

Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of January 16, 2020, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina

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

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward, Public Works Director Lamar Nix, Police Chief Bill Harrell, Parks & Recreation Director Lester Norris, Planning & Development Director Assistant Michael Mathis, 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

Hank Ross of Friends of Founders Park said that the songwriter launch event is exactly what the park was for and is great, however with the number of larger events it is creating an impact on the park. Ross said Friends of the Park hoped with all of the active events that charitable donations would be considered for Friends of the Park or the Town of Highlands.

Alice Nelson asked if there were plans to take the lights down at the park from Christmas, Mayor Taylor said the Chamber was having a photographer to take pictures, but it would be soon.

3. Adjust and Approve the Agenda

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

4. Approval of the December 12th, 2019, Regular Meeting Minutes

Commissioner Dotson requested a typo correction in the Mayor's report to change Rosman Highschool Bank to Rosman High School Band.

MAYOR PRO TEMPORE STIEHLER MADE A MOTION TO APPROVE THE DECEMBER 12TH, 2019, REGULAR MEETING MINUTES AS AMENDED, WHICH WAS SECONDED BY COMMISSIONER CALLOWAY AND THE VOTE WAS UNANIMOUS.

5. Reports

A. Mayor

Mayor Taylor appointed Donnie Calloway as the Mayor Pro Tempore and explained that he was supposed to have served in the rotation in 2019, but Commissioner Stiehler helped him out and changed places with him and he will serve in 2020.

Mayor Taylor appointed Jerry Moore as the citizen at large to serve on the Economic Board with Commissioner Stiehler.

Mayor Taylor had met with the Town Manager about multi-family housing in B-3 and asked the Land Use Committee to review the possibilities.

B. Commissioners and Committee Reports

There were no commissioner or committee reports.

C. Town Manager

Town Manager Ward thanked the water crew for replacing a 6-inch line at Christmas, 3 of them were out all night in front of Reeves, and I appreciate their dedication.

Ward announced that Town Hall is closed Monday for Martin Luther King Day and the Water Filter project budgeted last year should be complete next week.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department
Planning & Development Department
Treasurer's Report
Budget Meeting Schedule
Wreaths Across America Request

**Town of Highlands
Proposed FY 2020-21 Budget Schedule**

Thursday, March 12th

Town Board Retreat (Review Capital Requests)

Thursday, April 9th

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

Thursday, April 23rd

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

Thursday, May 7th

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

Thursday, May 21st Town Board Meeting

Presentation of Proposed FY 2020-21 Budget

Thursday, June 18th Town Board Meeting

Public Hearing on FY 2020-21 Proposed Budget

Adoption of FY 2020-21 Proposed Budget



To the Town Board, Highlands, NC.

Highlands Wreaths across America is requesting permission to conduct a wreath laying ceremony at Highlands Cemetery on Saturday December 19, 2020.

Highlands Wreaths across America request to use the following town properties;

Highlands Cemetery on Memorial Park Drive on Friday December 18, 2020 for set-up and on Saturday December 19, 2020 for ceremony and wreath laying.

Parking at the Community Building on Poplar Street for participant and volunteer parking on Saturday December 19, 2020. Use of the Community Building on Poplar Street for the ceremony in case of inclement weather on Saturday December 19, 2020. Approximate times would be 9:00 am till 2:00 pm.

Parking at the Town ball field on Hickory Street for participant and volunteer parking on Saturday December 19, 2020.

Sincerely,

Phillip Potts, Highlands Wreath across America Location Coordinator

Commissioner Hehn had a scheduling conflict on March 12th and asked for the Retreat meeting to be changed to March 5th.

COMMISSIONER PATTERSON MADE A MOTION TO ACCEPT THE CONSENT AGENDA AS AMENDED, WHICH WAS SECONDED BY COMMISSIONER STIELER AND THE VOTE WAS UNANIMOUS.

7. Highlands-Cashiers Foundation

Dr. Walter Clark thanked the Mayor and Barret Hawks for their work and during the APA/HCA transaction, especially with asking for the independent monitor. After the transaction the Foundation had to change its method of operation and it has given 107 grants and dispensed 2.5 million with 70% of that going to the Macon and Jackson County communities. The Foundation will meet the end of February and decide on how the cycles will work this year for Grants, but the Fire Station would definitely be something the Foundation would be able to assist the Town with.

8. Highlands Festivals, Inc. Spring Event Proposal

David Bock said the Highlands Festival, Inc. had decided to have a spring event and introduced Casey Reid to present the live marketing event.

Casey Reid presented the plan of the eleven events and asked to rent Kelsey Hutchison Park from 11:59pm, Friday, May 1 through Sunday, May 3, 2020, and closure of Pine Street starting 11pm May 1st-11:59pm May 2nd. The public pedestrian access would only be restricted on May 2, 2020, and they will work closely with local police and fire for crowd control.

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO APPROVE THE SPRING EVENT PROPOSAL AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER

STIEHLER AND THE VOTE WAS 4 YEAS AND 1 NAY, WITH COMMISSIONER DOTSON VOTING NAY.

9. Main Street Encroachment Agreement

Town Manager Josh Ward stated the Main Street Inn property at the corner of Main Street and North Third Street is under contract to be purchased. The building located at the rear of the property encroaches into the Town's right-of-way along Oak Street shown on the plat. To the best of our knowledge, the building was built in the 1930's. Now, to acquire to the property, the buyer needs clear title. In order to obtain clear title, there is a need for an encroachment agreement with the Town. Both the Town's attorney and the Buyer's attorney have worked together to create the attached agreement to be considered by the Board.

Town Attorney Jay Coward stated the potential buyer wants clarity and assurance it will be able to operate, and this is not an Easement Agreement it is an Encroachment Agreement.

After discussion was held, there was no action taken.

10. Planning Board Appointments



Agenda Item

Date: January 16, 2020
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.

The Land Use Committee reviewed Applications for Planning Board Members and recommends the following for appointment:

Stephan Abranyi
Dennis DeWolf
Rick Trevathan
Brad Armstrong
Darren Whatley
Christopher Wilkes
Helene Siegel

Commissioner Hehn stated he didn't feel comfortable voting because the website indicates there are no vacancies on the Boards and that needs to be removed.

Mayor Taylor told him by statute that if he didn't vote it was counted as a vote in the affirmative.

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE APPOINTMENTS AS PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE CALLOWAY AND THE VOTE WAS UNANIMOUS.

11. Mid-Year Budget Amendments

Town Manager Josh Ward presented the Mid-Year Budget Amendments on behalf of Finance Director Rebecca Shuler.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

January 13, 2020

FROM: Fire Fund



DEPARTMENT: Fire Dept.

EXPLANATION: Station calls were not budgeted for and Part-time employees have not been hired, staff is moving a small allotment from one line to the other to cover this amount.

| Account | Description | Increase/Decrease | Debit | Credit |
|-----------------|-----------------------|--------------------------|------------------|-------------------|
| 1. 20-5300-0211 | Salaries – Part-Time | Decrease | | \$3,000.00 |
| | | | Subtotal | \$3,000.00 |
| 20-5300-0214 | Wages – Station Calls | Increase | \$3,000.00 | |
| | | | Subtotal | \$3,000.00 |
| | | | Subtotals | \$3,000.00 |
| | | | Totals | \$3,000.00 |

Approved by Town Manager _____

Action by Town Board _____

Approved and Entered on Minutes Dated _____

Finance Director _____

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

January 13, 2020

FROM: General Fund



DEPARTMENT: MIS/GIS ~ Fiber

EXPLANATION: With the Fiber Project still underway and the contract with WideOpen still in the works, we had only budgeted for 1/2 a year of the Altitude employees' salaries and benefits. Staff recommends going ahead and budgeting the remaining year. Along with this 1/2 a year budgeting, professional services and annual contracts need to be adjusted as well. Unallocated revenue from the Altitude charges can be allocated for of a good portion of this amendment.

| Account | Description | Increase/Decrease | Debit | Credit |
|-----------------|--------------------------------|--------------------------|-----------------|--------------------|
| 1. 10-3100-0910 | Fund Balance Appropriated – GF | Increase | | \$10,400.00 |
| 10-4310-5125 | Charges | Increase | | \$82,600.00 |
| | | | Subtotal | \$93,000.00 |
| 10-4310-0204 | Overtime | Increase | \$1,000.00 | |
| 10-4310-0205 | Salaries & Wages | Increase | \$50,000.00 | |
| 10-4310-0505 | FICA | Increase | \$4,000.00 | |
| 10-4310-0605 | Group Insurance | Increase | \$8,500.00 | |
| 10-4310-0705 | Retirement | Increase | \$5,000.00 | |
| | | | Subtotal | \$68,500.00 |

| | | | | |
|--------------|-------------------------|------------------|--------------------|--------------------|
| 10-4310-0410 | Professional Services ~ | Increase | \$17,000.00 | |
| 10-4310-1630 | Annual Contracts | Increase | \$7,500.00 | |
| | | Subtotal | \$24,500.00 | |
| | | Subtotals | \$93,000.00 | \$93,000.00 |
| | | Totals | \$93,000.00 | \$93,000.00 |

Approved by Town Manager
Action by Town Board
Approved and Entered on Minutes Dated
Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

January 13, 2020

FROM: General Fund



DEPARTMENT: Police Dept.

EXPLANATION: There are several items in the Police Dept. budget that were over budget at midyear. In the initial budgeting process, the Police Dept. Group Insurance total was under budgeted. The total amount should have been \$154,000.00 and was only entered as \$15,400.00. The LEO of Tim Fish for retirement wasn't budgeted and needs to be added in the amount of \$7,000.00. The new vehicle purchase for this year with equipment was over budget by \$13,500.00 as well. A small portion of this allotment can be generated from unallocated revenue.

| | Account | Description | Increase/Decrease | Debit | Credit |
|----|----------------|-----------------------------------|--------------------------|------------------|---------------------|
| 1. | 10-3100-0201 | ABC Store | Increase | | \$23,200.00 |
| | 10-3100-0210 | Contrib ABC ~ Law | Increase | | \$5,100.00 |
| | 10-3100-0601 | Misc Income | Increase | | \$3,300.00 |
| | 10-3100-0910 | Fund Balance Appropriated – GF | Increase | | \$126,900.00 |
| | | | | Subtotal | \$158,500.00 |
| | 10-5100-0209 | Salaries – Separation | Increase | \$7,000.00 | |
| | 10-5100-0605 | Group Insurance | Increase | \$138,000.00 | |
| | 10-5100-7400 | Capital Outlay ~ Equipment | Increase | \$13,500.00 | |
| | | | | Subtotal | \$158,500.00 |
| | | | | Subtotals | \$158,500.00 |
| | | | | Totals | \$158,500.00 |

Approved by Town Manager
Action by Town Board
Approved and Entered on Minutes Dated
Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

January 13, 2020

FROM: General Fund



DEPARTMENT: Public Buildings

EXPLANATION: There was a fire at the Playhouse back in July and staff has been working with Travelers to get that Insurance claim taken care of and those repairs complete. We need to recognize the initial Insurance reimbursement and allocate it to the appropriate line item to cover the repair. There may be additional amendment(s) in regards to this matter throughout the remaining portion of the Fiscal Year.

| Account | Description | Increase/Decrease | Debit | Credit |
|-----------------|--------------------------|--------------------------|------------------|--------------------|
| 1. 10-3100-0604 | Insurance Settlements | Increase | | \$67,700.00 |
| | | | Subtotal | \$67,700.00 |
| 10-5700-7320 | Capital Outlay/Buildings | Increase | \$67,700.00 | |
| | | | Subtotal | \$67,700.00 |
| | | | Subtotals | \$67,700.00 |
| | | | Totals | \$67,700.00 |

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

January 13, 2020

FROM: General Fund



DEPARTMENT: Rec. Dept.

EXPLANATION: There was only \$50 budgeted for the Ice Rink Retirement line, the employee working the rink has already accumulated \$142.41, therefore this line needs to be increased to allow for another month and half. The Dept. Supplies line at the Ice Rink has ran over due to issues with the chiller. Unallocated revenue can be used to allocate these budget amendments.

| Account | Description | Increase/Decrease | Debit | Credit |
|-----------------|---------------------------|--------------------------|------------------|-------------------|
| 1. 10-3370-0105 | Ice Rink Fees – Rec. Park | Increase | | \$8,800.00 |
| | | | Subtotal | \$8,800.00 |
| 10-6220-0705 | Retirement | Increase | \$350.00 | |
| 10-6220-3340 | Dept. Supplies – Ice Rink | Increase | \$8,450.00 | |
| | | | Subtotal | \$8,800.00 |
| | | | Subtotals | \$8,800.00 |
| | | | Totals | \$8,800.00 |

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated _____

Finance Director _____

Commissioner Dotson asked to clarify that the explanation in the Fiber Budget Amendment was for the remainder of this year.

COMMISSIONER STIEHLER MADE A MOTION TO APPROVED THE MID-YEAR BUDGET AMENDMENTS AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER HEHN AND THE VOTE WAS UNANIMOUS.

12. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Calloway moved to adjourn which was seconded by Commissioner Dotson and upon a unanimous vote, the Town Board adjourned at 8:30pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk