Town Council

JULY 16, 2024

Consent Agenda

Public Comment

Presentations & Reports

Town Manager Report

SHANNON TUCH, TOWN MANAGER

Administration

- Contracts: June - July.

ECS Southeast $47,800 (Materials Testing – RS Park)	S2O Engineering $134,696 (Const. Admin – Taylor's Wave)	Equinox Environmental $115,138 (Const. Admin – RS Park)

- FY2024 Budget Amendment Clean-up
- Updating the Drug & Alcohol Policy & practices – more changes likely when personnel policy is updated
- Re-new posting for Community Grant Program
- Summer Newsletter

Planning & Facilities

- Working on Draft RFP for Code of Ordinances update
- Identifying stakeholder subcommittees
- Bike-Ped Plan survey closed, moving into stakeholder meetings

- Community Center improvements underway
- Town Hall – Pad Trax installation complete & patrol room facelift

Stormwater & Parks

- Working with BC on moving SW bill to tax bill for 2024
- Changes to Lake Town Ln. SW improvement (easements)
- Updating SW data (impervious surfaces, property ownership, etc.)
- Mapping SW Control Measures (SCMs)
- Drafting invitation for bids for high priority SW improvements

- Woodfin Community Garden agreement circulated
- BC Passive Rec. grant schedule update – Sept. decision/Oct. approval
- NC State Parks - Great Trails grant work underway

Police

- New patrol officer to join department soon
- Evidence room inventory complete
- Speed control signage – Hwy. 251 signs in place; mobile sign re-located to WVL. Hwy.
- Working through Step/Incentive pay adjustments
- National Night Out planning underway – Tuesday, August 6th
- Emergency response work (places of worship + schools)

Public Works Department FY2024 Review

ADRIENNE ISENHOWER, PROJECT & FACILITIES DIRECTOR

Garbage and Recycling Can Rollout Update

New carts delivered November 2022

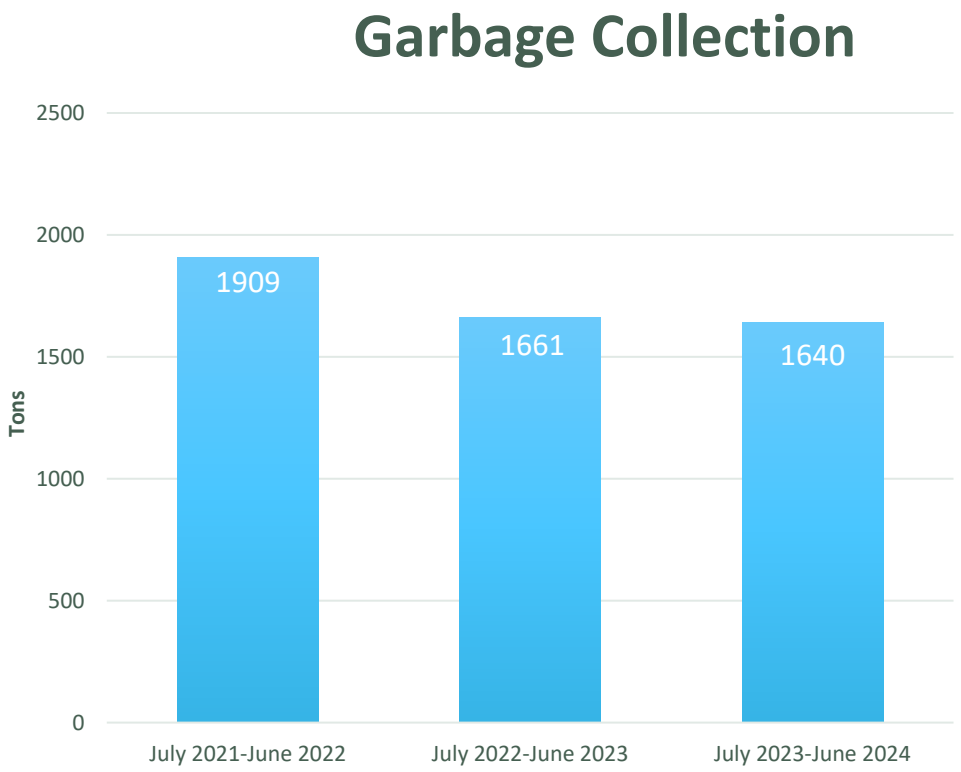
Delivered just under 2700 trash and recycling cans to residences and small businesses

Small number of extra cans garbage cans purchased

Sixteen residences taking advantage of new special accommodation program



Annual Collection Rates





Changes in Collection Totals

14% drop in garbage totals since 2021

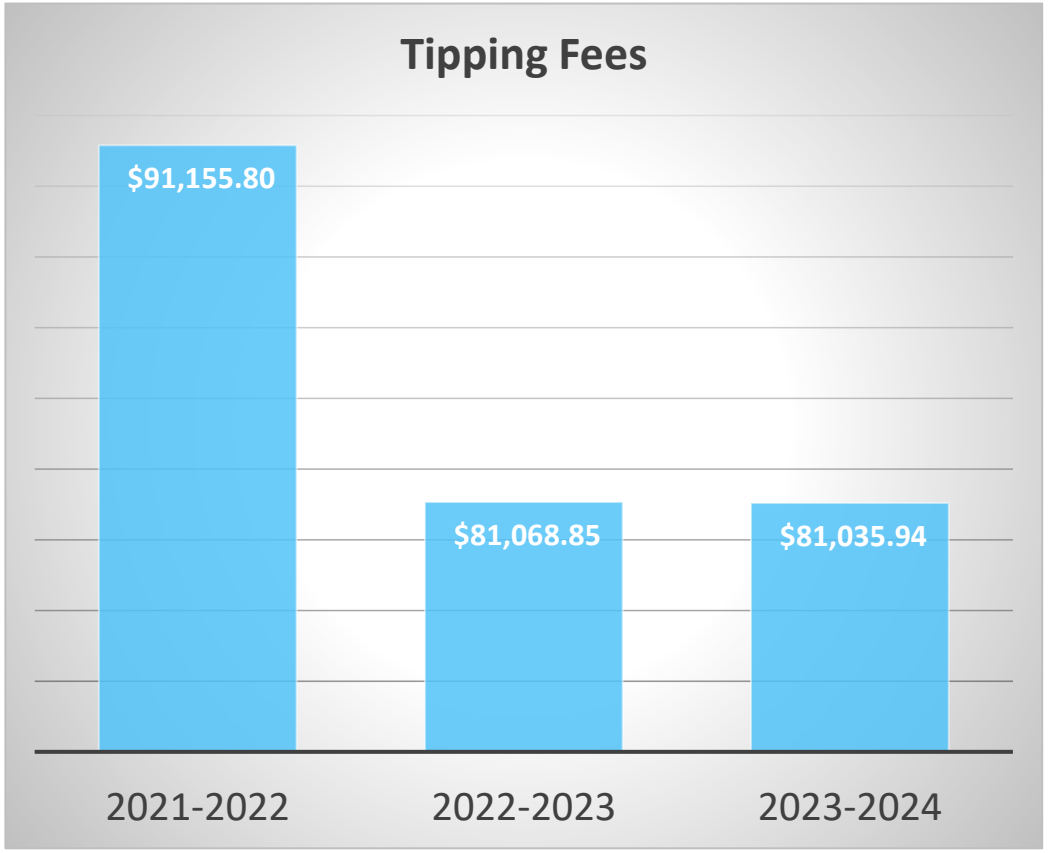
- Largest decrease in the first year at 13% (1% in second year)

13% drop in recycling totals since 2021

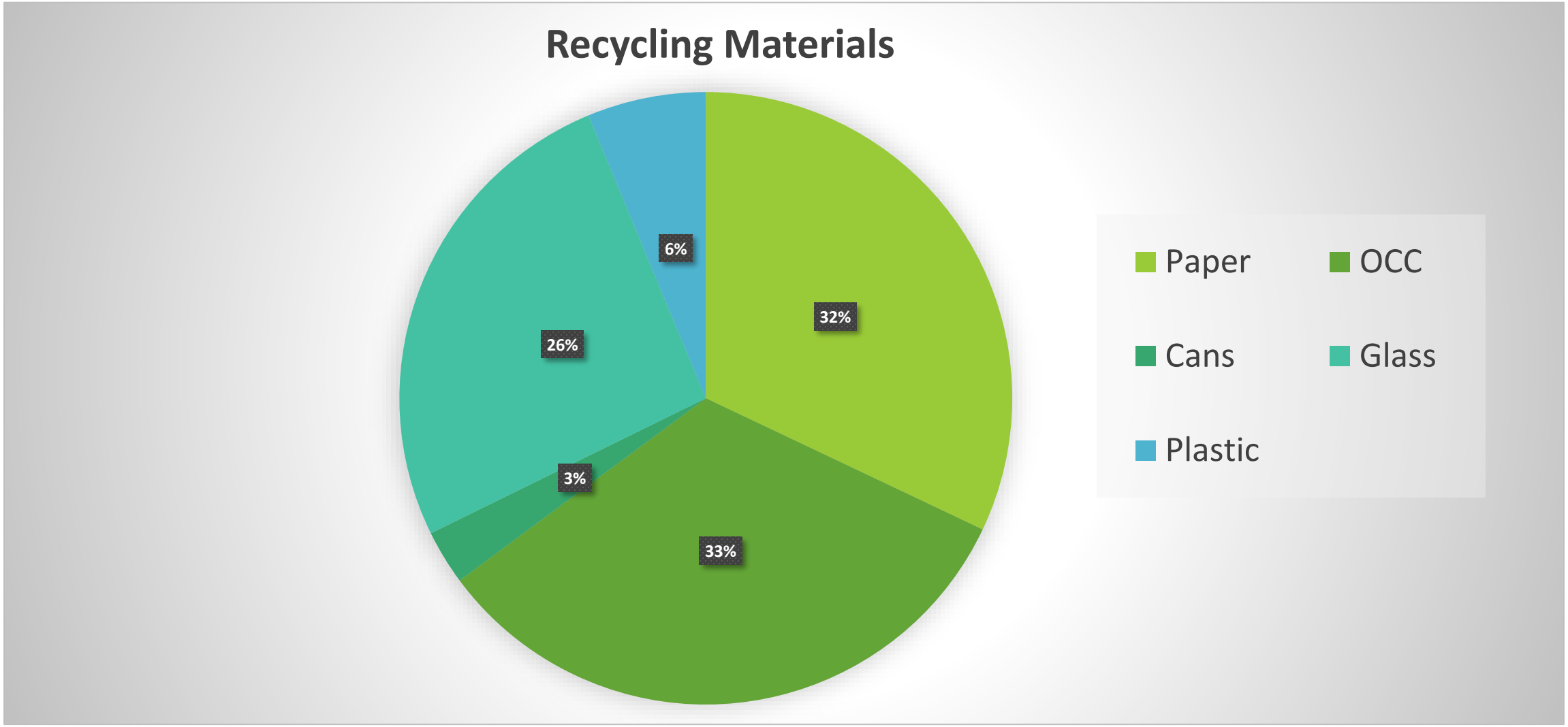
- Largest decrease in the first year at 8% (5% in second year)

Note: Recycling materials comprise approximately 21% of the total waste stream for all years

Cost Changes for Sanitation






Recycling Materials
6%
32%
26%
3%
33%
Paper
OCC
Cans
Glass
Plastic



Other Noteworthy Items

Brush and leaf collection increased by 50% in 2023, with disposal costs rising 38%

Streets crew is performing more swale and culvert cleanouts, while maintaining limited park and street maintenance

Contracted lawn maintenance for Silverline and Roy Pope parks

Three of four tippers have broken on new sanitation trucks





Personnel

Total of 10 full-time employees

- Includes Public Works Manager and Assistant Manager
- Recently filled open sanitation position, have an additional opening for equipment operator

Services primarily include sanitation, brush collection, and mowing

- 8 employees collect garbage 3.5 days each week
- 3 employees handle brush collection and mowing 1.5 days each week

Looking Ahead

Study ways to expand service in under-resourced areas (i.e. streets & parks) while accommodating the growing need for increased solid waste & recycling service.

- Right-sizing our workforce
- Explore outsourcing solid waste collection

Salary survey & possible pay adjustments

Questions?

New Business

- Public Hearing -

Ordinance 2024-014 Code Update & Ordinance 2024-015 Fee Schedule Update

SHANNON TUCH, TOWN MANAGER

Ordinance 2024-014
Stormwater Code Amendment

Stormwater Code Amendment

- Stormwater fee implemented in 2023 via a stand-alone bill
- House Bill 911 passed on June 24, 2024, to amend NCGS 160A-314
- Added Woodfin to the list of municipalities that may collect stormwater fee through the property tax bill
- Local ordinance amendment is required to describe that the SW utility fee is to be billed and collected with property taxes

Stormwater Code Amendment

Sec. 41-43. Billing and collection.

(a) *Method of billing.* Billing and collection of the stormwater fee and any other fees, charges, and penalties for stormwater utility services and facilities shall be billed with the real property taxes under the general administration of the Buncombe County Tax Department and shall be payable in the same manner as real property taxes. ~~may be accomplished in any lawful manner deemed appropriate by the town manager. A stormwater utility billing policy shall be prepared specifying procedures for billing and collection.~~

(b) *Delinquencies.* Stormwater utility service charges that are not paid within the time allowed for the payment of real property taxes shall be collected in the same manner as delinquent real property taxes with unpaid fees becoming a lien on the real property described on the bill that includes the fee. Any interest charges that apply to delinquent real property taxes shall be applied to delinquent stormwater fees in the same manner. ~~fee billing or other billing for fees, charges, and penalties associated with the stormwater utility shall be d f not paid within 60 days of the date of billing. A delinquent billing shall be collected by any remedy provided by law for collecting and enforcing private debts or any other manner authorized by law.~~

(Ctrl)

Suggested Motion (code amendment)

I move to approve the proposed text amendment to Article VII, Chapter 41 – Stormwater clarifying that the Town of Woodfin stormwater utility fees will be billed and collected through the collection of real property taxes, and in the same manner as real property taxes.

Ordinance 2024-015
Fee Schedule Update

Fee Schedule Amendment

- Schedule of Fees is maintained as part of the town's budget
- The Town of Woodfin Schedule of Fees is posted publicly
- Code amendment clarifies that interest will be applied to unpaid fees in the same manner as unpaid property taxes
- Code amendment requires a change to the Schedule of Fees

Fee Schedule Amendment

Stormwater Utility		
Stormwater Review Fee	$ 600.00	
Residential Rates:		
Feet of Impervious Surface	Monthly Fee (Billed Semi-Annually)	
0-3350	$ 3.42	
3351-6000	$ 8.10	
6001-21,499	$ 15.58	
21,500+	$ 5.96/ERU	
Commercial Rate:		
$5.96 per ERU (Equivalent Residential Unit)	of 3,340 SF of Impervious Surface	
Stormwater Utility ~~Late Payment~~ Fee Interest and Penalty:	~~Greater of $10 or 1% of amount due~~	
(1) Stormwater fee paid on or after January 6 to February 1 each year, interest accrues at the rate of two percent (2%).		
(2) after February 1 until the principal amount of the taxes and stormwater fees, the accrued interest, and any		
penalties are paid, interest accrues at the rate of three-fourths of one percent (3/4%) a month or fraction thereof.		

Suggested Motion (fee amendment)

I move to approve the proposed amendment to the Town of Woodfin Schedule of Fees adding detail regarding interest charges to late fees consistent with those applied to delinquent real property taxes.

Council Subcommittees

SHANNON TUCH, TOWN MANAGER

Role of a Council Subcommittee

- With the assistance of staff, subcommittees research assigned topics and inform the full Council through reporting and making recommendations in line with adopted goals.
- The number and type of subcommittees depend on the tasks required.
- Committees may be standing or temporary (*ad hoc)*.
- Collective responsibility for decision-making remains with the full Council.
- Subcommittees are a public body, and meetings must be open with the schedule posted publicly.

Woodfin Subcommittees

- The need for two temporary (ad hoc) subcommittees has been identified:
  1. Landscape & Open Space
  2. Town Manager Performance Plan
- Formation of, and appointment to, council subcommittees must be voted on by the full council.
- Once the work of the subcommittee is complete, the committee dissolves.

Suggested Motions

Motion #1 – Landscape / Open Space:

I move to (a) establish a new Landscape & Open Space temporary council subcommittee and, (b) appoint council members Young, Edgerton, and Thornton to the committee.

Motion#2 – Town Manager Performance Plan:

I move to (a) establish a new Town Manager Performance Plan temporary council subcommittee and, (b) appoint council members Ervin, Cohen, and Kahn to the committee.

Closed Session

Adjournment