

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
JULY 18, 2023**

The Jackson County Board of Commissioners met in a Regular Session on July 18, 2023, 6:30 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Don Adams, County Manager
Todd Bryson, Vice Chair	Patrick Scott, Interim County Attorney
Mark Jones, Commissioner	Representative (Via Zoom)
John W. Smith, Commissioner	Angela M. Winchester, Clerk to Board
Tom Stribling, Commissioner	

Chairman Letson called the meeting to order.

**(1) PROCLAMATION OBSERVING AMERICANS WITH DISABILITIES ACT AWARENESS DAY:** Chairman Letson read a Proclamation to observe July 26<sup>th</sup> as Americans with Disabilities Act Awareness Day. Commissioner Jones moved to approve the Proclamation. Commissioner Stribling seconded the Motion. Motion carried.

Chuck Oaks, Executive Director, Disability Partners was present to accept the proclamation.

**(2) AGENDA:** Chairman Letson requested to remove one item: Permitting Software Contract. Commissioner Smith moved to approve the amended agenda. Commissioner Bryson seconded the Motion. Motion carried.

**(3) MINUTES:** Commissioner Bryson moved to approve the minutes of a Special Budget Work Session of June 08, 2023; a Work Session of June 13, 2023; and a Regular Meeting of June 20, 2023. Commissioner Jones seconded the Motion. Motion carried.

**(4) CHAIRMAN'S REPORT:** Chairman Letson reminded everyone of the Back to School Bash on August 5<sup>th</sup> from 10:00 a.m. to 2:00 p.m. at the Cullowhee Rec Center. Last year was a great event and he planned to attend again this year.

**(5) COMMISSIONER REPORTS:** None.

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

**(a) June 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. The Planning Department issued no permits. Code Enforcement issued two commercial permits and one renovation/addition permit issued.

**(b) Hands on Jackson:** He provided information from Eddie Wells, Department on Aging Director, regarding the upcoming "Hands on Jackson" program. Kudos to the Department on Aging, Mountain Projects and all other groups who helped organize the 5<sup>th</sup> annual event. The collaboration was focused on providing assistance to neighbors in need through mobilizing community volunteer teams and sponsorships.

(c) **Citizens Academy:** The Administration Office was accepting applications for the upcoming 2023 Citizens Academy. The Academy would be held September 7<sup>th</sup> – October 26<sup>th</sup>. The application deadline was August 15<sup>th</sup>.

(d) **Miscellaneous Announcements:**

- The NC Department of Information and Technology announced the second round of GREAT Grant funding in early July. Balsam West was selected to receive \$2,431,130.90 in grant funding to serve an additional 636 households and businesses in the county. The county committed to a 7.5% match to this award. A contract agreement (similar to the one with Spectrum) would be brought back to the Board at a later date. Jackson County providers received a total of \$6,929,216 in GREAT Grant funds to serve an additional 1,792 households/businesses in the county. The next program coming from NCDIT was the Completing Access to Broadband (CAB) program.

General discussions were held.

- The Southwestern Commission 2023 Annual Dinner would be held on July 24<sup>th</sup> at 5:30 p.m. at The Vineyards at Betty's Creek.

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

(8) **CONSENT AGENDA:** Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for June, 2023, for approval.

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

(9) **WCU TOWER SUBLEASE:** Mr. Adams stated this item was presented to the Board at the work session. Since then, the dates had been filled-in on the Sublease. He requested consideration of the proposed Sublease that would allow the county to locate emergency services on the WCU tower.

***Motion:*** *Commissioner Smith moved to approve the Sublease Agreement, as presented. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(10) **TOURISM CAPITAL PROJECT REQUESTS:** Mr. Adams stated this item had been presented at the work session. The TDA approved the following two project requests:

(a) **Town of Sylva Request:**

- Project name: Bridge Park Improvements
- Amount requested: \$367,757
- Amount approved by JCTDA \$367,757
- Total project cost: \$785,757
- Funding provided by the Town of Sylva: \$418,000

(b) **Town of Dillsboro Request:**

- Project name: Monteith Farmstead Park Greenway
- Amount requested: \$449,000
- Amount approved by JCTDA \$125,000
- Funding provided by the Town of Dillsboro: \$100,000
- NC General Assembly Directed Grant: \$100,000

The Tourism Capital Project requests required the approval of the County Commissioners. The funds for the JCTDA Tourism Capital Project Fund came from tourism generated dollars.

***Motion:*** *Commissioner Stribling moved to approve the Tourism Capital Project Requests, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

**(11) SUBSTANCE ABUSE COORDINATOR AND JAIL MAT COORDINATOR**

**POSITIONS:** Mr. Adams stated, as previously presented, the county received a Dogwood Grant for a Substance Abuse Recovery Coordinator Position and the Sheriff received a North Carolina Department of Public Safety Grant for a Jail Based Substance Abuse Coordinator.

He presented positions descriptions:

**(a) Substance Abuse Recovery Coordinator:**

- Pay Grade 25
- Reports to the County Manager
- This position would coordinate the process of creating an overall masterplan regarding the county's allocation of opioid settlement funds.
- This was a grant funded position for 24 months with full benefits.

**(b) Jail Based Substance Abuse Coordinator:**

- Pay Grade 24
- Reports to the Sheriff
- This position would provide coordination of a substance abuse recovery program services while a participant (incarcerated person) was in custody and coordinate contracted recovery services once released.
- This was a grant funded position for 24 months with full benefits.

**Motion:** *Commissioner Bryson moved to approve the Substance Abuse Coordinator and Jail MAT Coordinator Positions, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

**(12) ORDER OF COLLECTION – RESOLUTION R23-06:** Ms. Henson stated the Order of Collection authorized, empowered and commanded the collection of taxes as set forth in the tax records filed in the office of Tax Administration. She requested approval of the Order of Collection Resolution R23-06.

**Motion:** *Commissioner Stribling moved to adopt the Order of Collection Resolution R23-06, as presented. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

**(13) AGRICULTURAL ADVISORY BOARD:**

**Motion:** *Commissioner Jones moved to appoint Lisa McBride to a three-year term on the Agricultural Advisory Board. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

**(14) JURY COMMISSION:** A recommendation was submitted by Kim Poteet, Clerk of Superior Court.

**Motion:** *Commissioner Bryson moved to appoint Bruce Ann Clement to a two-year term on the Jury Commission. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

**(15) PRESS CONFERENCE:** None.

**(16) CLOSED SESSION:**

***Motion:*** *Commissioner Stribling 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 Smith seconded the Motion. Motion carried.*

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

There being no further business, Commissioner Smith moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 7:45 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Mark A. Letson, Chairman