

**MINUTES OF AN
ORGANIZATIONAL MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
DECEMBER 1, 2014**

The Jackson County Board of Commissioners met in an Organizational Meeting on December 1, 2014, 2:30 pm, Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

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| Present: Brian Thomas McMahan, Chairman | Chuck Wooten, County Manager |
| Mark Jones, Vice Chair | Angela M. Winchester, Clerk to Board |
| Charles Elders, Commissioner | J. K. Coward, Jr., County Attorney |
| Vicki Greene, Commissioner | |
| Boyce Deitz, Commissioner | |

Angela M. Winchester, Clerk to the Board called the meeting to order.

Representative Joe Sam Queen performed the swearing in ceremony of the newly elected Commissioners: Brian Thomas McMahan, Boyce T. Deitz and Charles E. Elders; Register of Deeds: Joe Hamilton; and Deputy Register of Deeds: Shandra Sims, Jennifer Blanton and Tracy Gunter.

BOARD COMMENTS:

- (a) Commissioner Deitz expressed his appreciation for the voters and his family.
- (b) Commissioner Elders stated that he is looking forward to working with the new Commissioners as well as the continued work with Commissioners' Jones and Greene.
- (c) Chairman McMahan thanked everyone that came out to the swearing in ceremony and he looked forward to the work ahead. He appreciated all the support that he had received.

RECESS

Chairman McMahan called the meeting to order.

AGENDA: Commissioner Greene moved to approve the Agenda. Commissioner Jones seconded the Motion. Motion carried.

(1) VICE CHAIR:

Motion: *Commissioner Greene moved to appoint Mark Jones as Vice Chair. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(2) COUNTY ATTORNEY: Chairman McMahan stated a Request for Qualifications (RFQ) has been developed and is available in the County Manager's office for any attorney that would like to submit a request to be the County Attorney. All applications will be reviewed in January, followed by interviews and a determination of who the County Attorney will be going forward. In the meantime, Mr. Coward is willing to extend his contract, which expires on December 1st, for sixty days.

Motion: Commissioner Greene moved to extend Mr. Coward's contract as County Attorney for sixty days. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(3) CLERK TO BOARD:

Motion: Commissioner Jones moved to appoint Angie Winchester as Clerk to the Board. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(4) BONDS FOR SHERIFF AND REGISTER OF DEEDS:

Motion: Commissioner Elders moved to approve bonds for the Sheriff and Register of Deeds. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

(5) RULES OF PROCEDURE: Chairman McMahan recommended that the *Suggested Rules and Procedures*, Third Edition by Joseph S. Ferrell, issued by the Institute of Government be adopted with the understanding that the Board may deviate from those rules if it chooses to do so. Chairman McMahan called specific attention to:

(a) Rule 15: *Second Not Required.* He recommended that all Motions require a second.

(b) Rule 23: Duty to Vote. He recommended that failure to vote be recorded as an "affirmative" vote. Further, he recommended an exception to Rule 23 so that a Commissioner may request and be granted permission not to vote or abstain because of a conflict of interest.

Motion: Commissioner Deitz moved to adopt the Rules of Procedure with the stated recommendations and exceptions. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(6) MEETING DAYS: Chairman McMahan recommended that regular meetings be scheduled on the first and third Thursdays of each month at 6:00 p.m. and a work session to be scheduled on the third Tuesday of each month at 10:00 a.m. Due to the holiday, the next meeting will be January 8, 2015 at 6:00 p.m.

Motion: Commissioner Jones moved to approve the recommended schedule. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.

(7) AGENDAS: Chairman McMahan recommended that all agenda requests be submitted to the Clerk or County Manager one week prior to each meeting.

Motion: Commissioner Deitz moved to approve the recommendation. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(8) CONSENT AGENDA: Chairman McMahan explained that a consent agenda is a mechanism to expedite consideration of routine and non-controversial agenda items, i.e., monthly finance and tax collector's reports, routine bids, etc.; however, any item can be removed by request of a Commissioner and placed on the regular discussion agenda.

Motion: Commissioner Jones moved to adopt a Consent Agenda as part of the Board's Rules and Procedures. Commissioner Greene seconded the motion. Motion carried by unanimous vote.

(9) **PUBLIC COMMENTS:** Chairman McMahan recommended that Informal Public Comments be scheduled after the County Manager's Report with a three minute limit, per person.

Motion: *Commissioner Jones moved to approve the recommendation. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(10) **BANK RESOLUTION AND SIGNATURE CARDS (R14-23):**

Motion: *Commissioner Elders moved to approve the Banking Resolution. Commissioner Deitz seconded the motion. Motion carried by unanimous vote.*

(11) **SALARIES FOR SHERIFF AND REGISTER OF DEEDS:**

Motion: *Commissioner Deitz moved to set the Sheriff salary at \$82,834.13 and the Register of Deeds salary at \$55,473.34. Commissioner Greene seconded the motion. Motion carried by unanimous vote.*

(12) **APPOINTMENTS TO BOARDS AND COMMISSIONS:** Chairman McMahan stated that Commissioners are required by state statute to serve on various boards and commissions. Board members volunteered to serve as follows:

(a) Recreation and Parks Advisory Board: *Commissioner Deitz*

(b) 911 Road Naming Board: *Chairman McMahan*

(c) Greenway Advisory Committee: *Commissioner Deitz*

(d) Comprehensive Transportation Plan Steering Committee: *Chairman McMahan*

(e) Southwest Commission RPO: *Chairman McMahan*

(f) Transit Advisory Board: *Commissioner Deitz*

(g) Fire Commission: *Commissioner Deitz*

Motion: *Commissioner Jones moved to approve the appointments. Commissioner Greene seconded the motion. Motion carried by unanimous vote.*

Informal Comments by Public:

(a) Donna Dupree of Balsam wanted clarification as to being on the agenda. She asked if she had to represent an organization to request to be on the agenda. Chairman McMahan stated no, she does not.

Press Conference:

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 3:42 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman