

The Board of Commissioners for the County of Cabarrus conducted a remote virtual meeting, as allowed by the Board's Remote Participation Policy during the Covid-19 state of emergency, for an Agenda Work Session for Cabarrus County in Concord, North Carolina at 4:00 p.m. on Tuesday, September 8, 2020.

Public access to the meeting could be obtained through the following means:

live broadcast at 4:00 p.m. on Channel 22
<https://www.youtube.com/cabarruscounty>
<https://www.cabarruscounty.us/cabcotv>
 (704) 920-2023, Pin 1234

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

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.

1. Call to Order

Chairman Morris called the meeting to order at 4:02 p.m.

2. Approval of Agenda

Chairman Morris presented the following changes to the agenda:

Additions:

Discussion Items - No Action

3.2 County Manager - Local Funding Process

Discussion Items for Action

4.5 DHS - Energy Program Outreach Plan

Supplemental Information:

Discussion Items - No Action

3.3 CVB - State of Tourism in Cabarrus County

- PowerPoint Presentation

3.5 Infrastructure and Asset Management - Frank Liske Park Barn Rebuild Project Update

- Maps

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the agenda as presented by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger and Shue. Nays: None.

3. Discussion Items - No Action

3.1 Communications and Outreach - UNC School of Government Opioid Response Project Update

Kasia Thompson, Communications and Outreach Director, reported the Opioid Response Project by the UNC School of Government was a great opportunity for multiple agencies to come together and work in a collaborative environment over the past two years.

Marcella Beam, Cabarrus Health Alliance, Chief Community Health Officer, presented a PowerPoint presentation that addressed the following topics related to substance use:

- Cabarrus County community partners
- Goals
 - o Accessible treatment for all
 - o Prevention of prescription medication misuse
 - o Assess community knowledge, attitudes and beliefs about addiction
 - o Develop supportive recovery community

- o Address harm and risk associated with substance use
- Accomplishments
 - o Community education and Crisis Response Booklet
 - o Community stigma measurements within community health needs assessment
 - o Monitored trends through partner data
 - o Conducted assessment within SEP related to program impact
 - o Developed LEA and first responder SEP supply guide
- Syringe exchange
- Overdose numbers during Covid-19

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

3.2 County Manager - Local Funding Process

Rodney Harris, Deputy County Manager, reported staff has developed an application for non-profits in Cabarrus County when applying for a grant through the Coronavirus Aid, Relief and Economic Security (CARES) Act available through the County. Mr. Harris further reported the application does not limit the amount of funds requested. However, dependent upon the amount of funds available, the County may not have the ability to fully fund a request. Additionally, applications and funding will be selected based on need and the greater good to assist the community.

Mike Downs, County Manager, provided additional comments regarding the guidelines and restrictions for use of the funds.

A discussion ensued.

3.3 CVB - State of Tourism in Cabarrus County

Donna Carpenter, Cabarrus Visitors Bureau (CVB), President, presented an update on how tourism is a vital part of the local economy in Cabarrus County that included economic impact data from the State of North Carolina. Videos were included in the presentation that included stories from partners representing several sectors of the industry.

John Mills, CVB, Executive Vice President, and Ms. Carpenter presented a PowerPoint presentation that included the following topics:

- Occupancy
- Average Daily Rates
- FY 2020 CVB Budget - Action and Status
- Lost Business
- Marketing
- CVB Restructure Organizational Chart

A 2019 Tourism Economic Contribution Fact Sheet was provided to the Board for reference.

Following the presentation, a brief discussion ensued.

3.4 Emergency Management - Strategic Fire Study Plan Update

Steve Langer, Fire Marshal, presented an overview of the Strategic Fire Study Plan process.

Chief Greg Grayson, Consultant, NC Fire Chief Consulting (NCFCC), provided a history and scope of work by NC Fire Chief Consulting. He then presented the Strategic Fire Study Plan via a PowerPoint presentation titled "Fire Service Planning and Analysis". The following topics were discussed:

- NCFCC Professional Fire Management Services
- NCFCC Assistance to NC Local Governments
- Continuous Improvement
- What We Were Asked to Do
- Status of the Current Cabarrus County Fire Protection Service Delivery System
 - o Fire Chiefs
 - o Firefighters
 - o Community Feedback
 - o Apparatus Analysis

- Moving the Cabarrus County Fire Protection Service Delivery System Forward
 - GIS Analysis
 - Statistical Analysis
 - Fire Marshal's Office
 - Squad Operations
 - Recruitment and Retention
 - Tax Districts and Funding
 - Next Steps

A discussion ensued. During discussion, Mr. Grayson responded to a variety of questions from the Board.

Chief Davis Bullins, Chief Frank Blackley, Chief Wes Green and Robert McNaley were in attendance via electronic means. Five staff members from NC Fire Chief Consulting were also available.

Mr. Grayson thanked many others involved i.e.: Steve Langer, Fire Marshal's Office; Bobby Smith, Emergency Management; Chief Burnett, Midland Fire Department; Chief Johnson, Odell Fire Department; Patrick Bergeron, NorthEast Board of Directors; Jake Williams, Concord Fire Department; Captain Mills, Captain Eury and Captain Jackson.

3.5 Infrastructure and Asset Management - Frank Liske Park Barn Rebuild Project Update

Kyle Bilafer, Area Manager of Operations, provided an update regarding site selections (1A and 2A) for the Frank Liske Park Barn rebuild. Mr. Bilafer reported sites were evaluated using a seven-point criteria system. Based on the results, staff recommended site 1A.

A discussion ensued. During discussion, Mr. Bilafer and Londa Strong, Active Living and Parks Director, responded to questions from the Board.

3.6 Infrastructure and Asset Management - Update on Governmental Center Skylight Replacement and Roof Replacement

Michael Miller, Infrastructure and Asset Management Director, provided an update regarding the status of the Governmental Center skylight and roof replacement project. Mr. Miller reported the skylights and CMU curving have been removed, demolition will be completed by the end of this date and the replacement ceilings have been completed. Additionally, Mr. Miller advised due to weather and a few design changes, a three to four week delay is expected. He stated the project should be completed by the end of October.

A brief discussion ensued.

3.7 Innovation and Technology - Innovation Report

Debbie Brannan, Area Manager of Innovations and Technology, presented a PowerPoint presentation titled "Innovation Report" for September 2020. Topics presented were as follows:

- This month's book for the employees' digital book club, *Conversations Worth Having*, provides information for appreciative inquiry to fuel productive and meaningful engagement
- Cabarrus County received third place in the Digital County Survey sponsored by the National Association of Counties (NACo)
- Todd Shanley, Chief Information Officer, was chosen by Government Technology magazine's as one of the 2020 Top 25 Doers, Dreamers and Drivers
- County Strategic Plan - Five Strategic Initiatives
 - Transparent and Accountable Government
 - Healthy and Safe Community
 - Thriving Economy
 - Sustainable Growth and Development
 - Culture and Recreation
- Implementation of Payit digital software to provide citizens ease of access for tax payment

A brief discussion ensued following the presentation.

3.8 Planning and Development - Reports

Kelly Sifford, Planning and Development Director, presented the City of Concord and the Cabarrus/Iredell/Rowan HOME Consortium 2020 Analysis of Impediments to Fair Housing Choice and the Cabarrus County 2019 Affordable Housing Market Study. Ms. Sifford reviewed key information from both reports. The reports in their entirety were provided in the agenda.

A brief discussion ensued.

4. Discussion Items for Action

4.1 BOC - Appointments to Boards and Committees

Chairman Morris reported information regarding appointments to the Juvenile Crime Prevention Council and Cabarrus County Tourism Authority has been provided. He advised these items will be included in the Consent section of the September 21, 2020 regular meeting agenda.

4.2 BOC - NCACC County Legislative Goals

Chairman Morris advised the National Carolina Association of County Commissioners (NCACC) requests the submission of legislative goals every two years. He reviewed the process the NCACC takes for selecting the top priorities to present to the state.

Mike Downs, County Manager, requested the Board to review the list included in the agenda and respond with recommendations for this year's submission.

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

Commissioner Poole requested Internet and Wi-Fi connectivity be added to the list.

4.3 County Manager - Create Grants Special Revenue Funds

Rodney Harris, Deputy County Manager, requested the creation of three multi-year special revenue grant funds, one for Federal grants, one for State grants and one for other grants. He stated these funds would aid in transparency for the County, the grantors and the public, and allow for streamline account management.

4.4 County Manager - Proposed Amendment to Parking Agreement with the City of Concord

Jonathan Marshall, Deputy County Manager, presented amendment requests from the City of Concord in connection with the parking agreement relating to the downtown County parking deck. He reported the City has rights to 142 spaces based on their financial contribution to the project. Fifty of those spaces are in a protected nested area and they can charge monthly rent for those spaces. The draft amendment changes the agreement so that all 142 spaces are unassigned and the City may rent them monthly once the County begins controlling access to the deck. There is no current time frame for the controlled access, but that will be a Board of Commissioners decision.

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

4.5 DHS - Energy Program Outreach Plan

Lora Lipe, Department of Human Services, Income Maintenance Supervisor, presented an overview of the Energy Program Outreach Plan. She stated the plan is designed to assure that eligible households are made aware of the assistance available through the Energy Programs. A full copy of the plan was provided in the agenda. Kim Middlebrooks, Department of Human Services, Social Work Supervisor, was in attendance via electronic means.

4.6 DHS - Mobile Technology for Field Workers - Traverse

Todd Shanley, Chief Information Officer, requested approval for a contract with Northwoods Consulting for Traverse software. He stated the Traverse platform would upgrade the use of field software for the Child Protective Services Division and Adult Protective Services Division. This application will improve access to documents by remote workers and improve processes.

A brief discussion ensued. Cheryl Harris, Department of Human Services, Social Work Program Administrator, Anthony Hodges, Department of Human Services, Social Work Program Administrator, and Richard Bollen, Northwoods, Vice President, were in attendance via electronic means.

4.7 DHS - Public Transportation Agency Plan (PTASP)

Bob Bushey, Department of Human Services, Transportation Manager, presented a summary of the Cabarrus County Transportation Safety Plan as part of the Public Transportation Agency Plan as required by the Federal Transportation Agency (FTA). The plan includes topics such as driving training and accident reporting. A full copy of the plan was provided to the Board.

4.8 Infrastructure and Asset Management - Bid Award for County Vehicle Purchases

Michael Miller, Infrastructure and Asset Management Director, reported a formal bid for seven trucks, one van, nine cars and one SUV was advertised on August 18, 2020. A total of two dealerships submitted bids for the various vehicles on August 26, 2020. After opening and evaluating the bids it is recommended to purchase the nine cars from Hendrick Toyota Scion of Concord for a total cost of \$206,775.00 and the seven trucks, one van, and one SUV from Hilbish Motor Company for a total cost of \$268,089.87. Mr. Miller advised all bids received were within the total amount budgeted in the FY21 vehicle budget and includes taxes and tag fees. Mr. Miller also responded to questions from the Board.

4.9 Infrastructure and Asset Management - Recommended Approval of Preferred Alternate for Courthouse Expansion Project - Exterior Material

Kyle Bilafer, Area Manager of Operations, advised NCGS 133-3 requires performance standards to be used when specifying products. The statute also allows preferred brands of equipment to be bid as an alternate on the Cabarrus County Courthouse Expansion Project provided that the performance standards were approved by the Cabarrus County Board of Commissioners. To be approved the alternate must either provide a cost savings or maintain/improve the functioning of a process or system affected by the brand alternate. Approval was requested for the preferred brand alternate for high pressure compact laminate composed of wood veneer and paper fibers treated with thermosetting resins. Initially the design and construction team found two (2) of these materials, but after further investigation, the two manufacturers are both subsidiaries of the same parent company.

4.10 ITS - GIS Enterprise Agreement

Todd Shanley, Information Technology Services, Chief Information Officer, presented a request for approval of an agreement with ESRI for full access of GIS products. Mr. Shanley reviewed the step up in costs over the next three years.

Joe Battinelli, Information Technology Services, GIS/Analytics Supervisor, presented a PowerPoint presentation titled "In Government, Location is Never an Afterthought". The following topics were discussed:

- Develop a geospatial strategy
 - Foundation
 - Approach
 - System
 - Implement
- Cabarrus County GIS Discovery Findings
 - 3D Basemap / digital twin
 - Community Engagement using ArcGIS Hub (Multiple departments)
 - Map-based storytelling with story maps (Multiple departments)
 - Residential property comparable sale finder (Tax)
 - Drive time predictions using artificial intelligence (EMS)
 - ArcGIS Indoors
- Heat maps for Cabarrus Health Alliance (Covid-19 cases)
- Moving forward
 - Software upgrades
 - Technical advisors
 - More automation
 - Dashboards
 - Story Maps
 - ArcGIS Hub Premium

A brief discussion ensued.

Dawn Matasic and Jake Fowler ESRI, were in attendance via electronic means.

4.11 Sheriff's Office - NC Governor's Highway Safety Program Bike Safe Grant

Chief Deputy James Bailey, Cabarrus County Sheriff's Office, requested approval of a Bike Safe Grant from the North Carolina Governor's Highway Safety Program in the amount of \$5,000. The program accesses and advises North Carolina residents that operate motorcycles on North Carolina roadways how to use the highway in safer manner. There is no matching local requirement for this grant.

A discussion ensued. During discussion, Chief Deputy Bailey and Rodney Harris, Deputy County Manager, responded to questions from the Board.

4.12 Sheriff's Office - NC Governor's Highway Safety Traffic Safety Grant

Chief Deputy James Bailey, Cabarrus County Sheriff's Office, requested approval of the North Carolina Governor's Highway Safety grant that would maintain the traffic safety unit at the Cabarrus County Sheriff's Office. The grant is in the amount of \$132,764 and would require a county match in the amount of \$56,898. Chief Deputy Bailey also responded to questions from the Board.

4.13 Tax Administration - 2010 Write-Off Real and Personal Outstanding Taxes

David Thrift, Tax Administrator, reported NCGS 105-378 prevents the Tax Collector from using new remedies in pursuing collection of outstanding taxes beyond ten years. Therefore, staff requested approval to write-off outstanding real and personal property taxes from 2010 totaling \$439,129.44.

A discussion ensued. During discussion, Mr. Thrift and Richard Koch, County Attorney, responded to questions from the Board.

5. Approval of Regular Meeting Agenda

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

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the Board approved the agenda as follows, by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Poole and Shue. Nays: None. Absent: None.

Approval or Correction of Minutes

- Approval or Correction of Minutes

Consent

- Appointments and Removals - Cabarrus County Tourism Authority
- Appointments - Juvenile Crime Prevention Council
- BOC - NCACC County Legislative Goals
- County Manager - Create Grants Special Revenue Funds
- County Manager - Proposed Amendment to Parking Agreement with the City of Concord
- DHS - Energy Program Outreach Plan
- DHS - Mobile Technology for Field Workers - Traverse
- DHS - Public Transportation Agency Plan (PTASP)
- Infrastructure and Asset Management - Bid Award for County Vehicle Purchases
- Infrastructure and Asset Management - Recommended Approval of Preferred Alternate for Courthouse Expansion Project - Exterior Material
- ITS - GIS Enterprise Agreement
- Sheriff's Office - NC Governor's Highway Safety Program Bike Safe Grant
- Sheriff's Office - NC Governor's Highway Safety Traffic Safety Grant
- Tax Administration - 2010 Write-Off Real and Personal Outstanding Taxes
- Tax Administration - Refund and Release Reports - August 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 - August 2020 Monthly Summary Report

- Finance - Monthly Financial Update
- Planning and Development - Reports
- Cabarrus Soil and Water Conservation District - Program Year 2020 Annual Report

6. Closed Session

6.1 Closed Session - Pending Litigation and Economic Development

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 and economic development as authorized by NCGS 143-318.11(a)(3) and (4) by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Poole and Shue. Nays: None. Absent: None.

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board moved to come out of closed session by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Poole and Shue. Nays: None. Absent: None.

7. Adjourn

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the meeting adjourned at 7:57 p.m. by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Poole and Shue. Nays: None. Absent: None.



Lauren Linker, Clerk to the Board