



Haywood County Local Government/Rules Committee (LGC)

**Tuesday, March 11, 2025, 4:30PM
Justice Center Conference Room**

Committee Members 2024-2025

**Sharon Hayes, Chair • Vice Chair, Alan O'Quin
Jim Duke • Dell Phillips • Rhonda Thompson**

Meeting Agenda:

- 1) Call to Order - Determination of Quorum – Welcome**
- 2) Approval of Minutes** – Previous Meeting 2-11-2025
- 3) Public Comments on Agenda Topics** *Maximum two minutes each*
- 4) Resolution - County Capital Improvement Plans / CIP Committee –**
 - a. Approved by County Commission 1-23-2025; Nominations submitted 2-17-2025
 - b. Membership slate to be submitted for confirmation by Commission 3-17-2025
 - c. Organize start-up of CIP Committee upon County Commission confirmation
- 5) Plans for Updating the Local Rule Manual; Pending Legislation**
- 6) Brief Updates & Progress on Previous Actions**
 - a. **Resolution – Real Estate Transfer Fees** – Adopted by County Commission Dec 2024 & Submitted to members of the Tennessee General Assembly representing Haywood County
 - b. **Commissioner Training** – CTAS courses in progress
 - c. **Public Records Commission & Archives** – Budget proposal going forward
 - d. **Museums & Archives** - job descriptions & budget estimates to Budget Committee, June 2024
 - e. **Human Resources Committee** – Hiring Approved
 - f. **County Planner** – JECDB Recommended 2-20-2024 – Position drafted and pending
 - g. **Other** – Space Needs
- 7) Adjournment – Next Meeting – 2nd Tuesday of Month at 4:30p**



**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