

**MINUTES OF A PUBLIC HEARING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 20, 2022**

The Jackson County Board of Commissioners held a Public Hearing on December 20, 2022, at 5:55 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman
Todd Bryson, Vice Chair
Mark Jones, Commissioner
John W. Smith, Commissioner
Tom Stribling, Commissioner

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

Chairman Letson called the public hearing to order and stated the purpose of the public hearing was to receive public input on the proposed FY24 Combined Capital Community Transportation Program Grant Application

April Alm, Transit Director stated the North Carolina Department of Transportation Integrated Mobility Division (IMD) handled grant applications with the Federal Transit Administration for mass and community transportation programs.

On behalf of rural communities, the NCDOT IMD completed applications for formula grants for rural areas (Section 5311 Admin) and formula grants for the enhanced mobility of Seniors and Individuals with Disabilities (Section 5310 Operating), as well as capital improvements for transit systems. This allowed rural communities to work directly with their state rather than needing to apply directly for funding through the Federal Transit Administration.

Jackson County Transit applied for both 5311 and 5310 funding with the approval from the Board of Commissioners in October 2022. However, due to the recent delay in the State's vehicle contract, the FY24 Combined Capital grant application was postponed to open November 1, 2022.

The Combined Capital program allowed Community Transportation (CT) systems the opportunity to apply for funding for capital projects and provided the NCDOT IMD the flexibility to fund the approved projects with the type of funds which best suited the projects and managed the funds in the most efficient and effective manner. The Combined Capital application utilized funds from the 5311, 5307, 5339 federal programs.

As the applicant, Jackson County Transit would seek permission to apply for the Public Transportation Program funding with the required local match. The total estimated amount requested for the period of July 1, 2023 through June 30, 2024:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share 10%</u>
Capital	\$148,384	\$14,839
Total Project	\$148,384	\$14,839

She noted that the local share amount was subject to state funding availability. The funds would be used to replace transit vehicles, cameras and computers.

PUBLIC COMMENTS: Ron Arps stated that he felt it was important to consider transportation in relation to the future. The trend with vehicles was toward electric. He requested the county think about the future of the transportation system and do everything they could to convert the transportation fleets from fossil fuel to electric.

There being no further public comment, Chairman Letson moved to adjourn the public hearing. Commissioner Stribling seconded the Motion. Motion carried and the meeting adjourned at 1:02 p.m.

Attest:

Approved:

Angela M. Winchester
Angela M. Winchester, Clerk

Mark A. Letson
Mark A. Letson, Chairman



**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 20, 2022**

The Jackson County Board of Commissioners met in a Regular Session on December 20, 2022, 1:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman
Todd Bryson, Vice Chair
Mark Jones, Commissioner
John W. Smith, Commissioner
Tom Stribling, Commissioner

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

Chairman Letson called the meeting to order.

(1) **AGENDA**: Commissioner Smith moved to approve the agenda. Commissioner Jones seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Jones moved to approve the minutes of a Work Session of November 07, 2022; a Regular Meeting of November 15, 2022; an Organizational Meeting of December 05, 2022; and a Regular Meeting of December 06, 2022, as presented. Commissioner Stribling seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman Letson reported that he attended a two-day class in Asheville for instruction on governing. He learned a lot procedurally. He looked forward to attending the chairman's meeting in January to learn more to run the meetings super efficiently.

(4) **COMMISSIONER REPORTS**: None.

(5) **COUNTY MANAGER REPORT**: Mr. Adams reported:

(a) **November Zoning and Building Permits**: He provided a report that listed the zoning district (if applicable), the owner/business name, the work permitted and the location of the project. The Planning Department issued no permits. Code Enforcement issued three commercial permits and seven renovation/addition permits.

(b) **Construction Projects**:

- Animal Rescue Center/Green Energy Park: The project was 98% complete. Final items (punch list) to be completed in the month of January. Furniture would be delivered and set up on January 16th. Pen enclosures would be installed on January 24th. Final facility inspections would take place in February. Transition to the new facility should take place in February – March. Walking trails and dog park areas were not completely stabilized with grass prior to winter. Soil stabilization would need to take place prior to opening those facilities.

- Aquatics Center: Phase One transition of the project had been completed. The new parking area (with storm sewer and curbing) and new fire lane was open. The entrance to the existing facility had been moved to the opposite side of the facility. The original main parking area was closed. A new pump station was installed and the sewer was connected to the force main. Test pits had been dug out and evaluated. The old parking lot had been removed and excavating would continue. Phase Two of curb and gutter installation would begin in the old parking lot area.
- Domestic Violence Shelter: The design team would meet that week to begin the schematic design process, which would take several months to complete. Once complete, the architect could provide updated cost estimates. Then, direction could be given regarding the development of construction documents.
- The contract with Equinox to design the Cashiers Splash Pad, Walking Path, Tennis-Pickle Ball Courts, had been executed. The project would be ready to bid August-September, 2023.
- The contract with Equinox to design the Whittier-Qualla Park project had been executed. Equinox would put together a project schedule.

(c) **Holiday Schedules:** County offices (other than emergency/safety services) would be closed December 23rd – December 27th and January 2nd.

(6) **INFORMAL COMMENTS BY THE PUBLIC:** None.

(7) **CONSENT AGENDA:**

(a) Darlene Fox, Finance Director, presented the Finance Report for November, 2022 and two Budget Ordinance Amendments for fiscal year ending June 30, 2023, for approval.

(b) Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for November, 2022, for approval.

Motion: *Commissioner Jones moved to approve the Consent Agenda. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(8) **TRANSIT FY 24 COMBINED CAPITAL PROGRAM GRANT APPLICATION:** April Alm, Transit Director stated the North Carolina Department of Transportation Integrated Mobility Division (IMD) handled grant applications with the Federal Transit Administration for mass and community transportation programs.

On behalf of rural communities, the NCDOT IMD completed applications for formula grants for rural areas (Section 5311 Admin) and formula grants for the enhanced mobility of Seniors and Individuals with Disabilities (Section 5310 Operating), as well as capital improvements for transit systems. This allowed rural communities to work directly with their state rather than needing to apply directly for funding through the Federal Transit Administration.

Jackson County Transit applied for both 5311 and 5310 funding with the approval from the Board of Commissioners in October 2022. However, due to the recent delay in the State's vehicle contract, the FY24 Combined Capital grant application was postponed to open November 1, 2022.

The Combined Capital program allowed Community Transportation (CT) systems the opportunity to apply for funding for capital projects and provided the NCDOT IMD the flexibility to fund the approved projects with the type of funds which best suited the projects and managed the funds in the most efficient and effective manner. The Combined Capital application utilized funds from the 5311, 5307, 5339 federal programs.

The FY24 Combined Capital Community Transportation Program Grant Application Public Hearing was scheduled for December 20, 2022 at 12:55 p.m. As the applicant, Jackson County Transit would seek permission to apply for the Public Transportation Program funding with the required local match. The total estimated amount requested for the period of July 1, 2023 through June 30, 2024:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share 10%</u>
Capital	\$148,384	\$14,839
Total Project	\$148,384	\$14,839

She noted that the local share amount was subject to state funding availability. The funds would be used to replace transit vehicles, cameras and computers. A public hearing was held prior to this meeting with public comment.

***Motion:** Commissioner Stribling moved to grant permission for Transit to apply for the FY24 Public Transportation Program Combined Capital funding in the amount of \$148,384, with a required local match of \$14,839, as requested. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

Mr. Adams stated that the grant process was delayed due to the state contract for the purchase of these vehicles being delayed. The county had to select from the vehicles that were through the state contract process. Vehicle selections were dictated by the state contract. He encouraged anyone to contact Ms. Alm with any questions about how the vehicles were selected and what the options were available, as there were limitations.

(9) SHERIFF REQUESTED SALARY ADJUSTMENTS: Mr. Adams stated this item came before the Board during the work session. He presented the original Grade Classification Plan for the Sheriff Office Employees and the requested revisions. He requested to adopt the revisions, as presented.

***Motion:** Commissioner Bryson moved to approve the Sheriff's Office Grade Classification Plan Revisions, as requested. Commissioner Stribling seconded the motion. Motion carried by unanimous vote.*

(10) RESOLUTION SETTING REGULAR MEETING SCHEDULE R22-27: Mr. Adams stated, as discussed at the work session, he presented Resolution R22-27 setting the meetings for the Board as follows: a regular meeting on the first Tuesday of each month beginning at 6:00 p.m. and the third Tuesday of each month beginning at 6:30 p.m. The Board would hold a work session on the second Tuesday of each month beginning at 1:00 p.m.

***Motion:** Commissioner Smith moved to adopt Resolution R22-27 Setting Regular Meeting Schedule, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(11) CULLOWHEE PLANNING COUNCIL: Carry over.

(12) HEALTH BOARD:

***Motion:** Commissioner Jones moved to appoint Kyle Clayton to a three-year term on the Health Board. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(13) HISTORIC PRESERVATION COMMISSION:

Motion: *Commissioner Smith moved to reappoint Pamela Meister to an additional three-year term on the Historic Preservation Commission. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(14) PLANNING BOARD:

Motion: *Commissioner Smith moved to reappoint Emily Moss and Ollin Dunford to additional two-year terms on the Planning Board. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(15) TUCKASEIGEE WATER AND SEWER AUTHORITY:

Motion: *Commissioner Stribling moved to reappoint Ron Mau to an additional three-year term on the Tuckasegee Water and Sewer Authority. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(16) PRESS CONFERENCE: None.

There being no further business, Commissioner Bryson moved to adjourn the meeting. Commissioner Stribling seconded the Motion. Motion carried and the meeting adjourned at 1:47 p.m.

Attest:

Approved:



Angela M. Winchester, Clerk to Board



Mark A. Letson, Chairman

