



Haywood Local Government/Rules Committee (LGC)

Tuesday, February 11, 2025, 4:30PM – 5:30PM

Haywood Justice Center - Conference Room

Committee Members - Commissioners

Sharon Hayes (Chair) • Alan O'Quin (Vice Chair)

Jim Duke • Dell Phillips • Rhonda Thompson

Minutes:

I. Call to Order & Determination of Quorum

Hayes called the meeting to order and declared a quorum, with committee members in attendance as follows: Commissioners Hayes, O'Quin, Duke, Thompson. Absent: Phillips. Others present: Chris Milton, EMS Director; Mary London, County Court Clerk; and Terri Ann Russell, Budget Director.

II. **Approval of Minutes** – Minutes for January 14, 2024 were duly approved upon motion.

III. **Public Comments on Agenda** – Hearing none this item was closed.

IV. **Capital Improvement Plan (CIP) Committee** – The resolution creating this nine-member committee was enacted by the County Commission at its January meeting. The Local Government Committee made interim nominations for membership which are highlighted on the attached resolution copy. The slate will be presented to the County Commission at their February meeting. The finalized committee membership will be submitted for confirmation in March.

Motion Approved – A motion was made and unanimously approved to advance the slate of nominees for consideration to the County Commission at the February 2025 meeting with the finalized list to be submitted for confirmation in March.

V. **Lease Proposal for Communication Tower on County Property** – The lease for a tower on county-owned property located on Keer-Vu Drive near the North Washington Historic District was referred to the Committee. However, it was determined that the property is titled to, and in use by, the County Highway Department. As a result, no action was taken by the Committee; the proposal will instead be considered by the Highway Department in March.

VI. **Updates & Progress on Previous Actions** – status briefs were given on the following:

- | | |
|---------------------------------------------------------------------------------------------------|----------------------------------------------|
| a. Commissioner Training | d. Museums Docents & Archives Manager |
| b. Resolution requesting state passage of 50% revenue-sharing on real estate transfer fees | e. Human Resources Committee |
| c. Public Records Commission & Archives | f. County Planner |

VII. **Next Meeting** – standing meeting, second Tuesday of the month, at 4:30p
Adjournment

Respectfully submitted, Commissioner Sharon Hayes



**CIP Nominations 2-11-2025 Submitted
By Local Government Committee;
named in box below**

Haywood County Commission

January 2025 - Resolution Number _____

RESOLUTION TO ESTABLISH A COMMITTEE TO DEVELOP A CAPITAL IMPROVEMENT PLAN (CIP)

WHEREAS, Under the County Powers Relief Act of 2006 Public Chapter 953 (T.C.A § 67-4-2901), a county may adopt a Capital Improvement Plan.

WHEREAS, capital projects should be considered in the overall planning process of a county's finances, and the CTAS (County Technical Assistance Service) highly recommends that a county develop a CIP and offers training and resources for its implementation.

WHEREAS, a CIP, defined as a multi-year (5, 10, & 20) budget document, is used to identify capital projects and other major improvements on a priority basis. It is implemented for the purpose of providing and maintaining capital assets for required services mandated by local, state, or federal law and for addressing citizen needs.

WHEREAS, a CIP provides county leaders with a comprehensive understanding of current capital assets, their replacement schedules, and future needs. Furthermore, a CIP aids in stabilizing tax rates and debt service by identifying potential funding sources for significant capital projects, enabling effective financial planning when revenue and expenditures fluctuate annually, and when debt financing spans multiple years.

NOW, THEREFORE, BE IT RESOLVED, by the county legislative body of Haywood County that the following provisions are adopted:

Capital Improvement Plan Committee - the County Commission will appoint a committee of nine people to be composed of the mayor, four commissioners, and four elected officials and/or department heads, to develop a Capital Improvement Plan. Appointments shall be made annually in October as follows:

- 1) Mayor – **David Livingston**
- 2) County Commissioner – Budget Committee Member – **Alan O'Quin**
- 3) County Commissioner – Local Government Committee Member – **Rhonda Thompson**
- 4) County Commissioner – Public Safety Committee Member – **James Farrington**
- 5) County Commissioner – Solid Waste Committee Member – **Becky Booth**
- 6) Elected Official or Department Head – Public Safety Function – **Chris Milton**
- 7) Elected Official, Superintendent, or CFO - Education – **Gem Bell**
- 8) Elected Official or Superintendent – Highway Department - **Morris English or Designee**
- 9) Elected Official or Department Head – At Large – **Sharon Hayes**

Standing. The Committee shall hold full status as a standing committee of the County Commission and shall receive compensation equivalent to that provided to all other standing committees.

Priority Standards. The Committee will establish a capital improvement process including methods for assigning priority to projects by adopting written standards to rank project requests and mandates, ensuring compliance with regulations such as the Americans with Disabilities Act (ADA).

Capital Inventory. The Committee will inventory the County’s current assets, their use, anticipated replacement date, and any future assets that are planned or needed.

Resource Assessment. The Committee will evaluate potential funding sources to support capital improvement projects, ensuring financial sustainability.

Planning Requests. The Committee will establish a multi-year planning calendar, along with written policies and procedures for submitting and reviewing project requests.

Professional Services. The Committee will engage professional planning services as necessary for master planning, facilities assessments, and development of financing scenarios.

Reporting Recommendations. The Committee will report its findings and recommendations to the County Commission on or before the January commission meeting annually. Additional reports will be provided as necessary to advise and inform the county legislative body.

Training. Committee members will be required to attend CTAS Training on Capital Improvement Plans, Budgeting, or other relevant courses as deems suitable by the full committee.

**THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL,
THE PUBLIC WELFARE REQUIRING IT.**

Adopted this _____ day of _____, _____.

_____ **APPROVED:** County Mayor

_____ **ATTEST:** County Clerk