

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JANUARY 21, 2020**

The Jackson County Board of Commissioners met in a regular session on January 21, 2020, 3:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Boyce Deitz, Vice Chair
Ron Mau, Commissioner
Gayle Woody, Commissioner
Absent: Mickey Luker, 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 Deitz moved to approve the agenda. Commissioner Woody seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Mau moved to approve the minutes of a Work Session of December 10, 2019; a Quasi-Judicial Hearing (Cell Tower) of December 10, 2019; a Public Hearing (Cashiers Text Amendments) of December 12, 2019; a Regular Meeting of December 12, 2019; a Regular Meeting of December 17, 2019; a Public Hearing (441 Text Amendments) of January 07, 2020; and a Regular Meeting of January 07, 2020. Commissioner Woody seconded the Motion. Motion carried.

(3) **CHAIRMAN’S REPORT**: None.

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Woody stated she had the privilege of speaking to the participants in the Women’s March. She was very gratified to see the number of young people that participated and it was a great event with a lot of support.

(b) Commissioner Mau stated that the Tourism Development Authority had presented their Strategic Plan to the Board previously. A large part of the plan was forming four subcommittees that would be doing a lot of the work. Those subcommittees had been formed recently and had only a few slots left to be filled.

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

(a) **December 2019 Zoning and Building Permits**: He provided a report that listed the zoning district (if applicable), the owner/business name, the work permitted and the location of the project where the permit was issued. The Planning Department issued no permits in the month of December. Code Enforcement issued three renovation/addition permits in the month of December.

(b) **Community Services Center**: The project was 48% complete through December. Some highlights included the following: 90% of roofing was complete, 77% of sprinkler work was complete, 59% of HVAC was complete, 62% of plumbing was complete and 41% of electrical was complete.

The furniture company met with staff to begin putting together the list of furniture to be purchased. They would provide renditions for the county to examine before purchasing furniture. The renditions would be shared when they were available.

(c) **Indoor Pool:** ClarkNexsen would be putting together construction cost estimates and operating cost estimates in the next couple of months. A meeting with staff would take place on February 3rd. A stakeholder meetings would resume in February or March. The goal was to have finalized estimated costs by April.

(d) **Nantahala and Pisgah National Forest – Proposed Forest Plan Letter:** In February, the National Forest Service would be releasing a proposed forest plan and draft environmental impact statement for the Nantahala and Pisgah National Forests. Following the release of the proposed plan and environmental analysis, there would be a formal 90 day public review and comment period. The Forest Collaboration Specialist, Alice Cohen offered an overview of the proposed plan in advance of the public meetings to prepare the Board for questions from constituents. If the Board had an interest in participating, he would coordinate the information.

(6) **INFORMAL COMMENTS BY THE PUBLIC:** Dick Darnall of Glenville stated his concern for the internet system in the county. He was aware that Frontier had received funds from the Connect American Fund, but had not spent much. He thought it would be worthwhile for the Commissioners to contact Frontier.

(7) **CONSENT AGENDA:**

(a) Darlene Fox, Finance Director, presented the Finance Report for December, 2019, for approval.

(b) Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for December, 2019, for approval.

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

(8) **PUBLIC SCHOOLS UPDATE:** Dr. Kim Elliott, Superintendent and Jake Buchanan, Assistant Superintendent of Jackson County Public Schools were present for this item.

Dr. Elliott stated that they were there to give a requested update regarding the baseball field at Smoky Mountain High School. They were working to complete two ADA compliant restrooms at the field level, ADA compliant bleachers at the field level, parking lots that were compliant, batting cages and they must be able to have a parking lot capable of holding the weight of a fire truck. They were also working on connector to Highway 107 for the new parking lot, which must also be able to hold the weight of a fire truck. They needed to improve drainage at the field and needed ADA walkways to each baseball dugout.

She provided a copy of their Strategic Plan and Long Range Plan. Since she came on as the Assistant Superintendent, seven years ago, they had been working to complete the list. They were now looking at long-term needs. She was very proud of their plans for the next seven to ten years.

Mr. Buchanan stated they had bid openings and had three valid bids. The low bid was from Western Builders of Sylva. They were requesting permission to amend the budget for the amount of the bid. They would also request permission from the School Board at their next meeting. They were hopeful to proceed within 30 days of the approvals to begin construction. It was an approximate 120 day construction project and they would work to minimally impact the baseball schedule.

Commissioner Woody stated that knowing Highway 107 would have future construction, would the access they were planning be minimally impacted by construction?

Mr. Buchanan stated that it would be minimally impacted. The Department of Transportation requested that it be a right turn only coming out of the baseball facility.

Informational item.

(9) BUDGET ORDINANCE AMENDMENTS: Ms. Fox presented four Budget Ordinance Amendments for fiscal year ending June 30, 2020, for approval.

(a) Decrease in General Fund of \$29,424:

- Donation from Little League for scoreboards at Fairview: \$1,000 increase
- Insurance Settlements: \$3,710 increase
- Helping Each Member Cope: \$7,051 increase
- Progress Energy Neighbor Fund: \$1,185 decrease
- Low Income Energy Asst.: \$40,000 decrease

(b) Transfer to School Improvement Fund from Fund Balance: \$463,800

(c) Construction Smoky Mountain High School Baseball Transfer from SCR: \$463,800

(d) CPR Fund allocation to Fund Balance:

- Blackrock Creek: \$250,000
- Mark Watson Park: \$20,000

Mr. Adams stated that that Mark Watson Park allocation was for the erection of batting cages.

Ms. Fox stated that they had purchased the framework and this was for the construction. The Maintenance Department would do the wiring for the lights.

Mr. Adams stated that this had been an ongoing project, but because of the lack of manpower with Maintenance, they needed to budget this amount to help get the main structure erected. By doing this, the project could be completed.

Commissioner Woody inquired about the Helping Each Member Cope program.

Ms. Fox stated that it was a DSS program that funded various items to help clients return to the workforce.

Commissioner Woody inquired about the Blackrock Creek funds.

Ms. Fox stated that the funds were for the arrangement made to help the Town of Sylva purchase the property.

Mr. Adams stated that everything had been finalized, verified and the deeds were in place. The language that the county required to be in the Conservation Easement to allow for the most flexible recreation use had been verified and all had been done in accordance with the agreement between the county and the Town of Sylva. They were now respectfully requesting the funds.

Motion: *Commissioner Mau moved to approve the four Budget Ordinance Amendments, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(10) TRANSIT DRUG AND ALCOHOL TESTING POLICY: Norman Taylor, Transit Director, stated that after participating in a Drug and Alcohol Compliance audit in November 2019, NCDOT/ Public Transportation Division was informed that their policy templates needed revising.

In order to comply with Federal Transit Administration regulations as a sub recipient of NCDOT/PTD they had updated their Zero Tolerance Drug and Alcohol Policy, utilizing the revised template submitted by NCDOT/PTD.

She requested that the Board adopt the updated version of the Jackson County Transit Drug and Alcohol Testing Policy.

Motion: *Commissioner Deitz moved to adopt the updated Jackson County Transit Drug and Alcohol Testing Policy, as presented. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(11) JUVENILE JUSTICE OFFICE LEASE: Mr. Adams stated that this was a follow up item from the work session. The proposed lease provided space for court counselors with a term of five years and the ability to give a six month notice to terminate after three years. The amount was \$1,450 per month.

After the work session, he did some research regarding the amount of the lease. He met with Rich Price, Economic Development Director and asked him what the going market rates were for commercial property. He indicated that the range was \$8-\$17 per foot annually. This lease came out to be \$12.61 and he would consider this to fall well within market range.

Motion: Commissioner Woody moved to approve the Juvenile Justice Office Lease, as presented. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.

(12) MCMILLAN, PAZDAN AND SMITH AGREEMENT: Mr. Adams stated that this was the proposed agreement to continue forward with the project at the Green Energy Park, which consisted of building out the Animal Rescue Center; repurposing the landfill for a walking track and dog park; and grading. The entire process would be approximately 30 weeks from the time the contract was signed until bids were received. The cost was \$397,000 with the understanding they would receive credit for \$60,108 for what they already expended in the planning for the Animal Rescue Center.

Motion: Commissioner Mau moved to approve the McMillan, Pazdan and Smith Agreement, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(13) FY2020-2021 BUDGET CALENDAR: Mr. Adams presented the proposed 2020-2021 Budget Schedule updated from comments at the work session:

- January 14, 2020 Regular Commissioner Work Session – Set budget calendar – 1:00 pm
- February 17, 2020 Manager’s preliminary meeting with staff
- February 20, 2020 Commissioner’s Budget Retreat - 1:00 pm (Lunch starting at 12:00 pm)
- February 27, 2020 Special Called Budget Meeting-Revenue Discussions - 1:00 pm
- March 2, 2020 Non – Profit Grant Applications Disseminated
- March 23, 2020 All requests submitted to Finance
- March 31, 2020 Non – Profit Grant Applications Due
- April 14, 2020 Regular Commissioner Work Session –summary of all new requests - 1:00 pm
- April 20 – May 1 Manager / Finance Budget Meeting with Departments & Agencies
- May 12, 2020 Regular Commissioner Work Session – Capital Projects, update on new requests - 1:00 pm
- May 19, 2020 Regular Commissioner Meeting – Manager’s Recommended Budget -3:00 pm
- May 21 – May 22 Special called budget work sessions to hear presentations if needed (safety, education, non-profits, other departments) - 8:30 am – 1:00 pm
- June 9, 2020 Regular Commissioner Meeting – Budget Public Hearing - 6:00 pm
- June 11 – 12 Special called budget meetings as needed and regular work session (June 16, 2020 at 1:00 pm) to make final adjustments.
- June 23, 2020 Adoption of budget - 3:00 pm

Motion: Commissioner Mau moved to approve the FY2020-2021 Budget Calendar, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(14) COMMISSIONER MEETING SCHEDULE: Chairman McMahan stated that he had made a request to change the second regular meeting of the month from 3:00 p.m. to 1:00 p.m.

Motion: *Commissioner Deitz moved to change the regular meeting schedule going forward for the second regular meeting of the month from 3:00 p.m. to 1:00 p.m. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

Mr. Adams requested to revise the June meeting schedule to reflect the budget schedule. All of the regular meetings in June would be pushed back one week:

June 9th at 5:55 p.m. public hearing - budget

June 9th at 6:00 p.m. regular meeting

June 16th at 1:00 p.m. work session

June 23rd at 1:00 p.m. regular meeting

Motion: *Commissioner Woody moved to revise the June meeting schedule, as presented. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(15) RESOLUTION R20-02 EQUIPMENT ACQUISITION: Ms. Fox stated that the resolution was for a Volvo EC140E Excavator for the Solid Waste operations. They determined that there was a need for the new equipment. The resolution authorized Mr. Adams and Ms. Fox to sign the lease agreements. The lease was for \$1,643.08 per month and funds were available in the Solid Waste budget to cover the cost.

Motion: *Commissioner Deitz moved to adopt the Resolution R20-02, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(16) AIRPORT AUTHORITY: *Carry over.*

(17) BUSINESS AND INDUSTRY ADVISORY COMMITTEE: *Carry over.*

(18) PLANNING BOARD:

Motion: *Commissioner Mau moved to reappoint Sandra Davis to serve an additional two year term on the Planning Board, term expiring December 31, 2021. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(19) RECREATION AND PARKS ADVISORY BOARD:

Motion: *Commissioner Mau moved to appoint Tom Watterson to serve a three year term on the Recreation and Parks Advisory Board, term expiring November 04, 2022. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(20) PRESS CONFERENCE: None.

There being no further business, Commissioner Deitz moved to adjourn the meeting. Commissioner Woody seconded the Motion. Motion carried and the meeting adjourned at 3:36 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman