

**MINUTES**  
**TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS**  
**March 11, 2013 – REGULAR MEETING**

The Board of Commissioners of Transylvania County met in regular session on Monday, March 11, 2013 at 7:00 p.m. in the Rogow Room at the Transylvania County Library.

Commissioners present were Vice-Chairman Larry Chapman, Jason Chappell, Chairman Mike Hawkins, Daryle Hogsed and Page Lemel. Also present were County Manager Artie Wilson, County Attorney Tony Dalton, and Clerk to the Board Trisha Hogan.

Media: *The Transylvania Times* – Eric Crews

There were approximately 40 people in the audience.

**CALL TO ORDER**

Chairman Mike Hawkins presiding called the meeting to order at 7:06 p.m.

**WELCOME**

Chairman Hawkins welcomed everyone to the meeting and thanked the members of the audience for participating in their County government. Chairman Hawkins introduced the members of the Board of Commissioners and staff.

**PUBLIC COMMENT**

Jeffrey Hubbard: Mr. Hubbard stated that since June 2009 a County department head has required his employees to report to work 15 minutes early every work day without any compensation in pay. He said he brought this to the attention of the department head in late 2012 and has since heard no communication about this matter and how the department head intends to make this right with employees. He asked Commissioners to investigate this issue.

Bill Briggs: Mr. Briggs reported on the fundraising efforts for the new animal shelter. The Friends of the Animal Shelter has committed nearly \$304,000 which includes contributions from over 700 residents of the County. The total project cost is approximately \$1.14 million. The County and the City of Brevard have committed funds to cover the remaining cost of the project.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**Chairman Hawkins moved to approve the agenda, seconded by Commissioner Chapman and unanimously approved.**

**CONSENT AGENDA**

**Commissioner Lemel moved to approve the Consent Agenda as submitted, seconded by Commissioner Chapman and unanimously approved.**

The following items were approved:

## MINUTES

The minutes of the February 11, 2013 regular meeting were approved.

## **PRESENTATIONS/RECOGNITIONS**

### 2012 TRANSYLVANIA COUNTY ECONOMIC DEVELOPMENT REPORT ON STRATEGIC PLAN ACHIEVEMENTS

Commissioners approved an Economic Development Strategic Plan in 2010 with the following five goals:

1. Support existing businesses
2. Attract and support new and diversified businesses
3. Inform elected officials, other community leaders and the public about the County economic development actions and opportunities
4. Enhance Transylvania County's exceptional quality of life
5. Promote education and workforce development opportunities

Former and current Economic Development Advisory Board (EDAB) Chairmen Bill Towler and Larry Nelson provided an overview of the 2012 accomplishments. Mr. Towler served on the EDAB for six years beginning in 2008, the year the economy took a downturn. He thinks the members of the EDAB that served during his time were instrumental in improving conditions in the County. Mr. Towler turned the presentation over to Mr. Nelson.

Mr. Nelson thanked Mr. Towler and Planning and Economic Development Director Mark Burrows for their leadership throughout the term of this strategic plan. Their focus remained on meeting the above stated five goals of the strategic plan. Mr. Nelson also thanked past and present members of the EDAB for their efforts in trying to create a more business friendly environment within the community in order to attract business and foster growth and expansion of existing businesses. Mr. Nelson submitted that the five key goals of the strategic plan are as valid today as they were when originally included in the plan. The goals are also consistent with the economic analysis and recommendations from the Goldsmith report. The EDAB meets this week where they will use these points and the recommendations from the Goldsmith report to begin discussions on what the EDAB should be addressing next and how they should be working further to improve the economic landscape of the County. He welcomed ideas and direction from Commissioners and the community.

Commissioner Chapman encouraged citizens to review the strategic report. He shared some comparative statistics from 2009 and 2012 on manufacturing jobs in the County which indicates a loss of manufacturing jobs. There have, however, been some successes, but there is work left to be done. He stated that the Goldsmith report consists of facts about the state of the County and her recommendations; it will now be up to Commissioners to determine the next steps forward and what the cost will be to implement any recommendations.

Chairman Hawkins noted that only two businesses accounted for the majority of the loss in manufacturing jobs. There is also a host of smaller industries that have gained jobs here and there which is an indication of the kind of incremental gains the County should be promoting and facilitating, in addition to trying to attract new business to the community. He commented that EDAB will have a key role in helping to determine implementation of the Goldsmith report.

Commissioners thanked Mr. Towler for his leadership over the last few years as well as the other members of the EDAB for all they do for the County.

## NEW BUSINESS

### LOCAL DESIGNATION OF THE LODGE AND MCGAHA CHAPEL

The Joint Historic Preservation Commission (JHPC) has been working with the owners of two historic properties to help them obtain local historic designation. The JHPC complied with requirements to hold two public hearings, one being by the Board of Commissioners. The comments made during the second public hearing were favorable and in support of the local historic designation. If approved, the financial impact to the County is a potential reduction of \$1,123.19 in property taxes by The Lodge.

**Commissioner Lemel moved to approve Ordinance #07-2013 and Ordinance #08-2013 designating The Lodge and McGaha Chapel as historic landmarks. The motion was seconded by Commissioner Chappell.** Commissioners thanked the Historical Society and the citizens involved for the care of these buildings and for preserving history for everyone to enjoy. **The motion was unanimously approved.**

(Ordinance No. 07-2013 Designating The Lodge As An Historic Landmark and Ordinance No. 08-2013 Designating The McGaha Chapel As An Historic Landmark are hereby incorporated by reference and made a part of these minutes.)

### EXCHANGE OF EQUIPMENT BETWEEN HAYWOOD COUNTY BOARD OF ELECTIONS AND TRANSYLVANIA COUNTY BOARD OF ELECTIONS

The Transylvania County Board of Elections has two kardveyor units they no longer need and have therefore been declared surplus. Fireproof cabinets will replace the area where these units were sitting in the office. The Haywood County Board of Elections has two ES&S Voltronic/iVoltronic Communications packs (electronic voting equipment) they no longer need. The two agencies propose to exchange these pieces of equipment as allowed per NCGS 160A-274. The exchange must be approved by the Board of Commissioners.

**Commissioner Lemel moved to approve the exchange of two kardveyor units for two ES&S Voltronic/iVoltronic Communications packs between the Transylvania County Board of Elections and the Haywood County Board of Elections. The motion was seconded by Commissioner Hogsed.** For the benefit of the public, Commissioner Chapman reported that this particular transaction does not require advertisement. Commissioner Chappell thanked staff for looking for ways to maximize resources. **The motion was unanimously approved.**

### BUDGET AMENDMENTS

Finance Director Gay Poor presented the following budget amendments for approval:

#62 To appropriate \$113,816 from the Fund Balance Assigned for Compensated Absences for vacations cashed out in lieu of time off (\$75,325) and paid out upon termination of employment (\$38,491) as of February 20, 2013.

#63 To allocate \$7,220 received in jail fees paid by other counties for housing their inmates to the purchase of replacement mattresses and mattress covers.

#64 To move \$25,000 from Contingency to Vehicle Maintenance in Emergency Medical Services to cover unanticipated repairs to ambulances. This has no impact on the overall budget.

If approved, these budget amendments will increase the FY 2013 General Fund Budget by \$121,036 to a total of \$40,677,092.

**Commissioner Lemel moved to approve the budget amendments. The motion was seconded by Commissioner Chappell.** Commissioner Lemel commented that the vehicle repair costs appear extraordinarily expensive. She wondered if these costs are comparable to other counties' operations. The Manager noted the repairs are being made on emergency vehicles which have more wear and tear on them and most of them are equipped with complicated electrical units for the HVAC systems, which are much different than regular automobiles. The call volume also continues to increase. The Manager said he recently met with Emergency Management and Emergency Medical Services staff to review the upcoming budget requests. Because of the increased maintenance costs and call volume, staff is requesting the addition of another ambulance. Commissioner Chappell emphasized the importance of maintaining the ambulances and ensuring their safety in order to continue providing services; however, the maintenance costs on these vehicles have exceeded budget over the last few years. While he understands that unexpected repairs are needed, he said staff needs to get a handle on these costs and if something different should be done to make that happen, to do so. Commissioner Lemel asked for information on comparable sized departments, if available, as Commissioners go through the budget process. **The motion was unanimously approved.**

#### MANAGER'S REPORT

The Manager reported the following:

1. Renovation of the second floor of the Courthouse is almost complete. Staff has developed a schedule to move the Clerk of Court into the renovated offices on Friday, March 22. The Clerk's office will be closed for one day and reopen on Monday, March 25. Renovations in the space vacated by the Clerk are scheduled to begin on Monday, March 25 as well.
2. Parks and Recreation Director Rick Pangle and Project Manager Larry Reece are developing a plan for Phase 3 of the community park near Rosman.
3. Over 200 citizens attended the three public meetings where Jeannette Goldsmith reported her findings on economic development.
4. Conducting budget reviews with department heads. A special meeting is scheduled for Tuesday, March 19 to review key issues for next fiscal year. The meeting will be held in the Rogow Room at 7:00 p.m. Over the last few years staff has removed items from their budget and now Commissioners are going to find that many of the requests can no longer be delayed.
5. Notified by the Principal of Brevard Academy that he would be discussing with the Brevard Academy Board about securing a School Resource Officer from the County.
6. Participated in the interview of four firms interested in providing a medical clinic to help reduce and control healthcare costs for County employees and their families. A presentation will be made to the Board at the next regular meeting on March 25.
7. Attended a strategic planning workshop with Chairman Hawkins and Commissioner Lemel sponsored by the School of Government. He recommended Commissioners invite the School of Government to facilitate a session in Transylvania County this summer.

Commissioner Lemel inquired about the County's legal obligations to provide a School Resource Officer or the funding for one to Brevard Academy. The Manager submitted some questions regarding the County's legal obligations to the School of Government and he awaits their response. The County cannot fund capital for charter schools. Charter schools do receive a percentage of current spending from the public school system and they have flexibility as to how to use those funds. There is also a question of whether or not the County can provide funds directly to the charter school or if they could contract with the County for a School Resource Officer. The Manager pointed out there has been no formal request by the charter school, only a verbal request.

The Manager reported on the mental health meeting he attended today. He explained that with mental reform several years ago, Transylvania County became part of a local management entity called Western

Highlands Network (WHN). A few years later, the local management entity was transitioned into a managed care organization (MCO). The transition did not go well and in addition to the Medicaid funding cuts the MCO was operating in the red. The CEO was subsequently terminated and a consultant was brought in to help the board figure out what to do to turn the situation around. The MCO is now operating in the black. The concern now is that WHN may be consolidated with another entity which is made up of over 30 counties. The State has also changed the makeup of the board which means potentially Transylvania County could have no representation on the board while ensuring the oversight of mental health services in the County. The Manager met with legislative representatives today to discuss possible legislation that will prevent the consolidation and allow flexibility with hiring a new CEO. Current restrictions do now allow the MCO to offer a severance package or cover moving expenses while recruiting a new CEO.

The Manager reported that on the morning show on WSQL Radio the host announced that the closest district office for Congressman Mark Meadows was in Hendersonville. This was of course not true. Recently the Board of Commissioners established an office in the Community Services Building for use by Congressman Meadows as well as NC House Representative Chris Whitmire. Chairman Hawkins asked for their Transylvania County schedules to be posted on the County's website. The Clerk announced that WSQL Radio intends to make a correction in their news announcement tomorrow morning.

#### MINI WORKSHOP ON ECONOMIC DEVELOPMENT AND FUND BALANCE

Commissioners held a mini-workshop for the purposes of discussing portions of the Goldsmith Report on Economic Development and a Fund Balance Policy for the County.

##### *Economic Development*

Jeannette Goldsmith was engaged by the Board of Commissioners to evaluate the economic development landscape in the community, to increase the awareness and understanding of economic development realities and make recommendations for a new economic development framework that enables Transylvania County to create high quality jobs while preserving its unique quality of life. Ms. Goldsmith presented her report and recommendations to the Board of Commissioners and other elected officials on Tuesday, February 19, followed by two public forums on Tuesday, February 26 and Thursday, February 28. Over 200 people attended the three meetings.

Ms. Goldsmith made recommendations in her report for organization, marketing, product development and other areas. From the organizational standpoint, she recommended creating a new public-private economic development organization, in short an EDO. The EDO would be made of up a merger of the following organizations: Transylvania County Planning and Economic Development, Transylvania Partnership, Economic Development Advisory Board, Transylvania Chamber of Commerce, Tourism Development Authority, and Heart of Brevard. Her rationale behind the merger of these organizations was to be able to leverage public sector funding with private sector investments and to merge duplicative efforts thereby reducing the number of economic development organizations in Transylvania County.

The mission of the EDO would be to attract, retain and create quality jobs for Transylvania County and development community assets that are needed to maximize opportunities for investment and quality job creation. The EDO would have six main functions: 1) take the lead in designing and executing a community marketing strategy; 2) primary point of contact for companies looking to relocate to or expand in Transylvania County; 3) lead the support network for existing employers, small businesses and entrepreneurs; 4) product development/community development; 5) tourism; and, 6) marketing and research. It is Ms. Goldsmith's thoughts that the new EDO would be funded by the public and private sector.

The governance of the EDO would be provided by two boards comprised of the same individuals. One would be a 501 (c) (6) board to allow for lobby and advocacy activities. The other board would be a 501 (c) (3) to enhance fundraising activities. The two boards would be made up of 11 members, with representation from the City of Brevard, Transylvania County, Town of Rosman, businesses, Heart of Brevard, and tourism. Staffing for the EDO would require seven employees, classified as the following: CEO/President, VP of Economic Development, VP of Membership and Investor Relations, Project Manager-Economic Development, Project Manager-Community Development; Visitor Center/Tourism Coordinator, and a Marketing Coordinator.

The budget for the first year is estimated at \$700,000, the major portion being salaries and benefits for employees. A portion of the funding would come from the private sector; therefore the public portion would be \$490,000.

Ms. Goldsmith's recommendations for product development are for the County to identify a business park site and invest in developing a business park which should include water and sewer and other utilities. She also recommended the possibility of having a virtual spec building in place that included construction-ready drawings with permits and approvals ready to go. She also recommended Transylvania County work jointly with the City of Brevard and Town of Rosman to develop new water and sewer infrastructure and to consider developing a county-wide water and sewer authority. The budget for the first year of this process is estimated at \$55,000. The Manager noted that the Planning Board was tasked by the Board of Commissioners to review available sites within the County.

In terms of marketing, Ms. Goldsmith recommended first building a foundation by developing a brand or identity, marketing through the use of a website and social media, and creating an overview brochure. Marketing would also consist of identifying target industries and target audiences and developing an in-depth marketing strategy. The potential budget for the first year of this process is estimated at \$60,000.

Other recommendations and observations included in Ms. Goldsmith's report was to establish an ad hoc committee of the County Commission and City Council to review codes and ordinances and the permitting process to determine where improvements can be made. The total budget for year one, including organization, product development, and marketing is estimated at \$815,000. Goldsmith noted in her presentations that not all of these recommendations have to be implemented in the first year.

For the next steps in the process, Ms. Goldsmith recommended Commissioners establish a committee to oversee the next steps. The committee would potentially be made up of seven members that can commit at least one year's time to the process. The committee would need staff support from an attorney and an accountant and could require a budget of somewhere between \$65,000 and \$75,000.

The Manager recapped the presentation, noting if Commissioners wish to move forward with any of the recommendations there will need to be some investment from the County. Currently the County invests \$200,000 annually in economic development. Minus the private sector funds, the potential investment for the first year with public funds would be in the neighborhood of \$475,000. As staff moves into preparing a budget for next year for the Commissioners' consideration, it is the Manager's hope that Commissioners will be thinking about how much of an investment they want to make in economic development. He suggested Commissioners formally receive the Goldsmith report and charge staff with determining the next steps in the process and bring those recommendations back to the Board for approval.

#### Discussion:

Commissioner Lemel commented that there is more current spending occurring in economic development than just the \$200,000 in the County department and many of the recommended positions are already in

place in the economic development system as well. She is excited about moving forward. Commissioner Lemel agreed with the idea of not doing everything at once and to accomplish the first year's recommendations in phases. She believed a great place to start was following the recommendation to create a steering committee to look at the next steps.

Commissioner Chapman said the key to this entire process is the organizational structure and leadership. He pointed out that to be aggressive with economic development and change the current way of doing things is going to cost money and will require a buy-in from the public. He said since he has been a Commissioner he hears mostly from citizens about improving the County's economy and bringing in jobs. He believes this report assesses what it takes to address those needs and he is encouraged by the report.

Commissioner Lemel expressed concern about the recommendation stating that several agencies would be merged under the new EDO. She does not believe any of these entities will cease to exist. The goal is to eliminate duplicated operations and she thinks the role for some of the entities should be defined more specifically. The EDO would serve as a coordinated voice leading the effort over these entities.

Chairman Hawkins believes the next steps for Commissioners should be directing staff to bring back a recommendation on how to move forward from here. Aligning the various organizations is going to take a great deal of time to figure out and to determine if this is the best approach for Transylvania County. It will be important to engage these different organizations to discuss the pros and cons and how the whole process should take place, if at all. He also believes the steering committee should have staff support in the form of a facilitator.

Commissioner Lemel expressed concern about whether or not there were staff resources to do this work. The Manager responded saying that staff is currently working through the budget process. He and others will need to evaluate the resources and bring back a recommendation to the Board on how to accomplish this. There may be the need for someone to assist staff in this process.

Chairman Hawkins agreed with Ms. Goldsmith's recommendation for the creation of a steering committee. He said the Board first needs to decide what it will be asking of the steering committee before appointing members. The makeup of the committee should be of people who are well-respected in the community, knowledgeable and open to change.

Commissioner Hogsed also agreed that the creation of a steering committee should be the next primary focus. He is not comfortable assigning any monies to this process without a steering committee first being in place. In the meantime, he would like for staff to continue reviewing ordinances, water and sewer agreements, etc. He would personally like to see a water and sewer agreement in place before the EDO is created. He believes this will assist with implementing some of the recommendations, like developing a business park, etc.

Commissioner Chappell would like for the steering committee to determine what can be done now with existing resources and then build on the current successes.

Commissioner Chapman noted that the Economic Development Advisory Board is a huge resource and he believes they should be involved in this process heavily because the members represent a cross-section of the County as a whole.

Commissioners directed staff to determine the guidelines and tasks for the steering committee and begin thinking about potential membership. Staff will also determine what tasks can be handled internally and what will require additional resources. Options for a facilitator could come from the Land-of-Sky

Regional Council or possibly from Ms. Goldsmith. Staff will bring back a recommendation at the first regular meeting in April. The Manager will engage the City of Brevard, Town of Rosman, and the Economic Development Advisory Board about the potential membership.

#### *Fund Balance*

At the February 25 Board meeting, staff conducted a mini educational workshop on the County's Fund Balance. The County's total Fund Balance is slightly above \$21 million. The Fund Balance is broken down into several categories, leaving an Available Fund Balance of \$11.66 million which represents 29.4% of expenditures. Past Boards of Commissioners verbally agreed to a minimum level of 20% of expenditures. As a follow up to the discussion on February 25, Chairman Hawkins put together a draft policy for discussion as the budget process continues. His draft policy recommended that the Unassigned Fund Balance be no greater than 18% of the previous year's expenditures and no less than 12%. The Local Government Commission uses 8% as a minimum fund balance, which represents one month's worth of expenditures.

Staff provided some figures for the Board's information. If Commissioners consider the draft policy offered by Chairman Hawkins, having a maximum Unassigned Fund Balance at 18% drops the amount to \$7.2 million, allowing the use of over \$4.3 million in a variety of ways. A minimum Unassigned Fund Balance of 12% drops the amount to \$4.8 million, allowing the use of over \$6.754 million for operational expenses, school needs, economic development, space needs (old Library & Courthouse), etc. There will be other needs expressed by department heads during the budget process to address some long term needs in their departments as well. The Manager noted that the County is in a good position financially and is fortunate to have a Fund Balance of this size. Other counties are not in this position. He reminded Commissioners, however, that the County is using the Fund Balance to cover operational expenditures.

#### Discussion:

Commissioner Chapman expressed concern about dropping the amount too low because of the impact the property revaluation may have on the tax base, especially if Commissioners decide to remain revenue neutral. The Manager said in prior years where a revaluation has occurred and property values have increased, the Board of Commissioners lowered the tax rate to remain revenue neutral. The current sales assessment ratio is pretty flat. In counties where the property values decrease, Boards are raising the tax rates to remain revenue neutral as well. If the County remains revenue neutral and continues to operate at the same level, then the County stays in a deficit position. At some point, he said the tax rate needs to be increased or Commissioners need to determine which services are to be cut in order to cease operating in a deficit position each year. The next revaluation will take place January 1, 2016.

Chairman Hawkins said when thinking about a policy Commissioners should think about current and future needs and an appropriate level of reserves to pay for those needs. He defended the draft policy he put forth and said that a stated policy will allow staff to know of available resources to meet their departmental needs.

Chairman Hawkins also wondered if there were creative ways to use leverage to deal with some of the capital needs that exist. The Manager believes there are some ways to address these needs within the County and the school system. He suggested the possibility of using some monies as leverage for debt service to take care of some of those needs. He reported that the school bonds will be paid off in 2017-2018 which puts the County in a better position at that time; but until then there remains several needs for both the County and the school system. The debt service on the bonds is just over \$2 million annually which equates to a little more than three cents on the tax rate.

Chairman Hawkins believes it would helpful to have financial experts explore alternatives/scenarios of what the Board can do with funds if it is willing to drop the Unassigned Fund Balance to a certain level.

Commissioner Chapman would like to review the budget requests before agreeing to a policy. Afterwards he would be agreeable to setting a policy so staff and citizens know where the County's finances stand each year.

Commissioner Hogsed said if Commissioners decide to set a policy and reduce the amount of Unassigned Fund Balance, he hopes Commissioners do not see this as a windfall to spend taxpayer money at freewill. He is not opposed to a policy but noted that a policy does not bind future boards to follow it; therefore he is unsure of the purpose of a written policy. He preferred this Board move forward as they see fit. Commissioner Hogsed also expressed concern that future Boards could use the parameters of 12-18% as an excuse to raise taxes. Commissioner Chappell agreed with Commissioner Hogsed's statements. Using the monies for operational expenses is appropriate, in his opinion, because it is taxpayer money. Although, he noted the County cannot continue to use these funds for operational expenditures forever. Commissioner Lemel sees a policy as a way for Commissioners to be accountable to the public and to establish some guidance for them.

Responding to Commissioner Hogsed, Chairman Hawkins noted that the draft policy states that it may be amended from time to time according to the wishes of Commissioners. Furthermore, he believes a policy does bind future Boards if past Boards draw down the funds significantly. He agreed these funds are taxpayer dollars and that the use of the funds have to be thoughtful, multi-year, and used to help fund County operations and capital needs. In the short term, he hopes Commissioners will use reserves to address space needs, and particularly the old Library.

Commissioners instructed staff to provide some scenarios about the use of Unassigned Fund Balance should it be reduced to the 18% level. The Manager informed Commissioners that staff will work on this task in conjunction with the budget process.

### **PUBLIC COMMENT**

Edwin Jones: Mr. Jones said he was reminded during Ms. Goldsmith's recent presentation that the County went through a visioning process in the Sesquicentennial. He wondered how the information gathered during the visioning process has been used to explore economic development. Mr. Jones believes if Commissioners use the Fund Balance towards developing an economic development plan, the County should see a return on its investment through an increase in the population and tax base. Lastly, Mr. Jones pointed out that a year one investment of just over \$475,000 works out to just under \$16 per person living in the County.

### **COMMISSIONERS' COMMENTS**

Commissioner Lemel briefly talked about her Commissioner work over the past week. She, along with Chairman Hawkins and the Manager, toured five schools to take a look at their capital and facility needs. She also attended a retreat for the Smart Start Board. She participated in a joint meeting with City Council members, the City Manager, current and past chair of the Economic Development Advisory Board, and the Planning and Economic Development Director. Commissioner Lemel heard proposals on the County's health insurance plan and a possible wellness clinic. She thanked citizens for the opportunity to attend the strategic planning workshop offered by the School of Government. She hopes Commissioners will be able to use the information they learned and really put some wonderful things in place for the citizens of Transylvania County.

Commissioner Chapman corrected a statement he made earlier about the County having a policy stating that all members of boards and committees must be a resident of Transylvania County. He said there are a number of boards in which non-residents serve on. The reason being is they may bring specific expertise to these boards or have other ties to the County through owning a business or other property here or from being involved in the education system. He assured citizens that he does his best to vet applicants before making a recommendation for appointment. With that being said, Commissioner Chapman stood by the recommendations he made at the last meeting for appointments to the Economic Development Advisory Board. Commissioner Chapman further stated that if he has a problem with something this Board has done, he will bring it before this Board in a public meeting. He hopes Commissioners will look at a better process in the future for vetting applicants.

Commissioner Lemel informed everyone that Commissioners are looking at a policy for improving the committee process. She met with former Henderson County Commissioner Renee Kumor who was instrumental in restructuring the program in Henderson County. Also, she and Chairman Hawkins met with Bill Watson of the Vision Program a few months ago. As part of this year's Vision Program, the class will examine each part of the process, including accepting applications, vetting the applicants' qualifications, determining whether or not to have an interview process and recognizing citizens for their volunteerism. Mr. Watson plans to bring back a recommendation to the Board of Commissioners by December of this year. Chairman Hawkins added that the Vision Program is also looking at this process for the City of Brevard.

Commissioner Chappell thanked everyone for their prayers and kindness over the past couple of weeks as he and his family cared for their newborn son.

Commissioner Hogsed recommended that the application process for boards and committees be an open process which he believes would have prevented the recent situation that occurred with appointments to the Economic Development Advisory Board. He was disappointed that applications that had been on file for quite some time were neglected. While he has no problem with the individuals who were appointed to serve on that board, he did not approve of the process by which some of their applications were submitted on the same day of the Commission meeting and then they were subsequently appointed. Commissioner Hogsed believes this continued action will have a negative impact on some citizens who wish to serve, one of whom has already pulled his application for future consideration.

Chairman Hawkins stated that the goal for the County is to appoint the best people to serve on the County's boards and committees. He disagreed with Commissioner Hogsed's comments and said he does not see a problem with the way the appointments to that board occurred. These particular appointments were made for the purposes of building a team with different skill sets and one that complements each other. It is his thoughts that each Commissioner's concerns will be addressed while a new process is sought for handling boards and committees.

**Chairman Hawkins made a motion to enter into closed session 1. per NCGS 143-318.11 (a) (3) to consult with any attorney and (4) to discuss matters relating to the expansion of an industry, and 2. per NCGS 143-318.11 (a) (6) to discuss the annual performance of the County Manager, after a 5 minute recess. The motion was seconded by Commissioner Chapman and unanimously carried.**

### CLOSED SESSION

Per NCGS 143-318.11 (a) (3) to consult with an attorney and (4) to discuss matters relating to the expansion of an industry, closed session was entered into at 9:35 p.m. Present were Chairman Hawkins, Commissioners Chapman, Chappell, Hogsed and Lemel, County Manager Artie Wilson, Planning and

Economic Development Director Mark Burrows, County Attorney Tony Dalton, and Clerk to the Board Trisha Hogan.

Commissioners consulted with the County Attorney and received an update from staff on a potential economic development project. Commissioners instructed staff on how to proceed.

Per NCGS 143-318.11 (a) (6) to discuss the annual performance of the County Manager. Present were Chairman Hawkins, Commissioners Chapman, Chappell, Hogsed and Lemel, and County Manager Artie Wilson.

Commissioners met and discussed the annual performance of the County Manager.

**Chairman Hawkins moved to leave closed session, seconded by Commissioner Chapman and unanimously carried.**

#### OPEN SESSION

**Chairman Hawkins moved to seal the minutes of the first closed session until such time that opening the minutes would not frustrate the purpose of the closed session. The motion was seconded by Commissioner Chapman and unanimously approved.**

#### ADJOURNMENT

There being no further business to come before the Board, **Commissioner Chappell moved to adjourn the meeting, seconded by Commissioner Lemel and unanimously carried.**

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Mike Hawkins, Chair  
Transylvania County Board of Commissioners

ATTEST:

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Trisha M. Hogan, Clerk to the Board