

TOWN OF WEAVERVILLE

**Town Hall Council Chambers
30 South Main Street
Weaverville, NC 28787**

AGENDA

**June 17, 2019
Regular Meeting at 7:00 pm**

	<i>Pg #</i>	<i>Presenter</i>
1. Call to Order		Mayor Root
2. Approval/Adjustments to the Agenda		Mayor Root
3. Approval of Minutes		Mayor Root
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4. General Public Comments		Mayor Root
5. Consent Agenda		Town Manager
A. Monthly Tax Report	18	
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7. Discussion & Action Items		
A. Update on Conditional Zoning District Application for 108 Church Street	34	Joseph Kaselak
B. Early Voting *	35	Mayor Root
C. Approval of FY 2019-2020 Budget: Budget Ordinance, Fee Schedule, Capital Reserve Fund Resolutions, & Final Budget Amendments for FY 2018-2019 *	36	Town Manager
D. Employee Suggestion Incentive Program Recommendation *	58	Town Manager
E. Comprehensive Land Use Plan Update *	60	Planning Director
F. Personnel Policy, Related Policies, and Policy & Procedures Manual *	61	Town Attorney & Town Manager
G. Water Allocation Request: 135 Monticello Road *	62	Public Works Dir.
H. Quarterly Report: Public Works & Water Departments	71	Public Works Dir.
8. Adjournment		Mayor Root

* Public comment will be permitted at the time of the discussion of the agenda items marked with an asterisk (*). The content and timing rules applicable to public comment at the opening of the Council Meeting shall also apply to comments on agenda items. Such public comment shall be permitted only after each of Town Council has been provided the opportunity to discuss the respective agenda item.



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Special-Called Meeting
Tuesday, May 14, 2019**

The Town Council for the Town of Weaverville met for a Special Called Meeting on Tuesday, May 14, 2019, at 6:00 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, Councilman Jeff McKenna, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons. Mayor Al Root and Councilwoman Dottie Sherrill were absent.

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

1. Call to Order

Vice Mayor/Councilman Jackson called the meeting to order at 6:00 p.m.

2. Update on Pending Legislation Affecting the ABC System

Vice Mayor Jackson asked the Town Attorney to give a brief update on the pending legislation that might affect the ABC System. Town Attorney Jennifer Jackson briefly discussed the ABC system legislation. She noted that the mandatory merger was deleted from the bill and is no longer on the table; however Chuck McGrady, out of Henderson County, recently introduced a bill to privatize all ABC stores and to liquidate all funds by January 1, 2020. There are many aspects of the privatization bill that will need to be clarified going forward. She was uncertain as to whether the privatization bill was subject to crossover deadlines, but believes that the bill's consideration will continue.

3. Review of Manager's Proposed General Fund Budget

Town Manager Selena Coffey covered her proposed FY 2019-2020 General Fund budget with Town Council by presenting a PowerPoint presentation (copy is attached). She mentioned that there aren't any differences here than what was included in the Budget Message and she will be focusing tonight's discussions on the General Fund Budget. The FY 2019-2020 Water Fund budget will be covered at the budget workshop on May 21, 2019.

4. Discussion on Proposed General Fund Budget

Councilman Nagle mentioned he would like to see the estimated actual FY 2018-2019 figures for comparison on the budget. Town Manager Coffey noted that the estimated actual figures are shown on the line item detail report.

Councilman Fitzsimmons wondered if Council goes forward with the sale of the old bus garage property that it would adjust the revenues for the budget. Vice Mayor Jackson noted that he believes those funds are intended to go towards the new community center. Town Attorney Jackson mentioned that if the sale of the bus garage closes this year, those funds would be revenue within the FY 2018-2019 budget and that the funds haven't been officially earmarked to go towards the community center.

Town Manager Coffey noted that there wasn't a significant increase in health insurance this year (5% or lower), which is a big plus to the Town.

Councilman Fitzsimmons discussed whether the funding of \$43,000 for computer-aided dispatch for the Police Department is a yearly fee or just a one-time cost. Police Chief Davis noted that this cost would be a yearly fee, but Buncombe County is hiring a consultant to look at a more equitable cost share for municipalities like Weaverville.

Vice Mayor Jackson mentioned that the Town should provide encouragement to all employees to participate in the 401(k) when the personnel policy training is conducted.

Councilman Nagle discussed that if we are trying to catch up on the two police vehicles a year, we should think about purchasing the four vehicles this year and take two out of this budget and two out of the fund balance. Town Manager Coffey mentioned that staff would add the other vehicle and bring it back to Council, but her only concern is that this is the first year for the hybrid vehicle so she wants to make sure it works out.

Town Manager Coffey mentioned that in 2014, Town Council adopted a living wage fund policy that would to include additional funds based on the living wage at their discretion. Councilman Nagle wondered how the living wage increase to \$13.50 came out to an additional \$31,000 in the Fire Department request. Town Manager Coffey noted that \$70,000 was previously budgeted to cover 5,833 hours or 243 days part-time, so to cover 365 days at \$13.50 would bring total to \$118,000. She mentioned that Chief Williams would be back for the next budget to give them more details on the funding.

Vice Mayor Jackson questioned why the medical vaccinations increased so much. Deputy Fire Chief Jayson Harwood mentioned that the increase is from hiring additional staff and the annual physicals per firefighter required by OSHA increased. Town Manager Coffey also noted that the Self Contain Breathing Apparatus (SCBA) training and physicals are included in that line item as well.

Town Manager Selena Coffey noted that \$25,000 has been set aside to take a look at our sidewalks, since staff has been hearing from the public that they would like more sidewalks. Public Works Director Dale Pennell mentioned that there was a pedestrian study completed in the 1990's and all goals have been achieved, but it needs to be updated. Vice Mayor Jackson noted that he remembers an associate from McGill Associates stating that with the size of our Town, we have more sidewalks than any other Town our size. Councilman Nagle asked if the sidewalk study was completed in house, could the \$25,000 be reduced. Town Manager Coffey mentioned that when the funds were placed in the budget, she thought that a consultant would need to be hired, but after speaking with the Public Works Director she doesn't believe the whole amount would be used. However, they would need funding for technical assistance and drawings.

Councilman Nagle wondered how they can go about trying to get part of Lakeshore Drive as a one-way street. Town Manager Coffey mentioned that this is may be one of the stated goals within the Comprehensive Land Use plan, however, this would merit a public input session and input from our Public Works department.

5. Update on I-26 Widening Project

Councilman McKenna gave Council an update from the Regional Transportation Committee and noted that one of the 1900 projects going on is the plan to widen I-26 up to Weaverville. They are trying to keep commutes reasonable and now, with the new formula, DOT has recommended to widen the road to 8 lanes up to the New Stock exit and then 6 lanes past it. In doing some research he found that the Greenville metro area is 1.5 million people and has 6 lanes, Charlotte is 2.5 million people and has 8 lanes, and Atlanta is over 5 million people and has 8 lanes. With the Asheville metro area being approximately 500,000 people, Councilman McKenna doesn't think 8 lanes is warranted. Consensus was made by Council to push for 6 lanes, since there are only parts of the I-26 highway that get backed up. Councilman McKenna stated that he plans to propose to only go to 6 lanes instead of widening it to 8 lanes.

6. Next Steps Concerning Budget

Town Manager Selena Coffey noted that the next step in the budget process will be to hold the next budget workshop scheduled for May 21, 2019 at 6 pm in the Council Chambers at the Town Hall, with the focus being on the Water Fund.

7. Adjournment

Councilman Fitzsimmons made the motion to adjourn; Councilman Nagle seconded and all voted to adjourn the Council's meeting at 7:20 p.m.

Derek K. Huninghake, Town Clerk

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MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Special Called Meeting
Monday, May 20, 2019**

The Town Council for the Town of Weaverville met for a special called meeting on Monday, May 20, 2019, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

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

2. Public Hearing: Annexation of Riverside Stump Dump and Zoning to R-12

Mayor Root opened the Public Hearing

Town Planner James Eller mentioned that before Council is a proposed voluntary contiguous annexation of the Riverside Stump Dump, Inc., property located at 135 Monticello Road and an initial zoning of R-12 if the property is annexed. The Town Clerk has certified the sufficiency of the annexation petition and the Planning and Zoning Board has reviewed the requested R-12 zoning designation and unanimously recommends this designation for the property should it be annexed. This matter has been duly advertised.

Landworks Engineering Marty Kocot thanked Council for their consideration and mentioned that he was there representing the Ray family should Council have any questions.

No one from the public wished to present a comment on this matter.

Councilman Nagle made the motion to close the Public Hearing; Vice Mayor/Councilman Jackson seconded and all voted in favor of closing the Public Hearing.

3. Public Hearing: Conditional Zoning District for 37 Brown Street

Mayor Root opened the Public Hearing.

Town Planner James Eller mentioned that before Town Council is a proposed conditional zoning district for 37 Brown Street. The underlining zoning district is R-2 in nature, which supports multi-family housing as a right of use, just at a lower number. The proposal calls for the internal renovation of the existing college boys' dormitory that was formally used by Weaver College into a multi-family residential complex to support no more than 16

units. The Planning and Zoning Board has reviewed this project and passes along a unanimous recommendation in favor of this project. This matter has been duly advertised.

Thomas Wolfe, Principal of Saba Holding Group, LLC, mentioned that he is available to answer any questions that Town Council may have and can go into as much detail as they would prefer. He did reiterate that the exterior of the building will largely maintain its existing historical condition with the exception of renovations to the parking structure on the Southside of the building and the addition of the fire escape on the Northside of the building. Mr. Wolfe noted that he did hold a public involvement meeting.

The following public comments were received:

Beth Mangum, 7 South College St, mentioned that her family has lived on College St. for 22 years and they have raised two daughters there. She also enjoys the beautiful meadow and farmhouse in Lakeside Meadows community, which she and the neighbors have embraced, regardless of the design and volume of homes on Brown Street. She believes repurposing this historic landmark would add charm and a diversity of housing options for downtown Weaverville, which is important for sustainability of the Town and community. She looks forward to embracing this new development and welcoming new neighbors.

Town Attorney Jennifer Jackson noted that James Shaughnessy at 45 Brown Street sent an email to Town Council back in April that gave his reasoning for not being in favor of this project. This document was accepted as a public comment and is attached.

4. Adjournment

Vice Mayor/Councilman Jackson made the motion to close the public hearing and adjourn the Special Called meeting; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 6:15 p.m.

Derek K. Huninghake, Town Clerk



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Meeting
Monday, May 20, 2019**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, May 20, 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 C – Initial Consideration of Conditional Zoning District on the Property Commonly known as 108 Church Street, 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 made the motion to approve the minutes from the April 9, 2019 Town Council Workshop and April 15, 2019 Town Council Regular Meeting. Councilman Fitzsimmons seconded the motion and all voted in favor on the approval of the minutes.

4. Special Recognition

Town Manager Selena Coffey gave special recognition to Police Chief Ron Davis and the Weaverville Police Department for their hard work and dedication, and honored them with a Proclamation recognizing National Police Week.

5. General Public Comment

Public comments were received as follows:

Louis Accornero expressed opposition to privatizing the ABC system. When the ABC first established, he was the Chairman of the ABC Board, and found the location for the store, designed the inside/outside of the ABC Store and secured financing for the building and stock. It bothers him that they are trying to take that away from the Town of Weaverville and if they do he will invoice them for the numerous hours he spent getting it started. Since, he did that for the Town of Weaverville, not the County, State, or City of Asheville.

Rhonda McKenna, 30 Yost Street, discussed a few concerns about the proposed new community center. She believed that when the Parks and Recreation survey was presented, most citizens wanted a recreational or exercise type facility, and now it has developed into a conference center for the first phase with the second phase being the recreational area. Secondly, she understands that the project started with \$500,000 from the sale of the conservation easement being set aside for the project which was estimated at \$1 million, but now it is around \$3 million. Lastly, she thinks the community center design is more about meeting rooms and we don't even use the Town Hall community room for meetings. She wonders if there is going to be a deposit that is too high, so local groups or small town groups are excluded. She thinks we need to do more research and make sure that this big community center room is going to be utilized.

Earl Valois, 42 Loftin Street, mentioned that last week he was at a Board of Adjustment meeting and overheard discussion about streets being developed in the Creekside Village neighborhood. He is under the assumption that nothing is moving forward with it, even though the developer had a long meeting with them stating that their engineers can prove that standards have been met. The project is continuing on, but it doesn't appear there is any enforcement. He hopes Town Council can help out before this becomes a lawsuit.

Thomas Veasey, 69 Lakeshore Drive, thanked Town Council and staff for all their time and effort put into the new community center. He informed Council that the LLPA supports the community center and hopes its moves forward.

6. 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. Proclamation Recognizing National Police Week – Adopted Proclamation

B. Monthly Tax Report – Information Only

C. Resolution Concerning Minimal Taxes – Approved Resolution Concerning Minimal Taxes

D. Comprehensive Land Use Update – Tentatively scheduled Joint Meeting between PZB and Town Council to discuss the Comprehensive Land Use Plan at the workshop on Tuesday, July 9, 2019 at 6 pm at the Town Hall

E. Set Public Hearing on the Budget for June 11, 2019 at 6 pm – Scheduled Public Hearing on Budget for Tuesday, June 11, 2019 at 6 pm at the Town Hall

7. Town Manager's Report

Town Manager Selena Coffey presented her Manager's report to Council including that 1) the "2nd Saturday Summer Series" will begin on June 8 and run from 6pm-8pm at the Main Street Nature Park. It will feature performances by local traditional music artists; 2) Straus Developmental Associates has asked her to assist them in the selection process for the Mills River Town Manager on May 30-31. Therefore, she will be out of the office on these dates, but will be available if staff needs her; 3) In accordance with the Town's Strategic Plan, staff has drafted a walkability map and they are working with the Weaverville Business Association to develop a parking map for the Town. These efforts will be combined into a two-sided map; 4) the current fiscal year budget included funds for replacing carpet in Town Hall/PD and security cameras for Town Hall/PD and Public Works. The cameras have been installed and are operational, and we are currently waiting on the carpet installation; 5) The next budget workshop is Tuesday, May 21 at 6pm at the Town Hall and will focus on the Water Fund and discussion on the WTP expansion; 6) Lastly, the Planning and Zoning Board is offering to meet with Council to discuss the Comprehensive Land Use Plan goals and objectives as addressed in the consent agenda.

Mayor Root mentioned that he had a scheduling conflict on July 9, 2019 for the proposed joint meeting, but if no more Council members had an issue than the meeting could be held. There were no other scheduling conflicts identified, so staff will reach out to the Planning and Zoning Board to see if that date works.

8. Discussion and Action Items

A. Initial Consideration of Conditional Zoning District on the Property Known as 108 Church Street

Town Planner James Eller mentioned that staff is in possession of an executed conditional zoning district (CZD) application for 108 Church Street, which calls for the creation of 20 lots from the present 2.87 acres. Due to the reduced lot sizes, setbacks and increased density than would be permissible within the underlying R-1 zoning district, a CZD is required.

Mayor Root asked if Council is just sending the matter to the Planning and Zoning Board to keep the process going and then the matter would come back to Council after their full review process. Mr. Eller noted that he believes we are legally required to provide them an opportunity to appear before the Planning and Zoning Board, the value of tonight is whether Town Council is comfortable with the density that is proposed by the project. Town Attorney Jennifer Jackson mentioned that this is an opportunity for Council to express any concerns or questions they have for the Planning and Zoning Board to focus on during their review and deliberations.

Councilman Nagle mentioned that he asked to have it taken off the Consent Agenda, since it asks for Council's opinion. But if it has to go to the Planning and Zoning Board by law, then should Council give opinion now or wait until it comes back from PZB. Councilman McKenna noted that this is right in the middle of an R-1 district, where the other projects were adjacent to other high density areas.

Town Manager Selena Coffey mentioned that this was on the Consent Agenda, since the initial review has to come before Council. It would help save an additional month if it didn't have to come to Council in this manner and went directly to the Planning and Zoning Board. This means Council would have to re-write their rules and procedures of Conditional Zoning District (CZD) applications. Town Attorney Jackson mentioned that this initial review gives some information to the developer as to whether to pursue it or not, but they are entitled to go through the process. The Code requires initial review to go through Town Council.

Councilman McKenna noted that he can't see the rationale for this project. Council has talked about keeping R-1 consistent and to look for other areas to introduce these projects on the periphery. Vice Mayor/ Councilman Jackson commented that he believes it would destroy the integrity of the downtown area by placing this project in the center of Town and that it would set a bad precedent. Councilman Nagle mentioned that it is actually less density than the Kyfields community, which is in R-1, and it isn't downtown it is almost in farmland. He doesn't believe Council would be being consistent. Town Planner James Eller commented that Kyfields lies in the R-2 district and was approved as a special use permit in the late 1980s.

Chris and Joe Kaselak, owners of North Hill Ventures, thanked Council for hearing their proposal. They noted that housing is a challenge in this area, since it is hard to find quality housing at a reasonable price. Their objective is to create well-designed quality homes at a reasonable price and believes this helps build neighborhoods and communities.

Councilman Fitzsimmons mentioned that the homes in the neighborhood are priced from \$265,000 to \$295,000, so if they could devote some of the homes to a small version at a lower price that would attract younger families that would be desirable.

B. Community Center Project: Final Approval of Plans

John Legerton from Legerton Architecture covered the Power Point that is attached and was handed out to Town Council. The Power Point illustrates the proposed site plan and proposed floor plan. Mr. Legerton mentioned that the initial cost estimate, as of April 5, 2019 was around \$3 million, but the cost estimator had made some assumptions that weren't accurate. After the revisions and with the Public Works department doing some of the site demolition, the current cost estimate came out around \$2.64 million. This cost estimate can be reduced with additional cost saving

options by around \$140,000, which includes deleting the front entry covered pavilion, the stone fireplace at covered terrace, the heavy timber wood truss design and the fire sprinkler system. Other additional cost saving options includes deleting site furnishings and interior display casework, which would lower the cost estimate by another \$30,000. If all these cost saving options were accounted for then the total estimate would come to around \$2.473 million.

Councilman McKenna wondered if the wooden trusses were structural and instead of paying \$80,000 for a renovated restroom could that be included in the community center. Mr. Legerton noted that the trusses are structural and if went the steel route it would be cheaper but with tariffs, the cost of steel is increasing. As for the restrooms, it was brought early in the design process but staff wasn't sure if the community center would be accessible 24/7 and it is around 100 yards away.

Vice Mayor/ Councilman Jackson mentioned that we need to consider how much of the aesthetics do we want to maintain. He is all for saving, but it is only about 1% of the cost and adds greatly to the appearance. Councilwoman Sherrill noted that she personally would hate to see the entry way cover taken away, all the other fixtures she is fine not having them.

Mayor Root commented that he reacted strongly to the wooden trusses, but the others he is fine with them being taken away.

Public Comment:

- Thomas Veasey, 69 Lakeshore Drive, commented that he likes what he sees and maybe we could add the front cover on later and the fireplace is a nice touch. As for the sprinkler system, insurance will give a better deal if we have it.
- Lou Accornero commented that the timber is beautiful, but the front entry way looks botchy and we don't need a sprinkler system.
- Jan Lawrence mentioned that she loves the wooden trusses and thinks the steel trusses are tacky. She doesn't want a sprinkler system in the museum and thinks the front entry give it more ambience.
- Earl Valois commented that this place holds more than 50 people so the sprinkler system would be mandatory, especially with the cooking area.

Town Manager Coffey mentioned that Council is being asked to give approval for staff to move forward with the project, which includes the budget and bringing to them all the documents that need to move ahead.

Councilman Fitzsimmons noted that he would like to move forward with the plan and would be willing to make a motion if the following conditions were met: 1) create a service plan, 2) collect data on the current Town Hall usage requests, 3) create a new pricing structure for the current Town Hall, 4) design rooms so they can be converted into recreational areas, and 5) look at other similar municipalities who built a community center to determine what was most successful.

Councilman McKenna commented that he would like to speak with other municipalities who might have added a fireplace to see if they were happy with their decision. Also to make sure that there are groups who will utilize the facility, since he spoke with the boy scouts and they weren't aware of it. Given the fact that the facility started at \$1 million and is now \$3 million gives him a lot of pause.

Councilman Nagle noted that some mistakes were made at the beginning of the process and there wasn't a professional quote given. But there was a lot of talk about obtaining a grant and allocating the funds from the Eller Cove watershed, so only \$200,000 was needed to be raised. He also mentioned that this was never supposed to be an indoor basketball gym or pickle ball court. This is a lot of money and he doesn't mind pausing, but there needs to be time limit on it.

Town Manager Coffey commented that a service plan was emailed out to Council on October 12, 2018, usage data was collected for requests to use the Town Hall facility from December through February, and redesigning the rooms for recreation was brought up at a meeting showing that Legerton had given a cost opinion on. However, there was no direction given to change this.

Mayor Root mentioned that he personally doesn't see anything wrong with the building proposed, but it makes perfect sense to look around to make sure there is a real need and desire to address recreational needs. He doesn't believe the community room needs to be a basketball court. However, we are at a crossroad here as far as budgeting. The Dry Ridge Museum closes by the end of summer and as time goes by, he is afraid it won't get finished.

Vice Mayor Jackson noted that there are other Town activities like Memorial Day, Veterans Day, and Observance Day that go on each year that would be using the facility if it were rained out. Also, the growth in Weaverville has been tremendous the last few years and we need to look to see how this community center is going to help the Town in 10 or 15 year to come.

Councilwoman Sherrill made a motion to move forward with the community center and eliminate all cost options except the wooden trusses. There was no second motion. Motion failed.

Councilman Fitzsimmons made a motion to accept the plan with no eliminations, but the approval be conditioned on conducting market research before the construction funds are allocated. Councilman McKenna seconded the motion. The motion failed by a 2-3 vote of Council. Vice Mayor Jackson, Councilwoman Sherrill and Councilman Nagle voted against the motion.

Additional Public Comment:

- Thomas Veasey commented that he did research when this started and he looked at the Black Mountain Community Center. It is beautiful and well used, and if we build it, it will be used the same way. Move forward with the whole package.
- Doug Theroux mentioned that we should move forward this evening and see which of the options the Council members want to keep.
- Rhonda McKenna believes this is a beautiful building and wondered if it is open ended or close ended quote. She thinks calling other community centers would be a good idea.
- Lou Accornero mentioned to eliminate sprinkler, fireplace, and entry way.
- Judy Reagan mentioned that people are looking for meeting places.
- Peter Stanz commented that we had a community input with the recreation survey and asked what those results showed.
- Doug Keen mentioned that the longer we wait the more expensive it will be, so do it now.
- Walt Thompson noted that aesthetics are very important, so don't become penny pinching.
- Jan Lawrence commented that they are trying to obtain grants, but can't secure them without an address, so please move forward.

Vice Mayor/Councilman Jackson made a motion to accept the plan as proposed and budget the entire amount. Councilwoman Sherrill seconded the motion. The motion failed by a 2-3 vote of Council. Councilman Fitzsimmons, Councilman McKenna and Councilman Nagle voted against the motion.

Councilman Fitzsimmons made a motion to accept the plan with no eliminations, but the approval be conditioned on conducting market research within 60 days (or by the July Town Council meeting) before the construction funds are allocated. Councilman McKenna seconded the motion. The motion passed by a 3-2 vote of Council. Vice Mayor Jackson and Councilwoman Sherrill voted against the motion.

C. Action on Conditional Zoning District for 37 Brown Street

Town Attorney Jennifer Jackson mentioned that there is an ordinance attached that incorporates the Planning and Zoning Board recommendation for Council. She remembers Councilman Nagle asking last meeting if Council is pressured into taking action tonight. She indicates that Council is eligible, but not required, to take action tonight through adoption of the ordinance as written or however they wish to amend it.

Town Planner James Eller gave a quick recap of the public hearing held at 6pm. Council is being asked to consider the internal renovation of the existing old college boys' dormitory into a multi-family residential complex to accommodate no more than 16 units.

Vice Mayor Jackson noted that the initial plan for CZD proposed 100 square foot of signage. He believes this would be very distasteful for this area and thinks there should be a historical small sign illustrating that this used to be a part of the old Weaver College. Councilman McKenna mentioned that he had a similar suggestion for that as well. Town Attorney Jackson mentioned that with no objections from the developer item H would be eliminated from the ordinance.

Councilman Nagle noted that he has two concerns, one being the number of units based on some community input and secondly, with the limited amount of square footage per unit if they plan on renting or selling. Town Attorney Jackson mentioned that it can be dictated that Council won't approve units that are this small; however NC law doesn't allow them to dictate the type of ownership.

Thomas Wolfe, Principal of Saba Holding Group, LLC, mentioned that the total square footage of the building is 13,000 and including the parking area, it is 15,000. He also noted that there is a national trend right now towards small living in small spaces, and he believes that this is consistent with that trend.

Town Attorney Jackson drew Council's attention to page 87, where a Guarantee of conditions provision is available if Council would wish to add any.

Councilman Fitzsimmons made a motion to approve the ordinance with 2(h) and 3 being removed. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

D. Action on Riverside Stump Dump Annexation & Initial Zoning

Town Planner James Eller mentioned that Council is eligible to take action on the proposed annexation of property at 135 Monticello Road, which is the Riverside Stump Dump and the initial zoning of R-12. The public hearing was held earlier tonight and there is a unanimous recommendation before them related to the initial zoning of R-12 from the Planning and Zoning Board.

Councilman Nagle commended the developers for taking the process that Council has asked them too. He is happy that they are following the steps suggested and sticking to it.

Councilman Nagle made a motion to approve the ordinance as presented. Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

E. Update on Bus Garage

Town Attorney Jennifer Jackson mentioned that the Town has an eligible offer in hand for approval to purchase the Town's surplus property located at 13 Central Avenue. The offer is accompanied by the required bid deposit and proposes a purchase price of \$350,000. Closing would occur within 30-days of action taken, so the funds could be available to the Town by the end of this fiscal year.

Vice Mayor/Councilman Jackson made a motion that we declare 13 Central Avenue as surplus property, accept the offer submitted by Nekko Properties, LLC for \$350,000, and authorize the Mayor, Town Manager, and Town Attorney

to prepare and execute the agreement and such other documents as are necessary to consummate the sale in accordance with the agreement. Councilwoman Sherrill seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

F. Personnel-Related Policies and Proposed Policy & Procedures Manual

Town Attorney Jennifer Jackson briefly discussed the Alcohol and Substance Abuse and Drug-Free Workplace Policy and Procedures drafted that Town Council has delegated to the Town Manager. Staff is looking for any red flags or recommendations from Council. There are some pretty significant laws that need to be respected and have been covered in this policy. Town Attorney Jackson also noted that there is a proposed process laid out to wind the project up. There will be a proposed Policy and Procedure Manual available to them no later than June 3, 2019 for their review. This will be brought back to Council at the June 17, 2019 meeting with a resolution which addresses all of the steps in order to repeal the previous policies and put these new policies in place.

G. Quarterly Report: Fire Department

Fire Chief Ted Williams presented the Weaverville Fire Departments Quarterly Report for February - April 2019. They had 464 calls this quarter with an average response time for all calls at 4:25 minutes, 18 child passenger safety seat installations, 76 commercial business inspections, and with their reporting system being a more user friendly, data productive system they can give Council more helpful information

H. Quarterly Report: Police Department

Police Chief Ron Davis presented the Weaverville Police Department Quarterly Report for February – April 2019. Chief Davis noted most all categories listed on the activity chart remained the same with little change over the same period. However, calls requiring more than one officer to be on scene increased, as have the total of reports taken. They are averaging 17 arrests a month with 35% of those persons having an outstanding warrant from another jurisdiction, and the total number of police activities/calls for service is ranging from 900-1,100 per month.

9. Adjournment

Vice Mayor/Councilman Jackson made the motion to adjourn; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 9:54 p.m.

Derek K. Huninghake, Town Clerk



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Special-Called Meeting
Tuesday, May 21, 2019**

The Town Council for the Town of Weaverville met for a Special Called Meeting on Tuesday, May 21, 2019, 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, Vice Mayor/Councilman Doug Jackson, Councilwoman Dottie Sherrill, Councilman Jeff McKenna, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons.

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

1. Call to Order

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

2. Continued Discussion on General Fund Budget

Councilman Nagle mentioned that he would prefer not to use the word “placeholders” for the \$25,000 for the sidewalks and would rather just allocate the funds to Public Works Director Dale Pennell to use in his discretion. Also, he wanted to cover the math on the raises for the part-time firefighters.

Town Manager Coffey mentioned that the word “placeholders” will be taken out. Also, she is happy to remove the \$25,000 from the budget because she believes that our Public Works Department can do this study.

Fire Chief Williams discussed the calculations used to come up with the amount of requested funds for the part-time firefighters raise. This explanation sheet is attached.

Vice Mayor/Councilman Jackson asked what the local area fire departments pay part-time firefighters. Councilwoman Sherrill wondered if there was a lot of turnover at the Fire Department. Fire Chief Williams noted one particular Fire Department, Reems Creek, who pays part-time firefighters \$15/hr and as for turnover, it is very minimal.

3. Review of Manager’s Proposed Water Fund Budget

Town Manager Selena Coffey covered the proposed FY 2019-2020 Water Fund Budget with Town Council from the PowerPoint handout that is attached. Revenue highlights include a proposed 5% water rate increase that is in accordance with the Withers-Ravenel study and an increase in system development fees (SDF), due to projected growth.

Councilman McKenna asked about the system development fees. Town Attorney Jackson mentioned that this was enacted last year by Council, after the required technical study was conducted by Withers-Ravenel. The water system development fees are calculated as the equity in the water system assets and is a buy-in figure, meaning a new users proportional cost for the infrastructure that has already been built.

Town Manager Coffey mentioned that the Water Fund Net Position is at \$2.9 million and covered the highlighted expenditures with the main one being an additional \$75,000 in match funding for the Town's main waterline running through North Buncombe Middle School to additional water customers off Dula Springs Road. Mayor Root mentioned that due to us having customers on the other side of the waterline, the replacement of an old Town water line, and the Board of Education asking for help for a school we have a stake in are reasons for the match funding. Councilman Nagle noted that we have to be careful, so that developers don't come to the Town wondering why we don't help fund their water lines. Town Attorney Jackson mentioned that a good outcome of the process would be that the Town's waterline is replaced and we get recorded easements and good locations of the waterlines.

4. Discussion of Water Treatment Plant Expansion

Mayor Root noted that there have been numerous conversations about it and Council is in line to move forward with the expansion. Council is ready to commit to it and should get it done. Town Manager Coffey mentioned that she would like to have Town Council take some action in that regard and the Land Comprehensive Plan is largely dependent on a decision to move forward with the expansion.

Councilman Nagle wondered where we were on the lengthy timeline that was discussed earlier, since Council has already committed to moving forward with the waterline on Ollie Weaver Road.

Councilman McKenna asked where the Town was on the percentage figures of utilization and water usage. Public Works Director Dale Pennell mentioned that according to the state, when the water usage is reaching 80% of capacity, the Town should be beginning the process or already begun the process to resolve this. However, when reaching 90% capacity, the plan should be in action. As of right now the Town is operating at 45%, but if the water commitments and future infill developments are accounted for, then we are around the 74% range. Director Pennell also mentioned that the Town had a 7 year agreement with the Town of Mars Hill for an emergency supply of 200,000 GPD that has expired, but that the previous Town Manager and current Town Manager of Mars Hill have expressed a desire to revisit the issue and possibly consider buying additional water.

Vice Mayor Jackson noted that instead of just paying a water bill, the Town of Mars Hill might want to help with the cost of expanding the water treatment plant. Councilman Fitzsimmons noted that there are grants available for regionalizing water resources as well.

Mayor Root asked what the Town was committed to at this time and how can we get to where this can't be undone by new Councilmembers who are elected and come in trying to drop this expansion. Town Attorney Jackson mentioned that the only project that has been approved by Town Council is the waterline extension project, so in order to go forward with the water treatment expansion project Council would need to have a vote giving authority for staff to enter into contracts on engineering for the expansion.

Councilman Nagle noted that the loan has been approved for the waterline extension project, but how can we get it so that it can't be undone. Town Attorney Jackson mentioned that it is tricky, but staff can draft a resolution that shows Council is approving the expansion of the plant, adopt a capital project ordinance that sets out a rough budget, and staff can start seeking engineering contracts to get it started. However, until Town Council is under contractual obligation it can be brought back. The Town Attorney and Town Planner James Eller have included this in the comprehensive plan assuming it is going to happen, but if it isn't then they need to walk some zoning regulations back to slow development.

There was consensus for staff to bring back a resolution approving the expansion of the water treatment plant at an upcoming meeting.

5. Next Steps

Town Manager Selena Coffey mentioned that the next step on the budget will be to hold the Public Hearing on the Tuesday, June 11, 2019 at 6 pm at the Town Hall. She plans to briefly cover a Power Point that will include the additional vehicle for the Police Department, the removal of the \$25,000 for sidewalks, and the balance of the Fund Balance.

6. Adjournment

Vice Mayor/Councilman Jackson made the motion to adjourn; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 7:20 p.m.

Derek K. Huninghake, Town Clerk

DRAFT



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Workshop
Tuesday, June 11, 2019**

The Town Council for the Town of Weaverville met for its regularly scheduled Workshop on Tuesday, June 11, 2019, 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, Vice Mayor/Councilman Doug Jackson, Councilman Jeff McKenna, Councilman Andrew Nagle and Councilwoman Dottie Sherrill. Councilman Patrick Fitzsimmons was absent.

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

1. Call to Order

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

2. Public Hearing on Budget

Mayor Root opened the Public Hearing

The Budget and Fee Schedule Power Point was made available for review (see attached). No one appeared and wished to make any comments on the proposed budget.

Councilman McKenna made the motion to close the Public Hearing; Councilman Nagle seconded and all voted in favor of closing the Public Hearing.

3. Final Direction to Staff regarding Budget

Town Manager Coffey noted that she will move forward with the changes that have been made and prepare the budget ordinance.

4. Resolution Concerning Small Underpayments and Small Overpayments on Taxes

Town Attorney Jennifer Jackson mentioned that North Carolina General Statutes authorizes the governing body of a taxing unit to permit its tax collector to treat small underpayments of taxes as fully paid and to not refund small overpayments of taxes. Under the statute, small is defined as \$1.00 or less. Such a resolution must be adopted by June 15th in order to be effective for the upcoming fiscal year.

Councilman Nagle made a motion to adopt the Resolution Concerning Small Underpayments and Small Overpayments of Taxes. Councilwoman Sherrill seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

5. Advanced Distribution of Materials for June 17, 2019, Town Council Meeting

Town Attorney Jackson noted that the Policy and Procedures Manual which contains the proposed Personnel Policy was provided to Town Council on June 3, 2019, electronically as well as in a notebook. The notebooks that had not been picked up were distributed to Town Council. The proposed Personnel Policy, related policies and the

Policy and Procedures Manual will be on the June 17, 2019 agenda for discussion and proposed adoption. This material will not be reprinted in the agenda packet for the June 17th meeting so the Mayor and Town Council were encouraged to bring their copies to the meeting.

She also distributed a printed copy of the Comprehensive Land Use Plan Project item that will be on the June 17th agenda. This is already on the website.

6. Adjournment

Councilman Nagle made the motion to adjourn; Vice Mayor/Councilman Jackson seconded and all voted to adjourn the Council's meeting at 6:05 p.m.

Derek K. Huninghake, Town Clerk

DRAFT

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: June 17, 2019
SUBJECT: Monthly Tax Report
PRESENTER: Tax Collector
ATTACHMENTS: Monthly Tax Report

DESCRIPTION/SUMMARY OF REQUEST:

The Town Tax Collector provides the following monthly tax report as of June 12, 2019. This report is provided for information only.

No action is requested or required.

**Town of Weaverville
MONTHLY TAX REPORT
FY 2018-19**

6/12/2019

Real Property:	\$ 750,820,030	
Real Property Discoveries:	1,279,000	
Total Real Property:	\$ 752,099,030	
Personal:	54,787,228	
Personal Discoveries:	30,290,632	
Total Personal:	85,077,860	
Public Utilities:	4,952,725	
Exemption:	(10,689,570)	
Releases:	(1,056,906)	
Total Tax Value	\$ 830,383,139	

Tax Levy @.38 cents per \$100

Real Property:		\$ 2,857,976
Personal Property:		323,296
Public Utilities:	18,820	
Less Under \$5 Adjustment	(57)	
Total Public Utilities:	18,763	
Exemption:		(40,620)
Releases:		(4,016)
Total Levy (Total Billed)		\$ 3,155,399

Total Current Year Collections		\$ 3,136,355
% Collected		99.40%

Total Left to be Collected:		\$ 19,044
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Prior Years Paid		\$ 151
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**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: June 17, 2019
SUBJECT: Waterline Acceptance – Barkley Terrace/Wheeler Road
PRESENTER: Public Works Director
ATTACHMENTS: Approved Easement Plat

DESCRIPTION/SUMMARY OF REQUEST:

Cane Creek Vistas, LLC, is in the process of developing a subdivision outside of Town limits known as Barkley Terrace. They have completed the water infrastructure and those lines are ready to be accepted into the Town’s water system. A water easement plat is attached showing the lines and the easement area.

The Public Works Director is requesting that Town Council 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 to cover any defects that might be discovered within three years of our acceptance. The Town Attorney has been working with the owner’s attorney to get the necessary easement documents in place pending Town Council approval.

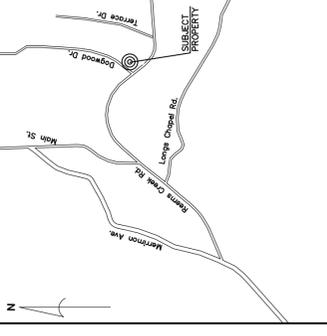
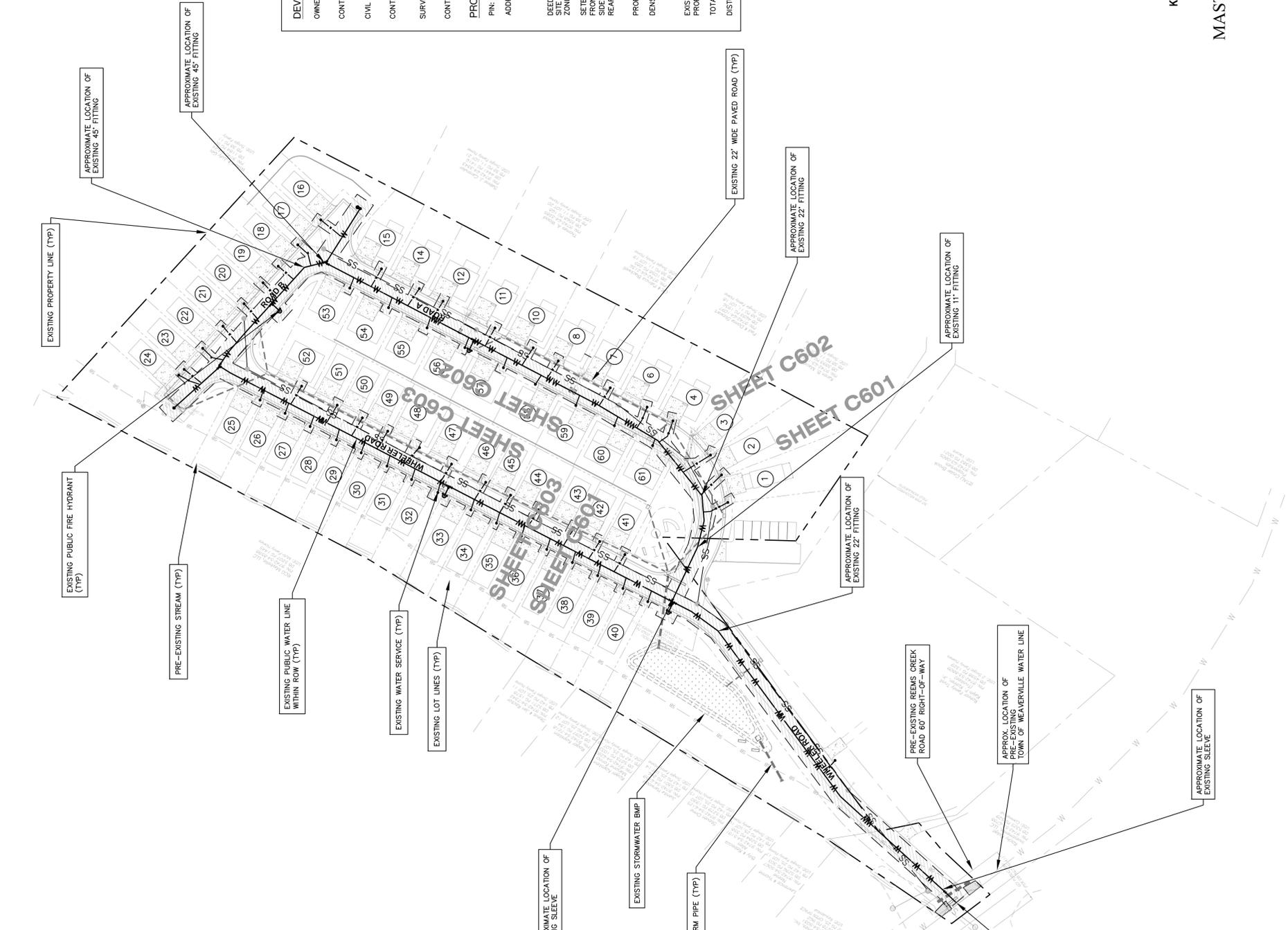
Staff will be present at tonight’s meeting to answer any questions that Council might have regarding this matter before any action is considered.

ACTION REQUESTED:

Council discussion and action to (1) accept the waterline extension and related improvements 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 repair guaranty amount at \$4,000.

WATER METER TABLE		
ID	NORTHING	EASTING
WM1	724101.8473	945987.1494
WM2	724108.2715	945995.2685
WM3	724119.5208	946015.5482
WM4	724157.6525	946050.6059
WM5	724183.9488	946084.6214
WM6	724221.4977	946084.2931
WM7	724274.3691	946111.7267
WM8	724299.8533	946125.1833
WM9	724338.8175	946145.4732
WM10	724391.5647	946172.9198
WM11	724415.7787	946185.6263
WM12	724454.2615	946205.8693
WM13	724515.9890	946255.9887
WM14	724559.2892	946208.6169
WM15	724574.6676	946191.6749
WM16	724593.9963	946170.2884
WM17	724615.6142	946147.2394
WM18	724636.0399	946124.6666
WM19	724655.0045	946103.1801
WM20	724680.4806	946097.4194
WM21	724577.6308	946071.7866
WM22	724552.2433	946058.2888
WM23	724526.6394	946044.8054
WM24	724500.0649	946031.1509
WM25	724474.9090	946017.8544
WM26	724448.6541	946004.2531
WM27	724423.6945	945990.6112
WM28	724396.8835	945977.2228
WM29	724363.3311	945959.4371
WM30	724337.3088	945945.9659
WM31	724311.9121	945932.7787
WM32	724286.0556	945919.1673
WM33	724259.9869	945905.7453
WM34	724234.3123	945892.3591
WM35	724208.6656	945879.2493
WM36	724183.3361	945865.7325
WM37	724206.5904	945913.6288
WM38	724232.2399	945927.2688
WM39	724258.2393	945940.8901
WM40	724284.3732	945959.6671
WM41	724322.9156	945974.6140
WM42	724348.1930	945987.8220
WM43	724382.9643	946006.3922
WM44	724415.6151	946023.1508
WM45	724447.8569	946040.0194
WM46	724473.6422	946053.5287
WM47	724499.2403	946066.6144
WM48	724535.4889	946085.9611
WM49	724447.1224	946166.1534
WM50	724407.9276	946145.5992
WM51	724389.3602	946125.3649
WM52	724330.1644	946104.9099
WM53	724297.6587	946087.9021
WM54	724256.4981	946066.2883
WM55	724217.2432	946045.7151
WM56	724178.3729	946025.2636
WM57	723992.8100	945703.5000
WM58		222 REEMS CREEK RD.

APPURTENANCE TABLE			
ID	DESCRIPTION	NORTHING	EASTING
ARV	AIR RELEASE VALVE	724478.5400	946268.8300
B01	2" BLOW-OFF	724665.3000	946063.7300
B02	2" BLOW-OFF	724475.9800	946267.4500
FH1	FIRE HYDRANT	724162.6800	945854.7600
FH2	FIRE HYDRANT	724390.4300	945973.8200
FH3	FIRE HYDRANT	724557.6700	946162.6400
FH4	FIRE HYDRANT	724365.3500	946122.2800
FH5	8" x 6" TAPPING SLEEVE AND VALVE	723881.0000	945569.1500
W2	6" GATE VALVE	724155.6600	946864.2900
W3	6" GATE VALVE	724157.7500	945884.4200
W4	6" GATE VALVE	724158.4000	945867.2000
W5	6" GATE VALVE	724160.7000	945867.2000
W6	6" GATE VALVE	724383.6200	945982.6200
W7	6" GATE VALVE	724385.8400	945982.7200
W8	6" GATE VALVE	724387.2300	945984.1400
W9	6" GATE VALVE	724616.4200	946106.2200
W10	2" BALL VALVE	724620.2300	946104.6700
W11	6" GATE VALVE	724567.3600	946168.8000
W12	6" GATE VALVE	724565.2900	946168.8000
W13	6" GATE VALVE	724564.7500	946171.6500
W14	6" GATE VALVE	724512.4000	946212.5000
W15	2" BALL VALVE	724510.1000	946215.0100
W16	6" GATE VALVE	724508.8000	946210.7400
W17	6" GATE VALVE	724361.5600	946133.6900
W18	6" GATE VALVE	724360.6500	946132.1400
W19	6" GATE VALVE	724358.3800	946132.0800
W20	6" GATE VALVE	724358.3800	946132.0800



DEVELOPMENT DATA
 OWNER/DEVELOPER: CANE CREEK VISTAS, LLC
 168 PATTON AVENUE
 ASHEVILLE, NC 28801
 (828) 252-5388

CONTACT:
 CIVIL ENGINEER: CIVIL DESIGN CONCEPTS, P.A.
 168 PATTON AVENUE
 ASHEVILLE, NC 28801
 (828) 252-5388

CONTACT:
 SURVEYOR: MCABEE & ASSOCIATES, P.A.
 168 PATTON AVENUE
 ASHEVILLE, NC 28801
 (828) 252-5388

CONTACT:
 PROJECT DATA
 PIN: 9742-54-9380; 9742-53-6911
 ADDRESS: 218 REEMS CREEK ROAD
 WEAVERVILLE, NC 28787
 -REEMS CREEK TOWNSHIP
 -BUNCOMBE COUNTY
 DEED BOOK/PAGE: 4568/11438-4728/1778
 SITE ACREAGE: 6.01 ACRES
 ZONING: R-2

SETBACKS:
 FRONT: 10'
 SIDES: 7'
 REAR: 15'

PROPOSED LOTS: 61 RESIDENTIAL UNIT PUD
DENSITY SUMMARY: 12.0 UNITS/ACRE = 72 UNITS
 10.2 UNITS/ACRE
PROPOSED USE: SINGLE-FAMILY RESIDENTIAL
 SINGLE-FAMILY RESIDENTIAL (FUD)
TOTAL PROPOSED ROADS: 1820 LF
DISTURBED AREA: 6.0 ACRES

CDC Civil Design Concepts, PA
 168 PATTON AVENUE
 ASHEVILLE, NC 28801
 PHONE (828) 252-5388
 FAX (828) 252-5385

www.civildesignconcepts.com
 NCBELTS LICENSE # C-2194

NO.	DATE	DESCRIPTION
5.	08/23/2017	WATER REVISION
6.	10/04/2017	BID SET
7.	10/23/2017	PWS RESUBMITTAL
9.	01/26/2018	REVISED PER NEW HOUSE LAYOUT
10.	04/17/2018	WATER REVISION
11.	05/29/2019	WATER AS-BUILT RECORD DRAWING

MASTER WATER PLAN FOR:
WHEELER ROAD
 CANE CREEK VISTAS, LLC - BUNCOMBE COUNTY, NORTH CAROLINA

811 Know what's below. Call before you dig.
 NORTH
 MASTER WATER AS-BUILT RECORD DRAWING
 SHEET R600

DRAWN BY: KSP
 CDC PROJECT NO.: 11552
 MSD PROJECT NO.: 2017019

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: June 17, 2019
SUBJECT: Waterline Acceptance – Creekside Village, Phase 4
PRESENTER: Public Works Director
ATTACHMENTS: Approved Easement Plat

DESCRIPTION/SUMMARY OF REQUEST:

Serrus Creekside, LLC, is in the process of developing a subdivision outside of Town limits known as Creekside Village. They have completed the water infrastructure for Phase 4, the last phase, and those lines are ready to be accepted into the Town’s water system. A water easement plat is attached showing the lines and the easement area.

The Public Works Director is requesting that Town Council 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 \$5,000 to cover any defects that might be discovered within three years of our acceptance. The Town Attorney has been working with the owner’s attorney to get the necessary easement documents in place pending Town Council approval.

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 improvements 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 repair guaranty amount at \$5,000.

CURVE TABLE			
CURVE	RADIUS	ARC LENGTH	CHORD BEARING
C1	2667.64'	32.25'	N 33°23'29" W
C2	198.00'	70.76'	S 40°44'33" W
C3	138.00'	48.76'	S 11°52'18" W
C4	218.00'	25.75'	N 02°26'15" E
C5	218.00'	38.12'	N 16°05'21" E
C6	218.00'	44.67'	N 32°13'39" E
C7	218.00'	30.05'	N 47°18'15" E
C8	118.00'	30.92'	S 33°49'15" W
C9	118.00'	15.57'	N 13°00'28" W
C10	118.00'	22.56'	N 05°58'17" E
C11	128.00'	33.36'	N 23°49'15" E
C12	108.00'	28.14'	S 23°49'15" W
C13	98.00'	2.83'	S 15°31'45" W
C14	98.00'	76.02'	S 19°14'00" W
C15	379.48'	16.41'	S 36°49'01" E
C16	2647.64'	14.39'	S 33°40'59" E
C17	2647.64'	5.72'	S 33°40'59" E

STATE OF NORTH CAROLINA:
COUNTY OF BUNCOMBE:
TOWN OF WEAVERVILLE:

I, _____, TOWN
MANAGER FOR THE TOWN OF WEAVERVILLE, CERTIFY THAT
THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS
AFFIXED MEETS ALL ORDINANCES AND REQUIREMENTS FOR
RECORDING.

TOWN MANAGER _____ DATE _____

STATE OF NORTH CAROLINA:
COUNTY OF BUNCOMBE:

I, _____, REVIEW
OFFICER OF BUNCOMBE COUNTY, CERTIFY THAT THE MAP
OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS
ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

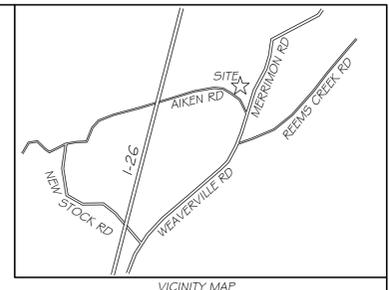
STATE OF NORTH CAROLINA:
COUNTY OF BUNCOMBE:

REGISTERED THIS THE _____ DAY OF _____ 2019
AT _____ O'CLOCK, RECORDED IN PLAT BOOK _____
PAGE _____ BY _____
DEPUTY.

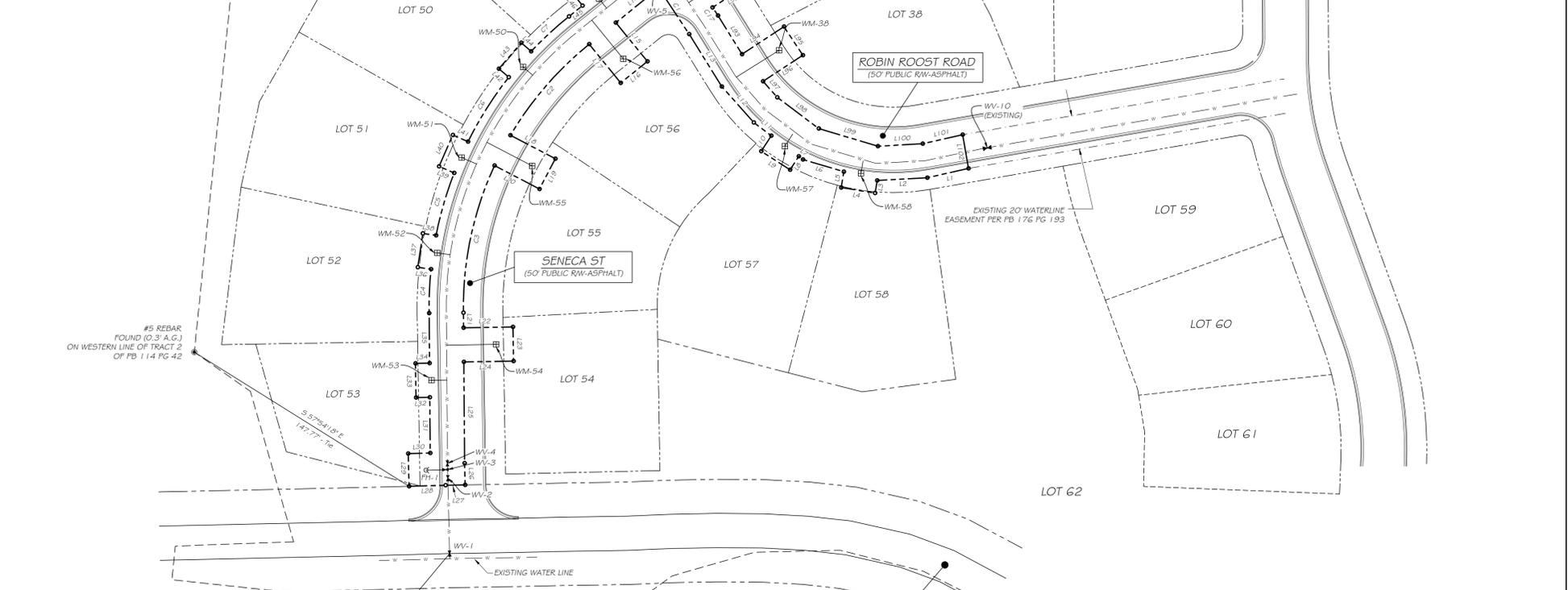
REGISTER OF DEEDS

NOTES:

- 1) A PORTION OF THIS PROPERTY IS LOCATED IN SPECIAL FLOOD HAZARD ZONE "AE" AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY PER D.F.I.R.#37009732001 EFFECTIVE JANUARY 6, 2010.
- 2) PROPERTY SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD, INCLUDING, BUT NOT LIMITED TO, THOSE SHOWN HEREON.
- 3) SURVEYOR WAS NOT PROVIDED WITH A LEGAL TITLE SEARCH. THERE MAY BE DIST EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS PERTINENT TO THIS PROPERTY THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE THAT ARE NOT SHOWN ON THIS PROPERTY.
- 4) BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR CONSIDERED AS PART OF THIS SURVEY. NO EVIDENCE OR STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND CONDITIONS, CONTAINERS, OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS PROPERTY.
- 5) AREA BY COORDINATE COMPUTATION.
- 6) ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES. THE COMBINED GRID FACTOR FOR THIS SURVEY IS 0.99980433.
- 7) SUBJECT PROPERTY IS ZONED I-1 (LIGHT INDUSTRIAL) PER THE TOWN OF WEAVERVILLE ZONING ORDINANCE. REFER TO THIS ORDINANCE FOR REGULATIONS THAT MAY BE APPLICABLE TO THE SUBJECT PROPERTY.
- 8) THE INTENT OF THIS PLAT IS TO CREATE A 20' WATER LINE EASEMENT, 10' EITHER SIDE OF THE WATER LINE AND APPURTENANCES AS THEY EXIST AS OF THE DATE OF THIS PLAT.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 77°11'53" W	24.63'
L2	S 86°49'30" W	29.27'
L3	S 09°20'28" W	7.46'
L4	N 80°39'32" W	20.00'
L5	N 09°20'28" E	9.38'
L6	N 73°18'34" W	24.86'
L7	N 52°57'15" W	3.10'
L8	S 32°47'26" W	9.35'
L9	N 57°12'34" W	20.00'
L10	N 32°47'26" E	10.84'
L11	N 52°57'15" W	12.76'
L12	N 41°29'05" W	28.14'
L13	N 31°49'37" W	36.12'
L14	S 50°58'27" W	32.13'
L15	S 39°01'33" E	29.17'
L16	S 50°58'27" W	20.00'
L17	N 39°01'33" W	29.17'
L18	S 62°23'28" E	29.57'
L19	S 27°36'32" W	20.00'
L20	N 62°23'28" W	29.57'
L21	S 00°26'30" E	8.82'
L22	N 89°02'31" E	28.80'
L23	S 00°26'30" E	20.00'
L24	S 89°02'31" W	28.80'
L25	S 00°26'30" E	89.23'
L26	S 01°29'16" E	12.76'
L27	S 89°02'49" W	11.46'
L28	S 88°25'32" W	21.25'
L29	N 01°33'08" W	19.14'
L30	N 88°26'52" E	12.84'
L31	N 00°26'30" W	32.55'
L32	S 89°02'31" W	8.03'
L33	N 00°26'30" W	20.00'
L34	N 89°02'31" E	8.21'
L35	N 00°26'30" W	29.31'
L36	N 81°33'00" W	7.80'
L37	N 08°27'00" E	20.00'
L38	S 81°33'00" E	7.80'
L39	N 69°18'24" W	9.63'
L40	N 23°43'42" E	20.00'
L41	S 66°16'18" E	9.63'
L42	N 49°16'24" W	7.61'
L43	N 40°43'36" E	20.00'
L44	S 49°16'24" W	7.61'
L45	N 50°58'27" E	10.14'
L46	N 39°01'33" W	7.07'
L47	N 50°58'27" E	20.00'
L48	S 39°01'33" E	7.07'
L49	N 50°58'27" E	7.28'
L50	N 36°15'04" W	16.45'
L51	N 53°44'20" E	14.17'
L52	N 41°38'29" W	104.03'
L53	S 68°21'04" W	8.28'
L54	N 21°38'56" W	20.00'
L55	N 68°21'04" E	8.28'
L56	S 85°38'00" W	8.29'
L57	N 04°22'00" W	20.00'
L58	N 85°38'00" E	8.29'
L59	N 73°38'40" W	7.96'
L60	N 16°21'20" E	20.00'
L61	S 73°38'40" E	7.53'
L62	N 16°21'20" E	45.34'
L63	N 73°38'40" W	8.31'
L64	N 16°21'20" E	20.00'
L65	S 73°38'40" E	8.31'
L66	N 16°21'20" E	14.25'
L67	N 73°38'40" W	7.51'
L68	N 16°21'20" E	20.00'
L69	S 73°38'40" E	7.51'
L70	N 16°21'20" E	5.23'
L71	N 31°17'11" E	2.13'
L72	N 58°42'49" W	10.70'
L73	N 31°17'11" E	20.00'
L74	S 58°42'49" E	30.70'
L75	S 31°17'11" W	22.13'
L76	S 16°21'20" W	114.73'
L77	S 81°09'14" E	28.37'
L78	S 08°50'46" W	20.00'
L79	N 81°09'14" W	28.37'
L80	S 41°38'29" E	14.75'
L81	N 48°21'31" E	28.05'
L82	S 41°38'29" E	20.00'
L83	S 48°21'31" W	28.05'
L84	S 41°38'29" E	44.40'
L85	N 48°21'31" E	28.79'
L86	S 41°38'29" E	20.00'
L87	S 48°21'31" W	28.79'
L88	S 41°38'29" E	11.57'
L89	S 37°28'04" E	7.91'
L90	N 56°35'43" E	28.85'
L91	S 33°24'17" E	20.00'
L92	S 56°35'43" W	28.85'
L93	S 31°49'37" E	26.58'
L94	N 56°35'43" E	29.26'
L95	S 33°24'17" E	20.00'
L96	S 56°35'43" W	27.80'
L97	S 41°29'05" E	12.51'
L98	S 52°57'15" E	30.32'
L99	S 73°18'34" E	36.03'
L100	N 86°49'30" E	26.17'
L101	N 77°11'59" E	23.81'
L102	S 09°53'49" E	20.00'



GLOBAL POSITIONING SYSTEM CERTIFICATION			
I, ERIC S. MCABEE, HEREBY CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION, THAT THIS GPS SURVEY WAS PERFORMED TO CLASS 1 FGDC SPECIFICATIONS AND THAT I USED THE NCGS VES RTX NETWORKS, GPS FIELD PROCEDURES AND COORDINATES WERE OBTAINED BY THE SIX NETWORK SOLUTIONS, THAT THIS SURVEY WAS PERFORMED ON DECEMBER 15TH, 2009 USING A TRIMBLE S800 DUAL FREQUENCY RECEIVER AND ALL COORDINATES ARE BASED ON NORTH AMERICAN DATUM OF 1983 - 2007 UPGRADED POSITIONS.			
NCGS "STOCK" N=719992.78 ft E=935908.79 ft MAD 83(2007)			
SCALE: 1" = 40'			

McABEE & ASSOCIATES, P.A.
PROFESSIONAL LAND SURVEYING

Eric S. McAbee, PLS Telephone: (828) 628-1294
J. Barry West, PLS Telephone: (828) 628-1295
Wallace S. McAbee, PLS (Emeritus)

3 McAbee Trail Fairview North Carolina, 28730
www.mcabeesurvey.com Firm License Number: C-694

NO.	DATE	DESCRIPTION	BY
1	5/22/19	REVISED PER CITY COMMENTS	AMW

WATER AS-BUILT PLAT FOR:
SERRUS CREEKSIDE, LLC
OF THE DEVELOPMENT:
CREEKSIDE VILLAGE - PHASE 4

DATE: 5-16-2019
PROJECT #: 10594
DRAWING #: G-19-4743
DRAWN BY: ESM
SCALE: 1"=40'

PORTION OF PIN: 9732-84-8025 WEAVERVILLE TOWNSHIP, BUNCOMBE COUNTY, N.C.



Town Manager's Report

Selena D. Coffey, MPA, ICMA-CM

June 2019

- 1) Saturday Summer Series Concert Cancellation and Future Rain Plans:** As I'm sure you're aware, we had to cancel the first concert of our *2nd Saturday Summer Series* due to the weather. Although we ended up receiving rain before and after the scheduled concert, we cancelled the program primarily due to the fact that the ground was completely saturated and had no time to dry before spectators would have arrived for the concert. Having visitors in the Nature Park during a time where the ground was completely saturated could have caused a number of problems for our visitors, who probably wouldn't have enjoyed the concert while sitting on wet grass and muddy conditions. Additionally, this could have caused problems for visitors getting into and out of the Park and would have damaged the grass in the meadow where visitors would be seated. Hopefully the weather will be conducive to host our future concerts in the *Summer Series*, the next of which is scheduled for July 13 from 6pm-8pm.
- 2) Old Bus Garage Closing:** For your information, the closing on the sale of the old bus garage is scheduled for June 21.
- 3) Church Street Paving:** The top bid, from JLS Paving, came in for the re-paving of Church Street within budget and below the formal range and I authorized the contract to move forward. We are very fortunate that timing was such that the contractors have already begun work on this project and anticipate completion in approximately one week.
- 4) Music on Main:** As a reminder, *Music on Main* is scheduled for Saturday, June 22, from 5pm-9pm. Road closures will be in effect from 12pm-10:30pm.
- 5) July 4 Block Party:** Plans for moving our July 4th Celebration, which we have named, *July 4th Block Party*, are coming together. Attached you will find a map of downtown that we are posting to the Town's website and social media pages. Road closures will be in effect from 12pm-11:30pm. Vending opens at 5pm, music (provided by *Devils in Dust*) starts at 7pm and fireworks will be displayed at 10pm.
- 6) Strategic Plan Quarterly Report:** The Town's Strategic Plan Quarterly Report for June 2019 is attached.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

Goal 1: To provide town services to meet the needs of the community.

Objectives (followed by Action Steps)	Responsibility	Timeframe	Status
A. Develop consensus on water and annexation growth and develop policies consistent with that consensus.	<i>Town Council Planning Director</i>	<i>Jan. 2019</i>	<ul style="list-style-type: none"> Town Council consensus on 11/13/18 and 1/8/19 was to make decisions on a case by case basis as opposed to adopting a firm policy in this regard.
1) <i>Develop policy or procedures to guide Town Council in approving water allocations outside of Town limits.</i>	<i>Town Council Public Works Director</i>	<i>Nov. 2018</i>	<ul style="list-style-type: none"> See above.
2) <i>Consider the development of a formal voluntary annexation program.</i>	<i>Planning Director Town Council</i>	<i>Nov. 2018</i>	<ul style="list-style-type: none"> See above.
B. Reexamine Asheville Redefines Transit to consider re-establishment of bus route given new residential development within the Town.	<i>Councilman McKenna Town Council</i>	<i>Year 2021</i>	<ul style="list-style-type: none"> Not yet formally addressed.
C. Enhance the Town's outreach to educate the public about the Town's services.	<i>Town Staff</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> Staff has strongly marketed the Town's e-newsletter in order to increase public awareness of Town services, functions and events. This has resulted in a significant increase in the number of subscribers since January 2019. The Town now has 595 subscribers.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

1) <i>Continue the Citizens Academy.</i>	<i>Town Manager Department Heads</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> The 2019 Citizens Academy was cancelled due to a lack of enough participants. This will resume for the 2020 Academy.
2) <i>Continue fire prevention programs and participation in school events such as field days and career days.</i>	<i>Fire Chief Fire Department</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> Weaverville Fire Department regularly participates in school functions upon request.
3) <i>Continue community oriented policing programs, Cops for Kids, school programs, crime prevention program, etc.</i>	<i>Police Chief Police Department</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> Weaverville Police Department, upon hiring the new School Resource Officer, has been significantly more involved in school programs.
4) <i>Continue public education regarding services provided by the Public Works Department.</i>	<i>Public Works Director Public Works Department Water Superintendent</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> The Town's Public Works Department provides a public service announcement or article promoting their services for each month's e-newsletter.
D. Recognize the needs of each Town department in serving an ever-changing and growing population.	<i>Town Council Town Manager Department Heads</i>	<i>FY 2019; Ongoing</i>	<ul style="list-style-type: none"> Addressed with adoption of budget; Ongoing.
1) <i>Budget adequately to meet service demands (i.e. personnel, equipment, etc.)</i>	<i>Town Manager Department Heads Town Council</i>	<i>Annually</i>	<ul style="list-style-type: none"> Addressed with adoption of budget; Ongoing.
2) <i>Maintain and update the capital improvements plan.</i>	<i>Town Manager Department Heads</i>	<i>Annually</i>	<ul style="list-style-type: none"> Addressed with adoption of budget; Ongoing.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

3) <i>Maintain Town facilities and equipment</i>	<i>Town Manager Department Heads</i>	<i>Ongoing</i>	• Addressed with adoption of budget; Ongoing
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Goal 2: To improve regional collaboration.

Objectives (followed by Action Steps)	Responsibility	Timeframe	Status
A. Strengthen relationship with the Asheville-Buncombe Economic Development Coalition and other economic development organizations.	<i>Town Manager Town Council</i>	<i>Ongoing</i>	• Town Manager has reached out to Clark Duncan and plans to continue dialogue.
B. Recognize water as a regional resource and identify regional jurisdictions that wish to partner in water production, sale and distribution.	<i>Town Council Town Manager Public Works Director Water Superintendent</i>	<i>Ongoing</i>	• Town staff awaits additional conversations with Mars Hill in this regard.
C. Consistent involvement and collaboration with neighboring and regional jurisdictions in functional areas, such as police, fire, water resources, etc.	<i>Town Council Town Manager Department Heads</i>	<i>Ongoing</i>	• Town staff meets regularly with neighboring and regional counterparts to collaborate on issues.
1) <i>Updates from department heads quarterly regarding regional efforts impacting the Town.</i>	<i>Department Heads</i>	<i>Quarterly</i>	• Department heads continue to provide quarterly reports during Town Council meetings.
2) <i>Updates from the manager subsequent to manager meetings regarding regional efforts with potential impacts on the Town.</i>	<i>Town Manager</i>	<i>Quarterly</i>	• Updates provided monthly or as appropriate.
3) <i>Updates from the Mayor regarding regional efforts.</i>	<i>Mayor</i>	<i>Monthly</i>	• Updates provided as appropriate.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

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|--|---|-----------------------|---|
| <p>D. Distribute information regarding regional programs, services and resources available to Town citizens.</p> | <p><i>Town's MSD Representative</i>
<i>Town's MPO Representative</i>
<i>Mayor</i>
<i>Town Manager</i></p> | <p><i>Ongoing</i></p> | <ul style="list-style-type: none"> • Ongoing activities and services included within the Town's outreach activities. |
|--|---|-----------------------|---|

Goal 3: To maximize benefit to the Town in land use planning efforts.

Objectives (followed by Action Steps)	Responsibility	Timeframe	Status
<p>A. Development of tools to encourage balanced residential economic development.</p>	<p><i>Town Council</i> <i>Planning Director</i></p>	<p><i>Year 2019</i></p>	<ul style="list-style-type: none"> • Staff has presented information on this topic on 11/13/18 and 1/8/19.
<p>1) <i>Revise Subdivision Ordinance to establish criteria and streamline subdivision approval process.</i></p>	<p><i>Planning Director</i> <i>Planning & Zoning Board</i></p>	<p><i>Jan. 2019</i></p>	<ul style="list-style-type: none"> • Town Council consensus was achieved on 2/12/19 for staff and the Planning & Zoning Board to prioritize the revision of the Subdivision Ordinance.
<p>2) <i>Update economic development goals for the Town.</i></p>	<p><i>Mayor Root</i> <i>Vice-Mayor Jackson</i> <i>Economic Development Advisory Committee</i></p>	<p><i>Feb. 2019</i></p>	<ul style="list-style-type: none"> • To be addressed.
<p>B. Update the Town's Comprehensive Land Use Plan (CLUP).</p>	<p><i>Planning Director</i> <i>Town Council</i></p>	<p><i>June 2019</i></p>	<ul style="list-style-type: none"> • Staff work complete; Awaiting Town Council adoption
<p>1) <i>Determine whether plan will be updated internally or externally.</i></p>	<p><i>Town Council</i></p>	<p><i>Sept. 2018</i></p>	<ul style="list-style-type: none"> • Completed. • Town Council approved staff to complete the plan internally.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

2) <i>Complete update of the plan.</i>	<i>Planning Director</i>	<i>June 2019</i>	<ul style="list-style-type: none"> • Staff has updated Town Council on the progress of CLUP monthly.
3) <i>Implement plan.</i>	<i>Town Council Planning Director Town Manager</i>	<i>July 2019</i>	<ul style="list-style-type: none"> • To be implemented upon completion and approval by Town Council.
C. Investigate options for a geographic information system.	<i>Town Manager Planning Director</i>	<i>March 2019</i>	<ul style="list-style-type: none"> • Staff has determined that it is most appropriate and cost-effective to work with Buncombe County to add a layer for the Town's use as opposed to purchasing its own system.
1) <i>Coordinate with Buncombe County to add the Town layer to County GIS.</i>	<i>Planning Director</i>	<i>Feb. 2019</i>	<ul style="list-style-type: none"> • Staff is working with Buncombe County staff to add the necessary layers.
2) <i>Assess previous mapping efforts, software and equipment.</i>	<i>Planning Director Town Manager</i>	<i>Feb. 2019</i>	<ul style="list-style-type: none"> • See above.

Goal 4: To promote a successful downtown.

Objectives (followed by Action Steps)	Responsibility	Timeframe	Status
A. Consider a zoning district to serve as a transition between residential and commercial districts.	<i>Town Council Planning Director Planning & Zoning Board</i>	<i>June 2019 (CLUP)</i>	<ul style="list-style-type: none"> • Town Council's consensus on 2/12/19 was to have staff and the Planning & Zoning Board to study this and provide recommendations to Council.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

B. Develop a mechanism to expand business opportunities along the central business district.	<i>Planning Director Town Council</i>	<i>June 2019 (CLUP)</i>	<ul style="list-style-type: none"> • Town Council's consensus on 2/12/19 was to have staff and the Planning & Zoning Board to study this and provide recommendations to Council. • Further discussion by Town Council is necessary to completely achieve this objective.
C. Consider mixed-use development regulation as a means of expanding development in areas with geographic limitations.	<i>Town Council Planning Director</i>	<i>June 2019 (CLUP)</i>	<ul style="list-style-type: none"> • Town Council's consensus on 2/12/19 was to have staff and the Planning & Zoning Board to study this and provide recommendations to Council.
D. Provide information resources marketing downtown and its walkability.	<i>Town Manager Town Staff</i>	<i>April 2019</i>	<ul style="list-style-type: none"> • 95% complete; To be final with completion of walkability map.
1) <i>Development of and distribution of Town walkability (sidewalks) and parks map.</i>	<i>Public Works Director Town Manager</i>	<i>April 2019</i>	<ul style="list-style-type: none"> • Draft complete; To be 100% complete by July 2019.
2) <i>Collaborate with the Weaverville Business Association (WBA) in marketing downtown restaurants, retail businesses, art studios, breweries and recreation amenities.</i>	<i>Town Manager</i>	<i>April 2019</i>	<ul style="list-style-type: none"> • Awaiting WBA portion of mapping project; See above.
E. Research grant opportunities for all Town operations and projects, as well as for downtown efforts.	<i>Town Manager Department Heads</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> • Police Chief has applied for monetary match of \$250 per protective vest via NCLM public safety grant program.

Town of Weaverville 2018-2021 Strategic Plan Quarterly Report: June 2019

F.	Act as a liaison between downtown churches and businesses to identify available parking downtown	<i>Town Manager Public Works Director</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> Complete; Collaborated with downtown churches to identify 45 parking spaces for business owners' employees, which will free up space for downtown visitors' parking.
	1) <i>Work with leaders from downtown churches to identify potential parking for business employees and visitors.</i>	<i>Town Manager Public Works Director</i>	<i>Feb. 2018</i>	<ul style="list-style-type: none"> Complete
	2) <i>Create and distribute maps showing parking options in downtown Weaverville.</i>	<i>Public Works Director</i>	<i>Apr. 2019</i>	<ul style="list-style-type: none"> Staff currently working with WBA in completing this project.

Goal 5: To increase legislative outreach.

Objectives (followed by Action Steps)	Responsibility	Timeframe	Status	
A.	Engage legislative representatives regarding the Town's needs.	<i>Town Council Town Manager</i>	<i>Jan. 2019</i>	<ul style="list-style-type: none"> Staff will be proposing meetings with local legislators in next two months. Staff recommends that Town Council schedule a workshop to develop legislative goals for 2020 in the fall of 2019.
	1) <i>Host meetings with legislative representatives periodically (especially before legislative sessions) to learn legislative priorities and to educate legislators on Town needs.</i>	<i>Mayor Town Manager</i>	<i>Ongoing</i>	<ul style="list-style-type: none"> See above.

**Town of Weaverville 2018-2021 Strategic Plan
Quarterly Report: June 2019**

<p>2) <i>Discuss need for collaborative development along the Town's corporate limits to ease land use conflicts and encourage regional use of resources.</i></p>	<p><i>Planning Director Town Council Town Manager</i></p>	<p><i>Ongoing</i></p>	<ul style="list-style-type: none"> • Staff agrees that the way to achieve this objective is to pursue a legislative goal to establish an ETJ and/or adoption of guidelines concerning annexation and water allocations.
<p>B. Consider opportunities for potential special legislation as Town needs dictate.</p>	<p><i>Town Attorney</i></p>	<p><i>Ongoing</i></p>	<ul style="list-style-type: none"> • Staff believes that the re-establishment of the ETJ through legislative action is critical for proper land use development along the Town's corporate borders. • Special legislation consistent with legislative goals should be considered and discussed with local legislators.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, June 17, 2019

Subject: Update on Conditional Zoning District for 108 Church Street.

Presenter: Planning Director, Joseph Kaselak

Attachments: None

Description:

Staff is in possession of a request to withdraw from consideration an application for a conditional zoning district for the property commonly known as 108 Church Street. Such application was reviewed during an initial consideration before Council on May 20, 2019 and called for the creation of 20 lots for single family homes. The conditional zoning district was necessitated by the lots being smaller than would otherwise be permissible in the R-1 zoning district.

Applicant Joseph Kaselak has requested the opportunity to address Council regarding the withdraw of his application and his experience during the development review process with the Town.

Action Requested:

None

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, June 17, 2019
Subject: Early Voting
Presenter: Mayor Al Root
Attachments: No

Description:

In the past, odd-year municipal elections included the City of Asheville. To accommodate North Asheville residents, the City paid for additional voting sites, including one in the North. Now that the City of Asheville has moved their municipal elections to even years they are not in need of sites in the odd years. Therefore, the Board of Elections is only required to offer their office located at 77 McDowell Street in Asheville, as an early voting site. A recent legislative change provides that the Town may be flexible in offering early voting sites at their expense. If the Town wishes to have an early voting site in Town this year, it must pay approximately \$460 per day.

Mayor Root would like for Town Council to discuss this issue and consider opening one early voting site at Town Hall on Saturday, October 26 from 10am-6pm.

Action Requested:

The Town Manager recommends a formal vote on this topic, as we must notify the Board of Elections by July 9.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, June 17, 2019

Subject: Approval of FY 2019-2020 Budget: Budget Ordinance, Fee Schedule, Capital Reserve Fund Resolutions, and Final Budget Amendments for FY 2018-2019

Presenter: Town Manager Selena Coffey

Attachments: Yes

Description:

Attached please find the final proposed Budget Ordinance for fiscal year 2019-2020, along with other budget-related items including the Fee Schedule, two Capital Reserve Fund Resolutions (one for the General Fund and one for the Water Fund), and final budget amendments to wrap up the current fiscal year. The Town Manager will present all documents and answer questions from the Mayor and Town Council during this evening's meeting.

Action Requested:

The Town Manager recommends approval of the fiscal year 2019-2020 Budget Ordinance and all related and attached documents.

**FY 2019-2020 BUDGET ORDINANCE
TOWN OF WEAVERVILLE, NORTH CAROLINA**

WHEREAS, N.C.G.S §159-8 requires that the Town of Weaverville appoint a Budget Officer to serve at the will of the governing body and Town Council has and hereby appoints the Town Manager to serve in such capacity; and

WHEREAS, in accordance with N.C.G.S. §159-10, departmental budget requests were submitted to the Budget Officer by March 1, 2019, and in accordance with N.C.G.S. §159-11, the Budget Officer submitted the budget message to the Mayor and Town Council on April 15, 2019, which included the tax rate calculated as thirty-eight cents (\$0.38) per \$100 in valuation per the Buncombe County Tax Department's assessments; and

WHEREAS, in accordance with N.C.G.S. §159-12(a), the Budget Officer filed the proposed budget with the Town Clerk on April 15, 2019 and posted the same on the Town's website, and the Town Clerk caused a statement indicating that the proposed budget had been submitted to the governing body and was available for public inspection and that a public hearing on the budget was scheduled for June 11, 2019; and

WHEREAS, Town Council, in accordance with N.C.G.S. §159-12(b) and after proper notice under N.C.G.S. §159-12(a), held a public hearing on the proposed budget on June 11, 2019, providing the public with an opportunity to attend and provide comment; and

WHEREAS, Town Council has carefully considered the anticipated revenues and expenditures necessary to provide for the provision of municipal services within the Town of Weaverville during the 2019-2020 fiscal year and wishes to adopt this Budget Ordinance which reflects a balanced budget in accordance with N.C.G.S. §159-8 with the sum of estimated net revenues and appropriated fund balances equal to appropriations;

BE IT, THEREFORE, ORDAINED by the Town Council for the Town of Weaverville, North Carolina:

Section 1. General Fund Revenues

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

GENERAL FUND

REVENUES

Prior Year Taxes	\$1,000
Ad Valorem Tax	\$3,215,564
DMV Tax Revenue	\$255,000
Tax Penalties & Interest	\$4,000
Utility Tax Revenue	\$470,000
Beer & Wine Excise Tax	\$17,000

Powell Bill Funds	\$106,000
Local Government Sales Tax Revenue	\$1,396,000
Fire Protection Contract Revenue	\$1,616,629
ABC – Distribution to Town	\$120,000
Cell Tower Revenue	\$16,000
Miscellaneous Revenue	\$5,000
Interest Income	\$115,500
Powell Bill Interest Income	\$3,400
Planning & Zoning Fees	\$20,000
Fire Inspection Fees	\$500
Sale of Surplus Property	\$15,000
Appropriated Fund Balance	\$194,933
	<hr/>
TOTAL ESTIMATED GENERAL FUND REVENUES	\$7,571,526

Section 2. General Fund Appropriations

The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in accordance with the departmental units heretofore established for the Town:

APPROPRIATIONS

Governing Body	\$253,151
Administration	\$599,639
Planning Department	\$108,459
Police Department	\$1,903,886
Fire Department	\$2,381,256
Public Works:	
Streets Division	\$737,122
Powell Bill Division	\$106,456
Sanitation Division	\$629,319
Recreation Division	\$457,429
Contingency	\$20,000
Debt Service	\$299,809
Transfer to Capital Reserve Fund	\$75,000
	<hr/>
TOTAL GENERAL FUND APPROPRIATIONS	\$7,571,526

Section 3. Water Fund Revenues

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

WATER FUND

REVENUES

Water Revenue	\$1,968,750
Miscellaneous Revenue	\$15,000
Water Tap Revenue	\$42,000
System Development Fees	\$270,000
Fees for MSD Collections	\$55,000
Interest Earned	\$50,500

TOTAL ESTIMATED WATER FUND REVENUES	\$2,401,250
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Section 4. Water Fund Appropriations

The following amounts are hereby appropriated in the Water Fund for the operation of the Town’s water system for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in accordance with the departmental divisions heretofore established for the Town:

WATER FUND

APPROPRIATIONS:

Water Administration	\$230,845
Water Production	\$888,607
Water Maintenance	\$913,501
Contingency	\$15,000
Reserve for Bond Payments	\$203,974
Transfer to Capital Reserve Fund	\$149,323

TOTAL WATER FUND APPROPRIATIONS	\$2,401,250
--	--------------------

Section 5. Capital Reserve Funds

Capital Reserve Fund – General Fund:

A Capital Reserve Fund for the General Fund was established by resolution and adopted on June 17, 2019, effective July 1, 2019. The fiscal year beginning July 1, 2019 and ending June 30, 2020 includes the following:

Transfer from the General Fund to Capital Reserve Fund for future acquisitions of Fire Department equipment: \$75,000

Capital Reserve Fund – Water Fund:

A Capital Reserve Fund for the General Fund was established by resolution and adopted on June 17, 2019, effective July 1, 2019. The fiscal year beginning July 1, 2019 and ending June 30, 2020 includes the following:

Transfer from the Water Fund to Capital Reserve Fund for future expansion of the Water Treatment Plant: \$149,323

Section 6. Capital Project Fund

A Capital Project Fund for the Waterline Extension Project was established by ordinance and adopted on February 25, 2019. The total cost of the project is estimated at \$2,970,600 and has a USDA loan approved. Of this amount, \$128,000 in expenditures has been paid as of June 30, 2019. For the fiscal year beginning July 1, 2019 and ending June 30, 2020, it is estimated that an additional \$1,920,000 will be spent on the project.

Section 7. Ad Valorem Taxes

An *ad valorem* tax rate of thirty-eight cents (\$0.38) per one hundred dollars (\$100.00) valuation of taxable property, as listed for taxes as of January 1, 2019 is hereby levied and established as the official tax rate for the Town of Weaverville for fiscal year beginning July 1, 2019 and ending June 30, 2020. This tax rate is based upon a total projected valuation of \$850,453,330 and an estimated collection rate of 99.5%.

Section 8. Fee and Rate Schedule

There is hereby adopted an official Fee Schedule (including Water Rates) listing monies receivable by the Town of Weaverville as referenced in Sections 1 and 3 of this Budget Ordinance. The Fee Schedule is incorporated as an addendum to this Budget Ordinance.

Section 9. Authorizations & Conditions

The Town Manager, serving also as Budget Officer for the Town of Weaverville, is hereby authorized to transfer appropriations as contained herein under the following conditions:

A. This Budget Ordinance defines departments and divisions as follows:

General Fund Departments:	Divisions:
Governing Body Administration Planning Department Police Department Fire Department Public Works:	<ul style="list-style-type: none"> • Streets Division • Powell Bill Division • Sanitation Division • Recreation Maintenance Division
Water Fund Departments:	Divisions:
Water	<ul style="list-style-type: none"> • Water Administration • Water Production • Water Maintenance

- B. The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.
- C. The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.
- D. The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed \$10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.
- E. The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.

Section 10. Contingency Concerning Fire Tax Rate

The North Buncombe Fire Tax Rate used in this Budget Ordinance is twelve cents (\$0.12) per \$100.00 in valuation. Should Buncombe County set the fire tax rate applicable within the Town's jurisdiction lower than \$0.12 per \$100.00 in valuation, then the Town's Budget for FY 2019-2020 shall be and is hereby automatically amended to appropriate the resulting difference in fire tax revenue from the fund balance within the Town's General Fund.

Section 11. Utilization of Budget Ordinance

The Budget Ordinance shall be the basis for the financial plan of the Town of Weaverville during the fiscal year beginning July 1, 2019 and ending June 30, 2020. The Budget Officer shall administer the budget. The accounting system shall establish records, which are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Section 12. Distribution & Documentation

Copies of this Budget Ordinance shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer to be kept on file by them for direction in the collection of revenues and disbursement of Town funds.

DULY ADOPTED this the **17th** day of **June 2019**.

Allan P. Root, Mayor

ATTEST:

Derek Huninghake, Town Clerk

**FY 2019 - 2020 Fee Schedule
Town of Weaverville**

Effective July 1, 2019

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GENERAL ADMINISTRATIVE FEES

- Returned check fee for non-tax payments**\$25.00
- Returned check fee for tax payments** 10%

Processing Fees for Electronic Payments

Direct vendor fees charged through ACI Worldwide and www.officialpayments.com - These fees shall automatically be updated should changes be made to the fees charged by vendor and the Town Manager is authorized to amend the adopted Fee Schedule to reflect such changes.

- Utility Payments \$2.95 flat fee
- Tax Payments.....2.5% with a \$3.95 minimum
- Planning/Zoning Payments and Miscellaneous Payments.....2.5% with a \$1.95 minimum

Special Event Permit Fees (Reference Special Events Permit)

- Events with No Alcohol \$200.00
- Events with Alcohol \$400.00

Facility Use Fees (Reference Facility Use Policy & Application)

Facility	Resident per Hour	Non-Resident per Hour	Deposit
Town Hall Community Room	\$100.00	\$300.00	\$500.00
Town Hall Community Room Kitchen	\$20.00	\$20.00	

Lake Louise Fishing License

- Daily (Residency Not Applicable)..... \$5.00
- Monthly, Town Residents\$10.00
- Monthly, Non-Residents.....\$20.00
- Annually, Town Residents.....\$20.00
- Annually, Non-Residents.....\$40.00

Solid Waste/Trash Violation.....\$50.00

Recycling Fee (included on monthly utility bill)..... \$2.72

Direct vendor fees charged by Curbside Management - These fees shall automatically be updated should changes be made to the fees charged by vendor and the Town Manager is authorized to amend the adopted Fee Schedule to reflect such changes. Recycling Fee reflects vendor charge as of 6/4/2019.

Public Records Request Copying Charge(s)

8 ½" x 11" black & white single-sided hardcopy (per page).....	\$0.02
8 ½" x 11" color single-sided hardcopy (per page).....	\$0.09
8 ½" x 11" black & white double-sided hardcopy (per page).....	\$0.03
8 ½" x 11" color double-sided hardcopy (per page).....	\$0.18
Electronic Copies.....	No Charge

Applicable postage will also be charged for mailing hard copy documents.

Annexation Petition Fee..... \$200.00

Fire Hydrant Connection Permit..... \$30.00

Hourly Charges for Equipment/Personnel

Equipment

Police Car.....	\$15.00
Pumper Truck.....	\$80.00
Ladder Truck.....	\$150.00
Ton Truck (P/U Brush Truck).....	\$20.00
Command Vehicles.....	\$10.00
Tanker.....	\$30.00

Personnel

Firefighters, Police Officers, Public Works Employees.....	\$25.00
Captain.....	\$30.00
Chief Officers.....	\$35.00

Beer & Wine Privilege Licenses

Taxes will be assessed for all malt beverage and wine licenses in accordance with and as required by N.C.G.S. 105-113.77et seq., as the same may from time to time be amended.

FIRE DEPARTMENT

Plans Permit.....	\$100.00
Fuel Dispensing Permit.....	\$50.00

Other charges may be assessed by the Fire Department or Fire Marshal's Office due to fines associated with fire code and fire lane violations.

POLICE DEPARTMENT

Violations of General Provisions \$100.00

Unless otherwise specifically provided, \$100.00 charge for each separate and distinct violation; additional civil penalties may be assessed pursuant to Town Code or other applicable law

Dangerous Dog Violations

Class I: \$250.00 first day, and \$250.00 each subsequent day of continuous violation.

Class II: \$500.00 first day, and \$500.00 each subsequent day of continuous violation.

Class III: \$1,000.00 first day, and \$1,000.00 each subsequent day of continuous violation.

Parks and Recreation Violations (daily) \$25.00

Includes fishing without a Town license, dogs off-leash, and vehicles on grass/trail

Truck Traffic on Residential Street.....\$50.00

Parking Violations\$10.00

PLANNING & ZONING DEPARTMENT

Residential Zoning Permits:

Single Family Dwelling \$150.00 plus \$0.05 per sq. ft. over 1,200 with a max of \$300.00

Multi Family Dwelling.....\$300.00 plus \$50.00 per dwelling unit with a max of \$1,000.00

Secondary Dwelling \$150.00

Addition to Dwelling..... \$75.00 plus \$0.05 per sq. ft. over 1,200

Accessory Structure \$50.00 plus \$0.05 per sq. ft. over 100

Deck/Porch..... \$50.00

Home Occupation..... \$50.00

Internal Up-fit..... \$50.00

Temporary Structure/Use..... \$50.00

Commercial / Industrial Zoning Permits:

Commercial/Industrial Structure \$350.00 plus \$0.05 per sq. ft. over 2,000 with a max of \$1,000.00

Commercial/Industrial Addition..... \$100.00 plus \$0.05 per sq. ft. over 2,000 with a max of \$500.00

Accessory Structure \$50.00 plus \$0.05 per sq. ft. over 500 with a max of \$100.00

Internal Up-Fit/Renovation..... \$100.00

Telecommunication Tower..... \$4,000.00 per location or max allowed by law

Telecommunication Tower (Co-location, Microcell, Concealed) \$500.00 per location or max allowed by law

Temporary Structure/Use (Annually) \$100.00

Mobile Food Vendors:

Daily.....\$25.00

Annually \$100.00

Sign Permits:

Sign Permit Fee.....	\$50.00 plus fee based upon total surface area of sign (see below) with a max of \$500.00
Up to 32 sq. ft.....	\$25.00
33 - 64 sq. ft.....	\$50.00
65 - 96 sq. ft.....	\$100.00
97 sq. ft. plus.....	\$150.00 plus \$2.50 per sq. ft.

Special Use Permit or Related Amendment Fee..... \$500.00

Rezoning/Zoning Map Amendment Fees:

Less Than 1 Acre.....	\$250.00
1 - 3 Acres.....	\$500.00
4 - 9 Acres.....	\$750.00
10 + Acres.....	\$1,000.00

Text Amendment Fees..... \$500.00

Conditional Zoning District Application Fees:

Less Than 1 Acre.....	\$250.00
1 - 3 Acres.....	\$500.00
4 - 9 Acres.....	\$750.00
10 + Acres.....	\$1,000.00

Subdivision Fees:

Minor Subdivision.....	\$100.00 plus \$25 per lot
Major Subdivision.....	\$300.00 plus \$25 per lot

Miscellaneous Planning, Zoning & Code Enforcement Fees:

Zoning Verification Letter.....	\$25.00
Gaming Terminal Fees (per machine).....	\$1,000.00
Variance.....	\$250.00
Appeal of an Administrative Decision.....	No Charge
Nuisance Violation (which requires Town abatement).....	\$100.00
Violations of General Provisions.....	\$100.00

Unless otherwise specifically provided, \$100.00 charge for each separate and distinct violation; additional civil penalties may be assessed pursuant to Town Code or other applicable law

WATER DEPARTMENT

Administrative Water Fees

Account Establishment Service Charge	\$25.00
Seasonal Reconnect Fee	\$20.00
Reconnect Fee	\$60.00
Flow Test Fee.....	\$40.00
Meter Testing at Customer Request (Charged only if meter is operational)	\$40.00

Water System Account Deposits

Size of Connection	Inside Town Limits Amount	Outside Town Limits Amount
5/8" and 3/4"	\$80.00	\$160.00
1"	\$100.00	\$200.00
1 1/2"	\$180.00	\$360.00
2"	\$300.00	\$600.00
3"	\$600.00	\$1,200.00
4"	\$1,000.00	\$2,000.00

Water Leak Protection

The following respective monthly fee shall be assessed on all water customers with water lines that are 2-inches or less in diameter, subject to opt-out provisions of the water leak protection policy.

Type of Meter	Monthly Fee
Residential – Single Meter	\$1.25
Commercial – Single Meter	\$3.45
Commercial – Master Meter	\$6.90

Water Rates

For water used INSIDE the Corporate limits of the Town:

The first 3,000 Gallons or fraction thereof used monthly.....	\$8.53 per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly	\$9.40 per 1,000 gallons
The next 175,000 Gallons or fraction thereof used monthly.....	\$10.21 per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$11.04 per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$11.85 per 1,000 gallons

For water used OUTSIDE the Corporate limits of the Town:

The first 3,000 Gallons or fraction thereof used monthly.....	\$17.06 per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly	\$18.80 per 1,000 gallons
The next 175,000 Gallons or fraction thereof used monthly.....	\$20.42 per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$22.08 per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$23.70 per 1,000 gallons

Minimum Monthly Water Charges

The minimum monthly charge for water service shall be according to the size of the meter through which water is delivered to each customer in accordance with the following schedule:

Meter Size	Minimum Monthly Usage	Inside Town	Outside Town
5/8"	2,000 gallons	\$17.04	\$34.08
3/4"	4,000 gallons	\$34.80	\$69.60
1"	6,000 gallons	\$53.38	\$106.76
1 1/2"	11,200 gallons	\$101.60	\$203.20
2"	18,200 gallons	\$166.54	\$333.08
3"	36,200 gallons	\$342.80	\$685.60
4"	58,500 gallons	\$547.85	\$1,095.70
6"	112,000 gallons	\$1,108.70	\$2,217.40
8"	180,000 gallons	\$1,795.83	\$3,591.66
10"	258,000 gallons	\$2,632.23	\$5,254.46

Bulk Water Rates.....\$0.05 per gallon subject to a minimum charge of \$25.00

Tap Charges Including Re-Taps (Inside & Outside Customers)

Meter Size	Tap Fee
5/8" and 3/4"	\$1,050.00
1"	\$1,575.00
1 1/2"	\$3,400.00
2"	\$4,200.00

Water System Development Fees (Inside & Outside Customers)

Size of Connection	Rated Maximum Capacity	System Development Fees
5/8" and 3/4"	20 gallons	\$2,232.00
1"	50 gallons	\$5,580.00
1 1/2"	100 gallons	\$11,160.00
2"	160 gallons	\$17,856.00
3"	300 gallons	\$35,712.00
4"	500 gallons	\$55,800.00
6"	1,000 gallons	\$111,600.00

Water System Availability/Commitment Fees (Inside & Outside Customers)

Non-Refundable Application Fee (for 1" or larger meters and multi-lot/multi-unit development).....\$100.00

For all multi-lot or multi-unit developments, the availability/commitment fee shall apply to each meter to be set based upon connection size.

Approved Size of Connection	Inside Town Limits	Outside Town Limits
5/8" and 3/4"	\$35.00	\$70.00
1"	\$50.00	\$100.00
1 1/2"	\$100.00	\$200.00
2"	\$160.00	\$320.00
3"	\$300.00	\$600.00
4"	\$500.00	\$1,000.00
6"	\$1,000.00	\$2,000.00

Charges for Fire Line Connection

Monthly Charge for Fire Connection

All fire line connections on the water system for the Town of Weaverville shall be subject to a monthly charge based upon the square inch size of the line at the following rates:

INSIDE Corporate limits of the Town: \$1.92 per square inch/month

OUTSIDE Corporate limits of the Town: \$3.84 per square inch/month

Fire line charges shall be levied by the Water Department according to the following schedule:

Diameter of Fire Line	Square Inch Size	Inside Town	Outside Town
2" and smaller	3.14	\$6.03	\$12.06
3"	7.07	\$13.57	\$27.14
4"	12.56	\$24.12	\$48.24
6"	28.26	\$54.26	\$108.52
8"	50.24	\$96.46	\$192.92
10"	78.50	\$150.72	\$301.44

Consumption of Water from Fire Line

If during any month the detector-check valve meter for the fire line shows consumption of more than 200 gallons of water on the fire line and the consumption is not related to testing of fire lines or firefighting activity, the customer (owner) shall be billed, in addition to the monthly fire connection charge, according to the following schedule:

For water used INSIDE the Corporate limits of the Town:

0-200 Gallons or fraction thereof used monthly.....	\$0.00 per gallon
The next 2,800 Gallons (up to 3,000 total) or fraction thereof used monthly.....	\$34.12 per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly	\$37.60 per 1,000 gallons
The next 175,000 Gallons or fraction thereof used monthly.....	\$40.84 per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$44.16 per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$47.40 per 1,000 gallons

For water used OUTSIDE the Corporate limits of the Town:

0-200 Gallons or fraction thereof used monthly.....	\$0.00 per gallon
The next 2,800 Gallons (up to 3,000 total) or fraction thereof used monthly.....	\$68.24 per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly	\$75.20 per 1,000 gallons
The next 175,000 Gallons or fraction thereof used monthly.....	\$81.68 per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$88.32 per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$94.80 per 1,000 gallons

**A RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND
RELATED TO ANTICIPATED FUTURE GENERAL FUND EXPENDITURES FOR
CAPITAL PROJECTS AND EQUIPMENT**

WHEREAS, the Town of Weaverville has certain capital projects and equipment that involve anticipated general fund future expenditures that would benefit from general funds being set aside and accumulated for those purposes; and

WHEREAS, NCGS §159-18 authorizes the creation of a capital reserve fund;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF WEAVERVILLE, NORTH CAROLINA, ACTING THROUGH ITS COUNCIL MEMBERS, AS FOLLOWS:

SECTION 1. Town Council hereby creates a Capital Reserve Fund (“CRF”) related to the Town’s General Fund (hereafter known as the “Capital Reserve Fund – General Fund”) that shall be in place for 5 years or until such time as it shall be amended or terminated. This CRF may be amended by Town Council as needed to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital projects, or to modify or extend the term of this CRF.

SECTION 2. The following are declared as capital projects and equipment that are subject to this CRF:

- (a) **Fire Truck Replacement** – The Town of Weaverville wishes to provide funds for anticipated future expenditures related to the replacement of those fire trucks which are expected to exceed their useful and safe lives by as early as 2024.

FY2020	\$75,000	FY2020 General Fund Revenue or Fund Balance
FY2021	\$75,000	FY2021 General Fund Revenue or Fund Balance
FY2022	\$75,000	FY2022 General Fund Revenue or Fund Balance
FY2023	\$75,000	FY2023 General Fund Revenue or Fund Balance
FY2024	\$75,000	FY2024 General Fund Revenue or Fund Balance

SECTION 3. This Resolution shall become effective and binding on July 1, 2019.

ADOPTED this 17th day of June, 2019.

ALLAN P. ROOT, Mayor

ATTEST:

DEREK K. HUNINGHAKE, Town Clerk

**AMENDED AND RESTATED RESOLUTION
TO ESTABLISH A CAPITAL RESERVE FUND RELATED TO ANTICIPATED FUTURE
WATER FUND EXPENDITURES FOR CAPITAL PROJECTS AND EQUIPMENT**

WHEREAS, the Town of Weaverville has certain capital projects and equipment that involve anticipated water fund future expenditures that would benefit from water funds being set aside and accumulated for those purposes; and

WHEREAS, there is a need in the Town of Weaverville to make debt service payments on existing debt related to past capital projects for its water system; and

WHEREAS, as allowed by Article 8 of NCGS Chapter 162A, the Town has adopted system development fees effective July 1, 2018, based on a supporting analysis performed by qualified engineers using the buy-in method; and

WHEREAS, NCGS Chapter 162A, Article 8, requires that all system development fee proceeds be accounted for in a capital reserve fund, NCGS §159-18 authorizes the creation of a capital reserve fund and NCGS §159-19 authorizes amendments to capital reserve funds previously established;

WHEREAS, by adoption of a resolution on June 18, 2018, the Town of Weaverville created a capital reserve fund related to its water system development fees and water system capital projects and Town Council now wishes to amend and restate such resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF WEAVERVILLE, NORTH CAROLINA, ACTING THROUGH ITS COUNCIL MEMBERS, AS FOLLOWS:

SECTION 1. Town Council hereby creates a Capital Reserve Fund ("CRF") related to the Town's Water Fund (hereafter to be known as the "Capital Reserve Fund – Water Fund") that shall be in place for 5 years or until such time as it shall be amended or terminated. This CRF may be amended by Town Council as needed to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital projects, or to modify or extend the term of this CRF.

SECTION 2. The following are declared as capital projects and equipment that are subject to this CRF:

- (a) **Water Treatment Plant-Debt Service** – The Town of Weaverville wishes to provide funds for anticipated expenditures related to debt service on the existing water treatment plant as follows:

FY2019	\$204,269	2018/2019 Water System Development Fees
FY2020	\$203,973	2019/2020 Water System Development Fees
FY2021	\$203,616	2020/2021 Water System Development Fees
FY2022	\$208,196	2021/2022 Water System Development Fees
FY2023	\$206,611	2022/2023 Water System Development Fees
FY2024	\$204,986	2023/2024 Water System Development Fees

Town Council hereby authorizes the expenditure of capital reserve funds for the payment of debt service made during FY2019 in the amount of \$204,269.

The Town anticipates that the water system development fees collected in FY2020 will exceed the debt service payments that will be due in FY2020. If water system development fees are, however, insufficient to reimburse the entire debt service cost, then the remainder should be paid from water revenues or water fund balance.

- (b) **Expansion of the Water Treatment Plant** – The Town wishes to provide funds for anticipated future expenditures related to the expansion of the Town’s water treatment plant. The following appropriations are hereby made:

FY2019	\$11,886	2018/2019 Water System Development Fees
FY2020	\$149,323	2019/2020 Transfer from Water Fund
FY2020	\$66,026	2019/2020 Water System Development Fees
FY2021	\$50,000	2020/2021 Water System Development Fees
FY2022	\$50,000	2021/2022 Water System Development Fees
FY2023	\$50,000	2022/2023 Water System Development Fees
FY2024	\$50,000	2023/2024 Water System Development Fees

SECTION 2. This Amended and Restated Resolution shall become effective immediately.

ADOPTED this 17th day of June, 2019.

ALLAN P. ROOT, Mayor

ATTEST:

DEREK K. HUNINGHAKE, Town Clerk

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: June 17, 2019
Subject: Budget Amendment – Police & Fire Depts.
Presenter: Town Finance Director
Attachments: Budget Amendment Form

Description/Summary of Request:

On 5/21/19 the Town received \$52.47 from the state for Unauthorized Substance Tax, which is an excise tax imposed on controlled substances. A portion of the tax collected by the state is shared with the local law enforcement agency that conducted the investigation.

Occasionally the Town’s Fire Department receives private donations from the public. A donation of \$50 was received in March 2019.

The Town collected an additional \$4,390.14 in Cops for Kids donations from December 2018 – May 2019.

The attached budget amendment is necessary so that the Police and Fire Departments can utilize these funds in the current fiscal year.

Action Requested:

Town Manager recommends approval of the attached Budget Amendment.

**Budget Amendment
Town of Weaverville**

What expense accounts are to be increased?

Account	Account Description	Transfer Amount
010-430-431-50100	Police - Small Equipment	\$52.47
010-430-434-26600	Fire - Contributory Expense	\$50.00
010-430-431-26608	Police - Cops for Kids	\$4,390.14

What expense account(s) are to be decreased or additional revenue expected to offset expense?

Account	Account Description	Transfer Amount
010-004-300-09019	State Distribution - Police	\$52.47
010-004-300-09026	Fire Department Contributions	\$50.00
010-004-300-09028	Police - Cops for Kids	\$4,390.14

Justification: Please provide a brief justification for this budget amendment.

(1) Unauthorized Substance Tax received from the State on 5/21/19; (2) Private contributions to Fire Department; (3) Cops for Kids donations from Dec 2018 – May 2019.

Authorized by Finance Officer	Date
Authorized by Town Manager	Date
Authorized by Town Council (if applicable)	Date

Budget Ordinance Section 7:

- B. The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.
- C. The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.
- D. The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed \$10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.
- E. The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, June 17, 2019
Subject: Employee Suggestion Program Recommendation
Presenter: Town Manager
Attachments: Yes

Description:

Town Council approved \$10,000 in the current, fiscal year 2018-2019 budget for the implementation of a new employee suggestion incentive program. The program guidelines were approved in February 2019.

Attached you will find the first submission for this program, which includes my recommendation.

Action Requested:

The program guidelines require that Town Council approve any incentive paid to employees. Therefore, the Town Manager recommends approval of the attached incentives.



**EMPLOYEE SUGGESTION INCENTIVE PROGRAM
TOWN OF WEAVERVILLE**

Name(s) Rick Harper, Eric Cutshall, David Fisher, Steve Lankford	Date 03-28-2019
Job Title PUBLIC WORKS STAFF	Department PUBLIC WORKS

Present Method:

In past holiday seasons before 2018, the town’s decorations on electrical poles throughout downtown consisted of 32 “snowflake”-shaped frames with incandescent bulbs. These bulbs burn hot and would blow regularly in any significant rain or snow, or in a wind that vibrated the frame. For 2017 and past years, we had to pay M.B. Haynes \$1,100 to put up the lights and hook up the electrical, then pay that same amount again to take them down. So previously we spent \$2,200 each holiday season for an embarrassing display that did not represent the normal high quality of the Town of Weaverville.

Proposed Method / Cost Savings/ Improvement:

Early in 2018, we decided to address the poor holiday lighting. After researching the cost of new snowflakes, we found them to be at least \$250 each (x 32 = \$8,000). We first contacted Duke Power and negotiated a new light-to-electricity connection for each pole. This idea addressed the need to spend money on connecting the snowflakes to power each year by a third party, and also resolved the lack of reliable electrical connections. Also, we realized that we could rent a lift from General Equipment at only \$350 to install the lights ourselves, again saving spending money with M.B. Haynes and allowing us to install the lights on our schedule. Instead of buying all-new snowflakes, we researched the possibility of doing a light bulb upgrade. LED light bulbs with a 10 year life expectancy cost around \$3,000, so we renovated each snowflake by removing each old light bulb and installed new LED bulbs (100 bulbs per snowflake). During this work we checked and repaired the wiring to eliminate any shorts or poor connections, then installed a regular waterproof plug to connect to Duke’s new boxes. Assuming that we would have gotten Duke Power to install new connections whether we replaced the lights or not, here are the savings:

Before:	Hiring M.B. Haynes (install and takedown)	\$2,200
	Buying new snowflakes	<u>\$8,000</u>
	Total	\$10,200
After:	Renting lift to install and takedown	\$700
	Installing new light bulbs	<u>\$3,000</u>
	Total	\$3,700

Our staff, by thinking about the snowflake issue and then doing their homework and providing some labor during the offseason, saved the town approximately \$6,500. Submitted by Dale Pennell, Public Works Director

TOWN MANAGER REVIEW		<input checked="" type="checkbox"/> Award Recommended	<input type="checkbox"/> Award Not Recommended
Amount (n/a if not recommended)	\$812.50 per employee: Rick Harper, Eric Cutshall, David Fisher, Steve Lankford		
Comments: Given that these improvements represent multi-year savings and improvements, I’m recommending that the award be granted at 50% of savings. Dividing between 4 employees provides for each employee receive the above amount. (\$6,500x50%/4)			
Town Manager Signature		Date	June 4, 2019

TOWN COUNCIL REVIEW		<input type="checkbox"/> Award Approved	<input type="checkbox"/> Award Not Approved
Amount (n/a if not approved)	\$		
Mayor Signature		Date	

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: June 17, 2019

SUBJECT: Comprehensive Land Use Plan Project – Staff Update

PRESENTER: Planning Director/Town Attorney

ATTACHMENTS: Project Overview and Timeline
Planning and Zoning Board Recommendation
Worksheet for Goals and Priorities
Draft Comprehensive Land Use Plan
Appendix to Draft Comprehensive Land Use Plan

[ATTACHMENTS PROVIDED SEPARATELY]

DESCRIPTION/SUMMARY OF REQUEST:

At Town Council’s direction, and consistent with the Town’s adopted Strategic Plan, staff has been working on an update to the comprehensive land use plan since September 2018. Staff is ready to present its draft to Town Council and will be at tonight’s meeting to briefly discuss the project and get any guidance from Town Council on the next steps in the review process. Staff anticipates a full discussion on this matter at the Town’s meeting on July 17, 2019. Due to the length of the document the draft plan is being distributed to Town Council in a separate document that is also available for public review on the Town’s website.

After two meetings worth of attention by the Planning and Zoning Board, the draft Comprehensive Land Use Plan has secured a unanimous favorable vote. That recommendation is also attached.

In addition to a general review of the draft plan, Town Council is asked to specifically consider the goals and priorities as expressed in the plan. A worksheet for that purpose is included.

Staff is pleased to report that this project remains on schedule and under budget and represents a significant cost savings to the Town of between \$15,000 and \$40,000, based on estimates received from consultants.

COUNCIL ACTION REQUESTED:

This item will be placed on Town Council’s agenda for discussion on July 15, 2019. Any direction to staff concerning Town Council’s review process would be appreciated.

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

DATE OF MEETING: June 17, 2019

SUBJECT: Personnel Policy, Related Policies and Policy and Procedures Manual

PRESENTER: Town Manager/Town Attorney

ATTACHMENTS: Proposed *Resolution Concerning the Town's Personnel Policy, Related Policies, and Policy and Procedures Manual*
Review Notes to the Proposed Policy and Procedures Manual
Pay Plan and Position Classification Plan FY2019/2020
Proposed Policy and Procedures Manual (separately provided)

DESCRIPTION: **[ATTACHMENTS PROVIDED SEPARATELY]**

On June 3, 2019, Town Council was provided with a draft Policy and Procedures Manual that includes a comprehensively revised Personnel Policy and various other related policies. This represents the proposed end-product of work that Town Council began back in March of 2018. Review notes for the policies included in the Policy and Procedures Manual are also included for the convenience of Town Council. Due to the length and complexity of the Policy and Procedures Manual, this document is not included as part of the agenda packet but is available as a separate document.

With this set of policies staff has attempted to ensure: (1) continuation of the Town as an “at will” employer, (2) continuation as an equal opportunity employer that does not tolerate discrimination, harassment, or retaliation, (3) legal compliance, (4) consistency with employment practices, (5) clarity with regard to expectations as to employee conduct and benefits, (6) protection of employee rights, (7) safety and respect in the workplace, (8) clear definitions of harassment and other improper conduct, (9) procedures for employee dismissals, (10) procedures for addressing prohibited conduct and other grievances, and (11) accountability for proper use of Town resources, property and taxpayer funds.

The Pay Plan and Position Classification Plan was last approved in July of 2018 (see Tab 2 of the Policy and Procedures Manual), but should be reviewed and adopted annually by Town Council. Staff recommends the attached updated Pay Plan and Position Classification Plan for FY 2019/2020. This plan adds the positions of Police Lieutenant and Public Works Supervisor Trainee/Assistant (not new hires), amends the classifications to reflect the correct exempt/non-exempt status of all positions, and shows the 2% cost of living increase consistent with the FY2020 Budget.

Staff will be at tonight’s meeting to answer questions that the Mayor and Town Council might have on these various matters.

COUNCIL ACTION REQUESTED:

Staff will be asking for Town Council’s adoption of the final Personnel Policy and the several personnel-related policies at tonight’s meeting with a requested effective date of July 1, 2019. The attached *Resolution Concerning the Town's Personnel Policy, Related Policies, and Policy and Procedures Manual* is recommended by the Town Manager and Town Attorney for Town Council’s consideration.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: June 17, 2019

Subject: 135 Monticello (former Stump Dump property)
Request for Water Line Extension serving 240 apartment units
PIN: 9733-62-6052

Presenter: Dale Pennell, Public Works Director
Warren Sugg, PE / Engineer for Owner
Civil Design Concepts PA

Attachments:

1. Application for Commitment Letter
2. Applicant Site Map
3. Draft Commitment Letter

Description: This property was annexed on May 20, 2019 and the owner and their engineer have submitted an "Application for a Commitment Letter" for 400 GPM and 98,400 GPD to serve a proposed 240 unit apartment project. The Public Works Department has reviewed the application and has determined that adequate water capacity is available to serve this request. Please note that their timing for the actual need for water at this project coincides with the anticipated completion of the Town's forthcoming USDA water line project in this area.

Action Requested: Council discussion and decision on commitment.



Transmittal

Date: June 06, 2019
Project Name: 135 Monticello
CDC Project: 11858

To: Dale Pennell
Town of Weaverville
Public Works Director
30 South Main Street
Weaverville, NC 28787

Via Mail Overnight Hand Delivered Pick up @ CDC Office

Copies	Date	Description
1	06-06-19	Response Letter to email from Mr. Pennell
1	06-06-19	11x17 Conceptual Layout Bulletin
1	06-06-19	Updated Water Demand Calculation/Estimate

REMARKS:



By: Warren Sugg, P.E.

TOWN OF WEAVERVILLE
WATER DEPARTMENT

APPLICATION FOR A COMMITMENT LETTER

NAME OF APPLICANT Riverside Stump Dump Inc PROJECT NAME: 135 Monticello
ADDRESS: 620 Riverside Dr LOCATION: 135 Monticello Road
Asheville, NC 28801 Weaverville, NC 28787
PHONE NO: 828-252-5388 PIN NO: 9733-62-6052
ELEVATION: 2158

TYPE OF SERVICE:

- RESIDENTIAL SINGLE FAMILY HOME
 TWO FAMILY _____ NO. OF BUILDINGS
 MULTI-FAMILY 18 NO. OF BUILDINGS
 RESIDENTIAL SUBDIVISION _____ NO. OF LOTS
- COMMERCIAL SINGLE COMMERCIAL BUILDING
 UNIFIED BUSINESS DEVELOPMENT _____ NO. OF BUILDINGS _____ NO. OF UNITS
- INDUSTRIAL SANITARY FACILITIES ONLY
 SANITARY & INDUSTRIAL PROCESS WATER
- OTHER FIRE SPRINKLER SYSTEM
 IRRIGATION SYSTEM

CAPACITY REQUESTED:

MAXIMUM GALLONS PER MINUTE 400 GPM
MAXIMUM GALLONS PER DAY 98,400 GPD
ANTICIPATED DATE OF SERVICE August 2020

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.

ACKNOWLEDGMENT:

I Clara W Ray 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 Clara W Ray DATE 6-7-19

Town of Weaverville
P.O. Box 338
Weaverville, NC 28787
(828) 645-7116



June 6, 2019

Dale Pennell, PE, PLS
Public Works Director
Town of Weaverville
15 Quarry Road
Weaverville, NC 28787

Re: 135 Monticello
CDC Project No.: 11858

Dear Mr Pennell,

We are pleased to submit the requested revised information for your review and approval. The comments in the email dated June 6, 2019 and the associated responses (in red) are listed below.

1. Your application indicates that the proposed development consists of 240 3-bedroom residences. I understand that this is based on 12 units per acre and approximately 20 acres of property. If the final acreage of the property is different, a corresponding change in units and water may be necessary.

Acknowledged. We have requested maximum buildout with a reasonable safety factor and expect final flows to be at or slightly below requested volumes.

2. You indicate a water demand of 1.0 GPM per unit for a 3-bedroom residence, thus totaling 240 GPM. This amount seems low, based on a typical fixture count for a 3-bedroom apartment. We need clarification on the basis for this figure.

Please find the revised water demand calculations included in this comment response package.

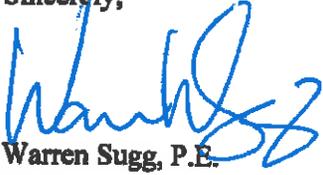
3. You show the average daily demand per unit as 400 GPD. Immediately after, you show a calculation of 240 units x 300 GPD = 72,000 GPD. Is the demand 400 GPD (which is our normal average demand for a 3 bedroom residence) or 300 GPD? If 300 GPD, we will need backup documentation for this lower demand. Obviously, this discrepancy may affect your total requested demand of 75,000 GPD.

Please find the revised water demand calculations included in this comment response package.

Mailing Address: P.O. Box 5432, Asheville, NC 28813
168 Patton Avenue, Asheville, NC 28801 52 Walnut Street – Suite 9, Waynesville, NC 28786
Phone 828-252-5388 Fax 828-252-5365 Phone: 828-452-4410 Fax: 828-456-5455

If you should have any questions or comments regarding this submittal, please do not hesitate to contact our office.

Sincerely,



Warren Sugg, P.E.
Civil Design Concepts, P.A.
wsugg@cdcgo.com

Mailing Address: P.O. Box 5432, Asheville, NC 28813
168 Patton Avenue, Asheville, NC 28801 52 Walnut Street – Suite 9, Waynesville, NC 28786
Phone 828-252-5388 Fax 828-252-5365 Phone: 828-452-4410 Fax: 828-456-3455



June 06, 2019

Project Address:

135 Monticello Road
Weaverville, NC 28787

Project will consist of: 240 Multi-Family Residential Units w/ amenities

Water Demand:

240 - 3-bedroom residences

PEAK WATER DEMAND

Fixture Type	Demand Weight of Fixtures	No. of Fixtures	Fixture Units
Kitchen Sink	1.4 fixture units / Faucet	240	336
Bathroom Group	3.6 fixture units / Bathroom	480	1,728
Dishwasher	1.4 fixture units / Unit	240	336
Washing Machine	1.4 fixture units / Unit	240	336
Total Fixture Units			2,736
Total Peak Water Demand			400 gpm

Average Daily Demand

400 GPD per unit

240 units x 400 GPD = 96,000 GPD

240 units x 10 GPD = 2,400 GPD (pool and amenities)

Total= 98,400 GPD

Fire Protection:

1000 GPM

Note:

Calculated domestic water demand above is based upon anticipated fixture counts for the project. Final calculations shall be done by the Plumbing Engineer during construction document preparation.

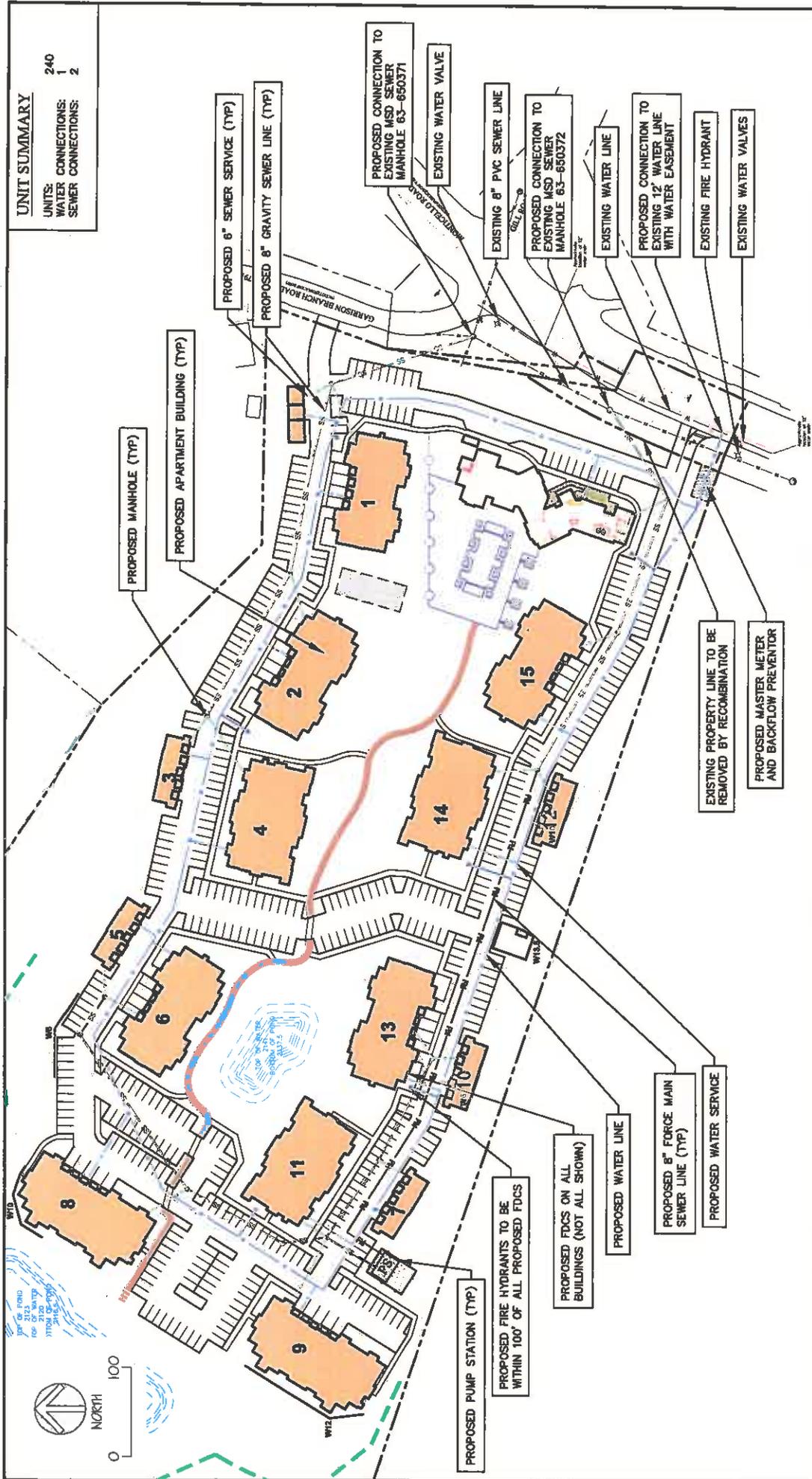
Mailing Address: P.O. Box 5432, Asheville, NC 28813

168 Patton Avenue Asheville, NC 28805
Phone 828-252-5388 Fax 828-252-5365

52 Walnut Street - Suite 9, Waynesville, NC 28786
Phone: 828-452-4410 Fax: 828-456-5455

UNIT SUMMARY

240
UNITS: 1
WATER CONNECTIONS: 1
SEWER CONNECTIONS: 2



**135 MONTICELLO
CONCEPTUAL UTILITY LAYOUT
JUNE 2019**



The Town of
Weaverville
NORTH CAROLINA

June 11, 2019

Mr. Warren Sugg, PE
Civil Design Concepts, PA
P.O. Box 5432
Asheville, NC 28813

Re: Water Commitment for 135 Monticello
(formerly Stump Dump project)
PIN 9733-62-6052

Dear Mr. Sugg:

This letter represents the Town of Weaverville's approval of the revised water commitment request that was submitted by you on behalf of Clara Ray and the Riverside Stump Dump Inc. with a revised date of June 7, 2019. Your initial request dated May 22 was received in our Public Works Department on May 28, and it indicated that a proposed development on this property would consist of 240-3 bedroom residences (apartments) plus clubhouse and pool. You requested both domestic water service at 1.0 GPM (240 GPM total) and 300 GPD per unit (75,000 GPD total) and fire protection service at 1000 GPM. On June 6 we received a revised water demand calculation and daily demand calculation, which increased the instantaneous demand to 1.67 GPM (400 GPM total) and 400 GPD (98,400 GPD total) and we now agree with your assumptions. Based on the information that you have provided, your commitment request is hereby approved in order to provide your project with domestic water service and fire protection flow. The following represents the conditions that must be met in order for the Town to provide water to your project:

1. Please have your engineer coordinate with Weaverville Public Works Director Dale Pennell on the detailed plans, materials, and installation of this water service.
2. All water services must be installed in accordance with Town Code and Water Policies, Procedures, and Specifications. Component submittals must be provided to the Public Works Director for approvals. Work must be performed by a NC Licensed Utility Contractor and supervised by Town staff.
3. The Owner/Developer is to pay all costs associated with the installation of the water

30 South Main Street • Weaverville, NC 28787 (PO Box 338)
(828) 645-7116 • Fax (828) 645-4776
www.weaverville.org

service, water service line, taps, meters, valves, and other related appurtenances.

4. Tap fees are not required where taps, meters, and associated appurtenances are provided and installed by Owner/Developer; a Tap Fee must be paid if the tap is made by Town Staff. System Development Fees, Service Charges, and Deposits will be assessed at the time water service is to be turned on.
5. This water commitment is valid only for the project described in this letter and is valid for 1 year from the date of this letter. Installation of the water system improvements must therefore begin on or before June 11, 2020 unless otherwise extended per town policy.
6. This water commitment does not constitute the Town's approval and acceptance of the proposed project.
7. This water commitment cannot be used to secure a building permit. To be eligible for a building permit your water tap(s) for the project must be installed.

You paid \$35 on June 7, 2019, as part of your Application for a Commitment Letter. Additional fees based on a 4" domestic meter for an inside-town-limits connection per the Town's current Fee Schedule will be required to activate your account.

Sincerely,

Selena D. Coffey, MPA, ICMA-CA
Town Manager

cc: Dale Pennell, Public Works Director

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: June 17, 2019

Subject: Departmental Quarterly Report

Presenter: Dale Pennell, Public Works Director

Attachments: Quarterly Report (March 2019 – May 2019)

Description: Attached please find the quarterly report from the Public Works Department.

Action Requested: No action requested.

TOWN OF WEAVERVILLE PUBLIC WORKS ACTIVITY SHEET

MARCH 2019 - MAY 2019

WATER MAINTENANCE DIVISION:

	Mar-19	Apr-19	May-19	3 month average
Water Leaks Repaired	2	4	2	3
New Water Taps	16	8	7	10
Total Active Water Meters	2,809	2,809	2,825	2814
Water Quality Complaints	0	0	0	0
Meter Re-Read Service Calls	53	43	62	53
General Service Calls	101	93	133	109
Water Door Tags Delivered	24	18	30	24
Water Line Locate Utility Service Calls (811)	144	149	172	155
Water Meter Change Outs to Radio Read	4	3	41	16
Reservoir-Pump Station Site Checks	147	147	140	145

Water Line Construction Inspections:

Creekside IV 828 North apts	Creekside IV 828 North apts	Creekside IV Wheeler Road Northridge Commons Townhomes Maple Trace II 828 North apts
Ace at Ingles		

WATER PRODUCTION DIVISION:

(Gallons per month)

1A. Raw water pumped from river to Water Treatment Plant

	Mar-19	Apr-19	May-19	3 month average
	18,785,000	19,555,000	22,139,000	20,159,667

1B. Raw water used at the WTP

	2,516,806	2,913,468	2,703,796	2,711,357
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1C. Finished water Produced at WTP

	16,268,194	16,641,532	19,435,204	17,448,310
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2. Water Purchased from Asheville

	0	0	0	0
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A. TOTAL WATER PRODUCTION (1.C. + 2)

	16,268,194	16,641,532	19,435,204	17,448,310
--	------------	------------	------------	------------

B. TOTAL METERED FOR BILLING

	10,963,000	12,149,100	12,480,300	11,864,133
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C. Metered, Non-Metered & Non-Billed Use by Town

	3,200,000	2,000,000	2,750,000	2,650,000
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D. Total Accounted For Water (B+C)

	14,163,000	14,149,100	15,230,300	14,514,133
--	------------	------------	------------	------------

E. TOTAL UNACCOUNTED (A-D)

	2,105,194	2,492,432	4,204,904	2,934,177
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F. MONTHLY UNACCOUNTED WATER (E/Ax100)

	12.9%	15.0%	21.6%	16.8%
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RUNNING ANNUAL AVERAGE
FOR "UNACCOUNTED FOR" WATER:

(Gallons per year)

Finished Water Pumped to System

	208,968,704	209,629,726	209,905,000	209,501,143
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Unaccounted for Water

	30,939,856	30,494,338	30,879,470	30,771,221
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12 month average Unaccounted Water

	14.8%	14.5%	14.7%	14.7%
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WATER CAPACITY VS PRODUCTION:

(Gallons per day)

	Mar-19	Apr-19	May-19	3 month average
Water Plant Design Capacity	1,500,000	1,500,000	1,500,000	1,500,000
Net Sellable Production Capacity (80%)	1,200,000	1,200,000	1,200,000	1,200,000
Average Daily Production Total Water Production (A above) / 30 days in month	542,273	554,718	647,840	581,610
AVERAGE USE RELATIVE TO DESIGN CAPACITY	36.2%	37.0%	43.2%	38.8%
Current Water Commitments for future development	341,104	341,104	439,704	373,971
MONTHLY USAGE & FUTURE USAGE VS 1,500,00 GPD	58.9%	59.7%	72.5%	63.7%

STREET MAINTENANCE DIVISION:

	Mar-19	Apr-19	May-19	3 month average
Street/Sidewalk/Drainage /Sign Repairs Completed	0	0	0	0
Roads paved	na	na	na	na

PARKS, RECREATION, & FACILITY MAINTENANCE DIVISION:

	Mar-19	Apr-19	May-19	3 month average
P&R Special Projects/Repairs Completed	4	5	2	4

SANITATION DIVISION:

	Mar-19	Apr-19	May-19	3 month average
Residential Collection Points	1924	1933	1944	1934
Monthly Residential Collections (4/month)	7696	7732	7776	7735
Business Pick Ups	73	74	76	74
Business Pick Ups (4/month)	292	296	304	297
Residential Set-Outs	83	84	84	84
Residential Set-Outs (4/month)	332	336	336	335
TOTAL points picked up per month	8320	8364	8416	8367
Total Tons to Landfill	94.32	124.29	114.93	111.18
Average Pounds Per Collection Point (per week)	22.7	29.7	27.3	26.6
Cubic Yards - Yard Debris	36	45	63	48
Cubic Yards - Brush Chipped	209	209	275	231
Cubic Yards - Leaf Collection	77	70	14	54

MISC

1. Alternatives for the WTP's dried sludge disposal are being studied and the county's landfill looks promising.
2. Multiple projects have been completed at the Water Treatment Plant including SCADA system upgrades, filter media replacement, window replacement, painting of building, high service pump purchased, and raw water pump rebuilt.
3. 26 toter garbage cans were sold during the quarter.
4. March 2019 Outstanding Water Commitments totaled 341,104 GPD; May 2019 is 439,704 GPD.

TOWN OF WEAVERVILLE - PUBLIC WORKS DEPARTMENT - WATER COMMITMENTS

Prepared by:

Dale Pennell, Public Works Director

REVISED 05/21/2019

Water Line Status	Project with current commitment	Address	Description	Number of Units	Gallons per Connection	Projected Demand (GPD)
Design (outside town)	Doan Road Duplexes	near N Windy Ridge School	8 - 2 family duplexes	16	400	6,400
Construction	Serrus Creekside LLC	Creekside Village, Ph 4	84 3br. Residential Units	27	250	6,750
Construction (outside town)	Drew Norwood Windsor Aughtly	Maple Trace Subdivision, Ph 4	Residential Lots	37	250	9,250
Construction (outside town)	Buckner (Wheeler Road) Project	Wheeler Road & Reems Creek	Residential Units	64	250	16,000
Construction	828 North (aka Blue Ridge Crossing)	Garrison Branch Road	174 Unit Apartment Project	176	229	40,304
Construction	Fairfield Inn	off of Weaver Blvd	104 Rooms	104	125	13,000
Permitting	Ambler Chase Subdivision	Reems Creek Road	22 homes	21	400	8,400
Permitting	Weaverville Townhomes	Monticello and Northcrest Dr	53 units	53	400	21,200
Construction	Ace at Ingles	140 Weaver Blvd	Commercial	1	200	200
Pending	Brown Street Apartments	37 Brown St	16 apartments	16	300	4,800
Pending	Stump Dump Apartments	135 Monticello Road	234 apartments	234	400	93,600
			Subtotal Current Projects			219,904
on-going	Existing but not active meter sets					
on-going	Projected inside-town vacant land development		164 open meter sets	164	250	41,000
on-going	Projected Outside-town-limit residential units			397	400	158,800
				50	400	20,000
			Subtotal On-going Projections			219,800
			Total Outstanding Commitments			439,704
SUMMARY OF PROJECTED WATER DEMANDS (GPD)						
Average metered and unmetered town usage per day	Unaccounted-for daily water (Dec 2018 - Feb 2019)	Outstanding Commitments (as of May 21, 2019)	Mars Hill agreement for emergency water (expired Oct. 20, 2015)	Current usage and commitment	WTP Capacity and permitted withdrawal	Current % of WTP used or committed
(Dec 2018 - Feb 2019)	(Dec 2018 - Feb 2019)					
474,238	91,773	439,704	0	1,005,715	1,500,000	67.05%
474,238	91,773	439,704	200,000	1,205,715	1,500,000	80.38%