

**Special Meeting Minutes of the Town of Highlands Board of Commissioners
Meeting of March 7, 2017, at the First Presbyterian Church, 471 Main Street,
Highlands, North Carolina**

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

Also Present: Town Manager Josh Ward, Finance Director/Town Clerk Rebecca Shuler, Public Works Director Lamar Nix, MIS/GIS Director Matt Shuler, and Parks & Recreation Director Lester Norris

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 9:02AM.

2. Present and Approve the Agenda

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

3. Financial Matters – Midyear Update

The following are highlights of the FY16/17 budget at mid-year.

As of February 2017 property tax collections have decreased \$56,035.23 compared to February 2016. This represents a collection rate of 94.72% as of February 2017.

Sales tax revenue as of February 2017 has increased \$93,753.06 compared to February 2016.

Franchise Tax revenue as of February 2017 is \$5,196.29 less than in February 2016.

The amount of General Fund revenues collected as of February 2017, exclusive of \$22,164.00 in donations for Police projects, is \$102,748.34 more compared to General Fund revenues collected as of February 2016.

We anticipate meeting our budgeted revenue for General Fund with 79% currently collected. General Fund expenditures are 58% spent as of February 2017.

The Town had an original fund balance appropriation in General Fund at July 1, 2016 of \$111,246.00. As of February 2017, the Town had appropriated an additional \$19,011.00 in General Fund.

All utility funds should be at approximately 66.6% of budgeted revenue as of February 2017. The Water is at 49%, Sewer is at 74%, Sanitation is at 67% and the Electric is at 63%. We anticipate meeting our budgeted revenue for all utility funds. All utility funds should be at or below 66.6% spent as of February 2017. Water is at 74%, Sewer is at 70%, Sanitation is at 67% and Electric is at 38% spent as of February 2017. All utility fund expenditures will be closely monitored so as to stay within budget.

Town Manager Josh Ward updated the Board on sanitation fees and said the increase was going well. In regards to the commercial dumpsters it was suggested to use stickers to tell people no household garbage is allowed. It was also suggested quoting state law on the stickers. Public Works Director Lamar Nix suggested we add additional dumpsters at the Recreation Park and advertise they are there for public dumping.

4. Public Works Matters

Public Works Director Lamar Nix presented the Board with the following Public Works presentation of projects for the upcoming FY17/18 budget year.

I. Capital Improvement Plan

- II. Street Dept.
 - 1. Oak St./Fire Department Wall
 - 2. Paving Oak/Pine Alley

- II. Water
 - 1. Satulah Falls/Old Orchard Waterline
 - 2. Buckhorn Water Tank

Public Works FY 2017 Thru FY2022 Capital Improvement	Rev. 2/28/17							
	Funding Source	Fund	Est.Project Cost	FY17 -18	FY18 -19	FY19 -20	FY20 -21	FY21 -22
STREET								
Sidewalk Repairs			\$50,000 A	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Oak Street Wall/FD			\$140,000	\$140,000				
Paving Satulah			\$115,000		\$115,000			
Paving 5 th			\$176,000		\$176,000			
Paving Spring			\$199,000		\$199,000			
Paving Oak/Pine St Alley			\$30,000	\$30,000				
Paving Hickory Hill			\$250,000			\$250,000		
Paving Cullasaja			\$360,000				\$360,000	
Paving			\$150,000 A				\$150,000	\$150,000
Salt			\$30,000A	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Centerline Painting			\$23,000 A	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
EQUIPMENT/REPLACEMENT								
Isuzu Sweeper			\$145,000	\$145,000				
Dump Truck			\$100,000		\$100,000			
Tractor w/mower			\$120,000	\$120,000				
Skid Steer			\$65,000		\$65,000			
SANITATION								
Dumpsters			\$30,000 A	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Sanitation Truck			\$130,000				\$130,000	
Recycle/Convenience Center			\$160,000	\$160,000				
WATER/SEWER								
Satulah Falls/Old Orchard Waterline			\$350,000	\$350,000				
Split Rail Waterline			\$670,000		\$670,000			
Buckhorn Water Tank			\$596,000	\$596,000				
Generators for Pump Sta.			\$300,000			\$300,000		
Moorewood Waterline			\$484,000		\$484,000			
Dog Mtn. Ph. 1 Waterline			\$261,000				\$261,000	
Dog Mtn. Ph. 2 Waterline			\$822,000					\$822,000
Black Rock Waterline			\$185,000			\$185,000		
Debt Mirror Lake			\$56,967 A	\$56,967 A	\$56,967A	\$56,967A	\$56,967A	\$56,967A
EQUIPMENT/REPLACEMENT								
Backhoe/Loader			\$77,000	\$77,000				
Service Truck			\$70,000				\$70,000	
55 Excavator/Trailer			\$65,000				\$65,000	
WTP Jeep			\$35,000	\$35,000				
WWTP Tractor			\$35,000		\$35,000			
HCC Hydro.-Tank/Pump Replacement			\$250,000			\$250,000		

Public Works FY 2017 Thru FY2022 Capital Improvement	Rev. 2/28/17							
	Funding Source	Fund	Est.Project Cost	FY17 -18	FY18 -19	FY19 -20	FY20 -21	FY21 -22
ELECTRIC								
Equipment								
2003 FL Boom			\$135,000		\$135,000			
2008 F-150			\$40,000	\$40,000				
2007 F-550			\$75,000		\$75,000			
2005 Excavator/Trailer			\$70,000		\$80,000			
2009 Int. Bucket			\$200,000			\$200,000		
2010 Vermeer Chipper 1800			\$60,000				\$60,000	

Commissioner Patterson asked if the \$50,000 for sidewalks seemed to cover expenses. Public Works Director Lamar Nix replied it was good budget number to cover new sidewalks or repairs to older ones each year.

Commissioner Patterson also asked if the annual \$150,000 for paving was sufficient and Nix confirmed it was.

5. Health Insurance Review

Insurance Agent Dan Odorizzi presented an overview of the current insurance plan and the pros and cons of eliminating spousal coverage.

The Board directed Odorizzi to find the biggest bang for the town's buck.

6. Parks and Recreation Matters

Parks & Recreation Director Lester Norris presented the Parks & Recreation proposed projects for the 2017/18 budget year.

1. Stage Renovation - \$216,458
2. Lower Level Renovation - \$211,305
3. Civic Center Main Level Refurb/Finishes - \$250,000
4. Exterior Renovations - \$50,000
5. Ball Field Lights - \$212,000
6. Skate Park - \$200,000
7. Truck - \$30,000

7. Lunch

Mayor Taylor recessed the meeting for lunch at 11:41AM for lunch.

The meeting was reconvened at 12:24PM.

8. Information Technology Matters

MIS/GIS Director Matt Shuler gave an overview on the Broadband project, where the Town started, where we've been and where we're headed.

9. Closed Session: Pursuant to NCGS §318.11(a)(4)

Commissioner Pierson made a motion to go into Closed Session pursuant to NCGS §318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body at 12:33PM, which was seconded by Commissioner Patterson and the vote was unanimous.

Once discussion was held, Commissioner Calloway made a motion to go back into open session at 2:07PM, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

No action was taken.

Mayor Taylor thanked the Presbyterian Church for the use of the facility, Town Manager Josh Ward and staff for hosting another successful retreat.

10. Meeting Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Calloway moved to adjourn which was seconded by Mayor Pro Tempore Dotson and upon a unanimous vote, the Town Board adjourned at 2:09PM.

Patrick Taylor
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk