

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JUNE 16, 2016**

The Jackson County Board of Commissioners met in a Regular Session on June 16, 2016, 6:30 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Mark Jones, Vice Chair
Charles Elders, Commissioner
Vicki Greene, Commissioner
Boyce Deitz, Commissioner

Chuck Wooten, County Manager
Angela M. Winchester, Clerk to Board
Heather C. Baker, County Attorney

Chairman McMahan called the meeting to order.

(1) **AGENDA**: Chairman McMahan amended the agenda by adding two items: (1) Industrial Development Ordinance Amendments (2) County Manager Contract; and by deleting two items: (1) Chinquapin Development Agreement (2) Glenville-Cashiers Rescue Squad Ambulance Contract. Commissioner Elders moved to approve the amended Agenda. Commissioner Jones seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Greene moved to approve the minutes of a Public Hearing-Budget of June 02, 2016, a Public Hearing-Cashiers Commercial Area Development Ordinance of June 02, 2016 and a Regular Meeting of June 02, 2016. Commissioner Elders seconded the Motion. Motion carried.

(3) **COMMISSIONER REPORTS**: Commissioner Deitz stated that Clyde Bumgarner had passed away. He was an educator, coach, World War II Veteran, an outstanding athlete and an excellent citizen. He was sad to hear of his passing.

(4) **COUNTY MANAGER REPORT**: Mr. Wooten reported:

(a) **Golden Leaf Foundation Awards**: Both applications submitted by the county during the recent grant cycle were approved for funding. The Jackson County Public Schools were awarded \$850,000 for a project: Ascent to College and Career Readiness through STEM and Digital Learning. The Tuckasegee Water and Sewer Authority was awarded a grant in the amount of \$460,800 for a project: Horsepasture River Wastewater Plant and Collection System Improvements. They are most appreciative of the support from Golden Leaf for these two grants and look forward to the completion on both projects.

(b) **RPO – Jackson County/Division 14 Collaboration Meeting**: Representatives from Division 14, State Board of Transportation, and Jackson County will meet on Wednesday, June 22nd to review transportation projects. The meeting will be held at Region A beginning at 10:00 am.

(c) Capital Projects:

- **Pedestrian Bridge:** This project is complete and a formal ribbon cutting will take place at 1:00 pm on June 23rd at the bridge. There are a few remaining tasks to be accomplished by county staff; however, the bridge and greenway will be open to the public.
- **Skyland Services Center:** Odell Thompson advised that the design development stage of this project was approximately 40% complete and they anticipate it will be 100% in time for the August work session of the Commissioners. He would like to come back to the Commissioners and review the final plans before moving forward with construction drawings, especially since a commercial kitchen had been added. Assuming major modifications to the plans are not necessary, then he would expect to be ready to bid the project in October.
- **Cashiers Inspections and Code Enforcement Renovations:** The contractor will start this project within the next 30 days and should be completed within 120 days.
- **Tuckasegee Staffed Recycling Center:** The engineer is preparing the bid specifications and they hoped to have the project paved by the end of the summer. At that point, the focus was on the access roads to the SRC site. Public Works was also doing some maintenance on other SRC access driveways.

(d) Emergency Operations Center: The ZETRON magazine recognized the Jackson County and Swain County EOCs for the recent project that provides full redundancy in the event either center should lose power or have an equipment issue. They were the first two counties in North Carolina to complete this redundancy process.

(e) Future Meetings:

June 23 rd	1:00 pm	Ribbon cutting for Locust Creek Pedestrian Bridge
June 28 th	2:00 pm	Special Meeting
July 21 st	6:00 pm	Regular meeting of Commissioners

Commissioner Greene stated that in regards to the RPO meeting that Mr. Wooten mentioned, she received a letter from a resident of Ledbetter Road, who was concerned about the death on the road and wanted to know what the county was doing. He also had an alternate route suggestion. The road is of grave concern to the Commissioners and she hoped that only one death was needed for the priority to change and for that road to be moved up in the rankings.

(5) INFORMAL COMMENTS BY THE PUBLIC:

- (a)** Marie Leatherwood of Sylva stated she disagreed with the actions of past and present Boards.
- (b)** T.J. Walker of Dillsboro stated that he appreciated the request that was made for Jackson County to be named the Trout Capital of North Carolina, but he asked for more coordination between the county, town and the Fish and Wildlife Federation.
- (c)** Ralph Slaughter of Cashiers stated that as a citizen of the county, he wanted to thank Chuck Wooten for his five years of dedicated service to the county.

Chairman McMahan invited everyone to a reception to honor Mr. Wooten on June 23rd from 3:00-5:00 p.m., with a plaque presentation at 4:00 at the Aging Center's Heritage Room.

(6) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for May, 2016, three Budget Ordinance Amendments and three Capital Project Ordinances for fiscal year ending June 30, 2016, for approval.

(b) Brandi Henson, Tax Collector, presented Tax Collector and Refund Reports for May, 2016, for approval.

(c) Tony Elders, Director of Permitting and Code Enforcement, stated that six applications had been received for fireworks displays:

- Friends of Lake Glenville for Sunday, July 3rd
- Cedar Creek Racquet Club for Sunday, July 3rd
- Balsam Mountain Preserve for Sunday, July 3rd
- Camp Merrie-Wood for Monday July 4th
- Wade Hampton for Monday, July 4th
- Bear Lake Reserve for Monday, July 4th

Motion: Commissioner Greene moved to approve the Consent Agenda. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(7) COMMUNITY SERVICES BUILDING / HEALTH DEPARTMENT NEEDS ASSESSMENT: Mr. Wooten presented the proposal for architectural services dated May 31, 2016:

(a) Project: The existing Community Services Center is a two story building of approximately 29,200 SF and houses the Health Department, Cooperative Extension and Soil and Water Conservation District Offices and Services. A study conducted in 2005 by McMillan Smith & Partners studied the options for improvements to the building and/or new construction options. McMillan-Pazdan-Smith will provide an update to the 2005 study based upon the entire building being occupied by the Health Department.

(b) Schedule: The update of the study can begin immediately upon notice to proceed from the owner. They anticipate an approximately 30 day period of data collection and programming, an approximate 30 day period to assess the date and develop design options and a final 30 day period to present design options and prepare the final document.

(c) Scope of Services: McMillan-Pazdan-Smith will conduct programming meetings with the Health Department staff to determine the current and future spatial requirements and program needs. They will then assimilate the information to develop a program of space requirements to include quantities and square footages of space. They will then develop options for renovations and/or additions to the existing building. In addition, they will assess the current building envelope, systems and building code deficiencies in order to develop a construction cost estimate for the recommended options. McMillan-Pazdan-Smith will provide options as needed for consideration by the county.

(d) Compensation:

- Architectural/Engineering fee for the project described above not to exceed \$17,600
- Reimbursable Expenses not to exceed \$1,200

Motion: Commissioner Jones moved to approve the contract with McMillan-Pazdan-Smith for architectural services for the Community Services Building to update the needs assessment. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.

(8) FY2016-17 BUDGET ORDINANCE: Mr. Wooten presented the FY2016-17 Budget Ordinance. The budget total was \$66,201,687. The tax rate was set at \$0.37 per \$100 valuation of property listed for taxes as of January 1, 2016. The Cashiers Fire District rate was set at 0.0233 per \$100 valuation of the Cashiers Fire District. The Highlands Fire District rate was set at 0.254 per \$100 valuation of the Highlands Fire District. A public hearing was held on June 16th.

Motion: *Commissioner Greene moved to adopt the FY2016-17 Budget Ordinance. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(9) COUNTY MANAGER CONTRACT: Chairman McMahan stated that Mr. Wooten had made an announcement at the beginning of the year that he would be retiring on June 30th. Since that time, the Commissioners started a process to find a new county manager. They received 29 applications and narrowed those to four individuals that were interviewed by the Commissioners. This was a long process and the Commissioners had several meetings and deliberations before arriving at their decision. They made a formal offer to a candidate, who accepted the offer.

The Board of Commissioners selected Don Adams to succeed Chuck Wooten as County Manager. Adams had been the County Manager in Alleghany County for over 19 years where he worked closely with elected officials, county employees and citizens throughout that time to provide excellent service to the Alleghany community. Working with those groups allowed for the creation and/or enhancement of many programs in Alleghany County. Adams was looking forward to meeting and working with Jackson County elected officials, county employees, county leaders and the citizens. He believed that developing and maintaining these relationships would allow for county government to continue to provide excellent service to its citizens.

The new manager would begin on August 1, 2016 and would be paid \$125,010.36 annually.

Commissioner Deitz stated this was a difficult process and it would be a tough job to replace Mr. Wooten. He thought they had made a good decision with Mr. Adams

Commissioner Elders stated it did take a lot of hard work and they had many good applicants. It was all five Commissioners, not just one and it was not a political decision. It would be hard to fill the shoes of Mr. Wooten, but he believed they made a good decision.

Commissioner Jones stated that out of 29 applications, it was difficult to get down to just 4 and even more difficult to narrow down to just one. He was impressed by Mr. Adams' presentation and character and believed they made a good decision.

Commissioner Greene stated that it was most important to her was that he had been able to work with 22 different Commissioners. David Nicholson described him as solid and they were looking for solid again.

Motion: *Commissioner Deitz moved to approve a contract for employment for Jerry Don Adams, Jr., for the position of County Manager to begin on August 1, 2016, to be paid \$125,010.36 annually. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(10) SOLID WASTE ORDINANCE AMENDMENTS:

Motion: *Commissioner Jones moved to set a public hearing on July 21st at 5:40 p.m. to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(11) EROSION CONTROL ORDINANCE AMENDMENTS:

Motion: *Commissioner Elders moved to set a public hearing on July 21st at 5:35 p.m. to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

(12) RESOLUTION – CAPITAL RESERVE (R16-14): Ms. Fox presented a Capital Reserve Resolution to renovate the Skyland Services Center building for the Cooperative Extension and Conservation departments. The Resolution authorizes an appropriation of \$2,075,000 from the capital reserve fund.

Motion: *Commissioner Elders moved to adopt Resolution R16-14 for the renovation of the Skyland Services Center building for Cooperative Extension and Conservation departments. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(13) RESOLUTION – CAPITAL RESERVE (R16-15): Ms. Fox presented a Capital Reserve Resolution to renovate the Cashiers Code Enforcement Office. The Resolution authorizes an appropriation of \$212,000 from the capital reserve fund.

Motion: *Commissioner Greene moved to adopt Resolution R16-15 for the renovation of the Cashiers Code Enforcement Office. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(14) RESOLUTION – APPLICATION FOR FINANCING AGREEMENT (R16-16): Ms. Fox presented a Resolution authorizing the filing of an application for approval of financing agreement in order to provide school improvements.

Motion: *Commissioner Deitz moved to adopt Resolution R16-16 authorizing an application for approval of a financing agreement. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(15) INDUSTRIAL DEVELOPMENT ORDINANCE AMENDMENTS:

Motion: *Commissioner Greene moved to set a public hearing on July 21st at 5:30 p.m. to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(16) AGRICULTURAL ADVISORY BOARD:

Motion: *Commissioner Deitz moved to reappoint Joe Grasty to serve another three year term on the Agricultural Advisory Board, term expiring June 7, 2019. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(17) REGION A AGING ADVISORY COUNCIL:

Motion: *Commissioner Jones moved to reappoint Martha Chovan and Nancy Bumgarner and to appoint Charlotte Cowan and Pat Buckner to serve three year terms on the Region A Aging Advisory Council, terms expiring July 6, 2019. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(18) SOCIAL SERVICES BOARD:

Motion: *Commissioner Greene moved to reappoint Juanita Burrell to serve another three year term on the Social Services Board, term expiring June 30, 2019. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

(19) PRESS CONFERENCE: None

There being no further business, Commissioner Greene moved to adjourn the meeting. Commissioner Elders seconded the Motion. Motion carried and the meeting adjourned at 7:37 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman