

Macon County



**MACON COUNTY BOARD OF COMMISSIONERS
JANUARY 14, 2025
6 P.M.
AGENDA**

1. Call to order and welcome by Chairman Young
2. Announcements
3. Moment of Silence
4. Pledge of Allegiance
5. Public Hearing(s) – None
6. Public Comment Period
7. Additions to agenda
8. Adjustments to and approval of the agenda
9. Reports/Presentations - None
10. Old Business
 - (A) Update of Highlands School Project – Project Manager Jack Morgan and Representatives from Vannoy Construction
 - (B) Approval of Resolution Accepting Bid and Authorizing Sale of Surplus Real Property Located at 88 No Name Road in Franklin – Attorney Eric Ridenour
 - (C) Consideration of Surplus Property Offer for Property Located at 651 East Main Street – Attorney Ridenour
 - (D) Discussion Concerning Animal Services Operation – Interim County Manager Cabe
 - (E) Update on Recruitment of County Manager – Human Resource Director Tammy Keezer

11. New Business

- (A) Discussion and Approval of Bid Package for Phase IA of the Recreation Master Plan – Mike Norris, McGill Associates
- (B) Discussion Regarding Clock Tower Renovation and Acceptance of Bid – Project Manager, Jack Morgan
- (C) Update on Macon Early College Assessment – Mr. Morgan
- (D) Discussion Regarding Update to Rule 11 of the Macon County Board of Commissioners Rules of Procedures – Attorney Ridenour
- (E) Scheduling Annual Performance Review for the County Manager and the County Attorney – Chairman Young

12. Consent Agenda – Attachment #12

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

- (A) Minutes of the December 10, 2024, Regular Meeting
- (B) Budget Amendments #159-164
- (C) Tax releases for the month of December 2024 in the amount of \$991.60
- (D) Monthly ad valorem tax collection report – no action necessary

13. Appointments

- (A) Macon County Library Board of Trustees – 1 seat

14. Closed session as allowed under NCGS 143-318.11

15. Adjourn/Recess

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – OLD BUSINESS

MEETING DATE: JANUARY 14, 2025

10(A). Representatives from Vannoy Construction will be present to provide an update on the Highlands School project. Project Manager Jack Morgan has asked Vannoy to provide an update to the board every other month until the project is complete.

10(B). The upset bid period for surplus real property located at 88 No Name Road closed on December 30, 2024. No additional bids were received. Included in your packet for approval is a resolution accepting the bid and authorizing sale of the property.

10(C). An Offer to Purchase Agreement and deposit have been received to purchase the property located at 651 East Main Street. Franklin, NC. Action is needed to accept this offer and enter into the upset bid period. Attorney Ridenour can provide more information about the offer and the upset bid process at the meeting. .

10(D). Mr. Cabe has requested to have follow up discussion regarding Animal Services operations and options suggested at the December 10, 2024, regular meeting.

10(E). Ms. Keezer will provide an update on recruitment efforts.

STATE OF NORTH CAROLINA

COUNTY OF MACON

RESOLUTION ACCEPTING BID AND AUTHORIZING SALE OF
SURPLUS REAL PROPERTY – TAX PARCELS 6553850133 and 65553850151

WHEREAS, on December 10, 2024, the Macon County Board of Commissioners approved a motion authorizing the sale through the upset bid procedure of North Carolina General Statute §160A-269 for those certain parcels of surplus property bearing tax parcels 6553850133 and 65553850151, containing a combined total of 0.08 +/- acres, with a physical address of 88 No Name Rd. Franklin, NC and more particularly described in Book E-42, Page 234 of the Macon County Registry; and,

WHEREAS, Calvin E. Weeks and Kristy N. Weeks made the initial bid for the property in the amount of \$1,000.00; and,

WHEREAS, notice of the offer and the upset bid process was properly advertised, posted and published; and,

WHEREAS, no upset bid has been received within the time noticed and published as provided in NCGS §160A-269

NOW THEREFORE, it is Resolved by the Macon County Board of Commissioners that it does hereby accept the offer bid by Calvin and Kristy Weeks in the amount of \$1,000.00, and authorizes the sale of the property described below subject to the following terms and conditions:

BEING those two parcels of real property containing a combined total of .08 +/- acre with a physical address of 88 No Name Rd bearing PIN#s 6553850133 and 6553850151 and more particularly described that certain Commissioner's deed to the County of Macon recorded in Book E-42, Page 234 of the Macon County Registry.

SUBJECT TO the removal of the structure currently located on the tract bearing Parcel Identification number 6553850133, which has previously been deemed a public nuisance and hazard, within 180 days of receiving deed to the same.

SUBJECT TO any Homeowner's Association dues owing on the property.

BE IT FURTHER RESOLVED by the Macon County Board of Commissioners that upon receipt of the \$1,000 purchase price, plus \$31 recording fees, less the \$50 deposit previously made, for a total remaining amount owed of \$981, it does hereby authorize Interim County Manager, Warren Cabe, to execute and record a Special Warranty Deed for the above-described property to Calvin E. Weeks and Kristy N. Weeks.

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – NEW BUSINESS

MEETING DATE: JANUARY 14, 2025

11(A). Representatives from McGill Associates will be presenting the bid package for Phase 1A of the Recreation Master Plan. This includes the installation of (6) Tennis Courts, (9) Pickleball Courts, a restroom/picnic shelter, electrical, utilities, asphalt paving, a flag pole, concrete sidewalks, and erosion control. A motion to proceed with the bid process would be suggested.

11(B). Your packet includes the Clock Tower Scope of Work and three Bids. Mr. Morgan is requesting the award of a bid and authorization to proceed with the work as indicated in the Scope of Work. Mr. Morgan will be present to answer any questions and to provide further information.

11(C). Mr. Morgan will provide an update on the Macon Early College assessment. Your packet includes an amended scope of work proposal and a proposed schematic design. Action to approve both of these items is needed.

11(D). Attorney Ridenour has recommended a change to the Boards' Rules of Procedure in regard to the meeting agenda as stated in Rule 11. He is recommending moving "Additions to the Agenda" before the "Public Comment Period" so the public is informed and has the opportunity to comment on agenda items added at the meeting. A copy of the proposed change is included in your packet and will require board action.

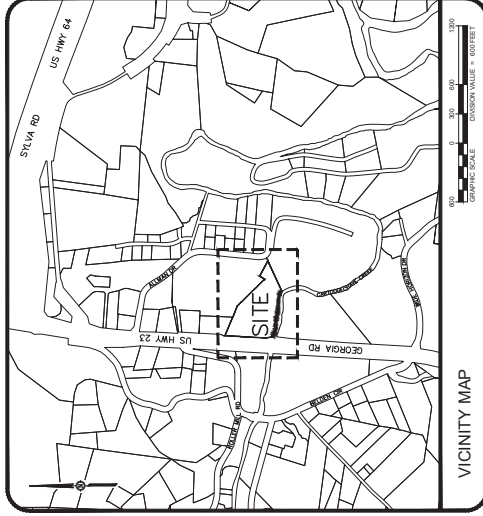
11(E). Chairman Young has requested a brief discussion regarding annual evaluations for the County Manager and the County Attorney. Proposed evaluation forms are included in your packet.

VETERANS MEMORIAL PARK IMPROVEMENTS PHASE 1 MACON COUNTY

TOWN OF FRANKLIN, NORTH CAROLINA

SCHEDULE OF DRAWINGS

G-001	COVER SHEET	A-100	APPENDIX 'B' AND EMERGENCY EGRESS PLAN
G-002	GENERAL NOTES AND LEGENDS	A-101	FLOOR PLAN AND CEILING PLAN
G-003	EROSION CONTROL NOTES	A-102	ELEVATIONS AND BUILDING SECTIONS
CD-101	EXISTING CONDITIONS AND DEMOLITION	A-103	ROOF PLAN, RESTROOM REQUIREMENTS AND SCHEDULES
C-101	SITE PLAN	S-101	FOUNDATION PLAN AND ROOF FRAMING PLAN
C-201	GRADING, DRAINAGE, AND EROSION CONTROL PHASE I	S-102	STRUCTURAL NOTES AND DETAILS
C-202	GRADING, DRAINAGE, AND EROSION CONTROL PHASE II	P1	PLUMBING NOTES & SCHEDULES
C-203	SITE DRAINAGE AREAS	P2	PLUMBING PLANS
C-301	UTILITY PLAN	P3	PLUMBING DETAILS
C-501	DETAILS	M1	MECHANICAL NOTES & SCHEDULES
C-502	DETAILS	M2	MECHANICAL PLAN & DETAILS
C-503	DETAILS	E1	ELECTRICAL NOTES & SCHEDULES
C-504	DETAILS	E2	ELECTRICAL PLANS
		E3	SPORTS LIGHTING PLAN
		E4	RISER DIAGRAM & PANEL SCHEDULES



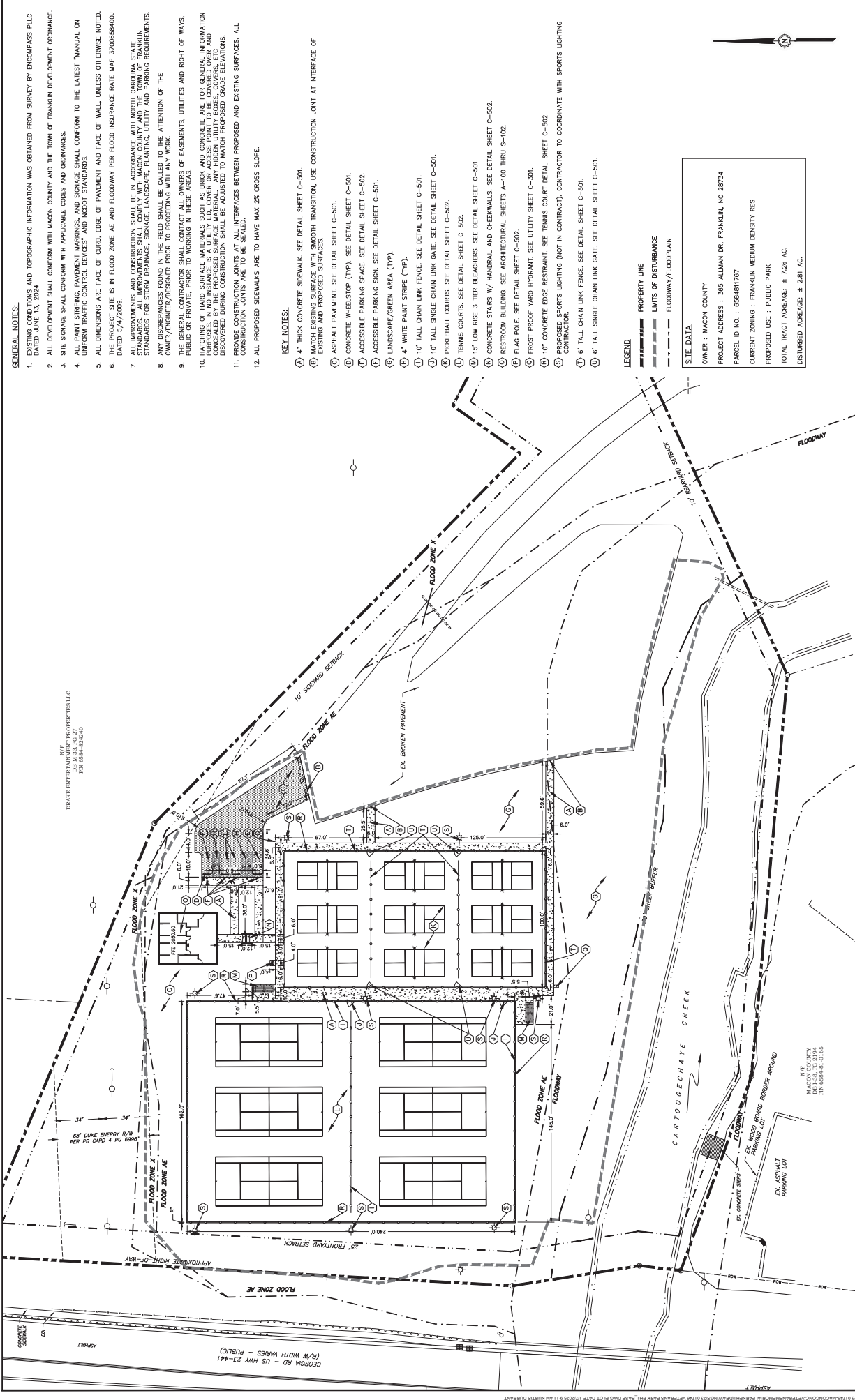
VICINITY MAP



JANUARY 2025



55 Broad Street
Asheville, NC 28801
828.252.0575
NC Firm License # C-0459
mcgillassociates.com



GENERAL NOTES:

- EXISTING CONDITIONS AND TOPOGRAPHIC INFORMATION WAS OBTAINED FROM SURVEY BY ENCOMPASS P/LC DATED 04/16/10, 02/04/11.
- ALL DEVELOPMENT SHALL CONFORM WITH MACON COUNTY AND THE TOWN OF FRANKLIN DEVELOPMENT ORDINANCE.
- SITE SIGNAGE SHALL CONFORM WITH APPLICABLE CODES AND ORDINANCES.
- ALL PAINT STRIPING, PAVEMENT MARKINGS, AND SIGNAGE SHALL CONFORM TO THE LATEST "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" AND NCOTD STANDARDS.
- ALL DIMENSIONS ARE FACE OF CURB, EDGE OF PAVEMENT AND FACE OF WALL, UNLESS OTHERWISE NOTED.
- THE PROJECT SITE IS IN FLOOD ZONE AE AND FLOODWAY PER FLOOD INSURANCE RATE MAP 3700688400J DATED 5/4/2009.
- ALL IMPROVEMENTS AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH NORTH CAROLINA STATE STANDARDS FOR STORM DRAINAGE, SIGNAGE, LANDSCAPE, PLANTING, UTILITY AND PARKING REQUIREMENTS.
- ANY DISCREPANCIES FOUND IN THE FIELD SHALL BE CALLED BY THE ATTENTION OF THE OWNER/ENGINEER/DESIGNER PRIOR TO PROCEEDING WITH ANY WORK.
- THE GENERAL CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND RIGHT OF WAYS, PUBLIC OR PRIVATE, PRIOR TO WORKING IN THESE AREAS.
- HATCHING OF HARD SURFACE MATERIALS SUCH AS BRICK AND CONCRETE ARE FOR GENERAL INFORMATION PURPOSES. IN NO INSTANCE IS A UTILITY LID, COVER OR ACCESS POINT TO BE COVERED OVER AND RECONSTRUCTED. ALL UTILITIES SHALL BE PROTECTED AND SHALL BE ADJUSTED TO MATCH PROPOSED GRADE ELEVATIONS. DISCOVERED CONSTRUCTION JOINTS AT ALL INTERFACES BETWEEN PROPOSED AND EXISTING SURFACES. ALL CONSTRUCTION JOINTS ARE TO BE SEALED.
- ALL PROPOSED SIDEWALKS ARE TO HAVE MAX 2% CROSS SLOPE.

KEY NOTES:

- 4" THICK CONCRETE SIDEWALK. SEE DETAIL SHEET C-501.
- MATCH EXISTING SURFACE WITH SMOOTH TRANSITION, USE CONSTRUCTION JOINT AT INTERFACE OF EXISTING AND PROPOSED SURFACES.
- ASPHALT PAVEMENT. SEE DETAIL SHEET C-501.
- CONCRETE WHEELSTOP (TYP). SEE DETAIL SHEET C-501.
- ACCESSIBLE PARKING SPACE. SEE DETAIL SHEET C-502.
- ACCESSIBLE PARKING SIGN. SEE DETAIL SHEET C-501.
- LANDSCAPE/GREEN AREA (TYP).
- 4" WHITE PAINT STRIPE (TYP).
- 10' TALL CHAIN LINK FENCE. SEE DETAIL SHEET C-501.
- 10' TALL SINGLE CHAIN LINK GATE. SEE DETAIL SHEET C-501.
- PICKLEBALL COURTS. SEE DETAIL SHEET C-502.
- TENNIS COURTS. SEE DETAIL SHEET C-502.
- 15' LOW RISE 3 TIER BLEACHERS. SEE DETAIL SHEET C-501.
- CONCRETE STAIRS W/ HANDRAIL AND CHERKWALLS. SEE DETAIL SHEET C-502.
- RESTROOM BUILDING. SEE ARCHITECTURAL SHEETS A-100 THRU S-102.
- FLAG POLE. SEE DETAIL SHEET C-502.
- FROST PROOF YARD HYDRANT. SEE UTILITY SHEET C-501.
- 10" CONCRETE EDGE RESTRAINT. SEE TENNIS COURT DETAIL SHEET C-502.
- PROPOSED SPORTS LIGHTING (NOT IN CONTRACT). CONTRACTOR TO COORDINATE WITH SPORTS LIGHTING CONTRACTOR.
- 6' TALL CHAIN LINK FENCE. SEE DETAIL SHEET C-501.
- 6' TALL SINGLE CHAIN LINK GATE. SEE DETAIL SHEET C-501.

LEGEND

- PROPERTY LINE
- LIMITS OF DISTURBANCE
- FLOODWAY/FLOODPLAIN

SITE DATA

OWNER: MACON COUNTY
 PROJECT ADDRESS: 305 ALLMAN DR, FRANKLIN, NC 28704
 PARCEL ID NO.: 658481767
 CURRENT ZONING: FRANKLIN MEDIUM DENSITY RES
 PROPOSED USE: PUBLIC PARK
 TOTAL TRACT ACREAGE: ± 7.26 AC
 DISTURBED ACREAGE: ± 2.81 AC

		SHEET C-101	
VETERANS MEMORIAL PARK IMPROVEMENTS PHASE 1 MACON COUNTY TOWN OF FRANKLIN, NORTH CAROLINA		SITE PLAN	
OFFICE MANAGER D. CHAPMAN	DESIGNER K. DURRANT	DATE JANUARY 2025	PROJECT # 23.0746
PROJECT MANAGER M. NORRIS	REVIEWER C. CRANWILL	CONSOLE # C-101	

NO.	DATE	BY	DESCRIPTION

FINAL DRAWING FOR REVIEW FOR PERMITS ONLY NOT TO BE USED FOR CONSTRUCTION

55 Broad Street
 Asheville, NC 28801
 828.252.0575
 NC Firm License # C-4459
 mcgillassociates.com

CLOCK TOWER RENOVATION SCOPE OF WORK

1. Clean brick and structure (*no high pressure washing on brick or masonry surfaces). Use non-ionic detergent and water with medium bristle brush to clean brick and masonry.
2. Seal brick and masonry with Sikaguard 277 Enviroseal or Sika Masterprotect H177.
3. Clean wood surfaces with same cleaner as used on the brick, Pressure washing is allowed on wood surfaces.
4. After cleaning all exterior wood surfaces, replace any and all damaged or decayed wood material with like materials and like design, tighten any loose nails, screws etc.
5. All exterior wood surfaces, remove all loose or flaking paint, caulk tight, and seal gaps and holes of all unnecessary openings. Apply two coats Sherwin-Williams Woodscapes Exterior Acrylic Solid Color House Stain. Color to match existing.
6. Interior masonry or stucco, two coats Sherwin-Williams Super Paint Exterior acrylic latex paint of same color as exterior wood surfaces, exc.
7. Remove all roof coverings to reveal roof sheathing and inspect for damaged or decayed sheathing. Replace with fire retardant treated plywood any roof sheathing deemed necessary.
8. Inspect Skylight, replace if required with similar type and size (see alternate #1)
9. Cover roof sheathing with Ice and Rain shield. Flash junction of roof sheathing and siding and skylight as necessary to maintain water tight junction.
10. Cover roof with Certainteed Highland Slate, Black Granite color, and install new metal drip edge color to match siding color.
11. Replace screen wire on interior of louvers with aluminum screen wire
12. Contractor will clean site and haul off and dispose all debris at the end of each work day
13. Contractor will install safety fencing and or barricades around project site
14. Contractor will protect clock tower mechanisms from any damage caused by this renovation project.
15. Contractor will protect all vegetation, live or artificial, from damage by renovation process.
16. Contractor to provide all necessary labor, materials, tools, safety equipment, scaffolds and or personnel lifts etc., for completion of this project
17. Project to be complete within sixty (90) days of award of contract. Any extension of this time is at the discretion of the owner.

BID SHEET & CONTRACT TERMS ACCEPTANCE FORM

CLOCK TOWER RENOVATIONS

Bid 01-4260i

Company: Carolina Builder Services Inc.

Address/City/State/Zip: 2511 Bryson City RD. Franklin NC 28734

Phone: 828-421-5159 Email Address: Carolina Builder@hotmail.com

OFFER

- A. This offer shall be open to acceptance and is irrevocable for a minimum of 60 Days from the bid closing date.
- B. Having examined the Place of Work and all matters referred to in the Bid/Contract Documents prepared by Macon County for the above mentioned project, we, the undersigned, hereby offer to provide a complete work product.

TOTAL BASE BID \$ 22,449.61

ALTERNATE 1 PRICE \$ 2,632.80

Addenda (if none, state "N/A"): #1 Budget & Schedule, #2 COI, #3 N/A.

Terms & Conditions Acceptance: By signing below, the individual accepts and verifies:

- A. That he/she is a duly authorized representative of the company and is able to legally bind the company to this agreement.
- B. Understanding of all terms and conditions contained within this solicitation and that this solicitation, its terms and conditions, become the entire contract to which Macon County and contractor will be bound for this project, and shall override and supersede all other terms and conditions, regardless of form or delivery.
- C. That this offer is not a "sham" offer and is made without collusion.
- D. Acceptance of and agreement to fulfill the insurance & risk requirements set forth above.

Bret Cochran
Printed Name of Authorized Individual

President
Title

B
Signature of Authorized Individual

12-18-21
Date

Attach proof of insurance and any certifications / licensures

- Bid Form
- MBE Paperwork

CONTRACT TERMS ACCEPTANCE FORM
TOWER RENOVATIONS

Bid 01-4260i

Company: Haynes Industrial, a division of MB Haynes Corporation

Address/City/State/Zip: 187 Deaverview Road, Asheville, NC 28806

Phone: 828-768-8196 Email Address: JWard@mbhaynes.com

OFFER

- A. This offer shall be open to acceptance and is irrevocable for a *minimum of 60 Days* from the bid closing date.
- B. Having examined the Place of Work and all matters referred to in the Bid/Contract Documents prepared by Macon County for the above mentioned project, we, the undersigned, hereby offer to provide a complete work product.

TOTAL BASE BID \$ 60,750.00

ALTERNATE 1 PRICE \$ 3,695.00

Addenda (if none, state "N/A"): #1 N/A, #2 N/A, #3 N/A.

Terms & Conditions Acceptance: By signing below, the individual accepts and verifies:

- A. That he/she is a duly authorized representative of the company and is able to legally bind the company to this agreement.
- B. Understanding of all terms and conditions contained within this solicitation and that this solicitation, its terms and conditions, become the entire contract to which Macon County and contractor will be bound for this project, and shall override and supersede all other terms and conditions, regardless of form or delivery.
- C. That this offer is not a "sham" offer and is made without collusion.
- D. Acceptance of and agreement to fulfill the insurance & risk requirements set forth above.

W. JOE LAULHTIER
Printed Name of Authorized Individual

COO
Title

[Signature]
Signature of Authorized Individual

12/23/2024
Date

Attach proof of insurance and any certifications / licensures

BID SHEET & CONTRACT TERMS ACCEPTANCE FORM

CLOCK TOWER RENOVATIONS

Bid 01-4260i

Company: Midwest Maintenance, Inc.

Address/City/State/Zip: 101 Fox Drive, Piqua OH 45356

Phone: 937-773-9236 Email Address: wjm@mmirestoration.com

OFFER

- A. This offer shall be open to acceptance and is irrevocable for a *minimum of 60 Days* from the bid closing date.
- B. Having examined the Place of Work and all matters referred to in the Bid/Contract Documents prepared by Macon County for the above mentioned project, we, the undersigned, hereby offer to provide a complete work product.

TOTAL BASE BID \$ 30,394.00

ALTERNATE 1 PRICE \$ 2,819.00

Addenda (if none, state "N/A"): #1 N/A, #2 _____, #3 _____.

Terms & Conditions Acceptance: By signing below, the individual accepts and verifies:

- A. That he/she is a duly authorized representative of the company and is able to legally bind the company to this agreement.
- B. Understanding of all terms and conditions contained within this solicitation and that this solicitation, its terms and conditions, become the entire contract to which Macon County and contractor will be bound for this project, and shall override and supersede all other terms and conditions, regardless of form or delivery. That this offer is not a "sham" offer and is made without collusion.
- C. Acceptance of and agreement to fulfill the insurance & risk requirements set forth above.



William J. Meyer

Printed Name of Authorized Individual

[Signature]
Signature of Authorized Individual

President

Title

12/23/2024

Date

Attach proof of insurance and any certifications / licensures

January 6, 2025

Mr. Warren Cabe, Macon County Manager
5 West Main Street
Franklin, NC 28734

Re: Proposed Added Scope of work & Fee Amendment for the
Corrective Package for: Macon County Early College

Dear Mr. Cabe,

I am pleased to submit this, requested, Proposal for the consideration of the Macon County Board of Commissioners.

Scope of Work

This Proposal provides Design & Administrative Services to economically expand office space by enclosing the existing Timber Frame Entry Portico. If approved, the proposed work will modify the *12.05.24 Construction Documents*.

Proposed work:

- Demolition of the exterior concrete slab
- Demolition of brick planters
- Demolition of adjacent concrete walk as required for the added work
- Replacement of concrete slab
- New insulated exterior walls
- New Windows
- New Vestibule Entry
- New Ceiling
- New Lighting
- New Heating & Air Conditioning
- Restoration of front entrance walk and planters
- Detailing to convey the new elements and assemblies
- Update Project Manual
- Structural Amendments to the Timber Post Base addressing the original reconstructive work

DRAFT FOR REVIEW

Architectural:

- Conduct Code Review & Update Life Safety Plan
- Develop Design Development Floor Plan
- Develop Design Development Lighting / Electrical Plan
- Obtain County approval for Preliminary Schematic Floor Plan then proceed with the Design Development Package.

Structural:

- Develop Narrative Description for Structural Modifications and detailing
- Provide Basic Wall Section through Enclosed Portico
- Note required Timber Post Splice and bearing condition (It is assumed the Post Point Loads will remain in lieu of changing to load bearing exterior walls).
- Note new “Turn-Down” Slab
- Develop diagrammatic Foundation Plan
- Include overall Dimensions at new slab below the Portico and new Vestibule
- Outline Specification (include Concrete and Reinforcing Specifications)

Mechanical & Electrical:

- Conduct Code Review
- Assess Existing Mechanical System
- Assess Existing Electrical System
- Develop Schematic Floor Plan
- Develop Schematic Lighting / Electrical Plan

Assist with Preliminary Cost Feedback:

- The Architect will provide progress documents to the GC for use in generating preliminary cost feedback and, to address questions and clarifications.
- The Architect will submit a Design Development Review Set to Macon County for written approval.
- Upon approval:
 - The Architect will share the DD set with the Contractor to update the preliminary cost estimate.
 - The Design Team will Proceed with the amendments to the Construction Documents.

DRAFT FOR REVIEW

- Submit the Amended Drawings as a Change Order to the project.
- Construction Administration to include the amended Scope of Work.
- Closeout to include the amended Scope of Work.

Consulting Engineers

Structural:

Kloesel Engineering
 Ben Poss, P.E., Principal

Mechanical & Electrical:

B. Augustus Sims Engineering
 B. Augustus Sims, PE

The fee, including Architectural, Structural, Mechanical & Electrical Schematic Design services, shall not exceed **\$8,800.00**, exclusive of reimbursable expenses. Refer to the: “*Schematic Design Fee Breakdown*”, following this paragraph.

Schematic Design Fee Breakdown:		
Consultant	Proposed Fee	Description
Structural	\$1,500.00	Verified Fee- Verbal
M & E	\$2,720.00	Consultant’s Proposal Attached
Site Visit (1) Included	\$1,100.00	Field Verify existing conditions (Mechanical & Electrical systems, etc.)
Consultants	\$5,320.00	Design Development
Architectural	\$3,480.00	Design Development
Design Team Fee Total	\$8,800.00	Not to Exceed / Design Development Total

The M & E Engineer has included (1) Site Visit for verification of existing conditions and systems.

Refer to APPENDIX-A, for 2025 hourly rates

DRAFT FOR REVIEW

If this Proposal meets with your approval, please sign, date, and return an executed copy for my records and the Design Team will begin.

Do not hesitate to call or email me if you have any questions or need additional information.

Sincerely,



Peter S. Looper, AIA, NCARB

_____,
Mr. Warren Cabe, Macon County Manager,

Date

-End of Proposal-

Attachments:

- Appendix-A- 2025 LAD&P hourly rate sheet- (1) page
- Consultant Proposal- P, M, & E- (3) pages

DRAFT FOR REVIEW

B. Augustus Sims, P.E.
B. Augustus Sims, Engineer, PLLC
P.O. Box 18263
Asheville, North Carolina 28814

December 16, 2024

Mr. Peter Looper, AIA Architect
Looper Architectural Design & Planning
28 Katherine Place
Asheville, North Carolina 28801
Via Email

Re: Existing Timber Framed Entrance Enclosure Schematic Design
Early College Building
Macon County Branch, Southwestern Community College
77 Silver Farm Road
Franklin, North Carolina 28734

Peter:

Professional Engineering Services for the referenced project are proposed per preliminary Plans, our communications as noted below for the Schematic Design Package.

1. The project consists of enclosing existing timber-framed entrance porch to create two Offices and one Entry Corridor. The Schematic Design is to provide information for “ball park” construction costs.
2. The area of work is approximately 750 sf.
3. HVAC is expected to be based on ductless mini-split heat pump system(s).
4. Electrical power and lighting designs for area of renovation.
5. Electric service is assumed to have capacity for proposed renovations.
6. Designs will be per North Carolina State Building Code.
7. Looper Architectural Design & Planning will provide AutoCAD dwg Architectural plan, section and elevation files for existing and proposed plans.
8. The designs will include drawings, specifications and other general task required for the HVAC and Electrical construction.

Telephone: 828-776-6145

Email: gsims@basimsengineer.com

DRAFT FOR REVIEW

Mr. Peter Looper, AIA
December 16, 2024
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9. Schematic Design assumes existing electrical service has capacity for area-of-work and will be re-used “As-Is” provide power to the area-of-work.
10. Schematic Design assumes building has a Building Fire Alarm System and existing Fire Alarm System has capacity to include the proposed area-of-work.
11. Specifications will be condensed and may appear on Plan Sheets. State specification will not be required.
12. HVAC and Electrical Schematic Design plan sheets are expected.
13. No site visits are included in Schematic Design.
14. Schematic Designs do not include finished design.
15. Schematic Design plans will not be sealed.
16. Plumbing Designs and additional HCAC and Electrical designs can be provided as additional services if requested.
17. Documents will not go through State Construction Office.
18. Work will not be inspected by State Electrical Inspector.

Proposed Schematic Design Fees:

Plumbing Design:

No Plumbing Design has been requested or included.

HVAC Design and Production: \$ 1,360.00

Electrical Design and Production: \$ 1,360.00

Schematic Pre-Design Site Visit: \$ 1,110.00

Additional Services can be provided based on rates of \$120.00 per hour for Engineering time and \$50.00 per hour for Technical Time.

Reimbursable Expenses:

Black Line Prints: \$4.00 each requested

8.5x11 Copies: .50 each requested

DRAFT FOR REVIEW

Mr. Peter Looper, AIA
December 16, 2024
Page 3 of 3

Payment:

Payment for Services Rendered will be invoiced monthly based on percentage completion of documents.

Termination of Services:

This agreement may be terminated by either party upon ten days written notice. In the event of termination by the Owner, compensation shall be made for expenses and services performed prior to the termination date.

If the terms of this proposal are satisfactory, please sign return one to our office.

Looper Architectural _____ Date: _____

B. Augustus Sims, Engineer, PLLC: _____ Date: _____

DRAFT FOR REVIEW



APPENDIX-A- 2025 HOURLY RATE SHEET

2025 HOURLY RATES:

Design, Production & Field Work	\$115.00
Travel	\$ 80.00

DRAFT FOR REVIEW



December 18, 2024

Mr. Warren Cabe, Macon County Manager
5 West Main Street
Franklin, NC 28734

Re: Proposal for enclosing the Entry Portico at the Macon Co Early College

Dear Mr. Cabe,

I am pleased to submit this, requested, Proposal for the consideration of the Macon County Board of Commissioners.

Scope of Work

This Proposal provides Schematic Design Services addressing the request to enclose the existing Entry Portico creating conditioned interior office space.

The proposed work modifies the *10.28.24 Post Bid Construction Documents* for the Portico Timber Post reconstruction and misc. perimeter grade & drainage items as directed by the 10.28.24 Post Bid Construction Documents as follows:

Architectural:

- Conduct Code Review
- Develop Schematic Floor Plan
- Develop Schematic Lighting / Electrical Plan
- Obtain County approval for Schematic Plan*
 - Safety Glass Recommended for clear observation of visitors entering the building
 - Provide simple Vestibule (airlock) at front wall Entry to comply with the NC Energy Code and to improve controlled access into the building.

Structural:

- Develop Narrative Description for Structural Modifications and detailing
- Provide Basic Wall Section through Enclosed Portico
- Note required Timber Post Splice and bearing condition (It is assumed the Post Point Loads will remain in lieu of changing to load bearing exterior walls).
- Note new "Turn-Down" Slab
- Develop diagrammatic Foundation Plan

- Include overall Dimensions at new slab below the Portico and new Vestibule
- Outline Specification (include Concrete and Reinforcing Specifications)

Mechanical & Electrical:

- Conduct Code Review
- Assess Existing Mechanical System
- Assess Existing Electrical System
- Develop Schematic Floor Plan
- Develop Schematic Lighting / Electrical Plan

Pricing Coordination:

- The Architect will distribute Progress Documents and Final Schematic Design Documents to the General Contractor responsible for developing preliminary cost feedback
- The Architect will provide assistance to the GC as needed, during the early cost estimation process, to address questions and clarifications
- The Architect will meet with Wind River Construction (or other Cost Estimator) and Macon Co. Representative(s) to present the Schematic Plan, discuss the associated cost estimate and next steps.

Consulting Engineers

Structural:

Kloesel Engineering
 Ben Poss, P.E., Principal

Plumbing, Mechanical & Electrical:

B. Augustus Sims Engineering
 B. Augustus Sims, PE

The fee, including Architectural, Structural, Mechanical & Electrical Schematic Design services, shall not exceed **\$8,800.00***, exclusive of reimbursable expenses. Consultant fees are broken down in Table: "***Schematic Design Fee Breakdown***", following this paragraph.

*Reimbursable Expenses shall be computed at 1.15 times the expense incurred.

Schematic Design Fee Breakdown- Consulting Engineers:		
Consultant	Proposed Fee	Description
Structural	\$1,500.00	Verified Fee- Verbal
P, M & E	\$2,720.00	Consultant's Proposal Attached
Site Visit	\$1,100.00	Field Verification
Consultant Fee Total	\$5,320.00	Schematic Design Phase

* (1) The P,M&E Engineer has (1) Site Visit included for verification of existing
 Type equation here.conditions and systems.

Refer to APPENDIX-A, for 2025 hourly rates

If this Proposal meets with your approval, please sign, date, and return an executed copy for
 my records and the Design Team will begin.

Do not hesitate to call or email me if you have any questions or need additional information.

Sincerely,

Peter S. Looper, AIA, NCARB

Mr. Warren Cabe, Macon County Manager,

Date

-End of Proposal-

Attachments:

- Appendix-A- 2025 LAD&P hourly rate sheet- (1) page
- Consultant Proposal- P, M, & E- (3) pages



APPENDIX-A- 2025 HOURLY RATE SHEET

2025 HOURLY RATES:

Design, Production & Field Work	\$115.00
Travel	\$ 80.00

B. Augustus Sims, P.E.
B. Augustus Sims, Engineer, PLLC
P.O. Box 18263
Asheville, North Carolina 28814

December 16, 2024

Mr. Peter Looper, AIA Architect
Looper Architectural Design & Planning
28 Katherine Place
Asheville, North Carolina 28801
Via Email

Re: Existing Timber Framed Entrance Enclosure Schematic Design
Early College Building
Macon County Branch, Southwestern Community College
77 Siler Farm Road
Franklin, North Carolina 28734

Peter:

Professional Engineering Services for the referenced project are proposed per preliminary Plans, our communications as noted below for the Schematic Design Package.

1. The project consists of enclosing existing timber-framed entrance porch to create two Offices and one Entry Corridor. The Schematic Design is to provide information for “ball park” construction costs.
2. The area of work is approximately 750 sf.
3. HVAC is expected to be based on ductless mini-split heat pump system(s).
4. Electrical power and lighting designs for area of renovation.
5. Electric service is assumed to have capacity for proposed renovations.
6. Designs will be per North Carolina State Building Code.
7. Looper Architectural Design & Planning will provide AutoCAD dwg Architectural plan, section and elevation files for existing and proposed plans.
8. The designs will include drawings, specifications and other general task required for the HVAC and Electrical construction.

Telephone: 828-776-6145

Email: gsims@basimsengineer.com

Mr. Peter Looper, AIA

December 16, 2024

Page 2 of 3

9. Schematic Design assumes existing electrical service has capacity for area-of-work and will be re-used "As-Is" provide power to the area-of-work.
10. Schematic Design assumes building has a Building Fire Alarm System and existing Fire Alarm System has capacity to include the proposed area-of-work.
11. Specifications will be condensed and may appear on Plan Sheets. State specification will not be required.
12. HVAC and Electrical Schematic Design plan sheets are expected.
13. No site visits are included in Schematic Design.
14. Schematic Designs do not include finished design.
15. Schematic Design plans will not be sealed.
16. Plumbing Designs and additional HCAC and Electrical designs can be provided as additional services if requested.
17. Documents will not go through State Construction Office.
18. Work will not be inspected by State Electrical Inspector.

Proposed Schematic Design Fees:

Plumbing Design:

No Plumbing Design has been requested or included.

HVAC Design and Production: \$ 1,360.00

Electrical Design and Production: \$ 1,360.00

Schematic Pre-Design Site Visit: \$ 1,110.00

Additional Services can be provided based on rates of \$120.00 per hour for Engineering time and \$50.00 per hour for Technical Time.

Reimbursable Expenses:

Black Line Prints: \$4.00 each requested

8.5x11 Copies: .50 each requested

Mr. Peter Looper, AIA
December 16, 2024
Page 3 of 3

Payment:

Payment for Services Rendered will be invoiced monthly based on percentage completion of documents.

Termination of Services:

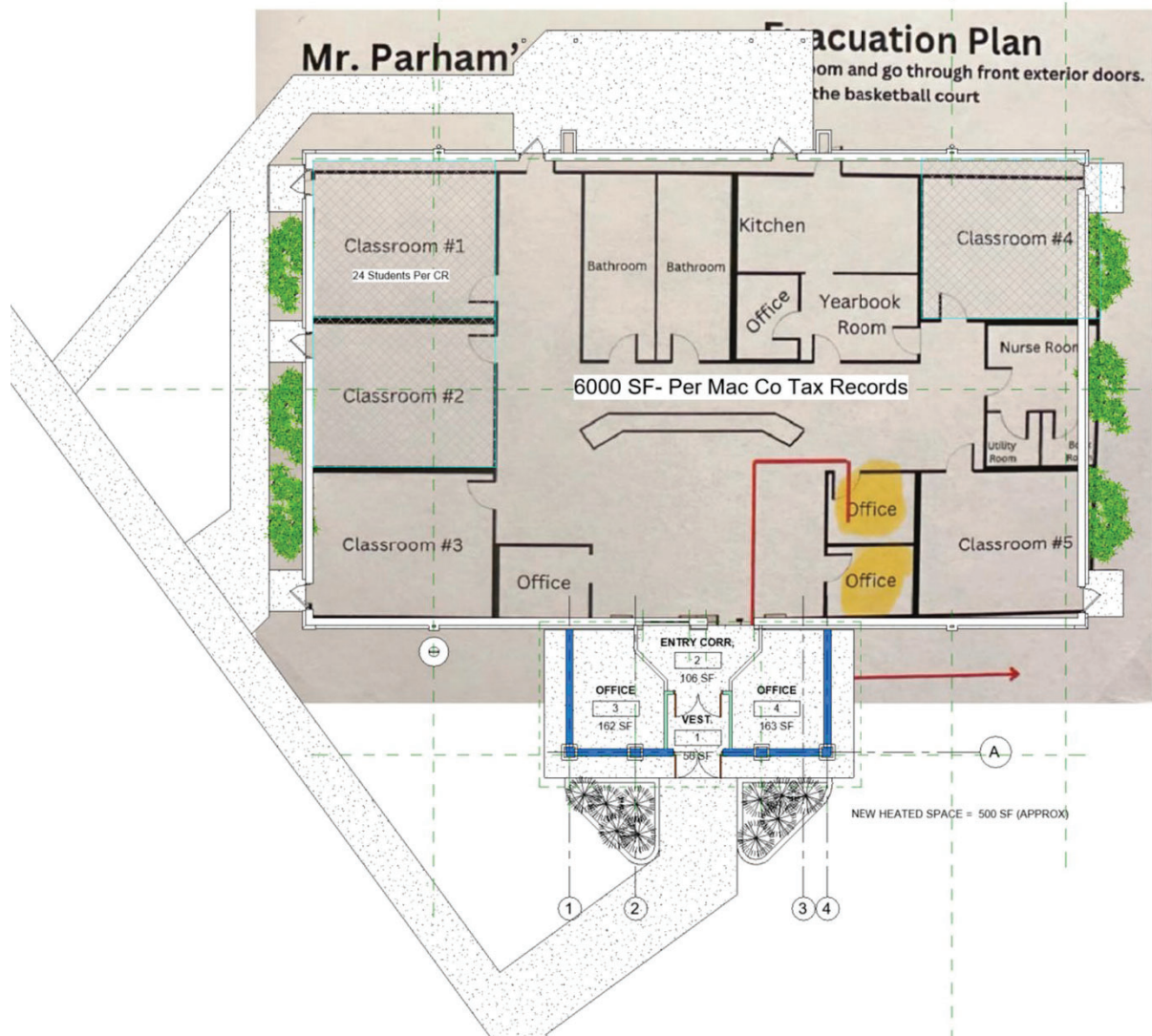
This agreement may be terminated by either party upon ten days written notice. In the event of termination by the Owner, compensation shall be made for expenses and services performed prior to the termination date.

If the terms of this proposal are satisfactory, please sign return one to our office.

Looper Architectural _____ Date: _____

B. Augustus Sims, Engineer, PLLC: _____ Date: _____

Diagrammatic Plan Developed for Consultant's use in generating proposals



Peter



Peter S. Looper, AIA, NCARB
Looper Architectural Design & Planning
28 Katherine Place
Asheville, NC 28801

submitted to the Clerk to the Board 7 days preceding the meeting date. Any Board member may request that an item be placed on the Agenda.

- (b) A copy of the Agenda shall be available for public inspection after distribution to each of the Commissioners has been completed. A copy of the Agenda also shall be posted on the County's website. At least one copy of the complete agenda package shall be available for public inspection and reference at the County Manager's office prior to the meeting and at the rear of the Commissioners' Meeting Room during the meeting, and copies shall be available for members of the press.
- (c) Any member of the Board, the County Manager, or County Attorney may add any item to the Agenda during "Adjustments to the Agenda" (Rule 11, below) by a majority vote of the Board.
- (d) As part of the Agenda, the County Manager, in consultation with the Chairperson, shall prepare consent items for the Agenda. These items shall consist of routine business items which are not considered to be controversial or items which have previously been discussed at a Work Session. Any item may be removed by a Commissioner during "Adjustments to the Agenda" (Rule 11, below). Should any item on the consent agenda be removed from the consent agenda, the Chairperson, in his/her discretion, may place the item on the Agenda or the item may be added by majority vote (Rule 10 (c), above).

Rule 11. Order of Business

At regular meetings, the Board shall proceed to business in the following order:

1. Call to Order and Welcome by the Chairperson
2. Announcements
3. Moment of Silence
4. Pledge of Allegiance
5. Scheduled Public Hearings
6. ~~Public Comment Period~~ Additions to the Agenda
7. ~~Additions to the Agenda~~ Public Comment Period
8. Adjustments to and Approval of the Agenda
9. Reports and Presentations
9. Old Business
10. New Business
11. Consent Agenda
12. Appointments
13. Closed Session**
14. Adjournment

**May be at the beginning of the meeting.

VI. INFORMAL PUBLIC COMMENTS



**MACON COUNTY
MANAGEMENT PERFORMANCE AND DEVELOPMENT EVALUATION
FOR THE COUNTY MANAGER**

COUNTY MANAGER PERFORMANCE EVALUATION

This form may be used by each member of the Board of Commissioners to evaluate the County Manager's performance in fulfilling each of the roles which he/she plays in the county's government. Completed evaluations will become part of the manager's personnel file.

Use this scale to evaluate each performance measure:

- 1 – Below expectations – needs improvement
- 2 – Meets expectations
- 3 – Exceeds expectations
- N – No basis to evaluate performance measure on

1. PERSONAL

- _____ Invests sufficient time and effort toward being diligent in the discharge of their duties.
- _____ Composure, appearance and attitude fitting for an individual in their executive position.

COMMENTS:

2. PROFESSIONAL SKILLS AND STATUS

- _____ Knowledge of current developments affecting the management field.
- _____ Respected in the management profession.
- _____ Has the capacity for and interest in innovation.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by board members and/or staff.

COMMENTS:

3. RELATIONSHIPS WITH COUNCIL:

- _____ Carries out directives of the Board as a whole.
- _____ Assists the Board in establishing policy while acknowledging that the ultimate authority rests with the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of administrative developments.
- _____ Receptive to constructive criticism and advice.

COMMENTS:

4. POLICY EXECUTION

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Supports the actions of the Board after a decision is reached.
- _____ Enforces county policies.
- _____ Understands county laws and ordinances.
- _____ Reviews enforcement procedures periodically to improve effectiveness.
- _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

COMMENTS:

5. REPORTING

- _____ Provides reports to the board regarding matters of Importance to the county.
- _____ Reports are accurate and comprehensive.
- _____ Makes effective and logical written and oral presentations;
- _____ Reports are generally produced through own initiative rather than when requested by the board.
- _____ Prepares a sound agenda which prevents trivial,

administrative matters from being reviewed by the Board.

COMMENTS:

6. RELATIONSHIPS WITH RESIDENTS, MEDIA AND OTHER AGENCIES

- _____ Willing to meet with members of the community and discuss their complaints and concerns.
- _____ Dedicated to providing quality governmental services to the community and to its citizens.
- _____ Available to and skillful with news media, avoiding political positions and displaying any sign of partisanship.
- _____ Has the capacity and willingness to listen to others and to recognize their interests - works well with others.
- _____ Cooperates with neighboring communities.
- _____ Cooperates with county, state and federal governments.
- _____ Cooperates with the governmental units within the county as well as town organizations, such as the Chamber of Commerce, Macon County Schools, public safety, etc.

COMMENTS:

7. STAFFING

- _____ Recruits and retains competent personnel for county positions.
- _____ Aware of weak or inefficient administrative personnel and works to improve their performance.
- _____ Works well with staff members to help them grow in their positions.
- _____ Accurately informed and concerned about personnel issues, such as insurance, fringe benefits, promotions and retirement issues.

COMMENTS:

8. SUPERVISION

_____ Ensures that department heads make decisions within their own jurisdictions without County Manager approval, yet maintains general control of administrative operations.

_____ Delegates duties and does not attempt to perform the jobs of his/her subordinates for them.

_____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.

_____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the manager's office.

_____ Evaluates personnel periodically and points out staff weaknesses and strengths.

COMMENTS:

9. FISCAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level intended by the Board.

_____ Makes the best possible use of available funds, conscious of the need to operate the county efficiently and effectively.

_____ Prepares and presents budget in a logical and easily understood format.

_____ Keeps Board well informed of financial status of the county.

COMMENTS:

10. IN THINKING BACK OVER THE PAST YEAR, WHAT DO YOU FEEL HAVE BEEN THE MORE OUTSTANDING ACCOMPLISHMENTS OF THE COUNTY MANAGER?

11. HAS MANAGER ACCOMPLISHED OR WORKED TOWARD ACCOMPLISHING GOALS ESTABLISHED BY THE BOARD?

12. WHAT WOULD YOU CONSIDER THE MANAGER'S STRONG POINTS?

13. WHAT AREAS WOULD YOU SUGGEST THE MANAGER WORK ON TO IMPROVE HIS SKILLS AND BE MORE EFFECTIVE?

14. WHAT ARE THE MAJOR GOALS ON WHICH THE MANAGER NEEDS TO FOCUS ON IN THE COMING YEAR?

Signature _____

Date _____



**MACON COUNTY
MANAGEMENT PERFORMANCE AND DEVELOPMENT EVALUATION
FOR THE COUNTY ATTORNEY**

This form may be used by each member of the Board to evaluate the County Attorney's performance in fulfilling the attorney's role in the County's government.

Use this scale to evaluate each performance measure:

1 – Below expectations – needs improvement

2 – Meets expectations

3 – Exceeds expectations

N – No basis to evaluate performance measure on

1. PERSONAL

_____ Invests sufficient time and effort toward being diligent in the discharge of the duties of the County Attorney.

_____ Composure, appearance and attitude fitting for an individual in such position.

COMMENTS:

2. PROFESSIONAL SKILLS AND STATUS

_____ Knowledge of current developments affecting the law.

_____ Respected in the legal profession.

_____ Has the capacity for and interest in innovation.

_____ Anticipates problems and develops effective approaches for solving them.

_____ Willing to try new ideas proposed by Board members and/or staff.

COMMENTS:

3. RELATIONSHIPS WITH BOARD:

- _____ Carries out directives of the Board as a whole.
- _____ Assists the Board in establishing policy while acknowledging that the ultimate authority rests with the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of legal developments.
- _____ Receptive to constructive criticism.

COMMENTS:

4. POLICY EXECUTION

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Follows through with the decisions of the Board after a decision is reached.
- _____ Enforces County policies.
- _____ Understands County laws and its ordinances.
- _____ Reviews enforcement procedures periodically to improve effectiveness.
- _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

COMMENTS:

5. REPORTING

- _____ Provides updates to the Board regarding matters of importance to the County .
- _____ Makes effective and logical written and oral presentations;
- _____ Legal Updates are generally produced through own initiative rather than when requested by the Board.

COMMENTS:

6. RELATIONSHIPS WITH RESIDENTS, MEDIA AND OTHER AGENCIES

_____ If requested by the Board, is willing to meet with members of the community and discuss their complaints and concerns.

_____ Dedicated to providing quality legal services to the Board and County.

_____ Available to and skillful in handling news media, avoiding political positions and displaying any sign of partisanship.

_____ Has the capacity and willingness to listen to others and to recognize their interests - works well with others.

_____ Cooperates with neighboring communities.

_____ Cooperates with the municipalities within the county, state and federal governments.

_____ Cooperates with the governmental units within the county organizations, such as the Health Department.

COMMENTS:

7. STAFFING

_____ Works well with staff members.

_____ Accurately informed and concerned about legal issues.

COMMENTS:

9. FISCAL MANAGEMENT

_____ Makes the best possible use of the County's time and is
conscious of the need to operate the county efficiently and effectively.

COMMENTS:

10. IN THINKING BACK OVER THE PAST YEAR, WHAT DO YOU FEEL HAVE BEEN THE MORE OUTSTANDING ACCOMPLISHMENTS OF THE COUNTY ATTORNEY

11. HAS THE ATTORNEY ACCOMPLISHED OR WORKED TOWARD ACCOMPLISHING GOALS ESTABLISHED BY THE BOARD?

12. WHAT WOULD YOU CONSIDER THE COUNTY ATTORNEY'S STRONG POINTS?

13. WHAT AREAS WOULD YOU SUGGEST THE COUNTY ATTORNEY WORK ON TO IMPROVE HIS SKILLS AND BE MORE EFFECTIVE?

14. WHAT ARE THE MAJOR GOALS ON WHICH THE COUNTY ATTORNEY NEEDS TO FOCUS ON IN THE COMING YEAR?

Signature _____

Date _____

MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – CONSENT AGENDA

MEETING DATE: JANUARY 14 2024

Item 12A. Draft minutes from the December 10, 2024, regular meeting are attached for the board's review and approval. (Tammy Keezer)

Item 12B. Budget Amendments #159-164 are attached for your review and approval. (Lori Carpenter)

Item 12C. Tax releases for the month of December 2024 in the amount of \$991.60, per the attached memorandum from Tax Collections Supervisor Delena Raby.

Item 12E. A copy of the ad valorem tax collection report as of December 31, 2024. Report only. No action is necessary. (Delena Raby)



**MACON COUNTY BOARD OF COMMISSIONERS
DECEMBER 10, 2024
REGULAR MEETING MINUTES**

Chairman Young called the meeting to order at 6:00 p.m. All Board Members, Interim County Manager Warren Cabe, Deputy Clerk Tammy Keezer, Finance Director Lori Carpenter, and County Attorney Eric Ridenour were present, as were a number of county employees, media, and citizens.

ANNOUNCEMENTS:

- (A)** Mr. Cabe expressed his appreciation to Ingles for allowing the county to use the old Ingles building for Hurricane Helene relief efforts.
- (B)** Mr. Cabe shared that the Town of Highlands is working on setting up a joint meeting between the Town of Highlands, the Town of Franklin, and this board for February 13, 2025. Once the date is confirmed an official announcement will be made.
- (C)** Mr. Cabe announced that Veterans Services recently held the annual Veterans Standdown event with 142 Veterans served from 13 counties.
- (D)** Commissioner Breeden expressed his appreciation to the voters of Macon County for electing him to serve as Commissioner.
- (E)** Commissioner Young asked those in attendance to keep the Tom James family in their prayers. He shared that Mr. James was a business owner in Macon County and a Veteran who had passed away earlier today.
- (F)** Commissioner Shields requested citizens email questions and issues of concern to him or Mr. Cabe before a regularly scheduled meeting so those items can be researched and an answer provided at the meeting.

(G) Commissioner Shields announced that a flag ceremony would be held at the Crawford Center on December 13, 2024, at 8:00 a.m. and encouraged the public to attend.

MOMENT OF SILENCE: Chairman Young requested all in attendance rise and a moment of silence was observed.

PLEDGE OF ALLEGIANCE: Led by Commissioner Shearl, the pledge to the flag was recited.

PUBLIC HEARING(S): None

PUBLIC COMMENT PERIOD: **MaryAnn Ingram** spoke in opposition to changing the ordinances related to soil and water. She asked why we are looking at changing these if no one has come forward requesting a change. **Melanie McMillian** spoke in opposition to changes to the floodplain ordinance. **Matthew Vargas** spoke in opposition to changes to the floodplain ordinance and reflected on some of the presentations and opinions that have been brought forth over the past few months about those ordinances.

ADDITIONS, ADJUSTMENTS TO AND APPROVAL OF THE AGENDA: Upon a motion by Commissioner Shearl, seconded by Commissioner Shields, the board voted unanimously to approve the agenda, presented.

REPORTS/PRESENTATIONS:

(A) PRESENTATION OF THE FY 2024 AUDIT – Jill Vang with Martin Starnes & Associates CPAs, P.A. presented the audit findings using a PowerPoint presentation. She stated that the audit had been submitted and approved by the Local Government Commission. Commissioner Young asked about the Medicaid deficiency. Ms. Vang said the deficiency was related to a clerical error in determining eligibility where some numbers had been transposed, but that the individual was still eligible for Medicaid. Ms. Carpenter reminded board members that in the FY24 audit funds for the Franklin High School project had not yet been moved but due to the school project the fund balance will decline by an estimated 20 million dollars over the next few years.

OLD BUSINESS:

(A) CONSIDERATION OF SURPLUS PROPERTY OFFERS – Attorney Ridenour presented an offer to purchase the two properties located at 88 No Name Road in the amount of \$1,000. He said if the board accepts the offer the county will need to go through an upset bid process. Commissioner Young indicated that

the building on the property needs to be demolished and the county previously sought bids for the demolition of that building. He explained the upset bid process and said we hope to get \$25,000 for the property and then it becomes the responsibility of the purchaser to demo the building and the sale puts the property back on the tax rolls. Commissioner Young made a motion, seconded by Commissioner Antoine, to accept the offer and enter into the upset bid period. The vote was unanimous.

NEW BUSINESS:

(A) DISCUSSION AND CONSIDERATION FOR ANIMAL SHELTER STAFF –

Health Director Kathy McGaha mentioned recent newspaper articles and posts on social media regarding the needs for the shelter and Board of Health Chair Jerry Hermanson said about 40 volunteers and citizens came to the Board of Health meeting and expressed their concerns and recommendations for the shelter. Mr. Hermanson said the Board of Health asked the staff at the health department to complete a full analysis of the animal shelter. He said they looked at short-term and long-term concerns, comparing us to other counties, listening to volunteers, and developing a plan they hope will carry us well into the future. Mr. Hermanson said the staff at the shelter are doing a great job and he thinks the program fits well with the health department. Ms. McGaha spoke about the planning process with staff and volunteers and said staffing is one of the items that was identified as well as building improvements. She indicated that staff have been working with Macon County Building and Grounds Director Travis Waldroop to get improvements and repairs made. Ms. McGaha stated that the Board of Health is reviewing the possibility of modifying the holding period in the Animal Control Ordinance and implementing a community spay and neuter program. She said she was asked by the Board of Health to come talk to the Board of Commissioners about staffing issues. She said she is requesting one additional full-time position to help with feeding, cleaning, and taking care of the facility and the animals. Ms. McGaha said the health department has two part-time Environmental Health Technician positions that they have not been able to fill and requested to shift one of those positions over to Animal Control. Commissioner Antoine asked about total staff allocation. Ms. McGaha said the program has three full-time Animal Control Officers with one vacancy, one full-time and one part-time Shelter Attendant, and numerous volunteers. She clarified that she is asking for one additional full-time Animal Shelter Attendant and to shift one of the Environmental Health Technician positions over. Commissioner Shearl asked about the authority the Animal Control Officers have and shared information about a situation he was aware of stating Animal Control did nothing to help with the situation. He asked why we are supporting this program when they do nothing to help the citizens of Macon County and asked if there is a non-profit or another organization that can take over the program and get out of the

animal control business. Population Health Section Administrator Jimmy Villiard said he oversees animal control and that if other organizations have the capacity to take over the program they could, but that those organizations are currently at capacity. He spoke about the ordinance and the authority the Animal Control Officers have. Commissioner Shearl asked about the option to lease the facility to another organization. Ms. McGaha said there is a minimal amount of responsibility the health department would have to maintain concerning dangerous dogs and rabies. Commissioner Shearl said he wanted to investigate someone taking over the shelter. Commissioner Young said this conversation is more suited for budget time and to hash out these issues then and if we already have a vacant position and a truck, we need to put a body in that position. After some additional discussion, Ms. McGaha confirmed that she is requesting to shift an Environmental Health Technician position to Animal Control. Commissioner Young said he feels like this needs to wait until budget time and no action was taken.

(B) DISCUSSION AND APPROVAL OF CONTRACT FOR OFFICE SPACE

LOCATED AT 187 CHURCH STREET, FRANKLIN, NC - Mr. Cabe said the county is required to provide office space for judges and that in 2013 the county entered into a lease arrangement for office space which is now up for renewal. He said the renewal lease is the same as the current one with an increase in rent from \$600 to \$750 per month and the money is already in the budget. Commissioner Breeden made a motion, seconded by Commissioner Shields, to approve the renewal of the lease as requested. The vote was unanimous.

(C) APPROVAL OF POLICY IN REFERENCE TO NEW LAW PROHIBITING PORNOGRAPHY ON GOVERNMENT NETWORKS AND DEVICES EFFECTIVE JANUARY 1, 2025

– Attorney Ridenour explained new legislation that has been passed and said that before this legislation there was no law against allowing this activity on government networks and devices. He said we are mandated to put this into a policy. Attorney Ridenour said we have a current policy titled “Acceptable Use Policy” and that HR Director Tammy Keezer and IT Director Andy Muncey have worked on updating this policy to include the new requirement which appears on page seven of the policy through the first part of page eight. A copy of the policy is available in the office of the Clerk to the board and posted on the county website. Commissioner Breeden made a motion, seconded by Commissioner Antoine, to approve the policy as presented. The vote was unanimous.

(D) APPROVAL OF SOLID WASTE ORDINANCE REVISION

– Solid Waste Director Chris Stahl said this is an effort to clean up parts of the ordinance and bring it up to date with laws and changes that have been made since the 1990s when the ordinance was originally passed. He said the one substantive change is in

the closing hours of the landfill so staff have the opportunity to clean up and close down before closing. Mr. Stahl said this will require new signage that says they are open until 4:00 p.m., Monday through Friday, and until 1:30 on Saturday. A copy of the ordinance is available in the office of the Clerk to the Board and posted on the county website. He said this is no change to what they are currently doing and there is no change in the hours for the convenience centers. Young made a comment about contractors working until 5 p.m. and the landfill being closed so they can't take their waste to the landfill at the end of their work day. Commissioner Antoine made a motion, seconded by Commissioner Shields, to approve the revisions to the ordinance as requested. The vote was unanimous.

CONSENT AGENDA: Upon a motion by Commissioner Shearl, seconded by Commissioner Breeden, the board voted unanimously to approve the consent agenda as presented which includes: (A) Minutes of the December 2, 2024, special meeting, (B) Budget Amendments #127-135, (C) Fireworks Permit for Parties by Design, (D) Macon County 2025 Holiday Schedule, (E) Franklin Chamber Service Contract for FY24-25, (F) Highlands Chamber Service Contract for FY24-25, (G) Approval of a partial refund of 2023 taxes for Vineyards and Villas, LLC, (H) Tax releases for the month of November 2024 in the amount of \$2,520.12, (I) Monthly ad valorem tax collection report for which no action is necessary.

APPOINTMENTS: None

CLOSED SESSION: None

ADJOURN: With no other business, at 7:15 p.m., upon a motion from Commissioner Shearl, seconded by Commissioner Antoine, the board voted unanimously to adjourn.

Warren Cabe
Ex Officio Clerk to the Board


Josh Young
Board Chair


AMENDMENT # 159

FROM: FINANCE

DEPARTMENT: DSS
EXPLANATION: Additional Funds – Hurricane Helene Disaster Assistance

	DESCRIPTION	INCREASE	DECREASE
11-3561-4389-35	Disaster Assistance Funds	57,852.00	
11-5314-5675-35	Disaster Assistance Funds	57,852.00	

REQUESTED BY DEPARTMENT HEAD  Dwayne Kurimay, DSS AOII

RECOMMENDED BY FINANCE OFFICER  Adam Carpenter

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 1/14/2025

APPROVED AND ENTERED ON MINUTES DATED _____

CLERK _____

MACON COUNTY BUDGET AMENDMENT

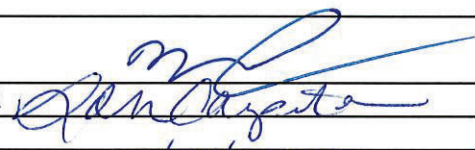
AMENDMENT # 160

DEPARTMENT EMS

EXPLANATION Grant from HCHF

ACCOUNT		DESCRIPTION	INCREASE	DECREASE
113850	447274	HIGHLANDS CASHIERS HEALTH FOUN	5,000	
114370	556060	HIGHLANDS CASHIERS HEALTH FOUN	5,000	

REQUESTED BY DEPARTMENT HEAD _____

RECOMMENDED BY FINANCE OFFICER  _____

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 1/14/2025 _____

APPROVED & ENTERED ON MINUTES DATED _____

CLERK _____

MACON COUNTY BUDGET AMENDMENT

AMENDMENT # 161

DEPARTMENT EMS/EM

EXPLANATION \$64,000 State directed grant-passed through Southwestern Commission

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
113850 435025	STATE DIRECTED GRANT-SW COMMIS	35,000	
114370 556059	STATE DIRECTED GRANT-SW COMMIS	35,000	
	ROOF REPLACEMENT-EMS NANTHALA BASE		
113850 435025	STATE DIRECTED GRANT-SW COMMIS	20,000	
114370 556059	STATE DIRECTED GRANT-SW COMMIS	20,000	
	HVAC REPLACEMENT-EMS HIGHLANDS BASE		
113850 435025	STATE DIRECTED GRANT-SW COMMIS	9,000	
114375 556059	STATE DIRECTED GRANT-SW COMMIS	9,000	
	FLOOR COVERING REPLACEMENT-911 CENTER/VA OFFICE		

REQUESTED BY DEPARTMENT HEAD _____

RECOMMENDED BY FINANCE OFFICER  _____

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 1/14/2025 _____

APPROVED & ENTERED ON MINUTES DATED _____

CLERK _____


MACON COUNTY BUDGET AMENDMENT

AMENDMENT # 162

DEPARTMENT EM

EXPLANATION \$39,000 State directed grant-passed through Southwestern Commission

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
113850 435025	STATE DIRECTED GRANT-SW COMMIS	14,000	
114375 556059	STATE DIRECTED GRANT-SW COMMIS	14,000	
	VIPER RADIO LICENSE PHASE II UPGRADE		
113850 435025	STATE DIRECTED GRANT-SW COMMIS	10,000	
114375 556059	STATE DIRECTED GRANT-SW COMMIS	10,000	
	VIPER RADIO LICENSE PHASE II UPGRADE-INSTALLATION		
113850 435025	STATE DIRECTED GRANT-SW COMMIS	15,000	
114375 556059	STATE DIRECTED GRANT-SW COMMIS	15,000	
	FIRE ALARM SYSTEM UPGRADE-911 CENTER, BARRETT BLDG		

REQUESTED BY DEPARTMENT HEAD _____
 RECOMMENDED BY FINANCE OFFICER 
 APPROVED BY COUNTY MANAGER _____
 ACTION BY BOARD OF COMMISSIONERS 1/14/2025
 APPROVED & ENTERED ON MINUTES DATED _____
 CLERK _____

MACON COUNTY BUDGET AMENDMENT
AMENDMENT # 163

Date: 12/13/2024

DEPARTMENT: HEALTH

Explanation: Amend budget due to Macon County receiving \$18,750 from an agreement between Transylvania County and Macon County for NC General Assembly Directed Grant Funds (Southwestern Commission Council of Government)

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
113511-435024	State Budget/Mgmt Appr.	\$ 18,750.00	
115110-556057	State Budget/Mgmt Appr.	\$ 18,750.00	

PREPARED BY Melissa Sweetser

REQUESTED BY DEPARTMENT HEAD Kath McVane

RECOMMENDED BY FINANCE OFFICER Don Carpenter

APPROVED BY COUNTY MANAGER _____

ACTION BY BOARD OF COMMISSIONERS 1/14/2025

APPROVED AND ENTERED ON MINUTES DATED _____

CLERK _____

Macon County Tax Office
5 West Main Street
Franklin, NC 28734



Phone: (828) 349-2149
draby@maconnc.org

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Collector's Office
Delena Raby, Tax Collections Supervisor

DATE: January 08, 2025

RE: Releases for December 2024

Attached please find the report of property tax releases for real estate and personal property that require your approval in order to continue with the process of releasing these amounts from the tax accounts. Please feel free to contact me if you should have any questions. The report of releases in alphabetical order is attached.

AMOUNT OF RELEASES FOR DECEMBER 2024: \$ 991.60

RUN DATE: 1/8/2025 11:45 AM

RELEASES REPORT
Macon County

NAME	BILL NUMBER		OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
150227	2024-154	DY:ORP:7550113858	DLR	12/31/9999 1:09:41 PM			
SUTTON PROPERTY HOLDINGS, LLC							
		CLERICAL ERROR			F10 ADVL TAX	253,410.00	48.40
		CLERICAL ERROR			G01 ADVL TAX	253,410.00	684.21
		CLERICAL ERROR			H01 ADVL TAX	253,410.00	258.99
		Grade of dwelling was coded incorrectly.					
					TOTAL RELEASES:		991.60
NET RELEASES PRINTED:	991.60						
TOTAL TAXES RELEASED							991.60

RUN DATE: 1/8/2025 10:47 AM

COLLECTIONS MONTHLY TOTALS REPORT
 Macon County - Year To Date December 2024 Tax Year 2024

Macon County
Advalorem Tax Collections Report
Year To Date December 2024 Tax Year 2024

TAX YEAR 2024 Month To Date December 2024 Tax Year 2024

Month to Date	Beginning Balance	Levy Added	Less Releases	Less Administrative Refunds	Less Write Offs	Equals Adjusted Levy	Less Payments	Outstanding Balance
General Tax	11,736,133.28	20,134.97	0.00	0.00	-22.69	11,756,245.56	-6,129,263.96	5,626,981.60
Fire Districts	1,910,173.96	3,572.89	0.00	0.00	-4.56	1,913,742.29	-984,270.29	929,472.00
Landfill User Fee	1,121,700.36	0.00	0.00	0.00	-0.84	1,121,699.52	-570,857.15	550,842.37
TOTAL:	14,768,007.60	23,707.86	0.00	0.00	-28.09	14,791,687.37	-7,684,391.40	7,107,295.97

TAX YEAR 2024 Year To Date December 2024 Tax Year 2024

Year to Date	Beginning Balance	Levy Added	Less Releases	Less Administrative Refunds	Less Write Offs	Equals Adjusted Levy	Less Payments	Outstanding Balance	This Year Collection Percentage Tax Year 2024 As of 12/31/2024	Last Year Collection Percentage Tax Year 2023 As of 12/31/2023
General Tax	0.00	34,241,475.87	-5,801.32	0.00	-1167.31	34,234,507.24	-28,607,525.64	5,626,981.60	83.56%	82.16
Fire Districts	0.00	5,351,139.80	-1,051.45	0.00	-225.54	5,349,862.81	-4,420,390.81	929,472.00	82.63%	81.28
Landfill User Fee	0.00	3,347,880.00	-15,360.00	0.00	-5.62	3,332,514.38	-2,781,672.01	550,842.37	83.47%	81.24
TOTAL:	0.00	42,940,495.67	-22,212.77	0.00	-1398.47	42,916,884.43	-35,809,588.46	7,107,295.97	83.44%	81.99

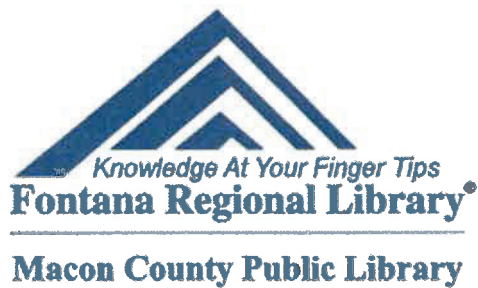
MACON COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

CATEGORY – APPOINTMENTS

MEETING DATE: JANUARY 14, 2025

13A. **Macon County Library Board of Trustees (1 seat)** – Macon County Librarian Abby Hardison has submitted a request included in your packet for the reappointment of Linda Tyler for a second three-year term.



December 18, 2024

Macon County Commissioners
5 West Main ST
Franklin, NC 28734

Dear Commissioners,

The appointment term for Macon County Library Board of Trustees' current elected Chair, Linda Tyler, is up for renewal on January 12, 2025, and she is eligible and willing to be reappointed for a second three-year term as Trustee. Tyler was a nurse for Macon County Public Health, and is active in the community and her church in her retirement.

Should you reappoint her, a term of January 14, 2025 through January 14, 2028 is requested.

Sincerely,

Abby Hardison
Macon County Librarian

Macon County Public Library
149 Siler Farm Rd. Franklin, NC 28734
Tel: (828) 524-3600 | Fax: (828) 524-9550 | [f](#)@MaconCoPL

fontanalib.org
@fontanalib

