



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Meeting
Monday, November 18, 2019**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, November 18, 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/Councilmember Doug Jackson, and Councilmembers Dottie Sherrill, Jeffrey McKenna, Andrew Nagle and Patrick Fitzsimmons.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Finance Officer Tonya Dozier, Town Clerk Derek Huninghake, Town Planner James Eller, Fire Chief Ted Williams, Police Chief Ron Davis, 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. Organization & Oaths for Newly Elected Council Member

A. Oaths of Office

Town Clerk Derek Huninghake administered the Oaths of Office for newly Elected Councilmembers Patrick Fitzsimmons, Jeffrey McKenna, and Andrew Nagle.

B. Selection of Vice- Mayor

Councilmember Sherrill nominated Councilmember Jackson as Vice-Mayor. Councilmember Fitzsimmons seconded and all voted in favor of the selection.

3. Approval/Adjustments to the Agenda

Mayor Root asked to add as Item A under Discussion Items – Main Street Advisory Group.

Councilmember Sherrill made a motion to approve the agenda with the aforementioned revision. Councilmember McKenna seconded and all voted in favor of the motion.

4. Approval of Minutes

Councilmember Nagle made the motion to approve the minutes from October 21, 2019 Town Council Regular Meeting. Councilmember McKenna seconded the motion and all voted in favor on the approval of the minutes.

5. Special Recognition: Roney Hilliard

Mayor Root, on behalf of Town Council, presented a plaque in special recognition to Roney Hilliard for his work on the ABC Board over the last six years. Mr. Hilliard has also served the people of Buncombe County for many years in the Sheriff Department.

6. General Public Comment - No Public Comment

7. Consent Agenda

Councilmember Sherrill moved for the approval of the Consent Agenda. Councilmember McKenna seconded the motion and all voted unanimously to approve all action requested in the Consent Agenda.

A. Tax Collector's Monthly Report – Informational Only

B. Tax Releases & Refunds– *Approved the tax release of the business personal property of Thermo Fisher Scientific, Inc. at 274 Aiken Road valued at \$2,269,776, so that \$8,625.15 can be released from the 2017 levy and refunded, the tax release of the business personal property of Thermo Fisher Scientific, Inc. at 274 Aiken Road valued at \$2,396,227, so that \$9,105.66 can be released from the 2018 levy and refunded, and the tax release of the business personal property of Thermo Fisher Scientific, Inc. at 274 Aiken Road valued at \$2,038,252, so that \$7,745.36 can be released from the 2019 levy.*

C. Board Appointment: ABC Board – *Appointed Tonia Sheppard to fill vacant seat on the ABC Board for a term that is due to expire in September of 2021.*

D. Budget Amendment: Cops for Kids and Pink Patch Project – *Approved Budget Amendment*

8. Town Manager's Report

Town Manager Coffey presented her Manager's report to Council including that 1) Community Center committee and staff met with our architects at the end of October and they are on target for announcing the project for bid this month with plans for bids/proposals to be approved by Town Council at your regular meeting in January 2020; 2) Reviewed the Strategic Plan Quarterly Update; 3) she has spoken with Buncombe County Manager Avril Pinder about the Town wanting to participate in the solar RFP project and we are now continuing in the County's process by gathering information pertaining to the Town's facilities; 4) Since Town Council serves as the Town's Tree Board, Town Planner James Eller has completed the recertification application for the Tree City USA designation and Town Manager Coffey expects to schedule our Arbor Day program for April 2020; 5) The Veterans Day Program that was held at the Town Hall on November 11 was a huge success and Town Manager Coffey thanked Vice Mayor Jackson and the Residents Patriotic Activities Committee for their hard work; 6) Our banquet recognizing volunteer boards and committee members is Tuesday, November 19 at 6pm in the Town Hall Community Room; 7) Christmas Parade is scheduled for Saturday, December 7 at 1 pm and 8) lastly, she recently had a meeting with Asheville City Manager Debra Campbell about the regionalization and feasibility of the transit program and how the Town of Weaverville could participate and benefit in this program.

Vice Mayor Jackson commented that he appreciates all the help he received from staff regarding the transition with moving Veterans Day from Lake Louise to the Weaverville Town Hall this year.

Mayor Root also thanked Lou Accornero and Thomas Veasey for all their hard work they have exhausted in serving on the Community Center Committee.

9. Discussion and Action Items

A. Main Street Advisory Group

Mayor Root noted that the reason he added this to the discussion items is due to the economic development goals of establishing an Economic Development Advisory Committee that was on the Strategic plan quarterly report update. He believes the Main Street Advisory Group could address some issues of how we go about living on Main Street, how it reflects and supports the businesses, and the community usage of Main Street. He has formed a committee consisting of a member from the Planning and Zoning Board, a volunteer from the community, a member from the Weaverville Business Association, and Councilmembers Fitzsimmons and McKenna.

Councilmember McKenna mentioned that the group has already held two meetings and discussed issues that the Mayor brought up. They have been very collaborative, however the issue that kept arising was the availability and communication of parking spaces. He wasn't aware that Town Manager Coffey and staff had been working on the parking issue already, but asked her to mention the parking related summary notes that were discussed at the last committee meeting.

Town Manager Selena Coffey covered the following notes from the committee meeting:

- 1.) Two hour parking zone signs – DOT approval needed for signs on Main Street
- 2.) Signage to identify Town parking lot – Two hour parking
- 3.) Support Town and Police Department to enforce two hour parking
- 4.) Monitor parking weekly and issue tickets
- 5.) Re-evaluate law enforcement after initial rollout
- 6.) Re-stripe Main Street parking to make spaces smaller to allow for more spots

She also noted that they have been working with DOT on the last issue and at the first meeting DOT approved five additional spots, but wouldn't approve parking down the street by the baseball field at Primary school since parents park there for school pickup/drop-off. DOT suggested they prepare an agreement between them and the Town laying out the terms of the Town painting and maintaining the spaces even though the spaces are on DOT roads, but she hasn't heard anything back.

Public Works Director Dale Pennell mentioned that he and staff met with DOT on October 28 for the second meeting about parking on the section of Main Street from Brown Street to Grove Street. DOT noted that the homeowners would have to be spoken to about adding business related parking spaces in front of their home, plus no one would be able to park closer than 25 feet on each side of their driveways. This would actually eliminate parking and only allow for a total of about 12 additional spaces, since the criteria for a parking space has to be 8 feet wide and 20 feet long.

Town Manager Coffey commented that parked vehicles disrupting the flow of traffic can be towed or ticketed, however the Town's policy needs to be updated if we want to address two hour parking. She recommends if there is a consensus between Town Council going forward, that she be directed to come back with a proposal that revises our Town code in regards to address two hour parking, additional resources necessary and new signs and parking times.

Consensus was given by Town Council.

B. FY 2018-2019 Audit

Finance Officer Tonya Dozier mentioned that the Town of Weaverville FY 2018-2019 audit was submitted to the Local Government Commission last week for their approval, which we should receive in the next few weeks. Once we receive the approval, we will distribute copies to Town Council and place it on the Town website. She also, extended a big thank you to Mr. Keever and his staff for all their knowledge and help throughout the year, not just during the audit.

Travis Keever, of Gould Killian CPA Group, thanked Town Council for allowing them to serve as the Town auditors again this year and thanked staff for all their hard work and cooperation in completing the audit. Mr. Keever noted that the audit is considered final now. They have issued the Town of Weaverville an unmodified (clean) opinion, reported no material weaknesses in internal control and no instances of non-compliance with laws and regulations. He highlighted the general fund and enterprise fund summary, and noted that local governments have become at risk for cybersecurity. They recommend that the Town have a risk assessment process in place and good insurance policies.

C. FY 2018-2019 ABC Audit

Chairman Robert Chason presented the Weaverville ABC FY 2018-2019 Audit to Town Council. He noted that the ABC store is performing really well and is continuing to grow financially with last year's sales exceeding \$3 million, which is up 8.4% from the prior year. Their profit distribution to the Town of Weaverville last year was a little over \$171,000 and they see no reason that distribution level shouldn't be achieved again this year.

D. Approval of U.S. Cellular Tower Lease

Town Attorney Jennifer Jackson mentioned that the US Cellular Tower Lease expires on December 31, 2021 and US Cellular has requested that the approval of the proposed ground lease that is to commence beginning on January 1, 2022. The term for this new lease is 5 years with an automatic renewal of an additional 5 year term. The annual rent

with the new lease will increase annually by \$5,838.36. Based on the average monthly rents for other US Cellular ground leases in western North Carolina, the Town of Weaverville is about double the average lease amount.

Vice Mayor Jackson made a motion to approve the attached lease and continue its leasing to US Cellular, and then adopt the Resolution Approving Ground Lease for US Cellular Tower Site. Councilmember Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0

E. Approval of Final Plat for Major Subdivision at 108 Church Street

Town Planner James Eller mentioned that before Town Council is a final plat approval for a major subdivision at 108 Church Street, which calls for 5 lots from the underlying 2.78 acres. In August, the Planning and Zoning Board reviewed the preliminary plat and passed along a unanimous recommendation for the plat to be approved by Town Council. During the same meeting, the Board offered a positive recommendation for the final plat for the same subdivision due to all infrastructures being in place, so nothing would change between the preliminary and final version of the plat.

Councilmember Fitzsimmons made a motion to approve the attached final plat for the project located at 108 Church Street. Councilmember Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion passed 5-0.

F. 2020 Town Council Meeting Schedule

Mayor Root discussed the proposed Town Council meeting schedule for the upcoming year. He recommends that the Town Council Regular meetings be moved to the 4th Monday of every month, with the Town Council workshops staying on the 2nd Tuesday of each month. He also suggested changing the May 2020 and December 2020 Town Council meetings to the 3rd Monday, due to holidays.

Councilmember Nagle made a motion to approve the proposed 2020 Town Council Meeting Schedule with the aforementioned changes. Vice Mayor Jackson seconded the motion. The motion passed by a unanimous vote of Council. Motion passed 5-0.

G. Quarterly Report: Fire Department

Fire Chief Ted Williams presented the Weaverville Fire Departments Quarterly Report for August – October 31, 2019. There were 505 calls this quarter with an average response time for all calls at 6:24 minutes, the increase is due to a large number of overlapping calls and calls outside the jurisdiction, 29 child passenger safety seats were installed, 84 commercial business inspections, and 12 fire prevention and education classes were conducted.

H. Quarterly Report: Police Department

Police Chief Ron Davis presented the Weaverville Police Department Quarterly Report for August – October 2019. Chief Davis noted that there were 3,342 calls for service last quarter, which is an increase of 10.3% from the same quarter last year, 74 arrests, which is an increase of 8.8% from same quarter last year, and 84 vehicle collisions with 13 injuries, which is an increase of 23.5% from same quarter last year. He also noted that the police department has implemented a new reporting standard called National Incident Base Reporting System (NIBRS) so that is the reason for the new format. The system will illustrate increases/decreases, but they aren't as drastic as they appear due to changes in the categories of crimes compared to the old system.

10. Adjournment

Councilmember Nagle made the motion to adjourn; Councilmember Sherrill seconded and all voted to adjourn the Council's meeting at 8:22 p.m.


Derek K. Huninghake, Town Clerk

