



**Capital Improvement Plan (CIP) Committee
Joint Meeting with Local Government Committee (LGC)**

**Tuesday, April 15, 2025, 5:00PM
Haywood County Justice Center Conference Room (tentative)**

Organizational Meeting Agenda - TENTATIVE

- 1) Call to Order - Determination of Quorum (5 to 9 members) – Welcome by LGC:**
Sharon Hayes, (*Chair*), Alan O’Quin, (*Vice Chair*), Jim Duke, Dell Phillips, Rhonda Thompson

2) Introductions – CIP Membership

	Position	Functional Area	Appointee
1	County Mayor	Executive	David Livingston
2	County Commissioner	Budget Committee	Alan O’Quin
3	County Commissioner	Local Govt Committee	Rhonda Thompson
4	County Commissioner	Public Safety Committee	James Farrington
5	County Commissioner	Solid Waste Committee	Becky Booth
6	Elected Official or Dept Head	Public Safety	Chris Milton
7	Elected Official, Superintendent, or CFO	Education	Gem Bell
8	Elected Official or Superintendent	Highway Department	Morris English/Designee
9	Elected Official or Dept Head	At Large	Sharon Hayes

3) Public Comments on Agenda Topics

4) Nominations and Election of Officers

- a. Chair
- b. Vice Chair
- c. Secretary

5) Capital Improvement Plan Resolution

- a. Adopted by County Commission 1-23-2025 *attached*
- b. Review of Responsibilities

6) Review of County Property - Ownership & Responsibilities

- a. Overview by County Attorney Sarah Levy
- b. Responsibilities for Major Upkeep
- c. Facilities & Master Planning

7) General Discussion – Preliminary Considerations for Future

- a. Planning, Training, & Organization
- b. Standing Schedule & Location for Future Meetings
- c. CTAS Training

8) Adjournment – Next Meeting



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

MEMORANDUM – April 5, 2025

TO: Haywood Capital Improvement Plan (CIP) Committee
FROM: Sharon Hayes, Chair, Haywood Local Government Committee (LGC)
SUBJECT: Organizational Joint Meeting Tuesday, April 15, 2025, 5p, CJC
CC: LCG & County Officials

Good Afternoon CIP Committee—

On behalf of the Local Government Committee, I would like to welcome you as members of the **newly formed Capital Improvement Plan (CIP) Committee** and to thank you for your service to Haywood County.

As you know, the CIP Resolution was adopted by the Haywood County Commission at its January meeting, and your appointments were unanimously confirmed in March.

The Local Government Committee will assist with facilitating the organizational meeting on Tuesday, April 15 at 5p. This orientation session is expected to last about an hour.

The **primary goals** of the meeting will include:

- Election of officers
- Reviewing the overall charge as set out in the enabling resolution
- Establishing a plan for future meetings, training, timeline, and intended outcomes

We have also tentatively scheduled County Attorney Sarah Levy to provide a brief overview of statutory provisions related to county-owned property.

Please confirm your availability for the April 15 meeting.

Congratulations again on your appointment, and we look forward to working together on this important initiative!

Warm regards.
Sharon Hayes, LGC Chair

Attachment - Tentative Agenda & Resolution