

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
APRIL 20, 2021**

The Jackson County Board of Commissioners met in a Regular Session on April 20, 2021, 6:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Boyce Deitz, Vice Chair
Tom Stribling, Commissioner
Gayle Woody, Commissioner
Absent: Mark Jones, 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 Stribling seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Woody moved to approve the minutes of a Regular Meeting of April 06, 2021, as presented. Commissioner Deitz seconded the Motion. Motion carried.

(3) **CHAIRMAN’S REPORT**: None.

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Stribling stated he received a complaint about noise from a citizen. He let them know there was a noise ordinance and directed them to contact the Sheriff’s Office.

Chairman McMahan stated that was all they could do. The property owner could go to civil court, but they would have to go through a process. The Board had done all they could do legislatively.

(b) Commissioner Woody stated she was thankful that Commissioner Jones’ surgery went well. Also, she expressed her condolences to the Caldwell family with the tragic loss of their father in an accident.

(c) Commissioner Deitz stated that it was great that the bridge was completed in Dillsboro. Also, he wanted to give a thumbs up to Alannah Hopkins, Darlene Fox, Finance Director’s granddaughter. Ms. Hopkins pitched for the Smoky Mountain High School Softball Team against number one ranked Franklin last week. Both teams were undefeated, but Ms. Hopkins was the winning pitcher and Smoky Mountain won the game. They were very proud of her and the team. Smoky Mountain was ranked number one in the state.

(5) **COUNTY MANAGER REPORT**: None.

(6) **INFORMAL COMMENTS BY THE PUBLIC**: None.

(7) **CONSENT AGENDA**: Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for March, 2021, for approval.

This item to be considered with the remaining Consent Agenda items later in the meeting.

(8) PUBLIC RECORDS POLICY: Kathleen Breedlove, Human Resources Director, stated that NCGS 132 Public Records Law did not outline a specific procedure or form to request a public record. Therefore, the county developed a Public Records Process, a Public Records Request Form and a Public Records Request Fee Schedule. The process outlined the various entities to which requests may be made, how to submit a request and fees for producing copies of records.

In accordance with 132-6.2 the county may assess fees for different media as prescribed by law. Such fees were limited to direct, chargeable costs related to the reproduction and delivery of a public record as published on the county's website. Fee estimates greater than \$25 may require a 75 percent deposit prior to the duplication of the record.

If a public records request were to require extensive use information technology resources or extensive clerical or supervisory assistance by personnel involved, a special service charge may be assessed, which shall be reasonable based on actual cost(s) incurred for the extensive use of information technology resources or the labor costs of personnel providing the services. The requester would have the option to pay the charge or revise the request to narrow the nature or scope.

Payment must be made prior to the release of public documents. If payment had not been made within 30 days of when fees were incurred, the requester may not begin a new request until the amount had been paid in full. Advance payment in full may be required before work begins on a new request. The county may require a requester to inspect the requested information on site if deemed appropriate and necessary.

This process may be reviewed annually by the County Attorney and County Manager. The County Manager was given administrative authorization to implement this process to comply with NCGS 132 – Public Records, publish/update a fee schedule and to monitor compliance.

Motion: Commissioner Deitz moved to approve the Public Records Policy, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(9) MEDICAL AND DENTAL RATES FY2021-22: Chairman McMahan stated this was an item discussed at the work session. This would be the first year they would have the medical and dental plans aligned with the fiscal year.

Mr. Adams stated that the total Health Plan cost increased 3% for the Employer contribution. The increase per employee would be \$35 per month or \$420 per year to the employer with no increase to employee rates and no change in benefits. For retirees over 65, the rates would increase \$14 per employee per month or \$168 per year.

He requested the Board to authorize the Chairman, County Manager and other County Staff to renew the insurance with Blue Cross Blue Shield, effective July 1st.

Motion: Commissioner Stribling moved to approve the Medical and Dental Rates for FY2021-22 and to authorize staff to renew the insurance with Blue Cross Blue Shield effective July 1st, as presented. Commissioner Woody seconded the Motion.

Discussion:

Commissioner Woody stated that she had asked a few employees and they had been very pleased with the service they had received with the insurance provider.

Motion carried by unanimous vote.

Mr. Adams stated that in the next couple of months, staff could provide a report to the Board of this fund beginning to build back. This was extremely important for them to maintain level service in the years that went up and down. The move made by the Board a couple of years ago to go with Blue Cross Blue Shield and the unfortunate increase to the rates had put the fund back into a positive position.

(10) BUDGET CALENDAR: Mr. Adams stated this was a follow up discussion from the work session. He presented a revised budget calendar for discussions:

May 11 at 1:00 p.m.	Regular Commissioner work session – Capital Projects, update on new requests
May 18 at 6:00 p.m.	Regular Commissioner Meeting – Manager’s recommended budget
May 24, 25, 26 at 8:30 a.m.	Special called budget work session to hear presentations, if needed (safety, education, nonprofits, other departments)
June 1 st at 1:00 p.m.	Special called budget meeting, as needed and regular work session
June 1 st at 5:55 p.m.	Budget Public Hearing
June 1 st at 6:00 p.m.	Regular Commissioner meeting
June 2 nd at 1:00 p.m.	Special called budget meeting, as needed
June 7 th at 1:00 p.m.	Special called budget meeting, as needed
June 8 th at 1:00 p.m.	Work Session
June 9 th at 1:00 p.m.	Special called budget meeting, as needed
June 15 th at 1:00 p.m.	Adoption of budget

Motion: Commissioner Deitz moved to approve the revised Budget Calendar, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

(11) AGRICULTURAL ADVISORY BOARD: Carry over.

(12) CASHIERS PLANNING COUNCIL: Carry over.

(13) CEMETERY BOARD:

Motion: Chairman McMahan moved to reappoint Emerson Pete Blanton to serve another four-year term on the Cemetery Board, term expiring May 02, 2025. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(14) CONSENT AGENDA: Ms. Fox presented the Finance Report for March, 2021 and two Budget Ordinance Amendments for fiscal year ending June 30, 2021, for approval.

Motion: Commissioner Deitz moved to approve the Consent Agenda, to include Ms. Henson’s report. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(15) PRESS CONFERENCE: None.

(16) CLOSED SESSION:

Motion: Commissioner Deitz moved that the Board go into closed session pursuant to G.S.143-318.11(a)(6) Personnel. Commissioner Woody seconded the Motion. Motion carried.

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

There being no further business, Commissioner Deitz moved to adjourn the meeting. Commissioner Stribling seconded the Motion. Motion carried and the meeting adjourned at 7:03 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman