

MEETING MINUTES

Board Members Present

Mayor Jerry VeHaun
Commissioner Jackie Bryson
Commissioner Ronnie Lunsford

Commissioner Jim Angel
Commissioner Donald Honeycutt

Board Members Absent

Vice Mayor Debbie Giezentanner

Commissioner Donald Hensley

Town Staff Present

Eric Hardy, Town Administrator
Adrienne Isenhower, Planning Director

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

Mayor Vahaun called the meeting to order at 6:33 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

Commissioner Angel made a motion to approve the agenda. Commissioner Bryson seconded the motion, which passed unanimously, 4-0.

C. Consent Agenda

1. Approval of the August 17, 2021, Regular Meeting Minutes

Commissioner Honeycutt made a motion to approve the consent agenda. Commissioner Angel seconded the motion, which passed unanimously, 4-0.

D. Good News

1. Project & Facilities Manager – Luke Williams starts on September 27

- E. 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.

F. New Business:

1. ABC Board (Presenter: Tager)

- a. Sales were down again (2021 vs 2020) but compared sales to 2019 and they're up about 30%. Provided is a graph of sales over the past 4 years and we're still 20-30% above sales numbers for 2018 and 2019.
- b. Mid way into construction, has limited parking some with equipment. It makes getting in and out of the parking a little tricky now.
- c. New storage space is bigger than expected!

2. Presentation of Live Saving Award to Sergeant Joshua Grier & Officer Matthew Buckner (Presenter: Dykes)

- a. See attached report in the minutes about the event that occurred on August 4.
- b. Chief Dykes also ready about another Life Saving Effort for Officer Buckner that occurred on September 17 that was read at the meeting. See attached report in the minutes about the event.

3. Resolution Appointing Town Administrator as Deputy Finance Officer (Presenter: Hardy)

- a. Commissioners Lunsford made a motion to appoint the Town Administrator as the Deputy Finance Officer. Commissioner Honeycutt seconded the motion, which passed unanimously, 4-0.

4. Town of Woodfin 2021 Comprehensive Plan (Presenter: Isenhower)

- a. Public Hearing regarding the 2021 Comprehensive Plan
 - i. Mayor VeHaun opened the Public Hearing at 6:46 pm.
 1. Nathan Miller (46 Jonestown Rd) – Unable to attend previous PZBOA meeting but wants to let the Board of Commissioners know that there are a lot of residents who want to be in the know with the Comprehensive Plan and of new or proposed developments. It's hard to make heads or tails of the plan and direction. I find it difficult to follow webpage, not all information on there with minutes, etc. Hope this is more than a survey and more than 1 spot on webpage, get community involvement and informed.
 2. Galen Wilcox – I would like to bring up basic unfairness, the neighbors found out on 12/16 about a proposed development and 2 weeks to answer lawyers and questions. Later found out developer spent 18 months bragging about office he had a Town Hall and selling his plan to Town officials. Why does he need to be here in person for? Why does he need to meet face to face?
 - ii. Mayor VeHaun closed the Public Hearing at 6:52 pm.
- b. Consideration of the 2021 Comprehensive Plan
 - i. Planning Director Isenhower went over the presentation about what a comprehensive plan is, which is attached with the minutes.

- ii. Document before the Board of Commissioners has amendments to the draft Comprehensive Plan that the Planning Boards recommends adopting. The Board of Commissioners got original draft Comprehensive Plan last meeting on August 17.
- iii. Planning Director Isenhower went through each planning element and its associated goals, as referenced in the attached presentation.
- iv. Attorney Sam Craig wanted to clarify what is before the Board of Commissioners tonight.
 - 1. Given the draft 2021 plan about a month ago
 - a. Presented to the Planning Board for their review and recommendations. Adopted some recommendations on how 2021 plan should be changed. You have those changes in your packet that they're recommending you make. It is different than the one originally presented to you and the Planning Board. The one tonight has recommendations ONLY. The originally presented plan is what is before Board of Commissioners tonight. If you want to incorporate the Planning Board changes, you will need to be specific about that motion.
 - b. My legal opinion, the 2021 Comprehensive Plan distributed a month ago meets legal requirements for Comprehensive Plan from North Carolina General Statute 160D.
 - c. Attorney Craig also went over several examples of motions the BOC can make tonight based upon what they do/don't want to do with approving the CP.
- v. Commissioner Lunsford made a motion:
 - 1. I move that the 2021 Plan recommended by the Planning Board be adopted in their entirety.
 - 2. Commissioner Honeycutt seconded the motion and said he has read the Plan twice and feels the Planning Board recommendations needs to be adopted. Commissioner Bryson said she appreciated the hard work of the Planning Board.
 - 3. The motion carried unanimously, 4-0.
- vi. Commissioner Lunsford made a motion:
 - 1. I move that the Commissioners,
 - a. Having conducted a properly-noticed public hearing regarding the proposed 2021 Comprehensive Plan; AND
 - b. Having consulted with, and received advice and recommendation from, the Planning Board regarding the proposed 2021 Comprehensive Plan, AND
 - c. Having considered the proposed 2021 Comprehensive Plan in relation to other formally adopted plan of the Town, and finding it not in conflict with those plans, AND
 - d. Based on advice of staff and counsel, and review, finding the proposed 2021 Comprehensive Plan to meet the requirements of North Carolina General Statute 160D for a comprehensive plan,
 - 2. ADOPT the proposed 2021 Comprehensive Plan, as amended by the motions passed tonight, as the Town of Woodfin Comprehensive Plan.
 - 3. Commissioner Bryson seconded the motion, which passed unanimously, 4-0.

G. Departmental and Administrator's Reports:

1. Police – Chief Dykes

- a. We had more drug arrests due to Police Department staff having additional training
- b. Catalytic converter thefts still occurring – please use your garage if you have one, park in well-lit areas
- c. Lexipol – Will help with updates to policy manual through APR (American Rescue Plan Act) funding as it means the following criteria: accessibility of the information, it will allow us to put our policy into online format, department training can be done remotely. Policy updates will include PPE (personal protective equipment), infectious disease, response to critical incidents (pandemic, etc.).
- d. August 24 – Use of force incident partly captured by passerby and published by [Asheville] Citizen-Time and it has inflammatory comments that are made and don't tell entire story. Seeing how video and article were portrayed, we petitioned for release of body cam. Supervisor Court Judge approved the release of the footage, we are in the process of making it available to public to make entire situation viewable. You will see that the officers acted appropriately and used appropriate force. They made sure man was medically taken care of and showed empathy toward individual. Officers acted above reproach.

2. Planning and Zoning – Planning Director Isenhower

- a. Planning & Zoning Board of Adjustment has a special meeting called for 9/27 at 6:30 pm for a conditional use permit hearing
- b. We have MS-4 storm water runoff permit and working on the compliance piece now
 - i. Land of Sky Regional Council is working on the development of storm water management plan and will assist with plan implementation once completed and approved.
 - ii. AnchorQEA – Working on ordinance development and water runoff control program. It will also include documents for staff with regards to enforcement and information for public and developers to follow to better understand rules and regulations.

3. Finance – Administrator Hardy

- a. Audit field work is complete. Presentation of findings will be done at the October meeting.
- b. Purchasing Cards (P-cards) have arrived and distributed to key staff. Easier to manage than the old debit cards and we get a cash rebate at the end of the year.
- c. ARPA Funding plan update

4. Administration– Administrator Hardy

- a. Website stats (July 2021 vs August 2021)
 - i. Went over homepage views, most popular pages each month, average time spent on a page
- b. Employee incentives for vaccination
 - i. \$100 for proof of first vaccine, \$200 for proof of second vaccine (J&J \$300 for proof of 1 vaccine)
 - ii. Retroactive to March 2021 for all employees and eligible use of ARPA funds
 - iii. Incentive begins immediately, ends November 15
 - iv. Paid time off (ARPA funds) for vaccinated employees only
 - 1. Experience symptoms but not yet tested
 - 2. Test positive for up to 10 days since first symptom
- c. Contracts
 - i. PFA Architects – public building options for SL Park – \$18,700
 - ii. TSA Choice – telephone system – \$8,755 (~\$7,000 net increase)
 - iii. B&H Landscape – snow removal – \$6,800
- d. October preview

- i. Rollout cart program (trash and recycling)
 - ii. Street acceptance
- 5. **Public Works– Administrator Hardy**
 - a. No report
- 6. **Greenway & Blueway– Administrator Hardy**
 - a. General Project Update
 - i. Project Manager starts 9/27
 - ii. PGAC focus is on branding, Project Manager press release and work plan
 - iii. Riverlink Staff transition: new Executive Director onboard
 - b. Silver-Line Park
 - i. Cofferdam: \$255,000 of APRA funds
 - ii. Change orders: \$15,000 construction administration, \$1,600 permitting
 - c. Riverside Park & Whitewater Wave
 - i. On-site design team rock quarry visit on 08/18
 - ii. \$150,000 of APRA funds for storm drain and riverbank stabilization
 - iii. \$500,000 Clean Water Fund grant application due by 09/30
 - iv. Ongoing discussions: boat ramp, parking, outfitter relations
 - d. Greenways
 - i. Potential ARPA funds from Buncombe County
 - ii. Staffing updates from Buncombe County
 - iii. Beaverdam Creek scope of work nearing completion

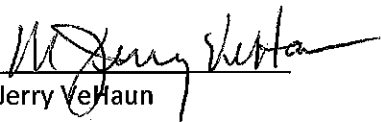
H. Executive Session- The Board of Commissioners may adjourn to private chambers to discuss legal, personnel, contractual or similar matters protected by the NCGS § 143-318.11.

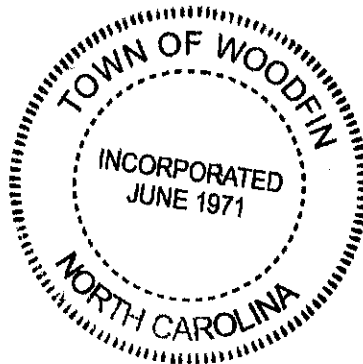
- 1. **NCGS § 143-318.11(a)(3): The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure.**
 - a. Commissioner Angel made a motion to enter closed session. Commissioner Honeycutt seconded the motion, which passed unanimously, 4-0.

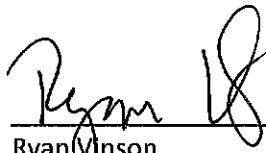
I. Adjournment

Commissioner Angel motioned to adjourn regular meeting. Commissioner Lunsford seconded the motion, which passed unanimously, 4-0.

Mayor VeHaun adjourned the meeting at 8:42 pm.


 M. Jerry VeHaun
 Mayor



Attest: 
 Ryan Vinson
 Town Clerk