

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
SEPTEMBER 15, 2016**

The Jackson County Board of Commissioners met in a Regular Session on September 15, 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 adding two items: Savannah Community Building Lease and Cullowhee Fire Department Building Loan. Commissioner Jones moved to approve the amended Agenda. Commissioner Greene seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Elders moved to approve the minutes of a Regular Meeting of September 01, 2016. Commissioner Deitz seconded the Motion. Motion carried.

(3) **COMMISSIONER REPORT**: Commissioner Jones invited everyone to attend the ribbon cutting ceremony at the Glenville Community Center on October 8th at 11:00 a.m.

(4) **COUNTY MANAGER REPORT**: Mr. Adams reported:

(a) **Capital Projects**: Cashiers Code Enforcement Office Renovations: Project was 40-50% complete, on schedule and within budget at that point. The contractor would work that Saturday, September 17th to install a new front door and windows in order to avoid disruption of daily operations. The sub-contractor was almost ready to install the new spray foam insulation in the ceiling area of the facility. The sub-contractor would need three days to accomplish that task. The tentative schedule was Thursday, September 29th, Friday, September 30th and Saturday, October 1st. The office would need to be closed that Thursday and Friday. The schedule could be delayed one week depending on the progress made by the contractor. Once the schedule was set, then notification would be sent to the newspapers, email notifications would be sent to contractors and signage would be placed onsite. Administrative personnel and telephone calls would be transferred to the Sylva office. All field inspections would be performed as usual.

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

(c) **Transit Statistics**: Each year, Transit must provide a detailed report to NCDOT detailing their activity. In FY15-16, Transit provided 27,202 trips to their clients. It took 14,176 service hours worked and 231,364 service miles travelled to provide these trips.

(d) **County Employee Flu Shot Clinic**: Flu shots would be made available to all county employees on October 6th.

(e) **Public Shred Day:** Document shredding would be made available to all county departments and to the public on Friday, October 14th. The service would be provided at the Justice Center in the lower parking lot. Please contact Public Works Director Chad Parker at 586-2437 for additional information.

(f) **Upcoming Meetings:**

Thursday, September 22, 2016 – Reconvene recessed Commissioner Work Session at 2:00 p.m.

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

Monday, October 17, 2016 – Joint Meeting with Municipalities at 6:00 p.m.

Tuesday, October 18, 2016 – Commissioner Work Session at 10:00 a.m.

Thursday, October 20, 2016

5:45 p.m. – Public Hearing: Transit Grant

5:50 p.m. – Public Hearing: Transit Grant

5:55 p.m. – Public Hearing: Transit Grant

6:00 p.m. – Regular Commissioner Meeting

(5) **INFORMAL COMMENTS BY THE PUBLIC:** None.

(6) **CONSENT AGENDA:**

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

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

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

(7) **HEALTH DEPARTMENT FLU SEASON REPORT:** Melissa McKnight, Assistant Health Director, presented: Department of Public Health Flu Outreach:

(a) 2016-2017 Flu information. Vaccines would be available on October 1, 2016, Monday-Friday from 8:00 a.m. to 5:00 p.m. at the Health Department.

(b) The fee schedule for vaccines is as follows:

<u>Vaccine Type</u>	<u>Recommended Patient</u>	<u>Cost</u>
Fluad High Dose	65+ years	\$45
Fluzone, QUAD	6 months to 35 months	\$45
Fluaval, QUAD	3 years and up	\$30
Fluvirin	4 years and up	\$25

(c) The Health Department can bill the following insurance companies:

- Medicare
- Medicaid
- Humana
- Blue Cross Blue Shield
- Crescent

(d) Flu Clinic. The Health Department would hold a drop-in Flu Clinic on Saturday, October 1st from 10:00 a.m. to 2:00 p.m. in the Big Room at the Health Department.

(e) County Government Outreach. Health Department staff would visit the following county government agencies to offer flu shots to county employees on site:

- Department of Social Services
- Department on Aging
- Maintenance Garage/Board of Elections
- Transit
- Justice Center
- Emergency Management
- Department of Parks and Recreation (Cullowhee and Cashiers)
- Planning/Permitting Office (Cashiers)

(f) Community Outreach. Health Department staff would visit the following community organizations to offer flu shots to the public onsite:

- Senior Centers (Sylva & Cashiers)
- Board of Education
- Public Schools
- Victory Christian School
- Summit Charter School
- The Hermitage
- Morning Star Nursing Home
- Southwestern Commission
- Smoky Mountain Center
- Southwestern Community College
- Town of Sylva
- Sylva Fire Department
- Webster Enterprises
- ECU Dental School
- Local dentist offices

(g) General Flu Information. Looking for more information on flu? The Health Department puts out regular alerts on flu in the following locations:

- Health Department Flu Line: 828-587-8201
- Local newspapers
- Local radio station
- Facebook page
- Quarterly Health Department newsletter
- Mailers with county employee pay stubs

Informational item only.

(8) **SAVANNAH COMMUNITY BUILDING LEASE**: Chairman McMahan stated this was an item the Commissioners had discussed at the work session on Tuesday. He did attend the Savannah Community Building Meeting with their Board of Trustees. They were very appreciative of what the county was offering to do in making this location an early voting site. There would be a series of projects to make improvements at the location, including making a handicap parking place, a ramp to the entrance and enhancements inside to make the building ADA accessible. Also, as of that day, they had purchased liability insurance for the building. They also approved a draft lease with the county.

Ms. Baker stated that the lease allowed the county to have use of the premises each time the premises are designated as a polling place by the Jackson County Board of Elections for election activities, as required by the NCGS. Due to NC election laws, the county must have exclusive use of the premises on any day that election equipment was on the premises. The rental amount would be for the county to cover the costs and pay for the hazard insurance for the premises and insurance to cover the personal property and contents within the leased premises.

Chairman McMahan stated that when the lease was approved and executed, work could begin as early as next week so that the facility would be ready to use in October for early voting.

Motion: *Commissioner Greene moved to approve the lease agreement with the Savannah Community Building Board of Trustees. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(9) CULLOWHEE FIRE DEPARTMENT BUILDING LOAN: Mr. Adams stated he contacted Pam Hysong with USDA regarding the loan for the Cullowhee Fire Department project. Ms. Hysong indicated that if the county provided the funds to the Cullowhee Fire Department to cover the architectural and engineering fees, it would be a fully reimbursable item when the loan was complete. They were waiting for a continuing resolution to move forward with the loan. By providing funds in the amount of \$113,000 to the Cullowhee Fire Department, work could continue on the project. The funds would come out of fund balance.

Motion: *Commissioner Greene moved to approve a loan to the Cullowhee Fire Department in the amount of \$113,000 from fund balance for a/e fees. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(10) CONSISTENCY STATEMENT - CASHIERS COMMERCIAL AREA DEVELOPMENT ORDINANCE AMENDMENT – PERMITTED USES: Michael Poston, Planning Director, presented the consistency statement, which states:

The Jackson County Board of Commissioners has found the amendments to the ordinance are supported by the Jackson County Land Development Plan. The proposed amendments to the Cashiers Commercial Area Land Development Ordinance to be consistent with the goals identified on page 23 of Jackson County's Land Development Plan. More specifically:

- to provide for sound and orderly development; and
- to promote the economic prosperity of the community.

They therefore consider the proposed amendments to be reasonable and in the public interest.

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

(11) CASHIERS COMMERCIAL AREA DEVELOPMENT ORDINANCE AMENDMENT – PERMITTED USES: Michael Poston, Planning Director, stated the Cashiers Planning Council 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. A public hearing was held prior to this meeting with no public comment

Motion: *Commissioner Jones moved to approve the amendment to the Cashiers Commercial Area Development Ordinance – Permitted Uses, as presented. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(12) **BOARD OF ADJUSTMENT:** *Carry over.*

(13) **PRESS CONFERENCE:** None

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Jones seconded the Motion. Motion carried and the meeting adjourned at 6:35 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman