



MEETING MINUTES

Board Members Present

Mayor Jerry VeHaun
Commissioner Judy Butler
Commissioner Elisabeth Ervin
Commissioner Hazel Thornton

Mayor Pro-Tem Jim McAllister
Commissioner Eric Edgerton
Commissioner Ronnie Lunsford

Board Members Absent

None

Town Staff Present

Sheri Powers, Interim Town Administrator
Adrienne Isenhower, Planning Director
Luke Williams, Project & Facilities Manager

Michael Dykes, Chief of Police
Ryan Vinson, Town Clerk / HR Analyst

Mayor VeHaun called the meeting to order at 6:30 p.m. Mayor VeHaun asked for everyone to take a moment of silence to remember those lost since our last meeting and those in Ukraine.

- 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 said #4 on the Consent Agenda has been removed and under New Business, Item #1 and Item #6 were swapped.

Mayor Pro-Tem McAllister made a motion to approve the agenda. Commissioner Ervin seconded the motion, which passed unanimously, 6-0.

C. **Consent Agenda**

1. **Approval of the February 9, 2022, Special Meeting Minutes and February 15, 2022, Regular Meeting Minutes.**
2. **Fee Schedule Change**
3. **Change Personnel Policy to reflect Observed Easter Holiday from Easter Monday to Good Friday and Cost of Living section**

~~4. Approve 2021 Closed Session Meeting Minutes~~

Commissioner Thornton made a motion to approve the consent agenda. Commissioner Ervin seconded the motion, which passed unanimously 6-0.

- D. Public Comment – The public is invited to attend this meeting in person or view this meeting on Facebook Live:** <https://www.facebook.com/townofwoodfin>. 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.

Citizens may address the Board concerning various topics after being recognized by the Mayor and are limited to 3 (three) minutes speaking time.

There was no public comment.

E. New Business:

1. Police Officer of the Year (Presenter: Dykes)

Chief Dykes: Officers of the Department choose within the ranks who they think has served the community and department best by anonymous ballot. Previously served in the US Army, part of the 82nd Airborne.

Officer Sasaki: Born and raised in Philippines, moved here in 2010 and enlisted in the US Army a few years later and also met my wife there. Very thankful for the past 3 years here, it has been a good time, thankful for Segreant and Officers. Lastly, to my wife and son.

2. Charter Amendment Ordinance (Presenter: Powers)

Interim Administrator Powers: As the request of the Board, staff have looked at the process involved to move from a Council-Mayor to Council-Manager form of government. It is a 3-step process, can be accommodated at the following regularly scheduled Board Meetings:

1. First Meeting: Commissioners Approve Resolution of Intent to Change the Charter – January 18th
2. Second Meeting: Public Hearing on Charter Amendment – February 15th
3. Third Meeting: Commissioners Consider Ordinance to Amend the Charter – March 15th

Interim Administrator Powers: This is final step in changing the form of government from Council-Mayor to Council-Manager. New Administrator starts on Monday would be Town Manager.

Commissioner Edgerton made a motion to approve the charter amendment. Mayor Pro-Tem McAllister seconded the motion, which passed unanimously, 6-0.

3. Budget Amendment (Presenter: Powers)

Interim Administrator Powers: General housekeeping of shoring up budget to better reflect actual to date expenditures and end of year projections compared to what we budgeted back in June 2021. Overall budget increase of \$104,242.

Mayor Pro-Tem McAllister: Can you explain the \$68K increase in Reynolds' Mountain?

Interim Administrator Powers: The properties support the debt funding for infrastructure and the Town and County make up any shortfall, strictly based on assessed tax value.

Commissioner Ervin: Is the additional overtime related to only the Police Department? Is it because they are short staffed?

Interim Administrator Powers: Yes, initially it was because they were short staffed. Now, it is more because staff were out COVID and a few are out on FMLA [Family Medical Leave Act].

Mayor Pro-Tem McAllister made a motion to approve the budget amendment. Commissioner Edgerton seconded the motion, which passed unanimously, 6-0.

4. **Public Hearing Rezoning**: The property is located at 99999 Elk Mountain Road, further identified by Buncombe County Parcel Identification Number 9730-73-4056. The request is to rezone the property from Community Shopping to R-7. (Presenter: Isenhower)

Planning Director Isenhower: The applicant is under contract to purchase the property located at 99999 Elk Mountain, further identified by Buncombe County Parcel Identification Number 9730-73-4056. The property owner has submitted written permission for the applicant to request this rezoning. The property is currently zoned Community Shopping and the district does not allow residential development. The applicant is interested in rezoning the property to R-7 to allow for single-family or two-family residential development. The properties adjacent to two sides of the property are currently zoned Community Shopping and are zoned R-7 on the other two sides.

Nazar Sadovnik: The property is located off of Locust and Mulberry St and all adjacent streets are zoned residential. I want to subdivide the property and build two single family homes.

Mayor VeHaun opened the Public Hearing at 6:53 pm.

There being no one to speak, Mayor VeHaun closed the Public Hearing at 6:55 pm.

Mayor Pro-Tem McAllister made a motion to approve the rezoning request. Commissioner Ervin seconded the motion, which passed unanimously, 6-0.

5. **Police Department Annual Report** (Presenter: Dykes)

Chief Dykes: The 2021 Annual Report has message from me, mission statement, core values, organizational and operational components, included allotted positions. New hires and training are also covered, awards and recognition, special events, calls for service breakdown. **The full report is attached with the minutes.**

Mayor Pro-Tem McAllister: What is an extra check and contact public?

Chief Dykes: An extra check is when officers do a drive by/around while a resident is out town (when requested) and make note of what is or isn't observed during the check. Or if there is a suspicious vehicle in the neighborhood. Contact Public is any call that is not criminal in nature, such as someone with a question, and it can get reclassified into a more appropriate category if necessary.

Chief Dykes talked about the 257 alarm calls, which was more than 2021, but the number of repeat alarms are going down and there are more homeowners are installing alarms. Last year it was 83 homes with activations. So, more homes alarm activations but less repeat violations.

Mayor Pro-Tem McAllister: Is there an opioid overdose problem?

Chief Dykes: We still have opioid overdoses; we have responded to less calls in the last 6 months than in 2020 and 2021.

Commissioner Edgerton: Is the drug arrests increase attributed to lifting of lockdowns?

Chief Dykes: It's hard to say, but we are being more proactive and have gotten some felony drug charges and working with different agencies on those cases.

Commissioner Ervin: What are requirements for reserve officers?

Chief Dykes: They still must attend 24-hour mandated training, range certification.

6. ABC Board Monthly Report (Presenter: Tager)

Chairperson Tager: 2021 was down month over month from last year, but the pandemic also caused numbers to increase greatly in 2020. With restaurants reopening, more people are going out. There have also been disruptions with the supply chain. When looking to pre-pandemic numbers, 2021 still outpacing 2018 and 2019. So, we are trying to compare numbers to pre-pandemic numbers to get a better picture of financials and where sales stand. Labor costs have gone up, we raised payrates by \$2 per hour during COVID and we have decided to keep that in place.

Mayor Pro-Tem McAllister: There are several people, including myself, that stopped shopping there due to masks not being worn by staff during the mask mandate.

JaneAnne Tager: There were approved valid medical exemptions made by the General Manager.

F. Departmental and Administrator's Reports:

1. Police (Presenter: Dykes)

Chief Dykes briefed the Board on the February 2022 Department Stats. **The full report is attached with the minutes.**

Commissioner Ervin: Can you please add number of open investigations to the totals.

Chief Dykes: Yes, I will get that added for next month.

2. Planning and Zoning (Presenter: Isenhower)

Comprehensive Plan Update

- Mission/vision statements are almost finished.
- Still collection data and information via the public input survey, have about 650 responses so far with 74% being Woodfin residents and 48% having lived or worked in Woodfin for more than 5 years
- Highest Priorities: Protecting natural resources and environmentally sensitive areas, managing population growth and new development, improving transportation infrastructure
- Lowest Priorities: economic development and job creation, attracting new residents and business owners, attracting visitors.

- Several key stakeholders have been interviewed
- Next meeting is in early May

Commissioner Thornton: Can you explain how and where the mission and vision statements will be used?

Planning Director Isenhower: For the Town as a goal, but for the strategies of the Comprehensive Plan.

Commissioner Ervin: Where does the Town stand on regulation Short Term Rentals?

Planning Director Isenhower: Ordinance that zones them, allowed in all districts except for 2 lower density residential zones, which are in R-21 and R-43.

Mayor Pro-Tem McAllister: If we aren't tracking them, how do we ensure the revenue we are supposed to get? How do we track them? Do residents know they have to apply for a zoning permit?

Planning Director Isenhower: Not sure before our new permitting system, but now we can track them. Very open system right now and work that needs to be done on it and the steering committee is working on it.

Commissioner Thornton: Town Center, if we assume it is in Reynold's Mountain/Village, has there been a conversation on where it would be there?

Planning Director Isenhower: Not conversation about it, but it is on the agenda for the next steering committee meeting.

3. Finance (Presenter: Powers)

General Fund Revenue

- Amended Budget \$ 6,516,949
- Collected to Date \$ 5,251,620
- Revenue to be Received \$ 1,265,329

General Fund Expenditures

- Expenditures to date \$ 3,614,407
- Encumbered/Committed \$ 223,880
- Total Committed \$ 3,838,287

4. Greenway & Blueway (Presenter: Williams)

No new update since presentation at budget workshop on March 8

5. Administration and Public Works (Presenter: Powers)

New Contracts

- S20
 - Conditional Letter of Map Revision (CLOMAR) on Wave/Riverside Park project
 - Total Cost of the change order is \$37,200 plus estimated \$14,500 in application/permit fees
- McGill & Associates
 - Additional Services – 6th Street Drainage Improvements
 - Total Cost \$16,000

Commissioner Thornton thanked Sheri Powers for wearing two hats the last few months and not having missed a beat and answering all of our requests.

Commissioner Thornton made a motion that the Town enter into closed session. Mayor Pro-Tem McAllister seconded the motion, which passed unanimously, 6-0.

Mayor VeHaun adjourned regular session at 7:56 pm and the Board took a short recess.

G. 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.

1. (a) (6): To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

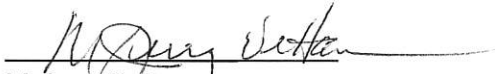
H. Adjournment

Mayor VeHaun called the regular meeting back to order at 9:04 pm.

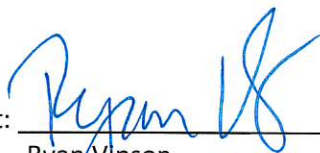
Commissioner Edgerton made a motion to enter into a lease agreement for 1444 Riverside Drive, Woodfin, NC 28804 and asking to remove final sentence of section 24 and replace it with the first right of refusal does not apply if the property is transferred to an heir. If that will not be removed, I motion to enter in the agreement as presented. Commissioner Thornton seconded the motion, which passed unanimously, 6-0.

Mayor Pro-Tem McAllister made a motion to adjourn regular meeting. Commissioner Edgerton seconded the motion, which passed unanimously, 6-0.

Mayor VeHaun adjourned the meeting at 9:05 pm.


M. Jerry VeHaun
Mayor



Attest: 
Ryan Vinson
Town Clerk