

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
OCTOBER 09, 2017**

The Jackson County Board of Commissioners met in a Regular Session on October 09, 2017, 3:00 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman  
Charles Elders, Vice Chair  
Boyce Deitz, Commissioner  
Mickey Luker, Commissioner  
Ron Mau, 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 FOR FIRE PREVENTION WEEK**: Commissioner Deitz read a Proclamation declaring October 8<sup>th</sup>-14<sup>th</sup> as Fire Prevention Week in Jackson County. Commissioner Elders moved to approve the Proclamation. Commissioner Luker seconded the Motion. Motion carried.

Chairman McMahan stated he wanted to have a conversation and look at next years' budget to consider buying a fire prevention trailer or work towards obtaining grant funding.

(2) **SAFE KIDS COALITION – NORTH CAROLINA COORDINATOR OF THE YEAR AWARD**: Michael Forbis, Fire Marshal, recognized Ruby Lawrence as she was recently named Safe Kids Coalition North Carolina Coordinator of the year.

(3) **AGENDA**: Commissioner Deitz moved to approve the Agenda. Commissioner Mau seconded the Motion. Motion carried.

(4) **MINUTES**: Commissioner Elders moved to approve the minutes of a Special Meeting of September 11, 2017; a Work Session of September 11, 2017; a Work Session of September 12, 2017; and a Regular Meeting of September 18, 2017. Commissioner Mau seconded the Motion. Motion carried.

(5) **CHAIRMAN'S REPORT**: Chairman McMahan expressed his appreciation for Emergency Services, County Employees and State Employees that were out working over the weekend in the storm, he appreciated all of their efforts. Fortunately, there was minimal damage in the county.

(6) **COMMISSIONER REPORTS**:

(a) Commissioner Mau stated that a couple of weeks ago, he was asked to go with the Sheriff's Office to the shooting range and take a tour of the facility. A number of the Commissioners had received phone calls about the noise and there was a concern about that. He requested this item be placed on a future work session in order to form a committee of some sort that would include representatives from the Sheriff's Office, the Town of Sylva, Sylva Police, a County Commissioner and other stakeholders.

The committee could come up with a conceptual plan so that if a grant opportunity ever presented itself, they could respond to it in a timely manner and maybe receive funding. A few people from the Sheriff's Office had been to an outdoor facility where there were roofs and baffles to help with noise, so there was definitely technology that could help.

Chairman McMahan stated he had a discussion with Curtis Dowdle, Dean of Public Safety Training at SCC and he had been doing research on what could be done at shooting ranges to minimize sound. There was quite a bit of work that had been done out west on public ranges in National Park Lands that had some great features. Possibly, they could engage one of those consultants to come have a discussion about it.

(b) Commissioner Luker distributed a copy of the DOA Impact FY2016-17, which he received at a recent board meeting. He stated that they had heard him time and time again, talk about the outstanding work those folks did and he was blown away by the man hours that was donated. He pointed out that the 6,000 pounds of Animeals that were distributed last year were for Meals on Wheels clients' pets. That meant so much to the clients.

He gave kudos to Commissioner Mau and the Cullowhee Methodist Church for another firewood distribution, which was the largest they had ever had on one Saturday. They split and distributed 92 loads of firewood.

Also, he and Commissioner Mau attended an Opioid Epidemic Discussion in Cherokee on September 26<sup>th</sup> with Attorney General Josh Stein. Hearing the numbers and the impact in the area was just overwhelming. It was truly an epidemic in Western North Carolina and the amount of lives of the young people being impacted was astonishing - hundreds a month. The take-away he got out of it was that somehow, someday, they had to get education back into the school system and make that be on the forefront.

Commissioner Mau stated that the State of North Carolina passed legislation that was actually being used as a model in other states. The Attorney and General and Senator Davis were very involved with that and steps were being taken in the right direction, but obviously a lot of work needed to be done.

(c) Commissioner Elders stated that a year ago was when there were so many wildfires in the area and he felt that anything they could do to encourage people to take extra precaution right now would be good.

(d) Commissioner Deitz congratulated Jan Fitzgerald, Executive Assistant to the County Manager and Mr. Adams for the Citizens Academy, which had been very good and well-attended.

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

(a) **Skyland Services Center Remodel:** Work commenced on July 19, 2017. In accordance with the contract documents, the project must be substantially complete by January 15, 2018. Western Builders was currently ahead of schedule. Cooperative Extension and Soil and Water employees toured the facility and participated with the architect in the selection of the finishes and currently working on selecting furniture.

(b) **Citizens Academy:** The Citizens Academy was now halfway complete. Four classes had been held on September 14<sup>th</sup>, September 21<sup>st</sup>, September 28<sup>th</sup> and October 5<sup>th</sup>. As a reminder, there were three main purposes for the academy:

- Educate the public about their local government
- Promote local government
- Encourage citizens to engage in their local government.

He believed that the 25 participants were benefiting from the program and they were accomplishing the main purposes of the program. All Commissioners had participated in the program and were encouraged to continue when time permitted. He requested they make a special effort to attend the November 2<sup>nd</sup> last session, where there would be a graduation ceremony held at the end of the meeting.

(c) **County Document Shred Day**: County Shred Day would be held Friday, October 20<sup>th</sup> from 12:00 p.m. to 4:00 p.m. in the lower parking lot of the Justice/Administration Center. American Security Shredding would provide their mobile shredding truck. This document shredding service was open to the public and was limited to five boxes per car. Citizens with documents that needed shredding were welcome to use the service.

(d) **Performance Measurements**: Dr. Bill Rivenbark from the UNC School of Government, provided performance measurement training to County Departments on September 27<sup>th</sup>. This was a four hour training session that all County Departments/Offices attended. The training covered the types of performance measurements (output, efficiency, effectiveness) and applied them to real world examples through group exercises. All departments/offices would utilize some form of performance measurements in their FY2018-2019 goals and objectives. These performance measurements would eventually lead to a performance management system.

(e) **Architectural Services**:

- The county issued a Request for Qualifications (RFQ) from qualified architectural firms for the planning and design of an indoor competition short course pool (25 meters) and a therapeutic pool facility.
- Contract was signed with McMillan/Pazdan/Smith Architecture for updating the Health Department programming to include Code Enforcement and Planning. Initial planning meetings should begin that month.

(f) **Upcoming Meetings**:

Tuesday, October 10, 2017 – Commissioner Work Session at 1:00 pm  
Monday, October 16, 2017 – Public Hearing concerning Transit at 5:50 pm  
Monday, October 16, 2017 – Public Hearing concerning TDA at 5:55 pm  
Monday, October 16, 2017 – Regular Commissioner Meeting at 6:00 pm  
Tuesday, October 17, 2017 – Cell tower Quasi – Judicial Hearing

(8) **PLANNING BOARD REPORT**: Scott Baker, Chairman, reported:

(a) Cullowhee Planning Council Update:

- They had received updates on the Cullowhee Bridge Replacement Project.
- Jack Debnam, NCDOT Division 14 Board Member, updated them on improvements they were looking at for Ledbetter Road, Monteith Gap and the bridge over Cullowhee Creek.
- He thanked Mr. Adams for getting with NCDOT to reduce the speed limit to 25 on Ledbetter Road. The new speed limit signs were put up and he had made a request to the Sheriff's Department to be on rotation with the radar sign.

(b) Planning Board Update:

- They had a developer come back with a revised plan for Solitude Development, which was approved by the Cullowhee Planning Council and the Planning Board.
- They had their first joint meeting with the Unified Development Ordinance kick-off and they would be receiving updates on that next week.

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

**(10) OFFER TO PURCHASE AND CONTRACT:** Ms. Baker presented an Offer to Purchase and Contract for Lots 21 and 23, Wolf Knob Road in the sum of \$4,000 from Paul and Charlie's Dirt, LLC. The total tax value of the properties was \$24,000, the county had \$15,133.21 in the properties and had obtained it in April, 2016.

**Consensus:** *Table the item and carry it over to the first regular meeting in November.*

**(11) RESOLUTION APPOINTING REVIEW OFFICERS (R17-17):** Ms. Baker presented Resolution R17-17 and stated that state law required the Board of Commissioners to appoint review officers in the Tax Assessor's Office.

**Motion:** *Commissioner Elders moved to adopt the Resolution Appointing Review Officers (R17-17), as presented. Commissioner Mau seconded the Motion. Motion carried by unanimous vote.*

**(12) COUNCIL ON AGING:**

**Motion:** *Commissioner Elders moved to appoint Krisna Ashe, Shawn Phillips, Marion Jones and Roy Burnette to serve three year terms on the Council on Aging, terms to expire October 06, 2020. Commissioner Deitz seconded the Motion. Motion carried by unanimous vote.*

**(13) PUBLIC LIBRARY BOARD:**

**Motion:** *Commissioner Luker moved to reappoint Mary Otto Selzer to serve a two year term on the Public Library Board, term to expire November 02, 2019. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

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

**(15) CLOSED SESSION:**

**Motion:** *Commissioner Deitz moved that the Board go into closed session pursuant to G.S.143-318.11(a)(6) Personnel for two items. Commissioner Elders seconded the Motion. Motion carried.*

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

**(16) AGENDA:** Commissioner Mau moved to amend the agenda to add one item: Transit Director Position. Commissioner Elders seconded the Motion. Motion carried.

**(17) TRANSIT DIRECTOR POSITION:** Mr. Adams stated that Chuck Norris, Transit Director, put in his resignation for his retirement, effective December 31, 2017.

**Motion:** *Commissioner Luker moved to accept Chuck Norris' resignation for retirement, effective December 31, 2017 and authorize the County Manager and staff to post the position to start the process for hiring of the position. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

**(18) CLOSED SESSION:**

**Motion:** *Commissioner Mau moved that the Board go back into closed session pursuant to G.S.143-318.11(a)(6) Personnel for one item. Commissioner Elders seconded the Motion. Motion carried.*

There being no further business, Commissioner Deitz moved to adjourn the meeting. Commissioner Elders seconded the Motion. Motion carried and the meeting adjourned at 4:55 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Brian Thomas McMahan, Chairman