

## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: January 28<sup>th</sup>, 2025 Time: 6:00 p.m.

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(828) 452-2491 [cpoolton@waynesvillenc.gov](mailto: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. January 14, 2025 Regular Scheduled Meeting Minutes
  - b. Request for Approval of Use of Train Up Grant Funding for Lifeguard Certification and Training Equipment
  - c. Call for a Public Hearing for February 11, 2025, to consider a request for a Land Development Standards Map amendment to rezone 4 Elysinia Ave (PIN 8605-73-8236) from Hazelwood Urban Residential to Hazelwood Business District
  - d. Order of Collection

**Motion: To approve the consent agenda as presented.**

#### E. PRESENTATIONS

3. Retirement for K-9 Keizer
  - Chief David Adams
4. Presentation of awards to 2024 Christmas parade winners
  - Eva Hansen, Kiwanis

**F. OLD BUSINESS**

5. Update on FEMA floodplain maps

- Director of Development Services, Elizabeth Teague

**G. NEW BUSINESS**

6. Reclassify one Maintenance Technician position to Maintenance & Grounds Technician and change it from Grade 53 to Grade 56

- Luke Kinsland, Director of Parks and Recreation

***Motion: To approve the reclassification of one Maintenance Technician position to a Maintenance & Grounds Technician and move it from Grade 53 to Grade 56.***

7. Part Time Retired Law Enforcement Pay Class Table

- Chief David Adams

***Motion: To increase the pay rate for part-time returning retired law enforcement officers from the maximum hourly rate of \$25.00 to \$27.00 an hour.***

**H. COMMUNICATION FROM STAFF**

8. Manager's Report

- Town Manager, Rob Hites

9. Town Attorney Report

- Town Attorney, Martha Bradley

**I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**J. 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](http://www.waynesvillenc.gov)

## 2025 CALENDAR

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

2025	
Fri, January 31	Visit Haywood Downtown Ice Stroll on Main Street
Tues, February 11	Town Council Meeting – Regular Session
Tues, February 25	Town Council Meeting – Regular Session
Tues, March 11	Town Council Meeting – Regular Session
Tues, March 25	Town Council Meeting – Regular Session
Tues, April 8	Town Council Meeting – Regular Session
Tues, April 22	Town Council Meeting – Regular Session
Tues, May 13	Town Council Meeting – Regular Session
Tues, May 27	Town Council Meeting – Regular Session
Tues, June 10	Town Council Meeting – Regular Session
Tues, June 24	Town Council Meeting – Regular Session
Tues, July 8	Town Council Meeting – Regular Session
Tues, July 22	Town Council Meeting – Regular Session
Tues, August 12	Town Council Meeting – Regular Session
Tues, August 26	Town Council Meeting – Regular Session
Tues, September 9	Town Council Meeting – Regular Session
Tues, September 23	Town Council Meeting – Regular Session
Tues, October 14	Town Council Meeting – Regular Session
Tues, October 28	Town Council Meeting – Regular Session
Tues, November 11	NO COUNCIL MEETING-Veterans Day
Tues, November 25	Town Council Meeting – Regular Session
Tues, December 9	Town Council Meeting – Regular Session

## Board and Commission Meetings – January 2025

ABC Board	ABC Office – 52 Dayco Drive	<b>January 21st</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>CANCELLED</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	<b>January 21st</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Municipal Building-16 South Main Street	<b>January 9th</b> 1 <sup>st</sup> Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>January 8th</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>January 20th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>January 16th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>January 20th</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>January 15th</b> 3 <sup>rd</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**January 14, 2025**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, January 14, 2025, 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 6:03 pm with the following members present:

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

Councilmembers Absent:

Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Candace Poolton, Town Clerk  
Elizabeth Teague, Director of Development  
Olga Grooman, Assistant Director of Development  
Page McCurry, Director of Human Resources  
Brittany Angel, Human Resources Coordinator  
Ian Barrett, Finance Director

Members of the Media:

Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone that town offices are closed on January 20<sup>th</sup> for MLK Day, and the next Council meeting is January 28<sup>th</sup>.

**B. PUBLIC COMMENT**

**Debi Hall:** Ms. Hall said there are parking issues in Hazelwood. She said in the past, she has advocated for 30 minute parking along the stores in Hazelwood. She said in the past when she has brought up timed parking spaces, her request was denied based on the inability to enforce. Ms. Hall requested forming a parking committee and having timed parking.

**Chad Brown:** Mr. Brown said he has been the owner of Hazelwood Gun and Tactical since 1989 and parking has always been an issue. He stated that Ms. Hall requested a 15 minute loading zone sign in front of her business, so that one spot would be 15-minute loading and the other would be a handicapped parking spot. He said that none of the business owners in the area are in favor of loading zone in that area. He said that he parked his truck one day in front of her store because her employees parked where he normally parks -in a private gravel lot that in which he has permission to park. Mr. Brown said her employees have been parking in front of other businesses for months.

**Andrea Brown:** Mrs. Brown said that Council had previously voted against having loading zones or timed parking in Hazelwood. She said that Mr. Brown has parked in front of Ms. Hall’s business all day before, but Ms. Hall cannot complain when her employees park in front of other people’s businesses. Mrs. Brown said she is worried that Ms. Hall will “police” the loading zone herself and none of the other business owners in Hazelwood will be able to use the space.

**C. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to replace the lease agreement in item 2d with a lease agreement provided by Town Attorney Bradley. 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 December 10, 2024 Regular Scheduled Meeting Minutes
  - b. Motion to approve the revision of the Town of Waynesville Personnel Policy to specify employer contributions for Town sponsored 401 (k) plan are available only to full-time employees of the Town.
  - c. Motion to approve the police budget amendment as presented.
  - d. Motion to approve renewing lease for third term with a \$500 annual increase to match previous increases.
  - e. Motion to approve the Whole Bloomin’ Thing Special Event Permit
  - f. Motion to call for a Public Hearing for February 11, 2025, to consider a request for annexation for three (3) parcels:
    1. Unaddressed 2.77-ac parcel off East Street, PIN 8615-88-4442, zoned as Raccoon Creek Neighborhood Residential Conditional District (RC-NR-CD)
    2. 0.45-ac parcel, at 97 Allison Acres Drive, PIN 8615-88-3857, zoned as East Waynesville Urban Residential Conditional District (EW-UR-CD)
    3. Eastern portion of a 3.37-ac parcel at 18 Allison Acres Drive, PIN 8615-88-1632, zoned as East Waynesville Urban Residential Conditional District (EW-UR-CD)

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

**E. PRESENTATIONS**

3. Presentation by Jo Melo

- Joanne Melo

Ms. Melo referenced local daytime noise ordinances. She said that she and her neighbors are dealing with dogs barking all day and night long, dogs that are running loose, and dogs that are chained up and living in poor conditions. Ms. Melo played video of dogs howling and loudly barking. Her neighbor, Pete, said he doesn't want to come home the noise is so bad, and he is considering selling his home. Ms. Melo said she and her neighbors can no longer enjoy their properties.

Town Manager Hites said the Town has no governmental control over animals, that would have to be taken care of by Haywood County Animal Control. He encouraged her and her neighbors to call the Waynesville Police Department for the noise issues.

4. Presentation by Dr. John Mason

- Dr. John Mason

Dr. John Mason proposed establishing a "Walk-In Clinic" for local government employees and their families, in which the clinic would give the employees an alternative to the Urgent Care units and the Emergency Room at Haywood Regional Hospital. He said the employee fees would be paid through their Town sponsored health insurance policies. Dr. Mason said there is a huge problem in Waynesville in trying to get primary care.

Dr. Mason presented three proposals: Proposal #1-evaluate the feasibility of having a town walk-in clinic. Proposal #2-Meet with Chief Executive Officer of Haywood Regional Medical Center on establishing primary care walk-in clinic to serve employees of Waynesville, Maggie, Clyde Canton. Proposal #3-Send out a questionnaire to employees to see if they would use such a benefit.

Councilmember Feichter said that staff seem to be doctor averse and asked what role the clinic would play in helping doctor averse employees. Dr. Mason said the benefit of having the town walk-in clinic is employees and their families are seeing the same person each time which allows him to build a relationship with staff.

Councilmember Dickson asked if establishing the clinic would require any changes to the Town's current insurance. Dr. Mason said the town would have to get liability insurance for the providers of the practice. He added that Blue Cross Blue Shield rates could possibly go down because the walk-in clinic would reduce the amount of people using Urgent Care and ER.

Councilmember Feichter and Sutton offered to join the meeting with Chief Executive Officer Chris Brown. Councilmember Feichter suggested Dr. Mason begin working with Mr. Hites to see if the clinic is a viable opportunity. Mr. Hites suggested setting up a meeting with the other local town managers to see if they would also be interested in an employee only walk-in clinic.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to authorize the staff to work with Dr. Mason and staffs of the other Towns, County, and Council to explore the potential for the clinic. The motion passed unanimously.***

**F. PUBLIC HEARING**

5. Continuation of the Public Hearing from December 10, 2024, Council meeting to consider text amendments related to floodplain regulations.
- Assistant Director of Development Services, Olga Grooman

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to re-open the public hearing at 6:51pm. The motion passed unanimously.***

Assistant Director of Development Services Olga Grooman reported that after discussion at the last Council meeting, the text proposes an amendment to the ordinance to increase the required elevation from 1 ft to 2 ft above the base flood elevation (BFE) for all new construction and substantial repairs within the Special Flood Hazard Area (SFHA) regulatory floodplain which includes the floodway and “100 year” floodplain as designated on the FIRM maps. Ms. Grooman added that the United States Department of Housing and Urban Development (HUD) has adopted a new rule that requires new construction (building permit applications submitted on or after January 1, 2025) within the regulatory floodplain to be elevated at least 2-feet above the base flood elevation (BFE) to qualify for Federal Housing Administration (FHA) insured mortgages.

Ms. Grooman said the proposed text amendments seek to strengthen the Town of Waynesville’s floodplain protection requirements and align them more closely with the recommendations of the North Carolina Department of Emergency Management. She said strengthening local floodplain ordinances could help reduce future risks to life and property, while promoting public safety and community resilience. Ms. Grooman said the proposed text amendments are based on the post-storm damage assessments, as well as feedback and recommendations from the NC Division of Emergency Management and the National Flood Insurance Program Coordinator, which recommend a minimum freeboard of 2 ft for structures.

Ms. Grooman presented the following neighboring communities that have already adopted a freeboard higher than 1 ft:

1. Town of Sylva: 2 ft
2. Jackson County: 2 ft
3. Town of Franklin: 2 ft
4. Town of Highlands: 2 ft
5. City of Brevard: 2 ft
6. Town of Black Mountain: 2 ft
7. Buncombe County: 2 ft
8. Town of Fletcher: 3 ft
9. City of Hendersonville: 2 ft
10. Henderson County: 2 ft
11. City of Asheville: 2 ft

Ms. Grooman added that nearby communities that still have a 1-ft freeboard include Haywood County, Canton, Clyde, and Maggie Valley. Ms. Grooman said that the Development Services department inspected a



total of 446 structures for damage and watermarks, and 342 of these structures had at least some level of damage. She said that there are currently 42 flood related permits, but most of them are HVAC replacements. Ms. Grooman emphasized that staff are not proposing any change for 500-year flood plain.

Councilmember Feichter asked about neighboring communities that have 2 BFE, and if that standard was enacted before or after Helene. Ms. Grooman said before. Councilmember Sutton asked if the other communities are planning on raising their BFE. Ms. Grooman said the Town of Clyde Planner is planning on presenting it to their Aldermen.

Public Comment:

**Alex McKay:** Mr. McKay said he against the proposed text amendment. He reminded Council that two years ago, they said they were going to look at FEMA maps. Mr. McKay said he took the damage reports provided by Development Services Department and calculated how high the foundations would have to be as required by the proposed text amendment. He showed several examples of the water marks from Helene and compared them to how high the foundations would have to be with the text amendment. He said very few homes at BFE were flooded. Mr. McKay suggested getting accurate data before making a decision.

**Debi Hall:** Ms. Hall said the bottom line is the town can try to protect homeowners by raising the BFE, but flooding can still happen. She said her parents in Clyde raised their house after Fred, and it still flooded.

Councilmember Dickson suggested that staff investigate the cost for more flood studies. Councilmember Feichter agreed with having staff look into flood maps. He said that he likes the text amendment in theory but worries that the practical application would place a substantial burden on residents who are already hurting.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to close the public hearing at 7:17pm. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to direct town staff to look into cost of preparing new flood maps of Hazelwood and other areas in town affected by flood. The motion passed unanimously.***

## **G. NEW BUSINESS**

6. Formation of a 501(c)3 Nonprofit as an extension of the Downtown Waynesville Commission (DWC)
  - Beth Gilmore, Executive Director, Downtown Waynesville Commission

DWC Executive Director Beth Gilmore reported that the Downtown Waynesville Commission (DWC) would like to establish a non-profit as an extension of the organization to use as leverage for grants and fundraising opportunities that are not available to municipalities. After numerous discussions with N.C. Main Street leaders and a preliminary discussion with Town Attorney Martha Bradley, she said that the DWC feels that a 501 (c)3 is the most appropriate non-profit classification for their purposes. Ms. Gilmore stated that Town Attorney Bradley has agreed to work with the DWC to guide them through the process of forming the non-profit, preparing and filing documents on their behalf. On July 16, Ms. Gilmore stated the DWC board voted unanimously to create a "Friends of Downtown Waynesville" 501(c)3 for the purpose of raising funds and

channeling new grant opportunities with the goal of enhancing the DWC's operating budget with new sources of revenue. Ms. Gilmore said the non-profit will operate as an extension of the DWC according to a Memorandum of Understanding (MOU) with the Town of Waynesville, which will define the role of the nonprofit and standard operating procedures. She said the next steps include working with Ms. Bradley to form the nonprofit, define its role, and establish the terms of the MOU. Ms. Gilmore added that the quasi-public model is common among Main Street Communities throughout North Carolina and among 72 designated communities, 35 are operate as quasi-public. She said she will bring the information back to Council for their review.

Councilmember Dickson asked what grant opportunities were not available given the DWC's current status. Ms. Gilmore said there are quite a few that they do not qualify for. Councilmember Dickson asked if Council could have some control over the organization's spending. Ms. Bradley said that concern can be addressed in an organizational documentation.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to allow DWC staff to proceed in the development of a non-profit extension of the DWC. The motion passed unanimously.***

7. Consideration and possible approval of a logo for the Waynesville Historic Preservation Commission
  - Alex Mumby, Land Use Administrator

Land Use Administrator Alex Mumby reported that the Waynesville Historic Preservation Commission (HPC) would like to create a logo to represent them on their projects and official communications. Mr. Mumby said that the proposed logo features the Springhouse which is the last remaining structure of the White Sulphur Springs Hotel. He added that tourists came to Waynesville from across the country to visit the hotel and enjoy the natural sulfur springs on the property and the original hotel burned down in 1892 but remains an important part of Waynesville's history. Mr. Mumby showed Council two options available to choose from. He said the new logo would be used in conjunction with the Town of Waynesville Seal.

Mr. McKay reminded everyone that the Cemetery tour will be May 3<sup>rd</sup>, in conjunction with Appalachian Heritage Festival.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve the Waynesville Historic Preservation Logo A with the Times New Roman font. The motion passed unanimously.***

8. Upgrade meter reading technology to be compatible with our software meters
  - Ian Barrett, Finance Director

Finance Director Ian Barrett reported that toward the end of 2024, we received a quote to upgrade our meter reading software from N\_Sight to Neptune 360. He said that the town has been using meter readers that were lent to our department by the supplier to continue reading, but the time has come where we need to upgrade to provide a long-term solution and to keep such an integral part of our department running accurately. Mr. Barrett said the old system, N\_sight, is no longer being supported, thus making this upgrade essential to our operations. He suggested that in order to ease the financial burden, the purchase of this software would be split between Finance, Water, Sewer, and Electric, since it pertains to all of those departments, with the total cost to upgrade being \$17, 834.50 (includes setup and training, the software itself, and mapping services).

Councilmember Dickson asked about the timeline for AMI. Mr. Barrett said that will be further in the future, but he has discussed it with the liaison and it's on his radar. He said the process of switching to AMI will not be seamless, but they will be doing the implementation side of things, which should go smoothly.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve upgrading our current meter reading software to allow for an efficient and timely delivery of billing. The motion passed unanimously.***

9. Designate the parking place adjacent to the handicapped space and 500 Hazelwood Avenue (Farm to Cake bakery) as a fifteen-minute loading zone.
  - Rob Hites, Town Manager

Town Manager Rob Hites reported that Ms. Hall approached staff with a request to establish a fifteen-minute loading zone in the parking space adjacent to her business. He said the current space is the only non-handicapped accessible space adjacent to her business. Currently, Mr. Hites said the space is occupied by vehicles much of the day leaving patrons without easy access to her business.

Councilmember Sutton suggested the handicapped spot needs to be in a more central location to Hazelwood businesses.

Councilmember Dickson suggested making all of the spaces in front of the businesses 30-minute parking zones. He said a community forum could help figure out parking solutions but could also create more disagreement. Mr. Hites said there is more handicapped parking in the off-street parking lot because having a handicapped spot on the main road could be dangerous. Mr. Hites explained how enforcement but would be challenging, and in Statesville, they would wait until someone had \$3000 in parking tickets and then take them to small claims court. Councilmember Dickson said it is up to the employer to direct employees to not park on the street.

Council agreed to direct staff to consult with an engineer to do a study on parking in Hazelwood.

10. 280 Georgia Avenue (Finance/Fire Dept.) Renovation bids
  - Rob Hites, Town Manager

Town Manager Rob Hites reported that the renovation of the finance department/fire department involves repairing flood damages to the building, bringing the restrooms to ADA standards, and replacing the lighting with LED fixtures. He said the contract will require the bidder to complete the work in 90 days from the date of "Notice to Proceed". Mr. Hites noted that parking lot repairs are not a part of the contract since the asphalt plant may not be in operation during the time specified in the bid document, but the repairs should be covered in the insurance settlement. He added that the lowest bidder, Enterprise G Inc. did not possess a valid NC Contractor's license at the time of bid opening, thereby excluding them from qualifying as a valid bidder.

Councilmember Dickson asked if flood proofing is included in the proposal. Mr. Hites said the flood proofing must be in a separate bid. He said he has been looking for an architect that specializes in flood proofing.

***A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to approve bid for John Burgin Construction Co. for renovation of Finance/Fire Building. The motion passed unanimously.***

11. Depot Street Bids
- Rob Hites, Town Manager

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the low bid of Appalachian Sitework for a bid price of \$174,989.49. The motion passed unanimously.***

**H. COMMUNICATION FROM STAFF**

12. Manager's Report
- Town Manager, Rob Hites

Nothing to report.

13. Town attorney
- Martha Bradley, Town Attorney

Nothing to report.

**I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Councilmember Sutton reported that he attended that NCACP meeting. Councilmember Feichter thanked Council for their kind words regarding his mother, Libba Feichter. He said that she served on the Town Board and was extremely passionate about her service to the board and her community. Councilmember Dickson reminded everyone that Saturday is the MLK walk and Monday is the prayer breakfast. He also reported that he recently met the new Public Works Director, Ricky Bourne and is impressed with his expertise. He recommended that everyone checks out Energy Saver NC online regarding home electrification and appliance rebates.

**J. ADJOURN**

***A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to adjourn at 8:00pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk



**Date:** January 21, 2025

**Prepared By:** Wesley Woodbery

**Department:** Parks and Recreation

**Subject:** Request for Approval of Use of Train Up Grant Funding for Lifeguard Certification and Training Equipment

**Summary of Request:**

We are requesting approval to utilize the Train Up Grant funding to provide free lifeguard certifications for eligible individuals and to purchase new lifeguard training equipment for our facility. This initiative aims to address critical staffing shortages and enhance the safety of our aquatic programs, while providing professional development opportunities for community members.

**Purpose:**

- **Lifeguard Certification:** The grant will cover the costs for training and certification of new lifeguards, making it accessible to a wider range of participants, including those who may not have the financial resources to cover certification fees.
- **Training Equipment:** A portion of the funding will be used to purchase new equipment, including rescue mannequins, CPR training supplies, and other essential lifeguard tools, to enhance the quality and realism of our training programs. This will better prepare new lifeguards for real-life scenarios and ensure they are equipped to handle emergencies effectively.

**Justification:**

- **Staffing Needs:** Our facility has seen an increasing demand for lifeguard staff. Offering free certifications will help us recruit and train qualified candidates to fill these critical positions.
- **Enhanced Safety:** With new, updated training equipment, our lifeguards will be better prepared, improving safety for both the staff and the patrons using our aquatic facilities.
- **Community Impact:** By providing free certifications and training opportunities, we can support individuals in gaining valuable skills, potentially leading to employment opportunities within our facility or in the broader community.

**Funding Source:**

The Train Up Grant funding will be used to cover the total costs associated with certification courses, training materials, and equipment purchases. The total estimated cost is \$2500 to \$3500.

**Action Requested:**

Approval to proceed with the use of Train Up Grant funding for the certification of lifeguards and the purchase of necessary lifeguard training equipment.

*Wesley Woodbery*

Aquatics Supervisor



# CALLING NEW LIFEGARDS!

The Town of Waynesville is currently looking for fifteen brand new lifeguard prospects to train and certify at NO cost

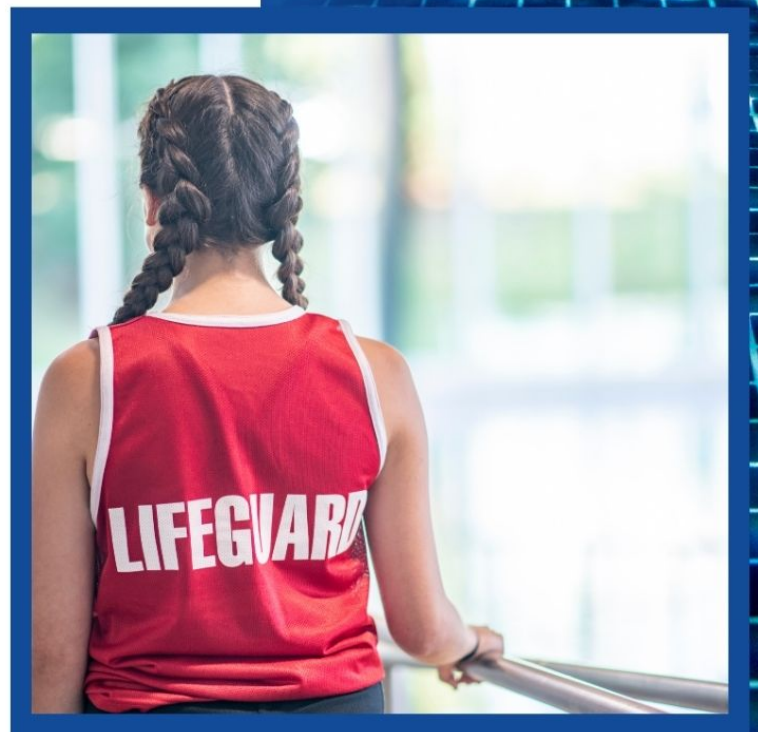
## Regulations:

- \*Must be atleast 16 years of age
- \*Must be a new lifeguard (no re-certifications)
- \*Must pass pre-requisite swim test

Pre-requisite swim dates:  
TBD

Course Training dates:  
(Must attend all days)  
March 17th-March 21st  
4:00PM-8:00PM

✚ 828-456-2030 ✚  
waynesvillenc.gov  
wwoodbery@waynesvillenc.gov



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR BOARD ACTION  
Meeting Date: January 28, 2025**

**SUBJECT:** Call for a Public Hearing for February 11, 2025, to consider a request for a Land Development Standards Map amendment to rezone 4 Elysinia Ave (PIN 8605-73-8236) from Hazelwood Urban Residential to Hazelwood Business District.

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing  
**Item Number:**  
**Department:** Development Services  
**Contact:** Alex Mumby, Land Use Administrator  
**Presenter:** Alex Mumby, Land Use Administrator

**SUMMARY:**

On January 13<sup>th</sup>, 2025, the Planning Board held a public hearing to consider the proposed rezoning. The subject property is located at 4 Elysinia Avenue in Waynesville, NC. It is approximately .68 acres. There is currently a single-family home and an accessory structure on the property. The property is surrounded on three sides by the Hazelwood Business District. Hazelwood Business Park is located to the east and Giles Chemicals is located to the south.

The applicant is seeking to rezone the property from Hazelwood Urban Residential to Hazelwood Business District. In the short term the applicant wishes to relocate a food truck to the property which is only allowed in the Regional Center, Commercial Industrial, and Business Districts. The rezoning would also connect the two parts of the Hazelwood Business District. The Planning Board voted to recommend denial of the proposed rezoning in a vote of 3 to 2. The board was primarily concerned about the removal of maximum density and the encroachment of commercial uses in a residential area.

**MOTIONS FOR CONSIDERATION:**

1. To schedule a public hearing to consider Land Development Map Amendment (rezoning) for the property at 4 Elysinia Ave, Waynesville, NC, (PIN 8605-73-8236).

**FUNDING SOURCE/IMPACT:**

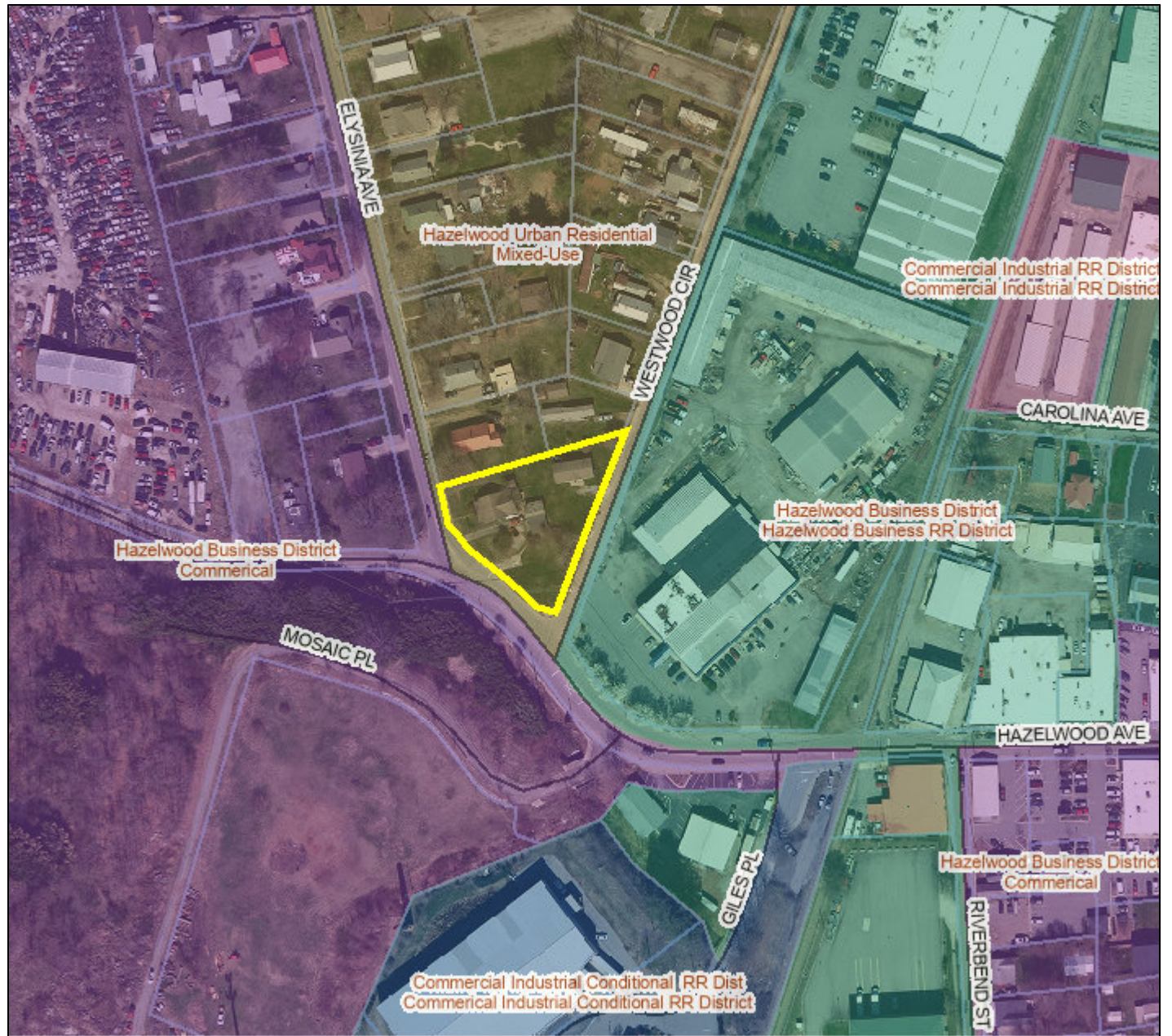
N/A

**ATTACHMENTS:**

1. Zoning map of the subject property

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** This is a call for a Public Hearing only.





**Report For**

BURGIN, JOHN H/TR  
 WILLIAM P BURGIN TRUST  
 275 WILDCAT MOUNTAIN RD  
 WAYNESVILLE, NC 28786

**Account Information**

**PIN:** 8605-73-8236  
**Deed:** 793/2229

A93/819  
 A88/2

DWELLING

4 ELYSINIA AVE

**Heated Area:** 1248

**Year Built:** 1925

**Total Acreage:** 0.68

**Township:** Town of Waynesville

**Land Value:**

**Building Value:**

**Market Value:**

**Deferred Value:**

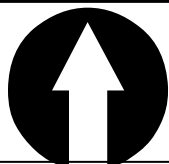
**Assessed Value:**

**Sale Price:**

**Sale Date:** 11/23/2010

**Tax Bill 1:**

**Tax Bill 2:**



January 21, 2025



1 inch = 200 feet

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: January 28, 2025**

**SUBJECT:**       Order of Collection

**AGENDA INFORMATION:**

**Agenda Location:**       Consent  
**Item Number:**  
**Department:**           Finance  
**Contact:**               Ian Barrett and Sharon Agostini  
**Presenter:**             Sharon Agostini, Tax Collector

**BRIEF SUMMARY:**

Each year the Town Council needs to issue an order of collection as required by NCGS 105-321. It is best practice for us to adopt this each year by September 1<sup>st</sup> when the bills are generated. An attorney working on foreclosures for Haywood County asked us for a copy of the Order of Collection. We are requesting that the Town Council issue the order of collection now for the 2024 tax year and we will start doing this each tax year moving forward. The NCGS can be seen here <https://codes.findlaw.com/nc/chapter-105-taxation/nc-gen-st-sect-105-321/>.

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

1. Order of Collection

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

State of North Carolina

Town of Waynesville

To the Tax Collector of the Town of Waynesville:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Town of Waynesville Tax Collector and in the tax receipts herewith delivered to you, in amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Waynesville, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Seal)

Mayor of the Town of Waynesville

Attest:

\_\_\_\_\_  
Clerk of Town of Waynesville

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: January 28, 2025**

**SUBJECT:** Retirement for K-9 Keizer

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** K-9 Keizer will be retiring after 10 years of service. Keeping with tradition we would like to present Sergeant Matthew Cogburn and Keizer with a plaque acknowledging their service to the Waynesville Police Department and the community.

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 1/28/25**

**SUBJECT** Presentation of awards to 2024 Christmas parade winners

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** DWC

**Contact:** Beth Gilmore

**Presenter:** Eva Hansen, Kiwanis Club President

**BRIEF SUMMARY :** The Kiwanis Club would like to present first-, second- and third- place plaques to the top three Christmas parade winners.

**MOTION FOR CONSIDERATION:** N/A

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:** None

**MANAGER'S COMMENTS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 1/28/25**

**SUBJECT** Update on FEMA floodplain maps

**AGENDA INFORMATION:**

**Agenda Location:** Old Business

**Item Number:**

**Department:** Development Services

**Contact:** Elizabeth Teague

**Presenter:** Elizabeth Teague

**BRIEF SUMMARY :** The Council requested that the staff study the possibility of having a private contractor review and update, if necessary, the Town's floodplain maps. The attached memorandum from Olga Grooman indicates that the State is in the process of carrying out this project. If the State's timetable is accurate, we couldn't advertise, bid and contract with a private firm to carry out the task any faster than the State's timetable. The key to making sure the updated maps accurately reflect the Town's flood hazard areas is to review the State's proposed maps during the 90-day review period.

**MOTION FOR CONSIDERATION:** Accept the report for information.

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Memorandum

**MANAGER'S COMMENTS:** See Above.



# TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## MEMORANDUM

**To:** Rob Hites, Town Manager  
**From:** Olga Grooman, Assistant Development Services Director  
Elizabeth Teague, Development Services Director  
**Subject:** Flood Studies / Updates to Waynesville's Flood Maps  
**Meeting Date:** January 28, 2025

At the request of the Council during the January 14, 2025 meeting, Development Services staff investigated the feasibility of conducting flood studies and updating Waynesville's flood maps. Staff consulted with FEMA representatives and Steve Garrett, the State National Floodplain Insurance Coordinator. Mr. Garrett informed us that the State is already conducting flood studies in Haywood County, with preliminary results expected to be released by the end of 2025. His direct response is below:

*"We are updating the Hazelwood area as part of our ongoing work in the French Broad River basin and are currently in 2nd round engineering modeling QC for those efforts. We anticipate releasing preliminary maps for Buncombe, Haywood, Henderson, Madison, and Transylvania Counties by the end of this calendar year. Please note that these studies were started prior to Helene and do not reflect any changes resulting from that event.*

*The State of North Carolina will collect post-Helene Lidar in late January-early February 2025 for 41 Counties in western NC. The raw data will need to be processed and deliverables will need to be reviewed for quality control. Final products should be available before the end of 2025. At that time, we will analyze streams that likely need revised studies due to the impacts from Helene. Please keep in mind that updating flood studies take time. FIS/FIRM updates are required to follow FEMA's Risk MAP process and are subject to regulatory due process (90-day appeals and comments period, Federal Register publications, etc.). An intern is currently reviewing post-Helene aerial imagery to identify areas where the stream channel has migrated outside the Special Flood Hazard Area boundary.*

*If the Town contracts their own flood studies, the most efficient route for flood study updates would be the LOMR process. We would be happy to schedule a call or Teams meeting with the Town to discuss options."*

Staff recommends that the Town follows the State and FEMA process for review and revising FIRM maps, since this has been already been initiated, rather than duplicating that effort at significant cost to the Town. Please let us know if you have any questions or we can be of any assistance.



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 1/28/2025**

**SUBJECT:** Reclassify one Maintenance Technician position to Maintenance & Grounds Technician and change it from Grade 53 to Grade 56

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Parks & Recreation  
**Contact:** Luke Kinsland  
**Presenter:** Luke Kinsland

**BRIEF SUMMARY:**

After auditing the position of Maintenance Technician that is outposted at the Old Armory location I would like to request that we reclassify this position to a Maintenance & Grounds Technician and move it from a Grade 53 to a Grade 56 based on the updated job description. Page McCurry and I have looked at this position and the needs of the role are greater than those of a Maintenance Technician.

**MOTION FOR CONSIDERATION:** Approve the reclassification of one Maintenance Technician position to a Maintenance & Grounds Technician and move it from Grade 53 to Grade 56.

**FUNDING SOURCE/IMPACT:** With upcoming personnel changes there is enough in the budget to cover the change in salary for the grade change.

---

Ian Barrett, Finance Director

Date

**ATTACHMENT:**

1. Revised Job Description

**MANAGER'S COMMENTS:**



The mission of Waynesville Parks & Recreation is to promote quality recreation opportunities for all citizens of the greater Waynesville area by providing indoor and outdoor facilities and activities and to be a resource for those who seek to improve their quality of life through recreation.

WAYNESVILLE PARKS & RECREATION DEPARTMENT  
IS RECRUITING FOR

# MAINTENANCE & GROUNDS TECHNICIAN OLD ARMORY LOCATION



**SCAN HERE**

Currently accepting applications.

Location:

16 South Main Street

Waynesville, NC 28786

**APPLY IN PERSON OR ONLINE**

**[WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES](http://WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES)**

*More  
Information:*

**[WWW.WAYNESVILLENC.GOV](http://WWW.WAYNESVILLENC.GOV)**

*Compensation:*

**\$34,928.78 - \$45,407.42**

**7AM - 4PM M-F**

**OCCASIONAL WEEKENDS**

**401K, RETIREMENT PLAN,**

**HEALTH INSURANCE,**

**CELL PHONE STIPEND**

**CALL SABRINA CALDWELL FOR MORE INFORMATION: 828-456-2030 EXTENSION 2503**



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Maintenance & Grounds Technician**

Department: Parks & Recreation – Armory Location

Pay Grade: 56

Hiring Salary Range: \$34,928.78 - \$45,407.42

FLSA Status: Non-Exempt

Hours: 7am-4pm Monday-Friday\*

#### **ESSENTIAL JOB FUNCTIONS**

- Provides general custodial maintenance of assigned Town buildings and facilities
- Clean & inspect walkways, greenways, etc.
- Pressure wash shelters
- Clean Park/greenway signs monthly and assess inventory
- Stocks restrooms with supplies and remove trash
- Performs light building maintenance as required, such as replacing light bulbs, moving tables and chairs and other furnishing, painting or touching up paint on walls and other surfaces
- Performs minor building repairs
- Mowing and trimming grass
- Minor plumbing issues
- May shovel snow or spread salt on walkways during winter months
- Minor electrical, plumbing, and carpentry as needed. Performing work orders for building maintenance and/or knowing who to call

- Checking HVAC units and ensuring their efficiency
- Maintains assigned vehicle and equipment
- Receives and responds to inquiries, requests for assistance and complaints from Town employees and the public
- Attends training as required to enhance job knowledge and skills
- Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning counters, cleaning and polishing windows and other glass surfaces, dusting and polishing furniture and other surfaces, cleaning window blinds, wiping walls, wiping telephones and copy machines, cleaning water fountains, removing trash, sweeping and mopping floors, scrubbing / polishing floors, stripping and waxing floors, vacuuming / spot cleaning / shampooing carpets, vacuuming air vents, sweeping walkways and building entrances, washing break room dishes, etc.

**DATA INVOLVEMENT:**

Requires comparing or inspecting items against a standard.

**PEOPLE INVOLVEMENT:**

Requires following instructions and orders of Supervisor.

**INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as hand and power tools, buffers, floor polishers, vacuum cleaners, mowers, and other similar equipment.

**REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems.

**MATHEMATICAL REQUIREMENTS:**

Requires using basic addition and subtraction, such as making change or measuring.

**LANGUAGE REQUIREMENTS:**

Requires reading simple sentences, instructions or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

**MENTAL REQUIREMENTS:**

Requires doing manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices, requires normal attention for accurate results.

**QUALIFICATIONS**

**Education and Experience:**

- High school diploma or GED equivalent

**Special Qualifications:**

- Possession of a valid driver's license to operate a motor vehicle. Requirements exist at

the time of hire and as a condition of continued employment.

**PHYSICAL DEMANDS**

Requires medium work that involves walking, standing, stooping, jumping, stretching or lifting all the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, adeptness and speed in the use of fingers, hands, or limbs in task involving very close tolerance or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, crouching, crawling, kneeling, reaching, pushing, pulling, standing, walking, fingering, grasping.

**ENVIRONMENTAL HAZARDS**

The job may risk exposure to bright/dim light, dusts and pollen, fumes and noxious odors, heights, disease/pathogens, toxic/caustic chemicals.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation.

\*Occasional weekend hours as needed.

*The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: January 28, 2025**

**SUBJECT:** Part Time Retired Law Enforcement Pay Class Table

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Police

**Contact:** Chief David Adams

**Presenter:** Chief David Adams

**BRIEF SUMMARY:**

I am requesting permission to add a retiree returning to work Part Time Section to the Police Department's Pay Class Table. I would like to increase the maximum hourly rate from \$25.00 to \$27.00 for that position.

I have discussed this matter with the Finance Director Ian Barrett, and we have the funds to support the pay increase with minimal costs to my part-time budget. Increasing the pay will help with covering patrol shifts for full-time officers, when they are training or taking time off.

**MOTION FOR CONSIDERATION:** To increase the pay rate for part-time returning retired law enforcement officers from the maximum hourly rate of \$25.00 to \$27.00 an hour.

Lapsed salaries for the Waynesville Police Department salary budget will cover the increase in salary for the part-time law enforcement officers.

---

Ian Barrett, Finance Director

Date

**ATTACHMENT:**

1. Revised Pay/Class Schedule for 2024-2025

**MANAGER'S COMMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

PAY/CLASSIFICATION TABLE

2024-2025

ADOPTED 7/1/2024

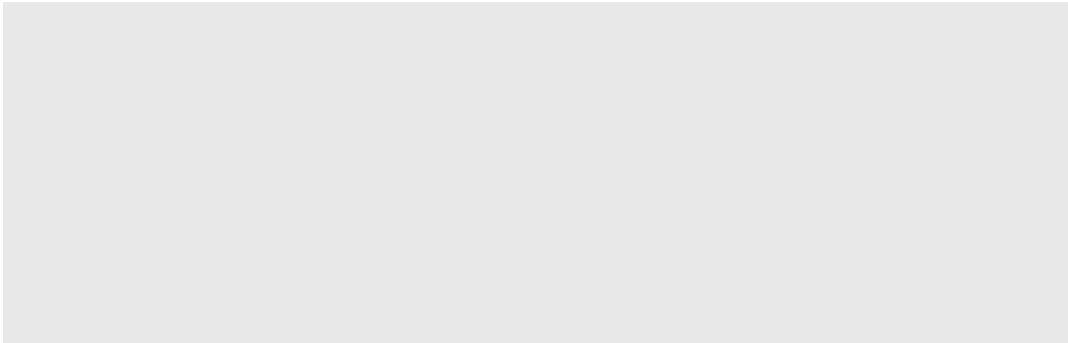
Grade	Class Title	FLSA Status	Class Min	Class Mkt	Class Max
53	CUSTODIAN	NON-EXEMPT	\$ 31,503.75	\$ 40,954.89	\$ 50,406.03
	MAINTENANCE TECHNICIAN	NON-EXEMPT			
	METER READER	NON-EXEMPT			
	LIFEGUARD	NON-EXEMPT			
54	ADMINISTRATIVE ASSISTANT	NON-EXEMPT	\$ 32,606.39	\$ 42,388.31	\$ 52,170.22
	CUSTOMER SERVICE REP	NON-EXEMPT			
	LAB ANALYST	NON-EXEMPT			
	LEAD METER READER	NON-EXEMPT			
55	HEAD LIFEGUARD	NON-EXEMPT	\$ 33,747.61	\$ 43,595.16	\$ 53,996.19
	SENIOR CUSTOMER SERVICE REP	NON-EXEMPT			
	TREATMENT PLANT OPERATOR	NON-EXEMPT			
	UTILITY MAINTENANCE SPECIALIST	NON-EXEMPT			
56	ACCOUNTING SPECIALIST	NON-EXEMPT	\$ 34,928.78	\$ 45,407.42	\$ 55,886.05
	CEMETERY SERVICES SPECIALIST	NON-EXEMPT			
	FLEET TECHNICIAN	NON-EXEMPT			
	MAINTENANCE & GROUNDS TECHNICIAN	NON-EXEMPT			
	PARKS & RECREATIONS CREW LEADER	NON-EXEMPT			
	RECEIVING & PURCHASING SPECIALIST	NON-EXEMPT			
	UTILITY LOCATOR	NON-EXEMPT			
10/8/2024	METER TECHNICIAN	NON-EXEMPT			
57	HORTICULTURE SPECIALIST	NON-EXEMPT	\$ 36,178.97	\$ 46,996.68	\$ 57,842.07
	PROGRAM SPECIALIST	NON-EXEMPT			
58	CEMETERY CREW LEADER	NON-EXEMPT	\$ 37,416.59	\$ 48,641.56	\$ 59,866.54
	CODE ENFORCEMENT OFFICER	NON-EXEMPT			
	FIRE FIGHTER	NON-EXEMPT			
	OUTSIDE FACILITIES CREW LEADER	NON-EXEMPT			
59	ADVANCED TREATMENT PLANT OPERATOR	NON-EXEMPT	\$ 38,726.17	\$ 50,395.27	\$ 61,961.88
	GROUNDSMAN	NON-EXEMPT			
60	BUYER	NON-EXEMPT	\$ 40,081.59	\$ 52,106.06	\$ 64,130.54
	EQUIPMENT OPERATOR	NON-EXEMPT			
61	EQUIPMENT MECHANIC	NON-EXEMPT	\$ 41,484.45	\$ 53,929.77	\$ 66,375.11
	FIRE ENGINEER	NON-EXEMPT			
	PUBLIC FACILITIES MAINT. TECHNICIAN	NON-EXEMPT			
	PAYROLL SPECIALIST	NON-EXEMPT			
	SENIOR ADMINISTRATIVE ASSISTANT	NON-EXEMPT			
62	DOWNTOWN WAYNESVILLE DIRECTOR	NON-EXEMPT	\$ 42,944.02	\$ 55,817.32	\$ 68,698.25
	WATERSHED ATTENDANT	NON-EXEMPT			
	SENIOR PLANT OPERATOR	NON-EXEMPT			
	STREETS & SANITATION CREW LEADER	NON-EXEMPT			
	STORMWATER MANAGEMENT COORDINATOR	NON-EXEMPT			
63	ELECTRIC LINE TECHNICIAN 1	NON-EXEMPT	\$ 44,439.17	\$ 57,770.93	\$ 71,102.68
	PARKS & RECREATION FACILITIES MGR	NON-EXEMPT			
	PUMP MAINTENANCE MECHANIC	NON-EXEMPT			
	SENIOR CODE ENFORCEMENT OFFICER	NON-EXEMPT			
	TAX ANALYST	NON-EXEMPT			
	TOWN CLERK	EXEMPT			
	UTILITY BILLING SPECIALIST	NON-EXEMPT			
	WATER MAINTENANCE CREW LEADER	NON-EXEMPT			
64	ATHLETIC PROGRAMS SUPERVISOR	EXEMPT	\$ 45,994.54	\$ 59,792.90	\$ 73,591.27

PAY/CLASSIFICATION TABLE

2024-2025

ADOPTED 7/1/2024

	PARKS & RECREATION PROGRAM SUPERVISOR	EXEMPT				
<b>65</b>	PURCHASING SUPERVISOR GRANTS MANAGER	EXEMPT EXEMPT	\$	47,604.35	\$ 61,885.66	\$ 76,166.97
<b>66</b>	AQUATICS RECREATION SUPERVISOR ELECTRIC LINE TECHNICIAN 2 FIRE CAPTAIN FITNESS SUPERVISOR PUBLIC FACILITIES MANAGER SENIOR PUMP MECHANIC	EXEMPT EXEMPT NON-EXEMPT EXEMPT NON-EXEMPT NON-EXEMPT	\$	49,270.50	\$ 64,051.66	\$ 78,832.81
<b>67</b>	CHIEF TREATMENT PLANT OPERATOR FIRE MARSHALL PLANNER	EXEMPT EXEMPT EXEMPT	\$	50,994.97	\$ 66,293.46	\$ 81,591.96
<b>68</b>	ADMINISTRATIVE SUPERVISOR LAB SUPERVISOR BILLING & COLLECTIONS SUPERVISOR	EXEMPT EXEMPT EXEMPT	\$	52,779.79	\$ 68,613.75	\$ 84,447.69
<b>69</b>	CODES ADMINISTRATOR ELECTRIC LINE TECH III FLEET SUPERVISOR	NON-EXEMPT	\$	54,627.09	\$ 71,015.22	\$ 87,403.35
<b>70</b>	ASSET SERVICES MANAGER HUMAN RESOURCES COORDINATOR LAND USE ADMINISTRATOR	EXEMPT EXEMPT EXEMPT	\$	56,539.03	\$ 73,500.76	\$ 90,462.46
<b>71</b>	DIST./COLLECTION SUPERINTENDENT STREETS & SANITATION SUPERINTENDENT	EXEMPT EXEMPT	\$	57,993.72	\$ 75,401.99	\$ 92,925.59
<b>72</b>	ASSISTANT ELECTRIC SUPERVISOR ASSISTANT FINANCE DIRECTOR ASSISTANT DEVELOPMENT SERVICES DIRECTOR ASSISTANT FIRE CHIEF	EXEMPT EXEMPT EXEMPT EXEMPT	\$	60,566.02	\$ 78,735.84	\$ 96,905.63
<b>73</b>	ELECTRIC DISTRIBUTION SUPERINTENDENT ASSISTANT PUBLIC SERVICES DIRECTOR TREATMENT PLANT SUPERINTENDENT	EXEMPT EXEMPT EXEMPT	\$	62,685.83	\$ 81,491.59	\$ 100,297.33
<b>DH'S</b>	ASSISTANT TOWN MANAGER DEVELOPMENT SERVICES DIRECTOR FINANCE DIRECTOR FIRE CHIEF PARKS & RECREATION DIRECTOR POLICE CHIEF PUBLIC SERVICES DIRECTOR HR DIRECTOR	EXEMPT EXEMPT EXEMPT EXEMPT EXEMPT EXEMPT EXEMPT EXEMPT	\$	63,984.60	\$ 87,445.62	\$ 110,906.64
<b>**</b>	TOWN MANAGER **Hired by Board Under Contract	EXEMPT				



PAY/CLASSIFICATION TABLE

2024-2025

ADOPTED 7/1/2024

POLICE DEPARTMENT		STARTING	
Evidence Tech.	NON-EXEMPT	\$37,324.35	
Records Tech.	NON-EXEMPT	\$37,324.35	
Officer I	NON-EXEMPT	\$47,000.00	
Officer II	NON-EXEMPT	\$49,350.00	
Officer III	NON-EXEMPT	\$51,817.49	
Senior Officer I	NON-EXEMPT	\$54,407.91	
Senior Officer II	NON-EXEMPT	\$57,128.79	
Senior Officer III	NON-EXEMPT	\$59,985.21	
Master Officer I	NON-EXEMPT	\$62,984.47	
Master Officer II	NON-EXEMPT	\$66,133.71	
Master Officer III	NON-EXEMPT	\$69,440.39	
Sergeant	NON-EXEMPT	\$72,912.41	
Senior Sergeant	NON-EXEMPT	\$76,558.03	
Lieutenant	EXEMPT	\$80,385.93	
Senior Lieutenant	EXEMPT	\$84,405.23	
Assistant Police Chief	EXEMPT	\$88,625.50	
<hr/>			
Dispatcher I	NON-EXEMPT	\$33,538.16	
Dispatcher II	NON-EXEMPT	\$35,215.95	
Dispatcher III	NON-EXEMPT	\$36,976.70	
Senior Dispatcher I	NON-EXEMPT	\$38,825.74	
Senior Dispatcher II	NON-EXEMPT	\$40,766.83	
Senior Dispatcher III	NON-EXEMPT	\$42,805.29	
Master Dispatcher I	NON-EXEMPT	\$44,945.57	
Master Dispatcher II	NON-EXEMPT	\$47,192.75	
<hr/>			
1/28/2025	RETIREES RETURNING TO WORK PT (LEO)	MIN	Outgoing Rate MAX \$27.00/HR

\*The 5% salary increase which accompanies the successful completion of an employee's 6-month probationary period is factored into the pay scale of the Police Department located above, and so Police Department employees are not eligible for a 5% increase following the successful completion of their 6-month probationary period.



PART-TIME CLASS TITLES	FLSA STATUS	DEPT	MIN	MAX
FIRE FIGHTER - PT	NON-EXEMPT	FIRE	\$15.50 / hr	\$17.50 / hr
CHILD CARE AID	NON-EXEMPT	PARKS & REC	\$13.00 / hr	\$15.00 / hr
CUSTOMER SERVICE REP - PT	NON-EXEMPT		\$13.00 / hr	\$15.00 / hr
FITNESS INSTRUCTOR	NON-EXEMPT		\$17.00 / hr	\$22.00 / hr
LIFEGUARD - PT	NON-EXEMPT		\$14.00 / hr	\$16.00 / hr
MAINTENANCE WORKER - PT	NON-EXEMPT		\$13.00 / hr	\$15.00 / hr
RECREATION AID - (Programs)	NON-EXEMPT		\$11.50 / hr	\$13.50 / hr
REFEREE	NON-EXEMPT		\$17.00 / hr	\$17.00 / hr
SCOREKEEPER	NON-EXEMPT		\$10.50 / hr	\$10.50 / hr
SUMMER CAMP ASSISTANT	NON-EXEMPT		\$12.00 / hr	\$13.00 / hr
LEAD SUMMER CAMP ASSISTANT	NON-EXEMPT		\$13.00 / hr	\$15.00 / hr
UMPIRE	NON-EXEMPT		\$20.00 / hr	\$20.00 / hr
CROSSING GUARD	NON-EXEMPT	POLICE	\$11.00 / hr	\$13.00 / hr
TELECOMMUNICATOR - PT	NON-EXEMPT		\$15.00 / hr	\$16.00 / hr
POLICE OFFICER - PT	NON-EXEMPT		\$17.00 / hr	\$18.25 / hr
MAINTENANCE WORKER-SEASONAL	NON-EXEMPT	PUBLIC SVCS	\$13.00 / hr	\$14.00 / hr
COLLECTIONS CLERK	NON-EXEMPT	FINANCE	\$14.00 / hr	\$17.00 / hr
PROMOTIONS & OUTREACH COORDINATOR	NON-EXEMPT	DWC	\$15.00 / hr	\$17.00 / hr
INTERN**	NON-EXEMPT	ALL DEPTS	\$12.00 / hr	\$22.00 / hr
RETIRES RETURNING TO WORK PT (NON LEO)***	NON-EXEMPT		No Min	Outgoing Rate or \$25.00 / hr, whichever is lower

Part-time & seasonal employees may receive \$0.25/hr. additional wage adjustment for each year of consecutive employment in the same position up to the maximum for the class, except where the minimum and maximum are fixed at the same rate.

\*Fitness Instructors shall be paid \$17/hr. with the Town paying for certifications, or they may be paid up to \$22 / hr. upon recommendation by DD if they pay for their own certifications.

\*\*The hiring of interns, and rate at which they are hired, requires prior approval of the Town Manager

\*\*\*The hiring of retirees to provide part-time or occasional assistance, and the rate at which they are re-hired, requires prior approval of the Town Manager