

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
AUGUST 19, 2013**

The Jackson County Board of Commissioners met in a Work Session on August 19, 2013, 2:00 p.m., Justice & Administration Building, 401 Grindstaff Cove Rd., Room A227, Sylva, North Carolina.

Present: Jack Debnam, Chairman
Doug Cody, Vice Chair
Charles Elders, Commissioner
Mark Jones, Commissioner
Vicki Greene, Commissioner

Chuck Wooten, County Manager
Pat Parris, Clerk to Board

Chairman Debnam called the work session to order.

(1) **MACON/JACKSON BOUNDARY LINE SURVEY**: Bobby McMahan, Tax Administrator, introduced Dennis Lee and Gary Thompson of the NC Geodetic Survey Office who presented the following:

Mr. Lee explained that the NC Geodetic Survey (NCGS) has been designated and funded by the General Assembly to assist with the resurvey of ambiguous or uncertain county boundaries pursuant to G. S. 153A-18(a). No costs would be incurred by the affected counties. He explained the procedure for counties to formally request a NCGS County Boundary. After the resurvey project has been completed, the County Commissioners of each affected county would review the plat and upon agreeing on the location of the county line, adopt a resolution that the plat is the true definition of the line's location. G. S. 153A-18(b) governs uncertain or ambiguous boundary sections and G. S. 153A-17 governs changes in existing county boundaries. Therefore, if the affected counties elect to have a new line surveyed and to change the county lines from its original location (as defined by law), then that change would need to be ratified by the General Assembly.

Mr. Thompson explained how NCGS would approach the project which includes collecting historical information about the boundary from legal descriptions, state archives and Register of Deeds. NCGS would conduct research and provide both counties with a report of their findings that lists recommendations for reestablishing the county boundary. They would develop a scope of work for the field surveys, attend county meetings when requested, and manage the work performed by a contracted Professional Land Surveyor. NCGS would contract out the field surveys. At the present time they have qualified three firms to perform county/state boundary surveys in western North Carolina. The estimated timeline for the project is 12-18 months.

Consensus: *Proceed with a formal request to NCGS.*

(2) CONGREGATE MEALS and MEALS ON WHEELS: Eddie Wells, Dept. on Aging Director, presented the following update:

(a) Home & Community Care Block Grant reductions:

<u>Program</u>	<u>HCCBG</u>	<u>County Match</u>	<u>Total</u>
Congregate Meals	\$ 1739.00	\$ 193.00	\$ 1932.00
Meals on Wheels	\$ 2745.00	\$ 305.00	\$ 3050.00
Liquid Supplement	\$ 800.00	\$ 89.00	\$ 889.00
Home Repair	\$ 513.00	\$ 57.00	\$ 570.00
In-Home Respite	\$ 1425.00	\$ 158.00	\$ 1583.00
Adult Day Care	\$ 1686.00	\$ 187.00	\$ 1873.00
Total:	\$ 8908.00	\$ 989.00	\$ 9897.00

Loss of units:

Congregate	367 meals (1.5 participants)
Meals on Wheels	407 meals (1.7 participants)
Home Repair	non-unit (less money for ramps)
In-Home Respite	63 hours of service
Adult Day Care	75 units

(b) Nutrition Numbers:

Average Meals Per Day: 71 Congregate (2 sites), 88 Meals on Wheels (11 routes)

Average Monthly Donations:

- Congregate Participants = \$1,015
- Congregate Private Pay = \$ 200
- Meals on Wheels = \$ 345
- Community Donations = \$ 200

Meals on Wheels waiting list: 32 clients

Clients added from waiting list since July 1st: 24

(c) Cashiers Site Opening: Anticipate having a Certificate of Occupancy within the next week.

Furniture has been ordered with funds from the Ray Houston Estate property sale and should be on site in 3-4 weeks. It is anticipated that operations will begin near the first of September and an open house/grand opening will be scheduled near the end of September.

(d) Smoking Areas: The Council on Aging has designated two areas a short distance away from the building as smoking areas.

Consensus: *Mr. Wooten and Eddie Wells were requested to review data to ascertain the cost of serving the 32 clients on the Meals on Wheels waiting list.*

(3) NC FOREST SERVICE: Jamie Logan, Jackson County Ranger stated the Forest Service is mandated and directed by N.C.G.S. to protect, manage and develop the forest resources of the State. The processes used to accomplish this mandate involve management of existing resources, development and variation of new and better forests, and protection of these valuable resources. The forest service is directly involved with forest management assistance to private landowners, reforestation services and forest fire prevention and suppression, insect and disease control programs, involved in the operation of tree seedling nurseries, long range forestry planning and technical development, water quality controls, urban forestry assistance, training, support to volunteer fire departments and forestry education. The forest service works cooperatively with county governments to provide services to the public in the program areas. In Jackson County, 60% of the program is funded by the state and 40% funded by the county.

(4) DENTAL CLINIC: Paula Carden, Health Dept. Director, submitted the following recommendations from the Board of Health:

(a) Keep the dental clinic program operational until the ECU clinic is open and functional (estimated date of April 30, 2014).

(b) Surplus /unexpended funding in the health department's budget should be used toward keeping the dental clinic open.

(c) Dental staff will continue to work 80% time (32 hours/week).

(d) Medicaid Cost Settlement and any remaining Health Department funds for FY12-13 be used to continue the operation of the dental clinic.

(e) Medicaid Cost Settlement be used for services and not for remodeling the Community Services Building.

Consensus: Mr. Wooten was requested to make recommendations at the September 3 meeting.

(5) WELL@WORK UPDATE: Anna Lippard, Jennifer Pressley and Laura Rodi, Well @ Work Committee, presented the 2013-14 Information & Calendar which includes:

(a) Monthly challenges – keeping track of all physical activity (type of activity and duration);

(b) Physical activities – running, walking, biking, jogging, etc.

(c) How to earn points – 1200 minutes of physical activity/quarter – 1 point

All county employees were encouraged to participate and use the most up-to-date information. Detailed program information is available online.

(6) RECREATION MASTER PLAN: Jeff Carpenter, Recreation Director, and Dena Chandler of Equinox, presented an updated Recreation Master Plan. The update addresses current and changing recreational needs, issues, and demands of residents. The update should serve as a simple planning tool to aid the Recreation & Parks Department staff over the next five to ten years by providing diverse programming and opportunities while promoting healthy lifestyles and improving the quality of life.

The goals and objectives have been prioritized based on public input, departmental feedback, park and facility inventories, and recreation trends in North Carolina and nationally. The following prioritized goals and objectives recommended are summarized as follows (not in any particular order):

a. Continue to provide quality recreational programming and opportunities through development of new parks and facilities.

- Plan for and implement neighborhood parks in the Qualla ,Savannah and Whittier communities.
- Plan for a River Park in Dillsboro.
- Draft a feasibility study and plan for an indoor pool.
- Plan to acquire (2) large multi-use sport fields (minimum 200').

b. Maximize the County's existing assets by utilizing and expanding existing parks and facilities that are inline with existing trends of growth and popularity.

- Expand the facility in Cullowhee.
- Develop joint-use agreements for all facilities with the school system
- Develop and implement a Master Plan for Ralph J. Andrews Park.
- Renovate bathhouse and concession area at Sylva swimming pool

- c. Promote sustainable planning and public input into the shaping of parks, recreation offerings, and open space.
 - Create a “Friends of Parks” Foundation for funding purposes.
 - Draft a county-wide Greenway Master Plan.
 - Create and implement a sustainability plan.
 - Create and implement standard operation and maintenance plans for all parks and facilities.
- d. Continue to recognize the value of staff in meeting the mission, goals, and responsibilities, and strive to offer a stimulating, challenging, safe and rewarding work environment to assure continuity of daily operations.
 - Hire a Greenway Coordinator.
 - Hire a Social Media/Website Coordinator.
 - Provide funding for more staff development and training.

The original Master Plan adopted in 2005 was prepared by Haden Stanziale. The Master Plan Update (2013) was prepared by Equinox Environmental.

(7) COMPREHENSIVE TRANSPORTATION PLAN: Gerald Green, Planning Director, gave a power point presentation of the history of the development of the Comprehensive Transportation Plan for Jackson County which is required for projects to be included in the State Transportation Improvement Plan (STIP). The Southwestern Rural Planning Organization (RPO) must submit its top 25 projects for the six county area to DOT every two years. County ranking affects RPO ranking (county’s number one project receives a score of 80 points, second 70 points, etc.); second metric is whether the project is referenced in a plan (if projects is in an adopted CTP it would receive 10 points, 8 points if in an adopted thoroughfare plan, 4 points if referenced in a local plan; third metric addresses regional scope of project (if the project is on the statewide tier (mostly US and NC routes), 5 points, if the projects more than one county, 3 points). The County’s top 6 projects are submitted to the Southwestern RPO. Project rankings by the Board of Commissioners in 2011 were:

- NC 107 in Sylva
- US 74/US Bus 23 interchange improvements
- Cashiers crossroads improvements
- US 23 Bus from interchange to NC 107 boulevard reconfiguration
- US 441 and NC 116 interchange
- Cope Creek Rd. improvements

New projects (not listed in the CTP) can be identified; however, public comment/review of projects is recommended, i.e., the public has identified Ledbetter Road in Cullowhee as a potential project. Projects can be multi-modal (bike/pedestrian) projects can be identified for ranking and compete with other projects.

NCDOT Projects Ranked in 2012:

- Corridor Mgmt NC107 from US 23 Bus. To NC116
- Capacity NC107 connector from west of Cope Creek to US23/74 east of Sylva
- Capacity NC107 connection from NC107 east of Sylva, west of Cope Creek
- Corridor Mgmt. US441 from US74 to US19
- Interchange/intersection US441 at NC116
- Corridor Mgmt/. US 23 Bus. from Hospital Rd. to NC107
- Modernization NC107 from NC281 to Blue Ridge School
- Modernization US19 from SR1152 (Hughes Branch Rd.) in Bryson City to US441N in Cherokee
- Modernization US74 from Exit 74 to SR1391 (Piney Mtn. Rd.)
- Modernization SR1340 from NC107 to NC116 (Webster Rd.)
- Modernization R1001 from NC107 to intersection of Tilley Creek Rd. and Cullowhee Mountain Rd.

Consensus: *Each Commissioner is requested to submit project recommendations by October 1 to the County Manager who will compile a list and place it on a regular meeting agenda for a final selection by the Board.*

(8) USDA BOAT ACCESS: Tony Elders, Permit & Code Enforcement Director, requested input concerning USDA boat access at various sites on the Chattooga River. The Forest Service is proposing to establish access points for boaters on the Chattooga Wild & Scenic River (WSR) within the boundaries of three National Forests (Chattahoochee, Nantahala and Sumter). Jackson County is invited to submit comments to help refine the proposed activities prior to the development of an Environmental Assessment. Nantahala Ranger District, Nantahala National Forest: Green Creek – this site would provide access for paddlers to the entire upper segment of the Chattooga WSR and a foot trail on an old existing road bed. Maps were provided depicting the proposed Chattooga River Boat Access areas at Green Creek, Upper Bull Pen Bridge and Norton Mill in North Carolina.

(9) 2012 ECONOMIC IMPACT OF TRAVEL IN NORTH CAROLINA: Chuck Wooten, County Manager, presented the 2012 Economic Impact of Travel on North Carolina Counties prepared for the NC Division of Tourism, Film and Sports Development. Jackson County expenditures were \$69.53 million and local tax receipts were \$5.31 million.

(10) FIRE PROTECTION TAX : Mr. Wooten reported that six of the seven fire departments support allowing voters the right to vote on the issue of implementing a fire tax.

Consensus: *Mr. Wooten was requested to draft a procedural plan.*

There being no further comments, Commissioner Jones moved to adjourn the Work Session. Commissioner Greene seconded the Motion and the Work Session adjourned at 5:00 p.m.

Attest:

Approved:

Patsy C. Parris, Clerk to Board

W. J. Debnam, Chairman

