

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 4:00 p.m. on Monday, November 4, 2019.

Present - Chairman: Stephen M. Morris  
Vice Chairman: Diane R. Honeycutt  
Commissioners: F. Blake Kiger  
Lynn W. Shue

Absent - Commissioner: Elizabeth F. Poole

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Jonathan Marshall, Deputy County Manager; Rodney Harris, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; and Lauren Linker, Clerk to the Board.

#### Call to Order

Chairman Morris called the meeting to order at 4:00 p.m.

#### Approval of Agenda

Chairman Morris presented the following changes to the agenda:

Revised:

Closed Session

6.1 Closed Session - Pending Litigation and Economic Development

- Personnel Matters Added

Removed from the November 18, 2019 Regular Meeting:

New Business

G.1 Economic Development Investment - Project Kiwi - Public Hearing 6:30 p.m.

**UPON MOTION** of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the agenda as amended.

#### Discussion Items - No Action

#### County Manager - Update on Project for Synthetic Turf Playing Fields

Jonathan Marshall, Deputy County Manager, presented the scope and current status of the project for synthetic turf playing fields at Cox Mill and Jay M. Robinson high schools. Additionally, he stated they are also proposing to have the tracks at Cox Mill, Jay M. Robinson and West Cabarrus high schools constructed as certified tracks. Mr. Marshall reported weekly meetings are being held and the next meeting will be to refine the scope, examine costs, match that to the budget, and work out agreements to bring back to the Board for consideration.

Rodney Harris, Deputy County Manager, reported approximately \$1.7 million is available in the fund for this project. He said there were discussions regarding a payback over a five-year period for an advancement of an additional \$1.2 million for a total budget for this project of approximately 2.9 million.

A discussion ensued. During discussion, Mr. Harris, Mr. Marshall and Mike Downs, County Manager, responded to questions from the Board. The following issues were addressed: items included in the requested funding; the funding discussed does not include work for the tracks; specifications for certified tracks; funding for lighting and restrooms; etc.

#### Innovation and Technology - Innovation Report

Debbie Brannan, Area Manager of Innovation and Technology, announced the current book for the Hoopla Digital Book Club is "On the Edge" by Alison Levine. She encouraged employees to join and participate in the book club.

Ms. Brannan then reported this month's innovation report introduces the new collaborative Digital Plan Room by ePermitHub. She stated the Digital Plan Room launched today, is integrated with Accela Citizen Access, provides enhancements, and is part of the continuous improvement for plan review.

Seth Axthelm, ePermitHub, presented a PowerPoint presentation of the Digital Plan Room. He stated the Digital Plan Room helps streamline and adds efficiencies to the plan review process. He added this digital and collaborative interactive process gives customers faster feedback on their submission as well as a much more interactive process to interact with the county and cities to

resolve any issues during the plan review process in a much more efficient timely manner.

Todd Culp, Chief Codes Enforcement Officer, advised this technology brings the planning and zoning departments from the municipalities of Concord, Harrisburg, Kannapolis and the County together as one agency and brings better customer service to the public.

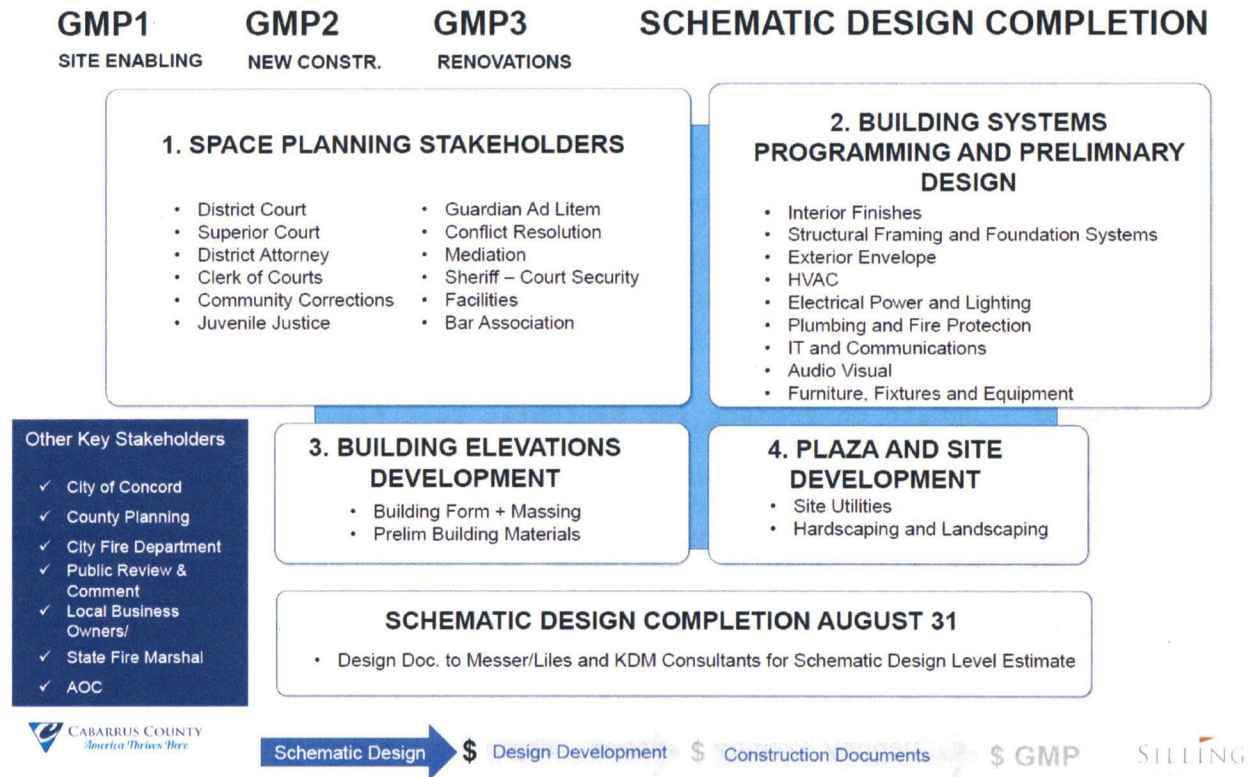
Mr. Axthelm stated Cabarrus County is the first to implement this technology in our region. He added Mecklenburg County is in the process of implementing ePermitHub to their system and the City of Charlotte will soon be implementing ePermitHub to their system.

A discussion ensued. During discussion, Mr. Culp and Mike Downs, County Manager, responded to questions from the Board.

Discussion Items - For Action

Infrastructure and Asset Management - Courthouse Expansion Project Schematic Design Approval

Tom Potts, Silling Architects, presented an overview of the following information as an update on the schematic design of the courthouse expansion project.



The Honorable Marty McGee, Senior Resident Superior Court Judge, thanked the Board for allowing those working in the current courthouse to assist in the planning and designing of the courthouse expansion project. He expressed support for the design being presented for the courthouse expansion project. The following courthouse personnel were in attendance to show their support for this project: Chief District Court Judge Christy Wilhelm; her predecessor the Honorable William Hamby; District Court Judges Nathaniel Knust, Juanita Boger-Allen, and Steve Grossman; Clerk of Superior Court Bill Baggs; District Attorney Roxann Vaneekhoven; and Chief Assistant District Attorney Ashley Shanley. He named many others who support the expansion project not able to be in attendance including members of the local Bar.

Mr. Potts presented an overview of the design of each floor of the new courthouse. This included entry points for the public, inmates as well as staff and attorneys. He reviewed office space, courtroom space and shell space for future requirements. Mr. Potts also responded to questions from the Board.

Mr. Potts continued the presentation with proposed changes to the existing courthouse. He then presented the following schematic design level "cost of the work" estimate:

- GMP1 - Site Enabling - \$6,722,116 (100% Documents Complete for Bidding and Spring 2020 Construction Start)



- GMP2 - New Construction - \$88,221,926 (Scheduled to be completed for GMP development April 30, 2020)
- GMP3 - Renovation of 1975 Courthouse - \$14,090,357
- Total Estimated Cost of the Work - \$109,034,399 (Includes bid, estimate and construction contingency \$8.5 Million and \$2.5 Million escalation)

Kyle Bilafer, Area Manager of Operations, stated the numbers have increased since February, which has an impact on the entire funding for the project. He reviewed the following spreadsheet prepared by Susan Fearrington, Finance Director.

Cabarrus County Courthouse Project As of 10-30-19		Funding Plan					
Category	Project Estimates	Established Funding	Balance needed	GMP #1 Site Enabling Feb 2020	GMP#2 Construction June 2020	GMP#3 Renovation September 2022	
Consultant	\$ 223,096	\$ 83,096	\$ 140,000	\$ -	\$ 140,000	\$ -	
Engineers	515,000	165,000	350,000	350,000			
Architect							
Main Contract	8,890,408	8,308,000	582,408	582,408			
RFQ - Commissioning	300,000	-	300,000		300,000		
Construction							
Pre-Construction	1,111,000	1,111,000	-	-			
GMP #1 - Site Enabling	6,722,116		6,722,116	6,722,116			
GMP #2 - New Construction	88,221,926		88,221,926		88,221,926		
GMP #3 - Renovation	14,090,357		14,090,357			14,090,357	
Other Improvements							
Property Acquisition & Utility Relocation (includes What-A-Burger changes)	2,359,572	2,359,572	-	-			
Equipment and Furnishings							
Furnishing, Fixtures and Equipment	4,000,000		4,000,000		4,000,000		
Audio Visual							
Contingency	5,600,000	491,803	5,108,197		5,108,197		
Total Project	\$ 132,033,475	\$ 12,518,471	\$ 119,515,004	\$ 7,654,524	\$ 97,770,123	\$ 14,090,357	

Mr. Bilafer reported as the GMP gets larger, so does the actual architectural contract. He advised the highlighted number, \$132,033,475, is the increase, based on the estimates on schematic design only. He stated each GMP will come back to the Board for approval.

A discussion ensued. During discussion Susan Fearrington, Finance Director, Mr. Potts, Mr. Bilafer, and Judge McGee responded to questions from the Board.

**County Manager - Arena Capital Purchase**

Jonathan Marshall, Deputy County Manager, reported as part of the agreement between Cabarrus County and SMG, SMG contributed \$150,000 to Cabarrus County for capital improvement and capital equipment purchases related to the facility in 2016. Of the total \$150,000 contributed, \$41,437.78 remains unspent. He stated the unspent funds have been absorbed into a fund balance. It is still identified for this purpose, however, a budget amendment is required to make the funds available again.

Kenny Robinson, General Manager, Cabarrus Arena and Events Center, advised the Arena is requesting to purchase security vestibules to further ensure safety at all events. He also reviewed a list of items this fund has provided funding for in the past.

Kristin Jones, Budget and Performance Manager, reported, in moving forward, these funds will be placed in a capital project account so they do not have to be reappropriated every budget year. She stated a budget amendment and corresponding project ordinance are required to reappropriate these funds.

A discussion ensued. During discussion, Mr. Robinson responded to questions from the Board.

Mike Downs, County Manager, stated this is the final year for the existing contract with SMG. He advised a recommendation to extend the contract with SMG (now ASM Global) will be presented for the Boards' consideration in early December.

**County Manager - Purchase of Property for a Future High School**

Jonathan Marshall, Deputy County Manager, presented a request for the purchase of two properties for a future high school. He stated the combined properties of 101 acres are off Kannapolis Parkway with a cost of approximately \$5 million. He advised the contracts will be included in the regular meeting agenda for the Boards' review.

**Finance - Contractual Incentive Payment for SMG (Cabarrus Arena)**

Jonathan Marshall, Deputy County Manager, stated the contract between Cabarrus County and SMG, the operator of the Cabarrus Arena and Events Center, includes annual incentive payments based on quantitative and qualitative measurements, as well as food sale volumes. He advised the calculations of the incentive amounts have been reviewed by Finance and County Manager staff and is in keeping with the contract.

**Finance - Update of Investment Policy, List of Banking Institutions and List of Investment Officers**

Susan Fearington, Finance Director, presented a request for an update to the Investment Policy, list of banking institutions and list of investment officers. She advised Finance staff worked with the Local Government Commissioner, the North Carolina Capital Management Trust, and reviewed other jurisdictions to update the County's Investment Policy. Some of the updates include 1) a new 40 percent commercial paper limit, 2) clear descriptions of the Finance Director and Investment Officer responsibilities and roles, and 3) a requirement that investment institutions/brokers be evaluated annually. Ms. Fearington also responded to questions from the Board.

**Sheriff's Office - Resolution Approving Bike Safe Grant Funds**

Benita Conrad, Finance Coordinator, Cabarrus County Sheriff's Office, presented a request for approval of bike safe grant funds. She stated the Cabarrus County Sheriff's Office has participated in Project Bike Safe for the previous four years. Ms. Conrad advised the resolution gives approval for the Cabarrus County Board of Commissioners to be the governing body for this project and authorizes Lieutenant Aaron Rankin to oversee this initiative for the upcoming year.

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board suspended its Rules of Procedure in order to take action due to time constraints.

**UPON MOTION** of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board approved the resolution and budget amendment.

Date: 11/18/2019

Amount: 5,000.00

Dept. Head: Kristin Jones

Department: Sheriff's Office

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Purpose: Cabarrus County Sheriff's Office is receiving a grant through the Governor's Highway Safety Program. Lt. Rankin serves as the coordinator and organizer for BikeSafeNC in our region of North Carolina. A grant in the amount of \$5,000 will cover the cost of equipment and travel. No local match is required. The Governor's Highway Safety Program (GHSP) supports and oversees statewide BikeSafeNC.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	2110/6606/GHSP	Program Fees/GHSP	-	5,000.00		5,000.00
001	9	2110/9333/GHSP	Safety Equipment/GHSP	9,139.00	5,000.00		14,139.00

Resolution No. 2019-19

North Carolina Governor's Highway Safety Program  
LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Cabarrus County Sheriff's Office has completed an application contract for traffic safety funding; and that Cabarrus County Board of Commissioners has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Cabarrus County Board of Commissioners IN OPEN MEETING ASSEMBLED IN THE CITY OF Concord, NORTH CAROLINA, THIS 4th DAY OF November, 2019, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and

2. That Lieutenant Aaron T. Rankin is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by

- the Governor's Highway Safety Program for federal funding in the amount of \$5,000.00 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$0.00 as required by the project contract; and
  4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
  5. That certified copies of this resolution be included as part of the contract referenced above; and
  6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by /s/ Stephen M. Morris, Chairman

ATTESTED BY /s/ Lauren Linker

DATE: November 4, 2019

#### **Infrastructure and Asset Management - Offer for Purchase of Surplus Ambulances**

Kyle Bilafer, Area Manager of Operations, presented an update to an offer received for \$1,000 from joinETA.com for the purchase of County Asset 8357, a 2014 Chevrolet ambulance and a second offer for \$1,000 from joinETA.com for the purchase of County Asset 8358, another 2014 Chevrolet ambulance. Mr. Bilafer stated a notice for upset bids was published, and no upset bids were received. He requested the sale of the two ambulances be approved at the November regular meeting.

#### **BOC - Approval of Regular Meeting Agenda**

The Board discussed the placement of the items on the agenda.

UPON MOTION of Commissioner Shue, seconded by Commissioner Kiger and unanimously carried, the Board approved the November 18, 2019 regular meeting agenda as follows.

#### **Approval or Correction of Minutes**

- Approval or Correction of Minutes

#### **Recognitions and Presentations**

- Active Living and Parks - Shelter Donation from the Parkers
- Communications and Outreach - NATOA National Video Awards
- Risk Management - Recognition for 10 years of Loyal Business with Safety National
- Tax Administration - Greg Belk Awards Recognition

#### **Consent**

- County Manager - Arena Capital Purchase
- County Manager - Purchase of Property for a Future High School
- Finance - Contractual Incentive Payment for SMG (Cabarrus Arena)
- Finance - Update of Investment Policy, List of Banking Institutions and List of Investment Officers
- Infrastructure and Asset Management - Courthouse Expansion Project Schematic Design Approval
- Infrastructure and Asset Management - Offer for Purchase of Surplus Ambulances
- Sheriff's Office - Request to Award a Service Weapon to Sergeant Sara Price Upon Retirement
- Tax Administration - Refund and Release Reports - October 2019

#### **New Business**

- Economic Development Investment - Project Rooney - Public Hearing 6:30 p.m.

#### **Reports**

- BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - October 2019 Monthly Summary Report

- Finance - Monthly Financial Update

Chairman Morris announced Commissioner Poole is absent due to illness and wished her a speedy recovery.

**Closed Session - Pending Litigation, Economic Development and Personnel Matters**

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board moved to go into closed session to discuss matters related to pending litigation, economic development and personnel matters as authorized by NCGS 143-318.11(a)(3), (4) and (6).

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board moved to come out of closed session.

**Return to Open Session**

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board approved a 2.5 percent merit increase for the County Manager.

**Adjourn**

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the meeting adjourned at 6:22 p.m.



Lauren Linker, Clerk to the Board

