

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JUNE 12, 2018**

The Jackson County Board of Commissioners met in a Work Session on June 12, 2018, 1:00 p.m., Justice and Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Mickey Luker, Commissioner
Ron Mau, Commissioner

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

Absent: Charles Elders, Vice Chair
Boyce Deitz, Commissioner

Chairman McMahan called the meeting to order.

(1) REQUEST FOR MODIFICATION OF LEASED COUNTY PROPERTY:

William Shelton, of Thomas Valley Growers, LLC, stated that on behalf of Thomas Valley Growers, LLC, he requested permission to temporarily locate RV's on the former Drexel site, which was currently under lease by Thomas Valley Growers, LLC. Agricultural labor was in short supply and in order to procure the amount of labor needed to complete the crop season, it was necessary to provide adequate housing to accommodate workers. They hoped to accomplish this by installing temporary RV's, which would be properly hooked up by utilizing the extension of existing water, sewer and electrical infrastructure.

He requested to hook up a maximum of eight RV units that would be hooked up in a manner that would be easily unplugged and removed on short notice. They would only be utilized on a temporary basis for approximately four months during the peak harvest season then they would then be winterized and would sit empty. He requested that the RV's remain on-site for seasonal use for the life of the lease. If granted permission to move forward with the project, they fully understood that it was contingent upon complying with all applicable rules, codes and inspections.

Chairman McMahan stated that the request was to authorize the use of the property for up to eight temporary RV spots.

Ms. Baker stated that written permission from either the Chairman or County Manager would be sufficient under the lease.

Mr. Adams stated that the letter from the county would be contingent upon Thomas Valley Growers, LLC, following all local, state and federal laws.

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

(2) CASHIERS POOL: Rusty Ellis, Recreation and Parks Director and Michael Hopkins, Assistant Recreation and Parks Director were present for this item.

Mr. Ellis stated that with all the recent rain and flooding over the last several months, a drainage pipe running alongside the pool either collapsed or came apart. The main issue was a sink hole that happened about a month ago and at that time they filled it with riprap. With the more recent rains, it had gotten bigger. Genco Pools estimated that they would need to remove 50-100 square feet of decking for discovery. Genco proposed to a move and discovery for \$10,000 to start. They were not sure if the issue included piping or the corner of the building itself.

Mr. Adams stated that the corner of the building had been undermined and a portion of the block had been separated.

Mr. Ellis stated that Genco gave a cap of \$50,000, but he was unsure what would be included in that number.

Mr. Hopkins stated that one long-term issue they would need to look at in the future was the drainage from Edward Fowler Road.

Mr. Adams stated this issue was part one. Part two would be re-plastering and re-tiling the pool and those type items. The question would be if the up to \$50,000 would include a ram jack to raise the building to make sure it was secure and if they replaced piping would that be included.

Chairman McMahan stated that the best case scenario would be they go in for \$10,000 and they discover minimal damage and repair work.

Mr. Ellis stated that in that scenario, it would be roughly early July when they opened the pool. The worst case scenario would be finding major problems, which could take longer. They had the funds to do a master plan for the entire complex, but the overall question would be how much money they wanted to sink into something that would possibly just be a band-aid.

Mr. Adams stated that if they were going to put a significant amount of money into it, they needed to determine what would garner the most use. If they rebuilt the pool as it was, he thought the usage would still stay at a lower rate. There were other elements they could install that were not tremendously expensive that may draw the crowds back. These would be the conversations to be held in the next year or two.

Mr. Hopkins stated that the community concerns were that the safety of the kids was of utmost importance to the citizens and they did not just want a band-aid and have the same issues next year. They wanted to look into replacing the pool or replace it with a splash pad.

Consensus: *Proceed forward with Genco for \$10,000 for the move and discovery phase. Mr. Ellis to report back to the Board at the next work session.*

(3) RALPH ANDREWS PARK: Mr. Ellis stated they were having issues at Ralph Andrews Park with some electrical issues. With all of the rain, the electrical lost ground so they closed the showers down while a Duke Energy engineer worked to resolve the issue.

Informational item.

(4) HOUSING COMMITTEE RECOMMENDATION: Michael Poston, Planning Director, stated that the Jackson County 2040 Land Use Plan recommended that the county create a committee to address the lack of affordable housing. The term affordable housing could be confusing as different groups use the term to describe several housing programs targeted at various income levels. While the federal government defined affordable housing as housing targeted towards those families making less than 80% of the county's median household income. For the purposes these discussions they operated with the understanding that there was a need for affordable housing targeting several income levels.

The first goal in the Housing section of the land use plan was to increase housing opportunities for a broad range of income levels and ages. The first objective was to create a housing task force to begin addressing this issue. In preparation of creating a housing committee, staff from several departments researched and discussed the availability of housing in the county and the many different approaches to providing more housing opportunities for the residents and workforce. The best practices discussed by the group were a part of a report titled "Best Practices for Affordable Housing" from the City of Asheville.

During the initial review of best practices, it was found that the county already engaged in reviews of rezonings (as necessary) and that the county reviewed and simplified ordinances as practical. There were several options that may not be the best practices for Jackson County, however, there were a few that staff recommended as more immediate programs the county could implement to encourage more housing development. The first was to create a Housing Trust Fund that the county would designate funding that could be applied for by developers that meet the county's criteria. The county would have to adopt program guidelines in order to evaluate the requests to achieve the desired results. The second program was for the county to reserve land, which could be properties currently owned by the county or purchased for housing development purposes. Under this program the county could partner with a developer or non-profit entity to create housing inventory targeting those segments that were underserved by the current housing stock.

The Planning Staff recommended that the Board of Commissioners create a Housing Committee initially comprised staff from the Planning Department, Economic Development Department and County Attorney. They also recommended to include two representatives from outside agencies representing the Tuckasee Water and Sewer Authority and Mountain Projects.

The charge of the committee would be to develop and recommend housing programs that the county could implement to address the housing needs in the communities. The initial task of the committee should include completion of a housing inventory survey and also to develop and recommend program criteria for a potential Housing Trust Fund and Land Reservation program for review by the Board of Commissioners.

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

(5) GREEN ENERGY PARK:

(a) Zoning Change Request: Mr. Adams stated that the Town of Dillsboro met the evening before and held a public hearing regarding rezoning the Green Energy Park Property. The Dillsboro Town Board voted 3-0 to make a text amendment to allow the proposed uses.

(b) Engineering Agreement for Campus Master Plan: Mr. Adams presented the Engineering Agreement with WithersRavenel:

- **Project Description:** Professional services of park planning for the master plan of the Green Energy Park, an existing 25.6 acre site. The goal of the project was to provide a master plan of proposed improvements to update the Park's existing facilities and provide additional recreational opportunities.
- **Anticipated Park Program:** The county developed a preliminary park program to include, but not limited to:
 - Relocated recycling center
 - Animal rescue facility with dog runs
 - Organized land uses and access around artist studios
 - Innovation Center for use by university level researchers
 - Dog park
 - Walking and bicycling trails
 - Parking
- **Special Consultation and Services to Support Design Effort:** Specific subconsultants were included in the Basic Services. As the Project became more defined, they would be able to identify additional design subconsultants, if any, to further the design. If such services became necessary and the county approved the same in writing as Additional Services, these fees would be in addition to the compensation for the Basic Services set forth in the proposal. The subconsultants included in the agreement and Basic Services include: Bunnell-Lammons Engineering – Geotechnical Engineering.
- **Scope of Services:**
 - Task 1: Aerial Survey
 - Task 2: Geotechnical Borings and Subsurface Evaluations
 - Task 3: Site Inventory and Analysis
 - Task 4: Alternative Concept Plans
 - Task 5: Preliminary Master Plan
 - Task 6: Opinion of Probable Construction Costs
 - Task 7: Final Master Plan
 - Task 8: Public Presentation
- **Compensation for Services:**
 - Basic Services: \$44,420
 - Reimbursable Expenses: \$1,800
- **Timeline for Services:** The consultant agreed to commence work upon receipt of written notice to proceed from the county. It was anticipated that the project would take approximately ten weeks from the notice to proceed.

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

(6) FY18-19 BUDGET ADJUSTMENTS:

(a) Fee Schedules: When the Board voted on the adoption of the Budget Ordinance at the next regular meeting, they would also be voting to adopt the fee schedules, as discussed.

(b) Pay Policies FY19: There had been one change to this document since he presented it to the Board. Instead of the County Manager having the authority to hire up to Step 15, it had been modified to Step 12. This document would also be on the agenda for consideration at the next regular meeting.

Informational item.

(7) JULY MEETING SCHEDULE: Mr. Adams stated that traditionally, the Board cancelled the first regular scheduled meeting in July. Also, it was requested to change the second meeting in July to meet at 3:00 instead of 6:00.

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

(8) COMMISSIONER GOALS: Mr. Adams presented:

(a) Complete:

- Performance evaluation for the county manager.
- Referendum or resolution on when to put sales tax issues on a ballot.
- Refocus on one stop issue.
- Combining social services and health department.
- Indoor pool at Cullowhee Recreation Center – Bond Referendum. Referendum tabled and would have to wait until the next general election to be considered to be placed on the ballot.

(b) Ongoing:

- Administration and departmental goals. Departments were instructed to document their accomplishments on FY17-18 goals. They were also instructed to establish some measurable goals for the FY18-19 year.
- Land Use Plan - follow up with the plan and support departments. The action items listed in this plan were distributed to county departments that have direct responsibility for the particular action item. They were instructed to include at least some of these items in the FY18-19 goals. The Planning Department provided an update on first year accomplishments.
- Off-site meetings in different communities from time to time.

(c) In Progress:

- Capital projects and where they would be located.
 - Joint meeting held with the Town of Dillsboro and with WCU representatives at 5:30 pm on March 5, 2018 to discuss the closed landfill, Staffed Recycling Center and Green Energy Park Campus.
 - Board authorized staff at March 19, 2018 regular meeting to proceed with requesting the Town of Dillsboro to make changes to zoning to allow for the proposed use.
 - Staff presentation to Dillsboro Planning Board on May 15, 2018.
 - Town of Dillsboro held a public hearing on June 11, 2018.
- Affordable housing.
 - Initial planning meeting held December 11, 2017.
 - Planning Department created an executive summary of existing programs.
 - Committee met on March 20, 2018.
 - Staff met March 28, 2018 to continue discussions.
 - Recommendation for housing committee at June, 2018 work session.

Commissioner Luker requested an update on the lighting issue at the WCU entrance. Mr. Adams stated he could follow-up with him after the meeting. Chairman McMahan stated they could start discussing adding new goals at the next work session.
Informational item.

(9) CONSOLIDATED HUMAN SERVICES AGENCY BOARD: Mr. Adams stated he wanted to give a report on the first meeting of the Consolidated Human Services Agency Board that was held the evening before. Ms. Baker took the board through the oath of office and also through the organizational rules. At the next meeting, the board would take the rules up for consideration. Kathy Farmer was selected as Chair and Charles Wolfe was selected as Vice Chair.

Shelley Carraway, Health Director and Jennifer Abshire, DSS Director, provided reports that gave a snapshot of what would be coming up. Danielle Wittekind, Human Resources Director, presented information regarding the director's position. They also discussed the goals for the next three to six months to include:

- Adopt Policies and Procedures
- Consent to hiring a Human Services Director
- Complete orientation

He received a considerable amount of feedback and questions from the board regarding the creation of the Consolidated Human Services Agency Board in general. He received several inquiries about the reasons why the Board of Commissioners chose to consolidate and why the board was created. There was a resignation from Jerry DeWeese at the end of the meeting.

Also, at the end of the meeting, there was a motion that was seconded and carried with an 8-3 vote, to request a letter from the Board of Commissioners stating the reasons why the Board chose to consolidate the agencies and to create the Consolidated Human Services Agency Board. He was not sure how the Board of Commissioners could write a letter responding to the request and he was not sure it was appropriate because a lot of what they were talking about could be opinion as each Commissioner had stated their reasons for or against.

Chairman McMahan stated that he did not think the Board of Commissioners could officially write a letter with reasons why the Board took certain actions because the Board did not have opinions, it was the members that had opinions. Their decisions were based upon how they believed, perceived or interpreted, so they acted collectively as a Board. Should they write a letter as a Board, he thought it could only say that the Board took an action, from a historical perspective and the action was authorized by this set of laws and this was what took place on the official record. If they wanted to get a better understanding of why the Commissioners voted the way they did, that would have to be a request that would come from an individual and not a Board letter.

Mr. Adams stated they wanted to know why, but they also wanted to know what their duties were. He provided everyone with a copy of the resolution adopted by the Commissioners and also he highlighted certain sections of the law itself, mainly the duties of the board and director. His response would be that they were charged with those statutory duties.

Consensus: *Mr. Adams to provide a letter from his office stating his understanding of the direction from the Board of Commissioners to the Consolidated Human Services Agency Board based on the law.*

There being no further business, Commissioner Luker moved to adjourn the meeting. Commissioner Mau seconded the Motion. Motion carried and the meeting adjourned at 2:20 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman