

**Regular Meeting Minutes of the Town Board of Commissioners Meeting of June 16, 2016 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.**

**Town Board Present:** Commissioner Eric Pierson, Commissioner John Dotson, Mayor Pro Tempore Amy Patterson, Mayor Pat Taylor, Commissioner Donnie Calloway and Commissioner Brian Stiehler.

**Also Present:** Town Manager Bob Frye, Town Clerk Rebecca Shuler, Town Attorney Jay Coward, Public Works Director Lamar Nix, Police Chief Bill Harrell, MIS/GIS Director Matt Shuler, Parks and Recreation Director Lester Norris, and Planning and Development Director Randy Feierabend.

**1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 7:00pm.

**2. Public Comment Period**

There was no public comment.

**3. Adjust and Approve Agenda**

Mayor Pro Tempore Patterson request the addition of the Closed Session Minutes of February 18, 2016 for approval. Mayor Pro Tempore Patterson made a motion to approve the agenda as with the one addition, which was seconded by Commissioner Pierson and the vote was unanimous.

**4. Approval of the May 26<sup>th</sup>, 2016 Regular Meeting Minutes**

Mayor Pro Tempore Patterson made a motion to approve the regular meeting minutes of May 26<sup>th</sup>, 2016 as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

**Approval of the April 21<sup>st</sup>, 2016 Closed Session Meeting Minutes**

Commissioner Dotson made a motion to approve the closed session meeting minutes of April 21<sup>st</sup>, 2016 as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

**Approval of the February 18<sup>th</sup>, 2016 Closed Session Meeting Minutes**

Commissioner Dotson made a motion to approve the closed session meeting minutes of February 18<sup>th</sup>, 2016 as presented, which was seconded by Mayor Pro Tempore Patterson and the vote was unanimous.

**5. Reports**

**A. Mayor**

Mayor Taylor informed the Board of a letter he had received from Bob Kieltyka in regards to the Highlands Food & Wine events that were going to held in November in Kelsey Hutchinson Park and on Main Street. This years' events are going to be postponed and held at private venues with the relative time and delays. They would like to still like to have the town's support for banners this year and planning for the events to be held next year.

**B. Commissioners and Committee Reports**

Commissioner Stiehler mentioned the Coalition for Non-native Invasive Plants Management event that was held and stated that it was very well attended.

Mayor Pro Tempore Patterson said that she had several members of the Coalition for Non-Invasive Plants Management make mention and were very thankful of Stiehler's participation.

Mayor Taylor thanked Stiehler as well for his participation with this endeavor.

Mayor Pro Tempore Patterson asked if the Town Board needed to officially direct the Planning Board to look into requesting a permit to lower lakes no matter what and was informed that the matter was already being handled.

Commissioner Pierson gave an update on the Fire Departments meeting with the architect and said it was going to be a very long process with lots of ideas, needs and wants.

Mayor Taylor said he wanted to let everyone know the Christmas tree was still being discussed.

### **C. Town Manager**

Manager Frye informed the board that the next regular board meeting was going to be held at the Rec. Park.

Frye informed the board that Altitude had hired two new employees and once they were trained and up and running the broadband committee would meet to discuss pole attachment issues.

Frye also wanted to clarify a misunderstanding as to the new Christmas tree. It will replace two Pine trees and not all funding is for the tree the rest are for decorations and lighting.

Commissioner Stiehler stated he had feelers out for trees.

Frye also mentioned the meeting staff had with representatives of the Chamber in regards to the Highlands Food & Wine events.

## **6. Consent Agenda**

Public Works Department  
Police Department  
Parks & Recreation Department  
Planning Department  
Treasurer's Report  
Hazard Mitigation Resolution

Mayor Pro Tempore Patterson questioned Parks and Recreation Director Norris as to the progress of the banners for Kelsey Hutchinson Park. Norris said the town was waiting on the poles to hold the banners and that hopefully it was just a week out.

Mayor Pro Tempore Patterson moved to approve the consent agenda as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

## **7. Public Hearing: Presentation of FY 2016-17 Budget**

### **A. Open Public Hearing**

Commissioner Pierson made a motion to open the public hearing on the FY2016-17 budget at 7:15pm, which was seconded by Mayor Pro Tempore Patterson and the vote was unanimous.

### **B. Staff Comments/Recommendation**

Manager Frye gave the following budget message:

## **FY 2016-17 BUDGET MESSAGE**

June 16<sup>th</sup> 2016

The Honorable Mayor Patrick Taylor and Town Commissioners  
Town of Highlands, North Carolina

Dear Mayor Taylor:

I am pleased to present the FY2016-17 Budget for your review and consideration.

As required by the General Statutes of North Carolina, the revenues and expenditures presented within this budget are balanced.

In order to present a balanced budget across all funds, it was necessary to appropriate \$57,980.00 from undesignated General Fund Balance and a further \$200,000.00 from the Water Utility Reserve and \$966,582.00 from the Electric Reserve Fund for a combined total of \$1,224,562.00.

These funds were used to offset capital project deficits within the Water Utility Budget, Sanitation Budget, and to provide initial funding for the Altitude Broadband Enterprise Fund.

This will leave the following amounts in the respective funds:

\$2,002,429.00 in undesignated general fund balance

\$2,117,200.00 in the electric reserve fund

All other funds are self-supporting and require no outside fund transfers to enable them to operate.

### **Budget Highlights**

As presented, the overall FY 2016-17 Budget has revenues and expenditures totaling \$14,520,640.00

The current Highlands Ad Valorem tax rate of .164 per \$100.00 valuation remains unchanged

The current Highlands Volunteer Fire Department tax rate of \$.1 per \$100 valuation remains unchanged.

The current Town of Highlands minimum charge for electrical service remains unchanged at \$20.31 per month for residential customers and \$22.67 (single phase) or \$32.69 (three phase) per month for commercial users.

The current Town of Highlands minimum charge for water will increase from \$32.00 per month to \$35.00 per month for residential customers and from \$42.00 per month for commercial users to \$45.00 per month.

The current Town of Highlands minimum charge for sewer will increase from \$32.00 per month to \$33.50 per month

The current Town of Highlands minimum charge for residential trash pickup will increase from \$18.50 per month to \$20.00 per month

## **TOTAL EXPENDITURES**

Total Expenditures for all funds is split between the individual funds as follows:

General Fund	\$4,773,454.00
Scholarship Fund	\$40,465.00
Fire and Rescue Special Revenue Fund	\$413,000.00
Cemetery Fund	\$41,200.00
Water Enterprise Fund	\$2,211,834.00
Sewer Enterprise Fund	\$640,082.00
Capital Projects Fund	\$158,140.00
Sanitation Enterprise Fund	\$651,660.00
Electric Enterprise Fund	\$5,226,930.00
Altitude Broadband	\$686,615.00

Total Expenditures	\$14,520,640.00
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## **GENERAL FUND**

Total expenditures for the FY 2016-17 General Fund Budget is \$4,773,454.00. These funds are split between the individual departments/funds as follows:

Governing Body	\$28,098.00
Administration	\$1,041,643.00
Planning/Zoning	\$115,501.00
MIS/GIS	\$466,163.00
Police Department	\$1,312,049.00
Street Department	\$795,789.00
Public Buildings	\$79,826.00
Parks and Recreation	\$934,442.00

Total Expenditures	\$4,773,454.00
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## **ENTERPRISE FUNDS**

The Town of Highlands operates the following operates the following Enterprise Funds:

Water  
Sewer  
Sanitation  
Electric  
Altitude Broadband Communications

## **WATER FUND**

Total expenditures for the FY 2016-17 Water Utility Enterprise Fund is \$2,211,834.00

Current minimum charges for water will increase from \$32.00 per month to \$35.00 per month for residential customers and from \$42.00 per month for commercial users to \$45.00 per month.

Major capital projects scheduled to begin or be completed during the FY 2106-17 budget year include \$102,000.00 earmarked for engineering design and site preparation for the replacement of the Buckhorn Water tank and \$580,000.00 for a new bleach treatment system for the Water Plant..

It is planned to replace the current 200,000 gallon tank which is nearing the end of its operational life with a 400,000 gallon tank during the FY 2017-18 budget year.

The bleach treatment system will replace the current chlorine gas treatment system with an onsite liquid bleach system and will provide the town with an equivalent treatment system which will pose less danger to the public or water treatment plant staff.

Other capital projects included in the FY 2016-17 budget include \$5,000.00 for fencing around the Satulah water tank, and \$88,000.00 for a waterline refurbishment/relocation project on Helen's Barn Avenue.

It is proposed to transfer \$200,000.00 from the Water Utility Reserves and a further \$493,827.00 from the Electric Fund to offset capital project deficits associated with above mentioned capital projects.

### **SEWER FUND**

Total expenditures for the FY 2016-17 Sewer Utility Enterprise Fund is \$640,082.00.

Current minimum charges for sewer will increase from \$32.00 per month to \$33.50 per month

Major capital outlay includes \$135,000.00 for the purchase and installation of an automated bar screening device for the sewer treatment plant

The sewer fund is self-supporting and requires no outside fund transfers in order to operate.

### **ELECTRIC FUND**

Total expenditures for the FY 2014-15 Electric Enterprise Fund is \$5,226,930.00

In order to present a balanced budget across all funds, it was necessary to appropriate \$875,124.00 from the Electric Reserve Fund to offset capital project deficits within the Water Fund, Sanitation Fund, and to provide initial funding for the Altitude Broadband Enterprise fund.

The current Town of Highlands minimum charge for electrical service remains unchanged at \$20.31 per month for residential customers and \$22.67 (single phase) or \$32.69 (three phase) per month for commercial users.

Please refer to the Town of Highlands FY 2016-17 Fee Schedule for a detailed listing of all Town electrical charges.

### **SANITATION FUND:**

Total expenditures for the FY 2016-17 Sanitation Enterprise Fund is \$651,660.00

It is proposed to increase the minimum charge for residential trash pickup from \$18.50 per month to \$20.00 per month

### **SPECIAL REVENUE FUNDS**

The FY 2016-17 Budget includes the following Special Revenue Funds:

Fire Department  
Capital Projects  
Altitude Broadband

**FIRE DEPARTMENT FUND**

The Highlands Volunteer Fire Department provides service to Town of Highlands and a portion of unincorporated areas of Macon and Jackson Counties.

As 100% of the revenue for the Fire Department is generated through the Fire District Ad Valorem property tax and not the Town of Highlands General Fund; a Special Revenue Fund was established to provide accountability.

The current Highlands Volunteer Fire Department tax rate of \$.1 per \$100 valuation remains unchanged.

Total operating budget for the Highlands Volunteer Fire Department is \$413,000.00

**CAPITAL PROJECTS FUND**

Total expenditures for the FY 2015-16 Capital Projects Fund is \$158,140.00 and includes the following fund transfers:

General Fund	\$15,698.00
Sewer Fund	\$56,967.00
Electric Fund	\$85,475.00

These funds are allocated to various projects to pay for debt service on the Kelsey-Hutchison storm water project (\$15,698.00), debt service on the town’s new radio read water meters (\$85,475.00), and debt service on the Mirror lake sewer project (\$56,967.00).

**ALTITUDE BROADBAND**

Altitude Broadband is an attempt by the Town of Highlands to provide its citizens with quality high-speed internet and data services.

The Town’s broadband initiative began several years ago when it was recognized that reliable high-speed internet service was either not available, or severely limited and that the continued economic prosperity depended on access to high-speed broadband.

After numerous attempts to attract interest from area internet providers failed to generate a response, the town decided to move ahead and begin to lay the foundations for a modern 21<sup>st</sup> century data communications system for the citizens of Highlands.

The FY 2016-17 budget includes funds for the hiring of three technicians and sufficient hardware to enable the town to complete phase one of its operations plan. Phase one entails the deployment of a high speed wireless system which will cover the town in its entirety by the end of 2016. Concurrently with the wireless deployment, staff will begin the installation of fiber hardline for the first “node” which is the downtown area.

The FY 2016-17 budget includes \$366,615.00 in operating funds and a further \$320,000.00 in capital expenses.

Funds to operate Altitude Broadband were transferred from the Electrical Reserve. It is understood that these funds transfer will be repaid to the Electric Fund and a repayment schedule will be included in the Altitude Operations budget.

## **LONG TERM OUTLOOK**

At the current time, the financial outlook for the Town of Highlands remains upbeat.

The Town's undesignated General Fund Balance remains stable and with the proposed rate increases included within the FY 2016-17 budget all The Water, Sewer, and Sanitation Funds will cover their operating cost for the coming budget year.

The Electric Fund; remains stable and has begun to slowly replenish itself and is now able to resume transfers to other funds to offset their capital project costs.

It is important to remember that the Water, Sewer, and Sanitation Funds are reliant on transfers from the Electric Fund in order to fund either in part; or in entirety; the capital project needs of those funds. Without these offsetting transfers, the town would be forced to significantly increase the fees charged for water, sewer and sanitation services to incorporate the capital; project and equipment needs of these funds.

Given the extent to which the Town depends upon the Electric Fund to finance significant portions of its capital improvement program; it is critical for the town to closely monitor rate in which reserve funds are used.

This is particularly critical now that the Town has begun the startup of its broadband initiative. Until Altitude Broadband becomes self-sustaining, the burden of providing for its continued operation will fall upon the electric reserve.

That the Town has the resources to fund this endeavor without recourse to borrowing funds and incurring long term debt, illustrates the importance of maintaining strong fund reserves. It also demonstrates how such reserves can be used for the betterment of the town by funding projects that otherwise would not have been possible.

That being said, it is important to acknowledge that the level of fund withdrawal from the Electric Fund cannot be sustained at its current rate for any length of time; nor should it be.

## **CLOSING COMMENTS**

I would like to commend Mayor Patrick Taylor and the Town Board for their guidance in working with staff as the budget evolved from its first drafts to its final form. Clear concise directives from our elected officials made developing the budget much easier.

I would also like to commend town staff for the diligent work they put into the budget and the diligence with which they worked to hold the line on expenses.

In closing, I would like to say that I look forward to implementing this budget and in so doing I hope that we achieve our goal of providing quality public services to our community.

Sincerely,

## **TOWN OF HIGHLANDS**

Robert A. Frye Jr.  
Town Manager

After the message was delivered the FY2016-17 Budget Ordinance was presented along with a list of the capital projects included.

**TOWN OF HIGHLANDS  
BUDGET ORDINANCE  
FISCAL YEAR 2016  
JULY 1, 2016 THRU JUNE 30, 2017**

**BE IT ORDAINED:** by the Board of Commissioners of the Town of Highlands, North Carolina, assembled this 16<sup>th</sup> day of June 2016, that the following fund revenues and department and/or fund expenditures be adopted:

**TOTAL EXPENDITURES**

Total Expenditures for all funds is split between the individual funds as follows:

General Fund	\$4,773,501.00
Scholarship Fund	\$40,465.00
Fire and Rescue Special Revenue Fund	\$413,000.00
Cemetery Fund	\$41,200.00
Water Enterprise Fund	\$2,211,834.00
Sewer Enterprise Fund	\$606,604.00
Capital Projects Fund	\$158,140.00
Sanitation Enterprise Fund	\$651,660.00
Electric Enterprise Fund	\$4,937,668.00
Altitude Broadband Fund	\$686,615.00

Total Expenditures	\$14,520,687.00
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**GENERAL FUND**

Total expenditures for the FY 2016-17 General Fund Budget is \$4,773,454.00. These funds are split between the individual departments/funds as follows:

Governing Body	\$28,098.00
Administration	\$1,041,643.00
Planning/Zoning	\$115,501.00
MIS/GIS	\$466,153.00
Police Department	\$1,312,049.00
Street Department	\$795,789.00
Public Buildings	\$79,826.00
Parks and Recreation	\$934,442.00

Total Expenditures	\$4,773,501.00
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**SECTION III. TAX RATES ESTABLISHED**

An Ad Valorem tax rate of \$.164 per \$100 valuation is hereby established for General Fund purposes for the Town of Highlands for FY16.

This rate is based on an approximate valuation of \$1,645,000,000.00 and an estimated collection rate of 98.6%.

A Fire tax rate of .01 per \$100.00 valuation is hereby established for the Highlands Volunteer Fire Department.



**SECTION IV. BUDGET ORDINANCE**

This ordinance shall be the basis of the financial plan for the Town of Highlands during the fiscal year 2015. The approved annual budget for all funds, which shows line item detail, will be used for tracking revenue and expenditures.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Robert A. Frye, Jr., Town Manager

\_\_\_\_\_  
Patrick Taylor, Mayor

**FY 2016-17 Capital Projects (Ver. 3)**

**Street Department**

<b>Repairs</b>		
Sidewalk Repairs		\$50,000.00
Road Striping		\$30,000.00
	<b>Sub Total</b>	<b>\$80,000.00</b>
<b>Equipment</b>		
Replacement Dump Truck		\$80,000.00
	<b>Sub Total</b>	<b>\$80,000.00</b>
	<b>Total</b>	<b>\$160,000.00</b>

**Sanitation Department**

10 Dumpsters/ 20 Bear Resistant Lids		\$30,000.00
	<b>Total</b>	<b>\$30,000.00</b>

**Utility Projects (Water)**

Bleach Treatment Project		\$580,000.00
Buckhorn Tank Replacement Design/Engineering		\$102,000.00
Helen’s Barn Project		\$88,000.00
Satulah Tank Fence		\$5,000.00
	<b>Total</b>	<b>\$775,000.00</b>

**Utility Projects (Sewer)**

Automatic Bar Screening Device		\$135,000.00
	<b>Total</b>	<b>\$135,000.00</b>

**Electric Department**

Replacement Pickup Truck		\$40,000.00
	<b>Total</b>	<b>\$40,000.00</b>

**Police Department**

Replacement Police Vehicle (Ford Taurus)	\$43,500.00
Vehicle Communications Upgrades	\$20,000.00
<b>Total</b>	<b>\$63,500.00</b>

**MIS/GIS**

Upgrade Police Dept. Servers	\$30,000.00
Service Truck	\$40,000.00
Big Bear Pen Tower Extension	\$50,000.00
<b>Sub Total</b>	<b>\$120,000.00</b>

Additional Staffing: Computer Support Specialist	\$43,000.00 plus benefits
<b>Total</b>	<b>\$163,000.00</b>

**Parks and Recreation**

**Projects**

Civic Center Windows Replacement	\$52,000.00
<b>Sub Total</b>	<b>\$52,000.00</b>

**Parks and Recreation**

**Equipment**

Floor Scrubber	\$5,150.00
Pool Vacuum	\$5,000.00
Elliptical Bike	\$3,600.00
Replacement Tractor	\$13,000.00
<b>Sub Total</b>	<b>\$26,750.00</b>

**Miscellaneous**

Christmas in KH Park	<b>Total</b>	<b>\$50,000.00</b>
	<b>Total</b>	<b>\$128,750.00</b>

General Fund Departments	\$472,250.00
Water/Sewer Fund	\$910,000.00
Sanitation Fund	\$30,000.00
Electric Fund	\$40,000.00
Altitude Broadband	\$320,000.00
<b>Grand Total</b>	<b>\$1,772,250.00</b>

Town of Highlands			7/25/2016 10:49
FY 2016-17 Budget Worksheet			
All Funds Summary FY 2016-17			
	FY 2016-17	FY 2016-17	
Account Name	Revenues	Expenditures	Difference
<b>General Fund:</b>			
General Fund			
Fund Balance Appropriated	\$57,980.00		
Transfer From Electric Fund			
Governing Body	\$28,098.00	\$28,098.00	
Administration	\$1,041,643.00	\$1,041,643.00	
Planning/Zoning/Economic Development	\$115,501.00	\$115,501.00	
MIS/GIS	\$466,153.00	\$466,153.00	
Police	\$1,312,049	\$1,312,049.00	
Street	\$795,789.00	\$795,789.00	
Public Buildings	\$79,826.00	\$79,826.00	
Recreation	\$662,119.00	\$720,099.00	
Recreation - Pool	\$214,343.00	\$214,343.00	
	4,773,501.00	4,773,501.00	-
<b>Scholarship Fund:</b>			
Scholarship Fund	\$40,465.00	\$40,465.00	
Fund Balance Appropriated			
	40,465.00	40,465.00	-
<b>Fire Department:</b>			
Fire Department	\$413,000.00	\$413,000.00	
Fund Balance Appropriated			
	413,000.00	413,000.00	-
<b>Cemetery Fund</b>	\$41,200.00	\$41,200.00	-
<b>Water Fund:</b>			
Water Department	\$1,518,007.00	\$810,529.00	
Water Treatment Plant		\$1,401,305.00	
Fund Balance Appropriated	\$200,000.00		
Transfer From Electric Fund	\$493,827.00		
	2,211,834.00	2,211,834.00	-
<b>Sewer Fund:</b>			
Sewer Fund	\$606,604.00	\$606,604.00	
Fund Balance Appropriated			
Transfer From Electric Fund			
	\$606,604.00	606,604.00	-
<b>Capital Projects Fund</b>	\$158,140.00	\$158,140.00	-
<b>Sanitation Fund:</b>			
Sanitation Fund	\$635,168.00	\$651,660.00	
Transfer From Electric Fund	\$16,492.00		
	651,660.00	651,660.00	-
<b>Electric Fund:</b>			
Electric Fund	\$5,226,000.00	\$4,937,668.00	
Fund Balance Appropriated	\$398,283.00	\$686,615.00	
Transfer to Water Fund			
Transfer to Sewer Fund			
Transfer to Sanitation Fund			
	5,624,283.00	5,624,283.00	-
<b>Grand Totals</b>	<b>14,520,687.00</b>	<b>14,520,687.00</b>	-

**C. Public Comment**

There were no public comments.

#### D. Close Public Hearing

Commissioner Dotson made a motion to close the public hearing for the FY2016-17 budget at 7:18pm, which was seconded by Commissioner Pierson and the vote was unanimous.

## E. Council Action

Mayor Pro Tempore Patterson moved to approve the FY2016-17 budget as presented. The motion was seconded by Commissioner Dotson and the vote was unanimous.

## 8. Financial Matters: Year End Budget Amendments

The Police Dept. would like to move funds from one line item to another to cover a few items that are remaining on the grant along with some tires and uniforms.

With it being the end of the fiscal year, there will be a few other end of year amendments that may need to be made.

**TOWN OF HIGHLANDS BUDGET AMENDMENT**  
**AMENDMENT # \_\_\_\_\_**

June 16, 2016

FROM: General Fund

DEPARTMENT: Police Dept.

EXPLANATION: Transfer of funds from one line to another to cover the purchases for items remaining on the grant, tires and uniforms.

[illegible]

APPROVED BY TOWN MANAGER

## ACTION BY TOWN BOARD

## APPROVED AND ENTERED ON MINUTES DATED

## CLERK

Manager Frye informed the board that there may be a special meeting to approve a few more year end amendments. Mayor Pro Tempore Patterson made a motion to approve the budget amendment presented, which was seconded by Commissioner Calloway and the vote was unanimous.

### **9. Planning Matters**

#### **A. Request for Public Hearing: UDO Amendments**

From time to time it is important that municipal ordinances be reviewed to ensure that they remain current and in compliance with state and federal regulations. Staff will be submitting a series of amendments to the Unified Development Ordinance (UDO) beginning this month. In accordance with the UDO - Art. 3 Sec. 3.7 and Art. 4 Sec. 4.3 these amendments will need to be reviewed by the Town of Highlands Planning Board, a public hearing conducted by the Board of Commissioners followed by adoption of the proposed amendments.

On April 11, 2016 planning staff held a joint workshop with the Highlands Planning Board and Highlands Zoning Board of Adjustment. Commissioners Dotson and Pierson were also in attendance. The purpose of the workshop was to discuss potential UDO amendments staff had identified and to receive input, from the Boards, of issues and concerns they had identified. Since this meeting PB and ZB members as well as Board of Commissioners members have submitted numerous concerns and recommendations. This first group of amendments, being presently considered, are primarily for the purpose of clarification or typographical correction.

Commissioner Pierson made a motion to set a public hearing at the next regular board meeting on Thursday, July 28, 2016 at 7pm for UDO amendments, which was seconded by Commissioner Stiehler and the vote was unanimous.

#### **B. Macon County Hazard Mitigation Plan Resolution**

FEMA reviewed and approved the Clay Macon Regional Hazard Mitigation Plan back in December of 2015. For formal approval, the participating areas must submit adoption documentation. The Town of Franklin approved the plan back on Monday, February 1, 2016.

The plan was presented at: <https://atkins.box.com/s/rc1fz07jjf9lgf5boyxo5unoa3tuh0jl> for review.

After a short discussion as to any other corrections, it was determined that the plan referred to Highlands as Harnick County in the economics section.

Mayor Pro Tempore Patterson mentioned that most of the items in the plan had already been addressed such as the culverts on Laurel and 5<sup>th</sup>, the dam, and the chlorine project was in the budget this year.

Commissioner Dotson moved to approve the Macon County Hazard Mitigation Plan, which was seconded by Commissioner Stiehler and the vote was unanimous.



**A Resolution to Adopt the Clay Macon Regional Hazard Mitigation Plan  
Resolution No. 2016-02-Res**

**WHEREAS**, the Town of Highlands is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

**WHEREAS**, the Town of Highlands desires to seek ways to mitigate situations that may aggravate such circumstances; and

**WHEREAS**, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

**WHEREAS**, it is the intent of the Town of Highlands to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

**WHEREAS**, it is also the intent of the Town of Highlands Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Highlands; and

**WHEREAS**, the Town of Highlands, in coordination with Clay and Macon Counties and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

**WHEREAS**, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Clay Macon Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Town of Highlands hereby:

1. Adopt the Clay Macon Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at a regularly scheduled meeting held on the 16<sup>th</sup> day of June, 2016 in the Highlands Community Building, 71 Poplar Street, Highlands, NC.

This the 16<sup>th</sup> day of June, 2016.

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Patrick L. Taylor, Mayor

ATTEST:

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Rebecca R. Shuler, CMC, NCCMC  
Town Clerk

**10. Closed Session: Pursuant to NCGS §143.318.11(a)(6) Personnel**

Commissioner Pierson made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) at 7:26pm to discuss a personnel matter, which was seconded by Commissioner Dotson and the vote was unanimous.

Once discussion was held, Commissioner Calloway moved the Board back into open session at 7:48pm, which was seconded by Commissioner Stiehler and the vote was unanimous.

No action taken.

**11. Adjournment**

As there were no further matters to come before the Board of Commissioners, Commissioner Calloway moved to adjourn which was seconded by Commissioner Stiehler and upon a unanimous vote, the Town Board adjourned at 7:54pm.

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Patrick Taylor  
Mayor

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Rebecca R. Shuler, CMC, NCCMC  
Town Clerk