

Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of June 21, 2018, at the Highlands Community Building, 71 Poplar 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, Public Works Director Lamar Nix, MIS/GIS Director Matt Shuler, Parks & Recreation Director Lester Norris, Planning & Development Director Andrew Bowen, Computer Support Specialist Mark Hall and Town Clerk Gibby Shaheen

1. Meeting Called to Order

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

2. Public Comment Period

There were no comments.

3. Adjust and Approve the Agenda

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

4. Approval of the May 3rd, 2018, Special Meeting Minutes

Commissioner Patterson requested Item Number 3 be changed from “asked why the amount was so different” to “why the Budget Amendment was more than \$10,000.00 per motor” for clarification.

Commissioner Patterson made a motion to approve the May 3rd, 2018, special meeting minutes as amended, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

Approval of the May 17th, 2018, Special Meeting Minutes

Commissioner Stiehler made a motion to approve the May 17th, 2018, special meeting minutes as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

Approval of the May 24th, 2018, Regular Meeting Minutes

Commissioner Patterson requested Item 14 be changed from “to accept the bid for the concrete tank” to “to accept the Stillwell bid with the concrete tank” for clarification.

Commissioner Stiehler made a motion to approve the May 24th, 2018, regular meeting minutes as amended, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

Approval of the June 4th, 2018, Special Meeting Minutes

Commissioner Patterson asked for an addition in Item 4 Budget Amendment be changed from “Finance Director Rebecca Shuler stated she added a \$3,200 buffer for the 60% to cover any extra costs until the end of the year” to “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.”

Commissioner Patterson made a motion to approve the June 4th, 2018, special meeting minutes as amended, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

5. Reports

A. Mayor

Mayor Taylor stated he attended the Cashiers Highlands Humane Society awards and received the award for K9 friends on behalf of the Town.

Mayor Taylor stated he and Town Manager Josh Ward had attended the legislative dinner and had a number of people interested in our broadband process and we seem to be leading the way.

Mayor Taylor stated he had attended several events including the Transportation Advisory Meeting, the Police Awards Banquet and Recreation Park Open House. Mayor Taylor also stated that the Car Show and Shrimp Boil were well attended and the closing of 5th Street went smoothly.

B. Commissioners and Committee Reports

Commissioner Stiehler stated he had been in Raleigh on business and had heard positive comments about the Town's Broadband.

C. Town Manager

Town Manager Ward announced the following meetings:

- (1) NC Department of Transportation will be holding a public meeting on Friday, August 30th from 4pm-7pm at the conference center to review plans for Highway 106.
- (2) Local Officials Meeting will be held at the Police Department conference room on Wednesday, August 8th and would include all Town and County officials.

Ward stated the Recycling Trailer would be available next week and Parks and Recreation Director Lester Norris stated the signage would be in tomorrow.

Ward stated that Verizon would be applying for the Building Permits for attachments.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department
Planning & Development Department
Treasurer's Report
Resolution for Adoption of Town of Highlands Cafeteria Plan



THE TOWN OF
HIGHLANDS

Resolution for the Adoption of the Town of Highlands Cafeteria Plan Resolution No. 2018-05-Res

On this date, the Town of Highlands Board of Commissioners did meet to discuss the implementation of Town of Highlands Flexible Benefits Plan to be effective, July 1, 2018. Let it be known that the following Resolutions were duly adopted by the Town of Highlands Board of Commissioners and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved

and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

RESOLVED, that the Plan Year shall be for a period beginning on July 1, 2018, and ending June 30, 2019.

RESOLVED, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned certified that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for Town of Highlands's Flexible Benefits Plan approved and adopted in the foregoing resolutions.

The undersigned further certifies and attests that the above resolutions were made with the consent of the full Board of Commissioners, each of whom were in attendance of this date:

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 21st day of June, 2018, in the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.

This the 21st day of June, 2018.

Patrick L. Taylor, Mayor

ATTEST:

Gilberta B. Shaheen, Town Clerk

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

7. Public Hearing: Presentation of FY 2018-19 Budget

A. Open Public Hearing

Commissioner Calloway made a motion to open the public hearing on the FY 2018-19 budget at 7:20pm, which was seconded by Commissioner Dotson and the vote was unanimous.

B. Staff Comments/Recommendation

Town Manager Josh Ward stated the FY 2018-19 Budget presented at the May meeting has two modifications as follows:

- (1) MIS/GIS Fiber Department number decreased due to the allocation of 60% of the fiber construction engineering within the FY17/18.
- (2) Recreation Department Budget increased \$5,500.00 due to the left over donations allocated to the Skate Park.

The budget presented is balanced at a total of \$18,151,871, and is reflected in the Budget Ordinance as follows:

**TOWN OF HIGHLANDS
BUDGET ORDINANCE
FISCAL YEAR 2018 - 2019
JULY 1, 2018 THRU JUNE 30, 2019**

BE IT ORDAINED by the Board of Commissioners of the Town of Highlands, North Carolina, assembled this 21st day of June 2018, that the following fund revenues and department and/or fund expenditures be adopted:

SECTION I. TOTAL REVENUES

General Fund	\$ 6,143,102.00
Scholarship Fund	\$ 55,000.00
Fire & Rescue Special Revenue Fund	\$ 414,270.00
Cemetery Fund	\$ 53,000.00
Water Enterprise Fund	\$ 1,673,596.00
Sewer Enterprise Fund	\$ 729,770.00
Capital Projects Fund	\$ 1,886,673.00
Sanitation Enterprise Fund	\$ 752,808.00
Electric Enterprise Fund	<u>\$ 6,443,652.00</u>
 Total Revenues	 \$ 18,151,871.00

SECTION II. TOTAL EXPENDITURES

General Fund	\$ 6,143,102.00
Scholarship Fund	\$ 55,000.00
Fire & Rescue Special Revenue Fund	\$ 414,270.00
Cemetery Fund	\$ 53,000.00
Water Enterprise Fund	\$ 1,673,596.00
Sewer Enterprise Fund	\$ 729,770.00
Capital Projects Fund	\$ 1,886,673.00
Sanitation Enterprise Fund	\$ 752,808.00
Electric Enterprise Fund	<u>\$ 6,443,652.00</u>
 Total Expenditures	 \$ 18,151,871.00

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 FY2018-19, which includes \$.015 earmarked for Recreation Capital Projects. This rate is based on an approximate valuation of \$1,762,000,000.00 and an estimated collection rate of 99%.

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 2018-19. The approved annual budget for all funds, which shows line item detail, will be used for tracking revenue and expenditures.

ATTEST:

APPROVED:

Joshua P. Ward, Town Manager

Patrick Taylor, Mayor

C. Public Comments

There were no comments.

D. Close Public Hearing

Mayor Pro Tempore Pierson made a motion to close the public hearing for the FY 2018-19 budget at 7:25pm, which was seconded by Commissioner Dotson and the vote was unanimous.

E. Council Action

Commissioner Stiehler moved to approve the FY 2018-19 budget as presented. The motion was seconded by Commissioner Calloway and the vote was unanimous.

Town Manager Josh Ward thanked Finance Director Rebecca Shuler and the Department heads for the work on the Budget.

8. Financial Matters: Year End Amendments

Finance Director Rebecca Shuler presented the following Budget Amendments to allocate money brought in and to cover any overage for the end of the year.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 15, 2018

FROM: General Fund



DEPARTMENT: Various Depts. ~ Governing Body, Admin., Planning & Dev., Police & Streets
EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues to cover shortages in certain line items and to help no fund/dept. go over

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3000-0090	Zoning Certificates	Increase		\$9,218.00
10-3000-0801	Gain on Sale of Equipment	Increase		\$32,116.00
10-3100-0601	Misc. Income	Increase		\$37,925.00
10-4000-0102	Salaries & Wages	Increase	\$1,025.00	
10-4000-5200	Dues & Subscriptions	Increase	\$1,710.00	
10-4100-0430	Prof. Services ~ Audit	Increase	\$1,400.00	
10-4100-0610	Group Ins. ~ Retirees	Increase	\$100.00	
10-4100-0611	Group Ins. ~ Cobra	Increase	\$250.00	
10-4100-1400	Travel, School & Training	Increase	\$750.00	
10-4100-1700	Maint. & Repair ~ Auto	Increase	\$305.00	
10-4100-3100	Auto Fuel	Increase	\$2,500.00	
10-4100-3300	Dept. Supplies	Increase	\$2,372.00	
10-4100-5400	Property/Liability Ins.	Increase	\$2,500.00	
10-4100-5500	Workers Comp Ins.	Increase	\$75.00	
10-4200-3300	Dept. Supplies	Increase	\$1,550.00	
10-4200-5700	Other Expense	Increase	\$2,000.00	
10-5100-0705	Retirement	Increase	\$1,000.00	
10-5100-1400	Travel, School & Training	Increase	\$3,000.00	
10-5100-1500	Maint. & Repair ~ Building	Increase	\$1,500.00	
10-5100-1600	Maint. & Repair ~ Equipt.	Increase	\$500.00	
10-5100-3300	Dept. Supplies	Increase	\$150.00	
10-5100-3600	Uniforms	Increase	\$3,500.00	
10-5100-5200	Dues & Subscriptions	Increase	\$500.00	
10-5100-5500	Worker's Comp Ins.	Increase	\$4,000.00	
10-5100-5700	Misc. Exp.	Increase	\$500.00	
10-5600-1105	Telephone	Increase	\$500.00	
10-5600-1600	Maint. & Repair ~ Equipt.	Increase	\$1,500.00	
10-5600-1700	Maint. & Repair ~ Auto	Increase	\$26,372.00	
10-5600-1900	Maint. & Repair ~ Streets	Increase	\$10,000.00	
10-5600-3100	Auto Fuel	Increase	\$1,000.00	

10-5600-3300	Dept. Supplies	Increase	\$6,000.00	
10-5600-5500	Worker's Comp Ins.	Increase	\$1,100.00	
10-5600-7400	Capital Outlay/Equipment	Increase	\$1,600.00	
Totals			\$79,259.00	\$79,259.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 15, 2018

FROM: General Fund



DEPARTMENT: MIS/GIS & MIS/GIS ~ Fiber

EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues to cover shortages in certain line items and to help no fund/dept. go over

	Account	Description	Increase/Decrease	Debit	Credit
1.	10-4310-5125	Charges	Increase		\$68,500.00
	10-4300-1630	Annual Contracts	Increase	\$15,000.00	
	10-4300-1640	New Computer Equipt.	Increase	\$10,000.00	
	10-4300-3300	Dept. Supplies	Increase	\$5,000.00	
	10-4300-5700	Other Expense	Increase	\$2,500.00	
	10-4310-1600	Maint. & Repair ~ Equipt.	Increase	\$10,000.00	
	10-4310-1630	Annual Contracts	Increase	\$10,000.00	
	10-4310-3300	Departmental Supplies	Increase	\$10,000.00	
	10-4310-5500	Worker's Comp Ins.	Increase	\$6,000.00	
Totals				\$68,500.00	\$68,500.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 15, 2018

FROM: General Fund



DEPARTMENT: Parks & Recreation, Pool, Ice & Public Buildings

EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues to cover shortages in certain line items and to help no fund/dept. go over

	Account	Description	Increase/Decrease	Debit	Credit
1.	10-3350-0110	Program Fees	Increase		\$3,211.00
	10-3350-0170	Nautilus ~ Rec. Park	Increase		\$14,171.00
	10-3360-0101	Pool Fees ~ Rec. Park	Increase		\$17,949.00
	10-3370-0105	Ice Rink Fees ~ Rec. Park	Increase		\$20,069.00

	10-5700-0505	FICA	Increase	\$1,500.00	
	10-5700-1310	Maint. & Repair ~ PAC	Increase	\$1,000.00	
	10-5700-1320	Maint. & Repair ~ Comm. Bldg	Increase	\$3,000.00	
	10-5700-3220	Propane Fuel ~ TOH	Increase	\$1,000.00	
	10-5700-3250	Propane Fuel ~ PAC	Increase	\$1,000.00	
	10-5700-3322	Cleaning ~ KH Park Restrooms	Increase	\$1,200.00	
	10-6200-1500	Maint. & Repair ~ Bldg.	Increase	\$1,000.00	
	10-6200-1507	Mowing & Maint. ~ Pine St. Park	Increase	\$1,000.00	
	10-6200-1600	Maint. & Repair ~ Equip.	Increase	\$1,000.00	
	10-6200-1630	Annual Contracts	Increase	\$1,500.00	
	10-6200-3220	Propane Fuel	Increase	\$3,500.00	
	10-6200-5770	Misc. ~ Founder's Park	Increase	\$200.00	
	10-6200-7300	Capital Outlay / Other Imp.	Increase	\$30,000.00	
	10-6210-5500	Worker's Comp Ins.	Increase	\$6,500.00	
	10-6220-3340	Dept. Supplies ~ Ice Rink	Increase	\$2,000.00	
			Subtotals	\$55,400.00	\$55,400.00
2.	10-3100-0910	Fund Balance Approp. ~ GF	Decrease	\$350,000.00	
	10-6200-7300	Capital Outlay / Other Imp.	Decrease		\$350,000.00
	10-3350-9500	Macon County ~ Recreation	Increase		\$350,000.00
	10-6200-7300	Capital Outlay / Other Imp.	Increase	\$350,000.00	
			Subtotals	\$700,000.00	\$700,000.00
			Totals	\$755,400.00	\$755,400.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 15, 2018

FROM: Cemetery Fund



DEPARTMENT: Cemetery

EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues

	Account	Description	Increase/Decrease	Debit	Credit
1.	25-3500-0001	Sale of Lots	Increase		\$2,980.00
	25-4500-1503	Contract Mowing	Increase	\$2,980.00	
			Totals	\$2,980.00	\$2,980.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

June 19, 2018



THE TOWN OF
HIGHLANDS

FROM: Water Fund

DEPARTMENT: Water Fund
 EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues

Account	Description	Increase/Decrease	Debit	Credit
1. 35-3800-0910	Fund Balance	Increase		\$20,000.00
	Appropriated			
35-8300-9501	Transfer to Water Fund	Increase	\$20,000.00	
		Subtotals	\$20,000.00	\$20,000.00
2. 30-3800-0936	Transfer from Electric	Increase		\$20,000.00
30-8100-3300	Dept. Supplies	Increase	\$20,000.00	
		Subtotals	\$20,000.00	\$20,000.00
3. 30-3800-0401	Sale of Materials	Increase		\$2,270.00
30-3800-0402	Connection Fees	Increase		\$15,150.00
30-3800-0601	Misc. Income	Increase		\$1,862.00
30-3800-0801	Gain on Sale of Equipt.	Increase		\$21,376.00
30-8150-1615	Maint./Repair/Equipt	Increase	\$13,658.00	
30-8150-3350	Dept. Supplies	Increase	\$10,000.00	
30-8160-7300	Capital Outlay /Other Imp.	Increase	\$17,000.00	
		Subtotals	\$40,658.00	\$40,658.00
		Totals	\$80,658.00	\$80,658.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

June 15, 2017



THE TOWN OF
HIGHLANDS

FROM: Sewer Fund

DEPARTMENT: Sewer Fund
 EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues

Account	Description	Increase/Decrease	Debit	Credit
1. 35-3800-0910	Fund Balance Approp.	Increase		\$14,000.00
35-8300-9502	Transfer to Sewer Dept.	Increase	\$14,000.00	
		Subtotals	\$14,000.00	\$14,000.00
2. 31-3800-0936	Transfer from Electric	Increase		\$14,000.00
31-8200-0205	Salaries and Wages	Increase	\$10,000.00	
31-8200-1700	Maint. & Repair ~ Auto	Increase	\$4,000.00	
		Subtotals	\$14,000.00	\$14,000.00
3. 31-3710-5110	Sewer Charges	Increase		\$4,399.00
31-3800-0402	Connection Fees	Increase		\$575.00
31-3800-0701	Interest Income	Increase		\$172.00
31-8200-0440	Prof. Services ~ Monitoring	Increase	\$3,446.00	

31-8200-0605	Group Insurance	Increase	\$1,700.00	
		Subtotals	\$5,146.00	\$5,146.00
		Totals	\$33,146.00	\$33,146.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 15, 2018

FROM: Sanitation Fund



DEPARTMENT: Sanitation Fund
EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues

	Account	Description	Increase/Decrease	Debit	Credit
1.	35-3800-0910	Fund Balance Approp.	Increase		\$27,500.00
	35-8300-9508	Transfer to Sanitation Dept.	Increase	\$27,500.00	
			Subtotals	\$27,500.00	\$27,500.00
2.	34-3010-0935	Transfer from Electric	Increase		\$27,500.00
	34-8400-1810	Landfill Tipping Fee	Increase	\$27,500.00	
			Subtotals	\$27,500.00	\$27,500.00
3.	34-3010-0601	Misc. Income	Increase		\$3,132.00
	34-3010-3001	Dumpster Revenue	Increase		\$1,450.00
	34-8400-1810	Landfill Tipping Fee	Increase	\$4,582.00	
			Subtotals	\$4,582.00	\$4,582.00
			Totals	\$59,582.00	\$59,582.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 19, 2018

FROM: Electric Fund



DEPARTMENT: Electric Fund
EXPLANATION: Year End Budget Amendments ~ Allocating unbudgeted revenues

	Account	Description	Increase/Decrease	Debit	Credit
1.	35-3710-5120	Electric Charges	Increase		\$68,698.00
	35-3710-5130	Electric Reps Charge	Increase		\$28,277.00
	35-3710-5140	Coal Ash Recovery Fees	Increase		\$66,050.00
	35-3800-0404	Sales Tax on Electric	Increase		\$48,104.00
	35-3800-0601	Misc. Income	Increase		\$54,914.00
	35-8300-1340	CCR Costs	Increase	\$190,000.00	

35-8300-3300	Dept. Supplies	Increase	\$76,043.00	
				Totals \$266,043.00 \$266,043.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

Commissioner Patterson made a motion to accept the year end budget amendments presented, which was seconded by Commissioner Stiehler and the vote was unanimous.

9. Scholarship Endowment Investment Options

Finance Director Rebecca Shuler stated she had met with a few banks to get an idea of what could be done with the Scholarship account to get a better interest rate. Shuler continued that in the past the Town used CDs and they have a better rate than the Trust Account and the CDs could be staggered. Shuler also stated there are limitations in what can be done with the money, but the Town still had options.

Shuler explained there is a checking account that holds what is raised and distributed and there is also an Endowment account that holds \$750,000.

Town Manager Josh Ward stated one of the ideas was to split up the amounts of the endowment into different accounts to be sure to be FDIC insured.

The Board agreed that Shuler and Ward should continue researching.

10. Powell Bill Map Amendment

Public Works Director and Town Engineer Lamar Nix stated at a previous meeting the Board decided to no longer maintain Sunset Road. Nix stated the Board needed to vote to remove Sunset Road from the Powell Bill Map.

Commissioner Patterson made a motion to remove Sunset Road off of the Powell Bill Map, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

11. Crosswalk on Horse Cove Road & 6th Street

Public Works Director and Town Engineer Lamar Nix stated at a previous meeting the Board discussed placing a crosswalk on Horse Cove Road and 6th Street. Nix stated the plan for the crosswalk was submitted to the North Carolina Department of Transportation and he should have a complete report at the next Board Meeting.

12. Annexation Request: Kevin&Donna Bradley/1616 North Fourth Street

Planning & Development Director Andrew Bowen stated Kevin J. Bradley owner of 1616 N. 4th Street had submitted a petition and requested a public hearing be set for voluntary annexation of Parcel ID #7540559562, consisting of 4.58 acres which is contiguous to the Town of Highlands and to R1 Zoning.

Commissioner Patterson made a motion to set a Public Hearing for annexation at the regular scheduled July meeting, which was seconded by Commissioner Calloway, and the vote was unanimous.

13. Drone Use Policy Discussion

MIS/GIS Director Matt Shuler presented a policy for Drone use by the Mapping Department. Shuler stated for Drone privacy it would be published in the paper before any flights. Shuler also stated that there would be a separate policy for the Fire Department and Police Department.

Commissioner Dotson expressed concern about informing the public only by using the newspaper and suggested using the radio.

Shuler stated the flights would be a planned event and would take about 3 weeks in the winter to complete.

Commissioner Patterson suggested texting or calling people in the area you will be flying over.

Shuler stated we had that capacity with the County and could put it on Facebook and use the Red Alert system.

14. Closed Session: Pursuant to NCGS §318.11(a)(3)

Mayor Pro Tempore Pierson made a motion to go into Closed Session pursuant to §318.11(a)(3) To consult with an attorney to protect the Attorney Client Privilege at 8:00PM, which was seconded by Commissioner Stiehler and the vote was unanimous. Town Attorney Jay Coward joined Closed Session via phone.

Once discussion was held, Commissioner Patterson made a motion to go back into open session at 8:25pm, which was seconded by Commissioner Calloway and the vote was unanimous.

Town Attorney Jay Coward presented a Resolution of Intent of Conveyance of the Performing Arts Center for the Board's consideration.



Resolution for Intent of Conveyance Of the Performing Arts Center Resolution No. 2018-06-Res

WHEREAS, The Town of Highlands owns a lots within the city limits that is described in the Macon County Registry of Deeds in Deed Books J-25 Page 1005, and X-23 at 115; and,

WHEREAS, located upon those lots are improvement in the possession of the Performing Arts Center, Inc. ("the PAC"); and,

WHEREAS, the PAC produces theatrical plays for the public and as such carries out a public purpose which is important to the Highlands community at large; and,

WHEREAS, The Town desires to convey for One Dollar (\$1.00) the improved lot to the PAC; and

WHEREAS, North Carolina General Statute 160A-279 (a) allows a city to convey real property which it owns to an entity which carries out a public purpose and "shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity;"

NOW THEREFORE, BE IT RESOLVED, by The Board of Commissioners of the Town of Highlands that:

1. The Town Attorney take such measures as he deems necessary and proper, and upon such terms and conditions as approved by the Town, for the Town to contract and convey the aforesaid property to the PAC for One Dollar (\$1.00).

2. The Deed of Conveyance have as conditions to insure that the PAC continues to carry out a public purpose, including but not limited to providing theatrical plays to the public.

3. This Resolution be published after its adoption in accordance with N.C.G.S.160A-267 and that the closing on the conveyance be had at least 10 days thereafter.

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 21st day of June, 2018 in the Highlands Community Building, 71 Poplar Street, Highlands, NC.

This the 21st day of June, 2018.

Patrick L. Taylor, Mayor

ATTEST:

Gilberta B. Shaheen, Town Clerk

Commissioner Patterson made a motion to approve the Resolution, which was seconded by Commissioner Calloway and the vote was unanimous.

15. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Patterson moved to adjourn which was seconded by Commissioner Dotson and upon a unanimous vote, the Town Board adjourned at 8:35pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk