

TOWN OF WEAVERVILLE
Town Hall Council Chambers
30 South Main Street
Weaverville, NC 28787

AGENDA
April 9, 2019 at 6:00 pm
Town Council Regular Workshop

	<i>Pg#</i>	<i>Presenter</i>
1. Call to Order		Mayor Root
2. Staff Review and Recommendations for Personnel Related Policies		Town Manager Town Attorney
A. Information Technology and Internet Use Policy.....	4	
B. Social Media Policy	11	
C. Workplace Violence Prevention Policy.....	18	
D. Equipment and Vehicle Use Policy	20	
3. Town Council Action/Direction on Personnel Related Policies		Town Council
A. Confirm Delegation to Town Manager for Adoption of All/Certain Policies		
B. Direct Staff to Prepare Amendment(s) to Personnel Policy to Remove Town Manager Delegation for All/Certain Policies		
C. Determine Who is to Adopt Workplace Violence Prevention Policy and Direct Appropriate Amendment to Personnel Policy		
D. Provide Feedback to Town Manager on Delegated Policies		
E. Provide Direction on Policies to be Adopted by Town Council		
4. Adjournment		Mayor Root

	<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
A. February 25, 2019 Town Council Regular Meeting	1	
B. March 18, 2019 Town Council Special Meeting	5	
C. March 18, 2019 Town Council Regular Meeting	6	
4. Special Recognitions		Mayor Root
5. General Public Comments		Mayor Root
6. Consent Agenda		Town Manager
A. Proclamation Honoring the Weaverville Lions Club 70 th Anniversary	11	
B. Monthly Tax Report	13	
C. Comprehensive Land Use Plan Update	15	
D. Road Closures: Music on Main and July 4 Celebration	16	
E. Approval of Audit Contract	19	
F. Resolution Authorizing Credit Card Payments	33	
7. Town Manager’s Report	36	Town Manager
8. Discussion & Action Items		
A. Presentation of Proposed Budget *	38	Town Manager
B. Personnel Related Policies *	51	Town Manager & Town Attorney
C. Ratification of Interlocal Agreement for Fire Departments *	64	Town Attorney & Fire Chief
D. Riverside Stump Dump Annexation and Initial Zoning – Certificate of Sufficiency, Set Public Hearing on Annexation and Zoning for 6pm on May 20, 2019	69	Town Clerk & Planning Director
E. Conditional Zoning District for 37 Brown Street – Set Public Hearing for 6 pm on May 20, 2019	80	Planning Director
F. Quarterly Report: Planning	91	Planning Director
G. Quarterly Report: Finance	102	Finance Director
9. 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.

TOWN OF WEAVERVILLE

**Town Hall Council Chambers
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**MEETING AGENDA
BUDGET WORKSHOP**

May 14, 2019 at 6:00pm

1. **Call to Order** Vice Mayor Jackson
2. **Review of Manager's Proposed General Fund Budget** Town Manager
3. **Discussion** Town Council
4. **Adjournment** Vice Mayor Jackson

	<i>Pg #</i>	<i>Presenter</i>
1. Public Hearing: Annexation of Riverside Stump Dump and Zoning to R-12	1	Planning Director
2. Public Hearing: Conditional Zoning District for 37 Brown Street	21	Planning Director

Regular Meeting Agenda

1. Call to Order		Mayor Root
2. Approval/Adjustments to the Agenda		Mayor Root
3. Approval of Minutes		Mayor Root
A. April 9, 2019 Town Council Workshop	52	
B. April 15, 2019 Town Council Regular Meeting	55	
4. Special Recognitions		Mayor Root
5. General Public Comments		Mayor Root
6. Consent Agenda		Town Manager
A. Proclamation Recognizing National Police Week	60	
B. Monthly Tax Report	61	
C. Initial Consideration of Conditional Zoning District on the Property Commonly Known as 108 Church Street	63	
D. Resolution Concerning Minimal Taxes	73	
E. Comprehensive Land Use Plan Update	76	
F. Set Public Hearing on the Budget for June 11, 2019 at 6pm	77	
7. Town Manager's Report	78	Town Manager
8. Discussion & Action Items		
A. Community Center Project: Final Approval of Plans *	82	John Legerton
B. Action on Conditional Zoning District for 37 Brown Street	83	Planning Director
C. Action on Riverside Stump Dump Annexation & Initial Zoning	99	Planning Director
D. Update on Sale of Bus Garage *	103	Town Attorney
E. Personnel-Related Policies and Proposed Policy & Procedures Manual *	110	Town Manager & Town Attorney
A. Quarterly Report: Fire Department	120	Fire Chief
B. Quarterly Report: Police Department	123	Police Chief
9. Adjournment		Mayor Root

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**MEETING AGENDA
BUDGET WORKSHOP**

May 21, 2019 at 6:00pm

- 1. **Call to Order** Mayor Root
- 2. **Review of Manager’s Proposed Water Fund Budget** Town Manager
- 3. **Discussion of Water Treatment Plant Expansion** Mayor Root
- 4. **Adjournment** Mayor Root

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**MEETING AGENDA
BUDGET WORKSHOP**

May 21, 2019 at 6:00pm

1. **Call to Order** Mayor Root
2. **Public Hearing on the Budget:**
 - A. **Open Public Hearing** Mayor Root
 - B. **Brief Overview of Budget & Fee Schedule** Town Manager
 - C. **Public Comments on Budget**
 - D. **Close Public Hearing** Mayor Root
3. **Final Direction to Staff regarding Budget** Town Manager
4. **Resolution Concerning Small Underpayments and Small Overpayments on Taxes** Town Attorney
5. **Adjournment** Mayor Root

	<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
A. May 14, 2019 Town Council Regular Workshop Minutes	1	
B. May 20, 2019 Town Council Special-Called Meeting Minutes	4	
C. May 20, 2019 Town Council Regular Meeting	6	
D. May 21, 2019 Town Council Special-Called Meeting Minutes	13	
E. June 11, 2019 Town Council Regular Workshop Minutes	16	
4. General Public Comments		Mayor Root
5. Consent Agenda		Town Manager
A. Monthly Tax Report	18	
B. Waterline Acceptance: Barkley Terrace	20	
C. Waterline Acceptance: Creekside Phase IV	22	
6. Town Manager's Report	24	Town Manager
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

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