

Agenda Item: 8d



Finance Director
MEMORANDUM

TO: Town Council

FROM: Sam A. Karr, Finance Director

DATE: July 31, 2014

SUBJECT: Approve Financing of Public Works Truck & Police Vehicle

The attached resolution is for approval authorizing financing of a public works truck and a police vehicle not to exceed \$83,350.00. We had sent out four RFP's for financing the vehicles for 3 years and only received one bid back, which was from BB&T Governmental Finance at a rate of 2.19%. BB&T Governmental Finance has had the most competitive rates historically, and presently, we have 3 loans with them. Therefore, we recommend choosing BB&T. If you have any questions, please feel to contact me at your convenience.

RESOLUTION NO. 14-08-12A

WHEREAS: The Town of Lake Lure ("Town") has previously determined to undertake a project for the financing of one new police vehicle and one new Public Works Truck (the "Project"), and the finance officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated July 30, 2014. The Amount financed shall not exceed \$82,350.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.19% and the financing term shall not exceed three (3) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

Resolution No. 14-08-12A

August 12, 2014

Page 2

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund or any other Town fund related to the project, for project costs may be reimbursed. From financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved the _____ day of _____, 2014.

Attest: _____
(Town Clerk)

By: _____
(Mayor)

Agenda Item: 8e



Finance Director
MEMORANDUM

TO: Town Council

FROM: Sam A. Karr, Finance Director

DATE: July 31, 2014

SUBJECT: Budget Amendment-Asa Gray Water Line

The town has started construction of a waterline replacement on Asa Gray; we had originally budgeted \$17,116 for capital outlay waterline replacement. The contract amount for construction is \$117,950 and engineering is \$20,000 for a total budget of \$137,950.00.

To complete the project, **a motion to transfer \$121,000 from out Capital Improvement Fund (#21) into W/S Fund-Waterline Improvements (#519) would be necessary.**

CC: Thadd Hodge, Accountant

Agenda Item: 8f

MEMORANDUM

To: Town Council
From: Sam A. Karr, Finance Director
Subject: Budget Amendment-Uncompleted Projects June 30, 2013
Date: July 24, 2014

The following projects were not completed as of June 30, 2014 and therefore need to be re-appropriated in FY 14-15.

	<u>Revenue</u>	<u>Appropriation</u>
<u>General Fund</u>		
Transfer from Fund Balance	\$2,500	
Economic Development		
-Community Branding		\$2,500
<u>Hydro-Electric Fund</u>		
Transfer from Fund Balance (Equity)	\$179,000	
HYDRO		
-Road Repair		\$179,000

If you have any questions, please feel free to contact me.

CC: Thadd Hodge, Accountant
Martin & Starnes, Auditors

Agenda Item: 10a



TOWN OF LAKE LURE
Community Development Department

MEMORANDUM

TO: Town Council

FROM: Sheila Spicer, Zoning Administrator/Code Enforcement Officer

STS

DATE: August 5, 2014

RE: Ordinance Number 14-8-12

Case number ASUD-2014001 is an ongoing abandoned structure/unfit dwelling case that first started in response to a citizen complaint received on March 18, 2010. Since that time, staff has attempted to gain compliance as outlined in Chapter 90 of the Town Code of Ordinances.

This case was originally handled by John Ganus, Code Administrator, under the file number HC-11-03. An initial hearing was held on September 9, 2011, with no property owners or parties in interest attending. Mr. Ganus issued a Findings of Fact and Order with a compliance deadline of December 15, 2011.

It was later determined that there was a party in interest that was not notified of the hearing date. The case was turned over to the Community Development Department in March of this year. A new hearing was held on April 10, 2014 with again no property owners or parties in interest in attendance. A new Findings of Fact and Order was issued with a compliance deadline of July 24, 2014.

Pursuant to §90.07 of the Town of Lake Lure Abandoned Structures/Unfit Dwellings Regulations, the attached ordinance is presented for your consideration in order to gain compliance with the regulations in this case. If adopted, the Town will seek bids for the demolition of the structures, and a lien will be placed on the property for the costs of demolition and removal.

ORDINANCE NO. 14-08-12 DIRECTING THE CODE ENFORCEMENT OFFICER TO REMOVE OR DEMOLISH THE PROPERTY HEREIN DESCRIBED AS UNFIT FOR HUMAN HABITATION AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED

File No. ASUD-2014001

WHEREAS, the Town Council of the Town of Lake Lure finds that the structures described herein are unfit for human habitation under the Town Abandoned Structures/Unfit Dwellings Regulations and that all of the procedures of the Abandoned Structures Code have been complied with; and

WHEREAS, these structures should be removed or demolished as directed by the Code Enforcement Officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owner of these structures has been given a reasonable opportunity to bring the structure up to the standards of the Abandoned Structures/Unfit Dwellings Regulations in accordance with NCGS 160A-443(5) pursuant to an order issued by the Code Enforcement Officer on April 24, 2014, and the owner has failed to comply with the Order; and,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Lake Lure, that:

Section 1. The owner of such building(s), dwelling(s) and premises is hereby ordered to vacate any occupants and/or personal property therein on or before September 12, 2014.

Section 2. The Code Enforcement Officer is hereby authorized and directed to place placards containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

on the structures located at the following address:

159 Johnson Circle (Rutherford County Tax PIN: 1631235)

Section 3. The Code Enforcement Officer is hereby authorized and directed to proceed to remove or demolish the above described structures in accordance with the order to the owner thereof dated the 24th day of April 2014, and in accordance with the Abandoned Structures/Unfit Dwellings Regulations and NCGS 160A-443.

- Section 4. (a) The cost of removal or demolition shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed in the office of the County Tax Collector, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of N.C.G.S. Chapter 160A.
- (b) Upon completion of the required removal or demolition, the Code Enforcement Officer shall sell the materials of the dwelling and credit the proceeds against the cost of removal or demolition. The Code Enforcement Officer shall certify the remaining balance to the Tax Collector. If a surplus remains after the sale of the materials and satisfaction of the cost of removal or demolition, the Code Enforcement Officer shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by N.C.G.S. 160A-443(6).

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein declared to be unfit for human habitation.

Section 6. This Ordinance shall become effective upon its adoption.

ADOPTED this 12th day of August, 2014.

ATTEST:

Andrea Calvert
Town Clerk

Bob Keith
Mayor

Approved as to content and form:

J. Christopher Callahan
Town Attorney

Agenda Item: 10c

ASSET MANAGEMENT TASK FORCE

List of candidates to be considered to fill positions in this group.

1. Andy Bell
2. Jack Buckingham
3. Pamela Jean Buckingham
4. Charlie Ellis
5. Jonathan Hinkle
6. Tom McKay
7. Linda Turner

Name of Candidate _____

Name of Candidate _____

Name of Candidate _____

Name of Candidate _____

Name of Candidate _____

Signature of Commissioner _____

Date:



VOLUNTEER APPLICATION FORM

Name: Andy Bell
Address: 1038 Pinckton Rd, P.O. Box 333 Lake Lure Resident for 10 years
Home Phone: 625-2112 Cell Phone: 289-6094 Email: belltartan@me.com
Employer: retired Address: _____

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE

☐

Board of
Adjustment &
Lake Structure
Appeals Board

☐

Zoning & Planning
Board

☐

Lake Advisory
Board

☐

Parks &
Recreation Board

☐

ABC Board

☒

Asset
Management Task
Force

Rationale and qualifications for serving: am interested in non-partisan service,
through a balanced and thoughtful process marked by
intelligence, integrity and humor

Other volunteer activities in which you are currently involved, including other Boards or Committees:

Friends of Chimney Rock State Park - board
North Carolina Zen Center - board

Other information you feel might be pertinent, including current or prior occupation or resume:

served as President for 16+ years of the Community Foundation
for Northeast Florida; President of my own consulting firm
for philanthropic families; am an 8th generation North Carolinian.

Signature: Andy Bell Date: Aug. 12, 2014



VOLUNTEER APPLICATION FORM

Name: JACK BUCKINGHAM
Address: 249 BOEELDER AVE DA. Lake Lure Resident for 2011 years
Home Phone: 828-625-0048 Cell Phone: 909-244-5250 Email: JACKBUCKY@GMAIL.COM
Employer: SYNTECH Address: 7900 FLEET ST SAN DIEGO

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE



Board of
Adjustment &
Lake Structure
Appeals Board



Zoning & Planning
Board



Lake Advisory
Board



Parks &
Recreation Board



ABC Board



Asset
Management Task
Force

Rationale and qualifications for serving: WOULD LIKE TO BE PART OF
COMMUNITY, LEARN MORE ABOUT LOCAL GOV.

Other volunteer activities in which you are currently involved, including other Boards or Committees:

NONE CURRENTLY

Other information you feel might be pertinent, including current or prior occupation or resume:

PREVIOUS BUSINESS OWNER

Signature: [Signature]

Date: 10-30-14



VOLUNTEER APPLICATION FORM

Name: Pamela Jean Buckingham
Address: 256 P.O. Box 283 Lake Lure Resident for Dec 15 ^{since} years
Home Phone: NA Cell Phone: 919-244-5240 Email: buckingham.healthcoach1@gmail.com
Employer: retired Address: _____

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE

☒	^{#2} ☒	☒	^{#1} ☒	☒
Board of Adjustment & Lake Structure Appeals Board	Zoning & Planning Board ☒ Asset Management Task Force	Lake Advisory Board	Parks & Recreation Board	ABC Board

Rationale and qualifications for serving: Over the past 2 yrs. I have been involved in assisting with elections in Pittsboro, N.C. and found it fulfilling. We recently moved to Firefly Cove & while,

Other volunteer activities in which you are currently involved, including other Boards or Committees:

None - just moved here & want to get involved in my new community.

Other information you feel might be pertinent, including current or prior occupation or resume:

Signature: _____ Date: _____

My home is being built, I hoped to get involved somehow in my new community. My husband will retire in 5 more years and work for the community would help occupy my time. We've already met so many friendly, interesting people since we've been here, it has further piqued my interest to give back to this community.

I can provide references who can speak to the value of my contribution here. They are ^{Hon'} Randy Voller, past mayor of Pittsboro & Patricia Maxner, owner of Laesthaus B & B.

My work history involves work in Radiology (Vascular-Interventional) from 1976 - 1990. At that time I went into Clinical Research & in 1995 started my own consulting business where I provided monitoring services to Pharmaceutical Companies. I left the workforce in 2008 to care for my mother who had pancreatic cancer. I am currently in the process of reinventing myself.

[Print This Page](#)**BOARDS AND COMMITTEES****Volunteer Application Form****Request for Appointment: (Indicate preference order)**

- ☐ ABC Board
- ☐ Board of Adjustment (BOA) and Lake Structures Appeals Board
- ☐ Parks and Recreation Board
- ☒ Zoning and Planning Board (Appointed January 2013)
- ☐ Golf Course Advisory Committee
- ☐ Lake Advisory Committee (LAC)
- ☒ Other (please specify): Asset Management Task Force

Name: Charlie EllisAddress: 126 N. Shore Dr. Lake Lure Resident for 1 years (part-time 8+ years)Home Phone #: 625-8914 Business Phone #: (704) 206-8302Employer: Collett + Associates Address: Charlotte, NCProfessional Activities: Institute of Real Estate Management, CCIM InstituteVolunteer Activities: Boy Scouts of America, Teach For AmericaQualifications for serving on requested board/committee: 25 years of commercial real estate experience, CPM & CCIM professional designationsOther boards or committees on which you currently serve: IREM WesternNorth Carolina Chapter 40, NC CCIM Charlotte Monthly NetworkingReason you wish to volunteer: opportunity to contribute to our new community, and to help protect our beautiful & most valuable physical asset



1111 METROPOLITAN AVE, STE 700
CHARLOTTE, NC 28204
Mailing: P.O. BOX 36799
CHARLOTTE, NC 28236-6799
704.206.8300 | WWW.COLLETT.BIZ

Charles E. Ellis, Jr., CCIM, CPM, CSM
Managing Partner
1111 Metropolitan Avenue
Suite 700
Charlotte, NC 28204

Education:

Bachelor of Arts in Psychology
University of North Carolina – Chapel Hill, 1981

Business History:

Charlie is one of four original members of Collett, joining the firm shortly after its inception in 1987. During his first five years with the company he worked as a broker, focusing primarily on business park and industrial properties. In 1992 Charlie started the property management division for Collett and was named as a partner and broker-in-charge for the firm. Under Charlie's leadership, the company has expanded its management, leasing and brokerage services to include third party representation, construction management and investment sales brokerage.

In addition to his expertise in the management of retail and commercial properties, Mr. Ellis has extensive experience in turnaround property management and routinely serves as a court-appointed receiver for numerous institutional lenders and as manager for their REO properties. Prior to joining Collett, Mr. Ellis worked for 6 years as a regional and divisional manager for Broyhill Furniture Rentals of Lenoir, North Carolina. Charlie lives in Lake Lure, North Carolina with his wife and has two college-aged children.

Affiliations and Accreditations:

CCIM Institute, CCIM Member
Institute of Real Estate Management, CERTIFIED PROPERTY MANAGER®
International Council of Shopping Centers, Certified Shopping Center Manager
North Carolina Real Estate Commission, Broker-in-Charge
South Carolina Real Estate Commission, Broker-in-Charge
Georgia Real Estate Commission, Broker-in-Charge
Boy Scouts of America, Eagle Scout
Fairfield Mountains Chapel, member



BROKERAGE



DEVELOPMENT



MANAGEMENT



INVESTMENTS



VOLUNTEER APPLICATION FORM

Name: JONATHAN HINKLE
Address: 268 FIREFLY COVE Lake Lure Resident for 2 1/2 years
Home Phone: 625 4319 Cell Phone: 289 6702 Email: jonathan.hinkle@belkouthill.net
Employer: MARATHON BUILDERS Address: P.O. BOX 33 LL NC.

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE

☐

Board of
Adjustment &
Lake Structure
Appeals Board

☐

Zoning & Planning
Board

☐

Lake Advisory
Board

☐

Parks &
Recreation Board

☐

ABC Board

☒

Asset
Management Task
Force

Rationale and qualifications for serving: I HAVE BEEN A LOCAL GENERAL CONTRACTOR FOR 15 YEARS.

Other volunteer activities in which you are currently involved, including other Boards or Committees:

LAKE LURE PARKS & RECREATION BOARD MEMBER

Other information you feel might be pertinent, including current or prior occupation or resume:

I HAVE BEEN INVOLVED IN MANY TOWN PROJECTS.
I HAVE A SOLID COMMITMENT TO THE GROWTH OF
OUR COMMUNITY.

Signature: [Signature] Date: JUL 3 2014



VOLUNTEER APPLICATION FORM

Name: Thomas M. McKay

Address: 193 Gateway Drive Lake Lure Resident for 33 years

Home Phone: 828.625.2640 Cell Phone: 828.243.3811 Email: thomas.mckay@sothebysrealty.com

Employer: Pinnacle Sotheby's Int'l Realty Address: 2992 Memorial Highway, Lake Lure, NC 28746

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE

☐

Board of Adjustment
& Lake Structure
Appeals Board

☒

Zoning & Planning Board
(appointed)

☐

Lake Advisory Board

☐

Parks & Recreation Board

☐

ABC Board

☒

Asset Manageme
Task Force

Rationale and qualifications for serving: 30+ years of active working knowledge of current

Lake Lure Zoning, thorough knowledge of Lake Lure neighborhoods, developments,

on-hand experience in construction, building, permitting, and development

Other volunteer activities in which you are currently involved, including other Boards or Committees:

Board Member-HNG Community Foundation, Lake Lure Advisory Board,

President-Lake Lure Dragon Boat Board of Directors

Other information you feel might be pertinent, including current or prior occupation or resume:

Co-owner/operator of Pinnacle Sotheby's Int'l Realty, Lake Country Vacation Rentals and

Lake Mountain Property Maintenance. To provide thoughtful leadership that has been

developed through 30+ years of residency and business ownership. It is my idea to foster

good and balanced stewardship of land use for present and future generations.

Signature: Thomas M. McKay Date: 3-1-2012

Please see other side for a description of Town Boards



VOLUNTEER APPLICATION FORM

Name: LINDA TURNER

Address: 211 HAWKS NEST TRAIL Lake Lure Resident for 12 years

Home Phone: 625-5543 Cell Phone: 289-8313 Email: kensrock211@gmail.com

Employer: RETIRED Address: _____

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE A PREFERENCE IF CHECKING MORE THAN ONE

☐

Board of
Adjustment &
Lake Structure
Appeals Board

☐

Zoning & Planning
Board

☐

Lake Advisory
Board

☐

Parks &
Recreation Board

☐

ABC Board

☒

Asset
Management Task
Force

Rationale and qualifications for serving: _____

CURRENTLY SERVING ON P+R BOARD AND SO AM WELL-VERSED
WHERE THE
ON NEEDS FOR TOWN DEVELOPMENT AND ARE AND WHERE AND
HOW APPROPRIATE CHANGES COULD BE MADE

Other volunteer activities in which you are currently involved, including other Boards or Committees:

PARKS + REC BOARD; OLYMPIAD BOARD; FLOWERING BRIDGE

LIASON

Other information you feel might be pertinent, including current or prior occupation or resume:

SERVED AS COUNCIL MEMBER FROM 2007-2011 - AM

WELL AWARE OF NEED FOR GOOD COMMUNICATION AND COMPROMISE

TO ~~ACHIEVE~~ ACHIEVE BEST RESULTS.

Signature: Linda R. Turner Date: 8-12-14

Agenda Item: 10d

Andi Calvert

From: Lake Lure Town Manager [townmgr@townoflakelure.com]
Sent: Friday, August 08, 2014 3:53 PM
To: townclerk@townoflakelure.com
Subject: FW: Wendy Craig

Firefighter position discussion (council agenda)

From: Lake Lure Town Manager [mailto:townmgr@townoflakelure.com]
Sent: Friday, August 01, 2014 2:24 PM
To: Bob Cameron; Bob Cameron (town); Bob Keith; 'Bob Keith (town)'; Diane Barrett; Diane Barrett (town); 'John W. Moore'; John W. Moore (town); Mary Ann Dotson (maryann470@att.net); Mary Ann Silvey (town)
Cc: 'Andi Calvert'; 'Ron Morgan'; 'Lake Lure Personnel'
Subject: Wendy Craig

After 15 years with the fire department in Lake Lure, Wendy Craig has been offered and has accepted an opportunity with the Town of Rutherfordton to handle fire inspections and town code enforcement. This will give her a new job challenge and a good bit more pay. We're appreciative of all that she's done for our town and are supportive of her career advancement.

Her departure leaves a gap in our firefighter 24-hour shift coverage schedule. Ron and I are recommending and requesting Town Council's approval to advertise and fill this job opening.

We'll have it as a discussion item on the August 12th agenda. Between now and then, you can contact Ron or me with any questions you may have.

Thanks –

Chris Braund

Town Manager

2948 Memorial Highway
Lake Lure, NC 28746
Office: 828.625.9983, Ext. 101
Web: townoflakelure.com



Agenda Item: 10e



TOWN OF LAKE LURE
Community Development Department

MEMORANDUM

TO: Mayor & Town Council

FROM: Shannon Baldwin, Community Development Director

CC: Planning Board

DATE: August 6, 2014

RE: Resolution No. 14-08-12B

In conjunction with the Planning Board, the department is moving forward with the NC 9 Small Area Plan as approved by Town Council.

Attached is a resolution appointing the NC 9 Small Area Plan Steering Committee and initiating the NC 9 Small Area Plan development process. Also attached is the executed contract with Knight Strategies for the professional services needed to carry out this project.

The department will contact the steering committee members and prepare them for this project so that it is initiated in accordance with the schedule outlined in the contract with Knight Strategies.

Recommended Motion: "I move Town Council adopt Resolution No. 14-08-12B appointing the NC 9 Small Area Plan Steering Committee and initiating the process to develop the NC 9 Small Area Plan as previously approved by Town Council."

RESOLUTION NUMBER 14-08-12B

**A RESOLUTION APPOINTING THE
TOWN OF LAKE LURE NC 9 SMALL
AREA PLAN STEERING COMMITTEE
AND INITIATING THE SMALL AREA
PLAN DEVELOPMENT PROCESS**

WHEREAS, the 2007-2027 Comprehensive Plan serves a guide for managing growth and optimizing municipal operations and resources over the long term; and

WHEREAS, the 2007-2027 Comprehensive Plan identifies growth management issues while defining policies and strategies that will secure desirable economic development, sustainable fiscal health, adequate environmental protection, and optimal community appearance; and

WHEREAS, the 2007-2027 Comprehensive Plan defines policies and action steps to optimize municipal service performance with respect to public safety, public health, recreation, and circulation over the long term; and

WHEREAS, a good planning process identifies inadequacies with municipal facilities, such as water supply, water distribution, sewer collection and sewer treatment while defining action steps to resolve those inadequacies; and

WHEREAS, there exists a need to solicit input from voters, property owners, business owners, and residents of the Town of Lake Lure through stakeholder input and public meetings concerning the future of the town's NC 9 Corridor; and

WHEREAS, the Town of Lake Lure is in need of a NC 9 Small Area Plan as recommended in the 2007-2027 Comprehensive Plan; and

WHEREAS, the scope of this NC 9 Small Area Plan required the town secure services of professional planners/designers via contract to assist the NC 9 Small Area Plan Steering Committee in developing the NC 9 Small Area Plan over the 3 months beginning First Week in September 2014; and

WHEREAS, there exists the need for the expertise of the Lake Lure Planning Board, the need to secure representation and input from various town boards, and the need to keep good communication with the Planning Board, Parks and Recreation Board, and Town Council throughout the NC 9 Small Area Plan development process;

THEREFORE, BE IT RESOLVED,

ONE: The Lake Lure Town Council hereby appoints an NC 9 Small Area Plan Steering Committee to provide input into the NC 9 Small Area Plan process outlined in the

document entitled "Knight Strategies: Proposal for Services." Said Steering Committee shall be made up of individuals from the following groups:

Group 1 **Planning Board.** Two members of the Planning Board shall be appointed. One shall be the chairman of the Planning Board who shall serve as chairman of the NC 9 SAPSC.

Group 2 **Parks & Recreation Board.** The Parks & Recreation shall nominate a representative from among its members. Town Council appoints said nominee to serve on the SAPSC.

Group 3 **Town Council.** One representative of the Town Council shall be appointed by the members of Council to serve on the SAPSC.

Group 4 **NC 9 Business Owners / Service Providers.** The following businesses owners/ service providers may nominate one representative each to serve on the SAPSC. Town Council appoints their respective representative to serve on the SAPSC:

- Ingles Markets
- Larkin's
- Lake Lure Classical Academy
- Eagle Camp, LLC
- Mountain Area Health Education Center (MAHEC)

Town Council appoints said nominees to serve on the SAPSC.

Group 5 **Chamber of Commerce.** The Hickory Nut Gorge Chamber of Commerce may appoint a member of the Chamber to serve on the SAPSC. Town Council appoints said nominee to serve on the SAPSC.

Group 7 **Property Owners.** The Town Council appoints the following property owners or their representatives to serve on the SAPSC:

- Adams, Don (Tax PIN 1649548)
- Clinkscales, Grady (Tax PIN 227178)
- Edwards, Whitson (Tax PIN 224300)
- Gingerich, Verlin (Tax PIN 1639337)
- Lake Vista Apts. (Tax PIN 1633453)
- Silvey, Mary Ann (Tax PIN 1649547)
- Smith, George (Tax PIN 1633453)

Town Council appoints said nominee to serve on the SAPSC.

Group 8

Polk County. Polk County may appoint a member of the County Government (planning, administration, elected officials) and Economic Development Commission to serve on the SAPSC. Town Council appoints both nominees to serve on the SAPSC.

TWO: The Town Council shall receive a monthly report from the Community Development Director (who will serve as the project manager for the NC 9 Small Area Plan project) regarding the progress of the plan over the next 3 months, hold a joint meeting with the NC 9 SAPSC midway through the development process to discuss progress (if needed) and consider adopting the final NC 9 SAP once completed, reviewed, and recommended for approval the Town of Lake Lure Planning Board.

Adopted this 12th day of August, 2014.

ATTEST:

Andi Calvert
Town Clerk

Bob Keith
Mayor

10493000-103

This instrument has been approved as required by the Local Gov't Budget and Fiscal Control Act (LCBFCA)

San Antonio, Finance Officer

8/6/14



PROPOSAL FOR SERVICES

OVERVIEW

Knight Strategies is pleased to submit this proposal for services to support the Town of Lake Lure by providing realistic guidance for the future development of the NC 9 Corridor (See Attachment A for Project Area). Our project team will develop a Small Area Plan (SAP) based on existing and planned conditions in the Corridor taking into consideration economic development, transportation (circulation), utility infrastructure, parks and recreation, community services and facilities, natural environment and open space, land use and growth management, and community appearance. The Project Team is composed of Land Planners, Landscape Architect, Traffic Engineers, Transportation Planners, Utility Engineers and Land Surveyor. Our Team has worked with numerous small towns and private developments throughout the Southeast on similar projects and believe that we will bring a Value Added Service to this project through our experience and project knowledge.

Town of Lake Lure is at an exciting time in its progress. Not since the development of the original Master Plan by Earl Draper in the 20's has there been so much positive activity, momentum and forward thinking from a planning perspective. With this opportunity comes the challenge of balancing the needs of local residents with those of visitors. Understanding how to seamlessly blend positive economic development into our unique natural environment without compromising the very resource that draws tourism dollars to our area. From the Arnette Muldrow Market Analysis we understand very clearly that the Lake Lure economy is dependent on tourism for success. The town's greatest opportunities are to attract young families, grow outdoor recreation opportunities, and increase over-night visitors. Some of our greatest challenges are not delivering as a destination, lack of dining options, lack of housing diversity, and lack of family oriented activities. It is with this understanding that we will address the planning for the NC 9 Corridor Small Area Plan.

Scope of Work

- Item #1: Reference all applicable elements from Town's official plans & documents such as:
 - 2007-2027 Comprehensive Plan
 - Parks, Recreation, Trails, and Open Space Plan
 - NC 9 General Development Plan
 - Arnette Muldrow Market Study Findings and Recommendations Report
 - Design Guidelines for New Commercial Construction

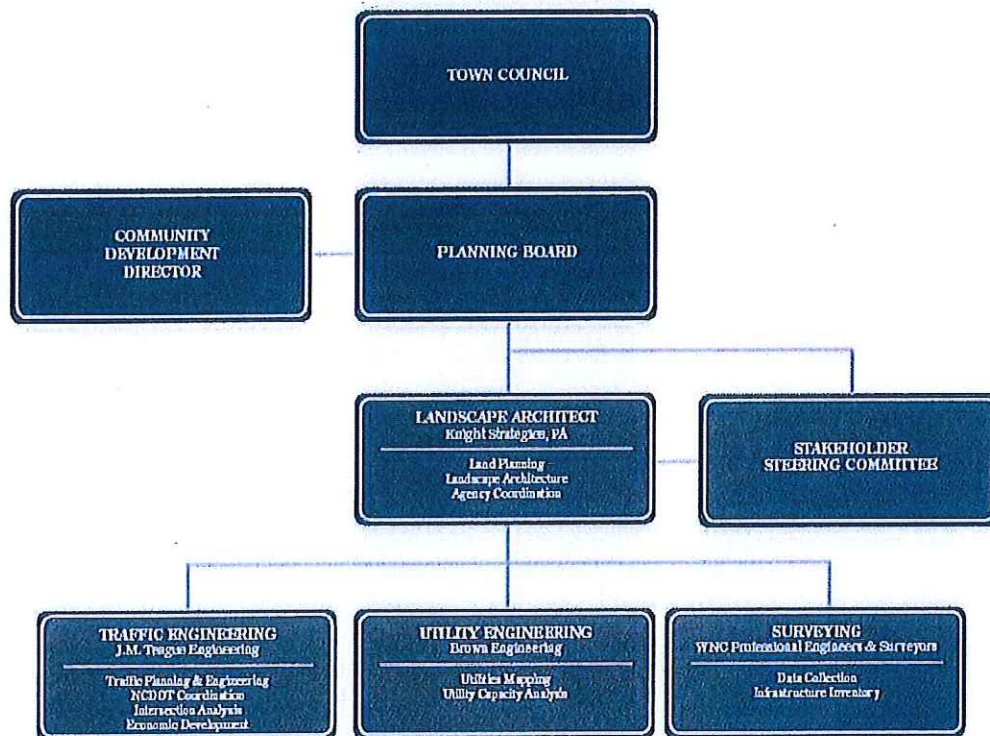
- o Comprehensive Transportation Plan
- o Water and Sewer Plans (various)
- o Old Landfill Remediation Plans
- o Old Firing Range Studies & Plans
- o Lake Lure Classical Academy Plans
- o Polk County Water Agreement
- Item #2: Land Plan that includes the following uses:
 - o Grocery (Ingles)
 - o Drugstore (Ingles)
 - o ABC Store (Possibly relocate to Ingles Shopping Center)
 - o Restaurants
 - o Banking Services
 - o Hardware
 - o High density residential (multi-family)
 - o Big box commercial structures (consult new design manual)
 - o Small commercial structures (residential scale) (consult new design manual)
 - o Various other Necessary and Complimentary commercial services/uses
 - o Expanded Medical Office Park
 - o Hotel Site with view of lake
 - o Regional Recreation Center integrated with Lake Lure Classical Academy Campus
- Item #3: Design, Analysis & Documentation regarding the following conditions/elements:
 - o Scenic Overlay District Regulation Recommendations covering NC 9 to Memorial Hwy (64/74A)
 - o Transportation
 - Access points into NC 9 from adjoining properties
 - Turn, acceleration/deceleration lanes v. multiple lanes
 - Traffic Circle at NC 9 and Memorial Highway 64/74A
 - Bike/Pedestrian Trail Network
 - o Streetscape Renderings for the Small Area to address at least the following from the Lake to Island Creek Road:
 - Sidewalks
 - Lighting
 - Benches
 - Trash Receptacles
 - Buildings Scale & Façade (where applicable)
 - o Entry/Gateway (monuments & signage) coming into Lake Lure on NC 9
 - o Public Works Facility Site (Relocation possibilities)
 - o Golf Course Property Alternative Uses
 - o Water & Sewer Lines & Capacity to Support present and future growth

The Approach

- Recommendation #1: We propose to conduct a series of Stakeholder meetings to create a set of Goals and Guiding Principles to guide the development of the Master Plan.
- Recommendation #2: We propose to conduct a Design Charette with Stakeholders, NC 9 Corridor Steering Committee and town staff in order to develop a Preliminary SAP.
- Recommendation #3: We propose to make two presentations to the NC 9 Corridor Steering Committee and town staff in order to get input to refine the SAP development prior to a Public Presentation of the Final SAP to a joint meeting of the Planning Board and Town Council.

PROJECT TEAM

The following Project Team was organized for their specific Expertise, Client/Project Knowledge, and Similar Project Experience. We are confident that this team can deliver a quality product in a timely and cost-effective manner. The following is the proposed Project Team Organization Chart:



OUR PROPOSAL

Despite the trends leading away from mixed-use development throughout most of the 20th century, the market has shifted and brought mixed-use development and urban place-making concepts back to the forefront of development trends around the world. We envision the Small Area Plan for the NC 9 Corridor as an opportunity to establish a sense of place and create a vibrant destination for both residents and visitors to Lake Lure. The project team will use Urban Land Institute (ULI) mixed-use development guidelines in addition to Town of Lake Lure planning documents to inform the direction of the development plans.

Providing a corridor that announces Lake Lure as a destination, allows safe and easy movement of goods and people to the town, and enhances the interaction between land uses is paramount to the success of the project. NC 9 also provides a direct connection to US-74, a major highway bringing an ever-increasing number of visitors from South Carolina, Charlotte and other major cities to the east.

The project team will develop a Concept Land Use Plan in order to better understand the arrangement and compatibility of existing and proposed land uses along the corridor. From this a pattern of development will be established suggesting building placement/type, circulation and parking, vehicular access points, open space and pedestrian circulation. This plan will evolve through the process of input meetings until the final Small Area Plan is developed.

Transportation

A significant aspect of the Small Area Plan will be to address transportation challenges and opportunities that will be faced by future development along the NC 9 Corridor in order to maintain and improve Lake Lure's premier quality of life. Prior to beginning work, staff of the consultant team will first communicate with local government planning staff, NCDOT officials, and the NC 9 Corridor Steering Committee, to discuss the full extent of the project and to identify specific or unique elements that need to be incorporated into the transportation aspect of the Small Area Plan.

Anticipated intersections of the project study area include:

- NC-9 @ Island Creek (SR 1185)
- NC-9 @ Girl Scout Camp Road (SR 1186)
- NC-9 @ Ingles Shopping Center Access
- NC-9 @ US-64/74-A
- NC-9 @ Owl Hollow Road

The consultant team will visit the site and surrounding study area to inventory the roadway infrastructure and gather information such as: roadway geometry, speed limits, intersection control, pedestrian amenities, turn lanes, and bicycle features. Existing weekday peak period turning movement counts will be conducted at all the above intersections in order to obtain existing (baseline) traffic volumes and conditions.

The Small Area Plan will assume that multiple types of business and tourism oriented development will come to the NC 9 corridor. The increased concentration of development along the NC 9 corridor will generate a more intense and varied use of the existing roadway network. Anticipated future traffic associated with future corridor growth will be determined using trip generation methodology as found in

the latest edition of the Trip Generation Manual, published by the Institute of Transportation Engineers (ITE), local knowledge of the area, and engineering/planning judgment. Generated traffic will then be distributed throughout the study area roadway network based on existing travel patterns, anticipated origin/destination patterns, and engineering judgment. Additionally, any associated pass-by and/or internal capture trip reduction calculations will be conducted based on potential land use strategies.

- **Access points into NC-9 from adjoining properties**

The Small Area Plan will address future access points to mitigate traffic impacts associated with the varied types of future development of this area; specifically, levels of service for vehicles, bicycles, and pedestrians. The Transportation Research Board's "Access Management Manual" will be utilized throughout the development of this plan to ensure safe and efficient traffic operation. Intersection treatment options will also be evaluated at all current and proposed access points and intersections to determine the best operational and aesthetically pleasing alternative.

- **Turn acceleration/deceleration lanes v. multiple lanes**

Based on projected traffic volumes and anticipated trips generated from development associated with the Small Area Plan, left and right turn lane warrant analyses will be conducted for various segments of the project area. These thresholds will be determined by policies set forth in NCDOT's "Policy on Street and Driveway Access on North Carolina Highways." Additionally, multiple corridor cross-section alternatives will be examined and evaluated to determine the most appropriate alternative for the needs of traffic and community character. The current Comprehensive Transportation Plan will be utilized to ensure similar recommendations are made as part of the development of the Small Area Plan.

- **Traffic Circle at NC-9 and Memorial Highway 64/74-A**

In order to determine the feasibility of a traffic circle/roundabout at this intersection, existing traffic data will be collected and an appropriate growth factor will be applied to formulate projected build-out traffic. Specialized traffic engineering analysis software that allows intersections and roadway networks to be modeled will be utilized to determine capacity. Specifically, level of service, intersection delay, queue, and volume-to-capacity ratio will be examined. Based on these results, the consultant team will determine the most appropriate intersection treatment/mitigation options.

- **Bike/Pedestrian Trail Network**

One of the best ways to enjoy the natural beauty of Lake Lure and the Hickory Nut Gorge area is by bike or foot. The consultant team is aware that the Town of Lake Lure has plans to enhance the bicycle and pedestrian trail network in the NC-9 Corridor and throughout the Town of Lake Lure. To further develop a safer, healthier, more comprehensive transportation system, local stakeholders and the project's steering committee will be consulted as well as committees relevant to the project area to determine goals and assist in the evaluation of alternatives for this aspect of the plan. The consultant team will examine existing conditions of the area's trail networks and pedestrian and bicycle infrastructure to determine possible linkages, infrastructure needs, and multi-modal levels

of service to upgrade the community's trail assets and enhance user safety at key intersections. Local plans, such as the Lake Lure Comprehensive Plan, the Comprehensive Transportation Plan, NC 9 General Development Plan, and the Parks, Recreation, Trails, and Open Space Plan will be referenced and those recommendations from previous planning efforts will be incorporated. Plans for Lake Lure's Summit Trail connections to existing trails in the Donald Ross Nature Trail Park will be prioritized to further illustrate the community's attachment to its outdoor resources.

Gateway

Gateway features are an opportunity to set the stage for creating a sense of place. They can enhance the visitor-experience, build community pride, and announce the location as a "destination." As part of the Small Area Plan, the consultant team will consult community stakeholders and the project steering committee to design appropriate monuments or signage that will establish a gateway that reflects the character and heritage of the community. Recent planning efforts, including the Lake Lure Market Assessment and Branding Initiative and the Rutherford County Tourism Development Association Wayfinding Master Plan, will be examined to provide consistency and a uniform, user-friendly design. Locations of these gateway features will be determined by NCDOT's Standard Practice of Gateway Signing and the MUTCD to ensure compliance with State and Federal gateway regulations. Easement regulations will be addressed as well.

Utilities

Sewer and water utilities will be included in the initial base survey information for the project. A determination will be made of the current system capacities. Based on the final Small Area Plan, a final projected utility demands report will be generated to illustrate the impact of future development on the current Town utility systems so that future needs can be incorporated into the town's utility planning.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
SAP Base Survey Data	Survey of existing conditions for project area. Information may be gathered from site surveys, aerial surveys, County GIS, NCDOT and other sources as required.
SAP Land Use Plan	Land Use Diagram of project area
SAP Preliminary Master Plan	Preliminary Master Plan from Design Charette
SAP Master Plan	Final Illustrative Master Plan
Typical Roadway Sections	Rendered Roadway Sections indicating travel lane widths, pedestrian circulation, planting areas, rights-of-way, etc.

Intersection Designs	Conceptual intersection designs with appropriate intersection treatments and any multi-modal accommodations
Traffic Evaluation Report	Traffic Counts, Capacity Analysis (existing, background and future build-out scenarios)
Existing Utility Memorandum	Technical Memorandum on existing utility capacity (water and sewer)
Interim Utility Memorandum	Technical Memorandum based on Preliminary Master Plan projecting demands and impact on system capacity.
Final Utility Memorandum	Technical Memorandum based on Final Master Plan projecting demands and impact on system capacity.

Timeline for Execution

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Project Start	Sept 1		
Base Data Collection	Sept 1	Sept 15	2 weeks
Stakeholder Meeting	Sept 8	Sept 8	1 day
Design Charette	Sept 22	Sept 22	1 day
Development of Preliminary SAP	Sept 22	Oct 13	3 weeks
NC-9 Corridor Steering Committee Meeting #1	Oct 13	Oct 13	1 day
Refinement of Preliminary SAP	Oct 13	Nov 3	3 weeks
NC-9 Corridor Steering Committee Meeting #2	Nov 3	Nov 3	1 Day
Development of Final SAP Master Plan	Nov 3	Nov 24	3 weeks
Presentation to Planning Board & Town Council	Dec 9	Dec 9	1 Day

PRICING

The fee estimate for this project is based on a MAXIMUM NOT TO EXCEED FEE. The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Cost & Payment Schedule	Price
Phase 1 (Base Data, Stakeholder Interviews, Design Charette)	8,100.00
Phase 2 (Preliminary NC 9 SAP, (2) Steering Committee meetings, Refined NC 9 SAP)	10,800.00
Phase 3 (Final NC 9 SAP & Presentation to Planning Board & Town Council)	5,600.00
Total	24,500.00

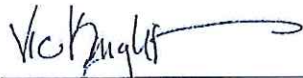
Reimbursable Expenses

Reimbursable expenses are not included in the cost of services. Reimbursable expenses shall include the following: long distance telephone calls, reproduction and printing, postage, photographs, mileage @ \$0.651/mi. and other incidental expenses shall be a direct charge per receipts plus 15%.

Payment for services rendered shall be made monthly, due net thirty days of the receipt of invoice, for all work completed through the last pay period in the preceding month or according to a schedule provided by the Client. Any invoice outstanding for more than 30 days after receipt will be subject to an interest charge of 1-1/2% per month.

If this Agreement is not signed and returned to KS within 30 days, the offer to perform the described services may, in KS's sole discretion, be withdrawn and be null and void.

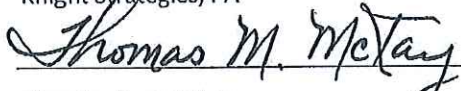
Submitted this 1st day of August, 2014



August 1, 2014

Knight Strategies, PA

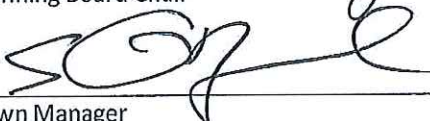
Date



8-4-2014

Planning Board Chair

Date



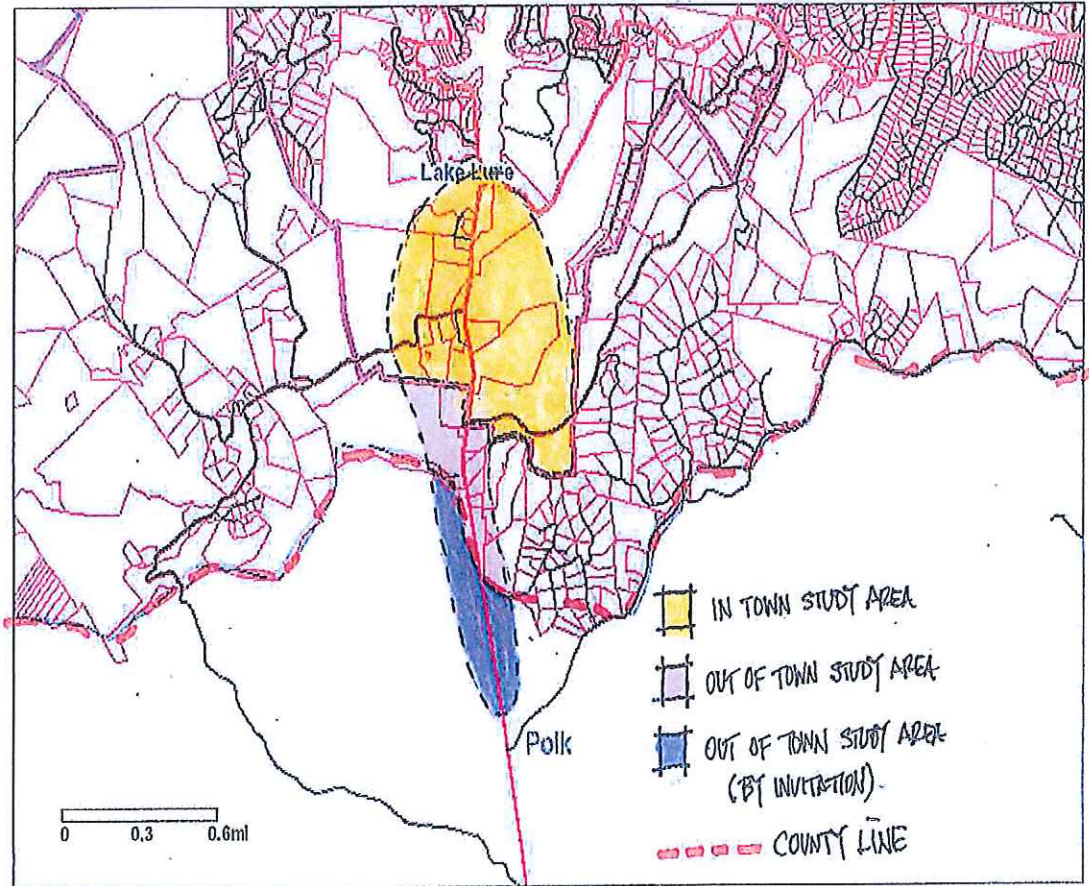
8.4.2014

Town Manager

Date

ATTACHMENT A
Project Area

STUDY AREA (NC 9 SAP)



Rutherford County, NC

Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be construed or used as a survey or 'legal description'. Only a licensed professional land surveyor can legally determine precise locations, elevations, length and direction of a line, and areas.

Thomas M. McKay - Chair P/Z

Agenda Item: 10f

RESOLUTION NO. 14-08-12

**A RESOLUTION TO AMMEND EXISTING
PERSONNEL POLICY ADOPTED NOVEMBER, 2001
AND UPDATED MAY, 2007**

WHEREAS, the Town of Lake Lure has an existing Personnel Policy adopted November, 2001, amended May, 2007; and

WHEREAS, the Town of Lake Lure has authored a revision of said Personnel Policy to Personnel Manual dated August 1, 2014 to strengthen the employment at will employer-employee relationship, to remain consistent with changes in the NC General Statutes, and to reflect best personnel practices in NC local governments and state agencies; and

WHEREAS, the Personnel Manual shall apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal and conditions of employment of the employees of the Town of Lake Lure.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE LURE, NORTH CAROLINA that all policies, ordinances or resolutions that conflict with the provisions of the newly revised Personnel Manual are hereby repealed.

BE IT FURTHER RESOLVED, the revised Personnel Manual will become effective on the date of its adoption by the Town Council of the Town of Lake Lure and amended by updating the existing contents in its entirety and referring therein to the revised Town of Lake Lure Personnel Manual.

Adopted this 12th day of August, 2014.

ATTEST:

Andrea Calvert
Town Clerk

Mayor Bob Keith

AS TO FORM:

J. Christopher Callahan
Town Attorney

Agenda Item: 10g

RESOLUTION 14-08-14D

A RESOLUTION AUTHORIZING THE RELEASE AND CLOSURE OF A SOIL ROAD
CROSSING A 34.04 ACRE TRACT OF CLASSICAL ACADEMIES CFA, INC. TO OTHER
TOWN PROPERTY KNOWN AS THE LAKE LURE GOLF COURSE

WHEREAS, the Town of Lake Lure has previously executed a Deed and later a Deed of Correction to Classical Academies CFA, Inc. which property is described and shown on a Plat of Survey dated August 20, 2013 and recorded in Plat Book 34, Page 134, Rutherford County Registry;

And Whereas on said Plat there is a existing soil road showing which crosses the 34.04 acre and leads north to other lands owned by the Town of Lake Lure, which other lands are utilized as a municipal golf course;

And Whereas Classical Academies CFA, Inc. is obtaining a loan in order to build a school on this 34.04 acre tract and the location of this soil road as a possible easement to other property is creating a problem; and

Whereas this soil road has never been opened to the public and the Town of Lake Lure has no need of it to utilize their other properties;

NOW, THEREFORE, BE IT RESOLVED, by the Lake Lure Town Council, meeting in regular session on Tuesday, August 12, 2014, with a majority of the Councilmen voting in the affirmative, that the Mayor of Lake Lure and Town Clerk are hereby authorized to sign the Quitclaim Deed attached to this Resolution between the Town of Lake Lure and Classical Academies CFA, Inc.; the intent of which is to close this private road and release any rights to said soil road by the Town of Lake Lure so that the Grantee Classical Academies CFA, Inc. may remove any portion or all of said road in order to construct a school on this location.

ATTEST:

Mayor

Andi Calvert, Town Clerk

Excise Tax: \$0.00

Recording Time, Book and Page

Tax Lot No _____ Parcel Identifier No. _____
Verified by _____ County on the ____ day of _____, 2014.
By: _____

Mail after recording to _____

This instrument was prepared by: J. Christopher Callahan, 252 Charlotte Road, Rutherfordton, NC
28139

Brief description for the Index

NORTH CAROLINA QUITCLAIM DEED

THIS DEED made this 24th day of July, 2014, by and between:

GRANTOR	GRANTEE
Town of Lake Lure, A Municipal Corporation	CLASSICAL ACADEMIES CFA, INC.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, quit-claim, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the Town of LAKE LURE, CHIMNEY ROCK Township, RUTHERFORD County, North Carolina and more particularly described as follows:

Any and all right to an easement or right of way of ingress, egress and regress, or any other interest, including any interest the public may have, in a soil road as shown on Plat of survey dated August 20, 2013 and recorded in Plat Book 34 Page 134, Rutherford County Registry.

T____P____

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

The Grantor makes no warranty, express or implied, as to title to the property hereinabove described.

IN WITNESS WHEREOF, the said Grantor has hereunto set her hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officer, the day and year first above written.

TOWN OF LAKE LURE, a North Carolina
Municipal Corporation

(Corporate Name)

By: _____

Name: _____

Title: _____

ATTEST:

Clerk

SEAL-STAMP NORTH CAROLINA, RUTHERFORD COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged the she is Clerk of the Town of Lake Lure, and that by authority duly given and an an act of the Town of Lake Lure, the foregoing instrument was signed by _____, its _____(Title), attested by herself as Clerk, and sealed with the common seal.

IN WITNESS WHEREOF, I have hereunto set my hand and official stamp or seal, this ____ day of _____, 2014.

My Commission Expires: _____

Signature of Notary

Agenda Item: 10h



Office of the Town Manager

TO: Mayor and Commissioners
Department Heads

FROM: Chris Braund

DATE: August 6, 2014

RE: IT Support Vendor Analysis

Attached you will find a consulting report and a summary presentation on the topic of Information Technology and technical support for the town staff. Computing technology and software is an essential part of any office environment and is largely the reason that our economy has seen so much improvement in personal productivity and output over the past decades. This technology is a tool for our staff and, like any complex tool, it needs continual maintenance, upgrades and ongoing support. Over the past few years, I've observed a couple of trends:

- Our hardware and software is getting obsolete faster than we're replacing them. Meaning: the majority of our systems are quite old. For example, several staff are using Office 2003, which is 11 years old (a lifetime in technology). They're still functional, but the risks of failure are increasing and we're facing continual upgrade costs. Do we buy or lease the hardware? Should we own or rent the software?
- We have a long and positive relationship with our current support vendor (ISN America), but they haven't been able to keep up with the advances and best practices in the industry that other firms are employing. We have more problems and heroic fixes than are necessary in today's world.
- Our staff would benefit from a more standardized, modern environment...both in terms of enhanced productivity, reduced frustration and lower lifetime cost.

For the past two years, I've been working with ISN and several other potential alternative vendors to assess our needs and propose improved solutions. When I started receiving proposals, I saw that it was going to take a considerable, full-time effort for a period to really compare, contrast and analyze the multiple vendors and multiple options. So, I contracted with David Lilly, an independent technology consultant that helps firms navigate all these options and select the best approach.

Please familiarize yourselves with the attached reports. We'll begin discussions this month and I'd like to come to a consensus on a new path forward for our hardware, software and help desk support.

Thanks —

Agenda Item: 10i

July 9, 2014

Town Council, Town of Lake Lure
c/o Mr. Chris Braund

To Whom It May Concern:

At the request of Council, we will review the administrative department to determine whether an opportunity exists to streamline the functions and duties performed by department personnel. We will achieve this analysis by performing the following:

- Review and analyze job descriptions for all administrative personnel, examining for any duplication or similar duties
- Hold one-on-one interviews with each employee to gain an understanding of his or her actual performance of responsibilities compared with job descriptions and expectations
- Observe actual performance of daily duties compared to job descriptions
- Interview Town Manager to further understand (from his perspective) the roles and duties that personnel are performing
- Produce a report of findings and potential efficiency and cost-saving measures that could be taken to streamline the department

We anticipate that the principals of Greyrock will perform the majority of the analysis based on prior experience and knowledge. We estimate that the engagement will last between four and six weeks, and our proposed fee for the engagement is \$5,200 plus reimbursement for any travel or other reimbursable expenses.

We very much appreciate the opportunity and look forward to discussing in greater detail upon Council's request.

Sincerely,



Scott M. Karr, CPA
Vice President

SCOPE OF SERVICES OUTLINE
COMPREHENSIVE MANAGEMENT ASSESSMENT
TOWN OF LAKE LURE, NORTH CAROLINA
July 17, 2014

DRAFT

Martin-McGill's experience with local government management projects has shown that the initial step in the process of examining the effectiveness of a government's organization and its operational efficiencies is best accomplished by beginning the management study with the policy board. Even though the consultant may offer a sound study process and an insightful project scope, the absence of a meaningful due diligence process with the policy body will often result in a project scope that misses the target or is misunderstood, which then may dictate midstream changes in the scope and/or dissatisfaction with the end product.

Therefore, we recommend that such projects be accomplished in phases, for example:

1. **Phase One:** Mayor and Commission working session(s)
2. **Phase Two:** Management Assessment, composed of the following major elements:
 - a. Internal Management protocols
 - b. Assessment of present organizational structure
 - c. Review of key managerial/staffing functions
 - d. Operational efficiency assessment
3. **Phase Three:** Financial Analysis (an optional but important study component)
4. Key findings and conclusions

A key advantage of this approach is the client's ability to stop the project after the initial phase or upon the completion of any subsequent phase of a project.

MAYOR AND COMMISSION WORKING SESSION(S): PHASE ONE

The initial and perhaps the most important phase of our recommended methodology consists of one or more comprehensive working session(s) with the Mayor, Commission and Town Manager, planned to accomplish multiple objectives:

- Establish a direct dialogue among the Commission, its individual members, and the management consultant.
- Evaluate and refine the project scope and methodology.
- Insure the total understanding of all parties regarding the work scope, schedule, communication protocols, and project boundaries.



Martin ■ McGill, Inc., 55 Broad Street, Asheville, North Carolina 28801 ■ (828) 255-0313

This process is most successful when the working session(s) includes both collective discussions and conversations with the Mayor, Manager and individual Commission members. It is essential that the consultant understand the specific objectives of the Mayor and Commission and the individual Commission members and be confident that the project scope will address those fundamental objectives.

PROJECT MANAGEMENT STUDY: PHASE TWO

Project Phase Two would encompass a review of all town departments and functions, in accordance with the following methodology. It should be noted that the proposed scope might be accomplished in phases or increments that could be planned by the Commission and Manager as an element of Project Phase One.

Internal Management protocols

- Establish a Project Oversight Group, which generally consists of policy board and key staff representatives.
- Design a process for reporting and reviewing progress.
- Establish project communication protocols.

Assessment of present organization

- Review of the current structure of the Town's government
 - Evaluation of service levels and obligations
 - Communication linkages and protocols
 - Staff to manager ratio
- Perceived organizational strengths and weaknesses
- Community considerations or factors that influence the nature of Lake Lure's government and its processes
- Departmental linkages, workflow, gaps and overlap
- Findings and conclusions

Review of key managerial/staffing functions

- Operational responsibilities
- Credentials of key managers
- Succession planning considerations
- Workload allocations processes
- Skill levels assessment (Interviewing as needed)



- Certification / License requirements
- Annual training/reporting requirements
- Findings and conclusions

Operational efficiency assessment

- Work management procedures
 - Work planning and oversight
 - Work monitoring / compliance
- Customer service considerations
- Personnel training and performance assessment
- Management skills / performance assessment
- Technology Utilization to enhance efficiencies
- Findings and conclusions

FUND FINANCIAL STATUS AND PLANNING (OPTIONAL WORK COMPONENT): PHASE THREE

- Assessment of general fund financial status
- Capital planning process and status
- Strategic financial planning and financial modeling
- Asset management
- Financial compliance
- Debt assessment
- Findings and conclusions

EXECUTIVE SUMMARY

ANTICIPATED PROJECT SCHEDULE

- | | |
|--|----------------|
| • Authorization to proceed | September 2014 |
| • Project Management protocols | October 2014 |
| • Assessment of present organizational structure | November 2014 |
| • Review of key managerial/staffing functions | November 2014 |
| • Operational efficiency assessment | January 2015 |
| • Fund financial status and planning (optional work component) | January 2015 |
| • Review of draft report | February 2015 |
| • Internal Completion | February 2015 |



ESTIMATED PROJECT COST

PHASE ONE: MAYOR AND BOARD OF ALDERMEN WORKING SESSION(S): \$ 2,000
(Assumes two working sessions)

PHASE TWO: MANAGEMENT ASSESSMENT 24,000

TOTAL \$27,000

PHASE THREE: FUND FINANCIAL STATUS AND PLANNING \$ 9,700
(OPTIONAL WORK COMPONENT)



Martin ■ McGill, Inc., 55 Broad Street, Asheville, North Carolina 28801 ■ (828) 255-0313

Agenda Item: 10j

Andi Calvert

From: Town Manager [Townmanager@rutherfordton.net]
Sent: Thursday, July 17, 2014 8:47 AM
To: 'Town Clerk'
Subject: FW: Cost Est for Actuated Flasher
Attachments: Costestimate Ped Crossing Flasher in Rutherfordton.xls

Will be included in meeting packet.

bob

From: Candace S [mailto:candace.stimson@jmteagueengineering.com]
Sent: Tuesday, July 15, 2014 3:46 PM
To: Bob Sheppard; Rev Beebe; Keith Ward; wes stokes
Cc: Mark Teague
Subject: Cost Est for Actuated Flasher

Bob,

Attached is the cost estimate for NCDOT to install the Actuated Pedestrian Flashers at the crosswalk in front of the church. This is just for the Materials, Labor, Engineering, and design of the flasher system. Any sidewalk improvements will be a separate cost.

Sincerely,
Candace B Stimson, LIDP, CADD

J. M. Teague Engineering, PLLC
525 North Main Street
Waynesville North Carolina 28786

Office: 828-456-8383
Fax: 828-456-8797

candace.stimson@jmteagueengineering.com
www.jmteagueengineering.com

"Engineered For Small Town Solutions"

"This electronic mail and any files transmitted with it are confidential and are intended solely for the use of individual or entity to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the electronic mail to the intended recipient, be advised that you have received this electronic mail in error and that any use, dissemination, forwarding, printing, or copying of this electronic mail is strictly prohibited. If you have received this electronic mail in error, please immediately notify the sender by return mail."

7/18/2014

Cost Estimate

County: Rutherford

Address: Ped Crossing Flasher in Rutherfordton

Date: 7/15/2014

Detector Loop	0 ft	\$7.15	\$0.00
Underground and Boring	ft	\$12.00	\$0.00
Material and Labor			\$6,000.00
Metal Strain Pole	@	\$9,190.00	\$0.00
Mast Arm Single		\$10,550.00	\$0.00
Mast Arm Double	@	\$15,560.00	\$0.00
Wood Strain Poles	0 @	\$700.00	\$0.00
Anchor Rod and Assembly	@	\$150.00	\$0.00
Soil Test	@	\$700.00	\$0.00
Soil Exc. For Pole Foundation Augerin	@	\$100.00	\$0.00
Steel Reinforced Peir Grade Concrete Foundation	@	\$525.00	\$0.00
Pavement Markings			
900MHZ Radio Parts and Installation	@	\$2,000.00	\$0.00
Engineering and Inspection			\$4,000.00

Total Estimate = \$10,000.00