finance Director

Motion: *Motion to approve the budget amendment in the amount of \$5,000 for the TDA Grant.*

11. Budget Amendment to increase the Electric Fund revenues and expenditures by \$750,000 and amend the Fee Schedule to increase electric rates by 6%.

- Misty Hagood, Finance Director

Motions:

1. *Motion to approve the budget amendment of \$750,000 for wholesale power purchases.*
2. *Motion to amend the Fee Schedule to increase all electric rates by 6%.*

12. ARP Grant Project Ordinance Amendment and emergency purchase of SUV for Meter Readers

- Misty Hagood, Finance Director

Motion: *To approve an amendment of \$40,000 to the ARP Grant Project Ordinance and an emergency purchase of a small to mid-sized SUV.*

13. Town Employee Reclassification and Salary Increases

- Jesse Fowler, Assistant Town Manager

Motion: *Motion to amend the Town of Waynesville's Pay and Classification table along with the associated salary increases contingent upon adoption of the proposed FY 2023/2024 budget.*

14. 2023-24 Annual Budget Presentation

- Rob Hites, Town Manager

Motion: *Receive proposed budget and set a public hearing on the proposed Budget for May 23, 2023.*

I. COMMUNICATION FROM STAFF

15. Manager's Report

- Town Manager, Rob Hites

16. Town Attorney Report

- Town Attorney, Martha Bradley

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

K. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR May 2023

2023	
Monday May 23 RD	Town Council Meeting – Regular Session
Monday May 29 TH	Town Offices Closed – Memorial Day
Friday June 2 ND	Art After Dark gallery stroll 5:30-8:30pm
Tuesday June 13 TH	Town Council Meeting – Regular Session
Tuesday June 27 TH	Town Council Meeting – Regular Session
Friday, June 30 TH	Mountain Street Dance-on Main Street in front of the courthouse 6-8:30pm
Tuesday, July 4 TH	Stars & Stripes Kids Parade and July 4 th celebration
Tuesday, July 4 TH	Town Offices Closed – Independence Day
Friday, July 7 TH	Art After Dark gallery stroll 5:30-8:30pm
Tuesday July 11 TH	Town Council Meeting – Regular Session
Friday, July 14	Mountain Street Dance-on Main Street in front of the courthouse 6-8:30pm
Tuesday July 25 TH	Town Council Meeting – Regular Session
Friday, August 4 TH	Mountain Street Dance-on Main Street in front of the courthouse 6-8:30pm and Art After Dark gallery stroll 6-9pm
Tuesday August 8 TH	Town Council Meeting – Regular Session
Tuesday August 22 ND	Town Council Meeting – Regular Session
Friday, September 1 ST	Art After Dark gallery stroll 5:30-8:30pm
Monday September 4 TH	Town Offices Closed – Labor Day
Tuesday September 12 TH	Town Council Meeting – Regular Session
Tuesday September 26 TH	Town Council Meeting – Regular Session
Friday, October 6 TH	Art After Dark gallery stroll 5:30-8:30pm
Tuesday October 10 TH	Board of Aldermen Meeting – Regular Session
Saturday October 14 TH	Church Street Art and Craft Show 40 th Anniversary
Tuesday October 24 TH	Town Council Meeting – Regular Session
Tuesday October 31 ST	Treats on the Street
Friday, November 3 RD	Art After Dark gallery stroll 5:30-8:30pm
Friday November 10 TH	Town Offices Closed- Veterans Day
Tuesday November 14 TH	Town Council Meeting – Regular Session
Tuesday November 28 TH	Town Council Meeting – Regular Session
Friday, December 1 ST	Art After Dark gallery stroll 5:30-8:30pm and Christmas Tree Lighting
Monday, December 4 TH	Christmas Parade
Saturday, December 9 TH	Night Before Christmas
Tuesday December 12 TH	Town Council Meeting – Regular Session
December 22 ND , 26 TH	Town Closed – Christmas Holidays

Board and Commission Meetings – May 2023

ABC Board	ABC Office – 52 Dayco Drive	May 16 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	May 2 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	January, March-CANCELLED, July, and October 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	May 16 3 rd Tuesday 8:30 AM
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	May 3 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	May 15 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	May 11 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	May 17 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	May 9 2 nd Tuesday 5:30 PM

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
April 25, 2023

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, April 25, 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 6:03 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Martha Bradley, Town Attorney
Police Chief, David Adams
Assistant Police Chief, Brandon Gilmore
Misty Hagood, Finance Director
Jeff Stines, Director of Public Services
Jay Entwistle, Interim Electric Superintendent
Elizabeth Teague, Planning Director
Olga Grooman, Land Use Administrator
George Kenney, Chairman of Waynesville Public Art Commission

Members of the media:

Becky Johnson, The Mountaineer

Others present:

Karen Kiehna and Joel Storrow, McGill and Associates

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone that we have an Art After Dark Stroll on May 5th, 6-9pm on Main Street, a Board of Aldermen Meeting on Tuesday, May 9th, and the Whole Bloomin Thing special event on May 13th. He invited everyone to attend the National Day of Prayer on May 4th at 12pm in front of the Courthouse on Main Street.

B. PUBLIC COMMENT

Dick Young- 191 Meadow Street, Waynesville: Mr. Young asked the Board about progress on rerouting the truck route so big trucks don't drive on Main Street. Town Manager Rob Hites said that he has not started the process because the road that the trucks will have to take if re-routed will not bear the weight, and the Town of Waynesville will have to take over the costs of road maintenance and repair in perpetuity. Currently, the road being used is maintained by the NCDOT.

Jared Lee- 100 Jujon Drive, Maggie Valley: Mr. Lee thanked the Board for providing lights at the skate park. He said that now there is graffiti at the park because the lighting casts shadows. Mr. Lee requested that more lighting is provided that is brighter or more direct so there are less shadows casted.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to amend the agenda so that item number nine (Mountain Lion Art Donation) is moved to the top of the agenda. The motion passed unanimously.

2. Mountain Lion Art Donation

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager, Jesse Fowler, reported that at the Waynesville Public Art Commission's regular meeting on April 13th, David Blevins, a previous WPAC member, offered to donate an art piece to the Town of Waynesville. The piece is a bronze mountain lion made by nationally renowned wildlife artist, Jim Eppler. The WPAC agreed that they would like to accept the piece, given the history of mountain lions in Western North Carolina, Mr. Blevins' ties to the Waynesville community, and that the sculpture is large and stable enough that people could interact with it. Jeff Stines and Matthew Price said the Town has the capacity to move the piece.

Mr. David Blevins said he would like a vote in where the piece goes. He liked the space in front of the Municipal Building.

Alderwoman Julia Freeman thanked Mr. Blevins for his contribution to art in Haywood County.

Mr. George Kenney, WPAC Chairman, thanked Mr. Blevins for his donation and his involvement in public art. He added that this donation will make 18 pieces in the Public Art collection.

A motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to accept the art donation from Mr. David Blevins. The motion passed unanimously.

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.

3. a. Adoption of minutes of the April 11th, 2023 Regular meeting
b. Power of Pink 5K Special Event Permit Application

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. CALL FOR PUBLIC HEARING

4. Call for a Public Hearing to consider a request for Annexation for two (2) parcels along Howell Mill Road, PINs 8616-94-1485 (2.87 acres) and 8616-94-1047 (7.54 acres).
 - Olga Grooman, Land Use Administrator

Land Use Administrator, Olga Grooman, reported that the Town received the attached “Petition for Annexation for a Non-Contiguous ‘Satellite’ Areas” from Herman E. Ratchford Jr., President of Southwood Realty Company that owns the properties. She said that the annexation request is for two unaddressed parcels along Howell Mill Road. The properties are the future site of a proposed multi-family development. The Planning Board granted the Special Use Permit for a 150-unit apartment complex for these properties on November 15, 2021. She added that the properties are within the Town’s extra-territorial jurisdiction, and they are zoned Racoon Creek Neighborhood Residential (RC-NR). Future action to annex these properties will allow these properties to receive Town municipal services and be subject to Town property tax.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to adopt the attached resolution and schedule a public hearing on May 23rd to consider an Annexation Petition. The motion passed unanimously.

F. OLD BUSINESS

5. Consideration of approval for a Community Development Block Grant (CDBG) application for utility infrastructure improvements in South Waynesville.
 - Karen Kiehna, McGill and Associates

As required by the CBDG Grant application, Karen Kiehna of McGill and Associates read the following Resolutions verbatim, to be recorded in the minutes:

RESOLUTION BY GOVERNING BODY OF TOWN OF WAYNESVILLE

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD Small Cities, North Carolina CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Waynesville has need for and intends to implement a construction project described as South Waynesville Public Water System Improvements Project. Proposed activities include extending public water lines including hydrants, and residential taps. The project area includes Explorer Street, and Sawyer Street, and

WHEREAS, The Town of Waynesville intends to request State grant assistance for the project,

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

That Town of Waynesville, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Rob Hites, Town Manager the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

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

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

Adopted this the April 25, 2023 at Town Hall, Waynesville, North Carolina.

RESOLUTION BY GOVERNING BODY OF TOWN OF WAYNESVILLE

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD Small Cities, North Carolina CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Waynesville has need for and intends to implement a construction project described as South Waynesville Sanitary Sewer System Improvements Project Proposed activities include replacing deteriorated sewer lines and appurtenances for purposes of eliminating infiltration and inflow and extend sanitary sewer lines including residential connections. The project area includes Franklin Street, Hendrix Street, Muse Street, Explorer Street, and Sawyer Street, and

WHEREAS, The Town of Waynesville intends to request State grant assistance for the project,

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

That Town of Waynesville, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Rob Hites, Town Manager the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

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

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

Adopted this the April 25, 2023 at Town Hall, Waynesville, North Carolina.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve the application to the Community Block Grant Program for water and sewer infrastructure improvements. The motion passed unanimously.

Joel Storrow of McGill and Associates said that both Sewer and Water Capital Improvements Plan would need to be adopted by the Board. He said these projects are not set in stone, but they are needs that the Town has. The plan does show the Wastewater Treatment Plant improvement project.

Alderman Anthony Sutton said there has been a misunderstanding in the community about the cost of the Wastewater Treatment Plant that he wanted to clarify. The total cost for the 10-year Capital Improvement Plan is \$38,233,975. The Wastewater Treatment Plant improvements will cost \$29,723,150.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve the 10-year plans for water and sewer for the Town of Waynesville as presented. The motion passed unanimously.

6. Consider amending Sections 2.1 and 2.3 of the Town’s Charter to Change the name of the Governing Board to that of “Town Council” and Change the Method of Election to that of “Staggered Terms”.
 - Rob Hites, Town Manager

Town Manager Rob Hites reported that during the 3/28/23 meeting, the Board of Aldermen adopted a “Resolution on Intent” to amend section 2.1 Governing Body and Section 2.3 Board of Aldermen Term of Office. He added that the amendments would change the name of the Governing Body from “Board of Aldermen” to “Town Council” and change the “Term of office from electing four Board members every four years to electing two Board members every two years for four-year terms. During their 4/11/23 meeting, Mr. Hites said the Board conducted a public hearing in accordance with NC GS 160A- 102 to receive public input on the charter amendments. Mr. Hites said that no earlier than the next regular meeting of the Board they may consider amending the Town Charter through adoption of the attached ordinance. (Reference in State statute is GS 160A-101 (3) and (4)). He said that at tonight’s meeting, the Board may approve the ordinance if they wish to do so.

After considering input from its 4/11/23 Public Hearing, a motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to amend Article 2, Sections 2.1 and 2.3 of the Town’s Charter to change the name of the Governing Board to that of “Town Council” and change the Term of Office to electing two members every two odd numbered years for four-year terms. The motion passed unanimously.

“Board of Aldermen”, “Alderman” and “Alderwomen” will now be referred to as “Town Council” and “Councilmember”, as per the previous motion.

G. NEW BUSINESS

7. Application for “Clean Energy Fellowship”
 - Councilmember Chuck Dickson & Town Manager Rob Hites

Councilmember Chuck Dickson reported that the “Fellowship” is a Federal Program that compensates an employee \$50,000 per year for up to two years, to “conduct energy audits of Town properties, researching how to achieve the carbon-neutral goal for 2050, planning for energy efficient buildings and municipal fleet and researching grant opportunities”. The focus of Waynesville’s program will be on energy efficiency, saving money, and planning for the move to electrification of the whole Town operation. Town Manager Rob Hites clarified that the position will be an employee of the Federal Government, but the Town will get to hire the employee. Councilmember Dickson said that the employee would be working on energy retrofits for low-income homes in Waynesville.

A motion was made by Councilmember Chuck Dickson, seconded by Councilmember Anthony Sutton, to approve the Town applying for the Fellowship. The motion passed unanimously.

8. Phase I Electrical Relocation for Russ Avenue Widening Project U-5839
 - Jeff Stines, Public Services Director

Public Services Director, Jeff Stines, reported that The Russ Avenue Widening Project is set to begin in August 2023. He said the Phase I electrical relocation portion of the project begins at the intersection of Walnut Street/Russ Avenue and extends to the intersection of Russ Avenue/Howell Mill Road. Mr. Stines said it also includes installation of numerous new poles, cabinets, and other appurtenances to include directional bores.

A motion was made by Councilmember Anthony Sutton, seconded by Councilmember Chuck Dickson, to award the Phase 1 electrical construction portion of the Russ Avenue widening project U-5839 to Haynes Electric in the amount of \$705,830.00. The motion passed unanimously.

9. Oakdale Road Property Upset Bid
 - Jesse Fowler, Assistant Town Manager

Assistant Town Manager, Jesse Fowler, reported that at the January 10, 2023 meeting, the Town Council received an offer by Mr. Nelson Amsler to purchase from the Town of Waynesville a property located on Oakdale Road identified as parcel PIN #8615-33-9978. The Town has followed the appropriate procedures as mandated in North Carolina General Statutes 160A-269 in order to sell this property via the upset bidding process. A final upset bid of \$69,615.13 has been received by the Town Clerk for this property being .83 acres in size. Mr. Roger King, on behalf of Jeff Powell, deposited 5% (\$3,480.76) of this bid on April 4th, 2023. This property exists currently with public water, sewer, and electrical infrastructure on site. The Town will require easements for all such utilities prior to accepting a winning bid. Mr. Fowler reminded the Board that the Town has received an appropriate bid for this property, but the Town reserves the right to deny any bid.

A motion was made by Councilmember Chuck Dickson, seconded by Councilmember Anthony Sutton, to approve staff to move forward with procuring utility easements on parcel PIN #8615-33-9978 and to accept the final bid in the amount of \$69,615.13. The motion passed unanimously.

10. Review of Proposed 23-24 Budget
 - Misty Hagood, Finance Director

Finance Director Misty Hagood reviewed the proposed General Fund Budget for fiscal year 2023-2024, totaling \$17,266,050. That is an increase of \$186,000 from the current year's budget. She said there will be no property tax increase in the proposed budget, and she suggested a 5% sales tax increase. Ms. Hagood would like to see the Fund Balance remain where it is; the Town should not spend any more of it. Expenditures included increases in supplies, gas, tires, and electricity. The Town also added a Human Resources position, a Grants Manager position, and a part time Downtown Waynesville Commission position. She reminded the Council that ARP funds are being used this year and no more will be available after this year. Ms. Hagood said that the General Fund Capital Requests total \$3.5 million.

Councilmember Anthony Sutton said Town Council made a commitment to get body and vehicle cameras for the Police Department, so he wants to keep that \$88,000 in the budget for those cameras. Councilmember Freeman agreed and said that cameras provide transparency and safety. Chief Adams added that he has applied for a grant for \$30,000 for body cameras, which should help.

Ms. Hagood said that there were plans for renovating spaces to accommodate the new Grant Manager and provide bunk space for the Fire Department.

Ms. Hagood presented proposed rate increases: 7% Water, 10% Sewer, 10% Electric (the Town is still waiting on the Cost of Service study results to finalize). Councilmember Sutton pointed out that that rate is still lower than Duke Energy.

Ms. Hagood reported that some of the Capital Requests from the Enterprise Fund and Garage Fund include a bed for the garage utility truck, which has been ordered in the current fiscal year, and \$400,000 for Allison Acres subdivision, and \$600,000 for the Walnut/Russ Avenue project. Capital Requests from the Water Fund include pump station upgrades and equipment needs. Capital Requests from the Sewer Fund include a Sewer Vac truck.

Ms. Hagood reported that the Town has spent \$3,231,911 in ARP Funds, with only \$609 left to spend.

Ms. Hagood reported on proposed salary increases:

- Employment Cost Index for state & local government employees calendar year 2023 is 4.6%
- CPI for last 12 months ended March 2023 is 5%
- Included 2.5% Career Track for all employees and 5% (every 2 years) for Police total cost = \$136,300
- Included 2% COLA = \$109,054
- Included \$2 per hour increase for all part-time employees

Assistant Town Manager, Jesse Fowler, reported that they have been looking at pay inequities in the Town. Recently, he had a meeting with the Town's insurance providers and there will be almost a 0% increase in cost of benefits. He added that as of now, the Town covers 75% of dependent insurance, which is extremely rare for Towns to do (usually they pay 0-50%). Pay has been an issue with the rising cost of living. Mr. Fowler reported that with the Town paying for 65% of dependent insurance, that would provide about \$93,000 to be used toward raises. Mr. Fowler said it's up to the Council to make that decision. He said that currently, for the family insurance plan, the employee pays \$148.26 per paycheck. If the Council approved the insurance adjustment, employees would then pay \$207.57 per paycheck. Mr. Fowler said that if the Town were to

increase the electric rate another 0.5%, that could help fund pay increases to the Electric Department, which is currently grossly under market.

Councilmember Feichter said he would prefer not to see a decrease in the amount the Town pays for dependent insurance. Mr. Fowler said 35 employees would have to pay more for insurance out of 210 employees total. He said that staff is struggling to find a way to give much need raises to staff without reducing how much the Town pays for dependent insurance.

Councilmember Sutton asked if the Town could increase the sales tax another 0.5%. Ms. Hagood said it's hard to predict trends, and all signs point to a recession, which would negatively impact sales tax revenue.

Councilmember Dickson said it is not fair to single employees who are paying for benefits for employees who have dependents.

Mr. Fowler said during the listening sessions, employees acknowledged the benefits are good, but what they really need is more money.

Town Manager Rob Hites said that he had suggested a 2-cent increase on the tax rate in the past, and because taxes were never raised, the Town is not able to give raises unless cuts are made in other places.

Mr. Fowler said he could present a 5% reduction in insurance benefits at the next meeting. Council asked for staff to come back at a later meeting and see where they could get money for raises without decreasing how much the Town pays for dependent benefits.

H. COMMUNICATION FROM STAFF

11. Manager's Report

- Town Manager, Rob Hites

Town Manager Rob Hites reported that the Town has broken ground on the Wastewater Treatment Plant. He recommended an official groundbreaking to which the Councilmembers agreed. A date will be announced shortly.

12. Town Attorney Report

- Town Attorney, Martha Bradley

Nothing to report.

I. COMMUNICATIONS FROM THE MAYOR AND BOARD

Councilmember Feichter said the Local Government Committee meeting in Raleigh went well, despite Representative Pless not showing. He said that the Committee still allowed him and the other Councilmembers to speak on their opposition to HB264.

Mayor Gary Caldwell reminded the Council that there will be a Special Called Meeting on Friday, April 26th in the Public Services Training Room located 129 Legion Drive at 11:30am.

J. ADJOURN

A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson, to adjourn at 7:43pm. 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: Apple Harvest Festival

EVENT DATE(S): Saturday, October 21, 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: Downtown Main Street

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

SET-UP TIME (START/END): Friday, October 20, 2023

EVENT HOURS: 10:00-5:00

DISMANTLE HOURS (START/END): 5:00-6:30

ESTIMATED ATTENDANCE: 25,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Police Department Estimates

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: Haywood Chamber of Commerce

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

APPLICANT NAME: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut Street CITY: Waynesville STATE: NC ZIP: 28786
828.768.1430

PHONE: 430 FAX#: _____ EMAIL: chipps@haywoodchamber.com

ON-SITE CONTACT: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut St; Waynesville, NC 28786

PHONE #: 828.456.3021 CELL PHONE #: 828.768.1430 EMAIL: chipps@haywoodchamber.com

III. Brief Description of Event

The annual Apple Festival is in its 36th year of celebrating everything apple in Downtown Waynesville. The streets are filled with almost 150 arts and crafts booths, food concessions, music, cloggers, and more. The event is owned, operated, and organized by the Haywood Chamber of Commerce. Current plans are to place craft booths along the sides of the streets with food vendors designated to food "courts" located at the north and south ends of Main Street.

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. Main Street, Church Street, East Street, Depot Street, Miller Street

Closed Friday, October 20th at 9PM to reopen Saturday, October 21^h at 7PM

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? YES (Food Vendors not Chamber) If "YES", has the health department been notified? _YES_ Have you applied for a temporary permit? _YES_

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

Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: 1 Number of Band(s): 4-5 Amplification? NO

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

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

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

Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: 130 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? Justice Center, Town parking lot, Community Bank parking lot 10

Will you require electrical hookup for the event? Generators? _to be provided by vendors

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

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). Craft - 10x12 -\$250; 10x24 \$375;10x36 \$525 Food - 10x18 \$325;10x36 \$525

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

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 locations are identified on the website, TOW places a sign with directions to the parking garage

Regular TOW parking accommodations

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? 2 Dumpsters are placed by TOW. ROTC volunteers collect trash on streets and drop it off at dumpsters. The Chamber makes a donation to ROTC

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:
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

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:

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 5/9/23**

SUBJECT Proclamation for Salvation Army Week

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Town Council
Contact: Jon Feichter
Presenter: **Councilmember Feichter**

BRIEF SUMMARY The Salvation Army has been a vital organization for the Waynesville community for decades. It provides a number of services for the disadvantaged citizens. The Town refers people to the Salvation Army for a number of services. The attached proclamation names the Week of May 15th as "Salvation Army Week" in recognition of their services to the community

MOTION FOR CONSIDERATION: Adopt Proclamation

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: Proclamation

MANAGER'S COMMENTS: Adopt Proclamation

PROCLAMATION
Town Council Proclaims the Week of May 15, 2023
As "Salvation Army Week".

WHEREAS, a love for God and a desire to help others is the motivation behind the men and women of The Salvation Army; and

WHEREAS, The Salvation Army in Waynesville, North Carolina provides much more than spiritual counseling and basic human necessities to the needy and hurting on a daily basis; and

WHEREAS, The Salvation Army serves as a symbol of compassion, but more so an active participant in the provision of services to thousands of Waynesville, North Carolina men, women and children; and

WHEREAS, The Salvation Army has been providing these programs to residents for more than one hundred years; and

WHEREAS, The Salvation Army provides its services to people in need without discrimination; now,

Therefore, the Town Council of Waynesville do hereby proclaim the week of May 15, 2023, as

SALVATION ARMY WEEK

The Council urges all of its citizens to join in honoring the dedicated people who work or volunteer for this fine organization and touch the lives of so many.

IN WITNESS THEREOF, I have set my hand and caused the seal of the Town of Waynesville, NC to be affixed this 9th day of May 2023.

Gary Caldwell
Mayor

Attest: _____
Candace Poolton
Town Clerk

SEAL:

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT: Call for a Public Hearing for May 23, 2023 to consider Stormwater Ordinance text amendment, Section 12.5 of the Land Development Standards (LDS)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Olga Grooman
Presenter: Olga Grooman

BRIEF SUMMARY:

The Development Services Department contracts with WithersRavenel Engineering Firm for stormwater plan review and enforcement of the technical components of the ordinance related to water quality, quantity, design of stormwater control measures (SCMs), and final certification for the stormwater permit. Recently, per staff's request, the engineers visited several sites within the Town and provided their recommendations for the Stormwater Ordinance to address some deficiencies found on sites that the Town currently cannot enforce. They include but not limited to updated design for rise structures to ensure long-term functionality, safety measures along SCMs with tall embankments and steep slopes, non-encroachment of the stormwater devices into the abutting properties, and ensuring proper design of the SCMs at the end of construction.

These additions will help the Town to comply with its National Pollutant Discharge Elimination System Permit (NPDES) issued by the North Carolina Department of Environmental Quality on August 19, 2021 by maintaining legal authority through up-to-date ordinances.

MOTIONS FOR CONSIDERATION:

1. Motion to call for a Public Hearing on May 23, 2023 to consider Stormwater Ordinance text amendment, Section 12.5 of the Land Development Standards (LDS), as recommended by the Planning Board.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Proposed Text Amendment

MANAGER'S COMMENTS AND RECOMMENDATIONS:

This is a call for public hearing only.

ORDINANCE NO. O-21-23

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety, and welfare; and

WHEREAS, the Town of Waynesville must comply with its National Pollutant Discharge Elimination System Permit issued by the North Carolina Department of Environmental Quality on August 19, 2021 and maintain legal authority to enforce the stormwater program through up-to-date ordinances.

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed text amendments to the Stormwater Ordinance 12.5 of the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because:

- The Town of Waynesville will continue to “promote smart growth in land use planning and zoning;” (Goal #1);
- The amendment will “protect and enhance Waynesville’s natural resources,” (Goal #3);

WHEREAS, the Planning Board has reviewed and recommends the proposed text amendments for enactment by the Board of Aldermen; and

WHEREAS, the Board of Aldermen find this Ordinance is consistent with the Town’s 2035 Comprehensive Plan and that it is reasonable and in the public interest to “make decisions about resources and land use in accordance with North Carolina General Statutes.” and

WHEREAS, after notice duly given, a public hearing was held on April 26, 2023 at the special called meeting of the Waynesville Planning Board, and on ____, 2023 at the regularly scheduled meeting of the Board of Aldermen;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____ AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

Section 12.5- Stormwater Management of the Land Development Standards (LDS) be amended as follows:

1. Amend section 12.5.3 Exemption as follows:

- (...)
- Redevelopment that results in no net increase in built-upon area and/or provides equal or greater stormwater control than the previous development is exempt from the provisions of this ordinance.

2. Amend the section 12.5.7.A- General Requirements as follows:

7. (...)

8. No stormwater structure, or part thereof, shall project into the property setbacks as established for each zoning district in section 2.4- Dimensional Standards. If there is no setback or setback is less than 10 ft, then use a minimum distance of 10 feet from the perimeter lot line to a stormwater structure or any part thereof.

9. **Fencing:** All sections of stormwater structures shall be surrounded with a permanent, continuous fence or vegetation barrier at the top of the embankment with no opening wider than two (2) inches if a stormwater structure contains:

- a proposed retaining wall higher than 4 feet, and/or
- a 3:1 slope, and/or
- a slope height from the toe of the SCM to the crest is greater than 5 feet.

Any stormwater structure with a continuous fence around the entire perimeter shall provide ingress and egress for SCM/pond maintenance but restricted by lockable gates of adequate size to allow for the easy passage of necessary maintenance equipment. **Fences shall be shown on all as-built plans.**

10. **Signage:** Any SCM that is designed as a pond must have warning signs posted for public visibility and at any major approach to the pond, identifying the area as a stormwater management site to raise public awareness of potential hazards of the site (i.e. no swimming, boating, skating, unsafe to enter, etc.).

11. **Conversion to Stormwater Management Structure:** After permanent stabilization of all disturbed contributory drainage areas and flushing of the storm drains, temporary sediment basins, if initially built and certified to meet permanent standards, may be converted to permanent stormwater management structures. To convert the basin from temporary to permanent use, the outlet structure must be modified in accordance with approved stormwater management design plans and inspected for watertight connections. Sediment and other debris should be removed to a contained spoil area. Regrading of the basin may be necessary to achieve the final design grades and to provide an adequate topsoil layer to promote final stabilization. **Final elevations and a complete description of any modifications to the riser structure's geometry should be shown on the approved plans.**

ADOPTED this _____ Day of _____, 2023.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT: Call for a Public Hearing to consider a staff initiated text amendment to Section 44-2 of the Municipal Code related to disposal and containment of construction and demolition material.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number:
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Tom Maguire, Building Inspector
Presenter: Elizabeth Teague, Development Services Director

SUMMARY: Building inspections staff recommends changes to Section 44-2 of the Code to govern the proper storage and containment of materials on construction sites, and to prevent construction debris and litter from impacting adjacent properties. Building Materials are defined as: “any material such as lumber, brick, plaster, sheetrock, concrete, carpet, asphalt, shingles, wire mesh, gutters, or other items accumulated as a result of repairs or additions to existing buildings, construction of new buildings or demolition of existing structures. This shall include, but not be limited to, building fixtures, cabinets, and shelving.”

MOTIONS FOR CONSIDERATION:

1. Call for a public hearing to be held on May 23rd to amend the municipal code, Section 44-2.

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Draft Ordinance

MANAGER’S COMMENTS AND RECOMMENDATIONS: This is a call for Public Hearing only.

D R A F T

ORDINANCE NO. O-22-23

AN ORDINANCE AMENDING THE TEXT OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES

WHEREAS, accumulation of construction debris and materials without containment can become a public health and safety hazard, degrade the look of public rights-of-ways and neighborhoods, and contribute to stormwater and environmental pollution;

WHEREAS, the Board of Aldermen adopted the 2035 Comprehensive Plan to “enable the growth of a vibrant, healthy, and successful community,” and find that safe management of construction sites and construction materials are essential to the goals of protecting natural resources, and promoting “the growth of a vibrant, healthy, and successful community,” and

WHEREAS, the Board of Aldermen desire to provide fair and equitable procedures and clear guidelines for code enforcement; and

WHEREAS, after notice duly given, a public hearing was held on May 23, 2023, at the regularly scheduled meeting of the Board of Aldermen;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON MAY 23, 2023, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

"That the Code of Ordinances, Town of Waynesville, North Carolina, is hereby amended, numbered Section 44-2 (b) – (d), to read as follows:

(b) **Construction or demolition waste generated within the Town shall be accumulated and stored in compliance with the following provisions.** It shall be the responsibility of the general contractor to see that all construction and demolition contractors keep the site in as reasonably clean and litter-free condition as possible for a construction or demolition site. All loose debris, paper, building material waste, scrap building materials and other trash produced by those working on the site shall be containerized or disposed of in any reasonable manner by the contractor. Dirt, mud, construction materials or other debris deposited upon any public or private property as a result of construction or demolition shall be immediately removed by the contractor. **This section shall apply to:**

- 1. Generators of construction or demolition material in the Town of Waynesville.**
- 2. Current holders of permits from the Town to develop, build, construct, remodel, or alter any structure or conduct any demolition activities; henceforth referred to as “the authorized party”;**
- 3. Self-transporters of construction or demolition material in the Town; and**
- 4. Haulers of construction or demolition material in the Town.**

The Town may initiate an action to enforce the provisions of this section including, but not limited to: Warnings, Stop Work Orders (Red Tags), Re-fees, Citations, and any other legal remedy provided by law. Red tags and re-fees must be paid before any inspections will be scheduled for the property in violation.

(c) Construction or Demolition material. Generators shall manage construction and demolition materials in roll-offs, dumpsters, containers approved by the Director of Public Works, or completely inside a fully enclosed building, with the following exceptions:

1. Material that is so large that it cannot be placed in a single piece into a container or building. Such material may be permitted to remain uncontained for no more than fifteen (15) days, provided that potential wind-borne waste or debris is not included.
2. Rock, concrete, mortar, masonry, or similar material generated by a contractor or group of contractors at a group of properties located within a subdivision are not required to be contained, unless these materials have the potential to contribute to run-off into the Town's storm water conveyance system. These materials may be collected into piles on the ground within the project where such material was generated, provided they are removed to an authorized solid waste or recycling facility no more than fifteen (15) days after they are deposited unless an extension is granted by the Codes Administrator. Other types of Construction materials, Demolition debris, or any trash or solid waste shall not be considered the allowed materials.
3. Recyclable materials. Generators of Construction or Demolition materials are encouraged to take part in recycling programs. Generators of recyclables shall store such materials in approved containers provided by an authorized recycling company under and operating under the same conditions as any other hauler of Demolition and Construction materials.

(d) Generators and the authorized parties, for a property generating Construction or Demolition material, shall contract with a permitted hauler to collect all construction, demolition, or recyclable material generated at such property, or they may self-transport to an authorized facility. The Hauler shall provide the generator with a copy of the disposal contract and proof of legal disposal for all material, such as a manifest or a landfill or recycle facility receipt.

1. Upon receiving written authorization from the Town to develop, build, construct, demolish, or conduct construction and/or demolition activities, and prior to beginning such action, the generator or authorized party shall inform the Public Works Director and Codes Administrator of the starting date and provide a copy of the collection contract.
2. The contract with the hauler, or a written agreement in the case of self-transport of Construction or Demolition material, shall specify the following:
 - a. A sufficient quantity of roll-offs or approved containers shall be placed on-site and distributed to ensure that Construction and Demolition material does not become an obstacle to access, a safety or health hazard, or cause overfill of containers.
 - b. Frequent collection or service of containers to avoid overfill.

- c. Cleanliness of the container sites is the responsibility of Haulers and Generators equally.
- 3. Location of Containers. Roll-offs and containers shall be placed on the property generating the material. If placement on the property is not safe or feasible, special permission for off-site placement must be approved by the Public Works Director who shall determine the conditions to be met. Such permission shall be obtained prior to placement.
- 4. Haulers of roll-offs and generators of Construction or Demolition materials shall maintain the area surrounding the roll-offs and/or containers in a clean, safe, unobstructive and sanitary condition. The area shall be free of litter, trash, or any other objectionable material.

Section (c) – (h) to be renumbered for consistent formatting of the section.

ADOPTED this _____ Day of _____, 2023.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT:

Call for a Public Hearing to be held on May 23, 2023, to consider a Map Amendment for the property located at 237 Ratcliff Cove Road (PIN 8626-00-9246).

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Byron Hickox
Presenter: Byron Hickox

BRIEF SUMMARY:

The property is a 28.69-acre parcel that is currently located in the Raccoon Creek Neighborhood Residential District (RC-NR). Haywood County Schools wants to purchase the property to construct a multi-use building that would house operational facilities including vehicle maintenance and I.T. However, the current zoning district, RC-NR, does not permit government services. Therefore, the owner has submitted formal application for map amendment to rezone the subject property to Hazelwood Urban Residential Mixed-Use Overlay (H-UR MXO), which permits government services as a use by right.

At its meeting on April 26, 2023, the Planning Board voted 5 to 3 to recommend to The Town Council that the property in question be rezoned from RC-NR to RC-NR MXO.

MOTIONS FOR CONSIDERATION:

1. Motion to Call for a Public Hearing to be held on May 23, 2023, to consider a Map Amendment for the property located at 237 Ratcliff Cove Road (PIN 8626-00-9246).

FUNDING SOURCE/IMPACT:

N/A

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**Planning Board Staff Report
Map Amendment Application
April 26, 2023**

Agenda Item: Map Amendment (Rezoning) Application
Location: 237 Ratcliff Cove Road
PIN: 8626-00-9246
Area: 28.69 Acres
Owner: Michael Crawford

Background

The property in question is a 28.69-acre parcel that is currently located in the Raccoon Creek Neighborhood Residential District (RC-NR). Raccoon Creek runs along the west boundary, with associated floodway and floodplain extending eastward into the property. While the lowest portion of the property along Raccoon Creek is fairly flat, the property rises from an elevation of 2,620 feet to 2,900 feet at the northeast corner. The property has approximately 400 feet of frontage along Ratcliff Cove Road, with a broad gravel driveway connection to interior gravel and dirt roadways. With the exception of an old barn located on the northern boundary, the property is vacant.

The purpose of the Raccoon Creek Neighborhood Residential District as specified in the Land Development Standards Section 2.3.3G states:

The **Raccoon Creek Neighborhood District (RC-NR)** is a medium density residential area surrounding one of the major entrances into Waynesville — Business 23. There are two centers for this area — the Ratcliff Cove Neighborhood Center and the Junaluska School/ballfield area within the district itself. Water service is available throughout much of the district with sewer available along Business 23 and Francis Farm Road. Higher density development is encouraged west of Business 23 with lower density clustered development proposed to the east. It is suggested that the County explore recreational uses on the landfill property on Francis Farm Road — an area that could become another focal point for the community. Development will occur at a residential scale. Development fronting onto Business 23 must form a street wall along this entryway into town.

The request to be considered is for a map amendment to place the property in the Raccoon Creek Neighborhood Residential District Mixed-Use Overlay (RC-NR MXO). The Land Development Standards Section 2.6.2A defines a Mixed-Use Overlay District as “*a zoning overlay district established to permit certain limited mixed-uses within residential neighborhoods.*” This application for map amendment was submitted by Haywood County Consolidated Schools in order to place the property in question into a zoning district in which Government Services is a permitted use. The Land Development Standards Section 17.3 defines Government Services as “*federal, state, and local government agencies that administer, oversee, and manage public programs and have executive, legislative, and judicial authority.*”

If placed within the RC-NR MXO, several additional uses would be permitted on this property. The newly permitted uses would be: live-work units, ATM, Banks, Credit Unions, & Financial Services, Business Support Services, Dry Cleaning & Laundry Services, Funeral Homes, Government Services, Personal Services, Professional Services, Gas/Fueling Station, General Commercial (Less Than 100,000 ft²), Neighborhood Commercial, Neighborhood Restaurant, Outside Sales, and Restaurant.

Notification of this hearing was mailed to adjacent property owners on April 10, 2023, posted with a sign on the property on April 10, 2023, and published in The Mountaineer on April 12 & 19, 2023.

Surrounding Land Use and Zoning Pattern

The subject property is surrounded by the following land use types: (1) To the north by vacant, wooded land, (2) to the south by a large agricultural operation and vacant, wooded land, (3) to the east by single-family dwellings, and (4) to the west by vacant land. The properties to the north, south, and east are also located within the Raccoon Creek Neighborhood Residential District, while the property to the west is located within the Raccoon Creek Neighborhood Center District.

Consistency with the 2035 Comprehensive Plan

Found in the introduction to Waynesville 2035: Planning With Purpose, the Town of Waynesville's Comprehensive Plan, the stated purpose of the document is to:

“serve as a guideline for community decision making into the future. It is intended to be used by the town staff, the Board of Aldermen, and other Town Boards and Commissions as they make decisions about resources and land use”.

Chapter 2 of the Comprehensive Plan lays out several goals and objectives to provide guidance for implementing the overall plan. The following goals and objectives apply to this application:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage infill, mixed-use, and context-sensitive development

Goal 5: Create opportunities for a sustainable economy.

- Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.

Found in the Appendix to the Comprehensive Plan (page 174), the Future Land Use Map indicates that the property being considered for map amendment should be a part of the Low to Medium Density Residential areas for the purposes of future land use planning. However, the property shares its western boundary with an area that is designated Mixed Use – Community, which is defined as follows:

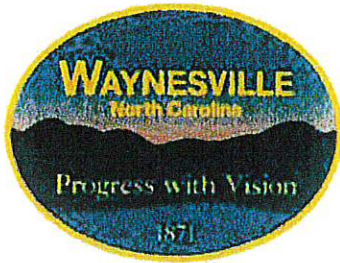
This designation is intended for nodes of activity areas on major streets and thoroughfares incorporating commercial retail and office, light industrial, employment centers and institutional uses to serve the community. Residential single and multifamily development of medium densities may be vertically or horizontally integrated with the commercial. These areas will likely have access to municipal utilities and development should be connected to transit and pedestrian ways. Scale of these areas should vary based on context.

Staff Recommendation

While the requested map amendment would not be explicitly consistent with the Future Land Use Map, the property in question is contiguous to an area designated for more intensive future development. Additionally, the property is located along a well-maintained road with an existing entrance located approximately 1,000 feet from U.S. Highway 23, a major commercial entrance into Waynesville.

Requested Actions

1. Motion to find or not find the request consistent with the 2035 Comprehensive Land Use Plan.
2. Motion to recommend to the Town Council approval or denial of the requested map amendment for the property described as 237 Ratcliff Cove Road (PIN 8626-00-9246) from the Raccoon Creek Neighborhood Residential District to the Raccoon Creek Neighborhood Residential District Mixed-Use Overlay.



TOWN OF WAYNESVILLE
 Development Services Department
 PO Box 100
 9 South Main Street
 Waynesville, NC 28786
 Phone (828) 456-8647 • Fax (828) 452-1492
www.waynesvillenc.gov

Application for Land Development Standards Map Amendment

Application is hereby made on MARCH 22, 2023 to the Town of Waynesville for the following map amendment:

Property owner of record: MICHAEL & DEBORAH CRAWFORD
 Address/location of property: 237 RATCLIFF COVE ROAD WAYNESVILLE, NC
 Parcel identification number(s): 8626-00-9246
 Deed/Plat Book/Page, (attach legal description): 458/256
 The property contains 30.25 acres.
 Current district: RACCOON CREEK - NEIGHBORHOOD RESIDENTIAL
 Requested district: RACCOON CREEK - NEIGHBORHOOD RESIDENTIAL MIXD Modis Use
OVERALL

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary):

EXPAND THE POSSIBLE USES OF THE PARCEL TO BE
MORE IN ALIGNMENT WITH THE RACCOON CREEK NEIGHBORHOOD CENTER

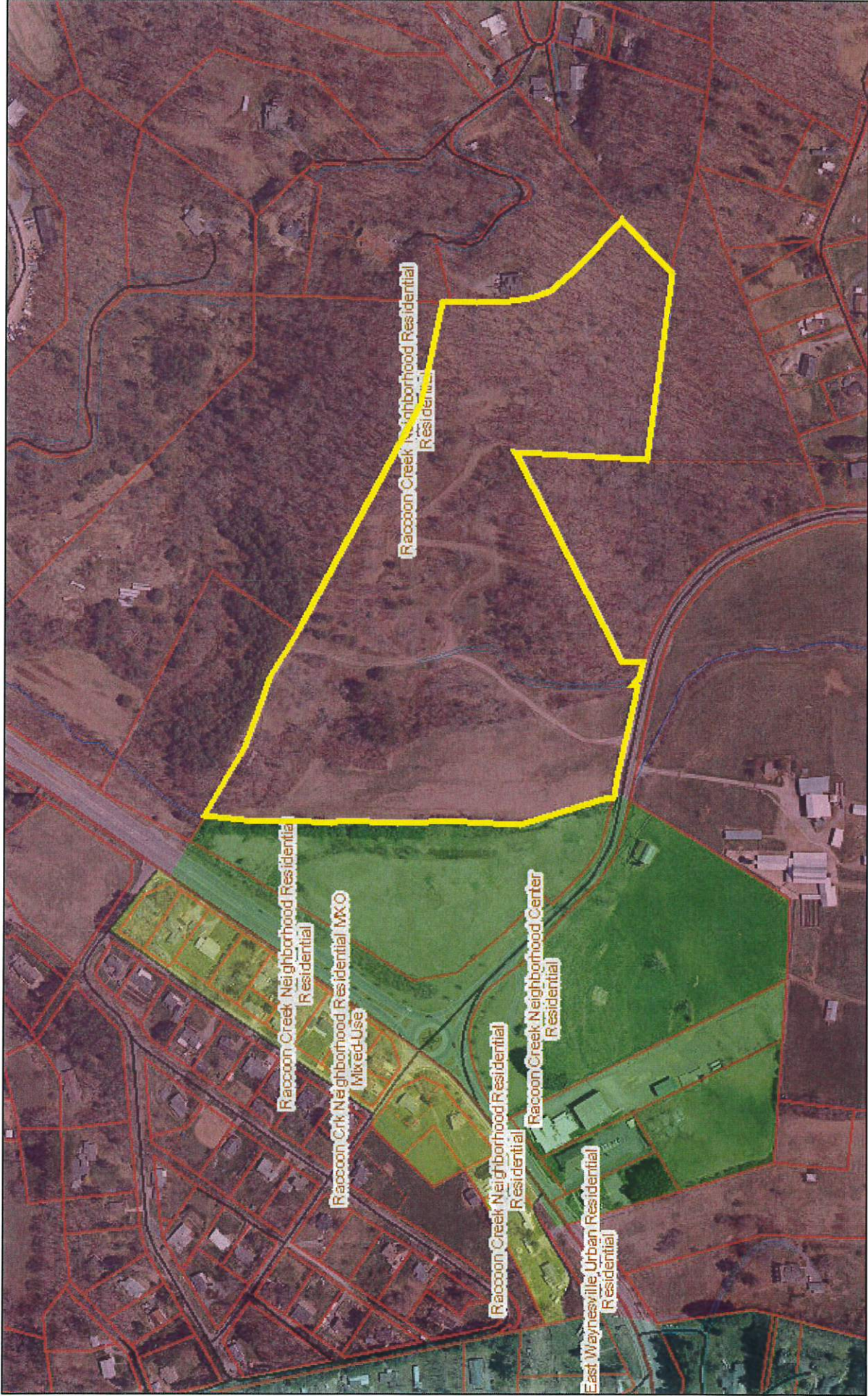
Applicant Contact Information

Applicant Name (Printed): HAYWOOD COUNTY CONSERVATION SCHOOLS
 Mailing Address: 1230 N. MAIN ST. WAYNESVILLE, NC 28786
 Phone(s): 828-456-2400
 Email: GWAYNES@HAYWOOD.K12.NC.US

Signature of Property Owner(s) of Record Authorizing Application:

Michael Crawford Deborah Crawford

Note: Map Amendment Requests require a fee based on the size and number of lots being requested for amendment. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.



April 17, 2023

1:4,800





TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

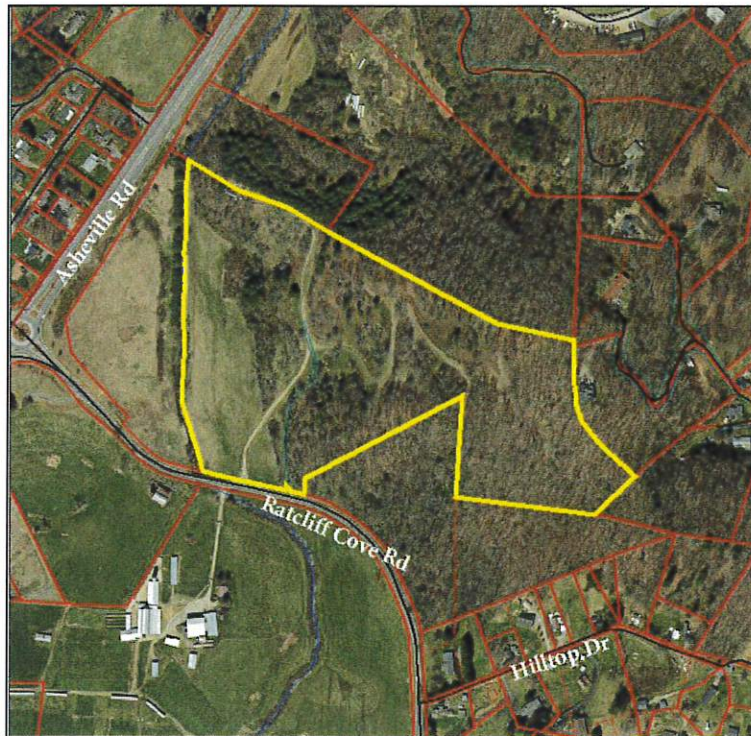
www.waynesvillenc.gov

Date: April 10, 2023

Notice of Public Hearing

Town of Waynesville Planning Board

The Town of Waynesville Planning Board will hold a **public hearing on April 26, 2023 at 5:30 pm**, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider a rezoning request from Raccoon Creek Neighborhood Residential to Raccoon Creek Neighborhood Residential Mixed-Use Overlay District for the property at 237 Ratcliff Cove Road (PIN 8626-00-9246):



For more information contact the Development Services Department at: (828) 452-0401, email: bhickox@waynesvillenc.gov, mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.

FRANCIS, JAMES H JR/LT;
FRANCIS, JAMES HARLEY III
PO BOX 117
LK JUNALUSKA, NC 28745-0117

CARPENTER FAMILY REV TRUST,
C/O CAROLYN SAWYER
216 CARPENTER WAY
WAYNESVILLE, NC 28786

EMERSON, SCOTTIE DEAN;
EMERSON, LINDA B
191 CARPENTER WAY
WAYNESVILLE, NC 28786

HAYWOOD ELECTRIC MEMBERSHIP CORP
ATTN: SUSAN MCCALL
376 GRINDSTONE RD
WAYNESVILLE, NC 28785-6120

PHILLIPS, ERNEST;
PHILLIPS, FRANCES
25 BASIL COURT
WAYNESVILLE, NC 28786

PHUONG, CHHEANG B;
PHUONG, MAI H
73 JOSEPHINE ST
SYLVA, NC 28779

CRAWFORD, MICHAEL D;
CRAWFORD, DEBORAH N
50 VALLEY VIEW DR
CANTON, NC 28716

TRIBROOK FARMS LLC A NC LLC
1315 RATCLIFF COVE RD
WAYNESVILLE, NC 28786-3108

PINK FIELDS LLC,
AL & CHARLIES MOUNTAIN LLC
480 QUEEN COVE RD
WAYNESVILLE, NC 28785

JODRY, LOUIS;
JODRY, BRENDA
1803 ASHVILLE RD
WAYNESVILLE, NC 28786

RICHMOND, SCOTT TUCKER
1777 ASHEVILLE RD, PO BOX 533
LAKE JUNALUSKA, NC 28745

WILLIS, ROBERT;
MOODY, ELIZABETH ANNE
1763 ASHEVILLE RD
WAYNESVILLE, NC 28786

RESENDIZ, EFRAIN
C/O EFRAIN RESENDIZ
2399 OLD CLYDE RD
CLYDE, NC 28721-7808

FRANCIS, MELODY M
29 BOUNTY LN
WAYNESVILLE, NC 28785-8238

LEVERE, SUZANNE C
64 CLEMENT DR
WAYNESVILLE, NC 28786

STANSBURY, KEITH EDWARD;
STANSBURY, ERIKA MARIE
PO BOX 601
WAYNESVILLE, NC 28786

CORLEY, AMANDA KRISTINE
1669 ASHEVILLE RD
WAYNESVILLE, NC 28786-3435

FRANCIS, ELLENE H
20 ZEMERY LN
WAYNESVILLE, NC 28786

DAVIS, EDWARD L/TR;
IVA LEE DAVIS IRREVOCABLE TRUST
11 ZEMERY LN
WAYNESVILLE, NC 28786-3499

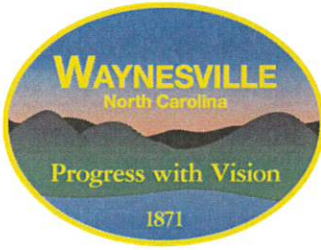
LEATHERWOOD, RONALD CHARLES;
LEATHERWOOD, LAWRENCE BRADLEY
392 WINTERJOHN CV
WAYNESVILLE, NC 28785

FRANCIS, JAMES HARLEY III;
DARBY, ANITA KAY FRANCIS
255 RACHAEL DR
WAYNESVILLE, NC 28785-6984

HAYWOOD COUNTY SCHOOLS
1230 N. MAIN ST.
WAYNESVILLE, NC 28786

CIVIL DESIGN CONCEPTS
ATTN: PATRICK BRADSHAW
P.O. BOX 5432
ASHEVILLE, NC 28813

23 incl. the applicants & properties across the road. - 0.



TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

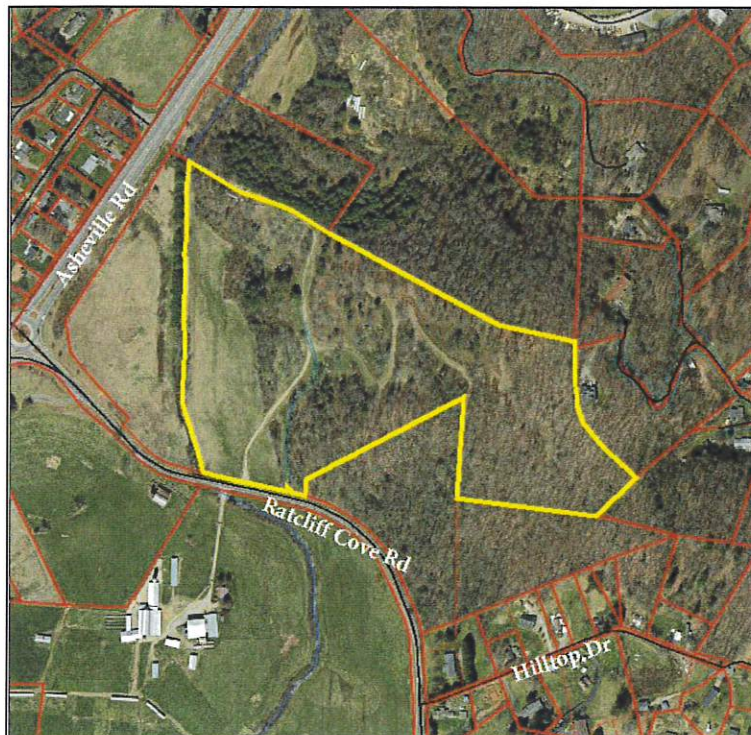
www.waynesvillenc.gov

Date: April 10, 2023

Notice of Public Hearing

Town of Waynesville Planning Board

The Town of Waynesville Planning Board will hold a **public hearing on April 26, 2023 at 5:30 pm**, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider a rezoning request from Raccoon Creek Neighborhood Residential to Raccoon Creek Neighborhood Residential Mixed-Use Overlay District for the property at 237 Ratcliff Cove Road (PIN 8626-00-9246):



For more information contact the Development Services Department at: (828) 452-0401, email: bhickox@waynesvillenc.gov, mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.



Property posted on 4-10-2023





TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

FOR PUBLICATION IN THE MOUNTAINEER: April 12 and April 19 Editions

Date: April 10, 2023

Contact: Byron Hickox (828) 452-0401

Notice of Public Hearing

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For more information contact the Development Services Department at: (828) 452-0401, email: bhickox@waynesvillenc.gov, mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT: Placement of Donated Art Sculpture

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 the regular scheduled meeting on April 25, 2023, the Town Council approved the acceptance of a mountain lion sculpture donated to the Town by Mr. David Blevins. The Waynesville Public Art Commission would like to have official direction from the Town council on where to place th art piece.

We have narrowed down the placement of this mountain lion to two different locations. The first being in front of the Municipal Building, and the second being in front of the Town Hall. Mr. Blevins requested that he have some input in the placement of this piece, and he has agreed that both of these locations work well.

MOTION FOR CONSIDERATION

- Motion to direct staff to begin installing the mountain lion art piece in front of the Municipal Building

OR

- Motion to direct staff to begin installing the Mountain Lion art piece in front of Town Hall.

FUNDING SOURCE/IMPACT

ATTACHMENTS

MANAGER'S COMMENTS AND RECCOMENDATIONS

**TOWN OF WAYNESVILLE COUNCIL MEMBERS
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT: Lead and Copper Rule

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Public Services
Contact: Jeff Stines, Director of Public Services
Kyle Cook, Water Treatment Superintendent
Wayne Bolin, Water/Sewer Maintenance Superintendent
Presenter: Jeff Stines, Director of Public Services

BRIEF SUMMARY: On December 16, 2021, the EPA revised the Lead and Copper rule to include service line inventory with special regard to both public and private service lines. Preliminary Inventory Development will consist of developing tier sites (pre and post 1987) to include, Schools, GIS records, Billing records, tax parcel data, etc. By implementing this program, the Town of Waynesville will be in compliance with the EPA's revised lead and copper rule by the October 16, 2024, deadline.

MOTION FOR CONSIDERATION: To approve 120 Water to begin the Preliminary Inventory Development of EPA's revised lead and copper rule for the Town of Waynesville in the amount of \$26,971.87.

FUNDING SOURCE/IMPACT: Water Treatment/Water Maintenance

ATTACHMENTS:

- 120 Water Proposal
- Lead and Copper Compliance Slides


FINANCE DIRECTOR

5/2/23

DATE

MANAGER'S COMMENTS AND RECOMMENDATIONS:



120Water

Town Of Waynesville - NC

Town Of Waynesville - NC

16 S Main St
Waynesville, NC 28786
United States

Reference: 20230502-072009357

Quote created: May 2, 2023

Quote expires: May 31, 2023

Quote created by: Brenden Klenke

brenden.klenke@120water.com

Comments from Brenden Klenke

Contract Start Date is Time of Signature.

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
Pro - Public Water System Annual subscription PWS Pro package to manage programs and data. Unlimited users	\$8,471.87 / year	1	24
Professional Services (Assist) Discrete tappable specifics under each scope area (block of 20 hours)	\$2,500.00 / year	4	24
Implementation Setup, Configuration and Guided Web Training of the 120Water Account	\$1,500.00	1	
4x8 undesigned Postcard printed double sided with postage Postcard sent outside the platform	\$1.75	4,000	

Subtotals

Annual subtotal	\$18,471.87
One-time subtotal	\$8,500.00
Total	\$26,971.87

Purchase terms

Net 30 billing.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Brenden Klenke

brenden.klenke@120water.com

120Water

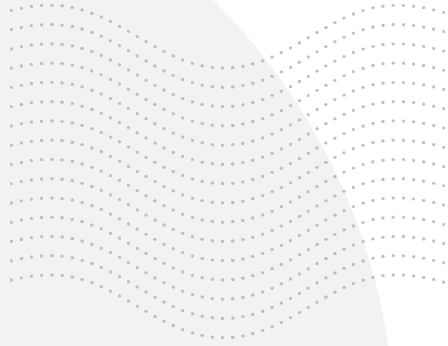
250 S Elm St

Zionsville, IN 46077

US



120Water™



Waynesville, NC

Plan for LCRR compliance

AGENDA

What is the Revised Lead and Copper Rule?

and what you're required to do as a PWS to reach compliance.

What is 120water?

and who already works with 120Water?

How will we get you to compliance?

and how 120Water's produces an outcome



Foundation for achieving LCRR compliance



Service Line Inventory
Location-based



School & Childcare
Facility Sampling



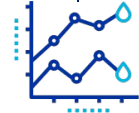
24-Hour Notice
Triggered Communication



Replacement
Sampling & Filters



"Find & Fix" Provision
Retest & Remediate



Action & Trigger Level
15 ppb vs 10 ppb

Key Dates

December 16, 2021
LCRR Effective Date

October 16, 2024
LCRR Compliance Date

Prior to October 16, 2024
EPA Finalizing Lead and
Copper Rule Improvements
(LCRI)

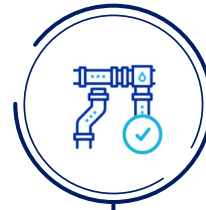
Service Line Inventory

“Public Water Systems must develop a preliminary inventory of both **public and private** side service lines within 3 years of final rule publication, and use this preliminary inventory to **create a replacement plan** for known or possible lead service lines.”



Develop

Develop your preliminary inventory



Verify

Public and private side LSL verification



Replace

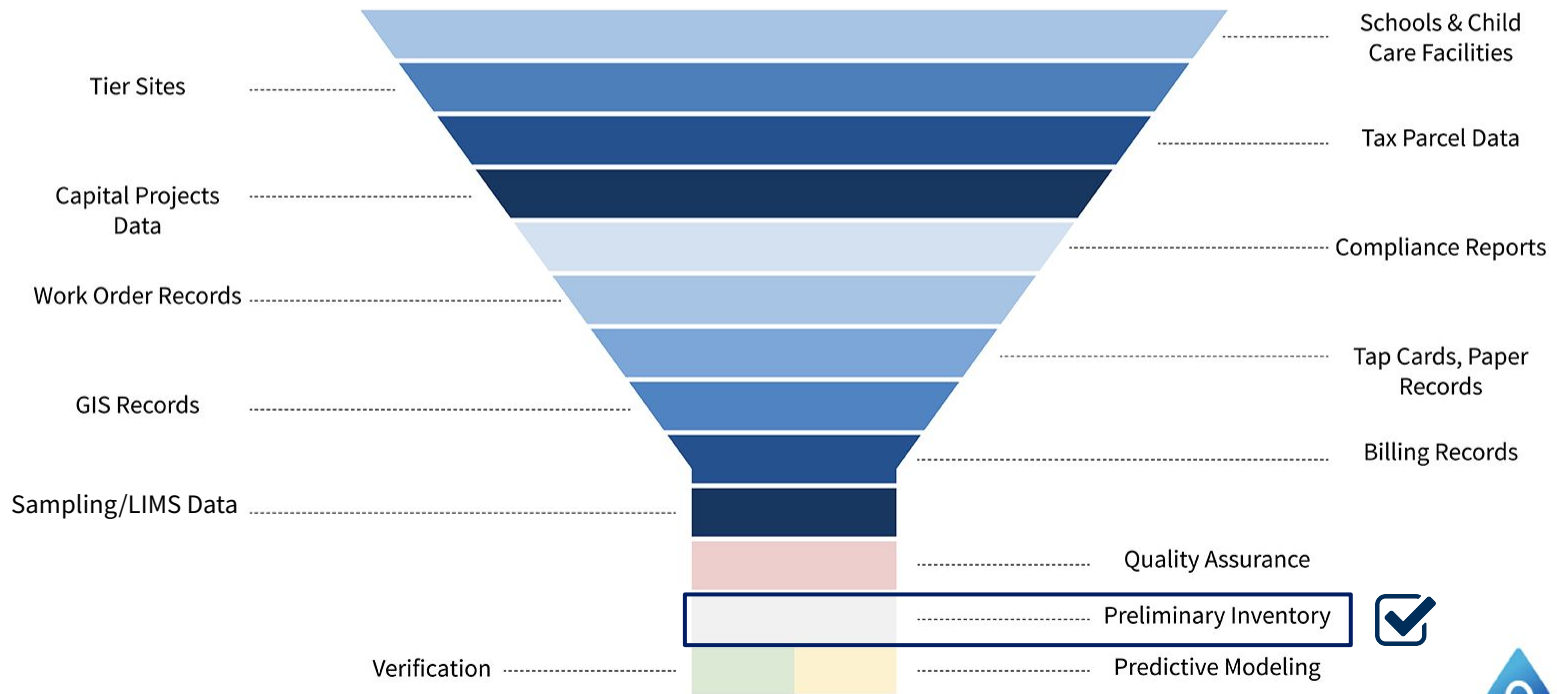
Create and execute your LSLR

Communicate

EPA is requiring water systems to **identify** and **make public** the locations of lead service lines

Preliminary Inventory Development

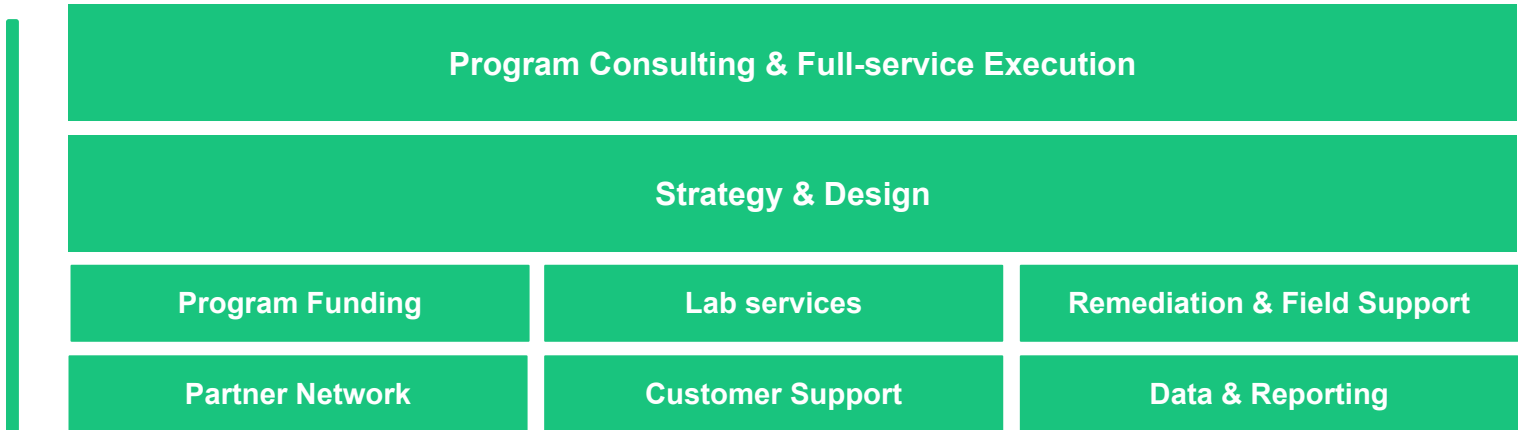
Create your inventory, regardless of starting place



Consulting Services

Our Professional Services team will help ensure that no detail is overlooked

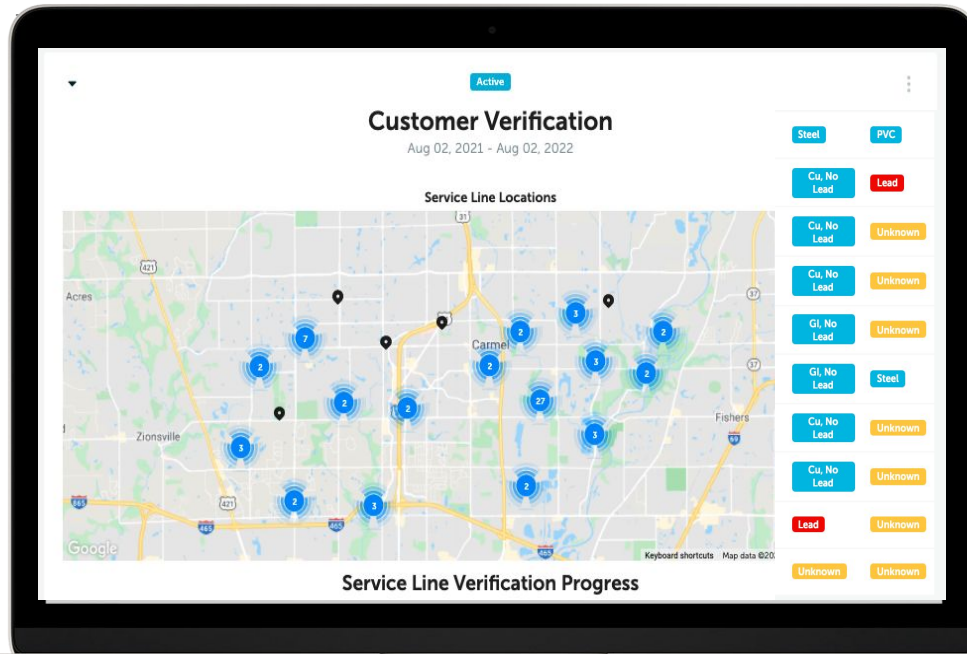
PROFESSIONAL SERVICES



Verification Workflow Management

Verify

Track every step of the verification process



Service Line: In Service		<a>Edit Details <a>Delete			
Verified Status	Verified Date				
Verified Lead	07/07/2021				
Public Line		Fittings		Private Line	
Material	Verification	Lead Fittings	Verification	Material	Verification
Cu, No Lead	Records	Unknown	Unknown	Lead	Visual - Swab
Installed Date	Verified By	Verification		Installed Date	Verified By
03/04/1993	Roger M.	--		--	Tony R.
Verification Date	Removal Date	Verified By		Verification Date	Removal Date
05/12/2021	--	--		07/07/2021	--
Diameter (in)	Depth (in)	Verification Date		Diameter (in)	Depth (in)
--	--	--		--	--

Private-side Verification

Verify

Verify your *customer owned* inventory efficiently

Customer survey postcards

- Easy to use with clear instructions
- Customers digitally submit results in minutes
- Data is automatically imported into the software

NAME _____
ADDRESS _____
PHONE _____
EMAIL _____

The type of my water service line from the water meter to just outside of my house or business is best described as the following:

<input type="checkbox"/> Lead	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Galvanized steel	<input type="checkbox"/> Unknown
<input type="checkbox"/> Copper	<input type="checkbox"/> I am unsure and would like someone from INSERT CLIENT NAME to assist me in identifying the material.
<input type="checkbox"/> Plastic	

I have determined the type of my water service line as follows:

I have observed the material and know what it is.
 I have been provided some form of documentation of the water service line material.
 It is my best guess.
 Other _____

My house or business was built in one of the following time periods:

<input type="checkbox"/> Prior to 1960	<input type="checkbox"/> After 1988
<input type="checkbox"/> 1960 to 1988	<input type="checkbox"/> I am unsure

Are there children under the age of 6 and/or pregnant women who live in your home or regularly visit your home?

Yes No

Are you willing to participate in the Lead and Copper Program?

Yes No



The INSERT CLIENT NAME requests your assistance in completing this survey. At your convenience, please answer all questions and detach the survey along the perforated edge. Once completed, simply place the detached survey in your mailbox or drop it off in your nearest postal drop box.



Submit your survey by
FRIDAY, OCTOBER 14TH, 2022
for a chance to win
SIX MONTHS OF WATER FOR FREE.
(restrictions may apply)

TAKE THIS SHORT SURVEY TO HELP US PROTECT YOUR DRINKING WATER

<<INSERT CLIENT NAME>> requests your help in completing this important survey to document the material of your water service line from the water meter to just outside of your house or business. The results may help to improve the quality of water that you rely on every day. Submitting will not obligate you to replace your water service line, but it may allow CLIENT to obtain grant funding to replace your water service line at **NO COST TO YOU** (if you permit this work to take place on your property).

This survey may be completed through one of the following methods:

- MAIL:** Back of this postcard
- PHONE:** (800) 674-7961
- EMAIL:** support@120water.com
- ONLINE:** 120Water.formstack.com/forms/client
- IN-PERSON:** INSERT CLIENT Business Office
M-F, BETWEEN THE HOURS OF 8 AM AND 4 PM



Public-side Verification

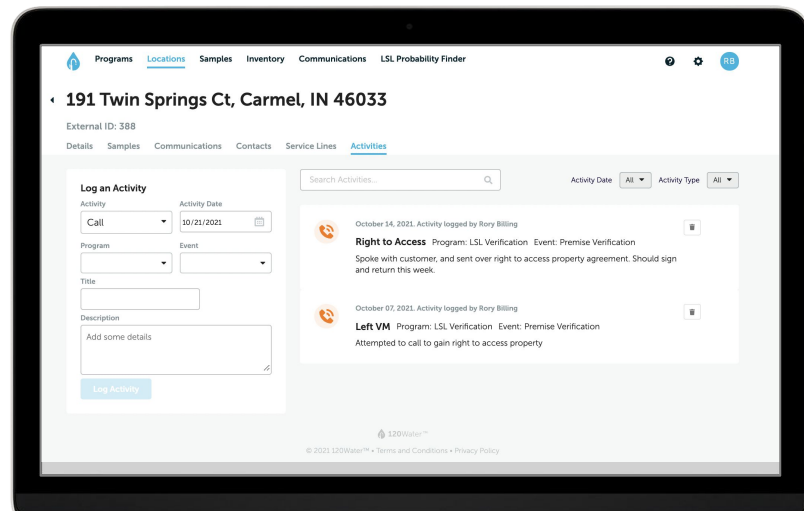
Verify

Verify your *utility owned* inventory efficiently

- Simple software to use in the field
- Upload photos and notes
- Maintain real-time records and monitor activities for every location

Public Line

Material	Verification
Cu, No Lead	Visual - Excavation
Installed Date	Verified By
06/23/1988	Paul B.
Verification Date	Removal Date
--	--
Diameter (in)	Depth (in)
--	--



How we help you save



Comply

Comply with regulations requiring lead service line inventories.



Prioritize

Prioritize and manage lead service line replacement work.



Cut Costs

Reduce cost and eliminate unnecessary digs.

Who we work with...

- Montgomery County
- Energy United Water Corp
- Taylorsville
- Kings Mountain
- Gastonia
- Rocky Mount
- Pilot Mountain
- Claremont
- Mount Gilead
- Raleigh
- Rowan County
- Asheville
- Robeson County
- Fayetteville
- Hickory
- King
- Kannapolis
- Candor
- Pender County



GET IN COMPLIANCE



120Water™

**We deliver an
outcome...
compliance.**

THE PROBLEM

Revisions to the Lead and Copper Rule require water systems to conduct and maintain location-based LSL inventories as well as develop LSL plan replacement goals. Identifying LSLs is a multi-billion dollar issue – many systems don't have accurate records of where LSLs (both public and private) are located, and insufficient tools to conduct thorough inventories.

THE SOLUTION

Bring confidence to your program and avoid expensive digs based on unreliable data. Strategically use what you know about LSLs today to prioritize and track inventory work, centralize all key data, and visualize LSLs. Seamlessly tie in your service line inventory with 120Water's program management functions to execute replacement programs in one central system.

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT: Hazelwood Hot Summer Nights Car Show Special Event

AGENDA INFORMATION

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

BRIEF SUMMARY

The Hazelwood Boosters are requesting that the Town Council permit them to host a car show fundraiser during the evenings of June 17, July 15, and August 12, from 6:00 pm to 9:00 pm. This event will require the closing of Hazelwood avenue from Brown Avenue to Riverbend Street, as well as a portion of the Hazelwood parking lot as shown on the attached map.

MOTION FOR CONSIDERATION

- Motion to approve the Hazelwood Hot Summer Nights Car Show Special Event Permit and all subsequent road closures and parking lot closures.

FUNDING SOURCE/IMPACT

ATTACHMENTS

- Hazelwood Hot Summer Nights Car Show Special Event Permit
- Event Map

MANAGER'S COMMENTS AND RECCOMENDATIONS



Application for Special Events Permit

I. General Information

EVENT NAME: Hazelwood Hot Summer nights

EVENT DATE(S): June 17 / July 15 / August 12

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: Hazelwood Ave (Business District)

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

SET-UP TIME (START/END): 5:00 pm - 6:00 pm

EVENT HOURS: 6:00 pm - 9:00 pm

DISMANTLE HOURS (START/END): 9:00 pm - 9:45 pm

ESTIMATED ATTENDANCE: 100 - 200

BASIS ON WHICH THIS ESTIMATE IS MADE: Other small car shows in the Area

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: Hazelwood Boosters

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

APPLICANT NAME: B. Alex McKay TITLE: President

ADDRESS: 343 Hazelwood Ave CITY: Waynesville STATE: NC ZIP: 28786

PHONE: (828) 246-8528 FAX#: _____ EMAIL: Hazelwood 343@yahoo.com

ON-SITE CONTACT: Chad Brown TITLE: Events - Hazelwood Boosters

ADDRESS: 1195 Hazelwood Ave

PHONE #: (828) 452-7562 CELL PHONE #: (828) 450-4443 EMAIL: _____

III. Brief Description of Event

Antique Car Cruise in

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. Hazelwood Ave Riverhead Street to Brown Ave
- 2.
- 3.

V. Event Details

- | | | |
|-------------------------------------|-------------------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the sale or use of alcoholic beverages?
If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the sale of food? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: <u>None</u> Number of Band(s): <u>None</u> Amplification? <u>Speakers</u>
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you plan to use an existing occupied building? Address _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you plan to use an existing vacant building? Address _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will there be any tents or canopies in the proposed event site? Please provide the following information:
Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? <input type="checkbox"/> NO <input type="checkbox"/> YES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the use of pyrotechnics? Explain _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you require electrical hookup for the event? Generators? <u>NO</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you require access to water for the event? Explain _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will inflatable parade balloons be used for the event? Provide details if necessary. |

VI. Additional Questions

How will parking be accommodated for this event?

Approved Parking around Hazelwood +

Back of Torga Parking lot. Parking Spaces will be saved for Amici's.

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?

City Trash Cans. I'll arrange

Pick up with Public works

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:

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
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:

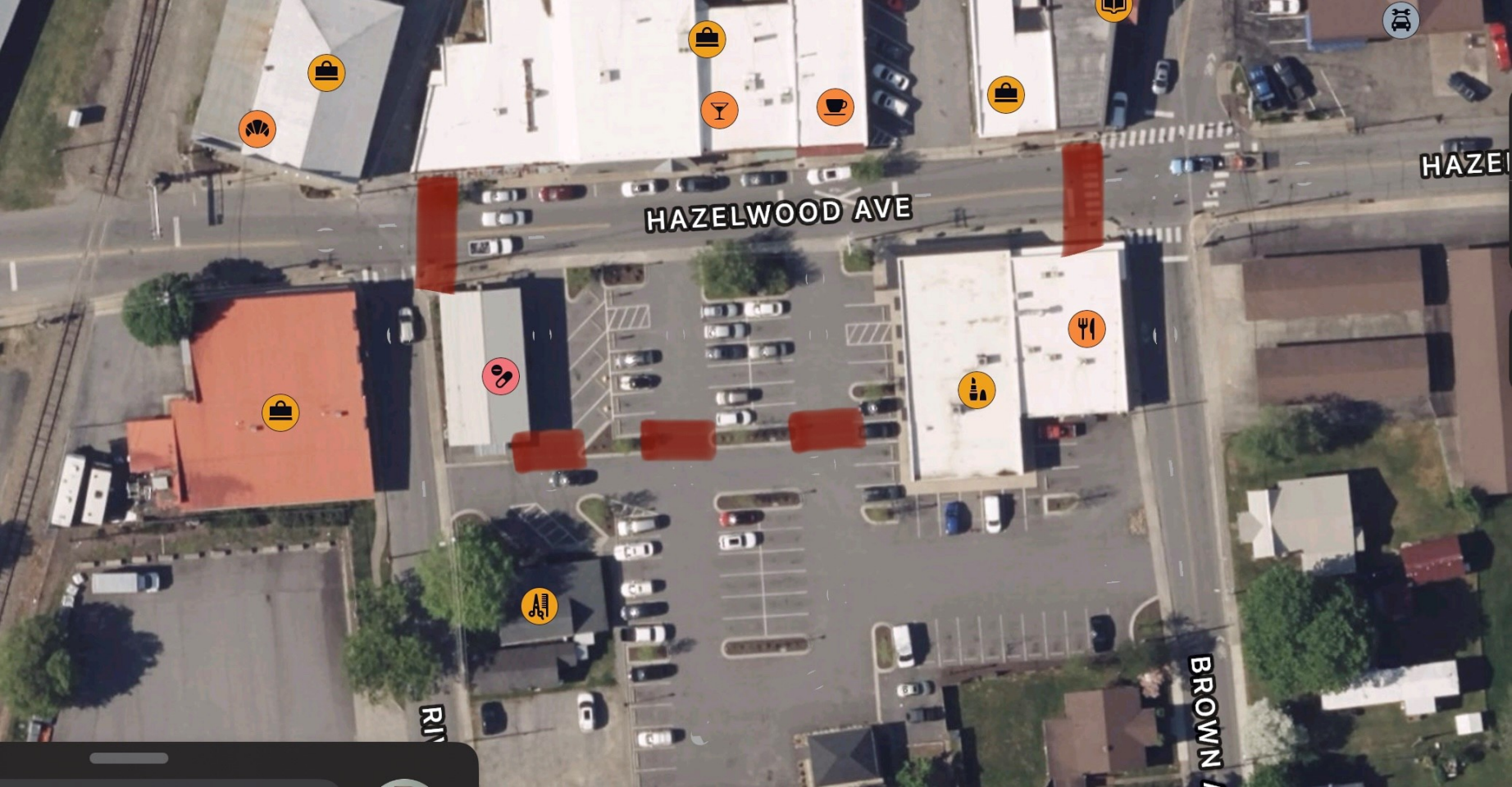
For:

- Chad Brown Hazelwood Cony
- Bill Price WITHIN REACH
- Crystal Meyva Pink Pegasus
- Leah Stevens Lift Your Spirits
↑
will STAY OPEN
- Mandy Wildman
Uplove Bridal
- Robin Lang
SHAGGY & CHIC
PET SALON
- Jo Gilley
Blue Kidsc Books
- Cole Shults
Hazelwood Tire
- Michael BROWN
Hazelwood Family Medicine
- ADRIAN FERNANDEZ
BEACH MOUNTAIN DINER
- Edward Neavesyan
Hazelwood Soap Co.
➤ most likely open
- Waynesville Pharmacy
Kim Brown

Against:

Fair
- 727-200
226-6954 cell

10/11/14 10:40 AM



HAZELWOOD AVE

HAZELWOOD AVE

BROWN ST

RIN



**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT:

Budget Amendment for TDA Grant

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Finance

Contact: Misty Hagood

Presenter: Misty Hagood

BRIEF SUMMARY:

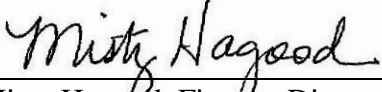
The Town of Waynesville was awarded a TDA grant in the amount of \$5,000 for a downtown Alleyway Mural. I am asking for a budget amendment to account for the grant funds.

MOTIONS FOR CONSIDERATION:

1. Motion to approve the budget amendment in the amount of \$5,000 for the TDA Grant.

FUNDING SOURCE/IMPACT:

\$5,000 TDA Grant and \$3,000 match from the Downtown budget


Misty Hagood, Finance Director

4/26/2023
Date

MANAGER'S COMMENTS AND RECOMMENDATIONS:



HAYWOOD COUNTY
TOURISM DEVELOPMENT AUTHORITY

January 26, 2023

Beth Gilmore
Downtown Waynesville Commission
P.O. Box 100
Waynesville, NC. 28786

Dear Beth,

The Haywood County TDA, meeting in regular session on January 25th, 2023, approved the following 1% grant funding for the Downtown Waynesville Commission projects:

Waynesville 28785/86 Development & Installation of Scanable Sign (No quote or bid submitted)	\$ 0
Waynesville 28785/86 Communications Plan (No quote or bid submitted for plan)	\$ 0
Waynesville 28785/86 Depot St. Mini Park Bandstand Design (Clarify design versus plan)	\$ 0
Waynesville 28785/86 Alleyway Mural	\$5,000
Waynesville 28785/86 Kiosks (No quote or bid submitted; TDA is looking at kiosks for towns)	\$ 0
Waynesville 28785/86 Chili Cookoff	\$2,000

These awards were based on the score/completeness of the application and the amount of funding available for the second round of 1% grant funding.

The funds must be spent by June 30th, 2023, and according to the grant application. If you have questions or need additional information, please contact me.

Best regards,

Lynn Collins
Executive Director
Haywood County TDA

Ordinance No. O-19-23

Amendment No. 19 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:

Grants (TDA Grant)	
Alleyway Mural	\$5,000

Increase the following appropriations:

Downtown	\$5,000
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Adopted this 9th day of May 2023.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023**

SUBJECT:

Budget Amendment to increase the Electric Fund revenues and expenditures by \$750,000 and amend the Fee Schedule to increase electric rates by 6%.

AGENDA INFORMATION:

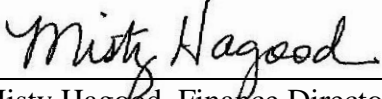
Agenda Location: New Business
Item Number:
Department: Administration
Contact: Misty Hagood, Finance Director
Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

The bills for wholesale power purchases from Santee Cooper included significant fuel adjustment charges that were not anticipated for several months during the winter. The fuel adjustments have stopped, and our bills are back to normal. We need to do a budget amendment to cover the cost of wholesale power purchases for the remainder of the fiscal year. I am also asking that the Town Council approve a 6% increase in electric rates to help increase our revenues for May and June bills.

MOTIONS FOR CONSIDERATION:

1. Motion to approve the budget amendment of \$750,000 for wholesale power purchases.
2. Motion to amend the Fee Schedule to increase all electric rates by 6%.



Misty Hagood, Finance Director

5/2/2023

Date

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Electric Fund	
Electric Rates	
Waynesville's electric rates are reviewed and adjusted monthly based on power costs billed by town's supplier for wholesale rates. Monthly reviews will determine fuel adjustments to be added to based rates shown below.	
All electric sales are subject to a 7% sales tax imposed by the State of North Carolina, with the exception of electric sales to the State of North Carolina or United States government, which are exempt from the sales tax.	
Residential & Commercial fuel adjustment added to base rate as of January 1, 2018 is \$ 0.00000 per kWh.	
Late Payment Penalty (applied to any arrears balance)	1.0% per month
Residential	
Base Charge	\$14.69
All kWh(s)	\$0.12503/kWh
Residential Solar (Accounts established prior to 4/26/22)	
Base Charge	\$42.54
All kWh(s)	\$0.072924
Net Meter Residential Solar Rate Rider (20kW Max. Sized to Existing Consumption)	
Base Charge in addition to residential base rate	\$10.60
Residential Rate	\$0.12503/kWh
Solar Power Credit	\$.0125/kWh less than residential rate
Commercial, Single Phase (No Demand)	
Base Charge	\$14.69
1 - 700 kWh	\$0.147478/kWh
701 - 4,000 kWh	\$0.118420/kWh
All over 4,000 kWh	\$0.113135/kWh
Commercial, Three Phase (No Demand)	

	Base Charge	\$22.64
	1 - 700 kWh	\$0.147478/kWh
	701 - 4,000 kWh	\$0.118420/kWh
	All over 4,000 kWh	\$0.113135/kWh
Net Metering Commercial Solar Rate Rider (150 kW max. Sized to Existing Consumption)		
	Base Charge in addition to commercial base rate	\$10.60
	1 - 700 kWh	\$0.147478/kWh
	701 - 4,000 kWh	\$0.118420/kWh
	All over 4,000 kWh	\$0.113135/kWh
	Solar Power Credit	0.08/kWh
Net Metering Governmental Solar Rate Rider (150 kW max. Sized to Existing Consumption)		
	Base Charge in addition to commercial base rate	\$10.60
	1 - 700 kWh	\$0.147478/kWh
	701 - 4,000 kWh	\$0.118420/kWh
	All over 4,000 kWh	\$0.113135/kWh
	Solar Power Credit	0.08/kWh
Demand Accounts		
<p>Demand meters are placed on all commercial accounts with an actual or anticipated 12 month average consumption of at least 5,000 kWh per month.</p> <p>Accounts will be removed from demand service rates when the calendar year average declines below a 5,000 kWh per month average or the nature of the operation is changed to the extent that the average consumption will be less than 5,000 kWh per month.</p>		
Three Phase		
	Base Charge	\$16.85
	Usage	\$0.086720
Single Phase		
	Base Charge	\$14.69
	Usage	\$0.086720
<p>In addition to the kilowatt hours charges, peak metered demand is billed at \$7.9117 per kilowatt of peak demand per month.</p>		

Industrial Accounts	
Industrial rates are used on all industrial accounts with an actual or anticipated 12 month average consumption of at least 1,500,000 kWh per month.	
Industrial fuel adjustment added to base rate as of January 1, 2018 is \$ 0.00000 per kWh.	
Three Phase	
Base Charge	\$16.85
Usage	\$0.063736/kWh
In addition to the kilowatt hours charges, peak metered demand is billed at \$16.85 per kilowatt of peak demand per month.	
Renewable Energy and Efficiency Portfolio Standards (REPS)	
In 2007, the North Carolina General Assembly passed legislation that requires utility companies to develop an increasing supply of alternative energy resources, with 3% of their total supply coming from renewable by 2013 and 12% from renewable by 2021. Utility companies are charging their customers to recover the cost of the renewable energy they purchase. In turn the Town is passing along these costs to its customers. These charges (REPS) are set each December by our power supplier.	
Residential	\$0.59
Commercial	\$4.77
Industrial	\$37.10

Ordinance No. O-20-23

Amendment No. 20 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:

Electric Fund:

Increase the following revenues:

Electric Charges	\$105,000
Investment Income	55,000
Sale of Materials/Fixed Assets	4,500
Electric Pole Rent	8,500
Fund Balance Appropriated	<u>577,000</u>
	\$750,000

Increase the following appropriations:

Power Purchases	\$750,000
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Adopted this 9th day of May, 2023.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: May 9, 2023

SUBJECT:

ARP Grant Project Ordinance Amendment and emergency purchase of SUV for Meter Readers

AGENDA INFORMATION:

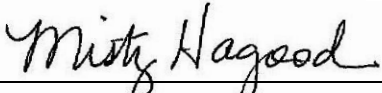
Agenda Location: New Business
Item Number:
Department: Administration
Contact: Misty Hagood, Finance Director
Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

We had planned to request a new SUV to replace a 2007 Dodge Durango out of the ARP funds in the new budget. We have had several issues with it over the past year, so we knew it needed to be replaced. The Durango started make a terrible noise so the Meter Readers took it to the garage to be looked at. Johnny Mintz called on May 2nd to let me know that the motor is bad, could give out at any time, and the vehicle needed to be taken out of service. I am asking that the Town Council allow the Finance Department to move forward with finding a small to mid-sized SUV now and use ARP funds to purchase the vehicle. We have had issues ordering vehicles on State Contract so we will look for an available vehicle on a lot and get bids. I have also included enough to cover tax, tags, lights, town seals on the doors, and rubber mats to protet the floors.

MOTIONS FOR CONSIDERATION:

1. Motion to approve an amendment of \$40,000 to the ARP Grant Project Ordinance and an emergency purchase of a small to mid-sized SUV.


Misty Hagood, Finance Director

5/2/2023
Date

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Grant Project Ordinance O-23-23 for the Town of Waynesville American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of Waynesville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Waynesville (Town) has received the first and second tranches in the amount of \$3,231,910.78 of CSLFRF funds. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriated for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
17	SUV for Meter Readers	6.1	Govt services	\$40,000

Section 4: The following revenues are anticipated to be available to complete the projects:

ARP/CSLFRF Funds: \$3,231,910.78
General Fund Transfer: \$0
Total: **\$3,231,910.78**

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the Town Council on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Town Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 9th day of May, 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 TOWN COUNCIL

REQUEST FOR COUNCIL ACTION

Meeting Date: May 9, 2023

SUBJECT: Town Employee Reclassification and Salary Increases

AGENDA INFORMATION

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

BRIEF SUMMARY

Since adopting the Town's most recent Pay and Classification study performed by Mercer, we have discovered several horizontal and vertical inequities within our organizational structure. These inequities have caused multiple salary discrepancies. In order to correct these issues, we have changed the location of several positions throughout our Pay and Classification Table, resulting in several salary increases. These pay and classification movements correct existing horizontal and vertical inequities while serving the additional benefit of increasing our organization's minimum wage to \$15 per hour. The proposed FY 2023/2024 budget includes these recommendations. Should the Town Council wish to implement these changes, they will go into effect on July 1, 2023 upon passage of the proposed budget.

The proposed employee classification movements, and the resulting salary increases will result in the following increases in personnel costs which are separated by fund:

- General Fund: \$146,887.73
- Water & Sewer Funds: \$23,918.76
- Electric Fund: \$45,389.49

In order to account for the above increases in personnel expenses we are recommending the following increases in revenues:

- Solid Waste Collection Fee \$1 increase: \$55,000
- Budgeted Investment Income: \$45,000
- Increase Projected Sales Tax: \$42,200
- Increase Electric Rate .5%: \$45,000

MOTION FOR CONSIDERATION

- Motion to amend the Town of Waynesville's Pay and Classification table along with the associated salary increases contingent upon adoption of the proposed FY 2023/2024 budget.

FUNDING SOURCE/IMPACT


Misty Hagood, Finance Director

5/3/23

Date

ATTACHMENTS

- Amended Pay and Classification Table

MANAGER'S COMMENTS AND RECCOMENDATIONS

Presently, the Town of Waynesville's minimum salary is \$28,129.22, equaling a pay rate of \$13.52 per hour. Currently, 22 full time employees that work for the Town of Waynesville are paid less than \$15 per hour equaling 11% of our workforce. The proposed changes to the Town's Pay and Classification table are designed to bring our employees up to a base salary of \$15 per hour, while correcting some of the classification discrepancies that exist as a result of the most recent pay and classification study.

Following the pay and classification study, we have several positions and individuals whose wage and job class are not horizontally or vertically equitable. Furthermore, the current market for Electric Distribution personnel has placed the Town's Electric Department well behind the rest of the industry. The proposed changes in the Electric Department's salaries bring our crews up to a salary that is an approximate average of individuals in similar municipalities.

Pay/Classification Table 2022-2023 (Adopted 7-1-22)

Grade	Class Title	FLSA Status	Class Min	Class Mkt	Class Max
51	LIFEGUARD MAINTENANCE TECHNICIAN	Non-Exempt Non-Exempt	\$28,129.22	\$36,567.99	\$45,006.76
52	CUSTOMER SERVICE REP.	Non-Exempt	\$29,113.74	\$37,847.87	\$46,581.99
53	HEAD LIFEGUARD METER READER SENIOR CUSTOMER SERVICE REP. SENIOR MAINTENANCE TECHNICIAN CUSTODIAN GROUNDSMAN MAINTENANCE TECHNICIAN LIFEGUARD	Non-Exempt Non- Exempt Non- Exempt Non- Exempt Non- Exempt	\$30,132.72	\$39,172.54	\$48,212.37
54	ADMINISTRATIVE ASSISTANT LAB ANALYST CUSTOMER SERVICE REP.	Non-Exempt Non- Exempt	\$31,187.37	\$40,543.58	\$49,899.79
55	TREATMENT PLANT OPERATOR UTILITY MAINTENANCE SPECIALIST SENIOR CUSTOMER SERVICE REP. HEAD LIFEGUARD	Non- Exempt Non- Exempt	\$32,278.93	\$41,962.61	\$51,646.29
56	ACCOUNTING SPECIALIST EQUIPMENT OPERATOR FLEET TECHNICIAN PARKS & RECREATION CREW LEADER STOCKKEEPER UTILITY LOCATOR CEMETERY SERVICES SPECIALIST	Non-Exempt Non- Exempt Non- Exempt Non- Exempt Non- Exempt Non- Exempt	\$33,408.69	\$43,431.30	\$53,453.91
57	ELECTRIC LINE TECH SENIOR EQUIPMENT OPERATOR PROGRAM SPECIALIST HORTICULTURE SPECIALIST UTILITY BILLING SPECIALIST	Non-Exempt Non-Exempt Non-Exempt Non-exempt Non-exempt	\$34,578.00	\$44,951.40	\$55,324.80
58	CEMETERY CREW LEADER CODE ENFORCEMENT OFFICER FIRE FIGHTER OUTSIDE FACILITIES CREW LEADER	Non- Exempt Non- Exempt Non- Exempt Non- Exempt	\$35,788.23	\$46,524.69	\$57,261.16
59	FIRE ENGINEER STREETS & SANITATION CREW LEADER ADVANCED TREATMENT PLANT OPERATOR GROUNDSMAN	Non- Exempt Non- Exempt Non- Exempt	\$37,040.82	\$48,153.06	\$59,265.31

Pay/Classification Table 2022-2023 (Adopted 7-1-22)

Grade	Class Title	FLSA Status	Class Min	Class Mkt	Class Max
60	Buyer EQUIPMENT OPERATOR	Non-Exempt	\$38,337.25	\$49,838.42	\$61,339.59
61	EQUIPMENT MECHANIC PUBLIC FACILITIES MAINT. TECHNICIAN SENIOR ADMINISTRATIVE ASSISTANT FIRE ENGINEER	Non-Exempt Non-Exempt Non-Exempt	\$39,679.05	\$51,582.76	\$63,486.48
62	DOWNTOWN WAYNESVILLE DIRECTOR WATERSHED ATTENDANT SENIOR PLANT OPERATOR STREETS & SANITATION CREW LEADER	Non-Exempt Non-Exempt	\$41,075.10	\$53,388.16	\$65,708.51
63	ELECTRIC LINE TECH 2 PARKS & RECREATION FACILITIES MANAGER PUMP MAINTENANCE MECHANIC SENIOR CODE ENFORCEMENT OFFICER TAX ANALYST TOWN CLERK WATER MAINTENANCE CREW LEADER ELECTRIC LINE TECHNICIAN 1 UTILITY BILLING SPECIALIST	Non-Exempt Non-Exempt Non-Exempt Non-Exempt Non-Exempt Exempt Non-Exempt	\$42,505.19	\$55,256.75	\$68,008.31
64	PARKS & RECREATION PROGAMS SUPERVISOR	Exempt	\$43,992.87	\$57,190.73	\$70,388.59
65	PURCHASING SUPERVISOR	Exempt	\$45,532.62	\$59,192.41	\$72,852.20
66	AQUATICS RECREATION SUPERVISOR FIRE CAPTAIN FITNESS SUPERVISOR PUBLIC FACILITIES MANAGER SENIOR PUMP MECHANIC ELECTRIC LINE TECH 3 ELECTRIC LINE TECHNICIAN 2	Exempt Exempt Exempt Exempt Non-Exempt Non-Exempt	\$47,126.26	\$61,264.14	\$75,402.02
67	CHIEF TREATMENT PLANT OPERATOR FIRE MARSHALL PLANNER	Exempt Exempt Exempt	\$48,775.68	\$63,408.39	\$78,041.09
68	ADMINISTRATIVE SUPERVISOR LAB SUPERVISOR	Exempt Exempt	\$50,482.83	\$65,627.69	\$80,772.54

Pay/Classification Table 2022-2023 (Adopted 7-1-22)

Grade	Class Title	FLSA Status	Class Min	Class Mkt	Class Max
69	ATHLETIC PROGRAMS SUPERVISOR CODES ADMINISTRATOR LEAD MECHANIC ELECTRIC LINE TECH-4 ELECTRIC LINE TECHNICIAN 3	Exempt Exempt Exempt Non-Exempt	\$52,249.73	\$67,924.65	\$83,599.57
70	ASSET SERVICES MANAGER ASSISTANT FIRE CHIEF HUMAN RESOURCES COORDINATOR DISTRIBUTION/COLLECTIONS SUPERINTENDENT LAND USE ADMINISTRATOR STREETS & SANITATION SUPERINTENDENT TREATMENT PLANT SUPERINTENDENT	Exempt Exempt Exempt Exempt Exempt Exempt	\$54,078.47	\$70,302.02	\$86,525.55
71	DIST./COLLECTION SUPERINTENDEDNT STREETS & SANITATION SUPERINTENDENT		\$55,469.85	\$72,120.51	\$88,881.49
			*I AVERAGED THE DIFFERENCE BETWEEN VALUES AND ADDED THAT DIFFERENCE TO GRADE'S 70 IN ORDER TO DETERMINE THIS GRADE'S PAY RANGES		
72	ASSISTANT ELECTRIC SUPERVISOR ASSISTANT FINANCE DIRECTOR ASSISTANT FIRE CHIEF	Exempt Exempt	\$57,930.20	\$75,309.27	\$92,688.32
73	ELECTRIC DISTRIBUTION SUPERINTENDENT ASSISTANT PUBLIC SERVICES DIRECTOR/TOWN ENGINEER TREATMENT PLANT SUPERINTENDEDNT	Exempt Exempt	\$59,957.76	\$77,945.09	\$95,932.41
DEPT. HEADS	ASSISTANT TOWN MANAGER DEVELOPMENT SERVICES DIRECTOR FINANCE DIRECTOR FIRE CHIEF PARKS & RECREATION DIRECTOR POLICE CHIEF PUBLIC SERVICES DIRECTOR	EXEMPT	\$61,200.00	\$83,640.00	\$106,080.00
**	TOWN MANAGER ** Hired by Board Under Contract	Exempt			

Police Department Pay/Classification Table 2021

		Annually	Hourly
EVIDENCE TECH.	Non-Exempt	\$35,700.00	\$17.16
RECORDS TECH.	Non-Exempt	\$35,700.00	\$17.16
OFFICER I	Non-Exempt	\$41,310.00	\$18.91
OFFICER II	Non-Exempt	\$43,375.50	\$19.86
OFFICER III	Non-Exempt	\$45,544.27	\$20.85
SENIOR OFFICER I	Non-Exempt	\$47,821.48	\$21.89
SENIOR OFFICER II	Non-Exempt	\$50,212.56	\$22.99
SENIOR OFFICER III	Non-Exempt	\$52,723.18	\$24.14
MASTER OFFICER I	Non-Exempt	\$55,359.34	\$25.34
MASTER OFFICER II	Non-Exempt	\$58,127.32	\$26.61

Pay/Classification Table 2022-2023 (Adopted 7-1-22)

MASTER OFFICER III	Non-Exempt	\$61,033.68	\$27.94
SERGEANT	Non-Exempt	\$64,085.36	\$29.34
SENIOR SERGEANT	Non-Exempt	\$67,289.63	\$30.81
LIEUTENANT	Exempt	\$70,654.11	\$32.35
SENIOR LIEUTENANT	Exempt	\$74,186.82	\$33.96
ASSISTANT POLICE CHIEF	Exempt	\$77,896.16	\$35.66
DISPATCHER I	Non-Exempt	\$32,078.59	\$15.42
DISPATCHER II	Non-Exempt	\$33,683.36	\$16.19
DISPATCHER III	Non-Exempt	\$35,367.49	\$17.00
SENIOR DISPATCHER I	Non-Exempt	\$37,136.05	\$17.85
SENIOR DISPATCHER II	Non-Exempt	\$38,992.67	\$18.74
SENIOR DISPATCHER III	Non-Exempt	\$40,942.42	\$19.68
MASTER DISPATCHER I	Non-Exempt	\$42,989.55	\$20.66
MASTER DISPATCHER II	Non-Exempt	\$45,138.94	\$21.70

*The 5% salary increase which accompanies the successful completion of an employee's 6-month probationary period is factored into the pay scale of the Police Department located above, and so Police Department employees are not eligible for a 5% increase following the successful completion of their 6-month probationary period.

Grade Equiv.	Part-Time Class Titles	FLSA Status	Dept	Class Min	Class Max
	FIRE FIGHTER-PT	Non-Exempt	FIRE	\$13.50 / hr	\$15.50 / hr
	CHILD CARE AID	Non-Exempt	PARKS & REC	\$11.00 / hr	\$13.00 / hr
	CUSTOMER SERVICE REP-PT	Non-Exempt		\$11.00 / hr	\$13.00 / hr
	FITNESS INSTRUCTOR	Non-Exempt		\$15.00 / hr*	\$20.00 / hr*
	LIFEGUARD-PT	Non-Exempt		\$12.00 / hr	\$14.00 / hr
	MAINTENANCE WORKER-PT	Non-Exempt		\$11.00 / hr	\$13.00 / hr
	RECREATION AID – (Programs)	Non-Exempt		\$9.00 / hr	\$11.00 / hr
	REFEREE	Non-Exempt		\$15.00 / hr	\$15.00 / hr
	SCOREKEEPER	Non-Exempt		\$8.50 / hr	\$8.50 / hr
	SUMMER CAMP ASSISTANT	Non-Exempt		\$10.00 / hr	\$11.00 / hr
	LEAD SUMMER CAMP ASSISTANT	Non-Exempt		\$11.00 / hr	\$12.00 / hr
	UMPIRE	Non-Exempt		\$20.00 / hr	\$20.00 / hr
	CROSSING GUARD	Non-Exempt	POLICE	\$9.00 / hr	\$10.50 / hr
	TELECOMMUNICATOR-PT	Non-Exempt		\$13.00 / hr	\$14.00 / hr
	POLICE OFFICER-PT	Non-Exempt		\$15.00 / hr	\$16.25 / hr
	MAINTENANCE WORKER- SEASONAL	Non-Exempt	PUBLIC SVCS	\$11.00 / hr	\$12.00 / hr
	INTERN **	Non-Exempt	ALL DEPTS	\$10.00 / hr	\$20.00 / hr
	RETIREEES RETURNING TO WORK PT***	Non-Exempt		No Min	Outgoing Rate or \$25.00 / hr, whichever is lower

Part-time & seasonal employees may receive \$0.25/hr additional wage adjustment for each year of consecutive employment in the same position up to the maximum for the class, except where the minimum and maximum are fixed at the same rate.

*Fitness Instructors shall be paid \$15/hr with the Town paying for certifications, or they may be paid up to \$20 / hr upon recommendation by DD if they pay for their own certifications.

**The hiring of interns, and rate at which they are hired, requires prior approval of the Town Manager

Pay/Classification Table 2022-2023 (Adopted 7-1-22)

***The hiring of retirees to provide part-time or occasional assistance, and the rate at which they are re-hired, requires prior approval of the Town Manager

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 5/9/23**

SUBJECT 2023-24 Annual Budget Presentation

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Finance
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY We will present the proposed 2023-24 budget and hand out them out at the meeting.

MOTION FOR CONSIDERATION: Receive proposed budget and set a public hearing on the proposed Budget for May 23, 2023.

FUNDING SOURCE/IMPACT: All

ATTACHMENTS: We will download and hand out the budgets on Tuesday, May 9th.

MANAGER'S COMMENTS: Receive proposed budget presentation and make any comments that would further direct us in our preparation ahead of the public hearing.