



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: **SEPTEMBER 26, 2017**

Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the September 12, 2017 regular meeting minutes as presented [or as corrected].

3. Resolution Promoting NC Public Power Week October 1st – 7th 2017

B. PRESENTATION

4. University Participant Program – Kelly Kelley, PhD, Western Carolina University

C. PUBLIC HEARING

5. Public Hearing to consider a Petition for Annexation of a Non-Contiguous Satellite Area at 1698 Russ Avenue, PIN 8616-36-7164

- Elizabeth Teague, Development Services Director

Motion: To approve (or deny) the Petition for voluntary annexation of a Non-Contiguous Satellite Area at 1698 Russ Avenue – PIN 8616-36-7164.

D. NEW BUSINESS

6. Amendment 3 to Budget Ordinance- Historic Preservation Historical Coloring Book

- Eddie Caldwell, Finance Director - Elizabeth Teague, Development Services Director

Motion: To approve the amendment number 3 to the 2017-2018 Budget Ordinance for the purpose of Historical Coloring Books for Historic Preservation Commission.

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

September 26, 2017

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7. Boards and Commission Appointments

a. Jeff Childers – Recreation Board (filling position of Heath Sutton) – will expire June 2018

b. Dominick DePalo – Public Art Commission (filling position of Teri Siewert) – will expire June 2019

Motion: *To appoint [candidate's name] to [name of board/commission] for [terms as indicated above]*

8. Purchase Christmas Decorations for Hazelwood

- Manager Rob Hites

Motion: *To approve the \$8,500.00 appropriation for Christmas decorations for the new Hazelwood parking lot and main street.*

9. McGill System Developmet Fee Study

- Manager Rob Hites

Motion: *To approve the quote of McGill and Associates to conduct a system development fee study and develop a set of fees for the Town.*

E. COMMUNICATIONS FROM STAFF

10. Manager's Report –Town Manager Rob Hites

Inclusive Playground Rendering

11. Attorney's Report – Town Attorney Bill Cannon

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

G. CALL ON THE AUDIENCE

H. ADJOURN



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

CALENDAR September 26, 2017

2017	
Tues, Sept 26 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Thurs, Sept 28 5:30 PM 172 N. Main Street	Downtown Waynesville Association – Board of Directors Annual Meeting – RSVP required by Sept 15.
Fri, Sept 29 6:00 to 8:30 PM Main Street	Mountain Street Dance – partial closure of Main Street
Fri, Oct 6 Hours TBD Location TBD	Board Retreat
Fri, Oct 6 Dining 11:00 AM – 2:00 PM Drive thru 11:00 AM – 6:00 PM Deliveries 11:00 AM – 1:30 PM	Kiwanis Club Barbeque First United Methodist Church Dining Hall
Fri, Oct 6 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Tues, Oct 10 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Sat, Oct 14 10:00 AM to 5:00 PM Downtown	Church Street Art and Craft Show – sponsored by the Downtown Waynesville Association – Street Closure of Main Street from Pigeon Street to Walnut Street
Sat, Oct 21 10:00 AM to 5:00 PM Downtown	29 th Annual Apple Harvest Festival – sponsored by the Haywood Chamber of Commerce – Street Closure of Main Street from Pigeon Street to Walnut Street
Mon, Oct 23 5:30 PM Wells Events Center	Haywood County Council of Governments (COG) Meeting Town of Waynesville Hosting
Tues, Oct 24 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tues, Oct 31 5:00 PM to 7:00 PM Main Street	Treats on the Street – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon Street to Depot Street
Fri, Nov 3 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association

Fri, Nov 10	Veteran's Day Town Offices Closed
Tues, Nov 14 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Thur & Fri, Nov 23-24	Thanksgiving Town Offices Closed
Fri, Dec 1 to Sun, Dec 31	All Through the Town – a month-long holiday celebration sponsored by the Downtown Waynesville Association
Fri, Dec 1 5:00 PM to 9:00 PM Main Street	Art After Dark – sponsored by the Downtown Waynesville Association
Mon, Dec 4 6:00 PM Main Street	Waynesville Christmas Parade – sponsored by the Downtown Waynesville Association – street closure of Main Street from Walnut Street to Legion Drive
Sat, Dec 9 6:00 PM to 9:00 PM Main Street	A Night Before Christmas – sponsored by the Downtown Waynesville Association – street closure of Main Street from Pigeon to Depot Street
Tues, Dec 12 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Wed, Dec 13 to Sun, Dec 24 Downtown	Twelve Days of Christmas – Magical Moments and Memories Made Here – sponsored by the Downtown Waynesville Association
Mon – Wed, Dec 25-27	Christmas Town Offices Closed

Board and Commission Meetings – September /October 2017

ABC Board	ABC Office – 52 Dayco Drive	Sept 19 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	Sept 5 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	Sept 28 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	Oct 4 1 st Wednesdays 2:00 PM
Public Art Commission	Town Hall – 9 S. Main Street	Sept 14 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	Sept 20 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	Sept 20 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

Mon-Fri, September 25–29	HR Specialist	Employment Law/FMLA Certification Course Chapel Hill, NC
Mon-Fri., October 23-27	Administrative Assistant	IIMC Clerks Certification Course – week 4 Chapel Hill, NC
Thur. Jan 18 – Fri, Jan 26, 2018	Assistant Town Manager	Vacation

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR SESSION MEETING
September 12, 2017**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday September 12, 2017, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Mayor Pro Tem Gary Caldwell
Alderman Julia Freeman
Alderman Jon Feichter
Alderman LeRoy Roberson

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Captain Brian Beck – Waynesville Police Department

The following media representatives were present:

Vickie Hyatt – The Mountaineer
Cory Vaillancourt – Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone and reminded everyone of the following events on the calendar:

Thursday September 14 – Senior Resource Center Cookout - 5 – 7 p.m.

Friday September 15 – Public Works Fish Fry- 11:00 a.m. – 1:00 p.m.

Wednesday September 20 – Plott Hound Sculpture Fundraiser has been Cancelled

Thursday September 21 – Sponsor Appreciation Dinner – Folkmoot Center – 6:00 p.m.

Sunday September 24, - Drugs in Our Midst Prayer Walk - 2:00 p.m.

Thursday September 28 – Downtown Waynesville Association – Board of Directors Meeting – 5:30 p.m.

Mayor Brown told everyone that former Alderman James Williamson had passed away. Mr. Williamson had served on the Board of Aldermen from 1991 – 1999.

Alderman Gary Caldwell thanked everyone for their kindness and flowers during the loss of his mother.

Mayor Brown said that there were no major issues in the Town because of Hurricane Irma. There were three power outages reported, and a tree down on Scenic Circle. Town staff was prepared and he commended Town Staff for being prepared for any emergencies during the storm.

2. Adoption of Minutes

Alderman Gary Caldwell made a motion, seconded by Alderman Julia Freeman, to approve the minutes of the August 22, 2017 regular meeting, as presented. The motion passed unanimously.

3. Reading of Proclamation –Constitution Week- September 17-23. 2017

Mayor Gavin Brown read a Proclamation declaring September 17th through 23rd 2017 as Constitution Week. He encouraged everyone to take time to look at the Constitution and reflect on its meaning.

B. PUBLIC HEARINGS

4. Public Hearing to consider approval of an Ordinance to Allow the Sale of Alcohol Beverages Before Noon on Sundays at Licensed Premises

Mayor Brown told the Board that both Public Hearings to be held were based upon his inclinations. He reminded the Board that action did not have to be taken immediately on either Public Hearing.

Town Attorney Bill Cannon opened the Public Hearing at 6:37 p.m.

**Ashley Owens
Bourbon Barrel Restaurant**

Ms. Owens stated that she owned the Bourbon Barrel for six years, and she would like to start having a brunch business from 10:00 until 12:00 on Sundays. She feels this would be very lucrative and would make money for her business. Ms. Owens said she understood how the sale of alcohol before 12 on Sundays might interfere with church and she hopes that will not be a major problem. She does not want this to be seen as something that is less respectful of people's beliefs. She said she feels like that if someone is an alcoholic, they will drink, no matter if it is 10:00 a.m. on Sunday or another time. Ms. Owens told the Board that she felt that selling alcohol for two extra hours on Sunday would mean more tax money for the Town of Waynesville, and that it is a great step for the future.

**David Angel
Elevated Mountain Distillery**

Mr. Angel told the Board that he lived in Waynesville, and owns Elevated Mountain Distillery in Maggie Valley. He explained that in a way the two hours on Sunday would benefit his business. He said that by opening at 10:00 a.m. a business that carries his products could sell more of them. Mr. Angel said he wanted to make the Board aware of the economic impact the craft beer and wine industry has on Western North Carolina and Haywood County. He said that North Carolina is one of the top ten beer manufacturers in the United States. He said that in Haywood, Buncombe, and Henderson Counties over one billion dollars has been invested in this industry. Mr. Angel told the Board that the Town had a choice to show that they are open to this economic growth with a vote for the "Brunch Bill".

**Chris Lowe
Boojum**

Mr. Lowe said he wanted to emphasize the “Brunch Bill” was also about customer service for Boojum. Being open to the public two extra hours would not only boost Waynesville’s economic base, but is a way to welcome people from outside the Town. He said he did appreciate people’s religious choices against the sale of alcohol before 10:00 a.m. on Sunday’s, but he thanked the Board for taking into consideration the businesses of Waynesville, and the impact the “Brunch Bill” will have on them.

Town Attorney Bill Cannon closed the Public Hearing at 6:46 p.m.

Mayor Brown asked each Board member to give their thoughts on the matter.

Alderman Julia Freeman stated she had heard no public input against passing the Ordinance. She said that even though the Town currently has liquor by the drink, the Town needed to be respectful of people who are against the Bill. Alderman Freeman said she felt that businesses in Waynesville were very respectful and responsible business owners .

Alderman Gary Caldwell said that he felt that business owners in Waynesville were very responsible for their patrons and he doesn’t feel that two hours is going to make a difference. He said he is in agreement with the Ordinance.

Alderman Jon Feichter said he had posed the question for both Public Hearings on his Facebook page. He said the he was “blown away” with the comments he received on both questions. He said his post had Reached almost 5000 people, and was shared 25 times. On the question of serving alcohol before noon on Sundays, he received were thirty seven comments with thirty four in favor and three against. After seeing the Response from the public, he stated he was in favor of the Ordinance.

Alderman LeRoy Roberson said he didn’t think two hours would make much difference.

Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter to approve an Ordinance to allow the sale of Alcoholic Beverages Before Noon on Sunday at Licensed Premises. The motion passed unanimously.

5. Public Hearing to consider approval of an Amendment to Section 6.6 of the Town of Waynesville Code of Ordinances Animals at Street Fairs, Festivals, and Parades.

Town Attorney Cannon opened the Public Hearing at 6:58 p.m.

**Kenneth Martin
10 Country Club Drive
Waynesville, NC 28786**

Mr. Martin said the he and his wife have lived in Waynesville for 10 years. They love the area, and like to attend many of the festivals that are held. Some of the events they cannot attend because they cannot bring their dog. He asked the Board to consider changing the Ordinance to permit dogs at festivals and encourage owners to have long leashes on the dogs.

Town Attorney Cannon Closed the Public Hearing at 7:01 p.m.

Mayor Brown asked Captain Brian Beck to share the Police Department's perspective about allowing animals at festivals.

Captain Beck said it was a no win situation for the Police Department because in the State of North Carolina there is currently no registration, certifications, or paper work for service dogs. When they approach someone on the street about an animal, they are almost always told that is it a Service Animal, so nothing can be done. No questions can be asked concerning the animal. Captain Beck said that after every event, Civilian Police say that the only problem they have is when they approach someone about their dog being on Main Street and they are told it is a Service Animal.

Mayor Brown asked Board Members to express their opinions concerning animals at Festivals and Parades.

Alderman Freeman said this is the only issue that she has had any feed back from the community on, and it was 50/50. She said the one thing that has stood out in her mind are families that come into Town and are not aware of the Ordinance as it is now. She said it is a big decision as to what to do with their animal in order to attend the festival. Aldermen Freeman told the Board she has a concern about the hot streets, and having water available for the animals. She stated that water fountains with receptacles at the bottom for dogs could be considered if the Ordinance is amended.

Alderman Caldwell said he has seen several merchants placing water bowls out for dogs along the street. He said that as long as the animal was on a specified leash he did not see any problem with amending the Ordinance.

Alderman Feichter said that he can certainly appreciate why a person would want to bring their dog with them to an event in Waynesville. In his Facebook survey on the subject, it was overwhelmingly opposed by the public, with 89% saying do not allow and 7% saying to allow. He said that in his mind that was a pretty clear voice that people do not want the Ordinance changed. Some of the reasons sited were the number of people attending the festivals and not being able to move because of the crowd, and some of the people were just afraid of dogs. Alderman Feichter said he is opposed to changing the Ordinance.

Alderman Roberson said the biggest concern he had is people being responsible for cleaning up after their animals. He suggested that maybe some of the sponsors of the festivals hire someone to clean up after the animals, and make sure the streets are kept clean. He stated that he is opposed to the amending the Ordinance.

Alderman Feichter said that earlier discussion of the Ordinance, there was the possibility of a "doggie day care". He said he would be interested in possibly partnering with animal service organizations to provide dog sitting services so that people do have an option when they are visiting Waynesville. He said he would be willing to support the possibility of the Town paying if there were any costs involved.

Downtown Waynesville Association Executive Director Buffy Phillips said that at one time there was such a service offered at Grace Episcopal Church by Haywood Spay Neuter. She said that the service was not used because people were afraid to leave their animals with someone they didn't know. Ms. Phillips said the program wasn't worked out really well at the time. She said she felt the Board should decide what events animals would be allowed.

Alderman Feichter said the City of Hendersonville had taken the middle of the road approach and animals are allowed at smaller festivals. He said he would be totally in favor of that approach.

Assistant Town Manager Amie Owens told the Board that she had done some research on the policies of other towns concerning animals at Festivals and Parades. She said that most of the towns indicated that it is very difficult to enforce. Hendersonville had the most success with stating at which festivals animals are allowed.

Mayor Brown asked Manager Hites and Assistant Manager Owens to research other towns and cities in the state to see what is working best for them.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman to table the proposed amendment to Section 6.6 of the Town of Waynesville Code of Ordinances Animals at Street Fairs, Festivals and Parades for discussion at a later date.. The motion passed unanimously.

C. CALL FOR PUBLIC HEARING

6. Request for Voluntary Annexation from Mountain Credit Union

Assistant Manager Owens stated that this petition is being requested by Mountain Credit Union, represented by Mr. Chuck Reece. The purpose of the request is to connect to the Town's Sewer system in accordance with Town Policy. The property is located within the Town's Extra-Territorial Jurisdiction and is approximately 570 feet from the Town's contiguous boundary and 340 feet from the closest noncontiguous annex area. Ms. Owens explained to the Board that the property is zoned "Dellwood Medium Density District Mixed-use Overlay". This means that banks, credit unions, financial services, and ATM are permitted on this property, regardless of the Board's decision on annexation.

Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter, to call for a Public Hearing to be held on September 26, 2017 beginning at 6:30 p.m., or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville to consider a Petition for Annexation of a non-contiguous satellite area at 1698 Russ Avenue, PIN 8616-36-7164. The motion passed unanimously.

D. CALL ON THE AUDIENCE

**Danny Wingate
Manager - Haywood Builders Supply**

Mr. Danny Wingate stated that recently his company lost an unadvertised opportunity to sell the Town of Waynesville a product by 22 cents. Mr. Wingate said he would like for the Board, in future retreats, to consider a purchasing policy. This policy should favor local businesses that donate and pay taxes to the Town of Waynesville.

Mayor Brown told Mr. Wingate that the Board is working on a policy that would address that issue. Manager Hites read the current policy to the Board, and stated that he had talked with Town Attorney Cannon about the policy. Mr. Cannon has been in contact the the School of Government concerning this matter, and

would like to discuss revamping the policy at the fall retreat. A date of Friday October 6, 2017 was agreed upon by Board Members for the Fall Retreat.

E. COMMUNICATIONS FROM STAFF

- 7. Manager’s Report – Town Manager Rob Hites

Manager Hites had no comments.

Assistant Manager Owens noted that several part time positions have been open since May. A consolidation of four part time positions into two full time positions will happen October 1. This consolidation would eliminate the monitoring of hours part time employees are allowed to work. She gave a brief summary of the full and part time employment, and the proposals to generate interest in working for the Town of Waynesville.

- 8. Attorney’s Report - Town Attorney Bill Cannon

Town Attorney Cannon had no comments.

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

Alderman Freeman told the Board she will be absent for the October 24, 2017 meeting.

G. ADJOURN

With no further business, Alderman Gary Caldwell made a motion, seconded by Alderman Jon Feichter, to adjourn the meeting at 7:37 p.m. The motion passed unanimously.

ATTEST

Gavin Brown, Mayor

Rob Hites, Town Manager

Eddie Ward, Town Clerk

Proclamation Promoting NC Public Power During Public Power Week, October 1-7, 2017

WHEREAS, public power is a crucial component in cities and towns across North Carolina, contributing to the overall health of communities by providing reliable electricity, excellent local service and prompt restoration;

WHEREAS, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country;

WHEREAS, many of North Carolina's public power cities and towns have been electric providers for more than 100 years;

WHEREAS, public power meets the electric needs of 40 million Americans, almost 15 percent of electricity consumers;

WHEREAS, North Carolina's public power utilities are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and,

WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service and a commitment to community; and

WHEREAS, the Town of Waynesville has been providing electric services for its citizens and visitors for approximately 100 years; and

WHEREAS, Waynesville Electric Public Power professionals plan, design, build, operate, and maintain the Town's critical electric infrastructure; and

WHEREAS, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Waynesville special because of the dedication of Public Power professionals.

NOW THEREFORE, BE IT PROCLAIMED, that the week of October 1-7, 2017, is Public Power Week, a week to promote North Carolina's public power cities and towns for their contributions to their communities;

BE IT FURTHER PROCLAIMED, I, Gavin A. Brown, Mayor, on behalf of the Board of Aldermen for the Town of Waynesville, and the NC Public Power communities, join with all public power systems in the United States in this celebration of public power and encourage all citizens and visitors alike to acknowledge the contributions of the Waynesville Electric Division staff.

Adopted this day 26th of September, 2017.

TOWN OF WAYNESVILLE

Gavin A. Brown, Mayor

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 26, 2017**

SUBJECT: Presentation – University Participant Program

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: 4-B
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Kelly Kelley, PhD – Western Carolina University
UP Program Co-director

BRIEF SUMMARY: As WCU has not typically been one of the entities who requests special appropriations, the University Participant (UP) Program was recently brought to the attention of the Assistant Town Manager. With the focus on inclusion being in the forefront of the citizens of Waynesville with the future installation of the inclusive playground, it seemed the appropriate time to share about the UP program.

MOTION FOR CONSIDERATION: To consider the appropriation of a contribution, in an amount to be determined by the Board of Aldermen, in support of the University Participant Program.

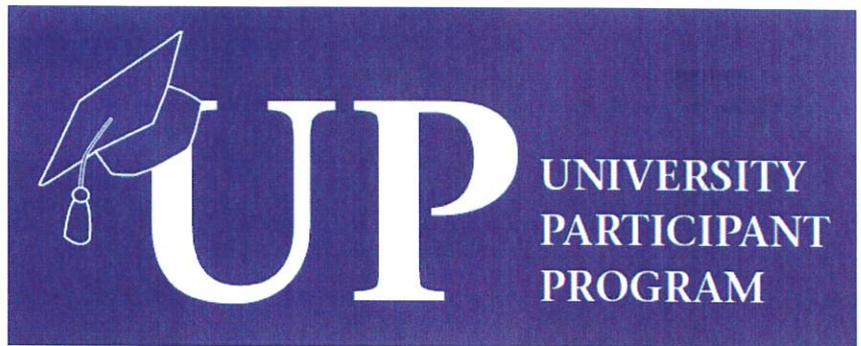
FUNDING SOURCE/IMPACT: Contribution would be from the undesignated funds in the Donations and Contributions line item for FY 17-18.

ATTACHMENTS:

- Program flyer
- Program brochure
- Program report from June 2017

MANAGER’S COMMENTS AND RECOMMENDATIONS:

The UP Program provides an inclusive, two-year, on-campus living and learning experience for college-aged persons with intellectual disabilities. The goal of the program is to facilitate transition of students from secondary school to adult life with **education, employment, and independent living**. Students receive a Certificate of Accomplishment from the WCU Division of Educational Outreach by completing 1800 total hours and achieving 80% of their personalized goals.



WESTERN CAROLINA UNIVERSITY

The UP Program started in 2007 as a pilot program to address a need for inclusive services for individuals with disabilities beyond high school. To date, it has operated through private and federal funding. The UP Program has served as a state and national model for individuals with intellectual disabilities.

Inclusive college experiences are student led and individualized through **6** person-centered planning (PCP) meetings per year



30 students have been admitted to the program since 2007

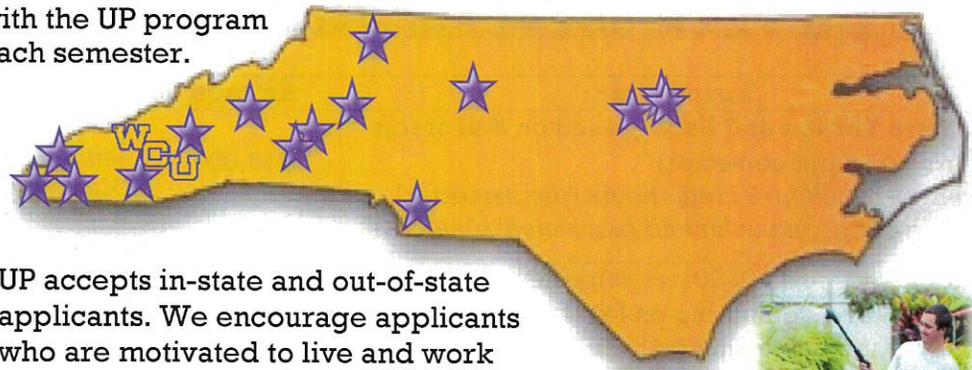
UP students range in age from **17** to **25**

4 New students accepted per year for a total of 8 students at a time, with demand from **5** to **10** times that number.

GRADUATION RATE: 90%

NATURAL SUPPORTS:

Are critical for the program providing support as same-age peers to make true inclusion happen every day. Approximately **250** WCU students volunteer with the UP program each semester.



UP accepts in-state and out-of-state applicants. We encourage applicants who are motivated to live and work independently in their communities upon graduation.



Campus Inclusion

- Classes
- Greek Life
- Intramural sports
- Clubs
- Study Abroad
- UP Homecoming King & Queen
- Graduation
- Campus Ministries
- Dorm Life
- Professional Conferences

WANT TO HELP? Visit www.up.wcu.edu and click on the "Give to WCU" button on the homepage to support UP with a tax-deductible gift!

Focus on Outcomes



Personalized Job Training

- Creating & monitoring work goals
 - Workplace support
- Job Related College Courses
- Training with soft skills

Work Experience

- 10+ hours/week
- Paid/Unpaid Internships
- On & Off Campus

Job Identification & Interview Preparation

- Interview practice
- Video & paper resumes

Post-UP Employment Success

INTERNSHIPS: All paid internships are at or above minimum wage. We have partnered with **42** on and off-campus employers.

INDEPENDENCE: UP students require **28%** less support per week, the equivalent of 15 hours per student per week.

EMPLOYMENT: More than **82%** of students are hired as paid employees in a community job within one year of graduation and maintained long term inclusive, community employment.



Competitive Employment

- *Working 30+ hours/week
- *Having multiple jobs simultaneously

Independent Living

- *Living independently and inclusively in communities with and without roommates

Celebrating UP Program Success!

Self-Advocacy

- *Advocating with government agencies and legislators
- *Publishing articles and research

Community Involvement

- *Volunteering
- *Driving independently or accessing public transportation
- *Budgeting/paying bills

AVERAGE PER STUDENT ANNUAL COST OF ATTENDANCE: \$18,000

Description	Amount	Funding Sources
In-State Tuition and Fees (based on # of credit hours taken per semester) <i>Average based on 9 credit hours (per semester), private dorm, and unlimited block meal plan</i>	\$18,000	Student/Family, Scholarships, VR when eligible), Federal Financial Aid- Pell Grants/Work Study WCU is a designated Comprehensive Transition Postsecondary (CTP) Program
Student Support (\$500 per semester + \$50-\$200 per weekend depending on level of support need) **subject to change in Fall 2017 <i>Averaging \$1,000 per semester for 10 weekends</i>	\$3,000	Student/ Student's Family, Community Support/Medicaid Billing (when eligible), Scholarships

*Previous grant donors include: Wal-Mart Foundation, Evergreen Foundation, Arc of Haywood County, U.S. Department of Education, private donations, and Western Carolina University.

Connect with UP!



wcuupprogram@gmail.com



(828) 227-3297



WCU University Participant (UP) Program



UP UNIVERSITY PARTICIPANT PROGRAM

The UP Program started in 2007 as a pilot program to address a need for inclusive services for individuals with disabilities beyond high school. To date, it has operated through private and federal funding. The UP Program has served as a state and national postsecondary education model for individuals with intellectual disabilities.



University Participant Program
1 University Drive, Killian 204
Cullowhee, NC 28723

WCU is a University of North Carolina campus and an Equal Opportunity Institution. 1,000 copies of this public document were printed at a cost of \$354.00 or \$.35 each. University Marketing / March 2017 / 17-199

UP UNIVERSITY PARTICIPANT PROGRAM



UP PROGRAM NATURAL SUPPORTS

WCU students are recruited and trained to provide support to facilitate UP students living on campus, attending classes, engaging in social and recreational activities, becoming involved in student organizations, and developing friendships.

TO BECOME A WCU UP VOLUNTEER

Visit up.wcu.edu to learn more about volunteer opportunities and feel free to contact us. You can also complete our new volunteer survey at <https://www.surveymonkey.com/r/NewUPVolunteer> and then a UP staff member will contact you with specific information about upcoming volunteer orientations.

Western
Carolina
UNIVERSITY

Unforgettable Memories

The UP Program provides an inclusive, two-year, on-campus living and learning experience for college-aged persons with intellectual disabilities. The goal of the program is to facilitate transition of students from secondary school to adult life with education, employment, and independent living. Students receive a Certificate of Accomplishment from the WCU Division of Educational Outreach by completing 1800 total hours and achieving 80% of their personalized goals within their Individualized Plan for College Participation (IPCP).



THE UP PROGRAM TARGETS FIVE TRANSITION AREAS

- Personal development
- Community participation
- Vocational preparation
- Social participation and learning
- Academic access

ADMISSIONS CRITERIA

- Age 18-25 at the time of admission with a documented intellectual disability (IQ ~ 70 or lower).
- Have been enrolled in a high school special education program such as the Occupational Course of Study or Certificate of Completion that does not allow students to complete necessary standard college entry requirements.
- Demonstrates communication skills adequate to interact with others on the WCU campus.
- Demonstrates socially acceptable behavior that will allow a favorable experience on the WCU campus. Adequately motivated to learn and benefit from participation in the UP Program.
- Expresses interest in living and working as independently as possible in their community after completing the UP Program and is supported by parents and families to do so.

VOCATIONAL PREPARATION

- Required to complete 10 hours per week in paid and unpaid internships on and off campus each semester.
- UP students are evaluated by employers on work performance.
- UP Employment and Living Outcomes: UP graduates are expected to live as independently as possible in the community and to work in regular, competitive employment with support as is necessary.
- Families are expected to play an important role in achieving these outcomes.

ANNUAL TIMELINE

Fall Semester – Open House coordinated with the WCU Office of Admissions (register online through the WCU Admissions website and indicate UP Program from the dropdown menu)

December – Application deadline for upcoming fall semester

January – Apply for Financial Aid

February – UP Admissions Steering Committee will meet to review applicants and notify students who are selected for Orientation Camp

March/April – Orientation Camp for potential UP students

May – Final decisions made, deposits and forms due, advising and registration

Late August – Selected UP students will move into dorms and start classes on the same date as WCU students

ACADEMICS

- UP students audit 7-10 credit hours per semester; in-class supports provide homework and note-taking support.
- The University Course Catalog and person centered planning are used for academic advising with the UP staff.
- Homework and class projects are required and accommodations can be obtained through Office of Accessibility Resources as requested.

TUITION REQUIREMENTS AND FINANCIAL RESOURCES

- Pay regular tuition and fees required by WCU.
- A weekend support fee, as necessary, for UP students who remain on campus.
- Foundations and private grants can help with tuition expenses; however, there is no guarantee of this support as all costs are the responsibility of the family.
- WCU is designated as a Comprehensive Transition Postsecondary institution. UP students are eligible for FAFSA, financial aid, and work study. The FAFSA priority deadline is in early January.
- Vocational Rehabilitation funding (when eligible)

UP to Date!

PREPARED JUNE 2017



Western
Carolina
UNIVERSITY

DAVID L. WESTLING AND KELLY R. KELLEY
UP PROGRAM CO-DIRECTORS

UP to Date!

David L. Westling and Kelly R. Kelley, UP Program Co-Directors

June, 2017

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What is the UP Program?

- The WCU University Participant (UP) Program is a fully inclusive, 2-year, post-secondary education program for college-age persons with an intellectual disability.
- Purpose of the program is to facilitate independent, inclusive community living and working in individuals' post-UP community.
- The UP Program focuses on five learning areas: Personal Development Skills; Community Participation Skills; Vocational Preparation Skills; Social Participation and Learning; Academic Development.
- The UP Program started in 2007 with one student; 23 have now completed the program; 8 are in the program; 8 is our maximum enrollment (4 first year & 4 second year).
- Admission to the UP Program is competitive, based on individual and family commitment and potential for a successful outcome.
- UP students live in campus residence halls, audit 3-4 classes per semester, work at least 10 hours per week in internships or on paid jobs, and participate in a wide variety of campus and community social activities.
- The UP Program is designated as a Comprehensive Transition and Postsecondary (CTP) Program by U.S. Department of Education, allowing UP students to receive Pell grants and work-study support.
- UP students have been enrolled in 230 different classes with more than 145 different faculty members, and have been supported by more than 2,500 WCU undergraduate students.

Important to Note!

UP students pay the same tuition and fees as all other WCU students!



Staff of the UP Program

- The UP Program was co-founded and is co-directed by two WCU faculty:
 - Dr. David L. Westling, the *Adelaide Worth Daniels Distinguished Professor of Special Education*; and
 - Dr. Kelly R. Kelley, Associate Professor of Inclusive and Special Education.
- Mrs. Susan Buchanan joined the UP Program in 2010 and fills two roles: Career Development Coordinator and Administrative Assistant. In June 2016, Mrs. Buchanan received national credentials as a Certified Employment Support Professional.
- In addition to these key personnel, the UP Program is usually supported by several part-time paid student workers including two Graduate Assistants (Psychology/ Communication Sciences and Disorders), five to six Work-Study Students, and 15-20 Undergraduate Students each semester.

Important to Note!

The UP Program operates on less than 2.0 FTE support from WCU!



Students with Intellectual Disability Participating in the UP Program

- Students enrolled in the UP Program must have a documented Intellectual Disability (ID) and, while in high school, must have been served in special education under the guidelines of the *Individuals with Disabilities Education Act* (IDEA).
- An intellectual disability is defined by the American Association on Intellectual and Developmental Disabilities (AAIDD) as:
 - *a disability characterized by significant limitations in both intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills. This disability originates before the age of 18.*
- Most UP students are in the “mild” to “moderate” range of Intellectual Disability
- Eight students with ID are enrolled in the UP Program at a given time: four in the first year and four in the second year.
- In order to be admitted to the UP Program, an individual with ID *cannot* meet the standard WCU undergraduate or graduate admission requirements.
- Students in the UP Program participate in academic courses by auditing the courses with accommodations, completing modified, select course requirements, and being supported in classes and for homework by WCU students who are “natural supports.” They do not earn grades in courses or receive course credit.

Impact of the UP Program on Students with ID

- Students complete 1800 hours of documented learning time and achieve individual objectives in key areas including Personal Development; Community Participation; Vocational Preparation; Social Participation and Learning; and Academic Development.
- Students acquire self-determination skills and develop more personal independence.
- Students develop a wide social network, developing new friendships among other UP students as well as with students without disabilities. Relations often continue after graduation.
- Almost 80% of UP graduates are employed in community settings (not sheltered workshops) making at or above minimum wage in part-time or full-time self-selected jobs within one year after graduation.
- More than half of UP graduates live in their own houses or apartments (not institutions or group homes) with minimum support after graduation.

Important to Note!

Post-program living and working outcomes for UP students far exceed typical outcomes for most adults with ID based on published studies.

Appendix A contains Letters of Support from parents of UP students and UP graduates.

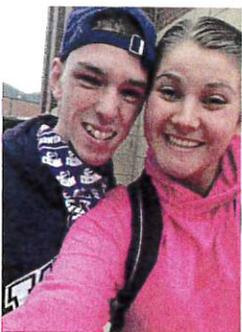


WCU Students without Disabilities Supporting the UP Program

- The UP Program operates with the enthusiastic support of about 225 WCU students every semester...and could not operate without them.
- Many students volunteer their time or participate as a requirement of service learning courses in which they are enrolled...and then continue after completing the course
- A small number of undergraduate students (about 6 to 8), all of whom have previously been volunteers, are paid to work directly with the UP students to schedule their weekly activities.
- Courses in several WCU majors include a service learning component or require students to volunteer time in the UP Program as part of the course requirement. These courses are in several academic areas including Inclusive Education, Recreational Therapy, Social Work, and Communication Sciences and Disorders, among others.
- WCU students provide various types of support including escorting UP students to different events and activities, offering in-class support, providing homework assistance, providing residential support, and tutoring and supporting students for special topics or events.

Impact of the UP Program on WCU Students without Disabilities

- A recent study shows that participating in the UP program has positively affected numerous WCU students primarily by:
 - Affirming their commitment to WCU or to their major area of study
 - Helping them to better understand people with disabilities and value diversity,
 - Allowing them to see the value of inclusion for people with Intellectual Disability, and
 - Improving their dispositions toward diversity



Important to Note!

Some students have selected WCU over other universities because of the UP program!

Appendix B contains Letters of Support from WCU students.

WCU Faculty Supporting the UP Program

Since the UP Program began in 2007, UP students have taken 230 courses (including duplicates), in 45 disciplines with over 150 different faculty members including the following:

Alex Bell	David Dorondo	Karena Cooper-Duffy	Steve Henson
Alex Macaulay	David Hayes	Karyn Tomczak	Steve Morse
Alfred Wilkerson	David Henderson	Kelly Kelley	Sue Grider
Alyssa Sinyard	David Kinner	Kelly Tracy	Susan Braithwaite
Amanda Smith-Hughes	David Reeves	Kimberly Hudson	Susan Brown-Strauss
Amy Cherry	David Troy	Krystle Holt	Tam Vander Molen
Amy Rose	David Tyler	Kyra McAllister	Tamara Cole
Allen Anderson	David Westling	Laura Dewald	Tara Mele
Andrew Denson	Debby Singleton	Linda Nicodemus	Tara O'Loughlin
Andrew Scott	Deborah Logan	Lisa Briggs	Tara Peterson
Andy Gambill	Debra Connelly	Lisa Hilger	Taylor Maxson
Angela Sebby	Diane Schallock	Lynda Beck-Cowan	Terry Fox
Ann Fletchall	Diane Styers	Mandy Dockendorf	Thomas Salzman
April Tallant	Don Livingston	Mardy Ashe	Tom Martin
Aubrey Ray	Elizabeth Henderson	Marissa Ray	Tom Morgan
Baldwin Sanders	Elizabeth McRae	Mark Crawford	Tom Watterson
Becky Hester	Elizabeth Pryor	Mark Holliday	Tracie Rice
Becky Lindsay	Ellen Sigler	Mary Sanders	Vicki Faircloth
Ben Tholkes	Erin Tapley	Matthew Kirby	Wendy Cagle
Beth Young	Eva Smith	Maura Colvin	William Kapakos
Bill Clarke	Evelyn Wilson	Melanie Cattrell	William Martin
Bob Beaudet	Frederick Fisher	Michael McIntosh	William Papin
Brian Kloepfel	George Rector	Michelle Scifers	William Perry
Bruce Henderson	Glenda Hyer	Mike Despeaux	Zach Rumble
Candice Laney	Greg McPherson	Molly Richardson	Zach Williams
Candy Noltensmeyer	Heidi Turlington	Murat Yazan	Zahed Subhan
Cathy Grist	Holly Pinter	Myra Watson	
Charles Parrish	James Busbin	Nathan Miller	
Charles Rossel	James Deconinck	Nyaga Mwaniki	
Charlotte Cosner	Jeanne Dulworth	Otto Spilker	
Chelsea Burrell	Jeanne Health	Pam Buskey	
Chris Holden	Jenn Mroz	Patricia Bricker	
Chris Tuten	Jennifer Bennett	Peter Savage	
Christopher Barrett	Jennifer Hinton	Phillip Kneller	
Claire Eye	Jennifer Schiff	Phyllis Jarvinen	
Cynthia Hughes	Jessica Luke	Rebecca Lasher	
Cynthia Wray	Jessica Swigger	Richard Starnes	
Dan Clapper	Jessica Webster	Robert Ferguson	
Dan Grube	Jill Manners	Robert Jacobs	
Dan Killian	Jim Manning	Sarah Carter	
David Claxton	John Duncan	Scott Eldredge	
	Justin Menickelli	Scott Rader	

UP students have taken courses in the following academic areas:

ANTH	EDCI	HIST	PE
ART	EDEL	HPE	PRM
ATTR	EDRD	HSCC	PSC
BIOL	EMC	HT	PSY
BK	ENGL	IDES	RTH
CIS	ENT	LEAD	SM
CJ	ENVH	MKT	SOCW
COMM	ES	MPTP	SPED
COUN	FIN	MUS	THEA
CS	GEOG	ND	USI
CSD	GEOL	NRM	
DA	HEAL	NSG	

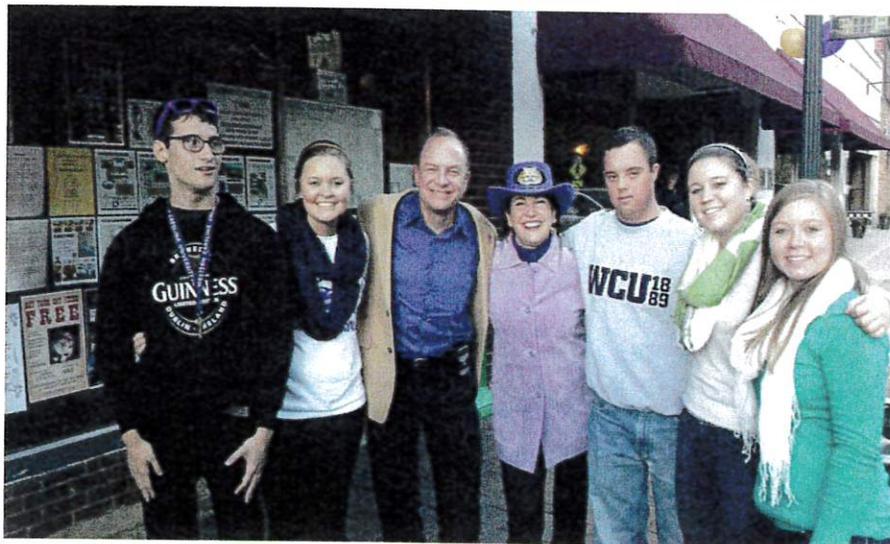
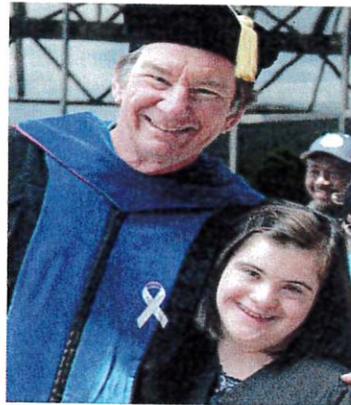
Important to Note!

No faculty member is required to include a UP student in their course, and all faculty members are informed beforehand that a UP student will be enrolled.

Course content is not modified or watered down for UP students!

Individual class support is provided by WCU students as necessary.

Appendix C contains Letters of Support from WCU Faculty



WCU and Community Employers Supporting the UP Program

Since the UP Program began in 2007, UP students and graduates have secured internships and paid employment with more than 60 employers including the following:

ON CAMPUS

Aramark Catering and Food Services
Athletics
Campus Police
Campus Recreation Center
Catamount Clothing and Bookstore
Center for Service Learning
Creative Services
Cullowhee Kids Preschool
EnTOURage
Facilities Management (housekeeping, motorpool, greenhouse)
Fine and Performing Arts
Hunter Library
Instructional Technology
Kneeder Child Development Center
Mountain Heritage Center
Office of Accessibility Resources
Office of Admissions
Office of International Programs
Office of the Provost
Office of Residential Living
Print Shop
Student Mail Services



Important to Note!

Jobs and internships are primarily paid at or above minimum wage for 10 hours per week or more. Job opportunities are decided among the UP student, support team, and families based on their future career goals.

Appendix D contains Letters of Support from Employers and Community Members

OFF CAMPUS

Arc of Haywood County
Arc of the Triangle
Around the Son Preschool
Artisan Café & Coffee House
Asheville Art Museum
B.H. Graning Landscaping
BP Gas Station
Burger King
CarePartners of Asheville
Cherokee Animal Care Clinic
Children's Museum of Atlanta
DollarTree
First Methodist Church of Hickory
Fun Depot
Graham County Emergency Services
Great Smoky Mountain Railroad
Habitat for Humanity
Ingles
Jackson County Dept of Aging
Jackson County Public Works
Jackson County Parks and Recreation
LaQuinta Inn & Suites
Mars Hill College
McDonald's
Microtel Suites
Northlake Children's Academy
Panera Bread
PrintShak
Publix
Ray's Florist
Signature Brew Coffee Shop
Skyland Care Center
Southwestern Child Development
Stretch N Grow Fitness
Susan's Tax Service
The Point
TJ Maxx
Waynesville Police Department
Waynesville Recreation Center
WestRock of Forest City
YMCA of Asheville and Hickory

National and International Recognition of the UP Program

For 10 years the UP Program has attracted national and international attention as a program of distinction. Some of the more notable events have included the following:

- The UP Program was featured as the lead chapter in *Profiles and Promising Practices in Higher Education for Students with Intellectual Disability* published by *Think College!* (2013)
- Michael Yudin, the Assistant Secretary for the Office of Special Education and Rehabilitative Services, U.S. Department of Education, visited the UP Program to observe inclusion occurring at the college level (2014)
- Founder and Director of *Ruby's Rainbow*, a non-profit organization supporting college students with Down Syndrome, Liz Plachta and Kelle Hampton, NY Times Best Selling Author, visited the UP Program to photograph and write about the program (2015)
- After the visit by the Ruby's Rainbow VIPs, the UP Program was featured twice in Kelle Hampton's blog, *Enjoying the Small Things*. (2015, 2016)
- Through two inclusive study abroad courses (that included students with and without disabilities) we have held discussions and made presentations with the following groups:
 - CHANGE, an Intellectual Disabilities Rights Organization (London, England)
 - BILD, The British Institute on Learning Disabilities (Birmingham, England)
 - Mencap, The British "Voice for People with Learning Disabilities" (London, England)
 - Inclusive Learning Initiative (ILI) at the National University of Ireland (NUI), Maynooth (Maynooth, Ireland)
 - National Institute for Intellectual Disability Trinity College (Dublin, Ireland)
 - Lebenshilfe Salzburg (Salzburg, Austria)
 - Pädagogische Hochschule Salzburg Stefan Zweig (Salzburg, Austria)
- Administrators from the *Pädagogische Hochschule Salzburg Stefan Zweig* from Salzburg, Austria made a two day visit to WCU to learn about the UP Program as a model for their own program (2017)

Important to Note!

To date, we have provided consultation to over 50 colleges and universities in the U.S. and abroad to support their development of PSE programs for students with ID.

Scholarly Productivity Based on the UP Program

As a model program, the UP Program provides an opportunity to investigate and present important data and information to constituents in the rapidly expanding field of PSE for students with ID. This has allowed us to publish cutting-edge papers in top-tiered refereed journals. A sample of recent publications include the following:

- Kelley, K. R., & Buchanan, S. K. (2017). College to career ready: Innovative practices that lead to integrated employment. *Journal of Vocational Rehabilitation*, 46, 327-332. doi:10.3233/JVR-170869
- Kelley, K. R., Prohn, S. M., & Westling, D. L. (2016). Inclusive study abroad course for college students with and without intellectual disabilities. *Journal of Postsecondary Education and Disability*, 29 (1), 91-101.
- Prohn, S. M., Kelley, K. R., & Westling, D. L. (2016). Studying abroad inclusively: Reflections by college students with and without intellectual disability. *Journal of Intellectual Disabilities*, 20(4), 341-353. doi: 10.1177/1744629515617050
- Westling, D. L., Kelley, K. R., & Prohn, S. M. (2016). A tiered approach to promote safety and security in an inclusive postsecondary education program for college students with intellectual disability. *DADD Online Journal*, 3(1), 160-171.
- Mazzotti, V. L., Kelley, K. R., & Coco, C. M. (2015). Effects of self-directed summary of performance on postsecondary education students' participation in person-centered planning meetings. *The Journal of Special Education*, 48, 243-255.
- Westling, D. L. & Kelley, K. R. (2015). *Preparing your son or daughter for college: Suggestions for parents of children with intellectual disability*. in the blog, "Enjoying the Small Things." Retrieved from <http://kellehampton.com/?s=Westling>
- Kelley, K. R., & Coco, C. M. (2013). Employment practices in a transition program for students with intellectual disability. In McLane, K. (Ed.), *Way Leads On to Way: Paths to Employment for People with Intellectual Disability*. Washington, DC: American Association on Intellectual and Developmental Disabilities.
- Kelley, K. R., & Westling, D. L. (2013). A focus on natural supports in postsecondary education for students with intellectual disabilities at Western Carolina University. *Journal of Vocational Rehabilitation*, 38, 67-76.
- Kelley, K. R., Test, D. W., & Cooke, N. L. (2013). Effects of picture prompts delivered by a video iPod on pedestrian navigation. *Exceptional Children*, 79, 459-474.
- Westling, D. L., Kelley, K. R., Cain, B. & Prohn, S. (2013). College students' attitudes about an inclusive postsecondary education program for individuals with an intellectual disability. *Education and Training in Autism and Developmental Disabilities*, 48, 306-319.

Important to Note!

In addition to the above publications, we have made over 130 international, national, and state conference presentations based on the UP Program.

Cost of the UP Program

The UP Program is administratively housed within the School of Teaching and Learning (STL), in the College of Education and Allied Professions (CEAP) at WCU. Since 2016, the budget for the UP Program has been included in the budget of CEAP and supports the following items:

- Personnel and Fringe:

Personnel and Fringe is provided for Dr. Kelly Kelley at 0.75 FTE, and for Mrs. Susan Buchanan at 1.0 FTE. Total funding in this category is approximately \$111,000.

- Expenses:

Expense funding is provided to pay 15 to 20 undergraduate students to provide essential support approximately 10 hours per week (which includes residential and academic supports), and to provide for incidental program expenses (e.g., printing, postage, emergency cell phone, educational supplies). Total funding for this category is approximately \$57,000.

Important to Note!

UP students pay tuition and fees at the same rate as other WCU students, yet no income is directly generated for the UP Program from their tuition or fees.

As a tenured Associate Professor, Dr. Kelley normally teaches one to two courses per semester in addition to her work as co-director of the UP Program.

Dr. Westling, while serving as co-director of the UP Program, receives no course release time.



External Funding Generated by the UP Program

Since the inception of the UP Program in 2007 with one student, we have applied for numerous grants from public agencies and private foundations to provide support for the program. To date we have been awarded the following funds either to support the UP Program, or to extend the work of the program.

- \$24,500 from the Evergreen Foundation (two different grants, no match)
- \$100,000 from the Walmart Foundation (flowed through the Arc of Haywood County, three years, required increased match)
- \$8,000 from individual and private donors
- \$2,500,000 from the U.S. Department of Education, Office of Postsecondary Education (five years, 25% match across all years)
- \$225,000 from the North Carolina Council on Developmental Disabilities (three years, required increased match)

Important to Note!

In 2016 we were also awarded an internal Provost's Award (\$10,000) to support research about PSE programs.

In the past academic year we have applied for two grants, one from a private foundation and one from a federal agency, totaling \$1.5 million. One was not funded and the other is pending.

We will submit a proposal this month to "enhance and expand" the UP Program that will request approximately \$1 million.

In the past ten years, the ratio of "funds generated" to "funds invested" in the UP Program is approximately 10:1!



**Appendix A:
Letters of Support from Parents
of UP Students and UP Graduates**

The UP Program was really beneficial for me because it helped me realize that I can have high expectations and go far in life. Being in the UP Program has helped me grow academically and has given me a chance to make great lifelong friends who I still in contact with and make a plan to see when able to. If the wonderful UP staff had not allowed me to speak at conferences or to participate in a social inclusion research study in spring of 2013, I would have never become the public speaker, writer and advocate that I am today. Before my senior year at Western Carolina University I never would of thought of joining a fraternity and becoming a member of The Delta Sigma Phi fraternity. I first heard of this brotherhood through my friend Isaiah and he introduced me to his brothers and when I said I wanted to become an official member they fought to make me one of their own and I became official on my last day as a student. The different friendships that I've made have given me an opportunity to visit them abroad or in the U.S., I've been able to visit a friend in Wales England and went to two different weddings. The UP Program and WCU are truly wonderful examples of social inclusion and the student body has shown what a natural support system looks like and by fighting to make the graduation walk inclusive so the UP Participants could walk at the graduation ceremony shows what a community should be like. I am honored to say that I was given an opportunity to be part of The UP Program of WCU and that I was allowed to take the same criminal justice and political science courses as my peers did.

When I speak to families, students and professionals about the positive impact that The UP Program gave me it really gives the families hope and encouragement that with help their child can do well.

Berman Kelly

To whom it may concern:

For the past five years, since finding out that WCU had a program like the University Participation Program, Kincade has known exactly what his goal would be; to attend WCU and be a Catamount.

This program is an answer to all of our prayers for Kincade. To be included in a center of higher learning and to be able to achieve goals that I always wanted for him but didn't know if they would ever be possible. With this program, the possibilities are endless and we are ready to watch Kincade soar and gain his independence, whatever that looks like.

The amount of support that the students and faculty give to the UP students and the amount of love they show them is amazing. They will make Kincade's days seem seamless while working so hard in the background to ensure his health, safety and exciting.

We are so fortunate, blessed and honored to be part of the UP Family now and can't wait to get started to help Kincade and all the other Students achieve their goals!!!!

Dr. Kelly Kelley and Susan work tirelessly to make a place where my son can have dreams and goals and the whole campus rallies around them. I cannot contain the excitement I feel in getting to be a part of this amazing group.

Sincerely,

Leslie & Matthew Stevens

Kincade Fuller

June 7, 2017

Kelly R. Kelley, Ph.D.
Associate Professor, Inclusive Education
UP Program Co-Director, up.wcu.edu
Western Carolina University
152D Cordelia Camp Building
Cullowhee, NC 28723

Dear Dr. Kelley,

My experience at the UP Program at Western Carolina University was a wonderful experience. It gave me the opportunity to attend college which I probably would not have had the chance to do otherwise. While attending I made a lot of friends some of which I continue to stay in touch with today, two years after graduating. It also allowed me the chance to join a sorority and work along with the sisters on fund raisers to benefit others.

I was able to work in various jobs while attending WCU UP Program which helped me determine what direction I wanted to pursue for future work. I gained experience in various different work roles.

The UP Program was a big benefit in helping to learn to live independently. We learned to manage money, use credit cards, planned and cooked our dinners together once a week. We learned to follow a schedule and get to our designated classed or work place. We were responsible for doing our own laundry once a week. We also had to clean our rooms weekly. We had meetings to discuss appropriate behavior with others.

The UP Program was very good for me. I felt more accomplished and better able to handle myself personally. I wish the program had been four years rather than two. It went by very quickly and I feel I could have learned much more with more time there.

Sincerely,

Austin Michelle Holloway

Rebecca E. Garland
David Maennle
256 Smith Knob Road
Andrews, North Carolina 28901

To Whom It May Concern:

We are writing this letter of appreciation and support for the University Participation Program (UP) at Western Carolina University.

In 2009, David became aware that his nondisabled friends were preparing for college. David, who has Down Syndrome, had been fully immersed and integrated with his classmates since his pre-K experience in Montessori School. While he had significant academic deficits, he still thrived as part of his school experience and he was a fully accepted member of his school community by his peers. He graduated high school in 2010. I began the search for a post-secondary education program for him and found UP at my alma mater, WCU, within one hour of home. David spent a "gap year" at a sheltered workshop, where he lost much ground socially, physically and emotionally at the workshop. In 2011, David was accepted into the UP program, where he not only regained the ground he lost, but also added significant vocational, academic, social, and self-help skills.

David graduated from UP in 2013 and immediately went to work in his community in a job he sought out and networked for himself. His goal was to work with an EMS department. He is the custodian and part time paramedic helper, making \$10.30 per hour. He is a happy 28 year old with friends who have become like family to him at the EMS base. This is very different from making less than \$50 per a biweekly pay period in a workshop setting, where he was segregated from the nondisabled population. In addition, David lives in his own apartment with some assistance from paid supports (mostly for socialization) as well as assistive technology. He also volunteers in his community and, through his nonprofit organization, David's Vision, Inc., he has raised over \$27,000 toward his goal of living in his own cabin someday.

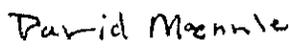
David is a testimony of how a postsecondary education program can help a young person with an intellectual disability work toward and achieve their goals they set for themselves. The program, using person centered planning, helps young people to do exactly what David has done. The benefits to the nondisabled students on campus have been tremendous, as well, as they learn how to integrate inclusion into everyday life.

From a policy perspective, the benefits of postsecondary education for persons with intellectual disabilities will bear much fruit from a fiscal, as well as a social perspective. In David's case alone, because he lives and works in an integrated setting instead of a segregated setting (i.e. group home and sheltered workshop), David saves the State of North Carolina at least \$100,000 per year in support and institutional costs. This alone should serve as an impetus to continue and grow programs such as UP as part of a systematic goal of full and total integration of our fellow citizens with disabilities. We must keep pushing forward instead of trying to regress to old and outdated methods that served to segregate our friends with disabilities.

For the above reasons, David and I continue to work hard every day to support the UP Program with our time and resources. We want David's success story to be just one of many. We owe this program and its dedicated staff a debt of gratitude that we will never be able to repay.

Sincerely,

Rebecca E. Garland, MPA, CPA
Parent


David Maennle
UP Class of 2013

Wednesday, May 31, 2017 at 5:55:27 PM Eastern Daylight Time

Subject: UP letter

Date: Wednesday, May 31, 2017 at 4:51:41 PM Eastern Daylight Time

From: Elaine Garrison

To: Kelly Kelley, Mitch Garrison

Dear staff and friends of the UP program,

As a parent, I must enthusiastically write about my experience with the UP program at Western. For some of you that know me, I was the Mom that could be found crying at Open House when our family visited with our son. I may or may not have sobbed through the whole presentation. I was also the awkward Mom that cornered the poor young volunteer, demanding to know what in the world they do when the UP students are bullied or made fun of. The poor, shocked, young man seemed confused at my question and assured me that these students were very loved on campus. Some of my helicopter parenting began to unravel as I realized this might be a safe place for our son, after all.

Of course, I cried through camp and every day until we dropped him off for his first week of school. As we pulled away, however, I had such a sense of peace. My tears dried up and I was able to let go and trust.

As you can imagine, we parents have been our children's greatest advocates since before birth. We have fought doctors for a diagnosis and proper care, we have stayed on the phone for hours on end trying to speak to tutors and teachers as well as securing services with PT and OT. We have become well-versed in medical jargon. We know the social programs in our area better than most social workers. We have tuned our bodies to hear the cry of our infant children when we are asleep and to know in the middle of the night if there is an emergency.

Because of these long battles we have fought, we have become overprotective, cautious, and at times, downright annoying when it comes to our children. To send them off easily to any program would be absurd but through patience, prayer and encouragement, we allowed our dear son to try college like he has wanted to badly. To our delight, it has been a fantastic fit. Our son took a while to become adjusted but once he did, he began to feel what it feels like to be an independent adult. He has matured so much in ways I would not have expected. What a joy for us to see what his future can now look like. And yes, this makes me cry but it's happy tears now.

Thank you for offering this tremendous program for this special population that deserves the education, opportunities and security that we all want. Because of this program, and the success that my son has had, he is currently in a paid internship for the entire summer in Lake Wales, Florida. He was considered for this program for the character that they know in him but also for the success that he has had in the UP program.

Dr. Kelly, Susan, the paid staff and volunteers are second to none! They are honest about our son, give encouragement and direction, they believe in them completely and love this program fiercely. They are all heroes to us and our extended family. Bravo Western, keep up the good work and I will keep letting go. :-)

Sincerely,

Elaine Garrison

Page 1 of 1



June 12, 2017

Kelly R. Kelley, Ph.D.
Associate Professor, Inclusive Education
UP Program Co-Director, up.wcu.edu
Western Carolina University
152D Cordelia Camp Building
Cullowhee, NC 28723

Dear Dr. Kelley,

It is with great appreciation that I write to you to share my sincere thoughts related to the UP Program at Western Carolina University. As you know, our daughter Ali participated in the program there in from 2014-2016. The gains that Ali made through her participation there have profoundly impacted our entire family, which is the reason for my letter.

Ali has always been a driven and social young lady and while she has many redeeming qualities, at the time of her graduation from high school she was far from ready to live independently. My wife Pam and I were ill equipped to lead or assist her to greater independence. It was a true blessing to us all when Ali was selected to become a participant in the UP Program.

Now that Ali has been out of the program for a full year and has been working and living independently, so many aspects of her life, growth and development are crystal clear to me now. She works three different part time jobs above minimum wage. She commutes throughout the community using public transportation and will soon begin using Uber. She has friends, attends events in the community, works and recreates in her community with minimal support. Looking back, I know certainly that some of this may have been possible for Ali but most of this fulfilled independent life that our daughter and her family enjoy is all due to the UP Program at WCU. Pam and I will never forget what a difference this has made for Ali and for our family. We will remain steadfast supporters and advocates for the work that you have done and are doing moving ahead. You and your team there are certainly making a major difference for humankind. Words do not convey the enormity of appreciation that we hold for you, your colleagues there and the entire university community that makes this vital program possible and brings lives to full potential.

With Great and Sincere Appreciation

Jeffrey W. Hale
CEO/President
Protection Products, Inc
Hickory, NC
jeff@p-p-i.com

Dear UP Program,

College is a place for young adults to grow, learn, and begin the journey into adulthood and independence. For many individuals with disabilities, experiencing college life is only a dream. Western Carolina University's UP Program allows dreams to come true. This program has allowed my son an opportunity to live, work, give back, and learn in a supportive community as he matures into a successful independent adult and contributing member of society. Through this program he has learned how to live independently, work in the community, give back in service to the community, and create bonds with lifelong friends. Over the past year, he has grown in his understanding of what it means to be a responsible and respectful member of society. He has learned what is appropriate and not appropriate in social settings and on the job. He has grown and matured tremendously in only one short year. The key element for him has been having the opportunity to learn life-long lessons from typically developing peers as his "supports." When he struggled with writing appropriate emails or making appropriate posts on social media, he listened to the advice and learned from his supports. When he needed help learning how to be a good employee, he eagerly accepted advice from peer supports. Lessons in time management, personal hygiene, dating, and serving the community were also inspired by these student role models. My son will be a better employee, friend, neighbor, and adult in the community because of the lessons he has learned through his WCU UP supports and this program. In addition, I believe the supports will also be more compassionate, open-minded, cooperative, and respectful members of society after having an opportunity to teach and build a relationship with the UP students. Overall, this program allows opportunity for everyone involved to grow, learn, and develop the skills needed to be adults that make a positive difference in their community, which is what I believe college should be about.

Sincerely,

Angie Waitt (Shawn's mom)

From: Nancy King <tennis4kings@gmail.com>
Date: Tuesday, June 13, 2017 at 12:15 AM
To: Kelly Kelley <kkelley@email.wcu.edu>
Subject: Re: UP Letters Needed Before June 12th

When Dr. Kelley asked our family to share our UP program experiences, we immediately assumed that our daughter Elizabeth would provide the narrative. Because it would seem that she had the most to contribute. And perhaps most of the contributions will be from the students and the graduates themselves. But families are impacted by the program as well. Our family was changed the moment our Elizabeth was accepted into the WCU UP program.

Our Elizabeth was born in Atlanta...home to millions of people and a top notch Children's Hospital. She showed signs of developmental delays very early on, and we responded with early intervention speech therapy, physical and occupational therapies. We had her evaluated often by a team of therapist and psychologists. Every three years, she was evaluated by the head of neuropsychology at the children's hospital. That doctor told us that with Elizabeth's IQ and developmental delays, she would be very lucky to make it out of school. Moreover, she would never live independently or do any post high school educational work.

In spite of this dark prediction, we continued with all the therapies...all the IEP meetings...all the private consults...because we did not have the crystal ball that the head of neuropsychology seemed to have. We knew that Elizabeth was special and had this amazingly great personality that would carry her through her challenges.

Our frustration grew with the Georgia school system. Some laws were changing and it was starting to look bleak for our Elizabeth's educational opportunities. Then suddenly, Grant's company was purchased by a Raleigh firm. We were given the choice to either stay in Atlanta or come to Raleigh. We had countless reasons to stay in Georgia...but one good reason to leave. We had no way of knowing then, that our prayers were about to be answered.

In the time that Elizabeth was going through high school in Raleigh, the WCU UP program was implemented. We knew nothing about any college opportunities for Elizabeth...had heard nothing about any programs. But one evening, while Nancy was out of town, Grant attended a meeting for parents of special needs students. Recent UP graduates spoke to the parents about the UP program and how it helped them live more independently and purposefully.

What did this mean for us?? Did this mean college?? Did this mean dormitories?? Did this mean tuition????

These are questions we did not ever consider. This was never an option for us. Remember the prediction by the head of neuropsychology?? We had not prepared ourselves for Elizabeth to ever leave us; not emotionally, financially, psychologically. And now...all of a sudden...we have this option???

Elizabeth applied to the program and was accepted!!! It would seem to most that the application and acceptance processes were the most challenging. But not for us. We still had to deal with the prospect of LEAVING Elizabeth five hours away with total strangers. And here is where our lives changed...or I should say...improved.

We Kings did not have any experience with leaving Elizabeth alone to live independently. We did not have the opportunity or the options. So, we drove the five hours to Western and checked Elizabeth in a dormitory. Then we had an orientation meeting with the staff and directors and a hundred volunteers!!! And then....we had to LEAVE!!! She didn't leave us....we left HER!!!! But...we left her in very capable, loving hands. Leaving the meeting room was one of the hardest things we have ever done. We had to have faith...faith in the program; faith in the directors; faith in the staff and volunteers; and faith in Elizabeth.

Of course, our Elizabeth thrived in the program. She gained confidence and a voice. She learned how to take a bus...how to schedule out her day...how to navigate the campus. She traveled abroad to Europe and experienced things I can only dream of. She has even played in a musical group in front of a very large audience.

Elizabeth is more involved in our family...she takes a more active role. Meaning, she participates more...initiates more...asks more questions...involves herself more. She has always been a huge part of our family, but now she is more independent. She uses her voice more. She plans ahead...she sees a future.

Maybe this sort of vision comes with age and wisdom. But more likely, it comes with experience. She has more confidence to have a vision...Remember the crystal ball we didn't have back in the early days?? It appeared as though the doctor could see our future and that future did not include college...or independence. Our lives turned around because now we have a vision....we have an insight into our future. And our future is a rich family with blessings and gifts and experiences. The doctor said that Elizabeth would be lucky to make it out of school....well we met that luck and took it once step further. Our daughter now has the skills to find a job...keep a job...plan a day...plan a week...plan a lifetime.

June 13, 2017

TJ Hessburg
713 Trombley Road
Grosse Pointe Park, MI 48230

RE: How the UP program changes lives

To Whom It May Concern:

My son, Matthew Hessburg, has been involved with the UP program since he graduated from high school in 2015. We researched and visited many programs throughout the U.S. and hands down, the program at Western Carolina University was the most authentic college experience for a student with special needs. Matthew is living in his own dorm room, navigating campus, attending classes with other WCU students, participating in clubs and working on campus. There are other good programs, but something that separated WCU from the others is that there is a strong sense of cultivating independence while at the same time encouraging a sense of community.

The concept of being independent but not having to do everything independently has been instrumental to his shift in maturity. "Team work makes the dream work" has been a favorite mantra of ours. The UP program has helped him to feel good about himself and his capabilities. He worked through the vulnerabilities of noticing when he needs support and then following through with asking the appropriate party for help, while maintaining a sense of accountability. He is becoming a confident self-advocate.

The training and education that the supports receive not only help them to assist participants in the UP program but teach compassion and understanding of others. Differences are recognized and different ways of doing things are cultivated accordingly. There truly is a sense of community as activities are done "with" the UP students and not "for" them. Each interaction fosters a learning environment for all involved.

This sense of community expands beyond the participants and supports involved with the UP program. When I asked Matthew how the UP program has the biggest impact, he replied, "me and my friends are showing that we all have a lot to offer the world. We are giving people with special needs a good name and hopefully when the other WCU students go back to their home towns they won't judge and will give people with special needs a chance."

As a parent, I see the network of individuals who devote their lives to this program. It's difficult to encourage independence while maintaining safety and they do it masterfully. I could not live in Michigan while my son is in North Carolina, if I didn't have complete faith and trust in Dr. Kelly, Dr. Westling and Susan Buchanan. They create an invisible safety net for the students individually, as well as a broader sense of safety by encouraging such a wonderful atmosphere of acceptance and friendship throughout campus.

I've been encouraged to keep this one page in length, so want to give a quick accounting of ways the program is influencing Matthew. He is learning and thriving in many other areas: communication and conversation skills, time management, friendship, reading and vocabulary, food prep skills and self-determination, to name a few.

Thank you for your involvement or potential involvement with the UP program and thank you for letting me share our story.

With much gratitude,

TJ Hessburg

The UP program helped me become the man I am today. They provided me class resources that help further my knowledge on certain subjects. My favorite classes were band of brothers, theatre, natural resources, disc golf, Intro drawing arts, entrepreneurship, and first-aid. I would like to thank the teachers that helped and challenged me with class material. The program provided me living skills, the ability to be more independent, as well as, taking on responsibility that I will need in life. Lastly, the program provided me networking with supports on campus. My favorite thing I like to do with the UP supports is cooking group, about life, weekend warriors, bible study, comic book club, united sound, hanging out with supports and getting to know them. I would like to thank everybody that helped me in the UP program and made me who I am today.

Best,

Cody Thompson

**Appendix B:
Letters of Support from
WCU Students**

I first heard about the University Participant Program during an open house I attended in high school. I always knew that I wanted to become a special education teacher, and I knew that Western Carolina University had a great education program. However, when I heard about the UP Program and how I would be able to get involved by volunteering, I immediately knew that Western Carolina was the place for me.

I started volunteering with the UP Program my very first week of college. Since then, I have grown as a person, created many friendships, and have also accepted two job opportunities through the program. Spending time with the UP students and watching them grow throughout their years at Western Carolina is one of the most rewarding experiences knowing that I contributed to part of their growth. The students are so much fun to be around and really know how to make anyone's day better!

Through working with the UP Program, I have learned many great life experiences and lessons for my future in the education field. It has made me a better person in the community by giving me a sense of understanding and patience. The UP Program has also provided me with experience and knowledge of giving back to the community and volunteering. Each UP student has helped me learn and grow to better myself for working in the community with individuals with disabilities.

I highly recommend volunteering with the UP Program. It is truly a life changing experience and I am so thankful to be a part of such a great program!

Jenna Harmon
Jenna Harmon
Western Carolina University
Inclusive Education Major
Class of 2019

To Whom It May Concern:

When asked what the UP program has done for me, the answer was simple. Being a part of this program and community has made my experience and WCU something special and different. I moved out of state to attend WCU and since I have moved, I have thought about leaving. The reason I have stayed is not because of the beautiful mountains, or the program I am in, but for the experience I am getting when working with UP.

When I started with UP, it was a requirement for a class and only thought about how to get my hours done so I could focus on something else. The UP program quickly turned from a requirement to a community in which I fell quickly in love. For the 10 hours I needed for a class, they quickly turned into 50+ hours to spend time with amazing new friends. Without this program, and the people in it, I would be losing a great amount of experience and even more friends.

Thank you,

Tayler Blaker

June 12, 2017

Rebekah E. Norris
1323 8th Street NW
Hickory, NC 28601

To Whom It May Concern:

I am writing this letter in support of the University Participant (UP) Program at Western Carolina University. The UP Program was an integral part of my undergraduate and graduate college experience and continues to impact my life and career path more than I could ever have imagined. The UP program truly becomes a family and friendships were developed that will last a lifetime. Through the UP program, I was given the opportunity to learn skills I would not have learned sitting in a classroom. I was able to interact with young adults with intellectual/developmental disabilities as a fellow classmate, peer, friend, and mentor. As a result, I got to know them as people, who had dreams, goals, and aspirations for their adult life just as I did. We learned together because we both had things to share. I have personally experienced the passion, dedication, and hard work that program staff, university faculty and staff, families, and other WCU students put in every day to make UP an inclusive postsecondary education option a reality to increase better living and employment outcomes for young adults with disabilities. It truly is a team effort and takes all stakeholders working together to continue the important work that is done. Lives are being changed, communities are being strengthened, teachers are being equipped, attitudes are being adjusted, and goals are being achieved in unique ways that would not be possible without the UP Program.

Sincerely,

Rebekah Norris

**Appendix C:
Letters of Support
from WCU Faculty**



May 16, 2016

Drs. David L. Westling and Kelly R. Kelley
University Participant Program
Western Carolina University
152 Cordelia Camp Building
Cullowhee, North Carolina 28723

To Whom It May Concern:

I learned of the University Participant program soon after arriving at Western Carolina University in 2011. I had my first UP student in the fall of 2013. That experience pushed me as a faculty member as I considered methods of inclusion, how to modify and adjust my instruction, and ensuring that I was maintaining and supporting high expectations for all members of my class. I watched how my UP student set an awesome example for his peers as he came to class every day and pushed himself to learn. He quickly rid his classmates (and me) of previous misconceptions. In that first semester, I quickly realized how the UP program impacted everyone involved in a powerful and positive way.

Since that first semester I've been fortunate to teach three more classes with UP students in them. Each student was unique and added value to the class. Additionally, my youngest daughter worked with multiple students as part of her preschool program. Not only were those loving experiences for her, but it taught her at a very young age about acceptance and inclusion. Recently I ran into two former participants on separate occasions, and they shared with me all that they are doing now. They are living independently and working while remaining a part of the Catamount family. Their impact continues to be felt well past their completion of the program.

This program really is life changing for everyone who is involved. It has become a central part of the campus and community, and I hope to see it continue and grow for many years to come.

Sincerely,

Kelly N. Tracy, PhD
Associate Professor of Literacy, School of Teaching and Learning
College of Education and Allied Professions, Western Carolina University

June 12, 2017

To Whom it may concern,

I worked with the University Participants Program in several roles. First, I worked with several University Participants as their employer. Participants have work in clerical jobs completing tasks such as data entry for grants, campus carrier, office assistant, photocopying, scanning, and filing. The participants were always eager to work and learn new tasks. As a faculty member coordinating and supporting the participants it keeps me current on implementing strategies I teach in my courses. I also find so much joy in connecting to an energetic and positive student who is excited about their first job.

Second I had University Participants take my courses as part of their program of study. This reminded me about the importance of using the Universal Design for Learning, adapting materials, and implementing modifications as needed not as a teaching examples but as real application. The students from the UP program provide a unique perspective in my courses. Many times they can share real life experiences that we as people without disabilities could never understand. They also bring insights to the course discussion that often surprise me or share a view that I have not heard from other students. Including students with disabilities in the college courses opens a critical piece of content that is not included in textbooks or the research literature. I find myself exploring more ideas and asking the participants more questions so I can learn more from them.

Third, I have the opportunity to interact with the students in my community now that they have completed the program at Western Carolina University. Several of the University Participants are now employed at stores and companies in my neighborhood. Each time I go to the store I am greeted by my former students and I am so excited to hear about their exciting lives. I often watch to see how they are doing in their jobs and I am proud of their accomplishments. It reminds me how important inclusion is for all of us.

Thank you for including me in the activities of the University Participant Program.

Sincerely,
Karena Cooper-Duffy, PhD.
Professor in Special Education

June 13, 2017

To All with Interest

I am writing to share my high praise for the WCU University Participant (UP) Program and my deepest appreciations for Dr. Kelly Kelley and Dr. David Westling, who have created a unique learning experience which has had deep and lasting impacts on the lives of numerous constituents in our learning community as well as a multitude of others beyond our boundaries.

The UP Program is living testament to the power and importance of our educational programming as it arose from a single instructional period in a Master's level course with a simple challenging question from a passionate graduate student. From the heart-felt inquiry of one grew a collaborative commitment of many to create positive change in our university community by extending learning opportunities to those who have historically been excluded.

It has been through the wisdom and ingenuity of Dr. Westling paired with the passion and tireless initiative of Dr. Kelley that our university, region, and state have become leaders in a national initiative to meet the post-secondary learning needs of adults with mild intellectual disabilities. The UP program is approaching its tenth year of service to 34 participants, 23 of whom have completed the fully inclusive, two-year intensive program that builds the personal development, community participation, vocational preparation, social participation and academic skills necessary for these young adults to live independently in their chosen communities. The significant life changing benefits for these participants, their families and their communities of connection are clear and well documented through the professional sharing venues utilized by Drs. Kelley and Westling.

And yet, some may see these numbers as insignificant when compared to the number of traditional university graduates each term and question the cost effectiveness of the UP Program. I encourage anyone with those concerns to look more closely at the significant contributions this extended "few" have had already and will continue to provide to the ever widening communities within and beyond our university.

Dr. Kelley shared informative data at our 2nd Annual Inclusion Summit this week that helps to inform an accurate understanding of the powerful impacts of the UP Program. More than 2,500 WCU undergraduate students have volunteered to provide various supports to UP participants. Each of those students' and many of their friends' lives, beliefs and actions have been changed through their connections and commitments to people who they've helped to newly include on our college campus. More than 145 of our professors have learned to accommodate a wider range of learning abilities by having one or more UP participants join in their classroom conversations and experiences. Forty employers both on and off campus have worked with UP students in the extension of their engagement and development of their employment skills. UP students, in their leisure time, have participated in Greek life, intramural sports, campus clubs and organizations, campus ministries, and the casual experiences of dorm life. Like the student volunteers, the experiences of all these faculty, staff and community members will be shared with colleagues, families and friends, further spreading the promise of greater dignity and inclusion of individuals with differences in their work and play environments.

We can also see and celebrate the effects being created by the UP Program beyond our campus. Drs. Kelly and Westling have engaged WCU / UP students in study abroad trips to England, Ireland and Austria and collaboratively conducted conference presentations at local, state, national and international conferences. The program has been the subject of 16 published or submitted professional papers, and more than 135 presentations at multi-level conferences to date. Given their extended professional skills and newly found confidence, some of the UP students have even served as advocates in state and federal agencies as well as the US Congress. The educational, employment, life and leisure experiences of the UP students demonstrate an equal level of engagement to that of their non-disabled peers. Their professional contributions go beyond what the majority of undergraduate students achieve during their 4 year programs.

Whether gleaned from the data or from personal conversations with UP students, their supports, faculty, staff, employers, friends or families, anyone who has worked in, listened to or looks closely at the extensive experiences provided by the UP Program feels its value, sees its quality and understands its vital importance in our evolving role as an institution of higher education. Let us each add our voices to those of our UP community in seeking the social, educational and financial supports needed to institutionalize this highly valued and impactful program so that it can continue its work in building bridges for a brighter shared future.

Marissa Ray

Subject: UP Program

Date: Wednesday, May 31, 2017 at 10:17:28 PM Eastern Daylight Time

From: Erin Tapley

To: Kelly Kelley

Dear UP Program,

I have taught several students within the UP program and I've had a lot of education students in my classes who have served as their peer mentors. While admittedly, I was at first somewhat skeptical about how UP students might keep up with the rigors of studio art classes that generally meet two times a week for about 3 hours, I have been actually astounded by the endurance of UP students.

They actually raise the bar for many regular WCU students art majors in terms of passion for their work and work ethic. In addition, I've really loved how they creatively interpret many art assignment prompts. There is something so wonderful and refreshing about viewpoints that tend to celebrate the wonders of life, rather than critiquing life's angst!

Their sense of humor and well being and infectious love of being at college has enhanced my classes. Many of my education students who have been peer mentors to UP students have also gained a much broader understanding of their learning styles and coping mechanisms that will help them as future teachers.

I also am quite proud of WCU (and other institutions) that have implemented UP programs. As someone who grew up before 'inclusion' at public schools was the norm, I am delighted that the current generation of students are not only comfortable but genuinely engaged with exceptional learners on campus and in the world. If a primary goal of a university education is to understand how one can find purpose and self-fulfillment and in society at large, I think the UP program benefits everyone involved!

Thank you!

Erin Tapley -Art Education



College of
Arts and Sciences

Dr. Kelley and Dr. Westling
College of Education and Allied Professions
Western Carolina University

Dear Dr. Kelley and Dr. Westling:

I am writing in support of the University Participant (UP) program at Western Carolina University. I recently had a great experience with a UP student in my class. The student was curious, engaged and hard-working, and he contributed to our class environment. Additionally, the program allowed me, as a faculty member, to be part of student planning and feedback meetings, which allowed me to get a sense of UP's holistic approach to educating students. My student was challenged to evaluate himself, and he was helped in his college journey by a team of students and professionals that aided with the student's scheduling, intellectual, vocational, and social development. I can imagine that both the UP students and non-UP students involved in the program have a tremendous educational experience, as they collectively develop and reflect on strategies for creating student success.

I also am grateful to the UP program for challenging my equity assumptions about college. To be honest, I hadn't thought much about the role that the University might play when it comes to students with intellectual disabilities. What I discovered is that this program, like all programs at the University, is about supporting growth in our students and helping them with their next step in their life journey. Further, this program increases diversity to our campus community, which is helpful for everyone. I greatly appreciate what my involvement with UP has taught me and the opportunity to participate in the program.

Sincerely,

Dr. David Kinner
Associate Dean
College of Arts and Sciences

WESTERN CAROLINA UNIVERSITY

340 Stillwell / 1 University Drive / Cullowhee, NC 28723 / 828.227.7646 tel / 828.227.7647 fax / www.wcu.edu

**Appendix D:
Letters from Employers
and the Community**

June 7, 2017

To Whom It May Concern:

For the past three years, the Office of the Provost has been fortunate to have three University Participant Program students work in our office. Each of these students has made their mark on our staff, as well as the individuals they interact with on behalf of our office. As the supervisor for student employees, I have made it my practice to attend as many person-centered planning (PCP) meetings as I am able, with each UP student and their teams. These meetings provide me with invaluable insight as to the goals of each student and how I, as a supervisor, and the staff in our office, can assist each student in working through challenges, meeting their ultimate goals at Western Carolina University and in determining their lives beyond their time with us.

The impact for our team has been significant. The UP students we have had are extremely positive, excited to be attending college and thrilled to be working in the Office of the Provost. The UP students employed in our office have consistently demonstrated a stellar work ethic, with a can-do attitude and willingness to risk and put themselves forward in situations in which they are unfamiliar. Working day to day, side by side with our UP students, we act in many roles: the boss, a resource, a sounding board, a mentor, etc. However, what we have consistently learned, is that this is a reciprocal relationship and we have had so much to discover from these students. Each of us recognized while working alongside these students, that we began to idolize them! They each have reminded us to persevere when challenges persist, to ask for help when we are uncertain, to have courage when we are hesitant, to smile and be gracious in the face of adversity and to remember every single day, we are so very fortunate.

I sincerely hope the UP Program will continue to seek out the Office of the Provost to place their students, as we all are enriched by their presence. I wish to thank all the UP Program staff and the important work they do. Thank you for allowing us to be a small part of your work and the lives of these incredible students.

Sincerely,

Anne E. Aldrich, MPA

Assistant to the Provost / Western Carolina University
HFR 560 / Cullowhee, NC / (828) 227-3012 / (828) 227-7495
aaldrich@email.wcu.edu



Darylene Brown

Monday, June 12, 2017 at 4:54 PM

To: Kelly Kelley

→ You forwarded this message on 6/12/17, 4:59 PM.

How the UP program has impacted my life.

The U.P. program has been a great help. I work in Courtyard Dining Hall and have had Matthew as an employee for the last two years. I always say showing up in food service is half the battle the other half is being a good team player. I have gotten to watch Matthew grow more independent and confident in the last two years. I feel I have made a new lifelong friend with Matthew and I have enjoyed working with the U.P. program the last 7 years. I have a twin brother that is Autistic and Blind another close cousin that is also Autistic and yet another close cousin that was born with a hearing defect. I wish that the U.P program would have been available for them back "in the day".
Inclusion is such a WONDERFUL THING and it makes my life richer and definitely not boring.



UNC
CAROLINA INSTITUTE FOR
DEVELOPMENTAL DISABILITIES

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Mailing Address:
CAMPUS BOX 7255
CHAPEL HILL, NC 27599-7255

June 11, 2017

David Westling
Kelly Kelley
University Participant (UP) Program, Western Carolina University
Cullowhee, North Carolina 28723

Drs. Westling and Kelley,

As cofacilitator of the NC Postsecondary Education Alliance, I congratulate you and the University Participant (UP) program at Western Carolina University on ten years of success!

Until recently, young adults with ID had no expectations of learning beyond high school; higher education was not an option. You saw an opportunity. In developing an inclusive approach to higher education, UP now benefits these students, learning with their typical peers, participating in the entire campus community, and graduating to lead full lives.

UP has a strong impact across North Carolina. Your vision and practical approach to inclusive postsecondary education (IPSE) touches lives beyond WCU. IPSEs continue to learn from the UP experience, becoming more inclusive, raising expectations, and collaborating within and beyond campus. UP's influence ripples across the country as well, with your willingness to share your expertise.

The impact of UP extends into the community; UP sets in motion the vision of diversity that supports and benefits from the contributions of all community members. UP graduates are active in their communities. Many offer leadership and support to self-advocates, families and professionals locally and nationally.

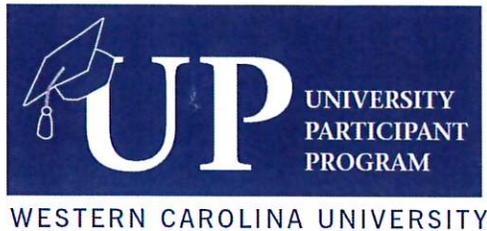
When future employers and leaders attend college alongside students with ID, a new set of expectations can emerge. The learning climate you created means fewer individuals will depend on state-funded services as they are better able to live a full life and contribute to communities rather than only be served by them.

As the Carolina Institute for Developmental Disabilities at the University of North Carolina at Chapel Hill, prepares to launch HEELS UP (Higher Education, Employment, Living Success—University Participant), we are gratified that we can model our IPSE program on UP. While HEELS UP may vary in small aspects, it will embrace the spirit, values, and high standards that UP exemplifies.

It is my honor to recognize your work that has created the UP program at WCU. I am confident that UP will continue leading the way into the future, creating education access for all.

Sincerely,

Deborah Zuver, MA, LMFT
Education Consultant



Western Carolina University's University Participant (UP) Program:

Suggested Levels of Giving for Annual Support

- \$100,000: Will provide program operating costs for one year.
- \$50,000: Will employ a faculty liaison coordinator or an employment training coordinator for one year.
- \$20,000: Will provide full support (including tuition and all fees) for one UP student for one year.
- \$10,000: Will support one graduate assistant to provide program support for one year.
- \$5,000: Will support one undergraduate student to serve as a program scheduler for one year.
- \$1,000: Will support one live-in suitemate for a UP student for one year.

Suggested Levels of Giving for Endowment Support (payable over multiple years)

- \$1,000,000: Named endowments at this level will provide \$50,000 per year in perpetuity to support the UP program
- \$500,000: Named endowments at this level will provide \$25,000 per year in perpetuity to support the UP program
- \$100,000: Named endowments at this level will provide \$5,000 per year in perpetuity to support the UP program
- \$50,000: Named endowments at this level will provide \$2,500 per year in perpetuity to support the UP program
- \$25,000: Named endowments at this level will provide \$1,250 per year in perpetuity to support the UP program

All gifts are tax deductible.

For more information about the WCU UP Program or to contribute annual support to the program go to up.wcu.edu (annualgiving@wcu.edu, 800-492-8496 or 828-227-7124) or contact Dr. David Westling (westling@email.wcu.edu, 828-227-3287) or Dr. Kelly Kelley (kkelley@email.wcu.edu, 828-227-3298).

For more information about endowment giving, please contact Jamie Raynor in the Office of Development and Alumni Affairs, 201 H.F. Robinson Building, Cullowhee, NC 28723 (jtraynor@wcu.edu, 828-227-3052).

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 26, 2017

SUBJECT: Public Hearing to be held on September 26, 2017 to consider a Petition for Annexation of a non-contiguous satellite area at 1698 Russ Avenue, PIN 8616-36-7164.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: 5-C
Department: Administrative Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: This petition is being requested by the Mountain Credit Union, represented by Mr. Chuck Reece, for the purpose of connecting to the Town’s Sewer system in accordance with Town Policy. This property is located within the Town’s Extra-Territorial Jurisdiction (ETJ) and is approximately 570’ from the Town’s contiguous boundary and 340’ from the closest noncontiguous annexed area. This property is currently zoned “Dellwood Medium Density District Mixed-Use Overlay.” This means that banks, credit unions, financial services and ATMs are permitted outright on this property, regardless of the Board’s decision on annexation.

The required public notice was published in the Mountaineer on September 15 and September 22, 2017.

MOTION FOR CONSIDERATION: to approve (or deny) a Petition for Annexation of a non-contiguous satellite area at 1698 Russ Avenue, PIN 8616-36-7164.

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Petition and Survey
2. GIS Maps of property data, zoning and location within ETJ.

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend approval as services are available in that area and there are no additional zoning requirements.

PETITION FOR ANNEXATION OF
NON-CONTIGUOUS "SATELLITE" AREAS

(Part 4, Article 4A, G.S. 160A-58)

8-29-2017
Date

TO: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 3 below be annexed to the Town of Waynesville.
2. Standards which the satellite area must meet:
 - a. The nearest point on the satellite area must not be more than three (3) miles from the primary limits of the annexing city.
 - b. No point on the satellite area may be closer to the primary limits of another municipality than to the annexing city.
 - c. Note: When there is any substantial question as to whether the area is closer to another city, the tax map submitted with the petition shall show the satellite area also in relation to the primary corporate limits of the other city.
 - d. The area proposed for annexation must be situated that services provided the satellite area can be equivalent to the services provided within the primary limits.
 - e. If the area proposed for annexation, or any portion thereof, is a subdivision, as defined in G.S. 160A-376, all of the subdivision must be included.
 - f. The area within the proposed satellite limits plus the area within all other satellite corporate limits may not exceed ten percent (10%) of the total land area within the primary corporate limits of the annexing city.
3. The area to be annexed is non-contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
4. A tax map is attached showing the area proposed for annexation in relation to the primary corporate limits of the Town of Waynesville. If there is substantial question as to whether the area may be closer to another city than to the annexing city, the map should show the relation to the primary corporate limits of the other town.

NAME MOUNTAIN CREDIT UNION SIGNATURE [Signature] CHARLES J. REECE
ADDRESS 38 MAPLE ST. WAYNESVILLE NC 28786

ADDRESS TO BE ANNEXED: 1698 RUSS AVENUE

Parcel Report For 8616-36-7164

GREEN, WILLIAM LAWRENCE/EXR
3537 GIBSON RD
DURHAM, NC 27703

Account Information

PIN: 8616-36-7164

Legal Ref: 2009E/447
385/667

Add Ref: CABG/7663
2003E/201

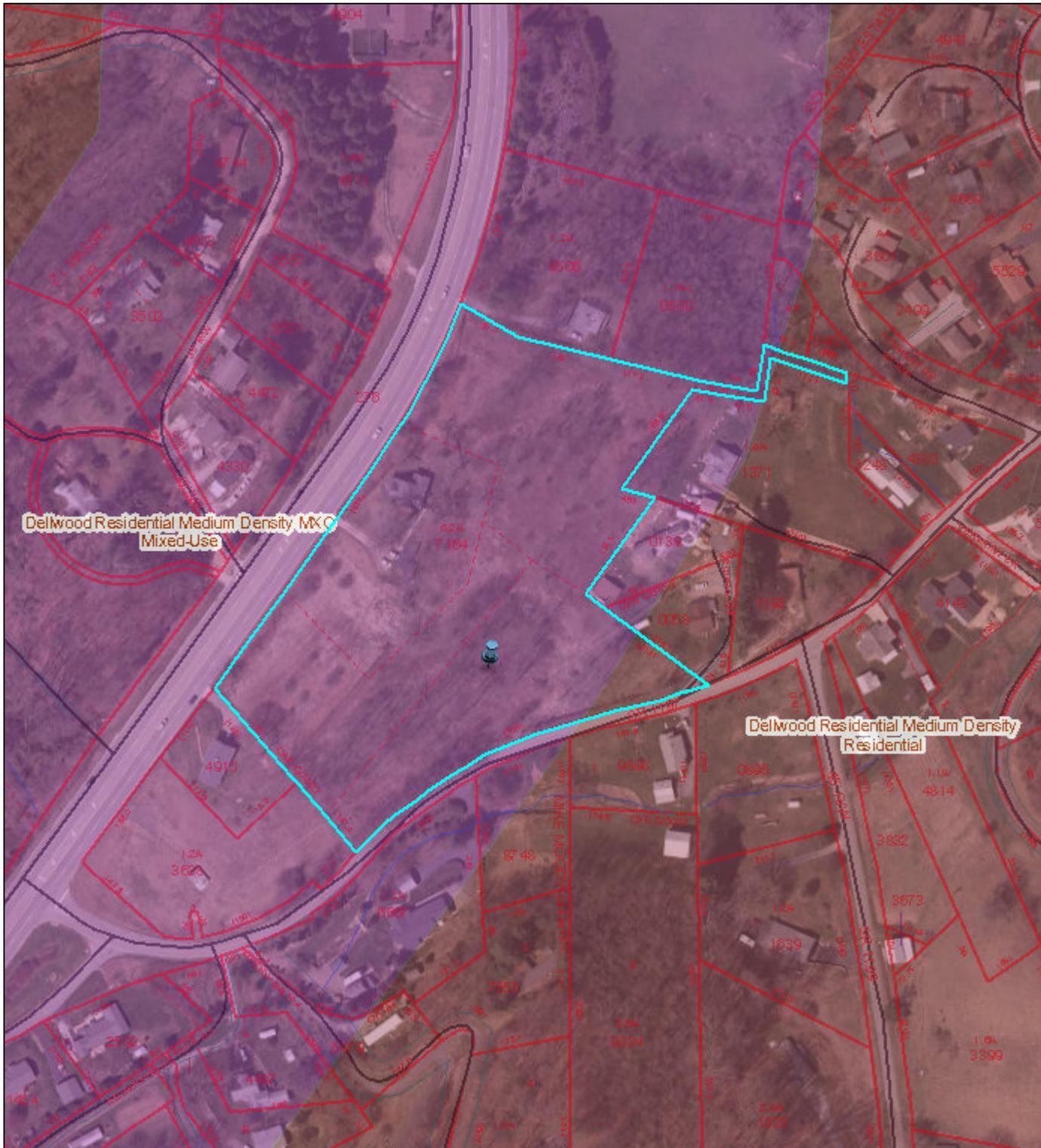
Site Information

1698 RUSS AVE

Heated Area: 0
Year Built: 0
Total Acreage: 6.23
Township: WAYNESVILLE

Site Value Information

Land Value: \$0
Building Value: \$96,900
Market Value: \$96,900
Deferred Value: \$0
Assessed Value: \$96,900
Sale Price: \$0
Sale Date: 9/11/2009
Tax Bill 1: \$0.00
Tax Bill 2: \$0.00



1 inch = 200 feet
August 29, 2017

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Parcel Report For 8616-36-7164

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DATE 8-18-17 BY SD

HAYWOOD COUNTY TAX CERTIFICATION

There are no delinquent taxes due that are a lien
8616-36-5175, 8616-35-5947
against parcel number(s) 8616-35-6990

Mike Matthews, Haywood County Tax Collector

Date: 8/18/17 By: HBM



2017007515

HAYWOOD CO, NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$1500.00

PRESENTED & RECORDED
08-18-2017 01:34:40 PM

SHERRI C. ROGERS
REGISTER OF DEEDS
BY STACY C. MOORE
ASSISTANT

BK: RB 934

PG: 1552-1554

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise tax: \$1,500.00 (SP \$750,000.00)

Parcel Identifier No. 8616-36-5175, 8616-35-5947, 8616-35-6990, 8616-36-8366
& 8616-46-1485

Mail after recording to: Kristen R. Smith, The Van Winkle Law Firm

This instrument was prepared by: Woodrow H. Griffin, Attorney, Waynesville NC 28786

THIS DEED is made this 16th day of August, 2017, between

GRANTOR

WILLIAM LAWRENCE GREEN, Executor
of the Estate of Lawrence Emmett Green

GRANTEE

MOUNTAIN CREDIT UNION, a North
Carolina State chartered credit union
Address: 38 Maple Street
Waynesville, NC 28786

The designations Grantor and Grantee shall include the parties, their respective heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSES that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, does grant, bargain, sell and convey unto the Grantee in fee simple, all of that certain lot or parcel of land situated in the Waynesville Township, Haywood County, North Carolina, more particularly described as follows

SEE ATTACHED EXHIBIT A INCORPORATED HEREIN FOR COMPLETE DESCRIPTION:

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.

And the Grantor Covenants with the Grantee that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through

Grantor, other than the following exceptions:

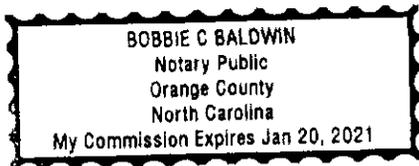
2017 property taxes and all rights of way and easements of record and not of record.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, the day and year first above written.

William Lawrence Green (SEAL)

William Lawrence Green
Executor of the Estate of Lawrence Emmett Green

SEAL-STAMP



Orange County, State: NC

I, a Notary Public of said county and state, certify that William Lawrence Green, Executor of the Estate of Lawrence Emmett Green, appeared before me this day, and acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

8-16-17
Date

Bobbie C Baldwin
Official Signature of Notary

Notary Public

Notary's printed or typed name:

Bobbie C. Baldwin

My commission expires: January 20, 2021

EXHIBIT A

BEING all of the 6.358 acre tract as described on the survey and plat entitled "Mountain Credit Union" prepared by Davenport, Ivey and Associates, Inc., David B. Ivey, PLS, dated July 20, 2017, bearing drawing number H-130 as recorded in Plat Cabinet C, Slot 7663, Haywood County Registry.

The property described herein was devised to the Grantor under the last will and testament of Lawrence Emmett Green (See Estate File 09-E-447, Clerk of Superior Court, Haywood County, North Carolina.

ORDINANCE NO. 19-17

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1, to annex the area as described in attached Exhibit “A”, and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at Town Hall at 6:30 p.m., on the 26th day of September 2017, and

WHEREAS, the Board of Aldermen further finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three miles from the corporate limits of the Town of Waynesville.
- b. No point on the proposed satellite corporate limits is closer to another city than to the Town of Waynesville.
- c. The area described is so situated that the Town of Waynesville will be able to provide services on the same basis within the proposed satellite corporate limits that it provides within the primary corporate limits,
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation,
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits does not exceed ten percent (10%) of the area within the primary corporate limits of the Town of Waynesville; and

WHEREAS, the Board of Aldermen does hereby find as a fact that said petition has been signed by all the owners of real property in the area who are required by law to sign and all other requirements of G.S. 160A-58.1, as amended;

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described as follows: PIN 8616-36-7164 located at 1698 Russ Avenue being 6.23 acres.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville, North Carolina:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, as amended, the following described non-contiguous territory is hereby annexed and made part of the Town of Waynesville, as of the 1st day of December, 2017. Metes and bounds description is in Exhibit "A" attached hereto and incorporated by reference.

Section 2. Upon and after the 1st day of December, 2017, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Waynesville and shall be entitled to the same privileges and benefits as other parts of the Town of Waynesville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.1.

Section 3. The Mayor of the Town of Waynesville shall cause to be recorded in the office of the Register of Deeds of Haywood County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Haywood County Board of Elections as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Waynesville.

Adopted this 26th day of September, 2017.

TOWN OF WAYNESVILLE

ATTEST:

Gavin A. Brown, Mayor

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William E. Cannon, Jr., Town Attorney

Re: PIN 8616-36-7164 located at 1698 Russ Avenue being 6.23 acres

EXHIBIT A

BEING all of the 6.358 acre tract as described on the survey, and the plat entitled "Mountain Credit Union" prepared by Davenport, Ivey and Associates, Inc., David B. Ivey, PLS, dated July 20, 2017, bearing drawing number H-130 as recorded in Plat Cabinet C, Slot 7663, Haywood County Registry.

The property described here in was devised to the Grantor under the last will and testament of Lawrence Emmett Green (See Estate File 09-E-447, Clerk of Superior Court, Haywood County, North Carolina.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 26, 2017

SUBJECT: Amendment #3 to the 2017-2018 Budget Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 6-D
Department: Development Services / Waynesville's Historic Commission
Contact: Eddie Caldwell, Finance Director / Elizabeth Teague Planning Director.
Presenter: Eddie Caldwell, Finance Director

BRIEF SUMMARY: As of June 30, 2017, the Waynesville's Historical Commission has accumulated \$5,474 in unspent funds. These funds or revenues have been raised or collected from sales and or donations since July 1, 2010.

The Waynesville's Historical Commission is requesting that \$2,000 of these funds be budgeted for the design (\$1,200) and printing (\$800) of a historical coloring book.

Revenues:

Historical Preservation Sales / Donations	\$2,000
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Expenditures:

Professional Services / Consultant Fees	\$2,000
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MOTIONS FOR CONSIDERATION: To approve Amendment No. 3 to the 2017-2018 Budget Ordinance.

FUNDING SOURCE/IMPACT:

The additional costs requested for the design and printing of the historical coloring book will be covered by the sales and donations already collected.

ATTACHMENTS:

- Amendment No. 3 to the 2017-2018 Budget Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

Ordinance No. _____

Amendment No. 3 to The 2017-2018 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2017-2018 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2017-2018 Budget Ordinance be amended as follows:

General Fund:
Increase the following revenues:

All Other Revenues		
Historic Preservation- Sales / Donations	103800-463825	\$2,000
Total General Fund revenue increase		<u>\$2,000</u>

(Waynesville's Historic Commission has \$5,474 in unspent funds. The funds have been raised from sales and donations collected since July 1, 2010 thru June 30, 2017. Waynesville's Historical Commission would like to use \$2,000 of these accumulated funds towards the design and printing of a historic coloring book.)

Increase the following appropriations:

Development Services		
Professional Services / Consultant Fees	104910-521990	\$2,000

(Waynesville's Historical Commission has request funds to design (\$1,200) and print (\$800) a historical coloring book about Waynesville.)

Total General Fund appropriation increase	<u>\$2,000</u>
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Adopted this 26th day of September 2017.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

William E Cannon Jr
Town Attorney



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

aowens@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Jeff Childers

STREET ADDRESS: 148 Wilkinson Pass Lane, Apt 102, Waynesville, NC 28786

MAILING ADDRESS: Same

PHONE: 828-734-1256

E-MAIL: jdchilders79@gmail.com

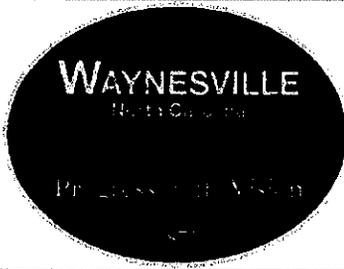
Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority

I am interested in serving on this board or commission because: I have a desire to preserve the past for my children's future and to build their appreciation for our country's past. History has always intrigued me, but I have recently become to realize just how much it draws me in with my current career. As a newer resident, I want to get more involved in local matters and volunteer where I can to help keep WNC the great place that it is.

I have experience/expertise in the following areas and/or have served on the following board or commission: I am a civil engineer by education and currently serve in that capacity for the National Park Service, Blue Ridge Parkway. My duties include performing market research, writing contracts, preparing cost estimates, preparing plan sets, and overseeing contracts. The projects I am involved with vary from utilities to roads and bridges to historic structures and landscapes. A recent interest I have begun to research is adapting historic resources to meet ADA/ABA guidelines. One current project I am working on is replacing the roof on a historic building. I did the footwork to research replacement materials which keep with the historically correct appearance of the building. Part of my task was to coordinate with and present my research to the State Historic Preservation Office (SHPO).

I feel that I can contribute the following to this board or commission: As a government employee, I am accustomed to codes and regulations and I know how to follow them. I write contracts so I know how to guide work to how it is supposed to be completed. However, I also understand there are situations where a decision needs to be made to make something less toward code and regulations and more toward common sense. For instance, ADA guidelines for historic structures and landscapes are relatively new standards and are not historically correct, but we have to accommodate for these guidelines and insure all folks can enjoy the buildings and areas of the past. It also interests me to research and find modern materials which match as closely as possible the existing features in an effort to



TOWN OF WAYNESVILLE, NORTH CAROLINA

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aowens@waynesvillenc.gov

insure long sustainability for the historic elements.

Tell us about yourself and your background: **I was born in CA and raised in CA and TN. My wife and I have been married 10 year (in May). We have three little girls. I enjoy classic cars to the fullest extent. We recently signed a contract to purchase a home just outside downtown which was built in 1922. The closing date is mid-April, but we are excited to get into it and make it our own keeping with the craftsman style architecture. I am looking forward to the challenge of renovating as necessary but keeping with historically correct materials and architecture.**

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.

Jeffrey D. Childers

Signature

03/12/2017

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 -

Eddie Ward

From: Jeff Childers <jdchilders79@gmail.com>
Sent: Friday, September 08, 2017 8:35 AM
To: Amie Owens
Cc: Eddie Ward
Subject: Re: Recreation Advisory Board

Eddie,

I wish to be considered for the vacancy on the Town's Recreation Advisory Board.

Jeff Childers

On Wed, Sep 6, 2017 at 9:07 PM Amie Owens <aowens@waynesvillenc.gov> wrote:

Mr. Childers:

An individual is allowed to serve on two boards simultaneously. The Board of Aldermen can appoint to no more than two boards per state statute.

If you wish to be considered for the position on the Recreation Board, just send an email to Eddie Ward, Town Clerk at eward@waynesvillenc.gov indicating interest and we can use your current application.

Thank you.

Amie Owens
Assistant Town Manager

Sent from my Verizon Wireless 4G LTE DROID

Jeff Childers <jdchilders79@gmail.com> wrote:

Ms Owens,

I currently sit on the Towns HPC board and saw a vacancy for the Recreation Advisory Board. Is a person allowed to sit on two town boards?

Jeff Childers

http://www.themountaineer.com/news/local/waynesville/waynesville-seeks-volunteer-board-applicants/article_682c5744-925e-11e7-846c-3f9f693af7c6.html

----- Forwarded message -----

From: Jeff Childers <jdchilders79@gmail.com>
Date: Wed, Sep 6, 2017 at 4:48 PM
Subject: Recreation Advisory Board
To: Eddie Ward <eward@waynesvillenc.gov>

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Kim Gardner
STREET ADDRESS 204 Oakdale Road, Waynesville
MAILING ADDRESS _____
PHONE 828-476-0330
E-MAIL kingardner.wnc@gmail.com

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"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input checked="" type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | |

I am interested in serving on this board or commission because: I have children, as well as work with senior. I recognize the importance of being active for life and better health.

I have experience/expertise in the following areas and/or have served on the following board or commission: Haywood Co. Prescription Drug Task Force; Adult Care Home Committee, WNC Falls Prevention Coalition; Triad, Elder Abuse Awareness Walk Committee

I feel that I can contribute the following to this board or commission: With children in the home, and through my work with seniors, I see the activity needs of all ages. I bring a varied view of needs.

Tell us about yourself and your background: I'm originally from Florida and chose Waynesville as my new hometown. I was attracted by all the recreation opportunities, as well as the gem - Rec Center. With an active family, I would love to work with my fellow residents on the board to keep + improve our recreation opportunities.

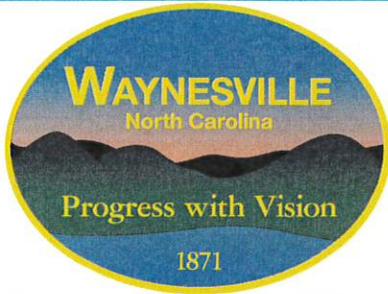
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Kim Gardner
Signature

7/10/17
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, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: DOMINICK DEPAOLO
STREET ADDRESS
MAILING ADDRESS 19 GRANHAM ST
PHONE 828-593-9317
E-MAIL DOMINICKDEPAOLO@YAHOO.COM

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority

I am interested in serving on this board or commission because: I SPENT SOME TIME BEFORE AND WOULD BE INTERESTED ON HELPING AGAIN

I have experience/expertise in the following areas and/or have served on the following board or commission: ART-MARKETING PAC OF WAYNESVILLE

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

Tell us about yourself and your background: GROW UP IN WAYNESVILLE, MOVED TO CHICAGO AREA AT AGE 12, MOVED BACK 2009. ARTIST ALL MY LIFE, ART TEACHER 38 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.

Signature: Dominick DePaolo
Date: 9/20/17

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date:**

SUBJECT: Holiday Decorations for Hazelwood

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 8-D
Department: Administrative Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY: Several Board members have mentioned that the Town should purchase decorations for Hazelwood's new parking lot and its main street . I contacted Mosca Design of Raleigh whom we have purchased decorations in the past to receive prices on several decorations that Julia picked out. The attached memorandum and pictures outline the proposed purchase.

MOTION FOR CONSIDERATION: Approve purchase of holiday decorations for Hazelwood for \$8,500.

FUNDING SOURCE/IMPACT: Electric Fund Materials and Supplies

ATTACHMENTS:

- Cover Memorandum, Wreath and Snowflake Pictures

MANAGER'S COMMENTS AND RECOMMENDATIONS: We need to install a sample snowflake when it is delivered this week to check on its size (4') and its coverage (are 12 too busy for the lot). The \$8,500 appropriation should handle the purchase even if we switch out some snowflakes with other ornaments. Approve purchase.

Memorandum

To: Mayor and Members of the Board of Aldermen
From: Rob Hites
Date: 9/18/2017
Subject: Selection and quotes for Holiday decorations in Hazelwood

Several of you have mentioned that the Town should decorate its new parking area and street lights for the holidays. I have contacted the vendor that the Town has used in the past and they have provided a catalog of decorations. With the help of Julia we have chosen a 3' lighted wreath and matching lighted garland for the six lights that illuminate Hazelwood Street. The parking lot will be lit with twelve 4' snowflakes. The bulbs will be "warm" LED to match those used in the Downtown. We had to size the wreaths along Hazelwood Street to fit in a tight space between the curb and the overhanging canopies on the sidewalks. We have mounted the wreath on one of the lights in the parking lot and hope to get a snowflake early this week.

Holiday lights are expensive and built to handle winter weather over several years of use. The following are the prices that the supplier has provided. We have the funds in the Electric Department's materials and supplies budget to handle the purchase. Should the Board wish to "mix and match" decorations the prices should cover other options. Below is a breakout of the quote provided by Mosca Designs.

Six 3' lighted wreaths	Hazelwood Street	\$1632
Six 12' lighted garlands	Hazelwood Street	\$1063
Twelve 4' snowflakes	Parking Lot	\$4825
NC Sales tax		\$526
Shipping		\$350
Total		\$8,396

I recommend that you appropriate \$8,500 in case there are in changes in sales tax or shipping as we complete the purchase.





**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 26, 2017**

SUBJECT: System Development Fee Study

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 9-D
Department: Administrative Services/Public Services
Contact: Rob Hites, Town Manager
Presenter: **Rob Hites, Town Manager**

BRIEF SUMMARY:

The General Assembly adopted HB 436 in July. It establishes a set of standards that local governments must use to set system development fees. It states that local governments MUST use a qualified professional to carry out a study of its costs to determine system development fees and that such study must be carried out before July 1, 2018. No fees may be charged unless they have met the guidelines established by this bill. We have solicited two quotes to carry out this work. McGill and Associates of Asheville has quoted at rate of \$8,500 to carry out the work. We should see an immediate pay back once the Town adopts the fees

MOTION FOR CONSIDERATION: Approve the quote of McGill and Associates to conduct a system development fee study and develop a set of fees for the Town.

FUNDING SOURCE/IMPACT:

Water and Sewer splits the price in professional services.

ATTACHMENTS:

- Quotes

MANAGER'S COMMENTS AND RECOMMENDATIONS: Adopt the quote of McGill and Associates.

Memorandum

To: Mayor and Board of Aldermen
From: Rob Hites
Date: 9/19/ 2017
Subject: System Development Fee Analysis

In 2016 the NC Supreme Court held that system development fees that were based on the “future costs” of a municipality or county’s water and waste water systems were unconstitutional. The School of Government and our Town Attorney recommended that the Town cease charging such fees. The Supreme Court further ruled that vendors could go back ten years in requesting recovery of such fees. Our documents clearly showed that the Town based its system development fees on costs and debt service that had been incurred in the past. The legal issue for Waynesville is that the Town never developed and adopted a formal policy stating the basis for its system development fees. During the 2017 budget Eddie and I drafted and the Board adopted a policy with the intent of re-establishing the Town’s existing system development fee program soon after the budget was adopted.

In early July the NC General Assembly passed House Bill 436 which established a statutory threshold for local governments to use should they wish to adopt system development fees. The General Assembly overrode the Supreme Court’s decision to permit developers to go back ten years to recover old system development fees and set the limit to three years. They also stated that:

A system development fee adopted by a local government unit under any lawful authority other than this Article and in effect on October 1, 2017, shall be conformed to the requirements of this Article not later than July 1, 2018 (162-203 (b)).

A system development fee shall be calculated based on a written analysis, which may constitute or be included in a capital improvement plan, that,

Is prepared by a financial professional or a licensed professional engineer qualified by experience and training or education to employ generally accepted accounting, engineering, and planning methodologies to calculate system development fees or public water and sewer systems. (162A 205 Supporting Analysis)

HB 436 is good news for Waynesville because it solves the issue of the Town never adopting a formal system development fee policy as well as protecting the Town from class action litigation going back ten years. The Bill also provides a set of standards the Town can use to develop a program for charging fees that help the Town recover some of the cost of constructing the water and sewer system.

Page 2.
System Development Fees

The Town is beginning to experience an uptick in development which would bring us additional system development fees. I recommend that the Board engage a firm to follow the tenants of HB 436 and adopt a new system development fee program.

The staff solicited quotes from Martin McGill and McGill and Associates Engineers. The quotes are \$14,000 and \$8,500 respectively.

The program will recoup the cost of the study in its first year so I recommend that the Board approve the quote of McGill and Associates for \$8,500.



September 15, 2017

Mr. Rob Hites, Town Manager
Town of Waynesville
16 South Main Street
Waynesville, North Carolina 28786

RE: Public Water and Sewer System Development
Fee Act 2017/House Bill 436
System Development Fee Analysis
Town of Waynesville, North Carolina

Dear Mr. Hites:

McGill Associates is pleased to submit our proposal to prepare a Public Water and Sewer System Development Fee Analysis for the Town of Waynesville to address the provisions of House Bill 436. McGill Associates is qualified to perform the analysis as licensed professional engineers which is one of the requirements of the new legislation. The specific scope of services is detailed below:

SCOPE OF SERVICES

1. Meet with Town staff to gather data and information, define schedules and review aspects of the System Development Fee Analysis.
2. Review data provided by the Town including capital improvements plans, building permits, request for water and sewer extensions in the town limits, rate schedules, review requests for additional water and sewer services from the Town and subdivision plats in the planning office and relative GIS data.
3. Consider and select the appropriate methodology for the calculation of the fee as allowed by the legislation.
4. Prepare the analysis to calculate the System Development Fee and Fee Schedule for the Town's public water and sewer system.
5. Develop a fee schedule including a service unit rate, a conversion table that applies some multiple or derivative of the service unit rate to the various categories of demand that will become the fee schedule and other applicable requirements of the legislation.
6. Provide documentation as to the facts and data to demonstrate the sufficiency and reliability of the method chosen and other technical requirements of the legislation.
7. Assist the Town with guidance for the public comment period, review the comments for consideration of possible modifications and present the analysis at the public hearing.

8. Assist with develop of the resolution or ordinance to be adopted by the Town and assist the Town with any documentation for the annual budget.

Please note the written analysis of the development fee begins when this proposal is signed by both parties and the Town may apply the fee retroactively to October 1, 2017. The Town may not adopt a higher fee schedule than the fee analysis calculates.

The System Development Fee will apply to any subdivision of land, construction or any change to an existing structure, that causes an increase in the need for service or any use or extension of the use of land which increases the need for service, construction of new structures, or any change to structures or land that require more or larger meters for water and/or wastewater to serve the property.

PROPOSED FEES

Based on the above proposed scope of services, we propose to perform the above services on an hourly basis, for a maximum not to exceed fee of **\$8,500.00**. Invoices will be submitted monthly based on the actual time spent and will be calculated in accordance with the attached Basic Fee Schedule.

ASSUMPTIONS

We have based our proposal on the assumption that the Town will provide the following information:

1. Most recent Capital Improvement Plan(s) and any plans prior to 2017 for water and sewer with accompanying financial schedules or cost estimates of pending or future capital projects. (McGill Associates may have these documents, but likely not all of them).
2. Number of customers for water and sewer.
3. Rate schedule for inside and outside of town limits.
4. Building permits for new single family, multi-family and commercial construction in the last 60 days.
5. Copies of requests for water and sewer extensions.
6. Copies of any new subdivision plats under review that will not be approved by October 1, 2017.
7. Any relative GIS or other pertinent data.

We appreciate the opportunity to present this proposal to the Town of Waynesville. We look forward to working with you and your staff.

If this proposal is acceptable, please sign below and return a copy for our records. Please give me a call if you have any questions.

Should you have any questions or need additional information, please do not hesitate to give us a call at (828) 252-0575.

Sincerely,

McGILL ASSOCIATES, P.A.



Joel L. Storrow, PE
President

cc: Mr. Danny Bridges, PE, McGill Associates

ACCEPTED:

NAME

TITLE

DATE



BASIC FEE SCHEDULE

<u>PROFESSIONAL FEES</u>	<u>Hourly Rate</u>
Firm Principal	\$185.00
Program Services Manager I	\$145.00
Program Services Manager II	\$160.00
Senior Project Manager I	\$160.00
Senior Project Manager II	\$170.00
Project Manager I	\$140.00
Project Manager II	\$150.00
Project Engineer I	\$105.00
Project Engineer II	\$115.00
Project Engineer III	\$125.00
Engineering Associate I	\$ 85.00
Engineering Associate II	\$ 90.00
Engineering Technician I	\$ 80.00
Engineering Technician II	\$ 90.00
Engineering Technician III	\$100.00
Environmental Specialist I	\$ 80.00
Environmental Specialist II	\$ 90.00
Electrical Engineer I	\$105.00
Electrical Engineer II	\$115.00
Electrical Engineer III	\$125.00
Electrical Engineering Associate I	\$ 85.00
Electrical Engineering Associate II	\$ 90.00
Electrical Engineering Technician I	\$ 80.00
Electrical Engineering Technician II	\$ 90.00
Electrical Engineering Technician III	\$100.00
CADD Operator I	\$ 75.00
CADD Operator II	\$ 80.00
CADD Operator III	\$ 85.00
Construction Services Manager I	\$120.00
Construction Services Manager II	\$130.00
Construction Administrator I	\$ 90.00
Construction Administrator II	\$100.00
Construction Administrator III	\$110.00

Construction Administrator II	\$100.00
Construction Administrator III	\$110.00
Construction Field Representative I	\$ 75.00
Construction Field Representative II	\$ 80.00
Construction Field Representative III	\$ 85.00
Planner I	\$ 95.00
Planner II	\$105.00
Planner III	\$125.00
Planner IV	\$135.00
Surveyor I	\$ 80.00
Surveyor II	\$ 90.00
Surveying Associate I	\$ 70.00
Surveying Associate II	\$ 75.00
Survey Technician I	\$ 70.00
Survey Technician II	\$ 75.00
Survey Field Technician I	\$ 55.00
Survey Field Technician II	\$ 60.00
Survey Field Technician III	\$ 65.00
Administrative Assistant (I-III)	\$ 70.00
Accounting Assistant (I-II)	\$ 80.00

1. **EXPENSES**

- a. Mileage - \$0.65/mile
- b. Robotics/GPS Equipment - \$25/hr.
- c. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

2. **ASSOCIATED SERVICES -**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.



April 20, 2017

Mr. Rob Hites
Town Manager
Town of Waynesville
16 South Main Street
PO Box 100
Waynesville NC 28786

REGARDING: *System Development Fee Review*

Dear Mr. Hites:

In response to our recent meeting and discussions, Martin-McGill has prepared this proposal for the subject project for your consideration. We look forward to working with you on this important project.

Proposed Scope of Services

Project Planning / Management

- Assist the Town to organize and convene a Project Oversight Group (POG), composed of Town representatives and consultants, to oversee progress and facilitate communication throughout the term of the project.
- Develop concise project objectives and defined project milestones and the final project schedule.
- Review and approve established goals and parameters related to the project.
- Review certain project elements, drafts, processes, and compilations for accuracy and provide timely feedback necessary to the successful conclusion of the project.
- Assess progress at strategic milestones during the project.
- Conduct working sessions with the Town Manager and the POG to review project drafts, key assumptions, operational parameters, internal processes and gathered data and information.

Review of System Development Fee (SDF) Status

- Analyze the current SDF structure and previously prepared documentation and prepare a brief memo that contains a written description of the data and process used to calculate the SDF.
- Assess the status of recent North Carolina Supreme Court rulings related to System Development fees for municipal water and sewer systems; Review current legislature being proposed to understand how it may or may not impact the calculation of the Town's SDF; Work with the Town manager and staff to estimate the associated impact on Waynesville's SDF structure.
- Assist the Town in writing a system development fee policy that complies with the Supreme Court decision and related interpretation of said ruling to minimize risks for the Town.

- Receive recent fixed asset and GIS data from the Town to update the calculations used to establish System Development fees.

Preparation of Final Deliverables

- A draft memorandum of findings and conclusions, including the written explanation of current System Development fees, System Development policy, and updated calculations.
- Review of the draft Memorandum with the Town Manager and staff and incorporate comments and input from previous working sessions into a final project Memorandum.
- The final Policy and Memorandum.

Key Project Assumptions

- The proposed project scope assumes total of up to three (3) meetings in Waynesville with the Town Manager, staff, and Project Oversight Group.
- The Town will provide all needed data, reports, information and supporting capital cost estimates in a timely fashion.
- The Town will provide timely feedback and response to inquiries, reviews, and communications.
- The estimated time for project completion is 60 to 90 days from receipt of the Town's written notification to proceed. Excessive delays in the project attributable to the Town could result in additional charges for lost time.

Estimated Project Cost

Martin-McGill proposes to provide the services outlined in the above scope of services for an estimated fee of Fourteen Thousand Dollars (\$14,000).

The estimated cost would be assessed monthly based on progress, in accordance with Martin-McGill's current schedule of fees and expenses. Our estimate does not include any provision for architectural or engineering services, cost estimates, legal services, or other services that are not specifically addressed in the above scope of services.

We greatly value this opportunity to assist the Town of Waynesville with this project and we look forward to a rewarding and successful association. We are prepared to begin work immediately upon receipt of your notice to proceed. We would be pleased to meet with you to discuss the proposed scope of work at your convenience.

Respectfully,
Martin-McGill, Inc.



Jessica Martin

Please execute this proposal in the spaces provided below to acknowledge TOWN's approval of the terms and conditions provided for herein.

Mr. Rob Hites
Town Manager

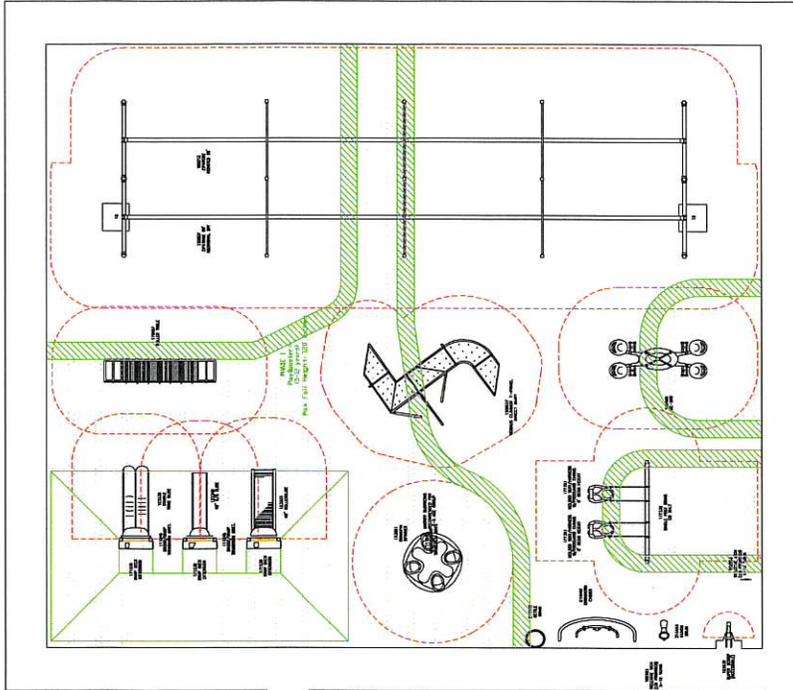
Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Pre Audit Certification
Town Finance Officer

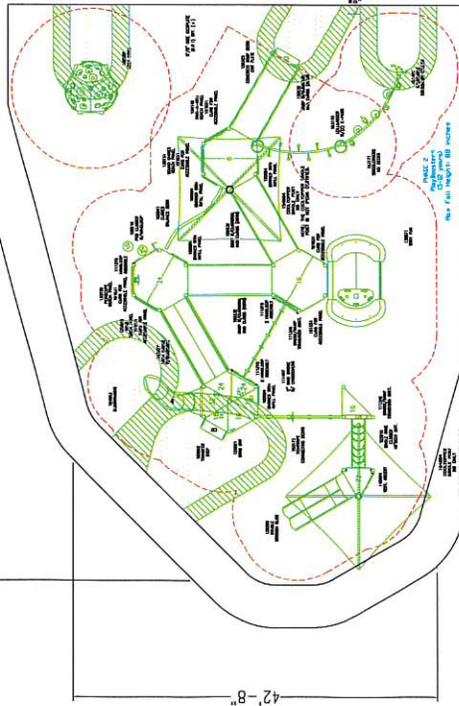
Date

PHASE 1



64'-5"

PHASE 2



47'-0"



The IPEMA logo is a mark of approval for playground equipment that meets the safety requirements of ASTM F1487. It is only valid if the equipment is used in accordance with the IPEMA guidelines.

THIS PLAN AND ALL PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURER'S OPINION THAT THE AOA ACCESSIBILITY STANDARDS ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING ARE MET THROUGHOUT THE ENTIRE USE ZONE.

THE CONCEPTUAL PLAN WAS BASED ON THE MANUFACTURER'S OPINION THAT THE AOA ACCESSIBILITY STANDARDS ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING ARE MET THROUGHOUT THE ENTIRE USE ZONE.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT MEETS THE AOA ACCESSIBILITY STANDARDS AND IS COMPATIBLE WITH THE EQUIPMENT. THE SURFACING SHOULD BE INSTALLED IN ALL PLAY PLACES, EXCEPT IN AREAS WHERE THE EQUIPMENT IS NOT TO BE USED. THE SURFACING SHOULD BE INSTALLED IN ALL PLAY PLACES, EXCEPT IN AREAS WHERE THE EQUIPMENT IS NOT TO BE USED. THE SURFACING SHOULD BE INSTALLED IN ALL PLAY PLACES, EXCEPT IN AREAS WHERE THE EQUIPMENT IS NOT TO BE USED.

ACCESSIBLE/PROTECTIVE SURFACING TO BE A COMBINATION OF SANDARY AND LOOSE FILL MATERIAL.

DESIGNED BY:

JCF

LANDSCAPE STRUCTURES, INC.
101 TRAIL BLVD. SUITE 100
P.O. BOX 10000
RTE. 1402-302-3025 FAX: 1-703-977-0001

Date	10/28/88-1-2	JCF
Date	10/28/88-1-1	JCF
Date	Previous Drawing #	Industry

PHASES 1 + 2

TOTAL ELEVATED PLAY COMPONENTS	13	REQUIRED	7
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	3	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	10	REQUIRED	4
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	13	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	10	REQUIRED	10

TOTAL ELEVATED PLAY COMPONENTS	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	12	REQUIRED	0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	8	REQUIRED	8



All Abilities
Playground
Waynesville, NC

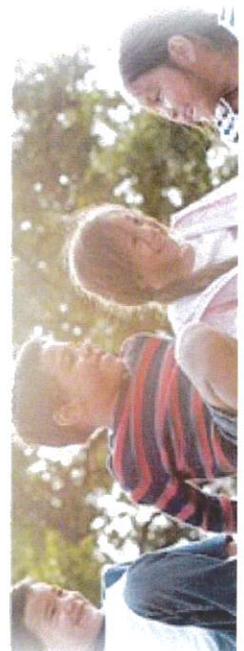
Carolina
Parks and Play, LLC.
Ryan McDuffee

SYSTEM TYPE:
PlayBooster
DRAWING #:
107888-1-3



All Abilities Playgro

Waynesville, NC September 21, 2017 10



FOR A BETTER TOMORROW
WE PLAY TODAY Phase I
shapedbyplay.com

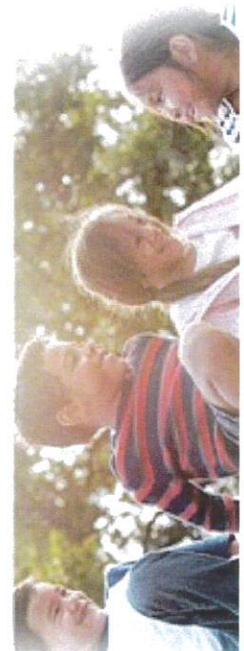
Proudly presented by:

Ryan McDuffee



All Abilities Playgro

Waynesville, NC September 21, 2017 10



FOR A BETTER TOMORROW
WE PLAY TODAY

shapedbyplay.com

Phase I

Proudly presented by:

Ryan McDuffee





Please make out purchase orders, contracts, and checks to:

Carolina Parks and Play
 PO Box 1246
 Cary, NC 27512
 Phone: 919-469-9188 Fax: 919-469-9166

PROPOSAL

Quote ID: 5586
Rev Date: 09-15-2017

All Abilities Playground Phase 1

Prepared For:

Rhett Langston
 Town of Waynesville
 (828) 456-2030
rlangston@waynesvillenc.gov

Prepared By:

Ryan McDuffee
 Carolina Parks and Play
 (704) 288-7013
ryan@carolinaparksandplay.com

Bill To:

Rhett Langston
 Town of Waynesville
 16 South Main Street
 P.O. Box 100
 Waynesville, NC 28786

Ship To:

Rhett Langston
 Town of Waynesville
 16 South Main Street
 P.O. Box 100
 Waynesville, NC 28075

Item	Qty	Description	Price	Ext Amt
LSI	1	Double ZipKrooz Assisted, 66'	\$25,450.00	\$25,450.00
LSI	1	We-saw	\$8,850.00	\$8,850.00
LSI	1	Single Post Swing w/Molded Bucket Seats	\$2,535.00	\$2,535.00
LSI	1	Mobius Climber 7 Panel	\$14,630.00	\$14,630.00
LSI	1	Roller Table	\$9,810.00	\$9,810.00
LSI	1	Double Wave Slide	\$2,255.00	\$2,255.00
LSI	1	Roller Slide	\$6,290.00	\$6,290.00
LSI	1	Stainless Steel Slide	\$3,030.00	\$3,030.00
LSI	1	Rhapsody Grandioso Chimes	\$5,740.00	\$5,740.00
LSI	1	Rhapsody Kettle Drum	\$1,220.00	\$1,220.00
LSI	1	Rhapsody Kundu Drumb	\$1,220.00	\$1,220.00
LSI	1	SuperScoop Wheelchair Acc	\$805.00	\$805.00

LSI	140	OmniSpin Spinner	\$.00	\$.00
Surfacing	2,720	PIP Safety Surfacing, 50/50% Color Mix with Black Base Color, Varying Fall Heights	\$13.00	\$35,360.00
Surfacing	130	Engineered Wood Fiber, Playground Safety Mulch	\$40.00	\$5,200.00
Installation	1	Installation	\$22,200.00	\$22,200.00
Freight	1	Freight	\$3,890.00	\$3,890.00
Shipping Time:		3-4 weeks ARO	Subtotal	\$148,485.00
Tax Rate:		7.00%	Tax	\$10,393.95
Payment Terms:		50% to order, balance on completion.	Total	\$158,878.95
Additional Conditions:				

Customer Signature: _____ **Date:** _____ **PO#:** _____

Terms and Conditions

Pricing: Prices are firm for 30 days unless otherwise noted. Installation costs, if shown, are for one installation unless otherwise noted. Taxes will be shown separately, if included. Any applicable taxes not shown will be applied to the final invoice.

Payment terms: 50% deposit with balance due at shipment. Payment in full, Net 30 days subject to approval by Credit Manager. Pre-payment may be required for orders equaling less than \$5000.00. A signed P.O. made out to Carolina Parks and Play, LLC or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Checks should be made payable to Carolina Parks and Play, LLC unless otherwise directed.

Returns: Returns are available on shipments delivered within the last 60 days if the product is in merchantable condition, has never been installed, and has never been stored in an area of little or no protection. A 25% restocking fee will be charged on all returned goods. Customer will be charged freight for both the outbound and inbound shipment. Any credit will be based on the condition of the item(s) upon return.

Installation: Site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the equipment from the time the equipment is off-loaded until the installation is complete, unless other arrangements are made and noted on the quotation. The customer is responsible for any locally required building permits unless specifically noted otherwise in this proposal. Price includes only what is stated in this quotation. If additional site work or equipment is needed then the price is subject to change. Customer shall be responsible for unknown conditions such as buried utilities (public and private), tree stumps, rock, or any concealed materials that may result in additional labor or materials cost. Customer will be billed hourly or per job for any additional costs.

All Abilities Playground

Waynesville, NC September 12, 2017 107888-1-3-4



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Phase II

FOR A BETTER TOMORROW
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Proudly presented by:

Ryan McDuffee



All Abilities Playground

Waynesville, NC September 12, 2017 107888-1-3-5



FOR A BETTER TOMORROW
WE PLAY TODAY

shapedbyplay.com

Phase II

Proudly presented by:

Ryan McDuffee



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res

All Abilities Playground

Waynesville, NC September 12, 2017 107888-1-3-6



Phase II

FOR A BETTER TOMORROW
WE PLAY TODAY

shapedbyplay.com

Proudly presented by:

Ryan McDuffee



shaped by play



Please make out purchase orders, contracts, and checks to:

Carolina Parks and Play
 PO Box 1246
 Cary, NC 27512
 Phone: 919-469-9188 Fax: 919-469-9166

PROPOSAL

Quote ID: 5625
Rev Date: 09-15-2017

All Abilities Playground Phase 2

Prepared For:
 Rhett Langston
 Town of Waynesville
 (828) 456-2030
rlangston@waynesvillenc.gov

Prepared By:
 Ryan McDuffee
 Carolina Parks and Play
 (704) 288-7013
ryan@carolinaparksandplay.com

Bill To:

Rhett Langston
 Town of Waynesville
 16 South Main Street
 P.O. Box 100
 Waynesville, NC 28786

ShipTo:

Rhett Langston
 Town of Waynesville
 16 South Main Street
 P.O. Box 100
 Waynesville, NC 28075

Item	Qty	Description	Price	Ext Amt
LSI	1	Inclusive/Accessible PlayBooster Structure w/SwayFun & Shade, Phase 1	\$85,177.00	\$85,177.00
LSI	1	Cozy Dome	\$3,690.00	\$3,690.00
Surfacing	550	Poured in Place Safety Surfacing, 50/50 Color Mix (Standard Color Mix w/Black) Various Fall Heights	\$13.00	\$7,150.00
Surfacing	98	Engineered Wood Fiber Safety Surfacing	\$40.00	\$3,920.00
Installation	1	Playground Equipment Installation	\$22,500.00	\$22,500.00
Freight	1	Freight to NC	\$4,100.00	\$4,100.00
Shipping Time:		3-4 weeks ARO	Subtotal	\$126,537.00
Tax Rate:		7.00%	Tax	\$8,857.59
Payment Terms:		50% to order, balance on completion.	Total	\$135,394.59

Additional Conditions:

Customer Signature: _____ Date: _____ PO#: _____

Terms and Conditions

Pricing: Prices are firm for 30 days unless otherwise noted. Installation costs, if shown, are for one installation unless otherwise noted. Taxes will be shown separately, if included. Any applicable taxes not shown will be applied to the final invoice.

Payment terms: 50% deposit with balance due at shipment. Payment in full, Net 30 days subject to approval by Credit Manager. Pre-payment may be required for orders equaling less than \$5000.00. A signed P.O. made out to Carolina Parks and Play, LLC or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Checks should be made payable to Carolina Parks and Play, LLC unless otherwise directed.

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