

**MINUTES OF A
REGULAR MEETING AND AN
ORGANIZATIONAL MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 07, 2021**

The Jackson County Board of Commissioners met in a Regular Session and an Organizational Meeting on December 07, 2021, 6:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present:	Brian McMahan, Chairman	Don Adams, County Manager
	Boyce Deitz, Vice Chair	Heather C. Baker, County Attorney
	Mark Jones, Commissioner (Via Zoom)	Angela M. Winchester, Clerk to Board
	Tom Stribling, Commissioner	
	Gayle Woody, Commissioner	

Chairman McMahan called the meeting to order.

(1) **PROCLAMATION: HONORING DARRELL WOODARD**: Chairman McMahan read a Proclamation declaring December 10th Darrell Woodard Day of Service. Commissioner Woody moved to approve the Proclamation. Commissioner Stribling seconded the Motion. Motion carried.

(2) **AGENDA**: Commissioner Jones moved to approve the agenda. Commissioner Deitz seconded the Motion. Motion carried.

(3) **MINUTES**: Commissioner Woody moved to approve the minutes of a Work Session of November 09, 2021; a Regular Meeting of November 16, 2021; and a Reconvened Regular Meeting of November 18, 2021, as presented. Commissioner Stribling seconded the Motion. Motion carried.

(4) **CHAIRMAN'S REPORT**: None.

(5) **COMMISSIONER REPORTS**:

(a) Commissioner Woody stated that she had the privilege of attending the Christmas Parade in Cashiers and also the one in Sylva. She was so pleased with the participation from the community. Both parades were very well done and they were wonderful celebrations of Christmas in the community.

(b) Commissioner Stribling stated that he attended the Sylva Parade also. It was a lot of fun and there were a lot of happy faces. Also, he heard from Eddie Wells, Department on Aging Director, that Operation Christmas Box was going really well. He was glad they lived in a community where everyone was willing to help others. He shared pictures of their progress with the Board.

(6) **COUNTY MANAGER REPORT**: Mr. Adams stated that he did not have a formal report, but did want to provide information to the Board. He received three responses to the Request for Qualifications for the Domestic Violence Shelter and the planning of the Homeless Shelter. The responses were from: O'Brien Architecture based out of Asheville; McMillan, Pazdan, Smith with offices in Asheville; and Clark Nexsen with offices in Asheville. The next steps would be to select the most qualified firm and then a contract would be brought back to the Board, which would only be related to the Domestic Violence Shelter.

He met with Bob Cochran of HERE and scheduled him for the January work session. Mr. Cochran would bring proposals to the Board for assistance to facilitate and receive input from stakeholders on how to develop and operate a homeless program. This would be a multi-month process with input from the Board and other stakeholders. Also, he requested a summary from Mr. Cochran of the stakeholders and partners who worked with the homeless. This would include information that Commissioner Jones requested regarding how much funding was out there and the different agencies that provided some service to the homeless.

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

(8) **FIREWORKS DISPLAY REQUEST:** Tony Elders, Director of Permitting and Code Enforcement, stated that the Chamber of Commerce and the Rec Department were planning a holiday fireworks show for downtown Sylva. He requested approval for December 17th at the same site as the Fourth of July show with an alternate date of December 31st.

Motion: *Commissioner Woody moved to approve the request for a fireworks display, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(9) **CASHIERS-GLENVILLE RECREATION CENTER MASTER PLAN:** Rusty Ellis, Parks and Recreation Director, stated that this item was discussed several weeks ago and he could answer any questions the Board may have at that time.

Motion: *Commissioner Jones moved to adopt the Cashiers-Glenville Recreation Center Master Plan, as presented. Commissioner Deitz seconded the Motion.*

Discussion:

Commissioner Woody asked Mr. Ellis if he had received any pushback from the organizations that used the outdoor pool, since it was being eliminated?

Mr. Ellis stated that as of that day, they had not.

Motion carried by unanimous vote.

(10) **TREE DONATION:** Mr. Adams stated that Wolf Creek Tree Farm and Nursery had generously donated 80 Fraser Fir trees the last couple of years. The 80 trees were used at the Library (Old Courthouse Hill) winter display for decoration. He wanted to publicly thank them for their donation as the entire community benefited.

Informational item.

(11) **DECEMBER MEETING SCHEDULE:** Mr. Adams stated that it had been proposed to cancel the December 21st regular meeting and to call a special meeting on December 14th at 1:30 p.m.

Motion: *Commissioner Deitz moved to cancel the December 21st regular meeting and call for a special meeting to be held on December 14th at 1:30 p.m., as requested. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(12) TAX SOFTWARE: Tabitha Ashe, Tax Administrator, stated this was a follow up from the work session. She noted the following minor changes, which included a \$15,000 price reduction and the cost would be extended over five fiscal years instead of two:

The license and conversion cost would be extended over five fiscal years. The annual support cost would begin after conversion and would start in fiscal year 22-23.

Fiscal Year	License & Data Conversion	Annual Support	Total Costs
FY 21-22	\$61,210	\$0	\$61,210
FY 22-23	\$61,210	\$49,450	\$110,660
FY 23-24	\$61,210	\$49,450	\$110,660
FY 24-25	\$61,210	\$49,450	\$110,660
FY 25-26	\$61,210	\$49,450	\$110,660
Total	\$306,050	\$197,800	\$503,850

Ms. Ashe requested that the Board approve the contract for BI-Tek to convert and implement a new CAMA, billing and collections software.

Motion: Commissioner Stribling moved to approve the contract for BI-Tek, as requested. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(13) JOINT RESOLUTION ADOPTING AND ESTABLISHING THE COMMON BOUNDARY LINE BETWEEN JACKSON COUNTY AND MACON COUNTY R21-34:

Ms. Ashe stated this was a follow up item from the work session. This would finalize the eight-year boundary line project and move forward with the determination of the North Carolina Geodetic Survey of the boundary line. Macon County would consider this same resolution on December 14th.

Motion: Commissioner Woody moved to adopt Resolution R21-34 establishing the common boundary line between Jackson County and Macon County, as presented. Commissioner Stribling seconded the Motion.

Discussion:

Commissioner Deitz asked Ms. Ashe what the next steps would be after both counties adopted the resolution?

Ms. Ashe stated that the North Carolina Geodetic Survey required the approved minutes from both counties. They would then send out letters to all of the affected owners to notify them of the changes. Her office would begin the process of making the adjustments and would send out the new value changes at the beginning of 2023.

Motion carried by unanimous vote.

(14) RESOLUTION R21-35 APPOINTING REVIEW OFFICERS: Ms. Ashe presented Resolution R21-35 and stated that state law required the Board of Commissioners to appoint review officers in the Tax Assessor’s Office. She had a staff change in her office, which required a new resolution to be approved.

Motion: Commissioner Stribling moved to adopt the Resolution R21-35 Appointing Review Officers, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.

(15) ORGANIZATIONAL MEETING: 2022 MEETING SCHEDULE RESOLUTION R21-36: Ms. Baker stated that although an organizational meeting was required annually, they only had one item of business to consider. She presented the 2022 Meeting Schedule Resolution for consideration. The schedule was unchanged from 2021.

Motion: *Commissioner Jones moved to adopt the 2022 Meeting Schedule Resolution R21-36, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(16) OFFER TO PURCHASE AND CONTRACT FROM DIVINE CONSULTUING, LLC AND RESOLUTION R21-37: *Hold item to the end of the meeting.*

(17) PLANNING BOARD: Commissioner Woody requested reappointment of Joyce Cooper for District One and the appointment of Kenneth Brown to the At Large One seat. Commissioner Jones requested reappointment of Thomas Taulbee for District Four. Commissioner Stribling requested reappointment of Sandra Davis for District Three. Both Chairman McMahan and Commissioner Deitz requested to carry their appointments over.

Motion: *Commissioner Woody moved to reappoint Joyce Cooper, Thomas Taulbee and Sandra Davis to additional two-year terms on the Planning Board. Also, to appoint Ken Brown to a two-year term on the Planning Board. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(18) RECREATION AND PARKS ADVISORY BOARD:

Motion: *Commissioner Stribling moved to reappoint Jana Fulton to another three-year term on the Recreation and Parks Advisory Board. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(19) TOURISM DEVELOPMENT AUTHORITY:

Motion: *Commissioner Jones moved to appoint Ashlie Mitchell-Lanning to a three-year term and to reappoint Robert Jumper to a one-year term as Chair on the Tourism Development Authority. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

(20) PRESS CONFERENCE: None.

(21) CLOSED SESSION:

Motion: *Commissioner Jones moved that the Board go into closed session pursuant to G.S.143-318.11(a)(3) Legal and G.S.143-318.11(a)(6) Personnel. Commissioner Stribling 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 closed session minutes.

(22) OFFER TO PURCHASE AND CONTRACT FROM DIVINE CONSULTING, LLC AND RESOLUTION R21-37: Ms. Baker presented an offer she received from Divine Consulting, LLC., for 24 lots in the amount of \$12,000.00. She provided the contract, which showed the county would not be paying any assessments, previous or current. The lots were being sold “as is” and the county would provide a non-warranty deed as they did with all of their sales. Most of the lots, the county had owned for six or more years. Two of the lots were foreclosed on two years ago, which was still beyond the one-year timeframe in the policy.

If approved, they would send letters to all of the adjoining property owners. This would also be published in the newspaper for the upset bid process. She shared a tax map highlighting the location of each of the lots.

General discussions were held.

Motion: Commissioner Deitz moved to approve Resolution R21-37, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

There being no further business, Commissioner Woody moved to adjourn the meeting. Commissioner Stribling seconded the Motion. Motion carried and the meeting adjourned at 7:12 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman