



## MINUTES

**Town of Weaverville  
State of North Carolina**

**Town Council Regular Meeting  
Monday, December 18, 2017**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, December 18, 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 Al Root, Councilman Doug Jackson, Councilwoman Dottie Sherrill, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons. Vice Mayor/Councilman John Penley was absent.

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

**1. Call to Order**

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

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

Mayor Root made an adjustment on the Agenda to move item 9A, recognizing the Christmas Parade Float Winners to earlier in the meeting.

*Councilwoman Sherrill made a motion to approve the agenda with the aforementioned revision. Councilman Jackson seconded and all voted in favor of the motion.*

**3. Christmas Parade Float Winners**

Mayor Al Root recognized the Christmas Parade Float Winners. Top three places were given a trophy after the Christmas Parade. **First Place** – Flat Creek Baptist Church; **Second Place** – Rodney's Auto Service; **Third Place** – Richland Baptist Church

**4. Approval of Minutes**

*Councilman Fitzsimmons made the motion to approve the minutes from November 20, 2017 Regular Scheduled Town Council Meeting as presented. Councilwoman Sherrill seconded the motion and all voted in favor on the approval of the minutes.*

**5. Consent Agenda**

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

**A. Monthly Tax Report – Information Only**

**B. Awarding of Service Firearm and Badge to Retiring Police Chief Stephens** – Upon payment of \$1.00 (provided by Councilman Jackson), Police Chief Greg Stevens was awarded his badge and service firearm.

- C. **Initial Consideration & Setting Public Hearing for Code Amendments: Food Trucks – Setting Public Hearing for January 22, 2018 at 7 pm.**
- D. **Initial Consideration & Setting Public Hearing for Zoning Map Amendments: Weaverville Condos (Behind Walmart) – Setting Public Hearing for January 22, 2018 at 7 pm.**

**6. General Public Comments:**

Public comments were received as follows:

Earl Valois, 42 Loftin St., commented that he attended the workshop last week and believes Town Manager Selena Coffey’s idea of going to a performance based management systems is wonderful. He has had experience in benchmarking and it is a good program, especially after several years of data is collected.

**7. Public Hearing: Amendments to Code Section 25-83**

*Councilman Jackson made the motion to enter into Public Hearing; Councilman Nagle seconded and all voted in favor of opening the Public Hearing.*

Town Planner James Eller mentioned that on November 7th staff relayed to the Planning and Zoning Board some minor revisions to language related to the Certificate of Ownership and Dedication on final plats for major subdivisions. These dedications are necessary to be recorded on the final plat of major subdivisions in order for the jurisdiction to obtain certain infrastructure from the developer once it is ensured that the infrastructure has been built to a specific and satisfactory standard. Transitioning from “Certificate of Ownership and Dedication” to a “Certificate of Ownership and Offer of Dedication” could, perhaps, give an individual not well versed in North Carolina land use law a reservation that, even though shown on the approved final plat of a major subdivision, the infrastructure is not public. The governing board of the jurisdiction must follow the dedication with an acceptance in order for the infrastructure to become public.

Town Planner James Eller noted that the Public Hearing notice was ran in the Asheville Citizen Times on December 7, 2017 and December 14, 2017.

*Councilwoman Sherrill made the motion to close the Public Hearing; Councilman Fitzsimmons seconded and all voted in favor of closing the Public Hearing.*

**8. Discussion and Action Items**

**A. Action on Amendments to Code of Ordinances Sections 25-83**

Mayor Al Root asked Council what action they would like to take, since they just heard the Public Hearing and there is an Ordinance drafted.

*Councilman Jackson made a motion to approve these amendments through the adoption the Ordinance amending Weaverville Town Code Section 25-83. Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council.*

**B. FY 2017 Audit Presentation**

Finance Director Tonya Dozier gave an overview on the North Carolina Financial Conditional Analysis before discussing the FY 2017 Audit. The analysis includes the General Fund and Water and Sewer Fund, and covers categories such as: dependency, liquidity, solvency, and leverage. This analysis is attached. Ms. Dozier then introduced Travis Keever of Gould Killian. Mr. Keever went through a power point presentation concerning the audit findings. The audit report was distributed.

**C. Public Works & Water Departmental Report**

Public Works Director Tony Laughter discussed the Public Works and Water Departments Quarterly Report for September, October and November. The report is attached below.

**D. Waterline Acceptance: Greenwood Phase I & II**

Public Works Director Tony Laughter discussed that the Greenwood Park LLC project has progressed with the installation of the water lines that will serve both Phase I and Phase II of Greenwood Park and those lines are ready to be accepted into the Town's water system. He is requesting that Town Council accept the waterline extension and related improvements into the Town's water system subject to stall level approval by Public Works Director, Town Manager and Town Attorney. Public Works Director Laughter urges Town Council to set an improvement defects guaranty at \$5,000 to cover any defects that might be discovered within three years of our acceptance.

**E. Waterline Acceptance: Maple Trace Phase III**

Public Works Director Tony Laughter discussed that the Windsor Built Homes, Inc. is in the process of developing a subdivision outside of Town limits known as Maple Trace. They have completed the water infrastructure for Phase III and those lines are ready to be accepted into the Town's water system. He is requesting that Town Council accept the waterline extension and related improvements into the Town's water system subject to stall level approval by Public Works Director, Town Manager and Town Attorney. Public Works Director Laughter urges Town Council to set an improvement defects guaranty at \$5,000 to cover any defects that might be discovered within three years of our acceptance.

**F. Waterline Acceptance: Water Pointe**

Public Works Director Tony Laughter discussed that Mayfair Partners, LLC is in the process of developing a 14-lot single family home unified housing development that will be known as Water Pointe. The development included the installation of the water lines that will serve all of the lots within Water Pointe and those lines are ready to be accepted into the Town's water system. He is requesting that Town Council accept the waterline extension and related improvements into the Town's water system subject to stall level approval by Public Works Director, Town Manager and Town Attorney. Public Works Director Laughter urges Town Council to set an improvement defects guaranty at \$3,000 to cover any defects that might be discovered within three years of our acceptance.

*Councilman Nagle made a motion to accept the waterlines for Greenwood Phase I & II, Maple Trace Phase III, and Water Pointe subject to staff level approval, and set defect guarantees as followed: \$5,000 for Greenwood Phase I & II, \$5,000 for Maple Trace Phase III and \$3,000 for Water Pointe . Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.*

**G. Water Allocation Request: Hawthorne Apt. Complex Called North Point**

The Town has received a waterline extension and allocation request for a 240 unit apartment complex that is contemplated for property fronting on Ollie Weaver Road which is just outside municipal limits. The allocation requested is 72,000 gallons per day with a peak demand of 230 gallons per minute. Public Works Director Tony Laughter discussed this request and indicated that water plants are built to produce and sell water and that the water plant could handle this allocation while still reserving enough capacity for infill within municipal boundaries. Marvin Mercer was in attendance as a representative of the potential owner and answered questions about the project. Doug Theroux was allowed to provide a citizen comment which was that he thinks slower growth is advisable. Town Council also expressed concerns about rapid growth and indicated that it was inclined to deny the application. The application was withdrawn by the applicant.

## H. Amendments to FY 2018 Fee Schedule

Town Manager Selena Coffey mentioned that Town Council adopted a fee schedule on June 19, 2017, as part of the budget ordinance. The vendor that provides electronic payment options was unexpectedly slow in processing the contract that allowed for the lowering of processing fees for electronic payments. The fees that are reflected in the fee schedule adopted on June 19<sup>th</sup> are not correct, as of November 30, 2017. However, the fees from July 1<sup>st</sup> through November 29<sup>th</sup> were a bit higher. Town Manager Selena Coffey recommends that a revision be made to the fee schedule that the processing fees for electronic payments prior to November 30, 2017 were pursuant to a convenience fee schedule adopted by ACI Worldwide and [www.officialpayments.com](http://www.officialpayments.com). This revision has been added to the cover page as well.

*Councilwoman Sherrill made a motion to adopt the Ordinance amending the Town's Fee Schedule. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.*

## 9. Town Manager's Report

Town Manager Selena Coffey presented her manager's report to Council including the Lake Louise Community Center has been demolished, recognized Laura Ayers for her help in answering questions on social media, the PARTF grant application process will begin after the holidays, Parks and Recreation Input Session February 6 from 4-6pm; February 28 6-7:30 pm -Special Called Meeting for a presentation by Joe Minicozzi; workshops now at 6 pm in Town Hall and regular council meetings at 7 pm; website designer is finishing up so that the new site will be completed soon.

Mayor Root thanked Councilman Fitzsimmons for scheduling the event on February 27

## 10. Community and/or Employee Recognition

- A. Police Chief Greg Stephens – Retirement
- B. Public Works Director Tony Laughter – Retirement

## 11. Adjournment

*Councilwoman Sherrill made the motion to adjourn; Councilman Fitzsimmons seconded and all voted to adjourn the Council's meeting at 7:40 p.m.*

  
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Derek K. Huninghake, Town Clerk

# North Carolina Financial Condition Analysis

Key: **WEAVERVILLE**

**Benchmark**

Benchmark peers selected:

BLACK MOUNTAIN, BILTMORE FOREST,  
FRANKLIN, CANTON, WILKESBORO

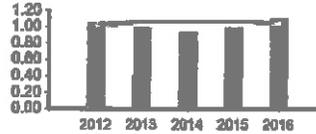
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## General Fund

### Resource Flow

#### Service Obligation

Operations ratio

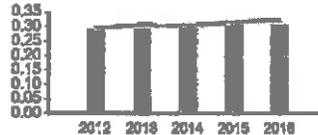


WEAVERVILLE = 1.10, Benchmark = 1.04

Service obligation measures whether or not a government's annual revenues were sufficient to pay for annual operations. The operations ratio is calculated as total revenues divided by total expenditures (plus transfers to debt service fund).

#### Dependency

Intergovernmental ratio

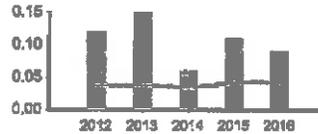


WEAVERVILLE = 0.31, Benchmark = 0.32

Dependency measures the extent to which a government relies on other governments for resources. The intergovernmental ratio is calculated as total intergovernmental revenue divided by total revenue.

#### Financing Obligation

Debt service ratio



WEAVERVILLE = 0.09, Benchmark = 0.04

Financing obligation addresses service flexibility or the amount of expenditures committed to annual debt service. The debt service ratio is calculated as debt service divided by total expenditures (plus transfers to debt service fund).

### Resource Stock

#### Liquidity

Quick ratio



WEAVERVILLE = 37.76, Benchmark = 20.72

Liquidity measures a government's ability to meet its short-term obligations. The quick ratio is calculated as cash & investments divided by current liabilities.

#### Solvency

Fund balance available as percentage of expenditures

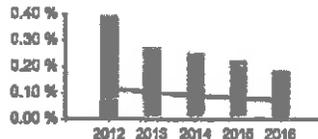


WEAVERVILLE = 83.88 %, Benchmark = 53.24 %

Solvency measures a government's ability to meet long-term obligations. Fund balance as a percentage of expenditures is calculated as available fund balance divided by expenditures plus transfers out.

#### Leverage

Debt as percentage of assessed value



WEAVERVILLE = 0.18 %, Benchmark = 0.07 %

Leverage measures the extent to which a government relies on tax-supported debt. The ratio of debt as a percentage of assessed value is calculated as tax-supported, long-term debt divided by assessed value.

# North Carolina Financial Condition Analysis

Key: **WEAVERVILLE**

Benchmark \_\_\_\_\_

Benchmark peers selected:

BLACK MOUNTAIN, BILTMORE FOREST, FRANKLIN, CANTON, WILKESBORO

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## Water and Sewer Fund

### Resource Flow

#### Interperiod Equity

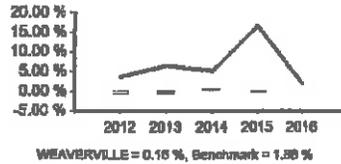
Total margin ratio



Interperiod equity measures whether or not a local government lived within its financial means. The total margin ratio - total financial resources divided by total financial obligations - is used to analyze this dimension of resource flow.

#### Financial Performance

Percent change in net position



Financial performance shows how much a government's financial position improved or deteriorated as a result of resource flow. The percent change in net position is calculated as the change in net position divided by net position, beginning.

#### Self-Sufficiency

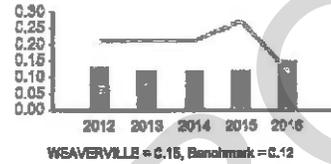
Charge-to-expense ratio



Self-sufficiency addresses the extent to which charges for services covered total expenses. The charge-to-expense ratio is calculated as charges for services divided by total expenses.

#### Financing Obligation

Debt service ratio

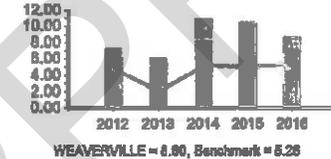


Financing obligation looks at service flexibility by determining the amount of total expenses committed to annual debt service. The debt service ratio is calculated as annual debt service divided by total expenses.

### Resource Stock

#### Liquidity

Quick ratio



Liquidity measures a government's ability to meet its short-term obligations. The quick ratio—cash & investments divided by current liabilities—is used to analyze this dimension of resource stock.

#### Solvency

Net position ratio



Solvency measures a government's ability to meet long-term obligations. The net position ratio is calculated as unrestricted net position divided by total liabilities.

#### Leverage

Debt-to-assets ratio



Leverage measures the extent to which total assets are financed with long-term debt. The debt-to-assets ratio is calculated as long-term debt divided by total assets.

#### Capital

Capital-assets-condition ratio



Capital is the condition of capital assets as defined by their remaining useful life. The capital assets condition ratio is calculated as accumulated depreciation divided by capital assets being depreciated. This result is then subtracted from one.