

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
SEPTEMBER 11, 2018**

The Jackson County Board of Commissioners met in a Work Session on September 11, 2018, 1:00 p.m., Justice and Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Charles Elders, Vice Chair
Boyce Deitz, Commissioner
Mickey Luker, Commissioner
Ron Mau, Commissioner

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

Chairman McMahan called the meeting to order.

(1) BARKERS CREEK COMMUNITY BUILDING: Chad Parker, Public Works Director, presented a request from the Barkers Creek Community Development Club members. Over the years the Barkers Creek Community Building had aged and was in need of significant maintenance, with the most pressing need being a new roof. They had a quote from a local roofing contractor to install a metal roof and replace a damaged gutter. The total estimated cost was \$7,475.

It was requested that the county provide funding to replace the roof and the damaged gutter.

Consensus: *Add this item to the next regular agenda for consideration.*

(2) DEPARTMENT ON AGING SENIOR CENTER: Mr. Parker requested to stain and/or paint portions of the exterior of the Senior Center. He spoke with Mr. Adams about this during the budget process and it appeared to only be an aesthetic question, but after they pressure washed, he believed they needed to re-stain all the wood on the building. He felt it was important to use a contractor due to the size of the job. The estimated cost was \$17,000-\$18,500.

Consensus: *Add this item to the next regular agenda for consideration.*

(3) COMMUNITY DEVELOPMENT BLOCK GRANT POLICIES: John Jeleniewski, Senior Planner, presented Community Development Block Grant 09-D-2945 Compliance Plans:

“Jackson County has received funding from the State of North Carolina Department of Environmental Quality for public water and sewer improvements at Blue Ridge School. The following compliance plans are required by the State of North Carolina, to be adopted and enforced by the local government.

- Equal Opportunity and Procurement Plan - Pursuant to the Civil Rights Act of 1964, the Fair Housing Act and the Executive Order 12892 Equal Opportunity in Housing, the plan states that Jackson County shall work to eliminate housing discrimination and inform the community about Equal Housing Opportunity policies and laws. Some specific actions that Jackson County is taking to secure public understanding and exercise Equal Housing Opportunities are:
 - Display posters and brochures in public buildings
 - Posting Housing Committee Meeting agendas on social media.
 - The Housing Committee is working to develop a Housing Trust Fund.
 - Survey existing housing inventory to better understand the strengths and weaknesses of the County’s housing stock.

- Establish a housing task force comprised of County, municipal, business, higher education and non-profit stakeholders.
- Language Access Plan- Pursuant to Title VI of the Civil Rights Act of 1964, the Language Access Plan is adopted in order to provide meaningful communication with persons with limited English proficiency in regards to the project. The qualified interpreter that will provide translation services is Language Line Services Inc. from Monterey California. Notice of the availability of free interpretation services will be posted in the Planning Department, Department of Social Services, Health Department and Town of Sylva Municipal Hall.
- Citizen Participation Plan- The goal of this plan is to encourage citizens, especially low and moderate income citizens of the community, to participate in the Community Development Block Grant program. The plan sets forth policies and procedures for citizen participation that are designed to maximize the opportunity for citizen participation in the community development process. Some policies that will encourage participation are public hearings related to the project being published in the local newspaper, a designated Citizen Participation Contact and a procedure for receiving comments, objections and complaints.
- Excessive Force Policy- Pursuant to State of North Carolina and Federal Regulations, units of government receiving Community Development Block Grant funds are required to adopt and enforce an Excessive Force Policy. This policy prohibits the use of excessive force by law enforcement agencies against any and all individuals engaged in non-violent civil rights demonstrations and prohibits physically barring entrances and exits of facilities of such non-violent civil rights demonstrations within Jackson County.
- Residential Anti-Displacement and Relocation Assistance Plan- Pursuant to the Housing and Community Development Act of 1974 and HUD regulations 24 CFR 42.325, Jackson County must adopt this plan identifying actions that Jackson County will take to minimize the direct and indirect displacement of persons from their homes. Some steps that Jackson County will take are:
 - Coordinate code enforcement with rehabilitation and housing assistance programs.
 - Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- Local Jobs Initiative Section 3 Plan - The Section 3 Plan states that Jackson County will, whenever possible, give employment to lower income residents of the project area. The following step will be taken to assure that low income residents and businesses within Jackson County are given the opportunity for employment whenever possible:
 - Jackson County will place ads in the Sylva Herald when new segments of the project arise that will be going out for bid.
- Section 504 Compliance Officer/Grievance Procedure- This document sets up the internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act and the United States Department of Housing and Urban Development. Complaints will be received by County Manager Don Adams and investigated by Planning Director Michael Poston.”

This item would be brought back to the Board in the future for consideration.

Informational item.

(4) BLUE RIDGE SCHOOL WATER AND SEWER ENGINEERING AGREEMENT: Mr. Adams presented a Professional Services Agreement for the CDBG-I Blue Ridge School Water and Sewer System Improvements Engineering Services in the amount of \$107,250.

Ms. Fox stated that the Board of Education made the request for qualifications for engineering services. They would need to add an attachment for the federal regulations to the contract.

Consensus: *Add this item to the next regular agenda for consideration.*

(5) SUMMIT CHARTER SCHOOL – SCHOOL RESOURCE OFFICER: Mr. Adams stated that it was the intention of Summit Charter School, the Sheriff's Office and the county to move forward with a school resource officer to be placed at Summit Charter School. They were working towards an agreement with Summit Charter School on a contract for service. When research for the contract was completed, it would be brought back to the Board for discussions.

Informational item.

(6) COMMISSIONER GOALS: Mr. Adams stated the following were the goals that were listed at the last work session. He would continue to list the goals, provide updates and reports as items were accomplished.

- Recreation facilities for youth sports were in need of renovations and enhancements, including covers for the fields and repairing the score boards.
- Restrooms at East Laporte needed to be updated.
- Add the community buildings to the asset management plan.
- Look at internship opportunities for young people in the county to gain experience.
- Continue to explore options and next steps for trash pickup.
- Work on long term plans for the John Parris cabin.
- Add schools to the new software for facility management when all of the new roofs, etc. were completed. Take the next step to track the schools as well.
- Policy for Charitable Donations of Conservation Lands.
- Buyer's Agency agreement for land acquisitions for the county.
- Keep working on the Green Energy Park.
- Continue to work on school safety and security.
- Have more joint meetings with the School Board.
- Upgrades to School Grounds.
- Visitor Restrooms at the football stadium.
- Highway 107 Informational Boards.

Chairman McMahan requested an update on Savannah Park.

Ms. Baker stated that the contracts were signed.

Mr. Adams stated the intentions were to start in September. He would provide a more complete update at the next regular meeting.

Commissioner Luker requested an update on the Animal Shelter.

Mr. Adams stated they had a first meeting on site with the engineer along with NCDOT. BLE was contracted to do the borings in September and a drone was being used to complete a survey. He would share the formal timeline with the Board at the next regular meeting.

Commissioner Luker requested that Ms. Fox check into insurance that was being accepted by the health department. He had some folks state that the health department was only accepting county insurance and not doing any other billings such as Blue Cross or AARP.

Mr. Adams stated that he would also share the timeline for the health department at the next regular meeting.

Commissioner Luker recognized that it had been 17 years since 9-11. Many lives were lost on that day. He thought most everyone could say exactly where they were and what they were doing that day. He would never forget that day. Last year he had a chance to visit the 9-11 Memorial in D.C. and it was very moving.

Commissioner Deitz stated that regarding the goals, he did not know if they realized how much visitor restrooms were needed at the stadium at the high school. They needed to find money and get that project done. Also, the back side of the Scott's Creek School building was black and he was not sure if it was mildew or what needed to be done, but he thought it needed to be looked into.

Commissioner Elders stated that they may need to have another joint meeting with the Board of Education to discuss some of the issues.

Informational item.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Luker seconded the Motion. Motion carried and the meeting adjourned at 1:30 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman