



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

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

Date: June 14, 2022 Time: 6:00 p.m.

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

1. Adoption of minutes of the May 24, 2022 Regular meeting
2. Adoption of minutes of the June 3, 2022 Emergency Meeting
3. Approval of Special Events Application for Hazelwood First Baptist Children's Benefit Car Show
4. Approval of Special Events Application for Sarges 17<sup>th</sup> Annual Downtown Dog Walk
5. Approval of Special Events Application for Folkmoot Summerfest 2022 International Day

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

#### E. CALL FOR PUBLIC HEARING

2. Map Amendment request to change the zoning of property located at 134 Belle Meade Drive PIN 8605-81-6159
  - Sam Cullen, Code Enforcement Officer

***Motion: To call for a Public Hearing to be held on Tuesday, June 28th, 2022 at 6:00 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, to consider a zoning Map Amendment request to change the zoning of property located at 134 Belle Meade Drive, PIN 8605-81-6159, from Hazelwood Urban Residential (H-UR) to Hazelwood Business District (H-BD).***

3. Zoning text amendment request initiated by the Planning Board to implement buffer requirements and quasi-judicial review procedures on major subdivisions which create 30 or more lots.
  - Elizabeth Teague, Development Services Director

***Motion: To call for a Public Hearing to be held on Tuesday, June 28th, 2022 at 6:00 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, to consider a Zoning Text Amendment request to***

*implement buffer requirements and quasi-judicial review procedures on major subdivisions which create 30 or more lots.*

**F. OLD BUSINESS**

4. 2022-2023 Annual Budget
- Town Manager, Rob Hites

***Motion: To adopt the 2022-2023 budget with any further direction from the Board***

5. Presentation of Proposed Rules and Procedures
- Town Attorney Martha Bradley

**POSSIBLE MOTIONS**

***Option 1. Motion: To call for a Public Hearing to be held on \_\_\_\_\_ at 6:00 pm or as closely thereafter as possible in the Town Hall Board room located at 9 South Main Street Waynesville to consider revisions to Ordinance Sec. 2-54 and adoption of “Rules of Procedure for Public Bodies of the Town of Waynesville.”***

***Option 2. Motion: To place Ordinance #O- - and “Rules of Procedure for Public Bodies of the Town of Waynesville” on the agenda for the Tuesday, \_\_\_\_\_ meeting (with revisions, if any) for adoption.***

***Option 3. Motion: To adopt Ordinance #O- - as presented (or revised, if any).***

**AND**

***Motion: To adopt “Rules of Procedure for Public Bodies of the Town of Waynesville” as presented (or as revised, if any).***

***Option 4. Other motions consistent with the Board’s preference.***

**G. NEW BUSINESS**

6. Request for Funding Curb and Gutter Improvements Along Longview Drive
- Chris Corbin, General Manager, Waynesville Inn and Golf Club

***Motion: To approve the Town to cover the cost of installing approximately 250 feet of new curb and gutter along Longview Drive.***

7. Request for Donation to Hazelwood Baptist Church Car Show
- Dick Young, Hazelwood Baptist Church

***Motion: To provide \$500.00 sponsorship of the Hazelwood Baptist Car Show.***

8. Special Appropriations for Fiscal Year 2022/2023
- Assistant Town Manager, Jesse Fowler

***Motion: to accept the special appropriations in the amount of \$\_\_\_\_.\_\_\_\_.***

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9. Boards and Commissions – (See attached Boards and Commissions Current Vacancies and Applicant Worksheet)
- Jesse Fowler, Assistant Town Manager

***Motion: To set a special called meeting of the Board of Aldermen for the Purpose of interviewing members of the Statutory Boards (ABC Board, Board of Adjustment, and Planning Board.)***

10. Conveyance of Property to NCDOT along the right-of-way adjacent to the BiLo Apartments
- Town Manager, Rob Hites

***Motion: To approve the conveyance of the property and granting of a construction easements to the NCDOT at the Tribridge Apartment site.***

**H. COMMUNICATION FROM STAFF**

11. Manager’s Report
- Town Manager, Rob Hites

Change in “Tentative Award of Waste Treatment Plant contract

***Motion: To amend the “Tentative Award of Contract to reflect a contract amount of \$25,495,000.***

12. Town Attorney Report
- Town Attorney, Martha Bradley

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

**J. ADJOURN**



# TOWN OF WAYNESVILLE

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## CALENDAR June 2022

2022	
Friday June 24	Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm
Tuesday June 28	Board of Aldermen Meeting – Regular Session
Monday July 4	Town Offices Closed – Independence Day
Friday July 8	Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm
Tuesday July 12	Board of Aldermen Meeting – Regular Session
Friday July 22	Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm
Tuesday July 26	Board of Aldermen Meeting – Regular Session
Friday August 5	Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm
Tuesday August 9	Board of Aldermen Meeting – Regular Session
Tuesday August 23	Board of Aldermen Meeting – Regular Session
Monday September 5	Town Offices Closed – Labor Day
Saturday September 10	Fall Block Party – Main Street – 7:00 pm – 10:00 pm
Saturday September 10	Tuscola High School Band Day-8:00 am – 6:00 pm – First Presbyterian Church – and County Courthouse lawn
Tuesday September 13	Board of Aldermen Meeting – Regular Session
Tuesday September 27	Board of Aldermen Meeting – Regular Session
Tuesday October 11	Board of Aldermen Meeting – Regular Session
Saturday October 15	Apple Festival
Tuesday October 25	Board of Aldermen Meeting – Regular Session
Monday October 31	Treats on the Street – 5:00 pm – 7:00 pm
Tuesday November 8	Board of Aldermen Meeting – Regular Session
Tuesday November 11	Town Offices Closed – Veterans Day
Friday November 22	Board of Aldermen Meeting – Regular Session
Monday December 5	Waynesville Christmas Parade – Main Street - 6:00 pm
Saturday December 10	Night Before Christmas – Main Street – 6:00 pm – 9:00 pm
Tuesday December 13	Board of Aldermen Meeting – Regular Session
Saturday December 17	Night Before Christmas – 6:00 om – 9:00 pm
December 23, 24 & 27th	Town Closed – Christmas Holidays

## Board and Commission Meetings – June 2022

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

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

**Regular Meeting**

**May 24, 2022**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday May 24, 2022 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 6:05 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Eddie Ward, Town Clerk  
David Adams, Police Chief  
Joey Webb, Fire Chief  
Misty Hagood, Finance Director  
Jeff Stines, Public Services Director  
Olga Grooman, Planner

Town Attorney Martha Bradley was absent.

The following media representative was present:

Becky Johnson, Mountaineer  
Cory Valliancort, Smoky Mountain News

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded the Board of the following events: Summer Resource Fair on Wednesday May 25, Spring Block Party, May 28, and Main Street Mile on June 11. He reminded everyone that Town Offices will be closed on Monday May 30 in observance of Memorial Day.

**B. PUBLIC COMMENT**

Several members of the audience spoke concerning Public Comments at Town Board Meetings including:

**Trudy Schmidt**  
**Kay Miller**  
**Wanda Brooks**

**Raife Davis** also spoke concerning low barrier shelters.

**Sherry Morgan** included Ordinances changes, Public Hearings, and Low Barrier Shelters

**Scott Wilson and William Hite** commented on House Bill 998 requiring all municipal and School Board elections in Haywood County be made partisan.

**Paul Yeager** commented on the 65% rule for traffic calming devices.

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

Alderman Chuck Dickson read two Resolutions to the Board and asked they be added to the agenda for approval.

***Alderman Chuck Dickson made a motion, seconded by Alderman Jon Feichter to approve Resolution R-10-22 in opposition of House Bill 998, an act requiring that Municipal Elections and Board of Education be conducted on a partisan basis in Haywood County. The motion passed unanimously.***

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve Resolution R-11-22 requesting the Haywood County delegation to the N. C. General Assembly seek funding for a new fire station. The motion passed unanimously.***

Alderman Jon Feichter asked to address some of the comments concerning limiting Public Comment. He said the Board has taken the stand that a Public Hearing will be held even when it is not required. He said that no Board member is limiting public comments.

### **D. CONSENT AGENDA**

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- i. Adoption of minutes of the May 10, 2022 regular meeting

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

### **E. PROCLAMATION**

2. National Public Works Week
  - Mayor Gary Caldwell

Mayor Gary Caldwell stated that May 15<sup>th</sup> - 21<sup>st</sup> is National Public Works Week. He read a Proclamation "Ready and Resilient" in observance of the week and thanked the Public Works employees for the dedicated and hard work they do each day.

### **F. PRESENTATION**

3. Retirement of Detective Tim Shook
  - Police Chief David Adams

Police Chief David Adams told the Board that Detective Tim Shook will be retiring from the Waynesville Police Department with 12 years of service as a part-time investigator and a combined 48 years in law enforcement. The Board recognized Detective Shook for his dedicated service to this community and thanked him for sharing with the Waynesville Police Department his knowledge and experience of many years.

4. TDA 1% Zip Code Funding Mid-Year Report for 28785/86

- Lynn Collins. TDA Executive Director

Ms. Lynn Collins presented the Board with the updated information in the TDA 1% Zip Code Mid-Year report. She reviewed the 3% net Occupancy Tax reports for 2021-2022 and the 1% Net Occupancy Tax report for 2021-2022. The TDA is currently on track to hit three million dollars in Occupancy Tax in 2022.

Ms. Collins said that in January of 2022 the highest number ever recorded was for vacation rentals. Hotels and motels were hit hard during COVID, but those numbers are trending back upward. In April of 2021 there were 224 listings for Air B & B, and in April 2022 there were 318 listings for the 28786-zip code.

She explained the Haywood County POI Dashboard report from Arrivalist, a company that uses pixels to track activity of visitors to the area. This program can track everything that a visitor does and where they go while they are here. In downtown Waynesville the program shows that in 2021 there were 256,335 visits with an average time spent 2.3 hours. The average nights spent was 2.6, and the average distance traveled was 330 miles. This information helps with the TDA marketing.

Ms. Collins shared the marketing ideas for Visit NC Smokies with the “Haywood would you like” logo. With these logos there is information specifically about Waynesville, Maggie Valley, and Haywood County. She said the Wayfinding signage was in the second phase of placement with a completion date of June 30.

The One Time Project Fund consists of \$500,000.00 and is designed to encourage creation or expansion of capital projects that will showcase Haywood County’s unique offerings and attract visitors from outside a fifty-mile radius. This is done through a grant process for municipalities and county governments. She said eight grant requests had been received, and the TDA will review the grants and will be approved at the June Board meeting.

5. Request for waiver of 65% rule for traffic calming device petitions

- Christine Kavanaugh

A traffic study was completed by J. M. Teague on East Street, and the area qualified for step 2 which is petition of property owners. Ms. Kavanaugh was sent a list of 27 properties that required 65 % of the signatures for the petition. She submitted a list bearing the signatures of 9 property owners and 6 emails (not signatures) stating their support for the devices, meaning that Ms. Kavanaugh is two signatures short if the emails are considered the same as a signature.



Ms. Kavanaugh spoke to the Board asking for a waiver of the Board's policy, stating that there are so many rental properties with absentee landlords on the street and some of the property owners would not return her calls.

There was much discussion concerning the number of signatures and whether to accept the emails in lieu of signatures.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to waive the requirement for 65% of property owners and permit emails in lieu of signatures, only in this case, because of known speeding in the area, and add East Street to the list of streets approved for traffic calming devices. The motion passed unanimously.***

**G. PUBLIC HEARING**

6. Public Hearing to consider a request for Annexation for property at 1184 Camp Branch Road, Waynesville, NC 28786, PIN 8614-34-4314.

- Olga Grooman, Planner

Planner Olga Grooman stated that the Town had received a petition for Annexation for the property located at 1184 Camp Branch Road owned by Billy and Hazel Sorrells. The property is 0.57 acres and is within the Town's extra-territorial jurisdiction. The petition for annexation is due to a failed septic tank. At the April 26, 2022 Board of Aldermen meeting, the Board approved the extension of the Town sewer line for the property before the annexation hearing, so the property now has access to both Town water and sewer.

Mayor Caldwell opened the Public Hearing at 7:17 pm and asked if anyone wished to speak.

Mr. Billy Sorrells, owner of the property, thanked the Board and staff for the hard work they had done, and was very complimentary of the water and sewer department.

Mayor Caldwell closed the Public Hearing at 7:19 pm.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to adopt Ordinance No. O-18-22 to extend the corporate limits of the Town of Waynesville, NC at 1184 Camp Branch Road PIN 8614-34-4314. The motion carried unanimously.***

7. Public Hearing to consider the 2022/2023 Fiscal Year Budget

- Town Manager Rob Hites

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to open the Public Hearing at 7:22 pm. The motion passed unanimously.***

Finance Director Misty Hagood presented the Fiscal Year Budget to the Aldermen. The total Budget is \$35,318,174.00 with the General Fund being \$17,377,874.00, Water Fund \$4,054,300.00, Sewer \$3,740,138.00, and Electric \$10,045,862.00. She reviewed revenues and decreases due to COVID. The budget proposes to increase the tax rate by 2¢ and increase residential garbage rates by \$1.00 per month.

In reviewing the General Fund expenditures, she said the largest was Public Safety, which included Police and Fire, with Streets and Sanitation being the second highest. There is a decrease in Special Appropriations because of the new Downtown Waynesville Advisory Committee department.

Ms. Hagood said she is proposing a 2% COLA beginning July 1<sup>st</sup> for all employees, 60% of the remaining Pay Compensation Plan to employees who qualify and continue the 2% and 5% Career Track compensation for employees. She gave an overview of the Enterprise Funds, and due to increases in supplies for the water, sewer, and electric, Ms. Hagood proposed to use \$330,000.00 in ARP funds for capital needs. This includes \$300,000.00 for meter changes from manual reads to radio reads. Also proposed is a 3% rate increase for water, but not including the base charge. She suggested using \$240,000.00 in ARP funds for infiltration mitigation and setting aside \$300,000.00 for a sewer slip lining project. A 10% increase is proposed to prepare for the debt service payments on the Wastewater Treatment Plant upgrades. The Electric Fund has seen the largest increases in supplies (50% - 100%) from previous years. A rate increase of 5% for electric is proposed to cover the increase in the cost of supplies. Included in the budget is \$60,000.00 for an AMI Study for the electric meters.

Alderman Jon Feichter stated he would like to take an aggressive action to avoid getting farther behind with the Town's capital needs by starting the process of obtaining a bond. Manager Hites explained that the process is easy by packaging several capital requests into one amount, but the question is how much the Waynesville economy can handle in terms of debt service, because it could entail up to a 12¢ tax increase.

Alderman Anthony Sutton stated that if taxes are not raised, and do not stay within the 42% as stated by the League of Municipalities, the Town could not get a favorable loan. He said he felt that the Board needs to have a definite list of what all the capital needs are.

There was much discussion about capital needs and wants, and how to proceed in determining what the critical needs are, what it would cost to finance those needs, and what the Town will need in the upcoming years.

Alderman Feichter said that he was interested in increasing the collection percentages by increasing the late payment penalty in the Electric Fund, and how Waynesville's collection compares to other Electric Cities. Ms. Hagood stated that 4% of the electric customers in the Town are behind with their bills. She said that second disconnect notices will be sent out soon.

Three people spoke during the Public Hearing:

**Mr. John Baus** asked how long it would take to receive money that has been requested from the government for payment on the new Fire Station. Manager Hites explained that it could be the beginning of next year, but he was not expecting to start on the Fire Department before April of 2023.

**Scott Wilson** stated he agreed with Alderman Sutton about the need to be conservative.

**Wanda Brooks** told the Board that the Budget needed to be conservative because of the high cost of everything, and how hard it has hit people.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to close the Public Hearing at 8:05 pm. The motion passed unanimously.***

Alderman Chuck Dickson and Alderman Feichter expressed that they would like to make sure there would be no tax rate increase in this budget. Alderman Feichter asked that electric or water rates not be increased as well. He said that the problems that occurred last winter with the water and electric bills cause a hardship on many citizens, and that was not a fault of their own.

Alderman Anthony Sutton stated that because some of the funds are being used to fix the issue that caused the problems last year, unfortunately that calls for rate increases. The root of the problem was the manual readers, and \$300,000.00 has been designated for radio readers.

Alderman Chuck Dickson said he knew the sewer rates would need to be raised, but with the water rates the base rate is not being raised. People who use small amounts of water will not see an increase. He asked that the same be done for the electric rates – set a base rate that would be fair to everyone.

Ms. Hagood said that if there were no increases now, that next year there will have to be larger increases. Ms. Hagood recommended cutting the recycle truck from the budget, and possibly finance it next year along with several other vehicles the Public Services Department is requesting.

Alderman Jon Feichter asked if the Town needs to increase the rate for the MSD from 19¢ to 20¢ to avoid taking money from the General Fund to supplement the Downtown Waynesville management of the MSD. Alderman Anthony Sutton stated that instead of increasing the rate for the MSD, properties needed to be added to the MSD.

Alderman Julia Freeman reminded the Board that the TDA had \$500,000.00 available funds in grant money and the Town had only applied for \$25,000.00 of that money. That is a great opportunity for the Downtown Waynesville Advisory Committee to look at alternative funding versus raising the MSD rate.

Alderman Chuck Dickson asked that donations and contributions be cut from \$150,000.00 to \$100,000.00. Alderman Sutton agreed.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Julia Freeman, that the budget be revisited and presented at the June 14, 2022 Board meeting with no tax increases. The motion carried with four Ayes (Alderman Chuck Dickson, Alderman Julia Freeman, Alderman Jon Feichter, Mayor Gary Caldwell) and one nay (Alderman Anthony Sutton.)***

Alderman Dickson asked that several options be brought before the Board concerning the lowering of Special Appropriations.

Break from 8:25 – 8:35.

## H. NEW BUSINESS

8. Automatic Aid Agreement
  - Joey Webb, Fire Chief

Fire Chief Joey Webb explained to the Board that the Waynesville Fire Department has Automatic Aid agreements with Maggie Valley Fire Department, Saunook Fire Department, and Center Pigeon Fire Department. Chief Webb said he would like to contract with Lake Junaluska Fire Department as well. The agreement will help the Fire Department with the NC Department of Insurance rating for homeowners, as well as access to water and equipment if needed.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the automatic aid agreement between the Junaluska Community Volunteer Fire Department and the Town of Waynesville Fire Department. The motion passed unanimously.***

9. Budget Amendment to account for the December 2021 refinancing on Fire Station 1
  - Misty Hagood, Finance Director

Ms. Hagood stated that a budget amendment was needed to account for the refinancing of Fire Station 1 that closed in December 2021. The amendment will cover the transactions to pay off the USDA loan, pay the attorney that represented Truist Bank, and pay for the Town's bond attorney.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve Ordinance No. O-20-22 in the amount of \$1,679,109.63 for refinancing on Fire Station 1. The motion was approved unanimously.***

10. Budget Amendment to account for the May 10, 2022 refinancing on the Public Works building and financing the land for Fire Station 2 and a new fire truck
  - Misty Hagood, Finance Director

This budget amendment is to account for the refinancing of the Public Works building and financing of the land for Fire Station 2 and a new fire truck that closed in May 2022. The amendment will cover the transactions to pay off the Truist loan for the public works building, the funds we received to reimburse ourselves for the land we purchased for Fire Station 2, the funds for the new fire truck and equipment, pay the attorney that represented JPM-Chase, and pay our bond attorney.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve Ordinance O-20-22 Amendment No. 25 to pay off the Truist loan for the public works building, the funds we received to reimburse ourselves for the land we purchased for Fire Station 2, the funds for the new fire truck and equipment, pay the attorney that represented JPM-Chase, and pay our bond attorney. The motion passed unanimously.***

11. Establish a capital projects fund to account for the Walnut Street/Russ Avenue Improvements

- Misty Hagood, Finance Director

Ms. Hagood requested to establish a capital project fund for the Walnut Street and Russ Avenue improvements since it will take place over a period of several years. A capital project fund is easier to manage for a multi-year project because it does not close out at the end of the fiscal year. Any capital funds in the Electric Fund that are left in the FY22 budget will be transferred to the project. She estimated that there will be around \$250,000 to transfer to the project fund on June 30, 2022. Part of the town funds had to be used that were budgeted this year to cover the increase in the price of the lights for the roundabout. This did not include a transfer to the project fund in the FY23 budget. Because of the estimated timing the additional funds will be budgeted in the FY24 budget.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve Capital Project Ordinance O-21-22 for the Walnut Street/Russ Avenue Improvements. The motion passed unanimously.***

12. Update of Grant Project Ordinance for the ARP Funds

- Misty Hagood, Finance Director

Ms. Hagood asked for the Board of Aldermen to update the Grant Project Ordinance to amend the budget amounts for the following:

- Fire Vehicles increase by \$2,250 for tax and tags on 2 vehicles
- Garbage cans increase by \$1,141 for variation prices from original estimates
- Pigeon Street water project increase by \$218,000 recommend using ARP funds for increase from estimate instead of General Fund Balance that was originally approved

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to approve the Grant Project Ordinance. The motion passed unanimously.***

13. Budget Amendment to use Unauthorized Substance Tax Distribution Funds to purchase new equipment for patrol officers

- Chris Chandler, Senior Lieutenant

Lt. Chandler stated that the Town of Waynesville has a deferred revenue balance of \$28,545.95 from funds received for the Unauthorized Substance Tax Distribution program of the Town of Waynesville. These funds are received to purchase equipment and materials deemed necessary by the Waynesville Police Department. The Police Department asked to use these funds to purchase three new IDEMIA Morpho Ident mobile fingerprint scanners to be used by patrol officers on patrol. These fingerprint scanners provide immediate proper identification using the Automated Fingerprint Identification System.

14. Request approval to use the remaining ARP Funds from FY2021-22 allocated to the Police Department for vehicles, to purchase a UTV Polaris

- Chris Chandler, Senior Lieutenant

The Waynesville Police Department has been allocated ARP funds in FY2021-2022 to purchase and equip vehicles. Lt. Chandler said the Department realized that there was a need for a UTV to be utilized at parades, festivals, and other large crowd gatherings in Waynesville. This would allow more mobility in confined areas resulting in a more rapid response to emergencies commonly associated with these gatherings.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve available ARP funds from the FY 2021-2022 to purchase a UTV Polaris. The motion passed unanimously.***

15. Resolution Supporting an increase in the State Revolving Loan for the WWTP

- Town Manager Rob Hites

Manager Hites explained to the Board that the Town and McGill and Associates are following the guidance of DENR’s Division of Environmental Infrastructure (DEI) to fund the cost overruns in the Wastewater Treatment Plant. Their advice is to request an additional \$5 million loan to supplement the \$19,454,000 loan that the LGC has already approved while at the same time applying for a \$15 million dollar ARP grant earmarked for “Distressed Communities”. The loan by itself will not fully cover the cost of the plant. It will take a substantial grant to permit the plant to be constructed. The Division of Environmental Infrastructure and the Western Division of the regulatory division of DENR the Division of Environmental Quality must approve the design and bids for the project to move forward. The purpose of this resolution is to support the Town’s application to both DEI and the LGC to approve the five million dollar loan. We will not know if some or all the loan will be necessary to fund the improvements to the plant until we are notified of our grant amount.

Mr. Joel Storrow of McGill explained the tentative award for the Wastewater Treatment Plant Improvements to Harper Construction that is required by DWI. The tentative timeline for construction is for a preconstruction conference in August, and the construction possibly in September 2023.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve Resolution R-09-22 supporting the Town’s application for a \$5 million increase in the State Revolving Fund (SRF) Loan amount and to grant a tentative award to Harper Construction in the amount of \$24,019,200.00. The motion passed unanimously.***

**H. COMMUNICATION FROM STAFF**

Manager’s Report

- Rob Hites, Town Manager

17. Skate Park Pavilion

- Assistant Manager Jesse Fowler

Assistant Manager Jesse Fowler reported on the proposed skate park pavilion. He stated there was only one bid for the pavilion at \$104,000.00. After sending the bid out once more, there was only one bid from the same contractor as before, and price was much higher for the second bid. Assistant Manager Fowler said the options were to retract the bid and send out another RFP, pursue other options with a redesigned plan, or put the plan on hold and wait for the economy to change.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to withdraw the RFP, and continue to investigate alternate means of construction. The motion passed unanimously.***

As of June 30, 2022 several Board and Commission members will have reached the time limit for their terms. Assistant Manager Fowler reminded the Board that at the July 27, 2021 the Board voted to interview all applicants for the Statutory Boards (Planning Board, Board of Adjustment, ABC Board, and Waynesville Housing Authority.) He said the original motion read that all Board members will interview applicants.

There was much discussion concerning how to conduct the interviews and what questions to ask. The consensus of the Board was to wait until all applications are received, and then communicate on dates and times for the interviews.

18. Rules and Procedures

Due to the absence of Town Attorney Martha Bradley, the presentation of Rules and Procedures will be placed on the June 14, 2022 agenda.

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

There were no comments.

**K. ADJOURN**

***With no further business, a motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to adjourn the meeting at 9:02 pm. The motion carried unanimously.***

ATTEST:

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

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

\_\_\_\_\_  
Eddie Ward, Town Clerk

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

**Emergency Meeting**

**June 3, 2022**

**THE WAYNESVILLE BOARD OF ALDERMEN** held an emergency meeting on Friday June 3, 2022 at 6:10 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 6:10 pm with the following members present:

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

The following staff members were present:

Martha Bradley, Town Attorney  
Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Byron Hickox, Land Use Administrator

The following media representative was present:

Becky Johnson, Mountaineer  
Staff from WLOS ABC Channel 13 News

**B. Presentation of Senate Bill 170**

Town Manager Rob Hites explained the impacts of Senate Bill 170 and its affect on the town of Waynesville, that if passed would prohibit the Town of Waynesville from exercising its power within the Town's current Extraterritorial Jurisdiction.

**C. Presentation of Resolution Opposing Senate Bill 170**

Alderman Chuck Dickson presented and read Resolution R-12-22 in opposition to Senate Bill 170.

*A motion was made by Alderman Chuck Dickson to accept the Resolution R-12-22, seconded by Alderman Julia Freeman. The motion passed unanimously.*

*A motion was made by Alderman Anthony Sutton to adjourn at 6:17 pm, seconded by Alderman Chuck Dickson. The motion passed unanimously.*

ATTEST:

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

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

\_\_\_\_\_  
Jesse Fowler, Assistant Town Manager





# Application for Special Events Permit

## I. General Information

EVENT NAME: HAZELWOOD FIRST BAPTIST CHILDREN'S BENEFIT CAR SHOW

EVENT DATE(S): Saturday, June 25, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: 265 HAZELWOOD & THE CHURCH PARKING LOT

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

SET-UP TIME (START/END): ~~9:00AM - 3:00PM~~ 9:00-10:00

EVENT HOURS: ~~9:00~~ 10:00AM - 2:00PM

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

ESTIMATED ATTENDANCE: 2-3 HUNDRED

BASIS ON WHICH THIS ESTIMATE IS MADE: PREVIOUS ATTENDANCE

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: HAZELWOOD BAPTIST CHURCH

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

APPLICANT NAME: Dick Youngs TITLE: CHURCH MEMBER

ADDRESS: 365 HAZELWOOD AVE CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-550-0709 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ON-SITE CONTACT: Dick Youngs TITLE: CHURCH MEMBER

ADDRESS: 191 MEADOW STREET

PHONE #: 828-550-0709 CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

III. Brief Description of Event

Car Show

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. Block Virginia Avenue At Intersection of
- 2. Hazelwood & Kentucky Ave.
- 3.

V. Event Details

YES NO

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

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

Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: 0 Number of Band(s): 0 Amplification? YES

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

Do you plan to use an existing occupied building? Address

Do you plan to use an existing vacant building? Address

Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: Some canopies will have one Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of pyrotechnics? Explain

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

Will you require electrical hookup for the event? Generators?

Will you require access to water for the event? Explain

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$10 Per Car

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). \$20 Per Car

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

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

## VI. Additional Questions

How will parking be accommodated for this event?

CHURCH PARKING Lot And Down

VIRGINIA AVENUE

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?

THE CHURCH HAS TRASH CANS

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

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

**Return to:**

Jesse Fowler, Assistant Town Manager  
Town of Waynesville  
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786  
Telephone: (828) 452-2491  
Fax No. : (828) 456-2000  
Email Address: jfowler@waynesvillenc.gov

## VIII. Special Information for Applicants

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

### FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:





# Application for Special Events Permit

## I. General Information

EVENT NAME: Sarge's 17<sup>th</sup> Annual Downtown Dog Walk

EVENT DATE(S): August 6, 2022  
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Waynesville, starting at the Courthouse  
 IF THIS EVENT IS A PARADE OR ROAD RACE: From the Courthouse to Montgomery Street, to Church Street to Main Street & back to the Courthouse (see attached photo)

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

EVENT HOURS: 9:00am to 12:00pm

DISMANTLE HOURS (START/END): 12:00pm to 2:00pm

ESTIMATED ATTENDANCE: 400+

BASIS ON WHICH THIS ESTIMATE IS MADE: Prior events

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Sarge's Animal Rescue Foundation

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

APPLICANT NAME: Fred Strohm TITLE: Operations Administrator

ADDRESS: 256 B Industrial Park Dr. CITY: Waynesville STATE: NC ZIP: 28786  
828.246.9050

PHONE: 050 FAX#: \_\_\_\_\_ EMAIL: fred.strohm@sarges.org

ON-SITE CONTACT: Same as above TITLE: \_\_\_\_\_

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

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

**III. Brief Description of Event**

Participants walk their dogs in a parade from the Historic Courthouse lawn, located at 215 N Main St., down Depot St to Montgomery St. to Church St. to N Main St. & back to the Courthouse lawn. Historically the Waynesville PD has handled traffic control by holding traffic at the corner of N. Main & Depot, then at the corner of Church St. & N. Main St. They also have led and followed the parade with a cruiser. The parade normally lasts less than thirty minutes. Contests are held on the courthouse steps after the dog walk. Here's a link to previous news coverage for the event: <https://bit.ly/3qFdnpw>

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

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

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

1. Beginning 215 N Main St

2.4 Depot St to Montgomery St to Church St

3.

N Main St back to Courthouse

**V. Event Details**

YES NO

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

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

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

Will there be **musical entertainment** at your event? IF "YES" provide the following information:  
Number of Stages: \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ Amplification? \_\_\_\_\_

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

Do you plan to use an existing **occupied building**? Address \_\_\_\_\_

Do you plan to use an existing **vacant building**? Address \_\_\_\_\_

Will there be any **tents or canopies** in the proposed event site? Please provide the following information:  
Approx. Number of Tents: 5 Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of **pyrotechnics**? Explain \_\_\_\_\_

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

Will you require **electrical hookup** for the event? Generators? \_\_\_\_\_

Will you require **access to water** for the event? Explain \_\_\_\_\_

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$35/person

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

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

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

**VI. Additional Questions**

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

Individuals will be responsible for finding their own parking such as the parking garage.

Notes:

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

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

Volunteers will remove all trash from the premises, defecation bags are provided to the participants and volunteers will be assigned to follow the parade to ensure cleanliness.

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

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

**Return to:**  
**Jesse Fowler, Assistant Town Manager**  
**Town of Waynesville**  
**16 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 452-2491**  
**Fax No. : (828) 456-2000**  
**Email Address: [jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

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

**FOR INTERNAL USE ONLY:**

Application received:

Application approved:

Application denied:







9:00 am—Saturday, August ~~7th, 2021~~ 6th, 2022

SPONSORSHIP OPPORTUNITIES

GERMAN SHEPHERD—\$5,000

Pays for 10 dog heartworm treatments

PLOTT HOUND—\$2,500

Pays our vet bills for 2 weeks

MASTIFF/CHIHUAHUA—\$1,000

Pays for medicine and vaccines for 1 month

CHOW/HOUND— \$500

Pays our food bills for 1 month

MIXED-UP POODLE—\$250

Will subsidize 2 adoptions

ALL-AMERICAN DAWG—\$150

Sponsors a foster home for 3 months

Deadline for Sponsorship is July 7, 2021 to have your text on the T-Shirts

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

\$5,000 \$2,500 \$1,000 \$500 \$250 \$150

• Sponsors may walk their dogs for free, but must submit a registration form. Will you be walking a dog?

Yes \_\_\_\_\_ No \_\_\_\_\_

• Sponsors may request up to 2 t-shirts—please indicate size and quantity below

Adult Unisex S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_ 3XL \_\_\_\_\_ Youth L \_\_\_\_\_

Womens S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_ 3XL \_\_\_\_\_

• Sponsors \$500 & up may have a vendor space. Would you like to reserve space? Yes \_\_\_\_\_ No \_\_\_\_\_

Your sponsorship text for the t-shirt: \_\_\_\_\_

Business or individual sponsor’s name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please make your check payable to Sarge’s and mail it to PO Box 854, Waynesville, NC 28786, call 828.246.9050 or visit [www.Sarges.org](http://www.Sarges.org) to pay for your ~~2021~~ Dog Walk Sponsorship.

For more information, please visit [www.Sarges.org](http://www.Sarges.org) or call 828.246.9050







# Application for Special Events Permit

## General Information

EVENT NAME: Folkmoot Summerfest 2022 International Day

EVENT DATE(S): July 30, 2022  
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street

IF THIS EVENT IS A PARADE OR ROAD RACE: \_\_\_\_\_

SET-UP TIME (START/END): TBD

EVENT HOURS: 10:00 AM to 4:00 PM

DISMANTLE HOURS (START/END): TBD

ESTIMATED ATTENDANCE: TBD

BASIS ON WHICH THIS ESTIMATE IS MADE: Unknown

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

## Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Folkmoot USA

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

APPLICANT NAME: Brett A. Pinkston, Operations Manager

ADDRESS: PO Box 658, Waynesville, NC 28786

PHONE: (828) 452-2997 FAX#: \_\_\_\_\_ EMAIL: operations@folkmoot.org

ON-SITE CONTACT: Evan Hatch, Executive Director

ADDRESS: PO Box 658, Waynesville, NC 28786

PHONE #: (828) 452-2997 CELL PHONE #: (615) 545-9279 EMAIL: evan@folkmoot.org

**III. Brief Description of Event**

Stage for Music and demonstrations from traditional artists, representing cultures from around the globe. Hand Crafted Goods Vendors and Food Vendors lining 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. Church Street – From Main St. to Montgomery St. (Other street closure Dates, Times, etc. for all closures to be discussed with Town of Waynesville representative.)
2. East Street – From Main St. to Wall St.
3. Depot Street – From Main St. to Montgomery St.

**V. Event Details**

YES	NO	
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale of food? YES If "YES", has the health department been notified? NO Have you applied for a temporary permit? NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? No _____
<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>1</u> Number of Band(s): <u>Unknown</u> Amplification? <u>Yes</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 checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>TBD</u> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? <u>TBD</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you require electrical hookup for the event? Generators? <u>Unknown</u>
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). <u>See attached.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? NO
<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?

TBD

**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?

TBD

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

TBD

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@waynesville.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.

# National Casualty Company

Home Office  
Madison, Wisconsin  
Administrative Office:

8877 North Gainey Center Drive • Scottsdale, Arizona 85258  
1-800-423-7675  
A STOCK COMPANY

KR-GL-D-1  
(07/07)

## COMMERCIAL GENERAL LIABILITY - DECLARATIONS

Policy No. KKC0000025677100  
Replacement No. KKC0000024591500

Policy Period: 07/01/21 to 07/01/22 12:01 am Standard Time

### NAMED INSURED AND ADDRESS:

THE NORTH CAROLINA (SEE KR-SP-1)  
DBA: FOLKMOOT USA  
PO BOX 658  
WAYNESVILLE, NC 28786

### FORM OF BUSINESS

- Individual  Limited Liability Company  
 Partnership  Organization, including a Corporation (but not including a Partnership, Joint Venture or Limited Liability Company)  
 Joint Venture

**RETROACTIVE DATE:** (CG 00 02 only) This insurance does not apply to "bodily injury" or "property damage" or "personal injury and advertising injury" which occurs before the following Retroactive Date: \_\_\_\_\_ (Enter date or NONE if no Retroactive Date Applies)

### LIMITS OF INSURANCE

General Aggregate Limit (Other than Products – Completed Operations)	_____	UNLIMITED
Products – Completed Operations Aggregate Limit	\$ 5,000,000	_____
Personal and Advertising Injury Limit	\$ 1,000,000	_____
Each Occurrence Limit	\$ 1,000,000	_____
Damage to Premises Rented to You Limit	\$ 300,000	any one premises
Medical Expense Limit	EXCLUDED	any one person

MEDICAL PAYMENTS FOR VOLUNTEERS \$ 10,000 Per Volunteer

### SCHEDULE OF LOCATIONS:

0001 112 VIRGINIA AVENUE, WAYNESVILLE, NC 28786  
0002 VARIOUS-AS ON FILE WITH COMPANY

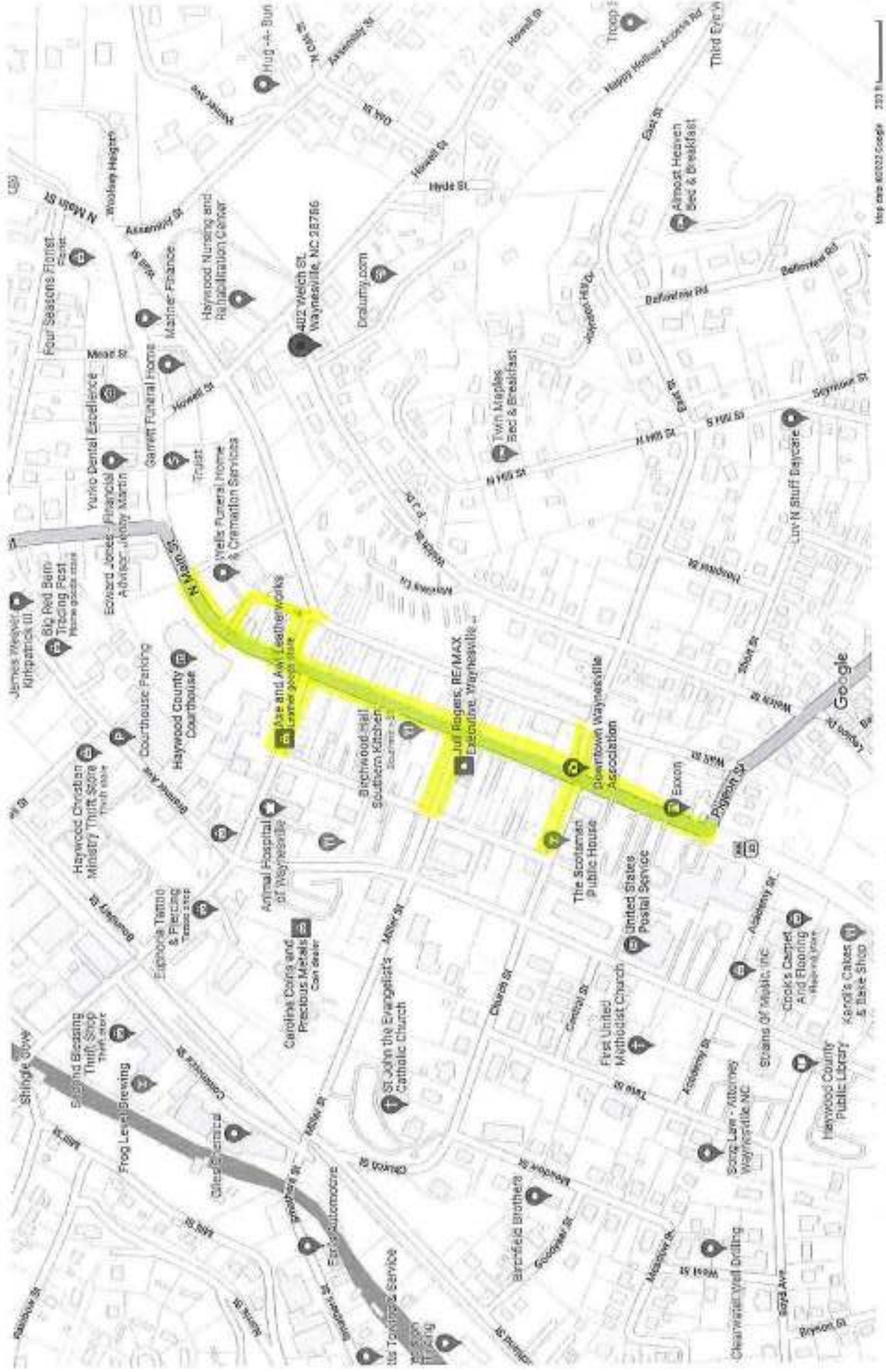
### PREMIUM

Advance Premium for this Coverage Part is \$ 2,507  
Premium above includes \$ 7  
for the Terrorism Risk Insurance Act.

### ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:

KR-GL-SP-2(04/14)	KR-GL-SP-1(04/07)	CG0001(04/13)	KR-GL-94(02/15)	KR-GL-43(04/07)
KR-GL-54(04/07)	KR-GL-61(04/07)	KR-GL-19(04/07)	KR-GL-58(04/07)	KR-GL-29(04/07)
KR-GL-65(04/07)	KR-GL-46(04/07)	KR-GL-41(04/07)	GL-58S(12/93)	KR-GL-109(10/17)
KR-GL-136(10/11)	CG2001(04/13)	CG2026(04/13)	CG2034(04/13)	CG2106(05/14)
CG2135(10/01)	CG2147(12/07)	CG2167(12/04)	CG2196(03/05)	CG2407(01/96)
CG2410(07/98)	CG2170(01/15)	CG2176(01/15)		

Google Maps 402 Welch St



# State of North Carolina

## DEPARTMENT OF THE SECRETARY OF STATE

### Charitable Solicitation License

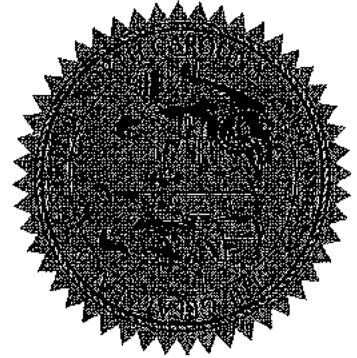
This document certifies that, in accordance with the provisions of Chapter 131F of the General Statutes of North Carolina,

#### **North Carolina International Folk Festival, Inc.**

North Carolina Solicitation License Number: SL001641

Federal Tax Exempt Status: 501(c)(3) Charitable Organization

with headquarters in Waynesville, NC is hereby duly licensed by the Department of the Secretary of State to solicit charitable contributions in North Carolina for the purposes set forth in the application for license approved by and filed with the Department of the Secretary of State. This license is not transferable and shall continue in full force and effect from the 27th day of October, 2021 to the 15th day of March, 2022, unless revoked for cause.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this the 27th day of October, 2021.

*Elaine F. Marshall*

**ELAINE F. MARSHALL**  
SECRETARY OF STATE

Document Id: L202117300006

Verify this certificate online at <https://www.sosnc.gov/verification>

**NORTH CAROLINA  
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Location: 400 EAST TRYON ROAD  
RALEIGH NC 27610  
(919)779-0700

abc.nc.gov

AMOUNT FEE PAID: \_\_\_\_\_  
DATE: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
TEMP. #: \_\_\_\_\_

APPROVED \_\_\_\_\_   
REJECTED \_\_\_\_\_   
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

(Do Not Write Above This Line)

**SPECIAL ONE-TIME PERMIT APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES**

**Application Instructions:**

- A. Complete this application in its entirety. (Please print.)
- B. Applicant's signature must be notarized.
- C. The fee for a Special One-Time permit is \$50.00.
- D. The fee must be submitted by certified check, cashier's check, or money order, and made payable to the North Carolina Alcoholic Beverage Control Commission.
- E. The permittee shall notify local law enforcement and have the notification signed by law enforcement. (On back of form.)
- F. The completed application must be submitted at least 14 days prior to event occurrence.

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for a Special One-Time permit allowing the sale or service of alcoholic beverages at the event described below:

**Please check applicable box(es):**

I (We) are a :  Nonprofit or  Political Organization, requesting authorization to  Sell or  Serve at a ticketed event the following:

- Malt beverages                       Spirituous Liquor  
 Wine     Permit brownbagging

**The following documents are required:**

- 1. Lease or rental agreement between nonprofit organization and owner of the premises.
- 2. Diagram of the actual premises showing all entrances, exits, bar areas, and where consumption and/or sale will take place.
- 3. Documentation to show that the organization is exempt from taxation under the appropriate subsection of Section 501(c) of the Internal Revenue Code or is exempt under similar provisions of Chapter 105 of the North Carolina General Statutes.
- 4. Purpose of fund-raiser and recipient of funds raised.
- 5. Certified copy of criminal record check must be submitted for individual applying for a special one-time permit.
- 6. A political party as defined in NC General Statute 163-96(a)(1) or (2) or a campaign organization which has properly filed and has had a person certified as a candidate . Statute 163-1.

**NAME OF ORGANIZATION OR CANDIDATE:** \_\_\_\_\_

**LOCATION:** Where event or transaction will take place

Name of Building: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

**COUNTY:** \_\_\_\_\_ If event is being held inside the city limits, indicate city: \_\_\_\_\_  
(In which event is to be held)

**MAILING ADDRESS FOR PERMIT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**TIME OF EVENT:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_



# Haywood County

**For Office Use only**

Date Submitted

Contact Name

Best Contact Number

## Temporary Event Coordinator Application (TECA)

The purpose of this application is to provide information about food preparation and sales at any festival, carnival, fair, circus or public exhibition within Haywood County. All temporary events that are offering food must submit a Temporary Event Coordinator Application (TECA) to Haywood County Environmental Services (HCES). It is the Event Coordinator's responsibility to **complete and submit the TECA at least 30 calendar days prior to the event**. It is the responsibility of the Event Coordinator to ensure all food vendors have and submit the required Temporary Food Event (TFE) application(s) to Haywood County Environmental Services (HCES)

A Temporary Food Establishment (TFE) vendor application(s), must be completed by each food vendor. Required TFE vendor application(s) and fee(s) **must be received at least fifteen (15) calendar days prior to the event**. TFE fees can be submitted to HCES by the Event Coordinator or by each food vendor. (Please see contact information on page 3).

1) Event Name:

2) Event Date(s):

to

Hour(s):

to

Rain Date(s):

to

3) Event Location & Address:

Street Address:

City:

State:

Zip:

4) Directions to event:

5) Event coordinator(s) name(s) and contact information (contact information for *before and during* the event):

Name

Phone number(s)

E-mail Address

a.

b.

6) Coordinator Address:

Street Address:

City:

State:

Zip:

7) Number of anticipated temporary food vendors:

8) Date/time food vendor(s) will be allowed on site for setup:

9) Will event be providing the following for food vendors:

Potable (drinking) water?

No  Yes, location and source (utility company documentation required, submit with application)

Electricity?

No  Yes

Mechanical refrigeration?

No  Yes, location and type:

Wastewater (hand-wash / utensil sink disposal)?

No  Yes, location and type:

Garbage disposal?

No  Yes, frequency of pick up:

Tents?

No  Yes, size and type:

Toilets?

No  Yes, type:

**10. LIST ALL FOOD VENDORS** Include vendors: Selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PCU). Add additional sheets if necessary. Contact Food and Lodging staff at 828-452-6638 with any questions.

NAME OF BOOTH	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU ITEMS APPROVED BY COORDINATOR	Exempt Items or Non-Profit	MFU or PCU

**11) DRAW THE EVENT AREA** including vendor location, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event footprint with the aforementioned items labeled.

**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- The Haywood County Temporary Event Coordinator Application must be received by our office at least fifteen (30) calendar days prior to the event, or the application shall be denied.
- Any deviation from this application without prior written permission from Haywood County Environmental Health may nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Any food/drink that is prepared before permitting (without prior approval from Haywood County Environmental Health) permit may result in disposal or embargo of the food/drink.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Application(s) can be emailed to:

[Jonathan.quinn@haywoodcountync.gov](mailto:Jonathan.quinn@haywoodcountync.gov) or [permitting@haywoodcountync.gov](mailto:permitting@haywoodcountync.gov)

or faxed to:

Haywood County Environmental Services at 828-452-6791

or mailed or hand delivered to:

Haywood County DHHS  
Attn: Environmental Services FLI  
157 Paragon Parkway  
Suite 200  
Clyde, NC 28721

**The Temporary Event Coordinator Application (TECA), must be received by Haywood County Environmental Services (HCES) on or before 30 days prior to the event. All Temporary Food Establishment (TFE) vendor application(s) and required fee(s), must be received by HCES on or before fifteen (15) days prior to the event. No late TFE applications / fees will be accepted.**

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at:  
<http://ehs.ncpublichealth.com/rules.htm>

# APPLICATION FOR TEMPORARY FOOD ESTABLISHMENTS

\$75.00 PERMIT FEE PER FESTIVAL PER BOOTH REQUIRED  
COMPLETED APPLICATION AND FEE ARE DUE 15 DAYS PRIOR TO EVENT

Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Organizers Name: \_\_\_\_\_

Event Organizers Phone: (\_\_\_\_) \_\_\_\_\_

Name of Food Vendor Stand: \_\_\_\_\_

Owner, Operator, and/or Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Cell Other

Are you claiming an exemption? Yes ( ) No ( ) [See page 2]

\* Date & time ready for inspection (this must be prior to any food preparation):  
\_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. (circle one)

Date(s) & Time of Operation: \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

From: \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. Til: \_\_\_\_:\_\_\_\_ o'clock a.m./p.m. (circle one)

List previous event name and location you participated in prior to this event:  
\_\_\_\_\_

List all food items you plan to prepare and serve or enclose a copy of your menu. Food must be purchased from an approved source. You must have food receipts available for inspection. No food preparation shall occur prior to a permit being issued by the regulatory authority!

Make checks payable to: Haywood County Health & Human Services

Office Use Only			
Amount Paid \$	Date	Receipt Number	Received By: _____

Mail application to:

Haywood County DHHS  
Attn: Environmental Health  
157 Paragon Parkway - Suite 200  
Clyde, NC 28721

Phone: (828) 452-6682 Fax: (828) 452-6791

\*TFE forms and fees that are turned in late will not be accepted. Completed TFE application and fee must be turned in no later than 15 calendar days before the event.\*

As defined in 15A NCAC 18 A.2651 (20) DEFINITIONS: "temporary food establishment" means a food establishment that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. Food establishments that operate in the same event location for more than 21 days per calendar year are not eligible for a temporary food establishment permit. Domestic yard sales and businesses such as auctions, flea markets, or farmers markets are not eligible for a temporary food establishment permit.

### PERMITTING CONDITIONS

- A Temporary Food Establishment must operate in conjunction with a public event such as a fair, festival, or carnival.
- The Temporary Food Establishment must operate on the property of the public exhibition.
- A person or facility holding a permanent foodservice permit that prohibits outdoor cooking or serving stations may not be issued a Temporary Food Establishment Permit on their own property. This prohibition also applies to subcontractors or persons receiving supplies or equipment from the permitted foodservice facility.

### Exemptions

The following foodservice operations will not require a permit or need to be monitored by the Health Department:

- Non-profit where food or drink is prepared or served for pay no more frequently than once a month for a period not to exceed two consecutive days. Non-profit status must be proven with a letter of non-profit status.
- Facilities where only drinks are put together, portioned, set out, or handed out using single service containers that are not reused on the premises.
- Facilities where only items such as dip ice-cream, popcorn, candy apples, cotton candy, funnel cakes, packaged items (chips or peanuts), or soft pretzels are served.

### NC Permitted Mobile Food Units (MFU/Food Truck)

These units must have current NC permits to operate and they **must comply with all the requirements of their permit** when operating at the event, including:

- NC Permit must be posted so that it can be read by customers.
- Food must come from the commissary identified on the permit.
- The MFU must return daily to its commissary for supplies, cleaning, and servicing. (If MFU cannot return to commissary, TFE permit and fee will apply.)

If it is impossible for the Mobile Food Unit or Push Cart Permit requirements to be met, the permit will be invalid. The vendor will not be allowed to operate at the event unless the Temporary Food Establishment requirements detailed within this document are met and a Temporary Food Establishment Permit is obtained.

### Questions?

Contact the Haywood County Environmental Health at (828) 452-6682 between the hours of 8:00 a.m. & 5:00 p.m. Monday through Friday



# TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street, Suite 110

Waynesville, NC 28786

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

www.waynesvillenc.gov

## Sign Permit

*This form must be accompanied by scale drawings of all proposed signs, showing their placement on buildings, and a site plan showing the proposed location of any ground signs. If all proposed signage cannot be indicated on this form, please complete additional forms.*

Property Street Address: \_\_\_\_\_ PIN: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Owner Mailing Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District (If Applicable) \_\_\_\_\_

### Proposed Signs (Complete all that apply)

Ground Sign(s) Sign Dimensions: \_\_\_\_\_ Sign Height Above Grade: \_\_\_\_\_

Is the sign illuminated? Yes  No  If yes, is the illumination internal  or external ?

### Building Sign(s) – Maximum of 3 building signs per façade

Building Face Dimensions: Wall Height: \_\_\_\_\_ Wall Length: \_\_\_\_\_

Building Sign(s) Dimensions: Sign #1: \_\_\_\_\_ Sign #2: \_\_\_\_\_ Sign #3: \_\_\_\_\_

Is the sign(s) illuminated? Yes  No  If yes, is the illumination internal  or external ?

### Window/Door Sign(s) – May not exceed 25% of the window/door area

Window Sign Dimensions: \_\_\_\_\_ Window Dimensions: \_\_\_\_\_

### Temporary Sign(s): Type of Sign – Ground Building

Ground Sign Dimensions: \_\_\_\_\_ Ground Sign Height Above Grade: \_\_\_\_\_

Building Sign Dimensions: \_\_\_\_\_ Building Wall Dimensions: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### Office Use Only

This signature authorizes the installation of all signage described above and in required attachments. Any deviation from the sign dimensions or placement described above and in any attachments shall require resubmittal, approval, and the issuance of a new Sign Permit. All fees are determined by the adopted fee schedule on the date of this permit.

\_\_\_\_\_  
Development Services Staff Signature

\_\_\_\_\_  
Date

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: June 14, 2022**

**SUBJECT:** Call for a Public Hearing for June 28, 2022, to consider a zoning Map Amendment request to change the zoning of property located at 134 Belle Meade Drive, PIN 8605-81-6159, from Hazelwood Urban Residential (H-UR) to Hazelwood Business District (H-BD).

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing  
**Item Number:**  
**Department:** Development Services  
**Contact:** Samuel Cullen or Elizabeth Teague  
**Presenter:** Samuel Cullen

**BRIEF SUMMARY:**

A staff determination that outside storage of vehicles or as part of an automotive repair business was not an allowable use within the Hazelwood UR District. This zoning administrative decision was appealed by the applicant to the Town's Zoning Board of Adjustment, and the ZBA upheld the staff decision. On May 16<sup>th</sup>, 2022, the Planning Board held a public hearing and considered this request to rezone this lot to the Hazelwood Business District which would introduce commercial uses into the Hazelwood Urban Residential District. The Planning Board voted that this would not be consistent with the Comprehensive Land Use Plan or the current zoning and did not recommend approval by the Board of Aldermen. The Planning Board also noted that historically this lot has been zoned residential going back to the 1977 Town of Hazelwood zoning map. However, the applicant would like to continue to the Board of Aldermen and have the opportunity to for hearing to consider the request.

**MOTIONS FOR CONSIDERATION:**

1. Motion to call for a Public Hearing on June 28, 2022 to consider a zoning map amendment.

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

**ATTACHMENTS:**

Property map and information  
Application Materials

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only.



# Report For

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

## Account Information

**PIN:** 8605-81-6159

**Legal Ref:** 898/2379

**Add Ref:** A94/92  
A94/72

## Site Information

BROOKWOOD  
DWELLING

134 BELLE MEADE DR

**Heated Area:** 821

**Year Built:** 1935

**Total Acreage:** 0.28

**Township:** Town of Waynesville

## Site Value Information

**Land Value:**

**Building Value:**

**Market Value:**

**Deferred Value:**

**Assessed Value:**

**Sale Price:**

**Sale Date:** 12/29/2015



1 inch = 50 feet  
June 6, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.





# Report For

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

### Account Information

**PIN:** 8605-81-6159  
**Legal Ref:** 898/2379

**Add Ref:** A94/92  
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### Site Information

BROOKWOOD  
DWELLING

134 BELLE MEADE DR

**Heated Area:** 821  
**Year Built:** 1935  
**Total Acreage:** 0.28  
**Township:** Town of Waynesville

### Site Value Information

**Land Value:**  
**Building Value:**  
**Market Value:**  
**Deferred Value:**  
**Assessed Value:**  
**Sale Price:**  
**Sale Date:** 12/29/2015



1 inch = 200 feet  
June 6, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: June 14, 2022**

**SUBJECT:** Call for a Public Hearing for June 28, 2022, to consider a zoning text amendment request initiated by the Planning Board to implement buffer requirements and quasi-judicial review procedures on major subdivisions which create 30 or more lots.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Olga Grooman or Elizabeth Teague  
**Presenter:** Elizabeth Teague

**BRIEF SUMMARY:**

A subcommittee of the Planning Board has been working to make recommendations on improving the Land Development Standards in response to 160D and the adoption of the 2020 Comprehensive Plan. This text amendment proposes to divide major subdivisions into “tiers” so that larger subdivisions with presumably more impacts to surrounding neighbors, would have to meet additional requirements. This was discussed as part of a public hearing on April 11, 2022 and was continued until the May 16, 2022 Planning Board Meeting. This text amendment is in response to board and citizen concerns regarding procedural changes from quasi-judicial to administrative decision, and in the desire to require buffering around large subdivisions that create 31 or more lots (tiers 3 and 4).

**MOTIONS FOR CONSIDERATION:**

1. Motion to call for a Public Hearing on June 28, 2022 to consider a zoning text amendment.

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

**ATTACHMENTS:**

Draft Ordinance

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only.

**ORDINANCE NO. O-23-22**

**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 Planning Board has reviewed the proposed text amendments to 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 “create a range of housing opportunities and choices,” (Goal #2);
- The Town 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 11, 2022 at a special called meeting of the Waynesville Planning Board, continued on May 16, 2022 at the regularly scheduled meeting of the Waynesville Planning Board, and held on \_\_\_\_\_, 2022 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 \_\_\_\_\_, 2022 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:**

That the Land Development Standards be amended as follows (in red):

1. Amend the following Sections of Chapter 8 Tree Protection, Landscaping and Screening

**8.4 Buffer Yards.**

Buffer yards are planting areas located parallel to the side and rear lot lines. **The purpose and intent of buffer yard requirements are to preserve landscape and provide a buffer as a mitigation measure for potential development impacts. They are** designed to separate incompatible adjacent uses, **or to and** provide privacy and protection against potential adverse impacts of an adjoining ~~incompatible~~ use or zoning district.

**8.4.1 Required Buffer Yards.**

**A. Required Yards by District:** The size of a buffer shall be determined both by the zoning district of the proposed development and by the adjacent zoning district(s). Buffer yards shall be required in accordance with the table below when any use is being established on a property that abuts an existing developed lot or less intense zoning district.

		Adjacent Zoning District					
		RL/RM	NR/UR	NC	BD	RC	CI
District of Proposed Development	RL/RM	X	X	X	X	A <sup>1</sup>	A <sup>1</sup>
	NR/UR <sup>2</sup>	C	X	X	X	X	X
	NC <sup>2</sup>	B	C	X	X	X	X
	BD	C	C	X	X	X	X
	RC	A	A	B	C	X	X
	CI	A	A	A	A	B	X
	<sup>1</sup> Only required where adjacent, more intense use is pre-existing and no equivalent buffer is provided on the adjacent property						X = No Buffer Required
<sup>2</sup> Only multifamily and non-residential uses shall provide buffers between adjacent single family uses in detached homes							

- B. Additional Buffer Yard Requirements:** A type B Buffer Yard is required along the side and rear lot lines, not including road frontage, of new major subdivisions of 31 or more units and special use permits in all districts, except where the above table has a stricter requirement or as part of a conservation subdivision.
- C. Location:** Buffer yards are intended to be constructed along the perimeter of the property; however, when there is irregular topographic conditions such as the perimeter of the property is at a lower grade than the use being screened, the Administrator may require the relocation of the required buffer yard in order to better serve its purpose.
- D. Relationship to Required Yards and Setbacks:** Where front, side and rear yards are required by this chapter, buffer yards may be established within such yards. If a yard requirement is less than the minimum buffer requirement, the buffer width requirement shall override the minimum yard requirement.
- E. More Restrictive to Apply:** Where a proposed use or development type abuts multiple use types or zoning districts along the same side or rear year[yard], the largest buffer will apply.
- F. Buffer Location Restrictions:** Buffers shall not be located on any portion of any existing or proposed street right-of-way. Buffers shall be permitted to intersect utility easements or run parallel with them; however, they shall not be permitted to run linear with and superimposed on them.

2. Amend Section 15.2.5 Administrative Modifications and Substantial Changes as follows:

D. **Substantial Changes.** Any substantial change to a Master Plan, **major site plans, preliminary plat for a major subdivision** as noted below shall be reviewed by the Planning Board. ~~and approved or denied by the Board of Aldermen.~~ **Any substantial change to a Conditional District as noted below shall be reviewed by the Planning Board; the Planning Board will issue a written recommendation to the Board of Aldermen who will then approve or deny an amended Conditional District:**

- An increase in impervious surface.
- A change in land use or development type beyond that permitted by the approved master plan or Plat.
- The introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
- Change in density: when there is an increase in the total number of residential dwelling units originally authorized by the approved Master Plan or Plat.
- An increase of the total floor area of a commercial or industrial classification by more than 10 percent beyond the total floor area. ~~last approved by Board of Aldermen.~~
- Any decrease in the setbacks greater than 10% from the originally approved Master Plan or Plat.

3. Amend Section 15.9.2 Major Subdivisions as follows:

**15.9.2 Major Subdivisions.**

The major subdivision review process is required for those divisions of land into eight (8) or more lots or which require dedication of public utilities and/or public streets. **There are four tiers of major subdivisions.**

<b>Tier</b>	<b>Description</b>	<b>Process Type</b>
Tier 1	0-14 lots	Administrative
Tier 2	15-30 lots	Administrative
Tier 3	31-60 lots	Quasi-judicial Special Use Permit
Tier 4	60 lots<	Quasi-judicial Special Use Permit.

- A. **Process Types:** Major Subdivisions are Administrative, ~~unless the application seeks additional density (in accordance with Section 2.4.1) or creates 31 or more new lots (tiers 3 or 4) in which case the process type is a quasi-judicial Special Use Permit.~~
- B. **Pre-Application Procedure:** It is required that every applicant for a Major Subdivision meet with the Administrator in a conference prior to the submittal of an application. The purpose of this conference is to provide clarification and assistance in the preparation and submission of plats for approval. It is recommended that the applicant provide a sketch plan (15.4.2) and Environmental Survey (15.4.1) to the Administrator prior to or at the pre-application conference. The provision of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Subdivision Plan.

- C. **Required Application Information:** Environmental Survey (15.4.1) and Preliminary Plat.
- D. **Preliminary Plat Approval:** The Planning Board shall review and either approve or deny the major subdivision applicant's preliminary plat in accordance with the procedure set forth in section 15.9.3 below. Engineering, including a compliant Stormwater Plan (12.5) and Construction Documents (15.4.4) shall be submitted after Planning Board review.
- E. **Final Plat:** Once all infrastructure improvements are installed or financially guaranteed as required by Section 6.13 below, the Final Plat shall be presented for approval in accordance with Section 15.9.4 below.

### 15.9.3 Preliminary Plats for Major Subdivision.

- A. **Process Types:** Administrative or Special Use Permit (see LDS Section 15.10).
- B. **Permit Required Before Any Land-Disturbing Activity:** No land-disturbing activity shall take place until a Preliminary Plat has been approved.
- C. **Required Application Information:** Environmental Survey (15.4.1) and Preliminary Plat (15.4.4) prepared by a registered land surveyor, licensed landscape architect or licensed engineer.
- D. **Determination of Completeness:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for a public hearing before the Planning Board.
- E. **Public Notification:** None required.
- F. **Neighborhood Meeting (15.3.7):** Optional.
- G. **Public Hearing:** The Planning Board shall hold a hearing on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.
- H. **Decisions/Findings of Fact:** Following the public hearing the board may approve, deny or approve with conditions the application for a Major Subdivision. No Major Subdivision shall be approved unless the commission finds each of the following facts to be true:
  1. The plan is consistent with the adopted plans and policies of the Town;
  2. The plan complies with all applicable requirements of this ordinance; and
  3. The plan has infrastructure as required by the ordinance to support the plan as proposed.
- I. **Substantial Changes:** ~~Substantial Changes from the approved preliminary plat shall require additional review by the Planning Board. Substantial changes shall include redesign of streets, increasing the number of lots, altering the design of more than twenty (20) percent of the lots, and/or reducing the number of lots by twenty (20) percent. All other changes shall be considered minor modifications subject to review by the Administrator. See section 15.2.5.~~
- J. **Appeals.** An appeal of the decision to approve or deny a Preliminary Plat or a substantial change to an approved Preliminary Plat may be made by an aggrieved party to the Superior Court of Haywood County no later than thirty (30) days after the applicant receives the written copy of the decision.
- K. **Permit Validity:** Unless substantial work has commenced or a building permit has been obtained, approval of a preliminary plat expires two (2) years from the date such approval was granted.
- L. **Permit Extension:** The applicant may apply for an extension of the approval period. The Planning Board may approve an extension of the time required to file the final plat up to a total of five (5) years from the date the initial application was approved where warranted in light of all relevant

circumstances, including, but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycles, and market conditions or other considerations. No further development activity shall be performed until the new approval is issued.

**ADOPTED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2022.

TOWN OF WAYNESVILLE

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

ATTEST:

\_\_\_\_\_  
Eddie Ward, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Bradley, Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT** 2022-23 Annual Budget

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Rob Hites  
**Presenter:** **Rob Hites**

**BRIEF SUMMARY:** Following the direction of the Board Misty met with Department Heads to help her discover cuts in the proposed budget that would achieve a \$300,000 reduction in General Fund spending. We would rather reduce expenditures rather than make further appropriations from the General Fund Balance. I am including a list of cuts to the proposed budget. You will also find a draft of the proposed budget that includes the cuts .

**MOTION FOR CONSIDERATION:** Adopt the 2022-23 budget with any further direction from the Board.

**FUNDING SOURCE/IMPACT:** All

**ATTACHMENTS:** Draft of budget w/o the proposed cuts. List of proposed cuts.

**MANAGER'S COMMENTS AND RECOMMENDATIONS** I sent the Board a list of cuts last week to obtain your input. The budget that we will present Tuesday night will include those cuts. I have attached the final draft of the budget that reflects the cuts. Please consider the budget and reduction in General Fund and provide us with guidance. While our goal was to adopt the budget at this meeting, we still have the second meeting in June as a safety valve if you wish to continue discussion.



## Rob Hites

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**From:** Rob Hites  
**Sent:** Thursday, May 26, 2022 4:00 PM  
**To:** Mayor & Board of Aldermen  
**Subject:** FW: Reduction in Budget

Ms. Hagood has worked with the department heads to reduce the budget in order to avoid a tax increase. Please read over the list and let Misty and me know if they meet your approval

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**From:** Misty Hagood <[mhagood@waynesvillenc.gov](mailto:mhagood@waynesvillenc.gov)>  
**Sent:** Thursday, May 26, 2022 3:51 PM  
**To:** Rob Hites <[rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov)>  
**Subject:** RE: Reduction in Budget

Rob,

Here are ideas for cuts that I have come up with by working with Department Heads to see what they can cut or delay one year:

• Cut the solar panels at public works	\$ 68,000
• Cut master plan update from Parks & Rec Professional Services	\$ 20,000
• Cut Special Appropriations	\$ 50,000
• Lower Dev Services Legal Fees & Prof Services	\$ 13,800
• Remove Engineering for house at Cemetery	\$ 25,000
• Lower Other Cont. Services in Cemetery	\$ 9,000
• Cut asphalt roller from Streets & Sanitation	\$ 80,000
• Remove Police app	\$ 15,000
• Remove Police Dept Tsunami camera	<u>\$ 20,865</u>
Total	\$301,665

Please let me know if you have any questions.

Thanks,  
Misty

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**From:** Rob Hites <[rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov)>  
**Sent:** Thursday, May 26, 2022 2:33 PM  
**To:** Misty Hagood <[mhagood@waynesvillenc.gov](mailto:mhagood@waynesvillenc.gov)>  
**Subject:** Reduction in Budget

I'm following your correspondence with the Departments. You are doing a great job of honing down their requests and getting their help in the process. I think we should keep Jeff's recycling truck in the budget but everything else is on the table.



## **Town of Waynesville**

**PROPOSED**

**Annual Budget**

**2022—2023**



# BUDGET MESSAGE

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## 2022-2023

May 10, 2022

The Honorable Mayor and Members of the Board of Aldermen  
Town of Waynesville.

In accordance with the provisions of the North Carolina General Statutes, your staff presents the proposed Municipal Operating and Capital Budget for Fiscal Year 2022-23.

### **INTRODUCTION**

The 2022-23 proposed budget is heavily influenced by three financial trends, (1) the impact of the Covid Epidemic on the Town's user fees (recreation fees), utility collections and employee recruitment, (2) the dramatic increases in fuels and maintenance supplies as well as the rising cost of living and (3) growth in the regional economy including sales tax and final adjustments to the ad valorem tax base.

The approval of several medium size commercial and residential projects gives one the impression that the Town tax base and resulting revenues are growing. In fact, no project that has been approved since the Special Order of Consent (SOC) was executed on December 31<sup>st</sup> of 2020 has yet to break ground. As July approaches, we see very little chance that any of these projects will be far enough along to benefit Waynesville's tax base in 2023.

The Town's ability to hire and retain employees is being impacted by competition for jobs in the region. The market analysis that we carried out two years ago has been negated by inflation. Last year, the Town was only able to fund 40% of the market adjustment for all employees except Police. We are having problems recruiting service and maintenance related employees. The staff recommends that the Town bring its employees to the market salaries established in 2021. To ease the impact of inflation we also recommend a 2% cost of living increase for all employees.

The Town is very fortunate to have received \$3,231,911 in American Rescue Plan (ARP) funds. The stimulus has provided capital to replace a number of vehicles, carry out the Pigeon Street water line replacement and other projects that the

Town would not have been able to afford without a considerable increase in ad valorem taxes. We will not get this type of revenue in the future. Ms. Hagood recommends that we reserve \$486,630 of our August/September allotment of ARP funds for next year's capital needs.

On a more positive note, the final ad valorem tax values provided by the County Tax Assessor are higher than we projected in the last budget year. Ms. Hagood estimates that our ad valorem revenue will increase by 13.1% over last year's estimate. Based on impressive increases in the Town's Sales Tax receipts we are estimating a 5% increase over current year actuals for FY 2022-23. On the negative side Ms. Hagood estimates a \$275,950 loss in Recreation Fees and \$129,000 loss in Commercial Garbage revenue. When we total the increases and decreases in the General Fund, we result in only a 1.4% increase in revenue over the past year.

## **BUDGET SUMMARY**

### **Salaries and Benefits**

45% of the Town's Budget is dedicated to the employment and retention of the Town's workforce. Once hired, it takes approximately six months to thoroughly train an employee. Properly training, compensating and retaining that employee increases the productivity of the entire workforce. The impact of the Covid Epidemic and demand for employees is forcing local governments across the State to increase their pay scales and benefit packages in order to attract and retain new employees.

In 2020 the Town conducted a pay and classification plan that established a "market rate" for our workforce based on the wage scales for eight Western local governments. The plan established higher starting salaries for entry level employees and a pay plan that would place employees at a proper level of compensation based on their tenure in their current position (not with their entire tenure in local government). The Board brought employees' positions to the level they would be paid when they enter their new position, brought the Police Department to 100% of the recommended tenure in their current positions and funded the remaining employees at 40% of the recommended rate based on their tenure.

For 2022-23 we recommend that the Board adopt pay adjustments that would provide a 2% cost of living adjustment (COLA) for ALL employees and complete the pay adjustments based on tenure in an employee's current position. This would increase employee's tenure adjustment from the 40% employees received in 2021-22 to 100% recommended in the pay plan. (The Police Department will not receive this increase since the Board adjusted their salaries to the 100% level in the current year's budget. We recommend that the market increases take effect on the first pay period in January of 2023. The impact of the COLA and market adjustment will increase the General Fund

\$252,600, the Water Fund \$45,168, the Sewer Fund \$38,135, and the Electric Fund \$14,250 including benefits.

### **Career Track**

We recommend that Career Track be funded at the same level as the current year with no modifications.

### **New and Reclassified Positions**

The staff is not requesting any new positions or reclassifications within the Town workforce.

### **Health Insurance**

Our health insurance rate is tied to the Town's "medical loss ratio", the cost of the claims submitted by the employees and their families. The Town's experience rating and rate increases are evaluated annually. The insurance companies like "medical loss ratios stay less than 70%. Thanks to a healthy workforce our insurance rating is 64%. In light of our rating our health insurance carrier is NOT requesting an increase in insurance premiums for the upcoming year.

### **Worker's Compensation Insurance**

The Town's worker's compensation insurance rates are set by the NC Insurance Commission, not by the insurance industry. The Town's worker's compensation claims have been in the acceptable range for the past year so NO increase in Worker's Compensation rates will be necessary.

### **Liability Insurance**

We have not received a quote on property and liability insurance. We have budgeted no increase for the upcoming year.

## **FUND SUMMARIES**

### **General Fund**

#### **Ad Valorem Taxes**

Haywood County provides its municipalities with a tax scroll that lists the value of each tax payer's real and personal property. The Towns apply their tax rate to those values and calculates the taxes due to the Towns. Haywood County re-assesses its property every four years. We are in year two of an assessment cycle.

The staff recommends an ad valorem tax rate of \$0.4592 per \$100 in value based on a tax base of \$1,355,268,987 in real and \$101,322,695 in personal property. This represents an increase of 2 cents from the current rate of \$0.4395. The State requires that local governments budget the percentage of taxes collected in the previous year. Waynesville's collection rate was 97.4% in 2021-22. We project the Town will collect \$6,514,000 or 97.4% of the Ad Valorem Tax Levy.

We recommend a \$17,377,874 General Fund operating budget for FY 2022-23. This represents a 1.4% increase from the FY 2021-22 budget. We have reduced our dependence on General Fund Balance (Savings) by \$222,742.

### **Downtown Municipal Service District**

The Town established a "Downtown Municipal Service District" in 1986 in order to provide redevelopment and promotion of the Town's traditional central business district. The revenue derived from the MSD also funds the District's membership in the State and US Mainstreet program. Properties within the district pay an additional ad valorem tax in addition to the ad valorem taxes paid by the rest of the Town.

The current ad valorem tax on the Downtown Municipal Service District is \$.19 per \$100 of valuation. It is based on a tax base of \$56,012,316 and yields \$103,656.

In early 2022 the Board of Alderman reorganized the administration of the district by placing the staff, programming and accounting functions within the Town's organization. The Board created a 13- member committee that serves to advise the staff and Board on programs and policies of the Downtown Service District.

### **Water Fund**

The staff recommends a budget of \$4,054,300 This represents an 8% increase from FY 2021-22. Due to decreases in both collections and consumption we recommend a 3% increase in Water Rates. The increase on an average water user's bill (5000 gallons per month) will amount to an estimated \$0.20 per month. The increase does not affect the base rate.

## **Water Treatment**

We recommend a \$1,718,972 budget to fund the operation of the Water Treatment Plant. This represents a \$583,487 increase from last year's budget. These increases are due to price increases in chemicals, supplies, salaries, and capital improvements.

## **Water Collection Line Service and Maintenance**

We recommend a \$1,872,038 budget for FY 2022-23. This represents a \$252,187 decrease from the previous year. The decrease is due to completion of several capital projects that were funded through operating revenue in the previous year.

## **Water Fund Administration and Finance**

The Water Fund contributes a portion of its revenue to the meter reading, billing, collection and accounting of its operation. The staff estimates the percentage of the Finance Department's operation dedicated to the Water Fund. For the upcoming FY 2022-23 budget year we recommend a \$460,290 budget. This represents a decrease of \$30,200 from the current year.

## **SEWER FUND**

### **Sewer Plant Financing and Construction**

The staff recommends a 10% increase in Sewer Rates beginning with the August billing period. The increase in rates is due to rate increases required as conditions to \$19,454,000 State Revolving Loan recently awarded to the Town. The loan carries a "0" percent interest rate over a 26- year period with \$500,000 in loan forgiveness.

The construction bids were opened in December. The low bid was \$28,440,000, \$8,980,000 over the \$19,454,000 loan. Since the bids were opened, our engineers have worked with the low bidder to reduce the bid by altering the design plans. They have been able to reduce the bid price to \$23,600,000. We are negotiating several alternatives that must be acceptable to two different divisions of DENR, the Division of Water Infrastructure (DEI) and the Division of Environmental Quality (DEQ).

The 1<sup>st</sup> alternative is to request that both divisions accept the value engineering redesign and project cost, award the Town a 10% increase in the \$19,454,000 loan amount and recommend an additional sum from the LGC that would fund the reduced construction bid. The 2<sup>nd</sup> alternative is to request that the State use its ARP allotment to fund the increased price of the redesigned plant and leave the \$19,454,000 loan in place. The 3<sup>rd</sup> path is to request DENR to use ARP funds to permit the Town to accept the original bid of \$28,440,000 and fund that amount over the Town's SRF loan.

One of our major efforts has been to convince DENR to change our funding status to a “distressed facility” This change would move the Town from a group that has been allocated \$59 million to one that has been allocated \$159 million in ARP funds. The “distressed” designation would move the Town from a maximum \$5 million dollar grant to \$15 million. DENR has reviewed our status and agreed to change the Town to “distressed”. We applied for the entire \$15 million dollar grant for the grant cycle that closed May 2<sup>nd</sup>. It is our goal to be capable of awarding a construction bid by mid-summer using one of these alternatives. If we can achieve one of the three alternatives the impact on our rate payers should be a sewer bill of between \$45 and \$49 in 2029 for 5,000 gallons of use per month.

The Sewer Fund is made up of two operating divisions. Details of their major budget items are listed below.

### **Sewer Maintenance**

We recommend a \$1,362,329 operating budget for this Division. The recommended budget represents a 10% increase over FY 2021-22. This increase is mainly due to inflow/infiltration projects and capital equipment that will be purchased. We are recommending \$540,000 in ARP funds to be used to remediate inflow and infiltration of storm water into the sewer collection system.

### **Sewer Plant**

We recommend that the Board of Aldermen appropriate \$1,922,499 for operation and maintenance of the plant. This amounts to a 1.5% increase from last year’s budget.

In late 2022 construction on the plant should commence. In the meantime, we have to maintain the present plant and meet the limits stated in our NPDES permit. The recommended budget is estimated to achieve these goals while not funding equipment that will be modified or replaced by the renovation of the plant.

### **ELECTRIC FUND**

For FY 2022-23 we recommend an Electric Department budget of \$10,045,862. This represents a 6.4% decrease in the operating budget. We recommend at 5% increase in electric rates across all rate classes. This increase will not be applied to the base charges. The increase is due to reduction in electric consumption and losses due to the freeze on electric disconnects during the Covid epidemic. Many of the customers that have balances on their accounts have moved outside our service area and we will not be able to collect their prior balances resulting in an unrecoverable loss.



The Board of Aldermen has recently amended the Fee schedule to create three new “rate riders” that provide incentives for customers to convert to solar technology. We recommend that the current “Residential Solar” rate be discontinued for customers that wish to connect after April 26<sup>th</sup>, 2022. Existing customers using the “Residential Solar” rate may continue with that rate or they may change their account to the new “Solar Residential Rate Rider”. Should they transfer their account, they will not be permitted to return to the old account. The specifics of the new “Solar Rate Riders can be found in the “Electric Section” of the “Rates and Fee Schedule.”

### **ASSET MANAGEMENT AND GARAGE FUNDS**

The Asset Management Fund is an internal service fund that charges the various operating departments for services such as building maintenance, garage, and fuel purchase and distribution. We recommend a budget increase of \$95,376 or 3.7% primarily due to the increase in fuel costs and service and maintenance contracts.

### **RATES AND FEES**

The budget proposal recommends a 3% increase in water rates across all rate schedules. It also recommends a 10% increase to Sewer rates in order to establish a fee schedule that will be able to fund the first year of debt service when the Sewer Plant is complete. This series of increases in the sewer rates are a requirement of our “State Revolving Loan Agreement”. The proposed Electric Fund contains a 5% rate increase across all schedules. The increases above do not impact the “Base Rates” of the customer classes. The “Schedule of Rates and Fees” contains a number of changes to individual fees in all funds. Many have not been increased for over a decade. One such increase is a \$1 per month increase in Solid Waste pickup. Additions to the Electric Fund schedule of rate and fees are mentioned above.

### **Capacity Use Fees**

In 2018-19 the Town adopted a schedule of “Capacity Use Fees” based on a study mandated by the General Assembly (HB 436). A certified engineering firm reviewed the Town’s capital needs and weighed them against the Town’s goal to keep its cost of service affordable. We have not increased the Town’s Capacity Use Fees since 2019 and do not recommend an increase for the 2022-23 fiscal year.

Capacity Use Fees are based on the premise that users of Waynesville’s waste treatment system purchase a portion of the plant’s six-million-gallon capacity. The fees are based on a table of projected sewer use adopted by the Board. The fees fall below the “upper limit” of fees the Study indicated could be charged. The schedule of Capacity

Use Fees the Town adopted represents a “single fee system” that creates one schedule of fees for both In-Town and Out-of-Town users. Capacity Use Fees are calculated on a case-by-case basis. The calculations are based on the State’s “NC Wastewater Flow Rates” (15A NCAC 02T .0114).

In order to insure that user/developers reserve their capacity in the Waste Treatment Plant they must receive approval for their development in accordance with the Town’s Comprehensive Plan AND pay the system development fees at the time of approval. Should an owner/developer choose to abandon their project within three years of approval, the Town will refund their Capacity Use Fees. Failure to pay the fees may result in the user/developer not being guaranteed the capacity necessary to develop their project.

As the Town completes its renovation of the waste treatment plant and repairs areas of inflow and infiltration, the staff will request a consultant to recalculate the Capacity Use Fees for sewer treatment and collection system that will reflect the cost of repairing and replacing lines to reduce inflow/infiltration as well as the new debt that will be repaid over the next 26 years beginning in 2024.

## **CONCLUSION**

The proposal that is before you represents a “program of work” that is experiencing both the positive and negative impact of a growing local economy, rebound from the Covid Epidemic, Inflation and changes in the use of Town facilities. These impacts are affecting all areas of the Town’s operations, employee recruitment and retention, prices for fuel and supplies and waiting time for orders to be delivered. Ms. Hagood has studied the actual spending trends in the Town’s organization and has produced departmental budgets that reflect the spending patterns of the last three years. This approach has helped limit the impacts of increased salaries and benefits, fuel and supplies. The proposed budget sets the stage for a two-year period of low to moderate growth as the Town absorbs the impact of both the growth as developments are completed and the rapid price increases in the local and national economy. The largest financial impact Waynesville will face in the upcoming year is the resolution of the funding of the Waste Treatment Plant and the Town’s ability to satisfy the Western Office of DEQ that we have substantially reduced our inflow/infiltration issues. We have reached the maximum allotment of sewer capacity permitted under the Special Order of Consent (SOC) and the Western Office has notified us that they will not permit additional flows. This has the impact of a moratorium on new development in Waynesville, Lake Junaluska, Junaluska Sanitary District and the Town of Clyde. Single family houses on established lots will not be impacted by this action of DEQ but development requiring the subdivision of land will be restricted until the plant is completed in late 2024.

Thanks to the ARP funds the Town will be able to carry out \$3,231,911 in capital spending that would normally rely on use of the fund balances in the four funds or short-term borrowing. We are recommending that \$486,629 of this summer's payment of ARP funds be reserved for the capital needs of the FY 2023-24 budget.

One of the Board's principal goals is to design, fund and construct a new fire station in Hazelwood. The proposal appropriates \$400,000 to retain an architect to begin the design process. As we move through the design, bidding and borrowing process it is vital that we retain a General Fund Balance that keeps the Town in the average range of its peer municipalities in order to qualify for the most favorable loan possible for our size Town. This will require that we retain approximately 42% of the operating budget of the General Fund. Since we will be financing the fire department it is critical that we set a limit on the project budget so that we can set a design budget for the architect and plan for the impact of the borrowing before we launch into the design process.

The budget has been drafted by our finance director Misty Hagood. She has brought over a decade of experience in municipal budgeting for Towns our size. The proposal that is before you represents a more refined approach to funding departments which has resulted in lower departmental budgets. We appreciate the time you provided us in our "Pre-Budget Workshop". We have taken your input and adjusted our proposal in line as per your instructions. We look forward to presenting the budget and providing any input you and the public wish to request.

Respectfully submitted:



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Robert W. Hites Jr.  
Town Manager



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Misty Hagood  
Finance Director

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## Budget Summary

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### Operating Funds

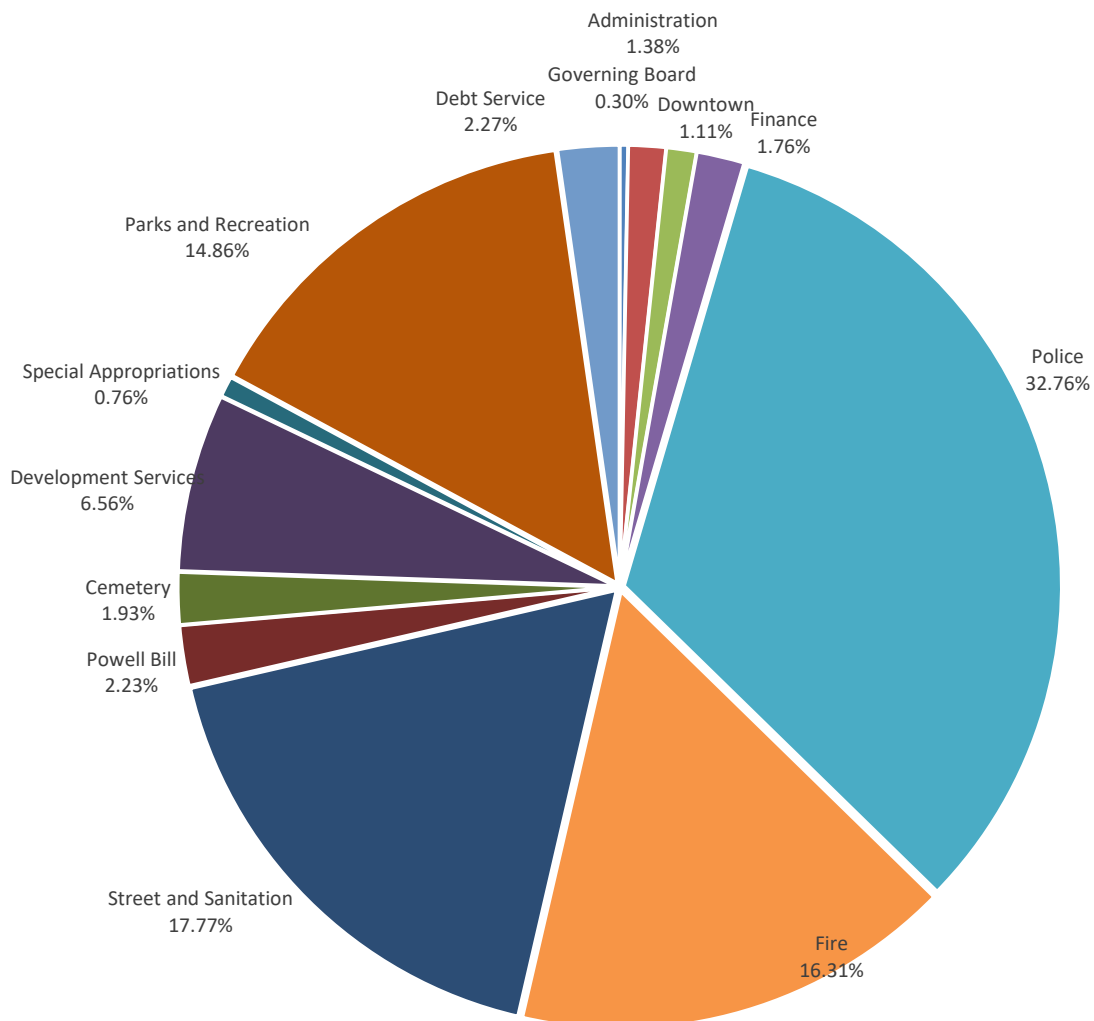
	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget
<b>Revenues</b>				
General Fund	\$ 15,750,580	\$ 14,657,706	\$ 17,135,053	\$ 17,073,874
Water Fund	\$ 3,644,830	\$ 3,211,870	\$ 3,753,200	\$ 4,041,353
Sewer Fund	\$ 3,523,815	\$ 3,172,512	\$ 3,981,900	\$ 3,736,565
Electric Fund	\$ 10,097,795	\$ 9,362,669	\$ 10,730,854	\$ 10,029,179
<b>Total</b>	<b>\$ 33,017,020</b>	<b>\$ 30,404,757</b>	<b>\$ 35,601,007</b>	<b>\$ 34,880,971</b>
<b>Expenditures</b>				
General Fund	\$ 15,750,580	\$ 14,030,678	\$ 17,135,053	\$ 17,073,874
Water Fund	\$ 3,644,830	\$ 2,717,980	\$ 3,753,200	\$ 4,041,353
Sewer Fund	\$ 3,523,815	\$ 2,330,341	\$ 3,981,900	\$ 3,736,565
Electric Fund	\$ 10,097,795	\$ 8,541,638	\$ 10,730,854	\$ 10,029,179
<b>Total</b>	<b>\$ 33,017,020</b>	<b>\$ 27,620,637</b>	<b>\$ 35,601,007</b>	<b>\$ 34,880,971</b>

### Internal Service Funds

	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget
<b>Revenues</b>				
Asset Services	\$ 1,698,570	\$ 1,484,004	\$ 1,772,429	\$ 1,704,242
Garage	\$ 738,235	\$ 693,952	\$ 813,049	\$ 876,612
<b>Total</b>	<b>\$ 2,436,805</b>	<b>\$ 2,177,956</b>	<b>\$ 2,585,478</b>	<b>\$ 2,580,854</b>
<b>Expenditures</b>				
Asset Services	\$ 15,750,580	\$ 1,475,176	\$ 1,772,429	\$ 1,704,242
Garage	\$ 3,644,830	\$ 691,760	\$ 813,049	\$ 876,612
<b>Total</b>	<b>\$ 19,395,410</b>	<b>\$ 2,166,936</b>	<b>\$ 2,585,478</b>	<b>\$ 2,580,854</b>

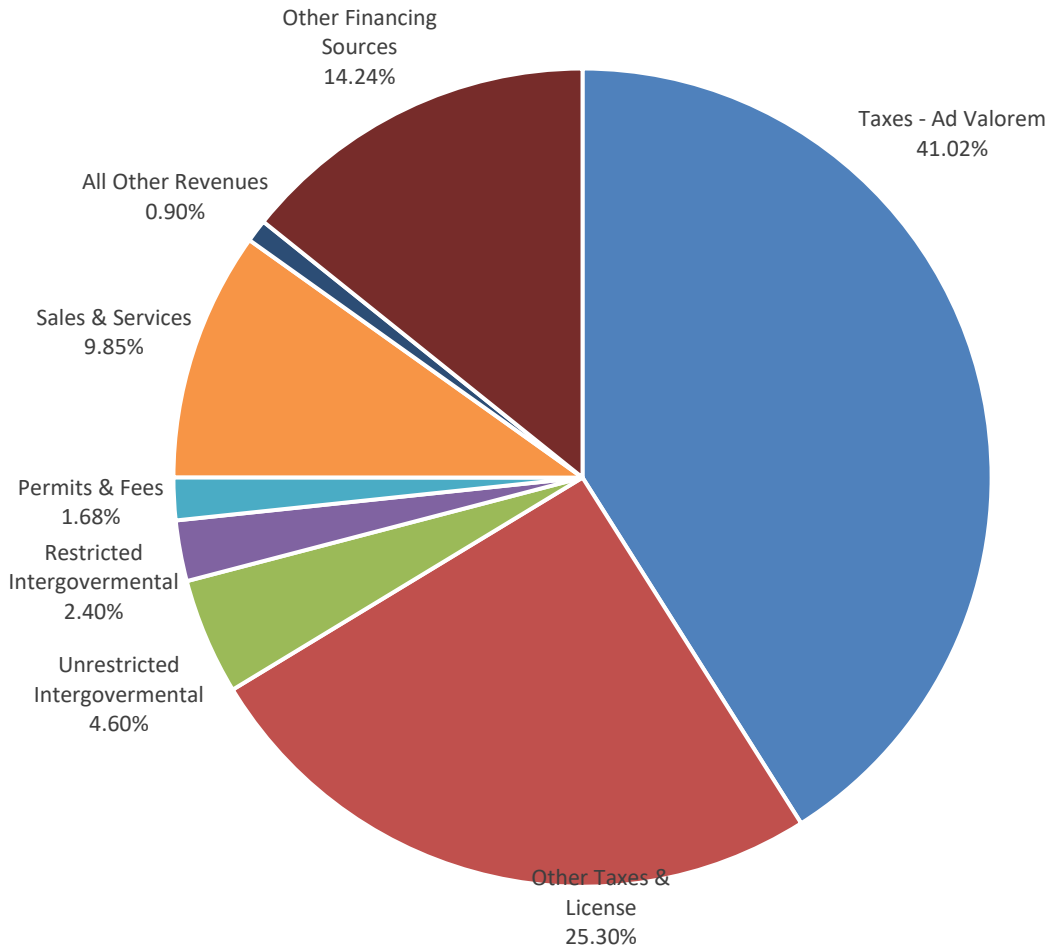
## General Fund

Department	Amount	Percent of Total
Governing Board	\$51,543	0.30%
Administration	\$235,439	1.38%
Downtown	\$189,180	1.11%
Finance	\$300,817	1.76%
Police	\$5,593,177	32.76%
Fire	\$2,785,165	16.31%
Street and Sanitation	\$3,034,758	17.77%
Powell Bill	\$380,000	2.23%
Cemetery	\$328,890	1.93%
Development Services	\$1,120,836	6.56%
Special Appropriations	\$130,000	0.76%
Parks and Recreation	\$2,537,069	14.86%
Debt Service	\$387,000	2.27%
<b>Total</b>	<b>\$17,073,874</b>	<b>100.00%</b>



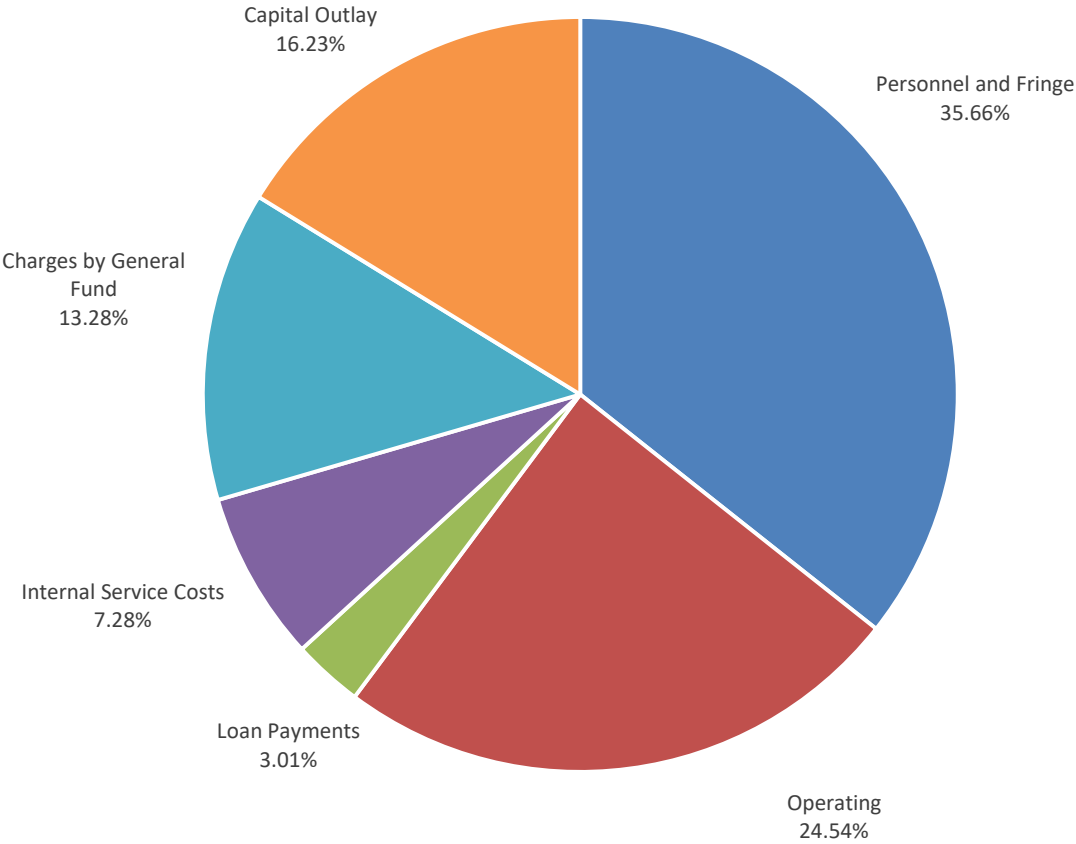
## General Fund Revenues

Revenues	Amount	Percent of Total
Taxes - Ad Valorem	\$7,004,350	41.02%
Other Taxes & License	\$4,320,150	25.30%
Unrestricted Intergovernmental	\$785,500	4.60%
Restricted Intergovernmental	\$410,000	2.40%
Permits & Fees	\$287,200	1.68%
Sales & Services	\$1,681,350	9.85%
All Other Revenues	\$153,600	0.90%
Other Financing Sources	\$2,431,724	14.24%
<b>Grand Total</b>	<b>\$17,073,874</b>	<b>100.00%</b>



# General Fund Expenditures

Expenditure Type	Amount	Percent of Total
Personnel and Fringe	\$11,794,981	69.08%
Operating	\$3,373,165	19.76%
Loan Payments	\$600,812	3.52%
Internal Service Costs	\$1,590,066	9.31%
Charges by General Fund	(\$1,693,860)	-9.92%
Capital Outlay	\$1,408,710	8.25%
<b>Grand Total</b>	<b>\$17,073,874</b>	<b>100.00%</b>

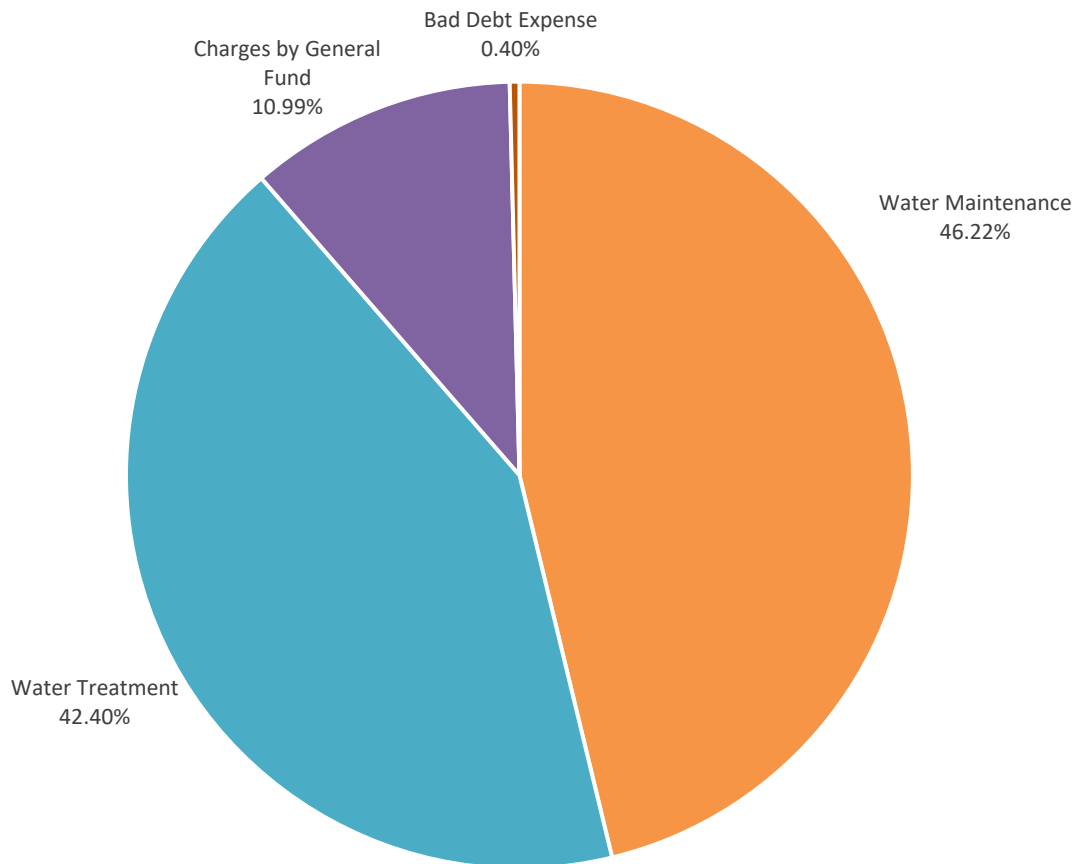


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## Water Fund

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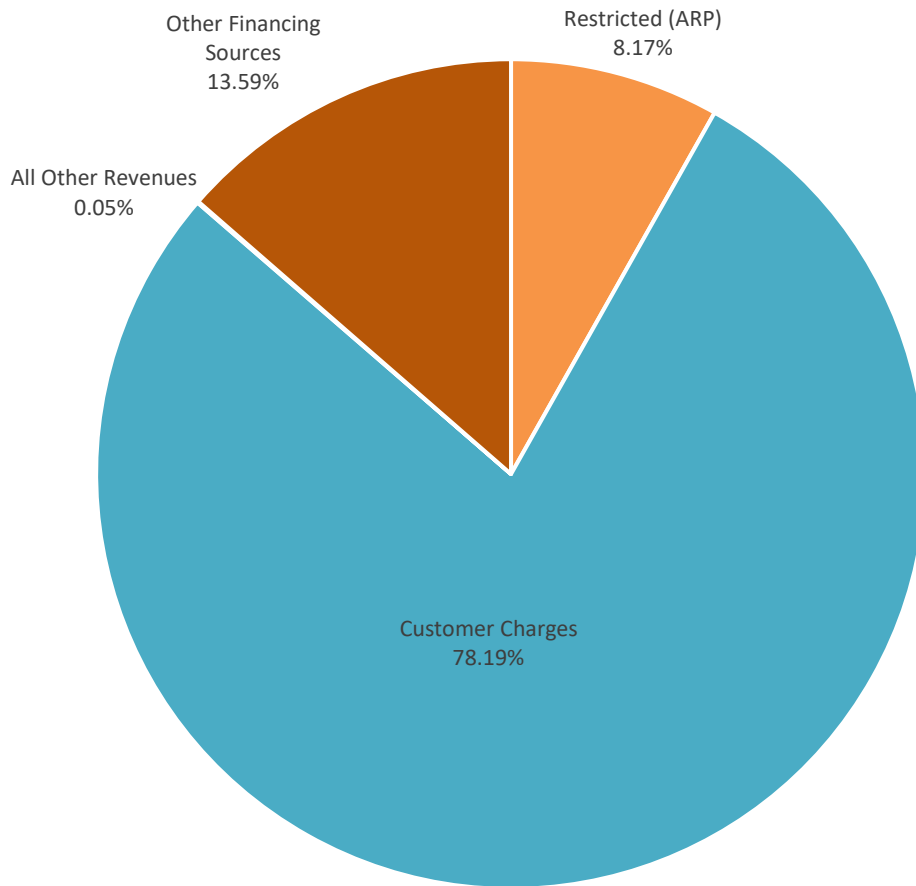
Department	Amount	Percent of Total
Water Maintenance	\$1,867,717	46.22%
Water Treatment	\$1,713,346	42.40%
Charges by General Fund	\$444,290	10.99%
Bad Debt Expense	\$16,000	0.40%
<b>Total</b>	<b>\$4,041,353</b>	<b>100.00%</b>





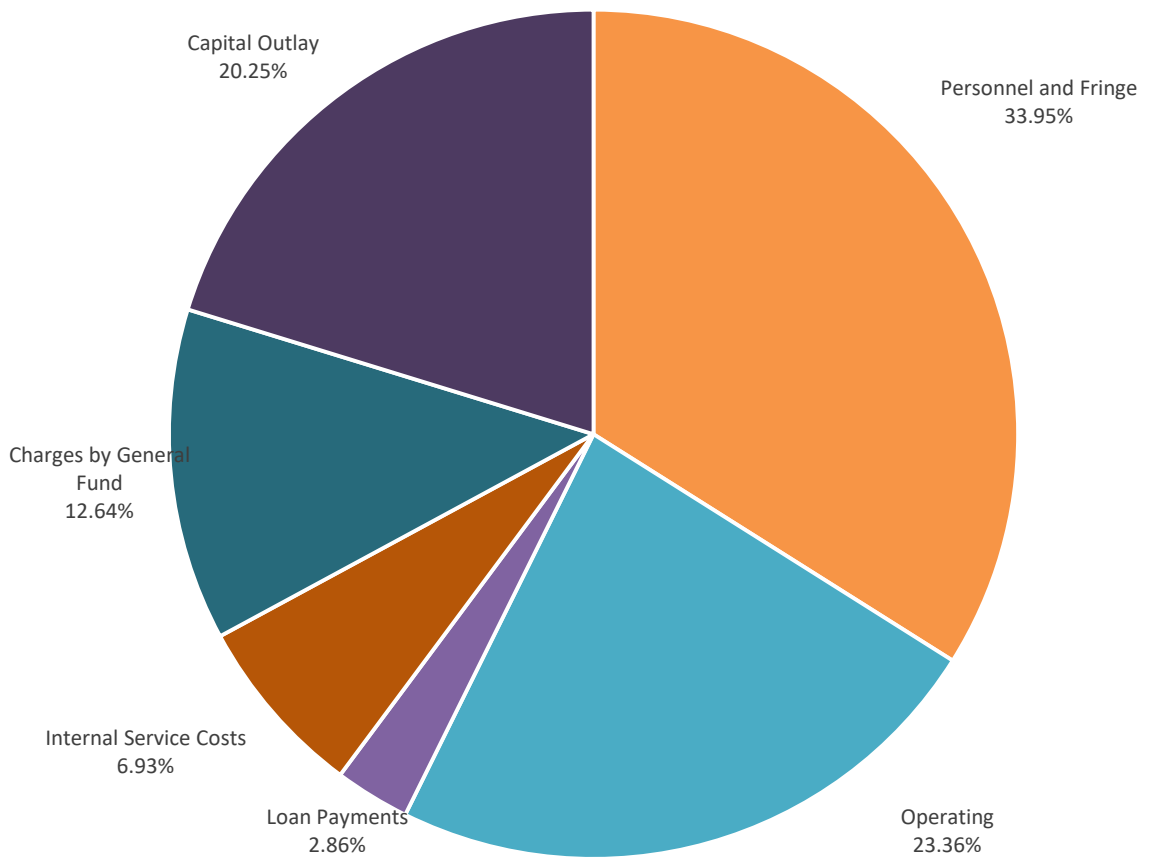
## Water Fund Revenues

Revenues	Amount	Percent of Total
Restricted (ARP)	\$330,000	8.17%
Customer Charges	\$3,160,000	78.19%
All Other Revenues	\$2,000	0.05%
Other Financing Sources	\$549,353	13.59%
<b>Grand Total</b>	<b>\$4,041,353</b>	<b>100.00%</b>



## Water Fund Expenditures

Expenditure Type	Amount	Percent of Total
Personnel and Fringe	\$1,268,471	31.39%
Operating	\$890,040	22.02%
Loan Payments	\$73,000	1.81%
Internal Service Costs	\$319,552	7.91%
Charges by General Fund	\$460,290	11.39%
Capital Outlay	\$1,030,000	25.49%
<b>Grand Total</b>	<b>\$4,041,353</b>	<b>100.00%</b>

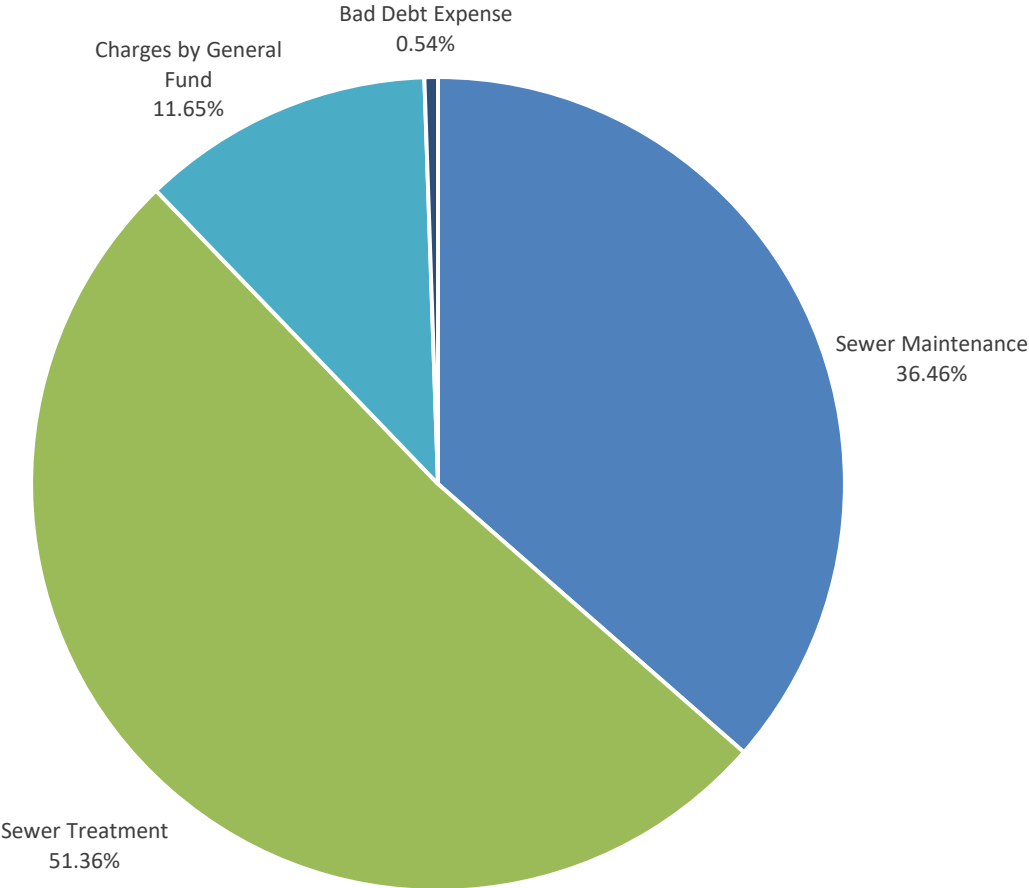


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# Sewer Fund

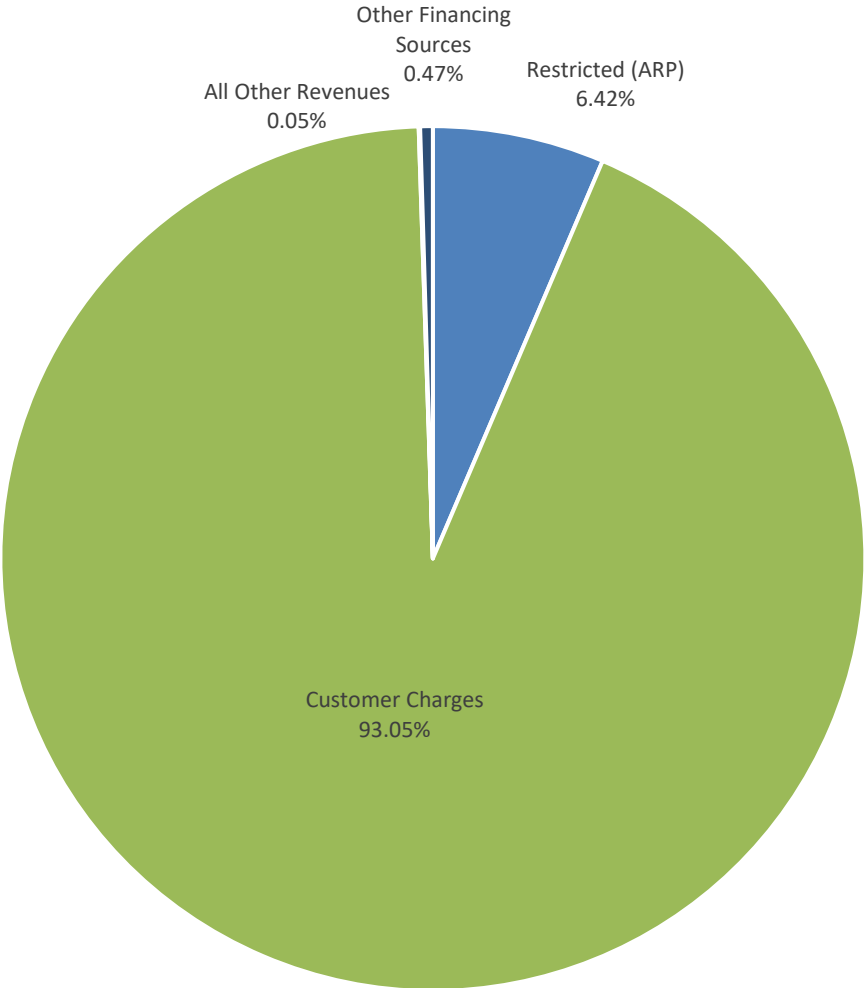
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Department	Amount	Percent of Total
Sewer Maintenance	\$1,362,329	36.46%
Sewer Treatment	\$1,918,926	51.36%
Charges by General Fund	\$435,310	11.65%
Bad Debt Expense	\$20,000	0.54%
<b>Total</b>	<b>\$3,736,565</b>	<b>100.00%</b>



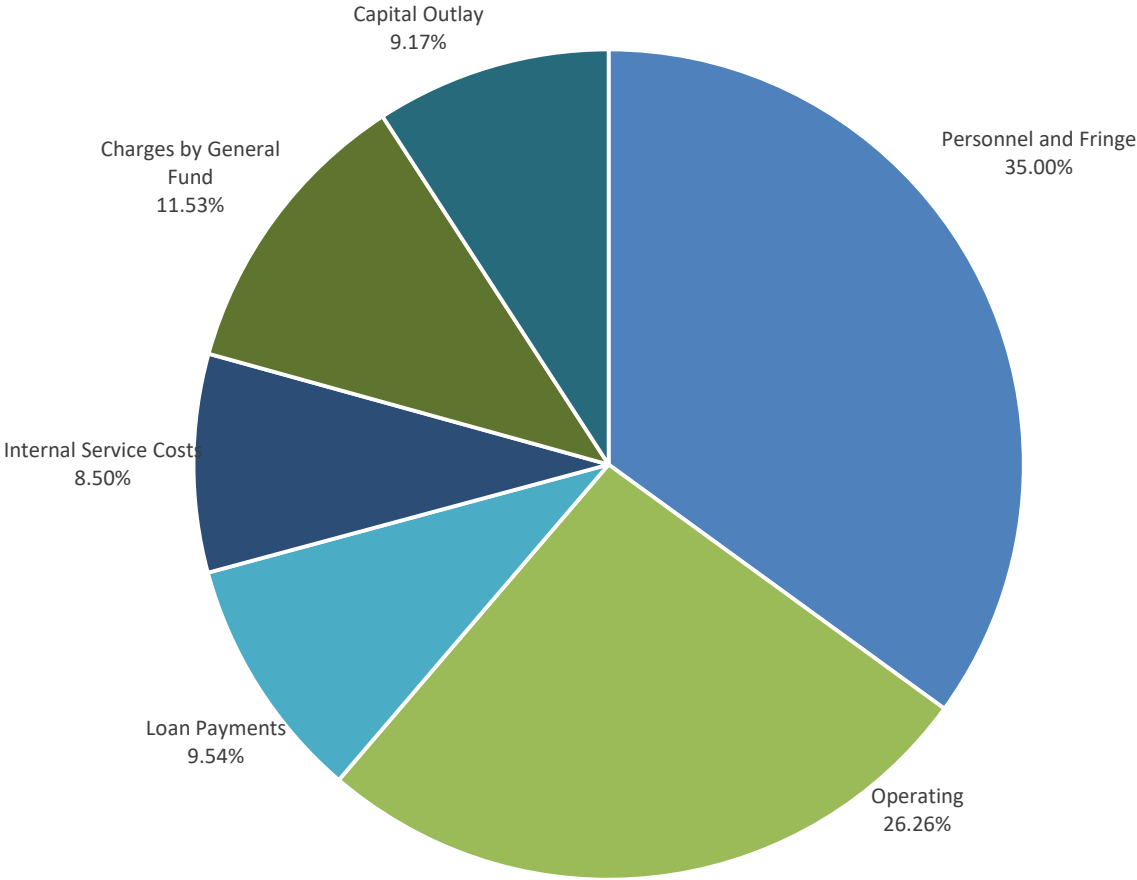
# Sewer Fund Revenues

Revenues	Amount	Percent of Total
Restricted (ARP)	\$240,000	6.42%
Customer Charges	\$3,477,000	93.05%
All Other Revenues	\$2,000	0.05%
Other Financing Sources	\$17,565	0.47%
<b>Grand Total</b>	<b>\$3,736,565</b>	<b>100.00%</b>



# Sewer Fund Expenditures

Expenditure Type	Amount	Percent of Total
<b>Personnel and Fringe</b>	\$1,478,343	39.56%
<b>Operating</b>	\$1,020,290	27.31%
<b>Loan Payments</b>	\$0	0.00%
<b>Internal Service Costs</b>	\$306,203	8.19%
<b>Charges by General Fund</b>	\$455,310	12.19%
<b>Capital Outlay</b>	\$476,419	12.75%
<b>Grand Total</b>	<b>\$3,736,565</b>	<b>100%</b>

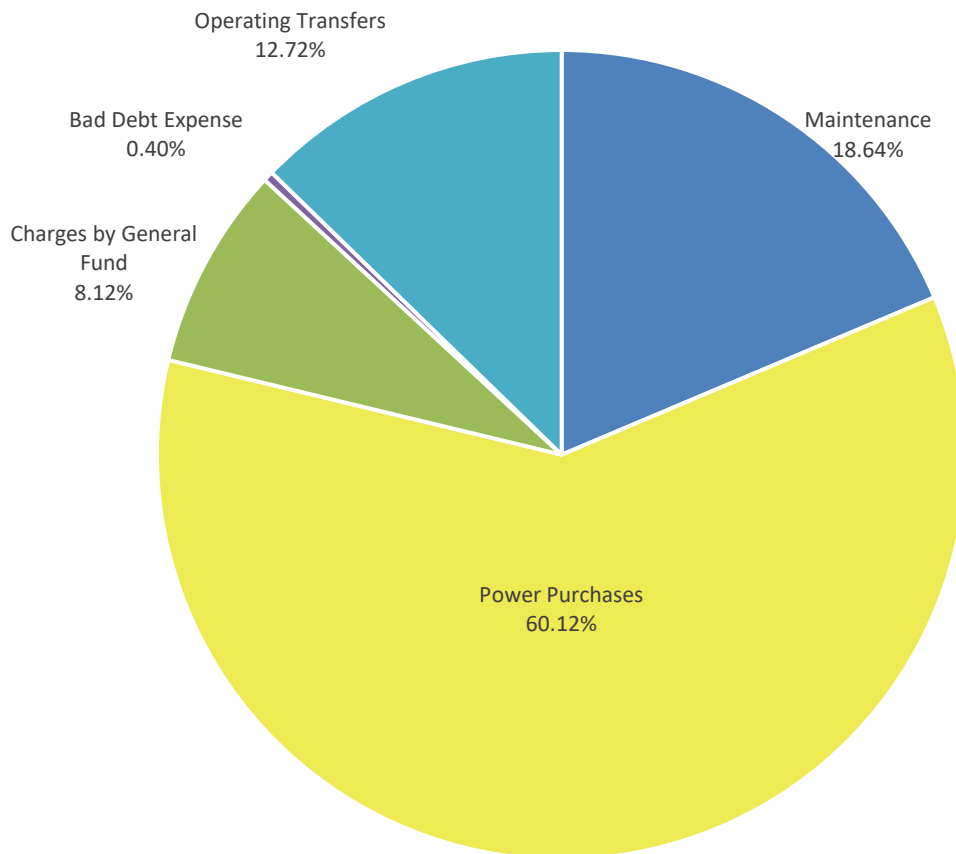


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## Electric Fund

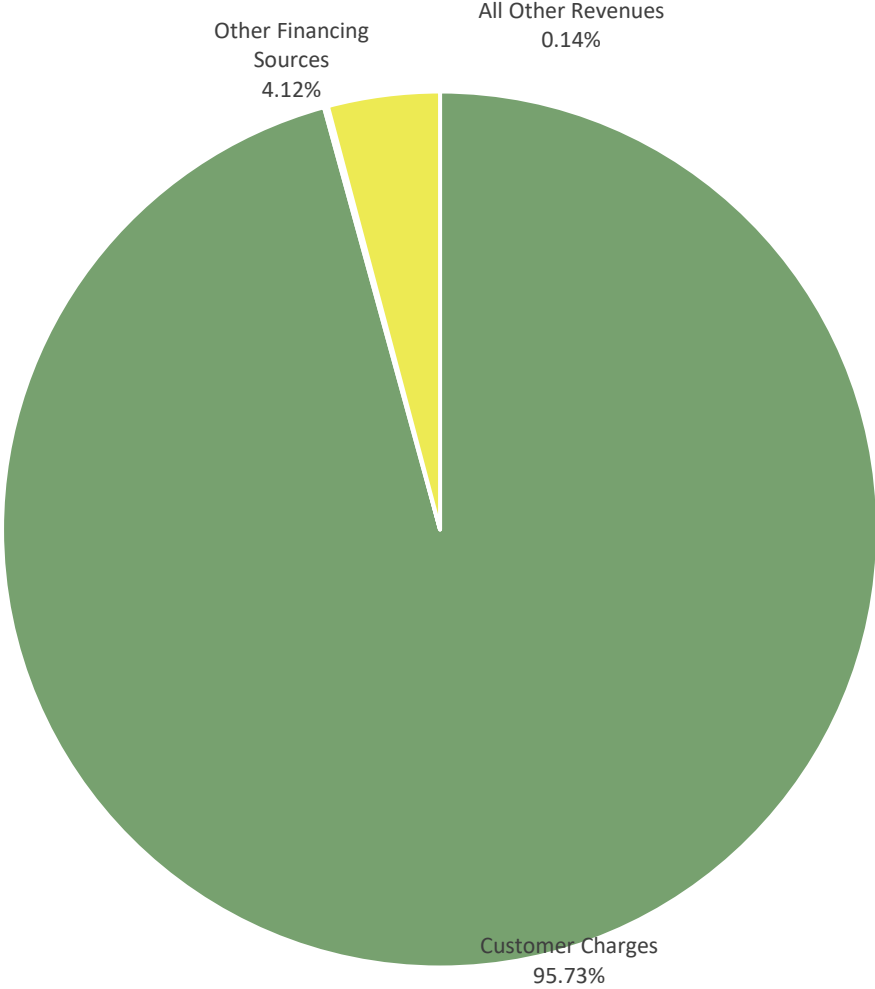
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Department	Amount	Percent of Total
Maintenance	\$1,869,319	18.64%
Power Purchases	\$6,030,000	60.12%
Charges by General Fund	\$814,260	8.12%
Bad Debt Expense	\$40,000	0.40%
Operating Transfers	\$1,275,600	12.72%
<b>Total</b>	<b>\$10,029,179</b>	<b>100.00%</b>



# Electric Fund Revenues

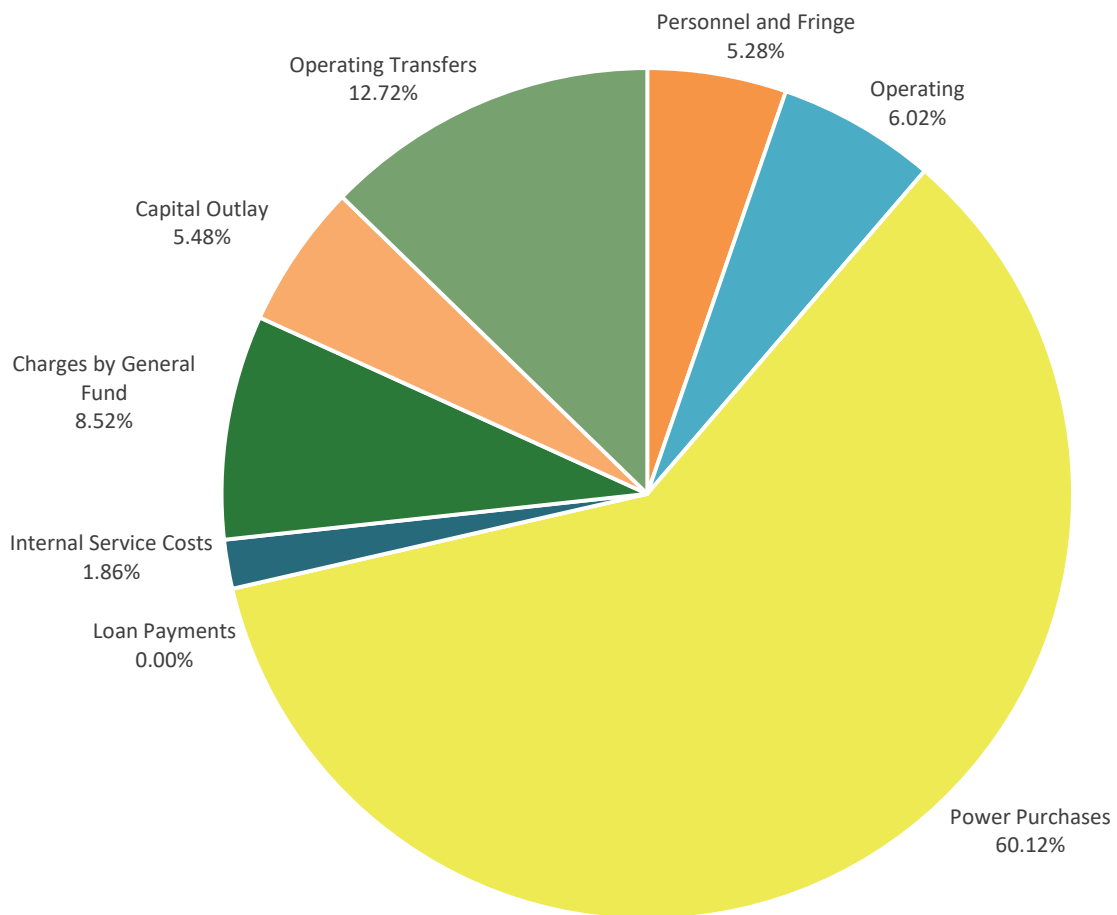
Revenues	Amount	Percent of Total
Customer Charges	\$9,601,000	95.73%
All Other Revenues	\$14,500	0.14%
Other Financing Sources	\$413,679	4.12%
<b>Grand Total</b>	<b>\$10,029,179</b>	<b>100.00%</b>





## Electric Fund Expenditures

Expenditure Type	Amount	Percent of Total
Personnel and Fringe	\$529,543	5.28%
Operating	\$603,290	6.02%
Power Purchases	\$6,030,000	60.12%
Loan Payments	\$0	0.00%
Internal Service Costs	\$186,486	1.86%
Charges by General Fund	\$854,260	8.52%
Capital Outlay	\$550,000	5.48%
Operating Transfers	\$1,275,600	12.72%
<b>Grand Total</b>	<b>\$10,029,179</b>	<b>100.00%</b>

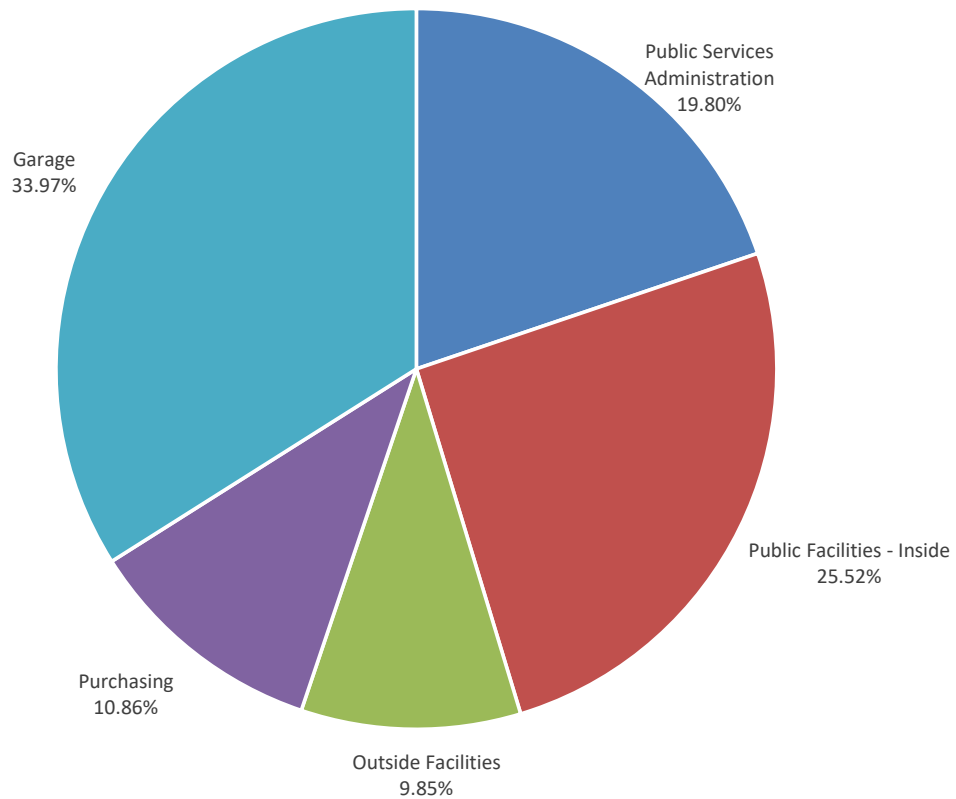


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## Internal Service Funds

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Department	Amount	Percent of Total
Public Services Administration	\$511,132	19.80%
Public Facilities - Inside	\$658,657	25.52%
Outside Facilities	\$254,197	9.85%
Purchasing	\$280,256	10.86%
Garage	\$876,612	33.97%
<b>Total</b>	<b>\$2,580,854</b>	<b>100.00%</b>



## Line Item Budgets

### General Fund - Revenues

Account Description	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget
<b>AD VALOREM TAXES</b>				
Ad Valorem Taxes	\$ 5,431,680	\$ 5,673,643	\$ 5,871,420	\$ 6,364,000
DWA Taxes	112,430	100,282	119,798	106,350
Motor Vehicle Tax	410,000	498,609	408,739	466,000
MV Rental Tax	27,700	30,964	27,700	20,000
Municipal Vehicle Tax	33,000	91,410	-	-
MSD VEHICLE TX	-	-	-	-
Ad Valorem Tax Refunds	(3,500)	(2,042)	(3,500)	(3,500)
Penalties And Interest	39,000	64,595	39,000	50,000
Advertising	2,000	916	2,000	1,500
<b>Total</b>	<b>6,052,310</b>	<b>6,458,377</b>	<b>6,465,157</b>	<b>7,004,350</b>
<b>OTHER TAXES</b>				
Sales Tax	2,784,150	3,655,787	3,651,380	4,220,000
Cable Television Tax	109,500	103,320	105,000	100,000
Business Registration	-	150	-	150
Privilege License Tax	-	275	-	-
<b>Total</b>	<b>2,893,650</b>	<b>3,759,532</b>	<b>3,756,380</b>	<b>4,320,150</b>
<b>UNRESTRICTED INTERGOVERNMENTAL</b>				
Beer and Wine Tax	45,600	42,312	45,600	42,000
Court Facilities Fees	2,250	1,359	2,250	1,500
Franchise Tax	836,400	764,890	836,400	742,000
<b>Total</b>	<b>884,250</b>	<b>808,561</b>	<b>884,250</b>	<b>785,500</b>
<b>RESTRICTED INTERGOVERNMENTAL</b>				
Powell Bill Revenue	286,960	305,384	290,000	325,000
MUNICIPAL VEHICLE TAX-STREETS	67,000	45,705	-	-
Other Police Grants	59,000	26,977	40,000	40,000
SOLID WASTE DISPOSAL TAX DIST.	7,100	7,583	7,100	7,500
Investment Earnings-PowellBill	1,000	79	1,000	-
DWAC Event Fees	-	-	-	20,000
FEDERAL MPO FUNDS	57,600	-	-	-
Misc. Grant	137,500	-	130,000	17,500
UNAUTH SUB-TAX DIST. NEW LAW	21,000	-	-	-
<b>Total</b>	<b>637,160</b>	<b>385,728</b>	<b>468,100</b>	<b>410,000</b>
<b>PERMITS AND FEES</b>				
Building Permits	115,000	184,151	125,000	200,000
Connect & Reconnect Fees	75,000	26,433	75,000	50,000
Late Payment Penalties	25,000	(12)	25,000	20,000
Sign Permits	7,000	3,702	7,000	3,500
Planning Fees	5,000	8,227	5,000	7,500
Occupancy Use Fees	3,250	3,600	3,250	3,000
Clean Up/Demolition Revenue	-	1,600	40,000	1,000
Civil Penalties - Ord 14-10	1,000	-	1,000	250
Rezoning Fees	1,000	970	1,000	1,000
ABC Inspection	700	875	700	750
Fire Inspections	300	375	300	300
STREET PERFORMER PERMIT	150	50	150	-
TEMPORARY USE - FOOD TRUCKS	-	400	-	300
Homeowners Recovery Fund	(400)	(613)	(400)	(400)
<b>Total</b>	<b>233,000</b>	<b>229,758</b>	<b>283,000</b>	<b>287,200</b>
<b>SALES &amp; SERVICES</b>				
Adult & Children Programs	165,000	16,376	165,000	80,000
ADULT AND CHILDREN - ARMORY	10,000	2,485	10,000	10,000
Cemetery After Hours Call Out	600	400	600	600
Cemetery Lot Sales	20,000	18,500	20,000	20,000
CHILD CARE	-	-	-	-
COLUMBARIUM SALES	2,000	7,500	2,000	2,000
Commercial Sanitation Fees	275,000	267,263	275,000	125,000
Cremation Open / Close	2,000	4,800	2,000	3,000

CREMATION SPACE - IN GROUND	1,500	2,000	1,500	1,500
DAILY PASSES - RECREATION DEPT	125,000	40,786	125,000	70,000
FACILITY RENTAL-ARMORY	5,000	572	5,000	1,000
Fire Protection	375,000	369,437	375,000	467,000
LEASED DUMPSTER FEES	24,000	22,774	24,000	-
Police Contract Services	120,000	107,703	120,000	105,000
REC- RESALE - VENDING & OTHER	1,200	163	1,200	750
RECREATION - COMMISSIONS	2,000	530	2,000	500
RECREATION MEMBERSHIPS	355,000	128,871	355,000	250,000
RECREATION RENTAL	50,000	1,742	50,000	25,000
RESIDENTIAL SANITATION	475,000	473,561	475,000	520,000
<b>Total</b>	<b>2,008,300</b>	<b>1,465,463</b>	<b>2,008,300</b>	<b>1,681,350</b>
<b>OTHER REVENUES</b>				
Bad Check Charges	3,000	983	3,000	1,500
Cash Over (Short)	-	899	-	-
Contribution/Donations	-	500	-	-
MEMORIAL CONTRIBUTION/DONATION	20,000	1,950	20,000	-
Miscellaneous Revenue	7,000	86,311	7,000	30,000
NOISE ORDINANCE VIOLATION	100	-	100	-
Parking Tickets	100	20	100	100
PUBLIC ART DONATIONS	20,000	4,750	20,000	7,500
Rents	68,800	80,365	68,800	80,000
Sale of Materials/Fixed Assets	10,000	60,189	10,000	30,000
TOW PUBLIC ART DONATION	5,000	-	5,000	-
WALKING TOUR BOOK SALES WPAC	-	463	-	-
Investment Income	50,000	4,103	-	4,500
<b>Total</b>	<b>184,000</b>	<b>240,533</b>	<b>134,000</b>	<b>153,600</b>
<b>OTHER FINANCING SOURCES</b>				
ABC Distribution - General	95,000	73,020	95,000	75,000
ABC Distribution - Law Enf.	19,500	40,011	19,500	40,000
ABC Distribution - Rehab	16,900	31,120	16,900	30,000
Fund Balance App. Powell Bill	-	-	250,000	55,000
Fund Balance Appropriated	1,450,910	-	983,866	956,124
Proceeds From Capital Lease	-	-	495,000	-
TRANSFER FROM CEMETERY FUND	-	-	-	-
Transfer From Electric Fund	1,275,600	1,275,600	1,275,600	1,275,600
<b>Total</b>	<b>2,857,910</b>	<b>1,419,751</b>	<b>3,135,866</b>	<b>2,431,724</b>
<b>GRAND TOTAL</b>	<b>\$ 15,750,580</b>	<b>\$ 14,767,703</b>	<b>\$ 17,135,053</b>	<b>\$ 17,073,874</b>

## General Fund - Expenditures

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
<b>GOVERNING BOARD</b>					
10-4110-00-511210	Regular Pay	45,947	44,213	44,218	44,218
10-4110-00-511810	FICA	2,633	2,571	3,382	3,382
10-4110-00-511830	Hospital Expense	49,045	50,121	55,743	62,750
10-4110-00-511832	Life Insurance Expense	274	252	252	252
10-4110-00-511833	Dental Insurance	1,898	1,736	1,136	1,136
10-4110-00-511840	HEALTH REIMBURS EXPENSE - REG	8,221	7,265	9,000	9,000
10-4110-00-511850	Unemployment Ins. Expense	27	10	100	100
10-4110-00-511860	Workers Comp. Expense	862	717	1,000	1,000
10-4110-00-521990	Prof. Services/Consultant Fees	1,671	2,812	15,000	15,000
10-4110-00-532920	Materials And Supplies	7,895	857	4,000	8,000
10-4110-00-533180	Travel And Training	240	-	1,500	2,000
10-4110-00-533210	Telephone	-	-	100	110
10-4110-00-533990	Election Services Contract	13,004	-	-	-
10-4110-00-534510	Property And Gen. Liab. Ins.	3,602	3,641	3,652	3,652
10-4110-00-534580	Other Insurance Costs	-	-	-	-
10-4110-00-534910	Dues Memberships And Subscript	22,396	21,182	24,000	24,000
10-4110-00-548000	Charges to other funds	(135,090)	(108,060)	(131,190)	(130,950)
10-4110-00-548100	Internal Service Costs	7,360	8,698	10,747	7,893
	<b>Total</b>	<b>29,985</b>	<b>36,017</b>	<b>42,640</b>	<b>51,543</b>
<b>ADMINISTRATION</b>					
10-4120-00-511210	Regular Pay	306,790	307,865	311,766	330,800
10-4120-00-511230	Temporary And Part Time Pay	-	0	2,000	2,000
10-4120-00-511810	FICA	22,307	22,296	24,003	25,459
10-4120-00-511820	Retirement Expense	27,520	31,450	35,603	40,225
10-4120-00-511825	401K EXPENSE-ADMINISTRATION	15,282	15,372	15,588	16,540
10-4120-00-511830	Hospital Expense	48,855	50,067	56,116	63,250
10-4120-00-511831	Retired Employee Ins. Exp	7,145	7,359	7,370	7,370
10-4120-00-511832	Life Insurance Expense	420	413	420	420
10-4120-00-511833	Dental Insurance	1,898	1,109	758	758
10-4120-00-511840	HEALTH REIMBURS EXPENSE - REG	8,221	7,265	9,090	9,090
10-4120-00-511841	HEALTH REIMBURS EXP - RET	1,215	1,069	1,280	1,280
10-4120-00-511845	HEALTH AND WELLNESS	17,668	15,644	25,750	15,000
10-4120-00-511850	Unemployment Ins. Expense	180	70	500	500
10-4120-00-511860	Workers Comp. Expense	5,596	4,592	6,400	6,400
10-4120-00-521920	Legal Fees	27,969	41,233	45,000	45,000
10-4120-00-521930	Deductibles & Medical Fees	29,335	22,141	35,000	35,000
10-4120-00-521990	Prof. Services/Consultant Fees	35,327	22,517	38,780	25,000
10-4120-00-532510	Gas	490	535	584	900
10-4120-00-532520	Tires	100	110	110	170
10-4120-00-532530	Vehicle Repairs/Maintenance	806	960	1,104	1,100
10-4120-00-532920	Materials And Supplies	10,965	16,755	15,000	15,000
10-4120-00-532930	Data Processing Supplies	-	0	143,500	15,000
10-4120-00-533180	Travel And Training	6,970	4,140	10,000	15,000
10-4120-00-533210	Telephone	4,297	4,331	5,400	5,000
10-4120-00-533250	Postage	44,050	33,595	60,000	50,000
10-4120-00-533520	Equipment Repairs/Maintenance	12,266	12,355	20,000	20,000
10-4120-00-533700	Other Advertising	7,340	6,164	9,000	9,000
10-4120-00-533910	Legal Notice	1,012	3,541	4,500	4,500
10-4120-00-534390	Equipment Rentals	1,310	1,320	2,000	1,500
10-4120-00-534490	Other Contractual Service	329	40,442	50,000	40,000
10-4120-00-534510	Property And Gen. Liab. Ins.	2,882	2,917	2,926	2,954
10-4120-00-534520	Vehicle Insurance	953	1,328	1,110	1,110
10-4120-00-534910	Dues Memberships And Subscript	2,100	4,338	5,000	5,000
10-4120-00-534990	Miscellaneous	8,253	3,537	12,000	10,000
10-4120-00-545400	Vehicles	-	0	27,000	-
10-4120-00-545900	Capital Improvements	304,301	56,211	-	-

10-4120-00-546000	LOAN PAYMENTS	-	0	-	-
10-4120-00-548000	Charges to other funds	(556,210)	-587,050	(686,470)	(622,390)
10-4120-00-548100	Internal Service Costs	30,250	39,671	45,255	37,503
	<b>Total</b>	<b>438,192</b>	<b>195,662</b>	<b>343,443</b>	<b>235,439</b>

### DOWNTOWN

10-4120-00-511210	Regular Pay	-	-	-	51,600
10-4120-00-511230	Temporary And Part Time Pay	-	-	-	-
10-4120-00-511810	FICA	-	-	-	3,947
10-4120-00-511820	Retirement Expense	-	-	-	6,244
10-4120-00-511825	401K EXPENSE-ADMINISTRATION	-	-	-	2,580
10-4120-00-511830	Hospital Expense	-	-	-	8,100
10-4120-00-511831	Retired Employee Ins. Exp	-	-	-	-
10-4120-00-511832	Life Insurance Expense	-	-	-	120
10-4120-00-511833	Dental Insurance	-	-	-	-
10-4120-00-511840	HEALTH REIMBURS EXPENSE - REG	-	-	-	-
10-4120-00-511841	HEALTH REIMBURS EXP - RET	-	-	-	-
10-4120-00-511845	HEALTH AND WELLNESS	-	-	-	-
10-4120-00-511850	Unemployment Ins. Expense	-	-	-	250
10-4120-00-511860	Workers Comp. Expense	-	-	-	250
10-4120-00-521920	Legal Fees	-	-	-	-
10-4120-00-521930	Deductibles & Medical Fees	-	-	-	-
10-4120-00-521990	Prof. Services/Consultant Fees	-	-	-	15,000
10-4120-00-532510	Gas	-	-	-	-
10-4120-00-532520	Tires	-	-	-	-
10-4120-00-532530	Vehicle Repairs/Maintenance	-	-	-	-
10-4120-00-532920	Materials And Supplies	-	-	-	15,000
10-4120-00-532930	Data Processing Supplies	-	-	-	-
10-4120-00-533180	Travel And Training	-	-	-	10,000
10-4120-00-533210	Telephone	-	-	-	-
10-4120-00-533250	Postage	-	-	-	-
10-4120-00-533520	Equipment Repairs/Maintenance	-	-	-	-
10-4120-00-533700	Other Advertising	-	-	-	15,000
10-4120-00-533910	Legal Notice	-	-	-	-
10-4120-00-534390	Equipment Rentals	-	-	-	5,000
10-4120-00-534490	Other Contractual Service	-	-	-	15,000
10-4120-00-534510	Property And Gen. Liab. Ins.	-	-	-	-
10-4120-00-534520	Vehicle Insurance	-	-	-	-
10-4120-00-534910	Dues Memberships And Subscript	-	-	-	20,000
10-4120-00-534990	Miscellaneous	-	-	-	3,589
10-4120-00-545400	Vehicles	-	-	-	-
10-4120-00-545900	Capital Improvements	-	-	-	17,500
10-4120-00-546000	LOAN PAYMENTS	-	-	-	-
10-4120-00-548000	Charges to other funds	-	-	-	-
10-4120-00-548100	Internal Service Costs	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>189,180</b>

### FINANCE

10-4130-00-511210	Regular Pay	432,355	431,633	482,224	532,000
10-4130-00-511220	Overtime Pay	12,749	1,453	6,500	6,500
10-4130-00-511230	Temporary And Part Time Pay	15,364	11,495	25,600	20,000
10-4130-00-511810	FICA	34,034	32,755	39,345	42,725
10-4130-00-511820	Retirement Expense	39,922	44,154	58,735	65,482
10-4130-00-511825	401K EXPENSE-FINANCE	22,232	21,603	24,436	26,925
10-4130-00-511830	Hospital Expense	81,581	88,916	135,749	111,000
10-4130-00-511831	Retired Employee Ins. Exp	7,145	11,039	21,050	21,050
10-4130-00-511832	Life Insurance Expense	1,020	910	1,260	1,260
10-4130-00-511833	Dental Insurance	5,089	3,713	3,030	3,030
10-4130-00-511840	HEALTH REIMBURS EXPENSE - REG	13,690	12,927	24,320	24,320
10-4130-00-511841	HEALTH REIMBURS EXP - RET	1,215	1,604	1,280	1,280
10-4130-00-511850	Unemployment Ins. Expense	270	110	800	800
10-4130-00-511860	Workers Comp. Expense	10,551	8,610	12,000	12,000
10-4130-00-521910	Accounting	51,072	51,000	54,000	65,000
10-4130-00-521940	County Tax Collection Fees	16,852	19,743	17,800	17,800

10-4130-00-521990	Prof. Services/Consultant Fees	14,067	7,938	10,700	18,000
10-4130-00-532120	Uniform Expense	2,797	3,360	3,000	3,000
10-4130-00-532510	Gas	3,980	4,196	4,687	6,150
10-4130-00-532520	Tires	830	890	882	1,360
10-4130-00-532530	Vehicle Repairs/Maintenance	6,460	7,730	8,999	9,080
10-4130-00-532920	Materials And Supplies	21,610	32,399	24,000	24,000
10-4130-00-533180	Travel And Training	1,087	573	4,500	10,000
10-4130-00-533210	Telephone	3,969	4,990	5,700	5,700
10-4130-00-533410	Printing	-	3,496	30,000	30,000
10-4130-00-533520	Equipment Repairs/Maintenance	106,215	106,233	110,950	110,950
10-4130-00-533700	Other Advertising	3,744	0	3,800	3,800
10-4130-00-534510	Property And Gen. Liab. Ins.	8,631	8,006	8,030	8,030
10-4130-00-534520	Vehicle Insurance	639	885	740	740
10-4130-00-534530	BONDS	1,188	962	1,500	1,500
10-4130-00-534910	Dues Memberships And Subscript	50	70	800	800
10-4130-00-534920	Bad Debt Expense	18,043	23,777	4,000	4,000
10-4130-00-545400	Vehicles	-	-	-	-
10-4130-00-545500	Equipment	19,021	-	-	-
10-4130-00-548000	Charges to other funds	(886,120)	(778,500)	(941,150)	(940,520)
10-4130-00-548100	Internal Service Costs	45,940	44,426	55,932	53,055
	<b>Total</b>	<b>117,291</b>	<b>213,094</b>	<b>245,199</b>	<b>300,817</b>

## POLICE

10-4310-00-511210	Regular Pay	2,027,134	2,180,093	2,428,915	2,340,000
10-4310-00-511220	Overtime Pay	142,650	154,124	167,748	150,000
10-4310-00-511230	Temporary And Part Time Pay	100,768	122,856	105,000	105,000
10-4310-00-511280	Separation Pay - Police	111,401	119,460	119,460	111,000
10-4310-00-511290	Police Contract Service Exp.	-	0	-	-
10-4310-00-511810	FICA	171,060	186,855	215,816	207,009
10-4310-00-511820	Retirement Expense	204,121	249,027	308,563	326,190
10-4310-00-511825	401K Expense-Police	116,217	116,105	129,833	124,500
10-4310-00-511830	Hospital Expense	536,864	550,610	656,987	655,000
10-4310-00-511831	Retired Employee Ins. Exp	64,228	76,658	80,990	80,990
10-4310-00-511832	Life Insurance Expense	3,647	3,906	4,452	4,452
10-4310-00-511833	Dental Insurance	17,675	11,861	8,712	8,712
10-4310-00-511840	HEALTH REIMBURS EXPENSE - REG	90,149	79,951	100,500	100,500
10-4310-00-511841	HEALTH REIMBURS EXP - RET	10,795	11,134	14,020	14,020
10-4310-00-511850	Unemployment Ins. Expense	1,398	539	3,600	3,600
10-4310-00-511860	Workers Comp. Expense	46,013	39,008	52,500	50,000
10-4310-00-513920	Laundry & Cleaning Allowance	12,180	13,260	14,500	14,500
10-4310-00-521990	Prof. Services/Consultant Fees	50,157	20,637	16,000	16,000
10-4310-00-532120	Uniform Expense	20,452	25,073	39,400	46,600
10-4310-00-532510	Gas	60,041	59,900	81,870	102,000
10-4310-00-532520	Tires	15,367	16,510	26,467	24,670
10-4310-00-532530	Vehicle Repairs/Maintenance	125,902	146,835	155,642	164,980
10-4310-00-532920	Materials And Supplies	73,032	112,826	131,687	130,000
10-4310-00-533180	Travel And Training	13,540	27,398	37,400	30,000
10-4310-00-533210	Telephone	35,030	37,985	34,700	34,700
10-4310-00-533310	Electricity	714	1,643	1,500	1,500
10-4310-00-533520	Equipment Repairs/Maintenance	57,621	60,700	75,942	60,000
10-4310-00-534390	Equipment Rentals	3,330	3,828	13,000	13,000
10-4310-00-534510	Property And Gen. Liab. Ins.	33,126	32,784	29,895	29,895
10-4310-00-534520	Vehicle Insurance	16,591	23,033	19,250	19,250
10-4310-00-534580	Other Insurance Costs	154	2,495	11,700	11,700
10-4310-00-534910	Dues Memberships And Subscript	2,062	3,437	10,000	10,000
10-4310-00-534995	Special Operations Expense	206	497	10,000	6,000
10-4310-00-545400	Vehicles	-	95,677	-	252,210
10-4310-00-545500	Equipment	-	0	-	-
10-4310-00-545900	Capital Improvements	-	0	82,246	105,000
10-4310-00-546000	LOAN PAYMENTS	78,868	78,868	35,197	-
10-4310-00-548100	Internal Service Costs	201,350	207,753	247,798	240,199
10-4315-00-532920	Materials And Supplies	213	20,155	-	-
10-4315-00-532920-50013	Materials And Supplies	150	-	-	-



10-4315-00-532920-50014	Materials And Supplies	3,019	-	-	-
10-4315-00-533180-50013	SWAT TEAM TRAINING	1,100	-	-	-
10-4315-00-545500	Equipment	-	-	-	-
10-4315-00-545500-50014	Equipment	10,000	6,822	40,000	-
	<b>Total</b>	<b>4,458,325</b>	<b>4,900,303</b>	<b>5,511,290</b>	<b>5,593,177</b>

## FIRE

10-4340-00-511210	Regular Pay	762,732	788,407	899,407	907,000
10-4340-00-511220	Overtime Pay	882	1,149	6,500	10,000
10-4340-00-511230	Temporary And Part Time Pay	28,567	40,060	149,936	125,000
10-4340-00-511240	Volunteer Pay	15,288	13,368	26,000	25,000
10-4340-00-511810	FICA	56,075	58,348	80,772	81,626
10-4340-00-511820	Retirement Expense	71,033	81,911	103,454	111,507
10-4340-00-511825	401K Expense-FIRE DEPARTMENT	38,309	39,307	45,295	45,850
10-4340-00-511830	Hospital Expense	223,070	233,122	277,972	310,400
10-4340-00-511831	Retired Employee Ins. Exp	7,896	7,359	8,560	8,560
10-4340-00-511832	Life Insurance Expense	1,533	1,526	1,596	1,596
10-4340-00-511833	Dental Insurance	8,106	5,882	4,167	4,167
10-4340-00-511840	HEALTH REIMBURS EXPENSE - REG	37,461	33,842	44,490	44,490
10-4340-00-511841	HEALTH REIMBURS EXP - RET	1,323	1,069	1,280	1,280
10-4340-00-511850	Unemployment Ins. Expense	477	193	1,400	1,400
10-4340-00-511860	Workers Comp. Expense	16,919	13,919	19,400	19,400
10-4340-00-513920	Laundry & Cleaning Allowance	6,480	6,510	6,840	6,840
10-4340-00-521990	Prof. Services/Consultant Fees	14,808	10,321	25,400	27,400
10-4340-00-532120	Uniform Expense	13,809	10,301	15,000	17,000
10-4340-00-532510	Gas	15,943	15,988	19,905	24,000
10-4340-00-532520	Tires	3,663	4,178	4,940	5,900
10-4340-00-532530	Vehicle Repairs/Maintenance	28,270	34,750	38,312	39,480
10-4340-00-532920	Materials And Supplies	40,347	50,238	66,100	95,500
10-4340-00-533180	Travel And Training	13,234	4,180	15,000	17,000
10-4340-00-533210	Telephone	11,247	7,492	12,500	12,500
10-4340-00-533310	Electricity	16,582	17,107	18,000	18,000
10-4340-00-533320	Fuel Oil	-	524	1,000	1,000
10-4340-00-533340	Water	560	365	700	700
10-4340-00-533350	SEWER	723	524	850	850
10-4340-00-533360	DUMPSTER FEE	1,460	1,413	1,390	2,000
10-4340-00-533510	Building Repairs & Maintenance	11,787	14,259	15,000	15,000
10-4340-00-533520	Equipment Repairs/Maintenance	66,413	57,364	48,500	49,500
10-4340-00-534390	Equipment Rentals	1,250	1,250	1,250	1,250
10-4340-00-534510	Property And Gen. Liab. Ins.	12,968	25,223	23,000	23,000
10-4340-00-534520	Vehicle Insurance	3,843	5,337	4,460	4,460
10-4340-00-534580	Other Insurance Costs	21,197	164	770	770
10-4340-00-534910	Dues Memberships And Subscript	4,413	4,209	5,080	5,895
10-4340-00-545100	Land Purchase	-	0	495,000	-
10-4340-00-545400	Vehicles	-	0	-	-
10-4340-00-545500	Equipment	10,728	0	-	75,000
10-4340-00-545900	Capital Improvements	-	0	-	400,000
10-4340-00-546000	LOAN PAYMENTS	94,210	94,210	48,722	125,147
10-4340-00-548100	Internal Service Costs	77,940	73,361	91,784	119,697
10-4340-02-511240	Volunteer Pay	4,390	1,965	-	-
10-4340-02-511810	FICA	336	150	-	-
10-4340-02-511820	Retirement Expense	196	8	-	-
10-4340-02-511825	401K Expense	109	4	-	-
	<b>Total</b>	<b>1,746,578</b>	<b>1,760,856</b>	<b>2,629,732</b>	<b>2,785,165</b>

## STREETS AND SANITATION

10-4510-00-511210	Regular Pay	621,636	555,364	777,890	840,000
10-4510-00-511220	Overtime Pay	14,868	12,061	25,000	25,000
10-4510-00-511230	Temporary And Part Time Pay	10,043	9,777	20,000	20,000
10-4510-00-511810	FICA	46,686	41,353	63,271	67,703
10-4510-00-511820	Retirement Expense	57,236	57,535	92,167	105,184
10-4510-00-511825	401K Expense-STREETS AND SANT	31,963	27,788	40,353	43,250
10-4510-00-511830	Hospital Expense	196,544	214,961	277,655	328,600
10-4510-00-511831	Retired Employee Ins. Exp	28,579	40,891	36,850	36,850

10-4510-00-511832	Life Insurance Expense	1,631	1,533	2,016	2,100
10-4510-00-511833	Dental Insurance	8,225	6,847	7,197	7,576
10-4510-00-511840	HEALTH REIMBURS EXPENSE - REG	32,993	31,232	46,370	46,370
10-4510-00-511841	HEALTH REIMBURS EXP - RET	4,790	5,944	6,390	6,390
10-4510-00-511850	Unemployment Ins. Expense	380	178	1,380	1,380
10-4510-00-511860	Workers Comp. Expense	16,441	13,740	19,150	18,000
10-4510-00-521990	Prof. Services/Consultant Fees	65,147	40,952	50,000	50,000
10-4510-00-532120	Uniform Expense	13,993	11,017	20,000	18,000
10-4510-00-532510	Gas	65,118	66,890	81,242	96,000
10-4510-00-532520	Tires	15,310	16,340	19,850	24,530
10-4510-00-532530	Vehicle Repairs/Maintenance	124,716	149,355	161,398	164,030
10-4510-00-532920	Materials And Supplies	106,605	174,719	341,000	250,000
10-4510-00-532920-70097	SIDEWALKS UNDER 1500	36,467	30,509	50,000	50,000
10-4510-00-533180	Travel And Training	3,284	1,764	6,000	6,000
10-4510-00-533210	Telephone	2,181	1,554	2,500	2,500
10-4510-00-533310	Electricity	211,881	192,277	215,000	215,000
10-4510-00-533330	Propane Gas	-	0	750	750
10-4510-00-533515	LANDFILL ROAD MAINTENANCE	1,202	4,160	6,000	6,000
10-4510-00-533520	Equipment Repairs/Maintenance	16,077	20,326	20,000	25,000
10-4510-00-534390	Equipment Rentals	1,820	4,022	3,500	2,000
10-4510-00-534440	Grinding	27,360	22,814	55,000	30,000
10-4510-00-534450	Tipping Fees	60,874	72,239	64,000	40,000
10-4510-00-534490	Other Contractual Service	11,778	400	3,000	3,000
10-4510-00-534510	Property And Gen. Liab. Ins.	18,011	18,226	16,620	16,620
10-4510-00-534520	Vehicle Insurance	9,573	13,293	11,110	11,110
10-4510-00-534580	Other Insurance Costs	1,740	1,388	6,510	6,510
10-4510-00-534910	Dues Memberships And Subscript	1,072	1,459	1,500	1,500
10-4510-00-536910	DONATIONS & CONTRIBUTIONS	1,277	1,338	2,000	-
10-4510-00-545400	Vehicles	153,871	-	-	145,000
10-4510-00-545500	Equipment	12,035	-	38,000	90,000
10-4510-00-545900	Capital Improvements	91,723	49,188	-	-
10-4510-00-546000	LOAN PAYMENTS	34,495	34,495	15,000	-
10-4510-00-548100	Internal Service Costs	247,726	247,045	286,033	232,805
	<b>Total</b>	<b>2,407,352</b>	<b>2,194,972</b>	<b>2,891,702</b>	<b>3,034,758</b>

#### POWELL BILL

10-4560-00-521990	Prof. Services/Consultant Fees	1,044	23,256	10,000	10,000
10-4560-00-522000	R/R CROSSING W/GATE ANNUAL COS	1,140	1,140	15,000	5,000
10-4560-00-532920	Materials And Supplies	7,500	20,049	25,000	25,000
10-4560-00-534430	Infrastructure/Paving/Improv.	189,293	351,122	288,500	200,000
10-4560-00-534430-30008	SIDEWALKS - NEW	-	0	65,000	75,000
10-4560-00-534490	Other Contractual Service	-	5,290	16,500	50,000
10-4560-00-545500	Equipment	12,177	-	120,000	15,000
10-4560-00-545900	Capital Improvements	-	-	-	-
	<b>Total</b>	<b>211,153</b>	<b>400,857</b>	<b>540,000</b>	<b>380,000</b>

#### CEMETERY

10-4740-00-511210	Regular Pay	86,038	81,817	98,076	114,000
10-4740-00-511220	Overtime Pay	318	375	1,000	1,000
10-4740-00-511230	Temporary And Part Time Pay	830	0	7,000	7,000
10-4740-00-511810	FICA	6,533	6,163	8,114	9,333
10-4740-00-511820	Retirement Expense	7,723	8,372	11,314	13,984
10-4740-00-511825	401K Expense-CEMETERY	4,288	4,092	4,954	5,750
10-4740-00-511830	Hospital Expense	25,159	17,977	36,156	30,000
10-4740-00-511832	Life Insurance Expense	183	217	252	252
10-4740-00-511833	Dental Insurance	949	1,254	758	758
10-4740-00-511840	HEALTH REIMBURS EXPENSE - REG	4,218	2,611	6,390	6,390
10-4740-00-511850	Unemployment Ins. Expense	51	23	150	150
10-4740-00-511860	Workers Comp. Expense	1,888	1,543	2,150	2,150
10-4740-00-521990	Prof. Services/Consultant Fees	6,011	1,170	34,000	15,000
10-4740-00-532120	Uniform Expense	2,186	2,266	3,000	3,000
10-4740-00-532510	Gas	1,870	1,920	2,206	2,700
10-4740-00-532520	Tires	390	720	992	640
10-4740-00-532530	Vehicle Repairs/Maintenance	3,030	6,260	3,650	4,260

10-4740-00-532920	Materials And Supplies	18,075	12,417	18,000	17,000
10-4740-00-533180	Travel And Training	733	463	1,000	1,000
10-4740-00-533210	Telephone	232	697	250	700
10-4740-00-533310	Electricity	1,047	1,134	2,000	2,000
10 -4740-00-533340-	Water	0	184	0	0
10 -4740-00-533350-	SEWER	0	236	0	0
10-4740-00-533520	Equipment Repairs/Maintenance	2,206	63	2,400	2,400
10-4740-00-534490	Other Contractual Service	9,500	2,746	9,000	6,000
10-4740-00-534510	Property And Gen. Liab. Ins.	2,161	7,605	1,990	1,990
10-4740-00-534520	Vehicle Insurance	639	2,182	740	740
10-4740-00-534580	Other Insurance Costs	307	885	1,150	1,150
10-4740-00-545500	Equipment	5,153	245	-	15,000
10-4740-00-545900	Capital Improvements	-	0	8,000	30,000
10-4740-00-548100	Internal Service Costs	17,460	17,647	24,303	34,543
	<b>Total</b>	<b>209,180</b>	<b>183,283</b>	<b>288,995</b>	<b>328,890</b>

### DEVELOPMENT SERVICES

10-4910-00-511210	Regular Pay	349,684	357,809	397,228	488,500
10-4910-00-511220	Overtime Pay	856	0	1,500	500
10-4910-00-511230	Temporary And Part Time Pay	1,050	1,350	2,500	3,000
10-4910-00-511810	FICA	25,015	25,731	30,693	37,638
10-4910-00-511820	Retirement Expense	31,365	36,395	45,534	59,462
10-4910-00-511825	401K Expense-PLANNING	17,235	17,789	19,936	24,450
10-4910-00-511830	Hospital Expense	80,169	84,753	103,692	123,500
10-4910-00-511831	Retired Employee Ins. Exp	7,145	3,442	7,370	7,370
10-4910-00-511832	Life Insurance Expense	588	595	672	672
10-4910-00-511833	Dental Insurance	2,926	2,893	2,273	2,273
10-4910-00-511840	HEALTH REIMBURS EXPENSE - REG	13,476	12,298	12,230	12,230
10-4910-00-511841	HEALTH REIMBURS EXP - RET	1,215	503	1,280	1,280
10-4910-00-511850	Unemployment Ins. Expense	206	82	600	600
10-4910-00-511860	Workers Comp. Expense	6,918	5,632	7,850	7,850
10-4910-00-521920	Legal Fees	15,013	15,001	25,000	25,000
10-4910-00-521950	Clean Up/Demolition Expense	-	4,220	40,000	40,000
10-4910-00-521990	Prof. Services/Consultant Fees	23,801	115,873	100,200	130,000
10-4910-00-532120	Uniform Expense	1,856	2,123	5,500	3,500
10-4910-00-532510	Gas	3,249	3,339	4,500	5,700
10-4910-00-532520	Tires	680	1,110	1,103	1,130
10-4910-00-532530	Vehicle Repairs/Maintenance	5,230	9,640	6,511	7,570
10-4910-00-532920	Materials And Supplies	8,330	12,116	8,000	13,000
10-4910-00-533180	Travel And Training	7,146	5,536	8,500	9,500
10-4910-00-533210	Telephone	5,034	3,816	5,600	6,000
10-4910-00-533520	Equipment Repairs/Maintenance	7,905	9,972	10,500	10,500
10-4910-00-534510	Property And Gen. Liab. Ins.	5,043	5,099	4,650	4,650
10-4910-00-534520	Vehicle Insurance	1,278	1,771	1,480	1,480
10-4910-00-534910	Dues Memberships And Subscript	2,682	2,371	3,200	4,600
10-4910-00-534920	Bad Debt Expense	1,800	0	-	-
10-4910-00-545400	Vehicles	-	0	27,000	40,000
10-4910-00-545500	Equipment	13,620	5,890	-	-
10-4910-00-545900	Capital Improvements	-	39,325	-	-
10-4910-00-548100	Internal Service Costs	32,590	33,475	40,996	48,881
	<b>Total</b>	<b>673,105</b>	<b>819,950</b>	<b>926,098</b>	<b>1,120,836</b>

### SPECIAL APPROPRIATIONS

10-5300-00-511830	Hospital Expense	3,572	4,762	6,960	-
10-5300-00-511832	Life Insurance Expense	(53)	-48	155	-
10-5300-00-511833	Dental Insurance	(174)	-159	385	-
10-5300-00-511840	HEALTH REIMBURS EXPENSE - REG	608	692	-	-
10-5300-00-536910	DONATIONS & CONTRIBUTIONS	113,870	75,741	137,184	100,000
10-5300-00-536915	R. ECONOMIC DEVELOPMENT	4,700	28,041	25,000	25,000
10-5300-00-536920	TRANSFER TO OTHER ORGANIZATION	3,078	3,651	5,000	5,000
10-5300-00-536930	Taxes Transferd To DWA	99,905	100,282	122,568	-
10-5300-00-536950	INVENTORY REIMB TRANSF TO DWA	6,250	6,250	6,250	-
10-5300-00-536970	PAY STUDY ADJUSTMENTS	-	0	250,000	-
10 -5300-00-545900-	Capital Improvements	0	155,406	0	0

	<b>Total</b>	<b>231,757</b>	<b>374,618</b>	<b>553,502</b>	<b>130,000</b>
<b>PARKS AND RECREATION</b>					
10-6120-00-511210	Regular Pay	702,696	725,229	751,122	933,000
10-6120-00-511220	Overtime Pay	9,876	12,603	8,000	10,000
10-6120-00-511230	Temporary And Part Time Pay	287,367	181,982	400,000	250,000
10-6120-00-511810	FICA	75,033	68,697	88,672	91,265
10-6120-00-511820	Retirement Expense	69,884	81,651	86,691	114,103
10-6120-00-511825	401K Expense-PARKS & REC	36,702	36,526	37,956	47,150
10-6120-00-511830	Hospital Expense	148,692	145,162	169,051	220,000
10-6120-00-511832	Life Insurance Expense	1,589	1,578	1,596	1,596
10-6120-00-511833	Dental Insurance	8,857	9,682	6,440	6,440
10-6120-00-511840	HEALTH REIMBURS EXPENSE - REG	24,986	21,073	28,090	28,090
10-6120-00-511850	Unemployment Ins. Expense	587	255	1,200	1,200
10-6120-00-511860	Workers Comp. Expense	22,314	18,296	25,500	23,000
10-6120-00-521990	Prof. Services/Consultant Fees	1,905	2,291	35,500	15,000
10-6120-00-532120	Uniform Expense	6,357	7,431	11,000	10,000
10-6120-00-532510	Gas	4,924	4,824	5,966	7,500
10-6120-00-532520	Tires	1,040	420	1,103	1,710
10-6120-00-532530	Vehicle Repairs/Maintenance	8,050	3,630	11,226	11,440
10-6120-00-532700	Purchases For Resale	2,959	0	3,100	2,900
10-6120-00-532910	Treatment Chemicals	13,897	14,896	23,000	20,000
10-6120-00-532920	Materials And Supplies	119,393	97,017	120,000	120,000
10-6120-00-533180	Travel And Training	9,594	5,302	12,000	12,000
10-6120-00-533210	Telephone	5,826	6,238	15,000	10,000
10-6120-00-533310	Electricity	82,561	109,263	150,000	150,000
10-6120-00-533330	Propane Gas	27,059	5,304	43,000	43,000
10-6120-00-533340	Water	3,517	2,772	7,000	5,000
10-6120-00-533350	SEWER	4,938	4,240	8,500	7,000
10-6120-00-533360	DUMPSTER FEE	6,212	5,730	7,500	7,500
10-6120-00-533510	Building Repairs & Maintenance	49,695	44,330	60,000	60,000
10-6120-00-533520	Equipment Repairs/Maintenance	43,211	45,704	45,720	45,000
10-6120-00-533700	Other Advertising	32,523	4,801	5,000	5,000
10-6120-00-534390	Equipment Rentals	407	200	2,550	2,550
10-6120-00-534490	Other Contractual Service	-	0	-	-
10-6120-00-534510	Property And Gen. Liab. Ins.	12,968	13,851	12,630	12,630
10-6120-00-534520	Vehicle Insurance	2,556	3,542	2,960	2,960
10-6120-00-534580	Other Insurance Costs	102	81	380	380
10-6120-00-534910	Dues Memberships And Subscript	5,417	5,224	5,400	6,000
10-6120-00-536910	DONATIONS & CONTRIBUTIONS	2,000	-	3,500	-
10-6120-00-545400	Vehicles	-	-	-	-
10-6120-00-545500	Equipment	-	-	122,000	14,000
10-6120-00-545820	Building Improvements	8,750	-	-	-
10-6120-00-545900	Capital Improvements	240,258	719,712	194,000	25,000
10-6120-00-546000	LOAN PAYMENTS	-	-	95,600	88,665
10-6120-00-548100	Internal Service Costs	108,130	122,374	111,514	108,490
10-6125-00-535000	PLAYGROUND MAINTENANCE	5,680	7,910	10,000	10,000
10-6125-00-536230	Adult And Childern Programs	9,605	818	15,000	7,500
10-6125-00-536310	Misc. Grants-Recreation	-	20,942	30,000	-
10-6125-00-536310-10022	Misc. Grants-Recreation	-	0	-	-
	<b>Total</b>	<b>2,208,116</b>	<b>2,561,578</b>	<b>2,774,467</b>	<b>2,537,069</b>
<b>DEBT SERVICE</b>					
10-9100-00-546000	LOAN PAYMENTS	391,067	389,481	387,985	387,000
<b>OPERATING TRANSFERS</b>					
10-9800-00-599620	Transfer To Sewer Fund	-	110,000	-	-
<b>GRAND TOTAL</b>		<b>13,122,099</b>	<b>14,140,671</b>	<b>17,135,053</b>	<b>17,073,874</b>

## Line Item Budgets

### Water Fund - Revenues

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
61-3700-00-453710	Water Charges	3,152,861	3,057,941	3,300,000	3,090,000
61-3700-00-453711	Water Taps And Connections	54,061	45,683	35,000	45,000
61-3700-00-453727	CAPACITY FEE	53,167	86,905	25,000	25,000
61-3350-00-433010-23001	American Rescue Plan Act	-	-	180,000	330,000
61-3800-00-463830	Miscellaneous Revenue	-	20,207	1,000	1,000
61-3800-00-463835	Sale of Materials/Fixed Assets	681	-	-	-
61-3850-00-473831	Investment Income	23,282	1,127	-	1,000
61-3900-00-493992	Fund Balance Appropriated	-	-	212,200	549,353
<b>GRAND TOTAL</b>		<b>3,284,051</b>	<b>3,211,863</b>	<b>3,753,200</b>	<b>4,041,353</b>

### Water Fund - Expenditures

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
<b>Water Maintenance</b>					
61-7121-00-511210	Regular Pay	383,341	313,387	396,116	390,000
61-7121-00-511220	Overtime Pay	20,591	18,437	25,000	25,000
61-7121-00-511230	Temporary And Part Time Pay	13,205	-	15,000	5,000
61-7121-00-511810	FICA	30,073	24,156	29,538	32,130
61-7121-00-511820	Retirement Expense	40,158	43,341	42,382	50,464
61-7121-00-511825	401K Expense-WATER MAINT.	19,992	16,725	18,556	20,750
61-7121-00-511830	Hospital Expense	181,809	44,528	100,028	90,000
61-7121-00-511832	Life Insurance Expense	770	666	672	672
61-7121-00-511833	Dental Insurance	3,875	3,450	2,273	2,500
61-7121-00-511840	HEALTH REIMBURS EXPENSE - REG	17,408	9,593	20,080	20,000
61-7121-00-511850	Unemployment Ins. Expense	245	99	700	700
61-7121-00-511860	Workers Comp. Expense	8,114	6,637	9,250	9,250
61-7121-00-521990	Prof. Services/Consultant Fees	41,593	16,994	63,000	63,000
61-7121-00-532120	Uniform Expense	7,409	4,369	8,750	8,750
61-7121-00-532510	Gas	12,872	12,873	14,921	16,500
61-7121-00-532520	Tires	2,730	2,910	5,514	4,420
61-7121-00-532530	Vehicle Repairs/Maintenance	22,000	25,280	26,809	29,540
61-7121-00-532920	Materials And Supplies	210,836	274,911	245,000	275,000
61-7121-00-533180	Travel And Training	7,435	622	9,000	9,000
61-7121-00-533210	Telephone	3,079	3,490	2,900	5,000
61-7121-00-533310	Electricity	49,779	57,802	47,000	50,000
61-7121-00-533520	Equipment Repairs/Maintenance	18,712	6,606	25,000	25,000
61-7121-00-534390	Equipment Rentals	3,640	-	4,200	2,500
61-7121-00-534490	Other Contractual Service	1,500	-	20,000	5,000
61-7121-00-534510	Property And Gen. Liab. Ins.	7,204	7,293	6,650	6,650
61-7121-00-534520	Vehicle Insurance	2,556	3,542	2,960	2,960
61-7121-00-534580	Other Insurance Costs	922	733	3,440	3,440
61-7121-00-534910	Dues Memberships And Subscript	370	685	1,200	1,000
61-7121-00-545400	Vehicles	-	-	-	-
61-7121-00-545500	Equipment	-	-	130,000	30,000
61-7121-00-545900	Capital Improvements	-	-	610,000	430,000
61-7121-00-546000	LOAN PAYMENTS	9,574	12,933	107,471	73,000
61-7121-00-548100	Internal Service Costs	139,680	152,100	133,815	180,491
	<b>Total</b>	<b>1,261,471</b>	<b>1,064,160</b>	<b>2,127,225</b>	<b>1,867,717</b>
<b>Water Treatment</b>					
61-7122-00-511210	Regular Pay	348,438	329,159	393,564	390,000
61-7122-00-511220	Overtime Pay	591	2,375	3,000	4,500
61-7122-00-511230	Temporary And Part Time Pay	-	-	3,000	3,000

61-7122-00-511810	FICA	25,730	24,352	26,742	30,179
61-7122-00-511820	Retirement Expense	34,733	43,108	39,578	47,971
61-7122-00-511825	401K Expense-WATER TREATMENT	17,318	16,556	17,329	19,725
61-7122-00-511830	Hospital Expense	141,227	54,804	92,205	96,000
61-7122-00-511831	Retired Employee Ins. Exp	-	-	7,370	-
61-7122-00-511832	Life Insurance Expense	784	756	756	1,000
61-7122-00-511833	Dental Insurance	3,440	3,472	2,653	2,500
61-7122-00-511840	HEALTH REIMBURS EXPENSE - REG	13,404	11,732	18,180	18,180
61-7122-00-511841	HEALTH REIMBURS EXP - RET	-	-	1,280	-
61-7122-00-511850	Unemployment Ins. Expense	205	84	650	650
61-7122-00-511860	Workers Comp. Expense	7,286	5,955	8,300	8,300
61-7122-00-521990	Prof. Services/Consultant Fees	21,701	41,562	40,000	40,000
61-7122-00-532120	Uniform Expense	5,054	3,254	5,500	7,000
61-7122-00-532510	Gas	1,950	2,000	2,658	3,150
61-7122-00-532520	Tires	500	955	1,103	800
61-7122-00-532530	Vehicle Repairs/Maintenance	3,850	5,017	4,786	5,320
61-7122-00-532910	Treatment Chemicals	123,466	124,754	141,000	141,000
61-7122-00-532920	Materials And Supplies	25,217	38,780	45,000	45,000
61-7122-00-533180	Travel And Training	1,849	1,296	2,500	3,000
61-7122-00-533210	Telephone	3,142	3,387	3,200	3,200
61-7122-00-533310	Electricity	19,376	18,475	21,500	21,500
61-7122-00-533320	Fuel Oil	560	379	1,500	1,500
61-7122-00-533510	Building Repairs & Maintenance	3,284	6,154	10,000	10,000
61-7122-00-533520	Equipment Repairs/Maintenance	23,761	27,330	23,000	23,000
61-7122-00-533540	Operating Plant Repairs/Maint.	-	-	-	15,000
61-7122-00-534390	Equipment Rentals	-	50	-	-
61-7122-00-534490	Other Contractual Service	61,930	45,587	60,000	50,000
61-7122-00-534510	Property And Gen. Liab. Ins.	5,763	5,834	5,320	5,320
61-7122-00-534520	Vehicle Insurance	953	1,328	1,110	1,110
61-7122-00-534580	Other Insurance Costs	102	81	380	380
61-7122-00-534910	Dues Memberships And Subscript	5,606	5,523	6,000	6,000
61-7122-00-545500	Equipment	-	-	-	150,000
61-7122-00-545900	Capital Improvements	-	-	20,000	420,000
61-7122-00-548100	Internal Service Costs	96,010	101,358	126,321	139,061
	<b>Total</b>	<b>997,232</b>	<b>925,454</b>	<b>1,135,485</b>	<b>1,713,346</b>
<b>Administration and Finance</b>					
61-7125-00-554920	Bad Debt Expense	-	-	16,000	16,000
61-7125-00-554970	Charges By General Fund	434,270	410,780	474,490	444,290
61-9200-00-574600	Depreciation	633,955	640,836	-	-
	<b>Total</b>	<b>1,068,224</b>	<b>1,051,616</b>	<b>490,490</b>	<b>460,290</b>
<b>GRAND TOTAL</b>		<b>3,326,927</b>	<b>3,041,231</b>	<b>3,753,200</b>	<b>4,041,353</b>

## Line Item Budgets

### Sewer Fund - Revenues

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
62-3700-00-453720	Sewer Charges	2,923,463	2,960,305	3,509,000	3,432,000
62-3700-00-453721	Sewer Taps And Connections	39,370	18,434	20,000	20,000
62-3700-00-453727	CAPACITY FEE	50,493	82,942	25,000	25,000
62-3350-00-433010-23001	American Rescue Plan Act	-	-	150,000	240,000
62-3800-00-463830	Miscellaneous Revenue	-	110,000	2,900	1,000
62-3800-00-463835	Sale of Materials/Fixed Assets	-	-	-	-
62-3850-00-473831	Investment Income	20,952	831	5,000	1,000
62-3900-00-493992	Fund Balance Appropriated	-	-	270,000	17,565
<b>GRAND TOTAL</b>		<b>3,034,278</b>	<b>3,172,512</b>	<b>3,981,900</b>	<b>3,736,565</b>

### Sewer Fund - Expenditures

Account	Description	FY20 Actual	FY21 Budget	FY22 Budget	FY23 Budget
<b>Sewer Maintenance</b>					
62-7121-00-511210	Regular Pay	229,239	241,739	351,002	375,000
62-7121-00-511220	Overtime Pay	10,373	13,310	20,000	20,000
62-7121-00-511230	Temporary And Part Time Pay	-	-	15,000	5,000
62-7121-00-511810	FICA	17,521	18,696	24,609	30,600
62-7121-00-511820	Retirement Expense	42,587	37,144	35,023	48,032
62-7121-00-511825	401K Expense-SEWER MAINT.	11,738	12,839	15,334	19,750
62-7121-00-511830	Hospital Expense	101,240	55,527	92,203	125,000
62-7121-00-511831	Retired Employee Ins. Exp	-	-	7,360	-
62-7121-00-511832	Life Insurance Expense	581	608	672	660
62-7121-00-511833	Dental Insurance	2,807	3,638	3,031	2,400
62-7121-00-511840	HEALTH REIMBURS EXPENSE - REG	9,615	6,573	10,990	10,990
62-7121-00-511841	HEALTH REIMBURS EXP - RET	0	0	-	-
62-7121-00-511850	Unemployment Ins. Expense	141	56	450	450
62-7121-00-511860	Workers Comp. Expense	4,953	4,161	5,800	5,800
62-7121-00-521990	Prof. Services/Consultant Fees	72,831	10,558	80,000	110,000
62-7121-00-532120	Uniform Expense	4,796	4,180	6,600	8,750
62-7121-00-532510	Gas	12,370	12,803	15,053	16,500
62-7121-00-532520	Tires	2,810	3,000	5,514	4,520
62-7121-00-532530	Vehicle Repairs/Maintenance	23,174	26,223	27,746	30,210
62-7121-00-532920	Materials And Supplies	34,054	57,055	80,000	100,000
62-7121-00-533180	Travel And Training	2,308	621	3,500	5,000
62-7121-00-533210	Telephone	1,660	1,860	1,700	1,900
62-7121-00-533520	Equipment Repairs/Maintenance	4,464	410	6,000	-
62-7121-00-534390	Equipment Rentals	4,105	4,437	5,000	6,000
62-7121-00-534490	Other Contractual Service	3,323	660	50,000	5,000
62-7121-00-534510	Property And Gen. Liab. Ins.	5,043	5,099	4,650	20,000
62-7121-00-534520	Vehicle Insurance	953	1,328	1,110	4,650
62-7121-00-534580	Other Insurance Costs	-	41	190	1,110
62-7121-00-534910	Dues Memberships And Subscript	4,810	1,795	2,700	190
62-7121-00-545500	Equipment	-	-	25,000	10,000
62-7121-00-545900	Capital Improvements	-	-	180,000	280,000
62-7121-00-548100	Internal Service Costs	71,080	92,722	151,630	114,817
	<b>Total</b>	<b>678,577</b>	<b>617,086</b>	<b>1,227,867</b>	<b>1,362,329</b>



## Sewer Treatment

62-7122-00-511210	Regular Pay	411,938	383,272	473,580	475,000
62-7122-00-511220	Overtime Pay	30,132	12,477	25,000	10,000
62-7122-00-511230	Temporary And Part Time Pay	-	-	15,000	5,000
62-7122-00-511810	FICA	31,542	28,386	34,368	37,485
62-7122-00-511820	Retirement Expense	82,709	61,032	49,592	58,976
62-7122-00-511825	401K Expense-SEWER TREATMENT	21,740	18,287	21,713	24,250
62-7122-00-511830	Hospital Expense	202,484	127,814	112,126	121,000
62-7122-00-511831	Retired Employee Ins. Exp	0	0	36,900	8,100
62-7122-00-511832	Life Insurance Expense	863	850	840	1,000
62-7122-00-511833	Dental Insurance	4,441	5,159	3,410	4,000
62-7122-00-511840	HEALTH REIMBURS EXPENSE - REG	19,052	15,128	21,810	21,810
62-7122-00-511841	HEALTH REIMBURS EXP - RET	(0)	0	6,390	6,390
62-7122-00-511850	Unemployment Ins. Expense	260	101	750	750
62-7122-00-511860	Workers Comp. Expense	9,110	7,821	10,900	10,900
62-7122-00-521990	Prof. Services/Consultant Fees	169,517	8,170	100,000	75,000
62-7122-00-532120	Uniform Expense	10,883	12,131	13,000	14,500
62-7122-00-532510	Gas	2,050	2,110	2,415	2,100
62-7122-00-532520	Tires	430	460	551	710
62-7122-00-532530	Vehicle Repairs/Maintenance	3,330	3,777	4,543	4,720
62-7122-00-532910	Treatment Chemicals	53,323	24,537	66,000	75,000
62-7122-00-532920	Materials And Supplies	76,567	50,945	55,000	60,000
62-7122-00-533180	Travel And Training	2,909	965	5,000	6,000
62-7122-00-533210	Telephone	2,348	2,836	2,600	2,600
62-7122-00-533310	Electricity	121,020	127,215	145,000	145,000
62-7122-00-533320	Fuel Oil	4,305	2,719	2,800	3,000
62-7122-00-533330	Propane Gas	13,281	22	24,000	20,000
62-7122-00-533340	Water	500	1,985	2,500	2,500
62-7122-00-533510	Building Repairs & Maintenance	7,033	4,628	15,000	20,000
62-7122-00-533520	Equipment Repairs/Maintenance	40,554	34,170	52,000	47,000
62-7122-00-533540	Operating Plant Repairs/Maint.	119,496	65,019	200,000	200,000
62-7122-00-533360	COMMERCIAL FEE/OR DUMPSTE	-	-	-	3,000
62-7122-00-534450	Tipping Fees	18,993	26,317	25,000	20,000
62-7122-00-534510	Property And Gen. Liab. Ins.	7,925	8,017	7,310	7,310
62-7122-00-534520	Vehicle Insurance	953	1,328	1,110	1,110
62-7122-00-534580	Other Insurance Costs	512	407	1,910	1,910
62-7122-00-534910	Dues Memberships And Subscript	9,312	12,625	10,000	35,000
62-7122-00-545400	Vehicles	-	-	-	-
62-7122-00-545500	Equipment	-	-	110,000	173,000
62-7122-00-545900	Capital Improvements	-	-	50,000	23,419
62-7122-00-548100	Internal Service Costs	168,010	160,366	186,685	191,386
	<b>Total</b>	<b>1,647,520</b>	<b>1,211,076</b>	<b>1,894,803</b>	<b>1,918,926</b>

## Administration and Finance

62-7125-00-554920	Bad Debt Expense	-	-	20,000	20,000
62-7125-00-554970	Charges By General Fund	381,110	364,080	459,230	435,310
62-9100-00-567510	Service Charges	-	-	380,000	-
62-9200-00-574600	Depreciation	455,955	473,701	-	-
	<b>Total</b>	<b>837,065</b>	<b>837,781</b>	<b>859,230</b>	<b>455,310</b>
<b>GRAND TOTAL</b>		<b>3,163,162</b>	<b>2,665,943</b>	<b>3,981,900</b>	<b>3,736,565</b>

## Line Item Budgets

### Electric Fund - Revenues

Account	Description	FY20 Actual	FY21 Budget	FY22 Budget	FY23 Budget
63-3700-00-453730	Electric Charges	8,250,721	8,661,223	9,208,900	8,910,000
63-3700-00-453731	Security Lights	49,510	52,256	51,200	50,000
63-3700-00-453732	Street Lights	129,252	118,481	129,250	115,000
63-3700-00-453733	Underground Service Install	1,080	-	2,000	2,000
63-3700-00-453735	Renewable Energy Portf. Stand.	53,243	50,516	52,800	50,000
63-3700-00-453737	Electric Pole Rent	8,011	32,973	14,000	14,000
63-3700-00-453739	Sales Tax Charges	425,185	445,920	460,000	460,000
63-3800-00-463830	Miscellaneous Revenue	7,990	-	3,000	12,000
63-3800-00-463835	Sale of Materials/Fixed Assets	3,126	285	-	500
63-3800-00-463840	CONTRIBUTED CAPITAL	180,465	-	700,000	-
63-3850-00-473831	Investment Income	23,204	1,015	14,040	2,000
63-3900-00-493992	Fund Balance Appropriated	-	-	95,664	413,679
<b>GRAND TOTAL</b>		<b>9,131,786</b>	<b>9,362,669</b>	<b>10,730,854</b>	<b>10,029,179</b>

Account	Description	FY20 Actual	FY21 Budget	FY22 Budget	FY23 Budget
<b>Electric Maintenance</b>					
63-7121-00-511210	Regular Pay	239,698	256,849	309,575	315,000
63-7121-00-511220	Overtime Pay	9,513	11,024	15,000	15,000
63-7121-00-511810	FICA	16,946	19,339	21,005	25,245
63-7121-00-511820	Retirement Expense	45,197	70,047	31,357	40,128
63-7121-00-511825	401K Expense-ELECTRIC MAINT.	12,101	13,608	13,729	16,500
63-7121-00-511830	Hospital Expense	64,909	84,340	68,000	73,000
63-7121-00-511831	Retired Employee Ins. Exp	8,514	-	14,800	14,800
63-7121-00-511832	Life Insurance Expense	483	497	800	800
63-7121-00-511833	Dental Insurance	2,214	1,157	1,000	1,000
63-7121-00-511840	HEALTH REIMBURS EXPENSE - REG	9,580	8,712	18,060	18,060
63-7121-00-511841	HEALTH REIMBURS EXP - RET	1,443	-	2,560	2,560
63-7121-00-511850	Unemployment Ins. Expense	146	71	500	500
63-7121-00-511860	Workers Comp. Expense	6,008	4,987	6,950	6,950
63-7121-00-521990	Prof. Services/Consultant Fees	9,016	21,876	65,000	140,000
63-7121-00-532120	Uniform Expense	14,219	15,450	20,000	25,000
63-7121-00-532510	Gas	8,131	8,248	9,793	10,800
63-7121-00-532520	Tires	1,850	1,970	3,308	2,960
63-7121-00-532530	Vehicle Repairs/Maintenance	14,982	19,038	18,560	19,760
63-7121-00-532920	Materials And Supplies	12,987	126,511	128,464	200,000
63-7121-00-532950	Transformers	22,114	25,640	28,000	40,000
63-7121-00-533180	Travel And Training	2,722	1,716	6,000	10,000
63-7121-00-533210	Telephone	3,842	1,749	4,000	4,000
63-7121-00-533360	COMMERCIAL FEE/OR DUMPSTE	-	-	-	1,500
63-7121-00-533520	Equipment Repairs/Maintenance	24,927	7,862	40,000	40,000
63-7121-00-534390	Equipment Rentals	3,478	-	7,000	5,000
63-7121-00-534490	Other Contractual Service	67,331	93,237	40,000	78,500
63-7121-00-534510	Property And Gen. Liab. Ins.	5,071	5,132	4,680	4,680
63-7121-00-534520	Vehicle Insurance	2,231	3,099	2,590	2,590
63-7121-00-534580	Other Insurance Costs	666	531	2,490	2,500
63-7121-00-534910	Dues Memberships And Subscript	10,159	256	11,000	16,000
63-7121-00-545500	Equipment	-	-	21,000	-
63-7121-00-545900	Capital Improvements	-	-	1,530,000	550,000
63-7121-00-546000	LOAN PAYMENTS	7,900	998	32,000	-

63-7121-00-548100	Internal Service Costs	139,103	176,635	251,043	186,486
	<b>Total</b>	<b>767,482</b>	<b>980,578</b>	<b>2,728,264</b>	<b>1,869,319</b>
<b>Power Purchases</b>					
63-7123-00-582700	Wholesale Purchased Power	4,566,328	4,592,740	5,290,500	5,350,000
63-7123-00-582710	REPS - Renewable Energy Charge	142,366	136,355	125,000	200,000
63-7123-00-582750	Sales Tax Paid-Purchased Power	424,305	446,316	448,000	480,000
	<b>Total</b>	<b>5,132,998</b>	<b>5,175,410</b>	<b>5,863,500</b>	<b>6,030,000</b>
<b>Administration and Finance</b>					
63-7125-00-554920	Bad Debt Expense	-	-	38,400	40,000
63-7125-00-554970	Charges By General Fund	762,040	698,750	825,090	814,260
63-9200-00-574600	Depreciation	272,639	281,385	-	-
63-9800-00-599100	Transfer To General Fund	1,275,600	1,275,600	1,275,600	1,275,600
	<b>Total</b>	<b>2,310,280</b>	<b>2,255,735</b>	<b>2,139,090</b>	<b>2,129,860</b>
<b>GRAND TOTAL</b>		<b>8,210,760</b>	<b>8,411,723</b>	<b>10,730,854</b>	<b>10,029,179</b>

## Line Item Budgets

### Internal Service Funds - Revenues

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
<b>Sales and Service - Asset Services</b>					
81-3650-00-453610	Charges To General Fund	768,746	794,451	914,362	882,534
81-3650-00-453661	Charges to Water Fund	235,690	253,458	260,136	319,552
81-3650-00-453662	Charges to Sewer Fund	239,090	253,089	338,315	306,203
81-3650-00-453663	Charges to Electric Fund	139,103	176,635	251,043	186,486
81-3650-00-453682	Charges To Garage	6,330	6,200	8,573	9,467
81-3850-00-473831	Investment Income	3,479	-	-	-
<b>GRAND TOTAL</b>		<b>1,392,437</b>	<b>1,483,833</b>	<b>1,772,429</b>	<b>1,704,242</b>

<b>Sales and Service - Garage</b>					
82-3650-00-453610	Charges To General Fund	477,247	541,097	643,249	702,488
82-3650-00-453661	Charges to Water Fund	40,780	48,130	55,791	60,928
82-3650-00-453662	Charges to Sewer Fund	42,730	48,310	55,822	60,964
82-3650-00-453663	Charges to Electric Fund	24,150	27,318	31,661	34,577
82-3650-00-453681	Charges to Asset Management	13,810	13,590	16,166	17,655
82-3800-00-463830	Miscellaneous Revenue	2,055	15,461	10,000	-
82-3800-00-463835	Sale of Materials/Fixed Assets	2	-	-	-
82-3850-00-473831	Investment Income	590	46	360	-
<b>GRAND TOTAL</b>		<b>601,364</b>	<b>693,952</b>	<b>813,049</b>	<b>876,612</b>

### Internal Service Funds - Expenditures

Account	Description	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
<b>Public Services Administration</b>					
81-4120-00-511210	Regular Pay	222,053	261,085	271,189	270,000
81-4120-00-511220	Overtime Pay	-	-	500	500
81-4120-00-511230	Temporary And Part Time Pay	1,600	-	7,000	2,500
81-4120-00-511810	FICA	15,707	18,268	21,320	20,885
81-4120-00-511820	Retirement Expense	17,359	63,062	31,027	32,893
81-4120-00-511825	401K Expense	11,195	12,916	13,585	13,525
81-4120-00-511830	Hospital Expense	30,385	97,118	59,811	57,500
81-4120-00-511831	Retired Employee Ins. Exp	0	-	7,380	7,380
81-4120-00-511832	Life Insurance Expense	385	420	420	500
81-4120-00-511833	Dental Insurance	1,700	579	1,520	1,520
81-4120-00-511840	HEALTH REIMBURS EXPENSE - REG	6,220	7,832	8,310	8,310
81-4120-00-511841	HEALTH REIMBURS EXP - RET	(0)	-	1,280	1,280
81-4120-00-511850	Unemployment Ins. Expense	131	59	435	400
81-4120-00-511860	Workers Comp. Expense	5,189	4,305	6,000	6,000
81-4120-00-521920	Legal Fees	585	203	5,000	5,000
81-4120-00-521990	Prof. Services/Consultant Fees	6,874	1,904	8,000	10,000
81-4120-00-532120	Uniform Expense	879	1,716	2,000	4,000
81-4120-00-532510	Gas	130	160	154	150
81-4120-00-532520	Tires	30	30	110	40
81-4120-00-532530	Vehicle Repairs/Maintenance	210	2,965	210	290
81-4120-00-532920	Materials And Supplies	3,992	6,164	6,500	8,000
81-4120-00-533180	Travel And Training	1,509	1,741	7,000	7,000
81-4120-00-533210	Telephone	3,633	4,213	4,500	5,000
81-4120-00-533310	Electricity	-	4,640	-	1,000
81-4120-00-533520	Equipment Repairs/Maintenance	-	858	1,000	6,500

81-4120-00-534510	Property And Gen. Liab. Ins.	2,882	2,917	2,660	2,660
81-4120-00-534520	Vehicle Insurance	953	1,328	1,110	1,110
81-4120-00-534580	Other Insurance Costs	-	41	190	190
81-4120-00-534600	Depreciation	3,154	3,154	-	-
81-4120-00-534910	Dues Memberships And Subscript	19,322	6,532	3,200	7,000
81-4120-00-545400	Vehicles	-	-	30,000	-
81-4120-00-545500	Equipment	-	-	-	30,000
81-4120-00-545900	Capital Improvements	-	-	-	-
	<b>Total</b>	<b>356,078</b>	<b>504,209</b>	<b>501,411</b>	<b>511,132</b>

### Public Facilities

81-4260-00-511210	Regular Pay	46,971	46,119	43,925	50,500
81-4260-00-511220	Overtime Pay	1,331	767	1,000	1,000
81-4260-00-511230	Temporary And Part Time Pay	-	-	1,500	-
81-4260-00-511810	FICA	3,720	3,549	3,552	3,940
81-4260-00-511820	Retirement Expense	3,820	11,234	5,131	6,262
81-4260-00-511825	401K Expense	2,438	2,352	2,247	2,575
81-4260-00-511830	Hospital Expense	5,956	13,257	8,099	8,100
81-4260-00-511831	Retired Employee Ins. Exp	3,305	(0)	7,650	7,650
81-4260-00-511832	Life Insurance Expense	87	85	150	150
81-4260-00-511833	Dental Insurance	491	588	385	500
81-4260-00-511840	HEALTH REIMBURS EXPENSE - REG	1,215	1,069	1,280	1,280
81-4260-00-511841	HEALTH REIMBURS EXP - RET	566	(0)	740	740
81-4260-00-511850	Unemployment Ins. Expense	28	12	150	150
81-4260-00-511860	Workers Comp. Expense	864	861	1,200	1,200
81-4260-00-521990	Prof. Services/Consultant Fees	374	374	5,000	5,000
81-4260-00-532120	Uniform Expense	1,207	1,204	1,000	1,200
81-4260-00-532510	Gas	310	320	607	750
81-4260-00-532520	Tires	120	130	375	200
81-4260-00-532530	Vehicle Repairs/Maintenance	970	1,160	1,103	1,340
81-4260-00-532920	Materials And Supplies	12,216	22,124	25,000	25,000
81-4260-00-532920-10012	Materials And Supplies	15,222	-	2,500	2,500
81-4260-00-533180	Travel And Training	130	150	1,000	1,000
81-4260-00-533180-10012	Travel And Training	-	-	2,500	-
81-4260-00-533210	Telephone	3,919	4,308	4,200	4,200
81-4260-00-533310	Electricity	45,593	49,253	58,500	58,500
81-4260-00-533340	Water	884	859	1,000	1,000
81-4260-00-533350	SEWER	10,873	1,080	1,100	1,100
81-4260-00-533510	Building Repairs & Maintenance	22,807	24,675	35,000	35,000
81-4260-00-533520	Equipment Repairs/Maintenance	-	-	1,000	2,000
81-4260-00-534490	Other Contractual Service	268,012	259,564	295,000	300,000
81-4260-00-534510	Property And Gen. Liab. Ins.	720	724	660	660
81-4260-00-534520	Vehicle Insurance	314	443	370	370
81-4260-00-534580	Other Insurance Costs	51	41	190	190
81-4260-00-534600	Depreciation	62,258	61,318	-	-
81-4260-00-534910	Dues Memberships And Subscript	600	95	800	800
81-4260-00-545500	Equipment	-	-	-	-
81-4260-00-545900	Capital Improvements	-	-	65,000	25,000
81-4260-00-545900-10012	Capital Improvements	-	-	20,000	-
81-4260-00-546000	LOAN PAYMENTS	21,758	19,974	108,900	108,800
	<b>Total</b>	<b>539,130</b>	<b>527,687</b>	<b>707,814</b>	<b>658,657</b>

### Outside Facilities

81-4261-00-511210	Regular Pay	78,812	80,601	90,041	68,000
81-4261-00-511220	Overtime Pay	1,172	494	3,000	2,000
81-4261-00-511230	Temporary And Part Time Pay	-	-	1,500	1,500
81-4261-00-511810	FICA	5,581	5,827	7,232	5,470
81-4261-00-511820	Retirement Expense	6,144	20,697	10,625	8,512
81-4261-00-511825	401K Expense	3,909	4,302	4,652	3,500
81-4261-00-511830	Hospital Expense	20,077	57,812	27,685	20,000

81-4261-00-511831	Retired Employee Ins. Exp	-	-	7,380	7,380
81-4261-00-511832	Life Insurance Expense	220	168	168	350
81-4261-00-511833	Dental Insurance	933	579	379	765
81-4261-00-511840	HEALTH REIMBURS EXPENSE - REG	4,111	4,686	4,480	4,480
81-4261-00-511841	HEALTH REIMBURS EXP - RET	-	-	1,280	1,280
81-4261-00-511850	Unemployment Ins. Expense	47	19	160	160
81-4261-00-511860	Workers Comp. Expense	1,331	1,363	1,900	1,900
81-4261-00-521990	Prof. Services/Consultant Fees	-	3,534	4,000	4,000
81-4261-00-532120	Uniform Expense	1,899	1,733	2,850	2,850
81-4261-00-532510	Gas	3,330	3,430	4,279	5,100
81-4261-00-532520	Tires	800	850	1,103	1,280
81-4261-00-532530	Vehicle Repairs/Maintenance	6,090	7,290	8,225	8,460
81-4261-00-532920	Materials And Supplies	13,674	15,079	50,000	35,000
81-4261-00-532920-10021	Materials And Supplies	-	-	-	-
81-4261-00-533180	Travel And Training	1,736	867	3,500	3,500
81-4261-00-533210	Telephone	1,094	1,226	1,300	1,300
81-4261-00-533330	Propane Gas	-	-	1,000	-
81-4261-00-533520	Equipment Repairs/Maintenance	105	146	3,000	2,000
81-4261-00-534110	Lease Parking	20,721	23,490	23,200	26,000
81-4261-00-534490	Other Contractual Service	15,875	22,656	25,000	35,000
81-4261-00-534510	Property And Gen. Liab. Ins.	1,441	1,459	1,330	1,330
81-4261-00-534520	Vehicle Insurance	639	885	740	740
81-4261-00-534580	Other Insurance Costs	358	286	1,340	1,340
81-4261-00-534600	Depreciation	33,442	33,442	-	-
81-4261-00-534910	Dues Memberships And Subscript	125	855	1,000	1,000
81-4261-00-535000	PLAYGROUND MAINTENANCE	-	-	-	-
81-4261-00-545900	Capital Improvements	-	-	-	-
	<b>Total</b>	<b>223,665</b>	<b>293,776</b>	<b>292,349</b>	<b>254,197</b>

### Purchasing

81-8100-00-511210	Regular Pay	117,658	111,628	129,317	136,500
81-8100-00-511220	Overtime Pay	147	174	500	500
81-8100-00-511810	FICA	8,649	8,216	9,918	10,481
81-8100-00-511820	Retirement Expense	8,909	28,177	14,805	16,660
81-8100-00-511825	401K Expense-PUB. OPERATIONS	5,737	5,537	6,482	6,850
81-8100-00-511830	Hospital Expense	25,856	53,316	39,851	39,250
81-8100-00-511832	Life Insurance Expense	252	231	252	310
81-8100-00-511833	Dental Insurance	1,423	1,157	1,150	1,225
81-8100-00-511840	HEALTH REIMBURS EXPENSE - REG	5,326	4,309	5,800	5,800
81-8100-00-511850	Unemployment Ins. Expense	69	26	210	210
81-8100-00-511860	Workers Comp. Expense	2,181	1,794	2,500	2,500
81-8100-00-521990	Prof. Services/Consultant Fees	-	-	-	-
81-8100-00-532120	Uniform Expense	1,727	1,772	2,100	2,400
81-8100-00-532920	Materials And Supplies	7,199	12,558	13,000	13,000
81-8100-00-533180	Travel And Training	1,316	220	2,400	2,400
81-8100-00-533210	Telephone	2,524	2,635	2,550	2,650
81-8100-00-533310	Electricity	11,441	12,304	12,000	12,500
81-8100-00-533330	Propane Gas	8,125	5,620	11,000	10,000
81-8100-00-533340	Water	246	245	400	500
81-8100-00-533350	SEWER	309	268	500	600
81-8100-00-533360	COMMERCIAL FEE/OR DUMPSTE	1,696	1,272	1,700	-
81-8100-00-533510	Building Repairs & Maintenance	1,812	399	4,200	4,200
81-8100-00-533520	Equipment Repairs/Maintenance	2,896	2,172	7,000	7,000
81-8100-00-534390	Equipment Rentals	-	-	-	1,500
81-8100-00-534510	Property And Gen. Liab. Ins.	2,161	2,182	1,990	1,990
81-8100-00-534520	Vehicle Insurance	314	443	370	370
81-8100-00-534580	Other Insurance Costs	102	81	380	380
81-8100-00-534600	Depreciation	29,239	29,239	-	-
81-8100-00-534910	Dues Memberships And Subscript	360	290	480	480

	Total	247,677	286,264	270,855	280,256
<b>GRAND TOTAL</b>		<b>1,366,550</b>	<b>1,611,935</b>	<b>1,772,429</b>	<b>1,704,242</b>
<b>Garage</b>					
82-8200-00-511210	Regular Pay	122,746	127,618	130,875	144,800
82-8200-00-511220	Overtime Pay	826	776	2,000	2,500
82-8200-00-511810	FICA	8,971	9,321	10,165	11,268
82-8200-00-511820	Retirement Expense	27,659	22,679	15,175	17,912
82-8200-00-511825	401K Expense-GARAGE	5,943	6,586	6,644	7,365
82-8200-00-511830	Hospital Expense	51,375	41,728	32,089	36,000
82-8200-00-511831	Retired Employee Ins. Exp	5,666	-	-	-
82-8200-00-511832	Life Insurance Expense	252	252	252	400
82-8200-00-511833	Dental Insurance	949	1,736	1,137	1,500
82-8200-00-511840	HEALTH REIMBURS EXPENSE - REG	4,754	4,215	5,160	6,450
82-8200-00-511841	HEALTH REIMBURS EXP - RET	962	-	-	-
82-8200-00-511850	Unemployment Ins. Expense	73	28	200	200
82-8200-00-511860	Workers Comp. Expense	2,287	1,901	2,650	2,650
82-8200-00-521990	Prof. Services/Consultant Fees	-	-	-	-
82-8200-00-532120	Uniform Expense	1,942	1,782	3,200	4,000
82-8200-00-532500	OIL	4,368	4,053	8,000	12,000
82-8200-00-532510	Gas	177,431	175,636	225,000	275,000
82-8200-00-532520	Tires	46,637	49,780	60,000	75,000
82-8200-00-532920	Materials And Supplies	148,184	207,283	177,969	210,000
82-8200-00-533180	Travel And Training	195	22	2,000	4,000
82-8200-00-533210	Telephone	1,960	2,006	2,000	2,000
82-8200-00-533330	Propane Gas	13,719	21,011	50,000	25,000
82-8200-00-533520	Equipment Repairs/Maintenance	12,246	15,214	22,000	26,000
82-8200-00-534510	Property And Gen. Liab. Ins.	2,161	2,182	1,990	2,100
82-8200-00-534520	Vehicle Insurance	314	443	370	400
82-8200-00-534600	Depreciation	12,031	12,669	-	-
82-8200-00-534910	Dues Memberships And Subscript	-	-	600	600
82-8200-00-545500	Equipment	-	-	10,000	-
82-8200-00-545900	Capital Improvements	-	-	35,000	-
82-8200-00-548100	Internal Service Costs	6,330	6,200	8,573	9,467
<b>GRAND TOTAL</b>		<b>659,979</b>	<b>715,121</b>	<b>813,049</b>	<b>876,612</b>

## General Fund - Capital Budget

Capital Outlay	Dept Request	FY23 Funded	FY23 ARP Funded
<b>Police Department</b>			
Dispatch Center Upgrade	\$ 124,869.71	\$ -	\$ 124,870.00
Bldg. Expansion SRT Room	\$ 105,000.00	\$ 105,000.00	\$ -
Tsunami 360 Surveillance	\$ 20,865.00	\$ -	\$ -
Refurbished Bearcat G2	\$ 179,725.00	\$ -	\$ -
Dodge Charger Police Rated Sedan - 3	\$ 79,617.00	\$ 79,617.00	\$ -
Dodge Durango Pursuit AWD - 1	\$ 33,198.00	\$ 33,198.00	\$ -
Ford Interceptor - 1	\$ 32,800.27	\$ 32,800.27	\$ -
Ford Police Rated F-150	\$ 33,993.82	\$ 33,993.82	\$ -
Dodge Charger Patrol Ready Package - 3	\$ 36,300.00	\$ 36,300.00	\$ -
SUV Patrol Ready Package - 3	\$ 36,300.00	\$ 36,300.00	\$ -
<b>Total Police Department:</b>	<b>\$ 682,668.80</b>	<b>\$ 357,209.09</b>	<b>\$ 124,870.00</b>
<b>Fire Department</b>			
Station 2	\$ 5,000,000.00	\$ 400,000.00	\$ -
Equipment	\$ 75,000.00	\$ 75,000.00	\$ -
<b>Total Fire Department:</b>	<b>\$ 5,075,000.00</b>	<b>\$ 475,000.00</b>	<b>\$ -</b>
<b>Street and Sanitation</b>			
Recycle Truck	\$ 145,000.00	\$ 145,000.00	\$ -
asphalt roller	\$ 80,000.00	\$ -	\$ -
Wren Way Slide Mitigation	\$ 350,000.00	\$ -	\$ -
Oakdale Rd Bridge Maint. (replacement)	\$ 420,000.00	\$ -	\$ -
Rear Load Garbage Truck	\$ 220,000.00	\$ -	\$ -
Sweeper Truck	\$ 300,000.00	\$ -	\$ -
New Boom for Knuckle Boom Truck	\$ 90,000.00	\$ 90,000.00	\$ -
<b>Total Street and Sanitation:</b>	<b>\$ 1,605,000.00</b>	<b>\$ 235,000.00</b>	<b>\$ -</b>
<b>Powell Bill</b>			
Traffic Calming Devices	\$ 100,000.00	\$ 75,000.00	\$ -
Milling for Paving/Striping	\$ 200,000.00	\$ 200,000.00	\$ -
Dump Truck (2 1/2 Ton)	\$ 180,000.00	\$ -	\$ -
<b>Total Powell Bill:</b>	<b>\$ 480,000.00</b>	<b>\$ 275,000.00</b>	<b>\$ -</b>
<b>Cemetery</b>			
New Stand Mower w/Attachments	\$ 15,000.00	\$ 15,000.00	\$ -
Camera System Upgrade	\$ 30,000.00	\$ 30,000.00	\$ -
<b>Total Cemetery:</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>
<b>Planning and Code Enforcement</b>			
Truck for new Inspector	\$ 40,000.00	\$ 40,000.00	\$ -
<b>Total Planning and Code Enforcement:</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>
<b>Parks And Recreation</b>			
Vehicles	\$ 50,000.00	\$ -	\$ -
HVAC system at WRC	\$ 14,000.00	\$ 14,000.00	\$ -
Fencing at All-Abilities Playground	\$ 25,000.00	\$ 25,000.00	\$ -
Roof repair dugouts and press box	\$ 48,000.00	\$ -	\$ -
Lights at skatepark	\$ 18,000.00	\$ 18,000.00	\$ -
Skatepark Pavilion	\$ 100,000.00	\$ -	\$ -
Playground at East Street Park	\$ 43,000.00	\$ -	\$ -
Storage Unit at WRC	\$ 24,000.00	\$ -	\$ -
Rec Park Site Specific Plan	\$ 2,400,000.00	\$ -	\$ -
WRC pool deck	\$ 250,000.00	\$ -	\$ -
Greenway	unknown	\$ -	\$ -
Solar on Rec Center	\$ 275,400.00	\$ -	\$ -
<b>Total Parks And Recreation:</b>	<b>\$ 3,247,400.00</b>	<b>\$ 57,000.00</b>	<b>\$ -</b>
<b>Downtown</b>			
Bumpouts	\$ 50,000.00	\$ 17,500.00	\$ -
Main St Pavilion	\$ 152,000.00	\$ -	\$ -
<b>Total Downtown:</b>	<b>\$ 202,000.00</b>	<b>\$ 17,500.00</b>	<b>\$ -</b>
<b>Total General Fund Capital:</b>	<b>\$ 11,377,068.80</b>	<b>\$ 1,501,709.09</b>	<b>\$ 124,870.00</b>



## Water, Sewer, Electric, and ISF Fund - Capital Budgets

Capital Outlay	Dept Request		FY23 Funded		FY23 ARP Funded
<b>Garage</b>					
Column Lifts	\$	40,000.00	\$	-	\$ 40,000.00
F350 to replace 1004	\$	62,000.00	\$	-	\$ 62,000.00
<b>Total Garage:</b>	<b>\$</b>	<b>102,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$ 102,000.00</b>
<b>Electric Fund</b>					
Polaris Ranger	\$	27,000.00	\$	-	\$ -
Walnut Street DOT project	\$	950,000.00	\$	-	\$ -
Russ Ave DOT project	\$	600,000.00	\$	-	\$ -
Sunny Side 115 new homes	\$	500,000.00	\$	500,000.00	\$ -
Electric manholes	\$	50,000.00	\$	50,000.00	\$ -
AMI System for meters	\$	-	\$	60,000.00	\$ -
EV Charging Stations	\$	100,000.00	\$	-	\$ -
<b>Electric Fund Total:</b>	<b>\$</b>	<b>2,227,000.00</b>	<b>\$</b>	<b>610,000.00</b>	<b>\$ -</b>
<b>Water Fund</b>					
Small excavator	\$	30,000.00	\$	-	\$ 30,000.00
Skid Steer	\$	55,000.00	\$	-	\$ -
Install New Pumps Browning Branch Pump Station	\$	30,000.00	\$	30,000.00	\$ -
Valve insertions	\$	100,000.00	\$	100,000.00	\$ -
Misc. line replacements	\$	100,000.00	\$	-	\$ -
Fire Hydrant Replacement	\$	50,000.00	\$	-	\$ -
Repaint CT Chamber & backwash tanks	\$	300,000.00	\$	-	\$ 300,000.00
Valves at Water Plant	\$	150,000.00	\$	150,000.00	\$ -
Maintenance Building	\$	50,000.00	\$	-	\$ -
Entry Gates	\$	120,000.00	\$	120,000.00	\$ -
<b>Water Fund Total:</b>	<b>\$</b>	<b>985,000.00</b>	<b>\$</b>	<b>400,000.00</b>	<b>\$ 330,000.00</b>
<b>Sewer Fund</b>					
Sewer Vac Truck 2023	\$	450,000.00	\$	-	\$ -
I&I	\$	200,000.00	\$	-	\$ 200,000.00
Manholes	\$	40,000.00	\$	-	\$ 40,000.00
Line Replacement	\$	40,000.00	\$	40,000.00	\$ -
Polaris Ranger	\$	20,000.00	\$	-	\$ -
Z-Track Mower	\$	13,000.00	\$	13,000.00	\$ -
Rubber Tire Loader	\$	160,000.00	\$	160,000.00	\$ -
Piping for Digester	\$	180,000.00	\$	-	\$ -
<b>Sewer Fund Total:</b>	<b>\$</b>	<b>1,103,000.00</b>	<b>\$</b>	<b>213,000.00</b>	<b>\$ 240,000.00</b>
<b>Asset Services</b>					
Truck to replace Volt (Volt becomes travel vehicle)	\$	35,000.00	\$	-	\$ -
Camera Upgrades at Public Works	\$	30,000.00	\$	30,000.00	\$ -
Public Works Paving	\$	30,000.00	\$	-	\$ -
HVAC Replacement	\$	25,000.00	\$	25,000.00	\$ -
New Tractor with snow removal equipment	\$	35,000.00	\$	-	\$ 35,000.00
Misc Outside Capital Improvements	\$	10,000.00	\$	-	\$ -
<b>Asset Services Total:</b>	<b>\$</b>	<b>165,000.00</b>	<b>\$</b>	<b>55,000.00</b>	<b>\$ 35,000.00</b>

## Debt Payments

Description	Amount
<b>Fire</b>	
Fire Truck	\$ 48,722
Land/Truck	\$ 76,425
<b>Parks and Recreation</b>	
Dectron Dehumidification Unit	\$ 88,665
<b>General Debt Service (Public Buildings &amp; Parking)</b>	
Fire Station	\$ 174,930
Police Station	\$ 211,337
<b>TOTAL GENERAL FUND</b>	<b>\$ 600,079</b>
<b>Water Maintenance</b>	
Water Meters	\$ 16,447
Various Water Lines	\$ 56,284
<b>TOTAL WATER FUND</b>	<b>\$ 72,731</b>
<b>Asset Services Management</b>	
Public Services Additions and Improvements	\$ 108,749
<b>TOTAL ASSET SERVICES FUND</b>	<b>\$ 108,749</b>
<b>GRAND TOTAL</b>	<b>\$ 781,559</b>

## Town of Waynesville 2022 - 2023 Fee Schedule

Effective July 1, 2022 - June 30, 2023

<b>GENERAL FUND</b>	
<b>Utility Accounts</b>	
New Account Fee	\$25.00
Reconnection Fee	\$50.00
After Hours	\$100.00
Return Check Fee (Insufficient Funds)	\$25.00
Theft investigation charge (meter tampering)	\$ 75.00 per occurrence
Fire Protection Charges (per month, per meter)	
Residential	\$8.00
Commercial	\$12.80
Mobile Home Parks	\$8.00
Motels, Hotels, Cottages	\$ 3.20 per unit, \$160 maximum
<p>Fire protection charges are billed to all water accounts located outside the city limits, unless the area has been designated as a fire district subject to a tax imposed by Haywood County. A fire district may contract for fire protection with the Town of Waynesville. Should a fire protection contract be executed with the Town of Waynesville, the tax collected by Haywood County will be remitted to the Town of Waynesville in lieu of the per month charges stated above.</p>	
<b>Miscellaneous</b>	
Copies - Black and White, per page	\$0.10
Copies - Color, per page	\$0.20
Copies- 24"-48" plot map copy - Black and White, per page	\$3.00
Copies- 24"-48" plot map - Color, per page	\$10.00
Weed, Brush Removal, or Mowing	\$150.00 for the first hour
Each Additional Hour	\$100.00/hour
<b>SANITATION &amp; SOLID WASTE COLLECTION (monthly fees)</b>	
Residential Garbage (1 weekly pickup)	\$10.00
Commercial Garbage (1 weekly pickup)	\$22.97
<b><i>Dumpster Lease and Dumpster Collection Services no longer offered as of July 1, 2021.</i></b>	

<b>CEMETERY</b>	
Call Out (weekends, holidays, outside normal operating hours)	\$200.00
<b><i>John Taylor and Shook Survey Sections</i></b>	
Traditional Burial Space	\$1,500.00
(\$1,000 to perpetual care fund/\$500 to General Fund)	
<b><i>Columbarium Area</i></b>	
Columbarium Niche	\$1,500.00
(\$1,000 to perpetual care fund/\$500 to General Fund, includes partial engraving of door.)	
Opening/Closing of Columbarium Niche	\$200.00
(Includes completion of engraving of granite door, Town staff removing & replacing door.)	
In Ground Space for Cremations (Urn Garden)	\$1,000.00
(\$600 to perpetual care fund/\$200 to General Fund/ \$200 for flat granite stone)	
<p>Urn Garden (in-ground inurnment) includes excavating and filling burial space by Town personnel, placement and engraving of granite marker to include the addition of date of death.</p>	

<b>POLICE DEPARTMENT</b>	
Police Reports (per report)	\$2.00
Off Duty Security (4 hour minimum)	\$25.00 per hour
<b>Parking Violations</b>	
Overtime Parking	\$5.00
Parking in Restricted Area	\$10.00
Double Parking	\$10.00
Parking in Handicapped Space	\$100.00
Parking in Prohibited Area	\$10.00
Parking Too Close to Intersection	\$10.00
Parking in Wrong Direction	\$10.00
Parking in Alley Way	\$10.00
Obstructing Traffic Lane	\$10.00
Improper Parking	\$10.00
Parking in Loading Area	\$10.00
Parking in No Parking Zone	\$10.00
Parking in Fire Zone	\$50.00
Parking Too Close to Fire Hydrant	\$10.00
Parking Too Close to Stop Sign	\$10.00
Parking Across Lines	\$10.00
Parking in Crosswalk	\$10.00
Blocking Private Driveway	\$10.00
Persons violating parking regulations shall be subject to the above schedule of civil penalties to be recovered by the Town of Waynesville in civil action.	
<b>DOWNTOWN MSD</b>	
<b>Festival Vendor Fees</b>	
Booth Space	\$140.00
Double Booth Space	\$255.00
Commercial Food Vendor Booth Space	\$185.00
Commercial Food Vendor Double Booth Space	\$295.00
Non-profit Food Vendor Booth Space	\$125.00
Non-profit Food Vendor Double Booth Space	\$190.00
<b>Parade Entry Fees</b>	
Non-profit vehicle/float	\$25.00
Commercial vehicle/float	\$40.00
<b>Business Licenses</b>	
Schedule B (State Regulated)	
Maximum penalty is 25% of the privilege license tax due	
Penalties are automatic, and may be recovered using the same collection methods available for the collection of privilege license taxes.	

<b>PLANNING DEPARTMENT</b>	
<b>Planning &amp; Zoning Permits</b>	
Stand alone Land Dev Permit or Zoning Verification Letter	\$25.00
Certificate of LDS Compliance Zoning Verification/Zoning Letter	\$25.00
Temporary Use Permit other than mobile food vendors	No charge
Temporary Use Permit for mobile food vendors	\$50.00
Land Disturbing Permit	\$25.00
Local Land Disturbing Permit (1000 sf < 1 acre)	\$75.00
Floodplain Development Permit	\$25.00
Operating without a Land Disturbance, Zoning or Occupancy Permit	\$200.00
<b>Minor Site Plan Review</b>	
Single family or duplex residence	\$25.00
Multi-family with less than 8 units	\$100.00
Non-residential development or expansion up to 1,000 sq ft	\$100.00
Bed and Breakfast or Inns	\$100.00
<b>Major Site Plan Review</b>	
Multi-family residential	\$100.00 for up to 8 units and \$20/unit greater than 8
Non-residential development or expansion over 1,000 sq ft	\$200.00
Hotel/Motel	\$400.00
Subdivision (Minor)	\$50 + \$10/lot
Subdivision (Major)	\$200 + \$10/lot
<b>Stormwater Review Fee</b>	
≤ 3 acres	\$750 + engineering review fee minimum \$200
> 3 acres	\$1200 + engineering review fee minimum \$200
Monopole Wireless Communications Tower	\$1,000.00
First Layer Parking Increase	\$500.00
All Others, in addition to site plan review fees	\$200.00
<b>Historic Preservation Commission</b>	
Local Landmark Designation	\$200.00
Designation of Historic District	No charge
Certificate of Appropriateness (Minor)	\$25.00
Certificate of Appropriateness (Major)	\$25.00
<b>Board of Adjustment</b>	
Appeal of Administrative Decision	\$250.00
Variance Request	\$250.00
<b>Text Amendment</b>	\$500.00

<b>Map Amendment (Rezoning)</b>	
1 acre or less	\$500.00
Each additional acre	\$50.00
Conditional District - 1 acre or less	\$500.00
Each additional acre	\$100.00
<b>Vested Right</b>	\$200.00
<b>Sign Permits</b>	\$4.00 per sq. ft. - \$40 min.
<b>Voluntary Annexation</b>	\$200.00

<b>Inspections</b>	
<b>New Single Family Dwelling/Single Family Additions (Crawl Space or Slab on Grade)</b>	
0 to 1,000 square feet	\$.40 per sq. ft.
1,001 to 1,500 square feet	\$.45 per sq. ft.
1,501 to 2,000 square feet	\$.50 per sq. ft.
Over 2,000 square feet	\$.50 per sq. ft. and \$50.00 for each increase of 500 sq. ft.
Minimum	\$75.00 per trade
Unfinished Basement	\$100.00
Attached Garage	\$75.00
Homeowners Recovery Fund (per G.S. 87-15.6)	\$10.00
<b>Single Family Alterations</b>	
SQUARE FOOTAGE	
0-1000	\$.25 per sq. ft. - minimum \$75.00
1001 - 1500	\$.25 per sq. ft.
1501 - 2000	\$.25 per sq. ft.
2001 - 2500	\$.25 per sq. ft.
2501 - 3000	\$.25 per sq. ft.
3001-up	\$.25 per sq. ft. and \$50.00 for each increase of 500 sq. ft.
<b>Deck Permit</b>	
Uncovered Deck	\$100.00
	additional trades are \$75 per trade
Covered Deck	\$150.00
	additional trades are \$75 per trade
Modular Home	\$400.00
<b>Manufactured Homes</b>	
Single wide	\$200.00
Double wide	\$300.00
Triple wide	\$400.00
(Deck permit required over 35 sq. ft. of deck)	
<b>Accessory Building (does not include trades)</b>	

Includes Electric, Plumbing and A/C	\$75.00 each and \$.40 per sq. ft.
<b>Miscellaneous Residential &amp; Commercial</b>	
Electric Service Change	\$75.00
Demolition permit	\$100.00
HVAC changeout	\$75.00
Gas Line	\$75.00
Water/Sewer line Replacement	\$75.00
Retaining wall	\$100.00
Swimming Pool	\$150.00
Permit renewal fee	\$50.00
Plumbing, electric, and mechanical not covered elsewhere (\$75.00 minimum charge per trade)	\$75.00 per trade
<b>Other Permits and Fees</b>	
Day Care & Home Care	\$75.00
ABC Inspection	\$200.00
Driveway Permit	\$150.00
Solar Panel	\$150.00
Starting construction without permit	Double the Permit Fee
Residential Re-roof	\$0.00
Commercial Re-roof	\$100.00
Occupancy Use	\$75.00
Plan Review - Commercial	\$.05 per sq ft
Fire Sprinkler and Fire Alarm Plan Review	\$150.00
Fire Sprinkler and Fire Alarm Permit Fee - no permit fee if submitted at time of application and part of the approved plans	\$150.00
Special Events Permit	\$50.00
Tent Inspection	\$50.00
Additional / Re-Inspection (each) after first fail	\$50.00
Pre-permit inspection (walk through commercial)	\$50.00
<b>Commercial Building</b>	
	\$.50/sq. ft.
Minimum	\$75.00 per trade

RECREATION DEPARTMENT							
Recreation Center	Admission			Memberships			
Category	Daily	6 Visits	12 Visits	1 Month	3 Months	6 Months	Yearly
Family of 4**	\$ 20.00	\$ 87.00	\$ 161.00	\$ 79.00	\$ 195.00	\$ 376.00	\$ 726.00
(Additional family members are \$12.70 per month)							
Family of 2**	\$ 11.00	\$ 47.00	\$ 80.00	\$ 65.00	\$ 156.00	\$ 297.00	\$ 568.00
Individual Adult (18 - 59 yrs)	\$ 8.00	\$ 37.00	\$ 59.00	\$ 52.00	\$ 116.00	\$ 218.00	\$ 409.00
Individual Child (5 - 11 yrs)	\$ 4.00	\$ 19.00	\$ 24.00	\$ 34.00	\$ 64.00	\$ 112.00	\$ 198.00
Individual Youth (12 - 17 yrs)	\$ 6.00	\$ 24.00	\$ 34.00	\$ 39.00	\$ 76.00	\$ 139.00	\$ 251.00
OR Full-Time Student (College or High School) with valid ID) OR Special (Senior Citizen (60 + yrs) OR Handicapped)							
Individual Spectator (5-99 yrs)	\$ 2.00						
Children ( 0 - 4 yrs)				\$1.00			
<b>Corporate Membership Rate</b> (available to businesses with five (5) or more employees as members)							
If total Corporate Membership drops below the 5 employee minimum, a 30 day grace period is allowed to obtain a 5th member. Proof of business may be required to obtain this rate.							
Category	Daily	6 Visits	12 Visits	1 Month	3 Months	6 Months	Yearly
Family of 4**		N/A		\$ 64.00	\$ 156.00	\$ 301.00	\$ 576.00
(Additional family members are \$10.40 per month)							
Family of 2**		N/A		\$ 52.00	\$ 124.00	\$ 237.00	\$ 449.00
Individual Adult (18 - 59 yrs)		N/A		\$ 42.00	\$ 84.00	\$ 173.00	\$ 320.00
Individual Youth (12 - 17 yrs)		N/A		\$ 31.00	\$ 62.00	\$ 110.00	\$ 193.00
OR Full-Time Student (College or High School) with valid ID) OR Special (Senior Citizen (60 + yrs) OR Handicapped)							
Individual Spectator (5-99 yrs)	\$ 2.00						
Children ( 0 - 4 yrs)				FREE			
<b>Memberships (Regular and Corporate)</b>							
1 Month memberships expire one month from date of purchase.							
1 and 3 Month memberships must be paid in full.							
Consecutive monthly payment options are available for 6 Month and 12 Month Memberships. If a member fails to make the required payments, any future memberships must be paid in full <b>or pay 1 month in full then can go back to regular payments.</b>							
<b>Admission Passes</b>							
Daily, 6 Visit and 12 Visit passes are not considered memberships.							
12 visit passes expire one calendar year from date of purchase.							
6 visit passes expire 6 months from date of purchase.							
<b>Family:</b> an individual, spouse, or dependent children that can be claimed on taxes. Step-children and adopted children qualify. Court documentation is required to include foster children on a family membership. Anyone age 25 or over (other than parents), engaged couples, couples living together, older siblings, aunts, cousins, or grandchildren DO NOT qualify for the family rate.							



<b>Group Rate</b> (Daily visit for groups of 15 or more non-members. Available only with advance notice.)	
Individual Adult (18 - 59 yrs)	<b>\$7.00</b>
Individual Child (5 - 11 yrs)	<b>\$3.00</b>
Individual Youth (12 - 17 yrs)	<b>\$5.00</b>
<b>Recreation Center Rental Rates</b>	
<b>Multi-purpose Rooms</b>	
<i>*Rates are Based on Two Hour Minimum</i>	
1 Room	<b>\$52.00</b>
Kitchen + 1 Room	<b>\$135.00</b>
Kitchen + 2 Rooms	<b>\$200.00</b>
If utilizing for more than two hours (i.e. 3 hours or more) will be charged for an additional block of time.	
<b>Gymnasium</b> (Capacity 709) (10 am - 12 noon; 1 - 3 pm; 4 - 6 pm) - applicable to operating hours	
Entire Gym	<b>\$140.00</b>
1/2 of the Gym	<b>\$70.00</b>
Volleyball Setup	<b>No Charge</b>
<b>Athletic Programs</b>	
<b>Softball Field Rental</b>	
All day	<b>\$115.00</b>
Night only	<b>\$55.00</b>
<b>Other Fees and Charges</b>	
Bleacher Rental (5 row, for 24 hours)	<b>\$40.00</b>
Shelter Rental (8 am - 12 noon; 1 - 5 pm)	<b>\$50.00</b>
<b>Child Care</b>	
Members	No Charge
Non-Members	<b>\$7.00 / hour</b>
Rental of greenspace - no shelter	<b>\$50.00 min or \$2.00 per person</b>
<b>Old Armory</b>	
Daily Admission	<b>\$2.00</b>
Current Recreation Center members	No Charge
Individuals ages 17 and under, 60 and above, special needs, or involved with a program at the Armory	No Charge
<b>Base Camp on the Go Festival Fees (2 hour minimum)</b>	
Up to 50 participants	\$100 per hour
51 to 100 participants	\$200 per hour
101 plus participants	\$250 per hour
Refundable damage deposit	\$250.00
* Renter responsible for additional fees if crowd exceeds the anticipated number	

<b>Water Fund</b>		
<b>Water Rates</b>		
	<b>Inside</b>	<b>Outside</b>
<b>Bulk Sales (contract)</b>	\$1.57/100 cf.	\$2.69/100 cf.
<b>Industrial Sales</b>	\$1.63/100 cf.	\$2.82/100 cf.
<b>Retail Sales (Residential and Commercial)</b>		
(Base Charge) 0-275 cubic foot	\$16.66	\$30.04
> 275 cubic foot	\$1.82/100 cf.	\$3.24/100 cf.
<b>Irrigation Only Meter</b>		
(Base Charge) 0-275 cubic foot	\$16.66	\$30.04
> 275 cubic foot	\$2.74/100 cf.	\$4.03/100 cf.
<b>Pump Fee (per pump)</b>		
	\$7.39	\$11.54
<b>Sales From Fire Hydrant</b>		\$0.02401/gallon
<b>Illegal Hydrant Connection/Use</b>		\$75.00
<b>Barber's Orchard Water System</b>		
3/4" meter		\$5.00 + Town outside rate
1" meter		\$10.00 + Town outside rate
1 - 1/2" meter		\$50.00 + Town outside rate
<b>Maggie Valley Sanitary District</b>		
0 - 10,000 gallons		\$2,874.94
All over 10,000 gallons (per 1,000 gal.)		\$11.75/1,000 gal.
<b>Fire Line Connection (monthly)</b>		
<2 inch	\$2.92	\$6.57
<4 inch	\$11.66	\$26.24
<6 inch	\$23.39	\$52.61
>6 inch	\$40.95	\$91.10
<b>Deposits</b>		
(tenant-occupied accounts only)	\$40.00	\$60.00
Refund, transfer and application of deposit policies are the same as for electric deposits.		
<b>Late Payment Penalty (applied to any arrears balance)</b>		1.0% per month
<b>Reconnection Fee</b>		\$50.00
<b>Reconnection Fee After 4 PM or on Weekends</b>		\$100.00
<b>Tampering Fee</b>		
First offense		\$200.00
Second offense (or if service is disconnected)		\$500.00
Third offense (meter will be removed)		Full cost of tap and connection fee
<b>Meter Testing Fee (reimbursable if beyond 2.5% off)</b>		\$75.00

<b>Meter Relocation Fee</b>		\$200.00 plus cost of specialized equipment, if necessary
<b>Water Tap</b>		
Residential (5/8" x 3/4")		\$1,250.00
Special (3/4" x 3/4")		\$1,375.00
1"		\$1,562.00
1 1/2"		\$2,125.00
2"		\$3,125.00
Greater than 2"		\$1,300 + Costs
<b>Water Capacity Fees - effective July 1, 2018</b>		
Per gallon per day		\$2.62

Residential Water and Sewer Capacity Fees are capped at \$100,000 combined

It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report".

\*Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)

<b>Sewer Fund</b>		
<b>Sewer Rates</b> (Based on water consumption unless separately metered)		
<b>Late Payment Penalty</b> (applied to any arrears balance)		1.0% per month
	<b>Inside</b>	<b>Outside</b>
<b>Bulk Sales</b> (Industrial, min. 5,000 gpd)	\$2.6631/100 cf.	\$4.5356/100 cf.
<b>Industrial Waste Surcharges</b>		
	BOD	\$147.25/1,000 lbs.
	COD	\$73.62/1,000 lbs.
	TSS	\$73.62/1,000 lbs.
<b>Retail Sales</b> (Residential and Commercial)		
	<b>Inside</b>	<b>Outside</b>
(Base Charge) 0-275 cubic foot	\$23.58	\$42.62
>275 cubic foot	\$3.42/100 cf.	\$6.26/100 cf.
<b>Flat Rate Sewer Only</b>		\$60.00
<b>Connection Fee</b>		\$25.00
<b>After Hours Connection Fee</b>		\$75.00

<b>Industrial User Permits</b>	<b>Inside</b>	<b>Outside</b>
Annual Fee	\$1,000.00	\$2,000.00
Application Fee	\$200.00	\$400.00

<b>Hauled Wastewater</b>	
Septic Tank (domestic only)	\$0.0342/gallon \$49.30 minimum
Industrial Waste (non-domestic)	\$0.0342/gallon \$99.02 minimum
Industrial Waste (out of county)	\$0.06903/gallon \$148.78 minimum
All unit prices are applied to tanker capacity without regard to fill percentage	
<b>Grease Blockage</b>	\$250.00/minimum on callout
<b>Sewer Tap</b>	
4"	\$1,250.00
6" and larger	\$1,562.00
<b>Sewer Capacity Fee - effective July 1, 2018</b>	
Per Gallon per Day	\$3.05
Residential Water and Sewer Capacity Fees are capped at \$100,000 combined	
<p>In addition to the tap fee, new connections to the sewage system of the Town of Waynesville shall pay a sewer capacity fee based on wastewater design flow rate determined from the table of minimum allowable design daily flow in 15A NCAC, 02T.0114 of the Environmental Management regulations contained in the North Carolina Administrative Code.</p> <p>For the tributary sewer systems of Junaluska Sanitary District, Town of Clyde or Maggie Valley, wastewater flow allocation letters will be charged the sewer capacity fee at the outside rate. Lake Junaluska Assembly will be charged the sewer capacity fee for flow allocation letters at the inside rate (in consideration of their participation between 1942 and 1990 in the costs of sewer trunk and treatment plant facilities). The minimum flow rate is 240 GPD.</p> <p><i>It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report". *Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)</i></p>	
<b>Electric Fund</b>	
<b>Electric Rates</b>	
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.	
<b>Late Payment Penalty</b> (applied to any arrears balance)	1.0% per month

<b>Residential</b>		
	Base Charge	\$13.86
	All kWh(s)	\$0.11795/kWh
<b>Residential Solar (Accounts established prior to 4/26/22)</b>		
	Base Charge	\$40.13
	All kWh(s)	\$0.068796/kWh
<b>Net Meter Residential Solar Rate Rider (20kW Max. Sized to Existing Consumption)</b>		
	Base Charge in addition to residential base rate	\$10.00
	Residential Rate	\$0.11795/kWh
	Solar Power Credit	\$.0125 less than residential rate
<b>Commercial, Single Phase (No Demand)</b>		
	Base Charge	\$13.86
	1 - 700 kWh	\$0.139130/kWh
	701 - 4,000 kWh	\$0.111717/kWh
	All over 4,000 kWh	\$0.106731/kWh
<b>Commercial, Three Phase (No Demand)</b>		
	Base Charge	\$21.36
	1 - 700 kWh	\$0.139130/kWh
	701 - 4,000 kWh	\$0.111717/kWh
	All over 4,000 kWh	\$0.106731/kWh
<b>Net Metering Commercial Solar Rate Rider (150 kW max. Sized to Existing Consumption)</b>		
	Base Charge in addition to commercial base rate	\$10.00
	1 - 700 kWh	\$0.139130/kWh
	701 - 4,000 kWh	\$0.111717/kWh
	All over 4,000 kWh	\$0.106731/kWh
	Solar Power Credit	\$0.08
<b>Net Metering Governmental Solar Rate Rider (150 kW max. Sized to Existing Consumption)</b>		
	Base Charge in addition to commercial base rate	\$10.00
	1 - 700 kWh	\$0.139130/kWh
	701 - 4,000 kWh	\$0.111717/kWh
	All over 4,000 kWh	\$0.106731/kWh
	Solar Power Credit	\$0.08
<b>Demand Accounts</b>		
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.		
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.		

<b>Three Phase</b>		
	Base Charge	\$15.90
	Usage	\$0.081811/kWh
<b>Single Phase</b>		
	Base Charge	\$13.86
	Usage	\$0.081811/kWh
In addition to the kilowatt hours charges, peak metered demand is billed at \$7.4639 per kilowatt of peak demand per month.		
<b>Industrial Accounts</b>		
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.		
<b>Three Phase</b>		
	Base Charge	\$15.90
	Usage	\$0.060128/kWh
In addition to the kilowatt hours charges, peak metered demand is billed at \$15.92 per kilowatt of peak demand per month.		
<b>Renewable Energy and Efficiency Portfolio Standards (REPS)</b>		
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	\$0.56
	Commercial	\$4.50
	Industrial	\$35.00
<b>Deposits (tenant-occupied accounts only)</b>		
	Residential (with Electric Heat)	\$170.00
	Residential (without Electric Heat)	\$120.00
	Commercial	\$200.00
Deposits may be refunded at customer request if the most recent twelve months of billings have been paid before a late-payment penalty has been added. Deposits available at termination of service are applied to unpaid utility balances and any excess deposit is refunded to customer.		
Deposits may be transferred to a new account when customer is moving if the current account is paid in full. The final bill at the current location will be transferred to the new location if not paid in full within thirty (30) days of billing.		
<b>Area Lighting Fixture</b>		
	30 to 140 LED/Sodium Vapor, 100w/ 9,500 lumen Semi-Enclosed	\$12.00
	150 to 215 LED/Sodium Vapor, 400w/50,000 lumen Enclosed	\$25.00
	220 to 280 LED/Metal Halide, 400w/40,000 lumen Flood	\$40.00
<b>Lighting Fixtures (no longer available to new customers)</b>		
	Sodium Vapor, 150w/16,000 lumen Semi-Enclosed	\$14.00
	Sodium Vapor, 400w/50,000 lumen Flood	\$28.00

Mercury, 175w/ 7,000 lumen Semi-Enclosed	\$10.00
<b>Special Area Lighting Pole</b>	
If other than distribution pole, add monthly charge per pole	
Wood	\$4.00
Or, a one-time pole charge	\$200.00
<b>Underground service for area lighting</b>	
Monthly	\$3.62
Or a one-time charge	\$181.00
<b>Underground Service for New Homes (Up to 4/0 wire)</b>	
0 - 100 feet of wire from pole to house	\$200.00
All wire over 100 feet	\$2.00/ft.
<b>Underground Service for Existing Homes That Change from Overhead (Up to 4/0 wire)</b>	
Opening and Closing of Ditch	\$70.00/hr
All wire	\$2.00/ft.
<b>3 Phase Underground Service</b>	
4/0 wire	\$2.00/ft.
350 mcm	\$2.50/ft.
500 mcm	\$3.95/ft.
Opening and Closing of Ditch	\$70.00/hr
If a customer digs his own ditch, the ditch must meet electrical code before the Town will put wire into the ditch.	
<b>Reconnection Fee</b>	\$50.00
<b>Reconnection Fee After 4 PM or on Weekends</b>	\$100.00
<b>Broken Seal on Electric Meter</b>	\$50.00
<b>Tampering Fee</b>	
First offense	\$200.00
Second offense (or if service is disconnected)	\$500.00
Third offense (meter will be removed)	Full cost of tap and connection fee
<b>Meter Testing Fee (reimbursable if beyond 2.5% off)</b>	\$75.00
<b>Meter Relocation Fee</b>	\$200.00 plus cost of specialized

**ORDINANCE NO.  
BUDGET ORDINANCE 2022-2023**

**SECTION I:** The following amounts are hereby appropriated for the operation of the Town of Waynesville and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 according to the following summary and schedules.

SUMMARY	Estimated Revenues	Appropriations
General Fund	\$ 17,073,874	\$ 17,073,874
Water Fund	\$ 4,041,353	\$ 4,041,353
Sewer Fund	\$ 3,736,565	\$ 3,736,565
Electric Fund	\$ 10,029,179	\$ 10,029,179
<b>TOTAL BUDGET</b>	<b>\$ 34,880,971</b>	<b>\$ 34,880,971</b>

**SECTION II:** That for the said fiscal year there is hereby appropriated out of the General Fund the following:

Estimated Expenditures	Amount
Governing Board	\$ 51,543
Administration	\$ 235,439
Downtown	\$ 189,180
Finance	\$ 300,817
Police	\$ 5,593,177
Fire	\$ 2,785,165
Street and Sanitation	\$ 3,034,758
Powell Bill	\$ 380,000
Cemetery	\$ 328,890
Development Services	\$ 1,120,836
Special Appropriations	\$ 130,000
Parks and Recreation	\$ 2,537,069
Debt Service	\$ 387,000
<b>Total</b>	<b>\$ 17,073,874</b>

**SECTION III:** It is estimated that the following General Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing General Fund Appropriations:

Estimated Revenues	Amount
Ad Valorem Taxes	\$ 6,936,350
Tax Refunds	\$ (3,500)
Tax Penalties, Interests and Advertising	\$ 51,500
Motor Vehicle Rental Tax	\$ 20,000
Sales Tax	\$ 4,220,000
CATV Gross Receipts Tax	\$ 100,000
Utilities Franchise Tax	\$ 742,000
Wine and Beer	\$ 42,000
Other Taxes	\$ 150
Court Costs and Fees	\$ 1,500
Powell Bill	\$ 325,000
Grants/Restricted Revenues	\$ 65,000
DWAC Event Fees	\$ 20,000
Building Permits and Fees	\$ 217,200
Reconnect and Late Fees	\$ 70,000
Fire Protection	\$ 467,000
Cemetery Revenues	\$ 27,100
Recreation Department Revenues	\$ 437,250
Police Contract Services	\$ 105,000



Garbage Sanitation Fees	\$	645,000
Donations	\$	7,500
Investment Income	\$	4,500
Miscellaneous Income	\$	111,600
Sale of Fixed Assets and Materials	\$	30,000
Operating Transfer from Other Funds	\$	1,275,600
A B C Revenues	\$	145,000
Fund Balance Appropriated – Powell Bill	\$	55,000
Fund Balance Appropriated	\$	956,124
<b>Total</b>	<b>\$</b>	<b>17,073,874</b>

**SECTION IV:** That for said fiscal year there is hereby appropriated out of the Water Fund the following:

**Estimated Expenditures**

Water Maintenance	\$	1,867,717
Water Treatment	\$	1,713,346
Charges by General Fund	\$	444,290
Bad Debt Expense	\$	16,000
<b>Total</b>	<b>\$</b>	<b>4,041,353</b>

**SECTION V:** It is estimated that the following Water Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing Water Fund Appropriations:

**Estimated Revenues**

Water Charges	\$	3,090,000
Water Taps And Connections	\$	45,000
Capacity Fee	\$	25,000
American Rescue Plan Act	\$	330,000
Miscellaneous Revenue	\$	1,000
Investment Income	\$	1,000
Fund Balance Appropriated	\$	549,353
<b>Total</b>	<b>\$</b>	<b>4,041,353</b>

**SECTION VI:** That for said fiscal year there is hereby appropriated out of Sewer Fund the following:

**Estimated Expenditures**

Sewer Maintenance	\$	1,362,329
Sewer Treatment	\$	1,918,126
Charges by General Fund	\$	435,310
Bad Debt Expense	\$	20,000
<b>Total</b>	<b>\$</b>	<b>3,735,765</b>

**SECTION VII:** It is estimated that the following Sewer Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing Sewer Fund Appropriations:

**Estimated Revenues**

Sewer Charges	\$	3,432,000
Sewer Taps And Connections	\$	20,000
Capacity Fee	\$	25,000
American Rescue Plan Act	\$	240,000
Sale of Materials/Fixed Assets	\$	-
Investment Income	\$	1,000
Fund Balance Appropriated	\$	17,565
<b>Total</b>	<b>\$</b>	<b>3,735,565</b>

**SECTION VIII:** That for said fiscal year there is hereby appropriated out of the Electric Fund the following:

**Estimated Expenditures**

Maintenance	\$	1,869,319
Power Purchases	\$	6,030,000
Charges by General Fund	\$	814,260
Bad Debt Expense	\$	40,000
Operating Transfers	\$	1,275,600
<b>Total</b>	<b>\$</b>	<b>10,029,179</b>

**SECTION IX:** It is estimated that the following Electric Fund Revenues will be available during the fiscal year beginning July 1, 2021 and ending June 30, 2022 to meet the foregoing Electric Fund Appropriations:

**Estimated Revenues**

Electric Charges	\$	8,910,000
Security Lights	\$	50,000
Street Lights	\$	115,000
Underground Service Install	\$	2,000
Renewable Energy Portf. Stand.	\$	50,000
Electric Pole Rent	\$	14,000
Sales Tax Charges	\$	460,000
Miscellaneous Revenue	\$	12,000
Sale of Materials/Fixed Assets	\$	500
Investment Income	\$	2,000
Fund Balance Appropriated	\$	413,679
<b>Total</b>	<b>\$</b>	<b>10,029,179</b>

**SECTION X: Tax Rate Established**

An Ad Valorem tax rate of 43.92 cents per \$100 on real and personal property billed by the town is hereby established for the Town of Waynesville. The total real and personal property valuation is \$1,456,591,682 as of January 1, 2022 with an estimated rate of collection of 97.4 percent and on motor vehicles billed by the North Carolina Department of Motor Vehicles with a value of \$106,117,766 with an estimated rate of collection of 99.99 percent for motor vehicles collected by the state. A tax rate of 19 cents per \$100 is hereby established for the Downtown Waynesville MSD with a valuation of \$56,012,316 as of January 1, 2022, with an estimated rate of collection of 97.4 percent.

**SECTION XI:** Rates effective for the fiscal year beginning July 1, 2021 are contained in the accompanying Town of Waynesville 2022-2023 Fee Schedule.

**SECTION XII:** It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report".

The fees are established as follows:

Water System Development Fees	\$2.62 GPD* (Gallons Per Day)
Sewer System Development Fees	\$3.05 GPD* (Gallons Per Day)

Note - There is a \$100,000 cap on water and sewer capacity fees combined.

\*Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)

**SECTION XIII: Special Authorization**

- A. The Budget Officer may transfer amounts between objects of expenditure within a department without limitations.
- B. The Budget Officer may make interfund loans as deemed necessary.

**SECTION XIV: Restrictions - Budget Officer**

- A. The transfer of monies between funds, except as noted in this document, shall be accomplished by Board authorization only.

B. The utilization of any reserve or contingency appropriation shall be accomplished only with Board authorization.

**SECTION XV: Utilization of Budget and Budget Ordinance**

This Ordinance and the Budget Document shall be the basis of the financial plan for the Waynesville Municipal Government during the 2022-2023 fiscal year.

The Budget Officer shall administer the budget and ensure that departments are provided guidance and sufficient information to implement their appropriate portion of the budget. The Finance Department shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 14th day of June, 2022.

TOWN OF WAYNESVILLE:

ATTEST:

\_\_\_\_\_  
Eddie Ward, Town Clerk

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

APPROVED AS TO FORM:

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

**RESOLUTION NO. XX-XX**

Resolution on Financial Operating Plan for Two Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to establish a financial operating plan for two Internal Service Funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to adopt a financial operating plan for the 2022-2023 year for two Internal Service Funds as follows:

Asset Services Management:

Estimated Revenues:

Charges to User Departments	\$ 1,704,242
<b>Total</b>	<b>\$ 1,704,242</b>

Appropriations:

Public Services Administration	\$ 511,132
Public Facilities-Inside	\$ 658,657
Public Facilities-Outside	\$ 254,197
Purchasing Operations	\$ 280,256
<b>Total</b>	<b>\$ 1,704,242</b>

Garage Operations:

Estimated Revenues:

Charges to User Departments	\$ 876,612
<b>Total</b>	<b>\$ 876,612</b>

Appropriations:

Operations	\$ 876,612
<b>Total</b>	<b>\$ 876,612</b>

Adopted this 14th day of June, 2022.

TOWN OF WAYNESVILLE:

ATTEST:

\_\_\_\_\_  
Eddie Ward, Town Clerk

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

APPROVED AS TO FORM:

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

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6-14-22**

**SUBJECT** Presentation of Proposed Rules and Procedures

**AGENDA INFORMATION:**

**Agenda Location:** Old Business

**Item Number:**

**Department:** Legal

**Contact:** Martha Bradley

**Presenter:** **Martha Bradley**

**BRIEF SUMMARY:** Ms. Bradley presented the Board with a draft proposing rules and procedures for conducting business during public meetings. Due to the length of the meeting the Board requested that the item be discussed at the June 14th meeting.

**MOTION FOR CONSIDERATION:** Receive the proposal, comment, amend and adopt procedures.

**FUNDING SOURCE/IMPACT:** None

**ATTACHMENTS:** Proposed Procedures

**MANAGER'S COMMENTS AND RECOMMENDATIONS** Receive Ms. Bradley's presentation, consider how they would impact the conduct of the meetings, make any necessary changes and adopt the rules. They take the form of a "policy" NOT an ordinance.

**RULES OF PROCEDURE FOR PUBLIC BODIES OF THE TOWN OF  
WAYNESVILLE<sup>1</sup>**

**ARTICLE I – RULES APPLICABLE TO THE BOARD OF ALDERMEN**

**Part I. Applicability**

**Rule 1. Applicability of Rules**

These rules apply to all meetings of the Town of Waynesville (the “Town”) Board of Aldermen (the “Board”). For purposes of these rules, a meeting of the Board occurs whenever a majority of the Board’s members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Board’s real or apparent jurisdiction. The term “majority” as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.<sup>2</sup>

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<sup>1</sup> N.C. Gen. Stat. § 160A-71 (“The council may adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure.”).

<sup>2</sup> N.C. Gen. Stat. §§ 160A-71(c) & 143-318.9, -318.18.

## **Part II. Quorum**

### **Rule 2. Quorum**

The presence of a quorum is necessary for the Board to conduct business. A majority of the Board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum.<sup>3</sup> A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

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<sup>3</sup> N.C. Gen. Stat. §160A-74; Waynesville, NC, Charter § 2.7.

## Part III. Open Meetings

### Rule 3. Meetings to be Open to the Public

Except as permitted by Rule 5, all meetings of the Board shall be open to the public, and any person may attend its meetings.<sup>4</sup>

### Rule 4. Remote Participation in Meetings.

No member who is not physically present for a Board meeting held pursuant to Rules 9, 10, or 11 may participate in the meeting by telephonic or electronic means<sup>5</sup> except as allowed by a majority vote of the members physically in attendance and by using one of the following means: (i) conference telephone; or (iii) other electronic means. Any member who attends an in-person meeting telephonically or electronically pursuant to such means may take part in debate but shall not be counted toward a quorum or vote on any matter before the Board.

### Rule 5. Closed Sessions

- (a) **Motion to Enter Closed Session.** The Board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under sub-paragraph (b)(1), (b)(2), or (b)(4) must contain the additional information specified in those provisions.<sup>6</sup>
- (b) **Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:
  - (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.<sup>7</sup>
  - (2) To consult with the town attorney or another attorney employed or retained by the Town in order to preserve the attorney-client privilege. If the Board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.<sup>8</sup>

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<sup>4</sup> N.C. Gen. Stat. § 143-318.10(a); Waynesville, NC, Code § 2-56(a).

<sup>5</sup> N.C. Gen. Stat. § 143-318.13(a).

<sup>6</sup> N.C. Gen. Stat. § 143-318.11.

<sup>7</sup> N.C. Gen. Stat. § 143-318.11(a)(1).

<sup>8</sup> N.C. Gen. Stat. § 143-318.11(a)(2).



- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the Town or (b) the closure or realignment of a military installation. The Board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.<sup>9</sup>
- (4) To establish or instruct staff or agents concerning the Town's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease. A motion to enter a closed session for this purpose must disclose: (i) the current owner of the property; (ii) the property's location; and (iii) the use to which the Board intends to put the property.<sup>10</sup>
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.<sup>11</sup>
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective member of the Board or other public body or is being considered to fill a vacancy on the Board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.<sup>12</sup>
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.<sup>13</sup>
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.<sup>14</sup>
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.<sup>15</sup>

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<sup>9</sup> N.C. Gen. Stat. § 143-318.11(a)(4).

<sup>10</sup> N.C. Gen. Stat. § 143-318.11(a)(5).

<sup>11</sup> N.C. Gen. Stat. § 143-317.11(a)(5).

<sup>12</sup> N.C. Gen. Stat. § 143-318.11(a)(6).

<sup>13</sup> N.C. Gen. Stat. § 143-318.11(a)(6).

<sup>14</sup> N.C. Gen. Stat. § 143-318.11(a)(7).

<sup>15</sup> N.C. Gen. Stat. § 143-318.11(a)(9).

- (10) To view a law enforcement recording released pursuant to N.C. Gen. Stat. 132-1.4A.<sup>16</sup>
- (11) On another basis permitted by law.
- (c) **Closed Session Participants.** Unless the Board directs otherwise, the Town Manager, the Town Attorney, and Town Clerk may attend closed sessions of the Board. No other person may attend a closed session unless their presence is (i) reasonably necessary to aid the Board’s deliberations and (ii) invited by the mayor or, in their absence, the Mayor Pro Tempore.<sup>17</sup>
- (d) **Motion to Return to Open Session.** Upon completing its closed session business, the Board shall end the closed session by adopting a duly made motion to return to open session.

## Rule 6. Meeting Minutes

- (a) **Minutes Required for All Meetings.** The Board must keep full and accurate minutes of all its meetings, including closed sessions.<sup>18</sup> To be a “full and accurate,” minutes must record all actions taken by the Board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for an against each motion. The minutes need not record discussions of the Board, though the Board in its discretion may decide to incorporate such details into the minutes.<sup>19</sup> All minutes shall be approved by the Board and signed by the Mayor and Town Clerk.<sup>20</sup>
- (b) **Record of “Ayes” and “Noes.”** At the request of any member of the Board, the minutes shall list each member by name and record how each member voted on a particular matter.<sup>21</sup>
- (c) **General Accounts of Closed Sessions.** In addition to minutes, the Board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpire. The Board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.
- (d) **Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Board or, if the Board

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<sup>16</sup> N.C. Gen. Stat. § 143-318.11(a)(10).

<sup>17</sup> Waynesville, NC, Code § 2-56.

<sup>18</sup> N.C. Gen. Stat. § 143-318.10(e).

<sup>19</sup> *Id.*; N.C. Gen. Stat. § 160A-72; *Maready v. City of Winston-Salem*, 342 N.C. 708, 733 (1996) (Minutes “should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.”)

<sup>20</sup> Waynesville, NC, Code § 2-53(a)(2).

<sup>21</sup> N.C. Gen. Stat. § 160A-72.

delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the Board. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

## **Rule 7. Broadcasting and Recording Meetings**

- (a) **Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a Board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Board meeting.<sup>22</sup>
- (b) **Advance Notice.** Any radio or television station that plans to broadcast any portion of a Board meeting shall so notify the Town Clerk no later than twenty-four (24) hours prior to the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Board meeting.
- (c) **Equipment Placement.** The Board, the Town Manager, or their designee may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Board meeting, so long as the equipment may be placed where it can carry out its intended function. If the Town Manager or their designee determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the Board, the Town Manager, or their designee may require the pooling of the equipment and the personnel operating it.<sup>23</sup>
- (d) **Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the Board grants the request, the news media making the request shall pay the costs incurred by the Town in securing an alternative meeting site.<sup>24</sup>

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<sup>22</sup> N.C. Gen. Stat. § 143-318.14(a).

<sup>23</sup> N.C. Gen. Stat. § 143-318.14(b).

<sup>24</sup> *Id.*

## Part IV. Organization of the Board

### Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

- (a) **Scheduling Organizational Meeting.** The Board must hold an organizational meeting following each general election in which Board members are elected. The organizational meeting must be held either (i) on the date and at the time of the Board's first regular meeting in December following the election or (ii) at an earlier date, if any, set by the incumbent Board members. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.<sup>25</sup>
- (b) **Oath of Office.** As the first order of business at the organizational meeting, all newly elected members of the Board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the Town Clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.<sup>26</sup>
- (c) **Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the Board shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve as set forth in the Charter for the Town of Waynesville, section 2.4 and as otherwise authorized by law.<sup>27</sup>

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<sup>25</sup> N.C. Gen. Stat. § 160A-68(a).

<sup>26</sup> N.C. Gen. Stat. §§ 11-7 & 160-A-68(b).

<sup>27</sup> N.C. Gen. Stat. § 160A-70; Waynesville, NC, Charter § 2.4.

## Part V. Types of Meetings

### Rule 9. Regular Meetings

- (a) **Regular Meeting Schedule.** The Board shall hold a regular meeting on the second and fourth Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day or on another date selected by a majority of the Board. The meeting shall be held at the Town Hall located at 9 South Main Street, Waynesville, North Carolina 28786 and begin at 6:00PM. The Board shall adopt a meeting schedule each year consistent with this rule. A copy of the Board's current meeting schedule shall be filed with the Town Clerk and posted on the Town's website.<sup>28</sup>
- (b) **Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the Board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the Town Clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the Town's website.<sup>29</sup>

### Rule 10. Special Meetings

- (a) **Calling Special Meetings.** A special meeting of the Board may be called by the mayor, the mayor pro tempore, or any two (2) members of the Board. A special meeting may also be called by vote of the Board in open session during a regular meeting or another duly called special meeting.<sup>30</sup>
- (b) **Notice to the Public.** At least twenty-four (24) hours before a special meeting of the Board, notice of the date, time, place, and purpose of the meeting shall be (i) posted on the Board's principal bulletin board or, if the Board has no such board, at the door of the Board's usual meeting room and (ii) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. Furthermore, if the Board has a website maintained by at least one (1) Town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.<sup>31</sup>
- (c) **Notice to Members.**
  - (1) *Meeting called by the mayor, the mayor pro tempore, or any two (2) Board members.* At least forty-eight (48) hours before a special meeting called

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<sup>28</sup> N.C. Gen. Stat. §§ 143-318.12(d) & 160A-71(a); Waynesville, NC, Charter § 2.5, Code § 2-51(a).

<sup>29</sup> N.C. Gen. Stat. § 143-318.12(a).

<sup>30</sup> N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Charter § 2.5.

<sup>31</sup> N.C. Gen. Stat. §§ 143-318.12(b)(2), (e).

by the mayor, the mayor pro tempore, or any two (2) Board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each Board member or left at their usual dwelling place.<sup>32</sup>

(2) *Meeting called by vote of the Board in open session.* When a special meeting is called by vote of the Board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose.<sup>33</sup>

(d) **Transacting Other Business.** Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to Board members may be taken up at a special meeting. Even when all members are present or any absent member has signed a waiver, the Board may take up an item of business not covered by the notice only if the Board first determines, upon motion of a member, in good faith that the item must be discussed or acted upon immediately. A motion to take up an item of business not covered by the notice must state a factual basis or other reasonable grounds for the Board's determination of good faith and exigency.<sup>34</sup>

## Rule 11. Other Special Meetings

(a) **Special Meeting for an Emergency.**<sup>35</sup>

(1) *Grounds.* A special meeting of the Board may be called in an emergency ("emergency meeting") only to address generally unexpected circumstances demanding the Board's immediate attention.

(2) *Notice to the Media.* Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the Town Clerk for notice of emergency meetings. Notice may be given by telephone, e-mail, or the same method used to notify Board members, and must be delivered immediately after notifying Board members.

(3) *Notice to Members.* There are two methods by which an emergency meeting of the Board may be called. These methods shall be the sole and exclusive methods for providing notice of an emergency meeting.

i. The mayor, the mayor pro tempore, or any two (2) members of the Board may call an emergency meeting by signing a written notice

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<sup>32</sup> N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Code § 2-51(b)(1).

<sup>33</sup> N.C. Gen. Stat. § 160A-71(b)(3); Waynesville, NC, Code § 2-51(b)(3).

<sup>34</sup> N.C. Gen. Stat. § 160A-71(b)(1) ("[A] person or persons calling a special meeting of a city council shall comply with the notice requirements of Article 33C of the General Statutes Chapter 143 ["Open Meetings Law"].)

<sup>35</sup> N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Charter § 2.5.

stating the date, time, and place of the meeting, as well as the subject(s) to be considered. The notice shall be personally delivered to the mayor and each Board member or left at their usual dwelling place at least six (6) hours before the meeting.

- ii. An emergency meeting may be held when the mayor and all members of the Board are present and consent thereto, or which any absent member has signed a written waiver of notice.

(4) *Transacting Other Business.* The Board may not take up any business other than the specific subject(s) set forth in the meeting notice.

(b) **Electronic Meetings.** The Board may hold an official meeting by use of conference telephone or other electronic means. If the Board holds an official meeting by the foregoing means, it shall provide a location and means whereby members of the public may listen to the meeting, and the notice of the meeting shall specify that location. A fee of up to twenty-five dollars (\$25.00) may be charged to each such listener to defray the cost of providing the necessary location and equipment.<sup>36</sup>

(c) **Remote Meetings During Certain Declarations of Emergency.**<sup>37</sup>

(1) *Remote Meetings Allowed.* Notwithstanding any other provision of law, upon issuance of a declaration of emergency by the Governor or General Assembly according to G.S. 166A-19.20, the Board within the emergency area may conduct remote meetings in accordance with applicable state law throughout the duration of that declaration of emergency. Any meeting held according to this provision shall be open to the public.

(2) *Notice.* The Board shall give notice as required for any regular meeting, and such notice shall include instructions to the public on the manner in which they can access the remote meeting as the remote meeting occurs.

(3) *Participation by Board Members.* Any Board member participating by a method of simultaneous communication in which that member cannot be physically seen by the other members of the Board must identify themselves in each of the following situations: (i) when the roll is taken or the remote meeting commences; (ii) prior to participating in deliberations, including making motions, proposing amendments, and raising points of order; and (iii) prior to voting.

(4) *Documents Considered.* All documents to be considered during the remote meeting shall be provided to each member of the Board in advance of the meeting.

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<sup>36</sup> N.C. Gen. Stat. § 143.318.13(a).

<sup>37</sup> N.C. Gen. Stat. § 166A-19.24.



- (5) *Communication Requirements.* The method of simultaneous communication shall allow for any member of the Board to do all of the following: (i) hear what is said by other members of the Board; (ii) hear what is said by any individual addressing the Board; and (iii) to be heard by other members of the Board when speaking.
- (6) *Votes.* All votes of the Board taken in a remote meeting held pursuant to this provision shall be by roll call. No other means of voting is allowed.
- (7) *Acting by Reference.* The Board may not deliberate, vote, or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, in any manner which makes it impossible for members of the public attending the meeting to understand what is being deliberated, voted on, or acted upon. This subsection does not prohibit the Board from deliberating, voting, or otherwise taking action by reference to an agenda which: (i) has been made available for public inspection prior to or at the meeting; and (ii) is sufficiently worded to enable the public to understand the matters before the Board.<sup>38</sup>
- (8) *Minutes.* In addition to the requirements in Rule 6, the minutes of a remote meeting must reflect that the meeting was conducted by use of simultaneous communication, which Board members participated by simultaneous communication, and when such Board members joined or left the remote meeting.
- (9) *Public Record.* All chats, instant messages, texts, or other written communications between Board members within the simultaneous communication platform and regarding the transaction of the public business during the remote meeting are deemed a public record.
- (10) *Simultaneous Live Streaming.* The remote meeting shall be simultaneously streamed live online so that simultaneous live audio and/or video of such meeting is available to the public. If the remote meeting is conducted by conference call, the Board may comply with this requirement by providing the public with an opportunity to dial in or stream the audio live.
- (11) *Quorum.* Notwithstanding the provisions of Rule 2 and Rule 4(a), a member of the Board attending a remote meeting pursuant to Rule 4(c) shall be counted as present for the purpose of establishing a quorum but only during the period while simultaneous communication.
- (12) *Voting.* Members of the Board shall vote according to the manner, means, and obligations delineated in these rules.<sup>39</sup> Votes of each

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<sup>38</sup> N.C. Gen. Stat. §§ 166A-19.24(b)(6) & 143.318.13(c).

<sup>39</sup> N.C. Gen. Stat. §§ 166A-19.24(c) & 160A-75.



member of the Board made during a remote meeting shall be counted as if the member were physically present only during the period while simultaneous communication is maintained for that member.

- (13) *Public Hearings.* The Board may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the Board allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and twenty-four (24) hours prior to the scheduled time for the beginning of the public hearing.
- (14) *Quasi-Judicial Hearings.* The Board may conduct a quasi-judicial proceeding as a remote meeting if: (i) the right of an individual to a hearing and decision occurs during the emergency; (ii) all persons subject to the quasi-judicial proceeding who have standing to participate in the quasi-judicial hearing have been given notice as otherwise required by law and consent to the remote meeting; and (iii) all due process rights of the parties affected are protected.
- (15) *Closed Sessions.* The Board may conduct a closed session during the remote meeting according to the provisions of Rule 5. While in closed session, the Board is not required to provide public access to the remote meeting.

## **Rule 12. Recessed Meetings**

- (a) **Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Board may recess the meeting to another date, time, or place by a procedural motion made and adopted<sup>40</sup>, as provided in Rule 31, Motion 3, in open session<sup>41</sup>. The motion must state the time (including the date if the meeting will resume on a different day) and place at which the meeting will reconvene.<sup>42</sup>
- (b) **Notice of Recessed Meetings.** Notice of the recessed meeting's date, time, and place must appear on the Town's webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

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<sup>40</sup> N.C. Gen. Stat. § 143-318.12(b)(1), (e).

<sup>41</sup> N.C. Gen. Stat. § 143-318.11.

<sup>42</sup> Waynesville, NC, Code § 2-51(c).

## Part VI. Agenda

### Rule 13. Agenda

- (a) **Preparing Agenda.** The Town Clerk will prepare an agenda in advance of each meeting of the Board according to the following provisions.<sup>43</sup>
- (1) *Content.* Each agenda may provide for the following items: announcements concerning the official Town calendar; comment by members of the public; presentations pursuant to subparagraph (a)(3) below; consent agenda pursuant to subparagraph (c) below; public hearings; quasi-judicial hearings; old unfinished business; new business; informal reports from the Town Manager, Town Attorney, or other Town employees; comments or updates from members of the Board; or other items deemed necessary for the Board's consideration by a member of the Board, the Town Manager, the Town Attorney, or another Town employee.
  - (2) *Requesting placement of items on an agenda by the Board or Town employees.* For a regular meeting, a request from any member of the Board or any person employed by the Town to have an item of business placed on the agenda should be delivered to the Town Clerk at least one (1) week prior to the date of the meeting. For a special meeting, each item of business for the agenda shall be delivered to the Town Clerk with the written notice of the special meeting in compliance with Rules 10 and 11.
  - (3) *Requesting placement of items on an agenda by members of the public.* Members of the public may submit a written request to the Town Manager or Assistant Town Manager to place an informational presentation of no more than ten (10) minutes in length on the agenda of any regular meeting of the Board. In order to be effective, such written request shall include: (i) the presenter's name, residential address, and telephone number; (ii) whether the presenter is affiliated with any organization and the name of such organization; (iii) the general topic covered by the presentation; and (iv) whether the presenter will request any action by the Board. The Town Manager or Assistant Town Manager shall approve or deny the request in writing within two (2) working days of receipt. If approved, the presenter shall provide either a digital or physical copy of any photographs, data sets, graphs, tables, illustrations, slides, or other illustrative materials to be displayed to the Board during the course of the presentation to the Town Clerk at least one (1) week prior to the date of the meeting. No informational presentation may be placed on the agenda of any regular

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<sup>43</sup> Waynesville, NC, Code § 2-53.

meeting of the Board if the presenter fails to provide the foregoing materials by the deadline imposed herein.

- (4) *Delivery to Board members.* Each Board member shall receive either a paper or electronic copy of the agenda and packet of any additional materials to be considered by the Board during the meeting on the Thursday immediately preceding any regular meeting. For any special meeting, the agenda and packet of additional materials shall be furnished to each Board member at least six (6) hours prior to the meeting or as soon thereafter as the Town Clerk is reasonably able.
- (5) *Public inspection.* The agenda and packet of additional materials shall be made available to the public immediately after delivery to Board members and published on the Town's website.
- (b) **Altering the Agenda after Publication.** At the beginning of any meeting, the Board may add or remove items from the agenda by majority vote of the members present and voting except as otherwise governed by Rules 10(d) and 11(a)(4).
- (c) **Consent Agenda.** The agenda may designate some of the items for consideration at a regular meeting as the "consent agenda." Items may be placed on the consent agenda by the Town Manager, Assistant Town Manager, or Town Clerk if the items are judged to be noncontroversial and routine. An item may be removed from the consent agenda under subparagraph (b) of this rule, and the request of any member to remove an item from the consent agenda to unfinished business must be honored by the Board. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.
- (d) **Informal Discussion of Agenda Items.** The Board may informally discuss an agenda item even when no motion regarding that item is pending.<sup>44</sup>

#### **Rule 14. Acting by Reference**

The Board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document in such a manner which prevents persons in attendance from understanding what action is being considered or undertaken. The Board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, if it: (i) has been made available for public inspection prior to or at the meeting; and (ii) is sufficiently worded to enable the public to understand the matters before the Board.<sup>45</sup>

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<sup>44</sup> Waynesville, NC, Code § 2-54; *Robert's Rules of Order, Newly Revised* ("RONR") (11<sup>th</sup> ed.) 488. ll. 7-8.

<sup>45</sup> N.C. Gen. Stat. § 143-218.13(c).

## **Rule 15. Agenda Items from Members of the Public**

If a member of the public requests that the Board undertake an action item either as a part of an informational presentation pursuant to Rule 13(a)(3) or otherwise, he or she must submit a written request to the Town Clerk as specified in Rule 13(a)(3). If approved as provided therein by the Town Manager or Assistant Town Manager, the Town Clerk shall place the action item on the agenda with other items of new business. The Board may, according to Rule 13(b), remove the action item from the agenda.

## **Rule 16. Order of Business**

- (a) At any regular meeting of the Board, the order of business shall be as follows:
  - (1) Reading the proceedings of the last regular meeting and all special meetings held since the last regular meeting, if any;
  - (2) Correction of the minutes, if necessary and their approval;
  - (3) Published agenda of the meeting;
  - (4) New business.<sup>46</sup>
- (b) If the Board directs any matter to be the special business of a future meeting according to Rule 31, Motion 10, then that matter will take precedence over any other business at such meeting.<sup>47</sup>
- (c) Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

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<sup>46</sup> Waynesville, NC, Code § 2-53(a).

<sup>47</sup> Waynesville, NC, Code § 2-53(b).

## Part VII. Role of the Presiding Officer

### Rule 17. The Mayor

- (a) **Presiding Officer.** The mayor shall preside at all meetings of the Board.<sup>48</sup>
- (b) **Right to Vote.** The mayor shall have the right, but no obligation, to vote on all matters before the Board.<sup>49</sup>
- (c) **Recognition of Members.** A member should be recognized by the mayor prior to addressing the Board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.<sup>50</sup> The presiding officer must recognize any member who seeks the floor and is entitled to it.<sup>51</sup>
- (d) **Powers as Presiding Officer.** The mayor will enforce these rules and maintain order and decorum during Board meetings<sup>52</sup> and, as a result, may:
  - (1) Rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
  - (2) Determine whether a member or other speaker has gone beyond reasonable standards of courtesy in their remarks and entertain and rule on objections from other members on this ground;
  - (3) Entertain and answer questions of parliamentary procedure;
  - (4) Call a brief recess at any time;
  - (5) Adjourn the meeting without motion or vote of the Board in an emergency; or
  - (6) Take any such other proper or necessary action permitted by Robert's Rules of Order, Newly Revised.
- (e) **Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.
- (f) **Definitions.** For the purposes of Rule 17(d), the following definitions will apply:
  - (1) The term "recess" shall mean a short intermission in the Board's meeting, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.

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<sup>48</sup> Waynesville, NC, Code § 2-52.

<sup>49</sup> Waynesville, NC, Charter § 2.2; N.C. Gen. Stat. § 160A-69.

<sup>50</sup> *RONR* (11<sup>th</sup> ed.) 376, ll. 13-16.

<sup>51</sup> *RONR* (11<sup>th</sup> ed.) 376, l. 16; 377, l. 1.

<sup>52</sup> Waynesville, NC, Code § 2-55.

- (2) The term “emergency” shall embrace and include any circumstance or condition which endangers the health or well-being of the Board or those other persons in attendance at the meeting, including, but not limited to, fire, riot, explosion, spread of poisonous gas or effluent, or the threat of any of any dangerous circumstance or condition which the presiding officer reasonably believes to be legitimate.

### **Rule 18. The Mayor Pro Tempore**

- (a) **Presiding in Mayor’s Absence.** In the event of the mayor’s absence from a meeting of the Board, the mayor pro tempore shall preside with all the powers specified in Rule 17.<sup>53</sup>
- (b) **Delegation of Mayor’s Powers or Duties.** In the mayor’s absence or disability, the mayor pro tempore shall perform the duties of the mayor as conferred upon them by the Board.<sup>54</sup> If the mayor should become physically or mentally incapable of performing the duties of their office, the Board may by unanimous vote declare that the mayor is incapacitated and confer any of the powers and duties of their office on the mayor pro tempore.<sup>55</sup> Upon the mayor’s declaration that he is no longer incapacitated, and with the concurrence of a majority of the Board, the mayor shall resume the exercise of his powers and duties.<sup>56</sup>
- (c) **Duty to Vote.** The mayor pro tempore has a duty to vote on all matters before the Board even when serving as the presiding officer for the meeting unless they have been excused from voting on a matter according to Rule 28.<sup>57</sup>

### **Rule 19. Other Presiding Officer**

If both the mayor and mayor pro tempore are absent, the Board may elect from among its members in attendance a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17. Service as a temporary presiding officer does not relieve that member of the duty on all questions unless excused from voting pursuant to Rule 28.<sup>58</sup>

### **Rule 20. When the Presiding Officer is Active in Debate**

If the mayor becomes active in debate on a particular matter before the Board, they may have the mayor pro tempore or another presiding officer preside during the

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<sup>53</sup> Waynesville, NC, Charter § 2.4.

<sup>54</sup> *Id.*

<sup>55</sup> N.C. Gen. Stat. § 160A-70.

<sup>56</sup> *Id.*

<sup>57</sup> N.C. Gen. Stat. § 160A-75.

<sup>58</sup> N.C. Gen. Stat. § 160A-70.

Board's consideration of the matter. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debate, they may designate another Board member to preside temporarily.<sup>59</sup>

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<sup>59</sup> See *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (“*Standard Code*”) 2 (2012) (“The purpose of meeting procedures is to allow members to reach informed business decisions in an effective, efficient, orderly, courteous, and fair manner.”).

## **Part VIII. Motions and Voting**

### **Rule 21. Action by the Board**

Except as otherwise provided in these rules or by law, the Board shall act by motion.<sup>60</sup> Any member may make a motion, including the mayor.

### **Rule 22. Second Required; Motion Reduced to Writing**

No proposition shall be entertained by the mayor until it has been seconded<sup>61</sup>, and every motion, when required by the mayor or any member of the Board, shall be reduced to writing.<sup>62</sup>

### **Rule 23. One Motion at a Time**

A member may make only one motion at a time.<sup>63</sup>

### **Rule 24. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been seconded or amended or the presiding officer has put the motion to a vote.<sup>64</sup>

### **Rule 25. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the following principles<sup>65</sup>:

- (a) The maker of the motion is entitled to speak first.
- (b) A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- (c) To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

### **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.<sup>66</sup>

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<sup>60</sup> Waynesville, NC, Charter § 2.7, Code § 2-53(b).

<sup>61</sup> *RONR* (11<sup>th</sup> ed.) 36, ll. 28-31.

<sup>62</sup> Waynesville, NC, Code § 2-53(b).

<sup>63</sup> *See Standard Code 2, infra.*

<sup>64</sup> *RONR* (11<sup>th</sup> ed.) 295, ll. 31-33; 296, ll. 21-25.

<sup>65</sup> *RONR* (11<sup>th</sup> ed.) 379, ll. 10-13, 27-35; 380, ll. 1-2.

<sup>66</sup> Waynesville, NC, Charter § 2.7.



## Rule 27. Changing a Vote

A member may change their vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change their vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.<sup>67</sup>

## Rule 28. Duty to Vote

- (a) **Duty to Vote.** Every Board member must vote except when excused from voting as provided by this rule.<sup>68</sup>
- (b) **Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to Board members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker).
- (c) **Procedure for Excusal.**<sup>69</sup>
  - (1) *At member's request.* Upon being recognized at a duly called meeting of the Board, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
  - (2) *On the Board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining Board members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).
- (d) **Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e)<sup>70</sup>, if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote<sup>71</sup> provided: (i) the member is physically present in the meeting chamber;

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<sup>67</sup> *RONR* (11<sup>th</sup> ed.) 408, ll. 21-36; 409, ll. 1-10.

<sup>68</sup> N.C. Gen. Stat. § 160A-75.

<sup>69</sup> See N.C. Gen. Stat. §§ 160A-12 & 160A-67.

<sup>70</sup> N.C. Gen. Stat. § 160A-385.

<sup>71</sup> N.C. Gen. Stat. § 160A-75.

or (ii) the member has physically withdrawn from the meeting without being excused by a majority vote of the remaining members present.

- (e) **Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote on a motion concerning a proposal to adopt, amend, supplement, or repeal a zoning ordinance shall not be recorded as an affirmative vote. Instead, the member's unexcused failure to vote shall be recorded as an abstention.<sup>72</sup>

### **Rule 29. Voting by Written Ballot**

- (a) **Secret Ballots Prohibited.** The Board may not vote by secret ballot.<sup>73</sup>
- (b) **Rules for Written Ballots.** The Board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign their own ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the Town Clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.<sup>74</sup>

### **Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the Board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.<sup>75</sup>

### **Rule 31. Procedural Motions**

- (a) **Certain Motions Allowed.** The Board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.
- (b) **Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that: (i) any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12; and (ii) a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

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<sup>72</sup> N.C. Gen. Stat. § 160A-385.

<sup>73</sup> N.C. Gen. Stat. § 143-318.13(b).

<sup>74</sup> *Id.*

<sup>75</sup> *RONR* (11<sup>th</sup> ed.) 100, ll. 3-4; 111, ll. 11-15.

(c) **Procedural Motions Allowed.**

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonably standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** Any member may move to adjourn to close a meeting. A motion to adjourn is not in order if the Board is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** Any member may make a motion to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Board is in closed session.

**Motion 4. To Take a Brief Recess.** Any member may move to pause a meeting for a few minutes.

**Motion 5. To Follow the Agenda.** Any member may move to require the presiding officer to adhere to the agenda as presented where the presiding officer attempts to deviate from the agenda pursuant to Rule 16(c). The motion is not in order if no such attempt to deviate has occurred.

**Motion 6. To Suspend the Rules.** Any member may move to suspend these rules but may be adopted only with an affirmative vote of at least two-thirds (2/3) of the Board's actual membership, excluding vacant seats. The Board may not suspend any provisions in these rules that are required by state law.

**Motion 7. To Divide a Complex Motion.** Any member may move to consider and vote on parts of a complex motion separately. The motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** Any member may move to defer the Board's consideration of a substantive motion, and any amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Board votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** Any member may move to terminate debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** Any member may move to delay the Board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** Any member may move to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the Board must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.** Any member may move to amend an earlier motion under consideration by the Board. The motion to amend must concern the same subject matter as the motion it seeks to alter. No more than one motion to amend and one motion to amend the amendment may be pending at the same time. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** Any member may move to revive consideration of any substantive motion that was deferred pursuant to Motion 8, provided it does so within 100 days of the Board's vote to defer.

**Motion 14. To Reconsider.** A member may move to have the Board reconsider its action on a previously considered matter. The motion must be made: (i) at the same meeting during which the action to be reconsidered was taken; and (ii) by a member who voted with the prevailing side. For the purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place pursuant to Motion 3. The motion is not in order if: (i) it is made by a member who voted with the non-prevailing side; or (ii) it interrupts the Board's deliberation on a pending matter.

**Motion 15. To Rescind.** Any member may move to have the Board rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six (6) Months.** Any member may move to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive an affirmative vote of at least two-thirds (2/3) of the Board's actual membership, excluding vacant seats. If the motion is adopted, the ban on reintroduction remains in effect for six (6) months or until the Board's next organizational meeting, whichever occurs first.

## Part IX. Ordinances and Contracts

### Rule 32. Introduction of Ordinances

For the purposes of the rules in this Part IX, the “date of introduction” for a proposed ordinance is the date on which the Board first votes on the proposed ordinance’s subject matter.<sup>76</sup> The Board votes on the subject matter of a proposed ordinance when it votes on whether to adopt or to make changes to the proposed ordinance.

### Rule 33. Adoption, Amendment, and Repeal of Ordinances

#### (a) Adoption of Ordinances.<sup>77</sup>

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive an affirmative vote of at least two-thirds (2/3) of the Board’s actual membership, excluding vacant seats.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Board members not excused from voting on the matter.

#### (b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances apply to the amendment or repeal of an ordinance.<sup>78</sup>

### Rule 34. Adoption of the Budget Ordinance

#### (a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the Town Charter, general law, or local act:

- (1) The Board may adopt or amend the budget ordinance at a regular or special meeting of the Board by a simple majority of those members present and voting, a quorum being present<sup>79</sup>;

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<sup>76</sup> N.C. Gen. Stat. § 160A-75.

<sup>77</sup> *Id.*

<sup>78</sup> *Id.*; N.C. Gen. Stat. § 160A-364(a).

<sup>79</sup> N.C. Gen. Stat. § 159-17(1).

- (2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Board<sup>80</sup>; and
  - (3) The adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any section of the Town Charter or local act concerning initiative or referendum<sup>81</sup>.
- (b) **Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the Board and ending with the adoption of the budget ordinance, the Board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as: (i) each member of the Board has actual notice of each special meeting called for the purpose of considering the budget; and (ii) no business other than consideration of the budget is taken up.<sup>82</sup>
  - (c) **No Authority for Closed Sessions.** This rule shall not be construed to authorize the Board to hold closed sessions on any basis other than the grounds set forth in Rule 5.

**Rule 35. Approval of Contracts and Authorization of Expenditures**

- (a) **Contracts to be in Writing.** No contract shall be approved or ratified by the Town Board unless it has been reduced to writing at the time of the Board's vote.<sup>83</sup>
- (b) **Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all Board members not excused from voting on the contract.<sup>84</sup>
- (c) **Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the Board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

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<sup>80</sup> N.C. Gen. Stat. § 159-17(2).

<sup>81</sup> N.C. Gen. Stat. § 159-17(3).

<sup>82</sup> N.C. Gen. Stat. § 159-17.

<sup>83</sup> N.C. Gen. Stat. § 160A-16.

<sup>84</sup> N.C. Gen. Stat. § 160A-75.

## Part X. Public Hearings and Comment Periods

### Rule 36. Public Hearings

- (a) **Calling Public Hearings.** In addition to holding public hearings required by law, the Board may hold any public hearing it deems advisable. The Board may schedule hearings or delegate that responsibility to Town employees, as appropriate, except when state law directs the Board itself to call the hearing. If the Board delegates scheduling authority, it must provide adequate guidance to assist Town employees in exercising that authority.<sup>85</sup>
- (b) **Public Hearing Locations.** Public hearings may be held anywhere within the Town of Waynesville or within Haywood County.<sup>86</sup>
- (c) **Rules for Public Hearings.** The Board hereby adopts the following reasonable rules for the conduct of public hearings<sup>87</sup>:
- (1) Public Hearings shall be conducted by the Town Attorney.<sup>88</sup>
  - (2) The Town Attorney shall determine first whether any individuals with standing to offer evidence or to contest or appeal the decision of the Board wish to make a presentation during the public hearing.
  - (3) Prior to opening any public hearing, the Town Attorney shall advise those in attendance of the rules to be followed if there are any individuals other than Town employees who will offer evidence or comment.
  - (4) The Town Attorney shall then administer oaths to any individuals offering testimony or evidence during the public hearing.
  - (5) The total time for a public hearing shall be limited to one (1) hour. The Board may, in its discretion, extend the time allotted for a public hearing by a majority vote of the members actually in attendance and not excused from voting.
  - (6) After opening the public hearing, the Town Attorney shall first recognize any Town employees to provide information concerning the subject matter of the public hearing.
  - (7) Following the presentation of any Town employees, the Town Attorney shall next recognize the applicant or petitioner, if any. The time allotted for the applicant or petitioner shall be limited to ten (10) minutes. The Board may, in its discretion, extend the time allotted for public comment

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<sup>85</sup> See N.C. Gen. Stat §§ 160A-30(c); 160A-58.2; 160A-102; 160A-364(a).

<sup>86</sup> N.C. Gen. Stat. § 160A-81.

<sup>87</sup> N.C. Gen. Stat. § 160A-81.

<sup>88</sup> See fn. 90, *infra*.



by a majority vote of the members actually in attendance and not excused from voting.

- (8) Following the applicant or petitioner, if any, the Town Attorney shall next recognize any other individuals with standing. The time allotted for each individual with standing shall be limited to five (5) minutes. The Board may, in its discretion, extend the time allotted for individuals with standing by a majority vote of the members actually in attendance and not excused from voting.
- (9) Next, the Town Attorney shall recognize members of the general public who wish to make a comment during the public comment portion of the hearing.
- (10) Public comment during a public hearing shall be limited to thirty (30) minutes. Before making their remarks, individuals making a comment during this period shall provide their full name and their permanent residential address. Each individual shall be allowed no more than three (3) minutes to make their comments, and no person may speak more than once. The Board may, in its discretion, extend the time allotted for public comment, extend the time allotted for any individual, or allow an individual to speak more than once by a majority vote of the members actually in attendance and not excused from voting.
- (11) The Board may, in its discretion and by a majority vote of the members actually in attendance and not excused from voting, allow groups of aligned individuals who have retained a Licensed Professional to speak on their behalf during the public comment period to combine their allotted time to permit the professional to exceed the three (3) minute limit. No such professional, however, shall be permitted to speak longer than ten (10) minutes, regardless of the number of individuals represented. For the purposes of this section, a Licensed Professional shall mean an individual licensed in a learned profession (including, but not limited to, engineering, law, medicine, etc.) by the appropriate licensing body and authorized to practice within that profession in the State of North Carolina.
- (12) Individuals providing comment during the public comment period are permitted to express their concerns or opinions about the issues under discussion or share facts, data, or other information which may assist the Board in its deliberation, but they may not ask questions of the Mayor, Town Board, or Town officers or employees; make personal attacks on the applicant, petitioner, members of the Board or mayor, or any other persons which are not pertinent to the subject matter of the public hearing; or generally expound on matters which are wholly unrelated and irrelevant to the subject matter of the public hearing.



- (13) Following the conclusion of the public comment period, the Town Attorney may recognize a Town employee to provide additional information to address any concerns raised during public comment. The Town Attorney may then recognize the applicant or petitioner, if any, to provide a rebuttal to address concerns raised during public comment.
- (14) At the conclusion of the public hearing, the Town Attorney shall close the public hearing and turn the meeting back over to the mayor.
- (d) **Notice of Public Hearings.** Any public hearing at which a majority of the Board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.
- (e) **Continuing Public Hearings.** The Board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to subparagraph (g) below, if a quorum of the Board is not present for a properly scheduled public hearing, the hearing must be continued until the Board's next regular meeting without further advertisement.<sup>89</sup>
- (f) **Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall designate the Town Attorney as the presiding officer who shall conduct the public hearing according to the rules adopted in subparagraph (c) above. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Town Attorney shall declare the hearing closed, return the meeting to the mayor, and the Board shall resume the regular order of business.<sup>90</sup>
- (g) **Public Hearings by Less Than a Majority of Board Members.** Nothing in this rule prevents the Board from appointing a member or members to hold a public hearing on the Board's behalf, except when state law requires that the Board itself conduct the hearing.

## Rule 37. Public Comment Periods

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<sup>89</sup> N.C. Gen. Stat. § 160A-81.

<sup>90</sup> This subparagraph as written deviates from the model language recommended by the School of Government which is: "At the time appointed for the hearing, the *mayor* shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Board for the hearing. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the *mayor* shall declare the hearing closed, and the Board shall resume the regular order of business."

- (a) **Frequency of Public Comment Periods.** The Board must provide at least one opportunity for public comment each month at a regular meeting, except that the Board need not offer a public comment period during any month in which it does not hold a regular meeting.<sup>91</sup>
- (b) **Rules for Public Comment Periods.** The Board hereby adopts the following reasonable rules for the conduct of public comment during regular meetings<sup>92</sup>:
- (1) At the beginning of each<sup>93</sup> regularly scheduled meeting, the Board will allow public comment.
  - (2) The maximum time allotted for all comments from the public shall be thirty (30) minutes, and the maximum time allotted for any individual to make comments shall be three (3) minutes. No individual may speak more than once. The Board may, in its discretion and by a majority vote of the members actually in attendance and not excused from voting, increase or decrease this period or, if all other persons have spoken, permit any individual to speak longer than their allotted time or more than once, based upon various factors, such as: the length of the meeting agenda; the time required to address the normal business on the agenda; whether a closed session is scheduled; whether one or more of the Board members are unable to remain past a certain time; or any such other reasonable grounds to alter the time provided for public comment.
  - (3) Before any meeting including a public comment period is called to order, any individual may request to speak during the period by submitting a fully completed written request card supplied by the Town to the Town Clerk.
  - (4) A written request shall not be fully completed unless the individual provides their name, permanent residential address, and telephone number, as well as the general topic of their remarks.
  - (5) The Town Clerk shall reject any written requests which are not fully completed and shall mark all fully completed requests with a number corresponding to the order in which it was received.
  - (6) During that portion of the meeting designated for public comment, the mayor shall recognize the individuals who wish to speak in the numerical order shown on the fully completed request cards provided by the Town Clerk.
  - (7) Individuals providing comment during the public comment period are permitted to express their concerns or opinions about any matter under discussion or share facts, data, or other information which may assist the Board in its deliberation, or on any subject within the Board's real

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<sup>91</sup> N.C. Gen. Stat. § 160A-81.1.

<sup>92</sup> N.C. Gen. Stat. § 160A-81.1.

<sup>93</sup> See N.C. Gen. Stat. § 160A-81 (only one public comment session per month is required).

or apparent jurisdiction, but they may not ask questions of the Mayor, Town Board, or Town officers or employees; make personal attacks on the members of the Board or mayor, or any other persons; or comment upon matters which are not pertinent to a subject within the Board's real or apparent jurisdiction; or generally expound on matters which are wholly unrelated and irrelevant to the Board's real or apparent jurisdiction.

- (8) The Town Attorney shall keep time for each individual and for the total time of the public comment period.
  - (9) The Board may decline to take action on a request presented during the public comment period. The Board also may refer the matter to the Town Manager, the Town Attorney, or another appropriate individual for investigation, action, or for future report back to the Board.
- (c) **Content-Based Restrictions Generally Prohibited.** The Board will not restrict speakers based on the subject-matter of their remarks, as long as their comments pertain to subjects within the Board's real or apparent jurisdiction.

## Part XI. Appointments and Appointed Bodies

### Rule 38. Appointments

- (a) **Appointments in Open Session.** The Board must consider and make any appointment to another body or, in the event of a vacancy on the Board, to its own membership in open session.<sup>94</sup>
- (b) **Nomination and Voting Procedure.** The Board shall use the following procedure to fill a vacancy in its own membership or in any other body over which it has the power of appointment.
- (1) The Town shall call for applications from the public to fill any vacancies, specifying any eligibility requirements in the notice.
  - (2) The Town Clerk or the Assistant Town Manager shall review all applications received to determine whether the applicants meet the eligibility requirements specified in the notice and shall compile a list, together with the full applications, of all eligible applicants which shall be provided to the Board with the agenda for the meeting where the appointment(s) will be considered by the Board.
  - (3) Voting may occur by acclamation where the number of eligible applicants to be considered by the Board is less than or equal to the number of vacant seats to be filled.
  - (4) In all other circumstances, voting shall occur by written ballot according to Rule 29, and each Board member actually present and not otherwise excused from voting shall vote to appoint one (1) person for each vacancy to be filled.
  - (5) The Board may vote to fill multiple vacancies on a single body on one (1) ballot.
  - (6) The Town Clerk or the Assistant Town Manager shall collect and tally the written ballots, keeping a record for the minutes of how each member voted, and then they shall announce the total votes for each applicant from all ballots.
  - (7) Where the Board considers multiple vacancies on a single body, if no applicant receives a majority vote for one or more vacancies, then the Town Clerk or Assistant Town Manager shall announce: (i) any vacancy which was filled and the applicant to be appointed; (ii) the number of vacancies which were not filled; and (iii) the applicants who were not appointed in order of most votes received to least. The Board shall then complete successive rounds of ballots according to this procedure until all vacancies are filled.

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<sup>94</sup> N.C. Gen. Stat. § 143-318.11(a)(6).

- (8) At the conclusion of voting, the mayor shall call for a vote to confirm the appointments to the body consistent with the outcome of the written ballots.
- (c) **Mayor.** The mayor may vote on appointments under this rule.
- (d) **Duty to Vote.** It is the duty of each member, other than the mayor, to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

### **Rule 39. Committees and Boards**

- (a) **Establishment and Appointment.** The Board may establish temporary and standing committees, boards, and other bodies to help carry on the work of Town government. Unless otherwise provided by law or the Board, the power of appointment to such bodies lies with the Board.<sup>95</sup>
- (b) **Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the Town's professional staff.<sup>96</sup>
- (c) **Procedural Rules.** The Board may prescribe the procedures by which the Town's appointed bodies operate, subject to any applicable state law.

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<sup>95</sup> N.C. Gen. Stat. § 160A-146.

<sup>96</sup> N.C. Gen. Stat. § 143.318.10(c).

## **Part XII. Miscellaneous**

### **Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the Town Charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Board's members, excluding vacant seats.

### **Rule 41. Reference to *Robert's Rules of Order Newly Revised***

The Board shall refer to *Robert's Rules of Order Newly Revised* ("*RONR*") for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *RONR*, the mayor shall make a ruling on the issue subject to appeal to the Board under Rule 31, Motion 1.

## **ARTICLE II – RULES APPLICABLE TO ALL OTHER BOARDS & COMMITTEES**

### **Part I. Applicability**

#### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the boards and committees (“Public Body” or “Public Bodies” collectively) of the Town of Waynesville (the “Town”). For purposes of these rules, a meeting of a Public Body occurs whenever a majority of the Public Body’s members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Board’s real or apparent jurisdiction. The term “majority” as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.<sup>97</sup>

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<sup>97</sup> N.C. Gen. Stat. §§ 160A-71(c) & 143-318.9, -318.18.

## **Part II. Adoption by Reference**

The following rules from Article I – Rules Applicable to the Board of Aldermen are adopted by reference as though fully set forth herein and shall apply to all Public Bodies of the Town:

- (a) Rule 2,
- (b) Rule 3,
- (c) Rule 4,
- (d) Rule 5,
- (e) Rule 6,
- (f) Rule 7,
- (g) Rule 9,
- (h) Rule 10,
- (i) Rule 11(b),
- (j) Rule 11(c),
- (k) Rule 12,
- (l) Rule 13,
- (m) Rule 14,
- (n) Rule 15,
- (o) Rule 16,
- (p) Rule 21,
- (q) Rule 22,
- (r) Rule 23,
- (s) Rule 24,
- (t) Rule 25,
- (u) Rule 26,
- (v) Rule 27,
- (w) Rule 28,
- (x) Rule 29,
- (y) Rule 30,
- (z) Rule 31,
- (aa) Rule 36,
- (bb) Rule 37, and
- (cc) Rule 41.



### Part III. Additional Rules for Public Bodies

#### Rule 42. Selection and Role of a Chair and Vice Chair

- (a) **Selection of a Chair.** Each Public Body may select from among its members an individual to recommend to the Board of Aldermen to be appointed as Chair. The Board of Aldermen may, in its discretion, accept the recommendation of the Public Body but shall not be bound by it.
- (b) **Selection of a Vice Chair.** Each Public Body may select from among its members an individual to recommend to the Board of Aldermen to be appointed as Vice Chair. The Board of Aldermen may, in its discretion, accept the recommendation of the Public Body but shall not be bound by it.
- (c) **Role of the Chair.**
  - (1) *Presiding Officer.* The chair of each Public Body shall preside at all meetings of that Public Body.
  - (2) *Right to Vote.* The chair shall have the right, but not obligation, to vote on all matters before the Board.
  - (3) *Recognition of Members.* A member should be recognized by the presiding officer prior to addressing the Board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1. The presiding officer must recognize any member who seeks the floor and is entitled to it.
  - (4) *Powers as Presiding Officer.* The presiding officer will enforce these rules and maintain order and decorum during Board meetings and, as a result, may:
    - i. Rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
    - ii. Determine whether a member or other speaker has gone beyond reasonable standards of courtesy in their remarks and entertain and rule on objections from other members on this ground;
    - iii. Entertain and answer questions of parliamentary procedure;
    - iv. Call a brief recess at any time;
    - v. Adjourn the meeting without motion or vote of the Board in an emergency; or
    - vi. Take any such other proper or necessary action permitted by *Robert's Rules of Order, Newly Revised.*

- (5) *Appeals of Procedural Rulings.* A member may appeal a decision made or answer given by the presiding officer under subparagraph (c)(4)i., ii., or iii. in accordance with Rule 31, Motion 1.
- (6) *Definitions.* For the purposes of Rule 42(c), the following definitions will apply:
  - i. The term “recess” shall mean a short intermission in the Board’s meeting, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.
  - ii. The term “emergency” shall embrace and include any circumstance or condition which endangers the health or well-being of the Board or those other persons in attendance at the meeting, including, but not limited to, fire, riot, explosion, spread of poisonous gas or effluent, or the threat of any of any dangerous circumstance or condition which the presiding officer reasonably believes to be legitimate.

(d) **Role of the Vice Chair.**

- (1) *Presiding in the Chair’s Absence.* In the event of the chair’s absence from a meeting of the Public Body, the vice chair shall preside with all the powers specified in Rule 42(c).
- (2) *Duty to Vote.* The vice chair has a duty to vote on all matters before the Public Body even when serving as the presiding officer for the meeting unless they have been excused from voting on a matter according to Rule 28.

**Rule 43. Other Presiding Officer**

If both the chair and vice chair are absent, the Public Body may elect from among its members in attendance a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 42(c). Service as a temporary presiding officer does not relieve that member of the duty on all questions unless excused from voting pursuant to Rule 28.

**Rule 44. When the Presiding Officer is Active in Debate**

If the chair becomes active in debate on a particular matter before the Public Body, they may have the vice chair or another presiding officer preside during the Public Body’s consideration of the matter. Similarly, if the vice chair or a temporary presiding officer is presiding and takes an active part in debate, they may designate another member of the Public Body to preside temporarily.

#### **Rule 45. Delegation of Responsibilities**

Where reference is made to the Town Clerk, Town Manager, Assistant Town Manager, or Town Attorney in rules adopted by reference in Part II of these rules, those individuals may delegate the duties imposed upon them by such rules to another Town officer or employee whose regular responsibilities are more suited to carry out the duties required for the corresponding Public Body.

#### **Rule 46. Adoption of Additional Rules**

Each Public Body may adopt rules of procedure to supplement or in addition to, but not inconsistent with, the rules set forth herein. No Public Body may attempt to amend or repeal any rules adopted by the Board of Aldermen.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT:** Request for Funding Curb and Gutter Improvements Along Longview Drive

**AGENDA INFORMATION:**

**Item Number:**

**Department:** Administration

**Contact:** Jesse Fowler, Assistant town Manager

**Presenter:** Chris Corbin, General Manager, Waynesville Inn and Golf Club

**BRIEF SUMMARY:** Civic Design Concepts and the Teraflex Group have been working together to redesign the Waynesville Inn & Golf club. As a part of this project, they have installed a new stormwater catch basin along the edge Longview Drive. In order for the sheet flow from Longview Drive to be collected by this new catch basin, they are requesting that the Town cover the cost of improving to Longview Drive by installing 250 feet of new curb and gutter. Longview Drive is a Town owned street, and the cost of this project is quoted at \$17,567.62. This project can be covered by the funds currently located within the Public Services budget under the "sidewalks Under 1,500" line item.

**MOTION FOR CONSIDERATION:**

- Motion to approve the Town to cover the cost of installing approximately 250 feet of new curb and gutter along Longview Drive.

**FUNDING SOURCE/IMPACT:**

- Streets and Sanitation: Sidewalks Under 1,500 104510-532920-70097

	6/7/22
Misty Hagood, Finance Director	Date

**ATTACHMENTS:**

- Project Map
- Project quote

**MANAGER'S COMMENTS AND RECOMMENDATIONS :**



ND CONTRACTOR #54732  
MT CONTRACTOR #225521  
NC CONTRACTOR #78525  
SC CONTRACTOR #G122953  
ID CONTRACTOR #RCE-46721  
TN CONTRACTOR #75229  
UT CONTRACTOR #10493466-5501

City of Waynesville  
16 S Main Street  
Waynesville, North Carolina, 28801

June 2, 2022

**Project:** Replacement of Curb on Longview Drive

**Reference:** Pricing

To Whom It May Concern,

This is the breakdown of our price to remove and replace 250 LF of curb on Longview Drive.

Sawcut & excavate for New Curb- \$ 1,820.50 Lump Sum  
Install 250 LF of Curb- \$ 9,503.62 Lump Sum  
Backfill New Curb- \$ 2,283.50 Lump Sum  
Traffic Control- \$ 3,960.00 Lump Sum

Total Price - \$ 17,567.62 Lump Sum

We will need a minimum of a two week notice to schedule this work.

Thanks.

A handwritten signature in black ink, appearing to read 'Eric Sims'.

Eric Sims  
**Project Manager**

**Teraflex Group, LLC**  
3854 Crabtree Road, Waynesville, NC 28785  
1015 58<sup>th</sup> Street W. Williston, ND 58801  
Cell Phone 813-263-3222

**General Contractors-Excavation-Grading-Heavy Hwy-Public Utilities-Oil & Gas**

*North Carolina Office*

52 Walnut St, Suite 7  
Waynesville NC 28786

*ND – Corporate Office*

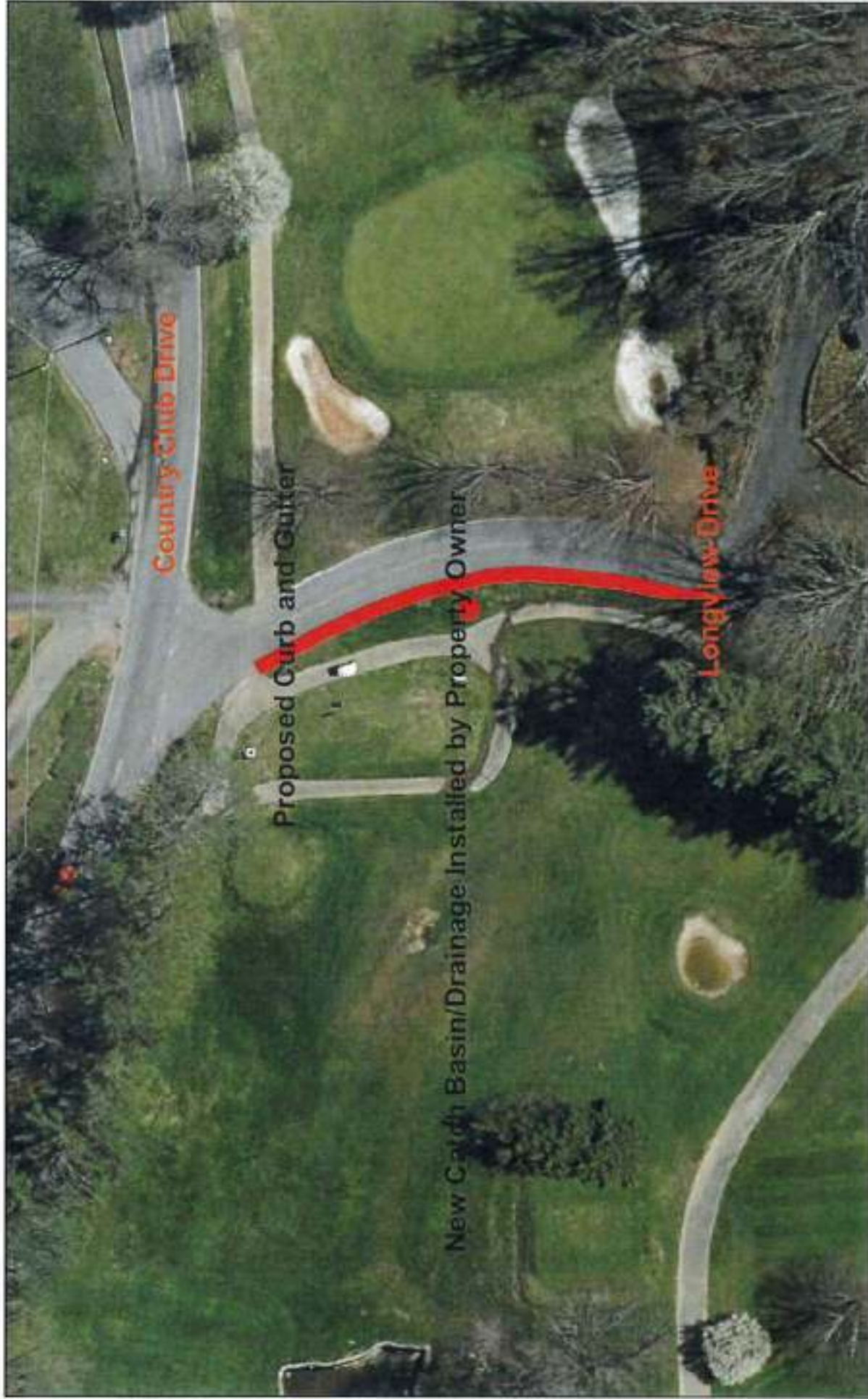
1015 58<sup>th</sup> Street West/PO Box 10482  
Williston ND 58803  
Ph: 701.774.9816

*Utah Office*

244 Paxton Ave  
Salt Lake City, UT 84101

Fax: 701.774.9817

# Haywood County



June 7, 2022



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT** Request for Donation to Hazelwood Baptist Church Car Show

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Jesse Fowler, Assistant Town manager

**Presenter:** Dick Young, Hazelwood Baptist church

**BRIEF SUMMARY:**

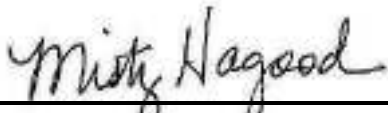
The Hazelwood Baptist Church is hosting their annual Open Car Show on June 25, 2022. Proceeds from this event are used to help fund the Church's children's programs and activities. Hazelwood Baptist Church also requesting that the Town of Waynesville sponsor the event in the amount off \$500.

**MOTION FOR CONSIDERATION:**

- Motion to provide a \$500 sponsorship of the Hazelwood Baptist Car Show

**FUNDING SOURCE/IMPACT:**

- \$500 from Special Appropriations



6/7/22

---

Misty Hagood, Finance Director

Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS :**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT** Special Appropriations for Fiscal Year 2022/2023

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Jesse Fowler, Assistant Town Manager

**Presenter:** Jesse Fowler, Assistant Town Manager

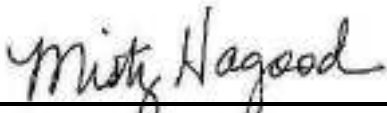
**BRIEF SUMMARY:** The Town has accepted applications for special appropriations for the upcoming 2022/2023 fiscal year. The Board has provided staff with their recommendations for funding and those recommendations have been averaged and will be presented to the Board to vote upon. Attached is the work sheet given to the Board of Alderman with the requested amounts from each organization. There is \$100,000 available for special appropriations in the proposed budget.

**MOTION FOR CONSIDERATION:**

- Motion to accept the special appropriations in the amount of \$\_\_\_\_.\_\_\_\_.

**FUNDING SOURCE/IMPACT:**

- General Fund: Special Appropriations



6/7/22

---

Misty Hagood, Finance Director

Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS :**



Available: \$158,000

**TOWN OF WAYNESVILLE  
SPECIAL APPROPRIATIONS CONTRIBUTIONS**

	APPR 14/15	APPR 15/16	APPR 16/17	APPR 17/18	APPR 18/19	APPR 19/20	APPR 20/21	APPR 21/22	Requested 22/23	Request Purpose	Board Rec- Mayor	Board Rec - Freeman	Board Rec - Feichter	Board Rec - Sutton	Board Rec - Dickson
Arc of Haywood County	\$4,000	\$4,000	\$4,500	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	General operating Funds					
Big Brothers Big Sisters	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$500	\$1,750	\$2,000	General operating Funds					
Folkmoot USA - annual festival support	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	Sponsorship of the Folkmoot Festival					
HART Theater	\$0	\$0	\$5,000	\$4,000	\$4,000	\$3,500	\$3,500	\$6,250	\$4,500	General operating Funds					
Haywood Co. Arts Council	\$4,000	\$4,000	\$4,000	\$3,000	\$3,000	\$3,000	\$1,500	\$4,250	1) \$1,000 2) \$4,000	1) Sponsor: Life in Haywood Exhibit 2) Sponsor: Haywood County Studio tour	1)	1)	1)	1)	1)
Haywood Co. Meals on Wheels	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$1,500	\$3,680	\$5,000	Purchase shelf stable meals					
Historic Frog Level Merchant Association	\$0	\$0	\$4,500	\$4,000	\$5,000	\$0	\$2,500	\$4,750	\$5,000	Purchase planters and plants for frog level					
KARE	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$2,500	\$6,750	\$4,500	Utility assistance					
Mountain Projects - Elderly Nutrition	\$2,000	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	General operating Funds					
Mountain Projects - Senior Resource Center	\$9,000	\$6,500	\$6,500	\$6,000	\$6,000	\$6,000	\$1,500	\$6,375	\$6,500	General operating Funds					
Mountain Projects - SHIP Program	\$0	\$2,500	\$2,500	\$2,000	\$2,000	\$2,000	\$750	\$2,375	\$2,500	General operating Funds					
Museum of NC Handicrafts/Shelton House	\$3,000	\$4,000	\$4,000	\$3,000	\$4,000	\$4,000	\$0	\$6,250	1) \$4,500 2) \$5,000	1) Utility assistance 2) Footbridge across Shelton Branch	1)	1)	1)	1)	1)
Pigeon Community MDC	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$7,500	\$10,000	Utility assistance					
REACH	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$6,000	\$7,500	\$10,000	General shelter operations					
Tuscola AFJROTC	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	General operating funds					
United Way of Haywood County	\$0	\$500	\$500	\$500	\$500	\$500	\$500	\$1,000	\$500	Sponsor "Day of Caring"					
Waynesville Civilian Police Volunteers		\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$4,000	\$4,000	General operating funds					
Meridian Behavioral Health Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	Furniture, stove, cooking supplies					
Waynesville Historic Preservation Commission		\$0	\$0	\$4,000	\$0	\$4,000	\$0	\$0	\$2,000	Historic Commercial Districts					
Haywood Healthcare Foundation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	Sponsor "Power of Pink 5K"					
American Red Cross		\$3,000	\$3,000	\$3,000	\$0	\$0	\$2,500	\$0	\$0	Disaster Cycle Services					
Haywood Pathways Center		\$0	\$0	\$4,000	\$4,000	\$4,000	\$1,000	\$0	\$52,000	General Operating Funds					
Waynesville Public Art Commission	\$5,000	\$5,000	\$5,000	\$4,000	\$5,000	\$3,000	\$3,000	\$4,500	\$5,000	General fundraising					
Undesignated-Future Usage		\$25,500	\$10,000	\$5,000	\$14,500	\$15,000	\$7,500	\$30,123	\$5,000	Red Cross Disaster Cycle Services					

**TOTAL**

107,500

**CONTRIBUTIONS TOTAL 58,500 95,500 157,500 115,000 89,500 91,500 62,250**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT** Boards and Commissions Vacancies

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Jesse Fowler, Assistant Town Manager

**Presenter:** **Jesse Fowler, Assistant Town Manager**

**BRIEF SUMMARY:**

We have several Advisory Board and Commission members whose terms will be expiring on June 30. Those who have applied, and those who have decided to reapply are outlined on the attached "Boards and Commissions Current Vacancies and Applicant Worksheet." The full applications for each applicant have been included in the agenda packet. These applications include individuals who have recently applied, as well as individuals who have applied in the past who are still interested in serving on different Advisory Boards or Commissions.

In July of 2021 the Board of Aldermen voted to make it their policy to interview all candidates for those Advisory Boards and Commissions required by statute. These Boards and Commissions are the Waynesville Housing Authority, Planning Board, Zoning Board of Adjustment, and the ABC Board. We have no vacancies on the Waynesville Housing Authority. We are seeking guidance as to when the Board of Aldermen wishes to convene for a special called meeting in order to interview the candidates for these Boards and Commissions. We are also seeking guidance as to who the Board of Aldermen wish to interview for these positions so that we may contact them.

We will be returning to the Board of aldermen at the next regular scheduled meeting on June 28 to accept the votes of the Board of Aldermen for all other Advisory boards and Commissions.

**MOTION FOR CONSIDERATION:**

- Motion to set a special called meeting of the Board of Aldermen for the Purpose of interviewing members of the Statutory Boards (ABC Board, Board of Adjustment, and Planning Board.)

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS**

## **Boards and Commissions current vacancies and Applicant Worksheet – June 2022**

### **ABC Board – 1 vacancy – 3 Applicants**

1. Danny Wingate \*
2. Jed Lambert
3. C Kenneth Stines

### **Board of Adjustment – 3 Vacancies (One for Alternate) – 2 Applicants**

1. Travis Dustin Smith
2. Joshua Morgan\*

### **Cemetery Commission – 3 Vacancies – 2 Applicants**

1. Warren Putnam\*
2. Bill Revis\*

### **Historic Commission – 4 vacancies - 2 Applicants**

1. Claire Bass
2. Shereen Malek

### **Planning Board – 4 vacancies – 7 Applicants**

1. Travis Dustin Smith
2. Ronald James Call
3. Robert M. Blackburn\*
4. Jan Grossman
5. Peggy Hannah
6. Donald McGowan\*
7. John Baus

### **Public Art Commission – 3 vacancies – 3 Applicants**

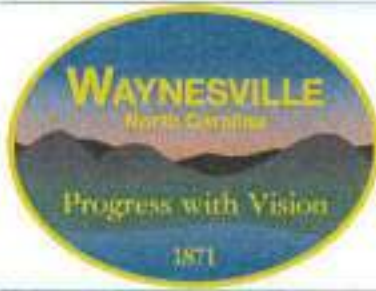
1. Ashten McKinney
2. Douglas Garrett \*
3. Morgan Beryl

### **Recreation & Parks Advisory Commission – 3 vacancies – 3 Applicants**

1. Chad Carver
2. Corey Johnson
3. Nicole Kott\*

There are no vacancies on the Waynesville Housing Authority.

\* Currently Serving



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Danny Wengate

STREET ADDRESS 392 Auburn Pl. Dr

MAILING ADDRESS \_\_\_\_\_

PHONE 828 734 6787

E-MAIL dwingate@haywoodbuilders.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- Cemetery Committee

*\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.*

I am interested in serving on this board or commission because:

I would like to continue with another term to use experience to maintain ABC's strong growth & progress

I have experience/expertise in the following areas and/or have served on the following board or commission:

Planning Board - Waynesville ABC Board

I feel that I can contribute the following to this board or commission

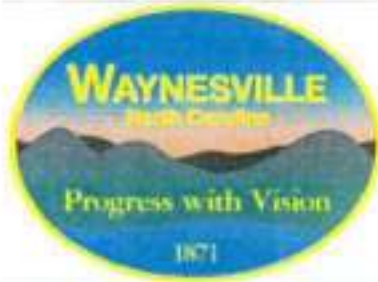
PRIOR EXPERIENCE

Tell us about yourself and your background:

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Danny Wengate  
Signature

5/31/2022  
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Jed Lambert  
STREET ADDRESS 79 Walking Horse Dr., Clyde NC 28721  
MAILING ADDRESS 79 Walking Horse Dr., Clyde NC 28721  
PHONE 828-400-7646  
E-MAIL driedlambert@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (adhoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I have a vested interest in the community and want to play my role in the economic development of Waynesville.

I have experience/expertise in the following areas and/or have served on the following board or commission:

As a small business owner, with 20 employees for over 14 years, I understand the dynamics and challenges that might occur. I have also been very active with the non-profit Sarge's Organization, Sarge's Band member 9 years, officer for 6 years, and 2 years as President. I feel that I can contribute the following to this board or commission: Practical business knowledge and leadership, Fiscal responsibility, and a love of the community.

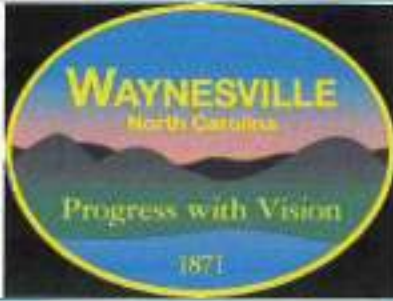
Tell us about yourself and your background: Originally from Louisiana I have lived in Haywood County for the past 15 years. My wife is originally from Waynesville and we have a dental practice, Sucky Mountain Dentistry. We are very active in the community and are always looking for ways to give back.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Signature]  
Signature

Date





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME C. Kenneth Stines

STREET ADDRESS 4294 PISGAH DRIVE, CANTON NC 28716

MAILING ADDRESS \_\_\_\_\_

PHONE 828-231-2625

E-MAIL GSMLLOOKOUTFARMS@GMAIL.COM

Please consider me for appointment to the following board(s) or commission(s):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Community Action Forum                      | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Board of Adjustment                         | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board                 | <input type="checkbox"/> Waynesville Housing Authority          |
| <input type="checkbox"/> Historic Preservation Commission            | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (ad hoc)             | <input type="checkbox"/> Cemetery Committee (ad hoc)            |

I am interested in serving on this board or commission because: I feel would be a interesting board to serve and be able to give back to community.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Assoc Degree in Civil Engineering, Assoc Degree in Surveying, Worked for County organization for 25 years, serve on NC Bill Board and serve on NC Water Pollution operators Certification Commission.

I feel that I can contribute the following to this board or commission: Native to Haywood County I feel could help contribute to the continued success of this board and put good professional to discussion.

Tell us about yourself and your background: Born and raised in Haywood County, attend Church @ Lower Chapel Eagle Scout, employed for 25 years @ MSD of Buncombe County as Director of Maintenance and Farm Black Hereford Cattle, Entry Being Outside

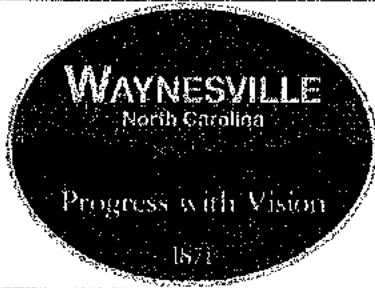
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Handwritten Signature]

6-12-2021

Signature

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Travis Dustin Smith
STREET ADDRESS 85 Mississippi Ave, Waynesville NC 28786
MAILING ADDRESS Same
PHONE 828 550 7731
E-MAIL Travis1404@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
Cemetery Committee

\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: I do not like the direction this town is headed, and I want to be a part of the decision making.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have a Bachelor's Degree from Western Carolina University and I am a Small Business owner

I feel that I can contribute the following to this board or commission

give a better view of what the people of this town want and desire when it comes to what's allowed to happen

Tell us about yourself and your background:

Born and Raised Here, Highly Educated, Very Successful Business man.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Travis Dustin Smith Date 5-27-22



Talked w/ Mr Morgan  
by phone

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Joshua F. Morgan  
STREET ADDRESS 190 Valley View Terrace Waynesville NC 28786  
MAILING ADDRESS - SAME -  
PHONE 828-712-9382  
E-MAIL jfmorganjff@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: I am very interested in providing leadership to the town in managing growth and resources. I have developed short and long range plans and have 3 children that I would like to ensure have the opportunities to prosper.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served with the Haywood County Schools on the Foundation Board and on the Policy Committee. In my current role, I review personnel policies routinely.

I feel that I can contribute the following to this board or commission I want to preserve the small town spirit yet promote opportunities for cultural, social, and recreational growth.

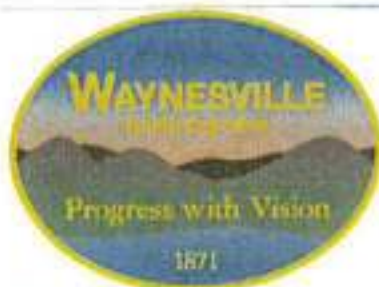
Tell us about yourself and your background: I have been a school administrator for 10+ years, with 7 being in Haywood County. I am currently the Director of Human Resources at HVO. I am the vice-President of the Carolina Mtn. Soccer Club and currently coach ages 4-9. I am a Haywood County native and want only the best for our community.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Joshua F. Morgan  
Signature

7-1-2016  
Date

Talked w/ Bill by Phone



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Bill Revis  
STREET ADDRESS 160 Chelsea Rd. Waynesville  
MAILING ADDRESS SAME  
PHONE 828 456 8440  
E-MAIL brevis160@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Cemetery Committee
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: see ATTACHED #1

I have experience/expertise in the following areas and/or have served on the following board or commission: ATTACHED #2

I feel that I can contribute the following to this board or commission: ATTACHED #3

Tell us about yourself and your background: see ATTACHED

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Bill Revis 5/25/2020  
Signature Date

## CEMETERY COMMITTEE

#1. I am interested in serving on this board or commission because:

As a present committee member, I would like to continue in this capacity to help guide and implement the new ordinance which was recently adopted by the town of Waynesville.

#2. I have experience/expertise in the following areas and/or have served on the following board or commission:

As a committee member, I have attended several workshops presented by the Town of Waynesville on the management, budget and rules for the cemetery. Being on the Historic Preservation Commission, I was involved in the process for the cemetery to be placed on the National Historic Register. I developed signage for the cemetery entrance. I researched and participated in the yearly historic tours.

#3. I feel that I can contribute the following to this board or commission:

With my knowledge of the many aspects concerning the cemetery, I feel I can make neutral, positive decisions on matters that the committee will be presented with.

## **WILLIAM MARCELL REVIS**

160 Chelsea Road  
Waynesville, NC 28786  
(828) 456-8440  
brevis160@gmail.com

### **Skills**

Participated in numerous training seminars in sales design and team building for the Atlanta region. VP of Planning Society at Appalachian State. Former member of the Waynesville Merchants Association and Chairman of the Revitalization Committee.

### **Experience**

January 2007 - March 2013

**DeKalb Office Environments, Inc., Alpharetta, GA** - *Major Furnishings Dealer for Southeast Fortune 500 Companies*

- Executive sales associate for SunTrust Bank, Atlanta.
- Responsible for corporate standards and furnishings.
- Awarded top sales recognition yearly.

March 1984 - January 2007

**Ivan Allen Company, Atlanta, GA** - *Major Dealer/Executive Sales Associate*

- Atlanta/Southeast contract furnishings and design dealer.
- Sales contracts and corporate standards development included SunTrust, Bank of America and Turner Broadcasting/CNN accounts.
- Awarded top sales recognition yearly.

December 1980 - March 1984

**Talman's Office Systems and Design, Asheville, NC** - *Sales and Design Staff Member*

- Accounts included Mission Hospital and various Doctor's Parks.

November 1979 - December 1980

**Talman's of Waynesville, Waynesville, NC** - *Manager*

- Responsible for daily operation of furniture, office supplies and Hallmark Store.
- Top sales and Merit sales awards.

November 1976 - October 1979

**Elkorn Village Inn and Condominiums, Sun Valley, ID - Evening Manager**

- Responsible for housekeeping, maintenance, food and beverage and front desk operations for 146 room hotel and 213 condominiums.

1974 - 1976

**Town of Waynesville, Waynesville, NC - Assistant to City Manager**

- Duties included research for funding grants, surveys for public works department, ranger for the watershed and interoffice management.

## **Education**

**Wingate College, Wingate, NC - General Education**

**Appalachian State University, Boone, NC - B.A. in Urban Planning and Geography**

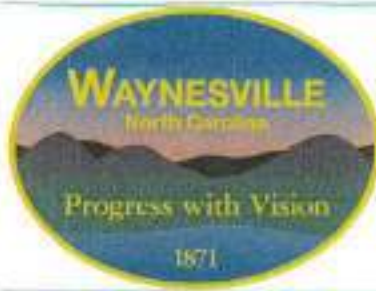
**Appalachian State University, Boone, NC - M.A. in City Management and Public Administration**

## **References**

**Furnished upon request**

## **Family History**

My ancestors immigrated from England to Virginia in the 1630s. James Pickey Scates, my great, great grandfather, settled in the Hazelwood area in 1868. He fought in the Civil War and was a member of the Palmetto Sharp Shooters. He is buried in Green Hill Cemetery. J.P. Scates, my great grandfather, was mayor and magistrate for Hazelwood in the early 1900s. H.B. Milner, my grandfather, was in real estate and owned several businesses in the west Waynesville area. He was very instrumental in the development of Balsam Road from the 1920s - 1940s.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME WARREN PUTNAM
STREET ADDRESS 189 CLOVERHILL ROAD, CLYDE, NC 29721
MAILING ADDRESS SAME
PHONE 828-734-8159
E-MAIL WARREN.PUTNAM@YAHOO.COM

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
Cemetery Committee

\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: I have served the last 2 yrs and would like to serve again to complete some projects we are working on now

I have experience/expertise in the following areas and/or have served on the following board or commission: SERVED THE PAST 2 YRS

I feel that I can contribute the following to this board or commission

Tell us about yourself and your background: FIRE INSPECTOR, Code Enforcement, Building Inspector and have already served 2 yrs on this committee

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature: Warren Putnam

Date: 6-7-2022





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME CLARE A BASS  
 STREET ADDRESS 94 KATKA LOOP WAYNESVILLE 28786  
 MAILING ADDRESS SAME  
 PHONE 919 818-7403  
 E-MAIL CBASS7399@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board            | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Community Action Forum                      | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Board of Adjustment                         | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board                 | <input type="checkbox"/> Waynesville Housing Authority          |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (ad hoc)             | <input type="checkbox"/> Cemetery Committee (ad hoc)            |

I am interested in serving on this board or commission because: I would like the opportunity to serve this community in an area in which I have great interest and experience.

I have experience/expertise in the following areas and/or have served on the following board or commission: I worked with NC Historic Sites program for more than 20 years. I have served on several historic site and museum boards. Resume is attached.

I feel that I can contribute the following to this board or commission: In addition to bringing years of experience, I would provide dedication and "fresh eyes" to this commission.

Tell us about yourself and your background: I am an Asheville native, my husband and I have recently moved here and are building our retirement home.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Clare A. Bass 2/13/22  
 Signature Date

**Clare Arthur Bass**  
94 Katka Loop  
Waynesville, NC. 28786  
Home: 919 818-7403  
cbass7399@gmail.com

## **Professional Experience**

**Wake County Public Libraries, Raleigh, NC**  
*Adult Services Department Manager*  
*Cameron Village Regional Library, 2011-2015 (retired)*

Managed the staff and daily operations of the Adult Services Department; established work priorities, and developed schedules; supervised four librarians and 4.5 FTE library assistants.

Served on management team to restructure and direct programming model for the library system; oversaw the planning, implementation, and evaluation of the Arts & Literature programming for six Regional Libraries.

*Adult Services Librarian*  
*Cameron Village Regional Library, 2005-2011*

Provided Readers Advisory and Reference services to a diverse community; developed displays and marketing initiatives for promoting the collection; established and maintained community partnerships to enhance library programming; planned, developed and presented public programs for adult patrons; lead a monthly book club.

Served as a customer service and a readers' advisory trainer for library staff; taught computer skills classes for the patrons

**North Carolina Historic Sites, Raleigh, NC**  
*Curator of Collections, 1987-2005*

Directed the Collections Branch of the NC Division of State Historic Sites. Supervised collections staff of 5 permanent employees. Managed budgets; set and maintained work goals. Developed and oversaw collections management training, collections care workshops, and object identification training.

Directed the acquisition, registration, conservation, research, exhibition and care of nearly 75,000 historic objects and documents. Led two disaster response teams. Served as grant reviewer for the Institute of Museum and Library Services (IMLS).



**CSS Neuse State Historic Site, Kinston, NC**  
*Assistant Manager, 1985-1987*

**Thomas Wolfe Memorial State Historic Site, Asheville, NC**  
*Historic Interpreter, 1984*

**Pack Memorial Public Library, Asheville NC 1976-1977**  
*Library Page*

### **Education**

M.L.S., North Carolina Central University. 2004

M.A. American History and Applied History, University of South Carolina, 1983.

B.A. History, Catawba College, Salisbury, NC, 1981

### **Professional Associations**

North Carolina Library Association  
*Conference planning committee, 2013*

North Carolina Museums Council  
*Secretary, 2000-2005*  
*Chair, Nominating Committee, 1996-1997*  
*Treasurer, 1994-1996*

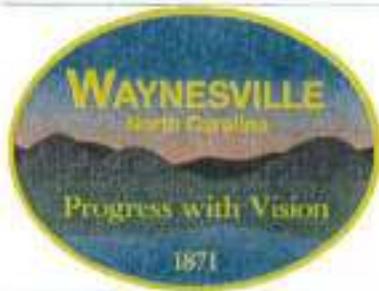
### **Community Activities**

City of Raleigh Historic Resources and Museums Advisory Board 2016-2021  
Board chair 2020-2021

Historic Oakview County Park Advisory Board 2009-2021

NCSU Olli Member, 2015-2021

J. C. Raulston Arboretum volunteer 2016-2021



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME SHEREEN MALEK

STREET ADDRESS 175 ATKINS LOOP, LAKE JUNALUSKA, NC 28745

MAILING ADDRESS PO BOX 1114, WAYNESVILLE, NC 28701

PHONE 301-280-0000

E-MAIL MISSMALEK@GMAIL.COM

Please consider me for appointment to the following board(s) or commission(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board            | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Community Action Forum                      | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Board of Adjustment                         | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board                 | <input type="checkbox"/> Waynesville Housing Authority          |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (adhoc)              | <input type="checkbox"/> Cemetery Committee (adhoc)             |

I am interested in serving on this board or commission because: I have a passion for old buildings and would like to help preserve sites of historical and cultural importance.

I have experience/expertise in the following areas and/or have served on the following board or commission: Real Estate, Strategy Development, Financial Planning

I feel that I can contribute the following to this board or commission: A unique perspective through a real estate and construction lense.

Tell us about yourself and your background: I have been involved with varying forms of real estate and corporate planning for 7+ years. I am a creative, people-person, good listener, and solution-finder.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Shereen Malek  
Signature

2/21/2022  
Date

**Technical Support/Software Tester (September, 2002 – November, 2007)**

Drake Software, Franklin, NC

Fielded technical support calls from a wide variety of income tax software clients. Tested the software for accuracy in tax calculations.

**Skills**

- ▶ Highly qualified teacher, Secondary social studies, general science, and English.
- ▶ Highly qualified teacher, Middle grades social studies.
- ▶ Advanced Law Enforcement Certificate
- ▶ Traffic Enforcement and Investigations Certificate
- ▶ Criminal Investigations Certificate
- ▶ Certified General Instructor for law enforcement classes

**References**

Dewayne Greene

Sergeant, Asheville Police Department (Retired)

Telephone: 828-552-9367

Daniel Atwood

Science Department Head, Tuscola High School

Telephone: 828-593-9036

Jennifer Worley

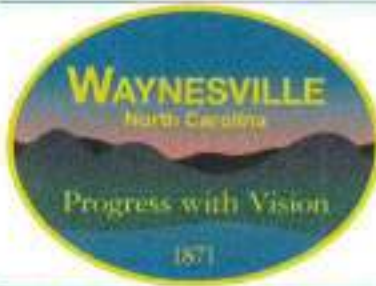
Biology Teacher, Tuscola High School

Telephone: 828-734-6485

Bart Murphy

History Teacher, Asheville High School

Telephone: 828-329-1392



TOWN OF WAYNESVILLE, NORTH CAROLINA  
Application for Appointment to Boards/Commissions  
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eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Traavis Dustin Smith  
STREET ADDRESS 85 Mississippi Ave, Waynesville NC 28786  
MAILING ADDRESS Same  
PHONE 828 550 7731  
E-MAIL Triaanta1404@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board              |
| <input checked="" type="checkbox"/> Board of Adjustment   | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Waynesville Housing Authority          |
|   | <input type="checkbox"/> Cemetery Committee                     |

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I am interested in serving on this board or commission because: I do not like the direction this town is headed, and I want to be a part of the decision making

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have a Bachelors Degree from Western Carolina University and I am a Small Business owner

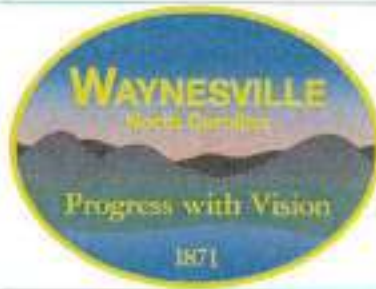
I feel that I can contribute the following to this board or commission give a better view of what the people of this town want and desire when it comes to what's allowed to happen

Tell us about yourself and your background: Born and Raised Here, Highly ~~Smart~~ Educated, Very Successful Business man.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Traavis Dustin Smith 5-27-22  
Signature Date





TOWN OF WAYNESVILLE, NORTH CAROLINA

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(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Ronald James Call

STREET ADDRESS 134 Belle Meade Drive Waynesville, NC 28786

MAILING ADDRESS \_\_\_\_\_

PHONE (828) 508-2421

E-MAIL ronniecall07@yahoo.com

*Please consider me for appointment to the following board(s) or commission(s):*

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board              |
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Waynesville Housing Authority          |
|   | <input type="checkbox"/> Cemetery Committee                     |

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I am interested in serving on this board or commission because: I want to be part of the future of this community

I have experience/expertise in the following areas and/or have served on the following board or commission:

small business, community service, public relations

I feel that I can contribute the following to this board or commission I believe I can contribute my lifelong experience of being a active member in the community ,raising a family, and being a small business owner right here in waynesville

Tell us about yourself and your background: My name is Ronnie Call husband and father of two children, small business owner in waynesville, class of 93 Tuscola Senior High School born in Detroit MI 1974 moved to Waynesville, 1979 lived here till current date,im also an award winning singer/songwriter who loves music, family, and community.

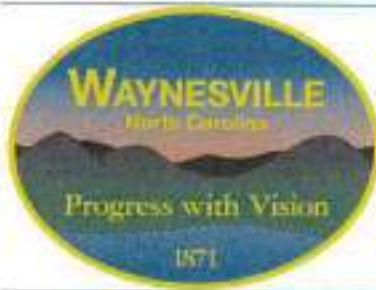
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Ronald James Call

05/27/ 2022

Signature

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Robert "Michael" Blackburn
STREET ADDRESS 110 High St. Waynesville
MAILING ADDRESS NC 28786
PHONE 528 - 226 - 3363
E-MAIL michael.fumc@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
Cemetery Committee

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I am interested in serving on this board or commission because:

I have experience/expertise in the following areas and/or have served on the following board or commission:

Have served on this board the last couple of years.

I feel that I can contribute the following to this board or commission

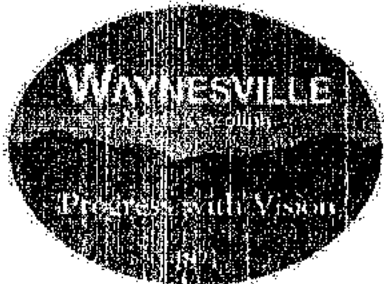
I hire many people in Waynesville and know how hard housing is

Tell us about yourself and your background:

Graduate of Tuscola 1996, have worked at FUMC since 2003, I have three boys and a wife in the school system

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 5/31/22



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME JAN GROSSMAN
STREET ADDRESS 21 TUBURN RD, WAYNESVILLE, NC 28786
MAILING ADDRESS SAME AS ABOVE
PHONE 828-564-3216
E-MAIL JANGROSSMAN@HOTMAIL.COM

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
Cemetery Committee

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I am interested in serving on this board or commission because: 1

I have experience/expertise in the following areas and/or have served on the following board or commission: 2

I feel that I can contribute the following to this board or commission 3

Tell us about yourself and your background: 4

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

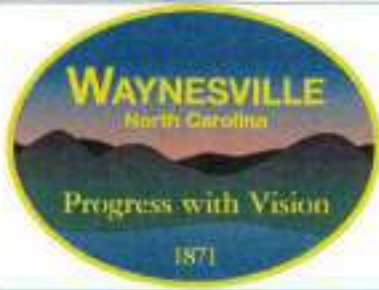
Signature: [Handwritten Signature] Date: 5-31-22

## **Town of Waynesville, NC - Application for Appointment to Boards**

### **Application for PLANNING BOARD – Jan Grossman**

1. I am interested in serving on this board or commission because:
  - a. I am interested in ensuring that Waynesville grows responsibly with the interest of the residents in mind
2. I have experience in the following areas and/or have served on the following board or commission:
  - a. Member of the Haywood Greenway Commission
  - b. Previous member of the Orange County Transportation Board
  - c. Site Leader for Haywood Taxaide – the largest free tax preparation service
  - d. President or officer of numerous clubs and HOAs
  - e. Mediator for Mountain Mediation – court mediation
  - f. Counselor for SCORE – free business mentoring
3. I feel that I can contribute the following to this board or commission:
  - a. I am a good listener and problem solver. I can usually diffuse tense situations.
  - b. I am detail oriented allowing me to understand policies and procedures
  - c. I am Interested in new ideas or better ways of doing things when present processes are not working well
  - d. I am interested in the well-being of Waynesville and understand that growth comes with issues – that can rationally be dealt with.
4. Tell us about yourself and your background:
  - a. I've been a polymer scientist for over 40 years and one of my core skills is project assessment.
  - b. I've been active in the biking and hiking communities
  - c. I live on South Main Street and use walking as my main daily means of transportation
  - d. I've lived in major metropolitan cities, small cities, and towns
  - e. Presently my major volunteering effort is helping the underserved and senior population of Haywood County with tax preparation.





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Peggy Hannah  
 STREET ADDRESS 268 Hemlock St  
 MAILING ADDRESS Same  
 PHONE 828-550-3443  
 E-MAIL Peggy Hannah

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- Cemetery Committee

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I am interested in serving on this board or commission because: I want to be part of my community & learn how to be part of the solution.

I have experience/expertise in the following areas and/or have served on the following board or commission: Mountainview Little League Softball vice president for 7 yrs

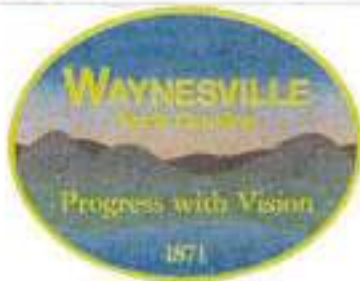
I feel that I can contribute the following to this board or commission by listening, learning - researching facts.

Tell us about yourself and your background: Married. Retired 1 child, Native to Haywood Co.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Peggy Hannah  
Signature

5-27-2022  
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME DONALD J. MCGOWAN
STREET ADDRESS 958 LITTLE MOUNTAIN ROAD
MAILING ADDRESS WAYNESVILLE, NC 28786
PHONE HOME: 828-456-8064 CELL: 407-832-0994
E-MAIL

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board (checked)
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
Cemetery Committee

\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: SEE ATTACHED LETTER

I have experience/expertise in the following areas and/or have served on the following board or commission: SEE ATTACHED LETTER

I feel that I can contribute the following to this board or commission: SEE ATTACHED LETTER

Tell us about yourself and your background: SEE ATTACHED BIOGRAPHY

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 5/26/22

To: The Town of Waynesville Board of Aldermen  
From: Donald J. McGowan  
Subject: Request to Continue to Serve on Planning Board  
Date: May 26, 2022

My term on the Planning Board is scheduled to conclude on June 30, 2022 and I am requesting that the Board consider renewing same for an additional three years.

It has been my pleasure to serve on the Planning Board for the last three years. During that period of time, we have developed a new comprehensive land use plan, developed new ordinances that define the operation of differing types of shelters in the community, and guided the town through a period of extraordinary growth and development pressure while dealing with the exigencies of 160D. I currently serve on the Subdivision Ordinance subcommittee of the Planning Board that is putting the final touches on new ordinances that, with Board of Aldermen approval, will be critical in shaping future large subdivision development.

As the current demographic wave continues to cascade over us, both from Asheville and out of state migration, the tension in the community from those that want no growth and NIMBYism needs to be counter balanced with a sensitivity to providing desperately needed market rate and affordable workforce housing while at the same time growing our tax base. I look forward to continuing to work with the Planning Board and the Board of Aldermen in striking that balance.

## Donald J. McGowan Biography

Donald J. McGowan is a national award-winning community bank President and CEO with a highly distinguished 45-year banking career. He has specialized in small business banking, strategic planning, product development, creating affordable housing financing solutions, and loan and credit administration.

McGowan has remained actively engaged in a number of professional and community organizations throughout his career:

After retiring to Waynesville, NC he is on the Planning Board of the Town of Waynesville, a Commissioner of the Waynesville Housing Authority, Founder and Past Chairman of the Smoky Mountain Housing Partnership, Founder of the SW North Carolina HOME Consortium (which has received over \$2million in funding from HUD) and Director of the Canopy Foundation. He was the recipient of the Sister Barbara Sullivan Award from the North Carolina Housing Partnership as Volunteer of the Year for finding viable solutions for improving housing conditions for low-income individuals.

In Massachusetts, he served as the Chairman of the Massachusetts Bankers Association, Chairman of the Massachusetts Biotechnology Research Institute, Chairman of the Alliance for Education, Chairman of the Massachusetts Housing Partnership, Chairman of Community Healthlink. He was also a Director of Commonwealth Bioventures, Memorial Hospital and the HMO HealthSource of Massachusetts. He was named "Business Person of the Year" by the Worcester Business Journal, "Citizen of the Year" by the Worcester Telegram and Gazette and received the prestigious "Torch Award for Commitment to the Community" by the Better Business Bureau.

In Florida, McGowan served on the Government Relations Committee of the Florida Bankers Association, Director of Leadership Winter Park, Riverside Theater, the Environmental Learning Center, National Entrepreneur Center and Vice Chairman of the Small Business Development Center at the University of Central Florida.

He is a graduate of Dowling College with a BBA, attended Boston University MBA program, and is a graduate of the Stonier Graduate School of Banking at Rutgers University. He served in the U. S. Navy.

McGowan's professional accomplishments include:

President and CEO of BankFIRST in Winter Park, Florida from 2003 until the sale of the bank to Seacoast National Bank in November, 2014. Under his management the bank grew from \$220million in assets to \$700million with 12 offices located in Orange, Lake, Seminole, Brevard and Volusia counties. BankFIRST was the largest SBA lender in Central Florida and had been named "Best Community Bank in Central Florida" by the readers of the Orlando Business Journal.

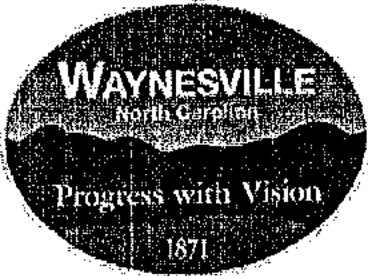
Previous to BankFIRST, McGowan was the Founder, Chairman and CEO of Flagship Bank and Trust Company, headquartered in Worcester, Massachusetts from 1987 until the sale of the bank in 2002 to the Chittenden Corporation in Burlington, Vermont. Flagship had \$400 million in assets and six offices located in Worcester County. Flagship Bank was recognized as one of the most successful denovo banks in the country specializing in serving small and medium size businesses.

Flagship was the leading Small Business Administration lender in Massachusetts. Under McGowan's leadership Flagship won the highest national banking award for product development for its SBA program, which led to McGowan being named the "National Small Business Financial Services Advocate of the Year" by the U.S. Small Business Administration. McGowan also won a second "Golden Coin Award" from the Bank Marketing Association for his socially responsible banking program called the "Worcester Fund".

Previous to Flagship Bank, McGowan held other senior executive banking positions in Massachusetts and Florida. He served as the President of the Central Massachusetts Region of Bank of Boston, was the President and CEO of FinancialFed Mortgage Corp. and concurrently the Chief Loan Officer for its parent company, Financial Federal Savings and Loan Association in Miami Lakes, Florida. He was the Senior Vice President for Strategic Planning and Corporate Development for the Conifer Group, a \$4 billion community bank holding company in Worcester, Massachusetts. McGowan started his banking career in the management training program of Marine Midland Bank, New York, NY where he became a Regional Commercial Loan Officer responsible for commercial lending in the eastern part of Long Island.

Don McGowan and his wife Geri reside in Waynesville, North Carolina.





TOWN OF WAYNESVILLE, NORTH CAROLINA  
Application for Appointment to Boards/Commissions  
Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME JOHN V. BAUS JR  
STREET ADDRESS 55 LOVE LANE  
MAILING ADDRESS WAYNESVILLE NC 28786  
PHONE 504-239-8080  
E-MAIL johnbaus@aft.net

Please consider me for appointment to the following board(s) or commission(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board              |
| <input type="checkbox"/> Community Action Forum           | <input type="checkbox"/> Public Art Commission                  |
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Waynesville Housing Authority          |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (ad hoc)  | <input type="checkbox"/> Cemetery Committee (ad hoc)            |

I am interested in serving on this board or commission because:  
I WANT WHAT IS BEST FOR THE RESIDENTS AND  
BUSINESSES OF WAYNESVILLE

I have experience/expertise in the following areas and/or have served on the following board or commission:  
LAW, REAL ESTATE, COMMERCIAL DEVELOPMENT  
- CURRENT MEMBER OF THE ZONING BOARD

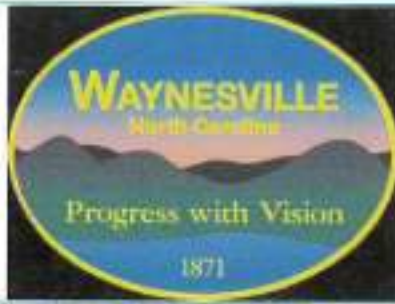
I feel that I can contribute the following to this board or commission  
LEGAL EXPERIENCE, MEDIATION EXPERIENCE, JUDGEMENTAL  
EXPERIENCE, COMMERCIAL PROPERTY EXPERIENCE, AS WELL  
AS RATIONAL PROBLEM SOLVING AND COMMON SENSE.

Tell us about yourself and your background: FORMER STATE PROSECUTOR,  
FORMER CIVIL TRIAL ATTORNEY (DEFENSE PRACTICE), FORMER  
ADMINISTRATIVE LAW JUDGE, OWNED AND OPERATED A COMMERCIAL  
REAL ESTATE CONSULTING BUSINESS

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Ashten McKinney  
STREET ADDRESS 52 Mountain View Dr.  
MAILING ADDRESS Waynesville, NC 28786  
PHONE (528) 222-9222  
E-MAIL Coraboy Gallery @ gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Community Action Forum           | <input checked="" type="checkbox"/> Public Art Commission       |
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Waynesville Housing Authority          |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (adhoc)   | <input type="checkbox"/> Cemetery Committee (adhoc)             |

I am interested in serving on this board or commission because: I have a deep passion for the arts and a mission of nurturing and representing young artists in Haywood county

I have experience/expertise in the following areas and/or have served on the following board or commission:

Founder/Artistic Director - Thirsty Canvas, Dallas, TX  
Board Member - Start Now; Waynesville, NC  
Business Owner & Curator - Coraboy Gallery; Waynesville, NC

I feel that I can contribute the following to this board or commission by having a wide network of artists; as an art gallery owner; representing young local talent; fresh ideas and providing opportunity

Tell us about yourself and your background: Moved to Waynesville 4 years ago. Business owner, artist mother of 3. Experience in art curation, exhibits, funding. Passionate about Waynesville.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Signature] \_\_\_\_\_ 18 June 2021  
Signature Date





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Morgan Beryl  
 STREET ADDRESS 162 Katka Loop Waynesville NC 28786  
 MAILING ADDRESS Same  
 PHONE 917 375 9943  
 E-MAIL director@haywoodarts.org

Please consider me for appointment to the following board(s) or commission(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Community Action Forum           | <input checked="" type="checkbox"/> Public Art Commission       |
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Waynesville Housing Authority          |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA)         |
| <input type="checkbox"/> Homelessness Taskforce (ad hoc)  | <input type="checkbox"/> Cemetery Committee (ad hoc)            |

I am interested in serving on this board or commission because: I am the new director for the Haywood county Arts Council and believe I can be an asset to the commission.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I am currently on the Board of Directors for a non-profit and have a good understanding of procedures and applying for grants.

I feel that I can contribute the following to this board or commission ideas, positivity, passion for the arts.

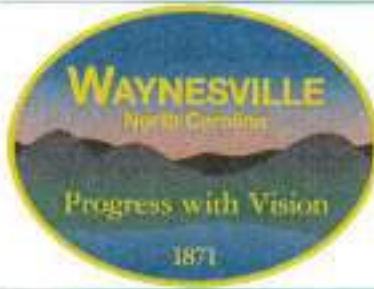
Tell us about yourself and your background: I have a long history of being involved in the Arts, non-profits + community planning.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Morgan Beryl

Date June 10, 2021





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Douglas Garrett  
STREET ADDRESS 70 Chancery Lane  
MAILING ADDRESS Waynesville NC 28786  
PHONE (H) 828-452-9068 (C) 828-550-9039  
E-MAIL dpgarrett1948@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board                         |
| <input type="checkbox"/> Board of Adjustment              | <input checked="" type="checkbox"/> Public Art Commission       |
| <input type="checkbox"/> Firemen's Relief Fund Board      | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Waynesville Housing Authority          |
|   | <input type="checkbox"/> Cemetery Committee                     |

\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: I am a retired art teacher, love art and our mountains. Would love to serve on art Commission to give some artistic insight.

I have experience/expertise in the following areas and/or have served on the following board or commission:

- member of <sup>Public</sup> Art (Board) Commission
- Former Waynesville County School Board art supervisor
- Folkman USA

I feel that I can contribute the following to this board or commission • art experience.  
• Lifetime resident of Waynesville County

Tell us about yourself and your background: • Attended Clemson / WCU - graduate  
• 30+ yrs. teacher in Waynesville County • 32 years working with Folkman

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Douglas Garrett  
Signature

May 30, 2022

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA
Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Chad Carter
STREET ADDRESS 176 Grimbull Dr
MAILING ADDRESS Waynesville NC 28786
PHONE 828-736-9315
E-MAIL ccarter44@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I have a desire to serve the community, particularly in areas that have direct impact on my two young daughters.

I have experience/expertise in the following areas and/or have served on the following board or commission: My undergraduate degree, Wellness Management, was designed specifically to address individual and community needs as it relates to exercise and recreation.

I feel that I can contribute the following to this board or commission: I believe my years of management experience can help drive the Town's park and recreation offerings to even greater levels.

Tell us about yourself and your background: B.S. Wellness Management, MBA - WCU. I've lived in WNC for nearly 20 years and Waynesville for over 5 years. I've always enjoyed recreational activities like hiking, cycling, basketball and disc golf.

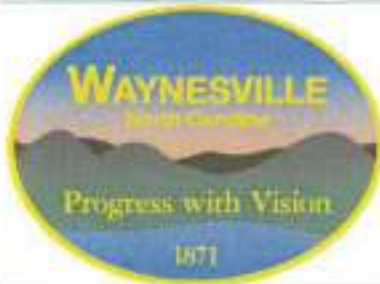
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature: Chad Carter

6/6/21

Date





TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Corey w. Johnson

STREET ADDRESS 145 Woodland Drive, Waynesville NC 28786

MAILING ADDRESS same as above

PHONE 828-216-7261

E-MAIL nleisure01@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I am relatively new to Waynesville, but I am interested in becoming involved with local government to try to give back to the community in which I live.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have years of experience in arts management, event coordination, recreation programming and I have a three degrees in Recreation and Leisure Studies. I have spent the past 20 years teaching and conducting research at Cal. State Long Beach, The University of Georgia and the University of Waterloo. I have also chaired many boards and committees in a volunteer capacity.

I feel that I can contribute the following to this board or commission An insight into managing programs, expertise in inclusion and social justice, insight into programming, event, and volunteer management.

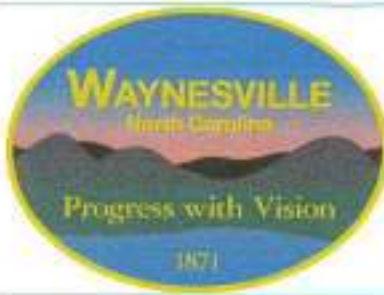
Tell us about yourself and your background: I grew up in a single worker living in Ohio before going to college at Bowling Green State University in Ohio. My first job was at Duke University as the coordinator of performing arts and facilities, but went onto a career in academia. I am married to my wonderful husband Yawoy, who is a faculty member at Western Carolina. I enjoy cooking, eating, camping, backpacking, yoga, meditation and my Frenchie, Sedgewick.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Corey W. Johnson

06.08.2021

Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Nicole Kott

STREET ADDRESS 217 Assembly Street, Waynesville NC 28786

MAILING ADDRESS 217 Assembly Street, Waynesville NC 28786

PHONE (828) 508-3420

E-MAIL nicole\_268\_@hotmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- Cemetery Committee

\*\*As of July 27, 2021, the Board of Aldermen now require applicants to any Board and Commission required by statute to be interviewed by the Board of Aldermen. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because:

Waynesville is home to my family and I, we are thankful to live in such a strong and functional community. I want to serve on this board for a second term to contribute my skills, time, and effort alongside other great community members to maintain and improve this valuable aspect of our community. Mental and physical health are greatly impacted by green spaces and recreational programs, which is one of many reasons why I value parks and recreation.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have had the privilege of serving one three year term on the Recreation and Parks Advisory Commission, I served as the Sponsorship Coordinator for the American Youth Soccer Organization, and I am the founder of Helping Hands of Haywood (a local 501c3 charitable nonprofit organization). I was board President at Helping Hands, and now serve as Executive Director. I have also served on various other smaller local subcommittees.

I feel that I can contribute the following to this board or commission

As a resident of the Town of Waynesville, I am committed to preserving our small town values, structures, and environment, while also advocating for sustainable growth that is essential to our growing community. Healthy and functional outdoor green spaces are an important part of our community, as well as structured indoor programs. My goal is to analyze and contribute to maintenance, growth plans, policies, and other park and rec duties.

Tell us about yourself and your background: My name is Nicole Kott and I am the Executive Director for Helping Hands of Haywood, a local charitable 501c3 organization with an emphasis on homelessness and mental health. I grew up in a very small, well-preserved New Hampshire town. I understand how crucial it is for small cities and towns to have functional recreational programs and green spaces. I am currently serving on the Town of Waynesville Recreation and Parks Advisory Commission. My family and myself have frequented the local parks and recreation center for over fourteen years.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Handwritten signature of Nicole Kott

Signature

Handwritten date: 5/31/2022

Date

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT** Conveyance of property to NC DOT along the right of way adjacent to the BiLo Apartments

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY:** One of the terms of our agreement with Tribridge LLC (BiLo Apartments) was that they would convey the Town a part of the right of way that would be conveyed to DOT for the Russ Avenue Project. The parcel includes a small parcel (outlined in green) purchased as a part of the permanent right of way and a second larger parcel (outlined in orange) that DOT would use as a construction easement. Once the project is complete the construction easement will revert back to the Town. The property is located along the stream buffer of Richland Creek and crosses the entrance to the current BiLo shopping center (see map). The DOT right of way agent used an appraised value of \$550,000 per acre as his value for surrounding property. His offer is based on the percentage of the appraised value. He is offering \$5,000 for the permanent conveyance and \$6,800 for the temporary easement, totaling \$11,800.

**MOTION FOR CONSIDERATION:** Approve the conveyance of the property and granting of a construction easement to the NC DOT at the Tribridge Apartment site.

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Deed, Offer, Maps

**MANAGER'S COMMENTS AND RECOMMENDATIONS** The property requested by NC DOT would not be used by the Town for a public purpose. The parcels will be used in the Russ Avenue improvement project due to be bid in May of 2023. I recommend that the Board approve DOT's offer.

Revenue Stamps \$ \_\_\_\_\_

## DEED FOR HIGHWAY RIGHT OF WAY

THIS INSTRUMENT DRAWN BY Todd H Woodard CHECKED BY \_\_\_\_\_

The hereinafter described property  Does  Does not include the primary residence of the Grantor

RETURN TO: Frankie J Dills, Jr Division R/W Agent, NCDOT  
1594 E Main ST  
Sylva NC 28779

NORTH CAROLINA  
COUNTY OF HAYWOOD  
TAX PARCEL 8616-40-3447

TIP/PARCEL NUMBER: U-5839 011B  
WBS ELEMENT: 50230.2.1  
ROUTE: RUSS AVE - US 276 from  
US 23 / 74 to US 23 BUS

THIS FEE SIMPLE DEED, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by and between Town Of Waynesville

hereinafter referred to as GRANTORS, and the Department of Transportation, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the Department;

### WITNESSETH

That the GRANTORS, for themselves, their heirs, successors, and assigns, for and in consideration of the sum of \$ \_\_\_\_\_ agreed to be paid by the DEPARTMENT to the GRANTORS, do hereby give, grant and convey unto the DEPARTMENT, its successors and assigns, in FEE SIMPLE that certain property located in Town of Waynesville Township, Haywood County, North Carolina, which is particularly described as follows:

Point of beginning being N 8°55'28.8" W, 161.278 feet from -L- Sta 30+00 thence to a point on a bearing of S 55°46'5.1" W 3.320 feet thence to a point on a bearing of S 34°41'38.7" E 124.597 feet thence to a point on a bearing of N 74°50'52.0" E 3.417 feet thence to a point on a bearing of N 34°38'54.7" W 125.713 feet returning to the point and place of beginning.



IN ADDITION, and for the aforesaid consideration, the GRANTORS further hereby convey to the DEPARTMENT, its successors and assigns the following described areas and interests:

**TEMPORARY UTILITY EASEMENT described as follows:**

Point of beginning being N 56°42'53.5" E, 143.563 feet from -L- Sta 30+00 thence to a point on a bearing of N 67°54'52.0" E 9.494 feet thence to a point on a bearing of N 32°57'57.3" W 10.893 feet thence to a point on a bearing of S 80°40'24.7" W 80.880 feet thence to a point on a bearing of N 34°38'54.7" W 105.222 feet thence to a point on a bearing of S 55°46'5.1" W 10.000 feet thence to a point on a bearing of S 34°38'54.7" E 125.713 feet thence to a point on a bearing of N 74°50'52.0" E 53.468 feet thence to a point on a bearing of N 67°54'52.0" E 23.233 feet thence along a curve 0.458 feet and having a radius of 0.988 feet. The chord of said curve being on a bearing of N 67°54'52.0" E, a distance of 0.454 feet returning to the point and place of beginning.

Said Temporary Utility Easement is for the installation and maintenance of utilities at any time during the existence of this easement, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents or assigns shall have the right to construct and maintain in a proper manner in, upon and through said premises a utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said Temporary Utility Easement for the purpose of inspecting said utility lines and making all necessary repairs, additions, and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress over across, upon, and through said Temporary Utility Easement area(s). It is further understood and agreed that said Temporary Utility Easement shall be used by the Department for additional working area during the above described project. The underlying fee owner shall have the right to continue to use the Temporary Utility Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

SPECIAL PROVISIONS. This deed is subject to the following provisions only: N/A

The property hereinabove described was acquired by the GRANTORS by instrument(s) recorded in the Haywood County Registry in Deed Book 1045 Page 900.

The final right of way plans showing the above described right of way are to be certified and recorded in the Office of the Register of Deeds for said County pursuant to N.C.G.S. 136-19.4, reference to which plans is hereby made for purposes of further description and for greater certainty.

The Grantors acknowledge that the project plans for Project # 50230.2.1 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 50230.2.1, Haywood County, and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

TO HAVE AND TO HOLD the aforesaid premises and all privileges and appurtenances thereunto belonging to the DEPARTMENT, its successors and assigns in FEE SIMPLE, or by easement as indicated, for the past, present and future use thereof and for all purposes which the said Department is authorized by law to subject the same.

And the GRANTORS covenant with the DEPARTMENT, that the GRANTORS are seized of the premises in fee simple, have the right to convey the same in fee simple, or by easement as indicated, that the title thereto is marketable and free and clear of all encumbrances, and that the GRANTORS will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is hereby conveyed subject to the following exceptions: **Restrictive covenants and easements of record, government regulations, and the lien of property taxes for the current year.**



COUNTY:   HAYWOOD   WBS ELEMENT:   50230.2.1   TIP/PARCEL NO.:   U-5839 011B  

IN WITNESS WHEREOF, the GRANTORS have hereunto set their hands and seals (or if corporate, has caused the instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors) the day and year first above written.

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

\_\_\_\_\_ (SEAL) \_\_\_\_\_ (SEAL)

BY: \_\_\_\_\_

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY: \_\_\_\_\_

(Official Seal)	North Carolina, _____ County
	I, _____, a Notary Public for _____ County, North Carolina, certify that
	_____ CLERK of the TOWN of _____ personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF _____ and is acquainted with _____
	MANAGER of _____ and that he/she _____ is the CLERK of the said Town of _____ and saw the said MANAGER OF _____ sign the foregoing, and the seal of said Town of _____ was affixed to said instrument by the said _____, CLERK of the Town of _____
	all by order of the Town Board of Commissioners of said Town of _____ and he signed his name in attestation of said instrument, and that the said instrument is the act and deed of the said Town of _____.
	Witness my hand and official seal this the _____ day of _____, 20 _____.
_____	Notary Public
	My commission expires: _____

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY  
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Town of Waynesville  
P.O. Box C 100  
Waynesville, NC 28786

DATE: 05/17/22  
TO: Lessee, if Applicable

TIP/PARCEL NO.: U-5839 011B  
COUNTY Haywood  
DESCRIPTION: Russ Ave US 276 from US23/74 to US 23 BUS

WBS ELEMENT: 50230.2.1

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$ <u>5,000.00</u>
Value of Permanent Easements to be Acquired	\$ _____
Value of Temporary Easement (Rental of Land) to be Acquired	\$ <u>6,800.00</u>
Value of Improvements to be Acquired	\$ <u>0</u>
Damages, if any, to Remainder	\$ <u>0</u>
Benefits, if any, to Remainder	minus \$ <u>0</u>
<b>TOTAL CONTINGENT OFFER</b>	<b>\$ <u>11,800.00</u></b>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 1045, page 900, Haywood County Registry, contains approximately 1.56 acres of which .009 acres is being acquired as right of way, leaving 1.551 acres remaining on the right with access to Russ Ave. also being acquired is a Temporary Utility Easement containing .061 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:

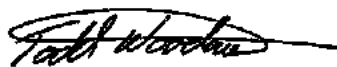
Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ \_\_\_\_\_  
Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/mailed, if out of state owner, to Rob Hite  
on 04/01 20 22 . Owner was furnished a copy of  
the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 828-586-4040

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.



(Signed)

\_\_\_\_\_  
Todd Woodard - Right of Way Agent

1-10-18 BY daniel

2021012916

HAYWOOD COUNTY NC FEE \$26.00  
EXEMPT  
PRESENTED & RECORDED  
10/18/2021 03:32:03 PM  
SHERRI C. ROGERS  
REGISTER OF DEEDS  
BY: STACY C. MOORE  
ASSISTANT  
BK: RB 1045  
PG: 900 - 902

**COUNTY TAX CERTIFICATION**

County Tax Collector  
ESapp

(that are a lien against parcel(s))

ITE 2021  
16-40-3037  
WAYNESVILLE

Excise Tax: \$ 0.00

Parcel ID: 8816-40-3231

**NORTH CAROLINA GENERAL WARRANTY DEED**

After recording mail to:

Calloway Title & Escrow, LLC  
4170 Ashford Dunwoody Road, Suite 525  
Atlanta, GA 30319-1442

5-01612

This instrument was prepared by:

Nelson Mullins Riley & Scarborough LLP  
4140 Parklake Avenue, Suite 200  
Raleigh, NC 27612

Brief description for the index: 366 Russ Avenue, Waynesville, North Carolina 28786

THIS DEED made this 18 day of October in the year 2021 by and between

Grantor	Grantee
<b>RFLP MOUNTAIN CREEK, LLC</b> a North Carolina limited liability company 503 West Platt Street Tampa, FL 33606	<b>TOWN OF WAYNESVILLE</b> , a North Carolina municipal corporation 16 S Main St. Waynesville, North Carolina 28786

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee the receipt of which is hereby acknowledged, has and by these presents does grant bargain, sell and convey unto the Grantee in fee simple all that certain lot, parcel of land situated in Waynesville, Haywood County North Carolina and more particularly described as follows:

Those certain lands as are more particularly described in Exhibit A which is attached hereto and made a part hereof by reference.

[SIGNATURE PAGE TO GENERAL WARRANTY DEED]

**GRANTOR:**

**RFLP MOUNTAIN CREEK, LLC**  
a North Carolina limited liability company

By: [Signature]  
Name: Samuel Linsky  
Title: Manager

STATE OF Florida

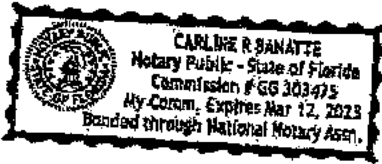
COUNTY OF Hillsborough

I certify that Samuel Linsky in such person's capacity as the MANAGER of RFLP Mountain Creek, LLC, a North Carolina limited liability company, personally appeared before me this day, acknowledging to me that he or she signed the foregoing document.

Date: October 15, 2021,

[Signature]  
Official Signature of Notary

[AFFIX NOTARIAL STAMP OR SEAL]



CARLINE R. BANATTE  
Notary's printed or typed name

My commission expires: 3/12/2023

[AFFIX NOTARY SEAL OR STAMP]

**EXHIBIT A**

**LEGAL DESCRIPTION**

Being all of Parcel "B," containing 1.567 acres, as shown on plat entitled "Survey for TriBridge Residential," recorded in Map Cabinet D, Page 1508, in the Office of the Register of Deeds of Haywood County, North Carolina.







**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 6/14/2022**

**SUBJECT:** Change in "Tentative Award of Waste Treatment Plant contract"

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:**

At your last meeting you adopted a "Tentative Award of Contract" to Harper Construction Company. Harper has re-estimated the cost of the value engineered plant and increased the contract price to \$25,495,000 or an increase of \$1,475,800. We will need to amend our "Tentative Award of Contract" to reflect the increase. The State told McGill that they would not increase their Loan offer beyond \$5 million so in order to fill in the gap we recommend you use your fund balances. The grant committee will meet the second week in July to make awards for infrastructure applications. We have applied for the total grant amount of \$15 million. Should be received six or seven million in grants we would not have to use the fund balance. If we receive all \$15 million, we would be able to fund the plant as originally designed including the increases without any contribution from the fund balances. Should we have to resort to the fund balance, we would go to the private market and borrow the funds to reimburse the fund balance. You will find a new "Tentative Award of Contract and a Reimbursement Agreement that would permit us to reimburse ourselves. McGill's letter of explanation is also included

The real issue is the Local Government Commission meets the first week in July and the grant committee meets the second week,Ag so we need the loan in place in case we need all or some of it.

**MOTION FOR CONSIDERATION:**

**Amend the "Tentative Award of Contract to reflect a contract amount of \$25,495,000.**

**FUNDING SOURCE/IMPACT:** Sewer Fund

**ATTACHMENTS:** McGill Engineer memo explaining the increase in contract.

**MANAGER'S COMMENTS AND RECOMMENDATIONS** While this in not good news it was not unexpected. The increase in concrete and steel has increased dramatically so we didn't expect Harper to hold its December 7<sup>th</sup> prices. Their value engineering quote is two months old, and Harper had to recalculate the project cost. You can view the increases in major items on McGill's attachment. What I would like to see is the LGC awarding us \$5 million in a State Revolving Loan and the grant would make up the difference in the increase in project cost. The Division of Water Quality wants the Town to stick with the more expensive original design so the grant committee could grant us the total \$15 million to build the plant as originally bid. As you can tell there is a lot of items in motion.



**Joel Storrow**

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**From:** Mark Cathey  
**Sent:** Thursday, June 2, 2022 11:15 AM  
**To:** Keith Webb; Joel Storrow; MJ Chen; Michael Whittenburg  
**Subject:** FW: Waynesville WWTP - May 2022 Cost Update  
**Attachments:** Waynesville WWTP - May 2022 Cost Update - Scope and Spec Clarifications.pdf; Waynesville WWTP - May 2022 Cost Update - Potential VE Options.pdf

I am available all afternoon currently. What about 2:00 to discuss?



**Mark D. Cathey**  
Principal -Asheville Office Manager  
McGill Associates, PA  
55 Broad Street, Asheville, NC 28801  
T 828.252.0575  
C 828.231.6845  
mark.cathey@mcgillassociates.com  
mcgillassociates.com

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**From:** Justin Jones <JustinJ@HarperGC.com>  
**Sent:** Tuesday, May 31, 2022 5:08 PM  
**To:** Mark Cathey <Mark.Cathey@mcgillassociates.com>  
**Cc:** Mike Odom <modom@HarperGC.com>; Jeff Caffery <JCaffery@HarperGC.com>; Ryan Victory <rvictory@HarperGC.com>  
**Subject:** Waynesville WWTP - May 2022 Cost Update

Mark,

We have completed our review and pricing update based on the conformed plans received on 4/22/22 (we have not yet analyzed the conformed drawings sent by MJ on 5/25/22). Based on the conformed plans and revised pricing from all our trade partners, we have reached a total project cost of **\$25,495,000.00** for the

**Waynesville WWTP - May 2022 Cost Update.** Based on the latest VE document, the total project cost was expected to be \$23,988,440.00. Our pricing is approximately 6% higher than expected. Here is a summary explaining the delta between the project costs:

- The \$25,495,000.00 does not include Value Engineering options that were not included in the conformed plans.
  - See attached VE spreadsheet for an additional \$250,789.00 in project savings that are still available.
- During our estimate revisions we received updated pricing for each scope of work, some of which increased due to escalation and some decreased based on more detailed design. Below are general summaries of the major cost changes:
  - Scopes that increased due to escalation: site demolition & grading (6%), asphalt paving (16%), concrete & rebar (7%), miscellaneous metals (6%), membrane roofing (60%), slide gates (18%), perforated plate screens & grit system (13%), rectangular clarifier equipment (23%), aeration basin equipment (31%), submersible pumps (9%), pre-engineered metal buildings and FRP building (6%), SCADA materials (3%), pipe & valves & supports (4%), electrical wire/gear/conduit (2%), belt filter press rehab (2.1%).
  - Scopes that decreased due to detailed engineering in the plan set: stone material (-25%), overhead doors (-45%), RAS/WAS pumps (-6%), HVAC equipment (-12%).

As you are probably aware, individual areas within the market have been subject to changing by 10%-25% within a couple weeks. We originally bid the project on December 7, 2021 and even through the VE efforts, the pricing and savings were based off of original bid day pricing. Therefore, an overall delta of ~6% compared to the expected VE'd project cost over 6 months is low compared to what we would typically expect over a 6 month period. We will continue to develop the Value Engineering list and add additional options and cost breakdowns to help make this project move forward. Also attached is a summary of clarifications related to the project that we have priced. Many accepted VE changes were related to the specifications, so we wrote out clarifications to make sure everyone is on the same page regarding the project scope. Let us know if you have any questions.

Thanks,

**HARPER**

GENERAL CONTRACTORS

Environmental Systems

More than anything, we build trust.

**JUSTIN JONES**

*Preconstruction Engineer*

312 East Coffee Street | Greenville, SC 29601

d 864.672.8865 c 843.637.7815 [HarperGC.com](http://HarperGC.com)

**RESOLUTION- R-13-22**

**RESOLUTION OF TENTATIVE AWARD**

**WHEREAS**, the **Town of Waynesville**, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the **Wastewater Treatment Plant Improvements Phase I**, and

**WHEREAS**, the Town’s Consulting Engineer, McGill Associates, has reviewed the bids; and

**WHEREAS**, all three bids exceeded the SRF construction budget. Of three, The Harper General Contractors of Greenville SC (Harper), was the lowest bidder for the Wastewater Treatment Plant Improvements Phase I Project, in the total base bid amount of \$28,440,000, and

**WHEREAS**, the Town directed Engineer to negotiate potential cost savings with Harper pursuant to NC formal bidding guidelines. Engineer worked closely with its subconsultants and Harper during the value engineering (VE) phase and total project cost reductions were created from scope changes and modifications, and

**WHEREAS**, the bid price is \$25,495,000 after receiving a pricing update of the Value Engineered efforts as of May 2022.

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

That **TENTATIVE AWARD** is made to The Harper Corporation - General Contractors of Greenville, SC for the Contract Price of \$25,495,000.

That such **TENTATIVE AWARD** be contingent upon the approval of bidding documentation and the commitment of additional funding by the North Carolina Department of Environmental Quality, Division of Water Infrastructure. The exact contract amount is subject to change based on price fluctuation from date of resolution until such time contract is signed between Town and Harper.

That Gary Caldwell, Mayor, and/or Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, are hereby authorized to execute and approve all contract documents and change orders for this project on behalf of the **Town of Waynesville**.

Adopted this the 14th day of June, 2022 at Waynesville, North Carolina.

**TOWN OF WAYNESVILLE**

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Gary Caldwell, Mayor

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting **Town Clerk** of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution, as regularly adopted at a legally convened meeting of the Town of Waynesville duly held on the 14th day of June, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 14<sup>th</sup> day of June, 2022.

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Eddie Ward, Town Clerk

**RESOLUTION -R-14-22**  
**RESOLUTION DECLARING THE INTENT TO REIMBURSE**  
**EXPENDITURES**

**WHEREAS**, the Town Manager has described to the Board the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's using financing proceeds to restore the Town's funds when the Town makes capital expenditures prior to closing on a bond issue or other financing.

**BE IT RESOLVED** by the Town as follows:

1. The project is for Wastewater Treatment Plant Improvements and Inflow/Infiltration Mitigation.
2. The project is to be financed. The currently expected type of financing is an installment financing contract as allowed for under N.C.G.S 160A-20. The currently expected maximum amount of bonds or other obligations to be issued or contracted for the project is \$ 25,495,000.00.
3. Funds that have been advanced, or may be advanced from the water, sewer or general fund for project costs are intended to be reimbursed from the financing proceeds.

Adopted this 14<sup>th</sup> day of June 2022.

**TOWN OF WAYNESVILLE**

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