

**MINUTES
TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS
February 1, 2016 – REGULAR MEETING**

The Board of Commissioners of Transylvania County met in regular session on Monday, February 1, 2016 at 7:00 p.m. in Commissioners Chambers at the County Administration Building. This meeting was rescheduled from January 25, 2016 due to the recent snow storm.

Commissioners present were Vice-Chairman Larry Chapman, Jason Chappell, Chairman Mike Hawkins, Page Lemel and Kelvin Phillips. Also present were County Manager Jaime Laughter, County Attorney Tony Dalton and Clerk to the Board Trisha Hogan.

Media: *The Transylvania Times* – Derek McKissock

There were over 100 people in the audience.

CALL TO ORDER

Chairman Mike Hawkins presiding declared a quorum was present and called the meeting to order at 7:04 p.m.

WELCOME

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

PUBLIC COMMENT

Don Surrette: Mr. Surrette encouraged the Board of Commissioners to fund the third study for a downtown option for a courthouse. He believes making the right decision deserves time and patience; therefore, it is worth delaying a decision on the courthouse to conduct this study. He wondered why this option had not been considered before.

Larry Wilson: Mr. Wilson stated that the Pisgah National Forest is unique and serves many different interests; hunting and fishing being the oldest interests. This County had greatly benefited from these and other activities. The push for a National Recreation Area by a select group does not serve the County well and impacts the livelihood of the Pisgah National Forest. He encouraged Commissioners not to take any action that would benefit only specific groups.

Chairman Hawkins reported that the Board of Commissioners is working with the Transylvania Natural Resources Council (TNRC) on this issue. The TNRC does not support the designation of a National Recreation Area or a Wilderness Area. They intend to make a recommendation to the Board in the form of a resolution which will serve as a common statement by this Board to submit to our federal representation. He asked citizens to do what they can to stay educated on this issue and to provide input. Commissioner Chapman encouraged citizens to contact their federal legislators to voice their concerns as well.

Chuck Edwards: Mr. Edwards is running as a candidate for the North Carolina Senate. He stated he is a Christian conservative and while he lives in Henderson County, he has a vested interest in Transylvania County and wants to see its continued success. He is the owner of a local McDonald's franchise where he created many employment opportunities over the years. He also invests in community organizations, events and charitable causes. Mr. Edwards asked everyone to visit his website and consider voting for him during the upcoming primary.

Judith West: Ms. West thanked the Board of Commissioners and Manager for canceling last Monday night's meeting because of the weather. She said this showed a concern for the safety and welfare of citizens and staff and was a good judgment call on behalf of the County.

Ramona Henderson Bryson: Ms. Bryson is a resident of Mills River. She was alarmed to learn about a recent proposal in the form of a memorandum of understanding for a National Recreation Area (NRA) designation in the Pisgah National Forest. Supporters of this movement are misleading citizens and local governments. An NRA would remove opportunities for sportsmen, hunters and fishermen and adds another layer of bureaucracy that is not needed. It will do other harms too that would be nearly impossible to undo. Ms. Bryson urged Commissioners to craft a resolution against a NRA designation for the Pisgah National Forest.

Joan Lemire: Ms. Lemire encouraged the Board of Commissioners to support the funding request for a site analysis and master plan for Brevard College and downtown courthouse option. She believes the study will be worth the time and money spent and may help resolve some concerns many people had about a downtown option.

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, seconded by Commissioner Phillips and unanimously approved.

The following items were approved:

MINUTES

Commissioners met in regular session on January 11, 2016 followed by a closed session in which the minutes were sealed. Commissioners approved the minutes of the January 11, 2016 regular meeting and sealed closed session.

APPOINTMENT OF REVIEW OFFICERS FOR TRANSYLVANIA COUNTY

North Carolina General Statute 47-30.2 requires that the Board of Commissioners designate, by name, one or more persons experienced in mapping or land records management to be appointed as a Review Officer to certify that maps or plats presented to the Register of Deeds are in compliance with all statutory requirements needed for recording. Joy Fields has been hired as the County Planner and Kalen Lawson has been hired to fill the Program Support Assistant position in Planning and Community Development. In order for them to be able to review and sign maps or plats brought to their office, a resolution must be approved by the Board of Commissioners. Both employees are working to complete the necessary training courses necessary for their job functions. Commissioners approved Resolution 03-2016 Appointment of Review Officers for Transylvania County.

(Resolution 03-2016 Appointment of Review Officers for Transylvania County is hereby incorporated by reference and made a part of these minutes.)

2015 DELINQUENT TAXPAYER LIST

Advertisement of delinquent taxes is required per NCGS 105-369(a). Commissioners must approve the list before it is advertised. Any delinquent taxes paid prior to the date of advertisement will not be

advertised. Commissioners approved the 2015 Delinquent Taxpayer List and ordered Tax Administrator Annette Raines to advertise the list per NCGS 105-369(a).

It was noted that for those citizens who have yet to pay their taxes, the Tax Office will work with citizens to set up payment plans.

DISCOVERY, RELEASE AND MONTHLY SETTLEMENT REPORT

Each month the Tax Administrator has a listing of proposed releases for that month. The Board of Commissioners has the responsibility of approving the releases. Total tax dollars released was \$12.80. Refunds totaled \$244.38. Commissioners approved the Discovery, Release and Monthly Settlement Report for December 2015.

FACILITIES USE REQUEST-COURTHOUSE

Carolina Blue is a Brevard based bluegrass band of five people, two of which are lifelong residents of Transylvania County. Individually and together they have written several of the songs their band sings and have recorded on their albums. They recently released their first music video which has been a huge success and they are eager to get started on their next music video. They requested to film in the Courthouse for the video. They are looking for an old timey setting that will require a bailiff, judge and jury members.

There is at least one commitment from the staff in the Clerk of Court's Office by Shirley Meece and others may elect to participate. She, along with the band members, has a passionate affection to old buildings, particularly the Courthouse, and will maintain and respect the building while they film the video. The filming will take a few hours and requires only one day which can be scheduled at a time when no public will be on the grounds. At this time there is no firm date set as it is the very beginning stages of planning the video, but a date can be provided if permission is granted. Commissioners approved the use of the Courthouse for filming the music video.

PRESENTATIONS/RECOGNITIONS

RESOLUTION IN RECOGNITION OF HARRY E. HOLDEN

Harry Holden will retire from the Transylvania County Sheriff's Office effective February 1, 2016 where he has been employed since June 1995 and served in multiple roles. Sheriff David Mahoney and Commissioners thanked him for his many years of service to the County and its citizens and recognized him with a resolution. They wished him the best in his retirement and future endeavors.

Commissioner Lemel moved to approve Resolution 04-2016 In Recognition of Harry E. Holden, seconded by Commissioner Phillips and unanimously approved.

(Resolution 04-2016 In Recognition of Harry E. Holden is hereby incorporated by reference and made a part of these minutes.)

RESOLUTION ALLOWING RETIRING OFFICER TO PURCHASE SERVICE HANDGUN

Harry Holden will retire effective February 1, 2016. NCGS 20-187.2 allows the governing board to award to a retiring member the service gun of the retiring member. Sheriff David Mahoney requested Commissioners approve a resolution allowing for Officer Holden to purchase his service handgun for the price of \$1.00.

Commissioner Lemel moved to approve Resolution 07-2016 Allowing Retiring Officer Harry Holden to Purchase Service Handgun, seconded by Commissioner Chappell and unanimously approved.

(Resolution 07-2016 Allowing Retiring Officer to Purchase Service Handgun is hereby incorporated by reference and made a part of these minutes.)

RESOLUTION IN RECOGNITION OF EDNA M. HENSLEY

Edna Hensley will retire from Transylvania County effective February 1, 2016 where she has been an employee since 1997 in both the Housekeeping and Social Services Departments. Social Services Supervisor (Adult Protective Services) Sylvia Petit and Commissioners thanked her for her service to the County and for touching the lives of so many citizens. Commissioners recognized her with a resolution and wished her the best in her retirement and future endeavors.

Commissioner Lemel moved to approve Resolution 05-2016 In Recognition of Edna M. Hensley, seconded by Commissioner Phillips and unanimously approved.

(Resolution 05-2016 In Recognition of Edna M. Hensley is hereby incorporated by reference and made a part of these minutes.)

RESOLUTION IN RECOGNITION OF LOUISE N. JENKINS

Louise Jenkins will retire from Transylvania County effective February 1, 2016 where she has been an employee since 1989 in the Social Services Department. Social Services Director Tracy Jones, Social Services Supervisor Gilda Ruddy (Food and Nutrition Services) and Commissioners thanked her for her service to the County and its citizens and recognized her with a resolution. They wished her the best in her retirement and future endeavors.

Commissioner Lemel moved to approve Resolution 06-2016 In Recognition of Louise N. Jenkins, seconded by Commissioner Chappell and unanimously approved.

(Resolution 06-2016 In Recognition of Louise N. Jenkins is hereby incorporated by reference and made a part of these minutes.)

APPOINTMENTS

ABANDONED CEMETERIES BOARD

There is one vacancy on the Abandoned Cemeteries Board due to long time member Brian du Toit moving out of the County and State. The Clerk advertised the vacancy with an application deadline of January 15, 2016 and ACB Chair Jill Chapman helped recruit members as well. The Clerk received one application from Ron Chapman.

Commissioner Phillips moved to appoint Ron Chapman to fill the vacancy on the Abandoned Cemeteries Board, seconded by Commissioner Chapman and unanimously approved.

BOARD OF EQUALIZATION & REVIEW

The terms of John Decker and Gay Phillips expired at the end of January. Both are eligible and willing to serve another term. There are no term limits on this board. There are no other applications on file and there remains one vacancy. The Clerk continues to advertise the vacancy. Per NCGS, it is the responsibility of the Board of Commissioners to appoint the Chair. It is the recommendation of the Tax Administrator to reappoint John Decker and Gay Phillips and reappoint Gay Phillips as Chair.

Commissioner Lemel moved to reappoint John Decker and Gay Phillips and to reappoint Gay Phillips as Chair, seconded by Commissioner Chappell and unanimously approved.

PLANNING BOARD

Mark Tooley has served a partial term and one full term on the Planning Board. The term expired January 31. He is eligible to serve another term. There are several applications on file.

Chairman Hawkins called for nominations from the floor.

Commissioner Lemel moved to reappoint Mark Tooley to the Planning Board. The motion was seconded by Chairman Hawkins.

Commissioner Chappell nominated and moved to appoint Daryle Hogsed to the Planning Board. The motion was seconded by Commissioner Phillips.

Commissioners had discussion about the nominees. Commissioner Lemel felt it was important to have consistency on the Planning Board as the members work to complete the 2025 Comprehensive Plan. While he appreciated Mr. Tooley's time and expertise, Commissioner Chapman noted that Mr. Tooley also serves on the Board of Directors for the Transylvania Economic Alliance and he would like to see Mr. Tooley's efforts focused there. Chairman Hawkins stated that rural counties who experience success have good plans in place and it is important for Planning Board members to see the value of planning. Commissioner Chappell supported Mr. Hogsed's appointment because he is a strong proponent of property rights which he feels is also an important part of planning. Commissioner Phillips agreed with Commissioner Chapman's statement and would like to see Mr. Tooley's efforts focused on economic development. He also agreed with Commissioner Chappell's statement about Mr. Hogsed being a strong supporter of property rights. Commissioner Lemel responded that property rights proponents are already represented on the Planning Board. She stated that Mr. Tooley is actively engaged in this community and he should remain on the Planning Board because he is committed to completing the Comprehensive Plan. There were no further comments. Chairman Hawkins called for a vote on the nominees in alphabetical order.

The motion to appoint Daryle Hogsed passed by a vote of 3 to 2, with Chairman Hawkins and Commissioner Lemel voting against. Commissioners voted by a show of hands.

The motion to reappoint Mark Tooley failed by a vote of 2 to 3, with Commissioners Chapman, Chappell and Phillips voting against. Commissioners voted by a show of hands.

OLD BUSINESS

FUNDING REQUEST FOR SITE ANALYSIS AND MASTER PLAN STUDY FOR BREVARD COLLEGE

This is a follow up item from the previous meeting. Brevard College is expected to have interest and/or ownership in downtown property adjacent to County property. They plan to conduct a site analysis and master plan. The site could provide an option currently not being considered for a downtown courthouse and also provides an opportunity to coordinate with Brevard College by partially funding the site analysis and master plan study. The detailed scope of work was included in the Commissioners' agenda packets.

The scope of work estimate for the study totals \$58,700. Commissioners are being asked to contribute \$25,000 towards the study with expected participation as a stakeholder and sharing of ownership of the deliverables. Both the City of Brevard and Heart of Brevard will contribute \$25,000 to the study pending a commitment by the County in the amount of \$25,000.

The Manager recommended Commissioners approve funding in the amount of \$25,000 to come from Fund Balance so that Brevard College can move forward with approval of a contract for the study.

Commissioner Lemel moved to approve the \$25,000 funding from Fund Balance so that we might move forward with consideration of this new site as a possible courthouse location, in conjunction with Brevard College. The motion was seconded by Chairman Hawkins. Commissioners had a lengthy discussion on this item. Commissioner Chapman noted there is already a downtown option on

the table. The proposed study area is mostly private property and the County has no control over it. He is not in favor of another study and he does not expect there to be the desired outcome. Furthermore, there are other dire needs that should be addressed, noting that the School System has indicated they will need over \$100 million over the next five years to maintain their facilities. Commissioner Phillips stated this study appears to be mostly economic development related and should involve the Transylvania Economic Alliance. There is already a downtown option for a courthouse being considered and he does not believe there are other feasible downtown areas that could accommodate a courthouse. He was also not in favor of the dollar amount the County was being asked to contribute and said these dollars could be put to better use, like spending in the classroom. Commissioner Lemel believes the proposal could be an economic engine for the community. The property could accommodate a new courthouse structure along with a Brevard College arena that would serve as a venue for events. She believes the investment in the study is justified because of the long term benefit the site would provide for the entire community. Furthermore, many citizens expressed a desire to keep the courthouse downtown and this is a viable option for doing so. Commissioner Chappell expressed concern about not going out for bids because of Brevard College being a private entity. For him this creates concerns about transparency because the transaction involves the use of public funds. He also agreed with Commissioner Phillips that the Transylvania Economic Alliance should be involved since the project is economic development related. In addition, he is concerned about a courthouse facility being separated from the Public Safety Facility like it is now. Chairman Hawkins supported the motion to forward with the proposed study because it provides an alternative site for a courthouse structure. He noted that for many years the former Manager tried to engage the property owner to consider working with the County to provide land for a new courthouse, but was unsuccessful. He stated the economic development component is a good reason to support the study. Brevard College is suggesting a facility to provide performance and conference alternatives which would provide a venue for both the College and the community as a whole. Chairman Hawkins believes it requires partnerships to make the site work for the community and therefore he is supportive of moving forward. **The motion failed by a vote of 2 to 3, with Commissioners Chapman, Chappell and Phillips voting against.**

NEW BUSINESS

SCHOOL FUNDING FORMULA

Many counties in North Carolina have developed funding policies to guide the current expense funding determination annually for public schools. A policy allows both parties to plan earlier for what changes in funding will be for the current expense portion. This policy does not include any annual capital expense that the County approves for the School System. Funding for capital would be considered separately.

After reviewing policies from other counties, it became clear there are many methodologies available. One of those includes looking at the spending per student for current expense. For FY 15, Transylvania County ranked fifth in the state for spending per student (ADM) across North Carolina counties. The County is committed to making sure that funding per student remains robust to insure that the resources required to operate the schools are available so that each child receives a quality education. By using the top 25 current spending per ADM amounts across the State as shown in the formula proposed, any changes that are made that affect all school systems such as sweeping State or federal cuts will be captured for our School System. Additionally, the formula incorporates adding a Consumer Price Index addition to the average increase seen in the top 25 in the previous year so that any dramatic increases in the cost of goods are captured for the following year. Finally, the projected ADM by the State is used during the budget process for planning purposes until the true ADM is known in August. This allows growth in student population to factor into increased allocation for schools.

A school funding formula has been discussed previously; however, a series of three meetings between County and School System Administration over December and January have helped to arrive at the two options presented tonight by the Manager. Superintendent Jeff McDaris and Finance Officer Norris

Barger both expressed their support for having a funding policy for current spending, but were concerned that the entire budget expenses do not go down based on fewer students. For instance, a big decrease in the number of students does not mean that the same square footage for the building does not need to be maintained, heated, etc. Option 1 includes a stop gap measure to renegotiate appropriations if ADM drops by more than 5% in a single year. Option 2 applies CPI to the “static” portion of the budget by 51% and then reconfigures the current expense per student to apply the methodology in Option 1.

The Manager presented the following two options to the Board for their discussion and consideration:

Option 1

The current spending % change per ADM for the top 25 counties would be averaged for the last two years. This % would be added to the CPI annual change % published in January for the prior year. The total % would be applied to the Transylvania County Schools current spending appropriation from the County from the prior year and then multiplied by the state DPI projected ADM for the next year to determine the appropriation. Once the actual ADM is confirmed in August, the appropriation would be adjusted accordingly. Staff does not have the figures for what that would mean for the coming budget at this time. A stop gap measure could say that if ADM drops by more than 5% then the two parties would negotiate to prevent from losing funding for the fixed costs that do not decrease based on fewer students. A step-by-step calculation would look like this:

- Step One: For the current fiscal year, take the top 25 local current spending per student (ADM) and average the increase approved from the previous two years. This is the Average ADM % Change.
- Step Two: In January, identify the Consumer Price Index annual increase from the previous calendar year. This is the CPI %.
- Step Three: Average ADM % + CPI % = % Change
- Step Four: Local Current Spending Per ADM (current fiscal year) * % Change = New Local Current Spending per ADM
- Step Five: New Local Current Spending per ADM * DPI projected ADM = Total Proposed Current Spending Allocation

Option 2

The School System estimates that "fixed cost" is 51% of their budget. CPI based on the January report would be applied to that 51% from the prior year. The remaining 49% of the appropriation would be divided by ADM from the prior year and then increased as in Option 1 by a combination of the average of the top 25 percent change in cost per ADM plus CPI.

In developing the formula and for showing how to put it to use, the Manager devised a spreadsheet of the top 25 funding-per-student counties across the last five fiscal years in order to provide a snapshot of how these jurisdictions changed during that time period. Rather than relying on our own history this allows the Board of Commissioners to see the financial impacts occurring collectively across school systems. In the Board's agenda packets, the Manager included a lot of data about the history of school funding at the County, State and federal level since 2003, as well as comparisons to show if budgets are growing at the same inflation rates. In general, the Board of Commissioners has shown a preference for education growth and the budget history shows the average increase for the School System at 4.93% and the County at 3.18%. Without including education spending, the average County budget increase from 2003-2016 is 2.692%. The Manager noted some of this resulted from Stated and federal funding structures.

The Manager asked for guidance and direction on the options presented.

Chairman Hawkins stated he does not expect Commissioners to make a decision at this meeting. The purpose tonight is to discuss and charge the Manager with how to proceed. He also thanked the Manager and Commissioner Chapman for their work on developing this formula and Commissioner Chapman for bringing this concept forth for the Board's consideration.

Commissioner Lemel requested a provision that would address a negative CPI figure.

Commissioner Lemel inquired if the School System had seen the Manager's proposal. The Manager stated that the Superintendent, Finance Officer and Board of Education Chairwoman have been involved in the discussions. She has offered to schedule two-on-two meetings with School Administration and County Commissioners.

Commissioner Lemel asked how the two options compare to each other and if one is more advantageous to the School System. The Manager stated that Option 1 is more favorable to the School System. Option 2 would only be of advantage if there was a significant drop in ADM in a single year.

Commissioner Chapman stated this item resulted from a discussion with Haywood County Commissioners. They are pleased with the school funding formula they have in place. Commissioner Chapman reported that education spending is one of the County's largest expenditures and having a formula in place allows the School System to know what it should expect in current expense funding each year. He noted that the County and its citizens have always supported the School System well, as indicated by our rank of fifth in the State in spending per student and fourth in the State in average spending growth, but they have still have significant needs.

Commissioner Chappell thanked the Manager and others for the work that went into this process. He expressed how proud he was to have a good relationship with our local Board of Education because this is not the case around the State. He announced his support of Option 1 because it is the more favorable option to the School System. He also emphasized that this formula does not address capital, but he would be in favor of exploring a formula to help both entities plan for the future.

Commissioner Phillips preferred to take the average increase (Step One) over a longer term than two years. He also suggested considering the top 12 or 13 in the State in spending per student rather than the top 25. The Manager said the number of years does not change the figure very much unless there is a year with a negative economic impact. She suggested adding one year and taking the average of three years. In addition, considering the top 25 in the State in terms of school spending per pupil gives a more realistic comparison.

Chairman Hawkins stated that the goal is to support education at the highest level while providing stability and certainty for both the Board of Commissioners and Board of Education. He was supportive of Option 1 as well because it is the simpler of the two options and favorable to the School System.

To summarize, the Manager was directed to include a provision that would address a negative CPI figure and include a three year average increase instead of a two year average increase. She should engage School Administration and bring back a recommendation to the Board of Commissioners in late February or early March.

NONPROFIT FUNDING FORMULA

County Administration included revising the nonprofit funding policy and process as part of this year's work plan. The intention of the revision is to increase the accountability and transparency of these funding relationships by making sure that requests include clear outcomes expected from funding and an upfront commitment to reporting back on those outcomes. This is consistent with the movement toward

performance measurement and has increased accountability and transparency of internal County departments under the implementation of the newly adopted County Strategic Plan.

Included in the Commissioners' agenda packets for their consideration were a revised application form, reporting form, a policy and procedure statement and a template agreement that would be signed by both the County and the nonprofit being funded. These are all consistent with other grant programs including local government and private foundations. To insure this, the County Manager worked with Planning and Community Development Director Mark Burrows and Finance Director Gay Poor.

Key differences from the past process and format include:

- Outcomes are not only included in the application, but must be reported back to the County at six months and at funding year conclusion.
- A written agreement is signed as part of receiving funding between the County and nonprofit clearly delineating responsibilities and requirements for reporting and usage of funds.
- The application includes a new section to identify how the request fits into the adopted Strategic Plan.
- The process will include a subcommittee review of applications to add objectivity to the application review process before the Manager's recommended budget is made; subcommittee to include two Commissioners and staff from the Health and Human Services Planning and Community Development and Finance.

Staff needs to move forward with the new process and application format quickly so that the call for funding requests can be issued and organizations requesting funding can make their submissions during the budget process. This process does not apply to agencies that are funded by the County as part of State cost share agreements or that already have existing contracts in place for funding including, but not limited to, Blue Ridge Community College, Cooperative Extension, NC Forestry Service, Transylvania Economic Alliance and Land of Sky Regional Council. There will also be a separate recommendation in regards to community center funding.

Commissioner Lemel moved to approve the new nonprofit policy and procedure proposed by staff so that the nonprofit call for funding applications can be issued. The motion was seconded by Commissioner Phillips. Commissioner Chapman inquired further about the approval process. The Manager stated the subcommittee would prioritize the requests and review them during the budget process. If an application is incomplete, the application becomes ineligible for funding. The full list of requests and recommendations will come before the Board prior to final approval. Departmental participation in the decision will help determine the appropriate funding amount and shed light on how the requests fit into the County's vision and enhance mandated services. Commissioner Phillips inquired about how staff intends to notify agencies of the change in process. The Manager stated the Finance Director has compiled a list of inquiries over the years. She will be notifying those agencies regardless of whether or not they have received prior funding. The forms will be located on the website as well. In response to a question from Commissioner Phillips about tracking funding requests, the Manager stated that the application asks if the agency has received prior year funding. Staff will implement a method to track their funding requests, funding approvals and whether or not the agency complies with the requirements for reporting outcomes. Failure to comply with the policy will result in the agency being ineligible for funding for a period of one year. Commissioner Lemel was pleased with the Manager's push for data-driven budgeting, noting the importance of local government being able to tie the service of nonprofits directly to our function as a government and ultimately linking it to the Strategic Plan. The policy is fair to nonprofits, the community and taxpayers and raises the County to a new level of professionalism. **The motion was approved unanimously.**

FINANCIAL REPORT FOR FIRST HALF OF FISCAL YEAR

At the end of the second quarter, the Finance Director gives an overview of financial activity for the first six months of the fiscal year. Finance Director Gay Poor reported the following:

General Fund

Half way through the year, actual General Fund revenues had reached 57.8% of the amount budgeted. At the end of December, 80.5% of the budgeted current year ad valorem taxes had been collected, versus 78.3% through December of 2014. Almost all of the \$646,122 increase in ad valorem taxes was attributable to the higher year-to-date collection rate. Since there was no increase in the tax rate, the remainder was due to additions to the tax base. Sales tax revenues continued to improve, exceeding FY 16 projections by 1.6% and FY 15 actuals by 3.6% for the three months of sales taxes distributed to date. Both real property excise taxes and building and inspection fees were already over 64% of the total projected for the year and reflected significant growth compared to the prior year, 7.7% and 38.4% respectively. While only 29.7 % of other revenues had been received, this is normal for this point in the fiscal year mainly because of the lag in State and federal reimbursement funds and grants that have not been used yet. Overall, FY 16's revenues exceeded FY 15's through the second quarter by \$639,652, driven by the increase in the ad valorem tax collections.

As of the end of December, General Fund expenditures were 44.9% of budget. Because the first payroll in July and part of the second payroll were accrued back to the prior year, only 11.8 of 26 pay periods (approximately 45%) were reflected in the December year-to-date totals. Due to unfilled new positions and temporary position vacancies, particularly in Social Services, salaries and wages were just 43% of budget. Some of the lapsed salaries, however, were offset by higher parttime wages for interim job coverage. Expenditures for benefits, which are allocated monthly, and longevity payments, which were distributed in November, brought total overall compensation up to 45.8% of budget. Charges for fuel and utilities are recorded on a month-behind basis, but have been running below budgeted levels thanks to lower gasoline prices and abnormally warm weather during the second quarter. Over half of the amount budgeted for capital was used in the first half of the year, mostly for equipment, computer hardware, vehicles, and the completion of the Rosman Community Park. Some major building and grounds maintenance projects were completed, but more are planned for the latter part of the year, including the replacement of playground equipment at the Recreation Center. Appropriations for the local school systems are disbursed on a monthly basis; lottery proceeds when requested by the School Board. Since the largest bond principal payment is not due until February, debt service was only 15% of the annual appropriation. Likewise, all other budgeted expenditures were less than half of the amount budgeted, with the most significant variances occurring in contract services and some of the Social Services programs. FY 16's expenditures to date were, however, more than FY 15's at this point by \$1,166,982 primarily because of the timing of capital acquisitions, increases in appropriations for the School System, and a combination of increases and timing of other expenditures.

Self Insurance Fund

Considering the lag between the time claims are incurred and the time they are processed, claims costs at 42.1% of budget were on track with FY 16's projections. However, compared to a year ago, claims were up 8.2%, slightly more than the 8% increase budgeted based on national medical cost trends. The weekly claims vary widely, but have been averaging approximately \$55,000. If this level continues, the total claims for FY 16 will exceed budget by approximately \$100,000, requiring a withdrawal from reserves. Other health insurance costs were less than last year's due in part to six months of payments reported in FY 16's numbers versus seven in FY 15. More significantly, though, after analyzing stop loss premiums and stop loss claims paid, the County raised the specific stop loss from \$60,000 to \$75,000, which in turn lowered the premium by \$110,000. Timing of payments also caused Wellness Center expenditures to exceed 50% of budget and contributed, along with a higher contract fee, to an increase over the prior years.

Commissioner Chappell asked if staff continues to track costs of having the Wellness Center in place versus not in order to insure Commissioners made a wise investment. Ms. Poor reported that the Human Resources Director and Wellness Center staff are tracking these figures.

Solid Waste Fund

Through the second quarter actual Solid Waste operating revenues totaled 64.8% of budget, exceeding both FY 16 projections and FY 15 results for the same period and reflecting a substantial increase in volume, particularly of construction and demolition waste. Other operating revenues were down compared to budget and prior year as recycling revenues declined. The decrease in other revenues stemmed from the inclusion of a one-time receipt of insurance proceeds in FY 15's numbers. Solid Waste expenditures were at 31.2% of budget, as only 44.4% of the operating budget and only 14.3% of the capital budget were used during the first six months of the year. The major capital item planned for FY 16, a replacement backhoe, will be purchased during the third quarter. The timing of capital acquisitions was likewise the main factor for the 50% difference between FY 16 and FY 15 expenditures.

There are no major concerns at this time about revenue shortfalls or unanticipated expenditures, but staff will continue to monitor health insurance claims closely.

Commissioner Lemel moved to accept the report. The motion was seconded by Commissioner Phillips. Commissioner Chappell inquired about sales tax projections. Ms. Poor reported these figures have not yet been made available. Chairman Hawkins noted that some of the figures indicate an improving economy. **The motion was unanimously approved.**

SUMMARY OF BUDGET AMENDMENTS FOR FIRST HALF OF FISCAL YEAR

The Finance Director periodically provides a recap of the budget amendments that have been approved and entered year-to-date and their impact on the fiscal year General Fund budget. Finance Director Gay Poor reported the following:

During the first half of the year, amendments were made that increased the budget by \$595,627, with \$357,183 attributable to funds carried forward from the previous year. Grants, donations, and General Fund appropriations for Parks and Recreation accounted for \$191,175 of this amount, with most of the remainder due to unspent funds received or appropriated in FY 15 for the Sheriff's Office. Fund Balance appropriations totaled \$185,647 and included \$177,259 from unassigned fund balance, almost half of which (\$83,909) was for debt service on the installment financing agreement for the Elections Office and Wellness Center project. Among other smaller appropriations from fund balance were \$31,500 for the Parks and Recreation Master Plan and \$44,850 for an Emergency Services Agency Evaluation and Emergency Services Master Plan. The budget was also amended to reflect a contribution of \$26,500 from the City for the Parks and Recreation Master Plan and to recognize \$14,728 in additional State and federal funding, \$5,759 in donations and \$5,810 in other transfers. With these amendments, the FY 16 General Fund budget is now \$48,495,554.

Commissioner Chappell moved to accept the report, seconded by Commissioner Lemel and unanimously approved.

BUDGET AMENDMENTS

Based on Section 28 of the FY 16 Budget Ordinance, certain budget amendments must be submitted to the Board of Commissioners for approval. Below is a summary of amendments that have been requested that require Board approval either because they increase the total General Fund budget by more than \$5,000 and are derived from funding sources that have not been previously approved by the Board and are not simply pass-through funds or because they decrease the total General Fund budget and reflect reductions in projected funding sources.

#46: \$9,500 from restricted fund balance for Emergency Medical Services, as stipulated by the Allen Trust, to be used for safety equipment for EMS personnel, per EMS Director Bobby Cooper

#47: \$32,032 from insurance claim proceeds for the Sheriff's Office to repair vehicles damaged in accidents (\$2,030) and for Maintenance and Information Technology to repair or replace computer and security equipment in the Courthouse damaged by lightning (\$30,002)

#48: \$6,250 from fund balance assigned for Employee Health Insurance to implement a Diabetes Prevention Program, as recommended by Human Resources Director Sheila Cozart

In addition, a correction has been made to amendment #3 approved by the Board of Commissioners at the July 27, 2015 meeting. The appropriation made from the Silvermont Fund balance included all funds remaining unspent from the FY 15 appropriation for building improvements instead of only the funds remaining from the amount designated for the window replacement project.

If approved, these amendments will increase the General Fund budget by \$41,532, bringing it to a total of \$48,549,531, and the Self Insurance Fund budget by \$6,250, bringing it to a total of \$3,672,173.

Commissioner Phillips moved to approve the requested budget amendments, seconded by Commissioner Lemel and unanimously approved.

STAFF AND CITIZEN SAFETY IN COUNTY BUILDINGS

Safety and security have been a growing concern among many county governments over the last several years. As the County has renovated or built new buildings, added features such as employee badge accesses and cameras have been added. During last year's budget cycle, some requests related to these concerns were funded, such as the request for converting the Community Services Building into a badge access building and reworking public access points. However, others such as the Library's request for a security officer were not. Additionally, Department Heads raised the concern during the strategic plan focus groups and cited occasions where staff in the Community Services Building felt unsafe.

Following events across the country, including the San Bernardino attacks at a county building; additional concerns have been raised, including a request by Commissioner Chappell to look into concealed carry policies. While an initial legal opinion was given in December, additional information was brought to light revealing that the County indeed has a concealed carry ordinance in place that as enacted in 1995. Sheriff Mahoney has also begun working with safety committee staff to reinstate active shooter scenario training for staff. This type of training has been completed before, however; newer guidance has been issued and staff turnover has resulted in not all staff having received the training.

Last fall, Commissioner Chapman raised security concerns about access at the County's Child Development Center that were identified by parents. Operations Manager David McNeill worked with staff at that building to identify some solutions and make changes to enhance security.

With all of the interest and expressed concern over safety, it makes sense to Administration to take a comprehensive look at safety and security across the organization. The County has a safety committee with representatives throughout the organization, including the Sheriff's Office that could help facilitate an internal survey designed to ask employees about this topic and look at ideas of solutions that could be implemented throughout. Understanding the situations in which employees have had incidents in the past and what elements could help alleviate those occurrences would help insure that the solutions have the desired effect. This would also allow employees working in different buildings to help identify concerns specific to the building based on their daily experiences there.

Expected outcomes could be policy options for consideration, access modifications, security cameras, training or other techniques. Expected time frame for results would be 90 days in order to consider the

results with budget requests for improvements. The Manager recommended Commissioners charge Administration and Safety Committee with implementing this project as part of the budget process.

Commissioner Lemel moved to charge the County Manager and Safety Committee with this project to examine public and employee safety at all county owned buildings. The motion was seconded by Commissioner Phillips. Commissioner Chappell asked to include a citizen representative. He is concerned about both employee and general public safety when they are in County buildings. The Manager pointed out there is a number of ways to engage citizen involvement. She will put some thought into it and inform Commissioners of her decision. Commissioner Chapman asked if there are documented cases of incidents occurring in County facilities. The Manager stated there are a few cases where a person has been permanently or temporarily banned which are well documented; however, these cases are rarely used because we operate public buildings. The challenge will be a balancing act to provide access to all persons while implementing procedures to minimize exposure to security concerns. **The motion was approved unanimously.**

MANAGER'S REPORT

The Manager reported the following:

- School System report to State on facility needs; County must acknowledge to State that is has viewed the report
- Thanks to multiple agencies and County departments for getting us through the snow storm and insuring the safety of all
- Preschool Task Force met again following issuance of State of the Young Child Report; expect recommendations/action planning; looking at ways to be creative as a community
- Smoky Mountain LME/LMO coming to present very soon with county level data; Commissioner Lemel met with Smoky representatives and the meeting was positive
- Looking Glass Writer's Conference in May; collaboration between Brevard College and Library; inviting writers from across country to perfect their craft, but also to welcome new people into our wonderful community
- Manager's conference Wednesday-Friday in Raleigh; intends to learn about legislatives updates and what to expect from the short session of Legislature and new ideas of how to be more efficient
- Budget kick-off tonight to hear trends, reports from last year's presentations on departmental goals and direction for the coming year; continuing to insure accountability so taxpayers know how their dollars are being spent
- Hosted reception for Congressman Meadows' constituent services representative Jenny Maybin; she is a native of Henderson County; she is committed to being in the County weekly
- On a personal note, the Manager announced she would be having a son in June

Chairman Hawkins called for a 10 minute recess. The meeting reconvened at 9:30 p.m.

WORKSHOP

FY 2016-17 BUDGET PRESENTATIONS-ACCOMPLISHMENTS, TRENDS, GOALS

Last year the Manager implemented a new budget process that focuses on accountability. Department Heads made presentations to the Board of Commissioners which outlined the trends occurring within their respective departments and their accomplishments and goals for the coming year. With the recent adoption of a strategic plan, departments now have a tool for developing their budgets based on the vision set forth by the Board of Commissioners. At this meeting, Commissioners will hear presentations from Register of Deeds Cindy Ownbey, Sheriff David Mahoney and Cooperative Extension Director Bart Renner. All other departments will be making their presentations at the next meeting. This is a summary of their presentations:

Register of Deeds (by Register Cindy Ownbey)**Accomplishments**

- Implemented Electronic Recording (e-recording); since implementation in June approximately 20% of recordings are e-files; hosted kick-off event in December which was attended by Secretary of State Elaine Marshall
- Completed scan project for earliest D/T Books
- Added workstation/scan station during equipment upgrade
- Replaced scanner/printer for plats with single dual machine
- Increasing online data available to the public continuously
- Completed ¼ of GT/GT project
- Completed current Preservation Project (new project to be requested next budget year)

Trends

- Increased demand for electronic resources more images available online daily
- Revenues are rising; collected roughly 65% of budgeted revenues at mid FY

Goals

- Complete GT/GT scanning project
- Plan to begin new Preservation Project
- Both items above tie into the Strategic Plan Goal # 6

Ms. Ownbey reported that all of her staff have received their certification and must maintain five hours of continuing education annually. As Register, she must complete 10 hours annually. Ms. Ownbey was recently elected as Historian for the NC Association of Register of Deeds which puts her line to become the president of the association in six years.

Sheriff's Office (by Sheriff David Mahoney)**Accomplishments**

- Added 15 body cameras in the patrol division; proven to be an invaluable tool when complaints are lodged against officers.
- Awarded \$15,000 grant from the Governor's Crime Commission to expand the use of body cameras; intend to purchase additional 15 cameras, as well as video storage.
- Citizens Academy designed to give citizens an in-depth look at the day-to-day operation of the Sheriff's Office
- Through the assistance of the North Carolina Sheriff's Association, added a new risk management policy and procedure manual which provides comprehensive, defensible policies specific to North Carolina standards that are written by legal and public safety professionals; initially free, but will have to purchase updates
- In an effort to continue to provide programs for youth, implemented Explorer Program, the preeminent career orientation and experience program for young people contemplating a career in law enforcement or a related field in the criminal justice system
- With the addition of two patrol deputies, call for service response time was reduced from 11 minutes 43 seconds in 2014 to 9 minutes 32 seconds in 2015
- Negotiated additional agreements to house inmates from other counties, as well as housing for the State Misdemeanant Confinement Program; as today, has collected \$234,700 in revenues for housing out-of-county inmates and \$127,292 for housing inmates through the SMCP, totaling \$361,922, which is over budget for the year; brought in over \$2 million in gross revenue since opening the facility and housing other inmates
- Implementation of the Prison Rape Elimination Act (PREA); PREA Coordinator has sufficient time and authority to develop, implement, and oversee efforts to comply with the PREA standards

- One of 10 agencies in North Carolina selected to receive a no match \$40,000 grant from the Governor's Crime Commission to enhance our Internet Crimes Against Children (ICAC) investigations
- Crime in Transylvania County was down in 2014, according to the North Carolina State Bureau of Investigation; SBI reported crime rate per 100,000 persons in Transylvania County was 1,665 in 2014, which was down 16.2 percent from 2013; this represents a four-year trend for reduction in crime rate; County's crime rate at a 12-year low

Patrol Division

- Misdemeanor Arrests = 582
- Felony Arrests = 163
- Traffic Citations = 353
- Calls for Service = 14,433
- Average Response Time = 8 minutes 56 seconds
- Average Time on Call = 25 minutes 7 seconds

Detention

- Total Jail Admissions for 2015 = 2,298
- Total Jail Releases for 2015 = 2,235
- Total Days for 2015 = 33,803
- Average Daily Population = 81 (30-35 are local; remaining housed for other counties or through SMCP)
- Average Stay per Inmate = 14.71 Days
- Race Breakdown
 - 83.36% White
 - 13.18% Black
 - 2.44% Hispanic
 - Other 1.02%

Civil Process

- Civil Summons = 286
- Juvenile Summons = 126
- Magistrate Summons = 214
- Foreclosure = 204
- Writ of Execution = 124
- Subpoena = 1,214
- Other Civil Papers = 930
- Total Served = 2,974

School Resource

- Classes Taught = 405
- Student Contacts = 2,617
- Parent Contacts = 1,206
- Home Visits = 210
- School Board Meetings = 13
- Drug Prevention Programs = 52
- Community Programs = 26
- Other Agency Referrals = 142
- Fire Drills = 52
- Lockdown Drills = 14

Court Services

- Jail Transports
- 22,211 Miles
- 380 Transports
- 871 Inmates
- Court Security
- 208 Days of Court
- 286 Court Sessions
- 19,502 Cases
- 46,221 Persons Passed Through Security Station
- 845 Inmates Scheduled For Court

Youth Programs

- SHIELD Camp – funded through contributions; goal to insure young people stay in school and graduate; track successes through graduation; a large percentage graduate
- D.A.R.E. Camp
- Law Enforcement Explorer
- Cops4Kids

Community Programs

- Project Lifesaver
- Operation Medicine Drop
- Senior Reassurance

Trends

- Officer safety is the number one concern command staff has identified as an emerging trend; continue to receive intelligence alerts about direct threats and potential attacks and ambushes on law enforcement officers at every level; must do everything in our power to protect those whose fundamental duty is to serve the citizens of our community and to safeguard lives and property.
- Special Response Team (SRT) has seen a dramatic increase in the number of callouts to arrest armed felons with long criminal records, to execute high risk search warrants, to deal with armed barricaded persons, as well as other dangerous and critical events
- Recent events around the United States demonstrate that the threat of terrorism on soft targets is not negligible; FBI and many large police departments, through joint terrorism task forces, have taken significant steps to develop plans and countermeasures to protect the most vulnerable or likely terrorist targets; however, federal terrorism experts have discussed equally attractive and lucrative potential targets exist in smaller less populated jurisdictions such as Transylvania County; significant concern for smaller agencies' ability to respond with the needed equipment to terrorist attacks on soft targets; command staff has recognized this critical issue and determined the need to be prepared to effectively respond to protect the citizens of Transylvania County
- Over the past several years, federal support in the form of grants and resources have been decreased or eliminated for small and rural agencies; the federal 1033 program in the past has allowed law enforcement agencies to acquire vehicles, weapons and other equipment at no cost, but the program has been identified for elimination by the federal government; federal grants that were available for any size law enforcement agency after 9/11 are now directed to larger areas; this will impact our ability to safely and effectively respond to high risk events.
- Calls for Service (CFS) increased by 11.4% in 2015 and 14% over two years; CFS are more complex than in years past

- Detention Center Average Daily Population (ADP) increased by 8% in 2015; fourth year in a row that the ADP has increased; 12.72% increase over the same period last year and expects trend to continue
- Continue to see drug problems throughout the County, especially prescription drugs; continue to work with partner agencies to combat problem; going to take the entire community, not just law enforcement, to end this problem in our County

Goals

- Evaluate Sheriff's Office fleet and develop replacement plan; high priority in order to provide a better ability to respond to CFS and reduce the number of mechanical failures
- Implement risk-based detention policy through Lexipol; customizable, state-specific and has an integrated policy training module
- Conduct needs assessment on tactical equipment and begin implementation of equipment in order to meet National Incident Management System (NIMS) standards, a systematic and proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards, in order to reduce loss of life, property and harm to the environment; a needs assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to the particular agency and should consider the team's capabilities and limitations and should be reviewed periodically

Commissioners thanked the Sheriff and his officers for protecting and serving the citizens of Transylvania County.

Cooperative Extension (by County Extension Director Bart Renner)

Mr. Renner stated he submitted to the Board the Extension's 2015 Program Impact Report which clearly outlines what the department's goals were, how they were met and the impact they had on the community. He also submitted to the Board the Extension's Plan of Work for 2016 which outlines the department's goals and the department's plans to meet those. He said he looks forward to this being the start of a conversation with the Board of Commissioners and Administration, but he intends to focus tonight on how the State's Strategic Plan is going to affect local operations.

Support from the County

- Operates under a Memorandum of Agreement between NC State University and the County
- Resolution of support from County Commissioners: January of 2014
- Award winning support from Commissioners: recognized August 16, 2014
- Work with citizen advisory councils to formulate goals

What Does Transylvania Cooperative Extension Do?

- Partners with communities to deliver education and technology that enrich the lives, land and economy of North Carolinians
- Empower people and provide solutions

2015 Cooperative Extension Impacts in Transylvania County

- Made 23,776 face to face contacts in the office and around the community
- Empowered youth through programs in STEM, Leadership and Healthy Living
- Encouraged Ag Best Management Practices
- Offered Certifications and Continuing education credits for green industry

On the Ground Here in Transylvania County

- Citizens making better decisions concerning diet and exercise through Expanded Food Nutrition Education Program (EFNEP)

- Trained volunteers putting their knowledge to work with programs across the County (Master Gardeners, 4-H)
- Non-biased free Medicare and low income subsidy assistance with the Senior Health Insurance Information Program (SHIIP)

In Line with County Strategic Plan

- Unique position to support all goals outlined in the County's Strategic Plan
- Adds value to County's programs to accomplish these goals

NC Extension's Four Goals during This Time of Change

- Note: State funding has been reduced over time
- Define and focus the most competitive and needed programs
- Strengthen impacts and value to the citizens, the counties, and North Carolina
- Create financial flexibility to align resources to priorities
- Develop a staffing model that aligns to the State's new fiscal reality, provides competitive salaries, and strengthens workforce capacity and value

Core Program Model

- Agriculture
 - Commercial and Consumer Horticulture
 - Livestock
 - Organic and Traditional Agriculture
- Food
 - Community and School Gardens
 - Food Safety
 - Food Preservation
 - Nutrition and Health
 - Local Foods
- 4-H Youth Development
 - Leadership
 - Life Skills
 - Healthy Lifestyles
 - STEM (Science, Technology, Engineering, Math)
- County Staffing Structure
 - State offering a base staffing structure for every county
 - Seeking an equal match of 50% from local governments on base positions
 - Support staff
 - Ag Agent/CED
 - 4-H Agent
 - Proposing to share Family and Consumer Sciences Agent
 - Additional Ag Agents may be matched based on needs
 - State share 20% of cost; County share 80% of cost
 - Add on positions are Livestock and Row Crops, EFNEP (federally funded) and Area Horticulture Agent which is shared with Buncombe County
 - Plan must be in place by FY 2016-17

Meeting the State Plan

- To bring all employees in line with new State plan, need to raise the County's portion of the Extension budget by 32% or \$49,491
- No new raises, no new positions, no additional operating funds; this is just to comply with State mandates and to keep current staffing levels

Cooperative Extension Breakdown of Budget Support

- Traditionally matched County funding at 2:1 level (for every \$1 spent on Cooperative Extension, the department brings in at least \$2)
- Brings in monies in terms of volunteer hours and grants
- Services provided and impacts to community are worth the investment

This concluded the workshop presentations. The remaining departments will make their presentations at the next meeting.

PUBLIC COMMENT

Ray Bryson: Mr. Bryson is a resident of Mills River. He said he has spent most of life trekking around the Pisgah National Forest and his family has worked there producing forest products and providing for themselves through hunting and fishing. He noted that nearly 80 people were in attendance tonight to show their interest in how the PNF is managed, particularly wildlife habitat. Mr. Bryson stated there is no longer viable wildlife because of loss of habitat, forcing hunters to go elsewhere and causing there to be millions of dollars lost to the County and region. He believes the experts know how to make the PNF healthy again and create viable habitats for wildlife and create an environment for all to enjoy. Mr. Bryson and others want to be able to hunt locally. He said the management has their hands tied and it is time we stop letting outsiders from controlling the management of the PNF.

COMMISSIONERS' COMMENTS

Commissioner Lemel reported that she attended a meeting with representatives from Smoky Mountain about two weeks ago. There were 14 in attendance, seven of which represented local agencies. It was a productive meeting and helped the County to understand many ways in which to build relationships with Smoky Mountain and leverage that relationship to increase services to our citizens. After a recent presentation by BHS Coach David Siniard on the homeless youth problem in the County, Commissioner Lemel and the Manager, along with Mr. Siniard and Leca Chapman with the School System, are hosting a stakeholder meeting called *Teens in Crisis* on February 16 at noon for the purposes of having a discussion about how to combat teen homelessness, etc. in our community. Commissioner Lemel attended a meet-and-greet event for Congressman Mark Meadows and she had an opportunity to speak with him about the forest revision plan. He emphasized the importance of the County passing a resolution that can be forwarded to Washington, DC for consideration. Congressman Meadows has already received seven resolutions from other counties. Commissioner Lemel met with United Way regarding the Early Childhood Initiative. There is movement to address concerns in this area. She announced there will be a preschool teachers conference in the near future aimed at helping them understand what is needed for children to be kindergarten ready. The early childhood task force has divided into groups to tackle certain areas. There will be a town hall meeting on childcare on April 18. Parents and others are invited to attend to express their frustrations and needs to insure our young children in the County are cared for in a quality manner and in an affordable way.

Commissioner Chapman announced he intends to participate in the Polar Plunge at Connestee this Saturday at 1:30 p.m. to benefit the Special Olympics. Donations are welcome for this great cause. Commissioner Chapman asked the Manager to conduct a visual survey of the American flags outside of County buildings because some are tattered and worn. He asked about the status of upgrading the convenience center sheds. The Manager reported that improvements are forthcoming. Commissioner Chapman commented that he did not take the Planning Board appointment lightly. It is his goal to insure there is no political agendas brought to the Planning Board or other citizen advisory councils. He also said there was no purposeful insinuation that the previous member could not prioritize his time or focus.

Chairman Hawkins said he did see the Planning Board vote as contentious, just a different of opinion which makes it a healthy discussion. He agreed with Commissioner Chapman that all of the County's citizen advisory councils should be comprised of citizens who want to do what is best for the community.

ADJOURNMENT

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

Mike Hawkins, Chair
Transylvania County Board of Commissioners

ATTEST:

Trisha M. Hogan, Clerk to the Board