



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Meeting
Monday, November 19, 2018**

The Town Council for the Town of Weaverville met for a its regular monthly meeting on Monday, November 19, 2018, at 7:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Vice Mayor/Councilman Doug Jackson, Councilwoman Dottie Sherrill, Councilman Jeffrey McKenna, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons. Mayor Al Root was absent.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake, Police Chief Alan Wyatt, Fire Chief Ted Williams, Town Planner James Eller, Finance Officer Tonya Dozier, Public Works Director Dale Pennell and Water Treatment Supervisor Trent Duncan.

1. Call to Order

Vice Mayor Jackson called the meeting to order at 7:00 p.m.

2. Approval/Adjustments to the Agenda

Councilwoman Sherrill made a motion to approve the agenda as presented. Councilman Fitzsimmons seconded and all voted in favor of the motion.

3. Approval of Minutes

Councilman Nagle made the motion to approve the minutes from September 11, 2018 Special Called Meeting, October 15, 2018 Special Called Meeting, and October 15, 2018 Town Council Regular Meeting as presented. Councilwoman Sherrill seconded the motion and all voted in favor on the approval of the minutes.

4. General Public Comment

Public comments were received as follows:

Lou Accornero, 50 Highland Pointe Drive, commented that Town Council should reconsider the placement of Dry Ridge Museum in the new community center. He believes the museum would get lost in there and the community center should stay a community center. Dry Ridge Museum could be included at the Town Hall, if it was redesigned and Mr. Accornero would be willing to help with it.

Jon Varner, Eluvium Brewery Co-Owner, thanked Town Council and the community for being so great and supportive. The brewery just celebrated its one-year anniversary and made it in the Mountain Express "Best Of" category.

5. Consent Agenda

Councilman Nagle motioned for the approval of the Consent Agenda. Councilman McKenna seconded the motion and all voted unanimously to approve all action requested in the consent agenda.

A. Monthly Tax Report – Information Only

B. Tax Releases - *Approved tax release of the real property of Amit Dorf at 122 Dorothy Lillie Lane valued at \$551,000, so that \$2,093.80 can be released from the 2018 levy.*

C. Acceptance of Property Donation – Lake Louise/Mayfair Partners, LLC – *Town Council motioned to accept and receive the donation of the real property described in the attached gift deed for use in conjunction with the Lake Louise Park.*

D. Comprehensive Land Use Plan Update – *Updated Town Council on Comprehensive Land Use Plan*

E. Approval of Architectural Services Contract for Community Center Project – *Approved the attached agreement for architectural services with Legerton Architects, P.A., for the Lake Louise Community Center Project and to authorize the Town Manager to execute the agreement and any other documents necessary to engage Legerton Architects, P.A., as the architects on this project.*

6. Town Manager's Report

Town Manager Selena Coffey presented her Manager's report to Council including 1) that Chief Wyatt will be retiring at calendar year end and she has already initiated the recruitment process by posting the position. As of today, she has received 19 applicants; 2) Public Works has completed the striping at the churches and created a mulch path from Weaverville Methodist Church parking lot to the rear alley serving Dr. Bollinger's dentist office and the Creperie in order to mark parking spaces that are available for employees of downtown businesses to park in; 3) Town Manager Coffey is proud to say that 31 employees volunteered to get CPR Training and Certification this week through Action Plan AED + CPR; 4) the Volunteer Appreciation Dinner will be held on Wednesday, November 28 at Town Hall; 5) the Town's Christmas Parade is Saturday, December 1 at 1pm; 6) and lastly, Weaverville's Employee Christmas Dinner will be Monday, December 3 at 6pm.

7. Discussion and Action Items

A. FY 2017-2018 Audit Presentation

Finance Officer Tonya Dozier covered the Financial Condition Analysis, a benchmark tool created by the School of Government and State before the audit presentation. She mentioned that there was very little change, but did inform Council that under the Water Fund our Self-Sufficiency ratio was a little above a one (one or higher is the goal). This ratio is considered to be most important, since it measures whether charges for services covered total expenses.

Travis Keever, of Gould Killian CPA Group, thanked Town Council for allowing them to serve as the Town auditors again and thanked staff for all their hard work and cooperation in completing the audit. Mr. Keever noted that they have issued the Town an unmodified (clean) opinion and reported no material weaknesses in internal control and no instances of non-compliance with laws and regulations.

Councilwoman Sherrill made a motion to approve the FY 2017-2018 Audit Report. Councilman McKenna seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0

B. FY 2017 -2018 ABC Audit Presentation

Chairman Robert Chason presented the Weaverville ABC FY 2018 Audit to Town Council. He noted that the ABC store was performing really well and is continuing to grow financially with last year's sales

exceeding \$3 million. Their profit distribution to the Town of Weaverville so far this year is around \$52,000 and overall, they have distributed over \$260,000 since the store opened. He hopes that they will continue to grow financially this year.

C. Approval of Final Strategic Plan Draft

Town Manager Selena Coffey gave Town Council a brief overview of the final strategic plan that was established from the Council workshop on October 10. It identifies the strategic issues, highlights the goals to develop the strategic plan and shows a timeframe of the implementation plan. She also, created a one page brief 2018-2021 Strategic plan for Town Council as a summary.

Councilwoman Sherrill made a motion to approve the final strategic plan draft. Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0

D. July4/ Fireworks Discussion

Town Manager Selena Coffey informed Town Council that staff had come back with some additional information and specific fireworks staging locations downtown for the July 4 display like they had requested. She met with the Town's representative from Pyrotecnico last week and they came up with two final potential staging locations that were by the Weaverville Primary School. Pyrotecnico, the Town's firework vendors, did indicate that if the fireworks were shot from the baseball field, they could go with a two inch mortar and a 200 ft. safety radius. This won't require vacating any homes, but will require the roof of the primary school to be covered with fire blankets. The quote for the required fire blankets would be around \$8,000. The second option is to shoot from the playground, but it would have smaller mortars, require more extensive fire blankets to protect the school's roof and might require covering some windows. Town Manager Coffey did note that the firework show won't be the same visibly as it was down at the lake, since they aren't able to use as big of mortars.

Councilwoman Sherrill made a motion to approve the baseball field as the fireworks display location. Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0

E. Sale of Bus Garage – 13 Central Avenue

Town Attorney Jennifer Jackson gave Council an update on the sale of the bus garage at 13 Central Avenue. Lexington Glassworks is coming to the close of their due diligence and have requested the Town of Weaverville to perform the termite treatment for a current termite infestation on property. The total cost estimate is around \$5,205, including an annual pest contract that would be paid by the buyer. The Town Manager and Public Works Director recommend the treatment come out of funds within the Public Works budget.

Councilwoman Sherrill made a motion to approve the attached Due Diligence Request and Agreement and allow a Town expenditure for the requested termite treatment out of the Public Works budget and to authorize the Mayor and appropriate staff to execute and deliver any and all closing documents for a closing to occur in early December. Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0

F. Police Department Quarterly Reports

Police Chief Alan Wyatt presented the Weaverville Police Departments Third Quarter Report and noted that there were 55 vehicle wrecks, 267 misdemeanor charges and 29 felony charges. Chief Wyatt gave recognition to the officers at the Weaverville Police Department, not only for their hard work at their regular police duties, but for extending into the community and creating great fundraisers like the Weaverville Bike Run, Weaverville Cops for Kids, and the Pink Patch Project.

G. Fire Department Quarterly Reports

Fire Chief Ted Williams presented the Weaverville Fire Departments Third Quarter Report and noted that the call volume remains consistent and the fire loss costs are up this quarter due to the Weaverville Tire fire. They had 39 contacts about child passenger safety seats, 520 contacts in regards to public education and prevention activities, and 38 commercial business inspections.

8. Adjournment

Councilwoman Sherrill made the motion to adjourn; Councilman Fitzsimmons seconded and all voted to adjourn the Council's meeting at 8:01 p.m.

Derek K Huninghake
Derek K. Huninghake, Town Clerk

