

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

The Jackson County Board of Commissioners met in a Regular Session on December 15, 2016, 3:00 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Charles Elders, Vice Chair
Mickey Luker, Commissioner
Ron Mau, Commissioner

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

Absent: Boyce Deitz, Commissioner

Chairman McMahan called the meeting to order.

(1) **AGENDA**: Chairman McMahan amended the agenda by deleting the item: FY2015-16 Audit Report and by adding an item: Bridge Counselor Position. Commissioner Elders moved to approve the amended Agenda. Commissioner Mau seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Luker moved to approve the minutes of a Special Meeting of December 05, 2016 and an Organizational Meeting of December 05, 2016. Commissioner Elders seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman McMahan offered his condolences and sincere sympathy to Commissioner Deitz and his family as his daughter, Kelly Deitz Cochran passed away that week.

(4) **COMMISSIONER REPORTS**:

(a) Commissioner Elders expressed his condolences for the Deitz family. He also wished everyone a merry Christmas and a happy New Year.

(b) Commissioner Luker stated that his thoughts and prayers were with the Deitz family during this tragic time. He also wished everyone a merry Christmas. He asked that everyone remember the less fortunate during the holiday season and with the cold weather coming up, to remember their pets.

(c) Commissioner Mau expressed his condolences for the Deitz family. He also thanked the county manager for the orientation and help to the new Commissioners. He wished everyone a merry Christmas.

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

(a) **Capital Projects**:

- Cashiers Code Enforcement office renovations: Project was complete and the open house would be Tuesday, December 20, 2016 from 1:00 – 5:00 p.m.

- Health Department: McMillan/Pasdan/Smith Architecture completed its review of required programming space and the proposed schematics were complete. The Architects were putting together a renovation cost estimate and also would make some recommendations on how the renovations should occur. The results of the study should be completed by the end of December. A presentation would be made at an upcoming work session in January.
- Freedom Park: Foundation Forward, Inc. notified the county that the supplier of the monument cap delayed delivery until around the first of the year. County personnel would complete the county's portion of the project when the monument cap arrived. They hoped the grand opening would be held sometime in spring.

(b) **ABC Report:** The ABC Board borrowed \$263,299.34 from the county and the ABC Board completely paid back the debt. The loan was paid back within a three year period, although the original agreement allowed for up to six years for repayment.

(c) **Holiday Closings:** County, non-emergency offices would be closed Friday, December 23rd; Monday, December 26th; and Tuesday, December 27th for the Christmas Holiday Season. These offices would also be closed Monday, January 2nd for the New Year.

(d) **January Meeting Schedule:**

Monday, January 9, 2017 – Regular Commissioner Meeting at 3:00 pm

Tuesday, January 10, 2017 - Commissioner Work Session at 1:00 pm

Tuesday, January 17, 2017 – Commissioner Work Session at 1:00 pm

Monday, January 30, 2017 – Regular Commissioner Meeting at 6:00 pm

Note: Commissioner Meeting for January 23, 2017 was canceled

(6) **INFORMAL COMMENTS BY THE PUBLIC:** Representative Mike Clampitt congratulated the new Board members. He invited everyone to attend his swearing-in ceremony at the Heritage Museum in Swain County on January 7th at 2:00 p.m. He stated he wanted to be a resource to the Board and had a master plan to come to Jackson County once a quarter for a town hall meeting.

(7) **CONSENT AGENDA:**

(a) Darlene Fox, Finance Director, presented the Finance Report for November, 2016 for approval.

(b) Darlene Fox, Finance Director, presented two Budget Ordinance Amendments for fiscal year ending June 30, 2017, for approval.

(c) Brandi Henson, Tax Collector presented, Tax Collector and Refund Reports for November, 2016, for approval.

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

(8) **STATE GRANT FUNDED - HEP C BRIDGE COUNSELOR POSITION:**

Danielle Wittekind, Human Resources Director, stated the information regarding the position had been presented to the Commissioners at the last work session. She requested the Board's consideration to establish a Hepatitis C Bridge Counselor position as a new position, within the Department of Public Health. The position would be requested to be established at a Grade 22 with a range of \$35,656 - \$69,910. The position would work with people newly diagnosed with Hepatitis C and provide education about liver health, identify knowledgeable providers and also assist with resources with payment for treatment. The position was being requested contingent on grant funding through the North Carolina Department of Health and Human Services, through a CDC grant.

Motion: *Commissioner Elders moved to grant the request to establish a Hepatitis C Bridge Counselor position at a Grade 22, contingent upon stated grant funding. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(9) QUALIFIED ZONE ACADEMY BOND (QZAB) APPLICATION: Ms. Fox stated they were turning in six applications under the QZAB program for school capital projects. The total costs of the projects were \$9 mil. The projects had already been funded, but they had a QZAB opportunity, which required a 10% match. They did have private matches for the 10% and this opportunity would allow for a zero interest rate loan. The Board of Education would turn the applications in; however, the Board of Commissioners Chairman and the Clerk to the Board would need to sign the applications. Ms. Fox requested authorization from the Board for the Chairman and Clerk to sign the applications.

Motion: *Commissioner Luker moved to authorize the Chairman and Clerk to sign the applications. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(10) SHERIFF'S OFFICE RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT: Ms. Baker presented the County Sheriff's Office Records Retention Schedule Amendment, amending Standard 8. Program Operational Records: Sheriff Records. Amending Item 10, Audio and Video Recordings.

Motion: *Commissioner Luker moved to approve the amendment to the Sheriff's Office Records Retention and Disposition Schedule. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(11) NCACC LEGISLATIVE GOALS CONFERENCE VOTING DELEGATE:

Motion: *Commissioner Luker moved to appoint Chairman McMahan as the Voting Delegate to the NCACC Legislative Goals Conference, January 12-13, to be held in Wake County. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(12) WIRELESS COMMUNICATIONS ORDINANCE AMENDMENTS: Michael Poston, Planning Director stated that in December of 2015, the Board of Commissioners conducted their first quasi-judicial hearing under the recently amended Telecommunication Ordinance. Based on that experience, the Commissioners requested that the Planning Department Staff to work with the Planning Board to examine the ordinance in order to make the process more streamlined and less cumbersome. Staff began the review process in April of 2016 and presented proposed amendments to the Planning Board in September of 2016. The final document was created after three months of review and discussion from the Planning Board. The Planning Board made their recommendation to approve the final draft of the proposed amendments to the Board of Commissioners at their November 15, 2016 meeting. He requested that the Board of Commissioners set a public hearing regarding these amendments.

Motion: *Commissioner Elders moved to set a public hearing on January 30th at 5:45 p.m., to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(13) CASHIERS COMMERCIAL AREA LAND DEVELOPMENT ORDINANCE AMENDMENTS - SIGNS: Mr. Poston stated that the Cashiers Planning Council and the Planning Staff worked on amendments to Article XI (Sign Regulation) of the ordinance. These proposed changes standardize sign height and size within the Planned Area. Also, included in the proposed amendments was a modification to the computation to sign area and tenet identification signs (eliminating the additional free standing sign allowance). The Cashiers Planning Council held a public hearing on September 26, 2016 and recommended approval of these amendments to the Planning Board. The Planning Board held a public hearing on November 15, 2016 and recommended approval to the Board of Commissioners. He requested that the Board of Commissioners consider setting a public hearing regarding these amendments.

Motion: Commissioner Luker moved to set a public hearing on January 30th at 5:50 p.m., to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(14) TOURISM DEVELOPMENT AUTHORITY RESOLUTION AMENDMENT:

Nick Breedlove, Executive Director, stated that there were currently six vacancies on the Board and it was challenging to fill the current positions due to the requirements. In Groups One and Two, the requirement was for three medium properties with 25 rooms and up. The TDA recommended changing the requirement to be “10 rooms or units and up” to help create a larger pool of people that would be able to meet the requirements to serve. They also recommended removing the section allowing for vote by email.

Motion: Commissioner Mau moved to set a public hearing on January 30th at 5:55 p.m., to be held at the Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina. Commissioner Luker seconded the Motion. Motion carried by unanimous vote.

(15) COMMISSIONER APPOINTMENTS TO BOARDS AND COMMISSIONS:

Carry over.

(16) AIRPORT AUTHORITY:

Motion: Commissioner Luker moved to appoint John Glenn to serve the unexpired term of Vicki Greene on the Airport Authority, term expiring December 13, 2020. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.

(17) ADJUSTMENT BOARD: Commissioner Elders recommended Bill Thompson for his appointment. Chairman McMahan recommended Danny Fisher for his appointment.

Motion: Commissioner Elders moved to appoint Bill Thompson and Danny Fisher to serve three year terms on the Adjustment Board, terms to expire September 04, 2019. Commissioner Luker seconded the Motion. Motion carried by unanimous vote.

(18) BUSINESS AND INDUSTRY ADVISORY COMMITTEE: Commissioner Mau recommended the reappointment of Roger Bartlett for his appointment. Commissioner Luker recommended Keven Hawkins for his appointment.

Motion: Commissioner Luker moved to reappoint Roger Bartlett and appoint Keven Hawkins to serve a three year terms on the Business and Industry Advisory Committee, terms to expire December 31, 2019. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.

(19) PLANNING BOARD: Chairman McMahan recommended reappointment of Julie Painter and Kirk Stephens; Commissioner Elders recommended appointing Jim Mincey; Commissioner Luker recommended appointing Keven Hawkins; and Commissioner Mau recommended appointing Jeremy Hyatt.

Motion: Commissioner Elders moved to reappoint Julie Painter and Kirk Stephens and to appoint Jim Mincey, Keven Hawkins and Jeremy Hyatt, all to serve two year terms on the Planning Board, terms expiring December 31, 2018. Commissioner Luker seconded the Motion. Motion carried by unanimous vote.

(20) **PLANNING BOARD CHAIRMAN:** Commissioner Elders requested a recommendation from the Planning Board for Chairman of the Planning Board for the Commissioners' consideration at the January 30th regular meeting.

Carry over.

(21) **TOURISM DEVELOPMENT AUTHORITY:**

Motion: *Commissioner Luker moved to appoint Bob Williams for the North Jackson Retail/Tourism member, to serve a three year term on the Tourism Development Authority, term to expire December 02, 2019 and Joel Sowers for the North Jackson 25+ Rooms member, to serve an unexpired term on the Tourism Development Authority, term to expire December 04, 2017. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

(22) **TOURISM DEVELOPMENT AUTHORITY CHAIRMAN:**

Motion: *Commissioner Mau moved to reappoint Robert Jumper as Chairman of the Tourism Development Authority, for a term of one year, term to expire December 02, 2017. Commissioner Luker seconded the Motion. Motion carried by unanimous vote.*

(23) **PRESS CONFERENCE:** None.

(24) **CLOSED SESSION:**

Motion: *Commissioner Elders moved that the Board go into closed session pursuant to G.S.143-318.11(a)(6) Personnel for two items and G.S.143-318.11(a)(4) Business Expansion for one item. Commissioner Luker seconded the Motion. Motion carried.*

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

(25) **AGENDA:** Chairman McMahan amended the agenda by adding an item for: Health Extender II Position. Commissioner Mau moved to approve the amended Agenda. Commissioner Elders seconded the Motion. Motion carried.

(26) **HEALTH EXTENDER II POSITION:** Chairman McMahan stated a request had been made for authorization to make an offer for the Health Extender II Position at Grade 39, Step 4.

Motion: *Commissioner Elders moved to approve the request to make an offer for the Health Extender II Position at Grade 39, Step 4. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

There being no further business, Commissioner Luker moved to adjourn the meeting. Commissioner Elders seconded the Motion. Motion carried and the meeting adjourned at 5:37 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman