

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
OCTOBER 20, 2016**

The Jackson County Board of Commissioners met in a Regular Session on October 20, 2016, 6:00 pm, 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

Don Adams, County Manager
Heather C. Baker, County Attorney
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

(1) **AGENDA**: Commissioner Elders moved to approve the Agenda. Commissioner Greene seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Deitz moved to approve the minutes of a Regular Meeting of October 06, 2016. Commissioner Greene seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman McMahan stated he attended the North Carolina Association of County Commissioners' Legislative Goals Meeting. There were still lots of damage that remained due to Hurricane Matthew, which also impacted scheduling and caused the meeting to be poorly attended. He did have an opportunity to participate in dialogue on behalf of the western counties.

(4) **COMMISSIONER REPORT**:

(a) Commissioner Greene stated that all the Commissioners and representatives from the towns had a joint meeting on Monday, which gave an opportunity to hear about things going on in the towns and the county. Also, they had the opportunity to introduce the new county manager to some folks who had not had the opportunity to meet him yet.

(b) Commissioner Deitz thanked Chairman McMahan for attending the Legislative Goals Meeting. He appreciated him taking the time to attend out of town meetings.

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

(a) **Capital Projects**:

- **Freedom Park**: The completion of this project had been delayed due to the lead time necessary for the limestone tops to be delivered. Foundation Forward, Inc. informed the county that it would take 8-10 weeks to deliver the limestone tops. This would push the completion of the project back to December or January. County personnel would complete the portion of the project on the main monuments prior to winter weather. It was anticipated that the grand opening would be held sometime early spring or when the weather would be more amicable.

- Tuckasegee SRC Paving: A conditional notice of award was issued to Jeff Madden Trucking & Excavating Company to pave the entrance to the Tuckasegee Staffed Recycling Center. The property was leased from Duke Energy and in accordance with the lease, all repairs and renovations to the property must be approved by Duke Energy prior to construction. Duke Energy gave verbal approval on the project and when written approval was received by Chad Parker, Solid Waste Director, he would authorize the contractor to proceed. It was anticipated that the project would start in the next couple of weeks.

(b) Jackson Neighbors in Need (JNIN) update: The Southwestern Child Development Commission had been informed that they were awarded a \$20,000 Evergreen Foundation Grant. The Southwestern Child Development Commission would move forward with the hiring of a case manager. It was anticipated that interns from Western Carolina University would be available to assist during the winter. The JNIN Board met on October 12th to discuss other upcoming needs for the winter season. A sub-committee was formed to quantify these needs. JNIN would appear before the Commissioners on November 3rd to discuss the additional requests. The requests would be in regards to additional part-time staffing support and enhancing the case manager position. Members of JNIN requested that the county manager expressed their appreciation to the Board for their willingness to assist.

(c) Municipal Grant Program: The county earmarked \$20,000 for the Municipal Grant Program. The program was re-instated to assist municipalities of the county with the implementation of worthy projects that would directly benefit not only the citizens of the municipality, but all the citizens of the county. It was proposed that:

- Applications be taken in the month of November.
- The Board of Commissioners would review the applications during the month of December.
- Grant awards would be announced in the month of January.

(d) Building Permit Statistics: The building permit statistics in the Office of Inspections and Code Enforcement through September 2016 were provided. Overall permits issued remained relatively constant.

(e) Upcoming Meetings:

Thursday, November 3, 2016 – Regular Commissioner Meeting at 6:00 p.m.

Tuesday, November 15, 2016 – Commissioner Work Session at 10:00 a.m.

Thursday, November 17, 2016 – Regular Commissioner Meeting at 6:00 p.m.

Chairman McMahan stated the county had extremely talented and skilled staff working on the Freedom Park monuments. Also, regarding JNIN, at some point in the near future, they would be appointing a task force to work with the subcommittee to address homelessness in the community. Each municipality and the faith community would have a representative on the task force, as this was a greater problem than one entity could deal with.

Regarding the municipal grant program, the Commissioners would need to decide if they would limit the grants to \$5,000 per municipality or be flexible on the awards.

Commissioner Greene stated it may be helpful to ask the municipalities if they had project ideas and if they would have matching funds available.

Commissioner Deitz stated that if all four municipalities did not apply for grants, he thought the Commissioners should have flexibility with the awards.

(6) INFORMAL COMMENTS BY THE PUBLIC: None.

(7) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for September, 2016 for approval.

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

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

(8) SKYLAND SERVICES CENTER COMMERCIAL KITCHEN: Rob Hawk, Cooperative Extension Director, stated that at the last Commissioners' meeting, he was charged to find potential grants that could help with the commercial kitchen. He presented several possibilities with different organizations.

Chairman McMahan stated that he was in a meeting earlier that day with Mr. Hawk, Mr. Adams, Commissioner Deitz and Mr. Lynn Sprague. Through the discussion, they felt positive that one of the grants could be secured.

Mr. Adams stated that if the Board was in favor, they could give staff direction to move forward without the kitchen concept with the understanding that they would apply for grants to at least partially pay for the kitchen. If grants were secured they could move forward with the second phase to include the kitchen.

Mr. Sprague stated they were looking for a reasonable kitchen, not large scale. He felt he may also be able to obtain donated equipment to be placed in the kitchen.

Mr. Adams recommended they gather further information to clarify the grants and discuss the issue further at a November meeting.

Informational item only.

(9) COMMUNITY TRANSPORTATION PROGRAM GRANT 5311 RESOLUTION (R16-22): Chuck Norris, Transit Director, requested the Board adopt a resolution authorizing submission of Section 5311 Program Grant application to NCDOT. A public hearing was held at 5:50 p.m., prior to the regular meeting and no public comments or objections were made.

***Motion:** Commissioner Elders moved to adopt Resolution R16-22. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(10) ELDERLY AND DISABLED OPERATING AND CAPITAL 5310 PROGRAM GRANT RESOLUTION (R16-23): Mr. Norris requested the Board adopt a resolution authorizing submission of Section 5310 Program Grant application to NCDOT. A public hearing was held at 5:50 p.m., prior to the regular meeting and no public comments or objections were made.

***Motion:** Commissioner Jones moved to adopt Resolution R16-23. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(11) MEMORANDUM OF UNDERSTANDING FOR CONSTRUCTION AT SMOKY MOUNTAIN HIGH SCHOOL: Ms. Baker stated that over the next several fiscal years, the county would fund various new construction renovations and improvement projects for the Board of Education's schools. The county and Board of Education desire to memorialize their understanding and responsibilities and establish an efficient process for the administration of these construction projects.

***Motion:** Commissioner Greene moved to approve the Memorandum of Understanding with the Board of Education. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(12) RESOLUTION AUTHORIZING SIGNATORY FOR CONSTRUCTION CONTRACTS AT SMOKY MOUNTAIN HIGH SCHOOL (R16-24): Ms. Baker presented a resolution to authorize the county manager to sign contracts for construction at Smoky Mountain High School.

Motion: *Commissioner Elders moved to adopt Resolution R16-24 authorizing the county manager to sign contracts for construction at Smoky Mountain High School. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(13) CULLOWHEE COMMUNITY PLANNING AREA DEVELOPMENT STANDARDS ORDINANCE AMENDMENTS: Mike Poston, Planning Director stated that the Cullowhee Planning Council and the Planning Staff had worked on proposed amendments to the ordinance modifying the regulations for replacing manufactured homes with non-conforming manufactured home parks and also adds language to allow the Board of Commissioners to appoint ex-officio members to the Planning Council. The Cullowhee Planning Council held a public hearing for the proposed text amendments on September 12th and recommended them to the Planning Board. The Planning Board held their public hearing on the amendments on October 13th and recommended adoption to the Board of Commissioners. In accordance with the Cullowhee Commercial Area Land Development Ordinance and state statute, he requested that the Board of Commissioners call for a public hearing on the proposed text amendments for consideration.

Motion: *Commissioner Elders moved to set a public hearing on November 17th at 5:55 p.m. to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(14) PUBLIC LIBRARY BOARD:

Motion: *Commissioner Greene moved to reappoint Sandra Bayley and Mary Arbaugh to serve additional two year terms on the Public Library Board, terms to expire September 11, 2018 and to appoint Sue Ellen Bridgers, Stacy Adams and Barbara Hamilton to serve two year terms, expiring November 13, 2018. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(15) FONTANA REGIONAL LIBRARY BOARD OF TRUSTEES:

Motion: *Commissioner Greene moved to appoint Mary Arbaugh to serve a two year term on the Fontana Regional Library Board of Trustees, term to expire September 8, 2018. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(16) BOARD OF ADJUSTMENT: *Carry over.*

(17) CASHIERS PLANNING COUNCIL:

Motion: *Commissioner Jones moved to appoint David Bond to fill the unexpired term of Rick Robson on the Cashiers Planning Council, term to expire February 17, 2017. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(18) PRESS CONFERENCE: None.

(19) CLOSED SESSION:

Motion: *Commissioner Greene moved that the Board go into closed session pursuant to two items for G.S.143-318.11(a)(5) Real Property. Commissioner Jones seconded the Motion. Motion carried.*

Chairman McMahan called the regular meeting back to order and stated no action was taken in closed session except the approval of the closed session minutes.

(20) AGENDA: Commissioner Jones moved to amend the agenda by adding two items: (1) Resolution Authorizing the Sale of Property R16-25 and (2) Resolution Authorizing the Sale of Property R16-26. Commissioner Elders seconded the Motion. Motion carried.

(21) RESOLUTION AUTHORIZING THE SALE OF PROPERTY (R16-25): Ms. Baker presented a resolution that would authorize the sale of property containing 0.046 +/- acres and a certain property containing 0.017 +/- acres that the county may have an interest in that overlaps with another property to Mr. Carle Todd Sylvester.

Motion: *Commissioner Greene moved to adopt the Resolution R16-25 authorizing the sale of property. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(22) RESOLUTION AUTHORIZING THE SALE OF PROPERTY (R16-26): Ms. Baker presented a resolution that would authorize the sale of property the county may have an ownership interest in containing 0.12 +/- acres that overlaps with another property to Mr. and Mrs. T. Hart Goodson.

Motion: *Commissioner Elders moved to adopt the Resolution R16-26 authorizing the sale of property. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Greene moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 7:00 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman