



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Meeting
Monday, June 17, 2019**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, June 17, 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 7:05 p.m.

2. Approval/Adjustments to the Agenda

Mayor Root asked to insert under the Discussion Items as A-2, a time for Councilman Fitzsimmons to speak about some developments on the Lake Louise Community Center Project.

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

3. Approval of Minutes

Vice Mayor/Councilman Jackson made the motion to approve the minutes from May 14, 2019 Town Council Workshop, May 20, 2019 Town Council Special Called Meeting, May 20, 2019 Town Council Regular Meeting, May 21, 2019 Town Council Special Called Meeting, and June 11, 2019 Town Council Workshop. Councilman McKenna seconded the motion and all voted in favor on the approval of the minutes.

4. General Public Comment

Public comments were received as follows:

Lou Accornero, 50 Highland Pointe Drive, commented that the footprint for the community center is more residential than commercial, and he believes the Town should take about a month to redesign the building. This would allow for the ground breaking to begin by the end of this year and be ready by next fall. Mr. Accornero also asked if it would be possible for the Dry Ridge Museum to use the storage room off of the Community Room at Town Hall for their research, so that they can allow visitors to come in and can continue with their business.

5. Consent Agenda

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

A. Monthly Tax Report – Information Only

- B. Waterline Acceptance: Barkley Terrace** – Town Council accepted 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 set the repair guaranty amount at \$4,000.
- C. Waterline Acceptance: Creekside Phase IV** – Town Council accepted 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 set the repair guaranty amount at \$5,000.

6. Town Manager’s Report

Town Manager Selena Coffey presented her Manager’s report to Council including that 1) the Town had to cancel the first concert of the 2nd Saturday Summer Series, due to weather and saturated ground at the Nature Park. Hopefully the weather will be conducive to hosting future concerts in the Summer Series with the next one scheduled for July 13 from 6pm-8pm; 2) Closing on the sale of the old bus garage is scheduled for June 21; 3) JLS Paving came in as the low bid for the re-paving of Church Street and within budget, so she authorized the contract to move forward. The contractors have begun work on this project already and anticipate completion in approximately one week; 4) Music on Main is scheduled for Saturday, June 22, from 5pm-9pm with road closures in effect from 12pm-10:30pm; 5) the Town’s Strategic Plan Quarterly Report for June 2019 is attached; and 6) Plans for the July 4th Celebration, which we have named “July 4th Block Party”, are coming together. Attached is a map of downtown that is posted on the website with road closures in effect from 12pm-11:30pm. Vending opens at 5pm, music by Devils in Dust starts at 7pm, and fireworks displayed at 10pm.

Mayor Root commented that with the fireworks coming back downtown this year he wanted to make sure that everyone was aware that these fireworks are 2019 fireworks. There are a lot more regulations and legalities, so the fireworks might not be as big and dramatic. Mayor Root also noted that there will not be a 5K run the morning of July 4th this year, due to the Kiwanis Club dissolving a couple of months ago.

7. Discussion and Action Items

A. Update on Conditional Zoning District Application for 108 Church Street

Joseph Kaselak, Owner of North Hill Ventures, mentioned that they have withdrawn their CZD application for 108 Church Street, due to the concerns over the proposed higher density than R-1 allows and access in an out of the subdivision. Mr. Kaselak noted that going through the process it appeared that there wasn’t a specific route for higher density housing and asked Council to consider changing zoning in specific areas that would address this issue. It would also allow developers to get a better understanding of the steps needed.

B. Developments on the Community Center Project

Councilman Fitzsimmons gave an update on some developments to the Lake Louise Community Center project. He mentioned that Council and staff are obtaining information from ten local communities about their experiences with building a new community center and initiated a community survey for public participation. As of June 14, 2019, 135 responses have been submitted.(Results are attached) Before the Town Council meeting in July, they will continue to gather as much information from the public and other municipalities, and meet with the architect to see if there are some modifications that could be made to reflect this new information.

C. Early Voting

Mayor Root mentioned that with the City of Asheville moving their municipal elections to even years, Buncombe County is not in need of providing as many sites in the odd years. As a result, the Board of Elections indicated that this would make it more expensive for small towns that stay with municipal elections on odd years. It actually turns out that not switching to municipal elections in even years has saved the Town of Weaverville several thousands of dollars. Unfortunately, as early voting sites are concerned, the Board of Elections is only offering their office located at 77 McDowell Street in Asheville. The Town of Weaverville may offer early voting sites at their own expense, which is approximately \$460 per day. Mayor Root made a suggestion to hold an early voting site on the Saturday falling about 10 days in advance of Election Day on October 26, 2019.

Councilman Nagle mentioned that he is glad the Town didn't listen to the Board of Elections and change to holding municipal elections on even years. As for providing an early voting site, he noted that four years ago there were only 150 people that voted at this location, so he doesn't know how many actually came in for early voting. He doesn't believe the cost is too expensive, but with absentee voting still being accessible he is against the Town providing an early voting site.

Vice Mayor/Councilman Jackson made a motion to approve the proposal for the Town of Weaverville to hold an early voting site at their own expense on Saturday, October 26, 2019. Councilman Fitzsimmons seconded the motion. The motion passed by a majority vote of Council. Motion carries 4-1. Councilman Nagle voted against the motion.

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

Town Manager Selena Coffey mentioned that the Budget Ordinance for FY 2019-2020 has been available for review. An amended page 40 was distributed during the meeting to correct a typographical error. Along with the Budget Ordinance for Town Council's approval is the Fee Schedule, an amended Capital Reserve Fund Resolution for the Water Fund, a new Capital Reserve Fund Resolution for the General Fund, and final budget amendments for FY 2018-2019 for state distributions of unauthorized substance tax, Weaverville Fire Department donations, and Weaverville Police Department Cops for Kids donations.

Councilwoman Sherrill made a motion to approve the FY 2019-2020 Budget Ordinance, Fee Schedule, Capital Reserve Fund Resolutions and Final Budget Amendments. Vice Mayor/Councilman Jackson seconded the motion. The motion passed by a majority vote of Council. Motion carries 5-0.

E. Employee Suggestion Incentive Program Recommendation

Town Manager Selena Coffey indicated that the first submission for the Employee Suggestion Incentive Program is before Town Council for their approval out of the current FY 2018-2019 budget. The requested incentive would be provided to four public works employees who took the initiative to take the holiday snowflakes and rework them to save the Town around \$6,500. Due to these improvements representing multi-year savings, she recommends that the award be granted at 50% of savings to be divided equally between the four public works employees.

Councilman Fitzsimmons made a motion to approve the incentive submission as recommended. Councilman McKenna seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0.

F. Comprehensive Land Use Plan Update

Town Planner James Eller thanked Town Council for their confidence in staff to update the comprehensive land use plan presented before them. They anticipate a full discussion on this matter at the Town Council meeting on July 17, 2019 and if necessary action can be taken. Mr. Eller also thanked the department heads for all their help in the creation of this document and the Planning and Zoning Board for working with them over the past few months in fine tuning this document. The Planning and Zoning Board are passing along this document to Town Council with a unanimous favorable recommendation. There were three public information meetings held with the comments being incorporated into the document. Town Planner Eller mentioned that a public hearing is not required for this document, but asked Town Council if they would like to hold a public hearing on the adoption of the document and if a joint meeting between Council and the Planning and Zoning Board would be helpful. He noted that at the Planning and Zoning Board meeting in July, he anticipates running previously reviewed projects through this plan and see how it behaves.

Mayor Root noted that he hopes there will be a big discussion next month, so public comment could be taken as a part of that discussion. He also, believes members of the Planning and Zoning Board will be at the meeting in July, so doesn't think a joint meeting is necessary. Councilman Fitzsimmons mentioned that they have already held three public information meetings, but believes it might be helpful as well.

Town Attorney Jennifer Jackson mentioned that staff is here to guide Council through the process and a worksheet on the goals and priorities is attached. Town Attorney Jackson asked Council to prioritize the goals and get them back to staff in a couple weeks, so that their information can be added to the table. Town Attorney echoed Mr. Eller's appreciation for Town Council's confidence in staff and indicated that, by rough estimate, she believes that staff saved the Town around \$15,000 - \$40,000.

G. Personnel Policy, Related Policies, and Policy & Procedures Manual

Town Attorney Jennifer Jackson mentioned that Council was provided with a draft Policy and Procedure Manuals on June 3, 2019. There were 18 policies drafted, some adopted by Town Council and some adopted by the Town Manager. She noted the consistencies that staff tried to keep when putting the policies together and the Pay Plan and Position Classification Plan which is adopted annually by Town Council.

Vice Mayor/Councilman Doug Jackson mentioned that a lot of the details here will affect hourly employees and wondered how staff would make them aware of the changes. Town Manager Selena Coffey noted that once this is approved by Town Council, staff will add the documents to the intranet, where employees can go and review the documents. As well as give a hard copy to each department head for them to keep on file and assign them the task of training all available employees.

Vice Mayor/Councilman Jackson made a motion to approve the Resolution Concerning the Town's Personnel Policy, Related Policies, and Policy and Procedures Manual with the effective date of July 1, 2019. Councilwoman Sherrill seconded the motion. The motion passed by a majority vote of Council. Motion carries 5-0.

H. Water Allocation Request: 135 Monticello Road

Public Works Director Dale Pennell mentioned that before Town Council is a water allocation request for 240 apartment units at 135 Monticello Road, which was formerly the Stump Dump property and was annexed in the town last month. The Public Works Department has reviewed this application for 400 GPM and 98,400 GPD, and they feel like the Town's water system is adequate to serve this request. He also noted that he spoke with NCDOT and a consultant for the USDA waterline project, and the waterline project would be completed about the same time that this development would need service.

Councilwoman Sherrill made a motion to approve the water allocation request for 135 Monticello Road. Councilman Fitzsimmons seconded the motion. The motion passed by a majority vote of Council. Motion carries 5-0.

I. Quarterly Report: Public Works and Water Departments

Public Works Director Dale Pennell presented the Public Works and Water Services Quarterly Report for March 2019 through May 2019. Some highlights were that the total number of active water meters has increased by 16 over the last quarter from infill development and the total current water usage and future water usage is running around 63% capacity, so our usage is increasing. He also noted that the total points picked up by sanitation employees per month have increased by 96 points, due to Town growth. As for the WTP, Water Treatment Plant Supervisor Trent Duncan has looked into alternatives for the disposal of dried sludge and has overseen multiple completed projects including the SCADA system upgrades.

8. Adjournment

Councilman Nagle made the motion to adjourn; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 8:06 p.m.



Derek K. Huninghake, Town Clerk