



TOWN OF WAYNESVILLE, NC

Board of Aldermen – Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: **October 9, 2012** Time: **7:00 p.m.**

*The agenda and all related documentation may be accessed electronically at www.townofwaynesville.org.
Click on “Download Forms” to download materials for all Town board & commission meetings.*

 **Conserve resources; print only when necessary.**

The Town of Waynesville provides accessible facilities, programs and services for all people in compliance with the American with Disabilities Act (ADA).

Should you need assistance or accommodation for this meeting, please contact

Town Clerk Phyllis McClure

(828) 452-2491

townclerk@townofwaynesville.org

A. CALL TO ORDER

1. Welcome/Calendar/Announcements – Mayor Gavin Brown
2. Adoption of Minutes

Motion: *To adopt the minutes of September 25, 2012 (regular session) as presented [or as corrected].*

B. APPOINTMENTS TO BOARDS & COMMISSIONS

3. Planning Board
 - (1) vacancy (unexpired term ending June 30, 2014)
 - (3) vacancies (3-yr terms ending June 30, 2015)

6 Applicants:

- *Lee Bouknight (applying for reappointment)*
- *H. P. Bucky Dykes, Jr.*
- *Shell Isenberg*
- *Carolyn Ramsey*
- *Randal K. Siske*
- *Danny Wingate*

Motion: *To appoint [candidate's name(s)] to the Planning Board for [term(s) as indicated above].*

4. Discussion – Appointments to Police Department Community Action Forum

Motion: *[At board's discretion]*

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

October 9, 2012

- 2 -

C. NEW BUSINESS

5. Memorandum of Understanding- Land of Sky Clean Vehicles Coalition

Motion: *To authorize the mayor and/or town manager to sign the Memorandum of Understanding, joining the Land of Sky Clean Vehicles Coalition, on behalf of the Town of Waynesville as presented.*

6. Agreement to Provide Comprehensive IT Assessment –VC3 Inc.,
Raleigh/Columbia/Atlanta

Motion: *To authorize the Town Manager to initiate a comprehensive assessment of the Town's IT capacity and enter into agreement with VC3 Inc. for a scope of work not to exceed \$30,000.*

7. Award of Shield and Sidearm to Retired Police Lt. Charles B. Way

Motion: *To authorize the gift of Lt. Way's shield and service sidearm in commemoration of his retirement on September 1, 2011.*

8. Special Event Request – Permission to Close a Portion of Virginia Avenue on
October 31, 2012 (*request of Hazelwood Baptist Church*)

Motion: *To approve closing the portion of Virginia Avenue, between Hazelwood Avenue and Kentucky Avenue, on Wednesday, October 31, 2012 from 4:00 p.m. until 9:00 p.m. as requested by Hazelwood Baptist Church.*

D. COMMUNICATIONS FROM STAFF

9. Town Manager-Marcy Onieal

10. Town Attorney-Woody Griffin

E. COMMUNICATIONS FROM THE MAYOR AND BOARD OF ALDERMEN

F. CALL ON THE AUDIENCE

G. ADJOURN

BOARD OF ALDERMEN

UPCOMING EVENTS

Monday, October 1 – Sunday, November 11 – Healthy Haywood’s FITNESS CHALLENGE

Registration beginning October 1 at Rec Center and other locations

Wednesday, October 10 - Belk Ribbon Cutting (time TBA)

Rack Room Grand Opening (time TBA)

Thursday, October 11 – Flu Shots at Waynesville Recreation Center, 8 a.m. - 12:00 noon

Saturday, October 13 – Church Street Art & Craft Show, Main Street, 10 a.m. – 5 p.m.

Michael’s Grand Opening (time TBA)

Monday, October 15 – Leaf Collection Begins

Saturday, October 20 – Haywood County Apple Harvest Festival, Main Street, 10 a.m. – 5 p.m.

Saturday, October 20 – Senior Safety Day, 10 a.m. – 4 p.m. at Waynesville Fire Station #1 (1022 N. Main Street)

Saturday, October 20 – 4th Annual ARC of Haywood County “Arc”toberfest, 7 – 11 p.m.

Sun-Wed, October 21 – 23 – NCLM Annual Conference in Charlotte

Wednesday, October 31 – “TREATS on the STREET” in Downtown Waynesville 5 – 7 p.m.

Tuesday, November 6 – Election Day (Presidential/State/County) 6:30 a.m. – 7:30 p.m.

Friday, November 9 – National Parks Conservation Association Blue Ridge Parkway Workshop

NC Arboretum, 8:30 a.m. – 5:30 p.m.

Thu-Fri, November 22-23 – Town Holiday (Thanksgiving)

Wed-Sat, Nov 28 – Dec 1 – National League of Cities Annual Congress of Cities, Boston, MA

Friday, November 30 – Employee Appreciation Luncheon, Waynesville Recreation Center, 550 Vance Street

11:30 a.m. – 1:30 p.m.

Monday, December 3 – Christmas Parade, Main Street – 6 p.m.

REGULAR MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
SEPTEMBER 25, 2012
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, September 25, 2012. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, J. Wells Greeley and LeRoy Roberson. Alderman Julia Freeman was absent due to out-of-town travel. Also present were Town Manager Marcy Onieal, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Mayor Brown called the meeting to order at 7:00 p.m.

Calendar of Events - Mayor Brown gave an overview of events, including the groundbreaking at Old Town Bank he attended on September 24 and upcoming events such as the Community Food Drive, Apple Festival and Church Street Arts and Craft Show. No action was necessary.

Approval of Minutes of September 11 and February 17 (Retreat), 2012

Alderman Caldwell moved, seconded by Alderman Roberson, to approve the minutes of the September 11 and February 17 (Retreat) 2012 meetings as presented. The motion carried unanimously.

Appointments to Boards & Commissions

The Planning Board currently has four vacant positions. Five applications were presented to the Board of Aldermen for consideration. There was discussion about how the Board can become more familiar with applicants and how to receive additional information before making appointments. It was suggested that Board Members call applicants they are not familiar with and to also recruit citizens to serve on the boards and commissions. There was discussion that the Board may want to consider formalizing the process, possibly conducting interviews with potential applicants. Manager Onieal told the Board that beginning next spring annual appointments for all boards will be made at one time in May or June of each year. This will allow ample time for broad advertisement, recruitment and screening of a larger number of interested individuals, followed by orientation for each board and commission over the course of the summer. The board has already approved changes in terms for all boards and commissions, so that they will all run concurrent with the fiscal year (July 1-June 30), or until a member's replacement has been appointed. It was the consensus of the Board that Planning Board appointments be delayed until the next regular meeting on October 9 in order for all Board Members to be present and allow time for additional advertising of the vacancies to be done.

Citizen Petition for Placement of Speed-breaks on Camelot Street

Residents of the Camelot Drive/Brook Street area have repeatedly expressed concerns about speeding in their residential neighborhood, which is comprised of families with children who play and wait on the school bus in the area of concern, where sidewalks are lacking and the posted speed limit is 20 mph. In response, the Police Department stepped up enforcement through more frequent patrol and repeated placement of the portable radar board. Despite more aggressive enforcement, residents of the area have not been satisfied with the result and have requested that traffic calming devices (specifically speed breaks) be installed.

The Police Department conducted a StealthStat Study over a 48-hour period which indicated that 85% of vehicles traveled within 5 mph of the posted speed limit, and that the 3,220 vehicles measured during the study traveled at an average speed of 19.3 mph. The residents continue to be concerned about safety and their perception is that vehicles travel too fast along Camelot Drive.

In managing traffic and speed, the Town of Waynesville has traditionally favored enforcement of specially designated speed zones. Speed-breaks have not been installed on town streets, and to do so would be setting a precedent that could have significant budgetary and operational implications for the Town. Speed-breaks present operational challenges for emergency response vehicles and public works vehicles, particularly with regard to snow removal, street sweeping and drainage.

Manager Onieal presented a petition with fourteen signatures of residents in the Camelot Drive area specifically requesting that speed-breaks be placed on Camelot Drive. Several years ago a study was prepared with various versions of traffic calming devices and costs involved. The study did not appeal to the Board and was not adopted. It was felt that the better plan would be to construct sidewalks and other issues that may slow traffic somewhat. Public Works Director Baker did not recommend installing speed breaks. Alderman Caldwell pointed out that speed breaks create noise when traffic drives across and residents that live beside them do not like the noise. Manager Onieal added that over time people figure out how to drive over the speed breaks without slowing. Alderman Greeley agreed because speed breaks were installed beside Wells Funeral Home and people decided to avoid them by driving around them. Alderman Caldwell indicated a preference for the construction of sidewalks and other options and this was agreeable with the Board Members. Manager Onieal will notify the property owners on Camelot Drive of the Board's decision to consider options other than installing speed-breaks.

Request to Amend Land Development Standards, Section 6.4.3 r\Regarding Public Transit Connections and Section 9.5 Regarding Bicycle Parking Standards

As a follow-up to her comments at the Board of Aldermen meeting of August 28, 2012, Philan Medford has initiated a request for review and possible amendment to the Land Development Standards regarding requirements for Bicycle Parking and Transit Stop locations. Ordinarily, a proposed amendment of the Land Development Standards would begin with study by the Planning Board rather than the Board of Aldermen, but Ms. Medford asked to come directly to the Board of Aldermen to initiate this action, because she is unable to attend Planning Board meetings as currently scheduled.

Section 9.5 Bicycle Parking Standards

Ms. Medford said during the 1980's and 1990's her father was biking in several areas in Waynesville and her mother requested that bicycle racks be installed at businesses so people could shop and keep their bicycles safe. Business owners declined and did not wish to install bike racks. When the draft Land Development Ordinances were being prepared she presented them to her mother and father. Inclusion of the requirement for bicycle racks was a great vision for the Town of Waynesville, but Ms. Medford requested that the ordinance be revisited to review requirements for specific location and dimensions.

Section 6.4.3 Public Transit Connections

Ms. Medford said the current Haywood County Transit System is destination oriented, and Waynesville does not have the population to justify a transit route. There is a transfer location at the Haywood County line where residents can exit Haywood County's system and move to the Buncombe County system. There are patrons that use carts as a walker and some will use motorized carts. Both require close proximity to the business and a place to leave the cart. Few businesses allow seating near the door of the business. Ms. Medford feels that there is interest and a need for transit shelters at various locations. Shelters should be located near shade trees. When there are several transit shelters, a patron can make several stops on one trip and the shelters help them to be more independent. Ms. Medford hopes in twenty to thirty years, Waynesville will have an efficient, safe system for those with disabilities. Ms. Medford said the size of the development should not matter when deciding the locations of the shelters.

Mayor Brown asked for direction from the Board on how they would like to proceed in recommending that Planning Director Paul Benson and the Planning Board review and make recommendations regarding transit shelters. Alderman Caldwell felt that Susan Anderson, Director of Haywood County's Public Transit System with Mountain Projects, should be involved in the discussion since she is familiar with the routes traveled by the transit. Manager Onieal suggested that she discuss the recommendations further with Planning Director Paul Benson, Planning Board Chairman Patrick McDowell and that the recommendations then be taken to the Planning Board for their review. Manager Onieal added that Ms. Medford's proposal did not necessarily refer to transit shelters for a large fixed route bus system, but described the need for safe, lit, seated, covered shelter for anyone who used on-demand transit or

any form of transportation that would require a patron to be dropped off and picked up later. She believes such accommodation should be required to be incorporated into the design for all new commercial structures intended to serve the public, just as bicycle racks are required by the Land Development Standards currently. Mayor Brown thanked Ms. Medford for bringing the need for transit shelters to the Board's attention.

Purchase of Corporate Sponsorship for "Arc"toberfest in support of the ARC of Haywood County

At the request of Alderman Caldwell, the Town was asked to consider becoming a corporate sponsor for the fourth annual "Arc"toberfest fundraiser, to be held October 20, 2012, in support of The Arc of Haywood County. The \$500 sponsorship includes recognition of the sponsoring organization in centerpiece, printed materials and advertising and provides 10 tickets to the event for distribution. Typically, requests for financial support of local nonprofit organizations and programs are considered by the Board of Aldermen once each year as part of the budget review process each spring. It has been customary, however for the Board to consider a few requests for small appropriations out-of-cycle. In Fiscal Year 2013, Arc of Haywood County will receive \$4,000 in unrestricted support through the regular annual appropriations process, bringing the Town's total support of Arc of Haywood County in Fiscal Year 2013 to \$4,500, if the request is approved.

Alderman Caldwell moved, seconded by Alderman Greeley, to approve the purchase of a \$500 sponsorship for a corporate table at the annual fundraiser, in support of Arc of Haywood County. The motion carried unanimously.

Communications From Staff

Town Manager Marcy Onieal

Manager Onieal asked the Board for feedback on how they would like to receive brief communications on town issues, asking if they preferred emails, phone calls, written memos or oral reports at board meetings. It was the consensus of the Mayor and Board of Aldermen that items be reported at Board Meetings.

Manager Onieal praised the Fire Department employees for a recent boot drive that raised \$3,700 for the Million Coin Campaign. Another boot drive will be held to raise money for the Community Food Drive "Pack the Pantry". Manager Onieal said the Town has a group of generous and employees who are committed to the community not only through their service on the job, but on their own time through a variety of volunteer efforts and that their efforts are much appreciated.

Manager Onieal announced a change in regular staff meeting schedules, noting that she and Assistant Manager Alison Melnikova will be engaged every Wednesday morning with a different employee group depending on the week of the month, specifically the leadership team, operational staff and legal staff.

Brittany Buchanan has been hired as Administrative Assistant in the Administrative Services Department. Ms. Buchanan currently works part time in the Parks and Recreation Department and also serves as office manager/bookkeeper for her husband's business. Ms. Buchanan has a business degree from Haywood Community College and has an interest in learning more about Human Resource Functions. She will report to Human Resource Manager Margaret Langston.

The annual audit for the Town is currently underway.

A problem was experienced Monday with the Town's financial server, which, at over seven years old, is ancient in computer terms. No data was lost, but the server has broken down twice in the last couple of months, which provides further justification for going to a cloud-based system. Parts for the server were ordered and should arrive for installation on Wednesday. If not, it is possible this week's payroll checks will need to be prepared by hand. Alderman Roberson asked if Waynesville is considering direct deposit. Manager Onieal said the switch to direct deposit will be made as soon as the audit and switch to cloud-based Munis are complete.

Manager Onieal said the town is ready to move forward with consultants on the IT Master Plan. VC3, Information Technology and Consulting Services with headquarters located in Columbia, South Carolina and offices located in Raleigh, NC, and Atlanta, GA will analyze and make recommendations on better serving Waynesville's needs. They will provide interviews with all departments to gather information regarding what the town would like to do for the community, improvements needed on the Town's web site and help develop a plan for hardware and software upgrades. VC3 is one of the few companies that work with municipalities and other governmental entities and they are recommended by the N. C. League of Municipalities. They will begin their work toward the end of October. Manager Onieal encouraged input from the Board if they have specific concerns and thoughts for improvement regarding what the public would like to see and asked to discuss their thoughts and suggestions with Assistant Manager Melnikova.

Manager Onieal said there are insufficient data at this point to determine the true increase in operational costs associated with changes in solid waste collection due to the County's closure of the transfer station, and it will probably take one full year to see the true impact. However, in looking at the fuel costs alone, the Town is running about 1,000 gallons/quarter, or about \$1000/month, higher than this time last year. Approximately \$40,000 has been spent on scales and axles necessary for the trucks to handle the added weight.

Loan documents for the garbage truck were closed with BB&T last week and the truck has been ordered. The Town received a very low interest rate, just barely above 1% APR, for the term of the loan.

Repair of the settling ponds at the Water Treatment Plant is going well, but as expected, additional problems were uncovered as the ponds were drained and work commenced, but the additional costs involved should still be covered within the budgeted contingency.

The Hazelwood parking lot lease is scheduled for renewal and Manager Onieal is working with property owner Chris Forga to negotiate a new lease. There is some concern regarding how much money the Town should spend for improvements on a parking lot that is private property. However, improvements do need to be made, including some paving, curbing, lining and lighting. If the Town makes these improvements, the cost can be amortized over time with a longer lease negotiated on the parking lot. At the present time there are about forty parking spaces, with some unused, unlined spaces that could be made available. Some complaints have been received because there is insufficient lighting in the parking lot and citizens do not feel safe visiting the businesses after dark. Alderman Greeley said the parking lots in Hazelwood and Frog Level foster good relationships. One possibility discussed was to request that store owners share in the expense of adding lighting fixtures. Mayor Brown said at the present time this area is best suited for a parking lot, but as time passes the area may redevelop. Philan Medford added that the Hazelwood parking lot would be a perfect place for a public transit shelter location. Manager Onieal said the parking lot area could possibly be a public art location. It was the consensus of the Board to ask Manager Onieal to proceed with negotiations on the Hazelwood parking lot lease renewal.

The Alcoholic Beverage Control Board will soon be closing on the loan for the property they plan to purchase on South Main Street. Manager Onieal said the ABC Board Members received a letter from the Haywood County Schools regarding their concerns over loss of more than \$30,000 in annual distributions to the school system. Manager Onieal shared the draft of a letter ABC chair Earl Clark intended to send to the school board in response. Ms. Onieal informed the Director of the Haywood County Library that they too would be losing their annual distribution for the near term, but she indicated an understanding of the difficult economy and expressed that the new ABC construction is something which may benefit the community in the long term.

Manager Onieal and Mayor Brown recently met with Folkmoot representatives. In light of the economic challenges faced by the organization, particularly in relation to the physical condition of their current facility, future alternatives for housing both the administrative offices and festival performers are being researched. The Folkmoot Center is currently being leased for one dollar per year from the Board of Education, but they are responsible for maintenance which at the present time includes major issues such as a leaky roof and very high fuel costs, due to poor insulation.

Lake Junaluska is moving forward with consideration of alternatives for their future. Manager Onieal will be working with a student from Western Carolina University on a project to write a document to help with potential planning for Lake Junaluska.

There are currently some parking issues in the town-owned parking lots at the Municipal Building and behind the Police Department. The Police Department has requested that the lot have signage added to designate parking only for employees and those doing business with the Town. If the problems are not resolved by this action a request may come before the Board for further action to enable enforcement.

There has been discussion regarding the Town's sign ordinance and illegal signs. Temporary signs are showing up throughout Waynesville and it was not clear how the regulations are currently being enforced. Mayor Brown said the Town has not historically pursued aggressive enforcement, but has responded primarily on the basis of complaint.

In many areas, residential garbage is placed at curbside for pickup in garbage bags rather than in garbage cans. Complaints have been received from residents in the Hazelwood area. Alderman Roberson suggested that the information be placed in the October 2012 Newsletter to inform residents of the requirement that garbage be placed in cans.

Town Attorney Woodrow Griffin recommended that the Board read the article about Waynesville in the most recent edition of Our State Magazine. The article is well done and refers to Waynesville as North Carolina's version of "Shangri-la".

Alderman Greeley mentioned the recent renovations in the Hazelwood area. The owners have done a very nice job on renovations to the building and opening of their new business "Robin Blu". Alderman Roberson said about one year ago this area was photographed as one of the areas in need of repair that the Town was neglecting. It was suggested that a letter be written from the Town complimenting the property owners for the work they have done. Mayor Brown added that improvements have also been made at the tire store in Hazelwood. Manager Onieal will write a letter to the property owners complimenting their work.

Adjournment

With no further business, Alderman Caldwell moved, seconded by Alderman Greeley, to adjourn the meeting at 8:00 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2012

SUBJECT: Planning Board Appointments

AGENDA INFORMATION:

Agenda Location: Appointments to Boards & Commissions
Item Number: 3-B
Department: Administrative Services
Contact: Phyllis McClure, Town Clerk
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: At its regular meeting of September 25, 2012, the Board of Aldermen tabled Appointments to the Planning Board, in order to give each member time to learn more about the candidates applying and potentially recruit additional applicants to the board.

The board currently has 4 vacancies – one unexpired term ending June 30, 2014 and three 3-year terms ending June 30, 2015. Four new applicants had submitted application forms by the September 25th meeting, and one additional candidate recruited by the mayor (Danny Wingate, Haywood Building Supply) is expected to submit an application by October 9, 2012:

- Lee Bouknight (agrees to serve if reappointed; has served continuously since 1991)
- H. P. “Bucky” Dykes, Jr.
- Shell Isenberg
- Carolyn Ramsey
- Randal K. Siske
- Danny Wingate

MOTION FOR CONSIDERATION: *To appoint [candidate’s name(s)] to the Planning Board for [term(s) as indicated above].*

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- Candidate applications
- Planning Board Current Roster

MANAGER’S COMMENTS AND RECOMMENDATIONS: N/A



APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME H. P. (Bucky) Dykes Jr.
STREET ADDRESS 2615 Eagles Nest Rd., Waynesville
MAILING ADDRESS _____
PHONE _____
E-MAIL bucky-dykes@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Historic Preservation Commission	<input checked="" type="checkbox"/> Waynesville Housing Authority

I am interested in serving on this board or commission because: I moved here 1 yr. ago from Atlanta and being partially retired, wanted to volunteer for some community organizations.

I have experience/expertise in the following areas and/or have served on the following board or commission: Board/Exporting Committee Japan-Am. Society of GA. - board member of Junior Achievement of GA. - expertise in accounting / taxes / financial reporting / budgeting

I feel that I can contribute the following to this board or commission: With varied background I can bring a large amount of experience in business and planning

Tell us about yourself and your background: ABA/BA - Emory Univ. (1972/1974)
Retired from Deloitte in 2009 after 35 yrs. - work part-time for dir. of Securities & Exchange Commission in Washington - lived in Atlanta from 1968 until I moved here full-time in ~~2009~~ 2010.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

H. P. Dykes Jr.
Signature

7/3/2012
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

Name: Shell Isenberg
Street Address: 224 Love Lane, Waynesville, NC 28786
Mailing Address: Same
Phone: 828-456-7037
E-Mail: stayatoakhill@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

Planning Board

I am interested in serving on this board or commission because:

Having been both a resident and business owner in this community for 5 years, I have a strong commitment to the area and would like to share my enthusiasm for its growth, along with a commitment toward retention of the town's historic charm.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Since our arrival to Waynesville, the past 5 years have been consumed with opening and growing our business. We are at the point in that process that I can commit to outside participation and would like to become more active in my community.

I feel that I can contribute the following to this board or commission:

As a lodging proprietor, I have the distinct benefit of interacting with guests traveling to our area who are very forthcoming in their opinions of our community. I am aware of the aspects of our town that draw tourism, and how they would benefit the town's growth.

Tell us about yourself and your background:

My background has been almost exclusively in the hospitality industry. Born in Michigan, my education (Michigan State University) was in hospitality management and I was subsequently employed by major hotel chains such as Hyatt, Marriott and Radisson, and held positions as Director of Food & Beverage and Director of Catering/Conference Services. Upon relocating to Florida, I held the position of Director of Catering/Conference Services and served on the Executive Committee, at the prestigious Turnberry Isle Resort & Club for 15 years until its change in ownership. This background has impressed upon me the importance of a sincere involvement in community.



APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME _____
STREET ADDRESS _____
MAILING ADDRESS _____
PHONE _____
E-MAIL _____

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Waynesville Housing Authority

I am interested in serving on this board or commission because: _____

I have experience/expertise in the following areas and/or have served on the following board or commission: _____

I feel that I can contribute the following to this board or commission _____

Tell us about yourself and your background: _____

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -



APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Carolyn S. Ramsey
STREET ADDRESS 340 Hazelwood Ave, Waynesville, NC
MAILING ADDRESS same
PHONE 828 454-9197
E-MAIL cstramsey1@bellsouth.net

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Waynesville Housing Authority

I am interested in serving on this board or commission because: I am concerned about the needs and interests of W'ville. I am interested in being a voice, especially for Seniors

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served on the Pedestrian Planning Commission. I recently completed the 8th Senior Leadership Class

I feel that I can contribute the following to this board or commission: I can bring the viewpoint of a true Pedestrian (I do not drive). I am aware of the needs of seniors and disabled.

Tell us about yourself and your background: I am the widow of a Vet who was raised in Asheville. I have lived in Haywood Cnty 12 yrs (in W'ville). I was raised in the SF Bay Area & have lived in several communities, including overseas. My business experience is mostly retail including management of a successful concession in a Sears - 9 yrs

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Carolyn S Ramsey
Signature

5/16/2012
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -



Town of Waynesville

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME RANDAL K. SISKE
STREET ADDRESS 114 HIGHLAND Rd. WAYNESVILLE, NC 28786
MAILING ADDRESS SAME AS ABOVE
PHONE (828) 400-4052
E-MAIL Hgustech@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

<input type="checkbox"/> Alcoholic Beverage Control Board	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Waynesville Housing Authority

I am interested in serving on this board or commission because: I HAVE BEEN TOLD THERE IS A NEED FOR BOARD MEMBERS THAT LIVE WITHIN THE CITY LIMITS.

I have experience/expertise in the following areas and/or have served on the following board or commission: 2011 HAYWOOD COUNTY BOARD OF REALTORS PRESIDENT
HAYWOOD COUNTY PLANNING BOARD MEMBER 2010-2012 + CURRENT CHAIR
HAYWOOD COUNTY BOARD OF E + R FOR 2012.

I feel that I can contribute the following to this board or commission: REPRESENTATION AS AN INVOLVED CITIZEN OF WAYNESVILLE, HAYWOOD COUNTY + AS REALTOR

Tell us about yourself and your background: 20+ YEAR RETIREE OF US NAVY SUBMARINE FORCE, HAYWOOD COUNTY NATIVE + CURRENT RESIDENT SINCE 2004.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Signature]
Signature

JULY 19, 2012
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

PLANNING BOARD MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
Lee Bouknight <i>(Vice Chairman)</i>	208 Joy Lane lbouknight@charter.net	(H) 456-3624 (C) 231-1182	05-31-12
Jon Feichter	31 Mead Street jon@newmeridiantech.net	(H) 452-3839 (W) 452-4414	05-31-13
Marty Prevost	101 S. Main Street marty@mainstreetrealty.net	(W) 452-2227 (H) 452-4918 (C) 269-8380	05-31-13
Don Stephenson	P. O. Box 1197 (200 Summer Way) dstephenson@remax-waynesvillenc.com	(H) 456-3661 (W) 564-9366 (C) 421-1260	05-31-14
Vacant			05-31-14

COUNTY APPOINTMENTS:

Jim H. Francis	P. O. Box 117 (275 Rachael Drive) Lake Junaluska, NC 28745 jandrfrancis@bellsouth.net	(C) 342-2735	05-31-12
Gary Sorrells	2101 Crymes Cove Road gsorrells@aol.com	(H) 456-3046 (C) 283-1198	05-31-12
L. Brooks Hale	262 Blanton Drive lbrooks.Hale@gmail.com	(H) 452-2082 (C) 421-1826	05-31-13
Patrick McDowell <i>(Chairman)</i> <i>(Waynesville representative on Haywood County Planning Board)</i>	2304 Crymes Cove Road AA409850@hotmail.com	(C) 508-4932	05-31-14

Terms are for three (3) years.

(Revised Land Development Standards - (4-21-11) call for seven (7) Town appointments and two (2) County appointments as current terms expire; all term expirations have been changed to June 30).

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2012

SUBJECT: Appointments - Police Department Community Action Forum

AGENDA INFORMATION:

Agenda Location: Appointments to Boards & Commissions
Item Number: 4-B
Department: Police Department
Contact: Bill Hollingshed, Police Chief
Phyllis McClure, Town Clerk
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: In January, 2010, the Town received a COPS grant which required the Town to solicit community feedback from representative sections of the community to assist in developing a community-oriented policing program. In response to that requirement, the Board created an ad hoc committee, with representation from specific groups/areas as indicated in the attached minutes and roster. It might reasonably have been assumed that this committee would dissolve upon the implementation or conclusion of the COPS grant program, however, the Police Department continues to find regular feedback from the community action forum useful. At present, however, the committee is in need of "new blood" as several members have drifted away, moved, or lost interest.

There is nothing in the grant that specified how community input was to be achieved, nor was there ever a requirement that this group be established in the first place. Terms of membership were never established nor was there an ongoing appointment process. The original forum consisted of twelve members comprised of six appointments by the PD (supposedly representing different commercial districts and neighborhoods within the community) and appointments made one each by the five members of the board and the town manager. Over time, group membership has been informally adjusted and attendance at the quarterly meetings has varied widely from member to member. Because the Board of Aldermen was involved in establishing and appointing members to the initial forum, staff is seeking Board guidance in establishing appropriate representation and an ongoing appointment process for this committee.

MOTION FOR CONSIDERATION: *At the board's discretion*

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- Excerpts from BoA Minutes, dated 2/15/10 and 2/23/10
- Letter of invitation to join the Forum
- Community Action Forum 2012- Current Roster

MANAGER'S COMMENTS AND RECOMMENDATIONS: The board should consider whether it wants to reserve the appointment process for the Community Action Forum for itself, or whether to allow the Police Department to re-constitute the forum as an administrative function as determined useful by the Police Chief and/or Town Manager. If the board chooses to remain involved in making these appointments, then the Board should determine:

Categories of representation
Terms of office of appointed members
How representatives are selected from each designated category
Recruit/Recommend/Appoint Members

Dear:

I would first like to thank you for agreeing to participate in the Police Department's Community Forum. In July 2009, the Waynesville Police Department was awarded a grant through the COPS Hiring Recovery Program. This program enabled us to hire two full-time officers in an effort to increase the agency's community policing capacity and crime prevention efforts. Community policing is, in essence, a collaboration between the police and the community that identifies and solves community problems. Utilizing this approach, all members of the community become active allies in the effort to enhance the safety and quality of neighborhoods. Community policing has far-reaching implications. The expanded outlook on crime control and prevention, the new emphasis on making community members active participants in the process of problem solving, and the patrol officers' role in community policing require changes within the police organization. The neighborhood patrol officer helps community members mobilize support and resources to solve problems and enhance their quality of life. Community members voice their concerns, contribute advice, and take action to address these concerns.

In order to assist us in furthering our collaboration with the community, members of the Police Department, the Town Board of Aldermen, the Mayor, and the Town Manager have recommended you to assist in this endeavor. Community members who attend the forum have the chance to ask questions and voice concerns about crime-related problems in their neighborhood, hear reports by the police on crime activity in their area, and meet neighbors who are also concerned about the safety of their community. We would like for members of the forum to be community leaders, business owners, or just concerned citizens who garner respect from others in their respective neighborhoods. The goal of the committee is to discuss neighborhood priorities and develop strategies to address them with community and police resources. The forum would meet quarterly, but could assemble if the need arose to address critical or significant issues.

We would like to hold our first meeting on Monday, May 6th, at 5:30 p.m. We will meet in the Training Room at the Waynesville Police Department, located at 9 South Main Street. A meal will be provided. Please advise if you have any special dietary restrictions.

I look forward to seeing you on the 6th of May. Please contact my office if you have additional questions or concerns.

Thank You

**William H. Hollingsed
Chief of Police**

Waynesville will be able to apply for some reimbursements for the expenses which have been incurred as a result of the storm. The rules are somewhat strict in what the federal government may reimburse and what is not reimbursable. Manager Galloway and Assistant Manager Melnikova have been attending meetings with FEMA and other agencies in the county to discuss reimbursements, but there are still some unanswered questions about the process and the costs for which the Town can seek funding.

Manager Galloway explained some of the items that qualify for reimbursement. For example, the substation suffered approximately \$30,000 in damages, however the only amount that would qualify for reimbursement is the \$5,000 deductible. Snow removal does not qualify for reimbursement, but overtime and equipment to remove debris such as tree limbs does.

One of the first steps in this process is for the Board to designate a primary agent and secondary agent to represent the Town in signing these applications for disaster reimbursement. It was recommended that the Board name the Town Manager as the primary agent and the Assistant Town Manager as the secondary agent on this disaster project.

Alderman Feichter moved, seconded by Alderman Greeley, to adopt a resolution designating Town Manager Lee Galloway as primary agent and Assistant Town Manager Alison Melnikova as secondary agent to represent the Town in signing applications for disaster reimbursement. The motion carried unanimously. (Res. No. 2-10)

Appointments to Community Input Committee

At the Town Board's Annual Planning Retreat on January 29, 2010, Police Chief Bill Hollingsed explained the recent grant that the Town received from the federal government resulting in two additional officers on the Town's force. One of the requirements of that grant was that the Town establishes a Community Input Committee to provide the department feedback from various sections of the community. Chief Hollingsed noted that the Committee they would like to create would have 14 members, with each member of the Town Board and the Town Manager appointing one member each. The Downtown Waynesville Association and the Historic Frog Level Merchants would each have an appointment to the Committee and the Police Department would have six appointments which are intended to provide diversity and balanced representation on the committee.

It was the consensus of the Board to place this matter on the agenda for the meeting on February 23. No action was taken.

Report by Town Manager Regarding Move of Finance Department to Hazelwood Office

Manager Galloway said a meeting was held today with Architect Randy Cunningham to discuss the Hazelwood Office at 280 Georgia Avenue and needed improvements to the building before the Finance Department can relocate there. Mr. Cunningham will prepare a proposal for the Town to consider. Manager Galloway and other town staff visited the building last week to look at the items to be addressed such as replacement of carpeting, widening and replacement of counter tops and increased security. A second drive thru with a payment tube is also planned. It

This Festival has seen an increase in attendance each year and has expanded over the eight years of its existence from just being on Commerce Street to now covering both Commerce and Depot Streets. It has run smoothly in the past and all indications are that it has been highly successful, and shop owners have always been cooperative with the Police Department.

Alderman Greeley moved, seconded by Alderman Feichter, to approve the request to close Commerce and Depot Streets as presented and added that the Historic Frog Level Merchants' Association, Inc., be required to notify every merchant in the Frog Level area of the street closings. The motion carried unanimously.

Tax Collector James Robertson - Request to Advertise Delinquent Taxes

Under North Carolina law, the Tax Collector of a governmental unit must annually appear before the elected officials of that unit to request permission to advertise the names and the properties for which real estate taxes have not been paid.

Mr. Robertson said Waynesville has approximately \$220,000 in outstanding taxes for 2009. 94% of the taxes have been collected to date and he requested permission to advertise the delinquent taxes in accordance with NC General Statutes. Tax Collector Robertson typically notifies each individual who has unpaid property taxes, giving them an opportunity to pay the outstanding balance prior to advertising the name and property in the local paper. The advertisement is scheduled to run in The Mountaineer on Friday, February 26.

Alderman Greeley moved, seconded by Alderman Roberson, to authorize Tax Collector Robertson to advertise delinquent taxes for 2009. The motion carried unanimously.

Debt Set Off Program

Tax Collector Robertson said Waynesville has participated in the Debt Set Off Program for the past two and one half years and almost \$30,000 has been collected since that time. Through this program any past due amount more than fifty dollars can be submitted for collection through the State of North Carolina, including past utility bills, taxes, parking tickets, etc. He said a pilot program is being done in some states at the federal level which would help even more in collecting these bad debts. The Board thanked Tax Collector Robertson for his work with the debt set off program. No action was necessary.

Appointments to Community Input Committee

At the Board Retreat on January 29, Police Chief Bill Hollingsed advised the Board of the desire of the Police Department to establish a Community Input Committee to work with the department in the Community Oriented Policing Program. Waynesville's department was one that was awarded a grant in this area and two new officers were hired to help implement the program.

The following appointments were made by the Mayor, Board of Aldermen and Town Manager:

Mayor Brown

Alderman Caldwell

Alderman Feichter

Alderman Greeley

Alderman Roberson

Manager Galloway

Julia Freeman

Georgia Forney

Jim Joyce

Luis Quevedo

Ed LaFontaine

Danny Wingate

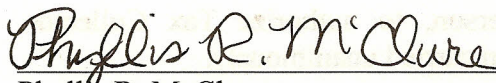
There was consensus of the Board that one appointment should be from the Latino community. Six appointments will be made by the Waynesville Police Department. Manager Galloway said Chief Hollingsed would like to have the first meeting of this committee in March.

Closed Session – Personnel Matter

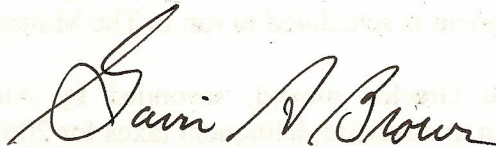
The annual evaluation form for the Town Manager has been distributed to Board members by the Human Resources Director. It was the consensus of the Board that this item be placed on the agenda of March 9.

Adjournment

With no further business, it was the consensus of the Board to adjourn the meeting at 8:45 p.m. The motion carried unanimously.



Phyllis R. McClure
Town Clerk



Gavin A. Brown
Mayor

Waynesville Police Department

Community Action Forum

2012



Mrs. Julia Freeman (Mayor Brown) **Currently an Alderman**
Mr. Jim Joyce (Alderman Feichter) **Has Never Attended a Meeting**
Mrs. Georgia Forney (Alderman Caldwell) **Hillside Community Resident**
Mr. Luis Quevedo (Alderman Greeley) **Downtown Business Owner**
Mr. Danny Wingate (Mr. Galloway) **Frog Level Area Business Owner**
Mr. Ed LaFontaine (Alderman Roberson) **Lake Junaluska Resident**
Mr. Kenny Mull (Waynesville PD) **West End Business Owner**
Mrs. Mary Ann Enloe (Waynesville PD) **Hazelwood Resident (Former Mayor)**
Mr. Barney Wood (Waynesville PD – 456-7634) **Dellwood Area Resident**
Mr. Arnold Bryson (Waynesville PD) **East End Resident**
Mrs. Karen Arias (Waynesville PD) **Hispanic Community Advocate**
Mrs. Teresa Pennington (DWA) **Downtown Business Owner**
Mr. Cody (Frog Level Merchant's Assn.) **Frog Level Business Owner**

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2012

SUBJECT: Memorandum of Understanding (MOU) – Land of Sky Clean Vehicles Coalition

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5-C
Department: Administrative Services
Contact: Marcy Onieal, Town Manager
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: The US Department of Energy has officially designated the LOS Clean Vehicles Coalition as the 86th Clean Cities Coalition in the US. For eight years Land of Sky Regional Council, in cooperation with area local governments, including the Town of Waynesville, has worked to increase the use of alternative fueled and advanced technology vehicles (over 500,000 gallons of petroleum displaced in 2011) and achieve this special designation. More information is available on the new Coalition page on the DOE Clean Cities Program website (click on US map and our area on the map) <http://www1.eere.energy.gov/cleancities/>

A celebration of the official designation and MOU signing ceremony will take place at the Baker Center Lawn Event Area at the NC Arboretum on either October 29 or 30 at 3:30 pm, with DOE official(s) in attendance. A reception follows from 5-6 pm.

The goal of the Clean Vehicles Coalition is to reduce the consumption of petroleum in the transportation sector. The MOU shall remain in effect for an initial term of three years, and is renewable thereafter.

MOTION FOR CONSIDERATION: *To authorize the mayor and/or town manager to sign the Memorandum of Understanding, joining the Land of Sky Clean Vehicles Coalition, on behalf of the Town of Waynesville as presented.*

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- LOS Clean Vehicles Coalition Memorandum of Understanding

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

LAND OF SKY CLEAN VEHICLES COALITION

MEMORANDUM OF UNDERSTANDING

By and Among

Stakeholder Name

Stakeholder Name

Stakeholder Name

Stakeholder Name

The above members of the Land of Sky Clean Vehicles Coalition, organized as part of the U.S. Department of Energy (DOE) Clean Cities Program, and operated under the auspices of Land of Sky Regional Council; join together for the purpose of:

- 1) Advancing the energy, economic and environmental security of the United States by supporting local decisions to adopt practices that reduce the use of petroleum in the transportation sector;
- 2) Reducing dependence on petroleum-based and imported fuels in fleets in the Asheville, North Carolina region comprised of Buncombe, Haywood, Henderson, Madison and Transylvania counties, consistent with the goals of the federal Energy Policy Act of 1992, the Energy Policy Act of 2005 and the Energy Independence and Security Act of 2007;
- 3) Meeting the petroleum reduction goals of the National Clean Cities Strategic Plan, and incorporating those goals into the coalition's own Strategic Plan;
- 4) Complying with the health-based air quality standards for ozone, carbon monoxide and particulates contained in the federal Clean Air Act Amendments of 1990;
- 5) Carrying out the State of North Carolina's air quality and energy legislation, executive orders, or policies in a coordinated manner;
- 6) Increasing public awareness of the energy security and air quality benefits of using alternative motor fuels and vehicles, plug-in electric and hybrid-electric vehicles, idle reduction technologies and other fuel economy measures;

- 7) Encouraging the development of refueling, recharging, service and maintenance facilities for alternative fuel, plug-in electric and hybrid-electric vehicles;
- 8) Reducing greenhouse gas emissions from the transportation sector.

Purpose of MOU

The purpose of this Memorandum of Understanding (MOU) is to set forth the agreements, respective responsibilities and procedures necessary to carry out the objectives of the Land of Sky Clean Vehicles Coalition, a voluntary activity sponsored by DOE to reduce the consumption of petroleum in the transportation sector.

Guidelines

The Land of Sky Clean Vehicles Coalition will be administered according to the Land of Sky Clean Vehicles Coalition Program Plan, which serves as Attachment A to this MOU. The signatories herein agree that the Land of Sky Clean Vehicles Coalition Program Plan is designed to achieve the objectives of the Clean Cities Program and follows the guidelines described below:

- Sets forth goals defining what the Land of Sky Clean Vehicles Coalition seeks to accomplish and why.
- Creates an organizational structure enabling the Land of Sky Clean Vehicles Coalition to effectively carry out its mission.
- Gathers primary information on fuels, vehicles, infrastructure, idle reduction and fuel economy measures from participating Land of Sky Clean Vehicles Coalition stakeholders.
- Sets forth objectives and action steps, designed to be the “how to” elements of the Program Plan.
- Establishes timetables for achieving goals and objectives.
- Establishes a system for monitoring program management, outreach and education and a method for conveying program performance to DOE.

Public Information Coordination

Subject to the Freedom of Information Act (5 U.S.C. 552), decisions on disclosures of information to the public regarding projects and programs referenced in this MOU shall be made by the DOE following consultation with appropriate parties within DOE and the Land of Sky Clean Vehicles Coalition.

Authority

This MOU is authorized under the following laws and regulations: the Energy Reorganization Act of 1974, which permits DOE to use the facilities of public agencies, requires DOE to consult with the heads of other agencies on the use of their facilities, and allows DOE to enter into cooperative projects with other public and private agencies; and the Energy Policy Act of 1992 (EPAct), Section 505, Voluntary Supply Commitments, which requires DOE to obtain voluntary commitments to help achieve replacement fuel goals from fuel suppliers, fleet owners, and vehicle suppliers.

Policy

This MOU is non-binding; it is not intended to and does not create any contractual rights or obligations with regard to the signatories or any other parties. This MOU may be amended with the written consent of a majority of the Land of Sky Clean Vehicles Coalition stakeholders. Participation in the Land of Sky Clean Vehicles Coalition may be terminated by any signatory upon thirty (30) days written notice to the other parties. This MOU may be terminated by the mutual written agreement of the signatories. The responsibilities of the signatories are summarized in the Program Plan.

Effective Date

This MOU shall become effective on [\[insert date\]](#) and shall remain effective for a period of 3 years, upon which the MOU becomes eligible for renewal.

MOU Signatories

Name, Title
Organization

Date

Name, Title
Organization

Date

Name, Title
Organization

Date

Name, Title
Organization

Date

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2012

SUBJECT: Agreement to Perform Comprehensive Information Technology (IT) Assessment with VC3, Inc., Raleigh/Columbia/Atlanta

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6-C
Department: Administrative Services
Contact: Alison Melnikova, Assistant Town Manager
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: IT is often viewed as a behind-the-scenes utility, but the strategic use of technology can greatly enhance operational efficiency and provide the information required to serve our citizens more effectively. The scope and complexity of the IT network that the Town owns and maintains has grown dramatically over the past decade, and just as we utilize engineering firms to help assesses and plan water and sewer projects, it is now time to apply that same level of professional analysis and planning to our technology needs.

VC3 is the only technology consulting firm endorsed by the NC League of Municipalities. VC3 has completed IT assessments for large and small municipalities throughout North Carolina and provides a variety of direct client services to businesses and governments throughout the southeastern U. S. Town staff is comfortable with the proposed scope of work and timeline. VC3 will conduct written surveys and on-site interviews with selected staff and key users to determine current IT uses and future needs. VC3 technicians will also provide a detailed inventory and analysis of every piece of networked equipment. The VC3 team will then use this information to present a report on the current state of the Town's IT capacity. The report will also include recommendations regarding cost, schedule and implementation of specific IT enhancements designed to improve operational efficiency and cost effectiveness through improved collection, processing, analysis, reporting, retention, security, accessibility and communication of all forms of information. This study will begin within the next month, and the Town should receive a final report by mid-February. This schedule will allow time for review and discussion by the staff and board early in the FY13-14 budget process.

MOTION FOR CONSIDERATION: *To authorize the Town Manager to initiate a comprehensive assessment of the Town's IT capacity and enter into agreement with VC3 Inc. for a scope of work not to exceed \$30,000.*

FUNDING SOURCE/IMPACT: The scope of work proposed by VC3, which may require minor adjustment as work begins, is estimated to cost just under \$28,800, all inclusive. This

represents a below-market fee negotiated and guaranteed by NCLM on behalf of the state's municipalities. The FY12-13 adopted budget includes \$45,000 for two IT-related projects: 1) a complete redesign of the Town's website, and 2) the hiring of a consultant to perform an inventory, assessment, and analysis of the Town's IT infrastructure and plans.

ATTACHMENTS: VC3 Technology Assessment Work Order, dated September 30, 2012

MANAGER'S COMMENTS AND RECOMMENDATIONS: In recent years, the Mayor and Board of Aldermen have repeatedly identified the need to improve the Town's IT capacity as a top priority and specifically emphasized this need as part of the new manager's hiring process in the spring of 2012. The assessment and report from VC3 will provide the information necessary to begin the process of evaluating and planning for improvements to this critical area of infrastructure.

Although contracts for professional services, and expenditures already approved as part of the adopted budget, do not generally require additional action on the part of the Board in order to proceed, the manager is requesting explicit approval of this scope of work simply because the comprehensive assessment represents an initial step toward significant change in direction with regard to internal operations and technology usage.

It is important to note that information technology has no inherent value, but becomes valuable to an organization when utilized effectively to improve operational efficiency, reduce costs, or enhance service either internally or externally. One of the most important deliverables of this study will be the recommendation of how the Town's investment in IT within a context of limited resources, can best be maximized while meeting 21st century technology needs and public expectations.

Assistant Manager Alison Melnikova, who has been training for nearly a year with the UNC School of Government to achieve designation as a Certified Information Officer, will head up this project.

Although there are a limited number of other IT consulting firms in Western North Carolina which potentially could provide a similar assessment, our research revealed no other vendor in position to match the level of staffing, expertise, technical depth, value for the dollar, prompt scheduling and turnaround, or specific knowledge of municipal operations as that provided by VC3. More information about VC3, Inc. is available on the NCLM website or at www.vc3.com

Manager recommends approval as presented.



Town of Waynesville, NC
Technology Assessment Work Order

Work Order Number: ToWnvl-ITA-09192012
Effective Date of Work Order: September 30, 2012
Services Agreement Dated: TBD
Account Executive: Kathleen Hall

Columbia Raleigh Atlanta
1301 Gervais Street, Suite 1800 | Columbia, SC 29201
800.787.1160

1. Overview of Work Order

This Work Order is part of, and incorporated into the Services Agreement referenced above between Customer and VC3, Inc. (the "Agreement") and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Work Order conflicts with the Agreement, the terms and conditions of the Agreement shall control unless this Work Order specifically states that a particular term and condition of the Agreement is being amended for the purposes of this Work Order.

The following outlines the products and services that VC3 will deliver during the requested IT Assessment. VC3 will provide the consulting, system engineering and project management necessary to implement the requirements that the Customer has defined for this project.

The Customer has requested VC3 Inc. provide a Technology Assessment to evaluate and document the existing IT infrastructure. The Assessment is required to determine the status, topology, data connectivity, stability, and general readiness of the existing network systems.

The assessment will provide the foundation on which recommendations will be made to enable the existing network to run in a reliable and cost effective manner, and on which other applications could be configured successfully. Upon completion of the assessment, VC3 will make recommendations, taking into consideration the goals and growth plans of Customer. The assessment will give a better understanding of the existing network environment and will provide the foundation on which long range planning can be achieved.

2. Summary of Scope and Services and Fees

The primary deliverable of the assessment is a document detailing the current state of the infrastructure, a list of recommended improvements and a proposed timeline. This section includes the various areas that will be reviewed as part of this Technology Assessment. VC3 will provide the following services and deliverables for Customer under this Work Order for the fees outlined in Section 6. Additional details can be found in Appendix A. VC3's target completion date for the final report is 60 days after completion of the interview sessions.

VC3 Assessment Scope	
Assessment Scope	Quantity
Client Assessment	136
Server Assessment	6
Interviews	35
Interview Sessions	8
Number of Sites	9
--Municipal Building	
--Town Hall / Development Office	
--Public Works	
--Hazelwood Office	
--Fire Station 1	
--Recreation Center	
--Old Armory (Rec Center)	
--Water Treatment Plant	
--Waste Water Treatment Plant	
Number of Domains	5
Number of Network Devices	40

Interviews: In performing these interview sessions, VC3 aims to determine what is happening within the organization, what each department's IT needs are, and how they regard the current IT services being provided. Interviews are important for several reasons: First, the interviews provide insight into the effectiveness of current IT infrastructure and services. Next, they provide a listing of the current projects planned and already taking place within the organization. Finally, the interviews allow us to gain a better perspective on the current environment. The resulting information is critical for determining the recommendations and timeline presented in the final document.

Client PC's: VC3 will analyze Customers' Windows Client PC's and catalog the current hardware setup. VC3 will provide the Customer with a current listing of hardware and make the appropriate recommendations regarding the upgrading of hardware. This inventory list can be useful for both reporting as well as for insurance purposes.

Server Audit: VC3 will audit Windows servers and catalog the current hardware setup. VC3 will provide the Customer with a current listing of hardware. During the server audit process, VC3 will perform the following functions:

- a. Perform an analysis of the physical aspects of each server.
- b. Determine if the hardware configuration of each server is properly aligned with the business function of the server.
- c. Determine if each server is configured consistently with regard to the corporate domain, backup strategy, anti-virus strategy and operating system update strategy.
- d. Determine if each server is configured to leverage industry best practices. Where discrepancies are found, VC3 will work with the current staff to determine if these variances are by design or by chance.
- e. Determine if the current systems are sufficient to efficiently handle current and future services, and make recommendations thereof.

Network: (Routers, Hubs, Switches and Firewalls,) VC3 audits each network device and determines its functionality within the network. VC3 will provide a Network Diagram with IP addressing of all network infrastructure devices in the network and will perform the following functions during the network audit portion of this assessment:

- a. Perform a bandwidth analysis at each customer site.
- b. Determine if any of the current network devices are at end of life.
- c. Examine the network for full/half duplex mis-matches.
- d. Examine the port utilization of each network switch.
- e. Examine and document the internet through-put at each site.
- f. Look for overall network inefficiencies.

Domain: VC3 will audit the customer domain to ensure proper implementation and structure of Active Directory. VC3 will review server services (such as DNS, DHCP, WINS, RAS, etc) to ensure best practices.

Security: VC3 will assess and analyze the following areas :

- a. The current anti-virus strategy
- b. The current spam blocker strategy
- c. The current security patch status
- d. Any anonymous / guest access to network
- e. The current firewall configurations
- f. The current remote access/VPN/telnet strategy
- g. The current password policy

Additional Areas: During the allowed hours, VC3 will investigate the following and will make “Best-in-Class” recommendations for each:

- a. The current internet access strategy.
- b. The current mobile device (iPhone, SmartPhone, Android, etc.) Strategy.

Project Management: VC3 will provide a project manager that will perform the following functions for this project:

- a. Coordination of all on-site activities with Customer’s point of contact.
- b. Gather and review all documentation from the project team.
- c. Coordination of System Engineering services for this Statement of Work.
- d. Review and administer the Project Change Control Procedure with the Customer.
- e. Verify completion of site documentation deliverables.

3. Assumptions

- a. VC3 performs assessments between the hours of 8:00 a.m. and 5:00 p.m. EST, Monday through Friday, excluding observed Federal holidays. VC3 Off-hours are defined as anything other than these hours.
- b. Remote access to Customer environment may be needed in order to gather data.
- c. Customer may be asked to provide user information that is required to implement this Statement of Work.

4. Customer Requirements

- A. Customer shall provide a primary point of contact to the VC3 Project Manager.
- B. Customer is responsible for providing access for VC3 to sites that are owned / controlled by third parties.
- C. Customer will be asked to sign Customer Acceptance sign-off as concurrence of site completion for each site where VC3 has provided Services under this SOW.
- D. All relevant information and documentation must be provided to VC3 at least ten (10) business days in advance of any milestones agreed upon by VC3 and Customer.

5. Project Boundaries

Work to be performed does not include any other services except those explicitly defined and stated in this SOW. Should additional services be desired, VC3 can provide the services surrounding these tasks on an hourly basis or in a separate Statement of Work. This SOW does not include assessing any other sites except those listed in this SOW.

6. Cost and Terms

On the Effective Date of this Work Order set forth above, this Work Order shall become part of the Agreement referenced above.

The financial investment for the complete project solution is: **\$28,757.23** (includes travel expenses)

VC3 will invoice Customer per the table below. Services will be invoiced in accordance with the Milestone Billing for Services, Table A. Invoices may contain multiple milestones.

Table A - Milestone Billing for Services

Milestone Billing	Milestone Description/Date	Invoice Amount
Contract Signing	50% of services at contract signing	\$14,378.62
Project Completion	50% of services at project completion	\$14,378.62

VC3, Inc.	
By:	
Name:	
Title:	
Date:	

Town of Waynesville, NC	
By:	
Name:	
Title:	
Date:	

Appendix A

Task / Area Reviewed	
Network Infrastructure	E-mail System
Obtain pictures of the physical hardware	Centralized E-mail System
Strength	Consistent Domain Name(s)
Logic	Email Stored Locally
Security	Email Backup
Wiring	Sharing and Collaboration
Routers	Exchange Configuration
Wireless Access	OWA Setup and Secured
Authentication	RCP Over HTTP
Bandwidth analysis	Exchange Store Backup
Port utilization	Spam Filtering
Internet through-put	Backups
Overall network inefficiencies	Full Backups Daily
Network topology	Fits on 1 Tape
VPN Strategy	Backup All Servers
Internet access strategy	Backup All Data and Documents
Security	50% Capacity to Grow
Anti-Virus	Anti-Virus
Firewall Configuration	Presence on All Systems
Remote Access	Consistent Program
Telnet Access	Virus Definitions Up to Date
Password Policy	Regular Definition Updates
Spam Blocker	Active Scanning
Security Patch Status	Full Scan at a Regular Interval
Anonymous/Guest Access	Controlled by Centralized Server
Servers	Workstations
HW Platform	Gather workstation data
Service Tag	Processor
CPU	Memory
Speed	Operating System
Drive Size	Productivity Software
Service Pack	HW Platform
RAID configuration	Service Tag
Disk configuration	CPU
Applications	Speed
Current Load	Drive Size
RAM	Service Pack
UPS	Product Key
Memory	Reg Number
Operating Systems	Check for GPO problems
Disk Management	Check for DNS/DHCP problems
Physical server room conditions	Shared Folders
Backup	Administrative Privileges
Centralization	Disk Management
System Security Level	Device Manager
Disaster Recovery Plan	Services
Obtain pictures of the physical servers	Programs
Support Level	Standardization
Server topology	Virus Protection

Task / Area Reviewed (continued)	
Server configuration vs. best practices	Web Design and Presence
Ability to handle current and future services	Search Engine Optimization
Sufficiency of business function of server	Home Page Appeal
Active Directory	Page Layout
Locate Domain Controllers	Navigation
OU Structure	Accessibility Standards
DNS	Content
DNS Zones	Telephony
Reverse DNS Zones	Support
DNS Errors	Scalability
DHCP	Operations
DHCP Configured in AD controller	Support
DHCP Scope creation	7x24 Technical Support
Number of Subnets	Proactive Maintenance
Group Policy	Management of IT Goals
Logical Flow	Hardware replacement lifecycle strategy
Firewall Control	Business Process Analysis
WSUS	Stakeholder interviews
RDP control	Analysis of current technology vs. business goals
Server Updates / Patches	Business Process workflow
Written policy on Deployment	Company organization
Centralized Update Management Server	
Test Group for Updates	

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2011

SUBJECT: Award of Shield and Service Weapon to Retired Police Lieutenant Charles B. Way

AGENDA INFORMATION

Agenda Location: New Business
Item Number: 7-C
Department: Police/Administrative Services
Contact: Bill Hollingsed, Police Chief
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: Chuck Way was hired December 7, 1981 and retired September 1, 2011. It is customary in the law enforcement field, and is provided for in **NCGS §20-187.2**, that retiring law enforcement officers be presented with their shield and service sidearm as a gift upon retirement, upon approval by the governing board. It was an administrative oversight that this did not occur at the time of Mr. Way's retirement last fall.

MOTION FOR CONSIDERATION: To authorize the gift of Lt. Way's shield and service sidearm in commemoration of his retirement on September 1, 2011.

FUNDING SOURCE: General Fund; Approximate value of both items is less than \$500, which is in keeping with the value of parties/gifts historically provided by the Town for other retiring town employees.

ATTACHMENTS:

- **NCGS §20-187.2**

MANAGER'S COMMENTS AND RECOMMENDATIONS: To approve as requested.

Badges/Weapons of Deceased or Retiring Members

§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon securing a permit as required by G.S. 14-402 et seq. or 14-409.1 et seq., or without such permit provided the weapon shall have been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

(b) Active members of North Carolina State law-enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State from the sale of similar weapons during the preceding year.

(1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122.)

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: October 9, 2012

SUBJECT: Special Event Request – Permission to Close a Portion of Virginia Avenue on October 31, 2012 (*request of Hazelwood Baptist Church*)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 8-C
Department: Administrative Services
Contact: Phyllis McClure, Town Clerk
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: The Hazelwood Baptist Church has hosted a Fall Festival for several years and would like to do so again on Wednesday, October 31, 2012. In order to provide safety for those attending the festival, the Church has typically asked that the portion of Virginia Avenue (between Hazelwood Avenue and Kentucky Avenue) be closed between the hours of 4:00 p.m. and 9:00 p.m. to allow for set-up and clean-up of the festivities. The Town delivers barricades to the two closure points, and members of the Church set the barricades in place so that no overtime is required by town personnel. Town personnel will return to the site and collect the barricades the following day and return them to the Public Works facility.

Date of Event: Wednesday, October 31, 2012
Time of Event: 4 PM – 9 PM
Location: Virginia Avenue (between intersection of Hazelwood Avenue and Kentucky Avenue)

MOTION FOR CONSIDERATION: *To approve the closing the portion of Virginia Avenue, between the intersection of Hazelwood Avenue and Kentucky Avenue, on Wednesday, October 31, 2012 from 4:00 p.m. until 9:00 p.m., as requested by Hazelwood Baptist Church.*

ATTACHMENTS:

- Letter from Hazelwood Baptist Church dated October 5, 2012

MANAGER'S COMMENTS AND RECOMMENDATIONS: The Hazelwood Baptist Church has hosted this event for several years and requested that this portion of Virginia Avenue be closed during the event time. The Board has always approved this request and we are unaware of any problems experienced during past events. Manager recommends approval of the request as presented.

Hazelwood Baptist Church

265 Hazelwood Avenue, Waynesville, NC 28786

Phone: (828) 456-9434

www.hazelwoodbaptistchurch.org

Pastor:

Tim Lolley

Minister of Music:

Anita Diaz

Minister to Youth:

Tanya Cable

Friday, October 5, 2012

Minister to Children:

Tasha Byrd

Hazelwood Baptist Church is hosting a Fall Festival again this year to be celebrated on Wednesday, October 31. We are requesting permission to close the portion of Virginia Ave., which runs from the intersection of Hazelwood Ave. to the corner of Kentucky Ave. between the hours of 4:00 p.m. until 9:00 p.m. This time period will allow for set-up and clean up of the festivities. This closure includes that portion of the street that runs parallel to the side of our church, which allows us to utilize that extra space while providing a safe, vehicle free environment for the children to play.

We would also like to have music at the festivities this year. This will be pre-recorded music played through a sound system that is mobile.

We appreciate your consideration in this matter. Thank you.

Sincerely,
Tasha Byrd
Minister to Children