

## MEETING MINUTES

### Board Members Present

Mayor Jerry Vehaun  
Commissioner Jim Angel  
Commissioner Donald Honeycutt

Vice Mayor Debbie Giezentanner  
Commissioner Jackie Bryson  
Commissioner Ronnie Lunsford

### Board Members Absent

Commissioner Donald Hensley

### Town Staff Present

Eric Hardy, Town Administrator  
Adrienne Isenhower, Planning Director  
Michael Saunders, Code Enforcement

Michael Dykes, Chief of Police  
Sherri Powers, Finance Director  
Ryan Vinson, Town Clerk / HR Analyst

Mayor Vehaun called the meeting to order at 6:34 p.m. and asked Commissioner Honeycutt to lead the invocation.

- A. **Mayors Recitation** – *In accordance with the Code of Ethics adopted by the Board, all town commissioners have a duty to obey all applicable laws regarding official actions; to uphold the integrity and independence of the office; to avoid impropriety in the exercise of official duties; to faithfully perform the duties of the office; and to conduct the affairs of the governing board in an open and public manner.*

*Is there any item on the agenda the outcome of which will have a direct, substantial, and readily identifiable financial impact for any Board member? Also, does any Board member have a financial interest in any public contract coming before this Board today?*

*There being none all Board members have a duty and obligation to vote.*

B. **Approval of the Agenda**

Mayor Vehaun added an item to the agenda, #8 personnel policy amendment.

Vice Mayor Giezentanner motioned to approve the agenda. Commissioner Angel seconded the motion, which passed unanimously, 5-0.

C. **Approval of the April 20, 2021, Regular Meeting Minutes and May 4, 2021 Work Session Minutes**

Commissioner Bryson motioned to adopt the April 20, 2021 regular meeting minutes and the May 4, 2021 work session minutes. Commissioner Honeycutt seconded the motion, which passed unanimously, 5-0.

D. **Public Forum – The public is invited to view this meeting of the Town Board via Zoom using this**

**link:** <https://zoom.us/j/95511126658>. All documents related to agenda items not published on the website may be viewed in advance of the meetings in person at Town Hall, 90 Elk Mountain Rd, Woodfin.

**E. Public Comment – General public comments must be submitted in writing in advance of the meeting.**

Comments received before the meeting will be read into the record in the order they were received during this fifteen-minute period. Comments may be delivered to [clerk@woodfin-nc.gov](mailto:clerk@woodfin-nc.gov) or you may deliver your comments to Town Hall during regular business hours. All comments to be read must be received by 12 noon on the day of the meeting. All comments received prior to the beginning of the meeting, or by 5:00 pm on Tuesday, April 20, will be provided in writing to each board member.

1. Sylvia Organ (via Diane Jones): Concerned of destruction to wooded areas and salamander habitats as well as other animals.
2. Rebekah Craig: Consider need to build a bridge and commit to stormwater management plan before developer starts building.
3. Leni Sitnick: Consider environment, investment of residents and hopes and dreams of neighbors, the shock to the system and infrastructure that development will have.
4. M. Bernardo: Appoint two new boards to improve oversight of the future of Woodfin – Zoning Board and Board of Adjustment.
5. Linda Larsen: The size of the project is disproportionate to the land and neighborhoods it desecrates along way. Understand value of growth and expansion, needs to be accomplished with the overall benefit to Woodfin.
6. Kirk Boyle: Appoint two new boards to improve oversight of the future of Woodfin – Zoning Board and Board of Adjustment. Town needs to find reasonable balance between economic growth and quality of life for residents.
7. Valerie Naiman, Chris Jacobs, Sarah Leyki, Steve Torma, James Salerno, Jennifer Jeffries: We manage our land in an environmentally friendly way, runoff of chemicals from Town property runs into our yards. Ask Town to approve new board members with track record of environmental responsibility.
8. Hazel Thornton: Request that new zoning board members re-examine steep slop and stormwater regulations. Why would forest be designated Opportunity Zone? Why would sewer line be necessary for bridge across French Broad?
9. Marlowe Weingart: Approval and permits of new bridge over river before construction starts, additional stormwater measures, forested buffer between development and Richmond Hill.
10. Ben Saylor: Appoint board members for responsible and sustainable development for Woodfin.
11. Robert McGee: Approval and permits of new bridge over river before construction starts, additional stormwater measures, forested buffer between development and Richmond Hill.
12. Nathan Mueller: When appointing new boards, consider Reynolds Mountain Project. Look for people who have a holistic look at development and land use, current proposals not considering current residents, just money involved.
13. Ralph Hagewood: Asks that new board members are fair towards development and existing landowners and that they're open to testimony of residents in regards to safety and health of a project.
14. Linda Crivaro: New board members must consider health and public safety of current residents and surrounding communities. Concerned about lack of infrastructure, additional traffic, bridge, etc.
15. Karalyn Streit: Appoint members who desire responsible and sustainable growth for Woodfin and balance needs of existing properties and those for new developments.
16. Sivanne Mass: Appalled to discover consideration of tearing down forests for new development. So many other places to use for real estate and not take this have or beauty and nature away.
17. Steve Streit: Appoint members who desire responsible and sustainable growth for Woodfin and balance needs of existing properties and those for new developments.
18. Samuel Brouse: Appoint members who desire responsible and sustainable growth for Woodfin and balance needs of existing residents, especially with the Bluffs. Richmond Hill will be very negatively impacted.

19. Heather Hietala: Appoint members who want responsible and sustainable growth. Greenway/Blueway project is ambitious and a wonderful addition, think of construction noise for the next few years. Concerned for safety when walking outdoors with the increase in traffic and construction vehicles this project would have.
20. Jennifer Berry: Concerns about increased traffic, environmental impact, inadequate infrastructure, adequate first responder resources? Does this project meet needs of current residents?

**F. New Business**

**1. Monthly Report from ABC Board. (Presenter: Spradling)**

- a. April was good month, but down 10% from 2020 (which was up 57% from 2019)
- b. Disregard budget sent out for FY 2021-2022; it is still a work in progress. Work session scheduled for Monday 5/24, with the auditor included.
- c. Construction: start 2<sup>nd</sup> week of June
- d. Open on Memorial Day (5/31)
- e. Cash Balance: \$657K included \$367K for construction. Working capital is \$550K.

**2. Recommended FY 2021-2022 Budget. (Presenter: Hardy)**

- a. Recommended budget was developed with the assistance of meetings with Commissioners and work sessions and knowns upcoming expenditures
- b. Requesting to have a Public Hearing on June 15<sup>th</sup> with a deadline for approval on June 30<sup>th</sup>
- c. Proposed budget is increased to \$6.2M from \$5.2M in FY 2020-2021
- d. 5-year revenue trend
  - i. Projected 7.3% increase from FY 2021
  - ii. FY 2018 revenue was a little under \$4M and projected to be \$6.2M for FY 2022.
- e. First major revenue source for the general fund is property tax
  - i. The total value of property in Woodfin is expected to increase 22.4% from FY 2021 based upon the revaluation.
- f. Current tax rate: 33 cents
  - i. With property revaluation to adjust tax rate to revenue neutral, it would decrease to 30.1 cents.
  - ii. Recommended budget holds rate at 33 cents.
- g. Sales and use tax
  - i. Upward trend despite pandemic, double digit growth past several years, 2.5% increase expected next year in FY 2022
- h. Administrator Hardy went over increases in base budget in FY 2021 due to mid-year staff hiring (Planning Director, 2 Sergeants, Finance Director) that will increase base budget in FY 2022, to \$770K from \$664K also including bond debt service, salary/benefits for mid-year hires, deferment of street repairs, silver line park project
- i. Recommended expansion budget expenses: \$1M in streets for Powell Bill, sanitation (grants pending), park investments, vehicles and equipment (including debt service), facilities, storm water program, personnel (including 3% COLA), other operations, software/data management.
- j. Beyond FY 2022
  - i. Storm water system improvements, deferred street maintenance (2<sup>nd</sup> round of significant investment)
  - ii. Greenway & Blueway funding gap: \$3.6M
  - iii. Aging Facilities: Town Hall, Public Works

- iv. American Rescue Plan: ~\$2M to spend over the next 4 years
- k. Vice Mayor Giezentanner asked what if we don't use exact amount budgeted in the expansion budget? Could you move it around? Administrator Hardy said yes, the budget ordinance determines what and how much, budget amendments, transfers, etc.

**3. Schedule Public Hearing for FY 2021-2022 Budget (Presenter: Hardy)**

- a. Unanimous consensus vote to hold a Public Meeting on June 15, passed 5-0

**4. Fund Balance Policy (Presenter: Powers)**

- a. Finance Directors Powers went over proposed fund balance policy and what the purpose is of the policy, and how it allows to the Town plan for the future, prioritize future expenses. It established a minimum percentage of the budget to have on reserves. State requires 8%, our proposed minimum is 30%, with 50% be the goal. If the fund balance reaches 70%, a plan will be presented to the Commissioners on how to spend those funds, whether it be debt payment, previous budget requests that did not have funding, etc. We are projecting 62% at end of FY 2021, which is a conservative estimate. Finance Director Powers said the Town is in a very good spot financially.
- b. Commissioner Honeycutt motioned to adopt the Fund Balance Policy. Vice Mayor Giezentanner seconded the motion, which pass unanimously, 5-0.

**5. 160D Text Amendment & Adoption (Presenter: Isenhower)**

- a. PPT attached to minutes
- b. Planning Director Isenhower went over background of where 160D came from and that it consolidated zoning and subdivision ordinances and reorganizes into 1 chapter. She also stated that staff took opportunity to reorganize ordinances outside of 160D.
- c. Changes due to new land changes adjustment by the State. Was presented to PZB in May and it was voted to recommend approval. Previously NCGS 160A, article 19 and NCGS 153A, article 18 - consolidated and reorganized into single chapter, provides further clarification on certain land use practices, local ordinance updates due by July 2021, code scan by school of government.
- d. General reorganization – bombard language into one chapter, reorganized permitted uses table and relocated to Appendix A, etc. More user-friendly format
- e. Updated definition section – some were irrelevant, some missing, removed ones related to signs, make definitions in line with state statute definition, broadened conflicts of interest standards.
- f. Permit choice rules, site plan requirements, completeness review, site specific vesting plan
- g. Boards: Split into 2, Planning and Zoning Board & Board of Adjustment
- h. Adding conditional district: re-zoning with conditions
  - i. Optional for any district, required for M-V
- i. Went over development agreements – mainly for large scale, multi phase developments
- j. Allows for administrative minor modifications
- k. Clarifications of performance guarantees (letter of credit, assuring bond, cash, etc.)
- l. Subdivision ordinance – defined minor/major subdivisions, changed approval process for minor subs to be administrative only
- m. Planning Director Isenhower asking for Commissioners to repeal current zoning ordinance and adopt this new one.

- n. Commissioner Lunsford motioned to approve the repealing the current zoning ordinance and adopting the new updated ordinance. Commissioner Honeycutt seconded the motion, which passed unanimously, 5-0.

**6. Appointment of members to the Planning Board and Appointment of Chairperson**

- a. Several applicants were interviewed earlier in the day by Mayor Vehaun, Commissioner Lunsford, and Planning Director Isenhower.
- b. Commissioner Angel recused himself as his son was one of the those interviewed.
- c. The interview committee decided on 5 appointments, 1 alternate member.
  - i. Members: Jeff Angel, Barbara Lamb, Theresa Stoker, Jay Grimmett, Dylan Dechant
  - ii. Alternate: Ellen Brown
  - iii. Chairperson: Theresa Stoker
- d. Vice Mayor Giezentanner made a motion to appoint the 5 members, 1 alternate member, and Theresa Stoker as the Chairperson. Commissioner Honeycutt seconded the motion, which pass unanimously, 4-0.

**7. Appointment of members to the Board of Adjustment and Appointment of Chairperson**

- a. Several applicants were interviewed earlier in the day by Mayor Vehaun, Commissioner Lunsford, and Planning Director Isenhower.
- b. The interview committee decided on 5 appointments, 1 alternate member.
  - i. Members: Patrizia Hoffman, Jeff Feist, Jim McAllister, Susannah Carver, Victoria Clark
  - ii. Alternate: Glenna Overbeck
  - iii. Chairperson: Patrizia Hoffman
- c. Vice Mayor Giezentanner made a motion to appoint the 5 members, 1 alternate member, and Theresa Stoker as the Chairperson. Commissioner Bryson seconded the motion, which pass unanimously, 5-0

**8. Amendment of Personnel Policy**

- a. Finance Director Powers said that when the personnel policy was originally written, the word "healthcare" included dental and vision coverage. They have since been broken out as a separate benefit from healthcare. The policy needs to be amended to include dental and vision as originally intended for retiree healthcare benefits.
- b. Commissioner Lunsford motioned to adopt the amendment to the Personnel Policy ordinance. Commissioner Bryson seconded the motion, which pass unanimously, 5-0

**G. Departmental and Administrator's Reports**

- 1. Police – Chief Dykes
  - a. Went over PD figures from April 2021 –higher than 2020
    - i. Were on lockdown due to pandemic in 2020
    - ii. 59 citations vs 15 from 2020, 23 arrests vs 7 in 2020
    - iii. 2 overdoses, 1 fatal
  - b. Starting "click it or ticket" campaign next week
- 2. Planning and Zoning
  - a. No additional report aside from 160D Text Amendment
- 3. Finance – Sheri Powers
  - a. Presented FY 2021 YTD and projected general fund balance and expenditures

- b. Sales tax increase
- c. American Rescue Plan (ARP) – about \$2M to spend over 4 years. First distribution in early June, then again in June 2022.
  - i. Population driven grant from government for COVID-19 relief and recovery
  - ii. Specific categories in which the moneys can be spent on
- 4. Administration – Eric Hardy
  - a. No new contracts since the last meeting, 50<sup>th</sup> anniversary publication is moving along, website launch is nearing, and spring clean May 24-28
- 5. Public Works – Eric Hardy
  - a. No report
- 6. Greenway & Blueway – Eric Hardy
  - a. No new items, Parks and Greenways Advisory Committee is now meeting regularly, Walt Brewer is chairman of committee and Lucy Crown is Vice Chair.
    - i. There are 2 sub-committees: marketing/communications, headed by Coral Darby and project management, heading by Brian Messing.
  - b. Potentially a new grants coordinator as Ms. Glitz focuses on other areas
  - c. Staffing changes as RiverLink
    - i. Executive Director resigned and Rose Keyes, who does our communications resigned as well.
  - d. Playground construction underway
  - e. Riverside park + whitewater wave – public input forum, PARTF grant
  - f. Greenways – design contract awarded, May 17 kick off. construction RFP expected first half of 2022.

#### H. Executive Session

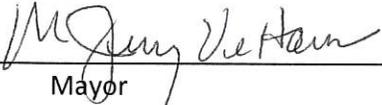
The Board of Commissioners may adjourn to private chambers to discuss legal, personnel, contractual or similar matters protected by the NCGS § 143-318.11.

There was no need for an executive session, therefore no motion was made.

#### I. Adjournment

Commissioner Angel motioned to adjourn the meeting. Vice Mayor Giezentanner seconded the motion, which passed unanimously, 5-0.

Mayor Vahaun adjourned the meeting at 8:34 pm.

  
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Mayor

  
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Town Clerk