

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
SEPTEMBER 15, 2015**

The Jackson County Board of Commissioners met in a Work Session on September 15, 2015, 10:00 am, Justice & Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Mark Jones, Vice Chair
Charles Elders, Commissioner
Vicki Greene, Commissioner
Boyce Deitz, Commissioner

Chuck Wooten, County Manager
Angela M. Winchester, Clerk to Board
Heather Baker, County Attorney

Chairman McMahan called the meeting to order.

(1) COMMUNITY TABLE: Amy Sims, Executive Director and Charles Easton, Chairman of the Board of Directors, thanked the Board for allocating \$15,000 in the FY15-16 budget to the Community Table. They were grateful for the county's support and much of their grant funding depends on it. Many foundations today are reluctant to fund organizations who cannot demonstrate strong support from their county leaders.

On August 21st, they learned that their allocated funds were given to Manna Food Bank as a line of credit on their behalf. While much of the funds will be spent with Manna, they are requesting that the funds be redistributed directly to the Community Table for discretionary spending to meet the reality of their needs. This would allow them to continue feeding the most vulnerable citizens of the county with efficiency and integrity.

During last year's budget meeting, it was proposed that in the future, half of their funds be allocated to Manna. However, they presented the problem that poses to the county manager in an email in March as well as in their 2015-16 funding proposal. Last year they were also directed to complete a financial review with a CPA in order to remain eligible for county funding, beginning with the current budget cycle. They met that requirement and have demonstrated strong financial accountability and sound stewardship of their resources. Having that document has allowed them to successfully apply for other funding that was previously unavailable to them. Most of that funding is only for food or food service equipment. They will continue to complete an independent review with a CPA each year.

The Community Table is proud to be a partner agency of Manna Food Bank, which also provides resources beyond food. However, they simply cannot receive all of the healthy foods that they need for their soup kitchen and food pantry programs solely through Manna. For example, as of September 8th, Manna only had eight cases of assorted meats available for all 276 of their partner agencies from which to order for the next delivery.

After researching their best options for product availability and prices, in July they opened an account with Reinhart Foodservice and as of September 8th, they have spent \$3,366.42 with them, primarily as a source for their dinner program. For their food pantry program, they sometimes must buy in bulk from Sam's Club to get them through between their twice monthly deliveries from Manna. They also included in their 15-16 funding proposal assistance with their utility bills, which run over \$10,000 each year. It takes a lot to run 11 freezers, 7 refrigerators, 2 stoves and a 3,000 square foot building running. They did not request county funding for payroll for their 2 full-time employees. This line item comes from unrestricted donations and fundraising events.

In 2014 they served 26,277 meals and distributed 11,063 boxes of groceries for respective increases of 19% and 47% over the previous year. January 1 – August 31 they have already served 18,561 meals and distributed 8,510 boxes of groceries, putting them on track for another record breaking year. In August they served 76 new households and 40% of those served through the food pantry were children. Below, additional information demonstrates how important their work is to the health and well-being of the community. It was their hope that county leaders would continue to see the great value in the vital services they provide and appreciate the need for flexibility within their budget.

- 2010: 10,335 meals / 835 boxes
- 2011: 16,741 meals / 2,008 boxes
- 2012: 17,087 meals / 4,208 boxes
- 2013: 22,138 meals / 7,527 boxes
- 2014: 26,277 meals / 11,063 boxes

Commissioners requested they come back before them in November, so they can evaluate how much of the \$15,000 was used with Manna. At that time, they can look at reallocating funds, if needed. If the Community Table has a need before that time, Commissioners asked to be inform.

(2) DREXEL BUILDING: Frank Smith, III, Renewable Energy Consultant with Naturally Green, stated that Naturally Green’s intentions for the Drexel Building are to repurpose the property as an eco-green business incubator that would work in collaboration with a variety of community, civic, government, religious and local farming organizations, to make a showcase that represents the best that Western North Carolina has to offer.

(a) They feel that with the combined cooperative nature of the project, it would allow residence of Jackson, Swain and Cherokee Counties to participate in the following:

- Eco-green business incubator
- Green vocational education
- Manufacturing of sustainable housing – small eco-green homes
- Marketplace for arts/crafts and locally crafted food
- Commercial food kitchen and food hub
- Music venue

(b) Naturally Green believes the benefits to the county would be:

- Property taxes to the county
- Jobs / career opportunities created
- Learning center / vocational education
- Repurposing the property from liability to asset
- Center for highlighting the best of Western North Carolina

Naturally Green believes that the Drexel property could be suitable as a site for this project. They would be willing to purchase the purchase the property for \$500,000, at \$50,000 per year, for ten years. They were self-funded and would carry the appropriate insurance to relieve the county from any liabilities. They were also willing to submit a letter of intent. They asked for a decision before October 15th.

Commissioner McMahan stated that he and Commissioner Deitz and Mr. Wooten had met with farmers in the area, who also had an interest in the property. They were the first group to put together a proposal and submit it to Commissioners. The farmers have asked for more time to do their due diligence. Chairman McMahan gave them his word that they would have the first opportunity with the property. He suggested that maybe the two groups could work together on the project.

Informational item only.

(3) NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT)

UPDATE: Jack Debnam, NCDOT Board Member, presented the following status report for projects in the county:

<u>TIP Number</u>	<u>Description</u>	<u>Contractor</u>	<u>% Complete</u>	<u>Comments</u>
R-5000	NC 107/NC 116 Connector	Devere Construction	75.11	Will finish this year
B4554	Dark Ridge Bridge on US 23/74	NHM Constructors	22.68	Complete November 2016
R5206	Cope Creek Road	Watson Contracting	Started September 2015	Complete September 2016
DN00166	Brushy Fork Road 3 Bridges	Young & McQueen	26.76	Complete June 2017
DN00188	Cane Creek Bridge	NHM Constructors	22.81	Complete August 2016
BD-5114S	Speedwell Bridges	Buckeye Construction	39.68	Complete November 2015
DN00338	NC 281 Slide Repair	Graham County Land Co.	88.24	Complete October 2015
DN00416	US 64 Resurfacing - Cashiers	HMC Paving	Started that week	Night Work

<u>Contract Number</u>	<u>Description</u>	<u>Let Schedule</u>
DN00447	Sidewalk on US 441 at Catamount Travel Center	10/13/2015
DN00450	Guardrail on US 19 near Cherokee	10/27/2015
17BP.14.R.62	Replace Bridge on Moses Creek Road	1/26/2016
DN00429	Resurface US 23-441 Cowee Mtn	2/9/2016
DN00451	Improve radius at NC 116 and North River Road in Webster	4/1/2016

<u>TIP Number</u>	<u>Description</u>	<u>Let Schedule</u>	<u>Comments</u>
B-4159	Replace Bridge on Old Cullowhee Road	12/15/2015	Utility relocation underway
B-5404	Replace Bridge on Pine Creek Road	Jan-16	Utility relocation underway
B-5410	Replace Bridge on Little Savannah Road	Jul-16	Right-of-way acquisition started
R-4753	NC 107 South of Cullowhee from SR 1002 to NC 281	Dec-16	Right-of-way acquisition started

Informational item only.

(4) SOUTHWESTERN COMMUNITY COLLEGE (SCC) CAPITAL UPDATE:

Dr. Don Tomas, President and Clifford Stalter, Vice President for Financial and Administrative Services, presented a request for change of use of funds:

- Original budget request that was appropriated:

-Re-roof of Summit Building	\$213,361
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- Proposed change:

Fix leaks in Summit Building Roof and add additional downspouts	\$20,000	
Replace roof on Holt Library	\$95,000	
Replace sewer line besides Founders Hall	\$10,000	
Paving Parking Lots in front of Balsam Building	\$70,000	
Renovation of Automotive Department to allow compliance with accrediting body	\$10,000	\$205,000

Dr. Tomas stated that three of four roofers indicated that the Summit Building did not need to be re-roofed at this time. With this information, they will reallocate the funds originally requested for that repair to other projects as shown above.

Informational item only, no action required.

(5) CULLOWHEE FIRE DEPARTMENT SITE WORK PROPOSAL: Chief Tim Green; Terry Ashe, FD Treasurer; Victor Lofquist, Engineer; and Odell Thompson, Architect were present for discussions. Mr. Thompson stated that at the last meeting, Commissioners requested a breakdown of the potential costs to repair the soils at the site for the new fire department and to prepare construction drawings that will be ready to use in the spring of 2016 when the soil repair work has been completed. The previous bottom line of potential construction costs from the estimate dated March 17, 2015 of \$3,648,095, may need to be adjusted due to additional site drainage structures anticipated by Lofquist & Associates. This will be confirmed after a new survey has been prepared and site design has been started.

- Soil Repair Work: \$408,750
- Architectural / Engineering (bid) Construction Drawings: \$78,750
- Total of \$487,500 up to the point of being ready to seek bids or negotiate with a general contractor to perform the work.

Mr. Wooten stated the Commissioners needed to decide if this is a viable project as a whole and decide if they approve the concept.

Chairman McMahan stated he appreciated the department providing a more exact estimate for site work preparation and drawings. He wanted to take time to look at the budget forecast on the planning schedule and include the numbers given into the long-range plan over the years and allow Commissioners to make a better, informed decision, in a timely manner.

Informational item only.

(6) VETERANS SERVICE REQUEST: David Plaster, Veteran's Officer and Sheila Setzer, County Service Officer, stated that local veterans had requested the veteran's office plan a Veteran's Day Parade in their honor. The veteran's office has formed a committee to start pre-planning the event. The parade would take the usual route from Mark Watson Park down Main Street and back to Mark Watson Park. They would like to do this on the Saturday before Veteran's Day, which would be November 7th at 3:00. The parade would be followed by the annual Veterans Dinner. Several organizations have expressed an interest in participating.

A concern of the committee was the safety of the participants and possible liability to the county. To address this issue, they will ask each participant to sign an accident waiver and release of liability. The only cost associated with the event would be the security that would be provided by law enforcement.

Consensus: *Commissioners were fully supportive of the event. They requested the county attorney review and approve the release of liability form.*

(7) GREENWAY COMMITTEE UPDATE: Jennifer Bennett, Outdoor Recreation Manager, stated the committee had been working from a 2009 document labeled policies and procedures. It was a resolution rescinding the inter-local agreement that was established to work on the Greenway Masterplan and planning in the county as a whole. It also created the Greenway Committee within the county. The document does not provide basic procedures of how committee members are identified or how they will be appointed. She proposed a newly revised, working document that would change the committee name to the "Greenways and Trails Committee". This is so other options are included other than "greenways", such as single track trails and chat paths.

Another change to the document provides definitions of “gifts” and “donations”, which states any gift or donation exceeding \$500 in value, or real property would be approved by Commissioners. They requested the opportunity to accept gifts or donations of items such as a bench or small donation under the approval of the parks and recreation director. The last item to point out is that they would like to have a representative on the committee from each district along with several at-large members.

Chairman McMahan recommended making one of the at-large appointments, a chairman’s appointment. He also stated that NCDOT is funding projects such as bike and pedestrian paths, with 20% matching funds from the county. The county had always fully funded greenway projects and it had been suggested that they may want to consider adding the county greenway project on this year’s NCDOT points system rating to get the process started.

The county attorney will review the document and present a final version for Commissioners’ consideration at the October 1st meeting. Commissioners will also work to make appointments for the expired terms at the October 1st meeting.

(8) LANDSLIDE MAPPING SCHEDULE: Jennifer Bauer, Appalachian Landslide Consultants, stated below is a list of items for discussion prior to drafting the county landslide mapping contract:

(a) Project partners – key individuals

- County staff or Commissioners: *John Jeleniewski, Planning Department. Written report to Mr. Jeleniewski monthly, present to Commissioners quarterly.*
- SWNC Resource Conservation & Development Council: *No, use the county’s license, etc.*

(b) Contract items:

- Project name: *Landslide Mapping*
- Length of contract: *Will have the contract in place in the next month and projected completion will be July 2017*
- Payment schedule: *Retain 10% to be paid at the completion, pay 90% prorated monthly*
- Community/stakeholder meeting coordinator and locations: *One meeting at the beginning and one at the end of the process*
 - Real estate industry meetings
 - brochure
- Data distribution options: *available on the county website / GIS files*
- Post-mapping workshops

(c) Intended use of the results: *At this time, informational purposes only. Develop a map to show potential problem areas.*

(d) Public relations - press releases or targeted messages: *By ALC.*

(e) Slope determination/calculation: *Use the same type calculations (% instead of degree) as is in the Mountain Hillside Development Ordinance. Informational item only.*

(9) BOARD OF ELECTIONS RE-CLASSIFICATION: Danielle Wittekind, Human Resource Director and Lisa Lovedahl, Board of Elections Director, requested additional funds in order to reclassify Elections Systems Specialist from a Grade 17 to Grade 20. The reclassification request is based on (1) changes in market averages and (2) additional duties and responsibilities. The requested change is important as this upcoming year is a very critical election year and continuity /commitment of staff is of most importance to ensure effective election operations. The current election environment has taken a toll on county Board of Elections. In WNC, seven out of twelve counties in District One have experienced turnover in staff in the first half of 2015. Area offices are witnessing staff members leave to go to other counties, other county departments, and private sector firms seeking election expertise. Contributing factors that will make 2016 a challenging year include:

- Presidential election year
- Additional election dates, including first Presidential Preference
- Possible lawsuits challenging new voter laws
- Tightened schedules that are subject to change or are TBA
- Heightened monitoring and by advocacy and watch groups
- Major changes to election laws and procedures
- NC elections will be on a national stage with implementation of changes
- First year implementing photo ID requirement
- Preparing to switch to new voting equipment in near future as required by NC law
- Additional use of technology at precincts
- Use of GIS technology in voting district audits

With the change in the climate of elections, other counties have reviewed/updated their current salaries and classifications for Elections staff in order to keep qualified, productive, and educated staff members. These classification and salary changes in area counties Election offices have put Jackson County Election Systems Specialist salaries below market value. Currently this position's minimum salary is at 83% of market average and if reclassified as requested the minimum salary will be set at 96% of market average.

The reclassification request requires a nominal increase in the Board of Election budget. An estimate of current salary and fringe and requested amount necessary to make the change is documented below.

Consensus: *Approve the Board of Elections' request for reclassification increasing the salary of the Elections Systems Specialist from Grade 17 to Grade 20. This item will require a budget amendment.*

(10) MECHANIC POSITION REQUEST: Chad Parker, Public Works Director and Danielle Wittekind, Human Resource Director, stated the Public Works Department requests an additional position of Mechanic I to staff the garage operations. Currently, a Grounds Maintenance Crew Leader I has been completing the maintenance and repair of all grounds equipment and assisting with fleet maintenance pulling away resources from the grounds operations. The need for additional assistance in the garage stems from the growing number of work orders to maintain county fleet vehicles and limited time to maintain and repair grounds equipment.

The volume of tickets increased 13% from 2012 to 2013 and 35% from 2013 to 2014. These tickets do not include requests to work grounds equipment. In review of other county operations, the following are the staffing levels for county garages that are similarly sized:

- | | | |
|----------------|--------------------|---------------------------------------|
| • Macon | 5 garage employees | 325 vehicles / equipment in the fleet |
| • Transylvania | 3 garage employees | 250 vehicles / equipment in the fleet |
| • Jackson | 2 garage employees | 364 vehicles / equipment in the fleet |

The request for an additional position will require additional funding estimated at \$48,144.28 to cover the salary and fringe of an additional Mechanic I.

Consensus: *Approve the Public Works' request for an additional position of Mechanic I to staff the garage operations. This item will require a budget amendment.*

(11) YEARS OF EXPERIENCE AND STARTING SALARIES: Mr. Wooten and Danielle Wittekind, Human Resources Director, stated at the last work session, Chairman McMahan requested a proposal for years of experience versus starting salaries. They asked Commissioners for guidance and a better understanding on how they need to approach the matter. They need to consider whether this will be for all county employees or specific subsections as far as professional exemption level, law enforcement or all encompassing, for all positions.

There are a number of positions within the county that require specific certifications or tasks, such as law enforcement. For example, someone would have to complete Basic Law Enforcement Training before they can become a deputy. There are other positions where there are no required certifications. The challenge comes when looking at the positions with years of experience that don't require some type of specific certification or exempt status with department heads. What directives should they look at as they try to develop proposals to bring back to the Board for consideration. It is difficult sometimes to take years of experience and compare with another entity or private corporation and then transfer those same years into the county's pay plan. But if they have to come with a particular certification and they come with the certification and an amount of years with the certification then it is easy to give them credit.

From 2008 to 2010, with the implementation of Mercer, credit for years of service was not given during hiring. In that particular situation, they felt it was not necessary to pay all the steps, because they were able to recruit people at the minimum salary. Without having a true comparison, it was a potential situation of bringing someone in above an existing employee and having issues within the pay plan. At this point, it has not hindered them from being able to recruit employees, but they thought it had created some salary compression. They looked at the idea of moving people along through certain portions of the pay plan at that point they are a fully trained and experienced employee. After that, the step increases that this board has put in place would take over. Realizing that future boards may undo or change that.

Chairman McMahan stated that the Sheriff has advocated for this with a justification of that he can only attract two types of people. Someone who has just retired and is looking to gain a second pension or someone just out of basic law enforcement training, with no experience. He is not able to be competitive with other jurisdictions.

Commissioners requested a recommended range of options to look at in a future work session.

(12) OLD RESCUE SQUAD BUILDING: Harold Hensley, American Legion Member and other Members of the American Legion were present for discussions; Chairman McMahan stated he recently received a phone call from Mr. Hensley and they met to discuss the old rescue squad building. The county has had the building on the market for more than two years with no real offers. It has been suggested that the county do basic remodeling and provide the space for the community to use for meetings. With the Justice Center being a secured building, in the near future, there are many groups that will not have a meeting space available.

Also, the space could be used in conjunction with the "freedom park" theme for meals, parties, etc. He requested the board begin talking about uses for the building. Secondary to this idea, within the building, there is a small meeting room with a kitchenette area that the American Legion is requesting consideration to use for their monthly meetings. He thought having a tenant would be good for the building itself.

Mr. Burris Jones, American Legion Member, stated that the American Legion currently has limited space for their meetings. He stated that they exist to serve God and Country and they support a variety of groups in the county. They perform flag folding ceremonies and provide an honor guard in funeral services. The county has about 160 members. He feels that the American Legion's presence at this location will be a benefit to the town.

Mr. Wooten stated the office area would be a dedicated space for the American Legion and then they would possibly be able to use the remainder of the space for a meeting facility. He thought it would be in the county's best interest to spend some funds and ask Odell Thompson, Architect, to come up with a proposal and bring it back to the Commissioners as to how they may be able to utilize the building. He thought this could be tied in with the Charters of Freedom project as well.

Consensus: *Move forward with Mr. Thompson preparing a proposal for Commissioners' review and the county attorney preparing a no-cost lease agreement with the American Legion for the old rescue squad building.*

(13) HEALTH BOARD JOINT MEETING: Mr. Wooten stated, that at the Commissioners' request, he had been working with Paula Carden, Health Director, on dates and times to possibly have a joint meeting between the Commissioners and the Health Board. The date was set for Thursday, October 29th at 6:00 p.m. at the Health Department.

Informational item only.

(14) CASHIERS COMMUNITY PLANNING COUNCIL BY-LAWS: John Jeleniewski, Planning Department, presented the By-Laws and General Rules of Procedure for Commissioners' review. He has also presented these for review by the county attorney. The Cashiers Planning Council will be discussing the document at their next meeting. The document was created in 2004 to establish standard procedures and guidelines, but was never approved.

Commissioner Jones stated he they may want to address the issue that he did not see language in the document addressing the issue that board members would have to own property in the district.

Commissioners and county attorney will review the document and provide feedback for a final version that will be presented at a future Commissioner's meeting for consideration of adoption.

(15) PLANNING BOARD MEMBERSHIP / TERMS OF OFFICE: Mr. Wooten and John Jeleniewski, Planning Department stated that all of the eleven member board appointments will be expiring at the end of the year. The ordinance has been amended to expand the number of board members and create staggered terms. Over the years, the terms have gotten out of order and now they are all ending at the same time and need to be positioned back into staggered terms. Filling an unexpired term is not considered one term for the member. Also, going forward, it is suggested that all terms expire on December 31st and begin on January 1st, no matter when the appointment actually occurs.

Chairman McMahan also recommended the "at large" appointments be numbered to make them easier to keep track of.

Mr. Wooten stated that Commissioners will also need to appoint a chair and vice-chair to begin January 1st along with the expiring member appointments. Also, a public hearing will need to be set to amend the ordinance.

Following is a chart of current members and proposed corrected ending dates:

<u>Classification</u>	<u>Current Board Member</u>		<u>Original Appt</u>	<u>Reappt</u>	<u>1st Term Expiration</u>	<u>2nd Term Expiration</u>	<u>Eligible for Reappt</u>	<u>Corrected Ending Date</u>
District One	David Brooks		9/6/2011	9/3/2013	12/31/2013	12/31/2015	no	12/31/2017
District Two	Bonnie Claxton (Ben Bergen)	5/7/2015	1/1/2016		12/31/2017		yes	12/31/2017
District Three	Sarah Thompson		9/3/2013	2/19/2015	12/31/2015	12/31/2017		12/31/2017
District Four	Tom Rogers (Bumgarner)	5/20/2013	9/3/2013		12/31/2015		yes	12/31/2017
Chairman	Clark Lipkin		1/18/2011	3/3/2014	12/31/2013	12/31/2015	no	12/31/2017
At-Large	Kent Moore (Ferguson)	10/15/2012	3/17/2014		12/31/2015		yes	12/31/2016*
At-Large	Dickie Woodard (Jamison)	8/5/2013	3/17/2014		12/31/2015		yes	12/31/2016*
At-Large	Ed Weatherby (Carpenter)	2/2/2012	4/7/2014		12/31/2015		yes	12/31/2016*
At-Large	Scott Baker		4/7/2014	2/19/2015	12/31/2015	12/31/2017		12/31/2017*
At-Large	Ronald Story		3/7/2014		12/31/2015		yes	12/31/2016*
At-Large	Burt Kornegay		3/7/2014		12/31/2015		yes	12/31/2016*

***Proposed one year appointment ending 12/31/2016**

Informational item only.

(16) US 441 GATEWAY DISTRICT COMMUNITY PLANNING COUNCIL: John Jeleniewski, Planning Department, stated that all of the members of the council are expiring. Historically, it has been difficult to get everyone together to have meetings and have done so only on an as needed basis. He recommended implementing staggered terms for this board as well. Several members have agreed to be reappointed as follows:

<u>Member</u>	<u>Expires</u>	
Jason Lambert	8/1/2015	
Debbie Cowan	8/1/2015	Has requested reappointment
Dora Robinson	8/1/2015	Has requested reappointment
Mike Moore	8/1/2015	
Myra Cloer	8/1/2015	Has requested reappointment
Lyna Ferguson	8/1/2015	
Mary E. Moody - Alternate	8/1/2015	Has requested appointment as a member
Mary Helen Clement - Alternate	8/1/2015	

Informational item only.

(17) CHARTERS OF FREEDOM: Mr. Wooten stated he had a meeting last week with a small group to discuss getting the project started. As of now, the county will provide a location and landscaping and Charters of Freedom will come in and raise the funds within the community. The budget is \$75,000 and they are opening a local account with a \$1,000 contribution. In terms of location, they had been talking about the area outside the old rescue squad building beside Mark Watson Park. Chairman McMahan had suggested calling this “Freedom Park”. Not only would they potentially have an area to put these particular monuments, but there would be opportunity for other recognitions. This is a highly visible location, with great parking. The steps going up to the old courthouse could be reworked and could be tied into the project as well.

Mr. Wooten stated that they have committed to a landscape architect to help lay the entire site out and where the monuments may be placed. There is a lot of potential with no downside. They will be looking at a larger group in the next few months to invite to lunch to kick-off the fundraising activities. All monies raised go to the project and there are no overhead costs. Any funds left will go to the school system since they are developing a curriculum for fourth and fifth grade to go along with the monuments.

Informational item only.

(18) GOLDEN LEAF UPDATE: Mr. Wooten updated the Board on the latest info for Golden Leaf. Initially, they had identified three projects. Since then, he had removed one of those projects from the list. After talking with the Golden Leaf folks, they informed him that the agriculture offices and renovations was a good idea, but not something they had an interest in funding. So they have gone back and focused on the other two projects. One is the infrastructure project with TWSA for wastewater treatment facility in Cashiers. They will need approximately \$470,000 for engineering cost. The second project the technology project for the school system. Those are the two they will be submitting to Golden Leaf. The letters of intent have to be submitted by October 1st.

Informational item only.

(19) GLENVILLE VFW POST: Commissioner Jones stated he had been approached regarding renovations at the VFW Post in Glenville. They have been renovating for a number of reasons. The building is being used by the community and church organizations along with the VFW. They applied for a \$5,000 Home Depot grant and was awarded the grant. The funds will be used to refurbish the bathrooms, which are not currently ADA accessible. He requested that the county consider matching the \$5,000 grant. The grant will expire on October 1st. They have a \$12,000 cost estimate, with \$2,000 being raised by the members themselves.

Chairman McMahan requested the item be added to the September 17th regular meeting agenda for consideration by the Commissioners.

(20) COMMERCIAL KITCHEN: Commissioner Deitz stated he had been approached by several citizens that would like to see a commercial kitchen installed in the county that members of community could use. They may want to look at including this with the future extension office.

Informational item only.

(21) COMMISSIONERS BOARD ROOM: Chairman McMahan stated he wanted Commissioners to consider hanging some local artwork and an American flag in the board room. The flag was given to them by Congressman Shuler and has flown at the Capitol in Washington D.C., on behalf of the county. He had some estimates to have the flag mounted in a frame and the county would place track lighting for the display. Also, he thought the county flag could not be seen very well in its current location. He thought it should be showcased better with the words “Jackson County” since presently, there was no location identification in the board room. Also, Webster has given them a brick from the historic county courthouse and some local artwork, to be displayed.

Consensus: *Move forward with the project.*

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 3:23 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman