

Regular Meeting Minutes of the Town Board of Commissioners Meeting of January 16, 2014 at the Highlands Community Building, 71 Poplar St., Highlands, North Carolina.

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

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, Planning and Development Director Josh Ward, Finance Director Chuck Young, and Police Chief Bill Harrell.

1. Meeting Called to Order

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

2. Public Comment

Lisa Talley, employee of the Highlands ABC Store, informed the Board there were issues with the ABC Board that needed to be addressed.

Mayor Taylor informed Talley they did not need to discuss these personnel issues at a Town Board Meeting.

Sandra Baty, Manager of the Highlands ABC Store, then told the Board that the Highlands ABC Bylaws say they can remove board members, so it is the responsibility of the Town Board to handle these issues.

3. Adjust and Approve Agenda

Mayor Taylor asked that the agenda be changed to table Item 11A Miscellaneous Matters: Board Vacancies/Appointments. Commissioner Stiehler made a motion to approve the agenda with the before mentioned correction, which was seconded by Commissioner Patterson and the vote was unanimous.

4. Approval of Minutes

Regular Meeting Minutes of December 12, 2013

Commissioner Patterson made a motion to approve the regular meeting minutes of December 12, 2013, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

5. Reports

A. Mayor

Mayor Taylor recognized Police Chief Bill Harrell's accomplishment of completing the Justice Academy at the UNC School of Government, mentioned of the thank you letter the Town received from the Playhouse, and also informed the Board they needed to appoint a new representative to the Macon County EDC Board.

After a brief discussion, it was determined the Town representative would be Commissioner Stiehler and the Chamber of Commerce would appoint another person to represent their organization.

B. Commissioners & Committees

Commissioner Stiehler announced the Town of Highlands Golf Classic Scholarship Tournament is set for Thursday, June 19th at Wildcat Cliffs Country Club.

Commissioner Dotson said he would like the Town to review the Pole Attachment in reference to the 90 day time for all providers to come into compliance for a new provider to attach. Commissioner Dotson said it took almost the entire 90 days for him to gain internet access.

MIS/GIS Director Shuler said he felt the problem had been determined and the use of a new program the MIS/GIS department had recently found out about will be of benefit. Mayor Taylor said he felt that Shuler had the situation under control and the Board could review the matter in the future if there was still a problem.

C. Town Manager

Manager Frye wanted to inform the Board Town Hall would be closed on Monday, January 20th for Martin Luther King Day.

6. Consent Agenda

Commissioner Stiehler moved to approve the consent agenda as presented, which was seconded by Commissioner Pierson and the vote was unanimous.

7. Financial Matters

A. Presentation of FY2012-13 Audit

Cassie Wilson of Martin Starnes & Associates, CPAs, PA was on hand to present the FY2012-13 Audit. Commissioner Stiehler moved to approve the Audit as presented, which was seconded by Mayor Pro Tempore Calloway and the vote was unanimous.

B. Proposed FY2014-15 Budget Schedule

Commissioner Patterson made a motion to approve the FY2014-15 Budget Schedule. Mayor Taylor questioned why the meeting times were from 3pm to 5pm and Manager Frye said it had been the time allotted for several years and also allowed the Town to not pay Staff huge amounts of overtime to attend. Mayor Pro Tempore Calloway seconded Commissioner Patterson's motion and the vote was unanimous.

Tentative Budget Schedule FY 2014-15 (Rescheduled Board Meeting to May 22nd)

March 12th

Departmental Capital Project Requests Due

April 16th

Departmental Budgets Due

April 24th

Council Budget Workshop #1 (Revenue Estimates)

Time: 3:00-5:00 p.m.

Location: Town Community Building

May 8th

Council Budget Workshop #2 (Preliminary Budget Review)

Time: 3:00-5:00 p.m.

Location: Town Community Building

May 15th

Council Budget Workshop #2 (Preliminary Budget Review)

Time: 3:00-5:00 p.m.

Location: Town Community Building

May 22nd Council Meeting

Presentation of Proposed FY 2012-13 Budget

June 19th Council Meeting

Public Hearing on FY 2014-15 Proposed Budget

Adoption of FY 2014-15 Proposed Budget

C. Approval of Town Mowing/Landscaping Bids

Manager Frye stated that the Town informally bids the Mowing/Landscaping Bids to receive decent prices annually and normally contracts are awarded to the apparent low bidder. Apparent low bidders were:

Highlands Parks and Recreation	Zoellner Landscaping, Inc.
Zachary Park	J&J Lawn and Landscaping Svs., Inc.
Highlands Memorial Park	J&J Lawn and Landscaping Svs., Inc.
Town Landscape	Tate Landscaping Services, Inc.
Kelsey/Htch. Park & Macon Bank	J&J Lawn and Landscaping Svs., Inc.

Town Attorney Jay Coward wanted to advise the Board that the apparent low bidder on several of the contracts was John Shearl who is in an active lawsuit with the Town and that this could be a possible conflict of interest. Commissioner Dotson asked if it was Coward's recommendation Shearl be removed. Coward said that he was not suggesting that. Mayor Pro Tempore Calloway said he felt there could be a problem if Shearl had issues and was in court with us. Dotson said he felt it was a black and white matter, why would we use public funds to be used for a lawsuit against the Town. Commissioner Patterson said she felt the opposite of that. If citizens are displeased with the decisions of the Board they deserve to get to take it to the next step and appeal the decision.

Commissioner Patterson made a motion to approve the low bidders for the mowing/landscaping contracts, which was seconded by Commissioner Stiehler and the vote was 4 to 1. Commissioner Dotson voted nay.

8. Parks and Recreation Matters

A. Kelsey-Hutchinson Park Use Request

Thomas Craig request for the Board to approve use of Kelsey-Hutchinson Park for the 2014 Summer Concert Series.

After brief discussion on security and the possibility of reducing the security staff, Commissioner Stiehler made a motion to approve the request and waive the fees for use of the park. The motion was seconded by Commissioner Patterson and the vote was unanimous.

B. Kelsey-Hutchinson Park Fund Raising Request

Nick Bazan presented the Board with the Letter of Intent and Master Plan for completion of Kelsey-Hutchinson Park.

After the presentation was given, Mayor Pro Tempore Calloway asked if the road was to be closed. Bazan stated there was no intent ever to close the road.

After some further discussion as to restrooms, Mayor Pro Tempore Calloway moved to approve the Letter of Intent presented by the Founders Park Coalition. Commissioner Patterson said she felt this was the way things should work, the community and the town working together. The motion was seconded by Patterson and the vote was unanimous.

9. Request for Extension of Main Street Parking Restrictions

Jerry Moore addressed the Board and requested that Parking Restrictions be extended into November and December. After brief discussion it was determined that it should be reviewed by the Zoning Board and the Chamber. Commissioner Patterson asked for this request to be sent to the Planning Department.

10. Planning Matters

A. Amendments to Articles 3 & 4 of the Unified Development Ordinance: Zoning Board of Adjustments

Commissioner Pierson made a motion for a Public Hearing to be set at the next regular meeting of the Board on February 20, 2014 at 7pm for the Amendments to Articles 3 & 4 of the Unified Development Ordinance: Zoning Board of Adjustments. The motion was seconded by Commissioner Dotson and the vote was unanimous.

B. Request for Rezoning of Town Owned Properties to Governmental/Institutional

After a brief discussion in reference to whether or not the Town owned all the properties in question, Commissioner Pierson made a motion for a Public Hearing to be set at the next regular meeting of the Board on February 20, 2014 at 7pm for Rezoning of Town Owned Properties to Governmental/Institutional. The motion was seconded by Commissioner Pierson and the vote was unanimous.

11. Miscellaneous Matters

A. Board Vacancies/Appointments

The Board was presented with a list of recent Board vacancies and a list of recommended appointments.

Planning Board Appointments

Tony Potts
Thomas Craig
Glenda Bell
Aurel Steve Abranyi, III
Chris Boltz
Patrick Leonard
Ashley Hagan Binder

Zoning Board Appointment

Michael Rogers

Scholarship Appointments

Suzi Schiffli
Jack Calloway

After brief discussion as to who Ashley Hagan Binder was and Mayor Pro Tempore Calloway's hesitation to put someone in with little experience, Commissioner Patterson moved to accept the recommendations to the planning, scholarship and zoning boards.

Commissioner Stiehler seconded the motion and the vote was 4 to 1 with Mayor Pro Tempore Calloway voting nay.

B. Fire Department Resolution

The Board was presented with a Resolution of Verification for the Highlands Fire Department. Commissioner Patterson moved to approve the resolution, which was seconded by Commissioner Stiehler and the vote was unanimous.

Resolution of Verification from Municipality Resolution No. 2014-02-Res

WHEREAS, The Volunteer Fire Department of the Town of Highlands serves as an Agency of the Town; and

WHEREAS, The Volunteer Fire Department of the Town of Highlands has requested confirmation of this Agency relationship; and

WHEREAS, This Agency's relationship is long-standing and generally acknowledged.

NOW, THEREFORE, BE IT RESOLVED, the Town of Highlands does hereby confirm this Agency's relationship and does verify by this Resolution that relationship.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at their regularly scheduled meeting held on the 16th day of January, 2014 in the Highlands Community Building, 71 Poplar Street.

This the 16th day of January, 2014.

Patrick L. Taylor, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

C. New Police Car Logo/Lettering

The Board was presented with two Logo/Lettering designs for the new police cars. Commissioner Dotson said he liked the large Town of Highlands lettering. He had recently seen a black police vehicle from Georgia and couldn't determine immediately where the vehicle was from. Mayor Taylor said as a former magistrate, he agreed that we needed to distinguish who the Town's Police Department is. Commissioner Dotson made a motion to approve the second design without the use of the Town Logo, which was seconded by Commissioner Stiehler and the vote was unanimous.

D. Proposed Board Retreat Date

The Board was presented with a list of optional retreat dates. Upon consensus February 27, 2014 was selected. Mayor Taylor set a special meeting for February 27, 2014 starting at 9am.

12. Adjournment

Commissioner Stiehler moved to adjourn the meeting, which was seconded by Commissioner Dotson and upon unanimous vote, the Town Board adjourned at 8:21pm.

Patrick Taylor
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk