

**TOWN OF WEAVERVILLE**

**AGENDA**

**Town Hall Council Chambers  
30 South Main Street  
Weaverville, N.C. 28787**

**May 15, 2017 at 6:00pm  
Town Council Monthly Meeting**

- 1. Call to Order.....** Mayor Sherrill
- 2. Approval / Adjustments to the Agenda.....** Mayor Sherrill
- 3. Approval of Minutes.....** Mayor Sherrill
  - A. April 11, 2017 Town Council Special-Called Budget Workshop Minutes
  - B. April 17, 2017 Town Council Minutes
- 4. Employee Recognition.....** Town Manager
- 5. General Public Comments**
- 6. Consent Agenda.....** Mayor Sherrill
 

*Motion to approve the consent agenda*

  - A. Monthly Tax Report  
*Town Manager recommends approval of report.*
  - B. Ordinance for Road Closures for Music on Main Event  
*Approval of ordinance requested.*
  - C. Budget Amendment for Town Match on Fire Department SCBA Equipment  
*Town Manager recommends approval of budget amendment to fund the SCBA grant match of \$18,618.*
- 7. Discussion & Action Items:**
  - A. Town Walk Subdivision – Approval of Final Plat and Setting of Improvement Guaranty..... Town Planner
  - B. Waterline Extension and Capacity Request for 3 Garrison Road ..... Public Works
  - C. North Asheville Baptist Church Waterline Extension Acceptance and Staff Level Approval..... Public Works
  - D. Monticello Apartments Waterline Extension Acceptance and Staff Level Approval..... Public Works
- 8. Public Hearing on FY 2017-2018 Proposed Budget.....** Town Manager
- 9. Town Manager’s Report.....** Town Manager
- 10. Closed Session:**

N.C.G.S § 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating ...the amount of compensation and other material terms of an employment contract or proposed employment contract.

N.C.G.S § 143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee;
- 10. Adjournment.....** Mayor Sherrill

## MINUTES

**TOWN OF WEAVERVILLE  
STATE OF NORTH CAROLINA**

**TOWN COUNCIL WORKSHOP  
TUESDAY, April 11, 2017**

The Town Council for the Town of Weaverville met on Tuesday, April 11, 2017, at 5:30 p.m. in the Training Room within Weaverville Fire Department at 3 Monticello Road, Weaverville, North Carolina.

Council members present were: Mayor Dottie Sherrill, Vice Mayor/Councilman John Penley, Councilman Doug Jackson, Councilman Doug Dearth, and Councilman Andrew Nagle. Councilman Patrick Fitzsimmons was absent.

Staff present were: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Hunninghake, Police Chief Greg Stephens, Fire Chief Ted Williams, Finance Officer Tonya Dozier and Public Works Director Tony Laughter.

### **1. Call to Order**

*Mayor Sherrill called the meeting to order at 5:30 p.m.*

### **2. Tax Revaluation and Revenue Neutral Rate**

Town Manager Selena Coffey opened the workshop discussing the tax revaluation based on Buncombe County figures. The tax revalue is anticipated to come in at about a 22% increase as opposed to 32% originally reported. Total revalue is estimated to be around \$824.5 million so a penny of the tax rate, based on 99% collection rate, should bring in about \$81,000. Out of all the property owners, the Town of Weaverville only has 163 appeals so far. By state statute when the county has a revaluation year, the Town Manager is required by law to give the revenue neutral tax rate. The Revenue Neutral Tax Rate, based on the statutory formula, for this revaluation year is 0.3622 based on numbers from Buncombe County. This rate is calculated on the valuation for the years prior to the most recent revaluation and adding in a growth rate based on the value of those previous years.

An overview of each department's preliminary budget was covered showing Personnel and Operational Expenses, Capital Outlay for Town Council, Administration, Police Department, Fire Department and Public Works, and Capital Improvements. The budget also included a match of \$60,000 to Greenways and a contingency of \$25,000 for Lake Louise Community Center study and/or architectural plans. The Water Fund budget was also reviewed.

### **3. Capital Reserve Fund**

Town Attorney Jennifer Jackson stated that last year by resolution the Town of Weaverville setup a Capital Reserve Fund. This was done in accordance with statute but only minimally funded because Council wasn't sure how much would be eligible to go into the fund. Based on the audited financials, it looks like \$2.69 million can be moved over to the Capital Reserve Fund. Any funding or adjustments concerning the Capital Reserve Fund must be done by resolution adopted by Town Council.

### **4. Domestic Partnership Health Insurance**

Town Manager Selena Coffey recommends that domestic partners be recognized within our personnel policy and be eligible for health insurance in order to be consistent with a resolution that Town Council

adopted in support of inclusion and equality within our community and in further acknowledgement of the Town's equal employment opportunities.

**5. Retiree Medical Insurance**

Town Attorney Jennifer Jackson covered the Town of Weaverville's current policy on eligibility for retiree medical insurance. Town Council discussed having a workshop in the future for this and other human resource type issues.

**6. SAFER Grant for the Fire Department**

Town Manager Selena Coffey discussed the SAFER Grant which is a federal grant that will potentially bring in \$484,115 to the Weaverville Fire Department. The total 3-year grant will assist the Town of Weaverville with funding to hire six full-time firefighters. It will not cover future pay or benefit increases, but will cut back on overtime pay and help the firefighters have enough personnel on each shift. The grant will cover 75% of funding for years 1 and 2, and 35% for year 3. After the 3 year period the grant will not cover any more funds. This grant has been applied for and will be brought back to Town Council for consideration and possible acceptance should the Town be awarded the grant.

**7. Eller Cove Watershed Easement Earnings**

Town Attorney Jennifer Jackson explained the placement of funds from the Eller Cove Watershed Easement which are expected to be between \$525,000 and \$550,000. These funds, when received, will be considered an asset of the Water Fund since a water facility was there and revenues were being produced off of it. The Water Fund is operated as a public enterprise fund and kept separate and apart from the Town's general fund; however, the funds can be withdrawn from the Water Fund and moved over to the General Fund since the Water Fund is able to cover all of its operating expenses and debt service. A transfer out of the Water Fund, however, may affect the Town's eligibility to receive grant funding within the fiscal year of the transfer. Town Council, by a majority vote, will have to take action to move the funds from the Water Fund to the General Fund.

Town Manager Selena Coffey noted that additional Budget Workshops can be scheduled, but the next Budget Workshop will be held May 9 at 5:30 at Fire Department. The Public Hearing on the Budget will be May 15 at 6 pm in Council Chambers at Town Hall.

**8. Adjournment**

*Councilman Penley made the motion to adjourn; Councilman Jackson seconded and all voted to adjourn the Council's meeting at 6:55 p.m.*

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**DEREK K. HUNINGHAKE, Town Clerk**

## MINUTES

TOWN OF WEAVERVILLE  
STATE OF NORTH CAROLINA

TOWN COUNCIL REGULAR MEETING  
MONDAY, April 17, 2017

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, April 17, 2017, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Mayor Dottie Sherrill, Vice Mayor/Councilman John Penley, Councilman Doug Jackson, Councilman Doug Dearth, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons.

Staff present were: Town Attorney Jennifer Jackson, Town Manager Selena Coffey, Town Clerk Derek Huninghake, Police Chief Greg Stephens, Fire Chief Ted Williams, and Finance Officer Tonya Dozier. Public Works Director Tony Laughter and Town Planner James Eller were absent.

**1. Call to Order**

*Mayor Sherrill called the meeting to order at 6:00 p.m.*

**2. Approval/Adjustments to the Agenda**

*Councilman Penley made a motion to approve the agenda as presented. Councilman Jackson seconded and all voted in favor of the motion.*

**3. Approval of Minutes**

*Councilman Dearth made the motion to approve the minutes from February 6, 2017 Special Called Meeting/ Budget Workshop Minutes and March 20, 2017 Town Council Minutes as presented. Councilman Fitzsimmons seconded the motion and all voted in favor on the approval of the minutes.*

**4. Employee Recognition**

Town Manager Selena Coffey recognized the Weaverville Fire Department C-Shift for their courageous efforts, hard work and wonderful services they provide to the Town of Weaverville. Members on the C-Shift are Battalion Chief Ray Blackwell, Captain Steve Sims, Fire Engineer Josh Reeves, and Firefighters Scottie Sherman and Zachary Smith.

Betty Hensley expressed her gratitude and appreciation for their quick actions and emergency procedures taken in helping save her life on March 3 at the McDonalds on Weaver Boulevard.

**5. General Public Comment**

Public comments were received as follows:

Gene Knoefel spoke as a representative for the Buncombe County Delegate to North Carolina Tar heels Senior Legislator. A program has been implemented by The Land of Sky Regional Council called Dementia Friendly WNC. It is a nationally funded program and creates a committee to assist communities in creating spaces in the environment to maximize independence and wellbeing of people with dementia. There is a national contest for grants that will allow Land of Sky to receive additional funding and he asked the residents of Weaverville to vote.

Donna Bollinger spoke about the gateway sign on Weaver Boulevard and posed questions directly to Town Manager Coffey. She asked for the second gateway sign cost and the cost for the survey. She then asked who paid for the survey cost. She further inquired about the bus turn around needed on Alexander Street and when it would be completed. Manager Coffey responded that she would provide the answers to Ms. Bollinger's questions after the meeting.

Chris Tomsic, a representative for Connect Reems Creek along with Jason Gililand asked Town Council to support the grant match amount in the budget for the Reems Creek Greenway as was recommended by Manager Coffey within her FY2018 proposed budget. He mentioned that they have submitted a grant request to Connect Buncombe, another non-profit organization, to help their organization with advocacy. Also, Blue Mountain Pizza is hosting Connect Reems Creeks non-profit for the month of April and matching dollar for dollar up to \$500 for donations. On April 20th, Blue Mountain Pizza will donate 10% of their sales to Connect Reems Creeks non-profit and the Art Safari will donate 10% of its proceeds as well.

## **6. Consent Agenda**

*The Consent Agenda consisted of the following matters:*

### **A.) Earth Day Proclamation**

*Approval of proclamation requested*

### **B.) Arbor Day Proclamation**

*Approval of proclamation requested*

### **C.) Public Service Week Proclamation**

*Approval of proclamation requested*

### **D.) Monthly Tax Report**

*Approval of report requested*

### **E.) Quarterly Departmental Reports**

*Provided for informational purposes*

### **F.) Ordinance Referencing Road Closures for July 4<sup>th</sup> Events**

*Approval of this ordinance requested.*

*Councilman Dearth moved for the approval of the consent agenda. Councilman Fitzsimmons seconded the motion and all voted unanimously to approve all action requested in the consent agenda.*

## **7. Discussion and Action Items**

### **A.) Town Manager's Proposed Budget**

Town Manager Selena Coffey presented her budget message and, through a PowerPoint presentation, provided an overview of the proposed budget for Fiscal Year 2017-18. After the Town Manager completed her presentation of the proposed budget, the Mayor asked for any comments from Town Council. Councilman Nagle went on record stating that, although he understands that the Town Manager has published the revenue neutral tax rate using the State Treasurers' formula as required, he disagrees with the state's formula and subsequent impact on the tax rate used to develop the budget. He states that compared to the Oxford English Dictionary this is not revenue neutral, it is just more money into the Town. Lastly, Councilman Nagle mentioned that he would like Capital purchases to come out

of the General Fund balance instead of the operating budget. Councilman Jackson also commented that he was very interested in working to maintain the lowest tax rate possible with the understanding that there are departmental needs that must be considered going into the budget process.

Following additional general comments from Town Council, the Town Manager reminded the Mayor, Council and the public in attendance that a public hearing on the budget will be held in Council Chambers at Town Hall on May 15, 2017 at 6 p.m.

*No Action Taken.*

Both the budget message and a printout of the PowerPoint are attached to and incorporated into these minutes.

#### **B.) Eller Cove Watershed Conservation Easement**

Town Attorney Jennifer Jackson provided an update on the transfer of the Eller Cove Watershed Conservation Easement. Since the time when Council approved the Conservation Easement in January and the Southern Appalachian Highlands Conservancy got all their paperwork finalized, the North Carolina Clean Water Management Trust fund changed their base documents so they need the Town to approve the easement in the new format. The Town Attorney also asked for approval so that officials can sign the closing documents authorizing the completion of this transfer. After this transfer, the Town of Weaverville will receive at least \$525,000, but hopefully the original amount of \$550,000.

*Councilman Dearth made a motion to approve the Eller Cove Watershed Conservation Easement and to authorize the Mayor, Town Manager, Town Clerk and Town Attorney to execute any and all documents necessary to transfer the Conservation Easement. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.*

#### **C.) Request for Waterline Extension: 44 Central Avenue**

Town Attorney Jennifer Jackson presented the proposal for acceptance of a Waterline Extension for property located at 44 Central Avenue for seven residential lots. The developer is in the process of getting zoning approvals and is asking for a commitment letter and allocation approval.

*Councilman Jackson made a motion to accept the Waterline Extension to 44 Central Avenue. Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.*

### **8. Town Manager's Report**

Town Manager Selena Coffey presented her Manager's report to Council including that the gateway sign has been completed on Weaver Boulevard and another Budget Workshop is coming up on May 9 at 5:30 pm at the Fire Department.

### **9. Adjournment**

*Councilman Penley made the motion to adjourn; Councilman Fitzsimmons seconded and all voted to adjourn the Council's meeting at 6:42 p.m.*

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**DEREK K. HUNINGHAKE, Town Clerk**

# Fiscal Year 2017-2018 Budget Message & Executive Summary

## Town of Weaverville

### Town Council

**Dottie Sherrill**

*Mayor*

**John Penley**

*Vice Mayor*

**Doug Dearth**

*Councilman*

**Doug Jackson**

*Councilman*

**Patrick Fitzsimmons**

*Councilman*

**Andrew Nagle**

*Councilman*

**Selena Coffey, MPA, ICMA-CM**

*Town Manager*

*Budget Officer*

**Tonya Dozier, CPA**

*Finance Officer*





**Dottie Sherrill**  
*Mayor*

**John Penley**  
*Vice-Mayor*



**Doug Dearth**  
*Councilman*

**Patrick Fitzsimmons**  
*Councilman*

**Doug Jackson**  
*Councilman*

**Andrew Nagle**  
*Councilman*

## **Fiscal Year 2017-2018 Budget Message** ***A Year of Acceleration***

April 17, 2017

Honorable Mayor Sherrill, Vice Mayor Penley, Councilman Dearth,  
Councilman Jackson, Councilman Nagle and Councilman Fitzsimmons:

It is my honor and privilege to present for your review and deliberations the Manager's proposed Fiscal Year 2018 budget. Pursuant to Section 159-11 of the North Carolina General Statutes, the Town of Weaverville's proposed budget for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 is hereby submitted for your consideration. This budget is presented in accordance with the North Carolina Local Government Budget & Fiscal Control Act and is balanced as required by North Carolina General Statutes.

As your Town Manager, I have developed this budget with an emphasis as ***A Year of Acceleration***. I have chosen to dub this as such because our small town's growth is truly accelerating. We have survived the recession and we're now growing at a rate that we possibly never anticipated. The proposed budget reflects the challenges that our small town faces during a time of cumulative growth since Buncombe County's revaluation and our nation's resurgence beyond the 2008-2009 recession. While the proposed budget continues streets and road improvements based on year two of our plan for improving our transportation infrastructure, it offers much more. We are at a time in the Town of Weaverville's history when we need to hasten our productivity in order to meet the needs and demands that our growing community deserves. This budget addresses many issues that have been postponed in prior years due to the sluggish economy. **Now is the time** to address these important needs. Any continued postponement of funding capital outlay and capital improvements will inhibit the Town's ability to be proactive, in providing necessary services to our growing community of well-deserving citizens.

Obviously the Town's annual budget is influenced by external factors including the condition of the national, state, and local economies and the emergent and pre-emergent needs identified in our community (i.e. our numerous requests for waterline extensions, growth in residential units, etc.). All of these factors are considered in this budget. Armed with the knowledge, careful consideration and study that this budget presents, I am confident that it will

allow the Town to meet its obligations to our residents, fulfill its mission and goals, and remain fiscally strong.

### Revenue Neutral Tax Rate

North Carolina General Statute § 159-11(e) provides the requirement that each taxing unit publish a revenue neutral tax rate after a general revaluation of real property. The revenue neutral tax rate is provided for comparison purposes only and Town Council is not required to adopt a revenue neutral budget. The revenue neutral tax rate for the Town of Weaverville for FY 2017-2018 is **\$0.36** per \$100 valuation as compared to the FY 2016-2017 tax rate of \$0.44 per \$100 valuation. This budget proposes a tax rate of **\$0.40** per \$100 valuation, which places the Town in the middle of the range between the revenue neutral rate and the current year tax rate. Based on current values, \$0.01 (one cent) of the tax rate will generate approximately \$81,000 in tax revenue.

Individual taxpayers will be affected differently with the adoption of the new property rate. Property values have changed significantly within Buncombe County and the Town since the last revaluation process. Some properties may have dropped slightly in value, some may have remained virtually the same and yet others may have seen dramatic increases. Of note, Buncombe County has now received over 400 appeals for properties within the Town. The final revaluation figures are yet to be determined, as the Buncombe County Board of Equalization and Review remains in session.

### Overview of the Proposed Budget

The Fiscal Year 2017-2018 operating budget presented for Town Council’s review and approval, totals **\$8,757,816**, a **13%** increase over the Fiscal Year 2016-2017 budget. These funds are summarized below:

<b>General Fund</b>	<b>\$6,683,730</b>
<b>Water Fund</b>	<b>\$2,074,086</b>
<b>Total Operating Budgets</b>	<b>\$8,757,816</b>

### Capital Reserve Fund

In June of 2016 Town Council established a capital reserve fund to be used for the funding of capital improvement projects. The capital reserve fund was initially funded with \$50,000 with the intention of further funding. Council indicated with the adopted resolution establishing the capital reserve fund that its objective was to maintain a general fund available balance of 40% of total general fund revenues for any given fiscal year. Using the audited financial statement for Fiscal Year 2015/2016 it appears that \$2.69 million could be moved to the capital reserve fund while maintaining the 40% revenue threshold. These funds are not included in the operating budget.

## General Fund Overview

Although we are currently waiting on final valuation figures from the Buncombe County Tax Department and the budget may be altered during budget deliberations, I am proposing a preliminary General Fund budget for FY 2017-2018 totaling **\$6,683,730**, a **10.9%** increase over the FY 2016-2017 budget. The proposed budget reflects a tax rate of **\$0.40** per \$100 valuation, representing **\$0.04 cent decrease** in the tax rate from the current fiscal year. If the final revaluation figures come in significantly lower than the proposed budget anticipates, I would ask that Town Council consider offsetting the difference through the allocation of fund balance.

General Fund departmental budgets are provided in the following table:

Department	FY2016-2017 Budget	FY2017-2018 Budget	Percentage Increase
Town Council	\$219,200	\$227,544	3.8%
Administration	\$624,046	\$575,800	-7.7%
Planning	\$97,863	\$111,042	13.5%
Police Department	\$1,442,582	\$1,604,325	11.2%
Fire Department	\$1,720,729	\$1,888,802	9.8%
Public Works	\$1,437,194	\$1,803,242	25.5%
Contingency	\$20,000	\$15,000	-25.0%
Debt Service	\$462,852	\$457,975	-1.1%
<b>Total:</b>	<b>\$6,024,466</b>	<b>\$6,683,730</b>	<b>10.9%</b>

The highlights for the General Fund budget include the following:

- No new personnel
- The reclassification of one administrative support position from full-time to half-time
- No fee increases
- Slight increases in major revenue sources based on current year actuals and projections from the North Carolina League of Municipalities
- No fund balance appropriation (unless necessitated by final revaluation appeals)
- A tax rate decrease of \$0.04 per \$100 valuation, generating approximately \$551,000 in additional ad valorem tax revenue
- Revenue from Buncombe County for fire protection in the North Buncombe District totaling \$1,358,292; Based on the current rate of 11.2 cents, above the revenue neutral rate of 9.8 cents
- A total of \$400,000 for year 2 of the Town's street repairs program. Of this amount, \$300,000 will be funded by the General Fund and the remaining \$100,000 will be funded by the Powell Bill Fund
- An estimated 8% increase in health insurance expenses for employees
- Additional funding for relief firefighters for the Fire Department
- Replacement of previously postponed capital equipment including the following:

- Fire Department: Replacement of 1 SUV with excessive mileage,
- Public Works: Replacement of 1 truck and a new brush chipper,
- Police Department: Replacement of 3 patrol vehicles and 1 SUV. These have been postponed for many years and their current mileage plus routine major repairs make them more expensive to maintain than replace.
- Safety padding to complete the outdoor exercise project at Lake Louise park, which was initially funded in the current fiscal year budget
- Greenways project match of \$60,000
- Potential funding of \$25,000 for planning or studies for the proposed Lake Louise Community Center improvements

In drafting the proposed budget, I have proposed a \$50 stipend per special-called workshop for members of Town Council. This totals only \$3,600 annually and is in line with comparable governing bodies and compensates Town Council for its additional meetings where many hours are spent establishing policies and goals for Town government. Additionally, I am proposing an increase from \$50,000 to \$60,000 annually for legal services. This exempt position receives no benefits and should be compensated in accordance with the market and for the number of hours worked.

Another theme throughout the budget is with regard to the allocation of employees from one department to another, primarily in the Public Works divisions of Sanitation, Streets and Recreation Maintenance. Another area of reallocation involves the transitioning of retiree medical insurance payments from the Town Council budget to the budgets from which those employees retired. For example, the Town’s former manager’s retiree medical insurance premium has been reallocated from the Town Council budget to the Administration budget. In addition, the proposed budget includes a 2.0% cost of living (COLA) increase for all employees. This amount is based on the Consumer Price Index (CPI) calculated by the U.S. Department of Labor and is a standard guideline for determining COLA among local government entities. The March CPI held at 2.7%, but the proposed budget establishes the COLA lower, at 2.0%. The COLA was cut from the budget last fiscal year in order to fund health insurance for the town’s employees and I think it is prudent to include this in the budget in order to maintain our competitiveness in our region. I have also included the continuation of the 3.0% Merit Program, as established a number of years ago to reward the Town’s high-achieving employees.

FY2018 FTE Staffing Levels:	
Administration	5
Planning	1
Fire Department	18
Police Department	15
Public Works & Water	23

Note: This budget reflects the **elimination of 1 full-time position in Administration and the reclassification of a full-time position to part-time.**

An issue that Town Council may consider as we begin budget deliberations is the SAFER grant that we have applied for on behalf of the Fire Department. We may not receive award notice for this grant until May or June 2017, therefore I have not included the figures in the proposed budget. If the grant is awarded and Town Council approves it, town staff can then complete a budget

amendment. This 3-year federal grant totals approximately \$484,000 and provides funding for 6 full-time firefighters. The grant is expected to pay for wages and benefits for these firefighters at 75% for the first two years of the grant and 35% for the final year.

As you may ascertain in reviewing the aforementioned information regarding the proposed General Fund budget, **capital equipment and capital improvements** drive this fund.

## Water Fund Overview

The proposed Water Fund budget for FY 2017-2018 totals \$2,074,086, a 22.0% increase over the FY 2016-2017 budget. Water Fund expenses by category, including water administration, water distribution and water production are displayed in the table below:

Department	FY2016-2017 Budget	FY2017-2018 Budget	Percentage Increase
Personnel	\$900,464	\$965,199	7.2%
Operations	\$517,720	\$536,380	3.6%
Capital Outlay	\$45,000	\$261,900	482.0%
Capital Improvements	\$13,000	\$86,000	561.5%
Contingency	\$14,584	\$15,000	2.9%
Reserve for Bond Payments	\$209,882	\$209,607	-0.1%
<b>Total</b>	<b>\$1,700,650</b>	<b>\$2,074,086</b>	<b>22.0%</b>

Highlights for the proposed Water Fund budget are reflected below:

- A 2.0% increase in water rates, which has been recommended within the most recent water study
- Additional funding for the continued replacement of the outdated water meters with new radio meters
- Funding for repairs to the Ox Creek reservoir exterior concrete
- Replacement of a wastewater tanker truck
- Routine water plant facility repairs
- Replacement of a fleet truck with excessive mileage and routine necessary repairs

## Moving Forward

A major focus of the proposed FY 2017-2018 Budget involves the replacement of previously postponed capital outlay, such as vehicle needs and equipment that have been underfunded in prior years. In many ways the Town is playing ‘catch-up’ as evidenced in the necessary replacement of vehicles, equipment, and maintenance and improvements to our streets and roads. While we move forward to address these needs, new needs and opportunities arise, challenging our ability to prioritize from among numerous worthwhile projects and stretching our capacity to fund high-priority projects. In the upcoming fiscal year, Town Council and staff must address a number of issues including, but not limited to, availability of water resources, proceeds from the Eller Cove

Watershed easement, the potential for receiving the SAFER grant for the Fire Department, continued economic development efforts and succession planning for long term employees.

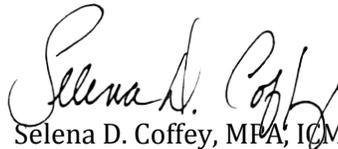
## **In Conclusion**

The budget is the tool we use to move toward a future based on a shared vision. Moreover, the budget is about choices – choices dictated by factors both within and outside of our control. The Town’s ability to understand, manage and anticipate these factors is greatly enhanced by our ability to build trust and respect through open communication and the participation of the public in our planning, goal setting and decision making processes. The choices reflected in an adopted budget represent our best efforts to move forward toward achieving Council goals. The FY 2017-2018 proposed budget keeps the Town on its path toward sustainably achieving the long term goals of the community.

In closing, I would like to recognize and thank our Finance Officer Tonya Dozier for her assistance and considerable contributions in the development of the proposed budget. Furthermore, the development of the budget would not have been possible without the assistance, support and dedicated efforts of our professional department heads and key staff. Finally, I wish to thank Town Council for its support of the FY 2017-2018 budget and look forward to being a part of Council’s thoughtful discussions and decisions during the upcoming budget deliberations.

It has been my pleasure to serve the Town of Weaverville, including the Mayor and Town Council, our residents and our department heads and employees, and I hope to have many more years serving this wonderful community.

Respectfully Submitted,



Selena D. Coffey, MPA, ICMA-CM  
Town Manager / Budget Officer

**Town Manager's Proposed Budget**  
**Budgets by Department, Function & Category**  
**Fiscal Year 2017-2018**

<b>GENERAL FUND REVENUE</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Proposed</b>	<b>\$ Variance</b>	<b>% Variance</b>
Prior Year Tax Revenue	\$1,600	\$1,600	\$0	0.0%
Prior Year Interest & Penalties	\$200	\$200	\$0	0.0%
Ad Valorem Tax Revenue	\$2,725,420	\$3,276,888	\$551,468	20.2%
DMV Tax Revenue	\$175,000	\$180,000	\$5,000	2.9%
Tax Penalties & Interest	\$5,000	\$5,000	\$0	0.0%
Utilities Franchise Tax	\$425,000	\$450,000	\$25,000	5.9%
Beer & Wine Tax	\$15,000	\$16,000	\$1,000	6.7%
Powell Bill Distributions	\$106,000	\$100,000	(\$6,000)	-5.7%
Local Government Sales Tax	\$1,115,000	\$1,180,000	\$65,000	5.8%
Buncombe County Fire Protection	\$1,100,000	\$1,358,292	\$258,292	23.5%
ABC Store Distribution to Town	\$40,000	\$55,000	\$15,000	37.5%
ABC Store Alcohol Education	\$3,000	\$3,000	\$0	0.0%
ABC Store Police Department	\$2,000	\$2,000	\$0	0.0%
Cell Tower Revenue	\$15,270	\$16,000	\$730	4.8%
Miscellaneous Revenue	\$9,000	\$9,000	\$0	0.0%
Interest Earned	\$5,000	\$5,000	\$0	0.0%
Interest Earned-Powell Bill	\$150	\$150	\$0	0.0%
Zoning Inspections Fees	\$20,000	\$20,000	\$0	0.0%
Fire Inspections Fees	\$600	\$600	\$0	0.0%
Sale of Property	\$5,000	\$5,000	\$0	0.0%
Appropriated Fund Balance	\$81,081	\$0	(\$81,081)	-100.0%
Appropriated Fund Balance-Powell Bill	\$200,000	\$0	(\$200,000)	-100.0%
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$6,049,321</b>	<b>\$6,683,730</b>	<b>\$634,409</b>	<b>10.5%</b>

<b>GENERAL FUND EXPENDITURES</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Proposed</b>	<b>\$ Variance</b>	<b>% Variance</b>
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**Town Council**

Personnel	\$38,390	\$89,694	\$51,304	133.6%
Operations	\$162,810	\$137,850	(\$24,960)	-15.3%
Capital Outlay	\$18,000	\$0	(\$18,000)	-100.0%
<b>Total</b>	<b>\$219,200</b>	<b>\$227,544</b>	<b>\$8,344</b>	<b>3.8%</b>

**Administration**

Personnel	\$458,687	\$425,913	(\$32,774)	-7.1%
Operations	\$165,359	\$149,887	(\$15,472)	-9.4%
<b>Total</b>	<b>\$624,046</b>	<b>\$575,800</b>	<b>(\$48,246)</b>	<b>-7.7%</b>

**Planning & Code Enforcement**

Personnel	\$74,975	\$84,042	\$9,067	12.1%
Operations	\$22,888	\$27,000	\$4,112	18.0%
<b>Total</b>	<b>\$97,863</b>	<b>\$111,042</b>	<b>\$13,179</b>	<b>13.5%</b>

**Police Department**

Personnel	\$1,149,767	\$1,198,512	\$48,745	4.2%
Operations	\$265,815	\$284,513	\$18,698	7.0%
Capital Outlay	\$27,000	\$121,300	\$94,300	349.3%
<b>Total</b>	<b>\$1,442,582</b>	<b>\$1,604,325</b>	<b>\$161,743</b>	<b>11.2%</b>

**Fire Department**

Personnel	\$1,380,417	\$1,540,009	\$159,592	11.6%
Operations	\$300,312	\$303,793	\$3,481	1.2%
Capital Outlay	\$40,000	\$45,000	\$5,000	12.5%
<b>Total</b>	<b>\$1,720,729</b>	<b>\$1,888,802</b>	<b>\$168,073</b>	<b>9.8%</b>

**Public Works: All Divisions**

Personnel	\$723,131	\$766,098	\$42,967	5.9%
Operations	\$407,063	\$435,644	\$28,581	7.0%
Capital Outlay	\$30,000	\$116,500	\$86,500	288.3%
Capital Improvements	\$277,000	\$485,000	\$208,000	75.1%
<b>Total</b>	<b>\$1,437,194</b>	<b>\$1,803,242</b>	<b>\$366,048</b>	<b>25.5%</b>

**Debt Service**

Loan Payment-Fire Truck 09/14	\$53,541	\$53,541	\$0	0.0%
Loan Payment-Fire Trucks	\$149,413	\$149,413	\$0	0.0%
Loan Payment-Fire Station	\$259,898	\$255,021	(\$4,877)	-1.9%
<b>Total</b>	<b>\$462,852</b>	<b>\$457,975</b>	<b>(\$4,877)</b>	<b>-1.1%</b>

**Contingency**

<b>Total</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>(\$5,000)</b>	<b>-25.0%</b>
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<b>Total General Fund Expenditures</b>	<b>\$6,024,466</b>	<b>\$6,683,730</b>	<b>\$659,264</b>	<b>10.9%</b>
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<b>WATER FUND REVENUE</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Proposed</b>	<b>\$ Variance</b>	<b>% Variance</b>
Water Revenue	\$1,600,000	\$1,800,000	\$200,000	12.5%
Miscellaneous Revenue	\$12,000	\$20,000	\$8,000	66.7%
Water Taps	\$12,000	\$18,000	\$6,000	50.0%
Capacity Depletion Fees	\$25,000	\$36,000	\$11,000	44.0%
Fees for MSD Collection	\$45,000	\$45,000	\$0	0.0%
Appropriated Fund Balance	\$0	\$152,586	\$152,586	
Interest Earned	\$2,500	\$2,500	\$0	0.0%
<b>Total Water Fund Revenue</b>	<b>\$1,696,500</b>	<b>\$2,074,086</b>	<b>\$377,586</b>	<b>22.3%</b>

<b>WATER FUND EXPENDITURES</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Proposed</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Water Fund</b>				
Personnel	\$900,464	\$965,199	\$64,735	7.2%
Operations	\$517,720	\$536,380	\$18,660	3.6%
Capital Outlay	\$45,000	\$261,900	\$216,900	482.0%
Capital Improvements	\$13,000	\$86,000	\$73,000	561.5%
<b>Total</b>	<b>\$1,476,184</b>	<b>\$1,849,479</b>	<b>\$373,295</b>	<b>25.3%</b>
<b>Contingency</b>				
<b>Total</b>	<b>\$14,584</b>	<b>\$15,000</b>	<b>\$416</b>	<b>2.9%</b>
<b>Reserve for Bond Payment</b>				
	<b>\$209,882</b>	<b>\$209,607</b>	<b>(\$275)</b>	<b>-0.1%</b>
<b>Total Water Fund Expenditures</b>				
	<b>\$1,700,650</b>	<b>\$2,074,086</b>	<b>\$373,436</b>	<b>22.0%</b>
<b>GRAND TOTAL BUDGET</b>				
	<b>\$7,725,116</b>	<b>\$8,757,816</b>	<b>\$1,032,700</b>	<b>13.4%</b>

# Town of Weaverville Town Manager's Proposed FY 2017-2018 Budget

April 17, 2017

Selena Coffey, MPA, ICMA-CM  
Town Manager

1

## Overview of Revaluation

- Total revaluation is estimated at \$824,574,475 for 2017 as of 4/17/2017
- Approximate one cent tax rate equivalent based on 99% collection rate: \$81,000
- Revenue neutral tax rate = \$0.3622 per \$100 valuation

2

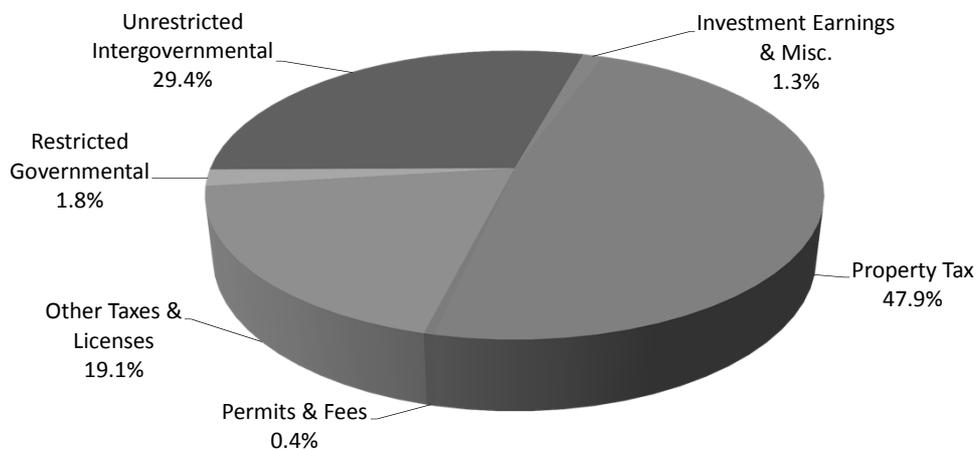
## Summary of Proposed General Fund Budget

- **Town Manager's Proposed General Fund Budget:**

- Balanced
- Totals \$6,683,730
- Increase of \$659,264 or 10.9% over FY 2017
- Current tax rate is \$0.44
- Proposed tax rate is \$0.40
- Proposed budget lowers tax rate by \$0.04 (cents)

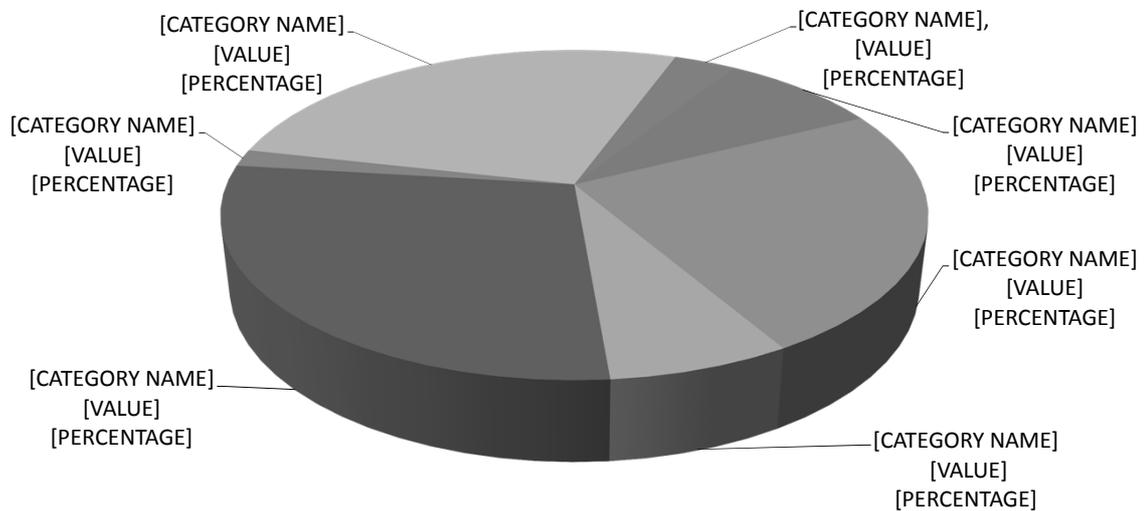
3

## General Fund Revenues by Source



4

## General Fund Expenditures by Function



5

## Overview of Proposed Budget

- **Personnel**
  - No new personnel
  - Reduction of administrative position at Public Works to half time
  - Cost of Living Adjustment (COLA) of 2.0% per employee
  - Merit bonus program at 3% average per department
  - Reallocation of retiree medical insurance to appropriate departmental budgets
  - Approximately 8% increase in medical insurance
- **Operational**
  - Equipment associated with new vehicle purchases
  - Slight increase in general liability insurance

6

## Overview of Proposed Budget

- Capital Outlay
  - Police Department
    - Replacement of 2 patrol vehicles to get back on track with 2-year replacement program
    - Replacement of 1 patrol vehicle with repair expenses exceeding value of current vehicle
    - Replacement of 1 SUV with mileage and repair expenses exceeding value of current vehicle
  - Fire Department
    - Replacement of current SUV with excessive mileage and routine repairs
  - Public Works
    - Replacement of brush chipper, which has been postponed for 3 years and has become a safety issue
    - Replacement of 1 fleet truck

7

## Overview of Proposed Budget

- Capital Improvements:
  - Year 2 of Street Improvement Plan (not fully funded in FY 2017)
    - \$100,000 Powell Bill funds
    - \$300,000 General Fund
  - Safety padding for Lake Louise Outdoor Exercise Equipment
    - Phase 2 of improvements to outdoor exercise equipment at Lake Louise
  - Greenways match of \$60,000
  - Potential \$25,000 for Lake Louise Community Center study or architectural plans

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## 3-YEAR STREET MAINTENANCE PROGRAM

FY 2016-2017		FY 2017-2018		FY 2019-2020	
Devonshire Drive (0.09 mls)	\$53,003.80	Valley Drive – Postponed FY2017	\$98,138.15	Lakeshore Drive (0.59 mls)	\$172,650.00
Lakeway Circle (0.27 mls)	\$100,326.60	Hawtree Court Sec. 1 (.02 mls)	\$28,994.50	Quarry Road (0.06 mls)	\$86,000.00
Crescent Court (0.04 mls)	\$32,481.05	Birkdale Court Sec. 1 (0.14 mls)	\$64,684.00	Ridgemont Drive (0.10 mls)	\$27,163.00
Valley Drive - Partial (0.46 mls)	\$131,417.70	Salem Acres Drive (0.3 mls)	\$106,800.00		
Manor Way (0.04 mls)	\$20,909.00	Hamburg Lane (0.07 mls)	\$20,720.90		
		Hamburg Drive (0.17 mls)	\$73,500		
<b>Total Requested</b>	<b>\$398,138.15</b>	<b>Total Requested</b>	<b>\$392,837.55</b>	<b>Total Projected Request</b>	<b>\$285,218.00</b>
Total Funded	\$300,000.00	Total Proposed Funding	\$400,000.00	Total Proposed Funding	\$300,000.00
Postponed (not funded)	\$98,138.15				

9

## Water Fund

Description	FY 2017 Budget	FY 2018 Proposed	% Increase
<b>Total Water Fund Revenues</b>	<b>\$1,696,500</b>	<b>\$2,074,086</b>	<b>22.3%</b>
<b>Total Water Fund Expenditures</b>	<b>\$1,700,650</b>	<b>\$2,074,086</b>	<b>22.0%</b>

### HIGHLIGHTS:

- Continued replacement of water meters with radio read meters
- Repair of Ox Creek reservoir exterior concrete
- Replacement of wastewater tanker truck
- Water plant facility repairs
- Replacement of 8-year old truck with excessive repairs and mileage

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## Total Proposed Budget: General Fund & Water Fund

Fund	Budget
General Fund	\$6,683,730
Water Fund	\$2,074,086
<b>TOTAL BUDGET</b>	<b>\$8,757,816</b>

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## Upcoming Budget Meeting Dates

May 9 at 5:30pm: Fire Department  
*Budget Workshop*

May 15 at 6pm: Town Hall, Regular Meeting  
*Public Hearing on Budget*

\* Additional budget workshops may be scheduled by Council

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**TOWN OF WEAVERVILLE  
TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** May 15, 2017  
**SUBJECT:** Monthly Tax Report  
**PRESENTER:** Town Manager  
**ATTACHMENTS:** Monthly Tax Report through 5/8/17

**DESCRIPTION/SUMMARY OF REQUEST:**

The Tax Collector's monthly tax report is attached for your information.

**Town of Weaverville  
Monthly Tax Report  
FY 2016-2017**

	<u>As of 5/8/2017</u>
Real Property:	556,501,364
Real Property Discoveries:	1,682,045
<b>Total Real Property:</b>	<b>558,183,409</b>
Personal:	84,886,939
Personal Discoveries:	236,136
<b>Total Personal:</b>	<b>85,123,075</b>
Public Utilities:	5,244,545
Exemption:	(6,925,227)
Releases:	(775,295)
<b>Total Tax Value</b>	<b>640,850,507</b>
<b>Tax Levy (\$0.44 per \$100 Valuation):</b>	
Real Property:	2,456,007.00
Personal Property:	374,411.00
Public Utilities:	23,076.00
Less Under \$5 Adjustment	(44.00)
<b>Total Public Utilities:</b>	<b>23,032.00</b>
Exemption:	(30,471.00)
Releases:	(3,411.00)
<b>Total Levy (Total Billed)</b>	<b>2,832,043.00</b>
<b>Total Current Year Collections</b>	<b>2,793,721.00</b>
<b>% Collected</b>	<b>98.65%</b>
<b>Total Left to be Collected:</b>	<b>38,322.00</b>
<b>Prior Years Paid</b>	<b>5115</b>

**TOWN OF WEAVERVILLE**  
**TOWN COUNCIL AGENDA ITEM**

**Date of Meeting:** May 15, 2017

**Subject:** Ordinance for Road Closures for *Music on Main* Sponsored by Weaverville Business Association

**Presenter:** Selena Coffey, Town Manager

**Attachments:** Road Closure Ordinance and Map

**Description:**

As you will recall, the Town must annually submit a request to N.C.D.O.T. requesting road closures for *Music on Main event*, sponsored by the Weaverville Business Association, to be held on June 23, 2017 in downtown Weaverville. Attached you will find an Ordinance that also must be signed and submitted to N.C.D.O.T.

**Council Action Requested:**

The Town Manager recommends the adoption of the attached Ordinance per requirements by N.C.D.O.T.

**Weaverville North Carolina**

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE MUSIC ON MAIN EVENT SPONSORED BY THE WEAVERVILLE BUSINESS ASSOCIATION**

**WHEREAS**, the Town Council of Weaverville has been approached by the Weaverville Business Association requesting to hold a Music on Main event on South Main Street, Weaverville; and

**WHEREAS**, the Town of Weaverville has acknowledged and agreed to permit said event on the date and times specified below as a community and family oriented event; and

**WHEREAS**, the Weaverville Business Association has completed and provided payment to the Town for the required special event permit and agreed to abide by any and all regulations set forth by Town officials and the State of North Carolina in sponsoring this event; and

**WHEREAS**, the Town Council of Weaverville acknowledges that the Town departments require approximately one (1) hour to install signage, and also requires approximately one (1) hour for removing signage, litter, etc. after the event; and

**NOW THEREFORE, BE IT ORDAINED** by the Town Council of Weaverville, pursuant to the authority granted by N.C.G. S. 20-169, that we do hereby declare a temporary road closure on the day and times set forth below and the following described portion of a State Highway System route:

*Music on Main, Sponsored by the Weaverville Business Association*

**Date:** Friday, June 23, 2017

**Time:** 4:00pm – 11:00pm

**Road Closures:**

- Road closure at intersection of Main Street and US-19-BR Merrimon Avenue
- Road closure at 30 South Main Street

This ordinance will become effective when signs are erected giving notice of the road closures and detour routes, the implementation of adequate traffic control.

Adopted this **15th** day of **May 2017**.

---

Dottie Sherrill, Mayor  
Town Council, Town of Weaverville, N.C.

**Attest:**

---

Derek Huninghake, Town Clerk  
Town of Weaverville, N.C.

## MUSIC ON MAIN EVENT MAP

### ROAD CLOSURES



- Road closure before intersection of Main Street and US-19-BR Merrimon Avenue
- Road closure at 30 South Main Street

**TOWN OF WEAVERVILLE**  
**TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** May 15, 2017

**SUBJECT:** Budget Amendment – SCBA Equipment for Fire Department

**PRESENTER:** Town Manager

**ATTACHMENTS:** Budget Amendment

**SUMMARY OF REQUEST:**

As you will recall, the Fire Department was awarded a federal Assistance to Firefighters Grant (AFG) for 31 self-contained breathing apparatus (SCBA) at the end of 2016. This grant, which totals \$204,800, provides for \$186,182 in federal funding and requires a Town match of \$18,618. This grant match was not budgeted due to the timeline for grant applications and uncertainty of the Town being awarded the grant, therefore the Town Manager recommends that the match funds of \$18,618 be funded with fund balance. Town Council approval is required for this budget amendment based on the FY2017 Budget Ordinance (Section 5), which states that amounts transferred between funds and/or exceeding \$5,000 must be approved by Town Council.

**COUNCIL ACTION REQUESTED:**

The Town Manager recommends Town Council's approval of the attached budget amendment transferring funds from fund balance to cover the aforementioned grant match for the Fire Department's SCBA equipment.

**Potential motion:**

*I move that Town Council authorize the approval of the budget amendment, which utilizes fund balance to fund the match of \$18,618 for the self-contained breathing apparatus.*



**TOWN OF WEAVERVILLE**  
**TOWN COUNCIL AGENDA ITEM**

**Date of Meeting:** Monday, May 15, 2017  
**Subject:** Town Walk Major Subdivision; Approval of Final Plat and Setting of Improvement Guarantee  
**Presenter:** Town Planner  
**Attachments:** Town Walk Final Plat

**Description:**

The attached final plat and for Town Walk have been reviewed by the Fire Marshal, Public Works Director and Town Planner and been found to comply with the Town's subdivision ordinance as it relates to major subdivisions. As subdivision review and approval is an administrative action, no Public Hearing is required.

An item of note is the ability of Town Council to set an improvement guarantee to ensure the necessary infrastructure is complete in accordance with final plat approval as per 25-83(e)(1)(A). Said improvement guarantee may be set at 125% of the cost of the construction of the required improvements. In this instance the required improvements are individual water and sewer taps on each lot created.

With major subdivisions which also require a waterline extension these taps would already be in place but given the unique nature of the utilities in and around this property said taps have not yet been installed.

The Planning and Zoning Board recommended for the taps to be installed prior to the approval of the final plat or an improvement guarantee to ensure the completion of the infrastructure.

It is my understanding that neither Water Department nor MSD will place taps on properties until the parcel identification numbers have been issued and the parcel identification numbers cannot be created without the approval of the final plat. That leaves the best course of action for ensuring the completion of the requisite infrastructure being the submittal of an improvement guarantee to the Town.

**Action Requested:**

Staff is seeking approval of the aforementioned Major Subdivision commonly known as Town Walk and the setting of an improvement guarantee for the completion of the requisite infrastructure.



## **TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** May 15, 2017

**SUBJECT:** Waterline Extension and Capacity Request of Serota Mars Hill, LLC, for 3 Garrison Branch Road, Weaverville

**PRESENTER:** Public Works Director

**ATTACHMENTS:** Town Manager letter dated May 10, 2017 to Applicant  
Application for Commitment Letter and Fee Receipt  
GIS Image

### **DESCRIPTION/SUMMARY OF REQUEST:**

The Town is in receipt of a waterline extension application for property located at 3 Garrison Road (PIN 9732-80-8797 and 9732-90-0726) which is located within the Town limits of Weaverville. The request is for an existing single-family residential unit, two 4-unit apartment buildings and possible commercial development. The extension that will be necessary is for a 6-inch ductile iron waterline and at least one fire hydrant for a proposed maximum committed capacity of 4,000 gallons per day.

The Public Works Director has reviewed the application in light of the Town's Water System Management Plan. Currently there are no water main lines that exist from Merrimon Avenue running east onto Garrison Road. Water line improvements in the Garrison Road to Stoney Knob Road area are needed to complete a much-needed loop and to eliminate some aged and undersized piping. This proposed waterline extension would benefit the Town in the effort to upgrade that part of the Town's water system.

Staff recommends approval of this request and will be present at tonight's meeting to answer any questions that Council might have regarding this matter.

### **ACTION REQUESTED:**

Council discussion and action to approve the waterline extension and the committed capacity requested.

Dottie Sherrill  
Mayor

The Town of  
**Weaverville**  
NORTH CAROLINA

Doug Dearth  
Council Member

Patrick Fitzsimmons  
Council Member

Doug Jackson  
Council Member

Andrew Nagle  
Council Member

John Pealey  
Council Member

May 10, 2017

Wilder Wadford  
Serota Mars Hill, LLC  
PO Box 187  
Weaverville NC 28787

**RE: Commitment Letter Application for Mixed Use- Proposed Commercial and 2 4-  
Unit Apartment Buildings located at 3 Garrison Road, Weaverville, NC  
PIN: 9732-80-8797 and 9732-90-0726 (+/- 1.24 acres)**

Mr. Wadford,

Your request for municipal water service to supply the existing single Residential Unit, two proposed 4-unit apartment buildings and possible commercial development located at 3 Garrison Road, Weaverville, NC, 28787, has been reviewed by Town staff. Based on conversations and information given to Public Works Director Tony Laugher, I understand that the plumbing load for the site and examination of the Town of Weaverville Water System Management Plan indicates an extension of a 6" ductile iron waterline and at least one fire hydrant will be the minimum requirement for this extension, if approved. Waterline extensions and your projected use of a maximum of 4,000 gallons per day requires approval by the Weaverville Town Council.

The next available Town Council regular meeting is Monday, May 15, 2017, at 6 pm, located at Weaverville Town Hall Council Chambers. As a courtesy we will place your request on for Town Council's consideration that night. Please come completely prepared to present your case to Town Council. Maps, Site Plans, and or any other information may be provided to assist Town Council in the decision-making process. If Council approves your request, you will receive a formal Commitment Letter from me as Town Manager stating the conditions of such approval.

Sincerely,



Selena D. Coffey, MPA, ICMA-2M  
Town Manager

cc: Tony Laughter, Public Works Director

TOWN OF WEAVERVILLE  
WATER DEPARTMENT

APPLICATION FOR A COMMITMENT LETTER

APPLICANTS NAME: Serota Maas Hill LLC PROJECT NAME: Merrimon Apt  
 ADDRESS: PO Box 187 LOCATION: 3 Garrison Road  
Weaver ville NC 28787 Weaver ville NC 28787  
 PHONE NUMBER: 828-645-4215 x313 PIN NUMBER: 9732 808 797  
 ELEVATION: \_\_\_\_\_

TYPE OF SERVICE:

- RESIDENTIAL  SINGLE FAMILY HOME  
 TWO FAMILY \_\_\_\_\_ NUMBER OF BUILDINGS  
*see other*  MULTI-FAMILY \_\_\_\_\_ NO. OF BUILDINGS \_\_\_\_\_ UNITS PER BUILDING  
 RESIDENTIAL SUBDIVISION \_\_\_\_\_ NO. OF LOTS
- COMMERCIAL  SINGLE COMMERCIAL BUILDING  
*see other*  UNIFIED BUSINESS DEVELOPMENT \_\_\_\_\_ NO. OF BUILDINGS  
 \_\_\_\_\_ NO. OF UNITS
- INDUSTRIAL  SANITARY FACILITIES ONLY  
 SANITARY & INDUSTRIAL PROCESS WATER
- OTHER  FIRE SPRINKLER SYSTEM  
 IRRIGATION SYSTEM  
 Mixed use: Commercial & 8 unit Apartment  
2,000 per day 2,000 per day

CAPACITY REQUESTED:

MAXIMUM GALLONS PER MINUTE 100 (320 max)  
 MAXIMUM GALLONS PER DAY 4,000  
 ANTICIPATED DATE OF SERVICE \_\_\_\_\_

PROJECT DESCRIPTION:

By way of Attachment(s) provide as much information as possible about this project. At minimum, attach A copy of the County Tax Map showing the location of the property. If the project involves a subdivision or more than one building location, a topographic map of the property is required to show building or lot Elevation.

ACKNOWLEDGEMENT:

I, Walter Woodford understand that the processing fee of \$35.00, paid herewith is non-refundable and is to cover the costs of processing and investigating this request and that an additional Commitment Fee based on the size and number of connections is due upon approval. It is further understood that the Town has the exclusive right to deny the request for any reason whatsoever.

Signature \_\_\_\_\_

Date 5/8/17

WILDER WADFORD  
PH 828-645-4216  
P.O. BOX 187  
WEAVERVILLE, NC 28787

3068  
67-219/339  
404

5/8/17 Date

\$ 35.00

Dollars



Pay to the Order of Town of Weaverville  
Audrey Ford



America's Most Convenient Bank®

*[Signature]*

For Miriam

⑆053902197⑆ 8101844025⑈ 3068

CHECK

№ 27837

# TOWN OF WEAVERVILLE

WEAVERVILLE, NORTH CAROLINA 28787 May 8, 2017

RECEIVED OF Servata Mars Hill LLC

3 Garrison Rd

Water Commitment Letter Application - \$35.00



TOTAL \$ 35.00

*[Signature]*

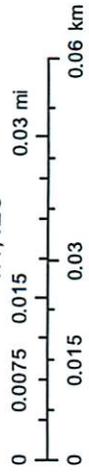
CLERK

# Buncombe County



May 10, 2017

1:1,128



**TOWN OF WEAVERVILLE  
TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** May 15, 2017

**SUBJECT:** North Asheville Baptist Church Waterline Acceptance and Authorization for Staff Level Approval

**PRESENTER:** Public Works Director

**ATTACHMENTS:** Approved Easement Plat

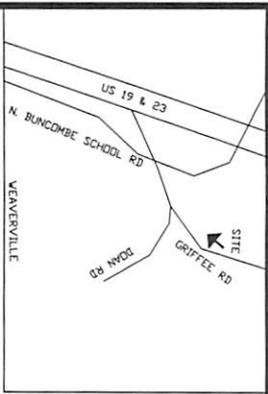
**DESCRIPTION/SUMMARY OF REQUEST:**

The North Asheville Baptist Church project has progressed such that we expect that all Town acceptance criteria for the waterline, vault and vault drain will be completed within the next few weeks. The Public Works Director is therefore requesting that Town Council go ahead and accept the waterline extension and related improvements into the Town's water system subject to staff level approval by the Public Works Director, Town Manager and Town Attorney. The Public Works Director also urges Town Council to set an improvement defects guaranty at \$8,000.00 to cover any defects that might be discovered within three years of our acceptance.

Staff will be present at tonight's meeting to answer any questions that Council might have regarding this matter before any action is considered.

**ACTION REQUESTED:**

Council discussion and action to (1) accept the waterline extension and related improvement into the Town's water system subject to staff level approval by the Town Manager, Town Attorney and Public Works Director, and (2) set the improvement defects guaranty amount at \$8,000.00.



**LEGEND**

- F.I. - FIRE HYDRANT
- WATER VALVE
- UNMARKED POINT
- △ EXISTING PARALLEL SPOKE
- EXISTING 5/8" KEYS
- WATER LINE
- WATER LINE
- - - BOUNDARY LINE NOT SURVEYED

1. UNLESS A WATER UTILITY AGENCY HAS THE PLAN AND DESIGN UNDER ITS SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER ITS SUPERVISION, THE DESIGNER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION THAT THE BOUNDARIES NOT SURVEYED ARE CORRECTLY LOCATED AS SHOWN FROM THE RECORDS OF THE COUNTY RECORDS DEPARTMENT. THE BOUNDARIES NOT SURVEYED ARE ASSUMED TO BE CORRECTLY LOCATED AS SHOWN FROM THE RECORDS OF THE COUNTY RECORDS DEPARTMENT. THE BOUNDARIES NOT SURVEYED ARE ASSUMED TO BE CORRECTLY LOCATED AS SHOWN FROM THE RECORDS OF THE COUNTY RECORDS DEPARTMENT. THE BOUNDARIES NOT SURVEYED ARE ASSUMED TO BE CORRECTLY LOCATED AS SHOWN FROM THE RECORDS OF THE COUNTY RECORDS DEPARTMENT.

STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE  
PLAT NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
REVIEW OFFICER \_\_\_\_\_

DRY RIDGE LAND SURVEYING P.A.  
100 LOGGIST GROVE RD  
WEAVERVILLE, NC 28687  
PHONE: (828) 777-8444  
C-3422

L-4401

CL 20" DRAIN LINE EASEMENT

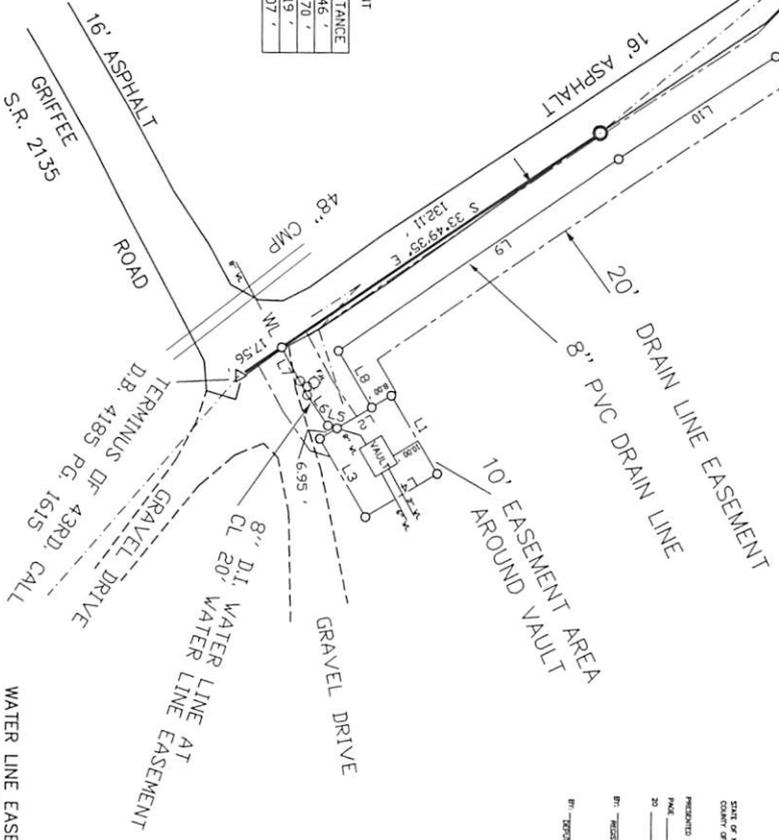
NUMBER	DIRECTION	DISTANCE
L8	S 38°57'15" W	22.46'
L9	N 34°19'22" W	116.70'
L10	N 33°37'28" W	64.19'
L11	N 46°07'48" W	44.07'

10' EASEMENT AREA AROUND VAULT

NUMBER	DIRECTION	DISTANCE
L1	S 58°57'15" W	31.07'
L2	S 30°59'20" E	28.89'
L3	N 58°59'02" E	30.92'
L4	N 30°41'38" W	28.91'
TOTAL		121.79'

CL 20" WATER LINE EASEMENT

NUMBER	DIRECTION	DISTANCE
L5	S 16°11'51" W	3.30'
L6	S 55°05'59" W	12.65'
L7	S 61°16'52" W	18.51'

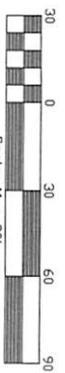


DIRECTOR OF THE BUNCOMBE PLANNING  
BUNCOMBE COUNTY APPROVES THIS FINAL PLAN

- NOTES**
- AREA BY COORDINATES
  - SUBJECT TO ANY ADDITIONAL EASEMENTS OR E/P/S SHOWN OR NOT SHOWN

NC GRID NORTH

STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE  
PRESENTED FOR REGISTRATION AND RECORDED IN THE OFFICE IN BOOK \_\_\_\_\_  
PAGE \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20 \_\_\_\_\_ A.D. 2017  
BY: \_\_\_\_\_ REGISTERED SURVEYOR



FLAT CREEK TWP. BUNCOMBE CO., NC  
APRIL 26, 2017  
SCALE: 1"=30'

JOB 17-1376

**NORTH ASHEVILLE BAPTIST CHURCH**

WATER LINE EASEMENT  
FOR

## **TOWN COUNCIL AGENDA ITEM**

**MEETING DATE:** May 15, 2017

**SUBJECT:** Monticello Apartments (145 Monticello Road) Waterline Acceptance and Authorization for Staff Level Approval

**PRESENTER:** Public Works Director

**ATTACHMENTS:** Approved Easement Plat

### **DESCRIPTION/SUMMARY OF REQUEST:**

The apartment complex being constructed at 145 Monticello Road that has been variously known as Monticello Apartments, Weaverville Apartments and Hawthorne at Weaverville, is nearing completion and we expect that all Town acceptance criteria for the waterline, vault and vault drain will be completed within the next few weeks. The Public Works Director is therefore requesting that Town Council go ahead and accept the waterline extension and related improvements into the Town's water system subject to staff level approval by the Public Works Director, Town Manager and Town Attorney. The Public Works Director also urges Town Council to set an improvement defects guaranty at \$4,000.00 to cover any defects that might be discovered within three years of our acceptance.

Staff will be present at tonight's meeting to answer any questions that Council might have regarding this matter before any action is considered.

### **ACTION REQUESTED:**

Council discussion and action to (1) accept the waterline extension and related improvement into the Town's water system subject to staff level approval by the Town Manager, Town Attorney and Public Works Director, and (2) set the improvement defects guaranty amount at \$4,000.00.

