



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Meeting
Monday, April 15, 2019**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, April 15, 2019, at 7:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

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

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

1. Call to Order

Mayor Al Root called the meeting to order at 7:00 p.m.

2. Approval/Adjustments to the Agenda

Councilman Nagle asked to move Consent Agenda, Item E - Approval of Audit Contract, down to Discussion Item A. *Councilwoman Sherrill made a motion to approve the agenda with the aforementioned revision. Councilman McKenna seconded and all voted in favor of the motion.*

3. Approval of Minutes

Councilwoman Sherrill mentioned changing the Police Chief's name on page 1 of the February 25, 2019 Town Council Regular meeting from Alan Wyatt to Ron Davis and to change the name on page 2 and 4 on the March 18, 2019 Town Council meeting minutes from Ronnie Hilliard to Roney Hilliard.

Councilman McKenna made the motion to approve the minutes from February 25, 2019 Town Council Regular Meeting, March 18, 2019 Town Council Special-Called Meeting, and March 18, 2019 Town Council Regular Meeting with the aforementioned revisions. Vice Mayor/Councilman Jackson seconded the motion and all voted in favor on the approval of the minutes.

4. Special Recognition

Mayor Al Root gave a special recognition to the Weaverville Lion's Club for their 70th anniversary, by honoring them with a proclamation in recognition of their ongoing excellent service to the Town of Weaverville. Chartered on April 6, 1949, the Weaverville Lion's Club has raised funds for scholarships to graduating seniors at the North Buncombe High School, the Weaverville Police Department Cops for Kids fundraiser, and several other local charities.

Dr. Woody Bollinger accepted the declaration and thanked the Town of Weaverville, Town Council and Mayor for the recognition and showed them the charter with 50 resident signatures. He noted that they plan on continuing their service for as long possible.

5. General Public Comment

Public comments were received as follows:

Walt Thompson, Liaison for the Reems Creek HOA, gave special recognition to Water Treatment Plant Supervisor Trent Duncan for his tour of the Water Treatment Plant. He was really impressed by the Town's water system and operations, but specifically the professionalism of the staff. He recommends to anybody that wants to learn about the water system to schedule tour.

6. Consent Agenda

Councilwoman Sherrill 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.

A. Proclamation Honoring the Weaverville Lions Club 70th Anniversary – Adopted Proclamation

B. Monthly Tax Report – Information Only

C. Comprehensive Land Use Update – Staff updated Council on the Land Use Information and Public Input Sessions held on March 21, 2019 and March 26, 2019. Over 60 people were in attendance and a presentation for the Reems Creek Golf Community is planned for April 25, 2019.

D. Road Closures: Music on Main and July 4th Celebration – Approved the Road Closure Ordinances for Music on Main on June 22, 2019 from 12:00 pm until 10:30 pm, and the Weaverville Downtown July 4th Celebration on July 4, 2019 from 12:00 pm until 11:30 pm.

E. Resolution Authorizing Credit Card Payments – Adopted Resolution Authorizing the Use of Credit Cards for Payment of any Type of Bill or Fee.

7. Town Manager's Report

Town Manager Selena Coffey presented her Manager's report to Council including that in recognition of Good Friday, Town offices will be closed on Friday, April 19, 2019; she will be on vacation from April 16-19, but will be available by text or phone; the Town will be recognizing Earth Day on April 22 and is holding a brief program for Arbor Day outside of Town Hall at 11am on April 26; the Town is coordinating a shred day with the State Employee's Credit Union for Town residents on May 11 from 9am-12pm in the Town Hall parking lot; the first budget workshop is coming up on Tuesday, May 14 at 6:00 pm in Council Chambers at Town Hall; and in accordance with the Town's Code of Ordinances, she reported that the Town has just sold a 1997 Vermeer Brush Chipper for approximately \$7,500 on GovDeals.

8. Discussion and Action Items

A. Approval of Audit Contract

Finance Officer Tonya Dozier mentioned that a Request for Proposals for audit services was completed in Spring 2018, with Gould Killian CPA Group being selected by Town Council. This is the second year of the three year audit contract and the total cost of \$22,150 includes \$17,950 for the audit and \$4,200 for completion of the Comprehensive Annual Financial Report.

Mayor Root noted that this audit covers the statutory obligations that the Town must follow, but doesn't include an in-depth forensic audit.

Town Manager Selena Coffey mentioned that funds were held for an assurance audit last year and are included in the proposed budget this year, if Council wishes to engage in a separate auditing firm. Additional costs for a separate audit range from \$2,500 to \$5,000, depending on the scope of the audit.

Councilman Nagle mentioned that his biggest problem with the statutory obligation is that for the cost of \$22,150, it doesn't touch on or find fraud. Also, not to budget for a separate audit if we are not going to move forward on it.

Councilman McKenna suggested seeing if any other municipalities have changed their procedures for audits, due to what the county has been going through recently.

Finance Officer Dozier mentioned that she would bring those questions up to Gould Killian CPA Group. Also, she noted that the number of auditing firms conducting government audits is becoming smaller, due to the revisions of governmental auditing standards.

Councilman McKenna made a motion to approve the attached audit contract for Gould Killian CPA Group and that the Mayor and Town Staff are authorized to execute the same. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

B. Presentation of Proposed Budget

Town Manager Selena Coffey presented to Town Council for their consideration the Fiscal Year 2019-2020 Proposed Budget. The proposed budget equals \$9,962,776, which is an increase of 1.4% from the FY 2018-2019 budget, and has a General Fund of \$7,561,526 and a Water Fund of \$2,401,250. The proposed budget is based on a tax rate of \$0.38 per \$100 valuation and tax values estimated by Buncombe County of \$850,453,330. The General Fund expenses increased due to higher living wage rates, adding a new police officer position, replacing 3 police vehicles, 1 fire vehicle, and 2 trucks for the streets and recreation division. The capital improvements program increased with the addition of \$25,000 for a sidewalk study and \$80,000 for Lake Louise restroom facility improvements. Town Manager Coffey noted some new initiatives as well, one being the purchase of a computer aided dispatch (CAD) for the police department for \$43,000 and another is to create a capital reserve fund for the future purchase of a replacement fire truck of \$75,000. As for the Water Fund, it represents an increase of 6.3% and will increase water rates by 5.0% as recommended by Withers-Ravenel water rates analysis. Also, included is the vehicle replacement of a truck and dump truck for the water department, the replacement of an air compressor and two pump rebuilds for water operations, and waterline improvements to Coleman Street and Shuford Road waterlines. Town Manager Coffey noted that a new initiative added in the budget is a proposed waterline match of \$75,000 for the North Buncombe Middle School waterline. Town Manager Coffey noted that there are two budget workshops coming up on May 14 and May 21 at the Town Hall, the Public Hearing on the budget is scheduled for Monday, June 11, 2019 at 6:00 pm, and proposed adoption of the budget is scheduled for June 17, 2019. The proposed budget for FY 2019-2020 showing the General and Water Fund budget is on the Town website and available at the Weaverville Town Hall.

Public Comment:

Thomas Veasey, 69 Lakeshore Drive, commented that he doesn't support the Town funding the replacement of waterlines to the North Buncombe Middle School. He believes that citizens already pay county taxes and with the most recent scandal, he doesn't think it is fair.

C. Personnel Related Policies

Town Attorney Jennifer Jackson mentioned that staff is still chipping away on the Town's personnel policies and thanked Council for their input at the Town Council workshop on April 9, 2019 on the following policies: Information Technology and Internet Use Policy, Social Media Policy, Equipment and Vehicle Use Policy, and Workplace Violence Prevention Policy. By consensus, Town Council confirmed the delegation of adoption of all of these policies to the Town Manager, except for the Workplace Violence Prevention policy. Before Council tonight is a review of the last few personnel-related policies, the Voluntary Shared Leave Policy and Americans with Disabilities Act Compliance Policy. Town Attorney Jackson mentioned that the Town's Voluntary Shared Leave Policy was adopted in 2012 and she is proposing a more limited voluntary shared leave policy that will allow regular full-time and part-time employees that are earning benefits be allowed to donate up to 40 hours of annual leave to qualified employees who are experiencing a prolonged (20 days) medical condition. The shared leave would have to be approved by the Town Manager. Town Attorney Jackson noted that the next policy, Americans with Disabilities Act Compliance Policy is new, and provides broad protections against discrimination affecting employees/citizens with qualified disabilities.

Town Manager Selena Coffey noted that the State ADA office contacted her a few months ago and since, the Town of Weaverville is over 50 employees we have to do a transition plan concerning ADA compliance for Town facilities

and services. This is a compliance issue that staff will have to be designated to do or contract it out to another company.

D. Ratification of Interlocal Agreement for Fire Departments

Town Attorney Jennifer Jackson discussed the “First Due Size-Up Program” that Fire Chief Ted Williams has asked the Town to be the purchasing agent for, in order to take advantage of a \$7,000 grant and a quantity discount. This program is a dispatch and pre-plan tool that allows emergency responders to have as much information as possible about the location they responding to by pulling information from many different data bases such as GIS, tax records, and permits and inspections. Town Attorney Jackson also noted that there is a “Community Connect” module with the program that will allow citizens with any kind of special need to be identified and allows responding agencies to better help these citizens during times of emergency. Through the attached interlocal agreement, the cost of the program would be \$911.58 for each of the 19 departments and the Town of Weaverville, allowing the program to be available to all emergency departments in Buncombe County.

Councilwoman Sherrill made a motion to ratify the interlocal agreement presented. Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

E. Riverside Stump Dump Annexation and Initial Zoning – Certificate of Sufficiency, Set Public Hearing on Annexation and Zoning for 6 pm on May 20, 2019

Town Planner James Eller mentioned that during the March 18, 2019 Town Council meeting, Council was presented with a voluntary annexation petition and a zoning map amendment application, where they instructed the Town Clerk to investigate the eligibility of a proposed annexation and the Planning and Zoning Board was instructed to examine the compliance with the Town’s adopted comprehensive land use plan with desired initial zoning of R-12. Both of these actions have occurred and staff is seeking the setting of a public hearing before Town Council on Monday, May 20, 2019 at 6:00 pm.

Councilwoman Sherrill made a motion to set the public hearing for May 20, 2019 at 6:00 pm for the aforementioned voluntary annexation and the initial zoning of the property to R-12 should annexation be approved. Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

F. Conditional Zoning District for 37 Brown Street – Set Public Hearing for 6 pm on May 20, 2019

Town Planner James Eller mentioned that before Town Council for their consideration is a conditional zoning district proposal for the property at 37 Brown Street consisting of 1.9 acres. This application calls for an establishment of no more than 16 units within the existing facility, which is formerly known as the Weaver College Boy’s Dormitory. The only expansion that would be called for is a fire escape on the north side of the facility. Otherwise, the historical nature of the building should be preserved. The Planning and Zoning Board has reviewed the application and unanimously passed along a positive recommendation to Town Council. Staff is seeking the setting of a public hearing before Town Council on Monday, May 20, 2019 at 6:00 pm.

Councilman Nagle commented that he doesn’t want Council to be put in a situation where they have to approve a CZD application after the public comments, instead of allowing themselves more time to come to a decision if needed.

Town Attorney Jennifer Jackson mentioned that the timeframe Councilman Nagle might be considering is when the Planning and Zoning Board has their first consideration, they have a timeframe to getting it back to Council. She also mentioned that at the point of holding the public hearing, the developer will have held the public community involvement meetings, so those comments will be addressed during the public hearing

Vice Mayor/Councilman Jackson made a motion to set the public hearing for May 20, 2019 at 6:00 pm for the aforementioned proposed conditional zoning district. Councilwoman Sherrill seconded the motion. The motion passed by a majority vote of Council. Motion carries 5-0.

G. Quarterly Report: Planning

Town Planner James Eller presented the Planning Department Quarterly Report and noted that 33 Zoning Permits and 4 Sign Permit have been issued during this period. Mr. Eller also mentioned a significant change that Buncombe County Board of Commissioners passed by ordinance, which alters the zoning districts in which mobile homes can now be permitted. Now with special requirements, HUD stamped mobiles homes can be placed in R-1 and R-2 under Buncombe County jurisdictions. He has been contacted by former ETJ owners about the possibility of being voluntarily annexed into the Town.

H. Quarterly Report: Finance

Finance Officer Tonya Dozier presented the Quarterly Finance Report from January 2019 – March 2019. She mentioned that the Revenue and Expenditure Statements by Department were used to show where the Town was in comparison to the budget. Yearly revenues appear to have come in higher than expected, so those funds will be added to the fund balance at the end of the year. As for yearly expenditures, it looks like they will equal the amount that was budgeted. The quarterly report was presented and reviewed.

9. Adjournment

Councilman Nagle made the motion to adjourn; Councilman McKenna seconded and all voted to adjourn the Council's meeting at 8:51 p.m.

Derek K. Huninghake

Derek K. Huninghake, Town Clerk