



# JACKSON COUNTY ADMINISTRATION

County Manager: Don Adams

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Email: donadams@jacksonnc.org

To: Jackson County Board of Commissioners  
From: Don Adams *DA*  
Date: November 16, 2021  
Subject: County Manager's Report

The following information is provided:

## 1. October 2021 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 4 commercial zoning permits and 2 renovation/addition permits in the month of October. Code enforcement issued 3 commercial permits and 4 renovation/addition permits in the month of October. (**Attachment 1**)

## 2. Salary Survey

Jackson County has completed the Job Assessment Tools (JAT) portion of the contract with Evergreen Solutions. Evergreen will provide a draft projected classification plan by the end of November. They will have preliminary market study data by the first of December. A Rough draft of the proposed new pay plan will start to be developed in December 2021. The goal is to have information and recommendations ready to be presented to the Board of Commissioners in the month of January 2022.

## 3. Construction Projects

- a) Animal Rescue Center / Green Energy Park – Project is 38% complete through October 2021. Rain has caused significant delays in completing items such as retaining walls, storm sewer and walking paths. Recent weather improvements have allowed for H&M to continue working on the main retaining wall. H&M has started to construct the metal building. (**Attachment 3a**)

- b) All contracts have been signed and executed for the Fairview Press Box, Concession and Restroom construction project. Demolition will be complete this week. Owle construction will start pouring foundations next Monday. They will be working on the block walls in the next 30 days.
- c) Clarknexsen continues developing the construction documents for the indoor pool. It is anticipated to take this project out to bid in Spring 2022. Clerk nexsen will be appearing before the Board at a work session to discuss updated cost estimates. This will take place either in December 2021 or January 2022.
- d) The Request for Qualifications for Architectural Services related to the Justice / Administration Center have been issued and received. (**Attachment 3c**) Jackson County received six responses. An interview team was established consisting of representatives from the courts, law enforcement and administration. Four out of the six firms were selected to be interviewed. Representatives from the courts favored HEERY Design / The Tamara Peacock Company with Moseley and Clarknexsen / HOK being second and third. Administration and law enforcement favored Clarknexsen/HOK and Moseley being first and second with MPS being third. Combining all input from the interview team ultimately put Clarknexsen/HOK and Moseley in a virtual tie. My final score between these two firms will break this virtual tie. I plan on conducting additional research to finalize my recommendation. I will present the selected firm to the Board in January 2022. Once the firm is selected then contract negotiations can commence.

# ATTACHMENT 1

## 2021 OCTOBER ZONING PERMITS

| PIN                        | Zoning Permit # | Zoning District                                | Owner/Business Name                                      | Work Permitted  | Location              |
|----------------------------|-----------------|--|--|---|-----------------------|
| <b>NEW COMMERCIAL</b>      |                 |  |  |   |                       |
| 7614-15-1096               | 21-129          | 441 CORRIDOR RURAL LIVING (RL)                 | FRESHOUR, SHERMAN  | ACCESSORY STRUCTURE (LESS THAN 500 SF)                | UNION HILL RD         |
| 7558-68-7765               | 21-134          | CULLOWHEE TOWNHOME (TH)                        | MOSS HOLDINGS LLC/RV PARK                                | 5 RV PARK HOME UNITS                                  | 4884 OLD CULLOWHEE RD |
| 7559-10-9814               | 21-135          | VILLAGE OF FOREST HILLS ETJ VMU-CZ             | ADE 806 LLC/PROSPECT                                     | MIXED USE BUILDINGS 34, 35 & 36 (GREATER THAN 500 SF) | TR B MARKET ST        |
| 7641-57-2025               | 21-139          | SYLVA B2                                       | SYLVA CHURCH OF GOD                                      | ACCESSORY STRUCTURE (LESS THAN 500 SF)                | 59 CHERRY ST          |
| <b>RENOVATION/ADDITION</b> |                 |  |  |   |                       |
| 7642-73-5870               | 21-130          | SYLVA B2                                       | SYLVA MEDICAL PROPERTIES LLC/ JACKSON MEDICAL ASSOCIATES | ADDITON (GREATER THAN 500 SF)                         | 1196 SKYLAND DR       |
| 7631-26-7773               | 21-131          | DILLSBORO TRADITIONAL DOWNTOWN DISTRICT (TD-1) | GOODSELL PROPERTIES LLC/JARRETT HOUSE                    | RENOVATION  | 518 HAYWOOD RD        |

COMMERCIAL ZONING PERMITS OCTOBER: 4

RENOVATION/ADDITION: 2

## 2021 OCTOBER BUILDING PERMITS

| PIN                        | Building Permit # | Zoning District            | Owner/Business Name                 | Work Permitted                     | Location                |
|----------------------------|-------------------|----------------------------|-------------------------------------|------------------------------------|-------------------------|
| <b>NEW COMMERCIAL</b>      |                   |                            |                                     |                                    |                         |
| 7613-29-2348               | 2-19262           | 441 CORRIDOR INSTITUTIONAL | JACKSON COUNTY BOARD OF EDUCATION   | SECURITY UPGRADES                  | 884 US 441 N-SMES       |
| 7571-36-9718               | 2-18879           | N/A                        | BARBER FAMILY HOLDINGS LLLP         | STORAGE BLDG (GREATER THAN 500 SF) | 129 MITTEN LN           |
| 7572-36-9718               | 2-18880           | N/A                        | BARBER FAMILY HOLDINGS LLLP         | STORAGE BLDG (GREATER THAN 500 SF) | 129 MITTEN LN           |
| <b>RENOVATION/ADDITION</b> |                   |                            |                                     |                                    |                         |
| 7549-92-9982               | 2-19285           | CULLOWHEE COMMERCIAL (C)   | HILLBILLY PROPERTIES LLC/CATS TABLE | RENOVATION                         | 4675 LITTLE SAVANNAH RD |
| 7642-73-4720               | 2-19315           | SYLVA B2                   | D & R PROPERTIES OF SYLVA LLC       | ADDITION                           | 1188 SKYLAND DR         |
| 7631-57-0745               | 2-19350           | DILLSBORO PUBLIC PARK AREA | APPALACHIAN WOMENS MUSEUM INC       | REMODEL                            | 111 W HOMETOWN PL       |
| 7582-92-2299               | 2-19122           | N/A                        | COUNTRY CLUB OF SAPPHIRE VALLEY INC | MAIN CLUBHOUSE DECK ADDITION       | 41 HANDICAP DR          |

COMMERCIAL LDA PERMITS OCTOBER: 3

RENOVATION/ADDITION: 4





**mcmillan | pazdan | smith**  
ARCHITECTURE

## architect's field report

**Issue Date:** November 10, 2021

**Site Visit Date:**

November 03, 2021

**Field Report Number:**

016

**Project Name:** Jackson County Animal Rescue Center + Green Energy Park

**Project Number:** 019216.00

**Time:** 9:30AM

**Site Conditions:** Cloudy

**Design Team** McMillan Pazdan Smith: Aubrie Donnellan  
**Attendees:**

**Distribution:** Attendees, Full Design Team

**Writer:** MPS

*The following notes represent our understanding of matters discussed and actions agreed upon. Please report corrections and/or omissions to the writer within five (5) working days.*

### General Observations:

1. Majority of the metal building main frame columns have been installed. Main frame rafter installation has begun.



"The Architect will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, except as provided in Subparagraph 3.3-1."

Refer to AIA 201.4.2.2.

47 rankin ave, suite 141, asheville, nc 28801  
o. 828-398-5016  
mcmillanpazdansmith.com





mcmillan | pazdan | smith  
ARCHITECTURE

## architect's field report



2. One installed eave strut appears to be damaged. Strut should be replaced.



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ARCHITECTURE

## architect's field report

3. Hollow metal frames have arrived on site.



4. Progress continues on the large retaining wall and backfill.

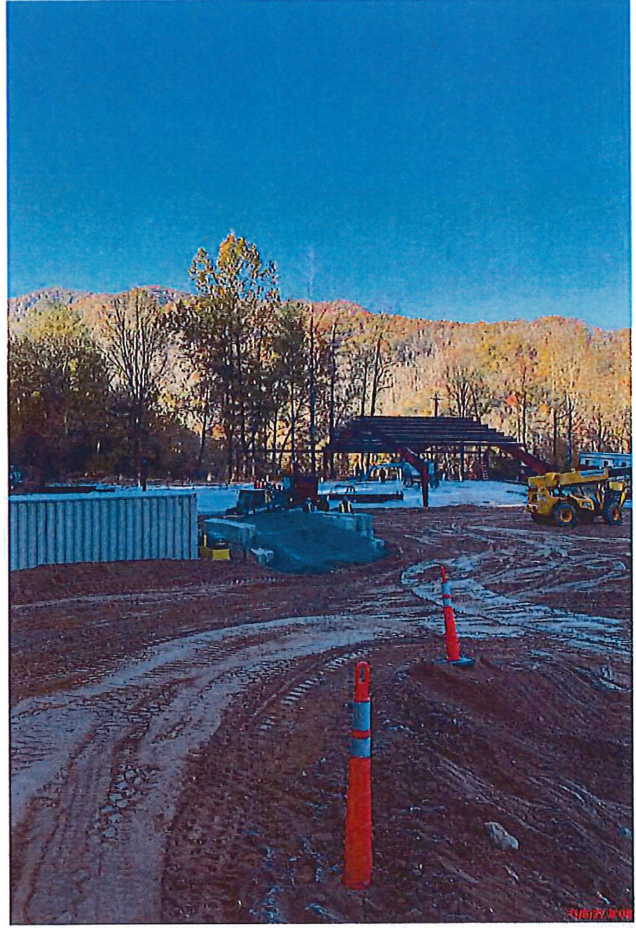


END OF REPORT.

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Refer to AIA 201.4.2.2.

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# Architecture Firms

|   | Architecture Firm  | Address  |
|---|--|--|
| 1 | <br>CLARK NEXSEN<br> | 301 College Street, Suite 300<br>Asheville, NC 28801<br><br>3223 Grace Street NW<br>Washington, DC 20007               |
| 1 |   | 6210 Ardrey Kell Road, Suite 425<br>Charlotte, NC 28277  |
| 3 | <br>              | 100 East Pine Street, Suite 300<br>Orlando, FL 32801<br><br>104 First Avenue East, Suite A<br>Hendersonville, NC 28792 |
| 4 |   | 47 Rankin Avenue, Suite 141<br>Asheville, NC 28801   |
|   |   | 530 N. Trade St. Suite 301<br>Winston-Salem, NC 27101  |
|   |   | 2607 Kingston Pike, Suite 5<br>Knoxville, TN 37919   |

# Personnel Report

Jackson County Board of Commissioners Meeting - November 2, 2021

## New Hires / Rehires / Reclassifications / Promotions

| Date     | Department         | Employee              | Salary       | Type             | Grade | Step | % | Position                             | Replaced       |
|----------|--------------------|-----------------------|--------------|------------------|-------|------|---|--------------------------------------|----------------|
| 10/25/21 | Transportation     | Gammill, Andrew       | \$ 29,647.59 | Promotion        | 17    | 3    |   | Transit Operations Supervisor        | Leary, William |
| 10/25/21 | Housekeeping       | Duke, Laura Anne      | \$ 23,444.02 | New Hire         | 13    | 1    |   | Housekeeper                          | Cobbs, Alexis  |
| 10/24/21 | Health             | Hutchinson, Katherine | \$ 38,595.45 | Promotion        | 22    | 4    |   | Community Disease Control Specialist | Sutton, Sally  |
| 10/10/21 | Tax Administration | Robson, Michael       | \$ 38,595.45 | Reclassification | 22    | 4    |   | Real Property Appraiser II           |                |

## Resignations / Retirements / Terminations

| Date     | Department        | Employee              | Salary       | Type        | Grade | Step | % | Position                             |
|----------|-------------------|-----------------------|--------------|-------------|-------|------|---|--------------------------------------|
| 11/01/21 | Social Services   | Wandell, Courtney     | \$ 24,168.16 | Resignation | 12    | 5    |   | Community Social Services Assistant  |
| 10/31/21 | Health            | Sutton, Sally         | \$ 48,948.49 | Retirement  | 22    | 16   |   | Community Disease Control Specialist |
| 10/31/21 | Register of Deeds | Hamilton, Joe         | \$ 70,353.40 | Retirement  | 27    | 22   |   | Register of Deeds                    |
| 10/31/21 | Recreation        | Owen, John            | \$ 28,578.16 | Retirement  | 13    | 11   |   | General Utility Worker I             |
| 10/27/21 | Sheriff's Office  | Foxx, William Anthony | \$ 39,367.37 | Resignation | 22    | 5    |   | Road Patrol Deputy                   |
| 10/27/21 | Social Services   | Lequire, Debra Marie  | \$ 24,168.16 | Resignation | 12    | 5    |   | Community Social Services Assistant  |

# Personnel Report

Jackson County Board of Commissioners Meeting - November 16, 2021

## New Hires / Rehires / Reclassifications / Promotions

| Date     | Department  | Employee          | Salary       | Type     | Grade | Step | %   | Position                                      | Replaced       |
|----------|-------------|-------------------|--------------|----------|-------|------|-----|---|----------------|
| 11/08/21 | Maintenance | Hall, Grayson Lee | \$ 14,533.09 | Transfer | 17    | 2    | 50% | General Utility Worker III - Maintenance      | NEW POSITION   |
| 11/08/21 | Health      | Carley, Donna     | \$ 28,496.34 | New Hire | 17    | 1    |     | Processing Assistant IV                       | Lambert, Amber |
| 11/08/21 | Revaluation | Cochran, Clint    | \$ 32,988.08 | New Hire | 20    | 1    |     | Real Property Appraiser I                     | Powell, Jeff   |
| 11/08/21 | Fire        | Cabe, Christopher | \$ 37,892.93 | Rehire   | 20    | 8    |     | Fire District Services Coordinator - Savannah | NEW POSITION   |

## Resignations / Retirements / Terminations

| Date     | Department           | Employee          | Salary       | Type        | Grade | Step | % | Position                             |
|----------|----------------------|-------------------|--------------|-------------|-------|------|---|--------------------------------------|
| 11/07/21 | Sheriff's Office     | Kilby, Johnathan  | \$ 37,838.68 | Resignation | 22    | 3    |   | Road Patrol Deputy                   |
| 11/06/21 | Emergency Management | Pyles, Daniel     | \$ 27,139.37 | Resignation | 16    | 1    |   | Telecommunicator I                   |
| 11/06/21 | Landfill Enterprises | Johnson, Zachay   | \$ 28,496.34 | Dismissal   | 17    | 1    |   | Transfer Station Operator            |
| 11/04/21 | Social Services      | Serio, Tiana      | \$ 42,102.07 | Resignation | 25    | 1    |   | Social Worker IAT                    |
| 11/04/21 | Grounds              | Hall, Grayson Lee | \$ 29,066.18 | Resignation | 17    | 2    |   | General Utility Worker III - Grounds |
| 11/03/21 | Social Services      | Zachary, Kristin  | \$ 45,572.64 | Resignation | 25    | 5    |   | Social Worker IAT                    |