

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 Monday, February 1, 2021.

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
	Lynn W. Shue
	Barbara C. Strang

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.

### **1. Call to Order**

Chairman Morris called the meeting to order at 4:01 p.m.

### **2. Approval of Agenda**

**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, Shue and Strang. Nays: None. Absent: None.

### **3. Discussion Items - No Action**

#### **3.1 Sheriff's Office - 2021 First Quarter State of the Office Update**

Sheriff Van Shaw presented a PowerPoint presentation of the First Quarter State of The Sheriff's Office. The presentation included information on the following topics:

- Detention Center
  - Daily Population
  - Covid Protocols
  - Limited Programs due to Covid
  - Coordinating with Cabarrus Health Alliance on Vaccination Plan
  - New State Jail Standards
- Body Worn Cameras
  - Policy Development is Complete
  - Equipment has been Purchased
  - Field Testing is in Progress
  - Training is being Scheduled
  - Deployment of Body Worn Cameras is Scheduled for March 2021
- Records Division - Gun Permits / Concealed Carry
  - Gun Permits - 14 Day Turn Around
  - Concealed Carry Permits - 90 Day Wait for Appointments
  - Gun Permits
    - 2019: 2,169
    - 2020: 5,392
  - Concealed Carry Permits
    - 2019: 3,395
    - 2020: 3,963
  - January 2021 Gun Permits: 414
  - January 2021 Concealed Carry Permits: 384
- Vice / Narcotics Division - 2020
  - 105 Drug Investigations were Initiated
  - 46 Weapons were Seized
  - Seized Drugs with a Street Value of \$857,194.00
  - Drugs Seized: Heroin, Fentanyl, Cocaine, Methamphetamine

A lengthy discussion ensued. During discussion, Sheriff Shaw responded to questions from the Board.

### 3.2 Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters Project Update

Kyle Bilafer, Area Manager of Operations, presented an update on the Emergency Medical Services Headquarters project. The update included information on the following topics:

- audio and visual and security issues
- an engineering study on the rock issue
- building classifications
- stormwater best management practices
- a review of fitness and training rooms
- a meeting with the North Carolina Department of Transportation and Civil Engineering regarding a traffic impact analysis
- anticipation that design drawings would be provided to the Construction Manager by the end of the month

Jimmy Lentz, Emergency Medical Services Director, provided additional comments regarding employee involvement in the design process.

Mr. Bilafer and Michael Miller, Infrastructure and Asset Management Director, provided a viewing of material samples for the exterior.

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

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

Kyle Bilafer, Area Manager of Operations, provided an update of the Courthouse Expansion project. The following topics were addressed:

- Footings and foundation walls
- Underground MEP (Mechanical, Electrical and Plumbing)
- Forming Columns
- Waterproofing
- Submittal Reviews
- Public Art Committee Meeting

Commissioner Shue provided additional comments regarding participation on the public art committee and varieties of art.

A discussion ensued.

### 3.4 Innovation and Technology - Innovation Report

Debbie Brannan, Area Manager of Innovation and Technology, presented the Innovation Report for January 2021. Topics presented were as follows:

- This month's book for the employees' digital book club, *How Full is Your Bucket?*, explores how even brief interactions effect your relationships, productivity, health, and longevity
- County Strategic Plan - Five Strategic Initiatives
  - Transparent and Accountable Government
  - Healthy and Safe Community
  - Thriving Economy
  - Sustainable Growth and Development
  - Culture and Recreation

Jason Cook, Information Technologies System Technical Architecture Supervisor, presented a PowerPoint presentation that included the following information:

- Enterprise infrastructure upgrades
  - Storage migration
    - 230 virtual servers
  - VMware host upgrade
    - 24 physical hosts
  - Teams integration from Skype
  - Decommission M1000e
  - Tablet replacement for CCTS
  - 2 in 1 device replacement for DHS
- Software upgrade for Viper 911 phone system
- Implemented PowerDMS

- Worked with Board of Elections preparing for elections
- Employee Device Rollout in Connection with Covid-19
- Prepare a Personal Computer in the Parking Deck Office for Tax Collection Payments
- Currently Updating EMS Vehicles with New Devices
- Device Rollout for Board of Elections
- Additional Devices to Complete Deployment for DHS ES Division
- Storage Infrastructure Revamp
- County Department Support and Others We Provide With Backup Support

Ryan Ward, Information Technologies System Network and Communications Supervisor, presented a PowerPoint presentation that included the following information:

- Partners (Internal and External)
- State of Network and Communications Services (NACS)
- 2020 Projects
  - Courthouse Demo
  - PBX Virtualization
  - Access Points
- Covid Response
- Fiber Projects
- IP Cameras and Door Access
- Sheriff's Office Motorola Project
- Kannapolis City Schools (KCS) Projects
- Preparing for 2021
  - New Positions Request
  - Projects
  - KCS
  - Sheriff's Office Motorola Radio Refresh

#### **4. Discussion Items for Action**

##### **4.1 Active Living and Parks - Lease for Cox Mill School Park Property to City of Concord**

Londa Strong, Active Living and Parks Director, reported Concord Parks and Recreation Department acquired a tract of land located between Cox Mill Elementary School and a 34-acre Conservation Easement tract owned by the Cabarrus County Soil and Water District for a park and athletic fields.

Additionally, Concord Parks and Recreation has contacted Daniel McClellan, Soil and Water District Manager, and Kelly Sifford, Cabarrus County Planning and Development Director, regarding the Conservation tract. The City plans to provide educational opportunities, parking, and natural surface trails to access the tract.

Ms. Strong also reported Concord Parks and Recreation is working with the Odell Volunteer Athletic Association and Cabarrus County Schools regarding the use and maintenance of the athletic fields.

Sheila Lowery, Concord Parks and Recreation Assistant Director, advised beginning September 1, 2021, Concord will be responsible for all the maintenance, including payment for the lights, maintaining the restrooms, maintaining the fields and all the mowing. Ms. Lowery further advised the Concord City Council has approved the plan and agreement. The agreement and a map of the conservation easement tract owned by the County were included in the agenda.

A discussion ensued. During discussion, Ms. Strong and Ms. Lowery responded to questions from the Board.

##### **4.2 Active Living and Parks - Sale of Fixed Asset Budget Amendment**

Londa Strong, Active Living and Parks Director, reported the Active Living and Parks Department sold used fitness equipment from the Concord Senior Center on GovDeals.com totaling \$4,225.33. Ms. Strong requested approval to use the funds to supplement the cost of the new replacement equipment.

##### **4.3 BOC - Appointments to Boards and Committees**

Chairman Morris reported information regarding appointments to the Early Childhood Task Force Advisory Board, Mental Health Advisory Board, Industrial

Facilities and Pollution Control Financing Authority, Firemen’s Relief Fund Trustees, and Juvenile Crime Prevention Council was provided. He advised this item would be included in the Consent section of the February 15, 2021 regular meeting agenda.

4.4 County Manager - Central Area Plan Inter-local Agreement Modification

Jonathan Marshall, Deputy County Manager, reported the City of Concord received a request for connection to public water service within an area that is restricted by the City/County agreement for the Central Area Plan. An Ad Hoc Modification of that agreement is necessary for this parcel to be approved for that service. A copy of the modification agreement was provided in the agenda.

4.5 County Manager - Child Care Facility Partnership

Rodney Harris, Deputy County Manager, reported the County was approached by All Saints Episcopal Church (ASEC) about space in their facility for a childcare facility back in March 2020. Since that time, ASEC has done a full-scale renovation to bring the facility up to code. He stated meetings have taken place with Cabarrus County, ASEC and Rowan-Cabarrus Community College (RCCC) to discuss a potential partnership. Meanwhile, RCCC has selected Marizetta Kerry as the preferred provider to lease the space. The proposed facility would serve 79 children.

The general framework is as follows:

- 1. ASEC would lease the space to Marizetta Kerry
- 2. Marizetta Kerry would staff and operate a Five Star Center on the site;
- 3. RCCC would provide hands-on experience to students at the facility; and
- 4. The County would assist with initial startup costs and provide tuition assistance (50/50 cost share) to County employees who enroll their children at the facility

In closing, Mr. Harris stated that current appropriated funding of \$675,581.75 would last until the end of the next fiscal year. Therefore, new funds would not need to be appropriated until FY2023.

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

4.6 County Manager - Emergency Rental Assistance Grant

Rodney Harris, Deputy County Manager, reported the Emergency Rental Assistance made \$25 billion available to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. He stated the County was eligible to apply for the grant and did so by the January 12, 2021 deadline. We were notified on January 20, 2021 Cabarrus County was awarded \$6,528,517.40. The required uses for the funds are for rental assistance and utility bills. Mr. Harris reviewed applicant requirements. He also advised County staff has been working diligently to develop and implement the application process with the anticipation of rolling it out by the end of February, 2021.

A discussion ensued. During discussion, Mr. Harris responded to questions from the Board. Karen Calhoun, Department of Human Services director, was in attendance via virtual means.

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board suspended the Rules of Procedure due to time constraints by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Shue and Strang. Nays: None. Absent: None.

Vice Chairman Honeycutt, MOVED to accept the grant award and adopt the associated budget amendment. Commissioner Shue seconded the motion.

Following discussion, the MOTION unanimously carried by the following vote: Ayes: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Shue and Strang. Nays: None. Absent: None.

Date:	2/1/2021	Amount:	6,528,517.40
Dept. Head:	Rodney Harris	Department:	County Manager's Department
<input type="checkbox"/> Internal Transfer Within Department		<input type="checkbox"/> Transfer Between Departments/Funds	
		<input checked="" type="checkbox"/> Supplemental Request	
Recognize and appropriate Emergency Rental Assistance grant revenue from the federal government			



Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
440	6	44065645/6202/ERA21	Emergency Rental Assistance Revenue		6,528,517.40		6,528,517.40
440	9	44095645/9114/ERA21	Contract Employees		652,851.74		652,851.74
440	9	44095645/946002/ERA 21	Emergency Rental Assistance Expense		5,875,665.66		5,875,665.66

#### **4.7 County Manager - Purchase of Property for the Northeast Cabarrus Public Safety Communications Towers**

Jonathan Marshall, Deputy County Manager, reported Cabarrus County owns and operates two public safety communication towers, which are networked with other regional towers to form a larger communication network. Sheriff's Office staff has performed a survey on car communications and have learned that many calls are of poor quality and many times dropped. Therefore, the County has located, negotiated and budgeted for the purchase of property to construct a northeastern Cabarrus Public Safety Communications Tower. Mr. Marshall requested Board approval of a contract to purchase the property, including due diligence to complete the site specific planning for this tower. He stated the purchase price is below the budgeted amount for this project. Travis McGhee, Sheriff's Office Network Engineer, was in attendance via virtual means.

#### **4.8 County Manager - Utility Easements at Roberta Road Middle School**

Jonathan Marshall, Deputy County Manager, reported Duke Energy has requested an easement for power lines serving the new Roberta Road Middle School. It is expected that this will be one of many utility easements that will be requested during and after construction. Cabarrus County Schools and County staff have discussed a more streamlined process and requested the Board's approval of the easement and pre-approval for all standard utility easements for this middle school. Any request that is not part of the standard utilities or otherwise that is unique to this school will be brought back to the Board of Commissioners for approval.

#### **4.9 Planning and Development - 2020-2021 HOME Program Budget Amendment and Project Ordinance**

Kelly Sifford, Planning and Development Director, reported the Board of Commissioners agreed in early 2020 to participate in the HOME program for FY 21. Two public hearings were held on proposed projects. Staff recently received the HOME contract from Concord, which will require a budget amendment and project ordinance to expend the funds. Staff also received funds from the payoff of a property that was rehabilitated several years ago. Those funds are required to be reinvested in the program and are shown on a second budget amendment.

A brief discussion ensued.

#### **4.10 Planning and Development - Community Development Programs for 2021-2022 - Public Hearing 6:30 p.m.**

Kelly Sifford, Planning and Development Director, presented a request from the Cabarrus County Community Development staff to authorize continuance of the Weatherization, Heating and Air Repair and Replacement Program, Housing and Home Improvement, the Duke Energy DE WX program and the Blue Cross Blue Shield Healthy Homes Initiative if Blue Cross extends the program into fiscal next year. Staff also requested Cabarrus County not accept HOME program money for the 2021-2022 year. Ms. Sifford advised Cabarrus County will partner with the City of Concord to construct a new home in the City of Concord. The County will have enough funding to do at least one housing rehabilitation job and will have additional funds when the home sells for more home rehabilitations. A public hearing will need to be held to amend the 2020-2021 HOME program plan to allow for at least one home to be rehabilitated with the remaining funds after the construction of the new home.

There was discussion throughout the presentation. During discussion, Ms. Sifford responded to questions from the Board.

#### **4.11 Property and Liability Internal Service Fund - Move Funds from Property and Liability Insurance Internal Service Fund to the General Fund**

Kyle Bilafer, Area Manager of Operations, requested Board approval to move insurance funds received to replace a Sheriff's Office vehicle that was destroyed in an accident while responding to an emergency traffic call.

#### **4.12 Tax Administration - Advertisement of 2020 Delinquent Taxes**

David Thrift, Tax Administrator, reported North Carolina General Statute 105-369 requires the Tax Collector to report the amount of unpaid taxes for the current year, 2020, that are liens on real property less bankruptcies and Property Tax Commission (PTC) appeals and set an advertisement date. In that regard, staff requested March 28, 2021 as the date to advertise tax liens. Mr. Thrift stated the amount of delinquent taxes is currently \$12,982,823. He also responded to questions from the Board.

#### **4.13 Tax Administration - Waiver of Occupancy Tax Penalty**

Rodney Harris, Deputy County Manager, reported staff has received a request from a business to waive late penalty fees on payment of occupancy taxes due to an administrative error. Staff and legal counsel have reviewed the request and concur there was an error. North Carolina General Statute 153A-155 permits the board to waive past due penalties. Therefore, staff requests and recommends waiving the penalty.

### **5. Approval of Regular Meeting Agenda**

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

**UPON MOTION** of Commissioner Kiger, seconded by Commissioner Strang and unanimously carried, the Board approved the agenda as follows and scheduled the required public hearing for the February 15, 2021 regular meeting, by the following vote: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Shue and Strang. Nays: None. Absent: None.

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

- Approval or Correction of Minutes

#### **Recognitions and Presentations**

- County Manager - Procurement Month Proclamation
- DHS - Social Worker Appreciation Month

#### **Consent**

- Active Living and Parks - Lease for Cox Mill School Park Property to City of Concord
- Active Living and Parks - Sale of Fixed Asset Budget Amendment
- Appointments - Firemen's Relief Fund Trustees
- Appointments - Juvenile Crime Prevention Council
- Appointments and Removals - Early Childhood Task Force Advisory Board
- Appointments and Removals - Industrial Facilities and Pollution Control Financing Authority
- Appointments and Removals - Mental Health Advisory Board
- County Manager - Central Area Plan Inter-local Agreement Modification
- County Manager - Child Care Facility Partnership
- County Manager - Purchase of Property for the Northeast Cabarrus Public Safety Communications Towers
- County Manager - Utility Easements at Roberta Road Middle School
- Planning and Development - 2020-2021 HOME Program Budget Amendment and Project Ordinance
- Property and Liability Internal Service Fund - Move Funds from Property and Liability Insurance Internal Service Fund to the General Fund
- Tax Administration - Advertisement of 2020 Delinquent Taxes
- Tax Administration - Refund and Release Reports - January 2021
- Tax Administration - Waiver of Occupancy Tax Penalty

#### **New Business**

- Planning and Development - Community Development Programs for 2021-2022 - 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
- Cabarrus County Tourism Authority FY2020 Year End Financials
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - January 2020 Monthly Summary Report
- Finance - Monthly Financial Update

**6. Adjourn**

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Strang and unanimously carried, the meeting adjourned at 6:11 p.m. by the following vote: Chairman Morris, Vice Chairman Honeycutt, and Commissioners Kiger, Shue and Strang. Nays: None. Absent: None.



  
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Lauren Linker, Clerk to the Board