Project: Mtn. Vision

Goal #1, Recreation

1.1 , 1.2

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
5.24.04	Meet w/ Hershel to draft action items	Rwhite		Meet w/ S Cook for input and review	5.24.04
5.26.04	Meet w/ Hershel and S Cook for input and review of action items	R White, Hershel	Develop Master Field Inventory list	S Cook and D Close to complete w/ league input	5.26.04
5.31.04 - 6.28.04	Complete Master Field Inventory list	S Cook, D Close	Within the Town of Signal Mtn., list all Rec fields and data, designate non town owned fields	Inform R White and Hershel when completed	
6.28.04 - 7.31.04	Meet w/ League leaders, S Cook, D Close, Hershel, B Leonard, R White	S Cook, D Close	Review master field list, maint. Responsibilities, improvements schedule	send plan to leagues,central locations,media to communicate	
8.30.04 - 9.13.04	Meet w/ Mtn. Rec	Cook,Close,Hershel,Leonard	identify Mtn. Rec objectives, identify any ways to work in unison,	report findings	
8.09.04	Distribute document to league leaders	S Cook, D Close			
8.09.04	Dsitribute document to central location	Hershel			
8.09.04	Inform , Distribute to media	R White, Hershel	via Town Council Mtg		
5.31.04- 6.28.04	Complete Master Parks/ Rec Facilities list	S Cook, Hershel	Within the Town of Signal Mtn.,list all Parks, Rec Facilities and data, designate non town owned fields	forward to Hershel when completed	
8.9.04	Distribute document to Central location	Hershel	Wait to send to Central Location until can be combined with Master Field Inventory List		
8.9.04	Inform, Distribute to media	R White, Hershel	via town council mtg		

Project: Mtn. Vision
Category: Goal#2, Services
2.2, Best People

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
5.03.04-7.30.04	meet w/ town employees individually	Hershel	Identify needs, concerns, issues		
2.01.04-7.30.04	Compensation study	B Leonard, Personnel	compare to other similar municipalities,Salaries & Benefits	report findings	
5.03.04-7.30.04	Review current Practice and Procedures	B Leonard, Personnel	Developing Personnel manual, Employee Handbook,	report findings	
6.08.04-7.30.04	Explore methods to express appreciation to Town Employees	B Leonard, Personnel	via Town picnic for employees	report findings	

Project: Mtn. Vision
Category: Goal #2, Services
2.3, Plan for Equipment

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
6.02.04	Meet w Hershel, B. Veal	Rwhite	Address issues re replacing, prioritizing outdated eq.	prioritize Eq. needs	6.02.04
6.05.04-7.05.04	Create High priority list of outdated Eq.	BVeal, Hershel			
6.05.04-7.05.04	Create low priority list of outdated Eq.	Bveal,Hershel			
6.05.04-12.31.04	Research alternative funding	Bveal,Hershel	Grant possibilities, other vehicles	report findings	
6.05.04-12.31.04	Research Buy vs Lease options	Bveal,Hershel		report findings	
6.05.04-12.31.04	Secure Equipment when appropriate	Bveal,Hershel			

Project: Mtn. Vision
Category: Goal #2, Services
2.4, Methods to reduce speeds

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
6.02.04	Meet w Boyd Veal	Rwhite, Hershel	Discuss issue, develop solutions		6.02.04
6.07.04-8.09.04	Review speed limit sign locations	Hershel,BVeal		report findings	
6.07.04-8.09.04	Create problem call #	Hershel,BVeal		Bveal- Article in papers, websites	
6.07.04-8.09.04	Review alternative speed control opportunities	Hershel,BVeal	Rolling radar, speed pillows	ie.. Dunsinane f/u	
6.07.04-8.09.04	Consider Educational programs for sped control	Hershel,BVeal	" Drive 25 to keep kids alive" program, or other programs & grants	report findings	
ongoing	Support legislative action to control speed	all			

Project: Mtn. Vision
Category: Goal # 3, Education
3.5,Library- space utilization

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
6.07.04	Meet w Connie to inform	Rwhite,Hershel	Library to be Document Central location, History Depository	Plan for appropriate space	6.07.04
6.08.04-7.31.04	Plan for space to be used, also future needs thru ^ Demographics	Connie	See Library Strategic plan		
8.9.04	All Central Documents to Library Central location	Hershel			
8.10.04	Media communication to inform	Connie	signalmtntown.org,sigmtn.com,Mirror,Post, Article by Connie		

Project: Mtn. Vision
Category: Goal #4, Cooperation
4.2,Central location Document Resources

Date	Action Item	Resp Person	Comments	Follow Up	Comp Date
6.02.04	Meet w/ Hershel	Hershel,R White	Draft concept,identify locations, list documents to be included	meet w location Mgrs, inform, identify space to use	5.26.04
6.07.04	Meet w Dept Heads	Hershel, R White	inform of concept, assist in compiling document list	Compile title list and required # of copies	6.07.04
6.28.04	Master Document List compiled	Hershel, R White	appropriate # of copies submitted to Hershel; Library- Central Document Resource Location	Bundled copies back out to locations	
6.30.04	Distribute bundled documents to Library - Central location	Hershel,			
7.12.04	Inform public	R White	Via Town Council meeting	inform public thru media, source documents available and locations	