

**Regular Meeting Minutes of the Town Board of Commissioners Meeting of September 18<sup>th</sup>, 2014 at the Highlands Community Building, 71 Poplar St., Highlands, North Carolina.**

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

**Also Present:** Town Manager Bob Frye, Town Clerk Rebecca Shuler, Town Attorney Jay Coward, MIS/GIS Director Matt Shuler, Public Works Director Lamar Nix, Planning and Development Director Josh Ward, Parks and Recreation Director Lester Norris, Police Chief Bill Harrell, Fire Chief Ryan Gearhart and Assistant Fire Chief Robbie Forrester.

**1. Meeting Called to Order**

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

**2. Public Comment Period**

There were no public comments.

**3. Adjust and Approve Agenda**

Mayor Pro Tempore Calloway made a motion to approve the agenda as presented, which was seconded by Commissioner Stiehler and the vote was unanimous.

**4. Approval of the August 21st Regular Meeting Minutes.**

Commissioner Patterson made a motion to approve the regular meeting minutes of August 21, 2014 which was seconded by Commissioner Dotson. Mayor Pro Tempore Donnie Calloway abstained from the vote due to his absence from the meeting. The vote was unanimous.

**5. Reports**

**A. Mayor**

Mayor Taylor reported that the letter the board had authorized him to write at the August 21<sup>st</sup> meeting to the Mining and Energy Commission related to fracking has been sent.

Taylor then mentioned that he had spoken with Chief Harrell to receive feedback on the parking process that was instituted during the first part of this season. It seems that the new process is working.

Taylor also stated that the tree lost on Main Street in front of Rosenthal's has been removed and is in the process of being replaced.

**B. Commissioners and Committee Reports**

Commissioner Stiehler reported that he had spoken to the Management at Wildcat Cliffs and they have decided to host the scholarship golf tournament again this upcoming year. A date of

May 14<sup>th</sup> was suggested, but he is working with them to try to set a confirmed date that isn't in conflict with the Rotary Golf or the Three Rivers Fly Fishing tournaments.

Commissioner Eric Pierson reported that the work being done on Chowan was looking good and almost complete. Commissioner Stiehler asked when the road would be open. Public Works Director Lamar Nix responded that they were waiting on the guard rail.

Commissioner Pierson went on to say that the Town had a lot of other public work projects coming up in the next few months.

Pierson also reported that Planning & Development Director Josh Ward, the Planning Board, and the Land Use Committee was progressing forward with the Land Use Comprehensive Plan and it would be an ongoing project.

### **C. Town Manager**

Town Manager Bob Frye reported it was the Town's turn to host the joint-meeting between the Town of Highlands, Town of Franklin, and Macon County. A temporary date of Thursday, October 23<sup>rd</sup> has been set. Details haven't been finalized.

## **6. Consent Agenda**

Public Works Department  
Police Department  
Parks & Recreation Department  
Planning & Development Department  
Treasurer's Report  
Delinquent Utility Bill Publication List

Commissioner Stiehler made a motion to approve the consent agenda as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

## **7. Financial Matters: Bid Awards**

### **A. New Water Intake and Dam Repair**

Bids for-the New Water Intake and Dam Repair project were opened on September 4<sup>th</sup>, 2014. Four bids were received. The low bidder was Langston Construction Company. The bid was as follows:

Raw Water Intake	\$1,764,705.00
Raw Water Main	\$590,910.40
Dam Improvements/Repair	\$179,000.00
<b>Total</b>	<b>\$2,534,615.40*</b>

\*It is important to note that these prices do not include engineering design fees, project management/administration costs, and loan closing costs.

Listed below is a cost breakout which includes all costs with this project.

(Intake and Water Main)	\$2,601,096.00
(Dam Improvements/Repair)	\$251,224.00
	<b>\$2,852,320.00</b>
(Loan Closing Costs)	\$41,369.00
	<b>\$2,893,689.00</b>

**Available Funding:**

(State Grant Funds)	\$1,654,760.00
(State Loan Funds)	\$413,690.00
	<b>\$2,068,450.00</b>

**Project Cost versus Funding**

(Project Cost)	\$2,893,320.00
(Project Funding)	\$2,068,450.00
	<\$824,870.00>

**Proposed Fund Transfers**

(Lake Remediation Fund)	\$468,580.00
(Sewer Reserve Fund)	\$356,290.00
	<b>\$824,870.00</b>

After several questions including the size of the pipe, whether it would be connected to the current system, clarification on the budget, and any unforeseeable problems, Commissioner Patterson made a motion to accept the bid of \$824,870.00 from Langston Construction Company for the New Water Intake and Dam Repair. The motion was seconded by Commissioner Pierson and the vote was unanimous.

The Board asked Manager Frye to proceed with the budget amendments from the Lake Remediation Fund for \$468,580.00 and the Sewer Reserve Fund \$356,290.00 to cover the costs of the project.

**B. 3<sup>rd</sup> Street Wall Repair**

The current 2014-2015 budget has \$120,000.00 for the replacement of the existing crosstie wall and steps with a rock faced wall, granite steps, and associated handrail, drainage, sidewalk repair, etc.

The wall is to be relocated six feet further toward the property as to widen the street. The painted sidewalk will also be six feet back which will allow for lane relocation and an improved delivery area.

The town received a quote from MJM Poured Walls for \$94,536.51 for the construction of the wall, steps, handrail, rock facing, etc. A quote from ALT Electrical Contractor for the associated recessed lighting system was received at \$4,045.85 for a project total of \$98,582.36.

Demolition will begin around November 2, 2014, as requested by the Public Works Committee. 3<sup>rd</sup> Street will be paved along with Oak Street after the project is completed.

Commissioner Patterson asked if the sidewalk was going to be raised. Nix stated the sidewalk would not be raised due to emergency vehicles being able to enter and exit along with the temporary parking of delivery trucks.

Commissioner Patterson made a motion to approve the awarding of the 3<sup>rd</sup> Street Wall repair to MJM Poured Walls and ALT Electrical Contractor, which was seconded by Commissioner Pierson and the vote was unanimous.

## **8. Parks and Recreation Matters: Project Updates**

Parks and Recreation Director Lester Nix gave the following update on Capital Projects.

1. Pool Enclosure and Bathhouse Winterization: Bid packages went out a little later than expected. Barring any unforeseen setbacks bids are expected back and an award of bids would be at the October 16<sup>th</sup> Town Board Meeting with construction scheduled to begin in late October. Completion would be around May 1<sup>st</sup>.
2. Ball Field renovations: The ball field renovation bid packages are scheduled to go out on Monday, September 15<sup>th</sup>. Bids will be due back by Monday, October 6<sup>th</sup>. No funds were budgeted for this project, if the town chooses to go forward with the project and appropriates the funds the schedule would be as follows. If bid is awarded at the October meeting, construction would begin November 1<sup>st</sup> with a completion date of February 15<sup>th</sup>.
3. Gym and Upper Level Restroom Renovation: Preliminary plans and recommendations to the Recreation Committee are scheduled for the first week of October. Final recommendation to the Town Board at the October 16<sup>th</sup> Town Board Meeting. Staff is recommending a maple hardwood floor for the gym. Bid packages will go out November 21<sup>st</sup> with bids due back December 19<sup>th</sup> with recommendation of bid award at the January 15<sup>th</sup> Town Board Meeting. Construction to begin as soon as youth basketball is over, around the end of February with a completion date of May 1<sup>st</sup>.

A floor covering system estimated at \$11,000-\$14,000 was also discussed.

## **9. Utility Billing Matters: Update New Bill Format**

The Board was presented with a sample of the new billing format to come in October. Customers will have the choice of receiving a paper invoice or an electronic bill. The release for the new billing format is tentatively scheduled to begin on October 25<sup>th</sup>.

After a brief discussion relating to flyers and newsletters being added in the bill, email notifications, account histories and automatic daily updates of credit card payments, Commissioner Dotson asked MIS/GIS Director Shuler to get the costs of the new implementations together for review.

## **10. Miscellaneous Matters: Christmas Decorations**

Commissioner Brian Stiehler informed the board that the Christmas Decoration Committee met several times and reviewed several options for new decorations. Final option choices consist of:

- ❖ Pole mounted lights of either a wreath with a lantern or a scroll with lantern.
- ❖ Wreaths to surround the lantern lights on Main Street with a red bow and garland wrapped down the poles.
- ❖ Four skyline garlands to be placed along entrances into the downtown area.
- ❖ Lighting the entrance signs into town and decorating them for Christmas.

The committee suggested proceeding with the whole project or purchasing the decorations over a two year period.

Commissioner Dotson recommended the Town move forward and purchase all decorations this year to avoid purchasing mismatched decorations. Mayor Pro Tempore Donnie Callaway agreed, but also recommended eliminating the skylines to lower the cost and stay closer to the budgeted amount.

Mayor Pro Tempore Calloway made a motion to move forward with the pole mounted wreaths with lanterns, the wreaths to encompass the lanterns on Main Street and the decorating of the Entrance Signs into town. Calloway stated that the committee had done a great job gathering the choices. Commissioner Stiehler seconded the motion and the vote was unanimous. Manager Frye stated a budget amendment would be presented at the next meeting for a fund balance appropriation for the remaining unbudgeted balance to purchase the decorations.

## **11. Fire Dept. Substation Letter Agreement**

The Board was presented with the Fire Department Substation Letter Agreement for the substation that was approved at the August 21, 2014 meeting. Commissioner Dotson made a motion to approve the Fire Department Substation Letter Agreement, which was seconded by Mayor Pro Tempore Calloway and the vote was unanimous.

## **12. MIS/GIS Matters: Verizon Contract Approval**

MIS/GIS Director Matt Shuler brought the updated Verizon Contract before the board and stated the contract had been revised to remove the rent abatement.

Commissioner Patterson stated that she would like Page 2 Paragraph 3 revised to state (\$21,600.00) “annually”, so there will be no loop holes for anyone not to pay the total amount of \$21,600.00 per year. Town Attorney Jay Coward agreed with Commissioner Patterson and stated that the paragraph should also have equal monthly installments “of \$1,800.00” added to it as well. Town Clerk Rebecca Shuler stated she could make the changes in the contract.

Commissioner Patterson made a motion to approve the Verizon Contract with the before mentioned amendments, which was seconded by Commissioner Pierson and the vote was unanimous.

### **13. Closed Session**

Commissioner Pierson made a motion to go into Closed Session at 7:49pm, which was seconded by Mayor Pro Tempore Donnie Calloway and the vote was unanimous. The Board met in closed session pursuant to NCGS §143-318.11(a) (3) and NCGS §143-318.11(a) (6) to discuss a personnel matter and attorney client privilege. Commissioner Stiehler moved the Board back into open session at 8:55pm, which was seconded by Commissioner Pierson and the vote was unanimous. No action was taken.

### **14. Adjournment**

As there were no further matters to come before the Board of Commissioners, Commissioner Pierson moved to adjourn, which was seconded by Commissioner Stiehler and upon unanimous vote, the Town Board adjourned at 8:56 pm.

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Patrick Taylor  
Mayor

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Rebecca R. Shuler, CMC, NCCMC  
Town Clerk