

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
AUGUST 04, 2016**

The Jackson County Board of Commissioners met in a Regular Session on August 04, 2016, 6:00 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

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

Don Adams, County Manager  
Angela M. Winchester, Clerk to Board  
Heather C. Baker, County Attorney

Chairman McMahan called the meeting to order.

(1) **PROCLAMATION**: Chairman McMahan read a Proclamation to honor the 100<sup>th</sup> anniversary of the National Park Service. Commissioner Deitz moved to approve the Proclamation. Commissioner Elders seconded the Motion. Motion carried.

(2) **AGENDA**: Chairman McMahan amended the agenda by adding two items: Other Board Appointments; and Staff Salary Adjustments. Commissioner Elders moved to approve the amended Agenda. Commissioner Jones seconded the Motion. Motion carried.

(3) **MINUTES**: Commissioner Jones moved to approve the minutes of a Public Hearing (Industrial Development Ordinance Amendment) of July 21, 2016; Public Hearing (Erosion Control Ordinance Amendment) of July 21, 2016; Public Hearing (Solid Waste Ordinance Amendment) of July 21, 2016; Public Hearing (2 - Road Name Change Ordinances) of July 21, 2016; and a Regular Meeting of July 21, 2016. Commissioner Greene seconded the Motion. Motion carried.

(4) **CHAIRMAN'S REPORT**: Chairman McMahan requested that the September work session date be changed from the 20<sup>th</sup> to the 13<sup>th</sup>. Commissioner Jones requested an 11:00 a.m. start time. Chairman McMahan directed the Clerk to publish notice for the work session accordingly.

(5) **COUNTY MANAGER**: Mr. Adams expressed his appreciation to the Board for his appointment as County Manager. He would do his best to serve them and the citizens of the county. His goal for the first couple of weeks was to meet with as many department heads and community leaders as possible. He appreciated Ms. Baker with the help she had provided to him during the transition.

(6) **COUNTY MANAGER REPORT**: Ms. Baker reported:

(a) **Greenway walk in honor of National Park Services Centennial**: On Tuesday, August 2<sup>nd</sup>, she and Chairman McMahan, County Manager Don Adams joined Rusty Ellis, Parks and Recreation Director and Lance Elzie, Outdoor Recreation Manager, to commence a walk along the Greenway beginning on the new pedestrian bridge to commemorate the National Park Services Centennial. The children participating in the Rec Department's summer camp completed the walk and traversed the full length of the Greenway. Lance Elzie had games for the kids along the way. It was a good event and was nice to see county residents out walking the Greenway at the same time.

**(b) Greenway Numbers:** At any time, there were likely a number of cars in the Locust Creek Greenway parking area, representing a lot of residents using the Greenway. There were counters at each end of the Greenway and Rusty Ellis reports that Greenway use, which had steadily increased each month, had skyrocketed since the June 23<sup>rd</sup> opening of the pedestrian bridge. In May, there were approximately 2,657 visitors to the Greenway with 3,241 visitors in June (this includes a week with the bridge open) and an astounding 5,485 visitors in July close to doubling the number from the previous month.

**(c) Security Camera Update:** Along with the increased use of the Greenway comes added security needs. There had been several reported vehicle break-ins at the Locust Creek access area as well as a few at the Monteith Gap entrance and all over Cullowhee, including the Cullowhee Rec Center. County staff was on top of the issue and Kelly Fuqua, I.T. Department, reported that six internet based cameras were installed and were working at Mark Watson Park; eight cameras (4 internal and 4 external) had been installed and were working at the Cullowhee Rec Center. These cameras were motion detected for recording and most could be monitored by Mr. Ellis remotely. Also, underway was an installation of ten cameras (5 internal, 5 external) at the Cashiers/Glenville Rec Center. Most of those cameras would be monitored by Michael Hopkins, Parks and Recreation Assistant Manager, remotely. Ms. Fuqua, along with Mr. Ellis were also working on installing cameras at the Locust Creek Access Area, the Monteith Gap Greenway Access, East Laporte River Park, C. J. Harris River Access and Barkers Creek River Access. Soon there would be signs informing visitors that those areas were under surveillance.

**(d) WCU Noble Hall Building Update:** Tony Elders, Permitting and Code Enforcement Director, and his staff had been working many hours, including a lot of overtime hours, to complete the permitting process for the new Noble Hall building at WCU. The West Tower was approved and released yesterday. Timing would be tight for everything to be finished in time for student move-in, set to occur in a couple of weeks. WCU prefers to have the building complete, including the first floor commercial area, prior to student move-in; However, they may decide to allow students to move in prior to the final permits being issued for all of the commercial area. As of that day, the final permit had been issued for Bob's Mini Mart to be located on the first floor commercial area and permits were close to being issued for Subway and Chili's.

**(e) Cashiers Office Construction:** The Cashiers office for permitting and code enforcement had been under construction. Demolition was complete, including removal of the large fireplace. The bathrooms had been roughed-in and sheetrock hung. With demolition now complete, reconstruction could begin. Mr. Elders was complimentary of his staff in Cashiers as they have been working without air conditioning during the demolition stage. When the foam insulation was sprayed, the Cashiers office may need to close for a day or two and notice would be sent and posted that during those days work would be completed from the Sylva office.

**(f) Thank you to County Staff:** She was pleased to have the opportunity to share what a wonderful group of employees worked for Jackson County. During her month as Interim County Manager, she relied heavily on Jan Fitzgerald, Executive Assistant to the County Manager, and her knowledge and willingness to help. She went above and beyond to keep things moving smoothly, she could not thank her enough. Angie Winchester, Clerk to the Board, was also an invaluable resource. She helped with research to find answers to questions asked by the public, county employees and the press. She was always able to help find the answer and willing to help with any task needed. The Department heads responded quickly to anything that was asked or needed of them and helped educate her along the way. They were outstanding as were all of the employees and it was a privilege to work with them in this new context. It has also been nice to hear Mr. Adams had such a positive experience with security and housekeeping in the building and see how helpful they had been to help him learn his way around.

**(g) Upcoming Meetings:**

Tuesday, August 16, 2016 – Work Session beginning at 10:00 a.m.  
Thursday, August 18, 2016 – Regular Commissioner Meeting at 6:00 p.m.  
Tuesday, August 23, 2016 – National Park Service Commemoration of NPS’s Centennial at Waterrock Knob at 10:00 a.m.  
Thursday, September 1, 2016 – Regular Commissioner Meeting at 6:00 p.m.  
Monday, September 5, 2016 – Labor Day Holiday, Offices closed  
Thursday, September 15, 2016 – Regular Commissioner Meeting at 6:00 p.m.  
Tuesday, September 20, 2016 – Work Session, time to be announced

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

**(8) DLP HARRIS REGIONAL HOSPITAL AMBULANCE CONTRACT:** Ms. Baker presented the negotiated Agreement for Ambulance Service between the county and DLP Harris Regional Hospital, LLC., for a period from September 1, 2016 to August 31, 2019, at a cost of \$1,155,710 per year, payable in equal monthly installments of \$96,309.17.

***Motion:*** *Commissioner Greene moved to approve the DLP Harris Regional Ambulance Contract. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

**(9) GOVERNOR’S HIGHWAY SAFETY PROGRAM RESOLUTION (R16-20):** Major Shannon Queen presented a resolution for an annual application through the Governor’s Highway Safety Program for federal funding in the amount of \$20,000 and did not require a local match.

***Motion:*** *Commissioner Deitz moved to adopt the Resolution R16-20. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

**(10) COUNTY MANAGER BOARD APPOINTMENTS:**

***Motion:*** *Commissioner Jones moved to appoint Don Adams, County Manager to serve on the Transit Advisory Board and the Emergency Food and Shelter Board. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

**(11) OTHER BOARD APPOINTMENTS:**

***Motion:*** *Commissioner Elders moved to appoint Jennifer Abshire, DSS Director, to serve on the Transit Advisory Board and the Emergency Food and Shelter Board; and Shelley Carraway to serve on the Emergency Food and Shelter Board. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

**(12) PRESS CONFERENCE:** None

**(13) CLOSED SESSION:**

***Motion:*** *Commissioner Deitz moved that the Board go into closed session for two items pursuant to 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 except the approval of the minutes.

**(14) AGENDA:** Chairman McMahan amended the agenda by adding an item: Staff Salary Adjustments. Commissioner Greene moved to approve the amended Agenda. Commissioner Deitz seconded the Motion. Motion carried.

**(15) STAFF SALARY ADJUSTMENTS:**

**(a)** Chairman McMahan stated they received a recommendation from the Department of Social Services to place Cheryl Williamson on Grade 30, Step 16 in the amount of \$70,901.02. Ms. Williamson would be moving from Social Work Supervisor III to Social Work Program Manager.

***Motion:*** Commissioner Elders moved to approve the request to move Cheryl Williamson to Grade 30, Step 16 at \$70,901.02. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.

**(b)** Chairman McMahan stated that Ms. Baker had served as Interim County Manager for the last 31 days and was greatly appreciated. The Board wished to compensate her for her service.

***Motion:*** Commissioner Jones moved to compensate Ms. Baker with a one-time appropriation of \$2,000 for her service as Interim County Manger. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Greene seconded the Motion. Motion carried and the meeting adjourned at 6:52 p.m.

Attest:

Approved:

\_\_\_\_\_  
Angela M. Winchester, Clerk to Board

\_\_\_\_\_  
Brian Thomas McMahan, Chairman