



Haywood Local Government/Rules Committee (LGC)

Tuesday, March 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, Phillips, Thompson. Absent: Duke.

II. Approval of Minutes – Minutes for February 11, 2024 were duly approved upon motion.

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

IV. Capital Improvement Plan (CIP) Committee Membership –

The Capital Committee resolution was approved by the County Commission in January, and nominations for the nine-member committee were presented in February. The Local Government Committee will submit the membership slate for final confirmation at the Commission's March 17th meeting. The nominations are highlighted on the attached.

Next Steps– Upon CIP confirmation, Hayes will distribute a notice of an organizational meeting on behalf of LGC. The agenda will include election of officers, future meeting dates, and plans for CTAS training and orientation.

V. Plans for Updating the Local Rule Manual –

Chair Hayes noted that the Rules Manual has not been updated since its original adoption in 2019. The Committee agreed to begin reviewing each section and marking proposed revisions to incorporate resolutions and legislation enacted since initial adoption. The goal is to complete the revisions by July, followed by a Commission workshop to review finalized changes.

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

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

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