

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JANUARY 03, 2023**

The Jackson County Board of Commissioners met in a Regular Session on January 03, 2023, 6:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present:	Mark Letson, Chairman	Don Adams, County Manager
	Todd Bryson, Vice Chair	Heather C. Baker, County Attorney
	Mark Jones, Commissioner	Angela M. Winchester, Clerk to the Board
	John Smith, Commissioner	
	Tom Stribling, Commissioner	

Chairman Letson called the meeting to order.

(1) **PROCLAMATION FOR MARTIN LUTHER KING, JR. DAY OF SERVICE:** Chairman Letson read a Proclamation to proclaim January 16th as Martin Luther King, Jr. Day of Service.

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

(3) **MINUTES:** Commissioner Smith moved to approve the minutes of a Work Session of December 13, 2022; a Public Hearing (Transit) of December 20, 2022 and a Regular Meeting of December 20, 2022, as presented. Commissioner Stribling seconded the Motion. Motion carried.

(4) **CHAIRMAN'S REPORT:** Chairman Letson reported that he would be attending continuing education classes later in the month in Raleigh. Also, there was a lot of cold weather across the county. He thanked Todd Dillard, Emergency Management Director and his staff, the Sheriff and his staff and all emergency services. The county declared a State of Emergency and provided services for citizens during those difficult couple of days.

(5) **COMMISSIONER REPORTS:**

(a) Commissioner Bryson reported that he was scheduled to attend the Newly-Elected Commissioners course online later in the month. He looked forward to learning more about how government worked.

(b) Commissioner Stribling stated that he enjoyed handing out Christmas gifts before the holidays and visiting different departments. Also, he was looking forward to serving on the Recreation Board.

(6) **COUNTY MANAGER REPORT:** Mr. Adams stated that he had no formal report. He thanked Emergency Management, the Sheriff's Office, DSS and Recreation for all they had done during the cold weather event, including opening the warming stations. It was good to have staff willing to come out on Christmas Eve to help citizens.

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

(8) **BUDGET ORDINANCE AMENDMENT:** Darlene Fox, Finance Director, presented two Budget Ordinance Amendments for the Sheriff's Office:

(a) \$382,591 from fund balance: This amount covered the payouts they had between administrations.

(b) \$87,058: NC Health and Human Services Covid Grant for Confinement Facility.

Motion: *Commissioner Jones moved to approve the Budget Ordinance Amendments, as presented. Commissioner Smith seconded the motion. Motion carried by unanimous vote.*

(9) **FY2023-2024 BUDGET CALENDAR:** Mr. Adams stated this item was the proposed budget calendar and would be placed on the next work session agenda for further discussions.

He presented the Proposed FY2023-2024 Budget Calendar:

January 10	Regular Commissioner Work Session – Set budget calendar- 1:00 pm
February 21	Commissioner's Budget Retreat, time, location and meal TBD Regular Meeting at 6:30 pm
February 28	Manager's preliminary meeting with Departments and Offices
March 1	Nonprofit Grant Applications Disseminated
March 14	Special Called Budget Meeting-Revenue Discussions, if needed Work Session at 1:00 pm
March 24	All requests submitted to Finance
March 31	Nonprofit Grant Applications Due
April 11	Regular Commissioner Work Session –summary of all new requests- 1:00 pm
April 17–April 28	Manager / Finance Budget Meeting with Departments and Agencies
May 1-May 5	Finance Officer inputs changes from Manager/Finance Budget Meetings
May 8-May 12	Manager finalizes recommendations / Finance/Manager finalize budget recommendations presentation
May 9	Regular Commissioner Work Session – Capital Projects, update on new requests- 1:00 pm
May 16	Regular Commissioner Meeting – Manager's Recommended Budget- 6:30 pm
May 18–May 19	Special called budget work sessions to hear presentations if needed (safety, education, non-profits, other departments) – Time TBD There would be two weeks left in May that could be utilized, if needed
June 6	Regular Commissioner Meeting – Budget Public Hearing - 6:00 pm
June 8-9, 12-14	Special called budget meetings as needed to make final adjustments Work Session on June 13 th at 1:00 pm
June 20	Adoption of budget- 6:30 pm

General discussions were held.

Informational item.

(10) **CEMETERY BOARD:** Ms. Baker stated that after speaking with Commissioner Bryson and Commissioner Smith about the Cemetery Board, she researched the bylaws. The bylaws required each Commissioner to appoint someone who was a resident of their district. There were also two special appointments for the Genealogical Society and Historical Society.

The bylaws also allowed for an ad-hoc position on the board for someone with expertise. Commissioner Bryson had expertise in this area and would be a good fit for the board. If the Board wished, they could appoint Commissioner Bryson in this vacant seat to provide expertise in this area to the Cemetery Board. The term of the appointment would be for his term of office.

Commissioner Bryson stated that he did manage two cemeteries, Fairview Memorial Gardens and Swain Memorial Park, so he did have expertise in the cemetery business as well as the funeral business. He would be honored to serve on the Cemetery Board.

Motion: *Commissioner Jones moved to appoint Commissioner Todd Bryson to serve an ex-officio term on the Cemetery Board. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

(11) CULLOWHEE PLANNING COUNCIL:

Motion: *Commissioner Smith moved to appoint Damon Sink and Rebecca Manring to serve three-year terms on the Cullowhee Planning Council. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(12) FONTANA REGIONAL LIBRARY BOARD:

Motion: *Commissioner Jones moved to appoint Margaret Carton to serve an unexpired term on the Fontana Regional Library Board. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(13) PLANNING BOARD:

Motion: *Commissioner Stribling moved to appoint Adam Holt and Nathan Shepherd to serve two-year terms on the Planning Board. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

Motion: *Commissioner Smith moved to appoint Beverly Crespo to serve a two-year term on the Planning Board. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(14) PUBLIC LIBRARY BOARD:

Motion: *Commissioner Jones moved to appoint Margaret Carton to serve an unexpired term on the Public Library Board. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

(15) RECREATION AND PARKS ADVISORY BOARD:

Motion: *Commissioner Smith moved to reappoint Tom Watterson and Anna Lippard to serve additional three-year terms on the Recreation and Parks Advisory Board. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(16) PRESS CONFERENCE: None.

There being no further business, Commissioner Stribling moved to adjourn the meeting. Commissioner Bryson seconded the Motion. Motion carried and the meeting adjourned at 6:34 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman