

MINUTES
TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS
June 13, 2017 – REGULAR MEETING

The Board of Commissioners of Transylvania County met in regular session on Tuesday, June 13, 2017 at 9:00 a.m. in Commissioners Chambers at the County Administration Building, located at 101 S. Broad Street, Brevard, NC.

Commissioners present were Chairman Larry Chapman, Jason Chappell, Mike Hawkins, and Vice-Chairwoman Page Lemel. Commissioner Kelvin Phillips was absent due to illness. Also present were County Manager Jaime Laughter, County Attorney Misti Bass and Clerk to the Board Trisha Hogan.

Media: *The Transylvania Times* – Derek McKissock

There were approximately 35 people in the audience.

CALL TO ORDER

Chairman Larry Chapman presiding declared a quorum was present and called the meeting to order at 9:02 a.m.

WELCOME

Chairman Chapman welcomed everyone to the meeting and thanked the members of the public for participating in their local government. He introduced Commissioners and staff in attendance.

PUBLIC HEARING

FY 2017-2018 BUDGET

The recommended FY 2018 Budget was presented to the Board on May 9. The County is required by law to hold a public hearing prior to adopting its budget.

Chairman Chapman declared the public hearing open at 9:03 a.m.

The Manager presented a summary of the budget, including fire tax rates and Home and Community Care Block Grant funding breakdowns. Commissioners intend to vote on the budget at their June 26 regular meeting.

Changes made to the budget from presentation to workshop were:

- Minor corrections based on new information
- Modified block grant funds as updated figures were received by staff
- Modified full time investigator in the Sheriff's Office to reflect as newly funded grant position; County match dollars included with new vehicle purchase
- County Attorney received clarification during budget process that each nonprofit that is recommended to receive funding will require a contract with the County detailing public service that is being provided on the County's behalf; this is a modification staff will need to make moving forward
- Budget workshop focused on budgets and tax rates for fire departments and consensus was given on staffs' recommendations

A summary of the FY 2018 Budget is as follows:

- Balanced budget of \$51,243,973, reflecting a 5.9% increase
 - \$1 million Golden Leaf Grant (Fund Balance projection shows \$3 million going out for this project and staff estimates partial offset at end of next fiscal year if no risk factors realized)
 - Fund Balance reserve funds for purchase of voting equipment will show a decrease
 - Increases for capital expenditures to move forward on deferred maintenance
- Recommended budget includes prior tax increase for capital needs
- Recommended continued policy development
 - Capital prioritization funding strategies, next steps
 - Work with Board of Education on referendum
- Recommended funding for School System
 - Capital Outlay: \$1.8 million
 - Current Expense:\$11.8 million
 - Current Expense reflects 5.4% increase in per student funding for a total increase of 3.6%
- Fund Balance
 - Projected Fund Balance at the end of FY 18 is expected to decrease
 - Decrease of almost \$4 million projected at budget, but potential small offset of surplus at the end of the year depending on risk factors experienced in FY 18; Ecusta Road Economic Development Project is primary factor
 - Purchase planned from designated fund balance for Elections equipment
 - Projected % next year is 20.4% of remaining Fund Balance vs expenditures
 - Staff may recommend designating additional funds during FY 18 to prepare for capital needs list items while balancing % necessary to maintain bond rating
- Revenue Projections
 - Breakdown remains relatively unchanged
 - Majority of revenues come from ad valorem taxes and sales taxes
- Expenditures
 - Capital improvements reflect significant change in budget from previous year with the major project being the Ecusta Road Project

This is a breakdown of the General Fund and Other Funds:

General Fund	\$ 51,243,973
Other Funds:	
Law Officers' Separation Fund	\$ 302,613
Retiree Health Fund	\$ 453,521
457 Contribution Fund	\$ 235,500
Self-Insurance	\$ 4,384,133
Fire Districts	\$ 3,385,930
Solid Waste	\$ 2,055,549
Emergency Telephone System	\$ 411,817
Total Other Funds	\$ 11,229,063
Less Inter-Fund Transfers	\$ 4,868,248
Total All	\$ 57,604,788

Inter-Fund Transfers	
Law Retirement Fund	\$ 302,613
Solid Waste Fund	\$ 197,314
Retiree Health Fund	\$ 425,821
457 Contribution Fund	\$ 235,500
Self Insurance	\$ 3,707,000
Total Inter-Fund Transfers	\$ 4,868,248

This is a breakdown of the Home and Community Care Block Grant Funding proposed for FY 18:

HOME COMMUNITY CARE BLOCK GRANT BUDGETED FUNDING FISCAL YEAR 2017 - 2018		
<u>Provider</u>	<u>Service</u>	<u>Amount</u>
CarePartners Adult Day Services	Day Health	\$ 39,375.00
	Day Care	\$ 24,994.00
CarePartners Home Care	Level 1 In-home Aide	\$ 24,208.00
	Level 2 In-home Aide	\$ 65,928.00
Western Carolina Community Action	Congregate Meals	\$ 80,695.00
	Mobile Meals	\$ 21,160.00
Transylvania County Transportation	General Transportation	\$ 12,752.00
	MED-Drive	\$ 1,968.00
Land of Sky Regional Council	Senior Companion Program	\$ 17,272.00
Pisgah Legal	Legal Services	\$ 5,768.00
	TOTAL	\$ 294,120.00

The following are the proposed fire district tax rates for FY 18:

Rosman Fire Department	0.1159
Little River Fire Department	0.0911
Connestee Fire Department	0.0767
Cedar Mountain Fire Department	0.1378
Lake Toxaway Fire Department	0.0479
North Transylvania Fire Department	0.1279
Balsam Grove Fire Department	0.1098
Sylvan Valley 2	0.0550

There is a change with the response district for Sylvan Valley 2 to allow for this district to be covered by the City of Brevard, Little River and North Transylvania departments.

This concluded the Manager's presentation.

There were no comments from the public.

Chairman Chapman declared the public hearing closed at 9:08 a.m.

PUBLIC COMMENT

David Nicholson: Mr. Nicholson is an Outreach Associate for the NC Association of County Commissioners (NCACC). He expressed appreciation for the Board of Commissioners' support of the NCACC and thanked Commissioners for hosting a district meeting a couple of months ago. Mr. Nicholson reported that each year the new NCACC president tackles a different initiative. This year's president is Davidson County Commissioner Fred McClure and his initiative is to address opioid addiction, which is a personal issue for him. Every county is being encouraged to participate in a county leadership forum. Realizing that every community is different in terms of issues and resources, the NCACC has helped by creating a booklet to use as a template for organizing a county leadership forum. Inside each packet is a table of contents, a letter from President McClure, a description of the project, a draft letter the Board could use to invite officials to an initial meeting, the contact information for local elected officials in our community, a sample meeting agenda, name tag templates, and various other resources to help the County facilitate the project. In addition, the packet includes statistics on each county. Mr. Nicholson reported that in 2015 Transylvania County had four opioid related deaths from prescription drugs; this figure does not account for any overdoses from street/illegal use of opioids. The statistics also indicate that every man, woman and child in Transylvania County was issued one prescription for opiate medicine, which equates to almost 78 pills per individual. Mr. Nicholson encouraged the Board to participate in this initiative and he promised to support them in their effort if they choose to do so.

Commissioner Lemel stated that Transylvania County is fortunate to have a very active CARE Coalition. They are currently working with the teenage population through an exceptional grant they received. She asked if the NCACC is working with the CARE Coalition in other counties or if Transylvania County was unique in having an organization that is already addressing this issue. Mr. Nicholson stated there are

counties already addressing opioid addiction, but many are not. He suggested handing these materials off to the CARE Coalition as a way of possibly broadening the scope of their work and inviting other community leaders to become involved. Otherwise, the County should continue to encourage their work in the community to address opioid addiction.

AGENDA MODIFICATIONS

There were no agenda modifications.

Commissioner Lemel moved to approve the agenda, seconded by Commissioner Chappell and unanimously approved.

CONSENT AGENDA

Commissioner Lemel moved to approve the Consent Agenda. The motion was seconded by Commissioner Chappell. The Manager made Commissioners aware of a modification to the item “North Carolina Department of Transportation 2017 Comprehensive Bicycle Planning Grant”. The draft agreement included in the Board’s agenda packet indicated that the County will issue a check to the State upon approval of the agreement. The modification should be made on page three of the agreement to indicate that the check will be issued July 1.

Commissioner Lemel moved to approve the modification to the item “North Carolina Department of Transportation 2017 Comprehensive Bicycle Planning Grant” that payment will be issued on or after July 1, seconded by Commissioner Chappell and unanimously approved.

Commissioner Hawkins had several issues with the item “Contract with Community Focus Foundation Referencing WNC Military History Museum”. He commented that the contract is very different from its original form being that the Community Focus Foundation is now a third party to the contract. The Manager explained that the WNC Military History Museum has filed incorporation documents, but they have yet to receive nonprofit status. They are operating under the Community Focus Foundation’s umbrella which serves as the fiscal agent for the museum. The museum will be responsible for the operations.

Commissioner Hawkins had several questions about the contract and suggested changes, to include the following:

- The address is listed as 21 E. Main St. in the contract, but the tax records indicate the address as 7 E. Main St. This needs to be clarified.
- The contract indicates the Foundation will maintain all books, ledgers, journals, etc. Why is this required? The Manager stated that the County requires them to maintain their ledgers in order to justify that public funds are being utilized correctly. Documentation of such provides verification. This will be required of all nonprofits receiving funding from the County.
- The insurance clause should be more specific in terms of what the County expects.
- It is not the role of the County to provide a museum, but if this statement must remain in the contract, then the County should identify what the objectives should be, not the museum.
- Utilities should be better defined. The contract should be more specific in terms of what it is providing to the tenants.
- When is the payment due? Who is the payment going to? What happens when the payment is late?

As currently written, Commissioner Hawkins intends to vote against the contract, thus the entire Consent Agenda.

Commissioner Chappell moved to amend the motion to remove the item “Contract with Community Focus Foundation Referencing WNC Military History Museum” from the Consent Agenda and for staff to address the concerns presented and bring back for approval at the next meeting on June 26, seconded by Commissioner Lemel and approved by a vote of 3 to 1, with Chairman Chapman voting against. The main motion to approve the Consent Agenda was approved.

The following items were approved:

MINUTES

The Board of Commissioners met in regular session on Tuesday, May 9 to conduct routine business and receive the Manager’s Recommended Budget for FY 2018. Commissioners approved the minutes as submitted.

APPLICATIONS FOR PERMITS TO CONDUCT FIREWORKS DISPLAYS

The 2010 Pyrotechnics Act requires the Board of Commissioners to approve all permits to conduct aerial fireworks displays in their respective county. Fire Marshal Gerald Grose has received permit applications for aerial fireworks displays on July 4 from the following:

1. Burlingame Country Club
2. Camp Carolina
3. Camp High Rocks for Boys
4. Camp Illahee
5. Heart of Brevard
6. Lake Toxaway Country Club
7. Rockbrook Camp for Girls
8. Jacqueline Rogow

Mr. Grose has reviewed the applications and reports that all is in order for each applicant to conduct their respective fireworks display. Commissioners approved the permit applications for the applicants listed above.

RESOLUTION ALLOWING RETIRING OFFICER TO PURCHASE SERVICE HANDGUN – DAVID GALLOWAY

David Galloway retired effective January 2017. NCGS 20-187.2 allows the governing board to award to a retiring member the service gun of the retiring member. Sheriff Mahoney requested Commissioners approve a resolution allowing for Officer David Galloway to purchase his service handgun for the price of \$1.00. Sheriff Mahoney thanked Officer Galloway for his many years of dedicated service. On behalf of the Board of Commissioners, Chairman Chapman thanked him for this service to the community. Commissioners approved Resolution 18-2017 Allowing Retiring Officer to Purchase His Service Handgun which is hereby incorporated by reference and made a part of these minutes.

RESOLUTION ALLOWING RETIRING OFFICER TO PURCHASE SERVICE HANDGUN – KEITH MOREHOUSE

Keith Morehouse retired effective May 2017. NCGS 20-187.2 allows the governing board to award to a retiring member the service gun of the retiring member. Sheriff Mahoney requested Commissioners approve a resolution allowing for Officer Keith Morehouse to purchase his service handgun for the price of \$1.00. Sheriff Mahoney thanked Officer Morehouse for his many years of dedicated service. On

behalf of the Board of Commissioners, Chairman Chapman thanked him for his service to the community. Commissioners approved Resolution 19-2017 Allowing Retiring Officer to Purchase His Service Handgun which is hereby incorporated by reference and made a part of these minutes.

PROCLAMATION – ARTS AND CULTURE CELEBRATION

For the past few years, the Transylvania Community Arts Council has requested that both the City of Brevard and Transylvania County proclaim the last several days of June leading up to July 4 as Arts and Culture Celebration week. A series of events and activities will occur during this time. TCARTs Executive Director Tammy Hopkins provided handouts listing the events and activities scheduled for that week. Commissioners approved Proclamation 17-2017 Arts and Culture Celebration June 23-July 4, 2017 which is hereby incorporated by reference and made a part of these minutes.

DESIGNATION OF JULY AS PARK AND RECREATION MONTH

This July the National Parks and Recreation Association is celebrating 32 years of Park and Recreation Month and the enduring importance of parks and recreation for the world. From the start, parks were created to serve the people - to give them a place to appreciate nature, exercise, socialize and have fun. This mission lives on and will continue to intensify into the future. The Transylvania County Parks and Recreation Department is challenging everyone to “Get Your Play On”. They are inviting everyone to post pictures on the department’s Facebook page of their family, friends, 4-legged friends, etc. “getting their play on” in County parks. At the end of July the department will choose their favorite picture and award that person with a \$100 credit toward any of their programs over the next year. Commissioners approved Proclamation 20-2017 Designation of July as Park and Recreation Month which is hereby incorporated by reference and made a part of these minutes. Commissioners approved the departmental challenge as well.

RESOLUTION IN SUPPORT OF STUDY COMMISSION TO EVALUATE SOCIAL SERVICES ADMINISTRATION

SB594/HB608, the Family/Child Protection and Accountability Act would eliminate current county departments of social services and replace them with regional authorities. Part I of the bills would mandate the regionalization of the 100 county departments of social services into no more than 30 regional authorities.

The proposed legislation does not address how the regional offices will be funded. North Carolina is currently the second lowest contributor of state dollars to the nine county-administered, child welfare systems across the United States. North Carolina spent \$561million on child welfare services in FY 2014, a 9% increase from FY 2012. However, 45% of this increase has been borne by the counties. Without a clearer understanding of the funding source, the concern is this cost will become yet another unfunded mandate shifted to counties. Or, worse, the few existing federal and state dollars will be diverted from supporting direct services for vulnerable children and families and redirected toward this additional layer of administration. The proposed legislation, in fact, provides authority to the State to require counties to cover any cost the State deems necessary. This equates to a potentially open-ended financial liability for which counties will be unable to project or plan.

Commissioners supported the Social Services Board's resolution regarding amendments to Part 1 of the House Bill 608/Senate Bill 594 Family/Child Protection and Accountability Act and instructed the Clerk to forward copies to the Governor’s Office and our State representatives. The resolution supports amendments to Part 1 of House Bill 608/Senate Bill 594 which would call for a study commission to thoroughly evaluate all possible models prior to a decision being made regarding any mode of forced regionalization.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION 2017 COMPREHENSIVE BICYCLE PLANNING GRANT

On October 24, 2016, the Board of Commissioners authorized staff to submit a Bicycle Planning Grant to the North Carolina Department of Transportation (NCDOT) for the purposes of developing a comprehensive bicycle planning study to benefit Transylvania County. A local bicycle plan will identify roads that are currently appropriate bicycle routes and help guide future NCDOT road improvements along identified routes. A comprehensive bicycle plan would identify connections between the Town of Rosman and the City of Brevard while also connecting the County's assets to regional audiences. Planning and implementing greater bicycle infrastructure will also support improved citizen health by increasing the opportunities for physical activity.

The total estimated project cost is \$50,000. The local match is \$15,000 or 30%. Blue Ridge Bicycle Club has agreed to support the local match with \$5,000 and the balance of the \$10,000 to be funded by Transylvania County, as approved by the County Commissioners in October. Commissioners authorized the Chairman to sign the grant agreement and fund the \$10,000 local match out of the FY 18 Budget.

PRESENTATIONS/RECOGNITIONS

TRANSYLVANIA COUNTY LIBRARY STRATEGIC PLAN 2017-2022

Prior to the presentation, the Manager pointed out how wonderful it is as a rural county to have a library such as ours. The Transylvania County Library has the 3rd highest per capita circulation and the highest electronic circulation in North Carolina. This is a testament to the leadership of Director Anna Yount. The Manager expressed how proud she was of Ms. Yount and her staff for all they do to support local government.

Ms. Yount expressed that she was very proud of the Library's Strategic Plan and excited about sharing it with the community. In 2015, the State Library of North Carolina sent a copy of *Rising to the Challenge: Re-envisioning Public Libraries* to every public library in the State. It described a way of aligning the work of public libraries with community goals in a forward-thinking way and with the potential of having an enormous impact on citizens. Ms. Yount stated that libraries are much more than book warehouses; they are trusted community resources and far more versatile than many people realize. Ms. Yount and her staff began leaning toward the work of the Aspen Institute as the County was beginning to develop its strategic plan.

As a result, the Transylvania County Library applied for and was awarded a 2016-2017 LSTA Planning Grant from the State Library of North Carolina to develop a new strategic plan using the Aspen Report and its accompanying *Action Guide* as their compass. The Library was able to use the grant funds to engage Ms. Maureen Sullivan to guide them in their work. Ms. Sullivan is a national library leader and facilitator and served on the original Aspen Institute Dialog working group that developed the report. Early in the process, Ms. Yount learned that Transylvania County was among the first, if not the first, library to use the Aspen Report as a guide for strategic planning. Ms. Yount also reported that the Aspen Institute has invited her and the Manager to present a webinar with them for the International City-County Managers Association on July 12.

As mentioned, the Aspen Report is about aligning library goals with community goals and Ms. Yount believes Commissioners will see that very clearly in their strategic plan. Each of the Library's goals is directly tied to one or more goals from the County's Strategic Plan. The activities that they engage in to meet those goals will form their annual work plan and future budget requests.

Ms. Yount reminded Commissioners that Transylvania County has the best public library staff in the State of North Carolina. Seven of the staff served on the steering committee for this project and she

introduced those in attendance. The staff did great work and Ms. Yount expressed her appreciation to them. She also thanked Library Board members for their incredible support.

Ms. Yount stressed that the Library was extremely fortunate to have Ms. Sullivan's expertise on this project. Ms. Sullivan has quite a pedigree: past president of the American Library Association, past president of the American Association of College and Research Libraries, and past president of the Library Leadership and Management Association. She is one of the most widely respected library leaders in the nation. To give everyone an idea of the breadth of her work over the past year, Ms. Yount reported that Ms. Sullivan has been working with the Folger-Shakespeare Library, the Harvard Medical School Library, the Georgetown Law School, and the Transylvania County Library.

Ms. Yount and Ms. Sullivan gave an overview of the Library's Strategic Plan via PowerPoint presentation. This is a summary of the presentation:

Word Cloud

One of the early activities was for staff to think of 10 words that they wanted reflected in the plan. The more times a word was mentioned, the bigger the word became in the word cloud illustration. Some of the most common words were: community, connect, cultivate, empower, vibrant, and knowledge.

Our Mission

We connect, empower, and cultivate a vibrant Transylvania County.

In addition to working through the *Action Guide*, the steering committee held several public dialog sessions around the County. The input they received eventually culminated into their goals. Incorporated into the presentation this evening were several quotes that came from "letters to my library". The public was asked to write a letter describing what they did and did not like about the Library and what the Library needed to do better. Ms. Yount said the messages were truly heartwarming.

Our Vision

We aspire to be:

- A vital, trusted source for discovery, inspiration, and innovation
- At the heart of a community that celebrates learning, creativity, and curiosity
- Engaged in every corner of our community
- The place the community can't live without

Commissioner Hawkins commented that he loved the vision statement, particularly the word aspire. He believes the Library is already doing these things. Ms. Yount responded that she hopes they are, but the Library will always seek ways to improve. She noted that the public pointed out some areas in which they need to improve and they will address those areas with their goals. Ms. Sullivan added that since her first site visit she realized the Library's strengths and that the work they would be doing would be building upon those strengths. She noted that many libraries are not in this position. Transylvania County is privileged to have a resource like this.

Goals

- Goal 1 – Welcome; create friendly spaces and experiences
 - Re-envision space for our dynamic and diverse community
 - Create a flexible and open atmosphere
 - Eliminate barriers to access (this does not necessarily mean physical barriers; it may mean that their policies need a fresh examination to make sure that they do not create an unintended barrier)

- Goal 2 – Reach everyone; extend library programs and services to all of Transylvania County
 - Deliver a rich array of library programs for all ages at a variety of locations
 - Explore opportunities for satellite combination facilities
 - Create community partnerships and programs that contribute to a strong 21st century workforce for Transylvania County
 - Develop a more robust digital library landscape
 - Enrich and refocus Bookmobile services to create a more powerful outreach tool

Ms. Yount reported that the community input revealed that outreach was not the Library's strong suit. They intend to use the Bookmobile as a better resource. In addition, citizens in Rosman have expressed the desire for a satellite branch.

- Goal 3 – Connect; engage Transylvanians of all ages with each other in meaningful ways
 - Provide meaningful, enriching intergenerational programs and activities
 - Develop meaningful, enriching multigenerational volunteer opportunities
 - Actively engage our diverse community around key issues
 - Forge a robust partnership with Transylvania County Schools

Ms. Yount stated that this particular input from the public dialog sessions was the most unexpected. They heard from every group their desire for intergenerational programs, events and volunteer opportunities, and a longing for all demographics to connect with one other. The public also expressed that they want their library to be a safe and neutral place where they can learn about and discuss key issues in the community.

- Goal 4 – Read to succeed; ensure that every child is ready to read and succeed
 - Cultivate a continuum of educational support that begins at birth
 - Empower families, caregivers, and educators to help all children succeed
 - Deliver early learning activities and resources beyond the library's walls

The public stressed the importance of early literacy and their desire for every child in this County to be able to read and enter kindergarten ready to learn. The Library has staff serving on the Early Childhood Initiative which enables them to do a better job partnering with all of those groups participating in the initiative in an effort to move the needle for early learners in our community.

Commissioner Lemel recognized the substantial contributions that they have made to the Early Childhood Initiative and the programs they have brought forward.

Goal 5 – Get the word out; promote the Library and all that it offers

- Raise community awareness about Library events, resources, and services
- Expand the Library's publicity network through partnerships
- Be the community's information hub

Many citizens did not know what a resource the Library can be for them. The Library intends to better communicate their services to the public.

There were lots of slides about their process that Ms. Yount did not review in depth. She next showed a demonstration of the new website that is associated with their strategic plan. It is intended to serve as a mechanism to allow the community to see the Library's progress and hold them accountable. The website is not yet active, but will be soon and it will be accessible through the Library's main site. This concluded the Library's presentation.

Commissioner Lemel congratulated the Library Director and staff on their work. Ms. Yount expressed appreciation to the Board of Commissioners for their support. She said we all are fortunate to live in a community that values its public library. It was also heartening to hear the public express how much they love the Library, even while offering constructive criticism. They will continue to listen to the citizens even though the public dialogue sessions for this process have concluded.

Chairman Chapman agreed the Library should work on its outreach efforts, the most visible being the Bookmobile. He inquired about its current usage statistics. Ms. Yount said the usage is significant, but she did not have the figures with her to report. She noted there were years when the Bookmobile circulation increased and the main Library circulation did not. The Library already changed the time for the Bookmobile's stop at Quebec based on public input. They also intend for the Bookmobile to provide more robust services and make it more appealing for all age groups.

Commissioner Lemel commented that many people are not aware of all the services the Library offers. She informed a citizen recently that she could check out digital copies of books online, a service she was unaware of but very much desired because she could not always travel into town. Ms. Yount said one of their first activities was suggested by the Manager. The Manager suggested they develop a rack card with a listing of all the Library's electronic resources. The Library is able to mold their services and resources based on citizen feedback like this.

Commissioner Chappell appreciated the Library's emphasis on the Bookmobile because it serves as an outreach for so many that cannot travel to Brevard. There remain many people that do not have electronic access and he appreciated the Library not forgetting about those citizens. Ms. Yount agreed this is a great opportunity to them to refocus on the Bookmobile and make it a more powerful tool for all citizens.

Commissioner Lemel moved that the Board of Commissioned accept the Strategic Plan for the Library. The motion was seconded by Commissioner Chappell. Ms. Sullivan shared that the State of North Carolina recognizes the importance of the Transylvania County Library. The State Librarian was part of this process and supported it throughout. Ms. Sullivan pointed out the State Librarian is a national leader among her colleagues so she will share the story of this process with them. Ms. Sullivan will share it as well. The entire process has been an effort to ensure the Library becomes a more effective and greater resource for the County. She closed by saying it was her pleasure to participate in this opportunity and that anyone living in Transylvania County is privileged to have such a great resource as the Library which is a testament to the leadership of Director Anna Yount. Ms. Yount announced she will be making a presentation about their work to the Association of Rural and Small Libraries in September. Commissioners thanked Ms. Yount and Ms. Sullivan for their presentation and their work. The audience applauded. **The motion was approved unanimously.**

APPOINTMENTS

BLUE RIDGE COMMUNITY COLLEGE BOARD OF TRUSTEES

Josh Hallingse's term on the Blue Ridge Community College Board of Trustees expires June 30, 2017. He is eligible and willing to serve another term. It is the recommendation of Board of Trustees Chairman John McCormick to reappoint Mr. Hallingse to serve a full four-year term. There is one other application on file.

Commissioner Lemel moved to reappoint Josh Hallingse to a full four-year term on the Blue Ridge Community College Board of Trustees. The motion was seconded by Commissioner Hawkins. Commissioner Chappell acknowledged he is an employee of Blue Ridge Community College, but his vote for a Board of Trustees member is not a conflict of interest. **The motion was approved unanimously.**

BOARD OF EQUALIZATION AND REVIEW

An applicant was recently appointed to the Board of Equalization and Review, but was unable to attend meetings due to a scheduling conflict. Due to that reason, the applicant resigned. There was one other application on file at the time. This applicant, Fred Markert remains interested in serving on this board and he is qualified.

The Clerk received another application through a recent advertisement and then on May 31 she received a resignation letter from Gus Constantine. His resignation resulted in there being two vacancies on the Board of Equalization and Review. Tax Administrator Jessica McCall contacted the new applicant and it turns out that due to her work schedule serving on the Board of Equalization and Review will not be possible for her at this time. The Clerk, along with Tax Administrator Jessica McCall, will continue to recruit for the other vacancy.

Commissioner Lemel moved to appoint Fred Markert to fill one of the vacancies on the Board of Equalization and Review, seconded by Commissioner Chappell and unanimously approved.

BREVARD PLANNING AND ZONING BOARD

Transylvania County appoints three members to the City of Brevard's Planning and Zoning Board. The members must reside in the ETJ. There is currently one vacancy. The Clerk advertised and received one application. The City Planning Department confirmed that the applicant resides in the ETJ.

Commissioner Lemel moved to appoint Donna Ross to fill the vacancy on the Brevard Planning and Zoning Board, seconded by Commissioner Chappell and unanimously approved.

COUNTY COUNCIL ON AGING

There are currently three vacancies on the County Council on Aging: two senior citizen positions and one minority/low income position. The Clerk advertised and received one application to fill one of the senior citizen positions. This appointment is recommended by COA Chair Sylvia Petit.

Commissioner Lemel moved to appoint Cathy Lasater to fill one of the senior citizen vacancies on the County Council on Aging, seconded by Commissioner Chappell and unanimously approved.

LIBRARY BOARD OF TRUSTEES

The terms of Elizabeth "Betsy" Jordan and Marshall McCallie expire at the end of June. Ms. Jordan has served two full terms and is not eligible for reappointment. Mr. McCallie is eligible for reappointment and has expressed a desire to serve another term. The Clerk received one application to fill the upcoming vacancy. Library Director Anna Yount's recommendation was included in the Board's agenda packet.

Commissioner Lemel moved to reappoint Marshall McCallie to a second term on the Library Board of Trustees and to appoint Andy VonCanon to replace Betsy Jordan at the end of her term on the Library Board of Trustees, seconded by Commissioner Hawkins and unanimously approved.

PARKS AND RECREATION COMMISSION

The terms of Danny Hein, James Cody Owen, and Kevin Smith expire at the end of June. They are all eligible and willing to serve another term and it is the recommendation of Parks and Recreation Director Carleen Dixon for them to be reappointed.

There are also three vacancies due to recent resignations. The Clerk advertised and received more applications in addition to the applications on file.

Commissioner Lemel moved to reappoint Danny Hein, James Cody Owen and Kevin Smith to the Parks and Recreation Commission, seconded by Commissioner Chappell and unanimously approved.

Commissioner Lemel nominated and moved to appoint Heather Layton to the Parks and Recreation Commission. The motion was seconded by Commissioner Hawkins. Commissioner Lemel pointed out that Ms. Layton has been the president of the PTA at Brevard Elementary and was also instrumental in fundraising efforts at Silvermont. She thinks Ms. Layton will be a great asset to this commission. **The motion passed unanimously.**

Commissioner Lemel nominated and moved to appoint Robert Hurring. The motion was seconded by Commissioner Chappell. Commissioner Lemel pointed out Mr. Hurring is president of the Friends of Silvermont and has been involved with the Lake Toxaway Community Club. **The motion passed unanimously.**

Commissioner Chappell nominated and moved to appoint John Whitmore, seconded by Commissioner Lemel and unanimously approved.

Commissioner Chappell expressed appreciation to all those that take the time to complete and submit an application to our many citizen advisory councils. Volunteer members do very important work for the County. Chairman Chapman agreed and encouraged citizen participation.

REGIONAL COUNCIL ON AGING

Kathe Harris' term on the Regional Council on Aging expires at the end of June. She is eligible and willing to serve another term.

There are also two vacancies. LeeAnne Tucker with Land of Sky is actively recruiting for the Senior Tar Heel Delegate. The other vacancy is for a member-at-large position. The Clerk advertised and received one application. The application was forwarded to Ms. Tucker and she welcomes the new appointment.

Commissioner Lemel moved to reappoint Kathe Harris to another term on the Regional Council on Aging and to appoint Dr. Carol MacKusick to fill the vacancy, seconded by Commissioner Chappell and unanimously approved.

OLD BUSINESS

PARKS AND RECREATION MASTER PLAN

The Parks and Recreation Master Plan was presented to the Board of Commissioners and Brevard City Council during a joint meeting in September 2016. It includes recommendations and implementation that suggest consolidation of City and County parks and recreation services. County Commissioners directed County staff to approach the City with opportunities to consolidate and to reconvene the Task Force to consider options. The Task Force recommended consolidation under a Parks and Recreation Joint Authority; however, City Council expressed they were not interested in the consolidation option at this time and suggested the City and County work on projects jointly under the Parks and Recreation scope.

The approval of the Parks and Recreation Master Plan is needed in order to qualify for grants which necessitate moving forward with adoption even if the components around consolidation are removed. Parks and Recreation Director Carleen Dixon recommended Commissioners consider adopting the Parks and Recreation Master Plan as follows: Chapters 1-4, Chapter 5, Implementation, in part, to include 5.1-5.4. Sections 5.5 and 5.6 address the recommended vision for operations and staffing as well as finances that are specifically geared around a joint authority model.

5.1-5.4 of the Implementation Chapter would include:

- 5.1: Mission and Vision
- 5.2: Recommended Vision for Park Land and Trails (Goals and Strategies included in the chapter)
- 5.3: Recommended Vision for Facilities (Goals and Strategies included in the chapter)
- 5.4: Recommended Vision for Programming (Goals and Strategies included in the chapter)

It has been previously recommended by the Task Force that Commissioners consider the Master Plan for approval. Staff recommends modified adoption based on a reluctance to explore the Plan's strong orientation towards consolidation. Commissioners may opt to exclude sections of the Implementation Chapter or accept them as a recommendation only.

Commissioner Lemel moved that the Board of Commissioners adopt Chapters 1-4 and Sections 5.1 through 5.4 of Chapter 5 of the Parks and Recreation Master Plan. The motion was seconded by Commissioner Lemel. Commissioner Lemel commented that adoption of the Plan, even without the consolidation, affords the County many opportunities for parks and recreation services. Although there are wonderful public lands located throughout the County, the programming offered by the Parks and Recreation department is essential for healthy living and cultivating relationships with children. She said she hopes the City will reengage with the County and that we all might work together to achieve the goals listed in the Plan. Commissioner Hawkins noted that one of the items on the agenda this evening indirectly ties to recreation, that being the City's Tannery Park Project. Commissioner Hawkins inquired about next steps. Does the Board discuss priorities so they can become part of the work plan for the coming year? The Manager suggested starting with the work plans and identifying how they want to move forward. She noted some of the work has already been included in the budget: recommendations from ADA evaluation, blue-way, and potential joint projects with the City (to be identified). Commissioner Hawkins noted there are a number of properties for which there is no master plan and wondered if this should be explored further. The Manager responded that staff can move forward with identifying and prioritizing parks and noted there is funding available for that. There is also funding in reserve that could help tackle components like the fee schedule issue. Commissioner Chappell inquired if a partial adoption of the Plan is enough to satisfy most of the requirements for grant opportunities that are available. The Manager replied yes. Commissioner Lemel stated that this document reminded her of the tremendous opportunities in front of us as a small community. Because there is a shortage of community and neighborhood parks, the Master Plan suggested utilizing community centers as areas of activity and programming, as well as partnering with the School System to turn each school playground into a neighborhood or community park. With limited resources and the struggle of finding funding across the board, this could be a great opportunity to make efficient and effective use of our resources through collaboration. Chairman Chapman commented that the Plan makes great recommendations, but they come at a price tag of \$38 million to complete everything. It is paramount that the Board involves the community to establish the priorities and to continue discussions and collaborative efforts with our local government partners. He thanked staff and all those who worked on this Plan in an effort to make improvements to parks and recreation services for all age groups in the community. **The motion was approved unanimously.**

OFFER TO PURCHASE OLD ANIMAL SHELTER PROPERTY ON ROSS ROAD

The Manager reported that in February adjacent property owners Charles and Kelli McKinney submitted an offer to purchase the old animal shelter property on Ross Road in the amount of \$10,000. The current tax valuation for the 1.53 acre lot is \$45,000.

Commissioners instructed staff to evaluate if there were any County needs for the property. The Parks and Recreation Commission suggested exploration of a dog park facility at the site with support from Parks and Recreation and Animal Services staffs. The Manager consulted an engineering firm to examine

feasibility. Design expense to refine the cost of earthwork and to evaluate feasibility of a new septic site (current location not sufficient) would be approximately \$5,000. Given the location of the old septic area and a blue line stream running through the property, it is the Manager's opinion that it is unlikely the property could be fully utilized for a dog park and required amenities (parking, restrooms, etc.). The septic area would need to be relocated and the grading required to make the property usable would make a new well and septic challenging between grading work and the location of the stream. There is also concern from Administration that the remote location away from other facilities would make it challenging to maintain. No other County uses were identified.

State law requires that real property disposal go through an upset bid process. The Manager offered three options for the Board's consideration:

- Option 1: Authorize staff to engage a civil engineering firm to further examine the property feasibility at a cost of \$5,000
- Option 2: Accept the McKinney offer and adopt the draft resolution (draft resolution included in Commissioners' agenda packet) to begin the upset bid process
- Option 3: Reject the McKinney offer

Commissioner Lemel moved to accept the McKinney offer and adopt the draft resolution to begin the upset bid process. The motion was seconded by Commissioner Chappell. Commissioner Hawkins thanked staff for their work on this. Chairman Chapman said there is a need for a dog park and he thanked staff for reviewing all possibilities. **The motion was approved unanimously.**

The Manager noted that the Clerk will begin the upset bid process as outlined in the resolution.

(Resolution 21-2017 Authorizing Intent to Sell is here by incorporated by reference and made a part of these minutes.)

NEW BUSINESS

PROPOSALS TO DISPOSE OF UNSOLD PROPERTIES

County Tax Office staff received interest on two parcels that are currently owned by the County due to foreclosure that were not sold during the foreclosure process. The lots are located on Duckworth Avenue and North Lane. While there is not an offer in hand, Administration forwarded the information on the two properties to County departments to gauge whether there was interest in the properties for County purposes. There is interest from the City of Brevard in the parcel located on Duckworth Avenue to be used for a public purpose in conjunction with the Tannery Park development. No internal interest was identified for the property on North Lane.

Habitat for Humanity has expressed interest in County properties such as these in order to identify opportunities for housing projects. The Manager noted that the North Carolina Constitution and general statutes constrain the County's ability to donate property, but this organization would be eligible to participate in the upset bid process.

Should Commissioners determine there is no County use for the two properties, they may elect to take several courses of action following a declaration that they are surplus properties. The County may choose to sell property at public auction, by sealed bid or by negotiated offer and upset bid processes.

Staff recommended that Commissioners direct staff to further engage the City of Brevard regarding their interest in the Duckworth Avenue property and to reflect willingness to accept offers on the North Lane property from interested parties. The City of Brevard has applied for a PARTF grant for the Tannery Park

Project and they intend to share with the County as soon as possible if they are awarded funds. The current tax valuation for the Duckworth Avenue property is \$22,500. Local governments may transfer properties to other local government as long as the property is intended for public purpose and those restrictions must be included in the deed. The Board could also sell the property to the City of Brevard. Staff will bring back any offers and/or recommendations to the Board for final approval.

Commissioner Lemel move to recommend that we direct staff to further engage the City of Brevard regarding their interest on the Duckworth Avenue property. Commissioner Hawkins seconded the motion. Commissioner Lemel believes this parcel would be a nice contribution to the Tannery Park Project and further indicates the County is committed to working collaboratively with the City on the development of parks and recreation services. Commissioner Chappell agreed, but requested staffs reach out to the School System as well to determine if there is any need related to the CTE building program. **The motion was approved unanimously.**

For the North Lane property there is interest, but no formal offer in hand. Habitat for Humanity has expressed interest. The current tax value is \$10,000.

Commissioner Chappell moved to reflect willingness to accept offers on the North Lane property from interested parties with the caveat that we would reach out to the School System before bringing it back before the Board, seconded by Commissioner Lemel and unanimously approved.

MANAGER'S REPORT

The Manager reported the following:

- Total Eclipse Coordinator Meeting upcoming; County taking a lead in coordination, particularly with the Emergency Management component; TDA is leading in event planning and marketing
- NC 280 Multi-use Path public meetings
 - June 29 at North Transylvania Fire Department 5-7 pm
 - June 27 location TBA
- Planning Board Report distributed to Commissioners
- Kudos to Planning staff and Planning Board on great job with development of 2025 Comprehensive Plan
- Kudos to Beth Landreth in Register of Deeds Office for exemplary customer service; expressed by Glen and Taffi O'Connor while obtaining recent marriage certificate
- There were lots of committee appointments on the agenda today; pointed out as we work at the State level exploring issues and looking for best practices, management of committees and boards is currently a huge topic; managing citizen advisory councils is quite a task and takes a lot of work behind the scenes; Transylvania County is a leader in this effort at the State level thanks to the work of the CAC committee and Clerk

PUBLIC COMMENT

There were no comments from the public.

COMMISSIONERS' COMMENTS

Commissioner Lemel announced on June 20 there will be a kickoff meeting of stakeholders who are involved in senior services. The Land of Sky Regional Council will participate and assist in identifying needs and service delivery for seniors in Transylvania County. The goal is to become more organized and ensure efficient delivery of services, in addition to identifying areas of needs that perhaps are not being currently addressed. She plans to provide an update at the next meeting on this initiative.

Commissioner Chappell thanked staff and others regarding the rededication of the flag pole during Memorial Day event. It was a small event, but an appropriate ceremony. The backdrop of the old fire truck from a New York City fire department was fitting as well.

Commissioner Hawkins commented on an agenda item from the last Board meeting – the Sheriff’s request for a tactical rescue vehicle. During the meeting he expressed he wanted to learn more about the MRAP option. Since that time, Sheriff Mahoney spent time with him to help him better understand the issue. He said that conversations with Commissioner Chappell have helped him better understand the issue as well. Commissioner Hawkins suggested next steps being to address the issue of revenue-sharing because the Sheriff bases his requests on the proposal that the revenue he generates be used by his office. He agreed with the entrepreneurial spirit and believes there should be an incentive for departments to generate funds, if possible. While he did not agree with how the funding was identified for this vehicle, he said he can see the need for the vehicle and he wants to work toward a financial structure to make that happen.

Commissioner Hawkins commented that he met with a consultant last week about early childhood. The consultant commented about how nice our meeting space is which reflects who we are as a community. He thanked staff for maintaining our facilities.

Chairman Chapman announced that the Marine Corps JROTC will conduct a Flag Day ceremony on June 14 which will include a flag retirement ceremony and proper disposal of unserviceable flags. Citizens can drop off their unserviceable flags at a drop box at the American Legion building.

Chairman Chapman announced that approval of the FY 18 Budget will be on the agenda for the next meeting. He expressed appreciation to staff for all the work that went into developing the budget. The budget addresses priorities, but does not address all the needs of the community.

Chairman Chapman noted that the Board of Elections hosted a regional meeting of elections officials and they were very complimentary of our facility.

Chairman Chapman reminded Commissioners that the NCACC Annual Conference will be held in Durham in August. He encouraged Commissioners to attend if their schedule allows. He noted that the County’s 4-H program will have a youth representative attending.

ADJOURNMENT

There being no further business to come before the Board, **Commissioner Lemel moved to adjourn the meeting at 10:37 a.m., seconded by Commissioner Hawkins and unanimously carried.**

Larry L. Chapman, Chairman
Transylvania County Board of Commissioners

ATTEST:

Trisha M. Hogan, Clerk to the Board