# Capital Improvement Plan (CIP) Committee

**Monday, September 11, 2025, 5:00PM – 6:15PM**

**Haywood County Justice Center (CJC) – Conference Room**

**Committee Members - Mayor David Livingston**

**Commissioners: Alan O'Quin (Chair) • Sharon Hayes (Secretary)**

**Becky Booth • James Farrington • Rhonda Thompson**

**Dustin McKeel, EMS Director • Gem Bell, School Board • Morris English, Hwy Commission**

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## Minutes:

### I. Call to Order, Determination of Quorum, Welcome, and Prayer

Chair O'Quin called the meeting to order, welcomed attendees, and declared a quorum.

**Members Present:** O'Quin, Hayes, Farrington, Bell, Booth, McKeel, Thompson

**Members Absent:** Livingston, English, Thompson

**Other Officials Present:** John Purifoy, Budget Director

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### II. Approval of Minutes – Minutes from the August 4, 2025 meeting were not available.

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### III. Public Comments on Agenda – none

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### IV. Review of Feedback From Department Heads

The following departments submitted capital improvement needs in response to Chair O'Quin's email survey:

- **EMA Director Jeremy Qualls –** New Emergency Management space and upgrades
- **Sheriff Billy Garrett, Jr -** Sheriff's Office, Jail, BlueOval Satellite, Central Dispatch, CJC Courts, Historic Courthouse Commission Meeting Room, County Farm
- **County Clerk Sonya Castellaw -** Courthouse Office
- **Parks & Recreation Director Undrea Johnson –** College Hill Theater, Museum, & Cafeteria; Parks & Rec Office, Pool, Volunteer Park, Girls Complex, Scott Street Center, Football Stadium, general equipment
- **Chancery Clerk –** CJC Office Suite and restrooms
- **EMS Director Dustin McKeel** – No written report submitted; the Ambulance Authority is currently under complete renovation, with crews temporarily housed on the second floor of the Election Office Building

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## V. Capital Improvement Funds Available

Budget Director Purifoy reported that funding is available in Capital Fund Account #179 consisting of prior year carryforward and the recent $1 million capital transfer from general fund.  He will verify the obligations and provide the current balance.

Commissioner Hayes reminded the committee that the expenditures related to the new high school should be accounted for in the Education Fund rather than Capital Fund #179. Purifoy with consult with Kelsey Schweitzer (CTAS) regarding the appropriate accounting treatment for educational expenses already occurred that are to be covered by future debt service.

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## VI. Capital Improvement Planning Priorities and Professional Assistance

Members discussed methods for ranking projects.  Water intrusion and structural issues were identified as the most urgent priorities.  Commissioner Hayes noted an ADA priority plan had previously been developed by A2H.

There was agreement professional assistance is needed to develop a comprehensive facilities and capital improvements plan, including priority rankings and cost estimates, similar to the 2021 Facilities Master Plan for the School System prepared by TLM Architects.

**Action:** Motion by Bell, second by Farrington, and unanimously approved to recommend that Chair O'Quin contact Pat Harcourt (A2H) to request a proposal for a Facilities Master Plan for county-owned facilities and infrastructure.

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**VII. Next Meeting** – The committee's standing meeting is scheduled for the first Monday of the month at 5PM**.**

### Adjournment

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*Respectfully submitted, Commissioner Sharon Hayes 10.6.2025*