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Time Posted: _____
Posted By: Evelyn Baker
Witnessed By: _____

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
MARCH 7, 2011**

The Jackson County Board of Commissioners met in a Regular Session on March 7, 2011 at 2:00 pm, Justice & Administration Building, 401 Grindstaff Cove Road, Room A201, Sylva, North Carolina.

Present: Jack Debnam, Chairman	Chuck Wooten, Interim County Manager
Doug Cody, Vice Chair	J. K. Coward, County Attorney
Charles Elders, Commissioner	Evelyn Baker, Clerk to Board
Mark Jones, Commissioner	
Joe Cowan, Commissioner	

Chairman Debnam called the meeting to order.

AGENDA: Chairman Debnam amended the Agenda by adding Webster Enterprises Revolving Loan Request. Commissioner Jones moved to approve the amended Agenda. Commissioner Elders seconded the Motion. Motion carried.

MINUTES: Commissioner Elders moved to approve the Minutes of the Public Hearing and Regular Meeting of February 21, 2011. Commissioner Cody seconded the Motion. Motion carried.

(1) CHAIRMAN'S REPORT: Chairman Debnam reported he and Commissioner Jones have been meeting with local leaders in Cashiers concerning establishing a Cashiers Sanitary District. The March 21 meeting will be held at the Qualla VFD.

(2) COMMISSIONER REPORTS: Commissioner Jones reported the Glenville/Cashiers Rescue Squad will be inviting the Board to a breakfast and equipment review at its facility after a date has been set.

(3) COUNTY MANAGER REPORT: Mr. Wooten reported:

(a) Census: The new census numbers reflect Jackson County's population grew from 33,121 to 40,271 for the period of 2000-2010, a 21.6% increase. Of the 18 westernmost counties, Jackson County had the most significant growth percentage.

(b) The Rural Economic Development Center has awarded three grants in Jackson County: \$18,000 to TWSA to conduct a financial feasibility study of the water/sewer systems in the Whittier Sanitary District; \$104,000 to MedWest to assist in construction of an urgent care center in Sylva; and \$341,800 for additional sewer extensions in the Whittier Sanitary Sewer District.

(c) **FY2011-12 Budget:** Dept. Heads budget requests are due no later than March 21 and must reflect 5% less than current year budgets. Applications for budget allocations have been sent to other agencies or entities who have previously received county funding or who are making a new request.

(d) **Health Insurance:** The county has a self-funded employee health insurance program. Proposals for health insurance for the upcoming year are being evaluated. At this point it does not appear a rate increase or modification to existing benefits will be required.

(e) **Cashiers Rec Center Site Work:** The contractor is back on site completing the remaining items associated with storm water retention and installation of a fire pumping system. A fence and gate have been installed blocking access from Garden Lane to county offices. The newly constructed street off Hwy 64W provides access to the recreation site and county offices. Garden Lane has been scraped, graveled and returned to the homeowners in good shape.

(f) **Judaculla Rock:** The project is coming to an end as the site work has been completed and the viewing platform is near completion. Installation of a railing system is under design and is the last part of this phase of project. A second phase to create a walking trail from the access road to the actual site of the rock is now under discussion.

(g) **County Vehicles:** Work is ongoing to develop a proposed policy concerning employees taking county vehicles home. Presently, there are 13 vehicles being taken home. The exceptions will be law enforcement, emergency service and Fire Marshal. County vehicles must be parked at employees' duty station and used during normal work day and thus eliminate costs for commuting from home to work. Requests for a take home vehicle will be evaluated and must be authorized by the county manager.

(4) **DISABLED AMERICAN VETERANS:** Fred Underwood stated the Disabled American Veterans Chapter 89 assists disabled veterans in Jackson, Swain and Haywood counties with their electric and water bills, groceries, fuel oil, funeral assistance for WWII veterans - whatever the veterans need. At present there are 318 disabled veterans on the roster (Haywood 175, Jackson 45, Swain 30). The organization's current budget is \$34,000. He requested a donation to help continue the assistance. Mr. Underwood was requested to complete an application for county funding to the county manager. Carry over.

(5) **MOUNTAIN PROJECTS:** Patsy Dowling, Executive Director, stated Mountain Projects, in partnership with USDA, NC Dept of Commerce and NC Housing Finance Agency, has developed a plan to keep the affordable housing units in the community by applying for a Community Service Block Grant in the amount of \$600,000. The grant funds would be used to purchase the REACH Village apartments in Sylva. After the property is conveyed to Mountain Projects, a professional company will be employed to manage the apartments. Funds generated from the apartments would be placed in an "affordable housing" account. Because Mountain Projects is a non-profit, it is not eligible to apply for a CDBG grant, but would accept all responsibility of completing the application as well as administering and managing the grant. She requested the county to partner by drafting a letter of intent, on behalf of Mountain Projects, for a \$600,000 CDBG grant. Mountain Projects will assume all responsibility for documentation.

***Motion:** Commissioner Elders moved to authorize the county manager to draft a letter of intent for a \$600,000 CDBG grant. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.*

(6) SCATTERED SITE HOUSING PROGRAM QUARTERLY REPORT

(Dec. 2010 – Feb. 2011): Joan Stillwell, Community Development Director, presented the December 2010 - February 2011 quarterly report for a \$400,000 C1 grant. Three relocation projects are complete and one rehabilitation project is in progress. Work in progress includes road repairs which are necessary due to trucks hauling material to a relocation site in inclement weather. The only problem or delay is the need for a budget revision to pay for road repairs. Expenditures for the quarter are: \$60,886.24 in project funds.

(7) B & AL'S LLC FOOD SERVICE: Mr. Wooten stated the county entered into a contract with B & Al's LLC on June 29, 2010 to provide meals for senior citizens and the detention center. In accordance with the contract, the contractor mobilized staff and purchased food to begin operations on July 1, 2010 only to discover an existing contract with WestCare was in place. WestCare was under contract to provide meals for senior citizens through August 8, 2010 and the detention center through August 31, 2010. This placed the contractor in a tenuous financial position and he has requested some consideration for the expenses he incurred that were to be supported by revenue he would have generated had another contract not been in place.

Mr. Wooten stated he has reviewed the actual expenses and recommended the county grant a credit against the advance of funds that were provided as start-up operating capital in the amount of \$19,000. This amount represents 75% of the contractor's payroll expenses and 45% of food purchases for the months of July and August 2010. The contract provided a working capital advance in the amount of \$35,000 to be repaid beginning at the end of six months over a period of eighteen months. The contractor requested an additional advance of \$11,926.47 to cover cash flow needs during the first six months of the contract bringing the total advanced funds to \$45,936.47. He recommended applying a credit of \$19,000 and the contractor begin repaying the county the remaining balance of \$27,926.47 on July 1, 2011 in 18 equal monthly payments. The contractor is satisfied with the recommendations. If the Board approves the recommendation, a \$19,000 budget amendment will be required.

Further, during the winter months senior meals and Meals on Wheels were cancelled 13 days due to inclement weather. The value of the lost revenue for those 13 days was \$7,324. Based on a request from the contractor, Mr. Wooten recommended the county pay the contractor as if the meals had been served during those 13 days and recover this amount in three equal payments during the months of April, May and June 2011.

The county attorney will review the contract with the county manager. Carry over.

(8) WEBSTER ENTERPRISES – REVOLVING LOAN: The Revolving Loan Committee met on March 7 at 11:30 p.m. and reviewed Webster Enterprises’ application for a revolving loan. Webster Enterprises will retain its current 24 employees and anticipates 50 new jobs will be created. The Committee recommended that a revolving loan be made to Webster Enterprises as follows:

\$70,000, 2% interest rate, 10-year term, with principal payments deferred for three years and interest payments deferred five years. Collateral for the \$70,000 loan and \$50,000 line of credit will be a second mortgage on the facility located at 140 Little Savannah Road. The current tax value of the property is \$1.427 million. . First Citizens Bank has a first deed of trust on the property which has a current balance of \$185,000.

The county attorney is directed to work with First Citizens Bank to determine how the revolving loan fund can serve as a grantor for a \$50,000 line of credit

Motion: Commissioner Jones moved to approve a revolving loan in the amount of \$70,000 to Webster Enterprises upon the terms and conditions approved by the Revolving Loan Committee and a \$50,000 line of credit contingent upon First Citizens Bank’s approval. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(9) ADULT ESTABLISHMENTS ORDINANCE: A public hearing was held on March 7, 2011 at 1:30 p.m. and no objections were raised.

Motion: Commissioner Elders moved to adopt an Adult Establishments Ordinance. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(10) REAL PROPERTY TAX APPRAISAL RESOLUTION: Carry over.

(11) JACKSON TRAVEL & TOURISM BOARD OF DIRECTORS:

Motion: Commissioner Jones moved to appoint Clifford Meads to a 3-year term on the Jackson TTA Board of Directors. Commissioner Cowan seconded the Motion. Motion carried by unanimous vote.

(12) COUNCIL ON AGING:

Motion: Commissioner Jones moved to reappoint Stella Moore, Ellen Hunter and Charles McConnell to 3-year terms on the Council on Aging. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(13) TUCKASEIGEE WATER & SEWER AUTHORITY: Commissioner Elders recommended Tom Sawyer. Commissioner Jones recommended Sue Bumgarner.

Motion: Commissioner Elders moved to appoint Tom Sawyer to a 3-year term on the Tuckasegee Water & Sewer Authority. Commissioner Cody seconded the Motion. Motion carried by a vote of 3-2 with Commissioners Jones and Cowan voting “nay”.

(14) WATERSHED REVIEW BOARD: Because appointees must reside in the watershed, the Planning Director will provide the boundaries. Carry over.

(15) WHITTIER SANITARY BOARD: Because appointees must reside in the Whittier Sanitary District, the Planning Director will provide Whittier Sanitary District boundaries. Carry over.

INFORMAL COMMENTS BY PUBLIC:

(a) Lydia Aydlett of Sylva stated her concerns about a Sylva by-pass. Data collected during the comprehensive transportation planning process by DOT concluded a new road would not decrease traffic on 107. The new road would conservatively cost \$132 million, over \$26 million per mile. The road as proposed will cut through beautiful conserved areas of the Nantahala National Forest and impact significant residential areas and she would lose her home. The by-pass would have a negative impact on the Town of Sylva.

(b) Phillip Rogers of Glenville commended the new Board members for working diligently to bring themselves up to speed on county issues. He thanked the entire Board for their service.

(c) B. K. Jones of Cashiers stated his concerns about delaying revaluation and the possibility, if the economy does not improve, the county will reap a windfall in valuation and taxation during that period of time between now and 2015. He stated sales values in Cashiers are down 30%. The revaluation timeline should be seriously vetted.

(d) Marie Leatherwood of Sylva stated her continued concerns about the inappropriate use of public funds by the EDC/JDC.

(e) Bob Stafford of Glenville requested funding for improvements at the Norton Community Dev. Club. He presented an architectural drawing for proposed improvements.

(f) Barbara Hardy stated the reason construction of a new road is so high is because there are no existing roads in the proposed area.

PRESS CONFERENCE

CLOSED SESSION:

Motion: *Chairman Debnam moved that the Board go into closed session pursuant to G. S. 143-318.11(a)(3) Legal. Commissioner Elders seconded the Motion. Motion carried.*

Chairman Debnam called the regular meeting back to order and stated no action was taken in closed session other than approval of closed session minutes.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 4:00 p.m.

Attested By:

Approved:

Evelyn B. Baker, Clerk to Board

W. J. Debnam, Chairman