



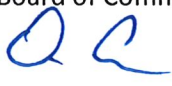
# JACKSON COUNTY ADMINISTRATION

County Manager: Don Adams

401 Grindstaff Cove Road, Suite A-207, Sylva, North Carolina 28779

Phone: 828-631-2295 • FAX: 828-631-2208

Email: donadams@jacksonnc.org

To: Jackson County Board of Commissioners  
From: Don Adams   
Date: June 21, 2022  
Subject: County Manager's Report

The following information is provided:

**1. May 2022 Zoning and Building Permits**

The attached report lists the zoning district (if applicable), the owner/business name, the work permitted and the location of the project where the permit was issued. The Planning Department issued 1 commercial zoning permit and 1 renovation / addition permit in the month of May. Code enforcement issued 4 commercial permits and 4 renovation/addition permits in the month of May. (Attachment 1)

**2. NCDOT Division 14 – Jackson County Project Development & Construction Progress Reports**

Attachment 2.

**3. NCDOT Letter – Safety Concerns on US Highway 74**

Attachment 3.

**4. Construction Projects**

- a) Animal Rescue Center / Green Energy Park. Contractor has completed storm sewer installation. Concrete sidewalks and patios are being installed. Once sidewalks are complete then final grade and pavement can be applied to site. This should be finalized in the months of July & August. Majority of concrete upper paths are complete. Contractor is installing dog park fencing. These items should be completed in the month of July. The facility itself is 80-85% complete. Contractor will be working on finishes in the months of July & August. Furniture is scheduled to arrive in early August. Anticipated move in will be late August – early September. (Attachment 4a)

- b) The Fairview Press Box, Concession and Restroom construction will be completed on schedule. The contractor is working on fixing a small punch list of items to repair. The facility will be in full use by the end of June. (**Attachment 4b**)
- c) Jackson County is currently going through the process of requesting architectural qualifications for two recreation projects – 1. Splash pad at the Cashiers-Glenville Recreation Complex 2. Qualla / Whittier community park. The responses are due by June 30, 2022. Recommendations will be brought to the Board during the July 12, 2022 work session. (**Attachment 4c**)
- d) A proposed architectural agreement with Clarknexsen will be presented to the Board during the July 12, 2022 work session for the design of the domestic violence shelter.

# ATTACHMENT 1

## 2022 MAY ZONING PERMITS

PIN	Zoning Permit #	Zoning District	Owner/Business Name	Work Permitted	Location
<b>NEW COMMERCIAL</b>					
7631-36-0084	22-069	DILLSBORO COMMERCIAL (C1)	FAULK, JOHN B III	COVERED DECK (GREATER THAN 500 SF)	114 W HEMLOCK ST
<b>RENOVATION/ADDITION</b>					
7572-31-7711	22-072	CASHIERS VILLAGE CENTER (VC)	THE SPINX COMPANY LLC	RENOVATION & DECK ADDITION	41 HWY 107 N
COMMERCIAL ZONING PERMITS MAY:		1			
RENOVATION/ADDITION:		1			

## 2022 MAY BUILDING PERMITS

PIN	Building Permit #	Zoning District	Owner/Business Name	Work Permitted	Location
<b>NEW COMMERCIAL</b>					
7559-45-4113	2-20522	CULLOWHEE COMMERCIAL (C)	VIPKOL LLC/ENTERPRISE	CARWASH GARAGE	3344 OLD CULLOWHEE RD
7631-36-0084	2-20674	DILLSBORO COMMERCIAL (C1)	FAULK, JOHN B III	COVERED DECK (GREATER THAN 500 SF)	114 W HEMLOCK ST
7539-03-0606	2-20675	N/A	TINSEL TOWN INC	DOUBLEWIDE	65 CLEAR CREEK RDG
7562-87-2237	2-20792	N/A	JACKSON COUNTY BOARD OF EDUCATION/BLUE RIDGE SCHOOL	TRAINING WALL (FIREFIGHTER TRAINING PROGRAM)	95 BOBCAT DR
<b>RENOVATION/ADDITION</b>					
7641-38-0682	2-20521	SYLVA INDUSTRIAL (IN)	JACKSON PAPER MANUFACTURING	ADDITION	152 W MAIN ST
7564-61-9767	2-20537	N/A	CASHIERS PRO CARPENTRY LLC/MEXICAN STORE	INTERIOR REMODEL	4906 HWY 107 N
7552-64-4054	2-20799	N/A	TRI NORTON DEVELOPMENT LLC/ GLEN COVE KITCHEN	INTERIOR REMODEL	116 WILD TURKEY RD
7641-17-1505	2-20788	SYLVA DOWNTOWN BUSINESS (DTB)	MADEVANS LLC/LAZY HIKER	INTERIOR REMODEL	617 W MAIN ST
COMMERCIAL LDA PERMITS MAY:		4			
RENOVATION/ADDITION:		4			



## ATTACHMENT 2

### SWRPO Highway and Non-Highway Project Development, May 2022

Schedules shown are from the current 202-2029 STIP. Schedules are subject to significant change with development of the 2024-2033 STIP.

Project ID	County	Description	R/W Acq Begins	Let Date
44983	JACKSON	Widen roadway, add bike lanes and sidewalk on Ledbetter Road (SR 1337) from the Intersection with Old Cullowhee Road to the Intersection with Montellih Gap Road		7/26/2022
EB-5923	JACKSON	SR 1432 (SKYLAND DRIVE) FROM SR 1429 (CHIPPER CURVE ROAD) TO US 23 BUSINESS - CONSTRUCT SIDEWALK	8/27/2018	11/8/2022*
R-5600	JACKSON	NC 107 FROM NC 116 TO US 23 BUSINESS AND US 23 BUSINESS FROM SR 1432 (SKYLAND DRIVE) TO MUNICIPAL DRIVE	7/16/2021	7/16/2024
R-5907	JACKSON	GREAT SMOKEY MOUNTAINS EXPRESSWAY FROM US 441 GATEWAY INTERCHANGE TO SR 1391 (WEST PINEY MOUNTAIN ROAD). MODERNIZE ROADWAY.	10/17/2023	12/15/2026
R-5841A	JACKSON	NC 107 FROM NC 281 TO TUCKASEEGEE LAKE. WIDEN PAVEMENT TO 24 FEET WITH 5 FEET PAVED SHOULDERS.	7/10/2028	1/1/2040
R-5881	JACKSON	US 64 form NC107 to Ingles In Cashiers	7/21/2028	1/1/2040
W-5714E	JACKSON	US 64 APPROXIMATELY 0.8 MILE EAST OF SR 1119 (SAPPHIRE POSTOFFICE ROAD) AT "CHRYSLER CURVE" NEAR SAPPHIRE	6/28/2018	7/12/2022
W-5714N	JACKSON	US 23 / US 441 FROM THE MACON COUNTY LINE TO SR 1300 (PUMPKINTOWN ROAD) NEAR DILLSBORO. RESURFACING WITH OPEN GRADE FRICTION COURSE		12/13/2022
17BP.14.R.146	JACKSON	Replacement of Bridge 294 on SR 1756 in Jackson County		10/8/2024
17BP.14.R.147	JACKSON	Replacement of Bridges 68, 345 & 346 on SR 1300		11/12/2024
17BP.14.R.149	JACKSON	Bridge No. 185 on SR 1705 (Dark Ridge Rd.) over Jones Creek.		10/11/2022
17BP.14.R.204	JACKSON	BRIDGE 32 OVER SAVANNAH CREEK ON NC 116		9/27/2022
17BP.14.R.212	JACKSON	Replace Jackson 490159 over Cullowhee Cr on SR 1336 (Montellih Gap Rd)		4/18/2023
BP14-R001	JACKSON	Replace Jackson Bridge 99 on SR1447 (Toby Bryson Rd.) over Fisher Creek	1/23/2022	1/23/2023
B-5921	JACKSON	REPLACE BRIDGE 8 OVER CEDAR CREEK ON SR 1120 (Cedar Creek Rd)	1/15/2023	1/16/2024
BP14-R040	JACKSON	Replace Jackson Bridges 68, 345, 346 on SR1300 (Pumpkintown Rd) over Savannah Creek	11/12/2023	11/12/2024
B-6034	JACKSON	REPLACE BRIDGE 65 OVER SAVANNAH CREEK ON SR 1300 (Pumpkintown Rd)	8/5/2024	1/28/2025
B-6031	JACKSON	REPLACE BRIDGE 69 OVER SAVANNAH CREEK ON SR 1300	8/5/2024	2/25/2025
B-6036	JACKSON	REPLACE BRIDGE 81 OVER JOHNS CREEK ON SR 1737 (Caney Fork Rd)	1/20/2023	1/28/2025
B-6033	JACKSON	REPLACE BRIDGE 129 OVER SCOTT CREEK ON SR 1445 (Lee Bumgarner Rd)		1/27/2026



**SWRPO, Division 14, Construction Progress Report, May 2022**

County	TIP#	Route	Location Description	Completion Date	Revised Completion Date	Actual Progress
Jackson	R-4753	NC-107	NC-107 FROM NORTH OF SR-1002 TO NC-281.	3/13/2020	4/20/2023	72%
Jackson		NC-107	RESURFACING ALONG NC 107 FROM POWER HOUSE (MM19.8) TO SR 1132 (GRASSY CREEK RD) AND VARIOUS SECONDARY ROUTES	10/14/2022		0%
Jackson		SR 1705	BRIDGE NO. 185 OVER JONES CREEK ON DARK RIDGE RD. (SR 1705)	6/16/2023		5%



## JACKSON COUNTY BOARD OF COMMISSIONERS

BRIAN McMAHAN  
Chairman

BOYCE DEITZ  
Vice Chairman

MARK JONES  
Commissioner

TOM STRIBLING  
Commissioner

GAYLE WOODY  
Commissioner

Dirk Cody  
NCDOT Board of Transportation  
1578 Mail Service Center  
Raleigh, NC 27699-1578

RE: Safety Concerns on US Highway 74 and the 2024-2033 Draft STIP

Mr. Cody,

We are contacting you regarding serious safety concerns on US 74 in the Barkers Creek Community in Jackson County. This section of highway has seen an alarming number of crashes in recent years. In the past five years alone, there have been six fatalities and 13 serious injuries between Dillsboro and the US 441 Gateway Interchange. With an Annual Average Daily Traffic (AADT) of over 26,000 vehicles, the deficiencies of this road are putting people's lives at risk every day.

These safety concerns led Jackson County leaders on the Southwestern Rural Planning Organization and NCDOT Division 14 to prioritize improvements to US 74 during Prioritization 5.0. That project, R-5907, received strong public support and was successfully funded in the 2020-2029 STIP. The project would improve US 74 from US 441 Gateway Interchange to SR 1391 (West Piney Mountain Road), upgrading the existing median, improving turn lanes and crossovers, rehabbing pavement and replacing the Wilmot Bridge.

We believe that the R-5907 project is critical to improving safety and mobility not just for Jackson County residents, but for all travelers throughout southwestern North Carolina who use this route. Unfortunately, R-5907 is no longer funded for right-of-way or construction in the 2024-2033 Draft STIP. If possible, we would strongly prefer that this project retain full funding in the 2024-2033 STIP. It is a top priority based on the crash rate, traffic volume, and regional significance.

Knowing that it will take many years to implement the full-scale project, we would also like to request some immediate smaller-scale safety improvements to better address the most critical concerns and hopefully save lives until the R-5907 project can be built.

We appreciate your time and consideration in this matter.

Sincerely,

Brian T. McMahan  
Chair, Jackson County Board of Commissioners

Cc: Wanda Austin, Division 14 Engineer

Phone: 828-631-2295 • FAX: 828-631-2208 • Email: [commissioners@jacksonnc.org](mailto:commissioners@jacksonnc.org)  
401 Grindstaff Cove Road, Suite A-207, Sylva, NC 28779



## ATTACHMENT 4a









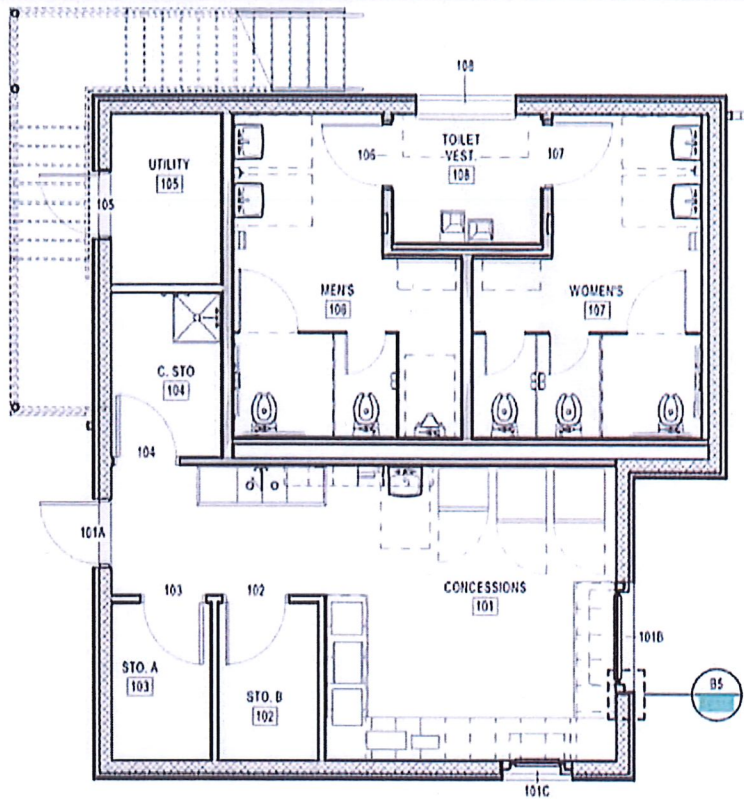




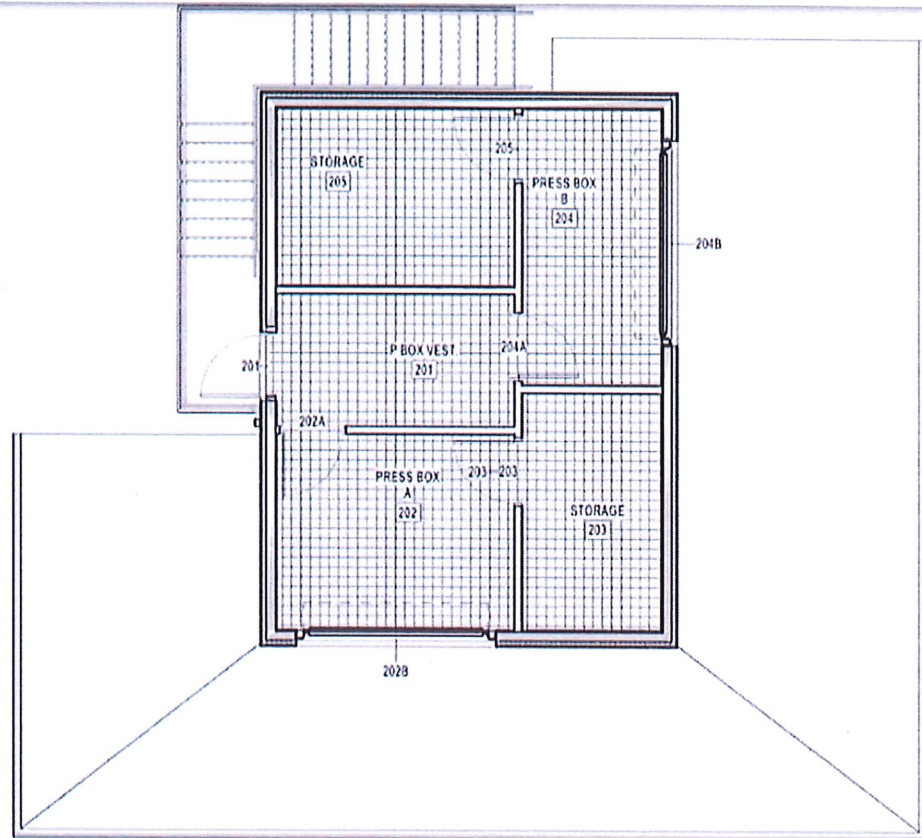




# ATTACHMENT 4b



**A1 FIRST FLOOR**  
SCALE: 1/4" = 1'-0"

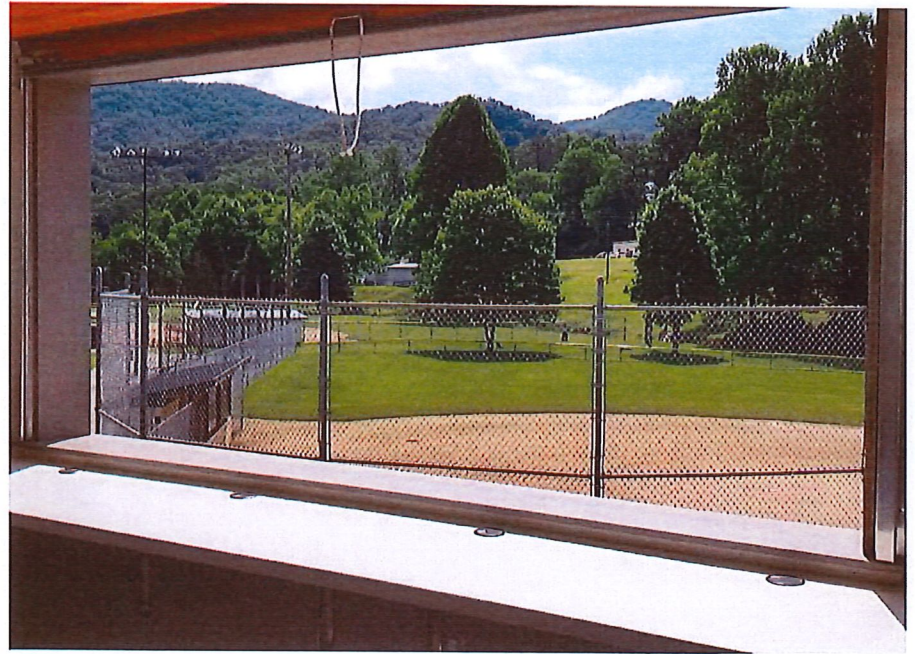
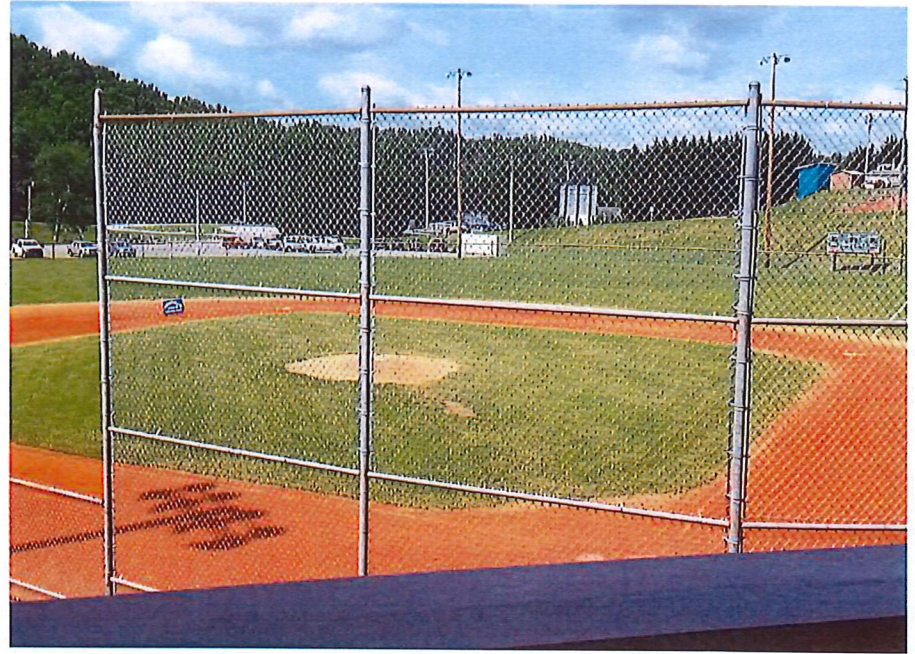


**A3 SECOND FLOOR**  
SCALE: 1/4" = 1'-0"





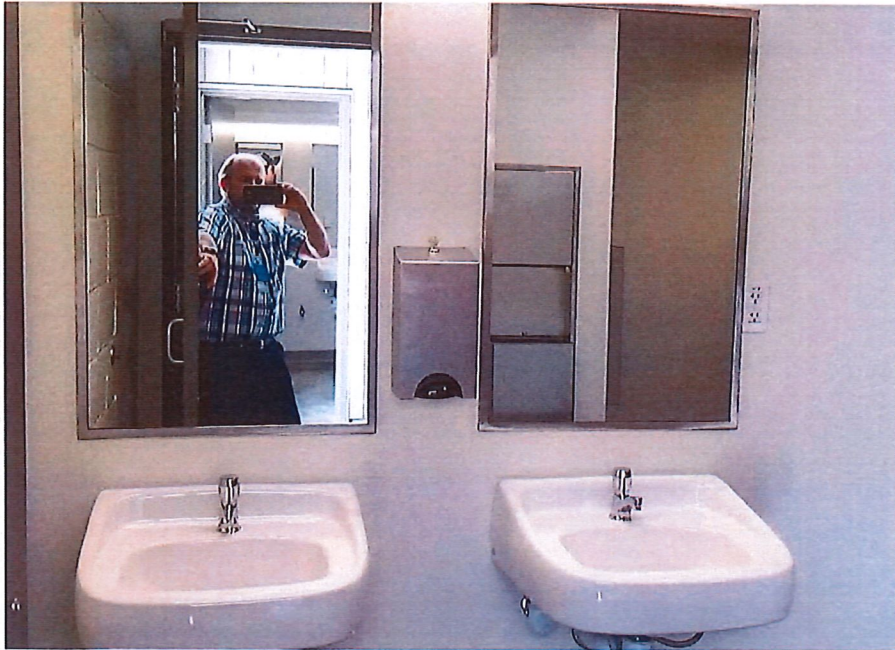
















## JACKSON COUNTY ADMINISTRATION

County Manager: Don Adams

401 Grindstaff Cove Road, Suite A-207, Sylva, North Carolina 28779

Phone: 828-631-2295 • FAX: 828-631-2208

Email: donadams@jacksonnc.org

### REQUEST FOR QUALIFICATIONS

For

#### Two Jackson County Recreation Construction Projects

**Introduction:** Jackson County is seeking a qualified architectural firm to finalize schematic design, create construction/bid documents, coordinate bidding and provide construction oversight for two separate recreation construction projects. The two projects are as follows:

1. Construction of a new splash pad at the Cashiers-Glenville Recreation Complex.
2. Construction of a community park in the Qualla / Whittier area.

#### **Project Description:**

##### **Splash Pad at the Cashiers-Glenville Recreation Complex**

Jackson County recently completed a Master Plan for the Cashiers Recreation Complex in September 2021 (see attachment 1 – copy of plan). The master plan includes new elements such as a splash pad area, tennis courts, pickleball courts, exercise trails, outdoor meeting spaces and nature play areas. It is anticipated that the build out of these elements at the existing Complex will take place in phases.

The first priority/phase is to remove the existing dilapidated pool and build out a splash pad. The demolition of the existing pool and the construction of the new splash pad will need to be accomplished with the goal of building out the other identified Master Plan elements in the future.

##### **Qualla / Whittier Community Park**

Jackson County recently submitted a Parks and Recreation Trust Fund (PARTF) application (see attachment 2 – park plan and cost estimates). The County currently owns approximately 18 acres in the area. 11.15 acres will be made available for this park. The main purpose of the park is to provide outdoor, multi-use recreation opportunities to residents of the Qualla / Whittier area. Specifics of the park include a picnic shelter, restrooms, and structured playground, walking trails, ADA features, paved parking and additional natural amenities.



**Project Schedule:**

RFQ Issued / Available:	June 2, 2022
SOQs Accepted:	<b>June 30, 2022 - 5:00 PM</b>
Review Firms:	July 5 <sup>th</sup> – July 8 <sup>th</sup> , 2022
Finalize Selection:	July 2022

**Statement of Qualifications Format:** A written statement of qualifications must be submitted in the format outlined herein. The state of qualifications must be submitted electronically either by email or in person on a USB drive. Each statement of qualification will be reviewed to determine if it is complete prior to actual evaluation. The statement of qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

**Proposal Content:** Specifically, the proposal should address the following information tabbed in order. It is preferred that the digital copy be one file that contains sections organized in accordance with the tabs below. Otherwise each digital file submitted must have the corresponding tab label as part of its name.

**TAB 1** : Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organizational chart. Provide information regarding previous ownership if it has changed within the last five years.

**TAB 2** : Current firm workload and ability to perform work for this project. Firm proximity to and familiarity with the area where the project is located. If company has multiple offices, list where the work for this project will be performed. Identify the role and the relevant experience of each team member as it relates to this project, with specific regard to their participation in similar projects. Identify all co-consultants and/or sub-consultants that will be utilized for this project.

**TAB 3**: The County is seeking responders with specific experience. The responder is to address the company's experience/knowledge regarding the following:

**(Cashiers)**

- A. Park planning and design.
- B. Splash pad construction / bid documents.
- C. Construction oversight.
- D. Jackson County will have to follow all NC laws relating to the bidding and contracting of this project. Please provide all experience providing oversight to projects that must follow these same laws.

**(Whittier/Qualla Community Park)**

- A. Park Planning and Design.
- B. Park construction / bid documents.
- C. Construction oversight.
- D. Jackson County will have to follow all NC laws relating to the bidding and contracting of this project. Please provide all experience providing oversight to projects that must follow these same laws.
- E. There are other specific requirements related to projects funded with NC Parks and Recreation Trust Fund (PARTF) monies. Please provide examples of direct experience providing bidding and construction oversight with projects funded through PARTF.

**TAB 4 :** Provide references of three owners for whom the firm has provided relevant design services. Include name, title, organization, and telephone number for each reference.

**TAB 5 :** Additional information the respondent believes to be relevant to the selection efforts of Jackson County.

**General Comments:**

1. Any cost incurred by respondents in preparing or submitting qualifications for the project shall be the respondents' sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the requestor when received.
3. The requestor reserves the right to refuse any or all packages received, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the County in its sole and exclusive discretion. County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions. The County reserves the right to alter or change any condition of this RFQ that best meets the interest of the County.
4. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this RFQ process concerning respondents shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of County unless County and respondent execute a Contract.
5. County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.



6. All Responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, County agrees to keep confidential any confidential proprietary information included in a response, provided that: (1) the respondent identifies the confidential proprietary portions of the response; (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary nor shall they so designate information that is already public.

7. In submitting a statement of qualifications, each firm agrees that County may reveal any trade secret materials contained in such response to all County staff involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

**DUE DATE: NO LATER THAN 5:00 PM ON THURSDAY, JUNE 30, 2022.**

- NO QUALIFICATION STATEMENTS WILL BE ACCEPTED AFTER THIS TIME.
- EMAIL OR HAND DELIVER USB TO:

Kerri Tucker, Executive Assistant to the County Manager  
Jackson County Justice / Administration Center  
401 Grindstaff Cove Road, Suite A207  
Sylva, NC 28779  
(828) 631-2295  
[kerritucker@jacksonnc.org](mailto:kerritucker@jacksonnc.org)

- IT IS THE RESPONDERS RESPONSIBILITY TO ENSURE THAT JACKSON COUNTY HAS RECEIVED ANY SUBMITTAL. JACKSON COUNTY IS NOT RESPONSIBLE FOR ANY ISSUES RELATED TO EMAIL THAT DELAYS OR PREVENTS DELIVERY OF SUBMITTAL (i.e. internet is down)
- SUBMIT QUESTIONS TO KERRI TUCKER, EXECUTIVE ASSISTANT TO THE COUNTY MANAGER



Don Adams  
Jackson County Manager



# Personnel Report

Jackson County Board of Commissioners Meeting - June 7, 2022

## New Hires / Rehires / Reclassifications / Promotions

Date	Department	Employee	Salary	Type	Grade	Step	%	Position	Replaced
06/06/22	Aging	Shaw, Kristin	\$ 29,482.10	New Hire	16	1		Meals on Wheels Manager	Ensley, Ella
06/06/22	Sheriff's Office	Powell, Ashley Marie	\$ 36,964.51	New Hire	20	2		Detention Officer	Bradley, Kenneth
05/23/22	Grounds	Karup, Dawson	\$ 32,504.02	New Hire	18	1		General Utility Worker III - Grounds	NEW POSITION
05/23/22	Sheriff's Office	Norton, Christian Andrew	\$ 39,508.84	New Hire	22	1		Road Patrol	Kilby, Johnathan
05/23/22	Sheriff's Office	Robbins, Stephanie L.	\$ 48,734.76	New Hire	20	12		Detention	Stillwell, Patty
05/23/22	Social Services	Chasteen, Kelli	\$ 61,280.08	Lateral Transfer	25	11		Social Worker IAT (After Hours SW)	Boylan, Mary
05/23/22	Social Services	Dupree, Karmon	\$ 36,313.23	Voluntary Demotion	19	3		IMC II	Evans, Kay
05/23/22	Social Services	Evans, Kay	\$ 48,223.51	Promotion	21	9		Information Processing Technician	DuPree, Karmon
05/23/22	Social Services	Snyder, Linda Gail	\$ 30,956.21	New Hire	17	1		IMC I	Allman, Christi
05/23/22	Social Services	Wallace, Chrystal Lee	\$ 30,956.21	New Hire	17	1		IMC I w/a IMC II	Buchanan, Morgan
05/23/22	Social Services	White, Savannah Marie	\$ 43,558.50	New Hire	24	1		SW III w/a SW IAT	Chasteen, Kelli
05/23/22	Tax Collector	Buchanan, Ashton Riley	\$ 30,956.21	New Hire	17	1		Deputy Tax Collector	Wilson, Katherine
05/22/22	Health	Jones, Kaylan	\$ 32,937.17	Promotion	17	3		Patient Relations Representative IV	Green, Charay
05/10/22	Health	Baldwin, Angela Cabe	\$ 65,309.24	New Hire	26	12		Public Health Nurse II	Page, Madison
05/09/22	Aging	Perino, Susan K	\$ 35,835.68	Promotion	20	1		Senior Center Program Coordinator	Marshall Parker, Penney
05/09/22	Housekeeping	Taylor, Sherri	\$ 28,078.19	New Hire	15	1		Housekeeper	Donovan, Mark J
05/09/22	Maintenance	Nations, Jeffery L	\$ 32,504.02	New Hire	17	1		General Utility Worker III - Maintenance	Cody, Stephen Jeremy
05/08/22	Health	Madej, Dana	\$ 44,138.95	Reclassification	23	3		Environmental Health Specialist (REHS) Intern	



# Personnel Report

Jackson County Board of Commissioners Meeting - June 7, 2022

## Resignations / Retirements / Terminations

Date	Department	Employee	Salary	Type	Grade	Step	%	Position
06/06/22	Social Services	Hawkins, Molly E	\$ 30,956.12	Resignation	17	1		SW Trainee w/a SW IAT
06/05/22	Sheriff's Office	Franks, Kari Brianna	\$ 39,329.95	Resignation	20	4		Detention Officer
06/03/22	Health	Ashe, Tricia Brown	\$ 37,627.47	Resignation	21	2		Administrative Assistant II - Permit Center
06/03/22	Landfill Enterprises	Nicholson, Derrick B	\$ 31,931.28	Resignation	17	2		Transfer Station Operator
06/03/22	Sheriff's Office	Burns, William Lee	\$ 36,964.51	Resignation	20	2		Detention Officer
05/31/22	Sheriff's Office	Norton, Christian Andrew	\$ 39,508.84	Resignation	22	1		Road Patrol
05/20/22	Detention	McKoy, Marissa Amirah	\$ 35,835.68	Resignation	29	1		Detention Officer
05/17/22	Emergency Management	McLean, Makayla Louise	\$ 35,835.68	Dismissal	20	1		Telecommunicator I