

**MINUTES OF A
BOARD RETREAT
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JANUARY 19, 2016**

The Jackson County Board of Commissioners met in a Board Retreat on January 19, 2016, 9:00 a.m., North Carolina Center for Advancement of Teaching, 276 NCCAT Drive, Room 130, Cullowhee, 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 C. Baker, County Attorney

Chairman McMahan called the meeting to order.

(1) CAPITAL PROJECTS: Mr. Wooten presented:

(a) The following entities look to the county for capital support:

- Public Schools
- Southwestern Community College
- Fire Departments and Rescue Squads (buildings)
- Judicial System
- Fontana Regional Library
- County Departments

(b) Construction Contracts:

- Informal bidding requirements – less than \$500,000, no minimum number of bids required.
- Licensed general contractor required for all contracts in excess of \$30,000.
- If project exceeds \$300,000, then performance and payment bond required on all contracts in excess of \$50,000
- Design professionals required:
 - If project exceeds \$300,000 and do not include any major structural change in framing or foundation support systems
 - If project exceeds \$100,000 for repair of public buildings affecting life safety systems
 - If project exceeds \$135,000 and includes major structural change in framing or foundation support systems
 - If project exceeds \$135,000 for the construction of, or addition to, public buildings
 - Design professionals must be selected based on “demonstrated competence and qualification” without regard to fee other than unit price services
 - Local governments may “in writing exempt particular projects” when projected fee is less than \$30,000 or in the sole discretion of the unit stating the reasons therefore and circumstances attendant thereof
- Formal Bidding Requirements:
 - Project estimated to cost \$500,000 or more
 - Advertising for bids
 - Three bids required for construction or repair contracts in the formal range
 - 5% bid deposit required
 - Bid award to the “lowest responsible bidder, or bidders”
 - All contracts must be in writing
- Methods of Contracting
 - Separate prime bidding

- Single prime bidding
- Dual bidding
- Construction management at risk
- Design/Build
- Other methods authorized un G.S. 143-135.26(9)

Informational item only.

(2) SOUTHWESTERN COMMUNITY COLLEGE (SCC) MASTERPLAN: Dr. Don Tomas, SCC President presented the SCC Master Plan Summary. Also present for the presentation and discussion was Cliff Stalter, SCC Vice President for Financial and Administration Services.

Master Plan Summary:

(a) Buildings:

- Current Jackson Campus
- Hydrology
- Overall campus plan proposed additions/changes
- New Health Sciences building
- Balsam renovation
- New Library
- Existing Library renovation
- Oaks Hall renovation
- New maintenance building
- Firing range
- Summit

(b) Signage

(c) Cost Projections:

Total Cost	
New Health Sciences Building	\$16,314,000
Balsam Renovation	\$5,000,000
Subtotal	\$21,314,000
New Library	\$4,663,270
Existing Library Renovation	\$1,000,000
Oaks Hall Renovation & New Construction	\$1,831,000
Oaks Hall Office Addition	\$1,006,000
New Maintenance Building	\$700,000
Subtotal	\$9,200,270
Firing Range	\$140,000
Summit Renovation	\$482,000
Subtotal	\$622,000
Signage	\$250,000
Total Cost (without furniture/equipment)	\$31,604,270

Dr. Tomas stated that if the Connect Bond Act passed, it would provide them with 7.1 mil, which would request Tier 1 counties to match \$1 for new construction projects. Renovations would not require a match. Also, he stated that the Master Plan presented had not been approved by the SCC Board Trustees. It would be considered by the SCC Board of Trustees on January 26th.

Commissioner Greene asked if there was a potential for sharing space with WCU's new Health Services Building.

Dr. Tomas stated they had a strong articulation agreement with WCU and he thought there could be an opportunity there. Also, regarding a potential new Health Department Building, he thought there could be a potential to incorporate county needs and college needs, by thinking outside of the box to leverage resources. This was an ongoing conversation and they would need to refine and bring back to Commissioners with short lists.

Informational item only.

(3) PUBLIC SCHOOLS CAPITAL NEEDS: Dr. Mike Murray, Superintendent presented the Public Schools Capital Needs. Also present for the presentation and discussion were Dr. Kim Elliott, Assistant Superintendent and Mr. Ken Henke, Board of Education Chairman.

(a) Capital Outlay Review:

- September 2013: Commissioners and County Manager commissioned Cort Architectural Group to complete a Critical Facility Needs Inventory.
- September 2014: Inventory was complete.
- October 2014: Shared results with Commissioners and County Manager.
- April 2015: Presented five year phased plan and requested funding of \$3,332,338 for the completion of phase 1.

Original Phase 1 Request:	
\$3,332,338	
School of Alternatives	Replace water pipes
Smoky Mtn HS	Reroof bldgs A, B, C, D
	HVAC renovation
	Upgrade athletic fields
Cullowhee Valley	Reroof K-2 wing
Smokey Mtn E	Reroof commons area

Phase 1 Funds for 2015-16:	
\$3,332,338	\$1,645,810
School of Alternatives	Replace water pipes
Smoky Mtn HS	Reroof bldgs A, B, C, D
	HVAC renovation
	Upgrade athletic fields
Cullowhee Valley	Reroof K-2 wing
Smokey Mtn E	Reroof commons area

Revised Phase 1 for 2015-16:		
\$3,332,338	\$1,645,810	
School of Alternatives	Replace water pipes	\$300,000
Smoky Mtn HS	Reroof bldgs A	\$190,080
Cullowhee Valley	Reroof K-2 wing	\$135,700
Smokey Mtn E	Replace HVAC	\$221,877
Fairview (emergency - est. cost)	Reroof commons area and media center	\$189,920
Smoky Mtn HS (emergency - est. cost)	Repair annex gym boiler	\$20,000
Smokey Mtn E (emergency - est. cost)	Cherokee Tribal water connection	\$8,233
Bus Garage (emergency - est. cost)	Sewer connection	\$30,000
Smoky Mtn HS	Astro turf (school dist. Portion)	\$315,000
General Capital Maintenance	Includes \$91,767 for SME water connect.	\$235,000

Estimated Cost for Planned Capital Outlay Projects – Revised plans going forward				
2016	2017	2018	2019	2020
Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
\$1,645,810	\$3.9 Million	\$2.6 Million	\$2.9 Million	\$1.6 Million
	Blue Ridge School:	Smokey Mtn E:	Cullowhee Valley	Fairview Elementary
	Reroof bldgs A, B, C	HVAC renovation	HVAC renovation	Reroof administration bldgs A, C, D
	Reroof cafeteria	Smoky Mtn HS:	Smoky Mtn HS	Smoky Mtn HS
	HVAC renovation	Multipurpose field, track	Track, field completion	4 tennis court w/ lights
	Smoky Mtn HS:			Scotts Creek School
	Reroof bldgs B, C, D			Upgrade athletic fields
	HVAC renovation			
	Relocating baseball, softball fields with lighting			
	Bus Garage:			
	Grading, paving, gate installation			
	Smokey Mtn E:			
	Reroof commons area			
	Complete Tribal water connection			

(b) Sources of Capital Funding available to the public schools:

- County government:
 - Restricted sales tax revenue received
 - Debt
 - Property taxes
- State of NC:
 - Lottery funds (obligated Fairview kindergarten building debt)
 - ADM fund (has been largely depleted)
 - GS 115C-408 states, “It is the policy of the State of North Carolina that the facilities requirements for a public education system will be met by county governments.”
- Grants from other organizations:
 - Very rare
 - Very restrictive

(c) Summary:

- As you can see, funding capital projects for school buildings must be paid for by the county in which the school buildings are located.
- The challenge can be approached in two ways:
 - Implement a phased, planned, funded, systematic approach, or
 - React to emergencies.
- Request full funding of the four revised phases.

Mr. Wooten inquired if the School Board would have capacity to manage, if funds were available, to address the entire capital list.

Dr. Murray stated they could manage and would like to move forward with the entire list. They would prefer to be proactive instead of playing catch up.

Mr. Wooten stated they could use the sales tax to pay debt service, if Commissioners chose to borrow funds to address all of the capital needs.

Darlene Fox, Finance Director, stated the amount of revenue from sales tax that was uncommitted was approximately \$1.4 mil per year. For each \$1 mil borrowed the debt service payment would be approximately \$83,278 per year.

Commissioner Greene stated that the county was looking at areas for community recreation areas/parks and Qualla would be the next place they would be looking at. At one point, they had discussed possibly being able to do something on the school property at Smokey Mountain Elementary or adjacent to it.

Dr. Murray stated that he had spoken to Rusty Ellis, Recreation Director, and they were very supportive of those ideas and had been working with Mr. Ellis to allow access to the public to make the area available to the community.

Mr. Wooten also noted that the tribal water is on the opposite side of the road. They will have to drill underneath for the water connection.

Chairman McMahan stated that looking at the rough math, if they borrowed \$11 mil to fund all phases, there would be an annual debt payment of approximately \$1 mil. Also, this is a five year plan, what would be the next need.

Dr. Murray stated they would have to look at demographics and growth, which is unpredictable. At this point, he did not think they had a need for a new building, but it may be a need ten years down the road.

Dr. Elliott stated that they were not over occupancy in any building.

Informational item only.

(4) FIRE DEPARTMENTS AND RESCUE SQUADS CAPITAL REQUESTS: Mr.

Wooten stated that other entities that also look to the county for funding, included the fire departments and rescue squads. Currently, there were two projects that had been on the agenda for the past year or more.

(a) Savannah Fire Department: Savannah Fire Department requested to construct a 6,600 square foot sub-station, which would contain four equipment bays, restrooms, storage and limited administrative space, located off of Green’s Creek Road. Commissioners previously gave authorization to move forward to address issues related to the site, which was now complete. The soil compaction tests were positive and the elevation of the site was above the flood plain.

They now feel comfortable that they have a site that is ready for construction. They are moving forward with talks with Odell Thompson, Architect, who is working with Western Builders regarding the substation design. Once they receive an actual cost for the project, they would ask Commissioners to consider assisting them with the project. It is likely they will have to borrow funds and would ask the county to pay the interest payments until the project is complete, which should be in nine months.

(b) Cullowhee Fire Department: The next project was the Cullowhee Fire Department, which had been an ongoing discussion. They have a design that would be approximately 17,000 square feet and an estimated total price of \$3.5 mil. Cullowhee Fire Department had currently submitted an application to USDA for a 40 year term loan with an interest rate of 3.25%. The annual debt service payment would be \$157,605, with no pre-payment penalty. The application had not been approved, but USDA was positive about the project. The application was submitted to lock-in the 3.25% interest rate. Funding through a commercial bank would be a higher interest rate.

Mr. Wooten stated since the Cullowhee Fire Department served and provided protection to a major state institution, they needed to work with the legislative delegation to get help from the state in providing funds for the project. Discussion had taken place about utilizing some of the funds that were set aside for the Cashiers Fire Department over a two year period so that there would be no impact on the current budget.

Ms. Fox stated there was approximately \$209,000 in that fire budget available.

Commissioner Jones stated that they had invested close to \$400,000 in the Cashiers area on other projects.

Commissioner Greene stated they have \$200,000 in the fire budget and contingency might contain another \$200,000 towards this, in the fiscal year. Also, when would they know if the USDA loan was approved?

Mr. Wooten stated it would actually take two years because the site would have to sit for 90 days to surcharge. If the project was started in the second quarter of this year, it could be paid for from two fiscal years. Also, he thought it would take 30 days for USDA to review the application and then they would probably request further information or clarification.

Chairman McMahan stated they would know if they were able to officially secure the loan and the terms of the loan before they would consider spending any funds on site work. The \$200,000 in the fire budget would help pay for half of the site prep and they could potentially use the \$200,000 from the fire budget next year, without increasing it, to pay for the remaining site prep balance. Potentially, they would not have to make payments on the Savannah or Cullowhee projects until the next fiscal year.

Mr. Wooten stated that site work is listed as a maximum of \$409,000, which may be less due to contingencies and professional fees being less than expected. Performing the site work would give them a buildable site, which would allow construction to begin. Drainage, sewer and waterlines would be part of a construction contract. It would probably be early fall before the site would be ready.

<i>Estimated Soil Remediation Cost (Based on 11-20-14 KEG Geotechnical Report)</i>	
<u>Description</u>	<u>Estimated Total Cost</u>
Soil remediation construction cost	\$325,000
Project Contingency (15%)	\$48,750
Total	\$373,750
<i>Other Estimated Project Costs</i>	
Surveys	\$1,500
Geotechnical Engineer Allowance, construction, testing	\$15,000
Engineering - Final remediation plans and informal bid docs	\$8,000
Engineering - Informal bidding services, contract admin.	\$3,500
Engineering - Periodic construction observation	\$4,000
Legal allowance (assumed)	\$3,000
Total	\$35,000
TOTAL ESTIMATED SITE REMEDIATION COST	\$408,750

<i>Preliminary Estimate of Potential Construction Costs</i>	
<u>Sitework</u>	<u>Estimated Total Cost</u>
Remedial soil replacement	\$494,000
Concrete apron south	\$166,200
Concrete apron north	\$97,200
Walkways	\$4,550
Landscaping, stabilization, plants	\$20,000
Hardscape, stone, lighting, etc.	\$30,000
Contingency 5%	\$40,598
Subtotal	\$852,548

<u>Building</u>	
Heated space CVFD wing	\$1,142,750
Truck bays south wing	\$712,800
Truck bays east wing	\$346,060
Contingency 5%	\$110,081
FFE heated	\$130,600
FFE bays	\$96,260
Subtotal	\$2,538,551
<u>Design Fees</u>	
A/E fees	\$169,555
Civil engineering fees	\$33,911
Subtotal	\$203,466
GRAND TOTAL	\$3,594,564

Chairman McMahan stated the Commissioners could consider giving their official approval of the project upon receipt of a letter from USDA with loan approval and terms. He stated that a lot of work had gone into the project and they had tried to be as conservative as possible so as to not see a huge increase in the fire budget. He agreed with the idea of paying for some of the project now and some next year with the payments falling due in the next fiscal year. Some other projects will be paid off in a couple of years, so this was all in an effort to time the projects right so that there was not a drastic increase in the debt level.

Commissioner Greene thought the Cullowhee Fire Department had evaluated their needs and determined an estimated cost to make the site usable, downsized the building and she would like to proceed as appropriate, given how long it takes USDA to react.

Commissioner Elders stated he thought it was time to move the project along.

Commissioner Deitz stated he wanted to see the project done. He hoped that the proposed building was what they needed. He thought they should continue to pursue trying to get help from the state through the legislature.

Commissioner Jones stated that when Insurance Commissioner Goodwin came to the county he asked him to help with the project. Commissioner Goodwin made a commitment that he would work to get more funding through the Insurance Commission and he did write a letter on the county's behalf. Commissioner Jones thought the project needed to be pushed forward and he was very supportive.

Chairman McMahan stated that he and Mr. Wooten had the opportunity to go to Raleigh in May of last year and meet with Senator Apodaca, who although did not represent Jackson County, had a very powerful position in the senate and legislature. One of the things they talked about was the notion that there were projects on the WCU campus that were privately held and the county was not collecting tax from. The county was getting tax money from the state to protect the institutions, but not the private projects.

Mr. Wooten stated the ones held outside the UNC system, which was a number of student housing projects, were held outside in a separate 501c3. They would like to see those contribute to the Cullowhee Fire Department just like all the other campus buildings. Cullowhee Fire Department did receive approximately \$100,000 annually that comes out insurance premiums the university system paid for state owned buildings and to the self-funded pool in Raleigh; however, there are many buildings (approximately \$150 mil in value) that are not state owned that they are providing fire protection for that the fire department does not receive any consideration for.

Chairman McMahan stated that would be approximately \$400,000 in taxes that the county is not receiving because of the status.

Mr. Wooten stated he thought they need to reach out to WCU to help in the matter from their end.

Commissioner Jones stated that WNC is the only state university that is protected by a volunteer fire department.

Chairman McMahan stated that it seemed Commissioners were supportive of moving forward with the project. As soon as they heard back from USDA, they would put this item on the agenda for official action.

(c) Glenville-Cashiers Rescue Squad: The Glenville-Cashiers Rescue Squad has now acquired the property on Highway 64 East, across from the Cashiers Baptist Church. It is expected at some point in the future, when they have a building plan, they will be making a request to Commissioners. He does anticipate some site issues with lots of rock on the property.

(d) Canada Fire Department: There had been several conversations in the past about the need for a substation in the Canada area, but they still had not been able to obtain a piece of property. The county does not buy property, but will help with buildings. It was expected that this may be a request in the near term.

Chairman McMahan stated that Canada Fire Department was the only station in the county that had not re-rated under the new standards and lowered their rating. They have many items to accomplish before they would be in a position to move forward.

(5) COUNTY CAPITAL UNDER CONSIDERATION: Mr. Wooten presented:

(a) Informal Construction Projects:

- Renovations to the Inspections Office in Cashiers
- Renovations and Improvements to Old Rescue Squad Building
- Drainage and paving of parking lot at Department on Aging
- Expanded parking at Department of Social Services
- Parking Lot improvements at Tuckaseegee Mills Building

(b) Formal Construction Projects:

- Renovate Skyland Services Center for Cooperative Extension and Soil and Water
- Phase 1 Green Energy Park
- New Animal Shelter (including property)
- New Health Department (including property)
- Renovate and Update space, technology and furniture for courtroom and convert law library to a third courtroom
- New addition to the Justice Center for Judicial Operations

(c) Recreation Construction Projects:

- Indoor Swimming Pool – Cullowhee
- Community Park – Savannah
- Community Park – Qualla
- Greenway extensions

Odell Thompson, Architect, presented an estimate for potential construction costs for the old Rescue Squad Building Renovation:

Site	Qty	Units	\$/Unit	Cost
Stabilize steep sloped bank behind building	2000	SF	\$35	\$70,000
New patio - pavers, stamped concrete, etc.	1600	SF	\$18	\$28,800
24" x 24" x 7' tall brick piers	6	EA	\$1,000	\$6,000
Lights on top of piers	6	EA	\$250	\$1,500
5'-4" tall brick wall around patio	125	LF	\$200	\$25,000
Parking lot (accessible space concrete, the rest gravel)	1	LS	\$5,000	\$5,000
Landscaping allowance	1	LS	\$10,000	\$10,000
Subtotal Site				\$146,300
Building Interior				
Demo and dispose of rear canopy, interior walls, etc.	1	SF	\$5,000	\$5,000
Meeting room remodel (finishes, lighting, insulation, etc.)	1375	SF	\$75	\$103,125
Solar tubes or skylights	6	EA	\$2,000	\$12,000
New restrooms	250	SF	\$100	\$25,000
New mechanical /storage space	237	SF	\$35	\$8,295
Clean up, repaint, VFW interiors	841	SF	\$15	\$12,615
Building Exterior				
New brick infill at existing openings and above	251	SF	\$30	\$7,530
Selective roofing repair	1	LS	\$8,000	\$8,000
New storefront at existing openings	342	SF	\$45	\$15,390
Storefront doors and hardware @ meeting	6	EA	\$2,000	\$12,000
New overhead door at storage	1	EA	\$3,000	\$3,000
New storefront door @ VFW	1	EA	\$2,000	\$2,000
Replace windows VFW side	3	EA	\$800	\$2,400
Large canopies over storefront doors	3	EA	\$5,000	\$15,000
Small canopy at VFW door	1	EA	\$3,000	\$3,000
Subtotal Building				\$234,355
Subtotal				\$380,655
Contingency 5%				\$19,032.80
GRAND TOTAL				\$399,688

Mr. Thompson presented an estimate for potential construction costs for the Skyland Services Center Upfit:

	Qty	Units	\$/Unit	Cost
Cooperative Extension upfit	2414	SF	\$110	\$265,540
Kitchen / meeting construction	1216	SF	\$125	\$152,000
Soil & Water upfit	1932	SF	\$110	\$212,520
Commercial kitchen	521	SF	\$130	\$67,730
Library / lounge, youth lounge	612	SF	\$110	\$67,320
Mechanical	328	SF	\$70	\$191,400
Unfinished undesignated spaces	1336	SF	\$50	\$66,800
Circulation space; solar tubes, new finishes	2848	SF	\$70	\$199,360
Rework sprinkler system	11207	SF	\$5	\$56,035
Skylight feature over the common lobby	1	LS	\$150,000	\$150,000
Exterior facelift allowance	1	LS	\$100,000	\$100,000
Sitework / landscape allowance	1	LS	\$50,000	\$50,000
Solar tubes or skylights	6	EA	\$2,000	\$12,000
Subtotal				\$1,578,705
Contingency 10%				\$157,871
TOTAL COST OF CONSTRUCTION				\$1,736,576
Design fees A/E Fees (A,M,E,P,S)	1	LS	\$72,000	\$72,000
TOTAL				\$1,808,576
Furniture, fixtures and equipment	4958	SF	\$15	\$150,000
GRAND TOTAL				\$2,032,946

Rob Hawk, Cooperative Extension Director, presented additional information regarding the Extension Center additions:

- Library: A small educational resource center that has books on subject matter like livestock, canning, nutrition, crafts, etc. A couple of computers for people that would need to access the internet or email that do not have access at home.
- Lounge: A small room that people can visit and socialize with coffee or drink before or after a program, especially after-school youth with 4-H Clubs. The public likes to come and visit with staff and others and this small room could offer an informal place for people to gather.
- Commercial Kitchen: A kitchen that will serve commercial producers, such as farmer's market vendors, who have requested such an area so that they may expand their businesses. In most states and counties, legitimate food businesses must cook and bake in commercial kitchens licensed by health agencies.

Mr. Thompson presented an estimate for potential construction costs for the Green Energy Park Arts Building, Phase 1:

	Qty	Units	\$/Unit	Cost
Pottery studio - walls, doors, roofing, power, mech, lighting, radiant floor	2111	SF	\$120	\$253,320
Lounge - walls, doors, roofing, power, plumbing, lighting, radiant floor	446	SF	\$145	\$64,670
Kiln area - walls, power, lighting, structure, roofing	594	SF	\$110	\$65,340
New conc. Topping at doors	997	SF	\$4	\$3,988
Mechanical - new slab, walls, power, pump for floor heat, lighting, roofing	273	SF	\$100	\$27,300
Entry courtyard - new slab, paint steel	858	SF	\$10	\$8,580
Furnishings, fixtures, equipment (FFE)	2557	SF	\$7.50	\$19,178
TOTAL				\$442,376

Timm Muth, Green Energy Park Director, stated the spaces would be for four potters on a long term basis. The upper area would also be available for rent to other artists. There were established artists in town that would still rent studio time to have access to the specialized equipment.

Mr. Thompson stated they still had two months before they would be ready to go to bid on this project.

Mr. Wooten stated that between the Skyland Services Center, Green Energy Park and the renovations at the Cashiers Office, there were not enough funds to do all three projects at the time. He requested guidance from Commissioners on how to move forward. He would the gather information with the actually figures for Commissioners. Another project they have talked about was the Animal Shelter. He estimated a ballpark figure for that project to be \$2-3 mil, but they would not know an exact number until they get the needs assessment completed. The Health Department is another large project with approximately 38,000 square feet in the current building. They have discussed forming a joint task force with the Health Board to discuss how to move that project forward.

Mr. Wooten stated that another project they had discussed was Justice Center Renovations. Heery Design has proposed the following:

Administrative	\$2,240
A-1 Kick-off meeting	
A-2 Project setup	
Small courtroom build out	\$25,510
B-1 Concept design	
B-2 Working meeting/presentation	
B-3 Construction documents	
Existing courtroom millwork renovations	\$18,080
C-1 Concept design	
C-2 Working meeting/presentation	
C-3 Construction documents	
Justice Center Masterplan	\$26,120
E-1 Concept design	
E-2 Task force work session	
E-3 Concept development	
Construction Administration	\$15,900
F-1 Admin., Submittals, RFI, Pay App	
F-2 Construction observation	
Labor Total	\$87,850
Reimbursable Expenses	\$4,600
TOTAL FEE	\$92,450

Mr. Wooten stated that Heery was well experienced in designing courthouses, including the Haywood County Courthouse. The county engaged them previously to do a needs assessment of the Justice Center, so they went back to them for a proposal. The next step would be to approve this proposal or seek another.

Chairman McMahan stated it appears that Heery is working off the concept of the law library remodel, courtroom remodels and updating the masterplan of the entire site. There would be two components to the plan, a short-term of renovating existing space and the second would be providing additional long-term plans.

Mr. Wooten stated that an option would be to only engage them for the masterplan and the short-term plans, which would be \$61,000 plus expenses. The more critical component now is the courtroom.

Mr. Thompson stated he thought the bid process and cost estimating was excluded from the proposal.

Mr. Wooten stated he would reconfirm and verify the figures and a timeline with Heery and report back.

Chairman McMahan stated that today was a brief overview and he would like the Board to come with a process to prioritize the projects. He wanted to come up with a long range plan with a realistic time schedule.

Mr. Wooten stated they need to come up with a five year plan that they could incorporate into the budget process. He would work on a proposal that would give Commissioners opportunities for options for funding project.

(6) DEBT SERVICE, FUND BALANCE POLICY: Mr. Wooten and Darlene Fox, Finance Director, presented:

(a) Capital Reserve Account Balances as of January 12, 2016:

General Fund - transfer to Capital Reserve	\$1,000,000
Capital Reserve Fund 20	\$1,724,871.70
School Capital Reserve Fund 21	\$1,519,387.69
Conservation Preservation Recreation Fund 28	\$167,389.98
School Improvement Fund 49	\$230,121.80
TOTAL	\$4,641,771.17

(7) FIVE YEAR CAPITAL BUDGET: Mr. Wooten presented next steps for developing a five year capital budget:

(a) Review all projects and determine if any should be removed from the list or moved outside of a 5 year window.

(b) Prioritize projects for Public Schools, SCC, Fire and Rescue and the county.

(c) Establish a calendar for approving and funding projects.

(d) Identify available funds and anticipated shortfalls.

(e) Discuss alternative sources of revenue.

(f) Project Sequence:

- Selection of Designer or Engineer
- Conduct a Needs Assessment
- Programming and Schematic Drawings
- Preliminary Cost Estimate
- Design/Development through Construction Drawings
- Updated Cost Estimate
- Advertise and bid the project
- Contract Award
- Construction
- Acceptance and close of project

Chairman McMahan requested this item be placed on the February work session so that they could come up with a realistic method to rank the projects and eliminate any, if need be. The five year plan would only guarantee that projects in year one would be more likely to happen. Beyond year one, they would modify every year with an updated list.

(8) PLANNER DIRECTOR: Mr. Wooten introduced the new Director of Planning, Michael Poston. Also, he commended John Jeleniewski, Land Use Administrator, for an outstanding job in the interim.

Mr. Poston stated he was glad to be there and he welcomed any comments or guidance about priorities and how to move projects forward for the county's future.

Chairman McMahan stated that one of the biggest projects was the Comprehensive Plan. Also, finishing the Industrial Development Ordinance review, which the Planning Board was working on.

Mr. Wooten stated he mentioned to Mr. Poston the idea of training the Planning Board members, as was suggested in the Benchmark study to suggested provide training for all of the volunteer boards.

Commissioner Jones asked that the training be provided for the Cashiers Planning Council as well. Also, he thought it would be beneficial for Mr. Poston to attend the next Airport Authority meeting.

Commissioner Greene stated that perhaps the Cell Tower Ordinance could be simplified in the near future. Also, the Commissioners wanted to give the Planning Board the opportunity to recommend a name to Commissioners for consideration for the Vice Chair of the Planning Board.

(9) 2016 REVALUATION SCHEDULE: Bobby McMahan, Tax Administrator, presented the 2016 County Real Property Reassessment:

(a) Next Steps:

- Electronic transfer of data to SouthData in Mt. Airy, NC
- SouthData will produce reassessment notice populated with data
- SouthData will send proofs to county
- Proofs will be approved or rejected
- Scheduled mailing date is February 01, 2016.
- Taxpayers should receive information sometime during the week, depending on place of residency.
- Informal appeal process will begin as soon as staff members receive the first of the appeal forms.
- Taxpayers have thirty (30) days from the date of the notice to make an informal appeal. Last day to accept appeals will be Tuesday, March 01, 2016 at 5:00 p.m.
- No appeals will be taken by telephone

(b) County wide, they faced a wide range of recent market sales compared to 2008 tax values.

(c) 2008 Comparison to 2016 Total Taxable (draft):

Township	PCLS	2008	2016	\$ Diff	% Diff
Barkers Creek	2,122	\$305,602,170	\$232,986,750	(\$72,615,420)	-23.76%
Canada	1,412	\$385,186,750	\$319,380,660	(\$65,806,090)	-17.08%
Caney Fork	814	\$131,491,130	\$99,367,460	(\$32,123,670)	-24.43%
Cashiers	6,668	\$3,591,907,214	\$2,932,813,790	(\$659,093,424)	-18.35%
Cullowhee	2,426	\$514,640,850	\$410,136,350	(\$104,504,500)	-20.31%
Dillsboro Rural	1,102	\$166,786,720	\$130,899,350	(\$35,887,370)	-21.52%
Dillsboro City	163	\$43,763,540	\$46,854,370	(\$3,090,830)	7.06%
Greens Creek	1,249	\$171,210,680	\$138,392,530	(\$32,818,150)	-19.17%
Hamburg	5,757	\$2,784,494,660	\$2,287,969,910	(\$496,524,750)	-17.83%
Mountain	1,510	\$355,199,070	\$196,639,570	(\$158,559,500)	-44.64%
Qualla	2,947	\$481,952,760	\$369,315,690	(\$112,637,070)	-23.37%
River	1,307	\$261,615,410	\$206,702,310	(\$54,913,100)	-20.99%
Savannah	1,772	\$226,147,240	\$171,949,410	(\$54,197,830)	-23.97%
Scotts Creek	2,858	\$598,197,503	\$479,621,740	(\$118,575,763)	-19.82%
Sylva Rural	2,678	\$456,725,710	\$390,939,780	(\$62,785,930)	-13.84%
Sylva City	1,422	\$407,013,370	\$380,572,160	(\$26,441,210)	-6.50%
Webster	1,667	\$309,730,070	\$262,548,750	(\$47,181,320)	-15.23%
	37,874	\$131,491,130	\$131,491,130	(\$32,123,670)	
	37,874	\$11,188,664,847	\$9,057,090,580	(\$2,131,574,267)	-19.05%

(d) FY 2016-2017 Tax Value Estimates:

Real Property (includes Cashiers, Hamburg, Sylva, Sylva Rural, Dillsboro City, Dillsboro Rural)	\$9,057,090,580
New Construction	
Personal Property	\$126,025,940
Public Utilities	
FY 2015 Total	\$163,564,751
12% Reduction	\$19,627,770
FY 2017 Estimate	\$143,936,981
Motor Vehicles	\$307,346,147
Total Tax Value Estimate	\$9,634,399,648

(10) **FY 16-17 BUDGET PLANNING:** Mr. Wooten presented the Proposed Budget Calendar FY 2016-2017:

January 19, 2016	Commissioners preliminary goal setting/budget planning session
February 16, 2016	Commissioners final goal setting/budget planning session
February 25, 2016	Manager's preliminary meeting with department heads
March 1, 2016	Non-profit grant applications disseminated
March 21, 2016	Departmental operations and capital budget requests submitted to finance
April 4-29, 2016	Manager/finance budget meeting with departments and agencies
April 19, 2016	Budget Workshop 1 – Commissioners (JCPS, SCC, Library, non-profits, debt service)
May 17, 2016	Budget Workshop 2 – Commissioners (county departments, revenues, capital outlay, other funds)
May 19, 2016	Manager's recommended budget presented to board
May 20-June 10, 2016	Budget review by Commissioners
June 2, 2016	Public hearing on proposed budget
June 14, 2016	Budget Workshop 3 – Commissioners (final adjustments and discussion)
June 18, 2016	Adoption of budget

Mr. Wooten stated this was a first look and an opportunity for Commissioners to give guidance for specific issues they may want to address. The non-profit grant applications were an area for some discussion on how funds were allocated.

Commissioner Greene stated she wanted the Board to work on prioritizing where they put funds with keeping people warm, repair roofs and food.

Chairman McMahan stated he thought all of the organizations they had given funds to, had gone to good causes, but he did think they should consider prioritizing. He thought there were a lot of needs in the community and this was one small way to help meet some of those needs. He had been notified that the Neighbors In Need budget would soon run out. Commissioners chose not to move forward this year with a permanent homeless shelter. They had made a commitment, as a Board to help continue housing through motels. They would need to consider taking action at an upcoming meeting. Also, they needed to discuss Manna and how that process works. Also, trash along the roads continued to be a problem in the county. He thought they needed to think outside the box to look for ways to solve the issue.

(11) PERSONNEL OVERVIEW: Mr. Wooten presented: Next Steps for Recruiting and Selecting a County Manager:

- (a) Identifying internal and external resources
 - Human Resources Director
 - North Carolina Association of County Commissioners (NCACC)
- (b) Developing a time line with key dates and benchmarks
- (c) Developing a job profile
- (d) Gathering comparative data from regional and similarly sized counties on salary and benefits
- (e) Discussion about the process

Mr. Wooten stated that David Nicholson with the NCACC would be at the work session in February to work with Commissioners to develop a job profile and start the process of the search.

Commissioner Deitz inquired if they would have go through this long process.

Mr. Wooten stated they did not, if they had someone in mind, but he thought it would be wise to at least advertise the position.

(12) RECAP AND PRIORITIZATION: Mr. Wooten stated that he felt developing a five year capital budget was very important. He asked for direction or concerns from the Commissioners on any other projects they would like to see a focus on.

Chairman McMahan requested that the Sheriff report back to Commissioners on the tracking of his overtime.

Mr. Wooten stated they would work to balance the budget with a tax revenue neutral basis. Also, to keep in mind there will be three significant administrative positions that will be turning over in the year, including a County Manager, a DSS Director and a Health Director.

Commissioner Greene stated she would like to see some sort of timeline in regards to the Cullowhee Fire Department project.

There being no further business, Commissioner Greene moved to adjourn the meeting. Commissioner Elders seconded the Motion. Motion carried and the meeting adjourned at 3:43 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman