

Regular Meeting Minutes of the Town Board of Commissioners Meeting of December 12, 2013 at the Highlands Community Building, 71 Poplar St., Highlands, North Carolina.

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Gary Drake, Mayor David Wilkes, Mayor Pro Tempore Eric Pierson, Commissioner Brian Stiehler, Mayor Elect Pat Taylor, and Commissioner Elect Donnie Calloway.

Also Present: Town Manager Robert Frye, Town Clerk Rebecca Shuler, Town Attorney Jay Coward, Parks and Recreation Director Lester Norris, MIS/GIS Director Matt Shuler, Public Works Director Lamar Nix, and Planning and Development Director Josh Ward.

1. Meeting Called to Order

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

2. Adjust and Approve Agenda

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

3. Approval of Minutes

Regular Meeting Minutes of November 21, 2013

Commissioner Dotson wanted to correct a typo under Planning Matters Item 7 Paragraph 3 in the first sentence the word was needs to be removed for sentence to read, "Commissioner Dotson wanted to address off premises signs for offsite venues". Mayor Pro Tempore Pierson made a motion to approve the regular meeting minutes of November 21, 2013 with the before mentioned correction, which was seconded by Commissioner Drake and the vote was unanimous.

4. Public Hearing: Amendment to Articles 6 and 13 of the Unified Development Ordinance: Sign Standards

A. Open Public Hearing

Commissioner Patterson made a motion to open the public hearing at 7:01pm, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

B. Staff Comments/Recommendation

Planning and Development Director Ward addressed the information presented to the Board in the agenda packet.

Commissioner Dotson stated he had one question or comment. The addition to Section 13.4.1 Temporary Regulated Signs Allowed Without a Permit states that one electronic monitor may be used with a rate of 4 changes per minute. Commissioner Dotson said he would like to see it move faster especially for real estate businesses. After a brief discussion of flicker rates, the negative impacts of this for the Town, and the effect on restaurant menu boards, Commissioner Drake said he felt the Board should look at 10 changes per minute for real estate offices and Commissioner Patterson said she felt restaurants should be left as is.

C. Public Comment

Cynthia Strain wanted the Board to consider addressing temporary signs. Planning and Development Director Ward said that temporary portable signs are not allowed. Mayor Wilkes questioned whether Strain was referring to off premises or on premises signs. Strain said off premise signs that would benefit such events as the car show, the Humane Society's adoption and neuter dates, etc. Strain stated that other towns have

signs and they are a help to visitors. Mayor Wilkes stated that a lot of other towns are unincorporated allowing for no zoning.

D. Close Public Hearing

Commissioner Drake made a motion to close the public hearing at 7:13pm, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

E. Council Action

Commissioner Dotson made a motion to approve the amendments to Article 6 and 13 of the Unified Development Ordinance: Sign Standards with the above change in reference to the rate change of the electronic signs being set at 10 changes per minute for real estate offices. The motion was seconded by Commissioner Patterson and the vote was unanimous.

5. Departing Mayor and Commissioner Comments

Mayor Wilkes presented a plaque of appreciation to Commissioner Drake.

Commissioner Drake said he would like to keep his comments short and sweet by saying it had been a privilege to work with the citizens, town employees, and the rest of the board. Drake wished the board good luck in the future.

Town Manager Frye presented Mayor Wilkes with his gavel.

Mayor Wilkes said that School of Government classes teach you to be an Mayor in one day and they also told him under a manager/council form of government the Mayor had no power just a gavel and pulpit which was very true. Wilkes thanked everyone that voted for him, he said he had such respect for the current staff and employees' professionalism and work, and he thanked his family, especially his wife. Wilkes said that Carol had to pick up a lot responsibilities while he was in office and he appreciated all she had done.

6. Adjournment of Old Business

Commissioner Drake moved to close the old business portion of the meeting at 7:18pm, which was seconded by Commissioner Patterson and the vote was unanimous.

7. Mayor and Commissioner Oath of Offices

Victor H. Perry, Clerk of Superior Court performed Oaths of Office for Mayor Patrick Taylor and Commissioners Donnie Calloway and Amy Patterson.

8. Meeting Called to Order

Mayor Taylor called the new business portion of the meeting to order at 7:26pm.

9. Adjust and Approve Agenda

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

10. Public Comment Period

Alice Nelson suggested the public comment period be held at the end of the meeting instead of the beginning to allow citizens to speak about topics that had been discussed during the meeting.

Alan Marsh wanted to thank Derek Taylor and Lester for the new weight room at the Rec. Park.

11. Election of the Mayor Pro Tempore

Commissioner Patterson nominated Commissioner Donnie Calloway as the Mayor Pro Tempore for 2014. After no other nominations, Patterson made a motion to appoint Commissioner Calloway as the Mayor Pro Tempore and the vote was unanimous.

12. Assignment of Standing Committees

Mayor Taylor informed the Board the committee appointments would remain the same as last year. Taylor told the Board that he would be on the same committees as Mayor Wilkes had served on and that Mayor Pro Tempore Calloway would serve on the same committees as Commissioner Drake had served on.

Finance Committee ~ John Dotson and Brian Stiehler

Public Works Committee ~ Donnie Calloway and Eric Pierson

Recreation Committee ~ Amy Patterson and Brian Stiehler

Land Use Committee ~ John Dotson, Eric Pierson and Donnie Calloway

Sustainability Project ~ Amy Patterson

Scholarship Fund Raising Committee ~ Pat Taylor and Brian Stiehler

Business Group ~ Pat Taylor

Public Safety ~ Pat Taylor, Donnie Calloway, and Eric Pierson

13. Approval of 2014 Meeting Schedule

Commissioner Pierson made a motion to approve the 2014 Meeting Schedule, which was seconded by Commissioner Patterson and the vote was unanimous.

| <u>Month</u> | <u>Date</u> |
|--------------|------------------|
| January | 16 th |
| February | 20 th |
| March | 20 th |
| April | 17 th |
| May | 15 th |
| June | 19 th |
| July | 17 th |
| August | 21 st |
| September | 18 th |
| October | 16 th |
| November | 20 th |
| December | 11 th |

14. Financial Matters: Water Dept. Bid Approval for Truck Purchase

Public Works Director Lamar Nix told the Board the budget for the Water Department truck was \$55,000.00. Nix had sent the bid packages to 4 bidders and received 1 back. Manager Frye had suggested the Town look into getting an electric crane installed on the back of the truck to reduce back injuries. The truck came in over budget; however, the Big Bear Pen Project is under budget therefore the money is still in the Water Departments budget. Commissioner Stiehler moved to approve the purchase of the Water Department truck, which was seconded by Commissioner Pierson.

Commissioner Patterson wanted to verify that even though the Town is under budget on the Big Bear Pen project that there weren't going to be any change orders that would change that amount. Patterson questioned the rock on Big Bear Pen. She was assured by Nix that had already been looked at. The vote was unanimous.

Manager Frye informed the Board they also needed to approve the budget amendment that went along with this purchase. Commissioner Patterson made a motion to approve moving \$14,091.00 from Capital Outlay/Other Improvements to Capital Outlay/Equipment in the Water Department budget, which was seconded by Commissioner Pierson and the vote was unanimous.

15. Reports

A. Mayor

Mayor Taylor took this time to thank Vic Perry for performing the Oaths of Office, Mayor Wilkes and Commissioner Drake for their time and service, Manager Frye and Town Clerk Shuler for their help with a smooth transition, the citizens for their support, Brian Stiehler for his input, his mentor Buck Trott, and his wife, Sallie Taylor, for supporting him in this journey.

B. Commissioners & Committees

Mayor Pro Tempore Calloway took the time to thank all of his supporters and his wife. Calloway said he had already enjoyed the time he had worked with Manager Frye, Public Works Director Nix, and the staff at Town Hall. Calloway said he also looked forward to working with the Board.

Commissioner Stiehler announced that the 2014 Scholarship Golf Classic will be held June 19th at Wildcat Cliff County Club. Mayor Pro Tempore Calloway asked Commissioner Stiehler if he was still volunteering him to help. Commissioner Stiehler said yes and Calloway accepted.

C. Town Manager

There was no manager report.

16. Adjournment

Commissioner Pierson moved to adjourn the meeting, which was seconded by Mayor Pro Tempore Calloway and upon unanimous vote, the Town Board adjourned at 7:54pm.

Patrick Taylor
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk