



Capital Improvement Plan (CIP) Committee
Joint Organizational Meeting
with Local Government Committee (LGC)
Tuesday, April 15, 2025, 5:00PM – 6:15PM
Haywood Justice Center - Conference Room

Minutes:

I. Call to Order, Determination of Quorum, and Introductions

Commissioner Hayes as LGC Chair called the meeting to order, declared a quorum, and thanked everyone for their participation and service to the County.

LGC members attending: Commissioners Hayes, O'Quin, Thompson. Absent: Duke, Phillips

CIP Committee members attending: Mayor Livingston, Commissioners O'Quin, Thompson, Farrington, Booth, & Hayes; EMS Director Milton, School Board Member Bell; Absent: Highway Commissioner English

Others Present: John Purifoy, Budget Director

II. Approval of Minutes – LGC Minutes will be presented at its next meeting.

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

IV. Elections of Officers – Commissioner Alan O'Quin was elected Chair by acclamation and assumed the chairmanship. Next, Chris Milton was elected Vice Chair and Sharon Hayes Secretary, both by acclamation.

V. CIP Resolution – As background, the CIP Resolution was approved by the County Commission in January, and the LGC nominations for the nine-member committee were presented in February. The finalized slate of appointments was confirmed at the Commission's March 17th meeting. The appointees are highlighted on the attached resolution.

VI. County Property – Responsibility, Capital Maintenance, & Facilities/Space

Planning – Mayor Livingston described the status of current projects at the Courthouse and Election Office. Commissioner Hayes provided examples of facilities and space needs across county departments—including Emergency Services, the Sheriff's Department, Commission meetings, and the Archives—highlighting the need for a long-term facilities master plan.

A memo shared earlier by County Attorney Sarah Levy on property authority was noted, and a previous resolution on the County Farm was referenced. Budget Director John Purifoy will forward the County Property Inventory as the starting point to assess the capacity and condition of assets.

VII. Next Steps – CTAS Training – Capital Planning Process – There was consensus on the importance of tackling the backlog of deferred maintenance, and using this opportunity to build a strategic capital improvement process: to prioritize resources, maintain facilities, and optimize space utilization. Commissioner O'Quin led the discussion on the future process and will enlist the assistance of CTAS Consultant Kelsey Schweitzer.

VIII. Future Meetings – standing meeting, first Monday of the month, at 5p.

Adjournment

Respectfully submitted, Commissioner Sharon Hayes, 5.13.2025

Referenced documents attached.



**CIP Nominations 2-11-2025 Submitted
By Local Government Committee;
named in box below
Approved by County Commission
3-17-2025**

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



To: Members of the Capital Improvement Committee

From: Sarah Levy, Haywood County Attorney

Date: April 15, 2025

Re: Which county government official(s) has authority over various county buildings?

Generally, the County Legislative Body (CLB) has the authority over county buildings.

CLBs "have power to erect or control, and dispose of public county buildings..."

TCA § 5-5-121 Moreover, "county buildings are to be erected and kept in order and repair at the expense of the county, under the direction of the CLB, and it may levy a special tax for this purpose." TCA § 5-7-106. It is because of this taxing and appropriation power that the CLB has control of county property.

The Mayor has the "care and custody of county property" that is not placed in the hands of other officers under TCA § 5-6-108. But, the Mayor cannot determine how space is allocated. For instance, in Driver v. Thompson, the TN Court of Appeals found that the mayor could not order the Sheriff to tear out the walls and change the vault door of the register's office when that mayor wanted more space for his own office.

There have been instances when our CLB has delegated their authority to another official. After the Justice Complex was built, the CLB gave Mayor Smith authority over the security guards at the front door of the Justice Complex. Then, in January 2019, the authority over the entry door security was shifted to the Sheriff. Thus, the CLB could make the Sheriff the custodian over the entire Justice Complex. The CLB has authority over county building office space and has the authority to assign office space. In Anderson County v. Judges, the TN Court of Appeals found that each judge had an adequate courtroom with jury facilities and the CLB could maintain control over a courtroom that was no longer used. 579 S.W. 2d 875 (1978)

Also in 2019, the authority over the Workhouse was shifted from the Sheriff to the Mayor by the CLB.

Even though there are no courts left in our old historic courthouse, the Sheriff is charged with the custody and security of the courthouse unless the CLB assigns the duty to someone else. See TCA § 5-7-108.

CTAS and I recommend consultation with all officers and departments affected before changes are made.

From: Sarah Levy <slevy@haywoodtn.gov>

Subject: RE: Archives

Date: April 11, 2025 at 4:51:45 PM CDT

To: Linda Hayes <lhayes74@gmail.com>, Sharon Hayes <hayes.haywood5@gmail.com>, "Chancellor. Mansfield" <chancellor.michael.mansfield@tncourts.gov>, Terry Thornton <tlsthornton@hotmail.com>, Goldie Harwell <goldie.harwell@yahoo.com>, Beth Tripp <haywoodtnhistorian@gmail.com>, Sonya Castellaw <Sonya.Castellaw@tn.gov>, Katherine Horn <elmarosspubliclibrary@gmail.com>, Duke Williams <haywoodregister@vcourthouse.com>, Mary Priddy <mpriddy@haywoodtn.gov>

Cc: Periann Houghton <periann@statesgraphic.com>

Members of the Public Records Commission:

According to the attached Resolution which passed in January 2019 (see page 8 of Minutes), the County Mayor has authority over the county workhouse facility. I still think it is up to the County Commission to decide where the Archives should be located.

Sarah H. Levy
Attorney for Haywood County, TN
2355 Hwy. 54 North
Brownsville, TN 38012

RESOLUTION TO TRANSFER AUTHORITY OF SHERIFF
REGARDING COUNTY WORKHOUSE TO COUNTY MAYOR

NO. _____

This resolution is to transfer the authority and supervision of the facility and personnel over the County work house from the County Sheriff to the County Mayor.

Be it resolved that all authority over the facility and personnel concerned the County Work House is hereby transferred to the County Mayor. To be hereby effective: immediately.

Vote: _____

Yay: _____

Nay: _____

Joe E. Stephens, Chairmen

Sonya Castellaw, County Clerk

David M. Livingston, County Mayor

MEMORANDUM (EMAILED 4-14-2025)

TO: Haywood Capital Improvement Plan (CIP) Committee
FROM: Sharon Hayes Chair, 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
- Establish 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

	Committee 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