

**MINUTES OF A JOINT MEETING OF
THE COUNTY OF JACKSON, TOWN OF DILLSBORO,
TOWN OF SYLVA, TOWN OF WEBSTER AND
VILLAGE OF FOREST HILLS
HELD ON MARCH 2, 2015**

The Jackson County Board of Commissioners met in a Joint Meeting with the Town of Dillsboro, Town of Webster, Town of Sylva and Village of Forest Hills on March 2, 2015, 6:00 p.m., at the Department on Aging Center, Heritage Dining Room, 100 County Services Road, Sylva, North Carolina.

County Board of Commissioners:
Brian McMahan, Chairman
Mark Jones, Vice Chair
Vicki Greene
Boyce Deitz
Chuck Wooten, County Manager
Angela M. Winchester, Clerk
Jan Fitzgerald, Executive Assistant

Town of Dillsboro:
Mike Fitzgerald, Mayor
David Jones
Tim Parris
Beauford Riddle
Debbie Coffey, Clerk

Village of Forest Hills
Kolleen Begley, Mayor
Carl Hooper
Ron Mau

Town of Sylva:
Maurice Moody, Mayor
Danny Allen
Mary Gelbaugh
Barbara Hamilton
Harold Hensley
Lynda Sossamon
Paige Roberson Dowling, Town Manager
Amanda Murajda, Clerk

Town of Webster:
Nick Breedlove, Mayor
Janice Blanton
Billie Jo Bryson

County Chairman McMahan called the meeting to order.

(1) UPDATES FROM ENTITIES:

(a) Chairman McMahan introduced County Commissioners Mark Jones, Boyce Deitz and Vicki Greene; County Manager Chuck Wooten; Clerk to the Board Angie Winchester; and Executive Assistant Jan Fitzgerald.

(b) Town of Dillsboro Mayor Mike Fitzgerald introduced Alderman Tim Parris, David Jones, Beauford Riddle; and Clerk to the Board Debbie Coffey. He stated that Dillsboro was currently experiencing tough economic times.

(c) Town of Sylva Mayor Maurice Moody introduced Commissioners Danny Allen, Mary Gelbaugh, Barbara Hamilton, Harold Hensley, Lynda Sossamon; Town Manager Paige Roberson Dowling; and Clerk to the Board Amanda Murajda. Manager Paige Roberson Dowling announced that the League of Municipalities is having their Regional Meeting in Sylva on April 1st at 5:00.

(d) Town of Webster Mayor Nick Breedlove introduced Commissioners Janice Blanton and Billie Bryson. He stated that they are currently working to close out a Grant from Region A that is focused on planning for the town. They have met with the Recreation and Parks Department and have identified a site in town at the ball field where they will be doing a picnic pavilion in the future. The river access area is now complete and they are in the process of switching out street lights with LED lighting.

(e) Village of Forest Hills Mayor Kolleen Begley introduced Councilmen Carl Hooper and Ron Mau. They will be having a 5K run to benefit Mountain Discover Charter School combined with a clean-up day on April 11th. They have recently hired consultants who are reviewing ordinances and a pedestrian plan for the village.

(f) Chairman McMahan introduced other guests in attendance: Joel Setzer, NCDOT; Sarah Thompson, Director of Planning and Development, Southwestern Commission; Rose Bauguess, Sr. Planner and RPO Coordinator, Southwestern Commission; Melissa Wargo, Chief of Staff WCU; Mike Byers, VC for Administration and Finance WCU; Dr. Don Tomas, President, SCC; Cliff Statler, VP of Finance SCC; and Dan Harbaugh, Executive Director, TWSA.

(2) TRANSPORTATION UPDATE FROM THE SOUTHWESTERN RPO: Rose Bauguess, Senior Planner and RPO Coordinator, Southwestern Commission presented:

(a) North Carolina is divided into 16 regions, called councils of government (COGs). Their purpose is to assist and provide technical support for local governments within the region, ensuring that they partner with one another toward regional goals. The mission of the Southwestern Commission is to improve the quality of life in its seven county service area by assisting local governments in reaching their goals

(b) RPO Responsibilities:

- Liaison between NCDOT and the local governments
- Provide DOT with local input on transportation priorities
- Provide transportation related information to local governments
- Provide other planning and mapping assistance to local governments

(c) RPO Structure:

- Transportation Advisory Committee (TAC)
 - Governing Board
 - Local Elected Officials
 - NCDOT
- Technical Coordinating Committee (TCC)
 - Work Group
 - Member Government(s) Staff Representatives
 - NCDOT
- Local Planning Agency Staff
 - (City, County or COG)

(d) Transportation Process

- Long-Range Planning – CTP
 - Determining the need
- Project Prioritization
 - Scoring and ranking potential projects
- Program Development
 - Funding the projects
- Project Planning
 - Minimizing the impacts
- Project Design
 - Design and ROW
- Construction, Maintenance, Operations
 - Building and maintaining the system

(e) Benefits of the CTP

- Common, long-range vision for facilities among local governments, RPO and NCDOT
- Projects must be identified in an adopted plan before they can be considered for prioritization and funding.
- Best use of resources
- Foresight and strategy behind public expenditures
- Infrastructure to support planned growth equals less pain

(f) What does the community want to look like in the future?

- Develop CTP vision
- Conduct needs assessment
- Analyze alternatives
- Develop final plan
- Adopt final plan

CTP Vision Statement	January, 2015
Deficiency Analysis	August, 2015
Develop Draft CTP	December, 2015
Draft CTP to Locals	March, 2016
Local Adoption	June, 2016
NCDOT Adoption	August, 2016
Final CTP Document	September, 2016

- (g) Public Opinion Survey
 - Spring 2015
 - Transportation and Comprehensive Plan
 - Transportation: roads, bicycle, pedestrian
 - Other infrastructure: water, sewer, broadband
 - Housing
 - Education
 - Healthcare
 - Economic Development
 - Currently under development
- (h) Funded Projects
 - NC-107 from SR 1002 to NC-281
 - NC-107 from Sylva to NC-116
- (i) Upcoming Bridge Projects
 - Cullowhee – replace Bridge No. 108
 - Dillsboro – replace Bridge No. 27
- (j) Current Project Schedules
 - From NC-116 to NC-107 (SCC)
 - Dark Ridge Bridge on US 74
 - NC-281 near Bear Lake / Little Canada

(3) **COUNTY-WIDE CLEAN-UP DAY:** Mr. Wooten presented a joint effort between the county government entities in support of a county-wide clean-up campaign.

- Establish a Task Force to develop an action plan for a county-wide campaign
- Select a date
- Solicit participation from as many individuals and groups as possible
- Identify other actions that would reduce litter
- Coordinate with annual Tuckasegee River clean-up / Earth Day

Mr. Wooten introduced other county staff in attendance: Rich Price, Economic Development Director; Chad Parker, Public Works Director; Todd Dillard, Emergency Management Director; Tim Thomas, I.T. Director; Gerald Green, Planning Director; and Joe Hamilton, Register of Deeds.

(4) **COUNTY SERVICE DISTRICTS / FIRE TAX:** Mr. Wooten reported information regarding creating county service districts for the purpose of providing fire protection.

	<i>Operating</i>	<i>Debt Service</i>
Cashiers	\$200,144.05	
Cullowhee	\$171,580.90	
Canada	\$133,646.06	
Balsam-Willets	\$150,661.46	\$57,131.00
Savannah	\$155,092.33	\$19,552.00
Sylva	\$152,205.06	\$179,068.00
Qualla	\$154,321.64	\$62,382.00
Highlands	\$7,187.00	
Total Fire Appropriations		\$1,435,784.50

Total Calls by Department 2012-2014

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Balsam-Willets	234	229	321
Canada	105	75	111
Cashiers	488	509	627
Cullowhee	649	714	761
Qualla	557	516	622
Savannah	286	289	362
Sylva	771	786	898

(a) Past Actions

- Detailed presentations to each fire departments about a fire tax
- Proposal would have placed item on ballot for countywide vote
- Three departments FOR (Cashiers, Cullowhee and Sylva)
- Four departments OPPOSED or non-committal (Canada, Savannah, Balsam and Qualla)
- Proposal dropped since majority of departments did not support a tax

(b) Options for Consideration County Service Districts: NCGS 153A, Article 16

- Standards to consider (NCGS 153-302(a)):
 - Resident or seasonal population
 - Appraised value of property
 - Present tax rates
 - Ability to sustain additional taxes
 - Other
- Findings (NCGS 153-302(a1)) (all must apply)
 - Demonstrable need for the service in the district
 - Impossible or impracticable to provide service on countywide basis
 - Economically feasible without burdensome tax levies
 - Demonstrable demand for the service by persons residing in the district
- Report (NCGS 153-302(b)):
 - Report to include a map of district, a statement that district meets standards and a plan for providing services

(c) Hearing and Notice Requirements

- Hold public hearing with public notice given not less than one week before hearing
- Public notice to include map, time, date and location of hearing
- At least four (4) weeks before hearing, mail a notice of public hearing to all residents of each district as shown on tax records. The notice by mail shall include a map and the time and location of hearing

(d) Tentative Timeline for Creating Service Districts

- February 17th Follow-up discussion
- March 5th or 19th Decision about next steps
- March 23rd Notice mailed
- April 16th and 23rd Notice published
- Week of April 27th Public Hearing
- May 7th Adoption of Resolution
- May 19th Consider fire budgets
- June 18th Adopt county budget
- July 1st Tax levied

(e) Cashiers Fire Department

- Preliminary operating budget: \$1,103,715
- Tax value: \$6,226,821,914
- Tentative tax rate required: \$0.0195

(f) Highlands Fire District

- Current Macon County tax rate: \$0.009
- Tax value: \$329,503,730
- Potential revenue: \$31,741.09

- (g) Cullowhee Fire Department
 - Preliminary operating budget: \$648,910
 - Tax value: \$1,190,910,700
 - Tentative tax rate: \$0.0567
- (h) Sylva Fire District
 - Current Budget: \$680,733
 - Tax value: \$1,180,037,513
 - Tentative tax rate: \$0.060

(5) **NEXT MEETING**: Tentatively, August 03, 2015.

Attest:

Approved:

Angela M. Winchester, Clerk
Jackson County Board of Commissioners

Brian Thomas McMahan, Chairman
Jackson County Board of Commissioners