



# Board of Commissioners

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JANUARY 4, 2022

# Discussion...

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BOARD OF COMMISSIONERS APPOINTMENT PROCESS

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## **Exert from Town Charter**

No Person shall be eligible to be elected or appointed as a member of the Board of Alderman or as Mayor, unless he is a resident and qualified voter of the town.

If any elected Alderman shall refuse to qualify, or if there shall be any vacancy in the Office of Alderman after election and qualification, the remaining members of the Board shall by majority vote appoint some qualified person to serve for the unexpired term. Any Councilmen so appointed shall have the same authority and powers as if regularly elected.

## **Exert from NC 160A-63.**

Vacancies. A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council..... If the number of vacancies on the council is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum, and the council shall then proceed to fill the remaining vacancies. If the number of vacancies on the council is such that a quorum of the council cannot be obtained and the office of mayor is vacant, the Governor NC General Statutes - Chapter 160A Article 5 2 may fill the vacancies upon the request of any remaining member of the council, or upon the petition of any five registered voters of the city. Vacancies in appointive offices shall be filled by the same authority that makes the initial appointment...

**ARTICLE VI  
NC CONSTITUTION  
SUFFRAGE AND  
ELIGIBILITY TO OFFICE**

**Sec. 6. Eligibility to elective office.**

Every **qualified voter** in North Carolina who is **21 years of age**, except as in this Constitution disqualified, shall be eligible for election by the people to office.

**Sec. 8. Disqualifications for office.**

The following persons shall be **disqualified for office**:

First, any person who shall deny the being of Almighty God.

Second, with respect to any office that is filled by election by the people, any person who is **not qualified to vote** in an election for that office.

Third, any person who has been **adjudged guilty of treason or any other felony** against this State or the United States, or any person who has been adjudged guilty of a felony in another state that also would be a felony if it had been committed in this State, or any person who has been **adjudged guilty of corruption or malpractice** in any office, or any person who has **been removed by impeachment** from any office, and who has not been restored to the rights of citizenship in the manner prescribed by law.

# Options...

1. Motion and Vote - In an open meeting, a member may make a motion to for \_\_\_\_\_ to fill the vacancy. If the motion receives a majority of affirmative votes, \_\_\_\_\_ fills the vacancy.
2. Nomination and Ballot – After an application period and in an open meeting, board members would nominate citizens to fill the vacancy. (Or the board could decide that everyone who has filled out an application is to be considered a nominee.) Then, each board member would vote for the person he or she would like to have fill the vacancy. A person who receives a majority of the votes would be selected to fill the vacancy. **Recommended method.**
3. Nominate Candidate that received the next highest votes in the most recent election.

## **Staff Recommendation for Consideration:**

- Request that all parties interested in the vacant seat submit a resume and letter of interest to the Town Clerk.
- Set application deadline.
- Post on Town website, announce through social media, issue a press release.
- Instruct applicants to email Town Clerk or hand deliver paper copy of resume and letter of interest. If the Board would like to propose specific questions for applicants, that can be distributed/posted for interested parties to complete as part of their application. (Resume should include all relevant experience as well as, full legal name, address, confirmation applicant is a registered voter in Woodfin, confirmation applicant has never been adjudicated guilty of treason or other felony , malpractice or corruption, or has ever been removed by impeachment.)
- After deadline, all applications are distributed to the Board for review.
- The Board determines if/which applicants will be interviewed.
- At the February Board meeting the Board fills the vacant seat via nomination and ballot method as recommended by the NC SOG.

# ARP Funding Update

# Budget Ordinance for ARPA Grant

Account	Department	Object	Description	Decrease	Increase
349001			American Rescue Plan Act Grant		\$ 2,140,690.73
510000	Police	140	WPD Policy Updates		\$ 35,000.00
420000	Admin	745	Victory Garden - Elem School		\$ 10,000.00
490000	Planning	140	Comprehensive plan contract and Staff report		\$ 75,000.00
620000	Parks	740	Broadband Wi-Fi in all public parks		\$ 200,000.00
420000	Admin	740	Town Hall Sign and Air Quality/handling		\$ 130,000.00
620002	SL Park	740	SL Park Cofferdam		\$ 280,000.00
545000	Sanitation	740	Trash Roll Out Cart		\$ 175,000.00
			Stormwater program, improvements		
543000	Stormwater	740	Park Infrastructure		\$ 151,600.00
541000	Parks		Project Management		\$ 86,587.00
543000	Stormwater	305	Plan Development		\$ 10,000.00
543000	Stormwater	305	Plan Enforcement		\$ 50,000.00
543000	Stormwater	740	General Infrastructure		\$ 937,503.73
Total Expenditures				\$ -	\$ 2,140,690.73

# ARPA - Stormwater

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ADRIENNE ISENHOWER

# Municipal Separate Storm Sewer System (MS4) Permits

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National Pollutant Discharge Elimination System (NPDES); designated Phase I and Phase II permittees

Authority to discharge stormwater from system to receiving waters

Phase I (large, urban areas); Phase II based on population and potential to impact water quality

Town of Woodfin permit Issued in 2017; five-year permit

All municipalities in Buncombe permittees (except Biltmore Forest)

121 permittees across state, including Phase I

# Permit Holder Responsibilities

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Staff and fund the  
Stormwater  
Management Program



Implement a  
Stormwater  
Management Plan



Document Program  
Implementation



Report to DEQ  
annually



Obtain a new permit  
every 5 years

Public Education and Outreach	Materials and outreach regarding stormwater runoff. BMP: Informational Website
Public Involvement and Participation	Promote activities regarding stormwater impacts BMP: Helpline for public input
Illicit Discharge Detection and Elimination (IDDE)	Implement and enforce program to detect and eliminate illicit discharges BMP: Maintain map of storm sewer system and staff training
Construction Site Runoff Controls	Permit and control runoff during new construction (< 1 acre) BMP: Erosion and Sedimentation Control Program
Post Construction Site Runoff Controls	Permit and control runoff from new development/redevelopment (< 1 acre) BMP: Plan reviews and inspections
Pollution Prevention and Good Housekeeping	Operation and maintenance program for municipal operations BMP: Inventory facilities and provide staff training

## Six Required Minimum Control Measures

# Compliance

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## Annual Report and Audit Required

- Self-assessment submitted to DEQ by October each year
- Audit involves site visit from NCDEQ
- Are you following the SWMP?

## Possible Audit Outcomes

- Notice of Compliance
- Notice of Deficiency
- Notice of Violation

## Top three program issues in NC

- Lack of Documentation
- Incomplete MS4 Mapping
- Reactive Illicit Discharge Programs

## Repercussions?

- Noncompliance with Clean Water Act
- Potential revocation of permit
- Civil penalties up to \$25,000/day

# Where are we?

## **Fall 2019**

- Received Notice of Violation requesting self-audit and plan

## **Summer 2020**

- Received second Notice of Violation requesting council resolution, self-audit, and plan

## **Winter 2021**

- Received Notice of Enforcement due to failure to submit plan and self-audit

## **Spring 2021**

- Submitted draft plan and self-audit; received feedback from NC DEQ on plan

## **Summer/Fall 2021 – Present**

- Contract with Land of Sky Regional Council to finish plan and assist with control measures going forward
- Contract with AnchorQEA to review ordinance and development control program
- Land of Sky received grant for inventory mapping; finishing up now
- Final draft plan to be presented to Commissioners in February

# Examples from the field

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Denali Drive sink hole (\$5,985)



Norton Drive collapsed culvert (\$4,620)

# Examples from the field

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Wellington Rd collapsed/deteriorating culvert (\$4,650)



Reynolds Mountain Blvd ditch improvement (\$3,500)

# Examples from the field

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Lake Town Rd runoff



5 Taylor St (Public Works) salt storage bin

# Examples from the field

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Hillcrest Rd open drains



Keeping Kyle Crossing debris at storm drain

# Planned ARPA Spending

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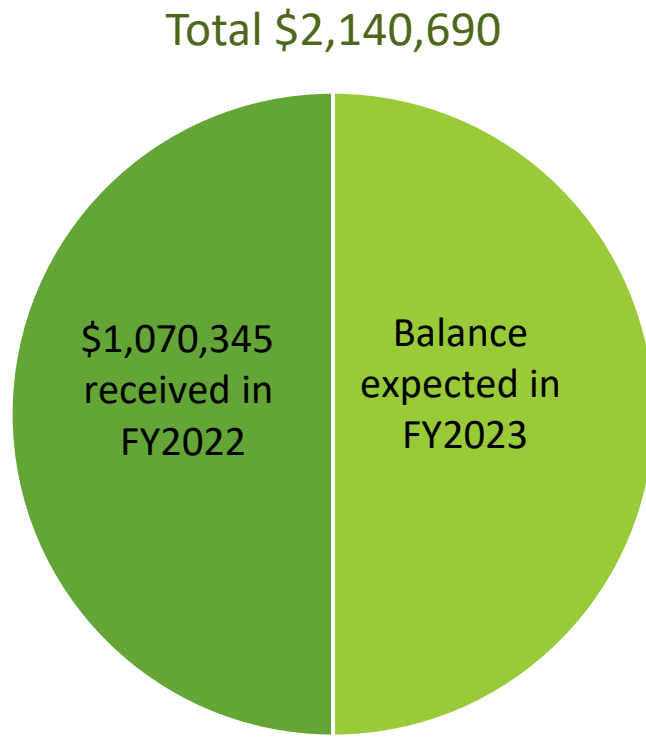
		Estimated Cost	Expenditures to Date
Sign - Town Hall		\$ 23,528.00	\$ -
2022 Comprehensive Plan		\$ 54,074.00	\$ 10,118.50
Stormwater Management Program			
Professional Services		\$ 52,870.57	\$ 6,656.57
Police			
Professional Services		\$ 35,000.00	\$ 33,824.90
Parks and Recreation			
Project Manager (25% Salary and Benefits)		\$ 28,014.00	\$ 5,183.00
		<b>\$ 193,486.57</b>	<b>\$ 55,782.97</b>

As of December 31, 2021

# ARPA Grant Activity

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## Revenue



## Expenditures

### **Purchase Orders Issued for:**

Comprehensive Plan Development \$54,074

Stormwater Ordinance Review and Runoff  
Control Program Development \$31,214

Town Hall Sign – Double Sided LED \$23,528

First Tryon Advisors – Capital Planning \$15,000

# Goals

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SHERI POWERS

# Business Planning Process

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Result: Strategic Plan

**Buncombe County Mission:** We promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life. We provide effective and efficient government our citizens can trust. We deliver needed service through a responsive workforce committed to excellence, integrity, and teamwork.

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A well  
constructed  
**MISSION**  
statement  
should...

- ✓ Promise what you will deliver every day
- ✓ Describe why these promises are important
- ✓ Identify who will benefit
- ✓ Connect to your vision of the future
- Be phrased simply enough to remember

# Missions

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**NIKE** *Bring inspiration and innovation to every athlete in the world*

**STARBUCKS** *To inspire and nurture the human spirit – one person, one cup and one neighborhood at a time.*

**GOOGLE** *To organize the world's information and make it universally accessible and useful*

**MAKE A WISH AMERICA** *Together, we create life-changing wishes for children with critical illnesses*

**NASA** *To put a man on the moon*



# Vision Statement

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However, unlike a mission statement – which describes the who, what and why of your business – a **vision statement** describes the desired long-term results of ...

A vision statement is a business document that states the current and future objectives of an organization. A vision statement must align with the Town's mission, strategic planning, culture, and core values. It also guides the strategic plan, because it sets future goals.

# Example:

## Town of Weaverville Vision Statement

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Weaverville will maintain its small town and neighborly atmosphere while actively managing the growth that is inevitable near a larger city. Weaverville will maintain as a distinctive Town with a vital Main Street as its focus. The town will be attractive to both young and old with a wide range of housing choices at a variety of prices. Neighborhood and business areas are key building blocks of our community. We will reserve areas for both types of uses while buffering each from the other. We seek an attractive town that is well landscaped and accessible to pedestrians. We will create a favorable atmosphere for the right type of business and industry, those that are clean and provide a good living for our residents. The services expected from the Town are sidewalks, parks, green spaces, and well run utility and emergency services. To develop this vision we intend to assertively use zoning, subdivision regulations, extraterritorial planning authority and annexation.

# Other Vision Statement Examples

## **Starbucks**

“Treat people like family, and they will be loyal and their all.” This defines how intimate the brand wants to be, to the point that you’ll not ask for a coffee but a Starbucks.

## **Nike**

“Bring inspiration and innovation to every athlete\* in the world. (\*If you have a body, you are an athlete.)” Nobody cared much for sneakers in the past. They were just another piece of sports equipment. But Nike saw a future that had not yet existed, in which they delivered products that inspired and motivated people. Notice how they include everyone as an athlete. It’s clever and inclusive.

## **McDonald’s**

“To be the best quick service restaurant experience. Being the best means providing outstanding quality, service, cleanliness and value, so that we make every customer in every restaurant smile.” The power of this vision is that it’s constructed like a checklist. The word best is a word that requires definition, and McDonald’s provides it with qualifiers, making the roadmap to success clearly marked with signposts.

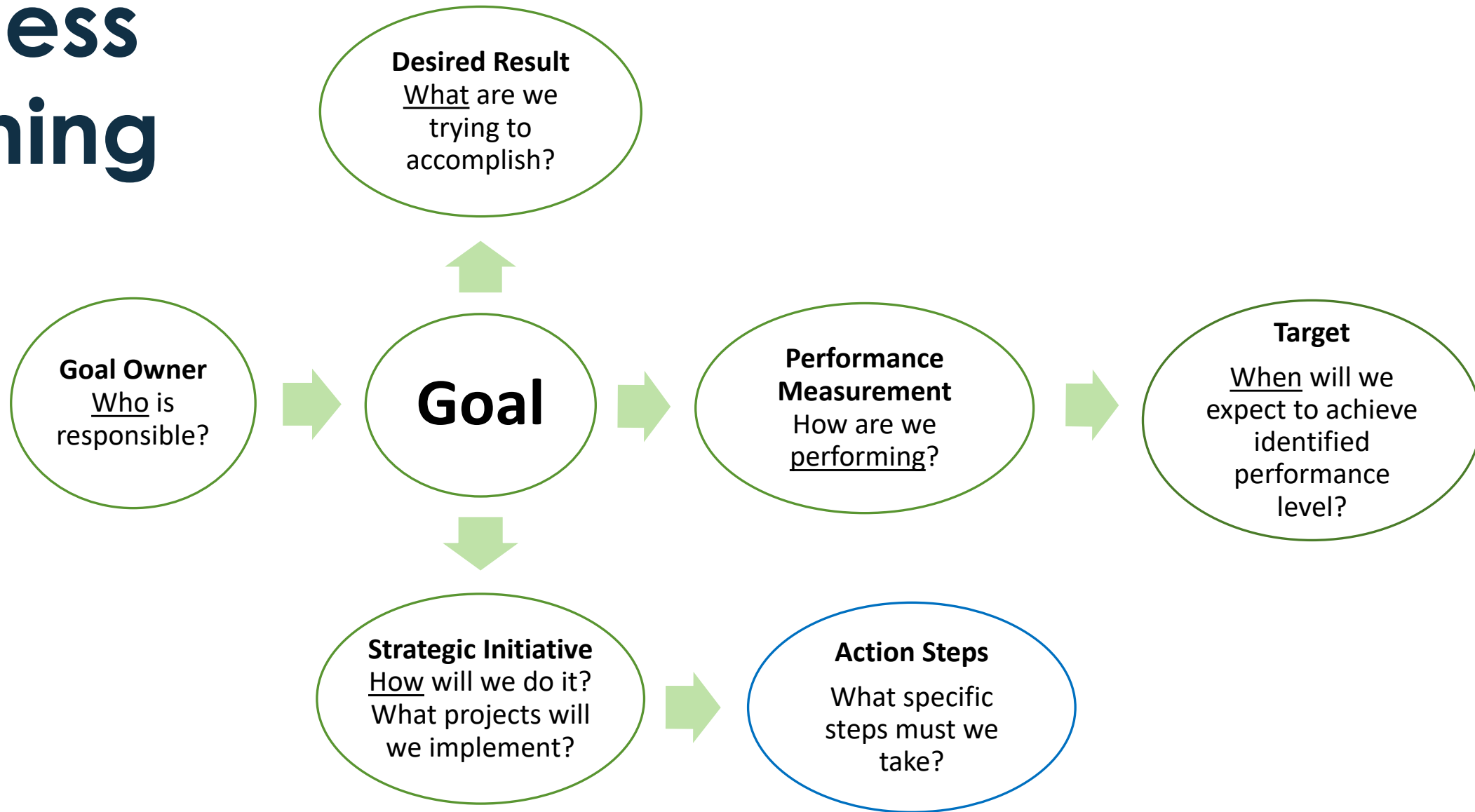
## **Amazon**

“We strive to offer our customers the lowest possible prices, the best available selection and the utmost convenience.” This follows the classic series of threes, each of which defines what a customer is looking for in a seller.

## **Tesla**

“To create the most compelling car company of the 21st century by driving the world’s transition to electric vehicles.” They see an opening in the automotive field and want to be the lead in differentiating themselves from gas vehicles.

# Business Planning



Adapted from the Balance Scorecard Institute

# Characteristics of a Good Goal

- ✓ Specific and Measurable: Action oriented statements of expected results that are measurable (improve, increase, decrease)
- ✓ Achievable: Low to moderate effort with high impact
- ✓ Relevant: Building blocks of strategy & tactics; Can your department influence the expected result?
- ✓ Time-Bound: Setting a realistic deadline to achieve your targeted result
- ✗ It is not a project or activity; no on-off / yes-no items