

Town of Waynesville, NC

Town Council Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: September 24th, 2024 Time: 6:00 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.
Click on "Government/Mayor & Council" to download materials for Town Council meetings.

Consider the environment ♦ Conserve resources ♦ Print only when necessary

The Town of Waynesville provides accessible facilities, programs, and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at:
(828) 452-2491 cpoolton@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. ADDITIONS OR DELETIONS TO THE AGENDA

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. September 10, 2024 Regular Scheduled Meeting Minutes
 - b. Hazelween Special Event Permit
 - c. Axe and Awl Birthday Bash Special Event Permit
 - d. Policies for Stormwater/ARPA Grant
 - e. Approve the increase in part-time classification salaries for Parks & Recreation from \$11.00/hr minimum-\$13.00/hr maximum to \$11.50 minimum/hr-\$13.5/hr maximum for recreation aides.

Motion: To approve the consent agenda as presented.

E. PRESENTATION

3. Appointment of Josh Schick to Assistant Police Chief
 - Police Chief David Adams

4. Local Government Workplace Initiative (LGWI)

- Clay Fleming, Local Government Workplaces Initiative (LGWI) Assistant Director

F. COMMUNICATION FROM STAFF

5. Manager's Report

- Town Manager, Rob Hites

6. Town Attorney Report

- Town Attorney, Martha Bradley

G. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

H. ADJOURN



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

CALENDAR

September 2024

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED AT 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2024	
Fri. October 4 th	Art After Dark 6-9pm
Tues. October 8	Town Council Meeting – Regular Session
Sat. October 12	Church Street Art and Craft Show 10am-5pm
Sat. October 19	Apple Harvest Festival 10am-5pm
Tues. October 22	Town Council Meeting – Regular Session
Thurs. October 31 st	Treats on the Street 5-7pm
Mon November 11	Town Offices Closed-Veteran’s Day
Tues. November 12	Town Council Meeting – Regular Session
Thurs. & Fri. November 28 & 29	Town Offices Closed-Thanksgiving
Sat. November 30 th	Christmas Tree Lighting 6-7pm
Mon. December 2 nd	Waynesville Christmas Parade 4-6pm
Tues. December 10	Town Council Meeting – Regular Session
Sat. December 14	A Smoky Mountain Christmas 6-9pm
Tues, Wed, Thurs December 24, 25, and 26	Town Offices Closed-Christmas

Board and Commission Meetings – September 2024

ABC Board	ABC Office – 52 Dayco Drive	September 17th 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	CANCELLED 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	January, March, July, and October 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	September 17th 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Municipal Building-16 South Main Street	CANCELLED 1 st and 3 rd Thursdays 4:30pm
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	September 4th 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	September 15th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	September 12th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	September 15th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	September 18th 3 rd Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
September 10, 2024

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, September 10, 2024, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:01 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Town Attorney Martha Bradley
Elizabeth Teague, Director of Development
Olga Grooman, Assistant Director of Development
Alex Mumby, Land Use Administrator
Police Chief David Adams

Members of the Media:

Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Town Council meeting will be held on September 24th.

B. PUBLIC COMMENT

There was no public comment.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. Motion to approve the August 13, 2024 Regular Scheduled Meeting Minutes
 - b. Motion to approve the date of the Employee Appreciation Bonus issuance to staff from December 13, 2024, to November 26, 2024.
 - c. Motion to approve the capital project ordinances to establish capital project funds for the CDBG Grant South Waynesville Water and Sewer Improvements Phase 2. CDBG-I Grant #4153 and #4154.
 - d. Motion to appoint Price Berryhill to the Waynesville Environmental Sustainability Board
 - e. Motion to approve the project ordinance for capital project funds for the Comprehensive Stormwater Master Plan Project Local Assistants for Stormwater Infrastructure Investment Program (LASII). Grant number SRP-SW-ARP-0060.
 - f. Motion to accept the increase in the SRF loan amount of \$4,877,100 and the total loan of \$29,243,000 according to the stated conditions.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to remove item “g. call for a Public Hearing for September 24, 2024 to consider text amendments related to accessory structures and manufactured housing” from the Consent Agenda and place it on the Regular Agenda. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the consent agenda as amended. The motion passed unanimously.

3. Call for a Public Hearing for September 24, 2024 to consider text amendments related to accessory structures and manufactured housing.
 - Olga Grooman, Assistant Development Services Director

Assistant Development Services Director Olga Grooman stated that staff had received many inquiries from families with property that wanted to place an accessory dwelling unit on the property for a family member to reside in, including manufactured housing. Ms. Grooman said they drafted two ordinances for consideration, one recommended by the Planning Board and one recommended by staff. She said the purpose is to utilize family land to provide more housing flexibility and affordability. She said that both planning board and staff agree that the accessory dwelling that would be a manufactured home should only be allowed in areas where manufactured housing is already allowed, and that two or more manufactured homes qualify as a “mobile home park”.

She said the differences between the two amendments is that staff is trying to align the accessory dwellings with the existing table for accessory structures. She said the Planning Board’s recommended text amendment is more complex and involves more tiers of acreage. Ms. Grooman said the Planning Board Chair expressed concerns about the ordinance adopted by the Planning Board. She asked if Council would like for staff to go back to the Planning Board to decide one just one version of the ordinance, or if they would like for her to present the two versions of the ordinance at the next Council meeting. Council agreed they would like to see one unified ordinance.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to not call for the public hearing and direct staff to go back to the Planning Board. The motion passed unanimously.

E. PROCLAMATION

4. Constitution Week

- Mayor Gary Caldwell

Mayor Gary Caldwell proclaimed September 17th-23rd Constitution Week.

F. OLD BUSINESS

5. Request for Resolutions of Support for grant application to the US EPA for the Haywood County Community Change Grant.

- Elizabeth Teague, Director of Development Services

Development Services Director Elizabeth Teague reported that at the last meeting, Development Services asked for Council’s approval to explore new trail development and extension of existing trails within the Town’s Extra-Territorial Jurisdiction in preparation in applying for the Great Trails State Grant. She said that staff has since communicated with NCDOT, the French Broad River MPO, and met with a project team working with the Southern Appalachians Highland Conservancy on another potential grant initiated by the US EPA, called a Community Change Grant. She said they won’t be applying for the Great Trails State Grant because they wouldn’t be able to get done what they were hoping to with the \$500,000 award.

Ms. Teague said that trail segments in the area between Waynesville and Lake Junaluska are better targeted to the US EPA grant application for Haywood County. She said this would allow the Town to target the in-town segment from Hickory Hollow Apartments to Boyd Avenue for funding through the Great Trails State Grant program, which has extended its application deadline to November.

Hanni Muerdter with the Southern Appalachian Highlands Conservancy said that the Community Change Grant opportunity was brought to them by the Waynesville Environmental Sustainability Board. She said the application is called “Resilient Haywood” and the goal is to reduce flood risk, involve many community partners, and enhance clean water in the area.

Ms. Teague said she will bring the full grant application to Council in October after doing more cost estimates.

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to adopt the attached resolution of support for the US EPA Grant. The motion passed unanimously.

6. Approval of Engineering and Project Administration contracts for CDBG Grants

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Town has been awarded \$3,054,000 in Federal Community Development Block Grants over the past two years and the grants require that the Town follow the NC Purchasing statutes for acquiring the services of an engineer. He said the CDBG guidelines also require that the Town follow the same statute for acquiring project administration services. Several months ago, Mr. Hites reported that the staff presented their recommendation for engineering and project administration for the two CDBG grants that were awarded in February and Council chose McGill Associates to provide both engineering and project administration. He said that NC Statutes require that once a firm has been chosen for their technical expertise, the Town will negotiate compensation for the services. In the case of the CDBG-I grants, Mr. Hites said that DEQ has mandated a fee schedule for both services. Mr. Hites requested that Council approve the four contracts.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the contracts for engineering and project administration for CDBG-I grants CDBG 23-I-4153 and CDBG 25-I-4154. The motion passed unanimously.

G. COMMUNICATION FROM STAFF

7. Manager's Report

- Town Manager, Rob Hites

Nothing to report.

8. Town Attorney Report

- Town Attorney, Martha Bradley

Nothing to report.

H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Mayor Caldwell asked staff if there was an existing ordinance preventing people from blowing grass trimmings into the street. Ms. Teague said there is not one currently. Mr. Hites said it's a common ordinance for other cities, but it is difficult to enforce. Mayor Caldwell said that grass trimmings can negatively impact stormwater

management since the trimmings can clog drains. Town Attorney Martha Bradley said it could be difficult to prove there's a violation, and that people reporting violations would have to be willing to give a statement. Council requested that staff look into creating an ordinance and how they would enforce it.

Councilmember Dickson said that on September 19th, NREL will be having a presentation about the Communities LEAP grant.

Councilmember Freeman thanked the Police Department and Public Services for their help with special events.

Mayor Caldwell said that Doug Grasty, a previous employee, passed away. He directed staff to send flowers to the family.

I. ADJOURN

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to adjourn at 6:45pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk



Application for Special Events Permit

I. General Information

EVENT NAME: Hazelween- Hazelwood's Halloween Trick or Treating

EVENT DATE(S): October 26, 2024 *Saturday*

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Hazelwood Avenue- Westwood Circle to Virginia Avenue

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 4pm-5pm

EVENT HOURS: 5pm-7pm

DISMANTLE HOURS (START/END): 7pm-8pm

ESTIMATED ATTENDANCE: 2,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Based on last year's estimate

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Hazelwood Boosters

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Alex McKay TITLE: President

ADDRESS: 343 Hazelwood Ave. CITY: Waynesville STATE: NC ZIP 28786

PHONE: FAX#: EMAIL: waynesvillearchive@yahoo.com

ON-SITE CONTACT: Chad Brown TITLE: Event Chair

ADDRESS: 495 Hazelwood Ave.

PHONE #: CELL PHONE #: (828) 450-4443 EMAIL:

III. Brief Description of Event

Hazelwood's version of treats on the streets, merchants and residents handing out candy.

Adding cars where stores are closed

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event. Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Hazelwood Avenue from Westwood Circle to Virginia Ave.

2. Riverbend St. Closed off at Unagusta St.

Brown Ave closed at Hazelwood Ave

V. Event Details

YES

NO

Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

NO Does the event involve the sale of food? _____

NO If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____

NO Will there be musical entertainment at your event? IF "YES" provide the following information:

Number of Stages: _____ Number of Band(s): _____ Amplification? _____

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

NO Do you plan to use an existing occupied building? Address _____

NO Do you plan to use an existing vacant building? Address _____

NO Will there be any tents or canopies in the proposed event site? Please provide the following information:

Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? NO YES

NO Does the event involve the use of pyrotechnics? Explain _____

NO Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____

will ask Parks and Rec to leave Bathrooms open

NO Will you require electrical hookup for the event? Generators? _____

NO Will you require access to water for the event? Explain _____

NO Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____

NO Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____

Yes Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? no
Signs meet Town Standards

No Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will **parking** be accommodated for this event? Approved parking lots around the Hazelwood area including Forga Parking lot.

Notes:

- 1. Parking and buildings involved may be examined for ADA compliance.
- 2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? Hazelwood boosters will clean up along the sidewalks

Yes

Volunteers: Will you require Civilian Police Volunteers for your event?

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:
Beth Gilmore, Downtown Waynesville Director &
Jesse Fowler, Assistant Town Manager
Town of Waynesville
9 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 456-3517
Fax No. : (828) 456-2000
Email Address: bethgilmore@waynesvillenc.gov
jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME: Axe & Awl Leatherworks Presents Axe & Awl Leatherworks Birthday Bash

EVENT DATE(S): October 19, 2024

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Axe & Awl Leatherworks, 41 Depot St. Waynesville, Nc 28786

IF THIS EVENT IS A PARADE OR ROAD RACE: NA

SET-UP TIME (START/END): 7:30am-9:30am

EVENT HOURS: 10am-5pm

DISMANTLE HOURS (START/END): 5pm-6pm

ESTIMATED ATTENDANCE: 5000

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous years attendance

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Axe & Awl Leatherworks

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Axe & Awl Leatherworks TITLE: _____

ADDRESS: 41 Depot St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-2460 996 FAX#: _____ EMAIL: axeandawlleatherworks@gmail.com

ON-SITE CONTACT: Ashlev Tetrault TITLE: Event Coordinator

ADDRESS: _____

PHONE #: _____ CELL PHONE #: 828-243-1481 EMAIL: ashley@axeandawlleatherworks.com

III. Brief Description of Event

The Axe & Awl Birthday Bash is an event hosted by Axe & Awl Leatherworks that brings together local makers & live music for a unique shopping experience for our community & visitors around the state. With the date of this event aligning with downtowns Apple Harvest Festival we can ensure a busy day for not only Depot St. but Main St. as well.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Depot street from Montgomery to Main 7:30am-6:30pm

2.

3.

V. Event Details

YES NO

Does the event involve the sale or **use of alcoholic beverages**? **Yes**

If yes, has the ABC permit been obtained? **Yes** No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the **sale of food**? No

If "YES", has the health department been notified? Have you applied for a temporary permit?

Will there be **musical entertainment** at your event? IF "YES" provide the following information: Yes

Number of Stages: 1 Number of Band(s): 2 Amplification? Yes

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing **occupied building**? Address 41 Depot Street

Do you plan to use an existing **vacant building**? Address

Will there be any **tents or canopies** in the proposed event site? Please provide the following information: Yes

Approx. Number of Tents: 16 Will any tent exceed 400 sq. feet in area? **NO** YES

Does the event involve the use of **pyrotechnics**? Explain No

Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? No

Will you require **electrical hookup** for the event? Generators? N

Will you require **access to water** for the event? Explain N

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. N

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). Yes, \$75

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? __No__

Will **inflatable parade balloons** be used for the event? Provide details if necessary. NO

VI. Additional Questions

How will **parking** be accommodated for this event?

Street parking, parking garage

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

Mobile receptacles

Volunteers: Will you require Civilian Police Volunteers for your event? Volunteers are already present for the Apple Harvest Festival

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

**Beth Gilmore, Downtown Waynesville Director &
Jesse Fowler, Assistant Town Manager**

Town of Waynesville

9 S. Main Street, P.O. Box 100, Waynesville, NC 28786

Telephone: (828) 456-3517

Fax No. : (828) 456-2000

**Email Address: bethgilmore@waynesvillenc.gov
jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

Jesse Fowler

From: Rob Hites
Sent: Monday, September 16, 2024 12:38 PM
To: Jesse Fowler
Subject: Fwd: Apple Harvest Fest

Get [Outlook for iOS](#)

From: David Francis <dfrancis@haywoodchamber.com>
Sent: Wednesday, September 11, 2024 1:06:43 PM
To: jfowler@wanynsvillenc.gov <jfowler@wanynsvillenc.gov>
Cc: Rob Hites <rhites@wanynsvillenc.gov>; J Dilley <jdilley@haywoodchamber.com>
Subject: Apple Harvest Fest

Jesse,

Thanks for speaking with me this morning. I reached out to Spencer and have reached an agreement that Axe & Awl can use the Depot Street with the following conditions:

1. Vendors can only be placed on the courthouse side of the street.
2. Stage can not be put in place until vendors have cleared Main and Depot Street.
3. Music ends at 4pm and stage is broken down and packed out by 5pm.

Is there anything else you need to from me or the Chamber?

Thanks for all your help!

David B. Francis, AAE
President and CEO
Haywood Chamber of Commerce
Haywood County Economic Development
28 Walnut Street
Waynesville, NC 28786
828/456.3021 Office
828/400.0212 Cell
dfrancis@haywoodchamber.com
www.haywoodchamber.com
www.haywoodcountync.gov/821/Community-Economic-Development.com

**THE
CINCINNATI INSURANCE COMPANIES**

THE CINCINNATI INSURANCE COMPANY THE CINCINNATI INDEMNITY COMPANY
 THE CINCINNATI CASUALTY COMPANY

Named Insured: AXE & AWL INC

Policy Number: EPP 065 83 82

Policy Period: 06-24-2022 to 06-24-2025

Effective Date of Change: 05-24-2023

Endorsement Number: 2

Agency Name: THE L.N. DAVIS COMPANY 32-057
WAYNESVILLE, NC

Explanation of Billing

A change was recently made to your policy with The Cincinnati Insurance Companies. Attached to this summary is the endorsement that amends your policy.

The additional premium for this endorsement is \$ 38

This premium is for the time period of 05-24-2023 to 06-24-2023. You will receive a statement based on the payment option you have selected.

Please contact your agency if you have any questions concerning your policy or statement:

THE L.N. DAVIS COMPANY
143 N MAIN ST
WAYNESVILLE, NC 28786-3809

828-452-2876

This is not a bill. No payment is necessary at this time.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL CHANGE ENDORSEMENT

Attached to and forming part of:

Auto / Garage
Policy Number

All Other
Policy Number EPP 065 83 82

Effective Date
of Endorsement 05-24-2023

Issued to AXE & AWL INC
Agent THE L.N. DAVIS COMPANY 32-057
WAYNESVILLE, NC

Endorsement # 2

PREMIUM INFORMATION

Additional Premium Due at Endorsement Effective Date REFER TO IA4319

Subsequent Annual Installments Increased by \$ _____

Revised Annual Installment Payment(s) \$ _____

It is agreed that the policy is amended as indicated by

Policy Installment Premium Amended to:

Annual

Semi-Annual

Quarterly

Named Insured

Mailing Address

Form(s) Added

IL0021 04/98

NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)

GA539 07/08

LIQUOR LIABILITY COVERAGE PART DECLARATIONS

CG0033 04/13

LIQUOR LIABILITY COVERAGE FORM

CG0305 01/96

DEDUCTIBLE LIABILITY INSURANCE

GA4534 09/20

LIQUOR LIABILITY AMENDATORY ENDORSEMENT

Form(s) Deleted

All Other Reason for Change

ADDING GA539 ATTACHED

Auto / Garage Reason for Change

COINSURANCE CONTRACT

The rate charged in this policy is based upon use of a coinsurance clause attached hereto, with the consent of the insured.

IA-461 (6/10)

05-31-2023 13:46



The Cincinnati Insurance Company
The Cincinnati Casualty Company
The Cincinnati Indemnity Company

Policy Number: EPP 065 83 82

Effective Date: 06-24-2022

Named Insured: AXE & AWL INC

For professional advice and policy questions or changes, please contact your local independent agency:

THE L.N. DAVIS COMPANY
143 N MAIN ST
WAYNESVILLE, NC 28786-3809

828-452-2876

Dear Policyholder:

Thank you

Thank you for trusting The Cincinnati Insurance Companies with your commercial insurance coverage. We recognize that locally based independent agents have the working knowledge to help you choose the right insurance company for your needs. Together with your local independent insurance agency, we are committed to providing you with the highest level of service.

Please review your enclosed policy information to verify your coverage details, as well as deductibles and coverage amounts. Should your needs change, your agent is available to review and update your policy.

Please promptly report claims

If you experience a policy-related loss, you may report it by contacting your local professional independent agency representing The Cincinnati Insurance Companies or by directly calling us toll-free at **877-242-2544** and providing your policy number and claim-related information.

Sincerely,

Sean M. Givler
Senior Vice President - Commercial Lines



The Cincinnati Insurance Company ■ The Cincinnati Indemnity Company
The Cincinnati Casualty Company ■ The Cincinnati Specialty Underwriters Insurance Company
The Cincinnati Life Insurance Company

Notice to Policyholders – Cincinnati Data Defender™

Data breach and identity recovery support and resources included with your insurance policy

To:

AXE & AWL INC

Policy Number: EPP 065 83 82

Expiration Date: 06-24-2025

Agency: THE L.N. DAVIS COMPANY 32-057

Your policy includes Cincinnati Data Defender coverage for an additional premium, helping to safeguard your business against the rising costs of a data breach and offering services to assist you in the event of identity theft. Please save this information so you can access all the tools and resources that come with your cyber protection. Refer to Cincinnati Data Defender Coverage Form, HC102, for a complete statement of coverages, exclusions and limits of insurance.

Policyholder tools and resources

Cyber risk management portal – You gain access to <https://eriskhub.com/cic>, a portal that provides you with the comprehensive, on-demand resources you need to:

- Create your breach response plan from the template
- Learn about breach laws that apply to your business
- Use the compliance reference guide and notification letter examples
- Locate credit bureau and government agency notification information
- Learn how to contact data risk management experts for more help

In addition, you are entitled to two hours of risk management services at no additional charge – one hour of pre-incident cyber/privacy risk legal consulting with one of the participating law firms, and one hour of cybersecurity risk consulting services with one of the participating cybersecurity vendors. While some of the services are similar – such as risk assessment, incident response planning and review – the law firm services focus on legal requirements, while cybersecurity vendors focus on technical cybersecurity requirements. To take advantage of these risk management services anytime, visit <https://eriskhub.com/cic> for a list of participating companies. You may be asked to provide your policy number.

The first time you visit eRiskHub, please complete new user registration using this information:

Access code = 12116-868

Identity theft services – You also receive case management services and reimbursement for covered expenses if you, as a business owner, become the victim of identity theft or account takeover. If you suspect that you may be an identity theft victim or you have questions, please call our Identity Recovery Help Line, 866-219-9831.

Claims service

If you suspect or know that a data breach may have exposed or compromised your organization's private, customer or personal data, a swift response is critical for your protection. Please note that the cyber risk management portal and help line provide advice and information, and using them does not satisfy any notice of claim requirement. The only way to report a claim is to contact your independent agent or call us directly, 877-242-2544, for claims service anytime. Your agent and Cincinnati will work with you to preserve your company's goodwill, prevent regulatory sanctions or fines, avoid civil litigation and safeguard your business reputation.

Please contact your agent representing Cincinnati with questions about this valuable coverage.

Thank you for trusting your agent and Cincinnati to protect your business.

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: September 24, 2024**

SUBJECT: Policies for Stormwater /ARPA Grant

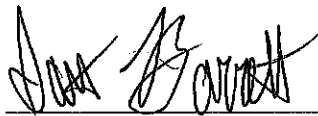
AGENDA INFORMATION:

Agenda Location: Consent agenda
Item Number:
Department: Administration & Finance
Contact: Rob Hites, Town Manager
Presenter: **Rob Hites, Town Manager**

BRIEF SUMMARY: As dictated by the Department of Energy Quality (DEQ), these two policies, Property Management, and ARP Procurement, are mandatory policies that the town of Waynesville must have in place as part of our monitoring standards for the use of ARPA funds currently being utilized for the Stormwater grant. DEQ provided the templates for these policies, which will be needed to close out phase one of the monitoring process.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: ARPA Funds/Stormwater Grant



Ian Barrett, Finance Director

September 16, 2024

Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:



TOWN OF WAYNESVILLE, NORTH CAROLINA

Administrative Policies and Procedures

Policy for Real Property, Equipment, and Supplies: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Effective Date: August 28, 2024

Finance Department: (828) 456-3515

I. POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart D, details post-award requirements related to property management of property acquired or updated, in whole or in part, with funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF).

2 CFR 200.311 through 2 CFR 200.316, as modified by US Treasury ARP/CSLFRF Final Rule FAQs 13.15 & 13.16, detail property standards related to the expenditure of ARP/CSLFRF funds. The Town of Waynesville, after this Town of Waynesville, shall adhere to all applicable property standards, as detailed below. **Under ARP/CSLFRF Final Rule FAQ 13.15, the Uniform Guidance property standards do not apply to real property, equipment, or supplies purchased or improved with Revenue Replacement ARP/CSLFRF funds.**

II. DEFINITIONS

The definitions in 2 CFR 200.1 apply to this policy, including the following:

Computing devices: machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving or storing electronic information. See also the definitions of supplies and information technology systems in this section.

Equipment: tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the Town of Waynesville for financial statement purposes, or \$5,000.

Information technology systems: computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also the definitions of computing devices and equipment in this section.

Intangible property: property having no physical existence, such as trademarks, copyrights, patents, and patent applications, and property, such as loans, notes and other debt instruments, lease agreements, stock, and other instruments of property ownership (whether the property is tangible or intangible).

Personal property: property other than real property. It may be tangible, having physical existence, or intangible.

Property: real property or personal property.

Real property: land, including land improvements, structures, and appurtenances, excludes moveable machinery and equipment.

Supplies: all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the local government for financial statement purposes or \$5,000, regardless of the length of its useful life. See also the definitions of computing devices and equipment in this section.

III. REAL PROPERTY

Title to Real Property: Title to real property acquired or improved with ARP/CSLFRF funds vests with the Town of Waynesville. 2 CFR 200.311(a).

Use of Real Property: During the period of performance of the ARP/CSLFRF award, the Town of Waynesville may use real property purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF eligible use requirements.

If the Town of Waynesville changes the use of the real property to an ineligible use or sells the real property before the end of the performance period. In that case, it must follow the disposition procedures detailed in the Disposition of Real Property section below.

After the period of performance of the ARP/CSLFRF award, the Town of Waynesville must use the real property consistent with the purpose for which it was purchased or improved or for any other eligible purpose in the same category as the purpose reported to the US Treasury as of the final reporting period, as outlined in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to invest in water, sewer, or broadband infrastructure according to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the real property’s use shifts outside the parameters of the eligible purpose according to this table after the performance period. In that case, the Town of Waynesville (and any subrecipients) must follow the disposition procedures in the Disposition of Real Property section below.

The Town of Waynesville is responsible for being able to substantiate its determination on whether the use of the real property is authorized and maintain a record of that determination, following the requirements outlined in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

The Town of Waynesville is not required to seek or obtain the approval of the US Treasury before changing the use within the parameters of these authorized purposes.

Insurance of Real Property: The Town of Waynesville must provide the equivalent insurance coverage for real property acquired or improved with ARP/CSLFRF funds as provided to property owned by the Town of Waynesville. 2 CFR 200.310.

No Encumbrance of Real Property: The Town of Waynesville may not encumber the real property unless authorized by the US Treasury. 2 CFR 200.311(b).

Disposition of Real Property: If the Town of Waynesville changes the use of real property to an ineligible use or sells the asset during the period of performance of the ARP/CSLFRF award or changes the use of the asset outside the eligible category after the period of performance ends, then the Town of Waynesville must obtain disposition instructions from US Treasury. The instructions must provide for one of the following alternatives:

1. The Town of Waynesville retains title after compensating the US Treasury. The amount paid to the US Treasury will be computed by applying the US Treasury's percentage of participation in the original purchase cost (and fees of any improvements) to the property's fair market value. However, in those situations where the Town of Waynesville is disposing of real property acquired or improved with ARP/CSLFRF funds and acquiring replacement real property under the ARP/CSLFRF, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.
2. The Town of Waynesville sells the property and compensates the US Treasury. The amount due to the US Treasury will be calculated by applying the US Treasury's percentage of participation in the original purchase (and the cost of any improvements) to the sale proceeds after the deduction of any actual and reasonable selling and fixing-up expenses. If the ARP/CSLFRF award has not been closed out, the net proceeds from the sale may be offset against the original cost of the property. When the Town of Waynesville is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.
3. The Town of Waynesville transfers title to the US Treasury or a third party designated/approved by the US Treasury. The Town of Waynesville is entitled to be paid an amount calculated by applying the Town of Waynesville's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property. 2 CFR 200.311(c).

IV. EQUIPMENT

Title to Equipment: Title to equipment acquired or improved with ARP/CSLFRF funds vests with the Town of Waynesville. 2 CFR 200.313(a).

Use of Equipment: During the period of performance of the ARP/CSLFRF award, the Town of Waynesville may use equipment purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF eligible use requirements.

If the Town of Waynesville changes the use of equipment to an ineligible use or sells the equipment before the end of the period of performance, it must follow the disposition procedures detailed in the Disposition of Equipment section below.

After the period of performance of the ARP/CSLFRF award, the Town of Waynesville must use equipment consistent with the purpose for which it was purchased or improved or for any

other eligible purpose in the same category as the purpose reported to the US Treasury as of the final reporting period, as outlined in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to invest in water, sewer, or broadband infrastructure under 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the equipment’s use shifts outside the parameters of the eligible purpose according to this table after the performance period. In that case, the Town of Waynesville (and any subrecipients) must follow the disposition procedures in the Disposition of Equipment section below.

The Town of Waynesville is responsible for being able to substantiate its determination on whether the use of equipment is authorized and maintain a record of that determination, following the requirements outlined in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

The Town of Waynesville is not required to seek or obtain the approval of the US Treasury before changing the use within the parameters of these authorized purposes.

During the time that equipment is used on the project for which it was acquired, the Town of Waynesville must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not

interfere with the work on the project for which it was initially acquired. First preference for other use must be given to other programs or projects supported by US Treasury. Second, preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-federally funded programs or projects is also permissible. User fees should be considered if appropriate. 2 CFR 200.313(c)(2).

Noncompetition: The Town of Waynesville must not use equipment acquired with the ARP/CSLFRF funds to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment. 2 CFR 200.313(c)(3).

No Encumbrance: The Town of Waynesville may not encumber the equipment without approval of the US Treasury. 2 CFR 200.313(a)(2).

Replacement Equipment: When acquiring replacement equipment, the Town of Waynesville may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. 2 CFR 200.313(c)(4).

Management of Equipment: The Town of Waynesville will manage equipment (including replacement equipment) acquired in whole or in part with ARP/CSLFRF funds according to the following requirements.

1. The Town of Waynesville will maintain sufficient records that include
 - a) a description of the property,
 - b) a serial number or other identification number,
 - c) the source of funding for the property (including the Federal Award Identification Number (FAIN)),
 - d) who holds the title,
 - e) the acquisition date,
 - f) cost of the property,
 - g) percentage of Federal participation in the project costs for the Federal award under which the property was acquired,
 - h) the location, use, and condition of the property and
 - i) any ultimate disposition data, including the property's date of disposal and sale price.
2. The Town of Waynesville will conduct a physical inventory of the property and reconcile results with its property records at least once every two years.
3. The Town of Waynesville will develop a control system to ensure adequate safeguards to prevent property loss, damage, or theft. The Town of Waynesville will investigate any loss, damage, or theft.
4. The Town of Waynesville will develop and implement adequate maintenance procedures to keep the property in good condition.

5. If the Town of Waynesville is authorized or required to sell the property, it will establish proper sales procedures to ensure the highest possible return following state and federal law.

Insurance of Equipment: The Town of Waynesville must provide the equivalent insurance coverage for equipment acquired or improved with ARP/CSLFRF funds as provided to property owned by the Town of Waynesville. 2 CFR 200.310.

Disposition of Equipment: If the Town of Waynesville changes the use of the equipment to an ineligible use or sells the equipment during the period of performance of the ARP/CSLFRF award or changes the use of the equipment outside the eligible category after the period of performance ends, then the Town of Waynesville may either make the equipment available for use in other activities funded by a Federal agency, with priority given to activities funded by US Treasury, dispose of the equipment according to instructions from US Treasury, or follow the procedures below. 2 CFR 200.313(e).

1. Equipment with a per-item fair market value of less than \$5,000 may be retained, sold, or transferred by the Town of Waynesville following state law, with no additional responsibility to the US Treasury.
2. If no disposal instructions are received from the US Treasury, equipment with a per-item fair market value greater than \$5,000 may be retained or sold by the Town of Waynesville. The Town of Waynesville must establish proper sales procedures following state law to ensure the highest possible return. The Town of Waynesville must reimburse the US Treasury for its federal share. Specifically, the US Treasury is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the ARP/CSLFRF funding percentage of participation in the cost of the original purchase. If the equipment is sold, the US Treasury may permit the Town of Waynesville to deduct and retain \$500 or 10% of the proceeds from the Federal share, whichever is less, for its selling and handling expenses.
3. Equipment may be transferred to the US Treasury or a third party designated by the US Treasury in return for compensation to the Town of Waynesville for its attributable compensation for its attributable percentage of the current fair market value of the property.

V. SUPPLIES

Title to Supplies. Title to supplies acquired with ARP/CSLFRF funds vests with the Town of Waynesville upon acquisition. 2 CFR 200.314(a).

Use of Supplies: During the period of performance of the ARP/CSLFRF award, the Town of Waynesville may use supplies purchased or improved with ARP/CSLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the ARP/CSLFRF eligible use requirements.

If the Town of Waynesville changes the use of supplies to an ineligible use or sells the supplies before the end of the performance period. In that case, it must follow the disposition procedures detailed in the Disposition of Supplies section below.

After the period of performance of the ARP/CSLFRF award, the Town of Waynesville must use supplies consistent with the purpose for which they were purchased or improved or for any other eligible purpose in the same category as the purpose reported to the US Treasury as of the final reporting period, as outlined in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category. .
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to invest in water, sewer, or broadband infrastructure according to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	N/A
Premium Pay	N/A

If the supplies use shifts outside the parameters of the eligible purpose according to this table after the performance period, the Town of Waynesville (and any sub-recipients) must follow the disposition procedures in the Disposition of Supplies section below.

The Town of Waynesville is responsible for being able to substantiate its determination on whether the use of supplies is authorized and maintain a record of that determination following the requirements outlined in the financial assistance agreement accepted in connection with the ARP/CSLFRF award.

Draft

The Town of Waynesville is not required to seek or obtain the approval of the US Treasury before changing the use within the parameters of these authorized purposes.

Noncompetition. If the Federal Government retains an interest in the supplies, the Town of Waynesville must not use supplies acquired under the ARP/CSLFRF to provide services to other organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute. 2 CFR 200.314(b).

Disposition of Supplies. If a residual inventory of unused supplies exceeds \$5,000 in total aggregate value upon the project's termination or completion, the supplies are not needed for any other Federal award. In that case, the non-Federal entity must retain the supplies for use in other activities or sell them but must compensate the Federal Government for its share. The amount of compensation must be computed in the same manner as for equipment. 2 CFR 200.314(a).

VI. PROPERTY TRUST RELATIONSHIP

Real property, equipment, and intangible property acquired or improved with ARP/CSLFRF funds must be held in trust by the Town of Waynesville as trustee for the beneficiaries of the project or program under which the property was acquired or improved. The US Treasury may require the Town of Waynesville to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with a federal award and that use, and disposition conditions apply to the property. 2 CFR 200.316.

VII. IMPLEMENTATION OF POLICY

The Town of Waynesville's Financial Officer shall adopt procedures to track all real property, equipment, and supplies (collectively, property) acquired or improved in whole or in part with ARP/CSLFRF funds. At a minimum, those procedures must address the following:

- Ensure proper insurance of property
- Document proper use of property
- The Town of Waynesville's Financial staff will record and maintain required data records for equipment
- Conduct periodic inventories of equipment at least every two years
- Create processes for replacement and disposition of property
- Establish other internal controls to safeguard and properly maintain property



TOWN OF WAYNESVILLE, NORTH CAROLINA

Administrative Policies and Procedures

Policy for Uniform Guidance Procurement Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Effective Date: September 5, 2024

Finance Department (828) 456-3515

Section 1: Purpose

Application of Policy. This policy aims to establish guidelines for procuring goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance.

The Town of Waynesville shall comply with the standards established in this policy, as well as with state law and any other policies and procedures adopted by the Town of Waynesville. The Policy's requirements also apply to any sub-recipient of federal financial assistance. In the case of a conflict in governing law or local policy, the Town of Waynesville shall follow the most restrictive rule.

Compliance with Federal Law. Unless otherwise directed in writing by the federal awarding agency or by a state agency acting as a passing-through entity, all procurements that involve the expenditure of federal financial assistance (federal awards) shall be conducted following the federal procurement requirement identified in 2 C.F.R. §§ 200.318–.327, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

Section 2: Code of Conduct

The Town of Waynesville has adopted standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents in selecting, awarding, and administering federal award contracts.

Section 3: Pre-Solicitation Requirements

Before any procurement transaction, the following pre-solicitation requirements shall be considered.

1. **No Evasion.** No contract may be intentionally divided into two or more separate purchases to avoid federal or state competitive procurement requirements.
2. **Interlocal Agreements.** The Town of Waynesville shall explore the feasibility of entering into state and local intergovernmental agreements or cooperative agreements, where appropriate, to procure common goods and shared services. Competition requirements may be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.
3. **Surplus Property.** The Town of Waynesville shall avoid the acquisition of unnecessary or duplicative items. It shall explore the feasibility of purchasing federal surplus property instead of purchasing new equipment and property.
4. **Value Engineering.** The Town of Waynesville shall consider opportunities to use value engineering in contracts for permanent restorative work projects of sufficient size to offer reasonable opportunities for cost reduction.
5. **Domestic Preferences.** To the greatest extent practicable, the Town of Waynesville shall provide a preference for purchasing, acquiring, or using goods, products, or materials produced in the United States, including but not limited to iron, aluminum, steel, cement, and other manufactured products. No sacrifice or loss in price or quality is required to provide this preference, and no preference shall be given if such preference violates any trade treaty to which the United States is a signatory.
6. **Geographic Preference.** The Town of Waynesville shall conduct procurements that prohibit the use of statutorily or administratively imposed in-state or local geographical preferences in evaluating bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Contracting with Minority-Owned, Women-Owned, and Small Business Firms. For all contracts above the micro-purchase threshold, the Town of Waynesville shall take all necessary affirmative steps to ensure that minority businesses, small businesses, women's business enterprises, historically underutilized businesses, and labor surplus area firms are used when possible. These affirmative steps shall include:

- a. placing qualified small and minority businesses and women's business enterprises on solicitation lists and soliciting these businesses whenever they are potential sources.
 - b. Divide project requirements into smaller tasks or quantities when economically feasible and establish delivery schedules that encourage maximum participation.
 - c. identifying firms through the U.S. Small Business Administration (SBA) and the U.S. Department of Commerce's Minority Business Development Agency of the North Carolina and Department of Commerce; and
 - d. requiring the prime contractor, if subcontracts are to be awarded, to take the affirmative steps included in this section to make reasonable efforts to contract with disadvantaged business enterprises.
7. **Cost or Price Analysis.** Before awarding a contract, the Town of Waynesville shall perform a cost or price analysis on every procurement above the Simplified Acquisition Threshold, including contract modifications.
8. **Procurement of Recovered Materials.** The Town of Waynesville shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the U.S. Environmental Protection Agency (EPA) at 40 C.F.R. part 247 containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. For federally funded solicitations, the requesting department shall include in the specifications the use of fully or partially recovered (recycled) materials to the greatest extent consistent with reasonable performance standards following federal regulations.

Section 4: Solicitation Requirements

1. **Full and Open Competition.** Procurements shall be conducted to provide complete and open competition to ensure objective supplier performance and eliminate unfair competitive advantage. The Town of Waynesville shall remain alert to organizational conflicts that jeopardize the negotiation process and limit competition. The Town of Waynesville may not:
 - a. place unreasonable requirements on firms for them to qualify to do business.
 - b. requires unnecessary experience and excessive bonding or encourages

participation in non-competitive practices among firms or affiliated companies.

c. award non-competitive consultant retainer contracts except as expressly provided by funding-source regulations.

d. specifies (1) that only a “brand name” product be used instead of allowing an “equivalent product” to be offered, though a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement or (2) the specific features, performance, or other relevant requirements of the named brand that offerors must meet; or

e. takes any arbitrary actions that limit or restrict competition.

2. **Contractors Excluded from Bidding.** To ensure objective contractor performance and eliminate unfair competitive advantage, contractors who develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals are excluded from competing for the underlying procurement contract.
3. **Prequalification.** The Town of Waynesville ensures that all prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The prequalified list shall be routinely updated. Potential bidders shall not be precluded from qualifying during the solicitation period.
4. **Product Descriptions.** All solicitations shall clearly and accurately describe the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features that unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and, when necessary, the minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient procurement requirements. The solicitation shall identify all requirements that the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Section 5: Bidding Requirements

The Town of Waynesville shall comply with the procurement methods outlined in the Uniform Guidance at 2 CFR § 200.320 when entering purchase, service, and construction contracts and repair contracts that will be funded, in whole or in part, with a federal award. The procurement method will depend on the anticipated expenditure amounts and the type of service or materials being procured. The Town of Waynesville shall also comply with state law and local

Draft

policy when soliciting bids and awarding contracts.

1. **Informal Procurement Methods:** When the procurement value will not exceed the simplified acquisition threshold (SAT) of \$250,000, the [UNIT] may conduct the procurement using one of the informal methods: micro-purchases and minor purchase procedures.

- a. **Microphases:** (contracts costing less than \$10,000)

The micro-purchase procurement method may be used when the aggregate amount of the purchase/contract is below the micro-purchase threshold (\$10,000). Micro purchases may be awarded without competition, provided the price term is fair and reasonable based on market conditions. When making a micro-purchase, the Town of Waynesville shall:

- i. Obtain a price or rate quote from the list.
- ii. Document in writing that the price or rate quote is fair and reasonable and
- iii. To the extent practical, distribute micro-purchases equitably among qualified suppliers.

- b. **Small Purchase Procedures:** (Contracts costing between \$10,000 - \$250,000)

The small purchase method may be used for procurements in which the aggregate dollar amount exceeds the micro-purchase threshold but does not exceed the SAT (\$250,000). This method does not require formal advertisement; the town manager shall establish the method of advertising the procurement. Price or rate quotes may be received in various formats, including email, fax, phone, or any other method.

When conducting procurements using the small purchase procedures method, the Town of Waynesville shall:

- i. Obtain adequate price or rate quotations from vendors or contractors.
- ii. Maintain documentation of price/rate quotes and
- iii. Award the contract to the bidder responsible for the lowest cost.

2. **Formal Procurement Methods:** For procurements costing \$251,000 or more, the Town of Waynesville shall conduct the procurement using sealed bids or proposals.

- a. **Sealed Bids:** (Contracts costing \$251,000 or more)

The sealed bid method shall be the Town of Waynesville's preferred method for procuring construction and repair contracts, provided the following conditions are present: (1) a complete, adequate, and realistic specification or purchase description is available; (2) two or more responsible bidders are willing and able to compete effectively for the business; and (3)

the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

When the sealed bid method is used, the Town of Waynesville shall satisfy the following conditions:

- i. Solicit sealed bids from an adequate number of qualified sources and provide bidders with sufficient time to prepare a response before the date set for bid opening.
- ii. Publicly advertise the Invitation for Bid (IFB).
- iii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- iv. Include any specifications and pertinent attachments in the IFB and clearly define the items or services so that the bidder can respond properly.
- v. Publicly open bids at the time and place prescribed in the IFB.
- vi. Award a firm, fixed-price contract in writing to the lowest responsive and responsible bidder.
- vii. Reject any or all bids only for sound documented reasons.

b. Competitive Proposals: (Contracts costing \$251,000 or more for which the sealed bid method is not appropriate)

The Town of Waynesville shall use the competitive proposal method when the contract cost is above \$250,000 and when the sealed bids method is inappropriate. Proposals are conducted with multiple sources submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. The Town of Waynesville must use the proposal method for qualification-based procurements when selecting architectural and engineering (A/E) professional services. In procuring A/E professional services, the price will be negotiated after the most qualified firm is selected. When the competitive proposals method is used, the Town of Waynesville shall satisfy the following conditions:

- i. Publicly advertise the request for proposal (RFP) or request for qualifications (RFQ). Formal advertisement in a newspaper is not required, provided the advertisement method solicits proposals from an "adequate number" of qualified firms.
- ii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- iii. Identify evaluation criteria and the relative importance of each criterion (criteria weight) in the RFP or RFQ.
- iv. Consider all responses to the publicized RFP to the maximum extent practical.
- v. Establish a written method for conducting technical evaluations of

- proposals and selecting the winning firm.
- vi. Award the contract on a fixed-price or cost-reimbursement basis to the most responsible firm with the most advantageous proposal to the Town of Waynesville, considering the price and other factors identified in the proposal. Price may not be an evaluation factor for (A/E) service contracts.
 - vii. **A/E Service Contracts:** For qualification-based procurement in selecting architectural and engineering (A/E) professional services, qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The price shall not be solicited in the RFQ or used as an evaluation criterion when awarding A/E professional service contracts.
3. **Noncompetitive Procurement.** Noncompetitive procurements are allowed only under the following conditions.
- i. **Micro purchases.** The aggregate dollar amount of the procurement does not exceed the micro-purchase threshold.
 - ii. **Sole source.** A contract may be awarded without competitive bidding when the item is available from only one source. Finance shall document the justification for the lack of available competition for the item. The governing board must approve a sole-source contract.
 - iii. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
 - iv. **Agency Approval.** A contract may be awarded without competitive bidding when competition is inadequate after attempts to solicit bids/quotes from several sources as required under this Policy do not result in a qualified winning bidder.
 - v. **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is inadequate after a minimum of two attempts to solicit bids from several sources as required under this Policy, which does not result in a qualified winning bidder.

Section 6: Contract Award

1. **Responsible Contractors.** Contracts shall only be awarded to responsible, responsive contractors/firms possessing the ability to perform successfully under the terms and conditions of the proposed procurement. "Responsible" refers to the character or quality of the bidder, with consideration given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. "Responsive" refers to the bidder's compliance with all required specifications in the formal solicitation.

2. **Suspension and Debarment.** Before awarding a contract, the Town of Waynesville shall verify that a potential contractor is not debarred or suspended using the System for Award Management (SAM.gov). If a contractor has been debarred, suspended, or is otherwise excluded from participation in a federal award program, the contractor may not be awarded the contract. The Finance department shall maintain documentation of this verification.
3. **Bid Rejections.** Bid submissions and proposals may be deemed non-responsive, or contractors may be considered non-responsible for any sound documented reason(s). The documentation will state the reason(s) why each bidder failed to satisfy the responsive, responsible contractor standard for a particular procurement.
4. **Cost and Price Analysis.** Before receiving bids or proposals, the Town of Waynesville must perform a cost or price analysis concerning every procurement transaction, including contract modifications, falling above the simplified acquisition threshold (\$250,000). To satisfy this requirement, the requesting department shall prepare and submit a memorandum containing the cost/price analysis to the Town of Waynesville.
 - a. A price analysis evaluates the total proposed price without evaluating its separate cost elements and proposed profit. It is used to verify that the overall price for a specific item is fair and reasonable.
 - b. A cost Analysis involves evaluating the separate elements that make up the total cost of a contract (e.g., labor, materials, profit, etc.). The cost analysis is required for new contracts and contract modifications or change orders, even when the change order results in a lower contract price.
5. **Profit.** For contracts without price competition or where cost analysis is required by 2 C.F.R. § 200.323(a), the Town of Waynesville must negotiate profit as a separate price element. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work.
6. **Estimated Costs.** The Town of Waynesville shall use estimated costs in negotiating contract terms only to the extent that the estimates included in negotiated prices are allowable under the 2 C.F.R. Part 200, Subpart E, Cost Principles.
7. **Bonding Requirements.** For construction contracts or subcontracts exceeding the simplified acquisition threshold (\$250,000), the Town of Waynesville shall require contractors to meet the minimum bonding requirements listed below.

To be submitted with the bidding documents:

A *bid guarantee* from each bidder is equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid, as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

To be submitted at the time of contract award:

A *performance bond* on the contractor's part is for 100 percent (100%) of the contract price. A performance bond is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such agreement.

A *payment bond* on the contractor's part is for 100 percent (100%) of the contract price. A payment bond is executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials to accomplish the work provided for in the contract.

Section 7: Prohibited Contracts

1. **Costs-Plus-a-Percentage-of-Construction-Cost Contracts.** The award of costs plus a percentage of construction cost contracts is prohibited.
2. **Time-and-Materials Contracts Disfavored.** The Town of Waynesville shall only enter time and materials contracts if it has determined in writing that no other contract type is suitable for a given procurement. Time and materials contracts prescribe cost as the sum of (a) actual cost of materials and (b) direct labor hours charges at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Contracts for using time and materials shall require an established price ceiling to ensure that the agreement does not allow for an open-ended contract price with no profit incentive for the contractor to control costs or labor efficiency. These contracts shall be subject to frequent oversight to ensure the contractor employs efficient methods and adequate cost controls.

Section 8: Contract Administration

1. **Contract Oversight.** The Town of Waynesville shall provide proper oversight to ensure that contractors and firms perform the contract requirements following the terms, conditions, and specifications of their contracts or purchase orders.
2. **Contract Clauses.** All procurement contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."
3. **Record Retention.** The Town of Waynesville shall maintain records sufficient to detail the history of each procurement, including the rationale for the procurement method

and selection of contract type, the basis for the contractor selection or rejection, and the basis for the contract price. These records include, but are not limited to, supporting documentation showing the rationale for the procurement method; written price or rate quotations, such as catalog price, online price, email or written quotes; copies of advertisements, requests for proposals, and bid sheets or bid proposal packets; bid rejection and award letters; purchase orders; executed contracts; and any other supporting documentation or financial records relating to the procurement transaction.

4. **Retention Period.** Unless a federal award prescribes a different record retention period, all financial records, supporting documents, statistical records, and all other records pertinent to a federal award shall be retained for three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient. An exception to the standard retention period may exist if any of the following circumstances are satisfied:
 - a. If any litigation, claim, or audit is started before the expiration of the three years, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - b. When the Town of Waynesville has been notified in writing by the federal awarding agency or pass-through entity that the retention period has been extended.
 - c. Records for real property and equipment shall be retained for three years after final disposition.

Section 9: Awarding Agency or Pass-Through Entity Review

1. **Agency Review.** Upon request of the awarding federal agency, the Town of Waynesville shall make available technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and service specified is proposed for acquisition. The Town of Waynesville shall make the pre-procurement and procurement documents available upon request of the federal awarding agency or pass-through entity when any circumstances outlined in 2 C.F.R. § 200.325(b) are satisfied.

Section 10: Compliance with Policy Provisions

1. **Penalties Imposed by Federal Awarding Agency.** If it has been determined that the Town of Waynesville has failed to comply with the U.S. Constitution, federal statutes,

Draft

regulations, or the terms and conditions of a federal award. In that case, the federal awarding agency or pass-through entity may impose additional conditions on the Town of Waynesville, as described in [2 C.F.R. § 200.208](#). In cases in which the imposition of further conditions cannot remedy noncompliance, the federal awarding agency or pass-through entity may take one or more of the following actions: temporarily withhold cash payments, disallow costs, suspend or terminate the award, initiate suspension or debarment proceedings, withhold further federal awards for the project or program, or take other remedies legally available.

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 9/24/2024**

SUBJECT: to approve the increase in part-time classification salaries for parks & recreation from \$11.00/hr minimum-\$13.00/hr maximum to \$11.50 minimum/hr-\$13.5/hr maximum for recreation aides.

AGENDA INFORMATION:

Agenda Location: New Business/consent

Item Number:

Department: Recreation

Contact: Luke Kinsland

Presenter: Luke Kinsland

BRIEF SUMMARY:

Parks and rec employes the highest number of part time employees in the town. As we try to recruit and retain those employees, salary ranges become more imperative over time. Rec aides, who assist in cleaning and monitoring exercise areas in addition to repairing machines, currently make \$11-\$13 per hour. We feel that in order to retain and recruit, this range should be increased .50 per hour. We have run the numbers, and our current budget can handle this.

MOTION FOR CONSIDERATION: to approve the increase in part-time classification salaries for parks & recreation from \$11.00/hr minimum-\$13.00/hr maximum to \$11.50 minimum/hr-\$13.5/hr maximum for recreation aides.

FUNDING SOURCE/IMPACT: general fund recreation

ATTACHMENTS: PR salary impact

MANAGER'S COMMENTS AND RECOMMENDATIONS: none



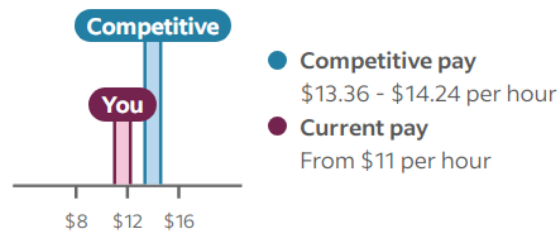
MEMORANDUM

To: Luke Kinsland, Director of Parks & Recreation
From: Page McCurry, Director of Human Resources
Date: September 17, 2024
Subject: Market Analysis Data for Part Time Recreation Aid

Dear Mr. Kinsland,

I hope this memo finds you well. This is to inform you that after performing a market analysis of competitive pay rates for Part Time Recreation Aid positions in North Carolina I have determined that the Town of Waynesville is currently not providing a competitive hourly rate of pay for Part Time Recreation Aid staff.

According to market data of Part Time Recreation Aid positions advertised for applications in North Carolina through the Indeed Recruitment Platform over the last 12 months, competitive pay for like positions is advertised between \$13.36 and \$14.24 per hour.



*Based on an analysis of Recreation Aide jobs in North Carolina posted on Indeed in the last 12 months.

Currently, the Town of Waynesville offers a minimum hourly salary of \$11.00 and a maximum hourly salary of \$13.00 to Part Time Recreation Aid staff.

When I surveyed other local government entities in NC, the hourly rate of pay for employees in the same or similar roles varies between \$16.00 and \$18.00 per hour depending on longevity and experience.

Based on this market data, I recommend increasing the minimum and maximum hourly rate of pay for staff in this salary grade to remain competitive and decrease turnover.

Page McCurry
HR Director

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: October 8, 2024**

SUBJECT: Appointment of Josh Schick to Assistant Police Chief

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Police
Contact: Chief David Adams
Presenter: Chief David Adams

BRIEF SUMMARY:

Recognition of Lt. Josh Schick’s appointment to Asst. Police Chief

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: (must have approval by Finance Director prior to submission to the Board)

, Finance Director

Date

ATTACHMENTS:

MANAGER’S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: September 24, 2024

SUBJECT: Local Government Workplace Initiative (LGWI)

AGENDA INFORMATION

Agenda Location:

Department: Human Resources

Contact: Page McCurry, HR Director

Presenter: Clay Fleming, Local Government Workplaces Initiative (LGWI) Assistant Director (fcf2@sog.unc.edu)

BRIEF SUMMARY

Clay Fleming is the assistant director of the Local Government Workplaces Initiative (LGWI), which is a program of research at the UNC School of Government that seeks to help local governments listen to employees and act on the feedback. LGWI has worked with over 35 local government organizations inside and outside North Carolina and has surveyed over 20,000 employees. Clay Fleming will be presenting the results of the 2024 Town of Waynesville Workplace Climate Survey. In his presentation, Clay will discuss the organizational highlights, hotspots, and mixed results as well as themes from survey comments. In addition, Clay will shed light on which results are unique to Waynesville, and those that are consistent with other local government organizations LGWI has surveyed.

LGWI began working with the Town of Waynesville in March 2024 to prepare for an employee survey. As a council led initiative, Waynesville had a desire to understand how employees feel about the organization and to identify what the organization is doing well and what areas need improvement. The survey was open from May 13 through June 3 and had a 66% response rate, which is above average for first time surveying organizations. Many of the results are consistent with organizations who are surveying employees for the first time. With the feedback from employees, I believe the Town of Waynesville leadership team will be able to honor their strengths and create employee-informed changes to make Waynesville an even better place to work.

MOTIONS FOR CONSIDERATION Accept the report for information

ATTACHMENTS: None:

MANAGER'S COMMENTS AND RECCOMENDATIONS Ms. McCurry is formulating a response to the report. Among the responses is to "dig deeper" into several of the broad questions/results to determine the root issues concerning employees. Many of Waynesville's results are reflected in the results of other NC Towns. Are we dealing with Waynesville related issues or workplace issues facing many towns in the State. Much work is yet to be carried out.