

**TENTATIVE AGENDA & MEETING NOTICE  
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, FEBRUARY 16, 2016  
5:30 P.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING  
COMMISSIONERS' BOARD ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
5:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: February 2, 2016, Regular Meeting		1
	3	APPROVAL OF THE FEBRUARY 16, 2016 AGENDA		11
5:35	4	PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE CLOSEOUT OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SCATTERED SITE HOUSING PROGRAM #12-C-2431	MS. MICHELLE BALL	13
5:40	5	PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED AMENDMENTS TO THE ORDINANCE TO REGULATE WIRELESS COMMUNICATION TOWERS IN WATAUGA COUNTY INCLUDING THE TITLE CHANGE TO: THE WATAUGA COUNTY WIRELESS TELECOMMUNICATIONS ORDINANCE	MR. JOE FURMAN	15
5:45	6	PROPOSED LANDLORD LETTER OF CONSENT BETWEEN HIGH COUNTRY COMMUNITY HEALTH AND APPALACHIAN DISTRICT HEALTH DEPARTMENT	MS. ALICE SALTHOUSE	31
5:50	7	SMOKY MOUNTAIN CENTER QUARTERLY REPORT	MS. MARGARET PIERCE	33
5:55	8	TAX MATTERS	MR. LARRY WARREN	
		A. Monthly Collections		37
		B. Refunds & Releases		39
6:00	9	COMMISSIONER DISCUSSION	COMMISSIONER WELCH	45
6:05	10	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. March Meeting Schedule		47
		B. Announcements		49
6:10	11	PUBLIC COMMENT		51
7:10	12	BREAK		51
7:15	13	CLOSED SESSION		51
		Attorney/Client Matters – G. S. 143-318.11(a)(3)		
		Personnel Matters – G. S. 143-318.11(a)(6)		
7:30	14	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

February 2, 2016, Regular Meeting

**MINUTES**  
**WATAUGA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, FEBRUARY 2, 2016**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, February 2, 2016, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Jimmy Hodges, Chairman  
David Blust, Vice-Chairman  
Billy Kennedy, Commissioner  
John Welch, Commissioner  
Perry Yates, Commissioner  
Stacy C. Eggers, IV, County Attorney  
Deron Geouque, County Manager  
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 8:32 A.M.

Commissioner Yates opened the meeting with a prayer and Commissioner Welch led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Hodges called for additions and/or corrections to the January 19, 2016, regular meeting and closed session minutes.

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the January 19, 2016, regular meeting minutes as presented.

VOTE: Aye-5  
Nay-0

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the January 19, 2016, closed session minutes as presented.

VOTE: Aye-5  
Nay-0

**APPROVAL OF AGENDA**

Chairman Hodges called for additions and/or corrections to the February 2, 2016, agenda.

County Manager Geouque requested to add an Offer to Purchase received for County-owned property and requested to remove the scheduled closed session.

Commissioner Yates, seconded by Commissioner Welch, moved to approve the February 2, 2016, agenda as amended.

VOTE: Aye-5  
Nay-0

**REQUEST TO SUBMIT PRE-APPLICATION FOR A RECREATION TRAILS PROGRAM (RTP) GRANT**

Ms. Ann Browning, Middle Fork Greenway Executive Director, gave an update on the progress of the Greenway. Ms. Browning stated that as the project continued funds were being utilized as received. Mr. Browning requested authorization to work with Mr. Joe Furman and Mr. Stephen Poulos to submit a pre-application to the Recreational Trails Program in the amount of \$100,000. The grant would be used to extend the Greenway, as planned, by constructing a natural surface trail which could later be paved. The trail would connect finished sections of the Middle Fork Greenway. A future application will be requested to be submitted to the Parks and Recreation Trust Fund to supplement the Recreational Trails Program grant. In total, \$600,000 would be potentially available if both applications were successful and funded to the maximum. It is the understanding of staff that the property with trail will be requested to be transferred to County ownership in the future. No County match is required.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve submission of a pre-application to the Recreational Trails Program for a grant in the amount of \$100,000.

VOTE: Aye-5  
Nay-0

**WATAUGA WATERSHED PROTECTION PROJECTS**

Ms. Wendy Patoprsty, Extension Agent, reported on events from 2015 and updated the Board on current Watershed Projects. The presentation was given for information only.

**REQUEST TO SUBMIT APPLICATION FOR 2016 COMMUNITY WASTE REDUCTION AND RECYCLING GRANT**

Ms. Heather Bowen, Recycling Coordinator, requested approval to apply for a grant from the North Carolina Department of Environment and Natural Resources (NCDNER). The grant will be used to purchase four (4) roll off recycling containers which will be used at Cove Creek, Mabel, and Bethel elementary schools. The total cost would be \$24,160 with grant funds to pay \$20,000. County funds are not required as the School Board would be paying the required match. Currently, School personnel pick up and transport the recyclables to the County transfer station. The new roll off containers would be picked up and transported by County personnel to the transfer station with the fourth container being rotated to replace the one being hauled away.

Commissioner Kennedy, seconded by Commissioner Welch, moved to authorize the submittal of the grant to the North Carolina Department of Environment and Natural Resources in the amount of \$20,000 with the School Board to pay the required match and the County to assume the role of picking up and transporting the recyclables to the transfer station in the event the grant is funded.

VOTE: Aye-5  
Nay-0

**PROPOSED APPOINTMENT OF HOME & COMMUNITY CARE BLOCK GRANT (H&CCBG) ADVISORY COMMITTEE AND LEAD AGENCY**

Ms. Angie Boitnotte stated that each year the Board was required to appoint a lead agency and advisory committee to make recommendations on how to best expend the County’s allocation from the Home and Community Care Block Grant (H&CCBG) funds. H&CCBG funds were established by the Older American’s Act and were administered by the North Carolina Division of Aging.

The following were recommended for appointment to the committee: the Area Agency on Aging Director, Julie Wiggins, Linda Bretz, Murray Hawkinson, Billy Hoilman, Tom Hughes, Beth Lovette, Margie Mansure, Robin Winkler, Pat Coley, Kat Danner, Sherry Harmon, Gail Hawkinson, Bob Parker, Dr. Ed Rosenberg, and Betty Wyse. Commissioner Kennedy was appointed to this Committee at the December 8, 2015, Board of Commissioners meeting.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint the Area Agency on Aging Director, Julie Wiggins, Linda Bretz, Murray Hawkinson, Billy Hoilman, Tom Hughes, Beth Lovette, Margie Mansure, Robin Winkler, Pat Coley, Kat Danner, Sherry Harmon, Gail Hawkinson, Bob Parker, Dr. Ed Rosenberg, and Betty Wyse to the Home and Community Care Block Grant Advisory Committee.

VOTE: Aye-5  
Nay-0

Vice-Chairman Blust, seconded by Commissioner Yates, moved to appoint the Watauga County Project on Aging as the Lead Agency for Home and Community Care Block Grant funds.

VOTE: Aye-5  
Nay-0

**BUDGET AMENDMENTS**

Ms. Margaret Pierce, Finance Director, reviewed the following budget amendments:

Account #	Description	Debit	Credit
103586-332004	Senior Center Grant		\$15,200
105550-449900	Senior Center Grant	\$15,200	

The amendment recognizes grant funds awarded from the NC Division of Aging for Senior Center programming.

103586-332006	SHIIP Grant		\$1,131
105550-449901	SHIIP Programming	\$1,131	

The amendment recognizes grant funds awarded from the NC Department of Insurance for Medicare Improvements for Patients and Providers Act (MIPPA) under the Senior Health Insurance Information Program (SHIIP).

234310-429000	Other Supplies		\$4,100
234310-498010	Transfer to General Fund	\$4,100	
103980-398023	Transfer from State Substance Abuse Funds		\$4,100
104310-449903	Tactical Team Expenses	\$4,100	

The amendment is per request of the Sheriff's Office to transfer funds to the SWAT budget. These funds will be used with the existing SWAT budget to purchase twenty-six ballistic shields for SWAT team members.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the budget amendments as presented by Ms. Pierce.

VOTE: Aye-5  
Nay-0

## **MISCELLANEOUS ADMINISTRATIVE MATTERS**

### ***A. Offer To Purchase County-Owned Property***

County Manager Geouque stated that the County had received an offer to purchase a tax foreclosed, County-owned parcel. The offer was from Mr. Thomas D. Loftin and Ms. Cheryl L. Loftin in the amount of \$10,500 for Lot 314, Twin Rivers, Twin River, Phase IIIC, as described in Plat Book 15 at Page 151. County Attorney Eggers stated that he had reviewed the offer, which included the submission of a deposit, and, if accepted, the upset bid process would begin.

Commissioner Yates, seconded by Commissioner Welch, moved to show intent to accept the Offer to Purchase for Lot 314, Twin Rivers, Twin Rivers Phase IIIC in the amount of \$10,500 subject to the upset bid process.

VOTE: Aye-5  
Nay-0

## **MISCELLANEOUS ADMINISTRATIVE MATTERS**

### ***B. New Medic Base Bids***

County Manager Geouque presented the following bids received for construction of Medic Base 3:

Contractor	Base Bid	Alt 1	Total (Base + Alt 1)
McGuire Construction Company Boone, NC	\$542,397	\$15,700	\$558,097
Garanco, Inc. Mt. Airy, NC	\$548,300	\$28,900	\$577,200
Wishon & Carter Yadkinville, NC	\$581,581	\$12,207	\$593,788
LaFaves Construction Boone, NC	\$634,000	\$17,600	\$651,600
Greene Construction Boone, NC	\$671,168	\$18,406	\$689,574
H&M Constructors Asheville, NC	\$781,000,	\$21,400	\$802,400

County Manager Geouque also requested that \$150,000 be allocated to the project from the fund balance to cover additional costs and contingency.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to award the bid for construction of Medic Base 3 to McGuire Construction including Alternate 1 for a total of \$558,097 and to allocate \$150,000 to the project from the fund balance for additional costs and contingency.

VOTE: Aye-5  
Nay-0

### ***C. Grant Submittal Request***

County Manager Geouque stated that the Sheriff's Office had requested approval to submit a grant to the North Carolina Governor's Crime Commission. Since the grant deadline was January 30, 2016, staff authorized the Sheriff to submit the application contingent upon Board approval. The grant amount is \$23,000 and will be used to purchase new mobile computers and rifles for patrol officers. The Sheriff's Office has stated that there is no County match required. Should the Board wish to decline the submittal, staff will withdraw the application.

Commissioner Yates, seconded by Commissioner Welch, moved to approve the submittal of the grant to the North Carolina Governor's Crime Commission in the amount of \$23,000.

VOTE: Aye-5  
Nay-0

### ***D. Proposed Dates for the Annual Pre-Budget Retreat***

County Manager Geouque stated that the Annual Pre-Budget Retreat will now be held on February 22 and 23, 2016, with times proposed as 12–6 P.M. on Monday and 9 A.M.–12 P.M. on Tuesday. Two days are required for the Retreat and should the Board wish times and dates may be adjusted accordingly. The County Manager presented a draft agenda and requested input from Board members if changes were desired.

### ***Update on the Town of Boone Water Intake Project***

County Attorney Eggers stated that the Town of Boone filed for condemnation of properties for their water intake project one day prior to the ratification of G. S. 153A-15; then, days later, filed a Memorandum of Action with the Register of Deeds (as required in G. S. 40A-43).

County Attorney Eggers stated that the property owners who were already in Court with the Town of Boone could file a Motion to Dismiss based upon these grounds to determine whether the Town's actions were timely. If the property owners filed a Motion to Dismiss and succeeded, the Town could not start construction on the condemned property until one of the following actions were taken: the Town came to the Board of Commissioners for approval, bought the property from the owner, or reroute the project.

The County Attorney stated that if property owners withdrew funds for their condemned property from the Clerk of Court they could not insert that the condemnation was improperly filed.

### ***E. Boards and Commissions***

#### **Watauga Medical Center Board of Trustees**

County Manager Geouque stated that the Watauga Medical Center Board of Trustees has recommended Mrs. Kim Miller and Ms. Jan Winkler for reappointment and Mr. Kent Tarbutton for appointment as Board Trustees. Each of their terms would be effective January 1, 2016, through December 31, 2018. A volunteer application has also been received and forwarded to the Watauga Medical Center Board of Trustees from Ms. Michaela Hastings Haas who is interested in serving on this Board. These are second readings.

County Attorney Eggers stated that according to the Watauga Medical Center (WMC) Bylaws WMC provides nominees for the Boards consideration and it was not appropriate for the Board of Commissioners to appoint someone not nominated; however, the Board could defer action if it wished for additional nominees.

Vice-Chairman Blust moved to reappoint Ms. Jan Winkler to serve on the Watauga Medical Center Board of Trustees. The motion died for lack of a second.

County Manager Geouque stated that he would contact Mr. Richard Sparks at the Medical Center and request their Board of Trustees submit additional nominees and request that Ms. Michaela Haas' application be considered.

Chairman Hodges tabled further discussion to a future meeting.

#### **Economic Development Commission**

County Manager Geouque stated that two members of the Economic Development Commission (EDC) are relocating outside of the County and, therefore, are no longer available to serve. The following have recently submitted volunteer applications indicating their willingness to serve on this Board: Ms. Anne Ward, Ms. Missy Harrill, Mr. Ray Cameron, Ms. Lisa Cooper, Mr. Merrill



Littlejohn, and Mr. Tad Dolbier. Mr. Joe Furman, Economic Development Director, stated that there were now three vacancies on the EDC and there would be two additional seats available in June. Mr. Furman stated that vacancies could be tabled until June at which time all could be filled.

Chairman Hodges tabled appointment to vacancies until June.

AppalCART Board

County Manager Geouque stated that the Town of Boone has selected Ms. Loretta Clawson to serve as their representative on the AppalCART Board. The AppalCART Board also recommends Mr. Quint David to fill the position vacated by Ms. Wanda Miller. These are first readings and, therefore, no action is required.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to waive the second reading and appoint to the AppalCART Board the following: Ms. Loretta Clawson as the Town of Boone's representative and Mr. Quint David to fill Ms. Wanda Miller's position.

VOTE: Aye-5  
Nay-0

Town of Boone Planning Commission

County Manager Geouque stated that the Boone Town Council had recommended the reappointment of Mr. Jeff Templeton to serve as an Extraterritorial Jurisdiction (ETJ) representative on the Town of Boone's Planning Commission.

Commissioner Welch, seconded by Vice-Chairman Blust, moved to recuse Commissioner Yates from this item as Mr. Templeton is a relative.

VOTE: Aye-5  
Nay-0

Vice-Chairman Blust, seconded by Commissioner Welch, moved to waive the second reading and reappoint Mr. Jeff Templeton to serve as an Extraterritorial Jurisdiction (ETJ) representative on the Town of Boone's Planning Commission.

VOTE: Aye-4(Hodges, Blust, Kennedy, Welch)  
Nay-0  
Abstain-1(Yates)

County Manager Geouque stated that Mr. Frank Bolick had resigned from the Town's Planning Commission as an ETJ representative and that the Town was currently advertising for the vacancy.

Tourism Development Board

County Manager Geouque stated that the Tourism Development Authority (TDA) Board seats currently held by Ms. Kim Rogers and Mr. Tony Gray will expire at the end of February. Both

Ms. Rogers and Mr. Gray would like to continue to serve on the TDA Board and are seeking re-appointment to new three-year terms. The TDA Board supports their consideration for re-appointment. These are first readings and, therefore, no action is required. The County Manager stated that Ms. Lisa Cooper's volunteer application listed interest in serving on the TDA Board as well as the EDC Board.

Commissioner Yates, seconded by Commissioner Welch, moved to waive the second reading and reappoint Ms. Kim Rogers and Mr. Tony Gray to the Tourism Development Authority Board for three-year terms.

VOTE: Aye-5  
Nay-0

Watauga County Planning Board

County Manager Geouque stated that the four-year At-large Planning Board term of Mr. Jamie Hodges expired in December and he is willing to be reappointed.

Commissioner Yates, seconded by Commissioner Welch, moved to recuse Chairman Hodges from this item as Mr. Hodges is a relative.

VOTE: Aye-5  
Nay-0

Commissioner Yates, seconded by Commissioner Welch, moved to waive the second reading and reappoint Mr. Jamie Hodges as an At-Large member of the Watauga County Planning Board for a four-year term.

VOTE: Aye-4(Blust, Kennedy, Welch, Yates)  
Nay-0  
Abstain-1(Hodges)

***F. Announcements***

County Manager Geouque announced the following:

- You are invited to attend the Grand Opening of the new Goodwill Store located at 128 Crossing Way on February 11, 2016, at 10:00 A.M.
- A public hearing will be held on Tuesday, February 16, 2016, at 5:30 P.M. in the Commissioners Board Room to allow citizen comment on the closeout of the Community Development Block Grant Scattered Site Housing Program #12-C-2431.
- A public hearing will be held on Tuesday, February 16, 2016, at 5:30 P.M. in the Commissioners' Board Room to allow citizen comment on proposed amendments to the Ordinance to Regulate Wireless Communication Towers in Watauga County including the title change to: The Watauga County Wireless Telecommunications Ordinance.
- The Annual Pre-Budget Retreat will be held on Monday, February 22, 2016, beginning at 12:00 P.M. and continued on Tuesday, February 23, 2016, beginning at 9:00 A.M.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURN**

Commissioner Kennedy, seconded by Commissioner Welch, moved to adjourn the meeting at 9:40 P.M.

Jimmy Hodges, Chairman

ATTEST:  
Anita J. Fogle, Clerk to the Board

**AGENDA ITEM 3:**

**APPROVAL OF THE FEBRUARY 16, 2016, AGENDA**

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**AGENDA ITEM 4:**

**PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE CLOSEOUT OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SCATTERED SITE HOUSING PROGRAM #12-C-2431**

**MANAGER’S COMMENTS:**

The closeout of the Community Development Block Grant (CDBG) Scattered Site Housing Rehabilitation Program requires a public hearing to be scheduled. Mr. Furman requested a public hearing to be scheduled for February 16<sup>th</sup> at 5:30 P.M.

Per Commissioner request, a public hearing has been scheduled for the close out of the Community Development Block Grant (CDBG) Scattered Site Housing Rehabilitation Program. Upon conclusion of the hearing the Board will need to approve the closeout of the grant.

Direction from the Board is requested.

## **WATAUGA COUNTY TO HOLD PUBLIC HEARING**

Watauga County seeks to closeout its Community Development Block Grant Scattered Site Housing Program #12-C-2431. A public hearing to obtain citizen input will be held on Tuesday, February 16, 2016 at 5:30 pm in the Commissioners Boardroom located at the Watauga County Administration Building at 814 W. King Street, Boone, NC. All home repairs proposed in the project are complete. Watauga County invites the participation and input of all its citizens at the hearing.

This information is available in Spanish or any other language upon request. Please contact Joe Furman, County Planner at (828) 265-8043 or at 331 Queen Street, Boone, NC, for accommodations for this request at least 48 hours prior to the hearing.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Póngase en contacto con la Joe Furman, County Planner en el (828) 265-8043 on en 331 Queen Street, Boone, NC, de alojamiento para esta solicitud al menos 48 horas antes de la audiencia.

Hearing impaired persons desiring additional information or having questions regarding this subject should call Relay North Carolina at 711 or 1-800-735-8262.

Jimmy Hodges

Chairman, Watauga County Board of Commissioners

**AGENDA ITEM 5:**

**PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED AMENDMENTS TO THE ORDINANCE TO REGULATE WIRELESS COMMUNICATION TOWERS IN WATAUGA COUNTY INCLUDING THE TITLE CHANGE TO: THE WATAUGA COUNTY WIRELESS TELECOMMUNICATIONS ORDINANCE**

**MANAGER'S COMMENTS:**

Mr. Joe Furman, Planning and Inspections Director, will present recommended changes by the Planning Board to the County wireless communications tower ordinance. The new ordinance is modeled after the North Carolina League of Municipalities version and incorporates federal and state law and court cases. The new ordinance would allow for greater height in some cases to encourage concealed wireless technology and increase collocation.

Per Commissioner request, a public hearing has been scheduled to consider the recommended changes by the Planning Board to the County wireless communications tower ordinance. Upon closing of the public hearing the Board may adopt the changes as presented, schedule a work session to seek additional input, or take no action.

Staff seeks Board direction.



**PUBLIC SERVICE ANNOUNCEMENT**

THE WATAUGA COUNTY BOARD OF COMMISSIONERS WILL HOLD A PUBLIC HEARING AT 5:30 P.M. ON TUESDAY, FEBRUARY 16, 2016, IN THE COMMISSIONERS' BOARD ROOM OF THE WATAUGA COUNTY ADMINISTRATION BUILDING LOCATED AT 814 WEST KING STREET, BOONE, NORTH CAROLINA. THE PURPOSE OF THE HEARING SHALL BE TO ALLOW PUBLIC COMMENT ON PROPOSED AMENDMENTS TO THE ORDINANCE TO REGULATE WIRELESS COMMUNICATION TOWERS IN WATAUGA COUNTY INCLUDING THE TITLE CHANGE TO: THE WATAUGA COUNTY WIRELESS TELECOMMUNICATIONS ORDINANCE. INTERESTED PARTIES ARE ENCOURAGED TO ATTEND. FOR INFORMATION OR QUESTIONS, PLEASE CALL (828) 265-8000.

JIMMY HODGES  
CHAIRMAN

## WATAUGA COUNTY WIRELESS TELECOMMUNICATIONS ORDINANCE

### I. Purpose and Legislative Intent.

The purpose of this Wireless Telecommunications Ordinance is to provide for the public health, safety and welfare by ensuring that residents, businesses and public safety operations in Watauga County have reliable access to telecommunications networks and state of the art mobile broadband communications services while also minimizing adverse impacts created by wireless facilities and structures. To accomplish the above stated objectives and to ensure that the placement, construction or modification of wireless telecommunications facilities complies with all applicable federal and state laws, including without limitation Section 6409 of the federal Middle Class Tax Relief and Job Creation Act of 2012, 47 U.S.C. 1455(a), and NCGS §153A, Article 18, Part 3B, Watauga County adopts this single comprehensive wireless telecommunications ordinance. This Ordinance is enacted pursuant to the general police powers granted by NCGS §153A-121. By enacting this Ordinance it is the County's intent to:

- A. Minimize external impacts (i.e. visual impacts and generator noise) on surrounding areas;
- B. Encourage cooperation among carriers and joint use of new and existing wireless structures in an effort to minimize the necessity for new structures;
- C. Encourage use of existing buildings and suitable alternative structures for wireless facility use in an effort to minimize the number of new structures;
- D. Encourage concealed wireless structures;
- E. Encourage concealed antenna designs;
- F. Encourage concealed cables and feed lines;
- G. Minimize visual impacts on Major Mountain Ridges to the greatest extent possible.

### II. Definitions.

For the purposes of this Ordinance, the following definitions apply:

**Abandonment** – Cessation of use of a wireless support structure for wireless telecommunications activity for at least the minimum period of time specified under this ordinance.

**Accessory Equipment** - Any equipment serving or being used in conjunction with a wireless facility or wireless support structure. The term includes utility or transmission equipment, power supplies, generators, batteries, cables, equipment buildings, cabinets and storage sheds, shelters or similar structures.

**Administrative Approval** - Approval that the Administrator or designee is authorized to grant after administrative review.

**Administrative Review** - Non-discretionary evaluation of an application by the Administrator or designee. This process is not subject to a public hearing. The procedures for administrative review are established in Section IV. of this Ordinance.

**Administrator** - The person or persons assigned by the Board of Commissioners to enforce this ordinance.

**Antenna** - Communications equipment that transmits, receives or transmits and receives electromagnetic radio signals used in the provision of all types of wireless communications services.

**Base Station** - A station at a specific site authorized to communicate with mobile stations, generally consisting of radio transceivers, antennas, coaxial cables, power supplies and other associated electronics.

**Carrier on Wheels or Cell on Wheels (COW)** - A portable self-contained wireless facility that can be moved to a location and set up to provide wireless services on a temporary or emergency basis. A COW is normally vehicle-mounted and contains a telescoping boom as the antenna support structure.

**Collocation** - The placement or installation of wireless facilities on existing structures, including electrical transmission towers, water towers, buildings and other structures capable of structurally supporting the attachment of wireless facilities in compliance with applicable codes.

**Commercial or Industrial Area** – A parcel of land on which commercial or industry activity is actually conducted and the area along the highway extending outward 800 feet from and beyond such activity.

**Concealed Wireless Facility** - Any wireless facility that is integrated as an architectural feature of an existing structure or any new wireless support structure designed to camouflage or conceal the presence of antennas or towers so that the purpose of the facility or wireless support structure is not readily apparent to a casual observer.

**Electrical Transmission Tower** - An electrical transmission structure used to support high voltage overhead power lines. The term shall not include any utility pole.

**Eligible Facilities Request** – A request for modification of an existing wireless tower or base station that involves collocation of new transmission equipment or replacement of transmission equipment but does not include a substantial modification.

**Equipment Compound** - An area surrounding or near the base of a wireless support structure within which are located wireless facilities.

**Existing Structure** - A wireless support structure, erected prior to the application for an eligible facilities request, collocation or substantial modification under this ordinance that is capable of supporting the attachment of wireless facilities. The term includes but is not limited to, electrical transmission towers, buildings and water towers. The term shall not include any utility pole.

**Fall Zone** - The area in which a wireless support structure may be expected to fall in the event of a structural failure as measured by engineering standards.

**Major Mountain Ridge** – A ridge with an elevation higher than 3000 feet above mean sea level and an elevation 500 feet or more above the elevation of an adjacent valley floor including all land within 100 feet below the elevation of any portion of such line or surface along the crest.

**Monopole** – A single, freestanding pole-type structure supporting one or more antennas. For the purposes of this Ordinance, a monopole is not a tower or a utility pole.

**Ordinary Maintenance** - Ensuring that wireless facilities and wireless support structures are kept in good operating condition. Ordinary maintenance includes inspections, testing and modifications that maintain functional capacity and structural integrity; for example, the strengthening of a wireless support structure's foundation or of the wireless support structure itself. Ordinary maintenance includes replacing antennas of a similar size, weight, shape and color and accessory equipment within an existing equipment compound and relocating the antennas to different height levels on an existing monopole or tower upon which they are currently located. Ordinary maintenance does not include substantial modifications.

**Replacement Pole** – Pole of equal proportions and of equal height or such other height that would not constitute a substantial modification to an existing structure in order to support wireless facilities or to accommodate collocation. Requires removal of the wireless support structure it replaces.

**Substantial Modification** - The mounting of a proposed wireless facility or wireless facilities on a wireless support structure that substantially changes the physical dimensions of the support structure. A mounting is presumed to be a substantial modification if it meets any one or more of the following criteria:

- (i) increases the existing vertical height of the wireless support structure by (a) more than ten percent (10%), or (b) the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater;
- (ii) adds an appurtenance to the body of a wireless support structure that protrudes horizontally from the edge of the wireless support structure more than twenty (20) feet, or more than the width of the wireless support structure at the level of the appurtenance, whichever is greater (except where necessary to shelter the antenna from inclement weather or to connect the antenna to the tower via cable);
- (iii) increases the square footage of the existing equipment compound by more than 2,500 square feet.

**Tower** - A lattice-type structure, guyed or freestanding, that supports one or more antennas.

**Utility Pole** - A structure owned and/or operated by a public utility, municipality, electric membership corporation or rural electric cooperative that is designed specifically for and used to carry lines, cables, or wires for telephone, cable television, or electricity, or to provide lighting.

**Water Tower** - A water storage tank, or a standpipe or an elevated tank situated on a support structure, originally constructed for use as a reservoir or facility to store or deliver water.

**Wireless Facility or Wireless Facilities** - The set of equipment and network components, exclusive of the underlying wireless support structure, including, but not limited to, antennas, accessory equipment, transmitters, receivers, base stations, power supplies, cabling and associated equipment necessary to provide wireless telecommunications services.

**Wireless Support Structure** - A freestanding structure, such as a monopole or tower, designed to support wireless facilities. This definition does not include utility poles.

### **III. Approvals Required for Wireless Facilities and Wireless Support Structures.**

(A) *Administrative Review and Approval.* The following types of applications are subject to the review process as provided in Section IV. No other type of site plan review is necessary:

- (1) New wireless support structures that are 60 feet or less in height.
- (2) New wireless support structures that are 100 feet or less in height and separated from residential dwellings by a distance of 300 feet or more.
- (3) New wireless support structures that are 140 feet or less in height located within commercial or industrial areas and separated from residential dwellings by a distance of 300 feet or more.
- (4) Concealed wireless facilities that are 140 feet or less in height and separated from residential dwellings by a distance of 300 feet or more.
- (5) Monopoles or replacement poles located on public property or within utility easements or rights-of-way.
- (6) COWs, if the use of the COW is either not in response to a declaration of an emergency or disaster by the Governor, or will last in excess of one hundred-twenty (120) days.
- (7) Substantial modifications.
- (8) Collocations.

(B) *Board Review and Approval.* Any application for wireless facilities and/or wireless support structures not subject to administrative review and approval pursuant to this Ordinance shall be permitted upon the granting of a Special Use permit by the Watauga County Board of Adjustment.

(C) *Exempt from Review and Approval.* The following are exempt from all County approval processes and requirements:

- (1) Removal or replacement of transmission equipment on an existing wireless tower or base station that does not result in a substantial modification as defined in this ordinance.
- (2) Ordinary maintenance of existing wireless facilities and wireless support structures, as defined in this Ordinance.
- (3) Wireless facilities placed on utility poles.
- (4) COWs placed for a period of not more than one hundred twenty (120) days at any location within the County or after a declaration of an emergency or a disaster by the Governor.
- (5) Antennas or antenna support structures of amateur radio operators 90 feet or less in height.

#### **IV. Administrative Review and Approval Process.**

(A) *Content of Application Package for New Sites.* All administrative review application packages must contain the following:

- (1) Administrative review application form signed by the owner, or the applicant in accordance with item (2) below;
- (2) Non-owner applicants must provide a copy of a lease or letter of authorization from the property owner evidencing applicant's authority to pursue the application. Such submissions need not disclose financial lease terms; and
- (3) Site plans detailing proposed improvements which comply with this ordinance. Drawings must depict improvements related to the applicable requirements including property boundaries, setbacks, topography, elevation sketch, and dimensions of improvements.
- (4) Documentation from a North Carolina licensed professional engineer including calculation of the fall zone and certification that the wireless support structure has sufficient structural integrity to accommodate the required number of additional users as provided in this ordinance. Design of the support structure shall be in accordance with the latest ANSI/EIA/TIA-222 standards. Tower foundation design shall be in accordance with Chapter 18 of the NC Building Code. Grounding and electrical service equipment shall be in accordance with the National Electric Code. Watauga County is located within a *Special Wind Region* that will impact structural design of wireless structures and foundations.

(B) *Content of Application Package for Other Sites/Facilities.* All administrative review application packages must contain the following:

- (1) Administrative review application form signed by the owner, or the applicant in accordance with item (A) (2) above;

(2) For collocations and substantial modifications, written verification from a North Carolina licensed professional engineer certifying that the host support structure is structurally and mechanically capable of supporting the proposed additional antenna or configuration of antennas. Watauga County is located within a *Special Wind Region* that will impact structural design of wireless structures and foundations.

(3) For substantial modifications, drawings depicting the improvements along with their dimensions.

(C) *Fees.* Permit fees are pursuant to the Planning & Inspections Fee Schedule. The fees for Collocation, Substantial Modifications, New Wireless Support Structures and Special Use permit applications include the Building Inspector's review and approval of structural and electrical systems that are subject to the North Carolina State Building Code and the National Electric Code respectively.

(D) *Procedure and Timing.*

(1) Applications for Collocation, Monopole or Replacement Pole, Concealed Wireless Facility, Non-exempt COW or Substantial Modification. Within thirty (30) days of the receipt of an application for a collocation, a monopole or replacement pole, a concealed wireless facility, a non-exempt COW or a substantial modification, the Administrator will:

(a) Review the application for conformity with this Ordinance. An application under this Section IV.D.1 is deemed to be complete unless the Administrator notifies the applicant in writing, within ten (10) calendar days of submission of the application of the specific deficiencies in the application which, if cured, would make the application complete. Upon receipt of a timely written notice that an application is deficient, an applicant may take ten (10) calendar days from receiving such notice to cure the specific deficiencies. If the applicant cures the deficiencies within ten (10) calendar days, the application shall be reviewed and processed within thirty (30) calendar days from the initial date the application was received. If the applicant requires a period of time beyond ten (10) calendar days to cure the specific deficiencies, the thirty (30) calendar days deadline for review shall be extended by the same period of time;

(b) Make a final decision to approve the collocation application or approve or disapprove other applications under this Section D (1); and

(c) Advise the applicant in writing of the final decision. If the Administrator denies an application, written justification of the denial, which must be based on substantial evidence of inconsistencies between the application and this Ordinance, must be provided.

(d) Failure to issue a written decision within thirty (30) calendar days shall constitute an approval of the application.

(2) Applications for New Wireless Support Structures That Are Subject to Administrative Review and Approval. Within forty five (45) calendar days of the receipt of an

application for a new wireless support structure that is subject to administrative review and approval under this Ordinance, the Administrator will:

(a) Review the application for conformity with this Ordinance. An application under this Section IV.D.2 is deemed to be complete unless the Administrator notifies the applicant in writing, within fifteen (15) calendar days of submission of the application of the specific deficiencies in the application which, if cured, would make the application complete. Upon receipt of a timely written notice that an application is deficient, an applicant may take fifteen (15) calendar days from receiving such notice to cure the specific deficiencies. If the applicant cures the deficiencies within fifteen (15) calendar days, the application shall be reviewed and processed within forty five (45) calendar days from the initial date the application was received. If the applicant requires a period of time beyond fifteen (15) calendar days to cure the specific deficiencies, the forty five calendar days deadline for review shall be extended by the same period of time;

(b) Make a final decision to approve or disapprove the application; and

(c) Advise the applicant in writing of the final decision. If the Administrator denies an application, written justification of the denial, which must be based on substantial evidence of inconsistencies between the application and this Ordinance, must be provided.

(d) Failure to issue a written decision within forty five (45) calendar days shall constitute an approval of the application.

(3) Building Permits associated with Items (1) and (2) above. A Building Inspector shall issue a building permit following approval of the application under administrative review in accordance with the process and standards of this ordinance and the North Carolina State Building Code.

## **V. Special Use Permit Process.**

(A) Any wireless facility or wireless support structures not meeting the requirements of Section III.A or III.C above, may be permitted upon the granting of a Special Use permit, subject to:

(1) The submission requirements of Section V.B below; and

(2) The applicable standards of Section VI below; and

(3) The requirements of the Special Use permit approval.

(B) *Content of Special Use Permit Application Package.* All Special Use permit application packages must contain the following:

(1) Special Use Permit application form signed by the owner, or the applicant in accordance with item (2) below;



(2) Non-owner applicants must provide a copy of lease or letter of authorization from the property owner evidencing applicant's authority to pursue the application. Such submissions need not disclose financial lease terms;

(3) Written description and scaled drawings of the proposed wireless support structure or wireless facility, including structure height, ground and structure design, and proposed materials;

(4) Number of proposed antennas and their height above ground level, including the proposed placement of antennas on the wireless support structure;

(5) Line-of-sight diagram or photo simulation, showing the proposed wireless support structure set against the skyline and viewed from at least four (4) directions within the surrounding areas;

(6) A statement that the proposed wireless support structure will be made available for collocation to other service providers at commercially reasonable rates, provided space is available and consistent with Section VI(A)(1)(a) of this Ordinance.

(C) *Fees.* The total fees for reviewing a Special Use permit application with proposed wireless facilities shall be considered together as one application requiring only a single application fee.

(D) *Procedure and Timing.* Within one hundred fifty (150) calendar days of the receipt of an application under Section V. of this Ordinance, the Administrator will:

(1) Complete the process for reviewing the application for conformity with ordinances applicable to Special Use permits, including conducting a hearing in accordance with the Board's Rules of Procedure. An application under this Section V. is deemed to be complete unless the Administrator notifies the applicant in writing, within thirty (30) calendar days of submission of the application of the specific deficiencies in the application which, if cured, would make the application complete. Upon receipt of a timely written notice that an application is deficient, an applicant may take thirty (30) calendar days from receiving such notice to cure the specific deficiencies. If the applicant cures the deficiencies within thirty (30) calendar days, the application shall be reviewed and processed within one hundred fifty (150) calendar days from the initial date the application was received. If the applicant requires a period of time beyond thirty (30) calendar days to cure the specific deficiencies, the one hundred fifty (150) calendar days deadline for review shall be extended by the same period of time;

(2) Make a final decision to approve or disapprove the application; and

(3) Advise the applicant in writing of its final decision. If the Board denies an application, it must provide written justification of the denial.

(4) Failure to issue a written decision within one hundred fifty (150) calendar days shall constitute an approval of the application.

(5) Building Permits. A Building Inspector shall issue a building permit following the Board's approval of the Special Use Permit and in accordance with the North Carolina State Building Code.

## **VI. General Standards and Design Requirements.**

### *(A) Design*

#### (1) Wireless support structures:

(a) Shall be engineered and constructed to accommodate a minimum number of collocations based upon their height as follows:

(i) Support structures 60 to 100 feet in height shall support at least two (2) telecommunications providers;

(ii) Support structures greater than 100 feet shall support at least three (3) telecommunications providers;

(b) The equipment compound area surrounding the wireless support structure must be of sufficient size to accommodate accessory equipment for the appropriate number of telecommunications providers in accordance with Section VI(A)(1)(a).

(2) Concealed wireless facilities are required on Major Mountain Ridges. Concealed wireless facilities shall be designed to accommodate the collocation of other antennas whenever economically and technically feasible. Antennas must be enclosed, camouflaged, screened, obscured or otherwise not readily apparent to a casual observer.

(3) Upon request of the applicant, the Board or Administrator may waive the requirement that new wireless support structures accommodate the collocation of other service providers if it finds that collocation at the site is not essential to the public interest, or that the construction of a shorter support structure with fewer antennas will promote community compatibility.

(4) A monopole or replacement pole shall be permitted within utility easements or rights-of-way, in accordance with the following requirements:

(a) The utility easement or right-of-way shall be a minimum of one hundred (100) feet in width.

(b) The easement or right-of-way shall contain overhead utility transmission and/or distribution structures that are eighty (80) feet or greater in height.

(c) The height of the monopole or replacement pole may not exceed by more than thirty (30) feet the height of existing utility support structures.

(d) Monopoles and the accessory equipment shall be set back a minimum of fifteen (15) feet from all boundaries of the easement or right-of-way.

(e) Single carrier monopoles may be used within utility easements and rights-of-way due to the height restriction imposed by Subsection (c) above.

(f) Poles that use the structure of a utility tower for support are permitted. Such poles may extend up to twenty (20) feet above the height of the utility tower.

(5) Generators shall be located within equipment shelters or enclosed to limit noise levels.

*(B) Setbacks*

(1) Unless otherwise stated herein, each wireless support structure shall be set back from all property lines a distance equal to its engineered fall zone.

*(C) Height*

(1) Substantial Modifications and newly erected Wireless Support Structures shall not exceed the permitted height except by Variance granted by the Board of Adjustment.

*(D) Aesthetics*

(1) Lighting and Marking. Wireless facilities or wireless support structures shall not be lighted or marked unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA).

(2) Signage. Signs located at the wireless facility shall be limited to ownership and contact information, FCC antenna registration number (if required) and any other information as required by government regulation. Commercial advertising is strictly prohibited. Notwithstanding the foregoing, nothing in this Ordinance shall prohibit signage that is approved for other uses on property on which wireless facilities are located (*e.g.*, approved signage at locations on which concealed facilities are located).

*(E) Accessory Equipment.* Accessory equipment, including any buildings, cabinets or shelters, shall be used only to house equipment and other supplies in support of the operation of the wireless facility or wireless support structure. Any equipment not used in direct support of such operation shall not be stored on the site.

*(F) Fencing*

(1) Ground mounted accessory equipment and wireless support structures shall be secured and enclosed with a fence not less than six (6) feet in height as deemed appropriate by the Board or Administrator.

(2) The Board or Administrator may waive the requirement of Section VI.F.1 if it is deemed that a fence is not appropriate or needed at the proposed location.

(G) *Landscaping*. The equipment compound shall be screened with landscaping native to the area and suitable for planting in USDA Hardiness Zone 6a. All plants, including the root ball dimensions or container size to trunk caliper ratio, shall conform to ANSI Z60.1 “American Standard for Nursery Stock” latest edition. Quantity, ratio and minimum sizes of trees and shrubs shall be as follows:

- (1) Deciduous and/or Evergreen trees – twenty (20) feet maximum spacing. Trees shall have a minimum height of six (6) feet upon planting. Deciduous trees shall have a minimum two (2) inch caliper.
- (2) Shrubs – six (6) feet maximum spacing. Shrubs shall be a minimum height of eighteen (18) inches upon planting.

## **VII. Miscellaneous Provisions.**

(A) *Abandonment and Removal*. If a wireless support structure is abandoned, and it remains abandoned for a period in excess of twelve (12) consecutive months, the County may require that such wireless support structure be removed only after first providing written notice to the owner of the wireless support structure and giving the owner the opportunity to take such action(s) as may be necessary to reclaim the wireless support structure within sixty (60) days of receipt of said written notice. In the event the owner of the wireless support structure fails to reclaim the wireless support structure within the sixty (60) day period, the owner of the wireless support structure shall be required to remove the same within six (6) months thereafter. The County shall ensure and enforce removal by means of its existing regulatory authority, with costs of removal charged to the owner.

(B) *Multiple Uses on a Single Parcel or Lot*. Wireless facilities and wireless support structures may be located on a parcel containing another principal use on the same site or may be the principal use itself.

## **VIII. Wireless Facilities and Wireless Support Structures in Existence on the Date of Adoption of this Ordinance.**

(A) Wireless facilities and wireless support structures that were legally permitted on or before the date this Ordinance was enacted shall be considered a permitted and lawful use as long as they remain compliant with the permit issued.

(B) *Activities at Non-Conforming Wireless Support Structures*. Notwithstanding any provision of this Ordinance:

- (1) Ordinary maintenance may be performed on a non-conforming wireless support structure or wireless facility.
- (2) Collocation of wireless facilities on an existing non-conforming wireless support structure shall not be construed as an expansion, enlargement or increase in intensity of a non-conforming structure and/or use and shall be permitted through the administrative approval process defined in Section IV; provided that the collocation does not

substantially modify the size of the equipment compound at that location or otherwise substantially modify the existing non-conformity.

(3) Substantial modifications may be made to non-conforming wireless support structures utilizing the Special Use permit process defined in Section V of this Ordinance.

## **IX. Jurisdiction**

The provisions of this Ordinance shall be applicable only to unincorporated areas of Watauga County which are not included in the extraterritorial jurisdiction of a municipality.

## **X. National Park Service Review**

When new wireless support structures or substantial modifications are proposed within one mile of the Blue Ridge Parkway centerline and within the Parkway viewshed, the applicant shall inform the National Park Service and seek recommendations. Park Service recommendations shall be given reasonable consideration and documentation of this consideration shall be provided to the Ordinance Administrator. The Park Service shall be afforded thirty (30) days to respond to the applicant's initial request.

## **XI. Valle Crucis Historic District**

Wireless support structures shall be prohibited within the Valle Crucis Historic District.

## **XII. Permit Expiration**

A permit issued pursuant to this ordinance expires 24 months after the date of issuance if the work authorized has not commenced. No work authorized by a permit that has expired may thereafter be performed until a new permit has been secured.

## **XIII. Appeal and Variance Provisions**

(A) An appeal for review of any order, requirement, decision, or determination made by the Ordinance Administrator may be made by a petitioner who has standing to challenge the decision being appealed. Such appeal shall be submitted in writing to the Board of Adjustment within thirty (30) days from receipt of actual or constructive notice of order, requirement, decision, or determination. The Board shall decide the appeal based upon its findings of fact and the intent of the ordinance. The effect of this decision shall not be to vary the terms of the ordinance, but rather to interpret it.

(B) A request for a variance shall be submitted by the applicant in writing to the Watauga County Board of Adjustment. The request shall be accompanied by:

- (1) Identification of the ordinance provision(s) responsible for the alleged hardship.
- (2) The reason(s) for seeking the variance(s).

(3) Any conditions that are proposed by the applicant to mitigate possible adverse effects of the proposed variance(s).

The Board may grant a variance upon finding that all of the following conditions exist:

(1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

(2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.

(3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

(4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured and substantial justice is achieved.

**X. Ordinance Violations**

A violation of this Ordinance shall be a misdemeanor subject to the penalties and enforcement provisions of North Carolina General Statute § 153A-123, specifically including injunctions, abatement orders and civil penalties as provided by said statute.

**XI. Severability**

Should any section or provision of this ordinance be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**XII. Repeal**

This ordinance replaces, in its entirety, the existing ordinance entitled Ordinance To Regulate Wireless Communication Towers In Watauga County, adopted May 20, 1997 and amended September 18, 2012 and September 17, 2013. The previous ordinance shall be repealed as of the effective date of this ordinance.

**XIII. Effective Date**

ADOPTED this the     day of             , 2016.

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**AGENDA ITEM 6:**

**PROPOSED LANDLORD LETTER OF CONSENT BETWEEN HIGH COUNTRY  
COMMUNITY HEALTH AND APPALACHIAN DISTRICT HEALTH DEPARTMENT**

**MANAGER'S COMMENTS:**

Ms. Alice Salthouse, High Country Community Health C.E.O, will request the Board authorize the submittal of a grant to expand the current dental operations at the Watauga County Health Department facility. The grant deadline was prior to the Board meeting. Staff authorized the submittal of the application contingent upon Board approval.

Board action is required to approve the submittal of the grant. Should the Board wish to decline the submittal staff will request High Country Community Health withdraw the application.

Board direction is requested.



Landlord Letter of Consent  
Between High Country Community Health  
And Appalachian District Health Department  
1/29/2016

To Whom It May Concern:

This letter is being written to confirm that Appalachian District Health Department (ADHD) and High Country Community Health (HCCH) are in agreement on the following:

- High Country Community Health currently leases space within the Watauga County Health Department for the purpose of providing dental services.
- HCCH currently leases space that includes 3 dental operatories and several adjoining spaces to support the activities performed by the HCCH dental team.
- HCCH desires to lease additional space to expand the currently leased space to an area that will include 6 dental operatories (3 additional operatories) and adjoining spaces as illustrated in the attached floor plan.
- Some renovations will be needed to accommodate this expansion of dental space. Before renovations occur, approval will be provided by the County of Watauga. Cost of the renovation will be paid by HCCH.
- ADHD is in agreement with HCCH about the need for these services and that space is available for this project within the Watauga County Health Department for this repurposing.
- The lease payment to ADHD will increase proportional to the amount of space that is added to the currently leased space. This amount will be mutually agreed upon by ADHD and HCCH.
- Upon receipt of the Oral Health Grant funding, the repurposing of the space will begin immediately.
- When HCCH begins operation in the newly renovated space, HCCH will immediately begin making the increased lease amount to ADHD.

Appalachian District Health Department  
By: Beth Lovette, Health Director

Beth Lovette      01/29/16  
Signature                      Date

High Country Community Health  
Alice Salthouse, C.E.O.

\_\_\_\_\_  
Signature                      Date

Watauga County Government  
By: Deron Geouque, County Manager

Deron Geouque      2-2-2016  
Signature                      Date

Witness: \_\_\_\_\_

**AGENDA ITEM 7:**

**SMOKY MOUNTAIN CENTER QUARTERLY REPORT**

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will present the Smoky Mountain Center Quarterly Financial Report as required by Statute.

No action is required.



## WATAUGA COUNTY FINANCE OFFICE

814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

### MEMORANDUM

**TO: Deron Geouque, County Manager**  
**FROM: Margaret Pierce, Finance Director**  
**SUBJECT: Smoky Mountain Center Quarterly Reports**  
**DATE: February 1, 2016**

Attached is a copy of the quarterly fiscal monitoring report (FMR) from Smoky Mountain Center for the quarter ended December 31, 2015. This fiscal monitoring report was provided by Smoky Mountain Center to comply with the G.S. 122C-117(c).

excerpt from G.S. 122C-117(c)

(c) Within 30 days of the end of each quarter of the fiscal year, the area director and finance officer of the area authority shall provide the quarterly report of the area authority to the county finance officer. The county finance officer shall provide the quarterly report to the board of county commissioners at the next regularly scheduled meeting of the board. The clerk of the board of commissioners shall notify the area director and the county finance officer if the quarterly report required by this subsection has not been submitted within the required period of time. This information shall be presented in a format prescribed by the county. At least twice a year, this information shall be presented in person and shall be read into the minutes of the meeting at which it is presented. In addition, the area director or finance officer of the area authority shall provide to the board of county commissioners ad hoc reports as requested by the board of county commissioners.

LME / MCO NAME: **SMOKY MOUNTAIN LME/MCO** FOR THE PERIOD ENDING: **December 31, 2015**

# of month in the fiscal year (July = 1, August = 2, . . . , June = 12) =====> **6**

**1. REPORT OF BUDGET VS. ACTUAL**

ITEM	Basis of Accounting: (check one)	Modified Accrual Accrual	X	PRIOR YEAR		CURRENT YEAR		BALANCE (Col. 3-4)	ANNUALIZED PERCENTAGE **
				(1)	(2)	(3)	(4)		
				BUDGET	ACTUAL	BUDGET	ACTUAL YR-TO-DATE		
<b>REVENUE</b>									
Service Fees from LME-Delivered Services				25,000	(515,606)	270,416	412,119	(141,703)	304.80%
Medicaid Pass Through Funds				215,000	174,535	185,388	34,081	151,307	36.77%
Interest Earned				145,000	154,678	141,000	95,684	45,316	135.72%
Rental Income				53,772	53,772	53,772	26,886	26,886	100.00%
Budgeted Fund Balance * (Detail in Item 4, below)				2,413,000	-	16,617,477	-	16,617,477	0.00%
Other Local				1,497,493	2,598,918	4,797,325	2,662,304	2,135,021	110.99%
<b>Total Local Funds</b>				<b>4,349,265</b>	<b>2,466,297</b>	<b>22,065,378</b>	<b>3,231,074</b>	<b>18,834,304</b>	<b>29.29%</b>
<b>County Appropriations (by county, includes ABC Funds):</b>									
Alexander County				37,825	37,825	37,825	18,913	18,913	100.00%
Alleghany County				115,483	115,483	115,483	57,742	57,742	100.00%
Ashe County				189,566	189,566	189,566	94,783	94,783	100.00%
Avery County				89,600	89,600	89,600	44,800	44,800	100.00%
Buncombe County				600,000	600,000	600,000	300,000	300,000	100.00%
Caldwell County				118,538	119,182	118,538	59,555	58,983	100.48%
Cherokee County				75,000	75,000	75,000	37,500	37,500	100.00%
Clay County				15,000	15,000	15,000	7,500	7,500	100.00%
Graham County				6,000	6,000	6,000	3,000	3,000	100.00%
Haywood County				101,900	96,905	101,900	58,773	43,127	115.35%
Henderson County				528,612	528,612	528,612	264,306	264,306	100.00%
Jackson County				123,081	123,081	123,081	61,541	61,541	100.00%
Macon County				106,623	106,623	106,623	53,312	53,312	100.00%
Madison County				30,000	30,000	30,000	15,000	15,000	100.00%
McDowell County				67,856	67,856	67,856	33,928	33,928	100.00%
Mitchell County				18,000	18,000	18,000	9,000	9,000	100.00%
Polk County				76,991	77,956	76,991	39,125	37,866	101.63%
Rutherford County				102,168	102,168	102,168	51,084	51,084	100.00%
Swain County				25,000	30,326	30,000	15,603	14,397	104.02%
Transylvania County				99,261	99,261	99,261	49,631	49,631	100.00%
Watauga County				171,195	171,195	171,195	85,598	85,598	100.00%
Wilkes County				264,200	266,408	264,200	133,185	131,015	100.82%
Yancey County				26,000	26,000	26,000	13,000	13,000	100.00%
<b>Total County Funds</b>				<b>2,987,899</b>	<b>2,992,048</b>	<b>2,992,899</b>	<b>1,506,875</b>	<b>1,486,024</b>	<b>100.70%</b>
<b>LME Systems Admin. Funds (Cost Model)</b>									
DMH/DD/SAS Administrative Funds (% basis)				5,523,712	5,523,712	2,695,742	1,336,795	1,358,947	99.18%
DMH/DD/SAS Risk Reserve Funds (% basis)				-	-	-	-	-	-
DMH/DD/SAS Services Funding				59,705,405	56,855,754	58,644,208	29,112,072	29,532,136	99.28%
DMA Capitation Funding				288,861,359	299,180,424	297,146,981	153,580,360	143,566,621	103.37%
DMA Risk Reserve Funding				5,895,129	6,151,032	6,064,225	3,084,464	2,979,761	101.73%
All Other State/Federal Funds				55,000	42,132	53,000	38,273	14,727	144.43%
<b>Total State and Federal Funds</b>				<b>360,040,605</b>	<b>367,753,054</b>	<b>364,604,156</b>	<b>187,151,964</b>	<b>177,452,192</b>	<b>102.66%</b>
<b>TOTAL REVENUE</b>				<b>367,377,769</b>	<b>373,211,399</b>	<b>389,662,433</b>	<b>191,889,913</b>	<b>197,772,520</b>	<b>98.49%</b>
<b>EXPENDITURES:</b>									
System Management/Administration/Care Coordination				46,270,388	38,435,663	47,128,555	19,486,092	27,642,463	82.69%
LME Provided Services				3,020,475	1,852,870	3,152,644	1,093,476	2,059,168	69.37%
Provider Payments (State Funds)				303,953,896	298,030,575	327,328,135	159,345,567	167,982,568	97.36%
Provider Payments (Federal Funds)				7,473,207	6,521,559	7,637,089	4,019,053	3,618,036	105.25%
Provider Payments (County/Local)				3,075,899	3,022,585	3,167,585	1,365,192	1,802,393	86.20%
Merger Expenses				-	-	-	-	-	-
MCO Start-Up Expenses				-	-	-	-	-	-
All Other				3,583,904	2,917,193	1,248,425	501,812	746,613	80.39%
<b>TOTAL EXPENDITURES</b>				<b>367,377,769</b>	<b>350,780,445</b>	<b>389,662,433</b>	<b>185,811,192</b>	<b>203,851,241</b>	<b>95.37%</b>
<b>Net Income (from Operations and Risk Reserve)</b>					<b>22,430,954</b>		<b>6,078,721</b>		
<b>Beginning Unrestricted/Unassigned Fund Balance</b>					<b>47,196,091</b>		<b>67,730,176</b>		
<b>Balance in DMH/DD/SAS Risk Reserve</b>									
<b>Balance in Restricted DMA Risk Reserve</b>					<b>18,618,950</b>		<b>21,703,414</b>		
<b>Current Estimated Unrestricted/Unassigned Fund Balance and percent of budgeted expenditures</b>				<b>18.44%</b>	<b>67,730,176</b>	<b>1.19%</b>	<b>4,621,352</b>	<b>(See Note Below about FB)</b>	
<b>2. CURRENT CASH POSITION</b>									
<b>Current Cash in Bank (Including Risk Reserve)</b>					<b>121,370,023</b>				
<b>3. SERVICE EXCEPTIONS ( Provided Based on System Capability)</b>									
Services authorized but not billed (IBNR)					<b>20,099,805</b>				
<b>4. DETAIL ON BUDGETED FUND BALANCE</b>									
Payments to Providers	Blue Ridge Comm Health					95,468	33,966	61,502	71.16%
Payments to Providers	Community ICF rate increase					664,236	367,676	296,560	110.71%
Payments to Providers	Single Stream Replacement Funding					14,950,588	7,475,294	7,475,294	100.00%
MCO Start-up Expense								-	
LME Merger Expense								-	
Other (List):	FBC in Caldwell Co					320,000	0	320,000	0.00%
Other (List):	Integrated Collab Care Svc Initiatives					388,000	86,000	302,000	44.33%
Other (List):	Data Security Initiatives					199,185	61,768	137,417	62.02%

\* We certify (a) this report to contain accurate and complete information, (b) explanations are provided for any expenditure item with an annualized expenditure rate greater than 110% and for any revenue item with an annualized receipt rate of less than 90%, and (c) a copy of this report has been provided to each county manager in the catchment area\*.

## Quarterly Fiscal Monitoring Report - Explanation of Revenue and Expenditure Variances

**SMOKY MOUNTAIN LME/MCO**For the period ending: December 31, 2015

ITEM	Explanation
<b>Revenues Less than 90%</b>	
Medicaid Pass Through Funds (36.77%)	Medicaid Pass Through in FY 15-16 has not been as much as budgeted
Fund Balance Appropriated (0.00%)	Fund Balance Appropriation is budgeted - but no actual will be recorded on the financial statements

**Expenditures Exceeding 110%**  
 N/A - no expenditure Categories exceed 110%

**Other Notes**

County MOE funds are recorded on an accrual basis - therefore the amount shown in the report above may not reflect the actual amount of funds received from each county.

If County Funds of less than 50% of the Annual Budgeted amount have been received - the remaining has been accrued and is considered a receivable at 12/31/2015.

If County MOE funds in excess of 50% of the Annual Budgeted amount have been received - the excess has been deferred and not reflected as income as of 12/31/2015.

Please note that any ABC funds collected will be shown in the same line as MOE funds for that county. ABC Funds are recorded on a Cash Basis.

The reason that the Unrestricted/Unassigned Fund Balance as of December 31, 2015 is much lower than as of June 30, 2015 is due to all of the different Commitments that the Board of Directors for Smoky Mountain LME/MCO have approved for FY 2015-2016. These amounts have been removed from the Unrestricted/Unassigned Fund Balance Section and are now being considered Board Committed Fund Balance.

**AGENDA ITEM 8:**

**TAX MATTERS**

*A. Monthly Collections Report*

**MANAGER'S COMMENTS:**

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.

**Monthly Collections Report**

**Watauga County**

Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported

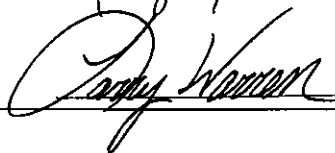
totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report January 2016

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
<b>General County</b>					
Taxes 2015	4,164,832.57	70.99%	24,903,800.75	93.62%	93.62%
Prior Year Taxes	31,040.02		306,270.33		
Solid Waste User Fees	384,537.77	65.76%	2,306,410.84	92.01%	91.91%
Green Box Fees	1,025.22	NA	5,732.46	NA	NA
<b>Total County Funds</b>	<b>\$4,581,435.58</b>		<b>\$27,522,214.38</b>		
<b>Fire Districts</b>					
Foscoe Fire	71,233.20	73.03%	428,233.30	94.25%	93.77%
Boone Fire	85,959.39	65.53%	681,625.44	93.80%	93.79%
Fall Creek Service Dist.	2,482.30	73.36%	8,474.51	90.35%	90.99%
Beaver Dam Fire	11,862.50	55.26%	93,165.18	90.61%	87.87%
Stewart Simmons Fire	11,833.87	51.98%	110,215.72	90.99%	91.75%
Zionville Fire	13,725.33	60.36%	100,460.48	91.67%	87.79%
Cove Creek Fire	31,859.50	64.24%	213,566.53	92.31%	91.71%
Shawneehaw Fire	13,378.79	66.91%	86,764.21	92.88%	93.74%
Meat Camp Fire	22,112.18	53.23%	181,875.06	90.31%	90.24%
Deep Gap Fire	23,557.65	65.68%	171,111.48	93.23%	90.74%
Todd Fire	10,602.26	70.73%	56,862.79	92.76%	92.82%
Blowing Rock Fire	75,247.16	73.37%	428,609.66	94.03%	93.87%
M.C. Creston Fire	492.24	25.21%	5,952.41	79.34%	79.48%
Foscoe Service District	8,173.56	66.75%	65,463.78	94.33%	96.04%
Beech Mtn. Service Dist.	13.31	1.84%	767.43	51.92%	96.97%
Cove Creek Service Dist.	225.15	100.00%	324.15	100.00%	100.00%
Shawneehaw Service Dist	582.28	75.02%	4,839.77	75.02%	81.91%
	<b>\$380,858.37</b>		<b>\$2,629,837.39</b>		
<b>Towns</b>					
Boone	1,071,484.94	80.86%	5,417,169.56	95.52%	96.18%
Municipal Services	15,746.16	91.83%	120,119.22	91.83%	97.11%
Boone MV Fee	6.84	NA	113.33	NA	NA
Blowing Rock	NA	NA	105.69	NA	NA
Seven Devils	NA	NA	58.62	NA	NA
Beech Mountain	NA	NA	1.63	NA	NA
<b>Total Town Taxes</b>	<b>\$1,087,237.94</b>		<b>\$5,537,568.05</b>		
<b>Total Amount Collected</b>	<b>\$6,049,531.89</b>		<b>\$35,689,619.82</b>		



Tax Collections Director



Tax Administrator

**AGENDA ITEM 8:**

**TAX MATTERS**

*B. Refunds and Releases*

**MANAGER'S COMMENTS:**

Mr. Warren will present the Refunds and Releases Reports.

Board action is required to accept the Refunds and Releases Reports.



01/29/2016 15:46  
Larry.Warren

WATAUGA COUNTY  
RELEASES - 01/01/2016 TO 01/29/2016

P 1  
tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1640379 BB&T OF NORTH CAROLINA TAX DEPT PO BOX 167 WINSTON SALEM, NC 27102	PP 2015 640379999 REFUND RELEASE	3630	01/29/2016	F01	5569	0 F01	2.35
	EQUIP LOCATED IN SEVEN DEVILS						
1641444 BEAD BOX GRATEFUL GROUNDS INC 585 W KING STREET BOONE, NC 28607	PP 2013 641444999 TAX RELEASES	292	01/29/2016	MS1	5568	0 C02 G01 MS1	35.59 30.11 20.20
	OUT OF BUSINESS IN 2012						85.90
1734266 GEORGE AND DIANA WHITE SURVIVOR'S TRUST PO BOX 786 VALLE CRUCIS, NC 28691-0786	RE 2012 1970-87-8021-000 REFUND RELEASE	15515	01/29/2016	F07	5576	59,000 F07 G01	29.50 184.67
	INCORRECT SQ FOOTAGE						214.17
1734266 GEORGE AND DIANA WHITE SURVIVOR'S TRUST PO BOX 786 VALLE CRUCIS, NC 28691-0786	RE 2013 1970-87-8021-000 REFUND RELEASE	15495	01/29/2016	F07	5575	59,000 F07 G01	29.50 184.67
	INCORRECT SQ FOOTAGE						214.17
1734266 GEORGE AND DIANA WHITE SURVIVOR'S TRUST PO BOX 786 VALLE CRUCIS, NC 28691-0786	RE 2014 1970-87-8021-000 REFUND RELEASE	15580	01/29/2016	F07	5574	57,500 F07 G01	28.75 179.98
	INCORRECT SQ FOOTAGE						208.73
1734266 GEORGE AND DIANA WHITE SURVIVOR'S TRUST PO BOX 786 VALLE CRUCIS, NC 28691-0786	RE 2015 1970-87-8021-000 REFUND RELEASE	15596	01/29/2016	F07	5573	57,500 F07 G01	28.75 179.98
	INCORRECT SQ FOOTAGE						208.73
1061068 GREENE, CARL S AND VELMA 6997 OLD 421 S DEEP GAP, NC 28618	PP 2015 50270100 TAX RELEASES	1026	01/29/2016	F10	5572	0 F10 G01 SWF	1.49 9.33 80.00
	MOBILE HOME DEMOLISHED						90.82
1641440 GREENE, DONNA GREENE, MARK 411 NO TRESPASSING LANE TODD, NC 28684	RE 2015 2924-55-0927-000 TAX RELEASES	44265	01/29/2016	F11	5567	60,500 G01 F11	189.37 42.35
	SHOULD HAVE RECEIVED PUA						231.72
1205517 HAMBY, JAMES L AND JANICE 181 W DONNIE'S DR BOONE, NC 28607	RE 2015 2829-18-9569-000 TAX RELEASES	29408	01/29/2016	F02	5566	19,800 F02 G01	9.90 61.97
	CLERICAL ERROR						71.87

01/29/2016 15:46  
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WATAUGA COUNTY  
RELEASES - 01/01/2016 TO 01/29/2016

P 2  
tncrpt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1349174 HODGES, KENNETH RAY 158 SHADY WALK LN PURLEAR, NC 28665	PP 2015 349174999 TAX RELEASES MH MOVED TO WILKES COUNTY	1640	01/29/2016	F10	5571	0	SWF G01 F10 G01L F10L	80.00 21.47 3.43 2.15 .34
								107.39
1752434 KENNEY, WILLIAM F. JR. 2301 WINTHROP AVE CHARLOTTE, NC 28203	PP 2015 1411 TAX RELEASES MV SOLD NO LONGER OWN	802	01/29/2016	C02	5570	0	C02 G01 C02L G01L	22.02 16.81 2.20 1.68
								42.71
1723959 KOJAYS EATERY PO BOX 969 BLOWING ROCK, NC 28605	PP 2013 125 REFUND RELEASE DOUBLE BILLED NOW BOZEMANS	2222	01/29/2016	C03	5580	0	G01 G01L	116.84 11.68
								128.52
1531313 WHITE, DIANA M (TR) WHITE, GEORGE W (TR) PO BOX 786 VALLE CRUCIS, NC 28691-0786	RE 2011 1970-87-8021-000 REFUND RELEASE INCORRECT SQ FOOTAGE	15567	01/29/2016	F07	5577	59,000	F07 G01	29.50 184.67
								214.17
DETAIL SUMMARY	COUNT: 13	RELEASES - TOTAL						372,300
								1,821.25

01/29/2016 15:46  
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WATAUGA COUNTY  
RELEASES - 01/01/2016 TO 01/29/2016

P 3  
tncrapt

RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2011	RE	F07	COVE CREEK FIRE RE	29.50
2011	RE	G01	WATAUGA COUNTY RE	184.67
			2011 TOTAL	214.17
2012	RE	F07	COVE CREEK FIRE RE	29.50
2012	RE	G01	WATAUGA COUNTY RE	184.67
			2012 TOTAL	214.17
2013	RE	F07	COVE CREEK FIRE RE	29.50
2013	RE	G01	WATAUGA COUNTY RE	184.67
2013	PP	C02	BOONE PP	35.59
2013	PP	G01	WATAUGA COUNTY PP	146.95
2013	PP	G01L	WATAUGA COUNTY LATE LIST	11.68
2013	PP	MS1	BOONE MUNICIPAL SERV DIST PP	20.20
			2013 TOTAL	428.59
2014	RE	F07	COVE CREEK FIRE RE	28.75
2014	RE	G01	WATAUGA COUNTY RE	179.98
			2014 TOTAL	208.73
2015	RE	F02	BOONE FIRE RE	9.90
2015	RE	F07	COVE CREEK FIRE RE	28.75
2015	RE	F11	TODD FIRE RE	42.35
2015	RE	G01	WATAUGA COUNTY RE	431.32
2015	PP	C02	BOONE PP	22.02
2015	PP	C02L	BOONE LATE LIST	2.20
2015	PP	F01	FOSCOE FIRE PP	2.35
2015	PP	F10	DEEP GAP FIRE PP	4.92
2015	PP	F10L	DEEP GAP FIRE LATE LIST	.34
2015	PP	G01	WATAUGA COUNTY PP	47.61
2015	PP	G01L	WATAUGA COUNTY LATE LIST	3.83
2015	PP	SWF	SANITATION USER FEE	160.00
			2015 TOTAL	755.59
			SUMMARY TOTAL	1,821.25

01/29/2016 15:46  
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WATAUGA COUNTY  
RELEASES - 01/01/2016 TO 01/29/2016

P 4  
tncraprt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
C02	2015	C02	BOONE PP	22.02
C02	2015	C02L	BOONE LATE LIST	2.20
C02	2015	G01	WATAUGA COUNTY PP	16.81
C02	2015	G01L	WATAUGA COUNTY LATE LIST	1.68
		C02 TOTAL		42.71
C03	2013	G01	WATAUGA COUNTY PP	116.84
C03	2013	G01L	WATAUGA COUNTY LATE LIST	11.68
		C03 TOTAL		128.52
F01	2015	F01	FOSCOE FIRE PP	2.35
		F01 TOTAL		2.35
F02	2015	F02	BOONE FIRE RE	9.90
F02	2015	G01	WATAUGA COUNTY RE	61.97
		F02 TOTAL		71.87
F07	2011	F07	COVE CREEK FIRE RE	29.50
F07	2011	G01	WATAUGA COUNTY RE	184.67
F07	2012	F07	COVE CREEK FIRE RE	29.50
F07	2012	G01	WATAUGA COUNTY RE	184.67
F07	2013	F07	COVE CREEK FIRE RE	29.50
F07	2013	G01	WATAUGA COUNTY RE	184.67
F07	2014	F07	COVE CREEK FIRE RE	28.75
F07	2014	G01	WATAUGA COUNTY RE	179.98
F07	2015	F07	COVE CREEK FIRE RE	28.75
F07	2015	G01	WATAUGA COUNTY RE	179.98
		F07 TOTAL		1,059.97
F10	2015	F10	DEEP GAP FIRE PP	4.92
F10	2015	F10L	DEEP GAP FIRE LATE LIST	.34
F10	2015	G01	WATAUGA COUNTY PP	30.80
F10	2015	G01L	WATAUGA COUNTY LATE LIST	2.15
F10	2015	SWF	SANITATION USER FEE	160.00
		F10 TOTAL		198.21
F11	2015	F11	TODD FIRE RE	42.35
F11	2015	G01	WATAUGA COUNTY RE	189.37
		F11 TOTAL		231.72
MS1	2013	C02	BOONE PP	35.59
MS1	2013	G01	WATAUGA COUNTY PP	30.11
MS1	2013	MS1	BOONE MUNICIPAL SERV DIST PP	20.20
		MS1 TOTAL		85.90
		SUMMARY TOTAL		1,821.25

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**AGENDA ITEM 9:**

**COMMISSIONER DISCUSSION**

**MANAGER'S COMMENTS:**

Per Commissioner request, a discussion on the current Board of Adjustment ruling regarding the asphalt plant has been added to the agenda.

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**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*A. March Meeting Schedule*

**MANAGER'S COMMENTS:**

Due to One-Stop Voting and the Primary, the Board of Elections will be using the Commissioners' Board Room from February 29 – March 16. This includes the two regularly scheduled Commissioners meeting dates in March.

Therefore, staff recommends cancelling the first meeting in March and rescheduling the second meeting in March for Thursday, March 17, 2016, at 5:30 P.M.



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**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*B. Announcements*

**MANAGER'S COMMENTS:**

The Annual Pre-Budget Retreat will be held on Monday, February 22, 2016, beginning at 12:00 P.M. and continued on Tuesday, February 23, 2016, beginning at 9:00 A.M. in the Commissioners' Board Room.

**TENTATIVE RETREAT AGENDA  
WATAUGA COUNTY BOARD OF COMMISSIONERS  
COMMISSIONERS' BOARD ROOM  
WATAUGA COUNTY ADMINISTRATION BUILDING, BOONE, NC  
FEBRUARY 22 & 23, 2016**

TIME	TOPIC	PRESENTER	PAGE
<b>MONDAY, FEBRUARY 22, 2016</b>			
12:00 PM	<b>OPENING REMARKS AND LUNCH</b>	MR. DERON GEOUQUE	
1:00 PM	<b>REVIEW OF CURRENT CAPITAL IMPROVEMENT PLAN (CIP)</b> A. Current CIP Status Report B. Office Space and Facilities Needs Assessment C. Old AppalCART Facility D. Relocation of County Personnel 1. Tax Appraisal 2. Planning and Inspections 3. License Plate Agency 4. Red Cross	MR. DERON GEOUQUE & MR. ROBERT MARSH	
2:00 PM	<b>BREAK</b>		
2:15 PM	<b>REVIEW OF CURRENT CAPITAL IMPROVEMENT PLAN (CIP)</b> A. Landfill Road Relocation B. Parking Lot Behind Courthouse C. Recreation Center D. Telecommunication Upgrades E. School Facilities	MR. DERON GEOUQUE & MR. ROBERT MARSH	
3:15 PM	<b>UPDATE ON GREENWAY PROJECTS</b>	MR. JOE FURMAN	
3:45 PM	<b>WIRELESS CONNECTION EFFORTS</b>	MR. DERON GEOUQUE	
4:00 PM	<b>BREAK</b>		
4:30 PM	<b>CALDWELL COMMUNITY COLLEGE &amp; TECHNICAL INSTITUTE</b>	DR. KENNETH BOHAM	
5:00 PM	<b>SCHOOL BOARD FUNDING ISSUES</b> A. Schools' Capital Improvement Plan B. FY 2017 Funding Needs C. Indoor Practice Facility	DR. SCOTT ELLIOTT & SCHOOL BOARD MEMBERS	
6:00 PM	<b>RECESS UNTIL TUESDAY, FEBRUARY 23, 2016, AT 9:00AM</b>		
<b>TUESDAY, FEBRUARY 23, 2016</b>			
9:00 AM	<b>UPDATE – STUDY ON FUTURE MEDIC BASE LOCATIONS</b>	DR. MARVIN HOFFMAN	
9:30 AM	<b>TOURISM DEVELOPMENT AUTHORITY (TDA)</b>	MR. MATT VINCENT & MR. WRIGHT TILLEY	
10:00 AM	<b>FY 2016 REVIEW AND DISCUSSION OF 2017 BUDGET</b> A. Revenues B. Expenditures C. Funding of Non-County Departments D. Debt Service Report E. Budget Calendar	MS. MARGARET PIERCE	
10:45 AM	<b>MISCELLANEOUS &amp; COMMISSIONER MATTERS</b> A. State Issues B. Commissioner Matters	MR. DERON GEOUQUE	
11:45 PM	<b>WRAP UP, GOALS &amp; OBJECTIVES, BOARD DIRECTIVES</b>		
12:00 PM	<b>ADJOURN</b>		

**AGENDA ITEM 11:**

**PUBLIC COMMENT**

**AGENDA ITEM 12:**

**BREAK**

**AGENDA ITEM 13:**

**CLOSED SESSION**

Attorney/Client Matters – G. S. 143-318.11(a)(3)  
Personnel Matters – G. S. 143-318311(a)(6)