

Town of Maggie Valley  
Board of Aldermen Annual Retreat  
February 17, 2020

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Members Present: Mayor Mike Eveland, Aldermen: Tammy Wight, Twinkle Patel, Clayton Davis, and Phillip Wight

Staff Present: Manager Nathan Clark, Finance Director Shayne Wheeler, Chief Russ Gilliland, Public Works Director Mike Mehaffey, Town Planner Ron Hancock, and Town Clerk Vickie Best

Others Present: none

The Board of Aldermen Retreat took place on Monday February 17, 2020 beginning at 9:33 am in the Town Hall Boardroom.

The agenda topics are:

Financial Overview

Population Growth

Town Services & Programs

Police

Economic Development

Sewer

Human Capital

Rules & Procedure

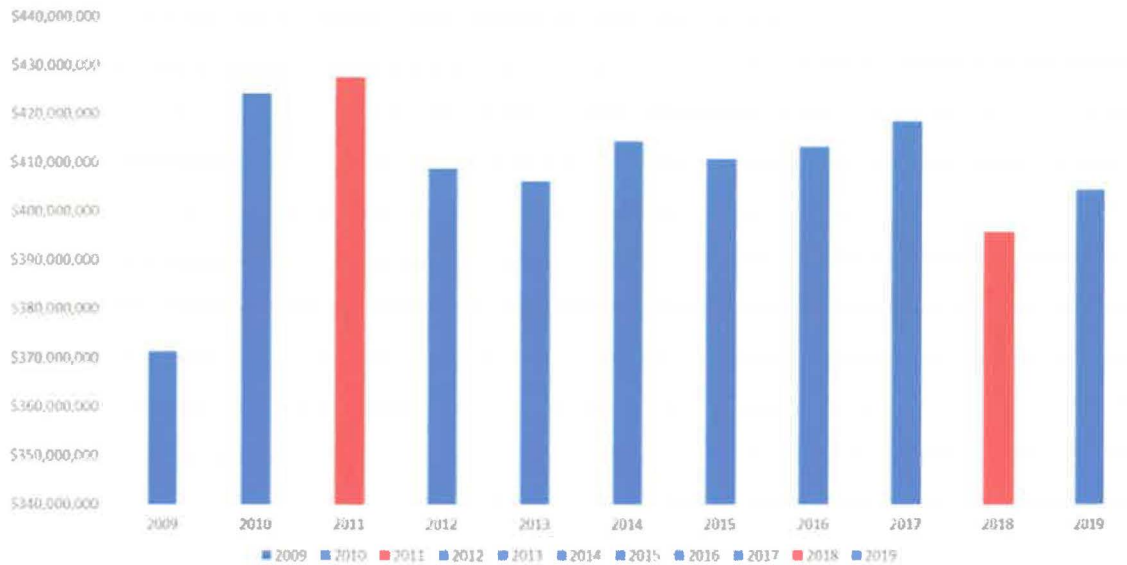
Parking Lot

**Financial Overview**

The chart below shows what the town is worth. Note that during the Revaluation (State Mandated) the value of the town dropped due to a decrease in value in the commercial district. While new home construction is helping, the business community has remained stagnant. In most cases, the residential community saw little to no decrease.

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## What's the Town Worth? Tax Value FY09-FY19



The Chart below shows the General Fund and the Sewer Enterprise Fund

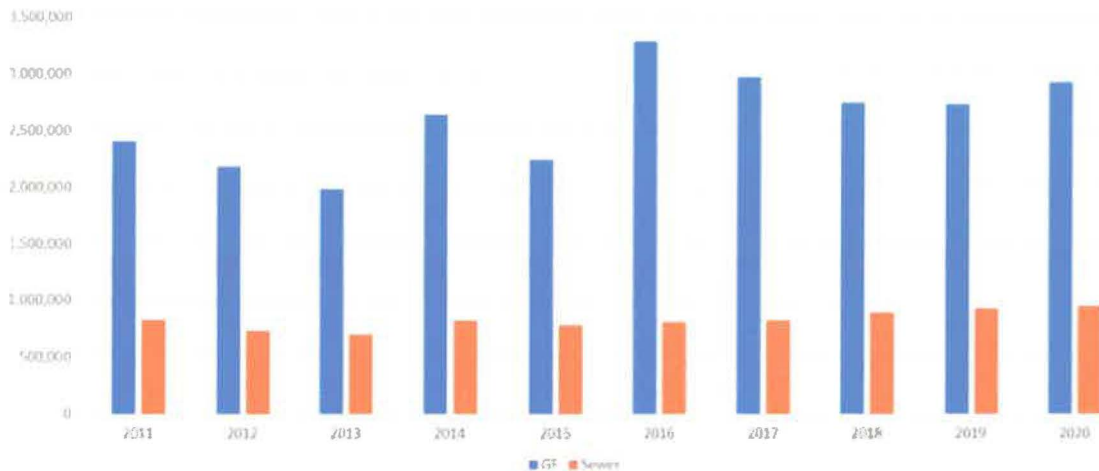
The Leachate Agreement has increased funding to the sewer fund.

Maggie Valley was not awarded the Inflow/ Infiltration Grant.

Due to the amount of infiltration, the I & I Project should still be pursued.

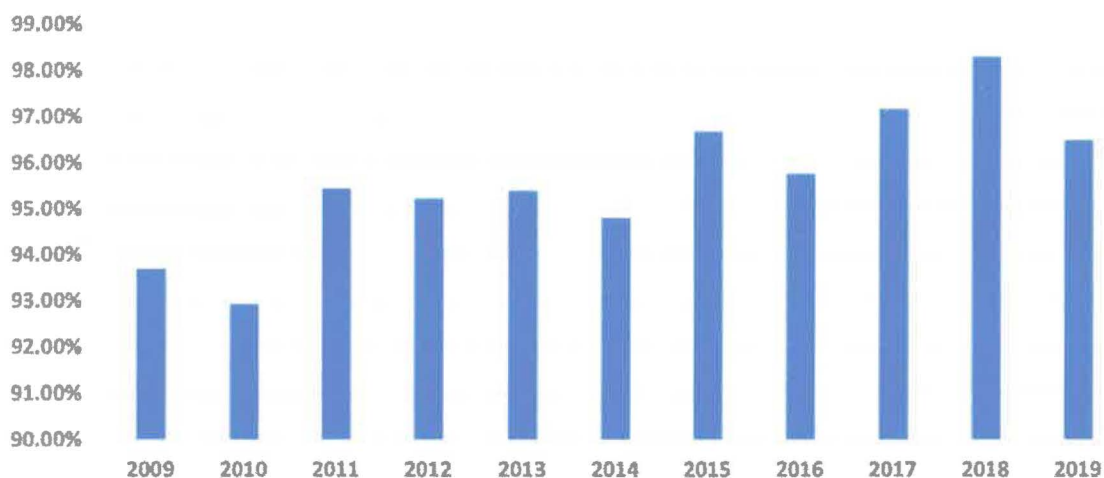
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## General Fund & Sewer Budgets FY11-FY20



State law mandates that a municipality cannot budget monies above last year's tax collection rate. The higher the rate, the higher that can be budgeted. The chart below shows the collection rates for the past ten (10) years. Notice how the real estate collapse in 2009 and 2010 affected collections.

## Tax Collection Rate

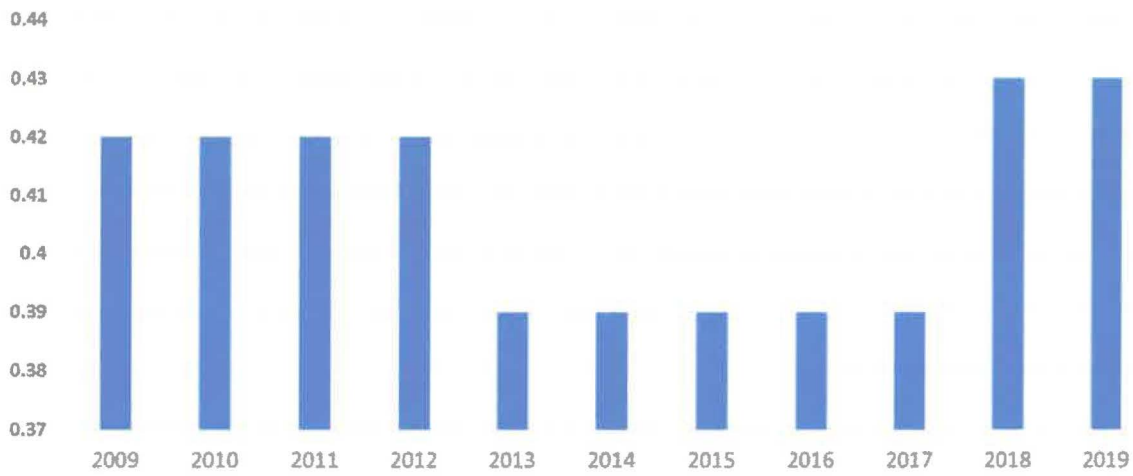


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Currently the collection rate is between 92% and 93%.

The chart below shows the tax rate for the past ten (10) years.

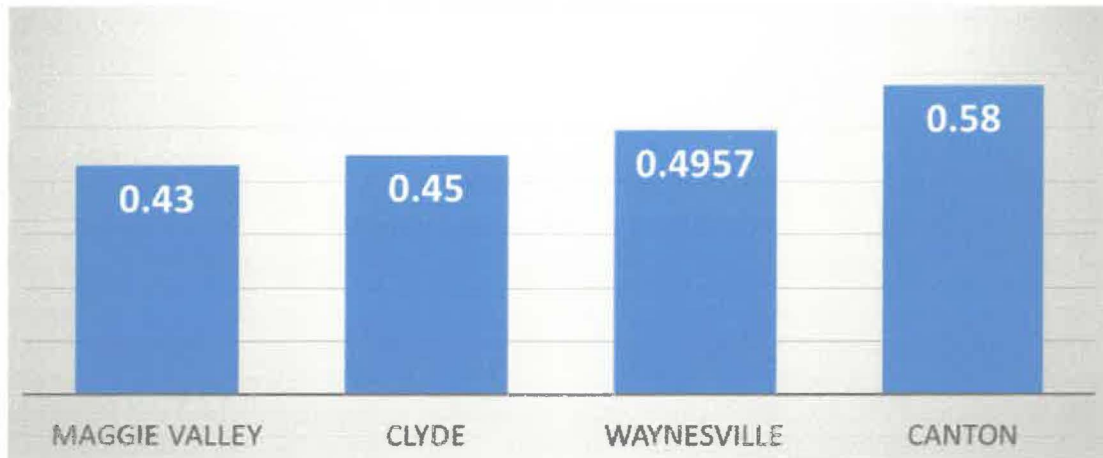
## Maggie Valley Tax Rate 2009-2019



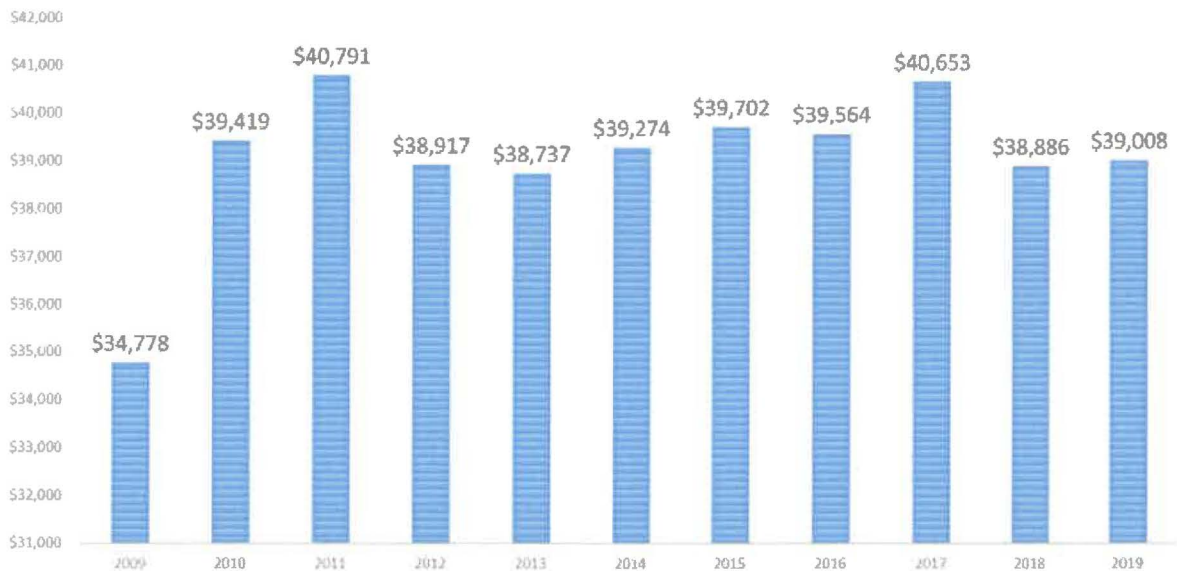
Maggie Valley currently has the lowest tax rate in Haywood County. The current tax rate of 0.43 is a sustainable rate to keep good equipment, employees, and maintain services.

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## Haywood County Municipal Tax Rates FY19-20



## What is a Penny Worth?



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Every penny collected in taxes brings the town \$39,008 during 2019/2020 budget.

The chart below shows what a penny is worth to the taxpayer.

Please note the numbers in green, as they reflect today's tax rate.

If the tax rate were lowered to 0.42 cents, real estate valued at \$250,000 would see a decrease of \$25.

The recommendation for the 2020/2021 fiscal year budget is to keep the tax rate the same. The cost of providing services continues to rise and the forecasted numbers for the Revaluation and the Census Count could negatively impact funding significantly.

## Penny To Property Owners

Tax Rate	\$125,000	\$250,000	\$375,000	\$500,000	\$750,000	\$1,000,000
\$0.47	\$587.50	\$1,175	\$1,762.50	\$2,350	\$3,525	\$4,700
\$0.46	\$575	\$1,150	\$1,725	\$2,300	\$3,450	\$4,600
\$0.45	\$562.50	\$1,125	\$1,687.50	\$2,250	\$3,375	\$4,500
\$0.44	\$550	\$1,110	\$1,650	\$2,200	\$3,300	\$4,400
<b>\$0.43</b>	<b>\$537.50</b>	<b>\$1,075</b>	<b>\$1,612.50</b>	<b>\$2,150</b>	<b>\$3,225</b>	<b>\$4,300</b>
\$0.42	\$525	\$1,050	\$1,575	\$2,100	\$3,150	\$4,200
\$0.41	\$512.50	\$1,025	\$1,537.50	\$2,050	\$3,075	\$4,100
\$0.40	\$500	\$1,000	\$1,500	\$2,000	\$3,000	\$4,000
\$0.39	\$487.50	\$975	\$1,462.50	\$1,950	\$2,925	\$3,900

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## Fund Balance



In 2003, Maggie Valley received a letter from the Local Government Commission because the Fund Balance was at 23%. Currently the Fund Balance is at 120% meaning the town could continue to operate for fourteen (14) months.

Haywood County refunding Maggie Valley the Jonathan Creek Property Recreation Funds helped increase the Fund Balance.

The chart below reflects Maggie Valley's debt. In 2020, the town has no debt other than the Wastewater Treatment Plant. Maggie Valley still owes \$1.6 million for the WWTP expansion which will be paid off in 2028.

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## Fund Balance



Mayor Eveland informed Council that since the Revaluation, Maggie Valley has not borrowed money for cars, equipment, etc. Although the town gets great interest rates, Council decided not to borrow money.

The approximately \$150,000 for the Boardroom remodel/refurbishment was taken out of the Fund Balance.

Since paying off the Police Department, those funds have been earmarked for Maggie Valley's match for the Soco Road Project.

### **Population Growth**

The chart below reflects the population statistics. These counts do not include part-time residents.

Maggie Valley has gained two hundred and eighty-eight (288) residents. According to reports from Region A, Maggie Valley is the number one (1) place to live.

Maggie Valley will see a decrease in funding if the Census Counts come back with a lower head count. This could negatively impact the Sales Tax and Franchise Fees Maggie Valley receives.

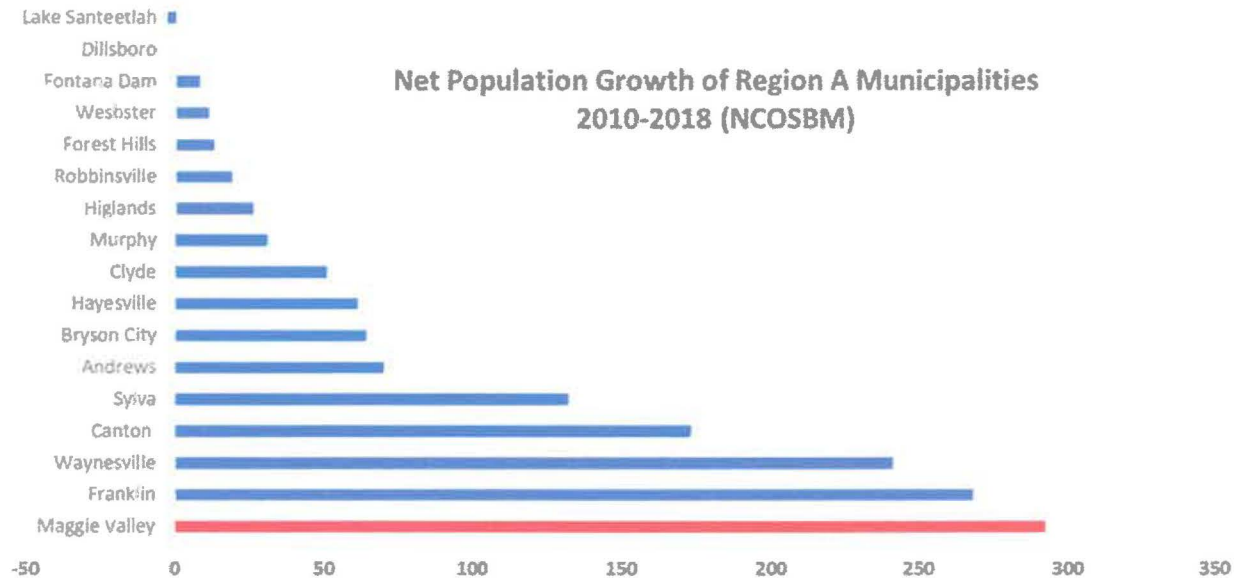
Regardless of Annual State Estimates; US Census becomes Gold Standard used for Sales Tax, Franchise Fees, Etc.

In 2008, the Town's Estimated Population was 1,610; 2010 Census counted 1,050.

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If the same differences occur in 2021-2022 it could result in a loss of \$141,359

The newly built homes are for full time residents. There is no measure in place to tell if the homes being resold are full-time or part-time residents.



Alderman Patel questioned if the people living in Park Models and RVs will be counted.

If those folks are honest, they will be identified as Maggie Valley Residents.

As for the State of North Carolina, it looks like North Carolina will earn another Congressional seat; possibly two (2).

For sales tax generated in Maggie Valley the town should be receiving more money; but Haywood County chose (by State Law) to allocate sales tax based on population not ad-valorem (taxes).

The town will not be notified about the Census Count until 2021.

### **Town Services & Programs**

#### **Street Maintenance**

#### **Powell Bill v/s Non-Powell Bill**

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**Powell Bill funds** are distributed to cities and towns to assist them in maintaining, constructing, reconstructing, repairing and improving streets or public thoroughfares, bikeways, greenways, and sidewalks within their corporate limits (G. S. 136-41.1 through 41.4).

Last year the town reported 6.67 miles of town-maintained roads. This year that number will increase due to the town taking over Nottingham Road to Castle Court.

Non-Powell Bill Roads are privately maintained roads.

In 2012/2013, Campbell Woods Subdivision began using the newly adopted policy to turn most of the private roads with the subdivision to town roads. The roads must be less than an 18% grade and eighteen (18) feet wide.

Council recently increased the percentages in the Non-Powell Bill Road Policy to share more of the costs.

TOWN OF MAGGIE VALLEY

Non-Powell Bill Street Maintenance Funds

Purpose

The goal and intent of this policy is to establish both a procedure and funding threshold to be used by the Board of Aldermen when allocating Non-Powell Bill Street Maintenance Funds.

History

The Town of Maggie Valley maintains approximately 6.67 miles of residential streets. These streets are built to the highest possible construction/design standards and meet the North Carolina Department of Transportation Powell Bill Street Standards. The Town of Maggie Valley has experienced tremendous growth since it was incorporated in 1974, both in terms of population and land mass area. As the corporate limits of the Town expanded, they expanded into areas with existing roads that did not meet the Town Street Standards making them ineligible for Town Street Maintenance. The maintenance and responsibility of these private streets fell to home/property owner associations. Over the past decade maintenance of these private street systems has financially overwhelmed homeowner/property associations throughout town. These groups have petitioned the Town for financial assistance in varying street improvement projects. The Town has financially contributed to several street improvement projects on a case-by-case basis as budgetary funding allowed. As more and more private streets need assistance the Town's need for a formalized private street allocation policy has become necessary.

Procedure:

Funding of projects will vary from year to year depending on number of applicants, total funding amount requested and total funding available. A funding priority shall be given to those streets that will meet the minimum Town Street Construction and Design Standards. See table below to determine the amount of funding specific projects may qualify for. Minimum Construction and Design Standards are established by the *Town of Maggie Valley City Street Standards adopted July 1, 1995*

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Participation Method	Meets Minimum Construction Standards	Meets Minimum Design Standards	Overall Town Participation %
Level 1	Yes	No	30%
Level 2	Yes	Yes	50%
Special Assessment	Yes	Yes	30%

Beginning on July 1, 2019 applicants seeking financial aid with their private street system must meet with a Town Street Official before completing the required assistance application packet available on the Town's website or at Town Hall. Information required by the application packet will include but not be limited to, street name, street location, street grade, number of existing homes, number of vacant lots specific amount requested and certified cost estimates from at least two contractors. Paving contractors must be on NCDOT prequalified bidder list. To be considered for funding, applicants must submit a completed application packet no later than April 15. Technical review of the applications will be completed before the proposed fiscal budget for the upcoming year is released. Notification of funding will coincide with the approval of the fiscal year budget.

The amounts were raised from 30% to 50% if all road standards are met.

Valley Creek desires to apply for funding.

- Applicant: Valley Creek Run HOA
  - Town Staff Began Working with HOA in June 2019
- Streets to be Improved
  - Valley Creek Drive
  - Silverleaf Circle
- 127 Properties Impacted
  - Valley Creek Run (80)
  - The Overlook (15)
  - Black Bear Ridge (32)
  - 65% Build Out
- Project Cost = \$123,590
- Town Match (30% Construction Standards) = \$37,077
  - Town Match is two-times what is typically allocated in budget line item

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- **Total Cost = \$86,513**

The town will not take over the Valley Creek Run Roads due to the bridge you must cross to get to the subdivision. The Valley Creek Run HOA has reserved 70% of the monies for the road project. The HOA is trying to get Overlook and Black Bear Ridge to assist since they use the road for the longest distance.

Director Mehaffey inspects the road paving throughout the process to ensure that public funds are going to good use and the road project will have at least a twenty (20) year life.

The road project does not meet the Special Assessment standards.

The Non-Powell Bill Funding would help more people than any other project, other than the Horseshoe Cove Road Assessments and improvements.

Mountainside Circle is also going to request funding assistance for approximately one-tenth (0.10) of a mile.

The reason Rocky Top Road will not apply for funding is because there is no HOA and the residents blame the damage to the road on others.

Snow & Ice Removal

**SNOW REMOVAL POLICY TOWN OF MAGGIE VALLEY**  
**December 1, 2016**

**Purpose**

The goal and intent of the Town of Maggie Valley Public Works Department is to maintain a safe road network by providing an efficient and effective snow and ice removal program. The weather in Western North Carolina is unpredictable, and the unique nature of each storm event may dictate variations to this policy. The purpose of this information is to outline the general snow removal procedures of the town in addition to providing suggestions to how you, as a resident of Town of Maggie Valley, can help the Public Works Department in this effort. It is our hope that the town's efforts, along with the cooperation and assistance of an informed public, will result in a safe winter season with minimal disruptions to ongoing daily activities.

**Snow & Ice Control Plan**

**Town Streets:**

The Town of Maggie Valley maintains approximately 6.67 miles of residential streets. These streets are built to the highest possible construction standards and meet the North Carolina Department of Transportation Powell Bill Street Standards. These streets automatically receive snow plowing and deicing material from the Public Works Department. The following streets are part of the Town Maintained Street System:

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Airish Lane	Altitude Terrace	Appalachian Trail to Cheyenne Court	Bonus Court
Brannon Forest Drive	Contentment Place	Creekside Drive (Right Fork) to Saddle Drive	Cripple Creek Drive
Deer Run Road	Elm Drive	Gibson Drive	Hemlock Loop (Lower Section 0.17 miles)
Ladderback Ridge	Lewis Lane to Three Pines Motel	Linsonwood Road	Meandering Way
Panoramic Loop	Paso Fino Drive to Stallion Ridge Lane	Placid Cove	Riddle Cove Road
Riverside Villa Drive	Rocking Chair Lane	Saddle Drive to Paso Fino Drive	Springlake Road to Nottingham Lane
Summit Drive to "Y"	Turn-a-bout Court	Twinbrook Lane to Springlake Road	Whippoorwill Drive

**Private Streets:**

In addition to providing snow plowing and deicing material to Town Maintained Streets the Town of Maggie Valley also provides this service to some private streets located throughout the corporate limits. These roads are built to high standards and have some elements that Town Maintained Streets possess making them eligible for this service. Elements that private streets must possess before the Town will consider providing this service include:

- Road grades that do not exceed 18%
- Paved streets that are a minimum of 16 feet wide
- Paved One Way looping streets that are minimum of 12 feet wide
- Streets that terminate in a cul-de-sac or T/Y Turn
- Streets that possess more than four dwelling units

Home/property Owners' associations that would like to receive snow plowing and deicing services from the Town must submit a complete request application by May 1. This annual application will be reviewed based upon the conditions that exist each year on your particular street by the Town Manager and Public Works Director. You will be notified of your street's acceptance into the service program by the Town Manager by July 1. Requests submitted for private driveways, parking lots and individual residences will not be considered. The following private streets have been accepted into the snow and ice removal service for winter 2016-2017:

Old Still Road to the Gate	Spy Rock Road	Constitution Avenue	Stoney Ridge
Valley Creek Drive to Black Bear Ridge Entrance	Rocky Top Road to Magnolia Drive	Raven Ridge	Clearview Drive to 264 Clearview
Creekside Drive (Left Fork)	Upper Hemlock Loop	Remaining Brannon Forest Paved Roads	Tanner Trail to 368 Tanner Trail

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Valley Creek Run: Silver Leaf Circle	Holland Drive to the "L"	Driftwood Loop	Leatherwood Cottages Loop
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**Town has sole and total discretion to plow private streets, with no duties, obligations or responsibilities. The Town may provide snow and ice removal services to additional streets not listed on the chart above with written property owner consent.**

**State Roads:**

Roads identified as "state" roads, will receive snow and ice removal services from the North Carolina Department of Transportation (NCDOT). In addition to the level of service NCDOT provides the Town of Maggie Valley Public Works Department will perform additional snow plowing to the following roads when time and materials allow because of their relationship to Town's Corporate Limits and Town Maintained Streets:

Teague's Loop	Moody Farm Road	Cardinal Drive
Melody Lane	Dogwood Drive Entrance	Rich Cove Road
Campbell Creek Road	Ketner Cove Road	Setzer Cove Road to Mountain Joy Cottages
Evans Cove Road to Bridge	Caldwell Drive to 399 Caldwell	

If you live on a state road that is not listed above please contact NCDOT at 456-0336 for more detailed information about their snow and ice removal policy on your road

**Snow Plowing & Deicing Procedures:**

Upcoming storm events are monitored and tracked using available data from the news media and internet resources. The Police Department also keeps the Public Works Department informed of road conditions and notifies the Public Works Director when action is needed. Snow removal from streets will begin when there is a minimum of one inch of surface snow with the probability of continued accumulation. Spreading of chat and/or salt will commence immediately upon evidence of snow or ice on road surfaces that does not show evidence of imminent melting.

**Material Handling & Application:**

The Town uses both abrasives (chat) and salt. The best use of these materials is subject to many variables such as traffic, temperature, sunshine, stored heat in the pavement and adequate forecasting of weather conditions and changes. How satisfactorily and economically results are achieved depends on the staff's skill on tailoring operations and concerns to these varied conditions.

Chat is cheap to buy, offers immediate traction on slippery surfaces and offers visible evidence of action by town crews (an important psychological advantage to the driver and to the town's public relations program). Significant disadvantages are low miles of coverage per truck load (thus requiring much reloading and dead hauling of empty trucks), dirty, hard on car windshields and finishes and generation

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of an appreciable cleanup job following the storm's end. The use of salt can damage nearby salt sensitive vegetation and infiltrate ground water. When applied as dry rock salt, it stays in place on loose slush but segregates, bounces off and slides wide on ice. Salt is dormant when applied and slow to embed at temperatures of 20 F or less. Therefore, traffic may cause considerable loss. The use of abrasives and salt as a snow and ice control procedure is to be minimized to conserve the environment and control costs.

**Road Rights of Way:**

Please make every effort not to park vehicles on the road or along the road right of way when snow or ice is anticipated. Parked cars make the snow removal efforts very difficult and, in some instances, may prevent your street from being scraped.

**Trash Pickup:**

If you are on curbside trash pickup, please do not place your trash receptacle out on the road overnight if a snowstorm is anticipated. The Town's subcontracted trash hauler will make every effort to pick up your trash in the event of a storm. However, if road conditions are dangerous or the snow/ice makes it impossible for the trucks to do their routes, Consolidated Waste Services may decide to pull their trucks off the roads. In that event, your trash will be picked up as soon as a majority of Town Streets are deemed passable. You can check the status of trash pickup by calling the Town Hall at 926.0866 or on the Town's various digital platforms.

**Driveway Clearing:**

Homeowners are responsible for clearing their own driveways. To avoid extra shoveling, wait until the road has been plowed to the curb before removing the snow at the entrance of your driveway. When removing snow from your driveway, place the snow on the right side of the driveway (facing the road). This will prevent the added snow from being plowed back into your driveway during the Town's plowing operation. Do not snow blow, plow or shovel snow into the roadway when clearing your driveway.

**Fire Hydrant Clearing:**

Any effort to aid the Fire Department with keeping a hydrant in front of your house cleared of snow is appreciated. Clearing around the hydrant with a path to the road helps protect the safety of you and your neighbors.

**Streetlighting**

**Duke Energy LED Upgrade / HEMC**

Duke Energy did a LED Lighting Program for Maggie Valley within the past two years. The change to LED lighting has made a positive impact on the monthly electric bills. The Town reduced streetlights in 2008 and created the following Streetlight Policy.

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**TOWN OF MAGGIE VALLEY STREET LIGHT POLICY & PROCEDURE**

The Town of Maggie Valley receives numerous requests regarding the monthly operation of streetlights. The primary purpose of streetlights is to provide drivers with quick, accurate, and comfortable visibility at night. A major cause of accidents at night is poor visibility. Streetlights aid in reducing these accidents and facilitating the traffic flow.

Citizens should realize that streetlights are provided for traffic safety, not property security. It is true that streetlights do provide some amount of security in residential areas. This, however, is not their primary intent and their monthly operation shall not be considered for security reasons alone. The following is provided to explain the Town's policy and procedure on monthly streetlight operations.

**STREETLIGHT POLICY**

To be eligible for monthly streetlight operation each streetlight shall conform with at least one of the following conditions:

- The requested location is at the intersection of two (2) or more streets.
- The requested locations are at the terminus (cul-de-sac) of a street in excess of 450 feet in total length.
- The requested location is located at a horizontal or vertical curve of a street, which in the opinion of the Chief of Police, may be hazardous condition to vehicular or pedestrian traffic.

Existing streetlights that receive streetlight operations funds that do not meet these criteria will have their operation funding eliminated.

**STREETLIGHT REQUEST**

To be considered for monthly streetlight operations it shall be the responsibility of the property/homeowners' association to complete the Streetlight Operations Request Form. If no POA/HOA exists, then it shall be the responsibility of each affected property owner.

The following information shall be contained in the Street Light Request Form

- Requestor's **name, address, telephone number, and reason** for requesting the monthly streetlight operation
- **Exact location** (street address) of the requested streetlight (e.g., pole between 628 & 632 Elm Street)
- **Pole number**

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Winter Woods

(\$51,854-30% = \$34,742) Cost of new display to be placed at the east end of town (if approved).

Now that the town has electricity at the east end of town at the intersection of US-276 and US-19, discussions have taken place about putting a Winter Woods Light Display in the area, welcoming everyone to town.

A picture of the proposed display was distributed. The display has two (2) panels showing animated falling snow over a mountain with animated skiers and snowboarders coming down the mountain. On the bottom of the display the words "Ski Town" are lit up.

One panel is 32' by 25' and the other panel is 37.5' by 25'. The display would be eligible for HCTDA Funding Assistance.

In order to receive the 30% discount and have the company invoice the town for the 2020/2021 budget, a Special Called Meeting may be needed to formally approve the purchase of the Winter Woods Light Displays.

Council discussed how the existing Winter Woods Lighting Displays and the snowflakes are holding up.

All the lights in the snowflakes have been changed over to LED. Of course, LED bulbs cost approximately \$1 per bulb as opposed to the incandescent bulbs. The timer maintenance is the same regardless. Director Mehaffey was sending some of the snowflakes back to Mosco Lighting Co. for refurbishments which saved Maggie Valley approximately \$40 each. Now there is very little money difference between buying a new snowflake and have one refurbished.

The Maggie Valley Chamber Rise and Shine Committee purchased snowflakes for the winter season.

The Winter Woods Lighting Project has gone from fifty (50) pole mounted units to ninety-one (91) snowflakes. Maggie Valley has gone from zero (0) ground mounted features to five (5) displays.

There has been some wind damage to the ground mounted units. But surprisingly enough, the largest of the displays located at Parham Park has held up well.

Alderman P. Wight suggested putting the Winter Woods Lighting on a rotation/fee replacement in order to keep up with maintenance.

That discussion then led to Council discussing the fact that Maggie Valley rents two (2) storage units to store said winter lighting. The Town currently does not have room for a storage building. There is not enough room at the Wastewater Treatment Plant because of the need to expand the residuals shed.

Curbside Solid Waste

The chart below shows the current solid waste contract with CWS and the proposed contract for curbside garbage and recycling pickup. The new contract proposes a 1.8% increase annually until June

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30, 2025. The reasons for the increases, given by Tim Welch, owner of CWS, is due to labor and insurance.

CWS is the best company that the town has contracted with thus far.

Maggie Valley has the lowest Solid Waste (garbage) Fee in Haywood County. Maggie Valley charges \$5 per month, Waynesville charges \$9, Clyde charges \$10 and Canton charges \$11.50.

## Trash & Recycling

### Current Contract with CWS

- July 1 2016 = \$9.27
- July 1 2017 = 9.27
- July 1 2018 = 9.27
- July 1 2019 = 9.46
- July 1 2020 = **9.46**
- July 1 2021 = 9.46

#### 1100 Households (\$9.46) =

\$10,406 monthly

\$124,872 yearly

### Proposed Contract Extension with CWS

- July 1 2020 = **\$9.74**
- July 1 2021 = \$9.93
- July 1 2022 = \$9.93
- July 1 2023 = 10.21
- July 1 2024 = 10.48

#### 1100 Households (\$9.74) =

\$10,714 monthly

\$128,568 yearly

#### 1100 Households (\$10.48) =

\$11,528 monthly

\$138,336 yearly

Trash & Recycle

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## MSW & Recyclables FY 2017- FY2019



### White Goods & e-Waste

This service is on a call-in basis and is well received by residents. Most people will ask that staff calls them prior to coming to pick up the white goods/e-waste so the goods are not sitting in their yards.

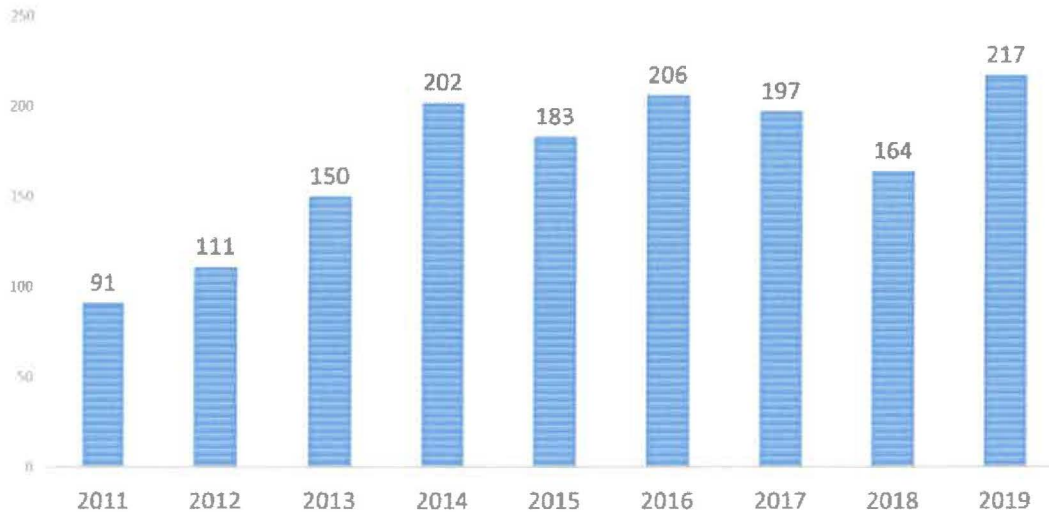
### Brush Pickup

Brush pickup is one of the most popular service the town provides. Manager Clark went on to inform Council that staff is looking at requesting a new brush truck with a deeper bed to be more efficient.

The current place the town is dumping the brush is near town and is fully permitted to accept brush. The charge is \$40 per dump truck load. If the town were to have take the brush to Haywood County, the cost would increase significantly in tipping fees (\$80 per ton), additional gas, and time for two men to take the brush. A larger dump bed would make the process more efficient and less costly.

The chart below shows number of tons of brush collected.

## Brush Collection By Truck Load



Although the brush collection is on a call-in basis; the drivers stop and get any other brush they may see along the way and then just write up a brush ticket for the pick-up.

People often ask why Maggie Valley does not have a leaf vacuum. The reason is the small narrow roads and because loose leaves stop up drainage ditches and cause flooding during huge rain events. The chipped leaves cling to everything.

Miscellaneous items discussed:

☞ In the next year or two the website will need to be updated. Staff is not planning to change the format just update the information. The website went live four (4) years ago. It is recommended that the town stay with the same company that designed the website.

☞ As part of the new software the town purchased, there will be an app that can be downloaded to your phone which will allow people to email streetlight outages, potholes, brush pick up, etc.

☞ The Town Hall sign has some wood rot. Driving down the road, the sign doesn't look bad, but when you get up to it the sign is looking dilapidated. The sign will need to be replaced this year or next.

The festival grounds Reader Board is creeping along. Staff questions the real value of having a digital reader board at the festival grounds. The equipment needed to fix the reader board is very expensive. Staff has discussed allowing promoters to place banners on the black portion of the sign.

## Communication Tools- Telling the Town's Story

- Website
  - [maggievalleync.gov](http://maggievalleync.gov)
  - Needs to be updated
- MyCivic App
- Town Signage
- Social Media
  - Facebook (Followers 1,062)
  - Instagram (Followers 1,061)
- Sunshine List
  - Function of Town Clerk's Office; email minutes, agendas, public notices
- Newsletter
  - Annual Hard Copy Distribution With Tax Bills in October



The chart above shows the many ways that staff tries to communicate with people. Staff feels it is important to keep people informed and be as transparent as possible.

### Police

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**Police Candidacy  
And  
New Hire Requirements**  
(State of North Carolina & Maggie Valley Police Department)

**Minimum Standards for Certification**

Please note that the standards listed below are the NC Criminal Justice Education and Training Standards Commission mandated minimum requirements for employment as a law enforcement officer in NC. The Maggie Valley Police Department requires higher standards.

**Every law enforcement officer employed by an agency in North Carolina shall:**

- Be a citizen of the United States
- Be at least 20 years of age
- Be a high school graduate or have passed the General Educational Development Test indicating high school equivalency
- Be of good moral character
- Have successfully completed NC Basic Law Enforcement Training (NC BLET) and passed the NC BLET state exam.
- Satisfactorily complete the employing agency's in-service firearms training program
- Not have committed or been convicted of:
  - A felony; or
  - A crime for which the punishment could have been imprisonment for more than two years; or
  - A crime or unlawful act defined as a "Class B misdemeanor" within the five-year period prior to the date of application for employment; or
  - Four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of conviction; or
  - Four or more crimes or unlawful acts defined as "Class A misdemeanors" except the applicant may be employed if the last conviction occurred more than two years prior to the date of application for employment.
- Have been fingerprinted and a search made of local, state, and national files to disclose any criminal record.
- Have been examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to properly fulfill the officer's particular responsibilities and shall have produced a negative result on a drug screen.
- Have been administered a psychological screening examination by a clinical psychologist or psychiatrist licensed to practice in North Carolina or by a clinical psychologist or psychiatrist authorized to practice in accordance with the rules and regulations of the United States Armed Forces within one year prior to employment by the employing agency to determine the officer's mental and emotional suitability to properly fulfill the responsibilities of the position.
- Have been interviewed personally by the Department head or a representative to determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate.
- Notify the Standards Division of all criminal offenses which the officer is arrested for or

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any offense of Driving Under the Influence (DUI) or Driving While Impaired (DWI). A minor traffic offense is defined as an offense where the maximum punishment allowable by law is 60 days or less.

**Documentation of Criminal Charges**

When an applicant has a criminal record, he/she must list ALL charges, regardless of the disposition or the date of the charge, on the Personal History Statement and the Report of Appointment/Application for Certification. Even if a charge was dismissed by the court or the district attorney, it still must be listed under the Criminal Offense Record section of these forms. Every charge listed must be accompanied by true/certified copies of the warrant for arrest, citation/magistrate's order, etc. and the court disposition/judgment. This documentation may be obtained from the Clerk of Court's Office in the county in which the applicant was criminally charged.

Failure to list ALL charges may result in denial of certification or suspension/revocation of an existing certification.

**Additional Standards for Employment with the Maggie Valley Police Department (MVPD)**

In addition to the mandated minimum requirements, the Maggie Valley Police Department requires the following additional standards. Please note that the phases listed below take approximately 2 years to obtain and also require extensive training to be maintained annually.

**Phase #1- Recruitment and Sponsorship**

Prospective candidates who are granted NC BLET sponsorship from MVPD must:

- Meet with MVPD Agency head for an interview.
- Complete a Town Application.
- Complete an F-3 Form (Personal History Statement).
- Provide an up to date Driving and Criminal History from all Counties & States applicant has resided.
- Birth Certificate.
- Copy of N.C. Driver's License.
- Copy of High School Diploma.
- Approval required by Chief of Police

•  
After the applicant is approved for NC BLET training, the applicant will be required to complete the following

•  
NC BLET Classroom, Physical Fitness and Firearms training: this consists of 760 hours of training that takes approximately 7 months or more to complete. The length of the class depends on if the applicant is taking the day or night class offered by the College.

•  
N.C. State Exam and Timed Police Officer Physical Ability Test (Po-pat) MUST be completed and passed.

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- Upon N.C. BLET graduation, the candidate has one year from their exam date to secure employment with a NC law enforcement agency or to secure an agency to hold their certification. If a candidate is unable to secure an agency to hold their certification or to obtain employment, their certification will expire and they will be required to repeat the previous steps to obtain certification through the State again.

***Phase #2- Agency Hiring Process***

Note: In contrast to those in many other fields, police selection procedures include background investigations, medical examinations, interviews, psychological assessments, drug screening, physical agility tests, and department-specific training.

***Required Documentation:***

Applicants interested in employment with the Maggie Valley Police Department must provide the following documentation and meet with the Chief of Police and Town Manager:

- Town of Maggie Valley application
- Completed or updated F-3 (Personal History Statement)
- Updated/Recent Driving and Criminal History from all Counties & States applicant has resided in
- Birth Certificate
- Copy of N.C. Driver's License
- Copy of High School Diploma or certified transcripts
- Copy of Social Security Card
- NC BLET Certification and all training records completed during BLET class

***Review:***

Police Department Administration will meet and review all records and contact any references that the applicant has submitted on his/her application.

***Testing and Interview Panel:***

If there are no issues with the applicant's records, MVPD testing, interviews are then scheduled.

- Testing consists of general police knowledge, radio communications, N.C. general statute and numerous court cases.
- Interview panel consists of the Town Manager, Chief of Police, and all Administrative Staff.
- The interview panel will ask scenario based questions of possible issues that commonly occur in the Town of Maggie Valley. Responses to these questions allow the panel to determine the direction of the applicant's field training and reduce liability concerns for the future. This also gives the panel an opportunity to gather insight to the personality and character of the applicant to ensure good agency fit.

**Final Steps:**

Once a suitable candidate is determined, the agency conducts a lengthy background investigation. The in-depth investigation includes the following:

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- State mandated F-8 form which consists of personal interviews with the applicant's family, friends, and neighbors. This is completed by one of our agency investigators and takes approximately 5 to 7 days to complete.
- Mandated psychological testing, drug screening, and medical screening that is completed by the Fitness\*Medical\*Risk\*Training Group (FMRT) in Asheville, N.C. The cost to the agency is \$650.00 for any applicant that is sent to be screened. These steps allow us to determine if the applicant is psychologically sound in their decision making ability and able to fulfill his/her duties as a police officer on a daily basis.

***Offer of Employment:***

Upon Chief of Police and Town Manager approval, the applicant will receive an offer of employment. Employment will be contingent on several conditions.

- The new hire will be required to achieve an 80% firearms qualification score under the direction of the MVPD agency firearms instructor.
- MVPD will submit an F-5A form to the N.C. Criminal Justice and Training Standards. This form is to certify the applicant with our agency through the State of North Carolina. This form also initiates the State's investigation on the applicant before they certify them as an Officer for the State of North Carolina.

***Phase #3- Field Training***

After the applicant has met all the requirements and is sworn in with our agency, field training begins. This training is approximately 440 hours.

- MVPD has four State certified Field Training Officers (FTO). Each FTO is required to educate and evaluate the Trainee in policing tactics and town policies.

The Officer Trainee will be required to successfully complete the following before being released to work independently:

- Records Reporting and Management System (RMS): Officers will receive training on how to complete an accurate report through RMS and will understand the state requirements for proper report submission and validation.

Property and Evidence Management: Officers will receive training in collection protocols, safe handling practices, data submission in RMS/ NCSBI lab, and evidence and property storage procedures. Properly training the Officer in property and evidence management is a crucial part of their FTO training.

• Traffic and Drug Interdiction: Officers receive instruction on how to approach vehicles while maintaining a safe environment during vehicle stops. Training encompasses speed and traffic enforcement and includes DWI prevention and arrest procedures.

• Accident Investigation (NCDMV 349): Officers receive training in formulation and compilation of data such as impact measurements, diagrams and photos of the accident scene which will allow them to complete a basic accident investigation and

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submit any state mandated DMV-349 reports. Officers will be required to take a Basic Accident Investigation course at a later date that will instruct them on additional investigation techniques.

- Town Jurisdiction: Officers will be introduced to the community through positive interactions with business owners and through visits to the (Jonathan Valley Elementary School). Officers will become thoroughly familiar with the Town of Maggie Valley within its jurisdiction. Training also includes familiarization with mutual aid agreements with surrounding law enforcement agencies.

***Phase #4- Additional Mandated Training & Probationary Period***

Officers are required by the Maggie Valley Police Department and the State of North Carolina to receive additional training during the course of their employment. The following courses usually take up to 2 years to complete and are required certifications to, operate speed measuring devices, offer a Blood Alcohol Concentration test (BAC) and issue speeding citations, etc.

- RADAR Certification and Recertification (Officers are required to maintain certification every 3 years)
- Basic Accident Investigation
- Standardized Field Sobriety Training (enables the Officer to test for possible DWI offenders and testify in court proceedings)
- Intoximeter Certification and Recertification (Officers are required to maintain certification every 2 years)
- Police Law Institute Class
- Specialized Weapons Training
- NCSHP Driving School
- CPR Training
- Firearms and In-Service Training - This is an annual requirement of every Officer certified in NC to maintain his/her certification and is mandated by the State of North Carolina. Our agency requires a Firearms score of 80%. This score is at a higher standard than that of the NC Commissions score of 70%
- FEMA Incident Command System Training. (Organized response to Manmade or Natural disasters).
- Successfully complete a one year probationary period.

*Russell N. Gilliland, Chief of Police*

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## MAGGIE VALLEY POLICE DEPARTMENT

61 Summit Drive  
Maggie Valley NC 28751

Russell N. Gilliland, Chief of Police

### Maggie Valley Police Department 2019-2020 Achievements

- Honor Guard uniforms were purchased for Two Officers.
- Purchased Ballistic Body Plates and Ballistic Helmets for each full time Officer.
- Fully staffed with personnel.
- Concerted effort with multiple agencies in enacting emergency plan for responding to major emergencies in Haywood County (i.e. School shooter, Manmade/Natural disasters).
- Our agency is marking evidence for destruction through North Carolina court order.
- Two Officers achieved their intermediate certificates and Two Officers achieved their advanced certificates through the State of North Carolina Criminal Justice and Training Standards.
- Requiring NCHPDS. Two officers have attended this class and we hope to send more every budget year.
- Requiring Special Weapons Instruction. Two Officers have attended.
- Requiring Narcotics Interdiction School for all new hires.
- Upgraded all in-car computers with Rugged Dell laptops.
- Purchased a Latent Finger Print fuming chamber for Investigations.
- The Henry Cemetery Preservation Committee was established last year. And includes three town employees. Part of community policing.

### Maggie Valley Police Association Achievements

- Funding a Western Carolina University scholarship in the name of Sydney Ward. The duration of this scholarship is four years and is dependent on Miss Ward meeting and maintaining all requirements set forth by WNC University and the Maggie Valley Police Association. Sydney Ward is a 2019 Tuscola High School graduate.
- Donated to the Jonathan Valley School Child Nutrition Program
- Donate to local middle school and high school athletic programs. (WMS & THS Athletic Programs).
- Participated in the annual Cataloochee Ski Lodge "Law Enforcement Days".
- Participate in fund raising with "Richie's Alliance for Autism."

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## MAGGIE VALLEY POLICE DEPARTMENT

61 Summit Drive  
Maggie Valley NC 28751

Russell N. Gilliland, Chief of Police

### Maggie Valley Police Department 2020-2021 Goals

- Effective social media presence
- Upgrade our Pill Drop container. Community members use our drop box on a regular basis dropping numerous Prescription Medications.
- Issue nasal Narcan for all patrol vehicles and evidence personnel.
- Replace Body Armor for five Police Officers by utilizing a NCLM grant. 50/50 grant
- Reorganize command staff through personnel promotion.
- Continue to grow our Community Policing Program.
- Training and education in technology crimes.
- Research costs and benefits of load bearing vests for personnel.
- Employee Retention and Career Development.

### Maggie Valley Police Department Five year Goals:

- Research avenues for purchase of a new server through a Crime Commission Grant
- Additional signage to make the police department more visible from US-19. This is a community complaint that we have received numerous times.
- More secure administration/receptionist area. (Bullet Proof glass).
- Utilize computer docking stations to lower computer costs.
- Preventative maintenance on Building and Grounds.
- Monitor Maggie Valley communities policing requirements.

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## MAGGIE VALLEY POLICE DEPARTMENT

61 Summit Drive  
Maggie Valley NC 28751

Russell N. Gilliland, Chief of Police

### New Hire Training Costs

New Hire Costs with no Experience		New Hire costs with Experience	
Equipment Costs	\$4,958.39	Equipment Costs	\$4,958.39
Psychological/Medical/Drug	\$650.00	Psychological/Medical/Drug	\$650.00
440 hrs. FTO Training (Instructors man hours)	\$8333.60	100 hrs. FTO Training (Instructors man hours)	\$1894.00
440 hrs. FTO Training (new Hire man hours)	\$6043.95	100 hrs. FTO Training (new hire man hours)	\$1600.00
Firearms Qualification (man hours)	\$294.69	Firearms Qualification (man hours)	\$312.80
Back ground Investigation (man hours)	\$750.00	Back ground Investigation (man hours)	\$750.00
<b>Total cost</b>	<b>\$21,030.63</b>	<b>Total cost</b>	<b>\$10,165.19</b>

Russell N. Gilliland  
Chief of Police

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## MAGGIE VALLEY POLICE DEPARTMENT

61 Summit Drive  
Maggie Valley NC 28751

Russell N. Gilliland, Chief of Police

### Starting Salary Wage Comparison

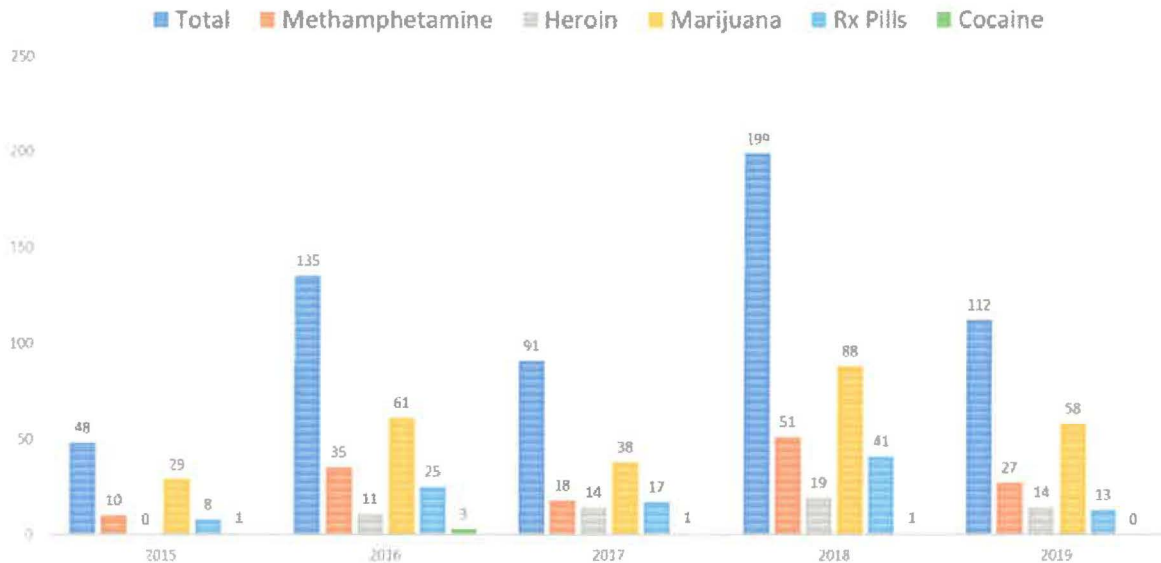
<u>Agency</u>	<u>Hourly Wage</u>	<u>Annual Salary</u>	<u>Health Care</u>
Waynesville PD	\$16.90	\$ 36,928.90	Employee & Family 80%
Black Mountain PD	\$18.22	\$ 39,799.00	Employee
Haywood Co.SO	\$15.28	\$ 33,371.52	Employee
Sylva PD	\$16.43	\$ 35,881.00	Employee
Franklin PD	\$15.34	\$ 33,521.00	Employee
Canton PD	\$15.27	\$ 33,349.68	Employee
Maggie Valley PD	\$13.83	\$ 30,218.00	Employee & Family 80% after 5 year

\*Average starting wage in Haywood County: \$ 15.32 per/hr. Annual pay rate: \$ 33,458.88

Russell N. Gilliland  
Chief of Police

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## Illegal Narcotics & Controlled Substances



Mayor Eveland stated that it is almost worth giving a signing bonus to get someone experienced.

It is important to remember the town does not want to have two (2) classes of employees because everyone should be treated equally for what they bring to Maggie Valley. All departments need to have a succession plan because within the next five (5) to (7) years most of the key staff will be retiring.

Most drug arrests are made from folks driving US- 19 or in hotel rooms. Heroin, Meth and Opioids are the worse right now. These addictions increase crime from every aspect.

## K-9 Program

- Narcotics Detection
  - Keen sense of smell; establish probable cause, search faster humans
- Tracking
  - Locate missing/lost persons, track suspects, find discarded evidence
- Community
  - Know crime deterrent, outreach tool
- Agency
  - More effective search/seizure; officer pride
- Cost
  - K-9 = \$11,000
  - Training = \$10,000
  - Total = ~\$21,000



As earlier stated, Moses has cancer and is not able to fulfill his duties.

Council took a lunch break between 12:01 and 12:35

### Economic Development

Council adopted the Incentive Policy in 2019 hoping to help the economics in Maggie Valley.

Town of Maggie Valley  
Economic Development Incentive Policy  
**DEVELOPMENT INCENTIVES FOR ECONOMIC DEVELOPMENT**

### OVERVIEW

The Town of Maggie Valley ("Town") has the capacity to provide economic development incentive assistance for companies seeking to add new capital investment or substantially expand existing businesses within the Town's Corporate Limits. This incentive policy is adopted with the intent of complementing any incentive program that may be adopted by Haywood County and/or by the State of North Carolina

The Town's economic development incentive policy has been created to encourage the following types of development within Maggie Valley:

1. Commercial/Retail Development
2. Downtown New In-fill Development

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3. Downtown Rehabilitation/Renovation In-Fill Development
4. Amusements & Attractions
5. Industrial / Manufacturing (Jonathan Creek Corridor)

### **Economic Incentives**

There is no vested "right" to any assistance by any corporation/firm under this policy; incentives are only awarded at the discretion of the Board of Aldermen. Incentive assistance may be used for economic development initiatives intended to create capital investment that increases business activity within the Town's Corporate Limits. Applicants with a project located outside of the Town's Corporate Limits may apply for funding if the Applicant submits a petition for annexation to the Town Board. The Town Board always reserves the right to deny or reject such annexation petition.

New and expanding businesses may qualify to receive a financial incentive grant based upon the actual value, schedule, and payment of local property taxes for a period of up to five consecutive tax years. Each project will be evaluated on its own individual merits regarding the quality of the overall project. If awarded the incentive, the Town will require the business/firm to "pay in full" annual property taxes due by the annual tax due date. If the business/firm has met the terms outlined by its formal agreement with the Town then a portion of the property tax will be returned to the business/firm for five consecutive years, as outlined in the following table.

New Investment		Maximum Economic Development Incentive	Maximum Number of Years Eligible
\$1,500,000	\$3,000,000	65%	5
\$3,000,001	\$5,000,000	70%	5
\$5,000,001	\$7,000,000	75%	5
\$7,000,001	\$9,000,000	80%	5
\$9,000,001	Up	85%	5

### **Alternative Incentives**

On a case-by-case basis, the Town Board of Aldermen may decide to provide funding to businesses/firms at the beginning of a project for infrastructure development, site work, etc., rather than through the incentive schedule. **For certain large impact projects, the Board may extend the length of the development incentive from five (5) to seven (7) years.** This alternative schedule may be allowed at the discretion of the Town Board of Aldermen.

### **Approval & Compliance Requirements**

- Estimates of valuation of property enhancement shall be based on certified architect/engineer estimates, certified bid documents from licensed commercial building contractor. Other

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financial documents proving the level of financial/capital investment may be considered on an individual basis. The final incentive threshold will be determined by the "new tax value" as determined by the Haywood County Tax Assessors Office.

- A Public Hearing must be held in accordance with North Carolina General Statue 158-7.
- Town participation cannot violate any federal, state and/or local law, nor should projects that receive this incentive be deemed harmful to the environment, according to the same laws.
- All Economic Development Incentives will be formalized in a written incentive agreement between the Town of Maggie Valley and the recipient company/firm. **This written agreement shall contain the explicit terms of the incentive agreement including but not limited to incentive amount, years of incentive, payment schedule, clawbacks etc.**
- The Town of Maggie Valley reserves the right to audit a company to assure compliance with the Economic Development Incentive Agreement. If the performance criteria are not met or is altered significantly, the Town of Maggie Valley may require the incentive to be repaid in full or in part.
- To be eligible for payment of the incentive, the company must have:
  - Completed and occupied the building;
  - Be current on all taxes payable to the Town of Maggie Valley; and
  - Be current on performance criteria specified in the incentive agreement.

#### **Program Evaluation**

Each project will be evaluated on an individual basis. Changing economic conditions and availability of funds may cause the Town Board of Aldermen to modify, amend, or discontinue the Economic Development Incentive program. Should the incentive program be discontinued, the Town Board of Aldermen will honor any incentive committed to before the discontinuance of the program.

Economic Development Incentives may not be transferred, or otherwise conveyed, to another party, unless agreed to by the Town of Maggie Valley Board of Aldermen.

Council then discussed creating a Façade-Sign-Landscape Incentive Policy.

Anyone may apply. The incentive policy is similar to Haywood County's policy. The Town of Canton's policy does not address landscaping or signage. This would be for signage attached to buildings. The incentives will be tied to the Aesthetics and Design Standards.

This incentive program would not operate on a first come first basis, but rather it would be a competitive award of funds based on overall value. Council would make the incentive policy awards.

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Mayor Eveland questioned making improvements to a business then the business has revolving renters who want to change what the town has helped to pay for.

The requester would have to have a plan in place like how the Campbell Woods HOA had a plan for improving their roads with Non- Powell Bill Funds slowly bringing the roads up to town standards. The plan would have to be approved and seen as a solid viable plan.

There was a brief discussion about Bethel Village now that Mountain Projects has gotten involved. The Subdivision was designed as a Planned Unit Development (PUD) but the way the houses are set in there and with some homes sticking out over the road limited services can be provided. Due to the substandard roads, Habitat Homes cannot build homes in the subdivision.

Unified Development Ordinance (UDO)

Mayor Eveland was emphatic that Council must be on top of the changes and all that the new UDO entails prior to the document going public. Council wants a comparison between the old and the new laws.

Manager Clark explained that Planner Hancock will be providing summary sheets per each chapter of the UDO. Manager Clark explained that this is still the Planning Board's document. In a sense, Council is detached from the UDO until time to formally adopt the document after the Planning Board has conducted the public workshops and gathered input.

Council is encouraged to attend the Planning Board Workshops to gather public input so they can hear people's comments. Again, the Executive Summary will provide Council with all the changes.

Council briefly discussed the newly mandated regulations under 160-D.

In March 2020 the Town Attorney will review. April & May 2020 the Planning Board will conduct Public Workshops, June 2020 the Planning Board will present the Final Recommended Draft UDO to Council, July 2020 Final Adoption by Council.

Wastewater Treatment Plant & Sewer Collection System

Staff has seen an increase in flow during rain events due to infiltration. This has got to be reversed or Maggie Valley will be pushed against the threshold for a mandated new treatment plant.

The Town was not awarded the grant funding for the Inflow & Infiltration Study. The cost for the I & I Study is between \$35,000 and \$40,000; which is still needed.

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The current manhole project will help some but will not resolve the issues. The last I & I project was completed in 2004 with assistance through grant funding. Maggie Valley has forty-six (46) miles of sewer. NCDOT had damaged a manhole on Jonathan Creek and it was not reported. During the heavy rains, water was pouring into the system which in turn had to be treated the same as sewer.

Santek Environmental of NC LLC is managing the Haywood County landfill which brings their leachate to Maggie Valley. Again, this has helped increase funds in the Enterprise Fund.

There has not been an increase in sewer rates or capital charges in the last couple of budgets.

Also, as more and more duties are added to the Public Works Department, the employees are stretched thin to say the least. Vacation and sick time are difficult on the entire department.

Alderman P. Wight responded that he is not for an increase in sewer fees or hiring a Code Enforcement Officer. Alderman P. Wight added that he would be in favor of hiring another Public Works Employee.

Manger Clark responded that the new UDO would have to be enforced. It is difficult to be both the shepherd and the butcher for one man in one office.

It is surprising how many people show up at the front window without an appointment and expect everyone to be in their office ready to see them. If someone, such as Planner Hancock is in the field, sick, or on vacation the person gets upset.

Human Capital & Resources

## Human Capital & Resources

- **Lead For North Carolina**
  - Lead for NC aims to recruit, train and place our state's most promising young leaders in paid fellowships in local governments as a means of strengthen our public institutions, supporting our local communities and cultivating a new generation of transformational public service leaders
  - Cost is \$38,100 no insurance, no retirement
- **Public Works Technician I/II**
  - Current Workforce is 7; stretched thin in summer
- **Code Enforcement Officer**
  - To be effective UDO will need have enforcement; difficult for Planner to wear multiple hats in recruitment, expansion and enforcement



### Pay Classification Study/ Pay Grades

The Pay Classification Study/ Pay Grades does nothing more than provide a plan. The implementation of the proposed plan will not cost the town anything. COLAs have been eliminated for merit pay which saves money. The Pay Grade establishes a band from which you can hire in new employees based on experience, labor trends, and the market.

Another hindrance in hiring new Police Officers or Public Works Employee is the family coverage.

## Dependent Insurance

- In an attempt to curb health insurance costs when the Town was in the private market place a decision was made to eliminate dependent coverage for new employees.
- New employees would be eligible for dependent coverage at a rate of 0% (Year 1) 20% (Year 2) 40% (Year 3) 60% (Year 4) 80% (Year 5)
- This strategy hurts recruiting from government to government; hurts attracting skilled, experienced applicants already employed
- Cost Savings in FY19-20 was approximately \$19,000



Mayor Eveland explained that the town was in crisis mode when the policy was enacted. Alderman P. Wight concurred adding now that Maggie Valley has state insurance there is more consistency for the employees as well as rate hikes.

Manager Clark explained that as the town's senior employees retire recruiting good employees will be very important.

Rules and Procedures

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## Rules & Procedures

- One Recommended Change to promote additional transparency and avoid morning after confusion
- On all votes have Clerk read back, before moving on to next agenda item
  - 1) Motion
  - 2) The Names of Those Voting Yes
  - 3) The Names of Those Voting No



Alderman P. Wight felt the recommendation was not needed. There have not been any issues so far.

The Retreat ended at 3:41 pm.

A handwritten signature in blue ink, appearing to read "Mike Eveland", written over a horizontal line.

Mayor Mike Eveland

A handwritten signature in blue ink, appearing to read "Vickie Best", written over a horizontal line.

Vickie Best, CMC, NCCMC, Town Clerk

