

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
MAY 19, 2015**

The Jackson County Board of Commissioners met in a Work Session on May 19, 2015, 10:00 am, Justice & Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman	Chuck Wooten, County Manager
Mark Jones, Vice Chair	Jan Fitzgerald, Executive Assistant
Charles Elders, Commissioner	J. K. Coward, Jr., County Attorney
Vicki Greene, Commissioner	
Boyce Deitz, Commissioner	

Chairman McMahan called the meeting to order.

EMPLOYEE RECOGNITION: Mr. Wooten recognized the following employees for their years of service and retirement effective June 1, 2015:

Charlene Beasley	18 Years of Service	Tax Administration
Melvin Barnes	20 Years of Service	Public Works - Maintenance

AGENDA: Chairman McMahan amended the agenda by adding Administrative Review. Commissioner Greene moved to approve the Agenda as amended. Commissioner Jones seconded the Motion. Motion carried.

(1) CASHIERS FIRE DEPARTMENT FY 15-16 BUDGET: Mr. Wooten stated the Cashiers and Highlands Fire Departments were invited to submit their budget requests for FY 15-16 in keeping consistent with the discussions regarding the establishment of fire districts and the possibility of levying a special fire tax. Both departments have put together budgets for consideration and discussion. In order to balance the budget, a tax rate of 1.7795 (\$1.78) is required in order to fully fund the budget providing \$1,067,865 to the Cashiers Fire Department. If they move forward, the Cashiers Fire Department has also requested consideration of an advance of \$50,000 to complete the construction necessary to be ready to move forward on July 1st.

Property Tax Revenue Computation:

Estimated Property Valuation 2015-2016	\$6,226,821,914.00
X Collection Rate of	96.37%
Estimated Property Valuation to be collected	\$6,000,788,279.00
Net Value of 1 cent	\$600,079.00
Multiplied by requested Tax Rate	1.7795
TOTAL REVENUE RECEIVED THROUGH COUNTY	\$1,067,865.00

Randy Dillard, Chief presented the following budget:

	2014 Actual	2015 Estimate
Building		
Electric / Gas	\$14,819.43	\$20,000.00
Phone	\$4,768.45	\$6,000.00
Maintenance / Repairs	\$26,380.98	\$25,000.00
Dept. Custodial Supplies / Meals	\$16,799.96	\$10,000.00
Vehicle		
Fuel	\$19,345.22	\$22,000.00
Maintenance	\$31,311.23	\$44,000.00
Radio Maintenance	\$7,001.01	\$10,000.00
Special Equipment		
Uniforms	\$4,143.34	\$7,600.00
Fire Equipment	\$33,146.27	\$90,000.00
Equipment Maintenance	\$10,533.83	\$11,000.00
Employee Expenses	\$60,781.38	\$456,750.00
Insurance		
Building	\$9,649.00	\$10,000.00
Vehicles	\$20,187.00	\$20,000.00
Worker's Compensation	\$5,163.00	\$11,075.00
Debt Service		
Vehicles	\$220,790.00	\$220,790.00
Building	\$6,000.00	\$12,000.00
Grants		\$10,000.00
Professional Fees	\$7,487.65	\$20,000.00
Training/Travel	\$12,033.92	\$12,000.00
Fund Raiser Supplies / Expenses	\$13,504.80	\$5,000.00
Volunteer Pay Per Call		\$15,000.00
Office Supplies	\$4,767.04	\$7,000.00
Dues / Retirement Volunteers	\$5,480.00	\$4,500.00
Building Construction		\$50,000.00
Capital Outlay		\$14,000.00
TOTAL EXPENDITURES	\$534,093.51	\$1,113,715.00

Line-Item Budget

	Actual FY 14-16	Estimated 15-16
REVENUES:		
Revenues received through County	\$197,271.00	\$1,067,865.00
Fundraising		\$3,000.00
Donations	\$116,836.02	\$25,000.00
Interest Income	\$620.69	\$650.00
Sales Tax Reimbursement	\$6,897.77	\$7,200.00
Grants	\$10,000.00	\$10,000.00
CASH ANALYSIS:		
Checking Balance	\$40,188.61	
Savings Balance	\$138,619.14	
TOTAL REVENUES	\$331,625.48	\$1,113,715.00

(2) TOWN OF HIGHLANDS FIRE DEPARTMENT FY 15-16 BUDGET: Mr.

Wooten stated that the Highlands Fire Department is a department of the Town of Highlands and receive a fire tax from Macon County. The proposed fire tax being considered would be an additional revenue source for their department. They are requesting consideration for establishing a fire rate consistent with Macon County.

Ryan Gearhart, Chief and Robbie Forrester, Assistant Chief presented:

Property Tax Revenue Computation:

Calculation of County Fire Tax:	
Assessed valuation	\$3,524,142,407
Tax rate	\$0.01
Prior years collection	96.28%
Budgeted County Fire Tax	\$339,304.00

EXPENDITURES	Projected FY 14-15	Request FY 15-16
Salaries - Full Time	\$78,450.00	\$98,000.00
Salaries - Part Time (station call)	\$1,500.00	\$7,500.00
Overtime	\$6,854.00	\$1,000.00
Fire Call Payments	\$29,420.00	\$35,000.00
FICA, Retirement, 401K, Health Ins., Unemployment Tax	\$26,670.00	\$39,000.00
Workers Compensation Insurance	\$6,000.00	\$7,000.00
Property / Liability Insurance	\$26,000.00	\$29,000.00
Training	\$5,000.00	\$6,000.00
Uniforms / Turn-out Gear	\$3,500.00	\$21,000.00
Office Supplies		\$4,000.00
Operating Supplies	\$12,500.00	\$13,000.00
Dues and Subscriptions	\$2,000.00	\$1,300.00
Miscellaneous Expense	\$8,000.00	\$11,000.00
Telephone / Internet	\$2,500.00	\$2,993.00
Utilities (electric, water, sewer)	\$6,000.00	\$10,000.00
Heating Fuel (main and substation)	\$1,500.00	\$10,000.00
Gasoline / Diesel/Lubricants for Vehicles	\$7,000.00	\$10,000.00
Repairs & Maintenance - Vehicles	\$7,000.00	\$12,000.00
Repairs & Maintenance - Equipment	\$15,000.00	\$17,000.00
Repairs & Maintenance - Buildings	\$7,000.00	\$15,000.00
Capital Equipment (more than \$5,000)		\$45,000.00
TOTALS	\$251,894.00	\$394,793.00

REVENUES	Projected FY 14-15	Request FY 15-16
County Fire Tax	\$357,691.00	\$334,793.00
Contributions from Town/County	\$25,208.00	\$50,000.00
Fundraisers / donations	\$16,000.00	\$10,000.00
Interest Earnings	\$550.00	
Miscellaneous	\$4,800.00	
TOTALS	\$404,249.00	\$394,793.00

(3) WHITTIER PROPERTY: Mr. Wooten stated this is a follow-up from the Commissioners' tour of the Drexel property and facility. Odell Thompson, Architect and the Structural Engineer working on this project have completed their review of the building and are preparing their report to be presented to the Commissioners at a future meeting.

Joe Ward, Drexel Committee Member; Rob Hawk, Cooperative Extension Director; Brad Stillwell, Chairman Farmland Protection Board; Tony Elders, Permitting and Code Enforcement Director; and Rich Price, Economic Development Director presented:

(a) Goals and objectives: The proposed Cattle Load-Out and Education Facility at the developing Smoky Mountain Agriculture Development Station will:

- Enhance the regional participation of Western North Carolina cattlemen with the successful WNC Livestock Center in Canton.
- Increase the profitability of cattle and other livestock in the Smoky Mountain Region.
- Provide a regional livestock education facility for cattle health, operations and marketing in cooperation with North Carolina Cooperative Extension Service (NC CES), universities and the North Carolina Department of Agriculture and Consumer Services (NC DA&CS).
- Initiate the first agriculture project for the Smoky Mountain Agriculture Development Station.

(b) Method: The project will be coordinated by the Southwestern NC RC&D Council in cooperation with the county; Cooperative Extension Service; Farmland Protection Board, Brad Stillwell, Chairman; local cattlemen's Association; and SMADS steering committee. To coordinate with the WNC Livestock Center in Canton, operational plans will be coordinated with John Queen, WLC Manager. Mr. Queen has already visited the site and given his preliminary guidance. The build out plans will utilize the experience and facility designs of the Rutherford County facility. Already Rutherford CES Director, Jeff Bradley has visited the SMADS facility and given guidance and several resource people have visited the Rutherford operation. The plan is to build a comparable facility, slightly smaller with a few minor modifications on gates, size and operations. The equipment will be on Jackson County property and will be owned by Jackson County. The Rutherford facility showed over a million dollar impact to the area farmers and county. For example, in one week staff loaded 151 calves that sold for \$160,000. It is expected that this project will have a similar return. Load-out days will be managed by Mr. Hawk and Mr. Stillwell.

Education and training will be coordinated by Mr. Hawk as well as other agencies and organizations when appropriate. For example a health clinic by the NC DA&S research station. The Southwestern NC RC&D Council will work with the SMADS steering committee and the county to implement the master plan for the site. In addition, the RC&D Council will actively working on agriculture economic opportunities in the Smoky Mountains with resource agencies, organizations and local governments.

It is expected that equipment will be secured by July 1st and the site will be operational in the fall, 2015. Installation of the equipment and preliminary building cleanup will be completed as appropriate by volunteer cattlemen, Jackson County, CES and the local Soil and Water Conservation District as well as the RC&D Council and the SMADS Steering Committee.

(c) Deliverables: The project will establish a cattle load-out and education facility, including a hydraulic squeeze chute, coral panels, gates and a weighing scale at the Smoky Mountain Agriculture Development Station. The build out of a permanent facility will utilize other funds and will be accomplished over a one year period. An adjacent room in the Drexel Plant will be temporarily used for equipment and a classroom. The facility with the proposed equipment will be operational September, 2015.

(d) Measurable Impact: To begin with there will be a sale of cattle once a month starting in September. It is expected that this load-out facility will take a few months to develop steady users, but by the spring will have comparable sales to the Rutherford facility. Evidence will be actual sales documentations. Cattlemen will be asked if the facility gives the ability to expand their herds and/or expand their profitability. As a regional education facility, at least three training sessions will be held. Attendance will be documented and then follow up will be done to see if the participants use the cattle load-out facility.

(e) Timeline:

- May 11, 2015 to July 1, 2015 – coordinate all parties with agreements, operational policies and the actual installation of the equipment.
- May 11, 2015 to July 1, 2015 – order equipment, including a search for possible used panels, squeeze chute and scales.
- June 1, 2015 – September 1, 2015 – clean the room in the Drexel Plant for use during sales, equipment storage and classes. Install the equipment.
- September, 2015 – have the first cattle load-pit and repeat monthly as the market dictates.
- September, 2015 – schedule three workshops, including one on the facility use, cattle health and marketing.
- April 30, 2015 – report on the project including plans and funding status to complete the build out of the cattle load-out facility, show documented sales and economic impact, as well as document the participation in the workshops. In addition, document the general status of the Smoky Mountain Agriculture Development Station.

(f) Project Team: Rob Hawk is the Director of both the Jackson and Swain Counties Cooperative Extension Service. As a livestock agent, he serves as the advisor to the Jackson, Swain and Madison County Cattlemen's Associations. Mr. Hawk was instrumental in the original vision of the Smoky Mountain Agriculture Development Station in the old abandoned Drexel Plant in Whittier.

Brad Stillwell is the chairman of the Jackson County Farmland Preservation Board and is a cattleman who utilizes the WNC Cattle Livestock Center. He will be able to coordinate this project with the Livestock Center.

SMADS Steering Committee as a core team including Rob Hawk; Lynn Sprague, SW NC RC&D; Brad Stillwell; Sarah Thompson, SW Planning Commission; Debra Sloan, NC DA&CS; Rich Price, Economic Development Director; Rusty Ellis, Parks and Recreation Director; Barry Stevens, Soil and Water Director; and Charley Meyers, Cherokee Preservation Foundation. This group developed the master plan and has been working for over 1½ years.

Mr. Sprague has over 40 years' experience in conservation projects and programs. He has administered millions of dollars in contracts for projects and programs. Mr. Sprague administered the North Carolina Soil and Water Conservation Districts for 15 years and was the Agriculture Economic Development Director for Polk County for five years before his current position.

(g) TVA Ag & Forestry Funds: The requested funds will be used to purchase a hydraulic squeeze chute, coral panels and gates and an installed weighing scale. They will research to see if they can find good condition used equipment. All other costs will be covered by in-kind services, other grant funds or donations.

Consensus: *Await the final report of the building assessment from the architect and structural engineer at the regular meeting on June 4th to determine acceptance of the grant and determine how to move forward with the project.*

(4) FOOD VENDORS IN COUNTY-OWNED PARKS: Rick Gorton stated that as per his conversation with Rusty Ellis, Parks and Recreation Director, he was seeking permission to receive a concession permit for use in county parks. He proposed putting up a visitor information booth/concession stand combination (All American Hot Dog – AAHD) 3-4 days per week at the Barker’s Creek Take-Out beginning on Memorial Day through rafting season. According to Mr. Ellis, there is no permit in place at this time for this intended use.

AADH is a push cart style and is self-contained, no external connects are needed for operation. This is a NSF certified cart, yet to be permitted by the health department. There is one location at Barker’s Creek where this cart would not be obtrusive and/or create difficulty for visitors. The cart would be located between the boulders next to a rock strewn drainage system. No parking spaces or grass areas would be affected. His intent for the cart would:

- be removed each night for cleanup and inspections
- donate \$.10 of every dollar in profits to the Community Table
- contain brochures regarding the county
- employ two people for the season

Chairman McMahan stated the Board would conduct research to see what other counties do as far as permitting food carts on county properties.

(5) ANIMAL SHELTER TASK FORCE: Paula Carden, Health Director stated that a spay/neuter policy that would allow no animals to leave the shelter unless they have been spay/neutered after adoption, would be ideal. This would take the burden off the adopter.

Chairman McMahan asked Commissioners to be prepared to begin making appointments to the task force at the next regular meeting. Also, they would work on a list of priorities the task force would be charged with and responsible for when they report back to Commissioners on how best to move forward.

(6) PROPOSED BUDGET FY 15-16: Mr. Wooten and Darlene Fox, Finance Director stated that consistent with past budgets, the budget is balanced using a proposed tax of \$.28 per \$100 of property value. This tax rate has remained unchanged since July 1, 2008; however, with the upcoming implementation of revaluation in 2016 and the anticipated reduction in property values, the FY 16-17 tax rate will most likely require an upward adjustment to be revenue neutral. The FY 15-16 budget projects new property increases of \$104,153,959; however, most of the revenue from this increase in the tax base will be offset by anticipated legislation that will remove the opportunity to tax non-tribal members for business improvement and business personal property located on tribal lands. Overall, sales tax revenues are increasing and this budget includes a projected annual increase of 7%. Other revenues have been adjusted where appropriate.

(a) Salary Increase: The proposed budget includes a one-step increase for all full time employees, which equates to approximately 2%. They will continue to monitor and compare the salary structure against peer counties and the region to maintain a salary plan that is market competitive.

(b) Longevity Pay: In addition, a longevity plan structured after the Town of Sylva’s plan and 2.5 days of bonus leave are also proposed.

(c) Classifications: There are several proposed position reclassifications based upon salary surveys within the region and comparably sized counties that is prepared by the Director of Human Resources.

(d) Fringe Benefits: The fringe benefit package will remain constant including the cost of health insurance.

(e) **New Positions**: Included in the proposed budget are 9.475 new FTE positions. The largest increase of new positions (3.20) is associated with the Sheriff's department and Justice Center security improvements and the implementation of a single point of entry. They have included partial positions at the Aging Center (.275) to expand the hours of operation at the Cashiers Senior Center, a .5 position in the Health Department to manage the community garden project, and a .5 social worker position at DSS to offset increase work demands. A new planner and a .5 administrative position are included in the Planning Department. Public Works will receive a new general utility worker to address increasing building maintenance needs and a .5 housekeeping position to assist with cleaning county facilities in Cashiers. The Green Energy Park will receive two .5 positions to assist with marketing and equipment maintenance. Finally, a county attorney position is included in the budget in the event the decision is made to change from a contract basis to a full time employment basis.

(f) **Public Schools**: The proposed budget addresses the current expense needs of the public schools. At the request of the School Board, a tentative allocation of \$700,000 for current expenses has been set aside in the budget to protect the elimination of first grade teacher assistants. Following the close of the fiscal year, the Commissioners and School Board will jointly evaluate the level of school fund balance to determine if the school fund balance is sufficient to partially or fully fund the teacher assistant positions. Either way, funds will be available to protect these positions from elimination. The schools have developed a five year capital plan and the funding request for year one of this plan totals \$4,288,038. The proposed county budget includes a tentative capital allocation of \$2,366,510. Since part of the proposed funding is from the school capital reserve fund balance, the final fund balance will not be known until the close of the fiscal year. The new appropriation and school capital reserve fund balance will be made available to the School Board who will establish the priorities for capital funding and allocate the funds accordingly. Overall, the FY 15-16 budget provides funding to increase public schools in the amount of \$2,150,510 or 27.8%.

(g) **Southwestern Community College (SCC)**: SCC will receive current expenses in the amount of \$1,897,481 and capital outlay in amount of \$311,161, which reflects the amounts requested. This reflects an increase of \$215,565 (10.85%) over the FY 14-15 allocation. Since FY 10-11, the current expense budget for SCC has increased on an annual basis by \$521,137.

(h) **Fontana Regional Library**: Funding for the Fontana Regional Library is proposed at \$1,149,309. This is an increase of \$46,145 or 4.2%. In addition, during the FY 14-15 budget year, a special capital allocation (\$145,000) was provided by the Board to construct an addition to the Cashiers Library.

(i) **Non-Profits**: Most non-profit organizations allocations have not changed from their current allocation. Increases are proposed for ARF, CatMan, and Cashiers Humane Society to support their efforts in spay and neutering of the animals in their possession. The single largest increase is for the Good Samaritan program to fully fund the Nurse Case Management Program. New funding requests were received from Appalachian Women's Museum, Christmas Connection, and CURVE. The budget does not include funds for the operating costs of these entities; however, funds have been set aside to serve as the local match for grants they may receive.

(j) **Fire Departments, Rescue Squads, Ambulance Services**: Budgets for fire departments, rescue squads and for the Harris Hospital EMS has increased by 2% and the Glenville Cashiers EMS increased by 4%. Anticipating the implementation of a fire service tax in the Cashiers and Highlands Fire Districts the funds that have heretofore been appropriated to the Cashiers and Highlands Fire Departments have been set aside in a reserve account for future fire department building needs. Currently there are requests from both Savannah Fire Department and Cullowhee Fire Department for new buildings.

(k) Capital Projects: As has been the practice for the past four years, they will consolidate all capital requests into a single line and await the completion of the FY 14-15 audit before releasing funds for departmental capital needs. This will assure that the county fund balance has not been negatively impacted by the FY 14-15 operations. This budget also proposes a \$1,000,000 transfer into the capital reserve fund for future county capital building needs and \$500,000 into the conservation, preservation, recreation capital reserve fund for greenway and recreation projects. Finally, transfers are proposed to fund revaluation, economic development, Green Energy Park, and to provide a reasonable contingency for the unexpected, salary adjustments, and departmental capital outlay.

Mr. Wooten requested that the Commissioners set a public hearing for the proposed budget on Thursday, June 4th to allow for public comment.

(7) PLANNING DEPARTMENT UPDATE: Mr. Wooten stated that Gerald Green, former Planning Director provided a list of unfinished business and tasks that need attention from the Planning Department:

(a) Community Development Block Grant: All certifications and reports are up to date and submitted. Mountain Projects is administering day to day activities and moving forward with improvements to the homes selected for assistance. The Selection Committee may have to meet to select additional recipients, as it appears that some of those previously selected will drop out. Mr. Green let Cheryl Wilkins at Mountain Projects know that Nicole Livesey will be the county contact for the program.

(b) Cullowhee Development Standards and Zoning Map: The draft standards and map have been reviewed and final edits made. These have been forwarded to the Clerk and are ready for review and action by the Board of Commissioners.

(c) Cellular Telecommunications Tower Ordinance: The draft cell tower ordinance has been approved by the Planning Board and forwarded to the Board of Commissioners for review and action.

(d) Cashiers Cell Tower Proposal: An application for a new cell tower in Cashiers is anticipated within the next week. John Jeleniewski is aware the application is pending and can do the initial log-in and assure all information is provided. A consultant likely will have to be retained to review the application and manage the review and approval process.

(e) Cell Tower Upgrade Requests: Several cell tower upgrade project applications are anticipated in the next few weeks. John Jeleniewski and Nicole Livesey will be able to log these, review them, and approve complete applications.

(f) Drexel – Cherokee Preservation Foundation Grant: The County has been awarded a \$9,000 grant by the Cherokee Preservation Fund to develop a preservation plan for the archeological sites on the Drexel property and to place interpretive signs on the sites. A proposal has been submitted by Altamont Engineering to prepare the preservation plan for a cost of \$6,750, leaving over \$2,000 for the interpretive signs. No action has been taken to accept the grant. The match for the grant is the building assessment currently underway. Rich Price has a copy of the Altamont proposal; Nicole Livesey has information regarding the grant. A decision will need to be made soon regarding acceptance of the grant.

(g) Tuckasegee River Greenway Bridge: A request for bids has been issued for the project by the project engineer. John Jeleniewski can assist with project management. Jennifer Bennett will handle invoices and general inquiries.

(h) Mark Watson Park Trail: A \$20,000 grant was awarded the county by Duke Energy for work to enhance the wetland area of the park. A trail has been designed and construction by county crews is scheduled to begin late this month. John Jeleniewski and Jennifer Bennett are providing project management and coordination.

(i) Industrial Development Ordinance Revision: Revision of the Industrial Development Ordinance by the Planning Board is continuing, with Ben Farmer (Planning Department intern) researching issues and providing information for review and discussion by the Planning Board. John Jeleniewski and Nicole Livesey will provide guidance until a new Planning Director is hired.

(j) **Mountain and Hillside Development Ordinance Revisions:** The Planning Board has directed that amendments establishing a new, objective standard for calculating slope, establishing new density standards, and clarifying what is and what is not a lot of record be forwarded to the Board of Commissioners for review. These amendments will be forwarded to the Clerk within the next week. The Planning Board is continuing to review the ordinance to identify amendments to clarify it and assure that the ordinance language meets the intent and purpose as stated in the ordinance.

(k) **Planning Board:** Nicole Livesey and John Jeleniewski, with direction from Board chair Sarah Thompson, will provide staff assistance to the Planning Board as the Board continues the review of the Industrial Development and Mountain and Hillside Development ordinances and the review of any projects that may be submitted for review.

(l) **Cashiers Planning Council:** John Jeleniewski and Nicole Livesey will work with Council Chair Rick Robson to continue the activities of the Planning Council.

(m) **441 Corridor Planning Council:** A request for an ordinance amendment has been submitted for consideration by the Council. The amendment has been drafted for presentation to the Council. John Jeleniewski and Nicole Livesey are scheduling a meeting time and will coordinate action on this issue and others that may come before the Council.

(n) **Historic Preservation Commission:** A request for designation of a local historic property has been submitted and forwarded to the Commission for initial review. Action on this can wait until a new Planning Director is hired.

(o) **Three Moose Performance Bond:** The RiverWalk apartments have submitted a performance bond to guarantee the landscaping required by the planning Board in their approval of the plans. Darlene Fox has the check and the agreement, which was approved by Jay Coward, awaits the County Manager's signature.

(8) **LANDSLIDE MAPPING:** Mr. Wooten stated previous pricing for this service has been obtained. The Commissioners asked for the group that he had previously worked with the county to make a presentation to the Board at their work session in June. Both Permitting and Planning Departments are in agreement that having landslide mapping would make it easier to assess properties in regards to the Hillside Development Ordinance

(9) **SOUTHWESTERN COMMUNITY COLLEGE BUILDING CRACKS:** Mr. Wooten stated he had not received any feedback from Dr. Don Tomas, President SCC, but would follow-up with him and report back to the Commissioners.

(10) CLOSED SESSION:

Motion: *Commissioner Greene moved that the Board go into closed session pursuant to G.S. 143-318.11 (a) (6) Personnel. Commissioner Jones seconded the Motion. Motion carried.*

Chairman McMahan called the work session back to order and stated no action was taken in closed session.

(11) ADMINISTRATIVE REVIEW: Chairman McMahan stated that in the past, periodical audits of departments have been done to enhance operations. He suggested that an outside agency be contacted to:

- (a) Perform an audit of the Code Enforcement Office to determine if:
- certain provision is being enforced
 - collection of all required documentation is being made
 - software is being utilized and working properly
 - consistent inspection of all applications is being done
- (b) Make recommendations on how to enhance operations and suggest procedural changes.

Chairman McMahan stated that with the departure of the Planning Director and the confusion about the ordinances and inconsistencies among the ordinances, he wanted to consider merging together the documents into one ordinance. The Planning Board has suggested possible changes, but he recommends having a new planner in place to help facilitate the discussions, while a separate organization works to combine ordinances.

Chairman McMahan stated that because of the confusion of which office is responsible, he directed Mr. Wooten to:

- Develop an organizational chart for the Code Enforcement and Planning Offices with clearly defined responsibilities
- Hold a staff meeting with both offices, jointly to review the chart and responsibilities so there will be no further confusion as to who is responsible for which task
- Monitor the process and develop tracking reports to provide to the Commissioners on a regular basis to ensure compliance and oversight until the final reports and recommendations have been received and reviewed by the Commissioners
- Provide supervisory oversight for the Planning Office until a new Planner is in place.

Motion: *Commissioner Greene moved to approve the recommendations by Chairman McMahan. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

Mr. Coward stated that in November, 2012 a resolution was passed, which addressed all ordinances, stating the Board of Commissioners designated the County Manager or his designee as the official person responsible for endorsing county ordinances. The intent was for someone that did not know which department to go to, the manager would direct them to the correct department (planning, code enforcement, etc. The resolution has not been rescinded and since there is an absence of a planning director, this could also make the manager in charge of the planning department, reviewing and signing off. If an ordinance would need to be adopted, amended or rescinded, it would require a public hearing. In the interim, while the planning director is vacant, the manger could serve in that capacity.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Greene seconded the Motion. Motion carried and the meeting adjourned at 1:50 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman