

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
OCTOBER 06, 2016**

The Jackson County Board of Commissioners met in a Regular Session on October 06, 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
Heather C. Baker, County Attorney
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

(1) **PROCLAMATION**: Chairman McMahan read a Proclamation declaring October 9th – 15th as Fire Prevention Week in Jackson County. Commissioner Elders moved to approve the Proclamation. Commissioner Greene seconded the Motion. Motion carried.

(2) **AGENDA**: Commissioner Greene moved to approve the Agenda. Commissioner Jones seconded the Motion. Motion carried.

(3) **MINUTES**: Commissioner Elders moved to approve the minutes of a Work Session of September 13, 2016, a Public Hearing of September 15, 2016, a Regular Meeting of September 15, 2016, a Special Meeting of September 22, 2016 and a Reconvened Work Session of September 22, 2016. Commissioner Greene seconded the Motion. Motion carried.

(4) **CHAIRMAN'S REPORT**: Chairman McMahan stated that his thoughts and prayers were with the families along the east coast as Hurricane Matthew was expected to make landfall along the Carolina coast.

(5) **COMMISSIONER REPORTS**:

(a) Commissioner Jones reminded everyone of the ribbon cutting ceremony at the Glenville Community Center on October 8th at 11:00 a.m.

(b) Commissioner Deitz stated that the Smoky Mountain High School Band had done really well performing and had won several awards. He commended them on their achievements.

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

(a) Capital Projects:

- Cashiers Code Enforcement Office renovations: Project was 60% complete, on schedule and within budget at that point. It was estimated that the project would be complete in six weeks.
- Health Department: A planning meeting took place on Thursday, October 6th with Ron Smith from McMillan/Pasdan/Smith Architecture. The results of the study should be completed by early December.
- Tuckasegee SRC paving: A conditional notice of award had been issued to Jeff Madden Trucking & Excavating Company, to pave the entrance to the Tuckasegee Staffed Recycling Center. The property was leased from Duke Energy and in accordance with the lease, all repairs and renovations to the property must be approved by Duke Energy prior to construction. It was anticipated that Duke Energy would make a decision on the request to pave by October 31st.

(b) Harris Emergency Medical Services – Capital Purchase Update: Duke LifePoint placed orders for five ambulances on September 22, 2016. It was anticipated that it would take 8-10 weeks to deliver the new vehicles.

(c) Public Shred Day: Document shredding would be made available to all county departments and to the public on Friday, October 14th from 12:00 to 4:00 p.m. The service would be provided at the Justice and Administration Center in the lower parking lot. Please contact Public Works Director Chad Parker for additional information.

(d) Upcoming Meetings:

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

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

Thursday, October 20, 2016 5:45, 5:50, 5:55 p.m. – Public Hearings: Transit Grants
6:00 p.m. – Regular Commissioners Meeting

Thursday, November 3, 2016 – Regular Commissioners Meeting at 6:00 p.m.

(7) INFORMAL COMMENTS BY PUBLIC:

(a) Avram Friedman of Sylva stated he was in favor of the county helping fund a commercial kitchen. He thought a commercial kitchen would help create jobs in the community and help homegrown businesses that would recirculate money in the community.

(b) Yvonne Scott of Tuckasegee stated she was currently the manager for the Jackson County Farmer's Market. She expressed the importance of having a commercial kitchen in the county for the vendors of the Farmer's Market. There was a growing demand for local foods and specialty food products. She also mentioned that this could become a culinary incubator.

(c) Kathy Cirka of Whittier stated she was the owner and operator of Backwoods Bakery and she currently had to use the Stecoah commercial kitchen. She thought having a commercial kitchen in the county would increase revenue in the county.

(d) Kerri Rayburn of Sylva stated she was the President of the Board for the Farmer's Market. They had to turn people down that wanted to be vendors because they cannot find a commercial kitchen locally. Also, she was the administrative assistant for Cooperative Extension and had been in that position for almost nine years. In that position, she would be the person to overlook and manage the commercial kitchen. She thought having a commercial kitchen was extremely important for the county.

(e) Candace Anthony of Sylva stated they had moved to the area a year and a half ago and had started a farm and were making shelf stable products. The commercial kitchen they had to currently use was 45 minutes away. She was in favor of a commercial kitchen in the county.

(f) Curt Collins of Sylva stated he owned a mobile cart restaurant business, which he may be losing because there was no commercial kitchen in the county. Also, he was involved with the Whee Farmer's Market and thought the market could grow tremendously if there was a commercial kitchen in the county.

(g) Cheryl Rudd of Sylva stated she thought a commercial kitchen in the county was an awesome idea and was overdue. The Farmer's Market was thriving and a commercial kitchen could add many things such as making sure food was properly prepared and preserved.

(8) **PUBLIC SCHOOL CAPITAL PROJECTS:** Dr. Kim Elliott, Associate Superintendent, thanked the Commissioners for their work on capital projects for the school system. The previous Board, which included many of the same Commissioners, approved the critical needs study for facilities and the current seated Board worked diligently to help implement the repair and upgrade of the facilities that house students, teachers and staff. The 2013-14 critical needs survey revealed the most urgent of facility needs. The infusion of the \$1.4 mil and the addition of the approximate \$9 mil into facility renovation, repair and upgrades, specifically in the areas of water, HVAC systems and roofing had made a tremendous impact for the schools. As they work through the next two years they would continue to prioritize the other additional \$20 mil worth of infrastructure needs and wishes beyond the critical needs of water, HVAC and roofing.

Darin Allison, Director of Capital Projects and Facilities, presented a current assessment of Capital Projects:

(a) May 16, 2016:

- SOA Water: 80% completion
- SMHS Water Leak: 65% completion
- SME HVAC Upgrade: 15% completion
- FV Roofs: 20% completion
- SME Commons Roofs: 40% completion
- SCE Main Breaker Replacement: 40% completion

(b) June 22, 2016:

- School of Alternatives Water: 95% completion
- SMHS Water Leak: 85% completion
- SME HVAC Upgrade: 45% completion
- FV Roofs: 80% completion
- SME Commons Roof: 20% completion
- SCE Main Breaker Replacement: 100% completion
- SMHS Roofs: 15% completion
- SMHS "C" Building HVAC: 10% completion

(c) July 20, 2016:

- School of Alternatives Water: 100% completion
- SMHS Water Leak Repair: 100% completion
- SME HVAC Upgrade: 70% completion
- FV Commons Roofs: 100% completion
- SME Commons Roof: 30% completion
- SMHS Roofs: 20% completion
- BR Water Tank Repair: 10% completion
- SME Tribal Water Connect: 10% completion
- SMHS "C" Building HVAC: 10% completion

(d) August 23, 2016:

- SMHS “A” East Water Upgrade: 100% completion
- SME HVAC Upgrade: 95% completion
- SME Roof Commons: 90% completion
- SMHS Roofs: 20% completion
- SMHS Cafeteria HVAC Replace: 15% completion
- Blue Ridge Water Tank Repair: 10% completion
- SME Tribal Water Connect: 10% completion
- SMHS “C” Building HVAC: 10% completion

(e) September 20, 2016:

- SME HVAC Upgrade: 100% completion
- SME Roof Commons: 100% completion
- SMHS Roofs: 35% completion
- SMHS Cafeteria HVAC Replace: 75% completion
- Blue Ridge Water Tank Repair: 20% completion
- SME Tribal Water Connect: 20% completion
- SMHS “C” Building HVAC Replace: 20% completion
- SMHS “A” East HVAC Replace: 5% completion

In response to the Commissioners’ question regarding a report of a possible unsafe roof situation at Blue Ridge School, Dr. Elliott and Mr. Allison stated that the roof had recently been repaired and there was never any danger to students or faculty.

Informational item only.

(9) SKYLAND SERVICES CENTER – COMMERCIAL KITCHEN: Rob Hawk, Cooperative Extension Director, presented:

(a) How many users are currently using surrounding commercial kitchens:

- Stecoah Valley Food Ventures Kitchen: One full-time user. They had several food trucks that used kitchen sporadically.
- Cowee Community Kitchen: Two commercial users, four safety classes and four non-profit and family users monthly.
- Blue Ridge Food Ventures (11,000 sq. ft.):
 - 235+ small businesses who used the services since its opening (food producers, farmers, natural product makers and mobile food businesses).
 - 31 small businesses who graduated or moved on to open their own manufacturing facility since its opening.
 - Approximately 60 small businesses actively use the facility during a given quarter.
 - \$8.6 million+ in product value made at the facility since 2005.
 - 76 individuals employed monthly by small businesses over the last fiscal year.
 - 160+ businesses were provided technical assistance in 2013.
 - Value of natural products produced at the facility \$390,000.

(b) Other reasons why a commercial kitchen was needed:

- Food security for emergencies and potential food shortages.
- Growing demand for local foods.
- Increased agribusiness entrepreneurs to county, agribusiness stimulator.

(c) Other Sources of Funding: Resource Conservation and Development – Lynn Sprague feels he could secure approximately \$100,000 in grant funds to help with the costs.

(d) Letter of support from Jenna Kranz, owner of Happy-Go-Lucky Foods.

(e) Letter of support from David P. Green, PhD, Professor and Department Extension Leader Department of Food, Bioprocessing and Nutrition Sciences at NC State University.

(f) Dr. Green's comments regarding facility use: Estimating use of a shared-used commercial kitchen, was difficult to measure. He thought about it from an operations point of view and tried to estimate maximum capacity based on the following assumptions:

- Use of the facility would be limited to one business at a time.
- A clean-break between businesses would be necessary to prevent cross contamination and cross contact with allergens.
- A minimum use period should be established per business in order to structure the working day (e.g., four hours).
- A maximum use per week, a number would be established based on the minimum use period (e.g., 8 small businesses per week, 10 if open on Saturday).
- An hourly rate should be established to include personnel time and overhead costs, such as \$18/hour. Half would pay for Extension Staff time to instruct, oversee and clean facility after use and half would pay for overhead costs like water, electricity, waste disposal and supplies, etc.
- Estimate maximum use per week to obtain the number of small businesses that can be served. There would be an expectancy of 25% capacity in the first six months and 50% capacity after one year of operation. If the shared use kitchen could achieve 90% capacity in year two, it would be self-sustaining.

(g) Kathy Cirka, owner of Backwoods Bakery, comments supporting a need for a commercial kitchen:

- A commercial kitchen was important to Ms. Cirka personally because her use of a commercial kitchen was for baked goods to sale within Jackson and Swain counties. Being able to utilize a local community kitchen would allow all revenue to remain within the county and reduce cost/maximize profit by removing the travel time to commercial kitchens in distant counties. Additionally, they utilize a portable wood-fired oven in the capacity of a temporary food establishment. Not only were they hindered by the commute distance in utilizing out-of-area community kitchen as their commissary for food prep, etc., as they venture to become a full-fledged mobile food unit, a local commissary would be a much more practical and cost-effective solution.
- A commercial kitchen would improve what they sell now at the Farmers Market and make it possible to create a product to sell. It would allow for more of the current production with a fresher final product. It would allow them to use the wood fired oven more frequently at the market and with migration to a mobile food unit and allow significantly more service within the county.
- Currently, they use Stecoah Valley Center roughly once a week. With a much more accessible kitchen, they would utilize it 1-3 times per week.
- Currently, the kitchen they use was open from 10-5 daily. However, they allow them to use the kitchen after hours as long as they made sure everything was off and secure. They pay \$10 per hour and \$5 per person, per day.
- With a commercial kitchen in the county, many farmers would be able to add value to their existing product, where they may not be able to do so already. The 4-H Club could offer a baking/canning class and local citizens would have a facility to make jelly and other goods to put up for themselves or sell.

Sherrie Peeler, Extension Agent, stated that everyone using the commercial kitchen would take an NC Safe Plates class so that they would know the correct procedures and would follow the standard operating procedures that would be developed for users of the kitchen. This would reduce the risk of a home kitchen because the equipment in the commercial kitchen would be certified like a restaurant. Also, she had been accepted into a Cooking Local Foods class, that only 12 agents across the state were accepted into. That would allow for another possibility of programs that the commercial kitchen could be used for.

Chairman McMahan stated that it was said that there were not culinary incubators west of Asheville. Were the plans for the commercial kitchen to be just a kitchen where people would use the facility, market and sell their products? He envisioned the culinary incubator would allow someone to start-up their business, become established and then move out on their own. This would allow someone else would have an opportunity to take their place in the commercial kitchen, being short-term, temporary, instead of long-term.

Mr. Hawk stated that small to medium farmers did not have the infrastructure like the large farmers. These small businesses would not exist without a community infrastructure in place. It would be a facility to help small businesses become strong.

Chairman McMahan requested that this item be placed on the work session on October 18th and requested follow-up discussions regarding grant information.

Mr. Adams stated that the grant information would be important because it would impact how they would proceed with design. There may need to be a two tract design phase, one with the kitchen and one without in order to comply with grant requirements. He would have a conversation with the architect about how they may need to proceed with a two tract design.

Commissioner Deitz stated he supported the project, but were they willing to spend this much money. He felt there were still several questions to be answered.

Informational item only.

(10) ANNUAL LEAVE REQUEST: Danielle Wittekind, Human Resource Director, presented a request for annual leave from Darlene Burrell for a period of November 14, 2016 to November 30, 2016. This was for a period greater than two weeks. The Human Resources Manuel states that “No more than two (2) consecutive weeks of annual leave may be taken by an employee at any one time without approval of the Jackson County Board of Commissioners”. Ms. Burrell intends to take more than two weeks of annual leave in order to take the accumulated annual leave she had prior to retirement for the days/hours that are not eligible to be paid in her final paycheck since she had more than 30 days of annual leave at the time.

Motion: *Commissioner Greene moved to approve the request to grant annual leave for Darlene Burrell for a period of November 14, 2016 to November 30, 2016. Commissioner Elders seconded the Motion. Motion carried.*

(11) TASK FORCE TO PARTNER WITH JACKSON NEIGHBORS IN NEED: Mr. Adams presented: Suggested Action Items for Jackson Neighbors In Need Taskforce: On Thursday, September 22nd, members of Jackson Neighbors in Need (JNIN) presented a brief history and the basic needs list to the Commissioners at a work session. It was stated at the meeting that JNIN had enough funding for programming through the upcoming winter season. JNIN specifically identified five areas of assistance needed to maintain their operations in the future:

- Full-time director/case management position.
- Permanent office.
- Active task force that would help recruit more volunteers and to explore creative ways to provide the mission of JNIN.
- Ability to expand and provide services year round.
- Expanded help from churches and community members.

It was decided that a JNIN Taskforce should be appointed to specifically create a plan of action on how to accomplish the five tasks listed above. This was to be done with the understanding that additional resources may be needed from the county.

He was asked to put together suggested action items for the JNIN Taskforce so that they would be in a position to request additional funds from the county. The recommendations were based on the premise that the initial major need to be accomplished was to establish a full-time case management/administrative support person to JNIN. Following were the recommendations:

- Re-establish and/or re-appoint an active JNIN Taskforce (Board of Directors). It was his understanding that some of the key volunteers that have provided valuable leadership were no longer available (due to retirements, illnesses and position transfers). It was imperative that new volunteer leadership be identified.
- Immediately hire a case management/administrative support person. Southwestern Child Development agreed to house and supervise the case manager for the JNIN programs. A grant had been received from the Evergreen Foundation that would fund the part-time position for five months.
- When the Board/Taskforce had been re-established and the case manager/administrative support person had been hired, the task force should be in a position to discuss and make organizational recommendations.
- It was requested that the task force make recommendations on where the full-time director/case manager would be permanently employed. The position could be assumed by an existing organization or JNIN would need to become a new legal non-profit entity.
- It was requested that the task force make recommendation on where the full-time position would exist physically.
- It was requested that the task force determine the overall administrative needs of the full-time position (i.e. office furniture, technology needs, transportation needs).
- When items 4-6 above had been accomplished, then a comprehensive budget request could be submitted to the county for consideration. The requested budget would include all costs associated with personnel, office costs and programming (sheltering, fuel and weatherization). The budget should include expenses along with any grant and fund raised revenues.

There had been discussions in regards to which shelter model should be used: Hotel Model, Room at the Inn Model or Stand Alone Shelter Model. At that point, it was recommended to continue using the Hotel Model for budgeting purposes. A more established and stable management structure should allow for the other models to be appropriately explored. It was recommended that priority be placed on solidifying the case management/administration structure first.

Chairman McMahan stated he supported the recommendations made by the county manager. He suggested that for the sake of clarity, that they not call this a "task force". Mr. Adams and various department heads would meet and work out the short-term plans to make sure they had all the necessary components in place to meet the short-term winter housing, now that the grant had been received. He did believe that when that was complete, they could appoint community members to serve on a task force. In order for this to be successful and deal with the problem, it would take a community effort.

He did have a concern that in the past, they had interns from WCU to assist in the process and he understood they may not have access to the interns. They may need to look at hiring additional people in order to help make this fully functional. If there was a need for additional part-time help, he requested that to be brought before the Commissioners for consideration.

Mr. Adams stated he would request that JNIN place the item for additional help on their next agenda.

Commissioner Greene stated that it was brought up at the work session that some of the motels would not rent rooms until a case manager was in place. Who would be an active case manager until a permanent person was in place.

Mr. Adams stated he thought they were working to hire someone as soon as possible.

Chairman McMahan stated they looked forward to an update at the next work session.

Informational item only.

(12) TRANSIT PROGRAM GRANTS 5310, 5311 AND CAPITAL PROJECTS:

Motion: Commissioner Elders moved to set a public hearing on October 20th at 5:50 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.

(13) RESOLUTION APPROVING CONVEYANCE OF PROPERTY TO A NON-PROFIT ORGANIZATION – SAVANNAH FIRE DEPARTMENT (R16-21):

Chairman McMahan stated that regarding the fire departments, the county had been working to transfer title to property that was owned by the county to the various fire departments for ownership.

Ms. Baker presented a Resolution for consideration, which would approve conveying three parcels of land, where the Savannah Fire Department was located, to the Savannah Fire Department.

Motion: Commissioner Deitz moved to approve Resolution R16-21, approving the conveyance of property to the Savannah Fire Department. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.

(14) BOARD OF ADJUSTMENT: Carry over.

(15) CASHIERS PLANNING COUNCIL: Carry over.

(16) COUNCIL ON AGING:

Motion: Commissioner Jones moved to reappoint John McFadden to serve another three year term on the Council on Aging, term to expire October 1, 2019. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(17) SOLID WASTE ADVISORY BOARD:

Motion: Commissioner Jones moved to reappoint Benjamin Woods to serve another four year term on the Solid Waste Advisory Board, term to expire October 6, 2020. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.

(18) PRESS CONFERENCE: None.

(19) CLOSED SESSION:

Motion: Commissioner Deitz moved that the Board go into closed session pursuant to two items for G.S.143-318.11(a)(5) Real Property. 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 closed session minutes.

(20) AGENDA: Commissioner Greene moved to amend the agenda by adding an item for an Offer to Purchase and Contract for the Mathis property, which was located at the intersection of Monteith Gap Road and Ledbetter Road in Cullowhee (PIN #7559-36-5862). Commissioner Elders seconded the Motion. Motion carried.

(21) OFFER TO PURCHASE AND CONTRACT – MATHIS PROPERTY:

Motion: *Commissioner Jones moved to make an offer of \$65,000 to purchase the Mathis property (PIN #7559-36-5862), which was located at the intersection of Monteith Gap Road and Ledbetter Road in Cullowhee, in order to work with NCDOT to work towards making the intersection safer and for potential future recreation Greenway use. Also, County Manager to work with NCDOT to work towards making the intersection safer. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Deitz moved to adjourn the meeting. Commissioner Elders seconded the Motion. Motion carried and the meeting adjourned at 8:03 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman