

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
NOVEMBER 21, 2023**

The Jackson County Board of Commissioners met in a Regular Session on November 21, 2023, 6:30 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Don Adams, County Manager
Todd Bryson, Vice Chair	John Kubis, Interim County Attorney
Mark Jones, Commissioner	Representative (Via Zoom)
John W. Smith, Commissioner (Via Zoom)	Angela M. Winchester, Clerk to the Board
Tom Stribling, Commissioner	

Chairman Letson called the meeting to order.

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

(2) **MINUTES**: Commissioner Bryson moved to approve the minutes of a Regular Meeting of November 07, 2023. Commissioner Jones seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman Letson reported he spent last Thursday at Fairview School and had a wonderful turkey lunch in a very crowded cafeteria. He walked the school with the PTA President and Principal. He met a lot of great staff and there were many families in attendance. He expressed thanks to them and gave kudos to their hospitality and food service staff for a great event.

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Stribling stated the county's maintenance department was doing a fantastic job keeping all of the parks mowed and leaves blown off. He visited a few of the parks recently and the county had many nice parks.

(b) Commissioner Bryson stated Mr. Adams shared a picture of the improvements to the Little Canada Park. It looked nice and he was sure the community was excited. He wished everyone a happy Thanksgiving.

(5) **COUNTY MANAGER REPORT**: None.

(6) **INFORMAL COMMENTS BY THE PUBLIC**: Keith Blaine stated the Macon County Commissioners unanimously passed revisions to the Fontana Regional Library Agreement. He was in full support of the revised agreement. If Jackson and Swain Counties passed the revised agreement, they would take back the power of the Fontana Regional Library Board.

(7) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for October, 2023 and one Budget Ordinance Amendments for fiscal year ending June 30, 2024, for approval.

(b) Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for October, 2023, for approval.

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

(8) GREAT GRANT AGREEMENT: Tiffany Henry, Economic Development Director stated this was the follow up from the work session. This was the county’s second GREAT Grant award and it was for Balsam West, which required a 7.5% match from the county.

She presented the following Exhibits to the Agreement:

(a) Exhibit B: Scope of Services

- Total Project award: \$2,860,154.00
- Matching Amount: \$429,023.10, split with Balsam West using ARPA funds
- Locations: 583 households, 53 businesses, for a total of 636.

(b) Exhibit J: County Matching Funds of \$182,000

The funds would be mailed to Balsam West within 30 days after completion of the Scope of Services and when Grantee/NCDIT provided evidence to the county of NCDIT’s approval of the Grantee’s final claim. The county dollar would be the last dollar.

Motion: Commissioner Jones moved to approve the GREAT Grant Agreement and matching funds in the amount of \$182,000, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

(9) GREEN ENERGY PARK POSITIONS: Mr. Adams stated this was a follow up from the work session. He requested to move the Green Energy Project Manager from Grade 26 to Grade 23, remove the engineering requirements and focus more on marketing and education. He also requested to remove the new part-time position and turn the Programming Manager into a full-time position as follows:

(a) Current Budget:

<u>Job Description</u>	<u>Fte</u>	<u>FY 2023-2024</u>			<u>Total Wages & Benefits</u>
		<u>Grade</u>	<u>Step</u>	<u>Annual Salary</u>	
Studio Technician	1	20	9	47,304.97	71,966.87
Programming Manager	0.5	17	9	20,431.91	24,837.02
Green Energy Project Manager	1	26	17	72,467.30	102,302.58
Programming Manager	0.5	17	1	15,942.45	19,379.64
	3			\$ 156,146.63	\$ 218,486.11

(b) Proposed Budget:

Job Description	Fte	FY 2023-2024			Total Wages & Benefits
		Grade	Step	Annual Salary	
Studio Technician	1	20	9	47,304.97	71,966.87
Programming Manager	1	17	9	40,863.81	64,201.41
Green Energy Project Manager	<u>1</u>	23	9	<u>54,761.41</u>	<u>80,956.36</u>
	3			\$ 142,930.19	\$ 217,124.64

Motion: Commissioner Bryson moved to approve the proposed grade and salary changes in the Green Energy Park positions, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(10) **BUSINESS AND INDUSTRY ADVISORY COMMITTEE:** Recommendations were submitted by Tiffany Henry, Economic Development Director, on behalf of the Business and Industry Advisory Committee.

Motion: Commissioner Stribling moved to reappoint Roger Bartlett and Tommy White to additional three-year terms on the Business and Industry Advisory Committee. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.

(11) **TOURISM DEVELOPMENT AUTHORITY:** Recommendations were submitted by Nick Breedlove, JCTDA Executive Director, on behalf of the Tourism Development Authority.

Motion: Commissioner Jones moved to reappoint Mandi Cantrell and Craig Smith to additional three-year terms on the Tourism Development Authority. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

(12) **PRESS CONFERENCE:** None.

(13) **CLOSED SESSION:**

Motion: Commissioner Bryson moved that the Board go into closed session pursuant to G.S.143-318.11(a)(3) Legal; G.S.143-318.11(a)(5) Real Property; and G.S.143-318.11(a)(6) Personnel. Commissioner Stribling seconded the Motion. Motion carried.

Chairman Letson called the regular meeting back to order and stated no action was taken in closed session.

(14) **AGENDA:** Commissioner Jones moved to amend the agenda to add two items: Offer to Purchase and Contract; Interim County Manager; and revisit the Tourism Development Authority item. Commissioner Bryson seconded the Motion. Motion carried.

(15) **OFFER TO PURCHASE AND CONTRACT:**

Motion: Commissioner Bryson moved to authorize Chairman Letson to execute an Offer to Purchase and Contract for a portion of the property located at 240 Crestview Heights, Sylva, containing approximately 0.33 acres, in the amount of \$50,000. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

(16) INTERIM COUNTY MANAGER:

Motion: *Commissioner Stribling moved to appoint Darlene Fox as Interim County Manager for an additional 10% of her current salary beginning on January 1st. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(17) TOURISM DEVELOPMENT AUTHORITY: Chairman Letson stated previously in the meeting, two appointments were inadvertently left out of the Tourism Development Authority motion.

Motion: *Commissioner Jones moved to appoint Trevor Brown to a three-year term and to reappoint Daniel Fletcher to a one-year term as Chair on the Tourism Development Authority. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Stribling moved to adjourn the meeting. Commissioner Bryson seconded the Motion. Motion carried and the meeting adjourned at 7:59 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman