

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
AUGUST 18, 2016**

The Jackson County Board of Commissioners met in a Regular Session on August 18, 2016, 6:00 pm, 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
Heather C. Baker, County Attorney
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

(1) **AGENDA**: Chairman McMahan amended the agenda by deleting: Greenway Park, Old Chamber Building and Freedom Park. Commissioner Deitz moved to approve the amended Agenda. Commissioner Greene seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Elders moved to approve the minutes of a Special Meeting of August 01, 2016 and a Regular Meeting of August 04, 2016. Commissioner Greene seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman McMahan reported:

(a) Wednesday, August 24th from 3:30 to 5:30, the county, along with the Jackson County Chamber of Commerce, would be hosting a reception to welcome Don Adams, at the historic county courthouse in the Library Atrium.

(b) Sunday, August 21st at 5:00, would be the ribbon cutting ceremony at Carr Hooper Stadium – Babe Howell Field, hosted by the Carolina Panthers for the new football field.

(c) On a sad note, a dear friend, former County Commissioner, former educator, Joe Cowan passed away at the age 82. Joe served on the Board for ten years and was an advocate for the citizens of the county. A memorial service would be held on Saturday, August 20th at 1:00 at the First Presbyterian Church in Sylva. He expressed his appreciation of Joe and how he enjoyed his company and learned a lot from him. Jackson County was a better place because of Joe Cowan and what he had to offer to the county.

(d) He attended the NC Association of County Commissioners' Conference as the county's voting delegate. The conference was held at Winston Salem and was well attended. Kevin Austin was elected as the Second Vice President. It was a good conference and a great learning experience.

(e) He volunteered to participate in an event to help with the transport of 26 adoptable dogs from the animal shelter to be taken to other states for adoption. The volunteers and coordinators had the event well organized, it was a great experience.

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Jones stated that Joe Cowan was very special and education was a great part of his life.

(b) Commissioner Elders thanked Chairman McMahan for representing them so well at the conference. He also paid tribute to his good friend Joe Cowan.

(c) Commissioner Deitz stated that he was able to attend the Emergency Service Meeting, which was a very informative and a good meeting.

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

(a) **Visitation Report:** Since his initial date of employment of August 1, 2016, he had visited/toured on-site with 24 direct funded departments/offices. It was apparent that the county had competent, professional staff serving the citizens. He felt fortunate to be able to work with all of the talent. He had also attended meetings, such as the Airport Authority, Cullowhee Planning Council, Comprehensive Transportation Plan Steering Committee, Quarterly Meeting with Harris Hospital and the Jackson County Planning Board. It was his goal to continue meeting with other county financial partners (i.e. Jackson County Public Schools, Southwestern Community College, non-profits).

(b) **Board of Equalization and Review:** The Board of E&R met eleven full days and two half days. The last meeting to take place was scheduled for August 24, 2016 at 10:00 a.m. At that point:

- 387 total parcels were appealed to the Board
- The Board changed value on 193 parcels
- The Board did not change value on 149 parcels
- 45 parcels are still under review

A report on value change and adjustments by the Board would be made available after final adjournment.

(c) **Building Permit Statistics:** Overall permits issued remained relatively constant.

(d) Capital Projects:

- **Skyland Services Center Renovation Update:** Odell Thompson presented updated information at the August 16, 2016 work session. The information included detailed information about the commercial kitchen and several options that relate to storage and space for youth services. A planning meeting was scheduled the week of August 29th between the Administration, Cooperative Extension, Soil & Water and Public Works to further discuss the multiple options presented at the work session. Cooperative Extension was scheduled to appear before the Board during the September 1st regularly scheduled meeting to discuss the commercial kitchen in more detail. The schematics should be finalized in September so that Mr. Thompson could release the engineers to begin detailed design work.
- **Health Department:** A planning meeting had been scheduled with Ron Smith from McMillan/Pasdan/Smith Architecture on Wednesday, August 31st. The county contracted with the firm to update a prior needs study. The new study would develop options for renovations and/or additions to the existing facility. They will also develop a construction cost estimate for the recommended options. The current contract allowed 90 days to complete the study after notice to proceed is given.

(e) **Airport Maintenance:** The Airport runway was temporarily closed on Tuesday, August 16th. Cracks on the runway, taxi way and ramp were successfully sealed. The maintenance was paid for by the NCDOT Division of Aviation. The maintenance was accomplished in one day due to good weather and diligent work crews. Airport Operations Manager Jim Rowell was extremely pleased that this work was accomplished prior to the winter season.

(f) **Traffic / Speed Limit Study:** In response to safety concerns relating to the amount of traffic now generated by the new pedestrian bridge, the county requested that NCDOT conduct a traffic/speed limit study on Old Cullowhee Road (SR 1002) around the Locust Creek Access Area.

(g) Upcoming Meetings:

Sunday, August 21, 2016 – Ceremony at Carr Hooper Stadium/Babe Howell Field at 5:00 p.m.

Thursday, September 1, 2016 – Regular Commissioner Meeting at 6:00 p.m.

Monday, September 5, 2016 – Labor Day Holiday, Offices Closed

Tuesday, September 13, 2016 – Special Scheduled Work Session at 10:00 a.m.

Thursday, September 15, 2016 – Regular Commissioner Meeting at 6:00 p.m.

(6) PLANNING BOARD REPORT: Scott Baker, Planning Board Chairman, reported:

(a) Cullowhee Planning Council:

- The Council was working on a revision of the ordinance section 11-5, which refers to the replacement of manufactured homes. The current ordinance had unintended consequences whereby it would benefit an owner to leave an abandoned or decrepit mobile home rather than replace it.
- There was a development named Solitude that the Cullowhee Planning Council had approved and sent to the Planning Board.
- The Council wanted to include Western Carolina University in the planning process and the council requested that an ex officio member be added to the Council. They would hold a public hearing on this item, as they would have to amend the ordinance.

(b) Planning Board:

- They were working towards revising the Wireless Communication Ordinance.
- With the Solitude Development approval that came from the Cullowhee Planning Council, there were some issues with inconsistencies between the Mountain Ridge Protection Ordinance and the Mountain and Hillside Development Ordinance. The Planning Board did approve the Solitude Development based on the case scenario the county had used to define “adjacent valley floor” and “ridge lines”.

(7) INFORMAL COMMENTS BY THE PUBLIC: None.

(8) CONSENT AGENDA:

(a) Darlene Fox, Finance Director, presented the Finance Report for July, 2016 and two Budget Ordinance Amendments for fiscal year ending June 30, 2016 and three Budget Ordinance Amendments for fiscal year ending June 30, 2017, for approval.

(b) Brandi Henson, Tax Collector presented, Tax Collector and Refund Reports for July, 2016, for approval.

(c) Brandi Henson, Tax Collector presented, Tax Settlement Report for February 1, 2015 – June 30, 2016 for approval.

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

(9) TRANSIT DRIVER (FULL-TIME): Chuck Norris, Transit Director and Danielle Wittekind, Human Resource Director, stated that in the past, Transit had provided transportation services to county residents with a workforce of five full-time drivers and nine part-time drivers, with one additional permanent part-time driver out posted in Cashiers. Over the past several years, more regulations had been enacted by the federal and state governments. In order to comply with the regulations, it was necessary to reassign a full-time driver to the position of Operations Supervisor to ensure compliance with vehicle maintenance, driver training and safety requirements. This full-time driver position was never filled with the hope that these duties could be covered by part-time drivers, which they had struggled to achieve.

During the past several months, they lost three part-time drivers and were unable to fill the positions. Only a small number of qualified applicants applied and it was becoming increasingly difficult to secure dependable part-time drivers. Money and time were often lost when a part-time employee goes elsewhere to secure full-time employment after the county incurred the cost for training.

Based on the information provided, it was requested that county assist in adding a full-time driver position. Mr. Norris believed the position could be supported by the reduction of part-time hours and utilizing 5310 grant funds. Also, the Transit Advisory Board made a recommendation to the Commissioners to consider granting the request to add a full-time driver.

Motion: *Commissioner Jones moved to approve the request to add a full-time transit driver. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(10) CASHIERS COMMERCIAL AREA DEVELOPMENT ORDINANCE AMENDMENT – PERMITTED USES:

Michael Poston, Planning Director stated the Cashiers Planning Council has recommended amendments to the permitted table of uses to remove conditional use requirements for development more than two single family residential. The current ordinance requires residential subdivisions of more than two parcels or the building of more than two residential structures on the same parcel to obtain a conditional use permit. However, other than the county's Subdivision Ordinance and the MHDO there were not any specific residential development standards in the Cashiers Commercial Area Ordinance to apply to a proposed residential development.

In addition, after the approval of the conditional use permit, the applicant would also need to seek subdivision approval from the county. Since there were not any residential development standards included in the ordinance to better evaluate through a conditional use permit process, the Planning Council requested that the Planning Staff prepare an amendment to the table of uses to remove the conditional use requirements for residential developments and allow the Planning Staff and Planning Board to approve subdivisions through the Subdivision and MHDO approval processes.

The Cashiers Planning Council held their required public hearing on June 27, 2016 and recommended approval to the Planning Board. The Planning Board held their public hearing on the proposed amendment on August 15, 2016 and has recommended approval to the Board of Commissioners. He requested that the Board of Commissioners call for a public hearing on September 15th to consider the proposed amendment to the table of uses.

***Motion:** Commissioner Elders moved to set a public hearing on Thursday, September 15th at 5:55 p.m. to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(11) TRANSIT ADVISORY BOARD:

***Motion:** Commissioner Greene moved to appoint Rose Bauguess to serve on the Transit Advisory Board. Commissioner Elders 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 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 for the approval the closed session minutes.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Greene seconded the Motion. Motion carried and the meeting adjourned at 7:15 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman