

**MINUTES OF A  
WORK SESSION  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
NOVEMBER 14, 2017**

The Jackson County Board of Commissioners met in a Work Session on November 14, 2017, 1:00 p.m., Justice and Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman  
Charles Elders, Vice Chair  
Boyce Deitz, Commissioner  
Mickey Luker, Commissioner  
Ron Mau, Commissioner

Don Adams, County Manager  
Heather C. Baker, County Attorney  
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

**(1) EXTENSION EMPLOYEE STATE RAISE:** Mr. Adams stated that previously, Rob Hawk, Cooperative Extension Director, appeared before the Board regarding state raises and did not to make a request for Kerry Rayburn. The state gave her a \$500 raise and approval was needed for the county to match the \$500.

**Consensus:** *Add this item to the next regular meeting agenda for consideration.*

**(2) TUCKASEGEE MIKE MARTIN VFW POST 9493:** Paul Millsaps, Post Commander, stated that due to the flood plain issue, they had to revise the plan for the deck from 33 feet to 48 feet for the VFW building. The new bid for the work was \$39,440. The bid also included hanging the sheet rock, building an ADA bathroom downstairs and cutting a new road in with a landing.

Tony Elders, Permitting and Code Enforcement Director, stated that the property was owned by the Cullowhee Fire Department and he met with Terry Ashe and Victor Lofquist at the project concerning the floodway. There was an existing small dirt road that they wanted to use and have at least one van accessible space at the bottom. He would work with them with the deck on the side of the building and he could issue the permits.

Mr. Adams stated that the only two modifications were moving the deck and the access road was reduced from two parking spaces to one. This project was presented to the Board at the regular meeting that took place at the Tuckasegee VFW Building and the Board was favorable of the project at that time. Afterwards, they looked at the project being in the floodway and requested that Mr. Elders and staff look at the project to make sure it could be done within guidelines, which it was determined it could be.

**Consensus:** *Add this item to the next regular meeting agenda for consideration.*

**(3) AMERICAN LEGION POST 104:** Present for this item: Ed Harwood, Post Commander; Burrus Jones, Chaplain; and Steve Lusk, American Legion Member.

Chaplain Jones requested permission to install an eight foot bench at Mark Watson Park. He stated that the bench was from Leisure Craft, Inc. in Hendersonville, which was owned and operated by disabled veterans. The bench would contain emblems for all of the armed forces, the American Legion and the VFW. He made three requests:

- Allow the bench to be installed under the maple tree in front of the Charters of Freedom monuments at Mark Watson Park, on a concrete slab.
- Allow county employees to lay and secure the bench.

- Commissioners and their spouses attend the American Legion Christmas event on December 11<sup>th</sup>.

Ms. Baker stated that day, they would be signing the lease for the third year between the American Legion and the county.

**Consensus:** *Add this item to the next regular meeting agenda for consideration.*

**(4) HOUSEKEEPING POSITION:** Chad Parker, Public Works Director, requested an additional housekeeping position be added for the Skyland Services Center. The position would begin when the facility was finished, which was estimated to be in February.

<b><u>Housekeeper</u></b>	<b><u>Grade 13, Step 1</u></b>	<b><u>February-June 2018</u></b>	<b><u>Grade 13, Step 2</u></b>
Salary	\$22,984.33	\$9,576.80	\$23,444.01
ER FICA	\$1,425.03	\$593.76	\$1,453.53
LOC	\$1,742.21	\$725.92	\$1,777.06
HOSP	\$9,600.00	\$4,000.00	\$9,600.00
ERMED	\$333.27	\$138.86	\$339.94
WC	\$91.94	\$38.31	\$93.78
UNEMPL	\$229.84	\$95.77	\$93.78
<b>TOTAL</b>	<b>\$36,406.62</b>	<b>\$15,169.43</b>	<b>\$36,939.31</b>

**Consensus:** *Add this item to the next regular meeting agenda for consideration.*

**(5) MILITARY POLICE APPRECIATION LUNCHEON:** Mr. Adams stated that David Plaster, Veterans Service Director, would be making a request on November 20<sup>th</sup> for a dinner that was scheduled to be held on November 27<sup>th</sup> at the Burrell Building at SCC. They were expecting between 400-550 total to attend. An estimate of the overall cost would be \$3,150 and the request of the Board would be for \$2,500. The difference would be made up by the Veterans Council.

**Consensus:** *Add this item to the next regular meeting agenda for consideration.*

**(6) MOUNTAIN PROJECTS:** Commissioner Elders, who was also the Vice-Chair of the Mountain Projects Board, stated that Jackson County recently helped Mountain Projects with their new building. He received information from Patsy Davis, Executive Director of Mountain Projects, that they were going to be approximately \$300,000 short on funding due to the remodel of the building being more expensive than initially estimated. The Mountain Projects Board was working to do all they could to come up with ways to fund the shortfall. He requested that the Board of Commissioners consider helping in the matter. If Jackson County did want to make a contribution, they could consider challenging Haywood County to match the contribution.

**Consensus:** *Mr. Adams to request Ms. Davis present to the Board at a future meeting regarding the shortfall and what was needed.*

**(7) SOUTHWESTERN COMMUNITY COLLEGE SHOOTING RANGE:** Present for this item: Dr. Don Tomas, President; Marc Boberg, Facility Services and Operations Director; Curtis Dowdle, Dean of Public Safety; William Brothers, Vice President for Financial and Administrative Services; and Thom Brooks, Executive Vice-President for Instruction and Student Services.

Dr. Boberg stated that Mr. Dowdle was the primary operator and was in charge of managing range time.

Mr. Dowdle stated they had been operating at this range since the mid-1980s and demand to use the range had increased. The range was utilized for law enforcement training and qualification for both academies and in-service. The range must be flexible in order to accommodate all aspects of firearms training as well as the ability to accommodate future firearms training requirements:

- Handgun qualification occurs from distances as close as one yard and extended out to 25 yards and further for some agencies. This required the shooter to fire from several positions, including standing, kneeling and prone along with shooting while utilizing cover.
- Shotgun qualifications occurred from as close as seven yards out to 40 yards or more and also included the positions of standing and kneeling and also shooting from behind cover.
- Patrol rifle qualifications of 100 yards, however a reduced target was used when allowed to simulate that distance. Shooting positions, including prone, sitting, kneeling, standing, as well as shooting from behind cover.
- Combat course qualifications as well as other training courses needed targets that had lateral movement and needed to be set up where a patrol vehicle and other forms of cover could be utilized in the course. Student movement, both lateral and vertical were needed in order to make the combat courses practical to real life environments and conditions. Students must also have the capability to engage multiple targets. All qualification courses and training were conducted in variable lighting conditions.

An estimated 765 officers utilized the range in 2016, which consisted of three academy classes and 14 agencies in SCC's service area, both state and federal. In 2017, to date, the range had been used 89 days by 14 agencies and four academies, which equates to 780 officers with four more training sessions scheduled for 2017.

Normally, they did what they could to be finished by 11:00 p.m. because they did have to do night-time operations as well. They generally did not fire a shot after 11:00 p.m. However, depending on the agencies and the number of weapons they had, it could take them on up into the night. It was also dependent on the time of year. In the wintertime, they generally finish up earlier because they could start the night-time operations earlier.

Commissioner Luker stated that some of the Commissioners had been getting pressure from local residents about the noise. They understood that they had previously looked at noise remediation and he requested that they expand upon those findings with the Board so that they could find ways to help control some of the noise.

Mr. Dowdle stated the sound mitigation was twofold. If they did something to contain the sound, it would be more prevalent for the students and recruits. At the time, they required them to wear double hearing protection, so they were trying to do everything they could to mitigate it for the students and also be a good neighbor to everyone in the area as well. They were looking at suppressors for rifles, but while it may be a quick fix, it did a lot of damage to the weapon systems.

Commissioner Deitz inquired how many rounds were fired per year at the firing range.

Mr. Dowdle stated probably hundreds of thousands.

Dr. Boberg stated the requirements, both in training and certification was driven by different agencies. Also, they were required a certain number of rounds at night and day. The range had ten lanes, at best, which all depended on the scenarios they were doing. The majority of the sound came from the actual weapon system and the second was the impact of the round.

Dr. Boberg presented concepts of things they could do to try and break up the sound waves:

- Backstop and bullet (lead) catcher.
- Vegetative buffer plantings of high density evergreens for sound absorption and visual block.
- Increase the size of the berms.
- Sound proofing walls, similar to those along freeways or use eco blocks.
- Baffling, breaks up sound waves.
- Roof, large carport or patio.

Chairman McMahan stated that he supported law enforcement 100% and they needed a place to train and he was not in favor of shutting the range down. He thought the range was very important, but he thought they should have a conversation in next year's budget of what they could do to plant vegetation, build berms or do what they could to help provide abatement. He did not want them to put suppressors on guns or do things that was not natural or what they would not be doing during their course of duty on an average day. They wanted to protect the integrity of the range and provide the best, most realistic experience as they could.

Commissioner Luker stated he would like to see, as they went into next year's budget year, a couple of proposals to look at. Shutting down the range was not an option. They needed to look at how could they keep the quality they had, but also was there means or measures that they could become a better neighbor and reduce some of the noise.

Commissioner Deitz stated he thought they had to be sensitive to the people living there. They were talking about a huge amount of people using the range from all over Western North Carolina and the nation. He was not for shutting the range down either, but he thought it was important to be sensitive to the neighbors as it was not pleasant and would be troubling to hear all the noise continually. Anything they could do to alleviate some of the noise, he thought they should do.

Chairman McMahan stated he thought there were opportunities to explore sound baffling, berms and vegetation, which would be a good start. He encouraged SCC to put together a plan and be a part of the discussions in the budget year and see what they could do to mitigate some of the sound through sound abatement.

Dr. Tomas suggested they could do this as a phase-in over time also to see how it worked and then they could go to phase two, if needed. He thought they were all in agreement with being sensitive and they could create options.

Mr. Adams stated they could have options and costs and then phase into the higher options over a period of time.

Sheriff Hall stated that the lease would be up in 2021 and he assumed that SCC's future plans would be to seek out another long-term lease.

Dr. Tomas stated that was correct and that would all have to be taken in with the Commissioners' understanding that they would be coming back and asking for a continuation of that lease and with all likelihood it would be for another 20-25 years.

Chairman McMahan stated he wanted to make clear how he felt strongly in support keeping the range open. All of the comments he had received about the range were not about noise abatement, they were to close the range. So he wanted to make it clear that he was not in favor of closing it.

Commissioner Mau stated he would like to visit some different ranges that had baffles or berms and vegetation so he could have a better feel.

Mr. Adams stated there was clear direction from the Board to bring back options on how to mitigate sound.

*Informational item.*

**(8) SOUTHWESTERN COMMUNITY COLLEGE PROPERTY TRANSFER:** Dr. Tomas stated there was a piece of property that was owned by NC Forest Service containing approximately 1.2 acres and was located between SCC property and National Armory property. Prior to his arrival to SCC, NC Forest Service had a building located where the Burrell Building was located now. There was a transaction where NC Forest Service bought a piece of property on 441 and relocated there. He contacted the NC Forest Service in Raleigh, where he learned that they had been trying to give this piece of property to SCC for years. The NC Forest Service asked the National Armory if they wanted the property, which they did not. The transfer could not go directly to SCC, it had to go back to the county, which was the original owner at that time.

The property had now been transferred to the county. He requested that the property be transferred to SCC. He had approached his Board of Trustees and they were ready and willing to accept the transfer if the county was willing to transfer it to SCC. The benefit of transferring the property to SCC would be that it would give the county credit on the books. SCC would have to do an appraisal on the property and that would go on the books to the county as cash credit. This would allow SCC to use bond funds before asking for county funds.

***Consensus:*** *Add this item to a future regular meeting agenda for consideration when the property was ready to be transferred.*

**(9) RADIO TOWER WAIVER:** Present for this item: Mike Byers, Vice Chancellor for Administration and Finance at Western Carolina University; Michael Poston, Planning Director; and John Jeleniewski, Senior Planner.

Vice Chancellor Byers stated that Western Carolina University Endowment Fund desired to construct a tower for the purpose of providing a space for their FM radio broadcast antenna, as well as space for other needs in the Cullowhee Mountain area of southern Jackson County. As a necessary part of the planning and design of the tower, they requested a waiver from the Board of Commissioners on the following items:

- The Conditional Use Permit process found in Section 30-23.
- Maximum height requirement of 180 (tower was 185 with lightning rod) found in Section 30-22(b)(1).
- Maximum height allowed (20 feet above the average canopy height within 100 feet of the tower site) on a protected ridge found in Section 30-22(b)(3)(a).
- Tower not being visible from a public road within ½ mile of the site found in Section 30-22(b)(3)(b).
- The proposed tower required to be a monopole found in Section 30-22(b)(3)(d).
- The access road having to meet private road standards found in the Subdivision Ordinance found in Section 30-23(8)(j).
- The \$5,000 application fee.

The waiver was important because it enabled them to meet the timeline they were required to meet by the FCC and it was important to allow the height necessary to host other important functions.

Mr. Poston stated that normally, a 180 foot tower would be allowed by the ordinance, with Commissioners agreeing to the extra 80 feet. The only changes on a protected ridge, as it was defined as 2,500 feet in elevation and more than 400 feet from the adjacent valley floor, was that they limit the height to be 20 feet above the average tree line. Also, did they did believe that the tower would be within view of a public road and right-of-way.

Ms. Baker stated that any applicant desiring modification, waiver, or exemption from any aspect or requirement may request such during the pre-application meeting. Requests would be heard and decided by the Board of Commissioners, which must find that justification was provided for the requested modification, waiver, or exemption. No modification, waiver, or exemption shall be approved unless the applicant demonstrates by clear and convincing evidence that the request was justified and was necessary to prevent unnecessary hardship and that, if granted, the modification, waiver, or exemption would have no significant effect on the health, safety and welfare of the county, its residents, property owners and other service providers.

Mr. Adams stated the justification would be safety, potential high speed internet, potential cell service and the FM broadcast.

Chairman McMahan stated that if the tower was built, would there be consideration to allow emergency services to place communication equipment on that tower to serve the southern end of the county?

Vice Chancellor Byers stated they would as it was not worth it for them to do the tower for radio only. When they discovered there was a potential for greater good, that was what made them decide it was worth it to do the tower. The first thing would be to get emergency services there.

Commissioner Luker stated that the fire department had issues through the years with radios picking up signal for calls. The only way he would be in favor, would be for emergency services to be able locate on the tower as well.

Vice Chancellor Byers stated that the FCC required them to be broadcasting by the end of May, 2018, so they did not have a lot of time to make a decision.

Chairman McMahan inquired if the Board chose to grant the waiver, was there a formal process they would have to go through, other than the actual vote?

Ms. Baker stated there was no requirement for a public hearing, although usually with a cell tower application, they would have a quasi-judicial hearing, which was open. The neighbors would also not need to be notified. They could choose to have a public hearing prior to the meeting or notify neighbors, but it was not required.

Mr. Adams stated it was important to state elements that distinguished this from other towers. If this was only a communication tower for emergency services, it would automatically be exempt. Also, Western Carolina University Endowment Fund would be the non-profit entity doing this project, which allowed them to do the project under local authority instead of state authority. If this were a state project, they would have to meet the standards, but the conditional use portion would not apply. However, due to the timeframe they could not complete the project in time under a state project.

Chairman McMahan inquired if there was time to have a public hearing to at least give the public a chance to have comment. Although it was not required, it was valid.

***Consensus:*** *Set a public hearing on November 27<sup>th</sup> at 3:00 p.m., and a Special Meeting on November 27<sup>th</sup> at 3:05 p.m., to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Also, staff to notify adjoining property owners of the public hearing.*

**(10) PERSONNEL POLICY:** Danielle Wittekind, Human Resources Director, presented the proposed revised Grievance Procedures:

**Article IX. Grievance Procedures**

**Section 1. Purpose**

The process outlined here provides an adequate and fair hearing and resolving matters of employment conditions of Jackson County employees. Nothing herein shall prohibit from filing complaints of unlawful discrimination, harassment, or retaliation in accordance with Jackson County policy.

**Section 2. Applicability/Coverage**

This grievance policy and associated procedures applies to all departments and all employees of Jackson County set forth in Article I. Organization of the Human Resources System, Section 2. Coverage with exception of employees subject to the North Carolina Human Resources Act, employees of the Board of Elections, Sheriff, and Register of Deeds. For employees subject to the North Carolina Human Resources Act, appeals of termination should be directed to the Office of Administrative Hearings. Any other grievance by these employees should be directed to their respective Department Director or Board. For employee of the Board of Elections, Sheriff, or Register of Deeds, grievances must be presented to the Board of Elections, the Elections Director, the Sheriff, or the Register of Deeds respectively.

**Section 3. Definition**

A grievance is defined as a claim or complaint of an event or condition that affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. A complaint may involve allegations of safety and health hazards, unsatisfactory physical facilities, unfair or discriminatory supervisory or disciplinary practices, unjust treatment my fellow employees, harassment, or bullying.

#### **Section 4. Policy**

A. Every employee shall have the right to present his/her grievance in accordance with these procedures, with or without a representative, free from interference, coercion, restraint, discrimination, penalty, or reprisal. Every employee will be allowed such time away from his/her regular duties as may be necessary and reasonable as determined by the Department Head, Human Resources Director and/or County Manager, for the processing of a grievance under these procedures without loss of pay, vacation, or of other leave accruals. All grievances filed due to dismissal or based on alleged discrimination may be appealed directly to the County Manager by submittal of grievance to the Human Resources Director or corresponding appointing authority, indicating whether the alleged discrimination was based on race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, or any other legally protected class under federal, state, or local law. Filing a grievance pursuant to this section does not toll the statute of limitation applicable to filing charge of discrimination with the Equal Employment Opportunity Commission.

B. Grievance filed on an untimely basis will be dismissed. Allegations of discrimination, if raised more than thirty calendar days after the party alleging discrimination became aware of or should have become aware of the alleged discrimination, shall be dismissed.

C. Employees who are covered by the North Carolina State Human Resources Act must follow the administrative procedures outline per specific Departmental policy, and, specifically for unlawful workplace harassment, for filing complaint of discrimination or harassment.

D. The dismissal of your grievance related to discrimination has no bearing on your ability to bring a charge of discrimination with the Equal Employment Opportunity Commission.

#### **Section 5. Objectives**

The objectives of this policy and associated procedures include the following:

1. To assure employees of a means to have their complaints considered rapidly, fairly, and without fear of reprisal.

2. To encourage employees to express themselves about how their conditions of work affect them as employees.

3. To provide better understanding of policies, practices and procedures which affect employees.

4. To provide Jackson County Department Heads with greater opportunity, both to exercise proper responsibility in dealing with employees, and to improve their effectiveness in carrying out established policies.

5. To improve employee opportunities in performing duties with effectiveness and satisfaction.

#### **Section 6. Procedure**

##### *A. Step One*

1. An employee must file a grievance in writing with the immediate supervisor within five (5) business days of the date of a grievable incident having occurred. The immediate supervisor shall meet with the employee within five (5) business days of receipt of the grievance and attempt to informally and expeditiously resolve the grievance. If the grievance is not settled, then the employee and immediate supervisor should document a statement of relief that describes the action the employee desires the immediate supervisor or organization should take to resolve the grievance.

2. If the immediate supervisor's informal resolution efforts fail, the immediate supervisor must issue a written decision to the employee and the Department Head on the grievance and submit it no later than five (5) business days following the meeting that summarized the grievance, the requested statement of relief, and documentation as to why the grievance was not resolved. The grievance procedure would at this point move to Step Two.

3. If the employee alleged sexual harassment or hostile work environment by the immediate supervisor, the employee may file the complaint with the Department Head, Human Resources Director or County Manager, or corresponding appoint authority. Alternatives as to who to report alleged harassment or hostile work environment to are outlined in Article V. Conditions of Employment, Section 4. Unlawful Workplace Harassment, Subsection A. should the immediate supervisor, Department Head, or County Manager be the sources of the employee's grievance.

*B. Step Two*

1. Employees not reaching resolution with the informal response at Step One may file the grievance and statement of relief desired, in writing, with the Department Head within five (5) business days of receipt of the immediate supervisor's written decision and shall state the basis for the complaint, and, if based on alleged discrimination, indicate whether the alleged discrimination was based on race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, or any other legally protected class under federal, state, or local law.

2. The Department Head shall meet with the employee within five (5) business days of receipt of the Step Two grievance, and review the decision at Step One, and make an independent determination on the merits of the grievance. Within five (5) business days of meeting with the employee, the Department Head shall issue a written decision to the employee with copies to the immediate Supervisor and Human Resources Director. If the employee and Department Head reach an agreement at this step, the decision and statement of relief shall be issued and the grievance will be considered resolved.

3. Should the grievance not be resolved at the Department Head level, Step Three of this procedure is available to the employee.

*C. Step Three (Not applicable to elected official employees (Sheriff and Register of Deeds), employees of the Board of Elections, or employees subject to the North Carolina Human Resources Act).*

1. Employees not reaching a resolution or timely response in Step Two are able to take the grievance to the Human Resources Director. This enables the employee, immediate supervisor, and Department Head to have the grievance reviewed by someone external to the department. The grievance may be filed with the Human Resources Director within five (5) business days of the decision or decision due date of Step Two. The Human Resources Director shall review the grievance and render a decision within five (5) business days.

2. The decision, in writing shall be provided to the employee, immediate supervisor, and Department Head. Should the employee and Human Resources Director reach a resolution, the prescribed relief shall be outlined and the grievance shall be resolved.

3. If no resolution is reached at this level, the employee may proceed to Step Four of the prescribed grievance process.

*D. Step Four*

1. Employees not reaching resolution at Step Three may forward the written grievance to either the County Manager or the corresponding appointing authority within five (5) business days of receipt of the Step Three decision. The County Manager shall review the grievance and render a decision within ten (10) business days.

2. The decision, in writing shall be provided to the employee, immediate supervisor, Department Head, and Human Resources Director. Should the employee and the County Manager reach a resolution, the prescribed relief shall be outlined and the grievance shall be resolved.

3. If no resolution is reached at this level, the employee may proceed to Step Five of the prescribed grievance process.

*E. Step Five*

1. Employees not reaching resolution at Step Four may forward the written grievance to the Jackson County Board of Commissioners within five (5) business days of receipt of the Step Four decision. The Jackson County Board of Commissioners shall review the grievance and render a decision within thirty (30) calendar days.

2. At Step Five in the grievance procedure, the Jackson County Board of Commissioners are utilized for a final binding decision.

3. The decision issued and applicable relief to resolve the grievance is at this stage final and binding and in itself is not grievable.

**Section 7. Protection of Complainants, Employees, Witnesses and Representatives, from Interference, Harassment, Intimidation, and Reprisal.**

All employees shall be free from any or all restraint, interference, coercion, or reprisal on the part of their associates of Department Heads in making any complaint or appeal, in serving as representative of an appellant, in appealing as witnesses, or in seeking information in accordance with these procedures. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the County Manager by the appellant, his/her representative, or the person affected so that the appropriate remedial action may be taken.

**Section 8. Maintenance of Records**

All documentations, records, and reports shall be retained for the minimum of three years and shall be held by the Human Resources Department. These records shall be subject to review by the employee, the employee's Department Head, the Human Resources Director, the County Manager, or other corresponding appointing authority, and by the Board of County Commissioners.

**Section 9. Alternate Remedies**

The existence of these grievance procedures does not preclude any individual from pursuing other remedies available under law.

**Consensus:** *Add this item to a regular meeting agenda in December for consideration.*

**(11) COMMISSIONER GOALS:** Mr. Adams provided an update on the Commissioner Goals:

- (a) Complete:
  - Performance evaluation for the County Manager.
  - Referendum or resolution on when to put sales tax issues on a ballot.
- (b) Ongoing:
  - Administration and departmental goals.
  - Land Use Plan - follow up with the plan and support departments.
- (c) In Progress:
  - Off-site meetings in different communities from time to time.
    - Tuckasegee VFW Post Meeting September 18, 2017.
  - Re-focus on the "one-stop" issue - create and develop a plan to cross-train and where to house everyone.
    - Contract was signed with McMillan/Pazdan/Smith Architecture for updating the Health Department programming to include Code Enforcement and Planning.
  - Indoor pool at the Cullowhee Recreation Center - bond referendum for the public to decide.
    - Evaluating an architect.
  - Capital projects and where they would be located.
  - Combining social services and the health department:
    - Board of Commissioners' Meeting scheduled for November 16, 2017.
  - Affordable housing.
    - Mr. Poston started putting together a committee, which included Chairman McMahan, Commissioner Mau, Ms. Baker, Mr. Adams and Ms. Davis, to develop prioritization and next steps for affordable housing.

*Informational item.*

**(12) SPECIAL MEETING:** Mr. Adams stated there would be Special Called Meeting for Closed Session, Personnel on Thursday, November 16<sup>th</sup>, to be held after the 6:00 meeting.

*Informational item.*

**(13) BRUNCH BILL PUBLIC HEARING:** Chairman McMahan stated the Board had received a letter from the Cashiers Chamber requesting that the public hearing be delayed until late spring.

Commissioner Mau stated that many of the restaurants in Cashiers did close for the winter season and would return in the spring.

Chairman McMahan stated that if they scheduled a public hearing in late spring in the Cashiers area, he thought they should schedule a public hearing prior to a regular meeting scheduled meeting in Sylva, so that anyone in the northern end of the county could also make comments. Then they could take a vote afterwards at the regular meeting.

**Consensus:** *Delay scheduling a public hearing until spring.*

**(14) OPIOID RESOLUTION:** Commissioner Mau stated that Buncombe County passed a resolution supporting legal action regarding the opioid crisis. He distributed a copy to the Commissioners to take and consider.

*Informational item.*

**(15) CROSSWALK LIGHTS:** Commissioner Mau stated some students had expressed concern about safety due to the crosswalk at WCU not having street lights at the Ramsey Center crossing on Highway 107. Possibly they could discuss the issue with NCDOT, as this would be their issue.

Commissioner Luker stated that also the crosswalk at the main entrance to WCU and the walk bridge going across the Highway 107 was in need of lights as well.

*Informational item.*

**(16) EMPLOYEE RECOGNITION:** Commissioner Luker stated he wanted to recognize a county employee that went above and beyond during a traffic accident involving another county employee's family. He requested that this employee be recognized at a future regular meeting.

*Informational item.*

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Mau seconded the Motion. Motion carried and the meeting adjourned at 3:31 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

\_\_\_\_\_  
Brian Thomas McMahan, Chairman