

Regular Meeting Minutes of the Town Board of Commissioners Meeting of June 21, 2012 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.

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

Also Present: Town Manager Robert Frye, Town Clerk Rebecca Shuler, Parks and Recreation Director Lester Norris, MIS/GIS Director Matt Shuler, Lieutenant Ronnie Castle, Police Chief Bill Harrell, Accounting Supervisor Chuck Young, and Planning and Development Director David Clabo.

1. Meeting Called to Order

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

2. Public Comment Period

There were no public comments.

3. Adjust and Approve Agenda

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

4. Approval of Minutes

Special Meeting Minutes of May 31, 2012

Commissioner Patterson made a motion to approve the special meeting minutes of May 31, 2012, which was seconded by Mayor Pro Tempore Drake and the vote was unanimous.

Regular Meeting Minutes of June 7, 2012

Town Clerk Shuler read corrections sent by Town Attorney Coward which were as follows:

Change the spelling of metes in section 9, sentence 3.

Substitute section 9, sentence 4 with the following: "In summary, Mrs. Jane Woodruff intends to deed the new Post Office property and building to the Town and the Town in return intends to deed the property and building to the U.S. Postal Service with the condition that if the building ever ceases to be used as a U.S. Postal Service the property reverts to the Town."

Commissioner Stiehler made a motion to approve the regular meeting minutes of June 7, 2012, as amended, which was seconded by Commissioner Patterson and the vote was unanimous.

5. Reports

A. Mayor

There was no mayoral report.

B. Commissioners & Committees

Commissioner Stiehler informed the board that the 2012 Scholarship Golf Classic had raised approximately \$16,000.00 this year.

C. Town Manager

Manager Frye informed the Board there would be an ADA and OSHA recommendation report for the Playhouse at the next meeting.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department
Planning & Development Department
Treasurer's Report

Mayor Pro Tempore Drake moved to approve the Consent Agenda, which was seconded by Commissioner Stiehler and the vote was unanimous.

7. Public Hearing: Adoption of FY2012-13 Budget

A. Open Public Hearing

Mayor Pro Tempore Drake made a motion to open the public hearing, which was seconded by Commissioner Pierson and the vote was unanimous. The public hearing was opened at 7:04pm.

B. Staff Comments/Recommendation

Manager Frye read the FY2012-13 Budget Message and touched on the highlights for the upcoming year. The FY2012-13 Budget Message and Budget Ordinance are as follows:

FY 2012-13 BUDGET MESSAGE

June 21st 2012

The Honorable Mayor David Wilkes and Town Commissioners
Town of Highlands, North Carolina

Dear Mayor Wilkes:

I am pleased to present the FY2012-13 Budget for your review and consideration.

As required by the General Statutes of North Carolina, the revenues and expenditures presented within this budget are balanced.

In order to present a balanced budget across all funds, it was necessary to appropriate \$177,688.00 from the General Fund Balance.

These funds were used as follows; \$94,138.00 to balance the General Fund Budget while the remaining \$84,530.00 was transferred to Recreation Special Revenue Fund.

All other funds are self-supporting and require no fund transfers to enable them to operate.

BUDGET HIGHLIGHTS

As presented, the overall FY 2012-13 Budget has revenues and expenditures totaling \$13,008,749.00.

The current Town of Highlands Ad Valorem tax rate of .135 per \$100 valuation remains unchanged within FY 21012-13 Budget.

The current Highlands Volunteer Fire Department tax rate of .009 per \$100 valuation remains unchanged within FY 21012-13 Budget.

The following fee increases are included:

A 6% electric rate increase scheduled to take effect as of January 1st 2013.

A 15% increase in the Town Sanitation Fee effective July 1st, 2012.

A 20% increase in the Sewer Use Fee effective July 1st, 2012

Insurance costs are projected to increase by 3% and the Town will continue to pay 100% of employee dependent benefits.

The FY 2012-13 Budget also includes a 3% Cost of Living Adjustment (COLA) for all full time employees.

TOTAL EXPENDITURES

Total Expenditures for all funds is split between the individual funds as follows:

General Fund	\$3,638,406.00
Scholarship fund	\$37,700.00
Fire and Rescue Special Revenue Fund	\$483,834.00
Recreation Special Revenue Fund	\$613,930.00
Cemetery Fund	\$41,200.00
Water Enterprise Fund	\$1,405,000.00
Sewer Enterprise Fund	\$972,645.00
Capital Projects Fund	\$621,105.00
Sanitation Enterprise Fund	\$676,847.00
Electric Enterprise Fund	\$4,490,882.00
Total Expenditures	\$13,008,749.00

GENERAL FUND

Total expenditures for the FY 2012-13 General Fund Budget is \$3,638,406.00. They are split between the individual departments/funds as follows:

Governing Body	\$34,253.00
Administration	\$1,068,750.00
Planning/Zoning	\$207,053.00
MIS/GIS	\$257,590.00
Police Department	\$1,126,540.00
Street Department	\$913,720.00
Public Buildings	\$30,500.00

The FY 21012-13 budget includes two new General Fund Department/Funds. They are Governing Body and Public Buildings.

Governing Body comprises those expenses directly associated with the Mayor and Town Commissioners and was originally a part of the Administration Department. It was separated from the Administration Department in order enable the Town to better assess the budgetary needs of its elected officials.

Public Buildings was created in order to help staff to better track expenditures made to buildings owned by the town and leased to other agencies.

ENTERPRISE FUNDS

The Town of Highlands operates the following operates the following Enterprise Funds:

Water
Sewer
Sanitation
Electric

WATER FUND

Total expenditures for the FY 2012-13 Water Utility Enterprise Fund is \$1,405,000.00.

It is proposed to maintain the current water usage rate charges at the current FY 2011-12 levels. A detailed listing of all water utility charges can be found in the accompanying Town of Highlands FY 2012-13 Fee Schedule.

One major capital improvement/construction project is included within the Water Fund Budget for FY 2012-13.

\$460,000.00 has been allocated for the replacement/upgrade of the Water Processing Plant Purification/Filtration System which has reached the end of its useful operational lifespan.

The Water Plant and Water Distribution Budgets comprise the total Water Fund Budget.

SEWER FUND

Total expenditures for the FY 2012-13 Sewer Utility Enterprise Fund is \$972,645.00.

The FY 2012-13 budget proposes to adjust the monthly sewer charge by changing its usage calculation from 80% of water uses to 100% of water usage. Currently, sewer usage rates are calculated based on 80% of a customer's monthly water usage.

Charging for sewer use based upon water usage is the customary method of charging for sewer usage across the State of North Carolina and this adjustment will enable the sewer fund to continue to operate without the need for fund transfers from other sources.

It is proposed to transfer \$369,645.00 from the Sewer Fund into the Capital Projects Fund to partially fund the water processing plant purification/filtration replacement project.

ELECTRIC FUND

Total expenditures for the FY 2012-13 Electric Enterprise Fund is 4,490,882.00.

Effective January 1st, 2013, Duke Energy will increase its rate charges to the Town of Highlands by 6%.

In order to maintain the health of its electrical fund and to protect its ability to fund capital projects with the help of fund transfers from the electrical fund, the FY 2012-13 budget proposes to pass the expected 6% rate increase onto its customers and adjust its electrical rates to reflect this increase effective January 1st, 2013.

It is proposed to transfer \$200,000.00 from the electric fund reserves to cover debt service payment on the Town's recently installed radio read water meters and to cover the purchase of a new electric service truck for the electrical department.

SANITATION FUND:

Total expenditures for the FY 2012-13 Sanitation Enterprise Fund is \$676,847.00.

The FY 2012-13 budget proposes to increase the monthly sanitation charge by 15%

This increase will enable the Sanitation fund to begin to operate without the need for fund transfers from other sources and will address the fact that over the last two budget

years the sanitation fund has posted a \$15,000-20,000.00 operational loss which has required fund transfers from the General Fund balance to address these losses.

One major capital purchase is included within the Sanitation Fund Budget for FY 2012-13.

\$120,000.000 has been allocated for the purchase of a replacement trash truck.

SPECIAL REVENUE FUNDS

The FY 2012-13 Budget includes the following Special Revenue Funds:

Fire Department
Parks and Recreation
Capital Projects

FIRE DEPARTMENT FUND

The Highlands Volunteer Fire Department provides service to Town of Highlands and a portion of unincorporated areas of Macon and Jackson Counties.

As 100% of the revenue for the Fire Department is generated through the Fire District Ad Valorem property tax and not the Town of Highlands General Fund; a Special Revenue Fund was established proved accountability.

The current Highlands Volunteer Fire Department tax rate of .009 per \$100 valuation remains unchanged within FY 21012-13 Budget.

PARKS & RECREATION SPECIAL REVENUE FUND

The proposed FY 2012-13 Parks & Recreation Special Revenue Fund Budget totals \$613,930.00. Revenue for the proposed budget includes \$490,000.00 contribution from Macon County, \$38,000.00 generated from fees and charges, and \$80,930.00 transfer from the General Fund Balance.

CAPITAL PROJECTS FUND

Total expenditures for the FY 2012-13 Capital Projects Fund is \$621,105.00 and includes the following fund transfers:

General Fund	\$18,663.00
Sewer Fund	\$559,704.00
Electric Fund	\$42,738.00

These funds are allocated to various projects to pay for debt service on the Kelsey-Hutchison storm water project (\$18,663.00), debt service on the town’s new radio read water meters (\$85,475.00), debt service on the Mirror lake Sewer project (\$56,967.00), and project construction costs for the Water Plant Rehabilitation project (\$460,000.00).

LONG TERM OUTLOOK

Over the last 3 years, the Town of Highlands has embarked on an aggressive Capital Projects program including the acquisition and remodeling of a new building to house the Police Department, construction and upgrades to the Kelsey-Hutchison Park, the Mirror Lake sewer project, and the purchase and installation of radio read water meters for all town water meters.

That the Town has been able to makes these investments speaks well of its forethought and fiscal planning to make these projects a reality.

However, by forging ahead with such an aggressive capital projects program, the Town has placed significant stress upon its financial reserves. This combined with the effects

of the statewide; and nationwide; economic downturn; has resulted in the town depleting its reserve funds faster than was anticipated.

As such, it is critical; now more than ever; for the Town to assess the impact that current capital project decisions will have on future budgets so as not to place additional undue strain on the Town's fiscal reserves.

Given the extent to which the Town depends upon its reserve funds to finance its capital improvement projects, it would be advisable for the Town to step back, take a breath, and slow the rate of capital expenditures over the next several budget cycles so that the various funds that we depend upon to fund our capital projects get the chance to recover and rebuild to their previous levels.

Doing so will ensure that the Town of Highlands remains in a strong financial position for years to come.

CLOSING COMMENTS

I would like to commend Mayor David Wilkes and the Town Board for their guidance in working with staff as the budget evolved from its first drafts to its final form. Clear concise directives from our elected officials made developing the budget much easier.

I would also like to commend town staff for the diligent work they put into the budget and the diligence with which they worked to hold the line on expenses.

In closing, I would like to say that I look forward to implementing this budget and in so doing I hope that we achieve our goal of providing quality public services to our community.

Sincerely,

TOWN OF HIGHLANDS

Robert A. Frye Jr.
Town Manager

TOWN OF HIGHLANDS BUDGET ORDINANCE FISCAL YEAR 2013 JULY 1, 2012 THRU JUNE 30, 2013

BE IT ORDAINED by the Board of Commissioners of the Town of Highlands, North Carolina, assembled this 21st day of June 2012, that the following fund revenues and department and/or fund expenditures be adopted:

SECTION I. TOTAL REVENUES

General Fund	\$ 3,662,006
Scholarship Fund	\$ 37,700
Fire & Rescue Special Revenue Fund	\$ 483,834
Recreation Special Revenue Fund	\$ 617,530
Cemetery Fund	\$ 41,200
Water Enterprise Fund	\$ 1,405,000
Sewer Enterprise Fund	\$ 972,645
Capital Projects Fund	\$ 621,105
Sanitation Enterprise Fund	\$ 676,847

Electric Enterprise Fund	<u>\$ 4,490,882</u>
Total Revenues	\$13,008,749

SECTION II. TOTAL EXPENDITURES

General Fund	\$ 3,662,006
Scholarship Fund	\$ 37,700
Fire & Rescue Special Revenue Fund	\$ 483,834
Recreation Special Revenue Fund	\$ 617,530
Cemetery Fund	\$ 41,200
Water Enterprise Fund	\$ 1,405,000
Sewer Enterprise Fund	\$ 972,645
Capital Projects Fund	\$ 621,105
Sanitation Enterprise Fund	\$ 676,847
Electric Enterprise Fund	<u>\$ 4,490,882</u>
Total Expenditures	\$13,008,749

SECTION III. TAX RATES ESTABLISHED

An Ad Valorem tax rate \$.135 per \$100 valuation is hereby established for the General Fund purposes for the Town of Highlands for FY13. This rate is based on an approximate valuation of \$1,896,246,667 and an estimated collection rate of 98.3%.

An Ad Valorem tax rate of \$.009 per \$100 valuation is hereby established for Fire & Rescue for the Town of Highlands for FY13.

SECTION IV. BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the Town of Highlands during the fiscal year 2013. The approved annual budget for all funds, which shows line item detail, will be used for tracking revenue and expenditures.

ATTEST:

APPROVED:

Robert A. Frye, Jr., Town Manager

David Wilkes, Mayor

C. Public Comments

Bob Kieltyka informed the Board the Highlands Chamber of Commerce Board of Directors had discussed the wayfinding project and is planning to donate \$10,000.00 to supplement the project.

D. Close Public Hearing

As there were no further comments, Commissioner Pierson made a motion to close the public hearing, which was seconded by Commissioner Dotson and the vote was unanimous. The public hearing was closed at 7:08pm.

E. Council Action

Commissioner Dotson made a motion to adopt the FY2012-13 Budget, which was seconded by Commissioner Stiehler and the vote was unanimous.

8. Request for Council Consideration

A. For Profit Use of Kelsey-Hutchinson Park

Katherine Willoughby of Shakespeare and Co. spoke on behalf of Cynthia Strain and the benefits of For Profit Use of Kelsey-Hutchinson Park for events such as Craft Shows.

Lila Howland spoke of the community effort to acquire the park and what she feels is neglect on behalf of the Town to move forward with the development of it.

B. One Way Traffic on Spring Street

Ridgley Berger and Margaret Brown expressed their concerns of Spring Street becoming a one way street and going in the same direction as Church Street.

After lengthy discussions, Commissioner Dotson made mention of the Town of Highlands Parking Study that was conducted on July 1, 2009 by Wilbur and Associates and Commissioner Stiehler informed everyone that public input was taken at that time. Commissioner Dotson reassured everyone there were advertisements in the newspapers and there were displays at the Rec. Park that showed traffic flows, changes and suggestions for public input during the completion of the study.

Mayor Wilkes said items such as these do not require public hearings nor meetings, however we make the agendas public and he would suggest for citizens to request being put on the Sunshine List.

Cynthia Strain joined the meeting and requested to speak on the For Profit Use of Kelsey Hutchinson Park. Ms. Strain shared the history of her Arts and Crafts Show, referenced a Memorandum of Understanding between Scotts Creek Holding and the Town of Highlands, a Memorandum of Understanding between Mark Meadows and the Highlands Land Trust, and Macon County being an Entrepreneurial Community.

9. Parks and Recreation Matters

Staff Recommendation on Use of Town Outdoor Facilities

Town Manager Frye addressed the Board with a history on the request for a policy regulating the use of parks and other outdoor facilities and presented the following policy for adoption.

Town of Highlands Outdoor Recreation Areas

Rules Governing Outdoor Recreation Uses

Any Town of Highlands Outdoor Recreation area, including Kelsey / Hutchinson Park, Zachary Park, and the Hickory Street Field will be subject to the following criteria:

1. Any event held at any of the outdoor recreation areas owned or operated by the Town must be issued a Permit for Use by the Recreation Director. The application should be submitted at least thirty (30) days before the event is scheduled to take place.
2. Any event held at the any of the outdoor recreation areas mentioned, must be public-oriented and be sponsored by the Town of Highlands or by a non-profit organization approved by the Town of Highlands. The approval process for non-profits includes the submittal of an application to the Recreation Director including items such as 501(c)3 documentation and proof of a comprehensive general liability insurance policy (amount of not less than \$300,000 for bodily injury per person and \$1,000,000 per occurrence, and not less than \$1,000,000 for property damage per occurrence). Such insurance shall indemnify the Town from all claims for damages to property and bodily injury, including death, which shall arise from operations under or in connection with the permit. Such insurance shall name the Town as additional insured for any and all claims made.

3. No commercial (for profit) uses are permitted in the park.
4. Any tent or structure temporarily installed for any event will need to be “free-standing,” meaning no stakes or pegs driven into the ground or pavement.
5. Any vehicle on the grass area of Kelsey / Hutchinson Park (other than parking spaces on Pine Street) shall not exceed 10,000 lbs. gross weight.
6. Parking will be permitted only in designated parking areas, unless permission has been obtained for parking in area private parking lots.
7. The applicant is responsible for arranging for traffic control, security enforcement, and crowd control, if required by the scale of the event and subject to Town of Highlands’ approval.
8. Until permanent restroom facilities are constructed at Kelsey / Hutchinson Park, potable sanitation facilities shall be provided by the event organizer.
9. The closing of Pine Street for any event held at Kelsey / Hutchinson Park shall be approved by the Town of Highlands Board of Commissioners.
10. No admission to the outdoor recreation areas can be charged for any event unless approved by the Recreation Director.
11. No solicitation is permitted at any outdoor recreation area.
12. Signage advertising the events at any of the outdoor recreation areas must comply with the temporary sign requirements of the Town of Highlands Unified Development Ordinance, or as otherwise provided for by the Town of Highlands.
13. On the dates of Memorial Day, 4th of July, and Labor Day holidays, the Kelsey / Hutchinson Park is reserved for exclusive use by the Town of Highlands.
14. Repairs to any damages to any outdoor recreation area during an event will be the responsibility of the applicant, and shall be coordinated and approved by the Recreation Director. The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place associated with the use.
15. No loud or disruptive behavior, use of tobacco, possession or use of drugs or possession of any firearms is permitted at any outdoor recreation area.
16. The applicant is responsible for any clean up following events held at any of the outdoor recreation areas.
17. The Recreation Director has the authority to revoke any Permit for Use, if a violation of this policy is discovered.

06-12-2012

Commissioner Dotson questioned several items in the policy including items 1 and 3.

Mayor Pro Tempore Drake made a motion to approve the policy with the Board revisiting items number 1 and 3 at a future time, which was seconded by Commissioner Pierson.

After further discussion, Mayor Pro Tempore Drake modified his motion to revisit only item number 1 at a future time, which was seconded by Commissioner Pierson and the vote passed four to one with Commissioner Dotson voting nay.

Commissioner Stiehler made a motion to allow Cynthia Strain to hold her Arts and Crafts Show this year as it was previously scheduled, which was seconded by

Commissioner Dotson and the vote passed three to two with Mayor Pro Tempore Drake and Commissioner Pierson voting nay.

10. Planning Matters

Resolution in Support of Continuing to Participate in the Small Town Main Street Program

Planning and Development Director Clabo told the Board it had been two years since the Town was selected to participate in the North Carolina Small Town Main Street program. Time is up and Ms. Sherry Adams would no longer be with us, however, the Small Town Main Street Committee sees the benefits of the program and would like to continue the program with local leadership. One of the requirements set by the State and the Federal Main Street programs is that each participating jurisdiction adopts a Resolution of Agreement each year to continue participation.

Resolution of the Town of Highlands Board of Commissioners Adopting an Agreement to Continue Participation in the North Carolina Small Town Main Street Program 2012-2013 Resolution No. 2012-07-Res

WHEREAS; the North Carolina Department of Commerce, Urban Development Division has established a Small Town Main Street Program to provide technical assistance in downtown revitalization, utilizing the Main Street Four-Point Approach® of Organization, Design, Promotion and Economic Restructuring, to selected small towns in North Carolina; and

WHEREAS, towns selected as “Small Town Main Street Communities” receive a more detailed level of service incorporating all of the Main Street Four Points®; and

WHEREAS, the **Town of Highlands** to participate in the program and the Town wishes to continue its participation for an additional year; and

WHEREAS, both parties agree that a high level of community participation and commitment is required on the part of the Town and community in order to ensure that the program is as successful as possible; and

WHEREAS, reimbursement for travel related expenses will be required of the Town when Town staff travels to State Conferences and to visit other STMS programs;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Highlands, North Carolina that the Town agrees to continue its participation in the Small Town Main Street Program and to abide by the following conditions:

1. The Town will actively participate in the Small Town Main Street Program for an additional period of no less than twelve (12) months beginning July 1, 2012.
2. The Town will designate a contact person for the technical assistance team to coordinate with in order to provide continuity and leadership for the effort including support of the community vision and plan of action.
3. The Town will continue to maintain a volunteer committee and working subcommittees that are representative of the entire community to provide focus for the program.
4. The Town will continue to implement the plan of action to the fullest extent possible.
5. The Town will continue to support the volunteer committee and will assist the committee and Urban Development Office/Small Town Main Street staff in conducting a community assessment, community projects and any other necessary activities.
6. The Town will continue to develop and actively participate in local and regional partnerships and networks and share resources and information gained through the Program with other communities in the region.
7. The Town will agree to annually submit statistical information to the Office of Urban Development.
8. The Town agrees to reimburse the Urban Development Office of the North Carolina Department of Commerce for travel related expenses as submitted when staff travels at the request of the town.

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 21st day of June, 2012 in the Highlands Community Building, 71 Poplar Street.

This the ____ day of June, 2012.

David Wilkes, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

After a brief discussion as to expenses of the continuation, Commissioner Dotson made a motion to adopt the Resolution in Support of Continuing to Participate in the Small Town Main Street Program as amended to read Town staff in the fifth WHEREAS, which was seconded by Commissioner Stiehler and the vote was unanimous.

11. Financial Matters

End of Fiscal Year 2011-12 Budget Amendments

Manager Frye briefly told the board budget amendments for the FY2011-12 budget are needed as follows:

\$ 75,004 for Police Station/ABC Store Renovation
\$ 37,505 NC Trails Program Grant (appropriate funds received)
\$142,373 Recreation Fund
\$ 25,000 Sanitation Fund
\$167,373 Fund Balance Appropriated - General Fund (to facilitate transfers to Recreation and Sanitation)
\$ 50,000 Fund Balance Appropriated - Water Fund
\$497,255 Total

It is important to note that out of the \$497,255.00 total amount of required amendments, \$37,505.00 is new money that was added to the budget and needs to be recognized, while \$242,377.00 is included in the budget but needs to be shifted between departments and funds to meet expenditures, and the remaining \$217,373.00 is appropriation from fund balance and could be considered “new” or additional money.

Commissioner Patterson questioned the \$25,000.00 contingency to the sanitation department budget and mentioned the auditors did not want us to have contingency line items. Accounting Supervisor Young and Manager Frye assured the board this was just to make up the deficit from last year’s budget using an existing line item.

Mayor Pro Tempore Drake made a motion to accept the FY2011-12 budget amendments as presented, which was seconded by Commissioner Stiehler and the motion passed unanimously.

12. Discussion: Town Board Meeting Schedule

A. Cancellation of July 5th Meeting

Manager Frye informed the Board the first meeting in July falls on July 5th and as the meeting falls directly after the July 4th holiday he asked for direction from the Board as to whether or not to hold this meeting or cancel it. Currently, there is one item for the 5th agenda and it could easily be moved to the July 19th meeting date.

Commissioner Stiehler made a motion to cancel the meeting and move it to the regular 19th of July meeting date, which was seconded by Mayor Pro Tempore Drake and the vote was unanimous.

B. One Meeting a Month

Manager Frye informed the Board that there had been several brief discussions since the first of the year concerning the possibility of going to one board meeting a month. Since the town is cancelling the July 5th meeting, he thought it would be a good time to discuss this issue.

From a staff perspective, one meeting a month gives the staff more time to prepare the agenda's and to research items that the Board is interested in receiving information on. There would also be a cost savings to the town in the elimination of approximately 18-24 hours of comp time that is earned by town staff who is present at the Board meetings.

As to holding one meeting a month, Manager Frye did not see it causing a delay or interruption in the flow of information coming to the Board from the Planning Board or Zoning Board as long as the meeting is held during the third week of the month. That way the information from the Planning and Zoning Boards, who meet on the second week of the month will go directly to the Town Board for review without interruption or delay.

The only month of the year that the town really needs to have two meetings a month is June as the town deals with the presentation and adoption of the budget. All other months the town can get by with one meeting. If the town does need a second meeting, it can always call for a special meeting.

After discussions on interruptions in the flow of information coming to the Board from the Planning and Zoning Boards and pros and cons of this decision, Mayor Pro Tempore Gary Drake made a motion to meet once a month on the third Thursday on a trial basis through December. The motion was seconded by Commissioner Stiehler and passed on four to one vote with Commissioner Dotson voting nay.

13. Adjournment

As there were no further matters to come before the Board of Commissioners, Mayor Pro Tempore Drake moved to adjourn, which was seconded by Commissioner Pierson and upon unanimous vote, the Town Board adjourned at 9:01pm.

David Wilkes
Mayor

Rebecca R. Shuler
Town Clerk