

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JANUARY 17, 2023**

The Jackson County Board of Commissioners met in a Regular Session on January 17, 2023, 6:30 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 Stribling seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Jones moved to approve the minutes of a Regular Meeting of January 03, 2023. Commissioner Smith seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman Letson stated that he had met with several nonprofits over the last week and had good conversations. He was hopeful to continue to move things forward with them.

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

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

(a) **December 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. There was one commercial zoning permit and five commercial building permits issued.

(b) **Construction Projects**:

- Animal Rescue Center/Green Energy Park: Furniture was delivered and installed. The stainless steel pens would be installed on January 25th. The final punch list should be completed in February. They were looking for a March date to move in.
- Aquatics Center: The project was moving forward as normal. Next month, they would begin major excavation.
- Domestic Violence Shelter: They were continuing to meet on the project for planning.

(6) **INFORMAL COMMENTS BY THE PUBLIC**: Dick Darnall of Glenville stated his request to pressure wash the rock wall going up to the library. Also, he would request consideration of an ordinance for establishments that served alcohol to be required to serve coffee in the new downtown system.

(7) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for December, 2022 for approval.

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

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

(8) TRANSIT POLICIES: April Alm, Transit Director, stated this item was reviewed at the last work session. As mandated by the NCDOT Integrated Mobility Division, a Proficiency Review was conducted for Jackson County Transit on October 19, 2022. This review typically occurred every three years for each NC transit agency. Upon review of Transit's policies and procedures, two policies were affected and subject to Board approval.

Based on two findings, NCDOT IMD recommended creating a policy on Cost Allowability for charges against Federal Awards and updating the current Americans with Disabilities Act of 1990 (ADA) policy regarding fixed route stop announcements. All findings must be corrected on or before the deadline date of January 29, 2023.

(a) Corrective Action: A policy should be prepared by the subrecipient that addressed the procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of 2CFR §200 and the terms and conditions of the Federal award. A template was provided.

(b) Correction Action: The subrecipient must revise its ADA Policy and training materials to ensure that all drivers and staff were aware of the bus stop announcement requirement for deviated fixed route service.

Upon approval of the ADA Policy by the Board of Commissioners, the new policy would be posted on the Transit website. She requested consideration of adoption of the policies as presented.

Motion: Commissioner Smith moved to adopt the Transit Policies, as presented. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.

(9) MEMORANDUM OF UNDERSTANDING – NC COMMERCE CORE GRANT AND RESOLUTION CREATING OUTDOOR RECREATION ECONOMIES (CORE) SERVICES R23-01:

Tiffany Henry, Economic Development Director, stated that at the December work session, they discussed the Outdoor Economy and the opportunity they had to work with the North Carolina Department of Commerce. The Program was a partnership with the North Carolina Department of Commerce Rural Economic Development Division Main Street and Rural Planning Center, Rural Planning Program.

This was a technical assistance program provided by Commerce through their Rural Planning Center. The program was aimed at the Outdoor Recreation Economy and would provide the county with strategic planning as it related to the Outdoor Economy and Outdoor Recreation Asset Mapping. She also noted that this was a no cost program.

She presented the Memorandum of Understanding (MOU) and Resolution R23-01 for consideration. Both the MOU and resolution were requirements of the program for the county to participate.

Motion: Commissioner Stribling moved to approve the Memorandum of Understanding and Resolution R23-01 for the NC Commerce CORE Grant, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(10) **WEBSTER PARK:** Rusty Ellis, Parks and Recreation Director, stated that on January 10th, he presented a proposal to the Board for Webster Park.

He presented an updated cost estimate:

Picnic shelter installed and concrete slab, metal roof	\$65,000
Electric/Power/Lights for shelter	\$12,000
Protective netting	\$10,000
Trail screenings	\$1,000
Pet waste stations (2)	\$1,000
ADA parking and sidewalk	\$9,500
Picnic tables (6)	\$6,500
TOTAL	\$105,000
Minus Grant amount	<u>(\$90,000)</u>
Requested amount	\$15,000

He requested approval of \$15,000 to begin Phase 1 of Webster Park.

Commissioner Jones asked if the funds would come from contingency?

Mr. Adams stated the funds could come out of contingency or the CPR fund.

Motion: *Commissioner Jones moved to approve \$15,000 funding for Webster Park, as requested. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

Mr. Adams stated this allowed Mr. Ellis to move forward to line the project up to have a useable facility by spring or summer. They would continue the conversations at future meetings about what type of playground equipment they wanted to have installed, but that would be a separate contract and ordering process.

(11) **MUNICIPAL GRANT APPLICATIONS:** Mr. Adams presented three municipal grant applications that were presented to the Board at the work session. The Board indicated they wished to proceed forward with the following three applications:

(a) Town of Dillsboro’s application: Requested \$5,000.00 to add additional benches along Front Street and purchase new directional signage and traffic cones for events.

(b) Town of Webster’s application: Requested \$5,000.00 to purchase park equipment to include garbage and recycle receptacles to be placed on property leased by the County Parks and Recreation Department located behind the ballfield on Webster Road. They would also purchase a bench to be placed in front of Town Hall.

(c) Village of Forest Hill’s application: Requested \$4,000.00 to clear and enhance a vacant lot at the enhance the Village.

Motion: *Commissioner Stribling moved to approve the Municipal Grant Applications for the Town of Dillsboro, the Town of Webster and the Village of Forest Hills, as presented. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

Commissioner Jones requested that in the future, the municipalities provide more than one job bid for projects.

Mr. Adams stated that next year he would add the request to receive multiple quotes to be part of the application.

(12) PUBLIC SCHOOLS REQUEST: Mr. Adams stated this request was presented by Dr. Dana Ayers, Public Schools Superintendent, to the Board at the last work session. Dr. Ayers requested that the reserved \$445,300 be released to the Board of Education.

As stated in the original budget message, releasing the additional funds would increase the allocation to the Public Schools to \$623,929. This would equate to a 7.4% increase, which matched the year end 2021 annualized CPI.

Motion: *Commissioner Bryson moved to approve the release of the reserved funds in the amount of \$445,300 to the Board of Education, as requested. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(13) JOINT MEETING WITH BOARD OF EDUCATION:

Motion: *Commissioner Jones moved to set a Joint Meeting with the Board of Education on January 31st at 6:00 p.m. at the Burrell Building at Southwestern Community College. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(14) FY2023-2024 BUDGET CALENDAR: Mr. Adams presented the revised budget calendar that included the amendments requested during the work session:

January 10	Regular Commissioner Work Session – Set budget calendar- 1:00 pm
February 21	Commissioner’s Budget Retreat, at the Burrell Building, SCC at-10:00 am Regular Meeting at 6:30 pm
February 28	Manager’s preliminary meeting with Departments and Offices
March 1	Nonprofit Grant Applications Disseminated
March 14	Special Called Budget Meeting-Revenue Discussions, if needed Work Session at 1:00 pm
March 24	All requests submitted to Finance
March 31	Nonprofit Grant Applications Due
April 11	Regular Commissioner Work Session –summary of all new requests- 1:00 pm
April 17–April 28	Manager / Finance Budget Meeting with Departments and Agencies
May 1-May 5	Finance Officer inputs changes from Manager/Finance Budget Meetings
May 8-May 12	Manager finalizes recommendations / Finance/Manager finalize budget recommendations presentation
May 9	Regular Commissioner Work Session – Capital Projects, update on new requests- 1:00 pm
May 16	Regular Commissioner Meeting – Manager’s Recommended Budget- 6:30 pm
May 23	Special called budget work sessions to hear presentations if needed (safety, education, non-profits, other departments)- 9:00 am There would be two weeks left in May that could be utilized, if needed
June 6	Regular Commissioner Meeting – Budget Public Hearing - 6:00 pm
June 8-9	Special called budget meetings as needed to make final adjustments- 9:00 am Work Session on June 13 th at 1:00 pm
June 20	Adoption of budget- 6:30 pm

Motion: *Commissioner Smith moved to adopt the FY2023-2024 Budget Calendar, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(15) STIP PROJECT EXCHANGE: Michael Poston, Planning Director, stated this item was discussed at the work session. The DOT had given the Board the ability to look at funded projects within the current STIP. They had an opportunity to take a project that was currently unfunded and programmed, which was the 107 and 64 intersection in Cashiers, with a project that was currently funded, which was the continuation of the modernization of 107 from Shook Cove Road to the Tuckasegee Dam.

This would be as long as the project met certain parameters. The cost had to be within 10% of the cost of the project and the RPO would have to agree. NCDOT Division 14 would also have to agree and it would eventually be approved by the NC Board of Transportation.

Also, he noted that if the Board supported the change and it was approved by the Board of Transportation, it would take the place of the existing project and would adopt that project's timeline. This included 2028 to obtain the right-of-way and 2030 to begin construction. By programming the project and placing it into the funded category, they would begin the engineering processes needed leading up to right-of-way.

Since the work session, he attended the Technical Coordinating meeting for the RPO. They did have a resolution supporting adding the project, contingent on the Board of Commissioners' action.

Motion: *Commissioner Jones moved to approve the STIP Project Exchange, as presented. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(16) RESOLUTION SUPPORTING APPLICATION TO NCDOT PAVED TRAILS AND SIDEWALK FEASIBILITY STUDY GRANT FOR FAIRVIEW ROAD AND BIG ORANGE WAY R23-02:

Mr. Poston stated this item was discussed at the December work session about a grant NCDOT made available. The feasibility study was the tool they could use to go from a plan to getting the project constructed. The study would give them the ability to understand potential costs, right-of-way and alignment and discuss the projects with the community.

If awarded, there would be no match from the county. The projects would be fully funded by NCDOT. They had already done a lot of planning surrounding pedestrian movement in the county. He requested approval of the Resolution supporting the county's application for the NCDOT's Paved Trails and Sidewalk Feasibility Study Grant for Fairview Road and Big Orange Way.

Motion: *Commissioner Smith moved to adopt Resolution R23-02 Supporting the Application to NCDOT Paved Trails and Sidewalk Feasibility Study Grant for Fairview Road and Big Orange Way, as requested. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(17) RESOLUTION SUPPORTING APPLICATION TO NCDOT PAVED TRAILS AND SIDEWALK FEASIBILITY STUDY GRANT FOR US 64 EAST R23-03:

Mr. Poston requested approval of the Resolution supporting the county's application for the NCDOT's Paved Trails and Sidewalk Feasibility Study Grant for US 64 East.

Motion: *Commissioner Jones moved to adopt Resolution R23-03 Supporting the application to NCDOT Paved Trails and Sidewalk Feasibility Study Grant for US 64 East, as requested. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(18) EQUALIZATION AND REVIEW BOARD: Recommendations for appointments were submitted by Tabitha Ashe, Tax Administrator.

Motion: *Commissioner Jones moved to reappoint Gail S. Cooper, Chairperson; Robert T. Edwards, Vice Chair; Richard Robson; David A. Noland; and Norman West, to one-year terms on the Equalization and Review Board. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(19) FIREMEN’S RELIEF FUND: Recommendations for appointments were submitted by the respective fire departments.

Motion: Commissioner Stribling moved to reappoint BB Cantrell of the Balsam VFD; Darren Messer of the Canada VFD; Phillip Farmer of the Cashiers VFD; Gordon Brown of the Cullowhee VFD; Nick Stewart of the Qualla VFD; and Toby Moore of the Savannah VFD, to serve additional two-year terms on the Firemen’s Relief Fund Board of Trustees, terms expiring January 1, 2025. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(20) HISTORIC PRESERVATION COMMISSION:

Motion: Commissioner Bryson moved to appoint Michael Moore to a three-year term on the Historic Preservation Commission. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(21) TOURISM DEVELOPMENT AUTHORITY: A recommendation was submitted by Nick Breedlove, JCTDA Executive Director.

Motion: Commissioner Jones moved to appoint Mandi Cantrell to an unexpired term on the Tourism Development Authority. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.

(22) 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 7:11 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman