

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
AUGUST 20, 2019**

The Jackson County Board of Commissioners met in a Regular Session on August 20, 2019, 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
Mickey Luker, Commissioner
Ron Mau, Commissioner
Gayle Woody, 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 Luker moved to approve the agenda. Commissioner Mau seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Woody moved to approve the minutes of a Public Hearing (UDO) of August 06, 2019 and a Regular Meeting of August 06, 2019. Commissioner Mau seconded the Motion. Motion carried.

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

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Mau stated that he and Commissioner Woody attended a welcome event for the Chancellor and it was a nice event.

(b) Commissioner Woody stated that she was able to attend the Seven County Western North Carolina Community Summit on the opioid crisis. Haywood County Sheriff Greg Christopher was the emcee and it was an amazing event with over 200 in attendance. Steve Mange, Senior Policy and Strategy Council for the North Carolina Attorney General spoke to them. She was very proud that Jackson County was very well represented. There were action plans developed and 14 projects were coming out of that to deal with the opioid crisis. It was a huge problem, but they were able to take some concrete steps forward. The next event was October 3rd at WCU, which would be a follow-up on the efforts.

(c) Commissioner Deitz stated that he met with Mountain Projects that past week. They had a lot of things going and he learned a lot as Mountain Projects were involved in many things. He and Commissioner Woody attended the Cashiers Community Business Evening Out by the Chamber of Commerce. There was a huge turn out and he thought it was good to show the Commissioners' interest in Cashiers.

Also, he was raised on Scotts Creek Road. There had been several businesses in the old Silco Plant building through the years and now it was called HomTex. He noticed a lot of activity going on and so he went down and talked with the manager. They got a contract with Target for 238,000 pillows. There were about 42 people working and were looking to hire 75-100. He thought it was amazing to have a small plant like this in the county doing that much business.

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

(a) July 2019 Zoning and Building Permits: Planning and Code Enforcement developed a new report describing major zoning/building permits. This report listed the zoning district, the owner/business name, the work permitted and the location of the project. This report was not intended to list all work being accomplished in these departments. Instead, it attempted to capture commercial projects.

(b) Savannah Park: He provided updated pictures of Savannah Park. All inspections were complete and the walking trail, bathrooms and picnic pavilion were open to the public. Additional, mulch was being delivered to the playground area that week. Once the additional mulch arrived, the playground equipment would be opened to the public.

(c) Community Services Center: Demolition and asbestos removal was basically complete. The slab work (plumbing and footers) and facility wall layout had started. Also, the site (parking lot) demolition had started in preparation for storm sewer installation.

(d) Animal Rescue Center: Two planning sessions were held with over 20 individuals comprised of staff and volunteer stakeholders. Follow up meetings would occur in August and September with staff, architects and engineers to begin developing rough schematics. Engineers were currently researching the feasibility of utilizing the existing steel and footings. This determination would significantly impact the schematic design.

(e) Indoor Pool: The contract with the architectural firm Clark Nexsen was executed on July 17, 2019. An initial planning session between Clark Nexsen and staff would be held in August. Some agenda items for the initial meeting would include introductions, identification of key stakeholders, an overview of the project, scheduling and information gathering for the operational assessment.

(f) Citizens Academy: The 2019 Citizens Academy application process was scheduled to close on August 16th. As of that day, they had received 12 applications. The sessions were scheduled to begin on September 12th. He extended the application deadline until September 5th. Additional applicants would be needed to justify the time and expense of the program.

(g) Previous Household Hazardous Waste Collection Event held on April 20, 2019: A total of 9,800 pounds of household hazardous waste was collected at a final cost of \$6,950. A breakdown of the waste stream was as follows:

- Paint Related Materials – 6,000 lbs.
- Aerosols – 700 lbs.
- Latex Paint – 2,400 lbs.
- Flammable liquids – 700 lbs.

Chad Parker, Public Works Director, believed this event to be successful and that the program should continue.

(h) Health Department Awards:

- 100 Distinguished NC Public Health Nurses
- Shower the People

(6) INFORMAL COMMENTS BY THE PUBLIC: Dick Darnall of Glenville stated that the phone system and internet in Glenville was poor. He requested that the county look into using broadband funds in the Glenville area.

(7) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for July, 2019 and three Budget Ordinance Amendment for fiscal year ending June 30, 2020, for approval.

Commissioner Mau stated that the expenses for July, 2019 were about 30% more than last July. Did they have a big ticket item that past July that they did not typically have?

Ms. Fox stated that they had the debt payment on the SCC loan in July and also QZAB came out in July. That was the majority of it.

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

(c) Brandi Henson, Tax Collector, presented the Tax Settlement Report for July 1, 2018 – June 30, 2019 for approval.

Commissioner Woody stated that was almost 98% of the taxes collected. Was that above last year? Ms. Henson stated that it was 0.2% above last year.

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

(8) **AMERICAN LEGION:** Ed Harwood, American Legion #104 Post Commander, introduced everyone in attendance: Harold Hensley, Member; Steve Lusk, Member; Burrus Jones, Chaplain; Linda Nee, Member; Ronnie Short, Sergeant At Arms; Barbara Rohner, Sergeant At Arms of the Women’s Auxiliary; Becky Harwood, Chaplain of the Women’s Auxiliary; Janey Short, President of the Women’s Auxiliary; and Andy Anderson, Post Historian.

Mr. Harwood stated that when they got the building to use about three years ago, they were very happy to have that. Now they were ecstatic as both sides had heat and air, the walls were painted and they had done some work as well. The employees of the county were exemplary. They worked hard, were very polite, knowledgeable and helpful. With the improvements to the building they were able to attract new people. They were proud that this year they sent five boys to Boys State and four girls to Girls State.

He presented a plaque to Mr. Adams in appreciation for his support of county veterans. He also presented a plaque to the Board of Commissioners for their outstanding and dedicated service to veterans of the county.

Informational item.

(9) **PERSONNEL/POSITION RESTRUCTURING FOR PUBLIC WORKS:** Kathleen Breedlove, Human Resources Director, stated that in the 2019-2020 Budget, there were three new positions for the Public Works Department

- 2 – General Utility Worker III – Grounds, Grade 17
- 1 – General Utility Worker III – Maintenance, Grade 17

She requested the following revision:

- 2 – General Utility Worker III – Grounds, Grade 17
- 1 – General Utility Worker III – Maintenance Mechanic I, Grade 18

The purpose would be to create a hybrid position to provide maintenance and grounds support for county owned properties and facilities. The upgrade would equate to an approximate 5% increase over the maintenance position budgeted, but less than \$2,000 on an annual basis.

Motion: *Commissioner Deitz moved to approve the request to create a hybrid position for Public Works, as presented. Commissioner Mau seconded the Motion.*

(10) **EQUAL EMPLOYMENT OPPORTUNITY PLAN:** Ms. Breedlove presented an updated Equal Employment Opportunity (EEO) Plan for consideration and adoption. The plan would put in place a systematic and consistent recruitment to identify and attract the most qualified applicants for employment with the county. The plan analyzes relevant labor market data, as well as employment practices and identify possible barriers to the participation of women and minorities in all levels of the county’s workforce. Its purpose was to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, religion, sex, national origin, political affiliation, disability, age or sexual orientation.

As a periodic recipient of the Department of Justice funding, the county may be required to submit an EEO certification form or an EEO utilization report to the Office of Civil Rights. To ensure the accuracy of submitted data, it was recommended that the county Board of Commissioners adopt the updated EEO Plan and permit the County Manager and Human Resources Director the authority to review, evaluate and update the EEO Plan annually and as needed.

Motion: *Commissioner Mau moved to adopt the Equal Employment Opportunity Plan, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(11) TRANSPORTATION AGREEMENT – SENATE BILL 630: Ms. Baker stated this was the agreement that Major Queen presented at the work session. The only changes made were in paragraph 1(a) and (b). “Municipalities” was changed to “The Town of Sylva”.

Motion: *Commissioner Woody moved to approve the Memorandum of Transportation Agreement, as amended. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(12) TRANSIT 5311 AND CAPITAL PROJECTS PROGRAM GRANTS: Ms. Baker requested that a public hearing be set for September 3rd at 5:55 p.m.

Motion: *Commissioner Mau moved to set a public hearing on September 3rd at 5:55 p.m. to be held at the Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

(13) FY18-19 DEPARTMENTAL GOALS AND ACCOMPLISHMENTS: Mr. Adams presented the Board with the Department Goals and Accomplishments FY 2018-2019. He stated that this was in response to last year’s goals that were submitted to the Board during the budget process. He requested that the Commissioners read through the document and if they had any questions, they could call or submit to him in writing and he would be happy to have any of the departments come back and provide the information.

Informational item.

(14) BOARD OF ADJUSTMENT: Michael Poston, Planning Director, stated the Board of Adjustment had not met in a few years, as they had not had any business to discuss. He had discussed with Ms. Baker to look at options as to whether or not they could distribute any of those responsibilities to existing boards that had more regular meetings.

Ms. Baker stated that the current board would carry on until a replacement was appointed, if the board was needed.

Carry over.

(15) COMMUNITY ADVISORY COMMITTEE FOR LONG TERM CARE:

Motion: *Commissioner Mau moved to appoint Patsy Baker and Lindsy Cauley to initial one year terms on the Community Advisory Committee for Long Term Care, terms to expire August 20, 2020. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

Commissioner Woody stated that Ms. Cauley worked for the Council on Aging and did an amazing job. They just got back from nationals and they had 50 people from the county that received metals or ribbons in the National Senior Games, which was very impressive.

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

(17) **CLOSED SESSION:**

Motion: *Commissioner Mau moved that the Board go into closed session pursuant to G.S.143-318.11(a)(5) Real Property and G.S.143-318.11(a)(6) Personnel. Commissioner Luker 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.

(18) **AGENDA:** Commissioner Mau moved to amend the agenda to add one item: Offer to Purchase and Contract for property on Haywood Road. Commissioner Woody seconded the Motion. Motion carried.

(19) **OFFER TO PURCHASE AND CONTRACT – HAYWOOD ROAD:** Ms. Baker stated this was a contract to purchase Tract 2a and 2b (PIN# 7631-15-9942) containing approximately 1.36 acres for \$325,000.

Motion: *Commissioner Deitz moved to approve the Offer to Purchase and Contract the property on Haywood Road (PIN #7631-15-9942) for \$325,000, as presented. Commissioner Woody seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Mau moved to adjourn the meeting. Commissioner Woody seconded the Motion. Motion carried and the meeting adjourned at 4:10 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman