



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: May 25, 2021 Time: 6:00 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.

Click on "Government/Mayor & Board" to download materials for town board meetings.

Consider the environment ♦ Conserve resources ♦ Print only when necessary

The Town of Waynesville provides accessible facilities, programs, and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at:

(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. **CONSENT AGENDA:** *All items below are routine by the Board of Aldermen and will be enacted by one motion.*

There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

- i. Adoption of minutes of the May 11th, 2021 regular meeting
- ii. Approval of Special Event Permits – Sarge’s Dog Walk & First Methodist Vacation Bible School
- iii. Budget Amendment for purchase of Police vehicles

Motion: To approve the Consent Agenda as presented.

D. PRESENTATION

2. Helping Hands of Haywood presentation and Request for Allocation of ARP Funding

- Korri McLaughlin, HHOH Board Member

E. NEW BUSINESS

3. North Carolina Rural Water Association (NCRWA) Board of Directors

- Jeff Stines, Director of Public Services

Motion: Approve the support of Jeff Stines to sit on the Board of Directors for NCRWA

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

May 25, 2021

- 2 -

4. Submission of 2021-22 Budget Proposal

- Rob Hites, Town Manager

Motion: To Set a date for a budget workshop.

5. Call for a Public Hearing for Public Input on the proposed 2021-22 Annual Budget

- Rob Hites, Town Manager

Motion: Call for a Public Hearing to be held on Tuesday June 8, 2021 at 6:00 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street for the proposed 2021-2022 Annual Budget.

F. COMMUNICATIONS FROM STAFF

Manager's Report

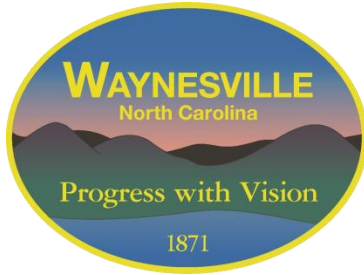
- Town Manager Rob Hites

10. Town Attorney Report

- Town Attorney William Cannon

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

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 May 2021

2021	
Saturday May 29	Rockin Block Party – Main Street - 7:00 pm
Monday May 31 Memorial Day	Town Offices Closed
Saturday June 5	Oasis Shriners Spring Ceremonial Parade – 2:00 pm
Tuesday June 8	Board of Aldermen Meeting – Regular Session
Saturday June 19	Smokies Black Bear Fest – Main Street – 10:00 am
Tuesday June 22	Board of Aldermen Meeting – Regular Session
Friday June 25	Friday Night Street Dance – Main Street – 6:30
Saturday July 3	Stars & Stripes Kids Patriotic Parade – Main Street – 11:00 am
Monday July 5	Town Offices Closed – Independence Day
Friday July 9	Friday Night Street Dance – Main Street – 6:30
Tuesday July 13	Board of Aldermen Meeting – Regular Session
Friday July 23	Folkmoor Parade – Main Street – 4:30 pm
Friday July 23	Friday Night Street Dance – Main Street – 6:30 pm
Saturday July 24	International Day – Main Street – 10:00 am
Tuesday July 27	Board of Aldermen Meeting – Regular Session
Friday August 6	Friday Night Street Dance – Main Street – 6:30
Tuesday August 10	Board of Aldermen Meeting – Regular Session
Tuesday August 24	Board of Aldermen Meeting – Regular Session
Monday September 4 Labor Day	Town Offices Closed
Tuesday September 14	Board of Aldermen Meeting – Regular Session
Saturday September 18	Fall Rockin Block Party – Main Street – 7:00 pm
Saturday September 25	Power of Pink – Commerce Street Frog Lever – 9:00 – 11:00 am
Friday September 24	Friday Night Street Dance – Main Street – 6:30
Tuesday September 28	Board of Aldermen Meeting – Regular Session
Saturday October 9	38 th Annual Church Street Art & Crafts – Main Street – 10:00 am
Tuesday October 12	Board of Aldermen Meeting – Regular Session
Tuesday October 26	Board of Aldermen Meeting – Regular Session
Saturday October 30	Treats on the Street – Main Street – 5:00 pm
Tuesday November 9	Board of Aldermen Meeting – Regular Session
Thursday November 11 Veterans Day	Town Offices Closed
Tuesday November 23	Board of Alderman Meeting- Regular Session
Thursday & Friday November 25 & 26	Town Offices Closed - Thanksgiving
Friday December 3	Waynesville Christmas Tree Lighting – Main Street - 6:00 pm
Monday December 6	Waynesville Christmas Parade – Main Street - 6:00 pm
Saturday December 11	Night Before Christmas – Main Street – 6:00 p,

Tuesday December 14	Board of Aldermen Meeting – Regular Session
December 23, 24 & 27th	Town Closed – Christmas Holidays

Board and Commission Meetings – May 2021

ABC Board	ABC Office – 52 Dayco Drive	May 18 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	May 4 1 st Tuesday 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	May 27 4 th Thursday 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	May 5 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	May 17 3 rd Monday 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	May 13 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	May 19 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	May 11 2 nd Tuesday 3:30 PM

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN

Regular Meeting

May 11, 2021

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, May 11, 2021 at 6:00 p.m. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:05 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Julia Freeman
Alderman Anthony Sutton
Alderman Jon Feichter
Alderman Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Eddie Ward, Town Clerk
Town Attorney William E Cannon, Jr.
Jeff Stines, Public Services Director
Autumn Lyvers, Finance Director
David Adams, Police Chief

The following media representatives were present:

Becky Johnson, The Mountaineer
Cory Valliancort, Smoky Mountain News

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded the board about the Drug Epidemic Awareness Walk to be held at 2:00 pm on Sunday May 16th beginning at Academy Street and going down Main Street.

B. PUBLIC COMMENT

Town Attorney William E Cannon, Jr. asked if anyone had public comments.

**Erich Overhultz
26 Davis Lane
Waynesville, NC**

Mr. Overhultz stated it was very encouraging to see many volunteers giving their time to clean up the Town. He said the worst place was under the Russ Avenue Bridge. The group Saving Haywood worked five hours removing two tons of trash. He thanked the Police Department and the Public Services Department for their help. He expressed his concerns about the criticism the group has received about the removal of items that belonged to the Homeless that shelter under the bridge. He said the Saving Haywood group would not be deterred because this is a public safety issue that requires immediate action. He urged the Board to make sure that this area never deteriorate to this point again.

**Paul Yeager
25 Grahl Street
Waynesville, NC**

Mr. Yeager expressed his concerns about the Town being threatened with the Homelessness problems. He urged the Board to choose carefully and avoid enabling. Efforts should be directed at solutions to find a way to deal with the problem to make it better not worse.

**Hannah Minick
50 Cherokee Street
Waynesville, NC**

Ms. Minick told the Board that she is disturbed by the Homeless people being targeted and being blamed unjustly. She said she was upset about the recent deconstruction of the site under the bridge. Citizens were taking belongings of the homeless such as food and clothing. This could have been handled differently. She explained to the Board that she had an idea about a Community Response Team. People want solutions that work. She asked the Aldermen to not be reactive or listen to just a few, but to pause and work with people instead of pushing them out of sight.

**Peggy Hannah
268 Hemlock Street
Waynesville, NC**

Ms. Hannah spoke for the Saving Haywood Group, and thanked everyone who has helped with clean ups. She said the group has repeatedly come before the Board and asked for help and asked questions and have not received any answers. Ms. Hannah stated that a media outlet would be listening to them.

**James Hall
18 Happy Lane
Canton, NC**

Mr. Hall said he had been homeless and did not appreciate people looking down on someone who is homeless. He said that no one in the community knew what the Bethel House does until they have been there. He told the Board they should go there and find out what it is about before they judge the homeless.

**Sharon Franks
1629 Crymes Cove Road
Waynesville, NC**

Ms. Franks spoke to the Board concerning the Greenhill Cemetery. She stated her concerns about the current Cemetery Committee and the Ordinance that was adopted by that Board. She said the Board was going backwards, not forwards. The Board should stay in tune with the Cemetery Committee or revamp the Committee with people who care.

C. CONSENT AGENDA: *All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

- i. Adoption of minutes of the April 27th, 2021 regular meeting
- ii. Budget Amendment for IT infrastructure improvement plan
- iii. Approval of Special Event Permits – Power of Pink

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the Consent Agenda as presented. The motion passed unanimously.

D. PRESENTATION

2. Citizen petition to the Board involving the Cemetery Ordinance
 - Randy Mathis

Mr. Mathis stated he had been a part of the Cemetery Committee and there were a lot of things he did not agree with, but he was before the Board to ask for one thing. A shepherd's crook that was put on his child's grave 21 years ago was removed recently in accordance with the Town's Cemetery Ordinance concerning objects that interfere with mowing. He asked that the crook be put back because there were other things on other graves in the Cemetery that are against the Ordinance. He believes that the enforcement is selective and is targeting his son's grave.

E. NEW BUSINESS

3. Vehicle Purchase from General Fund
 - Lt. Chris Chandler

Lt. Chandler asked the Board for some of the American Rescue Plan monies to be earmarked for the purchase of new police vehicles. He said that due to past budget restrictions and putting off buying new vehicles, some of the mechanical repairs outweigh the use of the vehicle. He said that he had learned today that there are restrictions with this money, and the primary restriction is that it must be spent on American made items. Some of the requested vehicles cannot be purchased. Currently there is a timing issue with the vehicles being delivered to customers, and he feels that delays in getting the cars and getting them in service is a big issue for the Police Department.

Alderman Chuck Dickson asked if there is enough money in the General Fund to purchase the vehicles. He said that at this point and time he would be more comfortable taking the money from there until the Board can fully understand how the American Rescue Plan money can be spent.

Finance Director Autumn Lyvers stated that there are still more questions than answers at this point. She said she would like to use the money in the General Fund for now.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Julia Freeman, to approve the purchase of six vehicles for the Waynesville Police Department from the general fund during the FY 2020/21 budget cycle in the amount of \$219, 614.84. The motion passed unanimously.

4. Grant Project Ordinance establishing a Special Revenue Fund to account for grant revenues and related expenditures, including funds to be received under the American Rescue Plan Act of 2021 (ARP).

- Autumn Lyvers, Finance Director

Ms. Lyvers suggested tabling this item until sometime in the future, since the request from the Police Department concerning purchasing new police cars will be funded by the General Fund instead of using funds from the American Rescue Plan.

The consensus of the Board was to table the item until a future date.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to move \$214,614.84 from the General Fund to the FY 2020/21 Budget. The motion carried unanimously.

5. Janitorial Services

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler said that at the last Board meeting a Janitorial Contract from HyTech Professional Cleaning was approved for a one-year contract. Upon notification, HyTech told staff that they would not be interested in a 1-year contract. When asked if they would consider a two-year contract in the amount of \$62,328.00, HyTech said they would. Assistant Manager Fowler told the Board that it is written in the contract that if services start to decline, we can notify them that we are no longer interested in the contract.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to accept HyTech Professional Cleaning Service's proposal for two years as presented in the last meeting. The motion carried unanimously.

6. Public Services Parking Lot

- Jeff Stines, Public Services Director

Public Services Director Jeff Stines said that the employee parking lot at Public Services has slowly disintegrated over the last several years and needs repaving. In 2007 the parking lot had BST (Chip Seal) applied. With the ADT of the parking lot, it has surpassed the lifespan of the BST.

He explained that the surplus of funds (\$55,025.00) comes from Public Services - Public Facilities Capital Improvements. This funding was approved in FY21 for the repairs to the Municipal Building roof and the repairs were mostly complete in FY20 but carried over into FY21. The timing of budget requests and repairs are the reasoning for the surplus of funding. Mr. Stines received a quote from WNC Paving in the amount of \$49,735.00 and added that the Town would be responsible for dig out and replacing with ABC.

A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter to use existing surplus of funds (\$55,025.00) from Public Facilities (814260-545900) to repave/stripe the employee parking lot at Public Services. The motion carried unanimously.

Mayor Caldwell asked Mr. Stines to see if in addition to the Public Services Parking lot, the parking lot at the Armory be paved also. Mr. Stines said he would contact WNC Paving to see if that parking lot can be paved also.

7. Seeking approval from the Board of Aldermen for the design of the new playground equipment from the Waynesville Kiwanis in the Tot Lot area of the Kiwanis Playground in Recreation Park
- Rhett Langston, Parks and Recreation Director, Eva Hansen

Rhett Langston, Parks and Recreation Director, and Ms. Eva Hansen of the Waynesville Kiwanis, presented to the Board the design for new playground equipment in the Tot Lot area of the Kiwanis Playground in the Recreation Park. Ms. Hansen said that part of the wooden tower has deteriorated and will be replaced with upgraded material and designs.

She stated that the Kiwanis has applied for several grants along with some funding from the Recreation Budget. The cost of the project is approximately \$40,000.00 to \$50,000.00 thousand dollars.

Ms. Hansen thanked the Board for the 20 plus year relationship the Kiwanis has had with the Town.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve the design as presented. The motion carried unanimously.

F. COMMUNICATIONS FROM STAFF

Manager's Report

- Town Manager, Rob Hites

8. Report on HB 412- Maggie Valley Occupancy Tax

Town Manager Rob Hites told the Board that he had been contacted by Representative Mark Pless asking if the Town would like to be included in local bill (HB-412) that he has introduced on behalf of the Town of Maggie Valley. He explained that the bill enables Maggie Valley to enact an additional 2% occupancy tax. Two thirds of the proceeds would be used to promote travel, tourism and conventions in the Town, sponsor tourist related events and activities, and finance tourist related capital projects. Manager Hites said that the Towns would be required to create their own TDA's. Membership on the TDA would consist of one third of the members to be associated with businesses that collect the tax. One half of the members must be individuals who are active in the promotion of travel and tourism. The Board of Aldermen shall designate one member of the authority as chair and shall determine the compensation of the TDA if any, to be paid to members of the authority.

After discussion, the Board agreed that it was not a good idea at this time to be included in HB-412.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to oppose being included in HB-412 as introduced by Representative Mark Pless. The motion carried unanimously.

9. Lease for Armory Parking Lot

Manager Hites said that the Town currently has a lease for the parking of Armory patrons immediately adjacent to the facility. This lease may be terminated by either party with ninety days' notice. Currently the rent for 61 spaces is \$500 per month. The Mayor and Town staff have met with Ms. Kristen Coffey West that owns the lot and negotiated a ten-year lease that sets a \$600 per month lease for ten years on the first day of each month beginning July 1, 2021. Manager Hites explained to the Board that the Town will increase the lease 2% per

month during the lease. He said that the owner requests that the Town reserve a twenty-foot entry to the rear yards of two dwellings they own that face Boundary Street. The Town will also reserve four parking places in the lot for the lessor's use.

In addition, the lot is not completely built out and the Town could add another ten spaces. The lease also permits the Town to light the parking lot.

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the lease in the amount of \$600.00 per month beginning on July 1, 2021 and continuing on the first day of the each month thereafter during the lease term for ten years, and beginning July 1, 2022 on each July 1 thereafter during the lease term, the monthly rent shall be increased by 2%. The motion carried unanimously.

11. Town Attorney Report

- William Cannon, Town Attorney

Town Attorney William Cannon reported that on Friday May 21, 2021 the Hazel Street property will be sold on the Courthouse Steps.

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

Alderman Jon Feichter asked the Board to confirm what the next step will be in relation to the request from Mr. Randy Mathis to replace the shepherd's crook on his son's grave in Greenhill Cemetery. Alderman Feichter asked if there could be a variance in the Cemetery Ordinance and allow him to replace the crook.

After much discussion between Mr. Mathis, the Board, and Town Attorney William Cannon, the consensus of the Board was for Mr. Mathis to go before the Cemetery Committee and present to them his reasoning in asking for the shepherd's crook to be replaced.

H. ADJOURN

With no further business, a motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to adjourn the meeting at 7:37 pm. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Town Manager

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 11, 2021

SUBJECT: Special Event Permits

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number: Cii
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

- *FUMC Bible Times Vacation Bible School (June 6-9, 2021):* The First United Church of Waynesville will be hosting a Vacation Bible School June 6, 2021 through June 9, 2021. They are requesting that the portion of Academy Street in between S. Haywood Street and Tate Street from the hours of 5:00 pm to 7:00 pm in order to provide an increased security measure for the students. The Town of Waynesville would provide barricade to block the street that the First United Methodist Church would put out for two hours each day.
- *Sarge's 16th Annual Downtown Dog Walk (August 7, 2021):* Sarge's would like to host their 16th annual dog walk from the Courthouse to Montgomery Street, to Church Street, to Main Street, and back to the Courthouse. This event will take place on August 7, 2021 and will not require a road closure. The dog walk will be escorted by the Waynesville Police Department in the front and the Waynesville Fire Department in the Rear. This event should last no more than 1 hour.

MOTION FOR CONSIDERATION: Motion to approve the Special Event Applications and any letters of support that may be required by the North Carolina Department of Transportation.

FUNDING SOURCE/IMPACT: None

ATTACHMENTS:

- FUMC Bible Times Vacation Bible School Special Event Application
- Sarge's 16th Annual Downtown Dog Walk Special Event Application

MANAGER'S COMMENTS AND RECOMMENDATIONS:



Application for Special Events Permit

I. General Information

EVENT NAME: Sarge's 16th Annual Downtown Dog Walk

EVENT DATE(S): August 7, 2021

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Waynesville, starting at the Courthouse

IF THIS EVENT IS A PARADE OR ROAD RACE: From the Courthouse to Montgomery Street, to Church Street to Main Street & back to the Courthouse (see attached photo)

SET-UP TIME (START/END): 7:30am to 8:30am

EVENT HOURS: 9:00am to 12:00pm

DISMANTLE HOURS (START/END): 12:00pm to 2:00pm

ESTIMATED ATTENDANCE: 400+

BASIS ON WHICH THIS ESTIMATE IS MADE: 12:00pm to 2:00pm

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Insurance in process; will send once finalized.

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Sarge's Animal Rescue Foundation

ARE YOU A NON PROFIT CORPORATION? No Yes X If yes, are you 501c(3) X 501c(6) Place of Worship

APPLICANT NAME: Fred Strohm TITLE: Operations Administrator

ADDRESS: 256 Industrial Park Dr, Suite B CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-246-9050 FAX#: 828-246-9051 EMAIL: Fred.strohm@sarges.org

ON-SITE CONTACT: Fred Strohm TITLE: Operations Administrator

ADDRESS: 256 Industrial Park Dr., Suite B, Waynesville, NC 28786

PHONE #: 828-246-9050 CELL PHONE #: 812-230-4914 EMAIL: Fred.strohm@sarges.org

III. Brief Description of Event
Participants walk their dogs in a parade from the Historic Courthouse lawn, located at 215 N Main St., down Depot St to Montgomery St. to Church St. to N Main St. & back to the Courthouse lawn. Historically the Waynesville PD has handled traffic control by holding traffic at the corner of N. Main & Depot, then at the corner of Church St. & N. Main St. They also have led and followed the parade with a cruiser. The parade normally lasts less than thirty minutes. Contests are held on the courthouse steps after the dog walk. Here's a link to previous news coverage for the event: https://bit.ly/3qFdnpw
IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Beginning 215 N Main St.
2. 4 Depot St to Montgomery St to Church St
3. N Main St back to Courthouse

V. Event Details

YES NO

- ☐ ☒ Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- ☐ ☒ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
- ☐ ☒ Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? _____
- ☐ ☒ Will there be **musical entertainment** at your event? IF "YES" provide the following information:
Number of Stages: _____ Number of Band(s): _____ Amplification? _____
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
- ☐ ☒ Do you plan to use an existing **occupied building**? Address _____
- ☐ ☒ Do you plan to use an existing **vacant building**? Address _____
- ☒ ☐ Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
Approx. Number of Tents: 5 Will any tent exceed 400 sq. feet in area? ☒ NO ☐ YES
- ☐ ☒ Does the event involve the use of **pyrotechnics**? Explain _____
- ☐ ☒ Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? _____
- ☐ ☒ Will you require **electrical hookup** for the event? Generators? _____
- ☐ ☒ Will you require **access to water** for the event? Explain _____
- ☒ ☐ Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$30 per person
- ☐ ☐ Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). see attached form
- ☐ ☒ Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____
- ☐ ☒ Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

How will **parking** be accommodated for this event?

Individuals will be responsible for finding their own parking such as the parking garage.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

Volunteers will remove all trash from the premises, defecation bags are provided to the participants and volunteers will be assigned to follow the parade to ensure cleanliness.

Volunteers: Will you require Civilian Police Volunteers for your event?

No

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

**Jesse Fowler, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:





9:00 am Saturday August 3rd, 2019

SPONSORSHIP OPPORTUNITIES

GERMAN SHEPHERD - \$5000
PLOTT HOUND - \$2500
MASTIFF/CHIHUAHUA - \$1000
CHOW/HOUND - \$500
MIXED-UP POODLE - \$250
ALL-AMERICAN DAWG - \$150

Pays for 10 Dixie Dog Transports
Pays our vet bills for 2 weeks
Pays for medicine and vaccines for 1 month
Pays our food bills for 1 month
Will subsidize 8 shelter adoptions
Sponsors a foster home for 3 months

Deadline for Sponsorship is July 1, 2019 to have your name on the T-Shirts

Yes, I will support Sarge's and their work to save animals at this level:

☐ \$5,000 ☐ \$2,500 ☐ \$1,000 ☐ \$500 ☐ \$250 ☐ \$150 ☐ \$50

* Sponsors may walk their dogs for free but must submit a registration form. Will you be walking a dog? Yes ____
No ____ If yes, how many dogs? ____

* Sponsors may provide promotional materials for goody bags. Will you provide these? Yes ____ No ____

* Sponsors may request up to 2 t-shirts (If sponsor \$150+) (please indicate size and quantity below)
Adult Male S ____ M ____ L ____ XL ____ XXL ____ Youth L ____

* Sponsors at the \$500 + levels may have a vendor space. Would you like to reserve space? Yes ____ No ____

* Sponsors at \$150+ can have their name or Business name on the back of the t-shirts.

Print this name on the T-shirt: _____

Business or individual sponsor's name: _____

Contact name: _____

Physical address: _____

Mailing address: _____

Phone: _____ Fax: _____ Email: _____

Please make your check payable to SARGE'S and mail it to:
P. O. Box 854, Waynesville, NC 28786

For more information, please go to: www.SargeAnimals.org

or call 828-246-9050 Thank you!

SARGE'S.ORG



Application for Special Events Permit

I. General Information

EVENT NAME:	FUMC Bibletimes Vacation Bible School
EVENT DATE(S):	6/6/21 – 6/9/21
	Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.
LOCATION	First United Methodist Church of Waynesville, 566 S Haywood St
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	4:30-5pm
EVENT HOURS:	5-7pm
DISMANTLE HOURS (START/END):	7-7:30pm
ESTIMATED ATTENDANCE:	75
BASIS ON WHICH THIS ESTIMATE IS MADE:	Previous Vacation Bible School attendance
COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.	Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME:	First United Methodist Church, Waynesville								
ARE YOU A NON PROFIT CORPORATION?	No	Yes	yes	If yes, are you	501c(3)	yes	501c(6)	Place of Worship	yes
APPLICANT NAME:	Becky Brown			TITLE: Associate Pastor					
ADDRESS:	566 S Haywood St			CITY :	Waynesville	STATE:	NC	ZIP	28786
PHONE:	828-456-9475			FAX#:		EMAIL:	bbrown@fumc-waynesville.com		
ON-SITE CONTACT:	Michael Blackburn			TITLE: Director of Ministries					
ADDRESS:	566 S Haywood St, Waynesville, NC 28786								
PHONE #:	828-456-9475			CELL PHONE #:	828-226-3363		EMAIL:	mblackburn@fumc-waynesville.com	

III. Brief Description of Event
We are hosting a Vacation Bible School outdoor event at our church for children in preschool and elementary school. We typically house this event indoors and outdoors, but with COVID, we feel safer hosting things outdoors. We wish to utilize our parking lot and the green spaces between our buildings for the Bible lessons, games, crafts, and worship times. With 50-60 children and dozens of chaperones outdoors, we would feel much safer having the street between our property and parking lot closed for the 2 hours of our event each evening.
IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Academy St between Haywood St and Tate St. Closure between 4:30 and 7:30pm on 6/6, 6/7, 6/8, and 6/9.

2.

3.

V. Event Details

YES NO

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages ?
		If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of food ? _____
		If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of non-food items ? If "YES" have you applied for a privilege license? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be musical entertainment at your event? IF "YES" provide the following information:
		Number of Stages: <u>1</u> Number of Band(s): <u>1</u> Amplification? <u>Yes, minimal</u>
		Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do you plan to use an existing occupied building ? Address : Our church, FUMC, 566 S Haywood St for restrooms only. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing vacant building ? Address _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information:
		Approx. Number of Tents: <u>6</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics ? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require electrical hookup for the event? Generators? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require access to water for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will inflatable parade balloons be used for the event? Provide details if necessary. _____

VI. Additional Questions

How will **parking** be accommodated for this event?

We will utilize our church parking lots and spaces.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

We will have an outdoor trashcan to be used as needed.

Volunteers: Will you require Civilian Police Volunteers for your event? No, thank you.

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

Jesse Fowler, Assistant Town Manager

Town of Waynesville

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

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- * The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- * The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- * The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 25, 2021**

SUBJECT: Budget Amendment for purchase of Police vehicles

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Police Department
Contact: Autumn Lyvers, Finance Director/Lt. Chris S. Chandler, Police Department

BRIEF SUMMARY:

At the May 11, 2021 Board of Alderman meeting a budget amendment was presented by Lt. Chris Chandler for the purchase of six police vehicles using American Rescue Plan (ARP) funding. Due to the many questions surrounding eligible uses of ARP funds, it was the recommendation of the Finance Director to fund the vehicle purchase with General Fund Balance rather than ARP funds. The Board unanimously approved this recommendation. The attached Budget Amendment formalizes this approval by appropriating \$220,000 of General Fund Balance to purchase the vehicles.

MOTION FOR CONSIDERATION:

Approve Budget Amendment as presented.

FUNDING SOURCE/IMPACT:

Total cost of Police vehicles (\$220,000) to be funded with general fund balance.

	05/17/2021
Autumn Lyvers, Finance Director	Date

ATTACHMENTS:

Budget Amendment No. 15 to the 2021-2021 Budget Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-10-21

Amendment No. 15 to the 2020-2021 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2020-2021 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2020-2021 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriated 103900-493992 \$ 220,000

(Additional appropriation needed to purchase six vehicles for the Waynesville Police Department.)

Increase the following appropriations:

Police Department

Vehicles 104310-545400 \$ 220,000

Total General Fund appropriations increase \$ 220,000

(Appropriation of \$220,000 to purchase six vehicles for the Waynesville Police Department.)

Adopted this 25th day of May 2021.

Town of Waynesville

J. Gary Caldwell
Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

William E Cannon Jr
Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: January 28, 2020

SUBJECT: Helping Hands of Haywood presentation and Request for Allocation of ARP Funding.

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: D2
Department:
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Korri McLaughlin, HHOH Board Member

BRIEF SUMMARY:

The organization, Helping Hands of Haywood is requesting that Board allocate part of the American Relief Plan funding to help cover part of their costs for emergency, overnight shelter for Waynesville residents experiencing homelessness that are not served by our current shelter facilities (or wait listed to enter).

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT:

If approved, the Town would allocate between \$25,000 and \$70,000 of ARP funding to support Helping Hands of Haywood

ATTACHMENTS:

- Helping Hands of Haywood Program Proposal
- Letter of Collaboration and Support from Mountain Projects

MANAGER'S COMMENTS AND RECOMMENDATIONS:



**Waynesville Board of Alderman
Helping Hands Request for
Funding from American Rescue Plan
Presenter: Korri McLaughlin, LCSW
HHOH Board Member**

PROPOSAL

Helping Hands of Haywood, a local 501(c)3 staffed by all volunteers, serves 40-50 Waynesville residents a month that are experiencing or at risk of being homeless. Helping Hands seeks funds from Waynesville's American Rescue Plan's allocated resources to support one critical Helping Hands' service: the overnight, noncommunal, emergency shelter of Waynesville residents without shelter. Helping Hands is seeking support to extend our clients' emergency stay of "safe, socially distancing shelter" until permanent housing is located, or a treatment center is available including Pathways, Reach, mental health or addiction interventions.

NEEDS

Helping Hands of Haywood (HHOH) is currently providing an average of 55-65 emergency, non-communal overnight stays a month for Waynesville's harder-to-serve, unsheltered residents. The annual, growing demand for HHOH shelter nights for 2021 is projected to be a minimum of 660 with a maximum 780 ranging from \$46,200 to \$54,600 in actual overnight costs. This could be individuals, couples, or families with children ranging from 1 up to 6 people in a private, non-communal room at the average price of \$70 a night.

HHOH's current, typical month provides 60 overnight stays made up of 3-5 individuals, 1-2 couples, and 1-2 families struggling with poverty and seeking permanent housing as well as 1-2 of the individuals entering treatment centers. **From January through April 2021, a total of 270 overnight stays were provided for 71 people, making up 26 "client units". Three were return shelter clients – except for two clients all were Waynesville residents.**

OPTIONS FOR TWO YEARS OF THE AMERICAN RESCUE PLAN TO SUPPORT HHOH EMERGENCY SHELTER

Option 1

\$35,000 a year covers 500 private, overnight stays	Request for two years:	\$70,000
---	------------------------	----------

Option 2

\$25,000 a year covers 357 private, overnight stays	Request for two years:	\$50,000
---	------------------------	----------

Disclosure: Helping Hands has submitted a proposal for the Waynesville special appropriations for non-profits requesting a minimum of \$5,000 and a maximum of \$10,000. If approved, this funding will provide other client services (see list, page 2).

HELPING HANDS MATCH AND CRITICAL SERVICES

- HHOH would match the city of Waynesville's commitment by providing a minimum of 8 essential services including (see full list of services, page two):
 - Care assessment/plan, emergency health care, medications, regular medical care established, and ACA health insurance application/acquired.
 - Covid 19 education, protection supplies, testing, and vaccines,
 - Identification and important documents obtained (birth certificate, driver's license, etc.)
 - Court or legal hearings, transport to other critical meetings and work as necessary, and
 - Utilization of other agencies for: income assistance, disability, employment, and permanent housing.
- Raise additional funds for the balance of emergency stays of Waynesville clients.
- Connect with the Waynesville police department, emergency systems, medical entities, social agencies, and town staff to ensure an effective referral process for residents suffering from homelessness that are not eligible or are finding our other shelters temporarily full. 10 current partners already refer participants. See attached letters of collaboration.

- Reduced emergency interventions and costs for residents with no shelter. Waynesville police, EMT, emergency rooms, social services, and town officials will have another referral choice for shelter.
- Decreased neighbors without shelter experiencing abuse, dangerous situations, hunger, resting in unsafe areas, and health crises including risk of dying or committing suicide.
- Improved client attendance at government/social service/medical organizations appointments, enhancing outcomes. Agencies easily located clients, and HHOH assisted clients to participate.
- Increased permanent housing, health insurance coverage, and participation in Covid 19 safe activities/vaccine as well as recovery programs for mental health and addiction issues.
- Functioned as the intermediary organization providing longer-term emergency, noncommunal shelter with critical services for clients while the Waynesville Task Force for Homelessness finished and delivered recommendations, and the Town of Waynesville selected options. HHOH continued to grow operationally and as an active, community nonprofit supporting the building of a Waynesville systemic approach to serve those experiencing or at risk of being day to day life without shelter.

Thank you for your consideration,

The Board of Helping Hands of Haywood

Nicole Kott, Volunteer Director

Attachments: Helping Hands Information, Letters of Collaboration

HELPING HANDS HISTORY AND MISSION

In December 2019, a group of concerned citizens decided to form **Helping Hands of Haywood (HHOH)** as an official 501c(3). Dedicated to serving Waynesville's and the county's most difficult to serve neighbors experience homelessness, HHOH's leaders and volunteers started by simply providing food boxes and warm clothes to individuals and families evolving into providing over 40 services to 60-70 neighbors a month. HHOH volunteers provide over 85 hours of time each week.

HHOH's mission seeks to expand and add valuable initiatives and items needed to increase the well-being of our community, especially those who are disenfranchised with multiple and difficult issues and who are experiencing homelessness or insecure housing in Waynesville and Haywood county. Our vision is to see all residents in stable, permanent housing starting with emergency shelter and food to our neighbors experiencing life without a home. We are establishing new community partners with currently 10 active relationships including with Mountain Projects, NCHRC, Haywood Pathways Center, and Grace of the Mountains Episcopal Churches.

We believe every Waynesville resident deserves a roof over their head, meals on the table, and avenues to sustain daily living including income, health care, and community.

HELPING HANDS 2021 CLIENT SERVICES

Survival Services
Includes: "Trust Intake," emergency, private, non-communal overnight stays, food, hygiene items, clothing, address severe health conditions, obtain medication, rent/mortgage assistance, and immediate attention for mental health episodes including suicide intervention or death prevention.
Wrap Around Case Management Examples
Examples: Full health assessment, care plan with daily engagement, critical IDs/documents, general health care services including an ongoing doctor relationship, health insurance, addiction interventions, surgical procedures, Covid 19 education/vaccine and other public health initiatives, ongoing medication and food, enrollment and active participation in support services, employment assistance, government financial/disability income/budgeting, driver's license and vehicle insurance, car maintenance, bills/fees, phone, court/legal support, and transportation.
Sustaining Housing Options
Examples: rental search/application, 1st month rent/deposit, legal lease review, utilities, furniture, household equipment and supplies, house repairs, transportation solutions, bank accounts, etc. Follow up for a minimum of 6 months after services completed ensuring healthy status and use of support systems.



HHOH MISSION & VALUES

HHOH Mission is to expand valuable programs and vital items needed to increase the well-being of our community, especially for those who are disenfranchised, experiencing homelessness or insecure shelter in Waynesville, Haywood County and western North Carolina.

We believe housing status, income or addiction does not define a person or their value to a community.

HHOH treats everyone as a human, because everyone is human. Every person deserves a roof over their head, meals on the table, and avenues to sustain daily living including income, health care, and community.

An Introduction: Giving a Helping Hand to Our Neighbors

HHOH Core Strategy

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.

End Homelessness National Alliance

On any given day in Haywood County, it is estimated there are 100 homeless, and 1-3% of the county's full population have difficulty navigating community support systems (source: HERE data). This means that in any given year, a projected 500 + individuals or families may experience homelessness in our rural mountain region.

Our local agencies are doing great work but are able to hold fewer than 100 individuals or families for more than one night (Pathways and Reach). On nights below 32 degrees, called Code Purple, homeless are only guaranteed shelter for one night.

These neighbors often go weeks without a safe place to sleep, basic hygiene items, clean clothes, or healthy food. Their day-to-day living is strongly hampered by the fact that 90% or more of those entering Helping Hands of Haywood's care suffer from addictions, undiagnosed mental health or cognitive issues, and/or untreated medical conditions – making them ineligible for some homeless services and sometimes tying up emergency or medical services because no alternate exists.

Utilizing effective strategies to build trust, HHOH listens first to our neighbors' stories and needs - then acts quickly on priority issues. During HHOH's first year 2020, we supported over 400 clients with food, hygiene, and clothing; provided 282 private shelter nights; and gave 42 individuals and families 1-6 weeks of intensive services.

HHOH's all-volunteer team predicts significant growth this year serving each month **50-70 clients** providing a longer set of intensive services to **15-20 individuals, couples, and families** (a minimum of 8 services). Another **3-6** receive a "warm hand-off" into intervention treatment centers to address mental illness, addiction, abuse, and prevent suicides.

HHOH Deliverables

Survival Services

Includes: "Trust Intake," food, hygiene, clothing, private, emergency overnight stays, addressing severe health conditions and obtaining medication, rent/mortgage assistance, and immediate attention for mental health episodes including suicide intervention or death prevention.

Wrap Around Deliverables

Examples: Full health assessment, care plan with daily engagement, critical IDs/documents, general health care services including an ongoing doctor relationship, health insurance, addiction interventions, surgical procedures, public health initiatives, ongoing medication and food, enrollment and active participation in support services, employment assistance, government financial/disability income, driver's license and insurance, bills/fees, car maintenance, phone, court/legal support, transportation, and "warm hand offs" to intervention initiatives.

Sustaining Housing

Examples: rental search/application, 1st month rent/deposit, legal lease review, utilities, furniture, household equipment and supplies, house repairs, transportation solutions, bank accounts, etc. Follow up for a minimum of 6 months after services completed ensuring healthy status and use of support systems.

HHOH 2020: First Year Results

With partner organizations, over 300 food boxes, 600 hot meals, 150 people with survival supplies, hand warmers, food stipends, 34 people sheltered, \$986 in HHOH food contributions to distribution agencies.

282 overnight shelter stays totaling \$16,073 in costs.

200 clients received food/hygiene bags and clothing items as needed.

Intensive life management support for 42 individuals/families: 1-6 week private shelter stays, medical – mental health interventions, driver's license/ID, home deposits/rent/furniture, utility bills, court hearings, referral to support services, employment support.

15 + monthly transports plus many more deliveries.

\$11,500 raised to save a client's home from foreclosure.

Two transportation solutions at \$3,289 (car repair and scooter purchase).

Thanksgiving and Christmas celebrations for 40 individuals/families with a \$350 toy drive for gifts.

10 partnerships with service agencies, companies, and religious organizations to assist HHOH clients. Advocacy for HHOH clients on 6 other initiatives committees or larger area collaboratives.

\$47,000 raised - just \$600 was spent in administrative costs. HHOH volunteer time averages 85 hours per week. Most clients were Waynesville residents with only 3 clients from outside Haywood county.

HHOH Core Strategy

Assertive Linkage is a strategy designed to ensure a client reaches the next level of clinical care or becomes connected to a recovery support network. This typically involves an in-person introduction directly to the next level of care or resource (e.g. a recovery coach takes a client to their first AA meeting and introduces them or drives them to a clinical appointment). Also known as a "warm hand-off." Shown in research to have greater effectiveness than passive referral in increasing clients' engagement in continuing care and recovery support services.

Recovery Research Institute

From January through April 2021, HHOH has assisted over 200 homeless neighbors. Of those, 71 people made up of individuals, couples, and families with children - spent 270 emergency overnight stays with food and received a minimum of 8 HHOH services specific to their needs from our all-volunteer team.

HHOH Goals

Create hope for our homeless neighbors by acting as advocates and addressing the immediacy of needs: proof of identification and residency, medical, mental health and addiction issues, health insurance, bills, fees, legal requirements, phones, monthly income, transportation, etc. Serve 40-60 clients a month.

Engage medical, social services, and health insurance providers to tackle the physical, nutrition, dental, addiction, mental health concerns that hinder our clients from moving into a healthy day-to-day, year after year life.

Locate and support the creation of affordable and very low-income housing opportunities with appropriate social services (Mountain Projects and Housing Equity Resources and Education, etc.) as well as rental owners to provide permanent housing.

Boost each client's services to 8 or more from the HHOH three categories creating a 3-6-month action plan. Provide daily guidance and transportation to utilize community support systems and life management training.

Increase the duration of continuous, private-shelter nights and meals to a minimum of one week for individuals, and ongoing for families with children or a serious ill person until housing is obtained. Resulting in:

- Service partners will easily locate clients and keep appointments that deliver support, increasing the productivity of all organizations involved.
- Safety/health systems will have another referral choice for residents they cannot assist and experience a reduction in emergency interventions.
- Significantly fewer, high-need homeless neighbors will be at risk of abuse, dangerous situations, hunger, health emergencies, or even dying.

HHOH advocates for a collaborative, continuum of care 24/7 - 365 days a year, **individualized** for at-risk or homeless residents including proven, best practices leading to a healthier life in a home.

Examples:

- Client Choice
- Shelter First
- Outreach in Place
- Risk Mitigation
- Community Response Teams
- Low barrier, Non-communal Shelter
- Recovery Housing
- Rapid Rehousing
- Wrap-around Case Management
- Systemic, Connected Services with medical, mental health, and life management support initiatives

Waynesville: 828-452-1447
Sylva: 828-586-2345



Waynesville Facsimile: 828-452-9454
Sylva Facsimile: 828-586-9401

May 17, 2021

Town of Waynesville Mayor and Board of Aldermen
PO Box 100
Waynesville, NC 28786

Re: Letter of Collaboration and Support from Mountain Projects

Dear Mayor and Board of Aldermen,

Mountain Projects has collaborated with Helping Hands of Haywood to help move individuals and families that are experiencing homelessness into permanent housing.

We support Helping Hands when funding is needed to temporarily house a client that is experiencing homelessness, especially in the most complicated situations requiring a longer stay such as a person with a disability or a serious medical condition. We also put these families on a Homeless Preference Wait List.

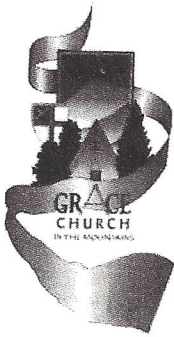
We understand that Helping Hands has made a request for emergency hotel shelter funds from the Waynesville allocated American Rescue Plan funding over the next two years, and if awarded, Mountain Projects certainly will continue to be an active partner in seeking housing solutions.

Respectfully Yours,

Brooke Smith
Assistant Executive Director
Mountain Projects

We Provide the Tools to Change People's Lives





Grace Church in the Mountains, Episcopal
394 N. Haywood Street
Waynesville, NC 28786

(828) 456-6029
admin@gracewaynesville.com
www.gracewaynesville.com

May 15, 2021


Dear Aldermen:

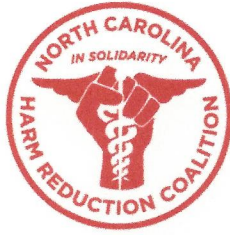
Grace Church in the Mountains has collaborated with Helping Hands of Haywood to support individuals and families that are experiencing homelessness with emergency shelter and other services. We are grateful that we can refer Waynesville residents who seek our assistance to Helping Hands. Together, we are currently exploring how to deepen our partnership through our community outreach operation including the utilization of the church food pantry, recruiting volunteers, and educating our church members about the difficulties our neighbors experience when they can't find shelter, as well as community solutions.

Helping Hands recently shared with some of our members their current data for overnight, private emergency stays for these neighbors. We were stunned by the increasing number of clients requiring this service. 250 nights were provided for a total of 50 people (24 client units of individuals, couples, and families) at the approximately cost of \$17,500 just for the hotel from January through half of April. Helping Hands extends the stay for families with children and individuals experiencing a severe illness or surgery providing at least 8 or more of their other services with an emphasis on finding permanent shelter, obtaining health care and insurance, COVID-19 tests, vaccines and education, and ensuring income through work or disability benefits.

The large majority of these people are Waynesville residents who are not eligible for our other shelters or found them full. We certainly would consider being one of the partners to match the funds that the Town of Waynesville could provide through the American Rescue Plan to help pay for the emergency shelter and other services Helping Hands provides delivered by their committed, all-volunteer team. In fact, we have already financially supported HHOH and intend to do so again. Their mission works toward filling a gap in the available services in Waynesville.

Faithfully,


The Rev. Joslyn Ogden Schaefer
Rector



North Carolina Harm Reduction Coalition

4024 Barrett Dr. Suite 101

Raleigh, NC 27609

Phone (910) 685-5596

www.nchrc.org

Letter of Support and Collaboration

Re: Emergency shelter funds

May 10, 2021

To Town of Waynesville Mayor and Board of Aldermen,

The North Carolina Harm Reduction Coalition (NCHRC) has collaborated with Helping Hands of Haywood to provide emergency shelter and support for those in need of services. When an individual approaches NCHRC for services such as emergency shelter, our staff is able to call the director of Helping Hands of Haywood and request assistance with a hotel, transportation to the hotel, food security for their hotel stay, clothing, hygiene items, and case management services. Additionally, NCHRC provides the clients of Helping Hands of Haywood with harm reduction services as needed, and treatment options available to them upon request. We support their request for emergency hotel shelter funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Becca", with a stylized flourish at the end.

Becca Goldstein

Western Regional Coordinator, Haywood County

North Carolina Harm Reduction Coalition

(910) 228-0776

beccag@nchrc.org

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 25, 2021

SUBJECT: NCRWA Board of Directors

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E3
Department: Public Services Department
Contact: Jeff Stines
Presenter: Jeff Stines, Director of Public Services

BRIEF SUMMARY:

NCRWA has ask for me (Jeff Stines) to sit as a member on the Board of Directors. NCRWA is a non-profit organization under the authority of the NC Secretary of State. NCRWA was organized to serve as the “voice” of the Water and Wastewater Industry. This organization offers numerous training opportunities for employees as well as several free services to assist municipalities in the industry.

MOTION FOR CONSIDERATION:

Approve the support of Jeff Stines to sit on the Board of Directors for

ATTACHMENTS: N/A

MANAGER’S COMMENTS AND RECOMMENDATIONS: N/A

NCRWA Board of Directors - Letter of Commitment

The following duties are from the “Bylaws of the North Carolina Rural Water Association, Inc.” as dated May 14, 2014:

Section 7. Duties of the Board of Directors: The duties of the Board of Directors are as follows:

- A. To conduct and supervise the affairs of the association including the establishment, continuation or termination of committees.*
- B. To take charge of and be responsible for the property of the association and supervise the keeping of systematic records of the associations finances and the proceedings of the association.*
- C. To initiate, supervise, and approve plans and programs designed to achieve the objectives and purposes of the association.*
- D. To implement policies, programs, or plans adopted at the annual meeting of the members.*
- E. To determine policies of the association consistent with the objectives and purposes of the association as set out in the articles of incorporation.*
- F. To provide for annual and special meetings of the association.*
- G. To arrange for the annual audit of the association by a certified public accountant.*
- H. To provide for the dissemination of information to the members and to the general public as may be needed to provide suitable publicity for the work and statutes of the association.*

The Bylaws also stipulate a minimum of two (2) regular meetings for the Board each year, one of which is held immediately following the annual meeting of the members each spring. In recent years, the Board has seen the necessity to hold approximately four (4) regular meetings per year to conduct the business of the association in a timely and expedient manner. According to Article VII, Section 6 of the Bylaws, “a director who is absent at two consecutive board meetings without the permission of the President may be removed by a majority of the directors then in office.”

It is also required for the purpose of complying with NRWA Sub-award agreements, that Board Members attend Board Training offered by the National Rural Water Association (NRWA) at least once every 3 years. NCRWA makes every attempt to hold this training in North Carolina. Participation in the Annual Rural Water Rally in Washington, D.C. and other Legislative efforts in North Carolina is also highly recommended.

Each Board member is also asked to serve on approximately 3 NCRWA Committees as appointed by the President. These committees normally meet about 2 to 4 times per year and the Executive Director and Staff of NCRWA normally serve as the Liaisons for the Committees and carry out the operational tasks as prescribed by the Committees. These Committee meetings are typically scheduled in unison with Board Meetings but also require some conference calls and an occasional stand-alone meeting when required.

Please complete the following page and return it to: NCRWA, PO Box 540, Welcome, NC, 27374 or by email to annualbusinessmeeting@ncrwa.org.

BOARD MEMBER COMMITMENT

I JEFFREY Stinls have read and understand the duties and
(name, please print)

responsibilities of the NCRWA Board of Directors, the Bylaws of the Association, the established Board Policies and Code of Ethics, and the Conflict of Interest policy and by signature commit to upholding these policies and fulfilling these obligations to the best of my ability.

I also understand that there are standards and expectations for my personal and professional behavior as a representative of NCRWA and I will make every effort to fulfill and uphold these standards to the best of my ability. If I should become ineligible to serve on the Board of Directors for reasons stated in the Bylaws or if I become unable to effectively fulfill my duties on the Board for any reason, I will resign my position in the most appropriate and professional manner possible.

Signature Jeffrey Stinls

Date May 12, 2021

SYSTEM MEMBER COMMITMENT

I _____ on behalf of the
(name and title, please print)

(name of system member)

by signature commit our support of _____
(name, please print)

in his/her endeavor to serve as a member of the NCRWA Board of Directors and certify that this person meets the eligibility requirements of the North Carolina Rural Water Association, Inc[®] as stated in the Bylaws of the organization.

Signature _____ Date _____

Please affix corporate seal.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 5/25/2021**

SUBJECT: Submission of 2021-22 Budget Proposal

AGENDA INFORMATION:

Agenda Location: NEW BUSINESS
Item Number: E4
Department: Finance and Administration
Contact: Rob Hites
Presenter: Rob Hites and Autumn Lyvers

BRIEF SUMMARY:

The budget team will handout printed copies of the staff's budget proposal. The proposal will be delivered electronically earlier in the week. Rob will present a synopsis of his budget message and Ms. Lyvers will present the budget in more detail.

MOTION FOR CONSIDERATION: Set a date for a budget workshop.

FUNDING SOURCE/IMPACT: All

ATTACHMENTS:

Printed copies of the budget will be handed out during the meeting and electronic versions will be posted earlier in the week.

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Receive the budget message and set a workshop. If you would like to have the workshop immediately before the public hearing on the budget the material would be fresh in folk's minds when they speak on the subject. Otherwise the Board could set Thursday the 27th or the following Tuesday the 1st or Thursday the 3rd of June as a workshop date.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
May 25, 2021**

SUBJECT: Call for a Public Hearing for Public Input on the proposed 2021-22 Annual Budget

AGENDA INFORMATION:

Agenda Location: NEW BUSINESS
Item Number: E5
Department: Finance
Contact: Autumn Lyvers
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY:

The budget will be submitted during the Board's May 25th meeting. It will be posted on the Town's website. Hard copies are available in the Town Clerk's office. The Board will receive an in-depth presentation of the budget during their workshop. The General Statutes require that the Board hold a formal public hearing on the proposed budget before enactment. After the public hearing an elective body is free to set additional workshops and hearing to hammer out a final product. NC Statutes require that local government budgets and tax rates (not utility rates and fees) be set by midnight on June 30th.

MOTION FOR CONSIDERATION:

Call for a Public Hearing to be held on Tuesday June 8, 2021 at 6:00 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street for the proposed 2021-2022 Annual Budget.

FUNDING SOURCE/IMPACT: All funds will be impacted

ATTACHMENTS:

Summary sheets will be included in the June 8th agenda packet

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Call for a Public Hearing to be held on Tuesday June 8, 2021 at 6:00 pm. That will give the Board two weeks to hold additional workshops, continue the Public Hearing on the 8th for additional comment, have the staff answer budget related questions and develop alternative budgets.