

**MACON COUNTY BOARD OF COMMISSIONERS
DECEMBER 8, 2015
MINUTES**

The County Manager called the meeting to order at 6:00 p.m. and welcomed those in attendance. All Board Members, the Deputy Clerk, Finance Director, County Attorney, members of the news media and interested citizens were present.

ELECTION OF CHAIRMAN: Per state statute, the County Manager conducted the election for the office of chairman, and opened the floor for nominations. Commissioner Tate nominated Commissioner Corbin as chairman, and the nomination was seconded by Commissioner Beale. There were no other nominations. With no further discussion, the County Manager closed nominations and called for a vote on the motion, which was approved unanimously. The gavel was then passed to Chairman Corbin.

ELECTION OF VICE-CHAIRMAN: Chairman Corbin opened the floor for nominations for the office of vice-chairman, and Commissioner Beale nominated Commissioner Tate as vice-chairman. The nomination was seconded by Commissioner Shields. There were no other nominations. With no further discussion, Chairman Corbin closed nominations and called for a vote on the motion, which was approved unanimously.

EXAMINATION OF OFFICIAL BOND FOR PUBLIC OFFICIALS OF MACON COUNTY: The County Manager explained that North Carolina General Statute (NCGS) 58-72 requires that the board annually examine the bonds of the public officers listed in NCGS 58-72.12, which includes the Finance Director, Tax Administrator, Register of Deeds and Sheriff. Upon a motion by Commissioner Shields, seconded by Commissioner Higdon, the board voted unanimously to approve a resolution entitled "Examination of Official Bonds for Public Officials of Macon County," a copy of which is attached (Attachment 1) and is hereby made a part of these minutes.

ADOPTION OF 2016 REGULAR MEETING SCHEDULE: Chairman Corbin reviewed the list of the planned dates for the board's regular meetings for the upcoming year, which will continue to be held on the second Tuesday of each month beginning at 6 p.m. Commissioner Shields questioned whether the board would want to meet on Election Day on November 8th as planned. The members discussed changing the date, but the County Attorney noted that the proper resolution had not been prepared. Chairman Corbin suggested moving the November meeting to the 15th, and the board agreed by consensus to have the County Attorney prepare a resolution establishing a new schedule of regular meetings of the board for its consideration at the January meeting. No formal action was taken.

ANNOUNCEMENTS: Those in attendance watched a video from the North Carolina Association of County Commissioners (NCACC) that provided an update on recent NCACC activities.

MOMENT OF SILENCE: Chairman Corbin asked those in attendance to observe a moment of silence.

PLEDGE TO THE FLAG: Led by Commissioner Shields, the pledge to the flag was recited.

PUBLIC COMMENT: No one signed up to speak during the public comment period.

ADJUSTMENTS TO AND APPROVAL OF THE AGENDA: Upon a motion by Commissioner Tate, seconded by Commissioner Beale, the board voted unanimously to approve the agenda as adjusted, as follows:

- To add consideration of change orders on the renovation project at Highlands School under Old Business as Item 13.C.
- To add discussion regarding the installation and service of propane autogas infrastructure and a vehicle refueling system for Macon County Transit under New Business as Item 14.B.
- To add a request from Macon Program for Progress (MPP) under New Business as Item 14.C.
- To remove Item 12.B (Resolution naming County Bridge 99 after Ms. Edith Byrd) from Reports/Presentations.
- To add consideration of a proclamation for Radon Action Month as the new Item 12.B under Reports/Presentations.
- To revise the wording of the agenda for Item 13.A under Old Business to reflect that the prequalification policy to be considered would be a general policy and not specific to landfill construction work.

- To add consideration of an appointment to the Macon County Planning Board under Item 16 (Appointments).
- To hold a closed session at the request of the county attorney for the purpose of preserving the attorney/client privilege.

PRESENTATION HONORING BETH MOBERG: Chairman Corbin explained that Beth Moberg had passed away recently, and he recognized Commissioner Beale for some comments and a presentation to her family. Commissioner Beale described Mrs. Moberg as “a volunteer’s volunteer” and said her passing was a loss to the Cowee Community and to Macon County. He read into the record the inscription on a plaque, which stated, “In memory of and with special thanks to Beth Moberg whose vision, dedication and hard work helped to make the Cowee Community a better place to live. From Rickman’s Store to the Cowee Farmer’s Market and especially the Macon County Heritage Center, Beth’s energy and enthusiasm were directly responsible for these and many other successes in her beloved community of Cowee. She will be missed tremendously.” Chairman Corbin and Commissioner Beale presented the plaque to Mrs. Moberg’s husband, Eric, and their son.

PROCLAMATION FOR RADON ACTION MONTH: Kyle Jennings, the Environmental Health Supervisor for Macon County Public Health, asked the board to adopt a proclamation proclaiming January 2016 as “Radon Action Month” in Macon County. He said that the department would be offering free radon test kits to homeowners. Upon a motion by Commissioner Beale, seconded by Commissioner Shields, the board voted unanimously to approve the proclamation as presented, a copy of which is attached **(Attachment 2)** and is hereby made a part of these minutes.

PREQUALIFICATION POLICY: The County Attorney handed out copies of a prequalification policy for the county. He explained that in accordance with North Carolina General Statute 143-135.8, the county would establish and use this policy for construction projects and repair projects for which the county intends to prequalify bidders. Following a brief discussion and a recommendation by the County Attorney, upon a motion by Commissioner Shields, seconded by Commissioner Tate, the board voted unanimously to adopt the policy as presented, a copy of which is attached **(Attachment 3)** and is hereby made a part of these minutes.

ASSESSMENT TOOL/CRITERIA FOR LANDFILL CONSTRUCTION PROJECT: The board then reviewed a document entitled “Macon County Contractor Prequalification Form,” and whereas the prequalification policy is general in nature, the County Manager explained that this document was specifically for the construction of the new cell at the county landfill. Solid Waste Director Chris Stahl provided an overview of the form and point matrix

that will be used to determine if a contractor would prequalify to bid on this project. Commissioner Beale raised a number of questions as to the process for prequalifying, to which Mr. Stahl responded. Specific items in the matrix were discussed in detail, and Commissioner Beale stated that he was “just trying to think of a way to employ local folks.” Mr. Stahl noted that this project involves “the most expensive and most important part of the landfill.” This was followed by further discussion of the prequalification and bid processes. Upon a motion by Commissioner Higdon, seconded by Commissioner Tate, the board voted unanimously to approve the document as amended to reflect striking the word “not” from the last sentence found on Page 8. A copy of the Contractor Prequalification Form is attached (Attachment 4) and is hereby made a part of these minutes.

HIGHLANDS SCHOOL RENOVATION PROJECT CHANGE ORDERS: Macon County Schools Superintendent Dr. Chris Baldwin handed out a list of change orders on the renovation project at Highlands School. Dr. Baldwin reviewed each of the change orders, which together total \$12,047.98. Having already purchased \$21,492.10 worth of furnishings, he said that the balance in the project’s contingency fund stands at \$19,935.82. That figure was later adjusted to \$20,009.90 by the Finance Director. Upon a motion by Commissioner Tate, seconded by Commissioner Shields, the board voted unanimously to approve the change orders as presented and authorized the County Manager to sign any necessary documents. Window installation is the only work item remaining, and Dr. Baldwin said that will begin on or around December 21st. Commissioner Tate expressed his compliments to the contractor, Carolina Specialties Construction. The detailed list of the change orders, along with the overall change order log for the project, are attached (Attachment 5) and are hereby made a part of these minutes.

TRANSIT SYSTEM SAFETY PROGRAM PLAN: Transit Director Kim Angel told the board that her agency is required to review and update the System Safety Program Plan as part of the requirement to receive federal and state funding. The previous plan had been approved in 2008. She said the plan has been reviewed and approved by the North Carolina Department of Transportation (NCDOT) but still needs the county commission’s approval. In addition to the General System Safety Plan Management/Descriptions of Elements document, the plan also contains the following items: (1) Driver/Employee Selection, (2) Driver/Employee Training, (3) Safety Data Acquisition/Analysis, (4) Drug and Alcohol Abuse Programs, (5) Vehicle Preventive Maintenance Plan and (6) Security. Upon a motion by Commissioner Beale, seconded by Commissioner Shields, the board voted unanimously to approve the plan as submitted. A copy of the General System Safety Plan Management document is attached (Attachment 6) and is hereby made a part of these minutes.

PROPANE OPTION FOR TRANSIT VEHICLES: Chairman Corbin, the liaison to the Transit system, and Mrs. Angel provided a brief overview of the department's plan to convert Transit vehicles to a bi-fuel system that can use either gasoline or propane. Much of the discussion centered on a handout of a bid tabulation for the "installation and service of propane autogas infrastructure and vehicle refueling system." Mrs. Angel recommended that the county accept the Option 1 Bid Amount of \$19,000 from Ferrell Gas. She told the board that it will likely take 18 to 24 months for the county to recover the cost, but once all of the Transit vehicles are converted, the savings should add up, as propane is generally 90 cents to \$1 lower in cost per gallon than gasoline. This led to discussion of a departmental budget amendment, as well as the handling of maintenance and repair work by employees of the county garage. Commissioner Higdon asked if the county might be able to evaluate this type of use for other departments such as the sheriff's. Following discussion of a location for a fueling station, and Mrs. Angel's commitment to report back to the board on the progress of the conversion within the next year, Commissioner Tate made a motion to accept the bid from Ferrell Gas as recommended. The motion was seconded by Commissioner Shields, and all favored. A copy of the bid tab is attached **(Attachment 7)** and is hereby made a part of these minutes.

MACON PROGRAM FOR PROGRESS: Commissioner Beale introduced Chuck Sutton, the executive director of Macon Program for Progress (MPP). Commissioner Beale explained that in past budgets, the county had allocated funds to MPP to assist with administrative costs due to cuts in funding by the federal government. To "cut to the chase," Commissioner Beale said that MPP needs an allocation of \$15,000 to get through the remainder of the fiscal year, and he made the motion to allocate that money to MPP from the county's contingency fund. Commissioner Shields seconded the motion, and after further discussion, the board voted unanimously to approve it.

CONSENT AGENDA: Upon a motion by Commissioner Beale, seconded by Commissioner Tate, the following items on the consent agenda were approved unanimously: **Minutes** – Approved the minutes from the November 10, 2015 regular meeting and the November 16, 2015 continued session. **Budget amendments** – Approved the following budget amendments: **#72** for Economic Development to appropriate \$87,777 in grant funds awarded from the Department of Commerce for the Brasstown Beef project; **#73** for the Buildings and Grounds Department to transfer \$327 in funds from insurance proceeds; **#74** for the Health Department to roll \$1,873 in unexpended grant money from Fiscal Year 2014-15 to the current fiscal year; **#75** for the Housing Department to appropriate additional grant funds from the Duke Helping Home Fund, with \$8,143 for Health and Safety and \$19,000 for HVAC. (Revisions with

corresponding numbers attached). **Tax settlement refunds** – Upon the recommendation of Tax Administrator Richard Lightner, the board approved tax settlement refunds in the amount of \$89.24 for Jane Privette and \$539.70 for the Rothbaum family. **Monthly ad valorem tax collection report** – No action necessary.

APPOINTMENTS: (1) Planning Board: The Deputy Clerk informed the board that the only application for the planning board was from Brittney Raby, and Chairman Corbin noted that the board had no conflict in appointing a member of the media to the board. Upon a motion by Commissioner Shields, seconded by Commissioner Tate, the board voted unanimously to appoint Ms. Raby to a three-year term on the planning board.

CLOSED SESSION: At 7:35 p.m., upon a motion by Commissioner Beale, seconded by Commissioner Tate, the board voted unanimously to go into closed session for the purpose of preserving the attorney-client privilege as found in North Carolina General Statute 143-318.11(a)(3). At 8:18 p.m., upon a motion by Commissioner Tate, seconded by Commissioner Shields, the board voted unanimously to come out of closed session and return to open session. No action was taken.

ADJOURN: At 8:18 p.m., with no other business, and upon a motion by Commissioner Tate, seconded by Commissioner Shields, the board voted unanimously to adjourn.

Derek Roland
Ex Officio Clerk to the Board

Kevin Corbin
Board Chairman