

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JUNE 14, 2016**

The Jackson County Board of Commissioners met in a Work Session on June 14, 2016, 10:00 a.m., Justice & Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Mark Jones, Vice Chair
Charles Elders, Commissioner
Vicki Greene, Commissioner
Boyce Deitz, Commissioner

Chuck Wooten, County Manager
Angela M. Winchester, Clerk to Board
Heather C. Baker, County Attorney

Chairman McMahan called the meeting to order.

(1) **EMPLOYEE RECOGNITION:** Mr. Wooten recognized the following employees for their years of service and retirement:

Retiring July 1st:

Leland Plank	6 Years of Service	Transit
William Trantham	20 Years of Service	Public Works - Housekeeping
Chuck Wooten	5 Years of Service	Administration

Retiring August 1st:

Darlene Brown	9 Years of Service	Solid Waste
Paula Carden	30 Years of Service	Department of Public Health
Robert Cochran	20 Years of Service	Department of Social Services
Deborah Hage	30 Years of Service	Department of Public Health
Pat Parris	21 Years of Service	Department of Public Health
Teresa Walkingstick	16 Years of Service	Department of Social Services

(2) **SOLID WASTE ORDINANCE AMENDMENTS:** Chad Parker, Solid Waste Director, presented the following amendments:

Section 701. B - Properties and Persons upon Which Fees Shall be assessed of the Solid Waste Ordinance:

B. Exemptions for the solid waste availability fees shall be granted to owners of properties as specified in Attachment III. Fee exemptions are effective in the year in which they are received as defined herein and are not retroactive. Only applications filed between January 1st and ~~June 30th~~ December 31st may be considered for the current tax year. Applications made after ~~July 1st~~ December 31st will be considered for the following tax year. Applications for solid waste fee exemption may be made only by the property owner or anyone with a controlling interest in the property. Any change in the use of the property should be reported to the Tax Assessor no later than ~~June 30th~~ December 31st of that current tax year. All exemptions are subject to the review and approval by ~~the Solid Waste Board.~~ *a committee that includes the Public Works Director or designee, Finance Officer or designee, Tax Assessor or designee, and Tax Collector or designee.*

Mr. Wooten suggested that Mr. Parker provide a report to Commissioners of anyone that had the fee waived so they would have that information available.

Commissioners requested that the Solid Waste Advisory Board to consider stickers that would identify Jackson County residents to help eliminate residents from other counties dumping appliances, etc. at the recycle centers in Jackson County and then make a recommendation to the Commissioners.

Consensus: *Move forward with setting a public hearing date at the next regular meeting.*

(3) CASHIERS WATER SYSTEM TO TUCKASEIGEE WATER AND SEWER AUTHORITY (TWSA): Mr. Wooten and Dan Harbaugh, TWSA Executive Director, stated that in order to maintain continuity in the midst of Mr. Wooten's pending retirement, with regards the transfer of ownership of the Cashiers Water System to TWSA, they requested both entities adopt a Resolution of Intent to use during the transition period.

The items that have been identified that needed to be addressed by such resolution and the resulting Interlocal Transfer Agreement, would include the following items for both parties to:

(a) Work together with the NC Utilities Commission and NCDEQ – Public Water Supply, to address all the required actions necessary to transfer ownership and permits as required by the two separate regulatory agencies.

(b) Work together to provide existing customers on the system adequate notice of the change of ownership and of timing and process by which their old relationship with the county would end and their future water service through TWSA would be established.

(c) Agree to the terms under which the transfer would occur, including:

- What portions of the transfer activities would be accomplished by each party enumerated.
- What future rights would be retained by the county with respect to reserving some portion of the current available water supply capacity in the well system. If such capacity is retained by the county, such undeveloped capacity is subject to monthly capacity assurance fees under TWSA policy. At what point would such fees begin to apply to the county by holding such capacity in reserve.
- Agree upon what steps have to be completed for both before each party would relinquish and/or assume responsibilities as owner of the system and the timeline and/or performance period for those actions.
- Draft and execute various instruments such as deeds, plats, easements and or rights-of-way, will be necessary to secure appropriate areas of control and rights necessary to operate the existing system in the future. Agreement from the county to provide this across its property will be needed. Assignment of splitting costs in such matters should also be agreed on.
- A process and timeline to transfer utility and chemical supply services to the water system from the county to TWSA.
- A process and timeline to transfer insurance coverage responsibilities for transferred assets from the county to TWSA.
- A process and timeline for the installation of water service meters for each customer.
- A process and timeline for ending budgetary responsibility for revenue and expenditures for the county and beginning the same for TWSA for operations and maintenance.

(d) Given TWSA's need to develop a customer base, an agreement should also address the connection of additional customers during the transition of ownership.

Mr. Harbaugh requested the Commissioners consideration and guidance as to how to proceed.

Consensus: *Ms. Baker and Mr. Parker work to continue to move forward the transfer of the Cashiers Water System from the county to TWSA.*

(4) WHITTIER SANITARY DISTRICT: Mr. Harbaugh stated that at their last meeting, they adopted a mandatory connection policy, which is one step forward.

Mr. Wooten noted that regarding the Whittier Sanitary District, in his absence, he requested that Mr. Price serve in his place and represent the county until a manager was named, in the event a meeting was held in the interim.

Informational item only.

(5) WIRELESS COMMUNICATIONS ORDINANCE (BROADBAND): Michael Poston, Planning Director, and Rich Price, Economic Director, stated that the Office of Economic Development has been engaged with Travis Lewis and SkyFi Wireless Broadband to develop a plan, and to secure funding for a network of 10 new broadband transmission towers located strategically throughout the County. This initiative, which is has been vetted and has received much support from the North Carolina Office of Information Technology, would establish the potential for a minimum of 1,200 customers to have access to high-speed internet services. Additional equipment added to these towers in later development phases will significantly multiply that service capacity.

With assistance from the SCC Small Business Center, the Southwestern Commission, and the Educational Resource Consortium of the Western Carolina's (ERC), they recently submitted a pre-certification application to the Appalachian Regional Commission (ARC) to request funding in the amount of \$186,000 for the purchase of said towers, with a matching contribution established by material and labor costs incurred by Mr. Lewis. On May 24th, they received a letter from ARC inviting us to complete a full application for the grant, and the final documents will be due on July 31st, 2016. ERC has agreed to act as the fiscal agent for the grant if awarded, and this office along with the Small Business Center and Southwestern Commission will provide most of the legwork for the application.

Should ERC and SkyFi be awarded the requested funding, Mr. Lewis would be allowed approximately 24 months to complete the installation of all towers as specified. In addition, any associated fees that would be required for approved tower construction have not been included in the current financial model, meaning that those incurred costs would be the responsibility of Mr. Lewis and SkyFi unless waived, or otherwise modified.

After careful review, this office, along with the County Manager, Planning Office, and Attorney Heather Baker agree that the current cell tower ordinance would be applicable to any new tower construction, as well as would the per-tower fee as specified. There are three points of concern for discussion as follows:

1. The original draft of the Wireless Communication Ordinance allowed for staff review for "Facilities used exclusively for providing broadband services to Jackson County residents and businesses, provided that the tower or structure to which facilities area attached does not exceed 120 feet in height." ***This provision was removed in subsequent versions and was not a part of the approved ordinance.***
2. Currently the ordinance treats each tower as a new tower and would require a conditional use permit and a quasi-judicial hearing. The cost would be \$5,000 for each application. ***The ordinance does allow for an applicant to request a waiver from the Commissioners for all or part of the ordinance requirements (A similar request was made and granted by the County in 2015).***
3. The Planning Staff recommends that the ordinance be amended to include this as a staff reviewed function. Staff is currently working with the County Attorney to identify potential amendments to the Wireless Communications Ordinance. They will ask the Planning Board to discuss potential ordinance amendments as early as July.

In order to clarify the County's commitment to this particular broadband initiative, and in an attempt to be able to demonstrate that they have mitigated as many financial and regulatory hurdles for the completion of this high-value project, they ask the Board to discuss this matter to determine if there are appropriate measures that could be taken to alleviate the full review process and specified fees.

Consensus: *The Planning Board to draft amendments to the ordinance to address a graduated fee schedule and setting a height threshold so that applications could then be delegated to the Planning Department. Amendments will then be presented to the Commissioners for consideration.*

(6) EROSION CONTROL ORDINANCE AMENDMENTS: Tony Elders, Permitting and Code Enforcement Director, presented Amendments to Section 10-503. - Inspections and investigations of the Erosion Control Ordinance:

(a) The planning director, erosion control officer, agents, officials, or other qualified persons authorized by the county will periodically inspect land disturbing activities to ensure compliance with the Act, this article, or rules or orders adopted or issued pursuant to this article, and to determine whether the measures required in the plan are effective in controlling erosion and sediment resulting from land disturbing activity. Notice of the right to inspect shall be included in the certificate of approval of each erosion control plan.

(b) *An initial erosion control permit site inspection is required, must be scheduled by the permit holder and approved, prior to scheduling the first building inspection.*

~~(b)~~ (c) No person shall willfully resist, delay, or obstruct an authorized representative, employee, or agent of the county while that person is inspecting or attempting to inspect a land disturbing activity under this section.

~~(c)~~ (d) If it is determined that a person engaged in land disturbing activity has failed to comply with the Act, this article, or rules or orders adopted or issued pursuant to this article, a notice of violation shall be served upon that person. The notice may be served by any means authorized under G.S. 1A-1, Rule 4. The notice shall specify a date, by which the person must comply with the Act, or this article, or rules or orders adopted pursuant to this article, and inform the person of the actions that need to be taken to comply with the Act, this article, or rules or orders adopted pursuant to this article. However, no time period for compliance need be given for failure to submit an erosion control plan for approval or for obstructing, hampering or interfering with an authorized representative while in the process of carrying out his official duties. Any person who fails to comply within the time specified is subject to the civil and criminal penalties provided in this article.

~~(d)~~ (e) The county shall have the power to conduct such investigation as it may reasonably deem necessary to carry out its duties as prescribed in this article, and for this purpose to enter at reasonable times upon any property, public or private, for the purpose of investigating and inspecting the sites of any land disturbing activity.

~~(e)~~ (f) The county shall also have the power to require written statements, or the filing of reports under oath, with respect to pertinent questions relating to land disturbing activity.

(Ord. of 7-20-2000; Ord. of 2-21-2002; Ord. of 7-25-2002; Ord. of 2-17-2004; Ord. of 6- 15-2004; Ord. No. 004-03, § 1301, 6-26-2007)

Consensus: *Move forward with setting a public hearing date at the next regular meeting.*

(7) INDUSTRIAL DEVELOPMENT ORDINANCE AMENDMENTS: Michael Poston, Planning Director, presented amendments to the Industrial Development Ordinance:

ARTICLE II: BASIC DEFINITIONS AND INTERPRETATIONS: Section 201: Definitions of Basic Terms:

~~(3) Asphalt plant. Includes establishments, with all related equipment, for the manufacture and production of asphalt and tar paving mixtures and blocks from purchased asphaltic materials (NAICS 324121). Also included in this definition are establishments engaged in manufacturing asphalt and tar paving mixtures and blocks and roofing cements and coatings from purchased asphaltic materials and/or saturating purchased mats and felts with asphalt or tar (NAICS 32412 and 324122).~~

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(4) Assisted living facility. Includes any group housing and services program for two or more unrelated adults, however named, which makes available, at a minimum, one meal a day and housekeeping services and provides personal care services directly or through a formal written agreement with one or more North Carolina licensed home care or hospice agencies.

(5) Automotive Storage Facility. Includes establishments primarily intended for the short or long term storage of wrecked or inoperative automobiles pending sale of the entire automobile. This definition does not include establishments where the storage of automobiles is ancillary to the repair of the automobiles stored, such as at a garage or repair shop. ~~Automotive Towing and Storage Service. A business with the primary function of storing wrecked or impounded vehicles for a period of not more than (90) days for insurance settlement. A maximum of 10 vehicles will be allowed on the premises at any one time. The automotive storage area must be surrounded by a 6 foot high vegetative buffered screen. No outdoor disassembly or salvaging shall be permitted. Storage area shall not be visible from any adjacent property or public right a way. Stored items shall not project above required vegetation. Only one entrance is permitted.~~

~~(13) Heavy Industry. A use engaged in the basic...The fabrication of plastics is exempt from this definition.~~

(14) Hydraulic Fracturing. The forcing open of fissures in subterranean rocks by introducing liquid at high pressure to extract oil and gas.

~~(13) (15) Junk. Pre-used or unusable metallic parts and other nonmetallic manufactured products or components that are worn, deteriorated or obsolete, making them unusable in their existing condition, but are subject to being dismantled and salvaged. Old or scrap copper, brass, iron, steel or other metals, or materials including but not limited to, tires, household appliances, furniture, rope, rags, batteries, glass, rubber debris, waste, trash, construction debris, plumbing fixtures, or any discarded, dismantled, wrecked, scrapped, or mined motor vehicle or parts thereof.~~

~~(15) (17) Junked Vehicle. A motor vehicle that (1) is partially dismantled or wrecked; (2) cannot be self-propelled or moved in the manner in which it was originally intended to move; (3) is more than five years old and appears to be worth less than one hundred dollars (\$100); or (4) does not display a current license plate when the motor vehicle is required by laws of this state to have such a license plate to operate on public roads, unless stored within an enclosed structure.~~

~~(17) Mining Industry. The mining sector comprises establishments that extract naturally occurring mineral solids such as coal and ores, liquid minerals such as crude petroleum, and gases such as natural gas. The term mining is used in the broad sense to include quarrying, well operations, beneficiating (e.g., crushing, screening, washing, and flotation), and other preparation customarily performed at the mine site, or as a part of mining activity.~~

~~(19) The mining sector distinguishes two basic activities: mine operation and mining support activities. Mine operation includes establishments operating mines, quarries, or oil and gas wells on their own account or for others on a contract or fee basis. Mining support activities include establishments that perform exploration (except geophysical surveying) and/or other mining services on a contract or fee basis. Mining industry. A mining industry is one that extracts naturally occurring mineral solids (such as coal and ores), liquid minerals (such as crude petroleum), and gases (such as natural gas). Mining industries perform activities such as drilling, quarrying, well operations, beneficiating (such as crushing, screening, washing, and flotation), and other product preparation/processing performed at the mining site.~~

~~The term "mining industry" includes all mining support activities including exploration (except geophysical surveying).~~

~~(18) (20) Noise. Any unreasonable loud, excessive or unnecessary sound that takes in consideration for volume, duration, frequency, time, and other characteristics for sound which does not comply with the Jackson County Noise Ordinance. Any sound which does not comply with the Jackson County Noise Ordinance.~~

~~(22) Odor. The minimum concentration in air of a gas, vapor, or particulate matter that can be detected by the olfactory systems of a group of healthy observers.~~

~~(23) (24) Perennial Stream. A natural or man-made surface channel in which water flows most throughout of the year.~~

~~(26) (27) Repair Shop. An establishment which is maintained and operated for the primary purpose of making mechanical and/or body repairs to motor vehicles and which receives fifty percent or more of its gross income from charges made for such repairs. An establishment which is maintained and operated for the purpose of making mechanical and/or body repairs to motor vehicles and which is not used to store more than 12 motor vehicles that are not capable of being driven under their own power and are not being restored to operable condition, regardless of the length of time that individual motor vehicles are stored or kept at such property.~~

~~(28) (29) Service Station. Any establishment which is maintained and operated for the primary purpose of making retail sales of fuels, lubricants, air, water, and other items for the operation and routine maintenance of motor vehicles and/or for making mechanical repairs, servicing vehicles/or washing of motor vehicles and which receives more than fifty percent of its gross income from the retail sale of the above mentioned items and/or from the making of mechanical repairs, servicing and/or washing of motor vehicles. An establishment which is maintained and operated for the purpose of making mechanical repairs, servicing and/or washing of motor vehicles.~~

~~(33) (34) Vegetative Buffer. A continuous solid fence, wall, hedge, or other planted area used to enclose, screen, or separate one use or lot from another.~~

ARTICLE III: PERMITTING STANDARDS:

Section 300: Permitting Standards:

(A) Asphalt Industries (including on-site sale of products):

1. The location...nursing care home, *assisted living facility*, or nursing care institution...
- ~~6.~~ 7. Asphalt plants shall... ~~fine~~ *fumes* created from an asphalt...

(B) Junk Yards (including on-site sale of products):

1. The location...nursing care home, *assisted living facility*, or nursing care institution...

(D) Mining Industries (including on-site sale of products and hydraulic fracking):

1. The location...nursing care home, *assisted living facility*, or nursing care institution...
5. *A continuous vegetative buffer designed to grow at least six (6) feet in height will be maintained continuously along any property line which is adjacent to a public right-of-way or adjacent to property on which is located a commercial use, school, child care home, child care institution, day care center, church, hospital, nursing care home, nursing care institution, or residential use.*

Section 301: Transportation Infrastructure:

1. *All uses permitted by this ordinance shall be located off a road designated as a major thoroughfare or higher in the Jackson County Comprehensive Transportation Plan.*

2. *Any use that is not located on a major thoroughfare or high classified road may complete a preliminary traffic assessment prepared by a traffic engineer to determine if the roadway is designed to accommodate the proposed use.*

(a) *The preliminary assessment shall address potential congestion and road functionality to the nearest primary route. If the preliminary assessment determines that the current roadway design is sufficient for the proposed use, the staff may approve the permit.*

(b) *If the preliminary assessment cannot confirm that the existing roadway design then the applicant may submit a Transportation Impact Analysis (TIA) prepared by a traffic engineer. The TIA should include the following:*

- (1) *Intersection congestion to the nearest primary route.*
- (2) *Functionality of roadway to the nearest primary route.*
- (3) *Mitigation of impacts for proposed use.*

3. *Applicants that propose a use a TIA must make application for a conditional use permit from the Board of Adjustment.*

(a) *The Board of Adjustment must find the following in order to approve the use:*

- (1) *That the TIA provided shows that there are no adverse impacts associated with the proposed use or that any adverse impacts can be mitigated.*
- (2) *That the proposed use is consistent with the County's Land Use Plan.*
- (3) *That the proposed use or development of the land will not materially endanger the public health or safety.*

(4). That the proposed use or development of the land is reasonably compatible with significant natural and topographic features on the site and within the immediate vicinity given the design and any mitigation measures proposed by the applicant.

(b) The Board of Adjustment will hold a quasi-judicial hearing for any application. The Planning Department will advertise the hearing in the local paper, sent first class letters to adjacent property owners, and post the proposed site with a sign in conjunction with North Carolina State Statutes.

(c) Applications will be approved or denied by a majority vote of the Board of Adjustment.

ARTICLE IV: FEES, PENALTIES AND ENFORCEMENT:

Section 400 Fees:

(A) Fees are established to allow the county to recover reasonable expenses assumed in the administration of this ordinance. Fees will be reflected in the Jackson County Fee Schedule as adopted by the Board of County Commissioners.

~~(B) All facilities or operations shall be subject to an annual permit fee of fifty dollars (\$50.00). The application fee for a new or expanded facility or operation shall be two hundred fifty dollars (\$250.00).~~ Application fees are non-refundable. If an application is returned to the applicant for additional information, the applicant shall have ninety (90) days to comply with the request, otherwise the application shall be considered null and void and withdrawn.

Section 401 Penalties for Violations:

~~(A) Any person violating the provisions of this Ordinance shall be guilty of a misdemeanor and shall be subject to punishment as provided by G.S. 14.4. Every day there is a violation of this Ordinance, it shall be considered a separate and distinct offense.~~

~~(B) In lieu of or in addition to the criminal penalties, Any person violating the provisions of this Ordinance shall be the Jackson County Board of Commissioners may impose~~ subject to civil penalties of up to five hundred dollars (\$500) a day for each and every day there is a violation of this Ordinance. No penalty shall be assessed prior to notification by certified mail by the Enforcement Officer. If the violator does not pay such penalty within thirty (30) days, it may be recovered by Jackson County in a civil action in the nature of a debt. The violator may contest said penalty in the court of appropriate jurisdiction.

Section 402.1 Exceptions:

(A) This ordinance shall not apply to automotive towing and storage facilities...

Section 403 Enforcement:

~~Except as otherwise specifically provided, The primary responsibility for administering and enforcing this Ordinance may be assigned by the Jackson County Manager~~ is assigned to the Jackson County Planning Director or his/her designee ~~one or more individuals~~. The person or persons to whom these functions are assigned shall be referred to in this Ordinance as the Enforcement Officer. This Ordinance shall be enforced in accordance with G.S. 153A-123(a) through (g).

Consensus: Move forward with setting a public hearing date at the next regular meeting.

(8) TOURISM DEVELOPMENT AUTHORITY SPECIAL PROJECTS POLICY:

Nick Breedlove, Executive Director and Robert Jumper, Chairman, stated the Jackson County Tourism Development Authority (JCTDA) had been working to establish a policy that could be utilized to fund requests that fall outside the scope of its grant program, which was created in 2013 to assist with advertising events. Since that program's inception, the JCTDA had distributed over \$88,000 in grant funding to organizations aimed at driving tourism to the county.

In the last year, the board had been presented with requests for assisting with other tourism-related projects that fall outside the scope of advertising. Such applications included: monetarily sponsoring the Tuckaseegee River Cleanup through funding t-shirts, bus rentals and other fees; printing of tourist brochures and maps for municipalities; signs and way finding signage.

Funding these types of events falls outside the scope of the grant program guidelines. It would be best to have a separate policy in place for them to use to support those requests. Recognizing that some requests they receive may be perceived as capital expenditures, they wanted to seek a consensus from the County Board of Commissioners before proceeding with finalizing and adopting the special projects guidelines as drafted.

Legislation R12-34 that established the JCTDA requires Commissioners approval of all capital related expenditures, but does not specify a threshold amount. The county typically considers capital expenditures as being greater than \$250. They respect the need to obtain approval from the Commissioners for true capital requests such as building and infrastructure, but at the same time, they do not want to burden the Commissioners by presenting each request they receive through a Special Projects Policy. It is not the intent of the Special Projects Policy to tap into the funds that may be set aside for capital projects requiring Commissioners' approval.

The draft policy capped requests from community groups, municipalities and organizations at \$2,500. That would allow entities to apply for an amount up to that limit, but the process would be competitive and the JCTDA board would review each application without a guarantee that any application in any fiscal year would be funded unless the JCTDA board deemed it a good use of tourism dollars.

Consensus: *Move forward with the policy, which allows for a defined process with a limited scope of what can be funded and an application review and approval procedure.*

(9) SAVANNAH FIRE DEPARTMENT CONSTRUCTION PROJECT: Darrell Woodard, Savannah Fire Chief presented the site concept for the Greens Creek Substation and the proposed interest rates for a \$500,000 loan for the project:

(a) First Citizens Bank:

- 10 year / 2.75%, payment \$57,870
- 15 year / 2.75% with variable rate of 2.75% for five years, payment \$41,130

(b) LGFCU:

- 10 year / 2.75%, payment \$57,874
- 12 year / 3.0%, payment \$50,236
- 15 year / 3.25%, payment \$42,650
- 20 year / 3.95%, payment \$36,636

(c) Entegra Bank:

- 10 year / 2.625%, payment \$56,904
- 15 year / 3.0%, payment \$41,436
- 20 year / 3.375%, payment \$34,416

(d) United Financial:

- 10 year / 3.2%, payment \$59,215
- 15 year / 3.35%, payment \$38,932
- 20 year / 3.99%, payment \$33,082

Chairman McMahan stated he appreciated Savannah Fire Department and them taking the initiative to start this project on their own by purchasing the property. He appreciated their foresight and hard work to get to where they were today. The Board would need to take action when the bank requested a commitment letter from the county. Ms. Fox stated that the fire department would have to hold a public hearing at the fire station.

Also, he noted that the county still held title to the main fire station and that the Savannah Fire Department Board of Directors were in favor of transferring the title from the county to the fire department. This had been a practice of the county to transfer title to the fire departments. They could consider this at a future meeting.

Informational item only.

(10) CAPITAL IMPROVEMENT PLANS: Mr. Wooten and Darlene Fox, Finance
 Director, presented:
 (a) County Capital Improvements Plan FY 2016-17 – 2020-2021:

Expenditures						
Project Description	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Health Department						
Advance Planning to include determination of building new building versus renovating existing facility (70% of projected design fee - \$665,000)	\$465,000.00	\$200,000.00				\$665,000.00
Construction Drawings and solicitation of bids						
Property Acquisition	\$425,000.00					\$425,000.00
New Construction (38,000 sq ft *\$250 sq ft)		\$9,500,000.00				\$9,500,000.00
Animal Shelter						
Advance Planning to the stage of construction drawings and solicitation of bids. (70% of projected design fee - \$175,000)		\$122,500.00	\$52,500.00			\$175,000.00
Property Acquisition		\$100,000.00				\$100,000.00
Animal Shelter - New Construction			\$2,500,000.00			\$2,500,000.00
Community Parks (Savannah and Qualla)			\$250,000.00	\$250,000.00		\$500,000.00
Renovations to court rooms in Justice Center (Advance Planning and design)				\$90,000.00		\$90,000.00
Renovation and Equipment Purchases (Estimate) JC					\$750,000.00	\$750,000.00
Total Expenditures	\$890,000.00	\$9,922,500.00	\$2,802,500.00	\$340,000.00	\$750,000.00	\$14,705,000.00
Revenues	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Capital Reserve - Designated Fund Balance		\$403,407.00				\$403,407.00
General Fund - Fund Balance		\$8,321,296.00				\$8,321,296.00
Contribution to Capital Reserve	\$890,000.00	\$1,110,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$5,000,000.00
General Fund Appropriation		\$87,797.00	\$1,677,500.00	\$(785,000.00)	\$(250,000.00)	\$730,297.00
PARTF Grant			\$125,000.00	\$125,000.00		\$250,000.00
Total Revenue	\$890,000.00	\$9,922,500.00	\$2,802,500.00	\$340,000.00	\$750,000.00	\$14,705,000.00

(b) Public Schools Capital Plan FY 2016-17 – FY 2020-21:

Expenditures						
Project Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Total
SMHS Severe Leak	\$215,000					\$215,000
SCS Breaker (Failed 3/9)	\$10,366					\$10,366
Bus Garage Lift (Failed 3/16)	\$9,000					\$9,000
SMHS HVAC Cafeteria (Failed 3/18)	\$30,000					\$30,000
FV Commons Roof	\$215,680					\$215,680
FY Gym Reroof	\$190,000					\$190,000
SME HVAC Engineering Fees	\$4,450					\$4,450
FV Reroof Administration	\$140,440					\$140,440
BR Reroof Cafeteria	\$83,400					\$83,400
SCS Breaker (Failed 3/9)	\$8,725					\$8,725
SMHS Reroof Shop, office, prncpals areas	\$105,707					\$105,707
SME partial HVAC	\$479,050					\$479,050
Connection to Tribal Water	\$134,000					\$134,000
SMHS Reroof Buildings B, C, & D	\$555,600					\$555,600
BR Replace Water Tower	\$260,000					\$260,000
SMHS HVAC Building C	\$227,040					\$227,040
Blue Ridge HVAC	\$385,200					\$385,200
Blue Ridge Gym	\$202,000					\$202,000
SME remaining HVAC	\$509,550					\$509,550
BREC Metal Roof Repair	\$50,000					\$50,000
SMHS Reroof Cafeteria		\$212,000				\$212,000
SMHS HVAC B, A East, A North, A		\$529,760				\$529,760
FV A Building Roof		\$125,440				\$125,440
FV C Building Roof		\$125,440				\$125,440
FV D Building Roof		\$125,440				\$125,440
FV Repair 2 leaks Kindergrtten Wing Roof		\$54,000				\$54,000
SMHS Building A North Roof		\$186,240				\$186,240
SME Special Projects Building Roof		\$80,000				\$80,000
BR Reroof Buildings A, B, C		\$430,860				\$430,860
SMHS Boiler/Chiller Plant for D, E, & Science		\$600,000				\$600,000
SMHS Locker Rm Heat/Air (Aux Gym)		\$520,000				\$520,000
CVS HVAC		\$1,200,000				\$1,200,000
BG Complete Grading and Paving		\$279,000				\$279,000
Emergency Reserve		\$375,307				\$375,307
Testing, Fees, Contingency	\$341,505					\$341,505
Available for Appropriation	\$874,571	\$682,462	\$449,840	\$621,754	\$801,332	\$3,429,959
Repay Jackson County Fund Balance	\$4,156,513	\$4,843,487				\$9,000,000
Debt Service		\$349,768	\$749,502	\$749,502	\$749,502	\$2,598,274
Total Expenditures	\$9,187,797	\$10,719,204	\$1,199,342	\$1,371,256	\$1,550,834	\$24,028,433
Revenues	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Article 40 & 42 Sales Tax	\$874,571	\$1,032,230	\$1,199,342	\$1,371,256	\$1,550,834	\$6,028,233
Jackson County Fund Balance	\$4,156,513	\$4,843,487				\$9,000,000
Loan Proceeds	\$4,156,513	\$4,843,487				\$9,000,000
Total Revenue	\$ 9,187,597	\$10,719,204	\$1,199,342	\$1,371,256	\$1,550,834	\$24,028,233

(c) Public Schools Capital Outlay Article 40 and 42 Sales Tax:

Sales Tax Revenues:	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	TOTALS
Article 40 40%	1,111,433.58	1,167,005.26	1,225,355.52	1,286,623.30	1,350,954.46	1,418,502.18	\$7,559,874.30
Article 42 60%	1,537,316.92	1,614,182.76	1,694,891.90	1,779,636.50	1,868,618.32	1,962,049.24	\$10,456,695.64
	<u>\$2,648,750.50</u>	<u>\$2,781,188.02</u>	<u>\$2,920,247.42</u>	<u>\$3,066,259.79</u>	<u>\$3,219,572.78</u>	<u>\$3,380,551.42</u>	<u>\$18,016,569.94</u>
School Capital Expendtr:							
Capital Outlay	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000.00	\$1,410,000.00
Capital Outlay-Technology	400,000.00	400,000.00	400,000.00	397,500.00	397,500.00	397,500.00	\$2,392,500.00
Capital Outlay-One to One	320,700.00	320,700.00	320,700.00	320,700.00	320,700.00	320,700.00	\$1,924,200.00
Capital Outlay-Maintenance	-	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	\$375,000.00
SMH Gym, Fine Arts, BR Principal	666,667.00	666,667.00	666,667.00	666,667.00	666,667.00	666,667.00	\$4,000,002.00
SMH Gym, Fine Arts, BR Interest	227,850.00	209,250.00	190,650.00	172,050.00	153,450.00	134,850.00	\$1,088,100.00
Transfers to SCR	798,533.50	874,571.02	1,032,230.42	1,199,342.79	1,371,255.78	1,550,834.42	\$6,826,767.94
	<u>\$2,648,750.50</u>	<u>\$2,781,188.02</u>	<u>\$2,920,247.42</u>	<u>\$3,066,259.79</u>	<u>\$3,219,572.78</u>	<u>\$3,380,551.42</u>	<u>\$18,016,569.94</u>
School Capital Reserve 5/27/16	\$1,525,661.62	-	-	-	-	-	\$1,525,661.62
Transfer to SCR							
\$734,371 already transferred FY 16	<u>\$64,162.50</u>	<u>\$874,571.02</u>	<u>\$1,032,230.42</u>	<u>\$1,199,342.79</u>	<u>\$1,371,255.78</u>	<u>\$1,550,834.42</u>	<u>\$6,092,396.94</u>
Balance Available	<u>\$1,589,824.12</u>	<u>\$874,571.02</u>	<u>\$1,032,230.42</u>	<u>\$1,199,342.79</u>	<u>\$1,371,255.78</u>	<u>\$1,550,834.42</u>	<u>\$7,618,058.56</u>

(d) Article 46 Sales Tax:

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	TOTAL
	October 1, 2016-June 30, 2017					
Sales Tax Revenue	\$943,720.50	\$1,321,208.70	\$1,387,269.14	\$1,456,632.59	\$1,529,464.22	\$6,638,295.15
	<u>\$943,720.50</u>	<u>\$1,321,208.70</u>	<u>\$1,387,269.14</u>	<u>\$1,456,632.59</u>	<u>\$1,529,464.22</u>	<u>\$6,638,295.15</u>
School Capital Expenditures	\$943,720.50	\$1,321,208.70	\$1,387,269.14	\$1,456,632.59	\$1,529,464.22	\$6,638,295.15
	<u>\$943,720.50</u>	<u>\$1,321,208.70</u>	<u>\$1,387,269.14</u>	<u>\$1,456,632.59</u>	<u>\$1,529,464.22</u>	<u>\$6,638,295.15</u>

Informational item only.

(11) HEALTH DEPARTMENT NEEDS ASSESSMENT PROPOSAL: Mr. Wooten presented the proposal for architectural services dated May 31, 2016:

(a) Project: The existing Community Services Center is a two story building of approximately 29,200 SF and houses the Health Department, Cooperative Extension and Soil and Water Conservation District Offices and Services. A study conducted in 2005 by McMillan Smith & Partners studied the options for improvements to the building and/or new construction options. McMillan-Pazdan-Smith will provide an update to the 2005 study based upon the entire building being occupied by the Health Department.

(b) Schedule: The update of the study can begin immediately upon notice to proceed from the owner. They anticipate an approximately 30 day period of data collection and programming, an approximate 30 day period to assess the data and develop design options and a final 30 day period to present design options and prepare the final document.

(c) Scope of Services: McMillan-Pazdan-Smith will conduct programming meetings with the Health Department staff to determine the current and future spatial requirements and program needs. They will then assimilate the information to develop a program of space requirements to include quantities and square footages of space. They will then develop options for renovations and/or additions to the existing building. In addition, they will assess the current building envelope, systems and building code deficiencies in order to develop a construction cost estimate for the recommended options. McMillan-Pazdan-Smith will provide options as needed for consideration by the county.

(d) Compensation:

- Architectural/Engineering fee for the project described above not to exceed \$17,600
- Reimbursable Expenses not to exceed \$1,200

Consensus: *Consider taking action on this item at the next regular meeting.*

(12) SOUTHWESTERN COMMISSION RURAL PLANNING ORGANIZATION (RPO) MEETING: Mr. Wooten stated there was an RPO meeting scheduled for next week, which would allow for another opportunity to discuss the roads in the county. As they all knew, there had been a fatality on Ledbetter Road, which had at one time been on their priority list. They could consider placing this road back on the priority list.

Consensus: *Chairman McMahan to attend the RPO meeting and vote for Ledbetter Road to be the number one priority of the county.*

(13) GOODSON PROPERTY: Ms. Baker stated that Mr. Goodson owned property that was adjacent to the shooting range off of River Road. A Davenport survey shows that his property overlaps the county property by 0.12 of an acre. Davenport felt certain that he was correct when he performed the latest survey and when looking at the lines, it was clear that 0.12 of an acre goes with the Goodson property. Mr. Goodson requested that the county prepare a quitclaim for the 0.12 to clear the title to his property.

Consensus: *Ms. Baker to move forward with preparing a quitclaim deed to Mr. Goodson for the 0.12 of an acre as described on the Davenport survey.*

(14) FIRING RANGE: Mr. Wooten stated that he had received several phone calls from residents in the area of the firing range who expressed concern about activities that were taking place later in the evening. He met with Southwestern Community College and they assured them that they had not made any scheduling changes. Part of the requirements for re-certification included nighttime shooting. It was their goal to be finished with shooting by 9:30 p.m. and all cleaned up and out by 10:00 p.m. It was determined that it was not a violation of the noise ordinance.

Informational item only.

(15) ALCOHOL EDUCATION: Mr. Wooten stated that every year funds came from the ABC Board for alcohol education. As part of the budget ordinance that they would see on Thursday, they proposed to designate those funds to partially offset the cost of the D.A.R.E Program, which was operated by the Sheriff's Department.

Informational item only.

(16) MANAGER PERFORMANCE EVALUATION METHODOLOGY: Chairman McMahan stated he had attended the "How are we doing – evaluating Board and Manager Performance" class at WCU-Biltmore Park. There were several different samples of ways to evaluate the county manager and he felt that it was worthwhile to look at implementing an evaluation for the manager and possibly the entire workforce and the Board. He thought it would be important to develop their own evaluation method, which may also include self-evaluation. The Board may want to consider a self-evaluation as they look to the January Retreat.

Informational item only.

(17) ECONOMIC DEVELOPMENT UPDATE: Rich Price, Director, presented an Economic Development update:

(a) New Business Development:

- YTD Leads (31) and Responses (9)
- Industrial/Manufacturing (18)
- Large-scale commercial (retail, food & beverage) (4)
- Small Business & Entrepreneurships (9)

(b) Business Retention & Expansion:

- Small Business program development
- RaNell Sewn Products
- Diversified Exposition Services

(c) Infrastructure:

- Broadband
- SkyFi and ARC
- WCU Electric Distribution Grid
- Frontier Improvements
- 441 Corridor/EBCI Water Discussions

(d) Workforce Development:

- Southwestern Workforce Development Board of Directors
- SCC Advanced Manufacturing Advisory Board
- Regional Hospitality & Tourism workforce improvement initiative

(e) Community Engagement:

- Comprehensive Plan/Comprehensive Transportation Plan
- Sylva Economic Planning effort
- Dillsboro Economic Planning effort
- Mountain West Partnership
- WCU Millennial Initiative
- Business & Industry Committee

Informational item only.

(18) CLOSED SESSION:

Motion: *Commissioner Greene moved that the Board go into closed session for three items pursuant to G.S.143-318.11(a)(4) Business Expansion, G.S.143-318.11(a)(5) Real Property and G.S.143-318.11(a)(6) Personnel. Commissioner Elders seconded the Motion. Motion carried.*

Chairman McMahan called the regular meeting back to order and stated no action was taken in closed session.

There being no further business, Commissioner Greene moved to adjourn the meeting. Commissioner Deitz seconded the Motion. Motion carried and the meeting adjourned at 3:31 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman