

## **Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of January 20, 2022, via Zoom**

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

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward, Finance Director Rebecca Shuler, MIS/GIS Director Matt Shuler, Planning & Development Director Assistant Michael Mathis and Town Clerk Gibby Shaheen

### **1. Meeting Called to Order**

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

### **2. Moment of Silence & Pledge of Allegiance**

Mayor Taylor held a moment of silence then led the Pledge of Allegiance.

### **3. Public Comment Period**

Thomas Craig expressed concerns, first that the sewer line on Carolina Way was backing up into the High Dive about once a month; next that he was paying 3 utility bills for the Ugly Dog and each of them included additional garbage fees; and the cardboard collection hut will be picked up, but there will still be litter or garbage left and not picked up.

### **4. Adjust and Approve the Agenda**

COMMISSIONER STIEHLER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER PIERSON AND THE VOTE WAS UNANIMOUS.

### **5. Approval of the December 16<sup>th</sup>, 2021, Regular Meeting Minutes**

COMMISSIONER STIEHLER MADE A MOTION TO APPROVE THE DECEMBER 16<sup>TH</sup>, 2021, REGULAR MEETING MINUTES AS PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE PATTERSON AND THE VOTE WAS UNANIMOUS.

### **Approval of the January 11<sup>th</sup>, 2022, Special Meeting Minutes**

MAYOR PRO TEMPORE PATTERSON MADE A MOTION TO APPROVE THE JANUARY 11<sup>TH</sup>, 2022, SPECIAL MEETING MINUTES AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

## **6. Reports**

### **A. Mayor**

Mayor Taylor thanked the town crews for their work during the snow storm. Mayor Taylor reported that Macon County Emergency Services Director Warren Cabe had expressed concern of an overload of calls for outages and the system couldn't handle all of them, and Mayor Taylor asked Town Manager Josh Ward, MIS/GIS Director Matt Shuler to meet with the Public Works Committee to meet and develop alternatives. Mayor Taylor also reported that Hotwire sent out an email to establish billing with the Altitude customers; Covid testing was being held by the State partnering with Optum on Wednesdays and Fridays; Planning Board meeting on January 24<sup>th</sup>, regarding short term rentals to make a recommendation to the Town Board and then there will be Special Meeting workshops; and announced the Retreat set for March 10, 2022 to review funding for next fiscal year, and if any citizens had a request to present them to him, staff or the commissioners.

### **B. Commissioners and Committee Reports**

Commissioner Hehn thanked the employees too.

### C. Town Manager

Town Manager Ward thanked the Street crews for their work through the night and staying late to try to make the roads passible and safe. Ward continued that there was a lot of private developments and roads with people who haven't experienced snow like this before requesting their roads scraped, and the Public Works Committee will meet to work out a plan of how to address these issues. Ward continued that the new Fire Department construction had slowed down with the snow, but the back of the station and the water proofing was about to finished; Trash pick up would resume when they can get to it and next week should be normal schedule; and ARP Grants be submitted by May 2<sup>nd</sup>, for an award in August and we are ahead of the game with the plan from WK Dickson and will have a resolution in a couple of months.

#### 7. Consent Agenda

Public Works Department  
Police Department  
Planning & Development Department  
Treasurer's Report  
GIS/Police Dept. Surplus Equipment  
Planning Board Appointments  
2022 Budget Schedule



#### Agenda Item

**Date:** January 20, 2022  
**To:** Mayor Patrick Taylor and Town Board of Commissioners  
**Prepared By:** Rebecca Shuler, Finance Director  
**Subject:** **Disposal of Surplus**

#### Background:

As you are aware, periodically with the purchase of new equipment and vehicles the Town has surplus items that no longer have a value to the Town. In order for the Town to dispose of these equipment/vehicles, they must be declared surplus. All disposals are put up for auction on GovDeals and sold to the highest bidder.

Therefore, the Town has the following vehicles and/or equipment to be disposed of:

Model	Qty	Description	
9300-Radm1/b	1	Allen Bradley Modem	Open Box
1746-P2	1	Allen Bradley SLC500 Power Supply	Open Box
F4-08TRS-1	1	FACTS Output Module	Open Box
F4-08TRS-1	1	FACTS Output Module	New in Box
1746-1A8	2	Allen Bradley SCL500 Input module	New in Box
1746-NI4	3	Allen Bradley SCL500 Input module	New in Box
1746-IA16	2	Allen Bradley SCL500 Input module	Open Box
1746-NRH	3	Allen Bradley SCL500 RTG/Resistance Input module	Open Box
1746-NRH	1	Allen Bradley SCL500 RTG/Resistance Input module	New in Box

1746-0A8	2	Allen Bradley SCL500 Output module	New in Box
1746-0A8	1	Allen Bradley SCL500 Output module	Open Box
1746-0X8	2	Allen Bradley SCL500 Output module	New in Box
1746-0X8	1	Allen Bradley SCL500 Output module	Open Box
1747-L542	1	Allen Bradley SCL500 Processor Unit	Working
1747-L542	1	Allen Bradley SCL500 Processor Unit	Open Box
1746-0W16	2	Allen Bradley SCL500 Input module	Open Box
1746-N041	1	Allen Bradley SCL500 Input module	New in Box
1746-N041	1	Allen Bradley SCL500 Input module	Open Box
1747-L542	1	Allen Bradley SCL500 Processor Unit	Open Box
1747-L542	1	Allen Bradley SCL500 Processor Unit	New in Box
1747-L524	1	Allen Bradley SCL500 Processor Unit	New in Box
1747-L524	1	Allen Bradley SCL500 Processor Unit	Open Box
2711-TFABL1	3	Allen Bradley PanelView Display Panels	Open Box
60-4304-065	1	Teledyne 4300 Base Flow Meter	Repaired 2-16-21
1747 SLC 500 Control Platform	8	SLC 500 Chassis with various processors and I/O cards	Used
HP T-1200	1	Multi-function Printer/Scanner Large Format	Used
2017 Ford Interceptor	1		Totaled

**Recommendation:**

Staff would recommend the Board approve the disposal of the items listed above.



**Agenda Item**

**Date:** January 20, 2022

**To:** Mayor Patrick Taylor and Town Board of Commissioners

**Prepared By:** Michael Mathis

**Subject:** **Planning Board Appointments**

The Town of Highlands Planning Board members are required to be appointed annually.

Staff recommends the current Planning Board remain in place as follows:

Brad Armstrong  
Darren Whatley  
Rick Trevathan  
Christopher Wilkes  
Helene Siegel  
Nicolaus McCall  
Wendell Willard

**Town of Highlands  
Proposed FY 2022-23 Budget Schedule**

**Thursday, March 10<sup>th</sup>**

Town Board Retreat (Review Capital Requests)  
Time: 9:00a.m.- 3:00p.m.  
Location: First Presbyterian Church – Coleman Hall

**Thursday, April 7<sup>th</sup>**

Town Board Budget Workshop #1 (Preliminary Budget Review)  
Time: 3:00 - 5:00 p.m.  
Location: Highlands Community Building

**Thursday, May 5<sup>th</sup>**

Town Board Budget Workshop #2 (Final Budget Review)  
Time: 3:00 - 5:00 p.m.  
Location: Highlands Community Building

**Thursday, May 19<sup>th</sup> Town Board Meeting**

Presentation of Proposed FY 2022-23 Budget

**Thursday, June 16<sup>th</sup> Town Board Meeting**

Public Hearing on FY 2022-23 Proposed Budget

Adoption of FY 2022-23 Proposed Budget

COMMISSIONER STIEHLER MADE A MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE PATTERSON AND THE VOTE WAS UNANIMOUS.

**7. Mayor Pro Tempore Selection**

Mayor Taylor announced it was time to choose a new Mayor Pro Tempore.

COMMISSIONER STIEHLER NOMINATED COMMISSIONER DOTSON TO SERVE AS MAYOR PRO TEMPORE FOR THE UPCOMING YEAR, WHICH WAS SECONDED BY MAYOR PRO TEMPORE PATTERSON AND THE VOTE WAS UNANIMOUS.

**8. Mid-Year Budget Amendments**

Finance Director Rebecca Shuler presented two Mid-Year Budget Amendments.

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

January 14, 2022

FROM: General Fund



DEPARTMENT: Administration, Planning, MIS/GIS, MIS/GIS ~ Fiber, Police, Streets, Pool & Ice Rink

EXPLANATION: MidYear Review

	<b>Account</b>	<b>Description</b>	<b>Increase/Decrease</b>	<b>Debit</b>	<b>Credit</b>
1.	10-300-0090	Zoning Certificates	Increase		\$4,100.00
	10-3000-2020	2020 Tax	Increase		\$11,700.00
	10-3100-0210	Contrib. ABC ~ Law	Increase		\$9,450.00

10-3100-0604	Insurance Settlements	Increase		\$16,000.00
10-3350-0170	Nautilus ~ Rec. Park	Increase		\$12,000.00
10-3350-0190	Rental Income ~ Rec. Park	Increase		\$5,900.00
10-3350-0220	Contrib. ~ ABC ~ Recreation	Increase		\$21,000.00
10-4310-5125	Charges	Increase		\$122,000.00
			<b>Subtotal</b>	<b>\$202,150.00</b>

2.	10-4100-0205	Prof. Services ~ Legal	Increase	\$50,000.00
	10-4100-5705	Bank Service Charges	Increase	\$4,000.00
	10-4200-0605	Group Insurance	Increase	\$12,300.00
	10-4200-7300	Capital Outlay/Other Imp.	Increase	\$6,100.00
	10-4300-5400	Property/Liability Ins.	Increase	\$10,200.00
	10-4310-0204	Overtime Pay	Increase	\$750.00
	10-4310-0205	Salaries & Wages	Increase	\$29,000.00
	10-4310-0410	Prof. Services ~ Legal	Increase	\$10,000.00
	10-4310-0505	FICA	Increase	\$2,100.00
	10-4310-0605	Group Insurance	Increase	\$14,300.00
	10-4310-0705	Retirement	Increase	\$3,400.00
	10-4310-1700	Maint. & Repair ~ Auto	Increase	\$4,500.00
	10-5100-7400	Capital Outlay/Equipment	Increase	\$41,000.00
	10-5600-0605	Group Insurance	Increase	\$5,500.00
	10-6210-3330	Dept. Supplies ~ Pool	Increase	\$4,500.00
	10-6220-1600	Maint. & Repair ~ Equipment	Increase	\$4,500.00
			<b>Subtotal</b>	<b>\$202,150.00</b>

**Subtotals \$202,150.00 \$202,150.00**

**Totals \$202,150.00 \$202,150.00**

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE GENERAL FUND MID-YEAR BUDGET AMENDMENT, WHICH WAS SECONDED BY MAYOR PRO TEMPORE DOTSON AND THE VOTE WAS UNANIMOUS.

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

January 14, 2022

FROM: Electric Fund

DEPARTMENT: Electric  
EXPLANATION: MidYear Review



Account	Description	Increase/Decrease	Debit	Credit
1.	35-3800-0601	Misc Income	Increase	\$184,000.00
			<b>Subtotal</b>	<b>\$184,000.00</b>
2.	35-8300-1340	CCR Costs	Increase	\$184,000.00
			<b>Subtotal</b>	<b>\$184,000.00</b>
			<b>Subtotals</b>	<b>\$184,000.00 \$184,000.00</b>
			<b>Totals</b>	<b>\$184,000.00 \$184,000.00</b>

Approved by Town Manager

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Action by Town Board

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Approved and Entered on Minutes Dated

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Finance Director

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COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE ELECTRIC FUND MID-YEAR BUDGET AMENDMENT, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

**9. Audit Finding Responses**

Finance Director Rebecca Shuler reviewed and answered questions of the Board regarding the Audit Response.



**Financial Performance Indicators and Responses to the LGC  
Corrective Action Plan  
For the Year Ended June 30, 2021**

**1. Findings Related to the Audit of the Basic Financial Statements**

**Significant Deficiency**

**Finding 2021-002**

**Criteria:** Management should have a system in place to reduce the likelihood of errors in financial reporting.

**Condition:** During the inventory observation testing of the Town, several discrepancies were noted in the counts. The discrepancies were subsequently followed up with to ensure corrections to the general ledger had been made. The corrections had not been made in the general ledger.

**Effect:** Errors in financial reporting could occur.

**Cause:** The Town does not have a process in place to ensure proper physical tracking and updates of inventory balances.

**Identification of a Repeat Finding:** This is a repeat finding from the immediate previous audit 2020-002.

**Recommendation:** Management should consider increasing the number of physical counts that occur during the year to improve the accuracy in inventory reporting. Management should consider formally documenting policies and control procedures over inventory physical counts and reporting information to the finance department.

**Views of Responsible Officials and Planned Corrective Action:** Management will be increasing the number of physical counts that occur during the year to improve the accuracy in inventory reporting. Management is considering formally documenting policies and control procedures over physical inventory counts including Public works staff updating the inventory sheets with current inventory items and names so they can easily identify the products. Member(s) of the finance department will be included in the process, if needed during the process of physical counting.

**Name of Contact Person:** Rebecca Shuler

**Proposed Completion Date:** Immediately

**1. Financial Performance Indicators of Concern**

**Criteria:** Electric Transfers-out have exceeded the amounts described in GS 159B-39. If your unit is a member of the North Carolina Eastern Municipal Power Agency it appears you have violated the GS. If you are not a member of the Eastern Municipal Power Agency we would like to understand what you are funding with the transfer-out and do you plan to continue this practice.

**Condition:** During the audit process the Electric Fund was audited and during the inputting of the data into the Data input workbook the indicator was triggered and these transfers-out had exceeded the amounts described in GS 159B-39.

**Recommendation:** GS 159B-39 outlines three percent (3%) of the gross capital assets of the electric system at the end of the preceding fiscal year or five (5%) of the gross annual revenues of the electric system for the preceding fiscal year is the only amount that should be transferred out for any other municipal fund.

**Views of Responsible Officials and Planned Corrective Action:** Management realizes that GS 159B-39 is a good practice to follow, but the Town of Highlands is not in the NC Eastern Municipal Power Agency. The Town has used Electric Reserves for years to fund Capital Projects and Equipment throughout the town. FY20.21 went over the recommended good practice outlined in GS 159B-39 for the NC Easter Municipal Power Agency by \$45,403. The Town does plan to continue using Electrical transfers to fund Capital Projects and Equipment throughout the Town and other Departments as it has consecutively throughout its establishment, but will try to consider these best practices when setting the annual budget.

**Name of Contact Person:** Rebecca Shuler

**Proposed Completion Date:** Immediately

The Mayor and Town Board of Commissioners of the Town of Highlands have reviewed this Financial Performance Indicators and Responses to the LGC Corrective Action Plan for the Year Ended June 30, 2021.

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

\_\_\_\_\_  
Mayor Pro Tempore John Dotson

\_\_\_\_\_  
Commissioner Amy Patterson

\_\_\_\_\_  
Commissioner Brian Stiehler

\_\_\_\_\_  
Commissioner Eric Pierson

\_\_\_\_\_  
Commissioner Marc Hehn

(Town Seal)

\_\_\_\_\_  
Town Clerk Gilberta B. Shaheen

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE AUDIT RESPONSES TO BE SENT TO THE LGC, WITH MINOR AMENDMENT OF INVENTORY TO BE COMPLETED TWICE A YEAR, WHICH WAS SECONDED BY COMMISSIONER HEHN AND THE VOTE WAS UNANIMOUS.

**10. ARPA Grant Project Budget Ordinance**

Town Manager Josh Ward said the Town has received half of the American Rescue Plan Act funds allocation in the amount of \$156,480.45. The Town will receive the second half later this year. The Federal Government issued instructions on how to proceed with the spending of the funds. The first step is for the Town Board to adopt the attached Grant Project Budget Ordinance for a specific project. After reviewing the guidelines, the project that best meets the requirements, would be the Moorewood Waterline Replacement Project within the current budget. The recommendation is to adopt the attached Grant Project Budget Ordinance for the Moorewood Waterline Replacement.



**Grant Project Budget Ordinance for the Town of Highlands American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds**

**BE IT ORDAINED** by the Town Board of Commissioners of the Town of Highlands, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project budget ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The Town of Highlands has received the first tranche in the amount of \$156,480.45 of CSLFRF funds. The total allocation is \$312,960.90, with the remainder to be distributed to the town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The following amounts are appropriated for the project and authorized for expenditure:

<b>Internal Project Code</b>	<b>Project Description</b>	<b>Expenditure Category (EC)</b>	<b>Cost Object</b>	<b>Appropriation of CSLFRF Funds</b>	<b>Appropriation of Other Monies (Specify revenue source)</b>
0005	Moorewood Rd. Water line Improvements/Replacement	5.11	Salaries		\$118,016.10
			Benefits		
			Supplies		
			Contract	\$312,960.90	
			Indirect		
	Unassigned				

	<b>Total</b>		<b>\$312,960.90</b>	<b>\$118,016.10</b>
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**Section 3:** The following revenues are anticipated to be available to complete the project:

<b>CSLFRF Funds:</b>	\$312,960.90
<b>Water/Sewer Fund Balance Appropriation:</b>	\$118,016.10
<b>Total:</b>	<b>\$430,977.00</b>

**Section 4:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section 5:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 6:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Board of Commissioners.

**Section 7:** This grant project ordinance expires on June 30, 2023 or when all the CSLFRF funds have been obligated and expended by the town, whichever occurs sooner.

Adopted this the 20<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Patrick L. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca R. Shuler, CGFO  
Finance Director

COMMISSIONER HEHN MADE A MOTION TO APPROVE THE ARPA GRANT PROJECT BUDGET ORDINANCE AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

**11. Request to Encroach into Right-of-Way of Maple Street**

Town Manager Josh Ward stated Mr. Robert Wright, owner of the home at 34 Maple Street, is requesting permission to construct a driveway gate and fence within the right-of-way of Maple Street. The request comes as a security measure to prevent pedestrians and bears from entering the property. The home is built on the edge of the right-of-way where the previous home was located. The front yard and driveway of the home is within the right-of-way. Ward continued that Public Works Director, Lamar Nix, reviewed the request and recommended the driveway gate be installed away from Maple Street enough to prevent a vehicle from protruding into the street when opening and closing the gate. Also, Mr. Nix recommends the fence to the side of the home not enclose the pole and guy wires on the utility pole.

**AGREEMENT FOR REVOCABLE LICENSE**

THIS AGREEMENT FOR REVOCABLE LICENSE (herein referred to as "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by and between, Town of Highlands, a North Carolina Municipal Cooperation of P.O. Box 460, Highlands, NC 28741, hereinafter referred to as "Grantor," and the Robert Wright, hereinafter referred to collectively as "Grantee." The terms "Grantor" and "Grantee" shall be used as neuter singular designation of the parties hereto, their personal representatives, heirs, and successors and assigns.

WITNESSETH:

The parties are desirous of entering into an agreement providing for a revocable license for the Grantee to use a portion of Grantor's property in the Town of Highlands, NC, located within the right-of-way of Maple Street, and being adjacent to the rear of the Grantee's property identified as, 34 Maple Street, Highlands, NC, Macon County

Property Identification Number 7540.31-8396, for the purposes of installing a security fence and driveway gate, as shown on the attached site plan.

NOW THEREFORE, in consideration of the premises recited herein, the mutual covenants of the parties, and other valuable consideration between the parties, it is agreed by the parties as follows:

1. Grantor does hereby grant and convey unto the Grantee, a license for the Grantee to enter upon Grantor's property and install said security fence and driveway gate, as shown on the attached site plan along Maple Street, as shown on the attached site plan.
2. Either party shall be allowed to revoke this Agreement at any time, without further notice.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal.

\_\_\_\_\_(SEAL)  
MAYOR PATRICK TAYLOR

STATE OF NORTH CAROLINA  
COUNTY OF MACON

I, a Notary Public of the County and the State aforesaid, certify that the following persons personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: MAYOR PATRICK TAYLOR

DATE: \_\_\_\_\_

(OFFICIAL SEAL)

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Printed Name of Notary

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_(SEAL)  
ROBERT WRIGHT

STATE OF NORTH CAROLINA  
COUNTY OF MACON

I, a Notary Public of the County and the State aforesaid, certify that the following persons personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: ROBERT WRIGHT

DATE: \_\_\_\_\_

(OFFICIAL SEAL)

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Printed Name of Notary

My Commission Expires: \_\_\_\_\_

**12. Request for Reimbursement of Printing Costs**

Town Manager Josh Ward said The Town Board voted on July 6<sup>th</sup>, 2011 to transition from paper to electronic delivery, with the Town reimbursing each Board Member for the purchase of an iPad to save staff from producing hardcopies. Commissioner Hehn has requested reimbursement for the following printed documents.

Reimbursements to Date:

2020 Budget: \$12.57

2021 Budget: \$15.24

Early Draft Comprehensive Plan: \$73.10

Receipts Submitted for Reimbursement:

Updated Draft Comprehensive Plan: \$87.28

Draft Comprehensive Plan Appendix: \$39.53

Hotwire Contract: \$45.34

November Town Board Agenda Packet: \$15.78

November 22<sup>nd</sup> Workshop Packet: \$3.40

December Town Board Agenda Packet: \$20.58

Request of the Board is to direct staff on how to proceed.

Commissioner Patterson suggested staff print agenda packets for Commissioner Hehn and the Board agreed.

**13. Request for Redline Version of Hotwire Contract**

Commissioner Hehn requested a redline version of the Hotwire Contract.

Town Attorney Jay Coward had done some research and referred to a blog by Frayda Bluestein of the School of Government and a transitory document is not public record and the blog specifically notes that redline drafts can be thrown away and is not public record.

MIS/GIS Director Matt Shuler reported again that he did not have a redline version of the Contract. Shuler added that the School of Government had advised to destroy any working or redline copies after it had been approved.

**14. Adjournment**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, MAYOR PRO TEMPORE DOTSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 8:17PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk