

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 Tuesday, April 6, 2021.

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; Jonathan Marshall, Deputy County Manager; Rodney Harris, Deputy County Manager; and Lauren Linker, Clerk to the Board.

Richard M. Koch, County Attorney, and Debbie Brannan, Area Manager of Innovation and Technology, were in attendance virtually.

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 for Action

- 4.1 Active Living and Parks - Park and Recreation Trust Fund Grant Application

Updated:

Discussion Items for Action

- 4.7 Finance - Update of Capital Project Fund Budgets and Related Project Ordinances

Supplemental Information:

Discussion Items for Action

- 4.8 Human Resources - Personnel Ordinance Changes - Compensation
 - Personnel Ordinance Updates

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

3. Discussion Items - No Action

3.1 CMO - Non-Profit Resiliency Grant Update

Elie Landrum, Management Analyst, presented an update on work completed by non-profits participating in the County's Non-Profit Resiliency Grant program via a PowerPoint presentation titled "Non-Profit Resiliency Grant: Success Stories." The following information was presented:

- Grant Overview
 - o \$4,202,576 awarded
 - o 32 organizations Funded
- Success Stories
 - o 15 educational grants were awarded to teachers in Cabarrus County schools
 - o 48 families received advocacy on a variety of topics like insurance, health care, and family support services
 - o 653 families received food boxes, hot meals, and toiletries
 - o 32,000 impressions, 123 new site visits, and 133 clicks on mental health information through billboard and radio campaigns
 - o 303 people received health care and mental health services
 - o \$\$\$ continued payroll and job security for non-profit staff in Cabarrus County
 - o 1,812 families and individuals received rental, utility, and other housing assistance
 - o Hundreds of orders of masks, gloves, sanitizer, and other PPE to help keep staff and clients safe
- Funding Updates
 - o El Puente - \$10,000
 - o Opportunity House - \$13,400
 - o \$585,286 remaining funds that could be distributed

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

3.2 Innovation and Technology - Innovation Report

Debbie Brannan, Area Manager of Innovation and Technology, announced she was in the meeting virtually while running the conference line, which was still an available option for the public to call in to listen to the meeting. She then presented the April Innovation Report. The report included the following topics:

- This month's book for the employees' digital book club, Everyday People, Extraordinary Leadership, how to make a difference regardless of your title role or authority
- County Strategic Plan - Five Strategic Initiatives
 - Transparent and Accountable Government
 - Healthy and Safe Community
 - Thriving Economy
 - Sustainable Growth and Development
 - Culture and Recreation
- April is National County Government Month

Ms. Brannan also touched on NACo (National Association of Counties: Stronger Counties. Stronger America.), and showed a video highlighting essential workers during the past year. Additionally, Ms. Brannan presented the ERAP (Emergency Rental Assistance Program) dashboard showing real-time updates of the distribution of funds.

Hanna Lightsey, Communications and Outreach Internal Communications Specialist, presented an overview of services Communications and Outreach staff provide and highlights of what they have accomplished over the past year.

Chairman Morris commended Information Technology System and Communication and Outreach staff for their extraordinary efforts and accomplishments during the pandemic.

Commissioner Kiger commended Communications and Outreach staff on their social media posts.

4. Discussion Items for Action

4.1 Active Living and Parks - Park and Recreation Trust Fund Grant Application

Londa Strong, Active Living and Parks Director, announced Joshua Coffman, Camp T.N. Spencer Park Manager is featured in the newest issue of the North Carolina Recreation and Park Association quarterly magazine.

Ms. Strong then presented a request to apply for the PARTF (Parks and Recreation Trust Fund) for 13 acres of land adjacent to Rob Wallace Park. She stated the landowner has indicated they would sell to Cabarrus County at a reduced cost. The reduced amount would allow Cabarrus County to utilize the reduction as the match. The PARTF application deadline is May 3, 2021.

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

4.2 BOC - Appointments to Boards and Committees

Chairman Morris reported information regarding appointments to boards and committees has been provided in the agenda. He asked for comments or questions from the Board. There were none. He advised these items would be included in the Consent section of the April 19, 2021 regular meeting agenda.

4.3 Board of Elections - HAVA Grant

Carol Soles, Board of Elections Director, reported Cabarrus County received a HAVA (Help America Vote Act) Grant from the state in the amount of \$55,896.13. She requested Board approval of the grant award and subsequent budget amendment. Ms. Soles stated the funds must be spent or encumbered by the end of June. She advised the grant funds will be used to purchase hand scanners. Ms. Soles also responded to questions from the Board.

4.4 EMS - Renewal of Non-Emergency Transport Franchise Agreement with American Transmed

Jimmy Lentz, EMS Director, joined the meeting virtually to request a renewal of the Non-Emergency Transport Franchise Agreement with American Transmed. Mr. Lentz stated American Transmed is the non-emergency EMS transport provider for Cabarrus County. Staff recommends a renewal period of three years. Mr. Lentz advised franchise agreements require two reading and approvals.

Richard Koch, County Attorney, confirmed the state’s requirements.

Mr. Lentz advised Cabarrus County has maintained a franchise agreement for the last three years with American Transmed. He stated this has been a great working relationship that we are interested in continuing with this renewal request. He also responded to questions.

4.5 Finance - Cares Fund Budget Amendment and Project Ordinance

Wendi Heglar, Finance Director, stated the County received CARES ACT funds to use for COVID-19 related expenditures. She advised interest earned on the funds must be used for COVID related expenditures. Ms. Heglar requested approval of the related budget amendment to budget additional revenue from interest earned, appropriate funds for COVID-19 related health care claims and the revised special revenue project ordinance to include Emergency Rental Assistance Grant and Interest Income.

4.6 Finance - Fire District Budget Amendment

Wendi Heglar, Finance Director, reported the property taxes for the Fire Districts came in over budget. The budget amendment will increase Fire Districts’ current year property tax collections as well as increase related districts’ turnovers.

4.7 Finance - Update of Capital Project Fund Budgets and Related Project Ordinances

Wendi Heglar, Finance Director, reported several projects closed in the Construction and Renovation Fund. She requested approval of the related budget amendment and project ordinance.

Rodney Harris, Deputy County Manager, reported the state repealed the Article 44 sales tax in 2009 and in exchange for that, they took some Medicaid expenses from local governments. He explained what they said at the time was that they would hold us harmless for that change. He advised that means each year if the sales tax revenues exceed the Medicaid expenses, we get a refund back from the state. Mr. Harris further advised that came in last month at approximately \$3 million over budget. He proposed those funds be used for the future construction of a mental health facility.

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

4.8 Human Resources - Personnel Ordinance Changes - Compensation

Lundee Covington, Human Resources Director, presented a request for personnel ordinance changes regarding compensation. Three of the four are tied to the compression study presented to the Board at the Retreat. Ms. Covington referred to changes included in the agenda showing current and proposed language. The following sections were discussed: Pay for Internal Promotions; Reclassifications; Market Study Cycle; and Pay Increases for Seasonal Employees.

Ashley Allen, Human Resources Generalist, in attendance virtually, reviewed the following example:

	Minimum	25 th Percentile	50 th Percentile
Grade 14	\$18.75	\$21.37	\$23.99
Grade 15	\$19.68	\$22.42	\$25.16

Reclassified in market study approved at 3%. Employee is currently at the 25th percentile in Grade 14 where they were hired in based on education and experience but the market indicates they should be paid more in a higher grade. If we apply 3% that takes this employee to 21.01 which is below the 25th percentile in the new Grade 15. If we apply 5% that takes this employee to the 22.42 in the new range. If the grade had changed before we hired this employee they would have been hired in at the 22.42 and if we don't move them to that range placement it impacts our ability to hire others that have education and experience up to the 25th percentile.

Ms. Allen also reviewed the proposed end-of-season evaluation:

Evaluation	Exceeds Expectations	3	Performance and results consistently exceed the standards & expectations of the
	Please select appropriate score from the drop down box:		
	Attendance		0-5 No Pay Increase 6-11 \$.25 Per Hour Increase 12-15 \$.50 Per Hour Increase
	Work Quality		
	Adherence to Policies		
	Interpersonal Skills		
	Safety Awareness		
Total:	0		
Remarks			
Recommend for re-employment			

There was discussion throughout the presentation with Ms. Covington and Ms. Allen responding to questions from the Board.

4.9 Planning and Development - Budget Amendment for Construction Standards

Kelly Sifford, Planning and Development Director, reported Construction Standards has experienced significant growth this year in the number of permits issued and the associated revenues. She stated staff is requesting to increase the revenues and increase expenses by the corresponding amount. In that regard, she advised staff is requesting that the additional funds go toward vehicle purchases, bank fees, uniforms and consulting services for improvements in the Accela software and any associated technological needs. She requested the Board suspend the Rules of Procedure so the trucks could be ordered as soon as possible.

Ms. Sifford advised nine vehicles would be purchased with these funds. She also noted additional items in the aforementioned list regarding Accela software improvements.

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

UPON MOTION of Commissioner Kiger, seconded by Vice Chairman Honeycutt and unanimously carried, the Board suspended the Rules of Procedure due to time constraints.

UPON MOTION of Commissioner Shue, seconded by Commissioner Strang and unanimously carried, the Board approved the budget amendment for Construction Standards as has been requested.

Date: 4/19/2021

Amount: 490,100.00

Dept. Head: Kelly Sifford, AICP

Department: Planning and Development

Internal Transfer Within Department

Transfer Between Departments/Funds

☒ Supplemental Request

Budget Amendment to increase revenues and expenses. Construction Standards will exceed revenue projections this year and staff is proposing to use the additional funding to purchase replacement vehicles that we in next years budget , consulting work on Accela, and increase Bank Charges for this year.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
00162410	6505		Inspection Fees	4,200,000.00	490,100.00		4,690,100.00
00192410	9445		Purchased Services	31,500.00	150,000.00		181,500.00
00192410	9663		Vehicles	-	259,600.00		259,600.00
00192410	9420		Bank Service Charges	105,000.00	80,000.00		185,000.00
00192410	9340		Uniforms	7,160.00	500.00		7,660.00

4.10 Planning and Development - Budget Amendment to Place Duke Rebate Revenues

Kelly Sifford, Planning and Development Director, reported the Community Development Division participates in the Duke Energy Rebate program. As state funded Weatherization units that are Duke Energy customers are completed, staff is able to request a rebate for that work which is required to be placed back into the program to expand the service. The budget amendment assigns that funding to expense accounts so that additional clients can be assisted.

4.11 Recycling / Waste Reduction - Purchase of Scrap Metal Roll Off Containers

Kevin Grant, Environmental Management Director, joined the meeting virtually to present a request approval to purchase three 40-yard roll off containers. He stated these will be used as part of the scrap metal collection program. White Good Funds received from the state will be used for the purchase of the roll off containers. Adoption of the related budget amendment is requested.

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 for the April 19, 2021 regular meeting.

Approval or Correction of Minutes

- Approval or Correction of Minutes

Recognitions and Presentations

- Active Living and Parks - Older Americans Month Proclamation
- DHS - Administration Professional's Day Proclamation
- DHS - Foster Care Appreciation Month Proclamation
- EMS - Cabarrus County Emergency Services Week
- Planning and Development - Fair Housing Month
- Proclamation - Internal Audit Awareness Month
- Proclamation - North Carolina 811 Safe Digging Month

Consent

- Active Living and Parks - Park and Recreation Trust Fund Grant Application
- Appointments - Animal Protection Advisory Board
- Appointments - Industrial Facilities and Pollution Control Financing Authority
- Appointments (Removals) - Adult Care Home Community Advisory Committee
- Appointments and Removals - Centralina Workforce Development Board
- Board of Elections - HAVA Grant
- EMS - Renewal of Non-Emergency Transport Franchise Agreement with American Transmed
- Finance - Cares Fund Budget Amendment and Project Ordinance
- Finance - Fire District Budget Amendment
- Finance - Update of Capital Project Fund Budgets and Related Project Ordinances
- Human Resources - Personnel Ordinance Changes - Compensation
- Planning and Development - Budget Amendment for Construction Standards
- Planning and Development - Budget Amendment to Place Duke Rebate Revenues
- Recycling / Waste Reduction - Purchase of Scrap Metal Roll Off Containers
- Sheriff's Office - Request to Award a Service Weapon to Lt. Robert Keith Wensil Upon Retirement
- Tax Administration - Refund and Release Reports - March 2021

New Business

- Infrastructure and Asset Management - Courthouse Expansion Public Art Update
- Infrastructure and Asset Management - Frank Liske Park Barn Rebuild Project Update

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
- Budget - Monthly Financial Update
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - March 2021 Monthly Summary Report

6. Closed Session

6.1 Closed Session - Pending Litigation, Economic Development and Acquisition of Real Property

UPON MOTION of Commissioner Strang, seconded by Commissioner Shue and unanimously carried, the Board moved to go into closed session to discuss

matters related to pending litigation, economic development and acquisition of real property as authorized by NCGS 143-318.11(a)(3), (4) and (5).

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

Return to Open Session

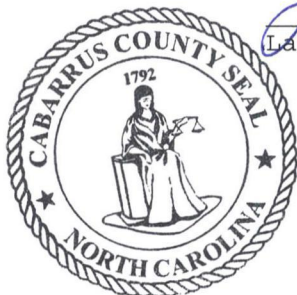
UPON MOTION of Commissioner Kiger, seconded by Commissioner Honeycutt and unanimously carried, the Board approved a settlement with What-a-Burger in the amount of \$99,000 to clear up right-of-way issues for the Courthouse Construction Project.

UPON MOTION of Commissioner Shue, seconded by Commissioner Strang and unanimously carried, the Board scheduled a public hearing for an economic development investment for Project Spring on Monday, April 19, 2021 at 6:30 p.m. or as soon thereafter as persons may be heard.

A brief discussion ensued regarding the Barber-Scotia College and Stonewall Jackson School properties.

7. Adjourn

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the meeting adjourned at 7:35 p.m.




Lauren Linker, Clerk to the Board