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 Posted By: Evelyn Baker
 Witnessed By: _____

**MINUTES OF A WORK SESSION
 OF THE JACKSON COUNTY
 BOARD OF COMMISSIONERS
 HELD ON
 NOVEMBER 3, 2005**

The Jackson County Board of Commissioners held a Work Session on Thursday, November 3, 2005, at 5:30 p.m. in Justice & Administration Building, 401 Grindstaff Cove Road, Room A201, Sylva, North Carolina.

Present: Brian Thomas McMahan, Chairman
 Roberta Crawford, Vice Chair
 Kenneth L. Westmoreland, County Manager
 Evelyn B. Baker, Clerk to the Board

Absent: Conrad Burrell, Commissioner
 Eddie Madden, Commissioner
 Joe Cowan, Commissioner

Chairman McMahan called the meeting to order and stated the purpose of the work session was to review the Community Service Center expansion feasibility study.

Karen Chinn of Chinn Planning, Inc. met with representatives from the Health Dept., Cooperative Extension and Soil & Water Conservation departments and prepared a Facility Program Final Report as follows.

	Projected Staff Increase					Space Needs
	Present	2005/06	2009/10	2014/15	2019/20	
Health Dept.	63	67	75	82	89	30,551 sf
Cooperative Extension	7	8	9	10	10	4,500 sf
Soil & Water	4	4	4	4	5	1,526 sf
TOTAL	74	79	88	96	104	45,721 sf

Donza Mattison of McMillen, Smith & Partners Architects, stated that the present facility contains approximately 29,224 square feet which indicates a shortage of 16,500 sf. She presented the following three options:

(1) OPTION ONE: Expand the present building by removing approximately 29 parking spaces to accommodate a 16,500 sf two-level addition and heavily renovate the existing building. The three existing temporary modulars would be removed at the end of construction. This option would be cheaper up front than new construction. The three departments would remain in the building.

Some of the problems with this option are: construction will be phased requiring multiple moves by employees and adjustments by users; maintaining public and employee safety during construction; extreme congestion during construction; eventual parking will be limited to approximately 117 spaces which is not adequate to support the projected employee total of 104 plus sufficient parking for visitors; no room for further growth beyond 2020.

Cost: Addition of 16,500 sf	\$2,674,815
Renovations	<u>\$2,733,905</u>
Total	\$5,408,720 (construction only)

(2) OPTION TWO: This option would be similar to Option One, but the external addition would be limited to 13,700 sf. The upper area of the public meeting room would receive an infill floor of 2,800 sf to make up the difference. This option would be cheaper up front than new construction. The three agencies would remain in the building and the Health Dept. would stay in close proximity to the hospital. This option costs slightly less than Option One. The problems with this option are the same as Option One in addition to the upper floor infill eliminates the opportunity to have a higher ceiling in the proposed 1,200 sf public meeting room.

Cost: Addition of 13,700 sf	\$2,220,907
Infill of 2,800 sf	\$ 439,664
Renovations	<u>\$2,733,905</u>
Total	\$5,394,477 (construction only)

(3) OPTION THREE: This option would locate the Health Dept. to a new site and would involve a 38,200 sf building. The Cooperative Extension and Soil & Water offices would remain in the Community Services Bldg. The temporary buildings would be removed and 139 parking spaces would be available for employee and public use.

This option would provide for a state of the art new construction for the Health Dept., eliminate public and employee safety during construction, provides 21,692 sf of renovated floor space for other use, eliminate parking shortage, allows for expansion of the Health Dept. beyond 2020 if necessary, and minimizes the number of department moves and user adjustment.

This option would be at a higher cost and could potentially locate the Health Dept. further away from the hospital.

Cost: New Facility of 38,200 sf	\$6,324,774 (does not include property acquisition)
Renovations	<u>\$2,410,980</u>
Total	\$8,735,754 (construction only)

Ms. Mattison concluded that the present Community Services Building is not sufficient to adequately house the three departments and recommended that a separate building be constructed to house the Health Dept., and that the Community Services Building be renovated to accommodate other county agencies. The Health Dept. requires more space and sophisticated equipment rooms than the Social Services Dept. She estimated that 4 – 5 acres would be needed to accommodate a 38,200 sf facility.

Chairman McMahan and Commissioner Crawford stated the large public meeting room should be retained in the Community Services Building.

Paul Carden, Health Dept. Director, stated she preferred that the Health Dept. remain in close proximity to the medical community.

Chairman McMahan stated it appears to be easier to build a new facility to accommodate health care needs because it would be difficult to make additions and renovations while employees and visitors are in the building. Location and cost of a new site must also be taken into consideration.

Mr. Westmoreland stated that the Board will need to review the proposed options and integrate a plan into the overall capital projects schedule during future budget planning.

There being no further comments, Commissioner Crawford moved that the work session be adjourned. Chairman McMahan seconded the Motion. Motion carried and the work session adjourned at 7:00 p.m.

Attested By:

Evelyn B. Baker, Clerk

Approved:

Brian Thomas McMahan, Chairman