

**Special Meeting Minutes of the Town of Highlands Board of Commissioners
Meeting of June 4, 2018, at the Town Hall, 210 N. 4th Street, Highlands,
North Carolina**

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

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, MIS/GIS Director Matt Shuler and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 8:10am.

2. Adjust and Approve the Agenda

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

3. Approval of Fiber Construction Engineering Contract

MIS/GIS Director Matt Shuler stated the Contract presented is the same one that's been reviewed previously, but the approval today will allow them to begin work today.

Commissioner Patterson asked Shuler if his crew would be working with them and Shuler stated they will be, but initially, they will begin auditing the poles themselves.

Shuler stated they acted like they would be finished in two months then the bid process can begin. Shuler stated the LGC requires the actual bid to begin loan process but Wide Open will solicit the bidders and handle all of that, much like McGill does for the water tanks.

Commissioner Patterson made a motion to approve the Contract for Wide Open to do Route Hardening, Field Data Collection and CADD Construction Drawing, as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

4. Budget Amendment for Fiber Construction Engineering

Finance Director Rebecca Shuler stated she added a \$3,200 buffer to the 60% to cover any extra costs until the end of the year, because we expect 60% of the project to be completed in this fiscal year.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

May 31, 2018

FROM: General Fund



DEPARTMENT: MIS/GIS ~ Fiber

EXPLANATION: Fund balance appropriation to cover the Construction Drawings for the Broadband/Smart Cities Project

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3100-0910	Fund Balance Appropriation ~ General Fund	Increase		\$210,000.00
10-4310-0410	Professional Services ~ Engineering	Increase	\$210,000.00	
		Subtotals	\$210,000.00	\$210,000.00
		Totals	\$210,000.00	\$210,000.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

Commissioner Stiehler made a motion to approve the Budget Amendment as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

5. 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 8:30am.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk