

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, March 9, 2020.

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; Debbie Brannan, Area Manager of Innovation and Technology; and Lauren Linker, Clerk to the Board.

#### Call to Order

Chairman Morris called the meeting to order at 4:03 p.m.

#### Approval of Agenda

Chairman Morris presented the following changes to the agenda:

Updated:

Discussion Items for Discussion

4.9 Human Resources - Changes to Drug Free Workplace Policy

Updated:

Discussion Items for Discussion

4.1 County Manager - Required Road Improvements West Cabarrus High School

- Construction Package

4.10 Human Resources - Health Insurance Renewal for FY21

- Proposed Changes

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

#### Discussion Items - No Action

#### 2019 Child Protection and Fatality Team Report

Paula Yost, Cabarrus County Child Protection and Fatality Team, Chair, presented a PowerPoint presentation titled "The State of our Children: A 2019 Report". Topics included: What is CPFT, 2018 Child Deaths, Intensive State Fatality Reviews, Child Abuse - DHS Numbers, Cabarrus Homelessness Indicators, ACE Scores, Life Span Development, Things Caused by Trauma, Cardinal Innovations, etc. She also responded to questions from the Board throughout the presentation.

A discussion ensued. During discussion, Ms. Yost responded to questions from the Board.

Commissioner Kiger requested comments from a representative of Cardinal Innovations in response to Ms. Yost's report on Cardinal Innovations.

Melissa Bunker, Cardinal Innovations Senior Community Executive, commented on a proposed plan of work to address systematic challenges faced within their system.

A discussion ensued. During discussion, Ms. Bunker and Ms. Yost responded to questions from the Board.

#### Presentation by the Early Childhood Task Force Advisory Board

Jackie Whitfield and Ann Benfield, Early Childhood Task Force Advisory Board members, reported on the need for quality early child care and early childhood development and learning. Ms. Whitfield presented a report titled "Early Education Taskforce Report." She then reviewed some of the highlights of the report. Topics included in the presentation were as follows:

- Economic Strength via Early Childhood Programs
- A Snapshot of Some Current Realities
- Defining the Need

- Meeting the Need
- Conclusion: Achievable Outcomes

In closing, Ms. Whitfield requested the Board to consider a full-time position to oversee quality early childhood development and educational programs in the county.

A discussion ensued. During discussion, Ms. Whitfield, Mike Downs, County Manager, and Ms. Benfield responded to questions from the Board.

#### **Infrastructure and Asset Management - Courthouse Expansion Project Update**

Kyle Bilafer, Area Manager of Operations, provided an update on the Courthouse Expansion project. Mr. Bilafer displayed examples of interior and exterior materials and color palettes. Alan Eudy, Construction Manager, provided samples of the materials for the Boards' review.

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

#### **Innovation and Technology - Innovation Report**

Debbie Brannan, Area Manager of Innovation and Technology, reported the Employee Digital Book Club books for March and April focus on creating a healthy and safe community (per the County Strategic Plan). The books are *Born to Walk* by Dan Rubinstein and *The Nature Fix* by Florence Williams. She stated these books were chosen in collaboration with the kick off for Walk Cabarrus, a community-wide walking campaign focused on creating a healthier community. Employees are encouraged to participate as part of our wellness program. She also invited everyone in the community to participate. The campaign kicks off on March 14<sup>th</sup>. Participants can sign up at [walkcabarrus.com](http://walkcabarrus.com).

Joe Battinelli, GIS/Analytics Supervisor, and David Thrift, Tax Administrator, demonstrated the County's property analysis application. The application provides quick access to sales, property tax and assessment information and a real estate sales to value analysis.

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

#### **Discussion Items - For Action**

##### **County Manager - Required Road Improvements West Cabarrus High School**

Jonathan Marshall, Deputy County Manager, provided an overview of the bid process for the required road improvements for West Cabarrus High School. He advised the bids received were slightly over the original budget, however, the additional funds can be covered with contingency already in the construction budget. Due to timing, he requested the Board vote on this item tonight.

Tim Lowder, Cabarrus County Schools (CCS), Director of Operations, provided additional information regarding the bid process and the bids received. He stated the lowest bid came in at \$1,082,500. He advised it is slightly over the budgeted amount and requested the release of a small amount of funds from contingency.

Brian Cone, Cabarrus County Schools (CCS), Director of Architecture, Planning and Construction, provided additional information regarding the contingency fund request.

A discussion ensued. During discussion, Mr. Lowder and Mr. Cone responded to questions from the Board.

**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 on this item due to time constraints.

**UPON MOTION** of Commissioner Shue, seconded by Commissioner Kiger and unanimously carried, the Board awarded the bid to the low bidder and authorized the Finance Director to prepare the associated budget amendment and project ordinances if needed.

Vice Chairman Honeycutt stepped out for a few moments during the report.

Date:3/9/2020

Amount:286,314.00

Dept. Head: Susan Fearington

Department: Finance - LOBS 2017

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Cabarrus County Schools received competitive bids for the Weddington Road improvements that are part of the West Cabarrus High School Project. The low bid received was \$1,368,814. The current budget for this project is \$1,082,500. The \$286,314 deficit was recommended and approved to be paid from the remaining project contingency and available Contra-Sales Tax savings.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
369	9	7344-9802	Road Construction	1,082,500.00	286,314.00		1,368,814.00
369	6	7344-6921	Contribution from Capital Reserve Fund	7,428,442.00	221,500.00		7,649,942.00
369	9	7344-9825	Contra-Sales Tax	(158.80)		64,814.00	(64,972.80)
				-			0.00
450	9	7344-9660	Contingency - West Cabarrus High School	221,500.00		221,500.00	0.00
450	9	7220-9708	Contribution to Capital Projects Fund	61,871,262.44	221,500.00		62,092,762.44

Ordinance No. 2020-07

CABARRUS COUNTY  
LIMITED OBLIGATION BONDS 2017 PROJECT  
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction of a Parking Deck. Details of the project are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

It is estimated that the following revenues will be available to complete capital projects as listed.

Debt Proceeds	\$79,194,879
General Fund Contribution	2,650,083
Capital Projects Fund	7,679,803
Capital Reserve Contribution	9,291,915
Interest Income	1,080,508
TOTAL REVENUES	\$99,897,188

C. The following appropriations are made as listed.

Financing Costs	\$741,338
Parking Deck Downtown Concord	13,190,744
Performance Learning Center	4,144,824
West Cabarrus High School	77,945,078
Contribution to General Fund	538
Contribution to Capital Projects Fund	3,874,666
TOTAL EXPENDITURES	\$99,897,188
GRAND TOTAL - REVENUES	\$99,897,188
GRAND TOTAL - EXPENDITURES	\$99,897,188

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.

2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.
12. The Manager, Finance Director, or designee may create debt financing amendments from estimated projections upon approval by the Board of Commissioners of the debt financing and adjust as needed upon closing.

### Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 9<sup>th</sup> Day of March, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

Ordinance No. 2020-08

CABARRUS COUNTY CAPITAL RESERVE  
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

## Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 835,142
Contributions from General Fund	57,001,966
Contributions from Capital Projects Fund	9,553,830
Contributions from CVB	1,932,937
Contributions from other Governments	3,000,000
 TOTAL REVENUES	 \$72,323,875

- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Mt. Pleasant Elementary School - Electrical Svc	568,700
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
G.W. Carver Renovations	1,518,241
RCC CBTC Campus Renovations, Safety, Security	184,075
RCC CBTC A/C Unit Replacement Phase II	330,000
RCCC South Campus Fire Alarm Replacement	112,000
Patriot's Elementary Mobile Units	122,100
Cox Mill Elementary Sewer Relocation	23,537
CCS Site Study- Multiple Schools	42,000
J.N. Fries Upfit to Traditional Middle School (FY18)	300,000
AL Brown High School Paving	500,000
CCS 20 Mobile Units-Multiple Schools BC20	2,600,000
CCS Buses for WCHS & HRES	415,246
CCS Security Cameras	880,000
New Middle School	240,000
Available for School Construction Projects	65,513
CCS Performance Learning Center	590,709
West Cabarrus High School	7,428,442
Hickory Ridge Elementary School	4,742,804
RCCC Advanced Technology Center (ATC)	2,473,390
School Contingencies	846,094
Operations Center Building Improvements	850,000
Enterprise Physical Security	300,000
Training & Firing Range Renovations	1,750,000
Public Safety Training Center	75,000
Carolina Thread Trail	59,329
Sheriff Detention Center Equipment	14,000
Veteran's Renovations	92,674
FLP - Lower Lot Restroom	530,595
County Website Development	283,750
Courthouse Expansion	12,519,000
FLP Barn Restrooms	126,405
EMS Heart Monitors	566,111
EMS Relocation to Concord Fire #10	375,000
Government Center Bathroom ADA	151,469
Door Access & Security Camera Network-Sheriff	70,000
ITS - Fiber Infrastructure Improvements	120,000



Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters-Consultant	50,000
Midland Library Furniture	90,786
Operations Center	500,000
Governmental Center Skylight/Roof Repairs	1,611,894
Available for the Construction & Renovation Projects	7,380
Downtown Parking Deck	910,000
Warehouse	141,264
Rob Wallace Park	3,091,047
Arena - Storage Building Replacement	161,000
CVB/Park Projects from Occupancy Tax	1,932,937
Other County Capital Projects	7,793,581
 TOTAL EXPENDITURES	 \$72,323,875
 GRAND TOTAL - REVENUES	 \$72,323,875
GRAND TOTAL - EXPENDITURES	\$72,323,875

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  2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
  3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
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Adopted this 9<sup>th</sup> day of March, 2020.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

There was a brief discussion on the recent vandalism incident at the new West Cabarrus High School currently under construction.

**Appointments - Transportation Advisory Committee (TAC)**

Chairman Morris stated each year the board of Commissioners appoints a representative to the Transportation Advisory Committee. Commissioner Poole currently serves as the representative for Cabarrus County. Commissioner Kiger serves as the alternate and has agreed to continue to serve in that capacity.

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

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board appointed Commissioner Kiger as the alternate member to the TAC for a one-year term ending December 31, 2020.

**BOC - Appointments to Boards and Committees**

Chairman Morris reported information regarding requests for appointments for several boards and committees has been provided. He stated these items will be on the March 23, 2020 regular meeting Consent Agenda.

Mike Downs, County Manager, announced we are still looking for someone from the Cabarrus business community to serve on the Centralina Economic Development Commission.

**BOC - Resolution Amending the Board of Commissioners' 2020 Meeting Schedule**

Chairman Morris reported the resolution to amend the Board of Commissioners' 2020 Meeting Schedule changes the venue for the Cabarrus County 2<sup>nd</sup> Quarterly Summit to the Concord Senior Center.

**County Manager - County/CVB Interlocal Agreement**  
**County Manager - Phase 2 Synthetic Turf Project**

Note: These two items were related and discussed together.

Jonathan Marshall, Deputy County Manager, reported Phase 1 of the Synthetic Turf project is already underway. He advised Phase 2 of the project

includes the installation of two additional synthetic turf practice/play fields at the new West Cabarrus High School. Mr. Marshall stated there have been several meetings with the CVB (Convention and Visitors Bureau) for the total scope of the project. The County will prepay for the project and the CVB will reimburse the County from occupancy taxes once they are received. This is the reason an update to the Interlocal Agreement is needed. He further stated pricing is continually updated. This information will be provided to the Board in the agenda for the March regular meeting. Mr. Marshall pointed out pricing for Phase 2 is being worked out for items such as fencing, scoreboards, lighting, restroom, etc. He noted, if over time there are not enough revenues from occupancy tax funds to cover the cost over the next 10 years, some items may need to be eliminated.

Brian Cone, Cabarrus County Schools, Director of Architecture, Planning and Construction, advised current requirements for items such as football field goalposts, storm control measures were not previously required when the fields were acquired as part of Jay M. Robinson High School. He stated this needs to be corrected in order to remain compliant. He advised a treatment has been identified to upgrade the turf field to accommodate the runoff.

Mr. Marshall stated a spreadsheet with pricing along with recommendations will be provided to the Board.

In regards to the Interlocal Agreement, Mr. Marshall stated an amendment is needed to the Interlocal Agreement between Cabarrus County and the CVB in order to match the term length of planned financing for Phase 2 of the Synthetic Turf Project. He advised the amendment will extend the agreement for 10 years. John Mills, CVB, and the County Attorney have reviewed the agreement. He further advised the agreement with notated changes will be provided for the Boards' review.

#### **Finance - Audit Contract for Fiscal Years Ending June 30, 2020, 2021 and 2022**

Susan Fearington, Finance Director, stated a request for proposal was sent out for external auditing services. She further stated after receipt and review of the bids submitted, it was determined Martin Starnes and Associates best suits Cabarrus County needs.

#### **Finance - North Carolina Education Lottery Payment Applications for School Debt Service**

Susan Fearington, Finance Director, reported the FY20 budget included lottery proceeds in the amount of \$2,300,000 to pay a portion of debt service related to public schools construction. In that regard, an application will be made for Cabarrus County Schools in that amount of \$2,017,000 and a second application in the amount of \$282,900 for Kannapolis City Schools. Ms. Fearington further reported a budget amendment and project ordinance will be needed.

#### **Human Resources - Changes to Drug Free Workplace Policy**

Lundee Covington, Human Resources Director, reported the need to split the NCDOT (North Carolina Department of Transportation) requirements into a separate policy was identified. Ms. Covington advised staff would like to revise the County policy to meet NCDOT guidelines for transportation and non-transportation employees. She also recommended a revision to the timeline for drug testing in connection with an accident; additional changes to language in the policy; and changing the position of the Operations and Training Supervisor to the Transportation Drug and Alcohol Coordinator. Proposed changes to the policy were provided in the agenda.

A brief discussion ensued. Anthony Hodges, Social Work Program Administrator, and Bob Bushey, Transportation Manager, were also in attendance.

#### **Human Resources - Health Insurance Renewal for FY21**

Lundee Covington, Human Resources Director, presented changes and rates for the health insurance renewal as part of the FY21 budget.

The Health Insurance Proposal for FY21 is as follows:

- Continue with Cigna
- Implement waist/weight incentive
- Divide the H S A amount in two payments (July/January)
- Both plan designs will remain the same



- o OAP (30% of employees)
- o HSA (70% of employees and all new hires as of 7/1/17)
- Dependent premiums will remain the same on both plans
- Cost increase to County: \$1,241,280 (12.03%)
  - o \$665 per employee per month (PEPM) to \$745 PEPM

#### Approval of Regular Meeting Agenda

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

Vice Chairman Honeycutt **MOVED** to approve the agenda as follows. Commissioner Kiger seconded the motion.

After a brief discussion, the **MOTION** unanimously carried.

#### Approval or Correction of Minutes

- Approval or Correction of Minutes

#### Recognitions and Presentations

- Proclamation - National County Government Month April 2020
- Proclamation - National Donate Life Month April 2019
- Resolution - 100th Anniversary of the Nineteenth Amendment
- Human Resources - Recognition of Stanley Parnell on His Retirement from Cabarrus County Department of Human Services, Transportation Division

#### Consent

- Appointments - Library Board of Trustees
- Appointments and Removals - Adult Care Home Community Advisory Committee
- Appointments and Removals - Public Health Authority of Cabarrus County
- Appointments (Removal) - Early Childhood Task Force Advisory Board
- BOC - Resolution Amending the Board of Commissioners' 2020 Meeting Schedule
- County Manager - County/CVB Interlocal Agreement
- County Manager - Phase 2 Synthetic Turf Project
- Finance - Audit Contract for Fiscal Years Ending June 30, 2020, 2021 and 2022
- Finance - North Carolina Education Lottery Payment Applications for School Debt Service
- Human Resources - Changes to Drug Free Workplace Policy
- Human Resources - Health Insurance Renewal for FY21
- Tax Administration - Refund and Release Reports - February 2020

#### 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 - February 2020 Monthly Summary Report
- Finance - Juvenile Crime Prevention Council (JCPC) Funding Update
- Finance - Monthly Financial Update

#### Closed Session - Pending Litigation and Economic Development

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

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

#### Return to Open Session

Upon return to open session, a discussion ensued. The following topics were discussed: teacher supplements; Cardinal Innovations; the NACo Annual Conference; the Walk Cabarrus campaign; a ransomware attack in another North Carolina County; law enforcement support from the Sheriff's Office for Cabarrus County municipalities; an upcoming vacancy on the Tourism Authority; the turf field project; and an update on the NACo Legislative Conference.

#### Adjourn

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the meeting adjourned at 7:31 p.m.



*Lauren Linker*  
Lauren Linker, Clerk to the Board