

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**1. CALL TO ORDER - CHAIRMAN**

**2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN**

2.1. BOC - Changes to the Agenda

**3. CLOSED SESSION**

3.1. Closed Session - Pending Litigation

**4. DISCUSSION ITEMS - NO ACTION**

4.1. Innovation and Technology - Innovation Report

4.2. Infrastructure and Asset Management - Emergency Medical Services Headquarters Project Update

4.3. Infrastructure and Asset Management - City of Concord Christmas Tree Location at Courthouse Public Plaza

**5. DISCUSSION ITEMS FOR ACTION**

5.1. Cooperative Extension - 4-H Club Access to Archery Range at Camp T.N. Spencer

5.2. Cooperative Extension - 4-H Club Access to Cabarrus County Sheriff's Office Training Range

5.3. Active Living and Parks - Fees and Charges

5.4. Active Living and Parks - PARTF Grant Waiver Request

5.5. BOC - Appointments to Boards and Committees

5.6. BOC - Commissioner Appointments for 2022

5.7. BOC - Ordinance Implementing State Criminal Justice Reforms

5.8. BOC - Resolution Establishing the Board of Commissioners' 2022 Meeting Schedule

5.9. County Manager - Appropriate Fund Balance for Cabarrus Dream Center

5.10. County Manager - Easement Request at CC Griffin Middle School

5.11. DHS - Appropriation of American Rescue Plan Funding to Families First, Inc.

5.12. DHS - Appropriation of Low Income Household Water Assistance Program Funding

5.13. EDC - Spark Grant Funding for the Cabarrus Center for Innovation and Entrepreneurship

- 5.14. Finance - Update Capital Project Fund Budget and Related Project Ordinance Pg. 145
- 5.15. Infrastructure and Asset Management - Recommended Approval of Preferred Alternates for Frank Liske Park Barn Replacement and Emergency Equipment Warehouse - ITS Building Projects(s) Pg. 151
- 5.16. Sheriff's Office - Acceptance of Private Funds for Purchase of Motorcycle Pg. 159

## **6. APPROVAL OF REGULAR MEETING AGENDA**

- 6.1. BOC - Approval of Regular Meeting Agenda Pg. 163

## **7. CLOSED SESSION**

- 7.1. Closed Session Pg. 167

## **8. ADJOURN**

*In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.*

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Work Session Agenda - Chairman

**SUBJECT:**

BOC - Changes to the Agenda

**BRIEF SUMMARY:**

A list of changes to the agenda is attached.

**REQUESTED ACTION:**

Motion to approve the agenda as amended.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS  
CHANGES TO THE AGENDA  
DECEMBER 6, 2021**

**ADDITIONS:**

**Closed Session**

**3.1 Closed Session - Pending Litigation**

**7.1 Closed Session**

**UPDATED:**

**Discussion Items for Action**

**5.13 EDC - Spark Grant Funding for the Cabarrus Center for Innovation and Entrepreneurship**

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**  
CLOSED SESSION

**SUBJECT:**  
Closed Session - Pending Litigation

**BRIEF SUMMARY:**  
A closed session is needed to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

**REQUESTED ACTION:**  
Motion to go into closed session to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

**EXPECTED LENGTH OF PRESENTATION:**  
30 Minutes

**SUBMITTED BY:**  
Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**  
No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items - No Action

### **SUBJECT:**

Innovation and Technology - Innovation Report

### **BRIEF SUMMARY:**

Presentation of innovation and technology services put into place by IT in collaboration with other departments and community stakeholders in alignment with the County's five strategic priorities.

1. Transparent and Accountable Government
2. Healthy and safe Community
3. A Thriving Economy
4. Culture and Recreation
5. Sustainable Growth and Development

### **REQUESTED ACTION:**

Receive report.

### **EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

### **SUBMITTED BY:**

Debbie Brannan, Area Manager of Innovation and Technology

### **BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure and Asset Management - Emergency Medical Services Headquarters Project Update

**BRIEF SUMMARY:**

County staff will provide an update on the progress of the project.

**REQUESTED ACTION:**

No action required.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Area Manager of Operations

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Construction Progress Photos



## EMS HQ Board of Commissioners Meeting Presentation (12-06-21)





























## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure and Asset Management - City of Concord Christmas Tree Location at Courthouse Public Plaza

**BRIEF SUMMARY:**

County staff will provide information about collaborative planning efforts for the future location of the City of Concord Tree at the Courthouse Public Plaza. Discussion topics will include location, logistics, infrastructure, and impacts to the current design.

**REQUESTED ACTION:**

Receive input.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Area Manager of Oeperations

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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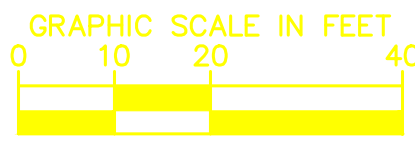
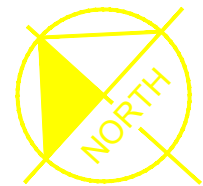
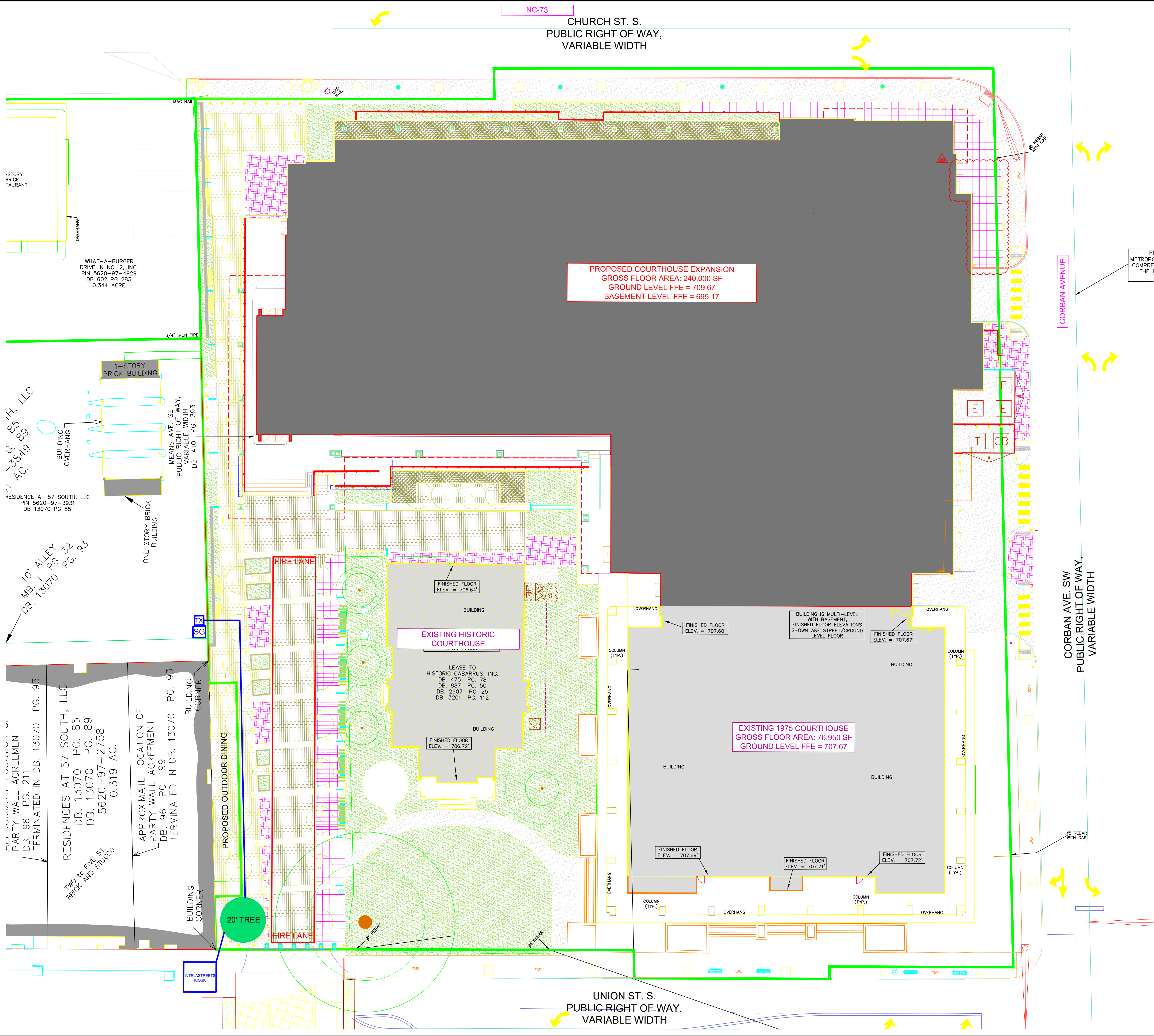
**ATTACHMENTS:**

## ▣ Plaza Plan with Tree Location



Plotted By: Alycia Pflieger, Sheet Set: Cabarrus County Courthouse GMP2, Layout: C6-0 HARDSCAPE PLAN, September 28, 2021, 03:14:35pm, S:\Alycia\AutoCAD\3-D HARDSCAPE PLAN.dwg

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



CABARRUS COUNTY COURTHOUSE PREPARED FOR CABARRUS COUNTY NORTH CAROLINA CONCORD	HARDSCAPE PLAN	KHA PROJECT 013272000	DATE 07/16/2021	SCALE AS SHOWN DESIGNED BY CRP	DRAWN BY CRP	CHECKED BY RTL	09/15/2021		<b>Kimley»Horn</b> © 2021 KIMLEY-HORN AND ASSOCIATES, INC. 200 SOUTH TRYON STREET SUITE 200, CHARLOTTE, NC 28202 PHONE: 704-333-5131 WWW.KIMLEY-HORN.COM NC LICENSE #F-0102	No.	REVISIONS	DATE	BY
		SHEET NUMBER C6-0											



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Cooperative Extension - 4-H Club Access to Archery Range at Camp T.N. Spencer

### **BRIEF SUMMARY:**

The Cabarrus 4-H Program would like approval to allow the 4-H archery team to practice target shooting at the archery range at Camp T.N. Spencer. The request is for approximately 25 youth and screened adults to access the location multiple times a month to practice March – October.

### **REQUESTED ACTION:**

Motion to approve the 4-H archery team's use of the archery range at Camp T.N. Spencer.

### **EXPECTED LENGTH OF PRESENTATION:**

20 Minutes

### **SUBMITTED BY:**

Tracy LeCompte, County Extension Director  
Kyle Bilafer, Area Manager of Operations  
David Goldberg, Deputy County Attorney

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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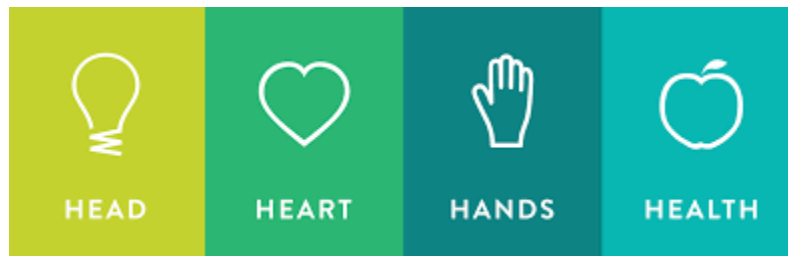
**ATTACHMENTS:**

- ▣ Cabarrus County 4-H Shooting Sports Handbook
- ▣ Cabarrus County 4-H & Cabarrus County ALPS MOU

# Cabarrus County Shooting Sports



## Club Risk Management



## Best Practices & Procedures

Updated for 2021



Appendix Index Section 1 – Personnel & Supervision

Section 2 - County Archery Instructor Job Description

Section 3 – Participation Records & Eligibility

Section 4 – Club Funds, Equipment & Storage

Section 4 – Health and Safety

Section 5 – Property Use

Section 7 – Transportation

Section 8 – Disaster Emergencies Procedures

Section 9 – Forms 4-H Shooting Sports

Parents, Volunteers and 4-H'ers: Thank you for your interest in Cabarrus County Shooting Sports. Safety is our first priority in ensuring our youth have a successful first shot and carry it throughout their entire 4-H career. Please make sure you are familiar with all the responsible adults. Parents must always remain with their youth including practice and competitions. It is very important to the safety of the participants and instructors that clubs have a clear thought out plan if an emergency happens. It is best to have the risk management plan in a binder and present at all events. Everyone should be familiar with its contents. It is suggested that emergency service contact information be placed at the front of the book so it is more easily accessed.

Each year, at the shooting sports team kickoff meeting, items to be discussed should be the start time of activities, a calendar of events, a list of youth who will participate in your program, and identify any needs your club or activities may have. Everyone needs to be informed to keep enrollment up to date, identify times when it is appropriate for youth who are not in 4-H to participate, and to be able to coordinate promotion of the events. Youth cannot participate in practice or overnight 4-H events before enrollment is completed. Therefore, you will need to coordinate efforts with your agent to get your youth enrolled for the current year or registered for the event. Enrollment does not roll over and must be updated each 4-H year. This guide is designed to include your club's risk management plan and all best practices needed for shooting sports clubs in Cabarrus County.

# 1-PERSONNEL & SUPERVISION

A. Certification Requirement: Shooting sports instructors must be at least 21 years old and be certified by attending a North Carolina 4-H state training to conduct shooting sports activities. They must be certified in the discipline in which they work. Certification needs to be renewed if instruction is not provided for more than two years. Shooting sports instructors must also be approved 4-H volunteers. Certified instructors are to conduct instruction, run the range, manage other volunteers, and be in charge of risk management.

B. Non-certified: Any person working repeatedly with the county shooting sports program must be an approved 4-H volunteer. They must have completed the NC 4-H volunteer application through [v2.4honline.com](http://v2.4honline.com) including a background check through North Carolina State University and completed the Minors on Campus training session. This must be renewed every three years.

C. Visitors/Presenters that are not 4-H volunteers must check in at the site. They are allowed to observe, help, or present in the presence and line of sight of 4-H staff and volunteers. They cannot run the range or be in any position where they take care, custody or control of any minor not their immediate family members. They must be informed of NCSU policy and shooting sports rules etc. as appropriate. We are also responsible for their safety. See below for practice guidelines pertaining to parents/guardians/non-participatory youth.

## About My Club

Club Name: Cabarrus County Shooting Sports Club

Organizational Leader: Jenn Scott  
Phone: 917-656-1512  
E-Mail: [jenn.e.scott@mac.com](mailto:jenn.e.scott@mac.com)

The 4-H Shooting Sports Instructors of this club/county are:

Name: Amber Hyatt-Lisk  
Phone: 704-808-0303      Email: [arhyatt@aol.com](mailto:arhyatt@aol.com)  
Discipline (s): Archery      Year of cert.: 2021

Name: Darren Purser  
Phone: 704-301-8575      Email: [darrenpurser@gmail.com](mailto:darrenpurser@gmail.com)  
Discipline (s): Rifle      Year of cert.: 2021



#### D. Supervision Ratios:

4-H Club Leaders/certified instructors/Extension Agents are to ensure that all 4-H Shooting Sports activities will be organized and conducted with a minimum of one certified instructor in a supervision role per 10 trained youth. A volunteer who is not certified or is not a 4-H volunteer cannot run the range or lead a group. Assisting volunteers must work with certified staff. The recommended adult to youth ratio for instruction is one to four with beginners and one to ten with juniors and seniors.

## 2-JOB DESCRIPTIONS

All volunteer instructors should receive a written volunteer position description and understand their responsibilities as a 4-H leader. Roles include club organizational leader, competition coordinator, club program coordinator, and trained discipline instructors. Job descriptions will be on file with the county office. Instructors are expected to follow 4-H training procedures.

## 3- PARTICIPATION REQUIREMENTS, ELIGIBILITY, and RECORDS

A. Any youth ages 10 to 18 (January 1 of current year) can participate in the activities of this club. (Youth 12 through 18 can participate in firearm activities). Extension volunteers and paid staff must not show discrimination in designing or delivering programs with respect to color, race, national origin, gender, religion, sexual orientation, or handicap. Programs must be equally accessible to anyone.

B. To maintain a positive club atmosphere, club leaders and instructors are expected to maintain communication with parents and youth. Leaders and instructors are to use shared decision making in planning practice schedules and events. In shooting sports, our growing numbers may eventually require youth to qualify to participate in state events. Qualification in any shooting event should not penalize a youth for age, sex, or any other discriminatory issue. Generally, it is acceptable that a group of scoring activities preceding the main event are used to determine qualification within an age division.

The program is open to all youth August 10-18. It is suggested that youth should be 10 years old before enrolling in the shotgun or muzzleloader disciplines, but youth must be large enough to safely handle the firearm. Youth can shoot shotgun and muzzleloader disciplines at the discretion of the instructor.

C. All youth must be enrolled in 4-H to participate in live fire. Paper forms are available, but online enrollment is preferred. Enroll at [v2.4honline.com](http://v2.4honline.com) Paper forms must include the NC 4-H Enrollment Form, Code of Conduct signature, NC 4-H Health Form, NC 4-H Waiver of Liability

and Medical Release, and media release forms. 4-H members need to update their enrollment in January of each year. Enrollment does not automatically extend.

D. Youth must participate in a “first shot” session with a certified instructor before taking part in the team practice. Instructors will allot time at the beginning of practice to allow for “First Shot” sessions for any new members. Other scheduled practice times may be up to the discretion of the instructors as needed to meet the demand for new members. Attendance at a County Shooting Sports Club is required prior to attending any shooting sports practice or “first shot” session. Youth will be eligible to receive a team shirt after successful completion of “first shot”.

E. Events are 4-H sponsored when they are at the Cabarrus County Sheriff’s Department, when the extension/4-H office identifies as a partner or sponsoring agency, and when 4-H volunteers participate in the activity. 4-H policies must be followed by all participants. This includes youth who are not in 4-H. 4-H Code of Conduct and 4-H Dress Code must be followed. Additional dress code requirements may apply for certain disciplines and/or competitions.

F. Shooting sports instruction will follow established range procedures and teaching techniques in the 4-H Shooting Sports Basic Manual and the 4-H discipline training manual. Deviation from accepted procedures is not accepted.

G. Youth who miss basic lessons in a sequence are required to make up the material before proceeding with new material. This is up to the discretion of the instructor.

H. Eligibility for competition in regional or state competitions will include the following (and will be up to the discretion of the instructor):

- Regular attendance (75%) for local practices for 3 months prior to competition.
- Regular attendance (75%) of club meetings for 8 months prior to the competition.
- Fulfillment of Cabarrus County Shootings Sports 4-H Eligibility requirements

## ACTIVITY LOG

The activity log is proof of attendance by youth and adults. It is the sole record that will be needed by the county or North Carolina Cooperative Extension should an insurance need or other incident arise. The county extension agent has required participation reports to complete each fall, which will help them complete the reports. These logs also provide information about lesson progression and are useful when instructors are alternating events. (see attachment)

## EQUIPMENT LOG

Any equipment will either be owned by individuals or the Cabarrus 4-H Foundation. Any equipment owned by the Cabarrus 4-H Foundation must be included in an annual inventory. When any equipment is provided to an enrolled 4-H club member for use in club activities, any 4-H leader, or the 4-H program, a log will be kept of the inspections and maintenance given to that equipment. Equipment should be inspected before and after each use. Damaged

equipment should be discarded or removed from the activity. A note should be made in the equipment inspection log and repairs made as feasible. When in doubt – take it out! Equipment that is brought by youth must be inspected by the instructor before being allowed to be used for the activity.

## 4-EQUIPMENT STORAGE

### A. Funds for Club Use

At this time, the club will not have any fiscal responsibilities and no coverage under the NCSU GEN account or EIN information. The club will have no bank account or funds managed solely by the club volunteers, youth or families.

The Cabarrus 4-H Foundation has agreed to house funds through their associated group funds. They will keep a liability line item solely for the benefit of this shooting sports club. All grants, donations and funds raised by the club will be housed within the Foundation. If the club chooses to become a club with fiscal responsibilities, all NC 4-H Financial Documentation must be completed and EIN applied for. Any donation requests, fundraisers and grant applications must be approved by the Cabarrus 4-H Agent or other Extension personnel as appropriate.

### B. Equipment

All youth must have their own equipment to compete in local, regional, state and national competitions. All equipment must be inspected at the check in station for any practice or competition and must be transported according to NC 4-H and National 4-H guidelines. Only equipment allowed at NC 4-H competitions can be present at any 4-H practice or competition. Concealed handguns are not allowed at 4-H practice or competition.

Instructors may make equipment available for members without their own equipment to use. Clubs may secure equipment through outside funding, but must get prior approval from the 4-H Agent and Cabarrus 4-H Foundation. This equipment will be the property of the Cabarrus 4-H Foundation and must be included in the annual inventory to be submitted for club re-charter each year.

### C. Storage

Youth, adults and volunteers must maintain safe storage and transportation of their equipment as stated in the NC and National 4-H Shooting Sports Guidelines. Equipment that is purchased for the use of the club may remain in the possession of the discipline instructor during the practice season. Arrangements must be made with a Federal Firearms Licensed dealer for storage during the off season. Ammunition and other non-firearm equipment may be arranged for storage with the Cabarrus Active Living and Parks or the Cabarrus County Sheriff's Department. These items must be cataloged in the annual inventory with the Cabarrus 4-H Foundation.

#### D. Club Disbanding

In the event that the club would no longer meet the requirements for re-charter and the club disbands, all equipment owned by the Cabarrus 4-H Foundation must be kept within the appropriate guidelines as agreed upon by the Cabarrus 4-H Foundation. These items may be sold for a cash benefit paid to the Cabarrus 4-H Foundation or be housed appropriately with either a FFL dealer or the Cabarrus County Sheriff's Department.

#### E. For equipment by the Cabarrus 4-H Foundation

The club/extension office will explicitly follow the procedures outlined below. Firearms and air rifles should be secured with a trigger lock and ECI (Empty Chamber Indicator) safe on, and stored in a locked cabinet. Ammunition should not be stored with the guns. Youth training should include instruction on equipment storage and what to do if you find a loaded gun. Extension staff and volunteers are not able to store guns or ammunition that do not belong to them. Storage must be secured at an approved Federal Firearm Deal for guns and ammunition belonging to the Cabarrus 4-H Foundation. A duplicate list with the serial number and a description of the firearm or equipment should be kept at the extension office. It is recommended for firearms to be cleaned after each use. At events, firearms and other equipment should not be left unattended when not in use. Firearms should always have ECIs and trigger locks and be in a locked vehicle or storage before and after an event. Archery equipment, such as bows and arrows, etc. should also be put away when the activity is over to prevent unnecessary horseplay.

## 5- HEALTH AND SAFETY

#### A. Official 4-H Health Form

Each January or upon joining 4-H, online enrollment must be completed. Club leaders will have access to these forms online. Parents will always need to remain with youth. Sharing of health information is limited to "as needed" according to NC Cooperative Extension policy. It is best to have a print copy of these forms available at every event in case of limited cell phone or wi-fi connectivity. A cell phone or phone and an emergency numbers list should be available at each event. Update records once a year or as needed on the club charter due in January. The coach or activity organizer should review the health records for any special participant needs. Any employee of the NCSU Extension Service has confidential obligations.

#### B. First-Aid and Accident Reporting

The club leader or certified instructor is responsible.

- It is recommended that someone have current First Aid and CPR certification.
- A first-aid kit will be present at all club activities. Contact your county 4-H Agent for information on what to include in the kit.
- The first aid kit will be checked for supplies and re-stocked as needed at each club activity.

- You should know the location and someone may be trained to use an AED at your site. Any youth or adult accidents or near misses are required to be reported to the local county office immediately and a report filed within 24 hours of the incident to your local agent and Extension Service.

#### C. Contagious Disease

Any participants that arrive with fevers are not allowed to stay. Participants who develop fever and symptoms of sickness will require parental contact and removal from the event.

#### D. Safety Equipment

The certified instructor in charge of the activity is responsible.

- Eye and hearing protection will be worn by all participants, leaders and observers whenever there is live fire.
- Rifle, black powder, and shotgun participants and instructors will wear double ear protection when there is live fire. Observers must remain in designated areas and wear hearing protection.
- Archery participants, leaders and observers will wear ear protection when the archery range is located near to a gun range when there is live fire.
- Caution tape must be put in areas that should be occupied during the event.
- Doors should be locked and signed in areas that should not be used at the event. Orientation must be given for any new members at the beginning of club meetings and/or practice. Families are responsible for helping to keep youth in designated safe areas. Youth should be under direct supervision of parents, instructors, or 4-H Volunteers. When going to the bathroom or other site location, it is suggested for youth and adults to travel in groups of no less than three.
- Course or range set up should take into consideration normal grounds or building traffic patterns and avoid creating a hazard

#### E. Minimization of Lead Exposure

It is suggested that no person eat or drink until washing hands after being on the range. Leaders will provide anti-bacterial moist towelettes, water-less soap, or similar products for wiping hands once shooting has concluded. Latex gloves should be provided for handling of lead products by the instructor. Shooting ranges should not be set up in a location that allows lead shot or rifle bullets to fall into water sources such as wetlands or rivers.

#### F. Insurance Coverage Accident Insurance.

Most liability claims begin from people trying to recover medical expenses. Accident/medical insurance policies from American Income Life are secured by Cabarrus County 4-H and cover all 4-H youth and volunteers while attending regularly approved and supervised group activities.

#### G. Liability Insurance for Volunteer Leaders

Volunteers receive protection under North Carolina law as do state employees. This policy is valid only when the 4-H volunteer leaders are listed as a leader/instructor in the local North Carolina Cooperative Extension County Center. All volunteers and youth taking part in Extension youth program activities should be properly registered with their local Extension office. Having enrollment/registration forms, program plans, and activity logs on file is valuable documentation in case of a claim. University coverage and laws may change. The local extension office should be sure all who need insurance protection with the program are listed as a 4-H volunteer leader. This policy is in effect only at a 4-H sponsored activity. This policy does cover all trained and certified 4-H shooting sports leaders; however, it requires that leaders must do everything possible to ensure a safe atmosphere and range. Additional coverage can be obtained from your insurance agent or shooting organization in which you meet membership requirements.

#### H. Youth Protection Policy

NC Cooperative Extension employees, staff and volunteers are advised to use a “hands off” approach to instruction and discipline. If you must touch a child, indicate what you are going to do, and ask permission in view of others. Suspected Child Abuse or Neglect Reporters mandated by state law are all paid Extension staff as well as most medical staff, school professionals, teachers and administrators, counselors, social workers, child care workers, law enforcement officers and clergy. Mandated reporters who suspect child abuse or neglect and fail to report that suspicion can be charged with a class B misdemeanor. Extension volunteers are encouraged to report child abuse. 4-H volunteers are serving as mentors and role models during 4-H sponsored activities. A no drug and alcohol policy exists during 4-H events. This includes before, during, and after an event while remaining at the event location. Weapons, guns or other shooting sports equipment are not allowed at 4-H events that are not specifically identified as a shooting sports event for that discipline. Concealed permit holders are asked not to carry their firearms during 4-H events according to NCSU policy.

## 6-PROPERTY USE

A. Written permission has been secured to use the Cabarrus County Sheriff’s Department Training Facility for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined:

Club leaders are responsible for making sure the following are returned to the state as upon arrival:

- Restrooms
- Garbage removal
- Shooting sports equipment (stored or brought in)

Club leaders are responsible for knowing the location of:

- Telephone/Emergency Communications/AED
- Emergency evacuation plan of the site/storm shelter
- Fire extinguisher(s) location
- Emergency Shutdown Locations

County facilities will maintain the following:

- Toilet facilities and maintenance
- Telephone/ Emergency communications/AED
- Back up communications
- Utility (electricity, gas, water)

Cabarrus County Sheriff Department Range Masters and other staff have the final authority to make any decisions regarding limitations and responsibilities. See Memorandum of Understanding for more details.

## B. SITE HAZARDS

A safety inspection of the range will be completed by a certified instructor before the club meets or event is conducted. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and manmade, will be identified and eliminated or reduced.

- Do not drink out of the water faucet. Bottled water is available.
- Other public safety departments have equipment on site. Please do not allow youth to roam or explore areas.
- The gate should be closed when the range is hot. Flag should be flying when the range is hot. Late arrivals may not be allowed entry to the facility.

## C. PRACTICE RESTRICTIONS

Practices will take place separately from the shooting sports club meeting. Practices are at the discretion of the certified instructors and based on the availability of the facilities and club members. Practice will be limited to no more than 15 youth at one time. Parents must remain on site and maintain care, custody and control of their minor children. Number of parents/guardians and non-participatory youth may be limited due to attendance limitations for site use. Any persons on site at practice must wear hearing and eye protection at all times.

## 7-TRANSPORTATION

Only certain volunteers are allowed to transport youth. Please seek confirmation from the county 4-H Agent. 4-H Volunteers and County Extension Staff may not make transportation arrangements with other families. When transporting equipment, please consider.

- Be sure firearms are locked and cased. Bows are secure or cased.
- Non-passenger vehicles cannot be used for transportation of youth or adults.

## 8-DISASTER EMERGENCIES

It is best practice to have a disaster emergency plan for any gathering location. Disasters may include, but are not limited to, fire, explosion, lightening, windstorm, flood, landslide, earthquake, car accidents and terrorism or acts of war. District, State and National 4-H Shooting sports will have their own disaster plans that are beyond our responsibility. Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents. Attach additional sheets to address the situations relevant to your site.

### WEATHER AND ENVIRONMENTAL EFFECTS ON PROGRAM ACTIVITIES

No matter the temperature, youth should be encouraged to drink water regularly to stay hydrated and snack appropriately to keep adequate energy levels.

When the temperature goes above 90 degrees, shade should be sought out at regular intervals. Youth should take water/shade breaks every 30 minutes.

When the temperature or wind chill goes below 40 degrees, outdoor activities should be limited to 30 minute intervals in rotation with inside activities.

During a thunderstorm, youth, parents and volunteers should take shelter inside the classroom at the Sheriff's Department Training Facility. Shelter must be pre-determined if meeting in a different location. No live fire should take place at any time when lightning is spotted or during active rainfall.

If inclement weather is predicted it is up to the discretion of the instructor or club leader to cancel/postpone the activity. Instructors and club leaders are responsible for checking the weather before activity and contacting parents at least 30 mins prior to the meeting/event.



## MISSING PERSON(S)

### Prevention:

- Use a buddy system – pair children up and they keep track of each other.
- Use name tags.
- Establish boundaries with the youth – areas they cannot leave.
- Youth must ask for permission to leave the group.

### Protocol: Implement Missing Child Plan

\_\_\_ Talk to their friends at the event for information about the missing youth. (Last whereabouts)

\_\_\_ Form a search team

\_\_\_ Establish a communication and coordination contact person for staff, parents, and law enforcement.

\_\_\_ Search the facilities or area quickly. (Determine the child is missing.)

\_\_\_ Notify parents that you are searching.

\_\_\_ Hold youth under supervision in an activity. If child is missing-

\_\_\_ Call Law Enforcement-be prepared to give a detailed description of the camper's physical appearance, dress, age, special precautions, etc.

\_\_\_ Notify parents of results or actions they may need to take. An incident report should be completed afterward.

A report should be completed and given to the local county extension agent. The report will be needed for record for investigation, insurance, or review and evaluation of the procedure.

### B. PROTOCOL IF A YOUTH NEEDS EMERGENCY MEDICAL CARE

#### Protocol:

\_\_\_ The person in charge of the event or a First Aid/CPR certified volunteer is assigned to directly monitor the youth or adult until they can be transported to the hospital. You are to follow recommendations of hospital, 911 staff, or ambulance EMTs for the safety of the person. Someone must accompany the patient with health forms to the hospital.

\_\_\_ A leader is assigned to call appropriate emergency services ambulance, law enforcement, and parents.

\_\_\_ The leader or volunteers ensure the safety and security of the other youth during this time.

\_\_\_ Supervising volunteer may leave the hospital when parents arrive and they are not needed.

\_\_\_ A leader or volunteer will arrange transportation of volunteers and/or youth to return from hospital. Complete Incident report and present to the local extension office.

#### PROTOCOL FOR DISPLAY OF VIOLENCE (VERBAL AND/OR PHYSICAL), INCLUDING THREATS BY A WEAPON / INJURY FROM A WEAPON

Protocol:

\_\_\_ Notify law enforcement of an unruly or dangerous person. Do not escalate the situation by threatening or confrontation. Move everyone away.

- Be prepared to give a description of the person, weapon, and their location.
- Address of location
- Your and others situation

\_\_\_ Call emergency medical services

\_\_\_ If there is a victim of violence, assign a staff member or volunteer to monitor the victim.

\_\_\_ If the perpetrator leaves, lock down – do not allow other volunteers or youth to rush to the scene, lock or block entry to the facility or grounds to prevent re-entry by the perpetrator or exit by others. People should be moved from the scene in a safe way away from the perpetrator when possible. In the event of a dangerous weapon, notification to the local law enforcement is first priority and must be made in the most time efficient way by the first person encountering the situation. You are to follow recommendations of the law enforcement agency.

Complete Incident report and present to the local extension office.

# Emergency Contact Information

Address of our Activity

4325 Irish Potato Road

Concord NC 28025

Emergency Phone Numbers

Ambulance 9-1-1

Fire 9-1-1

Sheriff Deputy on Duty 704-920-3000

Poison Control Center

800-222-1222

In the event of any incident, accident, near miss  
or emergency immediately contact:

Tracy LeCompte 704-920-3310

or 419-305-8031

## Activity Log

Activity

\_\_\_\_\_ Date: \_\_\_\_\_

Name of Participants:

Parents Present:

Activities Completed:

Any incidents? \_\_\_\_\_

If yes, complete incident report and give to local Extension Agent.

Instructor Signature:

\_\_\_\_\_

# Memorandum of Understanding

## Sheriff's Office Training Range Use

This agreement is between Cabarrus County 4-H, the youth development program of NC Cooperative Extension, Cabarrus County center and the Cabarrus County Sheriff's Office. Cabarrus County 4-H is the youth development program of NC Cooperative Extension. 4-H volunteers and staff are acting on behalf of North Carolina State University.

Cabarrus County Expectations	Cabarrus County 4-H Expectations
<p>The Cabarrus County Sheriff's Office (SO) Training Range will be available for use according to the Range Use Rules.</p> <p>At least one SO staff member will be onsite for the entirety of practice. SO Staff member will open and shut gate, raise and lower flag and be on hand for any facilities issues.</p> <p>The range will be maintained to a safe degree for club use.</p> <p>Distances will be marked through permanent spacings.</p> <p>In the event of unsafe conditions, club volunteers will be notified immediately. The Sheriff's Office reserves the right to cancel any practice and/or limit use of facilities as deemed safe and/or necessary.</p> <p>Restrooms and toiletries will be available for club use.</p>	<p>4-H will train volunteers to be shooting sports instructors, club volunteers, and range assistants. All positions will be background checked. Instructors will require additional training.</p> <p>Adults with questionable offenses will be evaluated on an individual basis with consult from Cabarrus County Risk Management and Cabarrus Cooperative Extension.</p> <p>Club leaders will provide drinking water for members.</p> <p>Club members, instructors and volunteers will provide all materials, equipment, ammunition and targets used by the club.</p> <p>Temporary distances can be marked, but will need to be removed at the end of each practice.</p> <p>Youth must be enrolled 4-H members with all forms and waivers signed.</p> <p>Additional medical/accidental injury insurance policies will be purchased for all volunteers and youth.</p>

### Logistics:

Reservation of the SO range will be done every six month. Practice times will be confirmed with Lieutenant Klinglesmith at least 2 weeks prior to practice. Range access will not exceed 2 hours. Facility will be opened 15 mins prior to practice time. Gates will close at the beginning of practice time and the live fire flag will be raised. Instructor retains permission to delay practice and hold gates if needed. Gates must close and remain closed during any live fire exercise. Practice may not start until the gate is closed. All families will gather in the open air shelter for check in & orientation. Families must sign in to attest to waivers. All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be recased and taken to the range, even if it failed inspection. All ammunition must be stored separately. No loaded equipment may be inspected. All firearms must be

transported, unloaded and safely stored. Carrying cases and trigger locks are recommended. Orientation will include range rules and will be repeated each practice session. When practice begins, the first 30 minutes is reserved for those youth who have not had their "first Shot" This time is reserved for these youth to have their one-on-one instruction with the certified instructor. All other youth and family members must remain either in their cars or in the shelter. Restrooms are available in the classroom. Youth not participating in "First Shot" will be encouraged to work on their 4-H project records on the picnic tables provided. Once all youth have completed their "First Shot" (no matter how long it takes), the instructor may commence with practice according to the 4-H Shooting Sports training. No more than six youths may approach the line at a time. Range commands will be delivered by the instructor and learned by each youth. Upon completion of practice, youth will collect brass shell casings from the range using gloves provided by club leaders. Casings must be disposed of in a safe manner in the brass bin located under the tower on the concrete range. Club volunteers and families are responsible for cleaning up after themselves. Gates will open after live fire exercises are completed and the flag will be drawn.

### **Range Use Rules:**

4-H members, families and volunteers must stay within the posted 4-H approved area.

4-H members, families, and volunteers may use the restroom facilities located in the classroom. Upon completion of the practice, club volunteers will sanitize all surfaces.

Only 4-H shooting sports club members practicing in rifle will be allowed access to the range. (marked on map)

Families may stay in their parked vehicles or in the shelter. All persons in the shelter must wear hearing protection and eye protection.

One parent/guardian per youth must be on site at all times. Parents must retain care, custody and control of minor youth at all times. Background checks must be completed for all parents on site.

Youth on the range must wear hearing protection and eye protection.

No video or photography will be allowed on practice sites at any time.

Instructors and volunteers on the range must wear eye protection and double hearing protection.

All families accessing the facility must sign the waiver agreement.

All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be taken to the range, even if it failed inspection. Any failed equipment must be marked clearly with tags and must stay in visible sight and care of the range instructor until the range is cleared and practice is over. Care must be taken when transporting defective firearms. Repair must only be done with a professional.

All ammunition must be stored separately from firearms. Equipment can only be loaded on the firing range.

Please take care to not write or otherwise mark the surfaces of the picnic tables. Any destruction of range property will lead to immediate dismissal.

All firearms must be cased until the Range Officer has given permission to the participant to remove their firearm. Cases include hard cases (metal, plastic, etc.), soft cases, or gun socks. Failure to have equipment properly cased will lead to participants being dismissed from the range.

Once permission has been given to remove equipment from its case, uncased firearms on the range must have the action open and empty with an open bolt indicator in place, except when on the firing line ready to fire.

All firearm muzzles will be pointed in a safe direction and down range at all times.

All firearms with a safety device must have the safety on at all times except during a course of fire, or when an Open Bolt Indicator is in place.

Participants will be required to provide their own ammunition for use. Please see NC 4-H Shooting Sports rules for ammunition requirements.

Only one shell or cartridge will be loaded unless otherwise instructed by the Range Officer.

Participants must provide their own eye and ear protection to be worn while on the firing line. Double ear protection must be worn by all participants and staff at the firing line. Parents and other staff not on the firing line must wear single ear protection.

Participants must now and obey all range commands.

No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

Safety – Safety must be the number one priority of range personnel, participants, and spectators. Standard accepted safety rules will be followed at all times, special safety considerations will be announced at each venue. SO or 4-H staff or volunteers staff may dismiss anyone from the range for unsafe behavior

COVID Precautions - as necessary by county/state guidelines.

Practices will require pre-registration in order to accommodate attendance restrictions. Youth and families will need to answer screening questions according to the 4-H guidelines at sign in. Attendance will be recorded. Hand sanitizer and other PPE will be provided for club, volunteer and family use.

# Memorandum of Understanding

## Camp T. N. Spencer

### Archery Range

County Expectations	4-H Expectations
<p>The Archery Range at Camp T.N. Spencer will be available for use for instructor led practice.</p> <p>The range will be maintained to a safe degree for club use.</p> <p>Distances will be marked.</p> <p>In the event of unsafe conditions, club volunteers will be notified immediately. Cabarrus County Active Living and Parks staff reserves the right to cancel any practice and/or limit use of facilities as deemed safe and/or necessary.</p> <p>Restrooms and toiletries will be available for club use.</p>	<p>4-H will train volunteers to be shooting sports instructors, club volunteers, and coaching assistants. All positions will be background checked. Instructors will require additional training.</p> <p>Club members, instructors and volunteers will provide all materials, equipment, ammunition and targets used by the club.</p>

#### Logistics:

Practice times will be confirmed with Joshua Coffman or designated Camp T.N. Spencer representative at least one week prior to practice. Range access will not exceed 2 hours per session. Participation will be limited to enrolled 4-H members. Families will gather near the range for check in & orientation. Families must sign in to attest to waivers. All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be recased and taken to the range, even if it failed inspection. Security of this equipment must be maintained and equipment must be in vision of the instructor during practice. All equipment must be transported in a case and securely stored. Orientation will include range rules and will be repeated each practice session. When practice begins, the first 30 minutes is reserved for those youth who have not had their "first shot". This time is reserved for these youth to have their one-on-one instruction with the certified instructor. Youth must remain within earshot during this time. When all first shot instruction is complete, instructor will give a long whistle blast to signal that open practice will commence. Restrooms are available at the bath house. Youth not participating in "First Shot" will be encouraged to work on their 4-H project records at the picnic tables provided. Once all youth have completed their "First Shot" (no matter how long it takes), the instructor may commence with practice according to the 4-H Shooting Sports training. No more than six youth may



approach the line at a time. Maximum participants will be 18 for one shooting sports session. Range commands will be delivered by the instructor and learned by each youth. Club volunteers and families are responsible for cleaning up after themselves.

### **Range Use Rules:**

Safety – Safety must be the number one priority of range personnel, participants, and spectators. Standard accepted safety rules will be followed at all times.

Cabarrus County and 4-H staff may dismiss anyone from the range for unsafe behavior.

Only 4-H shooting sports club members practicing archery will be allowed access to the range. Only Cabarrus County staff, 4-H Archery Instructors and active archers will be allowed inside the range gate. Club volunteers and Coaching Assistants must remain outside of the gate. When the range is cold and the appropriate range commands are given, a coach can approach the targets to discuss results with the youth. Another approved 4-H volunteer must remain at the firing line to secure any possible bows.

All families accessing the facility must sign the waiver agreement.

Genesis compound bows are the only acceptable bows for use at the archery range unless alternative approval is given for other models by Cabarrus County Active Living and Parks. Maximum draw weight is 20 lbs. Bows may be either county supplied or personal. Arrows must be supplied by the participant. Arrows must comply with NC shooting sports regulations.

In the future, there may be opportunity to grow the program to include long bow, recurve bow and higher draw weights. If this is desired, a new MOU will need to be drafted with Active Living and Parks department to include upgrade costs, equipment needs, maintenance plan and usage agreements.

At the end of each season, Cabarrus County 4-H Archery team will meet with Active Living and Parks staff to discuss maintenance, schedule and equipment changes.

All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be taken to the range, even if it failed inspection. All bows must be serviced by a certified bow shop. If the instructor feels they can competently repair an arrow and it then passes inspection, equipment may be used. Safety and care must be used in any repair or improvement to any equipment. Any equipment that fails inspection will not be used and must be secured safely in a case in the owner's vehicle. After which, equipment can be taken home for repair.

Arrows must be stored in a quiver until live shoot. Arrows can only be nocked on the firing line.

Please take care to maintain the excellent condition of the new range. Any destruction of range property will lead to immediate dismissal from practice and may limit participation in future 4-H events.

4-H members, families, and volunteers may use the restroom facilities located in the bath house.

All bows must be cased until the Range Officer has given permission to the participant to remove them. Cases include hard cases or soft cases. Failure to have equipment properly cased will lead to participants being dismissed from practice.

All bows will be drawn in a safe direction and down range at all times. No sky drawing in archery.

Participants must know and obey all range commands.

No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

COVID Precautions - as necessary by county/state guidelines.

Practices will require pre-registration in order to accommodate attendance restrictions. Youth and families will need to answer screening questions according to the 4-H guidelines at sign in. Attendance will be recorded. Hand sanitizer and other PPE will be provided for club, volunteer and family use.

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Arrows must be stored in a quiver until live shoot. Arrows can only be nocked on the firing line.

Please take care to maintain the excellent condition of the new range. Any destruction of range property will lead to immediate dismissal from practice and may limit participation in future 4-H events.

4-H members, families, and volunteers may use the restroom facilities located in the bath house.

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All bows will be drawn in a safe direction and down range at all times. No sky drawing in archery.

Participants must know and obey all range commands.

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COVID Precautions - as necessary by county/state guidelines.

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## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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#### **AGENDA CATEGORY:**

Discussion Items for Action

#### **SUBJECT:**

Cooperative Extension - 4-H Club Access to Cabarrus County Sheriff's Office Training Range

#### **BRIEF SUMMARY:**

The Cabarrus 4-H Program would like approval to allow the 4-H rifle team to practice target shooting at the Cabarrus County Sheriff's Office Training Range. The request is for approximately 25 youth and screened adults to access the location multiple times a month to practice March – October 2022.

#### **REQUESTED ACTION:**

Motion to approve 4-H rifle team's use of the Cabarrus County Sheriff's Office training range.

#### **EXPECTED LENGTH OF PRESENTATION:**

20 Minutes

#### **SUBMITTED BY:**

Tracy LeCompte, County Extension Director  
Kyle Bilafer, Area Manager of Operations  
David Goldberg, Deputy County Attorney

#### **BUDGET AMENDMENT REQUIRED:**

No

#### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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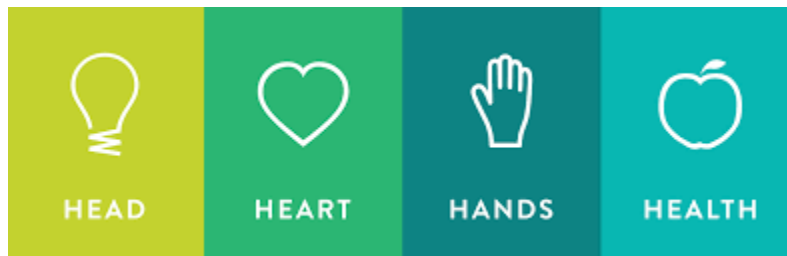
**ATTACHMENTS:**

- ▢ Cabarrus County 4-H Shooting Sports Handbook
- ▢ Cabarrus County 4-H & Cabarrus County SO MOU

# Cabarrus County Shooting Sports



## Club Risk Management



## Best Practices & Procedures

Updated for 2021





Appendix Index Section 1 – Personnel & Supervision

Section 2 - County Archery Instructor Job Description

Section 3 – Participation Records & Eligibility

Section 4 – Club Funds, Equipment & Storage

Section 4 – Health and Safety

Section 5 – Property Use

Section 7 – Transportation

Section 8 – Disaster Emergencies Procedures

Section 9 – Forms 4-H Shooting Sports

Parents, Volunteers and 4-H'ers: Thank you for your interest in Cabarrus County Shooting Sports. Safety is our first priority in ensuring our youth have a successful first shot and carry it throughout their entire 4-H career. Please make sure you are familiar with all the responsible adults. Parents must always remain with their youth including practice and competitions. It is very important to the safety of the participants and instructors that clubs have a clear thought out plan if an emergency happens. It is best to have the risk management plan in a binder and present at all events. Everyone should be familiar with its contents. It is suggested that emergency service contact information be placed at the front of the book so it is more easily accessed.

Each year, at the shooting sports team kickoff meeting, items to be discussed should be the start time of activities, a calendar of events, a list of youth who will participate in your program, and identify any needs your club or activities may have. Everyone needs to be informed to keep enrollment up to date, identify times when it is appropriate for youth who are not in 4-H to participate, and to be able to coordinate promotion of the events. Youth cannot participate in practice or overnight 4-H events before enrollment is completed. Therefore, you will need to coordinate efforts with your agent to get your youth enrolled for the current year or registered for the event. Enrollment does not roll over and must be updated each 4-H year. This guide is designed to include your club's risk management plan and all best practices needed for shooting sports clubs in Cabarrus County.

# 1-PERSONNEL & SUPERVISION

A. Certification Requirement: Shooting sports instructors must be at least 21 years old and be certified by attending a North Carolina 4-H state training to conduct shooting sports activities. They must be certified in the discipline in which they work. Certification needs to be renewed if instruction is not provided for more than two years. Shooting sports instructors must also be approved 4-H volunteers. Certified instructors are to conduct instruction, run the range, manage other volunteers, and be in charge of risk management.

B. Non-certified: Any person working repeatedly with the county shooting sports program must be an approved 4-H volunteer. They must have completed the NC 4-H volunteer application through [v2.4honline.com](http://v2.4honline.com) including a background check through North Carolina State University and completed the Minors on Campus training session. This must be renewed every three years.

C. Visitors/Presenters that are not 4-H volunteers must check in at the site. They are allowed to observe, help, or present in the presence and line of sight of 4-H staff and volunteers. They cannot run the range or be in any position where they take care, custody or control of any minor not their immediate family members. They must be informed of NCSU policy and shooting sports rules etc. as appropriate. We are also responsible for their safety. See below for practice guidelines pertaining to parents/guardians/non-participatory youth.

## About My Club

Club Name: Cabarrus County Shooting Sports Club

Organizational Leader: Jenn Scott  
Phone: 917-656-1512  
E-Mail: [jenn.e.scott@mac.com](mailto:jenn.e.scott@mac.com)

The 4-H Shooting Sports Instructors of this club/county are:

Name: Amber Hyatt-Lisk  
Phone: 704-808-0303      Email: [arhyatt@aol.com](mailto:arhyatt@aol.com)  
Discipline (s): Archery      Year of cert.: 2021

Name: Darren Purser  
Phone: 704-301-8575      Email: [darrenpurser@gmail.com](mailto:darrenpurser@gmail.com)  
Discipline (s): Rifle      Year of cert.: 2021

#### D. Supervision Ratios:

4-H Club Leaders/certified instructors/Extension Agents are to ensure that all 4-H Shooting Sports activities will be organized and conducted with a minimum of one certified instructor in a supervision role per 10 trained youth. A volunteer who is not certified or is not a 4-H volunteer cannot run the range or lead a group. Assisting volunteers must work with certified staff. The recommended adult to youth ratio for instruction is one to four with beginners and one to ten with juniors and seniors.

## 2-JOB DESCRIPTIONS

All volunteer instructors should receive a written volunteer position description and understand their responsibilities as a 4-H leader. Roles include club organizational leader, competition coordinator, club program coordinator, and trained discipline instructors. Job descriptions will be on file with the county office. Instructors are expected to follow 4-H training procedures.

## 3- PARTICIPATION REQUIREMENTS, ELIGIBILITY, and RECORDS

A. Any youth ages 10 to 18 (January 1 of current year) can participate in the activities of this club. (Youth 12 through 18 can participate in firearm activities). Extension volunteers and paid staff must not show discrimination in designing or delivering programs with respect to color, race, national origin, gender, religion, sexual orientation, or handicap. Programs must be equally accessible to anyone.

B. To maintain a positive club atmosphere, club leaders and instructors are expected to maintain communication with parents and youth. Leaders and instructors are to use shared decision making in planning practice schedules and events. In shooting sports, our growing numbers may eventually require youth to qualify to participate in state events. Qualification in any shooting event should not penalize a youth for age, sex, or any other discriminatory issue. Generally, it is acceptable that a group of scoring activities preceding the main event are used to determine qualification within an age division.

The program is open to all youth August 10-18. It is suggested that youth should be 10 years old before enrolling in the shotgun or muzzleloader disciplines, but youth must be large enough to safely handle the firearm. Youth can shoot shotgun and muzzleloader disciplines at the discretion of the instructor.

C. All youth must be enrolled in 4-H to participate in live fire. Paper forms are available, but online enrollment is preferred. Enroll at [v2.4honline.com](http://v2.4honline.com) Paper forms must include the NC 4-H Enrollment Form, Code of Conduct signature, NC 4-H Health Form, NC 4-H Waiver of Liability

and Medical Release, and media release forms. 4-H members need to update their enrollment in January of each year. Enrollment does not automatically extend.

D. Youth must participate in a “first shot” session with a certified instructor before taking part in the team practice. Instructors will allot time at the beginning of practice to allow for “First Shot” sessions for any new members. Other scheduled practice times may be up to the discretion of the instructors as needed to meet the demand for new members. Attendance at a County Shooting Sports Club is required prior to attending any shooting sports practice or “first shot” session. Youth will be eligible to receive a team shirt after successful completion of “first shot”.

E. Events are 4-H sponsored when they are at the Cabarrus County Sheriff’s Department, when the extension/4-H office identifies as a partner or sponsoring agency, and when 4-H volunteers participate in the activity. 4-H policies must be followed by all participants. This includes youth who are not in 4-H. 4-H Code of Conduct and 4-H Dress Code must be followed. Additional dress code requirements may apply for certain disciplines and/or competitions.

F. Shooting sports instruction will follow established range procedures and teaching techniques in the 4-H Shooting Sports Basic Manual and the 4-H discipline training manual. Deviation from accepted procedures is not accepted.

G. Youth who miss basic lessons in a sequence are required to make up the material before proceeding with new material. This is up to the discretion of the instructor.

H. Eligibility for competition in regional or state competitions will include the following (and will be up to the discretion of the instructor):

- Regular attendance (75%) for local practices for 3 months prior to competition.
- Regular attendance (75%) of club meetings for 8 months prior to the competition.
- Fulfillment of Cabarrus County Shootings Sports 4-H Eligibility requirements

## ACTIVITY LOG

The activity log is proof of attendance by youth and adults. It is the sole record that will be needed by the county or North Carolina Cooperative Extension should an insurance need or other incident arise. The county extension agent has required participation reports to complete each fall, which will help them complete the reports. These logs also provide information about lesson progression and are useful when instructors are alternating events. (see attachment)

## EQUIPMENT LOG

Any equipment will either be owned by individuals or the Cabarrus 4-H Foundation. Any equipment owned by the Cabarrus 4-H Foundation must be included in an annual inventory. When any equipment is provided to an enrolled 4-H club member for use in club activities, any 4-H leader, or the 4-H program, a log will be kept of the inspections and maintenance given to that equipment. Equipment should be inspected before and after each use. Damaged

equipment should be discarded or removed from the activity. A note should be made in the equipment inspection log and repairs made as feasible. When in doubt – take it out! Equipment that is brought by youth must be inspected by the instructor before being allowed to be used for the activity.

## 4-EQUIPMENT STORAGE

### A. Funds for Club Use

At this time, the club will not have any fiscal responsibilities and no coverage under the NCSU GEN account or EIN information. The club will have no bank account or funds managed solely by the club volunteers, youth or families.

The Cabarrus 4-H Foundation has agreed to house funds through their associated group funds. They will keep a liability line item solely for the benefit of this shooting sports club. All grants, donations and funds raised by the club will be housed within the Foundation. If the club chooses to become a club with fiscal responsibilities, all NC 4-H Financial Documentation must be completed and EIN applied for. Any donation requests, fundraisers and grant applications must be approved by the Cabarrus 4-H Agent or other Extension personnel as appropriate.

### B. Equipment

All youth must have their own equipment to compete in local, regional, state and national competitions. All equipment must be inspected at the check in station for any practice or competition and must be transported according to NC 4-H and National 4-H guidelines. Only equipment allowed at NC 4-H competitions can be present at any 4-H practice or competition. Concealed handguns are not allowed at 4-H practice or competition.

Instructors may make equipment available for members without their own equipment to use. Clubs may secure equipment through outside funding, but must get prior approval from the 4-H Agent and Cabarrus 4-H Foundation. This equipment will be the property of the Cabarrus 4-H Foundation and must be included in the annual inventory to be submitted for club re-charter each year.

### C. Storage

Youth, adults and volunteers must maintain safe storage and transportation of their equipment as stated in the NC and National 4-H Shooting Sports Guidelines. Equipment that is purchased for the use of the club may remain in the possession of the discipline instructor during the practice season. Arrangements must be made with a Federal Firearms Licensed dealer for storage during the off season. Ammunition and other non-firearm equipment may be arranged for storage with the Cabarrus Active Living and Parks or the Cabarrus County Sheriff's Department. These items must be cataloged in the annual inventory with the Cabarrus 4-H Foundation.

#### D. Club Disbanding

In the event that the club would no longer meet the requirements for re-charter and the club disbands, all equipment owned by the Cabarrus 4-H Foundation must be kept within the appropriate guidelines as agreed upon by the Cabarrus 4-H Foundation. These items may be sold for a cash benefit paid to the Cabarrus 4-H Foundation or be housed appropriately with either a FFL dealer or the Cabarrus County Sheriff's Department.

#### E. For equipment by the Cabarrus 4-H Foundation

The club/extension office will explicitly follow the procedures outlined below. Firearms and air rifles should be secured with a trigger lock and ECI (Empty Chamber Indicator) safe on, and stored in a locked cabinet. Ammunition should not be stored with the guns. Youth training should include instruction on equipment storage and what to do if you find a loaded gun. Extension staff and volunteers are not able to store guns or ammunition that do not belong to them. Storage must be secured at an approved Federal Firearm Deal for guns and ammunition belonging to the Cabarrus 4-H Foundation. A duplicate list with the serial number and a description of the firearm or equipment should be kept at the extension office. It is recommended for firearms to be cleaned after each use. At events, firearms and other equipment should not be left unattended when not in use. Firearms should always have ECIs and trigger locks and be in a locked vehicle or storage before and after an event. Archery equipment, such as bows and arrows, etc. should also be put away when the activity is over to prevent unnecessary horseplay.

## 5- HEALTH AND SAFETY

#### A. Official 4-H Health Form

Each January or upon joining 4-H, online enrollment must be completed. Club leaders will have access to these forms online. Parents will always need to remain with youth. Sharing of health information is limited to "as needed" according to NC Cooperative Extension policy. It is best to have a print copy of these forms available at every event in case of limited cell phone or wi-fi connectivity. A cell phone or phone and an emergency numbers list should be available at each event. Update records once a year or as needed on the club charter due in January. The coach or activity organizer should review the health records for any special participant needs. Any employee of the NCSU Extension Service has confidential obligations.

#### B. First-Aid and Accident Reporting

The club leader or certified instructor is responsible.

- It is recommended that someone have current First Aid and CPR certification.
- A first-aid kit will be present at all club activities. Contact your county 4-H Agent for information on what to include in the kit.
- The first aid kit will be checked for supplies and re-stocked as needed at each club activity.

- You should know the location and someone may be trained to use an AED at your site. Any youth or adult accidents or near misses are required to be reported to the local county office immediately and a report filed within 24 hours of the incident to your local agent and Extension Service.

#### C. Contagious Disease

Any participants that arrive with fevers are not allowed to stay. Participants who develop fever and symptoms of sickness will require parental contact and removal from the event.

#### D. Safety Equipment

The certified instructor in charge of the activity is responsible.

- Eye and hearing protection will be worn by all participants, leaders and observers whenever there is live fire.
- Rifle, black powder, and shotgun participants and instructors will wear double ear protection when there is live fire. Observers must remain in designated areas and wear hearing protection.
- Archery participants, leaders and observers will wear ear protection when the archery range is located near to a gun range when there is live fire.
- Caution tape must be put in areas that should be occupied during the event.
- Doors should be locked and signed in areas that should not be used at the event. Orientation must be given for any new members at the beginning of club meetings and/or practice. Families are responsible for helping to keep youth in designated safe areas. Youth should be under direct supervision of parents, instructors, or 4-H Volunteers. When going to the bathroom or other site location, it is suggested for youth and adults to travel in groups of no less than three.
- Course or range set up should take into consideration normal grounds or building traffic patterns and avoid creating a hazard

#### E. Minimization of Lead Exposure

It is suggested that no person eat or drink until washing hands after being on the range. Leaders will provide anti-bacterial moist towelettes, water-less soap, or similar products for wiping hands once shooting has concluded. Latex gloves should be provided for handling of lead products by the instructor. Shooting ranges should not be set up in a location that allows lead shot or rifle bullets to fall into water sources such as wetlands or rivers.

#### F. Insurance Coverage Accident Insurance.

Most liability claims begin from people trying to recover medical expenses. Accident/medical insurance policies from American Income Life are secured by Cabarrus County 4-H and cover all 4-H youth and volunteers while attending regularly approved and supervised group activities.

#### G. Liability Insurance for Volunteer Leaders

Volunteers receive protection under North Carolina law as do state employees. This policy is valid only when the 4-H volunteer leaders are listed as a leader/instructor in the local North Carolina Cooperative Extension County Center. All volunteers and youth taking part in Extension youth program activities should be properly registered with their local Extension office. Having enrollment/registration forms, program plans, and activity logs on file is valuable documentation in case of a claim. University coverage and laws may change. The local extension office should be sure all who need insurance protection with the program are listed as a 4-H volunteer leader. This policy is in effect only at a 4-H sponsored activity. This policy does cover all trained and certified 4-H shooting sports leaders; however, it requires that leaders must do everything possible to ensure a safe atmosphere and range. Additional coverage can be obtained from your insurance agent or shooting organization in which you meet membership requirements.

#### H. Youth Protection Policy

NC Cooperative Extension employees, staff and volunteers are advised to use a “hands off” approach to instruction and discipline. If you must touch a child, indicate what you are going to do, and ask permission in view of others. Suspected Child Abuse or Neglect Reporters mandated by state law are all paid Extension staff as well as most medical staff, school professionals, teachers and administrators, counselors, social workers, child care workers, law enforcement officers and clergy. Mandated reporters who suspect child abuse or neglect and fail to report that suspicion can be charged with a class B misdemeanor. Extension volunteers are encouraged to report child abuse. 4-H volunteers are serving as mentors and role models during 4-H sponsored activities. A no drug and alcohol policy exists during 4-H events. This includes before, during, and after an event while remaining at the event location. Weapons, guns or other shooting sports equipment are not allowed at 4-H events that are not specifically identified as a shooting sports event for that discipline. Concealed permit holders are asked not to carry their firearms during 4-H events according to NCSU policy.

## 6-PROPERTY USE

A. Written permission has been secured to use the Cabarrus County Sheriff’s Department Training Facility for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined:

Club leaders are responsible for making sure the following are returned to the state as upon arrival:

- Restrooms
- Garbage removal
- Shooting sports equipment (stored or brought in)



Club leaders are responsible for knowing the location of:

- Telephone/Emergency Communications/AED
- Emergency evacuation plan of the site/storm shelter
- Fire extinguisher(s) location
- Emergency Shutdown Locations

County facilities will maintain the following:

- Toilet facilities and maintenance
- Telephone/ Emergency communications/AED
- Back up communications
- Utility (electricity, gas, water)

Cabarrus County Sheriff Department Range Masters and other staff have the final authority to make any decisions regarding limitations and responsibilities. See Memorandum of Understanding for more details.

## B. SITE HAZARDS

A safety inspection of the range will be completed by a certified instructor before the club meets or event is conducted. Safety procedures (signage, berms, and safety lines) will be reviewed with the site owner. All hazards, both natural and manmade, will be identified and eliminated or reduced.

- Do not drink out of the water faucet. Bottled water is available.
- Other public safety departments have equipment on site. Please do not allow youth to roam or explore areas.
- The gate should be closed when the range is hot. Flag should be flying when the range is hot. Late arrivals may not be allowed entry to the facility.

## C. PRACTICE RESTRICTIONS

Practices will take place separately from the shooting sports club meeting. Practices are at the discretion of the certified instructors and based on the availability of the facilities and club members. Practice will be limited to no more than 15 youth at one time. Parents must remain on site and maintain care, custody and control of their minor children. Number of parents/guardians and non-participatory youth may be limited due to attendance limitations for site use. Any persons on site at practice must wear hearing and eye protection at all times.

## 7-TRANSPORTATION

Only certain volunteers are allowed to transport youth. Please seek confirmation from the county 4-H Agent. 4-H Volunteers and County Extension Staff may not make transportation arrangements with other families. When transporting equipment, please consider.

- Be sure firearms are locked and cased. Bows are secure or cased.
- Non-passenger vehicles cannot be used for transportation of youth or adults.

## 8-DISASTER EMERGENCIES

It is best practice to have a disaster emergency plan for any gathering location. Disasters may include, but are not limited to, fire, explosion, lightening, windstorm, flood, landslide, earthquake, car accidents and terrorism or acts of war. District, State and National 4-H Shooting sports will have their own disaster plans that are beyond our responsibility. Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents. Attach additional sheets to address the situations relevant to your site.

### WEATHER AND ENVIRONMENTAL EFFECTS ON PROGRAM ACTIVITIES

No matter the temperature, youth should be encouraged to drink water regularly to stay hydrated and snack appropriately to keep adequate energy levels.

When the temperature goes above 90 degrees, shade should be sought out at regular intervals. Youth should take water/shade breaks every 30 minutes.

When the temperature or wind chill goes below 40 degrees, outdoor activities should be limited to 30 minute intervals in rotation with inside activities.

During a thunderstorm, youth, parents and volunteers should take shelter inside the classroom at the Sheriff's Department Training Facility. Shelter must be pre-determined if meeting in a different location. No live fire should take place at any time when lightning is spotted or during active rainfall.

If inclement weather is predicted it is up to the discretion of the instructor or club leader to cancel/postpone the activity. Instructors and club leaders are responsible for checking the weather before activity and contacting parents at least 30 mins prior to the meeting/event.

## MISSING PERSON(S)

### Prevention:

- Use a buddy system – pair children up and they keep track of each other.
- Use name tags.
- Establish boundaries with the youth – areas they cannot leave.
- Youth must ask for permission to leave the group.

### Protocol: Implement Missing Child Plan

\_\_\_ Talk to their friends at the event for information about the missing youth. (Last whereabouts)

\_\_\_ Form a search team

\_\_\_ Establish a communication and coordination contact person for staff, parents, and law enforcement.

\_\_\_ Search the facilities or area quickly. (Determine the child is missing.)

\_\_\_ Notify parents that you are searching.

\_\_\_ Hold youth under supervision in an activity. If child is missing-

\_\_\_ Call Law Enforcement-be prepared to give a detailed description of the camper's physical appearance, dress, age, special precautions, etc.

\_\_\_ Notify parents of results or actions they may need to take. An incident report should be completed afterward.

A report should be completed and given to the local county extension agent. The report will be needed for record for investigation, insurance, or review and evaluation of the procedure.

### B. PROTOCOL IF A YOUTH NEEDS EMERGENCY MEDICAL CARE

#### Protocol:

\_\_\_ The person in charge of the event or a First Aid/CPR certified volunteer is assigned to directly monitor the youth or adult until they can be transported to the hospital. You are to follow recommendations of hospital, 911 staff, or ambulance EMTs for the safety of the person. Someone must accompany the patient with health forms to the hospital.

\_\_\_ A leader is assigned to call appropriate emergency services ambulance, law enforcement, and parents.

\_\_\_ The leader or volunteers ensure the safety and security of the other youth during this time.

\_\_\_ Supervising volunteer may leave the hospital when parents arrive and they are not needed.

\_\_\_ A leader or volunteer will arrange transportation of volunteers and/or youth to return from hospital. Complete Incident report and present to the local extension office.

#### PROTOCOL FOR DISPLAY OF VIOLENCE (VERBAL AND/OR PHYSICAL), INCLUDING THREATS BY A WEAPON / INJURY FROM A WEAPON

Protocol:

\_\_\_ Notify law enforcement of an unruly or dangerous person. Do not escalate the situation by threatening or confrontation. Move everyone away.

- Be prepared to give a description of the person, weapon, and their location.
- Address of location
- Your and others situation

\_\_\_ Call emergency medical services

\_\_\_ If there is a victim of violence, assign a staff member or volunteer to monitor the victim.

\_\_\_ If the perpetrator leaves, lock down – do not allow other volunteers or youth to rush to the scene, lock or block entry to the facility or grounds to prevent re-entry by the perpetrator or exit by others. People should be moved from the scene in a safe way away from the perpetrator when possible. In the event of a dangerous weapon, notification to the local law enforcement is first priority and must be made in the most time efficient way by the first person encountering the situation. You are to follow recommendations of the law enforcement agency.

Complete Incident report and present to the local extension office.

# Emergency Contact Information

Address of our Activity

4325 Irish Potato Road

Concord NC 28025

Emergency Phone Numbers

Ambulance 9-1-1

Fire 9-1-1

Sheriff Deputy on Duty 704-920-3000

Poison Control Center

800-222-1222

In the event of any incident, accident, near miss  
or emergency immediately contact:

Tracy LeCompte 704-920-3310

or 419-305-8031

## Activity Log

Activity

\_\_\_\_\_ Date: \_\_\_\_\_

Name of Participants:

Parents Present:

Activities Completed:

Any incidents? \_\_\_\_\_

If yes, complete incident report and give to local Extension Agent.

Instructor Signature:

\_\_\_\_\_

# Memorandum of Understanding

## Sheriff’s Office TrainingRange Use

This agreement is between Cabarrus County 4-H, the youth development program of NC Cooperative Extension, Cabarrus County center and the Cabarrus County Sheriff’s Office. Cabarrus County 4-H is the youth development program of NC Cooperative Extension. 4-H volunteers and staff are acting on behalf of North Carolina State University.

Cabarrus County Expectations	Cabarrus County 4-H Expectations
<p>The Cabarrus County Sheriff’s Office (SO) Training Range will be available for use according to the Range Use Rules.</p> <p>At least one SO staff member will be onsite for the entirety of practice. SO Staff member will open and shut gate, raise and lower flag and be on hand for any facilities issues.</p> <p>The range will be maintained to a safe degree for club use.</p> <p>Distances will be marked through permanent spacings.</p> <p>In the event of unsafe conditions, club volunteers will be notified immediately. The Sheriff's Office reserves the right to cancel any practice and/or limit use of facilities as deemed safe and/or necessary.</p> <p>Restrooms and toiletries will be available for club use.</p>	<p>4-H will train volunteers to be shooting sports instructors, club volunteers, and range assistants. All positions will be background checked. Instructors will require additional training.</p> <p>Adults with questionable offenses will be evaluated on an individual basis with consult from Cabarrus County Risk Management and Cabarrus Cooperative Extension.</p> <p>Club leaders will provide drinking water for members.</p> <p>Club members, instructors and volunteers will provide all materials, equipment, ammunition and targets used by the club.</p> <p>Temporary distances can be marked, but will need to be removed at the end of each practice.</p> <p>Youth must be enrolled 4-H members with all forms and waivers signed.</p> <p>Additional medical/accidental injury insurance policies will be purchased for all volunteers and youth.</p>

### Logistics:

Reservation of the SO range will be done every six month. Practice times will be confirmed with Lieutenant Klinglesmith at least 2 weeks prior to practice. Range access will not exceed 2 hours. Facility will be opened 15 mins prior to practice time. Gates will close at the beginning of practice time and the live fire flag will be raised. Instructor retains permission to delay practice and hold gates if needed. Gates must close and remain closed during any live fire exercise. Practice may not start until the gate is closed. All families will gather in the open air shelter for check in & orientation. Families must sign in to attest to waivers. All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be recased and taken to the range, even if it failed inspection. All ammunition must be stored separately. No loaded equipment may be inspected. All firearms must be

transported, unloaded and safely stored. Carrying cases and trigger locks are recommended. Orientation will include range rules and will be repeated each practice session. When practice begins, the first 30 minutes is reserved for those youth who have not had their "first Shot" This time is reserved for these youth to have their one-on-one instruction with the certified instructor. All other youth and family members must remain either in their cars or in the shelter. Restrooms are available in the classroom. Youth not participating in "First Shot" will be encouraged to work on their 4-H project records on the picnic tables provided. Once all youth have completed their "First Shot" (no matter how long it takes), the instructor may commence with practice according to the 4-H Shooting Sports training. No more than six youths may approach the line at a time. Range commands will be delivered by the instructor and learned by each youth. Upon completion of practice, youth will collect brass shell casings from the range using gloves provided by club leaders. Casings must be disposed of in a safe manner in the brass bin located under the tower on the concrete range. Club volunteers and families are responsible for cleaning up after themselves. Gates will open after live fire exercises are completed and the flag will be drawn.

### **Range Use Rules:**

4-H members, families and volunteers must stay within the posted 4-H approved area.

4-H members, families, and volunteers may use the restroom facilities located in the classroom. Upon completion of the practice, club volunteers will sanitize all surfaces.

Only 4-H shooting sports club members practicing in rifle will be allowed access to the range. (marked on map)

Families may stay in their parked vehicles or in the shelter. All persons in the shelter must wear hearing protection and eye protection.

One parent/guardian per youth must be on site at all times. Parents must retain care, custody and control of minor youth at all times. Background checks must be completed for all parents on site.

Youth on the range must wear hearing protection and eye protection.

No video or photography will be allowed on practice sites at any time.

Instructors and volunteers on the range must wear eye protection and double hearing protection.

All families accessing the facility must sign the waiver agreement.

All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be taken to the range, even if it failed inspection. Any failed equipment must be marked clearly with tags and must stay in visible sight and care of the range instructor until the range is cleared and practice is over. Care must be taken when transporting defective firearms. Repair must only be done with a professional.

All ammunition must be stored separately from firearms. Equipment can only be loaded on the firing range.



Please take care to not write or otherwise mark the surfaces of the picnic tables. Any destruction of range property will lead to immediate dismissal.

All firearms must be cased until the Range Officer has given permission to the participant to remove their firearm. Cases include hard cases (metal, plastic, etc.), soft cases, or gun socks. Failure to have equipment properly cased will lead to participants being dismissed from the range.

Once permission has been given to remove equipment from its case, uncased firearms on the range must have the action open and empty with an open bolt indicator in place, except when on the firing line ready to fire.

All firearm muzzles will be pointed in a safe direction and down range at all times.

All firearms with a safety device must have the safety on at all times except during a course of fire, or when an Open Bolt Indicator is in place.

Participants will be required to provide their own ammunition for use. Please see NC 4-H Shooting Sports rules for ammunition requirements.

Only one shell or cartridge will be loaded unless otherwise instructed by the Range Officer.

Participants must provide their own eye and ear protection to be worn while on the firing line. Double ear protection must be worn by all participants and staff at the firing line. Parents and other staff not on the firing line must wear single ear protection.

Participants must now and obey all range commands.

No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

Safety – Safety must be the number one priority of range personnel, participants, and spectators. Standard accepted safety rules will be followed at all times, special safety considerations will be announced at each venue. SO or 4-H staff or volunteers staff may dismiss anyone from the range for unsafe behavior

COVID Precautions - as necessary by county/state guidelines.

Practices will require pre-registration in order to accommodate attendance restrictions. Youth and families will need to answer screening questions according to the 4-H guidelines at sign in. Attendance will be recorded. Hand sanitizer and other PPE will be provided for club, volunteer and family use.

# Memorandum of Understanding

## Camp T. N. Spencer

### Archery Range

County Expectations	4-H Expectations
<p>The Archery Range at Camp T.N. Spencer will be available for use for instructor led practice.</p> <p>The range will be maintained to a safe degree for club use.</p> <p>Distances will be marked.</p> <p>In the event of unsafe conditions, club volunteers will be notified immediately. Cabarrus County Active Living and Parks staff reserves the right to cancel any practice and/or limit use of facilities as deemed safe and/or necessary.</p> <p>Restrooms and toiletries will be available for club use.</p>	<p>4-H will train volunteers to be shooting sports instructors, club volunteers, and coaching assistants. All positions will be background checked. Instructors will require additional training.</p> <p>Club members, instructors and volunteers will provide all materials, equipment, ammunition and targets used by the club.</p>

#### Logistics:

Practice times will be confirmed with Joshua Coffman or designated Camp T.N. Spencer representative at least one week prior to practice. Range access will not exceed 2 hours per session. Participation will be limited to enrolled 4-H members. Families will gather near the range for check in & orientation. Families must sign in to attest to waivers. All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be recased and taken to the range, even if it failed inspection. Security of this equipment must be maintained and equipment must be in vision of the instructor during practice. All equipment must be transported in a case and securely stored. Orientation will include range rules and will be repeated each practice session. When practice begins, the first 30 minutes is reserved for those youth who have not had their "first shot". This time is reserved for these youth to have their one-on-one instruction with the certified instructor. Youth must remain within earshot during this time. When all first shot instruction is complete, instructor will give a long whistle blast to signal that open practice will commence. Restrooms are available at the bath house. Youth not participating in "First Shot" will be encouraged to work on their 4-H project records at the picnic tables provided. Once all youth have completed their "First Shot" (no matter how long it takes), the instructor may commence with practice according to the 4-H Shooting Sports training. No more than six youth may

approach the line at a time. Maximum participants will be 18 for one shooting sports session. Range commands will be delivered by the instructor and learned by each youth. Club volunteers and families are responsible for cleaning up after themselves.

### **Range Use Rules:**

Safety – Safety must be the number one priority of range personnel, participants, and spectators. Standard accepted safety rules will be followed at all times.

Cabarrus County and 4-H staff may dismiss anyone from the range for unsafe behavior.

Only 4-H shooting sports club members practicing archery will be allowed access to the range. Only Cabarrus County staff, 4-H Archery Instructors and active archers will be allowed inside the range gate. Club volunteers and Coaching Assistants must remain outside of the gate. When the range is cold and the appropriate range commands are given, a coach can approach the targets to discuss results with the youth. Another approved 4-H volunteer must remain at the firing line to secure any possible bows.

All families accessing the facility must sign the waiver agreement.

Genesis compound bows are the only acceptable bows for use at the archery range unless alternative approval is given for other models by Cabarrus County Active Living and Parks. Maximum draw weight is 20 lbs. Bows may be either county supplied or personal. Arrows must be supplied by the participant. Arrows must comply with NC shooting sports regulations.

In the future, there may be opportunity to grow the program to include long bow, recurve bow and higher draw weights. If this is desired, a new MOU will need to be drafted with Active Living and Parks department to include upgrade costs, equipment needs, maintenance plan and usage agreements.

At the end of each season, Cabarrus County 4-H Archery team will meet with Active Living and Parks staff to discuss maintenance, schedule and equipment changes.

All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be taken to the range, even if it failed inspection. All bows must be serviced by a certified bow shop. If the instructor feels they can competently repair an arrow and it then passes inspection, equipment may be used. Safety and care must be used in any repair or improvement to any equipment. Any equipment that fails inspection will not be used and must be secured safely in a case in the owner's vehicle. After which, equipment can be taken home for repair.

Arrows must be stored in a quiver until live shoot. Arrows can only be nocked on the firing line.

Please take care to maintain the excellent condition of the new range. Any destruction of range property will lead to immediate dismissal from practice and may limit participation in future 4-H events.

4-H members, families, and volunteers may use the restroom facilities located in the bath house.

All bows must be cased until the Range Officer has given permission to the participant to remove them. Cases include hard cases or soft cases. Failure to have equipment properly cased will lead to participants being dismissed from practice.

All bows will be drawn in a safe direction and down range at all times. No sky drawing in archery.

Participants must know and obey all range commands.

No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

COVID Precautions - as necessary by county/state guidelines.

Practices will require pre-registration in order to accommodate attendance restrictions. Youth and families will need to answer screening questions according to the 4-H guidelines at sign in. Attendance will be recorded. Hand sanitizer and other PPE will be provided for club, volunteer and family use.

# Memorandum of Understanding

## Sheriff's Office Training Range Use

This agreement is between Cabarrus County 4-H, the youth development program of NC Cooperative Extension, Cabarrus County center and the Cabarrus County Sheriff's Office. Cabarrus County 4-H is the youth development program of NC Cooperative Extension. 4-H volunteers and staff are acting on behalf of North Carolina State University.

Cabarrus County Expectations	Cabarrus County 4-H Expectations
<p>The Cabarrus County Sheriff's Office (SO) Training Range will be available for use according to the Range Use Rules.</p> <p>At least one SO staff member will be onsite for the entirety of practice. SO Staff member will open and shut gate, raise and lower flag and be on hand for any facilities issues.</p> <p>The range will be maintained to a safe degree for club use.</p> <p>Distances will be marked through permanent spacings.</p> <p>In the event of unsafe conditions, club volunteers will be notified immediately. The Sheriff's Office reserves the right to cancel any practice and/or limit use of facilities as deemed safe and/or necessary.</p> <p>Restrooms and toiletries will be available for club use.</p>	<p>4-H will train volunteers to be shooting sports instructors, club volunteers, and range assistants. All positions will be background checked. Instructors will require additional training.</p> <p>Adults with questionable offenses will be evaluated on an individual basis with consult from Cabarrus County Risk Management and Cabarrus Cooperative Extension.</p> <p>Club leaders will provide drinking water for members.</p> <p>Club members, instructors and volunteers will provide all materials, equipment, ammunition and targets used by the club.</p> <p>Temporary distances can be marked, but will need to be removed at the end of each practice.</p> <p>Youth must be enrolled 4-H members with all forms and waivers signed.</p> <p>Additional medical/accidental injury insurance policies will be purchased for all volunteers and youth.</p>

### Logistics:

Reservation of the SO range will be done every six month. Practice times will be confirmed with Lieutenant Klinglesmith at least 2 weeks prior to practice. Range access will not exceed 2 hours. Facility will be opened 15 mins prior to practice time. Gates will close at the beginning of practice time and the live fire flag will be raised. Instructor retains permission to delay practice and hold gates if needed. Gates must close and remain closed during any live fire exercise. Practice may not start until the gate is closed. All families will gather in the open air shelter for check in & orientation. Families must sign in to attest to waivers. All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be recased and taken to the range, even if it failed inspection.

All ammunition must be stored separately. No loaded equipment may be inspected. All firearms must be transported, unloaded and safely stored. Carrying cases and trigger locks are recommended. Orientation will include range rules and will be repeated each practice session. When practice begins, the first 30 minutes is reserved for those youth who have not had their "first Shot" This time is reserved for these youth to have their one-on-one instruction with the certified instructor. All other youth and family members must remain either in their cars or in the shelter. Restrooms are available in the classroom. Youth not participating in "First Shot" will be encouraged to work on their 4-H project records on the picnic tables provided. Once all youth have completed their "First Shot" (no matter how long it takes), the instructor may commence with practice according to the 4-H Shooting Sports training. No more than six youths may approach the line at a time. Range commands will be delivered by the instructor and learned by each youth. Upon completion of practice, youth will collect brass shell casings from the range using gloves provided by club leaders. Casings must be disposed of in a safe manner in the brass bin located under the tower on the concrete range. Club volunteers and families are responsible for cleaning up after themselves. Gates will open after live fire exercises are completed and the flag will be drawn.

### **Range Use Rules:**

4-H members, families and volunteers must stay within the posted 4-H approved area.

4-H members, families, and volunteers may use the restroom facilities located in the classroom. Upon completion of the practice, club volunteers will sanitize all surfaces.

Only 4-H shooting sports club members practicing in rifle will be allowed access to the range. (marked on map)

Families may stay in their parked vehicles or in the shelter. All persons in the shelter must wear hearing protection and eye protection.

One parent/guardian per youth must be on site at all times. Parents must retain care, custody and control of minor youth at all times. Background checks must be completed for all parents on site.

Youth on the range must wear hearing protection and eye protection.

No video or photography will be allowed on practice sites at any time.

Instructors and volunteers on the range must wear eye protection and double hearing protection.

All families accessing the facility must sign the waiver agreement.

All equipment that is brought in will be inspected by the instructor at the check in station. After check in, all equipment will be taken to the range, even if it failed inspection. Any failed equipment must be marked clearly with tags and must stay in visible sight and care of the range instructor until the range is cleared and practice is over. Care must be taken when transporting defective firearms. Repair must only be done with a professional.

All ammunition must be stored separately from firearms. Equipment can only be loaded on the firing range.

Please take care to not write or otherwise mark the surfaces of the picnic tables. Any destruction of range property will lead to immediate dismissal.

All firearms must be cased until the Range Officer has given permission to the participant to remove their firearm. Cases include hard cases (metal, plastic, etc.), soft cases, or gun socks. Failure to have equipment properly cased will lead to participants being dismissed from the range.

Once permission has been given to remove equipment from its case, uncased firearms on the range must have the action open and empty with an open bolt indicator in place, except when on the firing line ready to fire.

All firearm muzzles will be pointed in a safe direction and down range at all times.

All firearms with a safety device must have the safety on at all times except during a course of fire, or when an Open Bolt Indicator is in place.

Participants will be required to provide their own ammunition for use. Please see NC 4-H Shooting Sports rules for ammunition requirements.

Only one shell or cartridge will be loaded unless otherwise instructed by the Range Officer.

Participants must provide their own eye and ear protection to be worn while on the firing line. Double ear protection must be worn by all participants and staff at the firing line. Parents and other staff not on the firing line must wear single ear protection.

Participants must now and obey all range commands.

No electronic devices including cell phones will be allowed forward of the observation line, except for hearing protection and medically required devices.

Safety – Safety must be the number one priority of range personnel, participants, and spectators. Standard accepted safety rules will be followed at all times, special safety considerations will be announced at each venue. SO or 4-H staff or volunteers staff may dismiss anyone from the range for unsafe behavior

COVID Precautions - as necessary by county/state guidelines.

Practices will require pre-registration in order to accommodate attendance restrictions. Youth and families will need to answer screening questions according to the 4-H guidelines at sign in. Attendance will be recorded. Hand sanitizer and other PPE will be provided for club, volunteer and family use.

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Active Living and Parks - Fees and Charges

**BRIEF SUMMARY:**

Each year, the Active Living and Parks Department reviews the Fees and Charges Policy, presents it to the Active Living and Parks Commission and Senior Centers Advisory Council, and recommends changes to the Board of Commissioners.

The attached documents reflect the proposed changes to the Fees and Charges Policy and a summary of the requested changes. These items are addressed during this time of year so that they can be in place in January and for the entire calendar year. A fiscal year approval would split some of the sports and activity sessions.

Both the Senior Center Advisory Council and the Parks Commission unanimously approved this recommendation.

**REQUESTED ACTION:**

Motion to approve the Fees and Charges edits as presented.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Londa Strong, Director

Byron Haigler, Assistant Director

**BUDGET AMENDMENT REQUIRED:**



No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

---

**ATTACHMENTS:**

- ▣ 2022 Fees and Charges Summary

**Cabarrus County Active Living and Parks Department**  
**Proposed Changes to 2022 Fees & Charges Summary**

*Page 2 Table of Contents*

**II Other Facility Use-Fees & Charges**

**Add Disc Golf**

~~Road Races and Fundraiser Walks/Events~~ (it is in twice)

*Page 5 fees and charges*

**Miscellaneous Equipment**

Disc Golf                      ~~1 Set (3)~~                      **1 Bag Set-4 Discs**

*Page 6 fees and charges*

**CAMP T.N. SPENCER**

<b>Description</b>	<b>1/2day/all day</b>	<b>new 1/2 day/all day charges</b>
Helms Hall	<del>\$60.00/\$120</del>	<b>\$80.00 half day, \$160.00 All day</b>
Cabins	<del>\$50.00</del>	<b>\$65.00 per night</b>

*Page 7 fees and charges*

**Frank Liske Park**

<b>Description</b>	<b>1/2 day/all day</b>	<b>new 1/2 day/all day</b>	<b>Capacity</b>
<del>Arbor</del>			
Shed I	<del>\$30.00/\$60.00</del>	<b>\$50.00/\$100.00</b>	
Shed II	<del>\$60.00/\$120.00</del>	<b>\$80.00/\$160.00</b>	
LL	<del>\$60.00/\$120.00</del>	<b>\$150.00/\$300.00</b>	
<del>Lower Level I Heat</del>	<del>\$80.00/160.00</del>		
ULVL	<del>\$150.00/\$300.00</del>	<b>\$150.00/\$300.00</b>	
HMB	<del>\$50.00/\$100.00</del>	<b>\$60.00 /\$ 120.00</b>	
WOB	<del>\$80.00/\$160.00</del>	<b>\$100.00/ \$ 200.00</b>	

ANDY                      ~~\$80.00/\$160.00~~                      \$100.00/ \$ 200.00

PMOR                      ~~\$80.00/\$160.00~~                      \$100.00/ \$ 200.00

AMP                      ~~\$100.00/\$200.00~~                      \$125.00/ \$250.00

~~Use of Projector Screen and TV for upper level of Barn: \$50.00~~

**Facility**

**Fees and Charges**

Softball Field Lining    (Weekdays Only)                      ~~\$25.00~~    \$35.00

**PADDLEBOATS/*Kayaks* (Saturday and Sunday 11am-6pm) (*April-October*)**

Paddleboats (~~6 & over~~)    ~~April-October~~ (*6 & over*)    \$2.00 per ½ hour

Paddleboats (~~5 & under~~)    ~~April-October~~ (*5 & under*)    free W/paid rider

Kayaks & Canoes(~~18&over~~ ~~April-October~~ (*18 & over*)    \$5.00 per hour

**MINI GOLF(Saturday and Sunday 11am-6pm) (*April-October*) Weekdays 8am-5pm**

**(*April-October*)**

~~Miniature Golf (6&over) March-November \$2.00 per game~~

*Ages 6 & over*                      \$2.00

~~Miniature Golf ( 5& under) April-October 1 free game with each paid game~~

*Ages 5 & under*                      free with paying adult

*Page 8 fees and charges*

**Bike Rental Fees:**

Option 1    \$5.00 for 1 hour

Option2:    \$7.00                      1 to 1 ½ hours

Option 3: ~~———— \$9.00 ————~~ 1 1/12 to 2 hours

~~Two hour Maximum time period per rental~~

### **Bike Rental Late Fees**

~~30-45~~ ~~\$7.50~~

~~45-60~~ ~~\$10.00~~

### **Road Race and Fundraiser Walks/Events**

Correct spelling of accommodate

*Page 9 fees and charges*

**The Following Exclusive Rental Procedures Require A Seven (7) day notice**  
**Fourteen (14) day notice**

### **Exclusive Use-Paddleboats,**

Monday – Friday ~~—8 till—6 pm~~ 10am till 5 pm

### **Exclusive Use-Golf,**

Monday-Friday— ~~After 5pm~~ 5pm-8pm

**Group Use-Golf** Bulk Ticket Purchases-Mini Golf/Paddleboats

(for use during normal operating hours) Must be purchased 7 days in advance

~~up to 24~~ ~~\$40.00~~

~~25-50~~ ~~\$75.00~~

50-99 \$2.00 per ticket

60-100	\$150.00
100-150	\$1.75 per ticket
101+ —	\$200.00
151-199	\$1.50 per ticket
200+	\$1.00 per ticket

### **Frank Liske Park Soccer Complex**

Soccer Field (2 hour minimum use)	<del>\$40.00 per hour</del>	\$50.00 per hour
Soccer Field Per Day (8hrs)	<del>\$250.00 per field</del>	\$300.00 per field

### **III Ballfield Rental policy**

1 Day Rental (4fields)		\$600.00
2-day rental (4 fields)	<del>\$600.00</del>	\$750.00

### **IV. PARK PROGRAM FEES AND CHARGES**

---

<b><u>ACTIVITY</u></b>	<b><u>Cost Per Participant</u></b>
Add -Archery Program/camps/tournaments	\$5.00-\$240.00

Page 10

<b><u>ACTIVITY</u></b>	<b><u>Cost per Team</u></b>
------------------------	-----------------------------

\*Fee based on 100% recovery of direct cost\*

~~Adult Softball League 11 Game Season~~

~~Adult Kickball League 11 Game Season~~

~~Adult Volleyball League 6-10 game season~~

Adult Sports Leagues

\$100.00-\$450.00

### **Field Trips/Educational Programs**

Cabarrus County Jr. Ranger Program

\$4.00 per student

Cabarrus county Schools participating in the Jr.Ranger program ~~only~~ are charged the above rate for ~~park field trips~~ and are given **1 Onsite Field Trip at a Park and 3-2 free** visits to the school not to exceed 30 minutes per classroom per visit.

### **ACTIVITY**

ROAD RACES	Early Registration		Late Registration	
5K	<del>\$20.00</del>	<b>\$25.00 (per person)</b>	<del>\$23.00</del>	<b>\$ 30.00</b>
Individual Fun Run/Walk	<del>\$8.00</del>	<b>\$10.00 (per person)</b>	<del>\$10.00</del>	<b>\$13.00</b>
Team/Group 5K (5 or more)	<del>\$15.00</del>	<b>\$18.00 (per person)</b>		
Family Registration (max of 6)	<del>\$65.00</del>	<b>\$80.00 (per family)</b>	<del>\$75.00</del>	<b>N/A</b>

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Active Living and Parks - PARTF Grant Waiver Request

### **BRIEF SUMMARY:**

This is in reference to the 13.795 acre parcel of land adjacent to Rob Wallace Park that the BOC previously granted permission for the Active Living and Parks Department (ALP) to apply for a Park and Recreation Trust Fund Grant (PARTF). Funding was not awarded during the first round of distribution in September. The next round of distribution is scheduled for late November with no indication of there being enough funds to distribute to the remaining applicants. Initial conversations with the State representatives indicates the approval of the State budget will determine the amount of funding available for distribution.

The property owners of the 13.795 acre parcel indicated they would like to complete the sale prior to January 1, 2022. PARTF has a Waiver Process that allows purchase of land prior to the application process or approval for specific circumstances, loss of sale is one of those. The Waiver does not indicated the applicant will receive preferential funding, only that the purchase will not make the applicant ineligible.

The ALP Department would like to purchase the 13.795 acre parcel before January 1, 2022 at the agreed on price of \$100,000. The property appraised at \$354,500. Mr. Marshall and Mr. Harris have been helpful and supportive of this effort. Mr. Harris recommends the \$100,000 to come from the Fund Balance.

Due to time constraints, it is requested the Rules of Procedure be suspended to vote at the December 6, 2021 BOC Work Session.

### **REQUESTED ACTION:**

Motion to suspend the Rules of Procedure due to time constraints.

Motion to approve the purchase of the 13.795 acre parcel adjacent to Rob Wallace Park for \$100,000 with funding from the Fund Balance account and adopt the budget amendment.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Londa Strong, Active Living and Parks Director

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Budget Amendment



## Budget Revision/Amendment Request

Date: 12/6/2021

Amount: 100,000.00

Dept. Head: Londa Strong

Department: ALPS

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☐ Supplemental Request

The ALP Department would like to purchase the 13.795 acre parcel before January 1, 2022 at the agreed on price of \$100,000. The property appraised at \$354,500.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	1910-6901	Fund Balance Appropriated	2,192,832.37	100,000.00		2,292,832.37
001	9	8140-9801	Land Acquisition	-	100,000.00		100,000.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00

**Total** (2,192,832.37)

### Budget Officer

- ☐ Approved
- ☐ Denied

### County Manager

- ☐ Approved
- ☐ Denied

### Board of Commissioners

- ☐ Approved
- ☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Appointments to Boards and Committees

### **BRIEF SUMMARY:**

The following appointment to Boards and Committees are recommended for December:

#### Appointments - Industrial Facilities and Pollution Control Financing Authority

The terms for Industrial Facilities and Pollution Control Financing Authority members Robert Pierce, Jr., and Sanjay Mistry end January 10, 2022. Both would like to serve another term. If reappointed, an exception to the length of service provision of the Appointment Policy will be needed for them.

The Authority meets on an as-needed basis and the County Attorney serves as the contact for this Authority.

Representative recommendations are Robert Pierce, Jr., and Sanjay Mistry.

#### Appointments (Removals) - Nursing Home Community Advisory Committee

Sylvia Currie-Johnson has resigned from her position on the Nursing Home Community Advisory Committee. Ms. Currie-Johnson has served on this committee since 2009. The Regional Ombudsman has sent a request to have Ms. Currie-Johnson removed from the roster.

#### Appointments and Removals - Human Services Advisory Board

William Garrity has resigned from his position on the Human Services Advisory Board. An application has been received from Natalie Atwell to serve on the Human Services Advisory Board. A letter of recommendation regarding her appointment to fill the unexpired term is included in the agenda.

Representative recommendation is Natalie Atwell.

Appointments and Removals - Mental Health Advisory Board

There are several terms on the Mental Health Advisory Board ending December 31st. The following members would like to serve another term: Ashlie Shanley, Jay White, Mitzie Quinn, Gary Gacek, William Dusch, Darrell Hinnant, Del Eudy, Jessica Grant, Bonnie Coyle, Rebecca True, Jon McKinsey and Alan Thompson. Mr. White also serves on the Tourism Authority. An exception to the service on multiple boards provision of the Appointment Policy will be needed for him. Ms. True is not a county resident. An exception to the residency provision of the Appointment Policy will be needed for her.

Commissioner Strang is unable to continue to serve on this board due to her schedule. Roderick Lilly does not wish to serve another term at this time. It is requested to remove their names from the roster.

Representative recommendations are Ashlie Shanley, Jay White, Mitzie Quinn, Gary Gacek, William Dusch, Darrell Hinnant, Del Eudy, Jessica Grant, Bonnie Coyle, Rebecca True, Jon McKinsey and Alan Thompson.

Appointments and Removals - Public Health Authority of Cabarrus County

Chris Bowe, Member, Atrium Health-Cabarrus Local Governing or Advisory Board, representative has resigned from his position on the Public Health Authority of Cabarrus County. The Authority's selection committee has met and recommends Asha Rodriquez to fill that position. A letter in that regard is included in the agenda.

Representative recommendation is Asha Rodriquez.

**REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

BOC - Commissioner Appointments for 2022

**BRIEF SUMMARY:**

The following chart outlines commissioner appointments to various boards and committees and appointments as liaisons to the surrounding municipalities for 2022.

**REQUESTED ACTION:**

Motion to approve the commissioner appointments for 2022 as set forth in the agenda.

**EXPECTED LENGTH OF PRESENTATION:****SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

---

**ATTACHMENTS:**

- ▯ 2021 Board Appointments

## 2021 COMMISSIONER BOARD APPOINTMENTS

NAME OF BOARD	MEETING DATE	MEETING TIME	MEETING LOCATION	MEMBER	LIAISON	ALTERNATE	VOTE	NOTES
ACT Work Ready Community Committee	2nd Tuesday, Every Other Month	3:30 p.m.	Governmental Center	Strang				
Active Living and Parks Commission	3rd Thursday	6:00 p.m.	Concord Senior Center		Kiger		N	
Cabarrus County Animal Protection Advisory Board	2nd Tuesday	6:30 p.m.	Governmental Center		Strang			
Cabarrus County Board of Education - Business Mtg.	2nd Monday	6:00 p.m. (Business)	Old Airport Road		Kiger	Honeycutt	N	
Cabarrus County Board of Education - Work Session	1st Monday	6:00 p.m. (Wk. Session)	Old Airport Road		Honeycutt	Kiger	N	
Cabarrus County Partnership for Children (Smart Start)	4th Tuesday (Recommendation to meet bi-monthly)	Noon	1307 S. Cannon Blvd, Kannapolis, NC	Morris			Y	
Cabarrus Planning and Zoning Commission	2nd Tuesday	6:30 p.m.	Governmental Center		Kiger	Shue	N	
Cabarrus-Rowan Urban Area MPO Transportation Adv. Comm.	4th Wednesday (except July/Dec.)	5:30 p.m.	Varies	Kiger		Strang	Y	
Cardinal Innovations Commissioner Advisory Board	As Needed		Burlington	Strang				
Centralina Council of Government Executive Board	Monthly	2nd Wednesday	Charlotte Office	Shue				
Centralina Council of Government Board of Directors	Monthly	2nd Wednesday	Charlotte Office	Shue				
Centralina Economic Development Commission	3rd Thursday	4:00 p.m.	COG Office	Downs				Term ends 2/28/22
Centralina Workforce Development Consortium	Bi-Monthly 2nd Tuesday	4:30	Varies	Strang			Y	
City of Concord	2nd Thursday	6:00 p.m.	Council Chambers		Kiger		N	
City of Kannapolis	2nd & 4th Mondays	6:00 p.m.	City Council Chambers		Morris		N	
City of Locust	1st Thursday	7:30 p.m.	City Hall		Morris		N	
Cooperative Extension Service	Quarterly	6:00 p.m.	Extension Office		Honeycutt		N	
Council of Planning – NC 73 Corridor	Quarterly, 3rd Tuesday	2:00 p.m.	Varies	Strang		Honeycutt	Y	
Early Childhood Task Force	2nd Tuesday	4:00 p.m.	Concord Library	Kiger/Harris				Term ends 7/31/22
Exit 49 Taskforce	As Needed		CVB Office		Strang	Downs	Y	
Fire Departments & First Responder Advisory Committee	March, June, Sept. & Dec.	7:00 p.m.	Different VFD's Host		Strang	Shue	N	
Home and Community Care Block Grant Advisory Committee	2-19; 3-1*9; 4-23*; 5-21; 8-20; and 11-19 (*tentative)	TBD	Senior Center	Honeycutt			N	
Human Services Advisory Board	2nd Wednesday	1:30 p.m.	HSC Board Room	Honeycutt			Y	
Juvenile Crime Prevention Council	3rd Wednesday	7:30 a.m.	Governmental Center	Morris			Y	
Kannapolis Board of Education	2nd Monday	Varies	Central Office		Shue	Kiger	N	
Library Board of Trustees	1-18; 3-15; 5-17; 7-19; 9-20; and 11-15 (3rd Thursdays)	4:30 p.m.	Libraries - Rotate		Morris		N	
Local Emergency Planning Committee	2-7; 5-2; 8-1; and 11-7	3:00 p.m.	Governmental Center		Honeycutt		Y	
Mental Health Advisory Board	3-21; 6-20; 9-19; and 12-19	6:00 p.m.	Governmental Center		Strang			
Public Health Authority of Cabarrus County	2nd Tuesday	5:30 p.m.	HSC Board Room	Morris			Y	Term ends 6/30/22
Region F Aging Advisory Committee	Quarterly - Thursday (March 8 and June 14)	1 p.m.	COG Office		Shue		N	
Rowan-Cabarrus Community College Board of Trustees	Last Monday of Month (except July & Dec.)	4:00 p.m.	Varies		Morris		N	Term ends 6/30/25
Senior Centers Advisory Council	3rd Monday	11:00 a.m.	Senior Center		Honeycutt		N	
Soil & Water Conservation District	1st Tuesday	5:15 p.m.	Governmental Center		Shue		N	
Tourism Authority (CVB)	4th Wednesday	8:00 a.m.	CVB Office	Honeycutt			Y	Term ends 6/30/24
Town of Harrisburg	2nd Monday	6:00 p.m.	Town Hall		Kiger		N	
Town of Midland	2nd Tuesday	6:00 p.m.	Town Hall		Strang		N	
Town of Mt. Pleasant	1st Monday (except June & August) No July or Sept meeting.	7:00 p.m.	Town Hall Auditorium		Shue		N	
Transportation Advisory Board	2-7; 4-4; 6-6; 8-1; 10-3; and 12-5	10:00 a.m.	CCTS Conference Room		Morris		N	
Water and Sewer Authority (WSACC)	3rd Thursday	5:00 p.m.	WSACC - 232 Davidson Hwy.	Shue/Marshall			Y	Term ends 6/30/24
Youth Commission	3rd Monday	6:00 p.m.	Varies		Strang		N	

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Ordinance Implementing State Criminal Justice Reforms

### **BRIEF SUMMARY:**

Under previous law, a violation of most county ordinances is punishable as a Class 3 misdemeanor subject to a fine of between \$50 and \$500, unless the county ordinance provides for a lesser penalty. See G.S. 153A-123(b); G.S. 14-4. The Cabarrus County Code of Ordinances implements this provision by providing a general, default penalty of a Class 3 misdemeanor with a fine of up to \$500 for any violation of the County Code. See Cabarrus County Code § 1-7.

Part XIII of Session Law 2021-138 (SB 300), entitled “Decriminalization of Certain Ordinances”, amended G.S. 153A-123 and G.S. 14-4 to prohibit criminal penalties for violations of certain development and business regulation ordinances. The act also prohibits the application of criminal penalties to county ordinances unless each individual ordinance specifically provides for such a penalty. Those charged with criminal violation of an ordinance may avoid conviction by not violating the same ordinance within 30 days or remediating the underlying cause of the violation by obtaining professional assistance. This legislation became effective on December 1, 2021.

Most of the current County Code does not comply with these changes. The ordinance under consideration would restore the possibility of criminal penalties, as allowed under the law. It would also allow the assessment of civil monetary penalties where criminal sanctions are inappropriate or not available. The ordinance would not change the substantive requirements in the County Code, nor would it increase potential criminal liability beyond what is currently provided in the Code. The Cabarrus County Development Ordinance will be addressed separately.

**REQUESTED ACTION:**

Motion to adopt the ordinance.

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

David Goldberg, Deputy County Attorney

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Ordinance



## AN ORDINANCE TO IMPLEMENT STATE CRIMINAL JUSTICE REFORMS

**WHEREAS**, a violation of a county ordinance is a misdemeanor punishable by of up to a fine of \$500.00 for each offense, in accordance with G.S. 14-4 and section 1-7 of the Cabarrus County Code of Ordinances; and

**WHEREAS**, the General Assembly of North Carolina enacted Part XIII of Session Law 2021-138, which, in part, requires local governments to specify criminal penalties for each individual criminal offense; and

**WHEREAS**, the Cabarrus County Board of Commissioners intends to maintain existing criminal penalties to the maximum intent allowed under law.

**NOW, THEREFORE BE IT ORDAINED** by the Cabarrus County Board of Commissioners as follows:

**Section 1. General Penalties.** Section 1-7 of the Code of Ordinances, Cabarrus County, North Carolina, is hereby amended to read as follows:

**Sec. 1-7. General penalty.**

(a) Any person violating or failing, refusing or neglecting to comply with any provision or requirement of any section or subsection of this Code, or any ordinance of this county now in force or hereafter enacted, that is specifically designated as a misdemeanor and to which no specific criminal penalty is affixed, shall be guilty of a Class 3 misdemeanor punished in accordance with G.S. 14-4 and shall be fined in an amount not to exceed \$500.00 for each offense.

...

(g) Any person violating or failing, refusing or neglecting to comply with any provision or requirement of any section or subsection of this Code, or any ordinance of this county now in force or hereafter enacted, to which no specific civil penalty is affixed, shall also be subject to a civil penalty of \$100.00 for each violation. If the offender fails to pay this penalty within ten days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt.

**Sec. 2. Pool and Billiard Rooms.** Article II of Chapter 6 of the Code of Ordinances, Cabarrus County, North Carolina, is hereby amended to read as follows:

## ARTICLE II. POOL AND BILLIARD ROOMS



1       **Sec. 6-26. Penalty for violation of article. Reserved.**

2       ~~(a) Any person violating the provisions of this article shall be guilty of a misdemeanor~~  
3       ~~and, upon conviction, shall be punished in accordance with section 1-7.~~

4  
5       ~~(b) The board of commissioners may take civil action, including the application for~~  
6       ~~injunctive relief, against any person violating the provisions of this article.~~

7  
8       **Sec. 6-27. Restrictions for ten or more tables for rent or hire.**

9       It shall be unlawful for any person to operate a pool or billiard room where more than ten  
10      pool, billiard or bagatelle tables, or tables of like character, are kept for rent or hire or for  
11      any other compensation, directly or indirectly. A violation of this section is punishable as  
12      a misdemeanor.

13      **Sec. 6-28. Hours and days of operation.**

14      No pool or billiard room or establishment shall be operated later than 11:00 p.m. on  
15      Mondays, Tuesdays, Wednesdays, or Thursdays, or later than 11:00 p.m. on Fridays or  
16      Saturdays. No pool or billiard room establishment shall be operated on Sundays. A  
17      violation of this section is punishable as a misdemeanor.

18      **Sec. 6-29. Gambling.**

19      It shall be unlawful for any owner, manager, or any person in charge of a pool or billiard  
20      room or establishment to allow gambling. A violation of this section is punishable as a  
21      misdemeanor.

22      ...

23      **Sec. 6-31. Clear view of interior of establishment required.**

24      It shall be unlawful for any person to place or keep any kind of stain, paint, curtains or  
25      other things on or in front of any glass which obscures the view into any place or building  
26      where a poolroom is maintained. A violation of this section is punishable as a  
27      misdemeanor.

28  
29      **Sec. 3. Animals.** Chapter 10 of the Code of Ordinances, Cabarrus County, North  
30      Carolina, is hereby amended to read as follows:

31  
32                                   **Chapter 10 ANIMALS**  
33                                   **ARTICLE I. IN GENERAL**

34  
35      ...

36  
37      **Sec. 10-3. Penalty for violation of chapter. Reserved.**

38      ~~Any person violating the provision of this chapter shall be guilty of a Class 3~~  
39      ~~misdemeanor and punished in accordance with section 1-7.~~

40  
41      **Sec. 10-4. Cruelty.**

42      It shall be unlawful for any person to molest, torture, torment, deprive of necessary  
43      sustenance, cruelly beat, needlessly mutilate or kill, wound, injure, poison, abandon or  
44      subject to conditions detrimental to its health or general welfare any animal, or to cause  
45      or procure such action. The words "torture" and "torment" shall be held to include every  
46      act, omission or neglect whereby unjustifiable physical pain, suffering or death is caused  
47      or permitted; but such terms shall not be construed to prohibit lawful taking of animals

1 under the jurisdiction and regulation of the wildlife resources commission; nor to prohibit  
2 the animal control department or its agents or veterinarians from destroying dangerous,  
3 unwanted, or injured animals in a humane manner; nor to prohibit any individual from  
4 killing a dangerous animal in imminent defense of person or property; nor to prohibit the  
5 lawful use of animals in scientific research. A violation of this section is punishable as a  
6 misdemeanor.  
7

#### 8 **Sec. 10-6. Restraint.**

9 ...  
10 (d) *Violations.* Issuance of a citation for a violation of subsection (a) of this section is  
11 directed toward and against the owner of an animal. The purpose of the issuance of a  
12 citation is to effect the conduct of the owner of an animal by seeking to have an owner  
13 responsibly maintain sufficient restraint and confinement of his/her animal. Therefore, an  
14 owner of an animal shall be subject to escalating penalties for each violation of  
15 subsection (a) of this section allowed by the owner, whether the animal is the same  
16 animal, a different animal, or various animals belonging to the owner. Each violation of  
17 subsection (a) of this section shall be punishable as a misdemeanor and subject the owner  
18 to the following escalating citation penalties:  
19 ...  
20

#### 21 **Sec. 10-7. Public nuisance.**

22 ...  
23 (c) A violation of this section is punishable as a misdemeanor.  
24

#### 25 **Sec. 10-8. Dangerous animals.**

26 ...  
27 (d) A violation of this section is punishable as a misdemeanor.  
28

#### 29 **Sec. 10-9. Seizure and disposition.**

30 ...  
31 (g) A violation of this section is punishable as a misdemeanor.  
32

#### 33 **Sec. 10-10. Interference with enforcement of chapter.**

34 It shall be unlawful for any person to interfere with, hinder or molest the animal control  
35 department or its agents or animal control officers or veterinarians in the performance of  
36 any duty authorized by this chapter, or otherwise specifically provided. When requested,  
37 an officer of the county sheriff's department or the municipal law enforcement agency  
38 shall accompany an animal control officer investigating a suspected dangerous or vicious  
39 dog. A violation of this section is punishable as a misdemeanor.  
40

#### 41 **Sec. 10-11. Sale and adoption.**

42 Notwithstanding any other provision of this chapter, impounded animals shall not be sold  
43 to or adopted by anyone who intends to use them or sell them for research,  
44 experimentation or vivisection. A violation of this section is punishable as a  
45 misdemeanor.  
46

47 ...  
48

### 49 **ARTICLE III. DOGS AND CATS**

1       **Sec. 10-56. Vicious dogs.**

2       ...

3       (f) *Violation.* Violation of the requirements of this article by a dog declared vicious

4       pursuant to the procedure set forth in this section shall result in the immediate seizure of

5       the vicious dog and may result in its humane destruction and the prosecution of its owner

6       for a misdemeanor.

7

8       **Sec. 10-57. Protective measures for confinement of potentially dangerous dogs.**

9       ...

10       (d) Failure to comply with written order. It shall be unlawful for an owner to fail to

11       comply with a written order to take preventive measures within the designated time for

12       compliance stated in the written order or any extension thereof. A violation of this section

13       is punishable as a class 3 misdemeanor with a fine of \$100.00 for a first offense and

14       \$200.00 for each subsequent violation. The penalty for failure to comply with written

15       order to take preventive measures shall be \$100.00. The department shall have the

16       authority to issue an additional \$200.00 citation for continuing failure to comply with a

17       written order.

18       ...

19

20                               **ARTICLE IV. RABIES CONTROL**

21

22       **Sec. 10-96. Compliance with state law; article as supplement to state law.**

23       ...

24       (c) A violation of this section is punishable as a misdemeanor.

25

26       **Sec. 10-97. Inoculation of dogs, cats, and other pets.**

27       ...

28       (c) A violation of this section is punishable as a misdemeanor.

29

30       **Sec. 10-98. Inoculation tag.**

31       ...

32       (b) It shall be unlawful for any dog owner to fail to provide the dog with a collar or

33       harness to which a current tag issued under this section is securely attached. The collar or

34       harness, with attached tag, must be worn at all times unless the animal is confined in a

35       secure enclosure. Dogs not wearing such tags and for which the owner cannot promptly

36       display a valid tag shall be impounded ~~and shall be subject to a citation penalty of \$50.00.~~

37       A violation of this subsection is punishable as a misdemeanor subject to a fine of \$50.00.

38

39       (c) It shall be unlawful for any person to use for any animal a rabies inoculation issued

40       for an animal other than the one using the tag. A violation of this subsection is punishable

41       as a misdemeanor.

42

43       **Sec. 10-99. Evidence of inoculation of cats.**

44       Cats shall not be required to wear the metallic tag referred to in section 10-98, but the

45       owner of a cat shall maintain the rabies vaccination certificates as written evidence to

46       prove that the cat has a current rabies inoculation. Cats for which the owner cannot

47       promptly display a valid rabies tag shall be impounded ~~and shall be subject to a citation~~

48       ~~penalty of \$50.00.~~ A violation of this section is punishable as a misdemeanor subject to a

49       fine of \$50.00.

50

1       **Sec. 10-100. Report and confinement of animals biting persons or showing**  
2       **symptoms of rabies.**

3       ...  
4       (f) A violation of this section is punishable as a misdemeanor.

5  
6       **Sec. 10-101. Destruction or confinement of animal bitten by rabid animal.**

7       ...  
8       (c) A violation of this section is punishable as a misdemeanor.

9       ...  
10  
11       **Sec. 10-103. Postmortem diagnosis.**

12       ...  
13       (c) A violation of this section is punishable as a misdemeanor.

14  
15       **Sec. 10-104. Unlawful killing, releasing, of certain animals.**

16       It shall be unlawful for any person to kill or release any animal under observation for  
17       rabies, any animal suspected of having been exposed to rabies, or any animal biting a  
18       human, or to remove such animal from the county without written permission from the  
19       animal control department and the county director of public health. A violation of this  
20       section is punishable as a misdemeanor.

21  
22       **Sec. 10-105. Failure to surrender animal for quarantine or destruction.**

23       It shall be unlawful for any person to fail or refuse to surrender any animal for quarantine  
24       or destruction as required in this article, when demand is made therefor by the animal  
25       control department. A violation of this section is punishable as a misdemeanor.

26  
27       ...

28  
29                   **ARTICLE VI. INHERENTLY DANGEROUS ANIMALS**

30       ...

31  
32       **Sec. 10-132. Possession of inherently dangerous animals.**

33       At no time may any person or persons harbor an inherently dangerous exotic mammal or  
34       inherently dangerous reptile. A violation of this section is punishable as a misdemeanor.  
35       For every day that the animal(s) remain housed or harbored as defined in section 10-131  
36       shall constitute a new offense.

37       ...

38       **Sec. 10-135. ~~Violation.~~ Reserved.**

39       ~~Any person who is found guilty of violation of this article shall be guilty of a class 3~~  
40       ~~misdemeanor. For every day that the animal(s) remain housed or harbored as defined in~~  
41       ~~section 10-131 shall constitute a new offense.~~

42  
43       **Sec. 4. Buildings and Building Regulations.** Chapter 14 of the Code of Ordinances,  
44       Cabarrus County, North Carolina, is hereby amended to read as follows:

45  
46                   **Chapter 14 BUILDINGS AND BUILDING REGULATIONS**

47       ...

48                   **ARTICLE II. PERMITS AND INSPECTIONS**

49       **Sec. 14-26. Permits required.**

50       ...

1 (l) A violation of this section is punishable as a misdemeanor.

2 ...

3  
4 **Sec. 14-29. Variations.**

5 ...

6 (c) A violation of this section is punishable as a misdemeanor.

7 ...

8 **Sec. 14-32. Inspections.**

9 ...

10 (d) At the conclusion of all work done under a permit, the appropriate codes enforcement  
11 officer shall make a final inspection. If he finds that the completed work complies with  
12 all applicable state and local laws, local ordinances and regulations and with the terms of  
13 the permit, he/she shall issue a certificate of occupancy. No new building or part thereof  
14 may be occupied, no addition or enlargement of an existing building may be occupied,  
15 and no existing building that has been altered or removed may be occupied until the  
16 public safety services department has issued a certificate of occupancy. A temporary  
17 certificate of occupancy may be issued permitting occupancy for a stated period of  
18 specified portions of the building that the chief inspector finds may safely be occupied  
19 before completion of the entire building. Violation of this subsection constitutes a  
20 misdemeanor.

21  
22 (e) It shall be unlawful to secure permanent electrical power to the premises before a final  
23 inspection. A violation of this subsection is punishable as a misdemeanor.

24 ...

25  
26 **ARTICLE III. HOUSING CODE**

27  
28 *DIVISION 1. GENERALLY*

29  
30 **Sec. 14-51. Purpose of article.**

31 (a) Pursuant to G.S. ~~160A-441~~ 160D-1201, it is hereby declared that there exist in the  
32 county dwellings which are unfit for human habitation due to dilapidation; defects  
33 increasing the hazards of fire, accidents and other calamities; lack of ventilation, light and  
34 sanitary facilities; and other conditions rendering such dwellings unsafe or unsanitary,  
35 dangerous, and detrimental to the health, safety and morals, and otherwise inimical to the  
36 welfare of the residents of the county.

37  
38 (b) In order to protect the health, safety and welfare of the residents of the county as  
39 authorized by part of G.S. 160D-202, ~~160A-360~~, it is the purpose of this article to  
40 establish minimum standards of fitness for the initial and continued occupancy of all  
41 buildings used for human habitation, as expressly authorized by G.S. 160D-1205, ~~160A-~~  
42 ~~444~~.

43 ...

44 *DIVISION 2. MINIMUM STANDARDS*

45  
46 **Sec. 14-71. Fitness for dwellings and dwelling units.**

47 ...

48 (c) A violation of this section is punishable as a misdemeanor.

49  
50 ...

DIVISION 3. ADMINISTRATION AND ENFORCEMENT

**Sec. 14-97. Inspections; duty of owners and occupants.**

(c) A violation of this section is punishable as a misdemeanor.

**Sec. 14-98. Procedure for enforcement.**

(c)...

(1) *In personam remedy.* If the owner of any deteriorated dwelling or dwelling unit shall fail to comply with an order of the chief building inspector to repair, alter, or improve or to vacate and close same within the time specified therein, or if the owner of a dilapidated dwelling or dwelling unit shall fail to comply with an order of the chief building inspector to repair, alter, or improve or to vacate and close and remove or demolish and remove same within the time specified therein, the chief building inspector shall submit to the board of county commissioners at their next regular meeting a resolution directing the county attorney to petition the superior court for an order directing such owner to comply with the order of the chief building inspector, as authorized by G.S. 160D-1208(e). ~~160A-446(g)~~.

(2) *In rem remedy.* After failure of an owner of a deteriorated or dilapidated dwelling or dwelling unit to comply with an order of the chief building inspector within the time specified therein, if injunctive relief has not been sought or has not been granted, as provided in the subsection (1) of this section, the chief building inspector shall submit to the board of county commissioners an ordinance ordering the chief building inspector to cause such dwelling or dwelling unit to be repaired, altered, improved, vacated, closed, removed or demolished and removed, as provided in the original order of the chief building inspector, and pending removal or demolition and removal, to place a placard on such dwelling as provided by G.S. 160D-1203. ~~160A-443~~.

(d) *Appeals from orders of the chief building inspector.* An appeal from any decision or order of the chief building inspector may be taken by any person aggrieved thereby. Any appeal from the chief building inspector shall be taken within ten days from the rendering of the decision or service of the order, and shall be taken by filing with the chief building inspector and with the planning and zoning commission, serving as the zoning board of adjustment, a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the chief building inspector shall forthwith transmit to the commission all the papers constituting the record upon which the decision appealed from was made. When the appeal is from a decision of the chief building inspector refusing to allow the person aggrieved thereby to do any act, his decision shall remain in force until modified or reversed. When an appeal is from a decision of the chief building inspector requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the commission, unless the chief building inspector certifies to the commission, after the notice of appeal is filed with him, that by reason of the facts stated in the certificate, a copy of which shall be furnished the person who is appealing, a suspension of his requirement would cause imminent peril to life or property, in which case the requirement shall not be suspended except for due

1 cause shown upon not less than one day's written notice to the chief building inspector,  
2 by the commission, or by a court of record upon petition made pursuant to G.S. 160D-  
3 1208(d)-~~160A-446(f)~~ and subsection (e) of this section. The commission shall fix a  
4 reasonable time for the hearing of all appeals, shall give due notice to all the parties, and  
5 shall render its decision within a reasonable time. Any party may appear in person or by  
6 agent or attorney. The commission may reverse or affirm, wholly or partly, or may  
7 modify the decision or order appealed from, and may make such decision and order as in  
8 its opinion ought to be made in the matter, and to that end it shall have all the powers of  
9 the chief building inspector, but the concurring vote of 80 percent of the members of the  
10 commission shall be necessary to reverse or modify any decision or order of the chief  
11 building inspector. The commission shall have power also in passing upon appeals, in the  
12 case where there are practical difficulties or unnecessary hardships in a way of carrying  
13 out the strict letter of the ordinance, to adapt the application of the ordinance to the  
14 necessities of the case to the end that the spirit of the ordinance shall be observed, public  
15 safety and welfare secured and substantial justice done. Every decision of the  
16 commission shall be subject to review by proceedings in the nature of certiorari instituted  
17 within 15 days of the decision of the commission, but not otherwise.

18  
19 (e) *Petition to superior court by owner.* Any person aggrieved by an order issued by the  
20 chief building inspector or a decision rendered by the commission shall have the right,  
21 within 30 days after issuance of the order or rendering of the decision, to petition the  
22 superior court for a temporary injunction restraining chief building inspector pending a  
23 final disposition of the cause, as provided by G.S. 160D-1208(d)-~~160A-446(f)~~.

24  
25 ...

#### 26 27 **Sec. 14-100. In rem action by chief building inspector; placarding.**

28 (a) After failure of an owner of a dwelling or dwelling unit to comply with an order of the  
29 chief building inspector issued pursuant to the provisions of this article, and upon  
30 adoption by the board of county commissioners of an ordinance authorizing and directing  
31 him to do so, as provided by G.S. 160D-1203(5)-~~160A-443(5)~~ and section 14-98(c), the  
32 chief building inspector shall proceed to cause such dwelling or dwelling unit to be  
33 repaired, altered or improved to comply with the minimum standards of fitness  
34 established by this article, or to be vacated and closed and removed or demolished and  
35 removed, as directed by the ordinance of the board of county commissioners. The chief  
36 building inspector shall, immediately upon adoption of such ordinance, cause to be  
37 posted on the main entrance of such dwelling or dwelling unit a placard with the  
38 following words: "This building for human habitation is prohibited and unlawful."  
39 Occupation of a building so posted shall constitute a misdemeanor.

40  
41 (b) Each ordinance shall be recorded in the office of the register of deeds of the county,  
42 and shall be indexed in the name of the property owner in the grantor index, as provided  
43 by G.S. 160D-1203(5)-~~160A-443(5)~~.

#### 44 45 **Sec. 14-101. Costs; a lien on premises.**

46 As provided by G.S. 160D-1203(7)-~~160A-446(6)~~, the cost of any repairs, alterations or  
47 improvements, or of vacating and closing, or removal or demolition and removal, caused  
48 to be made or done by the chief building inspector pursuant to section 14-100 shall be a  
49 lien against the real property upon which such cost was incurred. Such lien shall be filed,

1 have priority, and be collected in the same manner as the lien for special assessments  
2 established by G.S. 160A-216 et seq.  
3

4 **Sec. 5. Businesses.** Chapter 18 of the Code of Ordinances, Cabarrus County, North  
5 Carolina, is hereby amended to read as follows:  
6

7 **Chapter 18 BUSINESSES**

8 ...  
9

10 **ARTICLE II. MASSAGE PARLORS**

11 ...  
12

13 *DIVISION 1. GENERALLY*

14 ...  
15

16 **Sec. 18-28. ~~Reserved. Penalty for violation of article.~~**

17 ~~Any person convicted of violating any provisions of this article shall be punished in~~  
18 ~~accordance with section 1-7.~~  
19

20 **Sec. 18-29. Hours of operation.**

21 ...

22 (d) A violation of this section is punishable as a misdemeanor.  
23

24 **Sec. 18-30. Restrictions concerning minors.**

25 ...

26 (d) A violation of this section is punishable as a misdemeanor.  
27

28 ...  
29

30 *DIVISION 2. LICENSES*

31 ...  
32

33 *Subdivision II. Business License*

34 **Sec. 18-71. Licensing of massage business operators.**

35 (a) No person shall operate a massage business, unless such person shall have first  
36 applied for and received the privilege license provided by this section. A violation of this  
37 subsection is punishable as a misdemeanor.  
38

39 ...  
40

41 **Sec. 6. Cable Television.** Chapter 20 of the Code of Ordinances, Cabarrus County, North  
42 Carolina, is hereby amended to read as follows:  
43

44 **Chapter 20 CABLE TELEVISION**

45 ...  
46

47 **ARTICLE II. GRANT OF FRANCHISE**

48 ...  
49

50 **Sec. 20-26. Franchise required.**

No cable television system shall be allowed to occupy or use the streets of the county or  
be allowed to operate without a franchise. A violation of this section is punishable as a  
misdemeanor.



1  
2 ...  
3  
4 **Sec. 7. Emergency Services.** Chapter 26 of the Code of Ordinances, Cabarrus County,  
5 North Carolina, is hereby amended to read as follows:  
6

7 **Chapter 26 EMERGENCY SERVICES**  
8 ...  
9

10 **ARTICLE III. FIRST RESPONDER PROGRAM**  
11

12 **Sec. 26-52. Requirements for certification of a first responder agency or an**  
13 **individual first responder.**  
14 ...

15 (d) A violation of this section is punishable as a misdemeanor.  
16  
17 ...  
18

19 **ARTICLE IV. ALARMS RESPONDED TO BY EMERGENCY RESPONSE**  
20 **AGENCIES**  
21 ...  
22

23 **Sec. 26-83. Permit required; application; fee; transferability; false statements.**  
24 ...

25 (i) A violation of this section is punishable as a misdemeanor.  
26

27 **Sec. 26-84. Alarm systems in apartment complexes—Contracted for by individual**  
28 **tenant.**  
29 ...

30 (d) A violation of this section is punishable as a misdemeanor.  
31  
32 ...  
33

34 **Sec. 26-85. Alarm systems in apartment complexes—Furnished by the apartment**  
35 **complex as an amenity.**  
36 ...

37 (d) A violation of this section is punishable as a misdemeanor.  
38

39 **Sec. 26-86. Permit duration and renewal.**

40 A permit shall expire one year from the date of issuance, and shall be renewed annually  
41 by submitting an updated application and a permit renewal fee to the alarm administrator.  
42 The alarm administrator shall notify each alarm user of the need to renew 30 days prior to  
43 the expiration of the permit. The alarm user shall submit an application prior to the permit  
44 expiration date. Failure to renew shall constitute use of a non-permitted alarm system and  
45 citations and penalties shall be assessed without waiver. A violation of this section is  
46 punishable as a misdemeanor.  
47

48 **Sec. 26-87. Proper alarm systems operation and maintenance.**  
49 ...

50 (c) A violation of this section is punishable as a misdemeanor.

1  
2 **Sec. 26-88. Monitoring procedures.**

3 ...  
4 (c) A violation of this section is punishable as a misdemeanor.  
5

6 **Sec. 26-89. Duties of alarm business.**

7 ...  
8 (c) Alarm systems that provide for direct dialing over telephone lines to a dispatch center  
9 and the delivery of a pre-recorded message are prohibited in Cabarrus County. Such  
10 installation by an alarm business and use by an alarm system owner is punishable as a  
11 misdemeanor. ~~shall constitute a criminal offense as outlined in section 26-98 of this~~  
12 ~~article.~~  
13

14 **Sec. 26-90. Alarm system operating instructions.**

15 An alarm user shall maintain at each alarm site, a set of written operating instructions for  
16 each alarm system. A violation of this section is punishable as a misdemeanor.  
17

18 ...  
19  
20 **Sec. 26-93. False alarm administrative processing fees.**

21 ...  
22 (b) Any person, operating a non-permitted alarm system (whether revoked, suspended or  
23 never acquired) will be subject to punishment as a misdemeanor ~~a criminal citation~~ and  
24 an administrative processing fee of \$200.00 for each false alarm dispatch, in addition to  
25 any other fines.  
26

27 ...  
28 (e) All administrative processing fees shall be payable in and to the Cabarrus County  
29 ~~Developmental Services/Fire Marshal's Office.~~  
30

31 ...  
32 **Sec. 26-95. Revocation, suspension or loss of alarm permit.**

33 ...  
34 (b) A person shall commit an offense if he operates an alarm system during the period in  
35 which his alarm permit is suspended or revoked. A violation of this subsection is  
36 punishable as a misdemeanor.  
37

38 ...  
39 **Sec. 26-99. Reserved. Violations.**

40 ~~A person commits a Class 3 misdemeanor criminal offense if he violates by commission~~  
41 ~~or omission any provision of this article that imposes upon him a duty or responsibility.~~  
42

43 **Sec. 8. Noise.** Article II of Chapter 30 of the Code of Ordinances, Cabarrus County,  
44 North Carolina, is hereby amended to read as follows:  
45

46 **ARTICLE II. NOISE**

47  
48 **Sec. 30-26. Reserved. Penalty for violation of article.**

49 ~~Any person violating the provisions of this article shall be guilty of a misdemeanor and,~~  
50 ~~upon conviction, shall be punished in accordance with section 1-7.~~

1  
2 **Sec. 30-27. Enumeration of prohibited acts.**

3 ...  
4 (c) A violation of this section is punishable as a misdemeanor.  
5 ...

6  
7 **Sec. 8. Fire Prevention Code.** Article III of Chapter 34 of the Code of Ordinances,  
8 Cabarrus County, North Carolina, is hereby amended to read as follows:  
9

10 **ARTICLE III. FIRE PREVENTION CODE**

11 ...

12  
13 **Sec. 34-56. Permits.**

14 ...  
15 (b) No person shall maintain, store or handle materials or conduct processes which  
16 produce conditions hazardous to life or property or install equipment used in connection  
17 with such activities without a permit as required by the N.C. Fire Code. Before a permit  
18 may be issued, the Cabarrus County Fire Marshal or his/her representative shall inspect  
19 and approve the receptacles, vehicles, buildings, structures, storage areas, devices,  
20 processes or conditions related to the permit. A violation of this subsection is punishable  
21 as a misdemeanor.  
22 ...

23  
24 **Sec. 34-59. Open burning regulations.**

25 ...  
26 (g) A violation of this section is punishable as a misdemeanor.  
27

28 **Sec. 9. Offenses and Miscellaneous Provisions.** Chapter 46 of the Code of Ordinances,  
29 Cabarrus County, North Carolina, is hereby amended to read as follows:  
30

31 **Chapter 46 OFFENSES AND MISCELLANEOUS PROVISIONS**

32  
33 **Sec. 46-1. Finding of fact; unauthorized presence in county facilities and the**  
34 **surrounding premises prohibited; penalty.**

35 ...  
36 (c) The use of skates, skateboards, etc., is prohibited in or about county facilities and  
37 surrounding premises unless expressly permitted by formal authority of the board of  
38 county commissioners or county manager. A violation of this subsection is punishable as  
39 a misdemeanor.  
40

41 ...

42  
43 **Sec. 46-4. Possession of weapons on county property: exceptions.**

44 ...  
45 (c) Violation of this section is punishable as a misdemeanor and shall also be a violation  
46 of the applicable state statute which prohibits possession of a concealed handgun on  
47 county property.  
48 ...

1       **Sec. 10. Active Living and Parks.** Chapter 50 of the Code of Ordinances, Cabarrus  
2 County, North Carolina, is hereby amended to read as follows:  
3

4                               **Chapter 50 ACTIVE LIVING AND PARKS**

5                                       **ARTICLE I. IN GENERAL**

6  
7  
8       ...

9  
10       **Sec. 50-3. Property and facility preservation.**

11       (a) It shall be unlawful for any person to:

12       ...

13       (b) A violation of this section is punishable as a misdemeanor.

14  
15       **Sec. 50-4. Weapons; explosives; alcoholic beverages; drugs; dangerous substances.**

16       (a) It shall be unlawful for any person to bring into or have in his possession any weapon  
17 (or any device that, in the reasonable opinion of county law enforcement authorities or  
18 department officials can be used as a weapon) including without limitation:

19       ...

20       (b) A violation of this section is punishable as a misdemeanor.

21  
22       **Sec. 50-5. Hunting and fishing.**

23       (a) It shall be unlawful for any person in the park areas to:

24       ...

25       (b) A violation of this section is punishable as a misdemeanor.

26  
27       **Sec. 50-6. Water activities.**

28       (a) It shall be unlawful to:

29       ...

30       (b) A violation of this section is punishable as a misdemeanor.

31  
32       **Sec. 50-7. Camping; fires; picnic areas.**

33       (a) It shall be unlawful to:

34       ...

35       (b) A violation of this section is punishable as a misdemeanor.

36  
37       ...

38  
39       **Sec. 50-9. Aviation.**

40       It shall be unlawful for any person within the confines of the park to voluntarily launch,  
41 take off, land, or cause to descend or take off any airplane, flying machine, balloon,  
42 parachute, or other apparatus of aviation, except by special permit. Voluntarily shall  
43 mean any action other than a forced landing. This section shall also apply to radio-  
44 controlled airplanes, helicopters, rockets, etc. However, kite flying in open areas is  
45 permitted. A violation of this section is punishable as a misdemeanor.

46  
47       **Sec. 50-10. Hours of operation.**

48       It shall be unlawful for any person to enter or remain in the park/recreation facility except  
49 during those hours of operation that it is open to the general public. Park/recreation  
50 facility hours of operation will be posted and may be changed from time to time by the

board of commissioners. Cabin and tent renters are exempt. A violation of this section is punishable as a misdemeanor.

**Sec. 50-11. Vehicles and parking.**

(a) It shall be unlawful for any person to:

...

(b) A violation of this section is punishable as a misdemeanor.

**Sec. 50-12. Personal conduct.**

(a) It shall be unlawful for any person to:

...

(b) A violation of this section is punishable as a misdemeanor.

...

**ARTICLE II. SEX OFFENDERS**

...

**Sec. 50-32. Prohibition.**

No registered sex offender shall enter into or upon any park or recreation facility owned, leased, operated or maintained by the county except as permitted by section 50-33. A violation of this section is punishable as a misdemeanor.

...

**Sec. 11. Solid Waste Management.** Chapter 58 of the Code of Ordinances, Cabarrus County, North Carolina, is hereby amended to read as follows:

**Chapter 58 SOLID WASTE MANAGEMENT**

**ARTICLE I. IN GENERAL**

...

**~~Sec. 58-3. Reserved. Enforcement of chapter.~~**

~~(a) Criminal penalty. Any person violating this chapter shall be guilty of a misdemeanor punishable in accordance with section 1-7.~~

~~(b) Civil penalty. Any person who is found in violation of this chapter shall be subject to the civil penalty provided in G.S. 153A-123. Each day's violation shall be treated as a separate offense.~~

~~(c) Remedies. This chapter may be enforced by equitable remedies, and any unlawful condition existing or in violation of this chapter may be enforced by injunction and order of abatement in accordance with G.S. 153A-123.~~

...

**ARTICLE II. COLLECTION, STORAGE AND DISPOSAL**

**Sec. 58-36. Storage and disposal.**

...

(o) A violation of this section is punishable as a misdemeanor.

1  
2 **Sec. 58-37. Landfill management.**

3 ...  
4 (h) A violation of this section is punishable as a misdemeanor.

5  
6 **Sec. 58-38. Source separation and recycling.**

7 ...  
8 (e) A violation of this section is punishable as a misdemeanor.

9  
10 **Sec. 58-39. Flow control.**

11 ...  
12 (d) A violation of this section is punishable as a misdemeanor.

13  
14 **ARTICLE III. SOLID WASTE COLLECTORS**

15  
16 *DIVISION 1. GENERALLY*

17  
18 **Sec. 58-61. Report to county manager required.**

19 (a) When requested by the county manager, a licensee shall submit a report to the county  
20 manager containing the following information:

21 ...  
22 (b) A violation of this section is punishable as a misdemeanor.

23  
24 **Sec. 58-62. Vehicles and containers.**

25 ...  
26 (c) A violation of this section is punishable as a misdemeanor.

27  
28 ...

29  
30 *DIVISION 2. LICENSE*

31 **Sec. 58-81. Required.**

32 No person may engage in business as a solid waste collector except under a license issued  
33 by the county pursuant to this division. A violation of this section is punishable as a  
34 misdemeanor.

35  
36 ...

37  
38 *DIVISION 3. FRANCHISE*

39 **Sec. 58-106. Required.**

40 No person may engage in the business of solid waste collector unless he holds a franchise  
41 issued by the board of county commissioners authorizing him to collect, transport, and  
42 dispose of solid waste and describing the area for which the franchise is issued. A  
43 violation of this section is punishable as a misdemeanor.

44  
45 ...

46  
47 **Sec. 12. Streets, Sidewalks and Other Public Places.** Chapter 62 of the Code of  
48 Ordinances, Cabarrus County, North Carolina, is hereby amended to read as follows:

49  
50 **Chapter 62 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES**

...

## ARTICLE II. ROAD NAMES AND ADDRESS DISPLAY

...

### Sec. 62-38. Road names.

...

(c) A violation of this section is punishable as a misdemeanor.

...

### Sec. 62-40. Display of road address numbers.

...

(i) A violation of this section is punishable as a misdemeanor.

...

## ARTICLE III. PARADES

### Sec. 62-61. Permit required.

It shall be unlawful for any person to promote, sponsor, instigate, organize or take part in, any parade or procession in the unincorporated areas of the county involving more than three automobiles or 12 pedestrians, unless a permit for the parade or procession shall first have been secured from the county manager. Expressly excepted from the operation of this article shall be bona fide funeral processions, activities of fire departments, police departments, or other valid functions by governmental agencies. A violation of this section is punishable as a misdemeanor.

### Sec. 62-62. Carrying deadly weapons.

No deadly weapons may be carried by anyone marching or riding in vehicles or otherwise participating in parades, other than law enforcement officers and members of the armed forces or national guards or armed forces reserves while on duty. Persons in attendance as spectators shall not carry dangerous weapons, except when permitted to carry them in the parade. A violation of this section is punishable as a misdemeanor.

**Sec. 13. Ambulances.** Section 82-51 of the Code of Ordinances, Cabarrus County, North Carolina, is hereby amended to read as follows:

### Sec. 82-51. Required, exceptions.

...

(c) A violation of this section is punishable as a misdemeanor.

...

**Sec. 14. Effective Date.** This ordinance becomes effective upon adoption and applies to all offenses and violations committed on or after that date.

**ADOPTED** this \_\_<sup>th</sup> day of \_\_\_\_\_, 2021.

Stephen M. Morris, Chairman  
Cabarrus County Board of Commissioners

Attest:

## Clerk to the Board



## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

BOC - Resolution Establishing the Board of Commissioners' 2022 Meeting Schedule

**BRIEF SUMMARY:**

The following resolution establishes the Boards' meeting schedule for 2022.

Regular meetings that will fall on Tuesday due to holidays are:

- \* January 18, 2022 (Martin Luther King, Jr.)
- \* April 19, 2022 (Easter)

Work sessions that will fall on Tuesday due to holidays are:

- \* July 5, 2022 (Independence Day)
- \* September 6, 2022 (Labor Day)

**REQUESTED ACTION:**

Motion to adopt the resolution.

**EXPECTED LENGTH OF PRESENTATION:****SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

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### ATTACHMENTS:

- ▣ Resolution



**RESOLUTION  
ESTABLISHING THE REGULAR MEETING SCHEDULE  
FOR CALENDAR YEAR 2022**

**WHEREAS,** the regular agenda work sessions of the Cabarrus County Board of Commissioners are held on the first Monday of each month at 4:00 p.m. in the Multipurpose Room at the Governmental Center, except in December; and

**WHEREAS,** the regular meetings of the Board of Commissioners are held on the third Monday of each month at 6:30 p.m. in the Commissioners' Meeting Room at the Governmental Center; and

**WHEREAS,** the Board holds an annual goal-setting/planning retreat in the winter which is set for February 25, 2022 at 4:00 p.m. and February 26, 2022 at 8:00 a.m. at the Cabarrus Arena and Events Center in Concord; and

**WHEREAS,** budget workshops are held annually and are scheduled for April 14 and June 9, 2022 from 4:00 p.m. to 7:00 p.m. in the Multipurpose Room at the Governmental Center; and

**WHEREAS,** the Board will hold a Budget Public Hearing meeting June 6, 2022 at 4:00 p.m. in the Commissioners' Meeting Room at the Governmental Center; and

**WHEREAS,** quarterly summits are scheduled at the Cabarrus Arena and Events Center on January 19, 2022, April 20, 2022, July 20, 2022, and October 19, 2022 at 6:00 p.m.; and

**WHEREAS,** the Martin Luther King, Jr. and Easter holidays require a change in the regular meeting dates in January and April 2022; and

**WHEREAS,** the Independence and Labor Day holidays require a change in the agenda work session meeting date in July and September 2022; and

**WHEREAS,** the Board may attend the following conferences/gatherings and desires to give the public ample notice:

NACo Legislative Conference in Washington, DC on February 12 - 16, 2022;  
NCACC County Assembly Day/Legislative Reception in Raleigh TBD;  
NACo Annual Conference in Aurora, Colorado on July 21 - 24, 2022; and  
NCACC Annual Conference in Concord, NC on August 11-13, 2022.

**WHEREAS,** North Carolina General Statute 153A-39 requires that the Board hold an organizational meeting the first Monday in December for each even numbered year; and

**WHEREAS,** on the first Monday in December of even numbered years, it is customary for the Board to hold a reception and swearing-in ceremony at the Governmental Center honoring incoming and outgoing elected officials prior to the commencement of the organizational meeting; and

**WHEREAS,** the organizational meeting will be held in the Board of Commissioners' Meeting Room and begin at 6:00 p.m.; and

**WHEREAS,** the December agenda work session will be held in the Board of Commissioners' Meeting Room and will commence upon the conclusion of the organizational meeting (on or about 6:15 p.m.).

**NOW, THEREFORE, BE IT RESOLVED,** the Cabarrus County Board of Commissioners, pursuant to North Carolina General Statute 153A-40(a), does hereby:

- (1) Establish the Board's regular agenda work session schedule to meet at 4:00 p.m. in the Multipurpose Room at the Governmental Center on the following dates, except in December:

January 3, 2022	July 5, 2022 <i>(Tuesday)</i>
February 7, 2022	August 1, 2022
March 7, 2022	September 6, 2022 <i>(Tuesday)</i>
April 4, 2022	October 3, 2022
May 2, 2022	November 7, 2022
June 6, 2022	December 5, 2022 <i>(6:15 p.m.)</i>

- (2) Establish the Board's regular meeting schedule to meet at 6:30 p.m. in the Commissioner's Meeting Room at the Governmental Center on the following dates:

January 18, 2022 <i>(Tuesday)</i>	July 18, 2022
February 21, 2022	August 15, 2022
March 21, 2022	September 19, 2022
April 19, 2022 <i>(Tuesday)</i>	October 17, 2022
May 16, 2022	November 21, 2022
June 20, 2022	December 19, 2022

- (3) Establish the Board's annual goal-setting/planning retreat in the winter to meet at the Cabarrus Arena and Events Center which is set on the following dates:

February 25, 2022 (4:00 p.m.)	February 26, 2022 (8:00 a.m.)
-------------------------------	-------------------------------

**BE IT FURTHER RESOLVED** that any recessed, special or emergency meeting will be held as needed with proper notice as required by North Carolina General Statute 153A-40.

**ADOPTED** this 20<sup>th</sup> day of December 2021.

\_\_\_\_\_, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lauren Linker, Clerk to the Board

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

#### **AGENDA CATEGORY:**

Discussion Items for Action

#### **SUBJECT:**

County Manager - Appropriate Fund Balance for Cabarrus Dream Center

#### **BRIEF SUMMARY:**

The Cabarrus Dream Center was founded in Cabarrus County in February of 2019 and is located at 280 Concord Pkwy. S in Concord. In addition to staff from County Human Services, the Dream Center houses more than 14 agencies addressing mental health, teen trafficking, and substance abuse, among others. Funding will be used to renovate space to provide teen trafficking and behavioral health services.

#### **REQUESTED ACTION:**

Motion to award a grant of \$410,000 to Multiply Church (DBA Cabarrus Dream Center) and adopt the associated budget amendment.

#### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

#### **SUBMITTED BY:**

Rodney Harris, Deputy County Manager  
Gwen Stowers, Missions/Outreach

#### **BUDGET AMENDMENT REQUIRED:**

Yes

#### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Budget Amendment

## Budget Revision/Amendment Request

Date: 12/20/2021

Amount: 410,000.00

Dept. Head: Rodney Harris

Department: CMO

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Grant Award to Multiply Church (DBA Cabarrus Dream Center) - Funding to renovate space to provide teen trafficking and behavioral health services.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	1910-6901	Fund Balance Appropriated	2,192,832.37	410,000.00		2,602,832.37
001	9	5910-971059	Dream Center	-	410,000.00		410,000.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00

**Total** 0.00

### Budget Officer

☐ Approved

☐ Denied

### County Manager

☐ Approved

☐ Denied

### Board of Commissioners

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

County Manager - Easement Request at CC Griffin Middle School

### **BRIEF SUMMARY:**

The City of Concord approved a subdivision on land adjacent to CC Griffin Middle School. When that school site was acquired and the school developed a sewer easement was created for the benefit of adjacent properties. There is an 11' gap between the existing easement and the property line and the developer is requesting an easement to make the connection.

### **REQUESTED ACTION:**

Motion to approve the easement with authorization for the County Manager to sign the the document pending review by the County Attorney.

### **EXPECTED LENGTH OF PRESENTATION:**

1 Minute

### **SUBMITTED BY:**

Jonathan B. Marshall, Deputy County Manager

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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### **ATTACHMENTS:**



- ▣ Easement template
- ▣ Easement map

***“The following document is a TEMPLATE. This TEMPLATE is an example of the form and content of an easement agreement document that can be accepted by the City of Concord. Please consult with a licensed North Carolina Attorney as to the proper drafting and execution of this document. All drafted Easement Documents MUST BE REVIEWED by the City of Concord, PRIOR to any acceptance and recordation of an easement agreement(s) in the Cabarrus County Public Registry.”***

---

Drawn By: [“Name”], Attorney  
Return to: City of Concord, ROD Box

STATE OF NORTH CAROLINA

PIN # 55277131270000

Grant of Permanent Easement to  
CITY OF CONCORD

COUNTY OF CABARRUS

The undersigned Grantor, Cabarrus County, a body politic and political subdivision of the State of North Carolina, in consideration of payment to the Grantor of the sum of One Dollar, (\$1.00), the receipt and sufficiency of which is hereby acknowledged, does/do hereby grant, bargain, sell and release unto the City of Concord, a North Carolina municipal corporation ("Grantee"), its successors, assigns and licenses, the right, privilege, and easement to enter and re-enter at any time and to install, dig, build, erect, maintain, repair, rebuild, operate, and patrol sanitary sewer infrastructure, underground pipes and any and all related fixtures or appurtenances; the right to clear the easement area and keep it clear of brushes, trees, buildings, obstructions, and fire hazards; and the right to remove trees, if any, located beyond the limits of the easement area, but also which interfere with the utility easements or the easement area; the above described rights being incident to performance by the Grantee of its functions as a municipality or as the operator of a public utilities system, or the performance by any contractor, agent or licensee of the Grantee of any public utilities functions, the premises to be affected hereby being more particularly described as follows:

A Permanent Utility Easement Area

Insert Legal Description

The Grantor, by the execution of this instrument acknowledges the plans for the above referenced project as it affects the remaining property have been fully explained to him/her or his/her authorized representative(s), and does hereby release the Grantee, its successors, and assigns from any and all claims for damages resulting from the construction of said project or from the past, present or future use of said premises herein conveyed for any purpose for which the said Grantee is authorized by law to subject the same.

Together with any and all rights normally incident thereto, and particularly the right of ingress and egress thereto from time to time as necessary for construction, reconstruction, enlargement and/or maintenance.

To have and to hold the same unto the City of Concord, its successors and assigns forever.

**This agreement shall not be interpreted to impose any duty on the City of Concord, its successors and assigns to install any utilities by any particular date or within any particular time frame.**

**This property right may be assigned by the Grantee, or its successors.**

The Grantor shall have the right to use the above-described easement area for purposes not inconsistent with Grantees' full enjoyment of the rights hereby granted, provided that the Grantors shall not erect or construct any building or other structure thereon; maintain or permit any underground or over ground system of piping, poles or wiring within such strip; make any use of the facilities installed, buried, erected, or constructed thereon; or drill or operate any well or septic system within such strip, without the express written permission of the Grantee.

IN WITNESS WHEREOF these presents have been duly executed under seal by the Grantors on this the \_\_\_\_ day of \_\_\_\_\_, 2021

NAME OF GRANTOR

Cabarrus County, a body politic and political subdivision of the State of North Carolina

By: \_\_\_\_\_, President

By: \_\_\_\_\_, Vice President

\*\*\*\*\*

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

NOTARY

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_, State of North Carolina, certify that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, (Names of Signatories) personally came before me this day and acknowledged that they are the \_\_\_\_\_ (Titles) of \_\_\_\_\_ (Grantor), a North Carolina Corporation, and that by the authority duly given and as the act of such entity, they signed the foregoing instrument in its name and on its behalf as its act and deed.

Witness my hand and notary seal or stamp, this the \_\_\_\_\_ Day of \_\_\_\_\_, 2021.

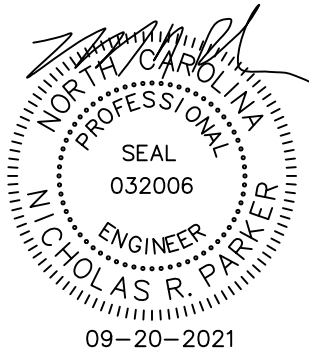
[SEAL]

\_\_\_\_\_  
Notary Public

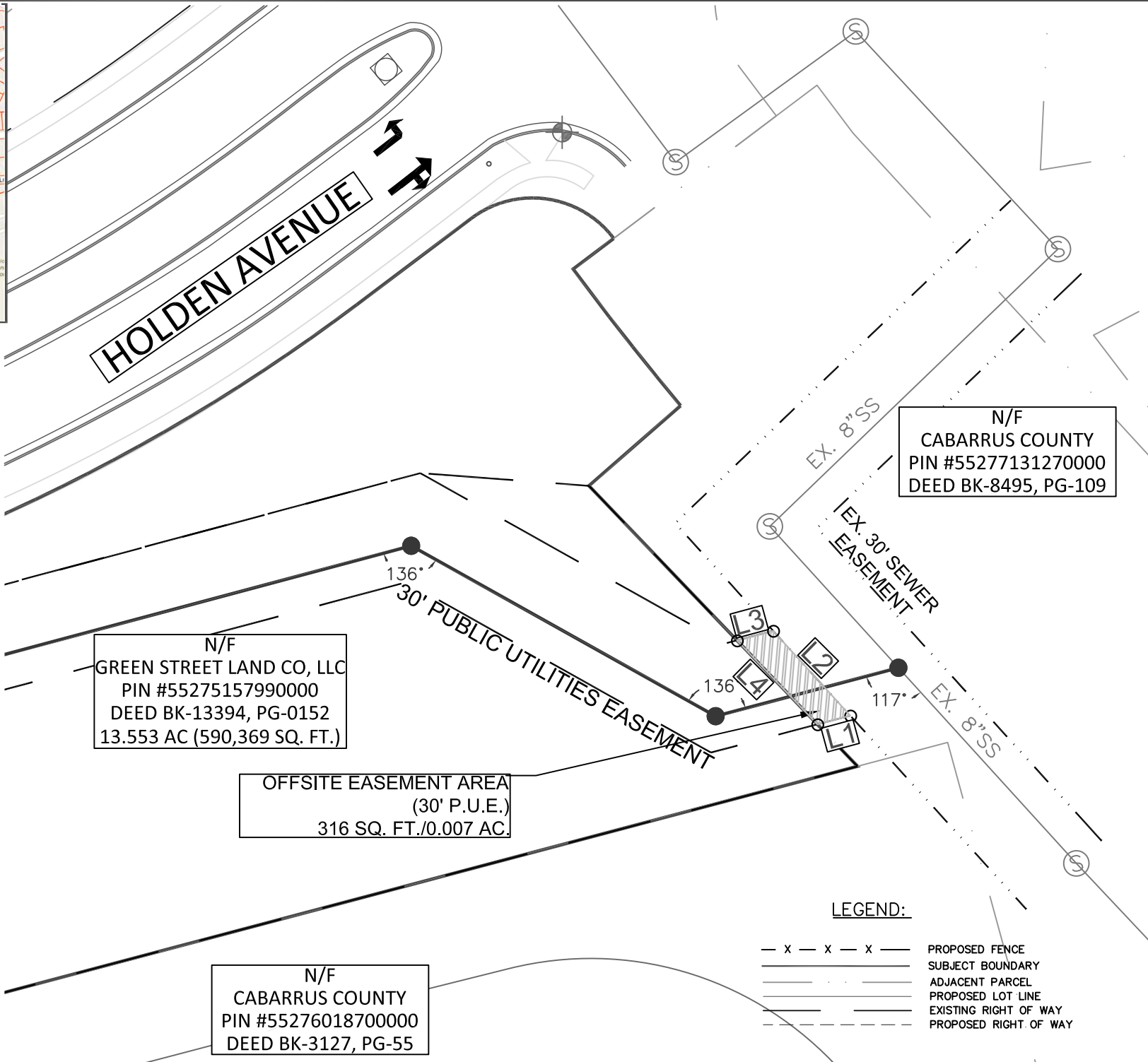
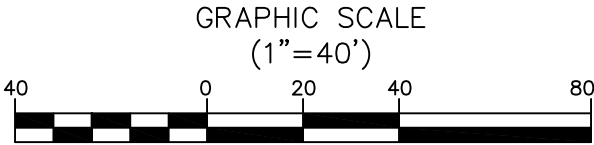
My Commission Expires: \_\_\_\_\_



VICINITY MAP  
NOT TO SCALE



30' P.U.E. LINE TABLE		
LINE	LENGTH	BEARING
L1	10.03'	N75°08'48"E
L2	33.80'	N42°16'11"W
L3	11.02'	S75°08'48"W
L4	34.27'	S43°44'50"E



OFFSITE EASEMENT AREA  
(30' P.U.E.)  
316 SQ. FT./0.007 AC.

LEGEND:

- X — X — X — PROPOSED FENCE
- — — — — SUBJECT BOUNDARY
- — — — — ADJACENT PARCEL
- — — — — PROPOSED LOT LINE
- — — — — EXISTING RIGHT OF WAY
- - - - - PROPOSED RIGHT OF WAY

**AP**  
Amicus Partners, PLLC

Firm License # P-1191  
30 Union Street South  
Concord, NC 28025

Civil Site Design  
Low Impact Development  
Small-Scale Building Design

Telephone: 704.573.1821  
Facsimile: 704.246.7951

THE MILLS AT ROCKY RIVER

FOR:  
GREEN STREET LAND CO. LLC  
3615 POTTER ROAD  
MATTHEWS, NORTH CAROLINA 28104  
(704) 573-1621

Project Number:	17-19-006
Date:	09-21-2021
Drawn By:	JLM
Checked By:	NRP
Revisions:	
09-20-2021	Original Submittal

Sheet Title:

OFFSITE EASEMENT MAP  
(30' P.U.E.)

Sheet No:

E-0.1

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

DHS - Appropriation of American Rescue Plan Funding to Families First, Inc.

### **BRIEF SUMMARY:**

This is to request the appropriation of Cabarrus County American Rescue Plan funding in the amount of \$99,500 to Families First, Inc. for the Visitation Station program. This program was originally funded by a combined grant with Rowan and Cabarrus counties through the NC Governor's Crime Commission grant but for the first time in fourteen years was not renewed. The program serves domestic violence and child protective services families in both counties by providing court-based services called Visitation Station. This program provides a place for safe exchanges and supervised visits between a child(ren) and non-custodial parent or other family members.

### **REQUESTED ACTION:**

Motion to adopt the budget amendment.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Karen Calhoun, Director of Human Services

### **BUDGET AMENDMENT REQUIRED:**

Yes

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Budget Amendment

## Budget Revision/Amendment Request

Date: 12/20/2021

Amount: 99,950.00

Dept. Head: Karen Calhoun

Department: DHS

☒ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☐ Supplemental Request

Appropriating funds for Families First-NC Visitation Station

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
440	9	1925-974914-ARP62	Families First Non-Profits using Cares	-	99,950.00		99,950.00
440	9	1925-9397-ARP	Miscellaneous	1,267,399.00		99,950.00	1,167,449.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00

**Total** 1,267,399.00

### Budget Officer

☐ Approved

☐ Denied

### County Manager

☐ Approved

☐ Denied

### Board of Commissioners

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

---

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

DHS - Appropriation of Low Income Household Water Assistance Program Funding

### **BRIEF SUMMARY:**

The new, temporary Low Income Household Water Assistance Program (LIHWAP) is a federally funded program that provides emergency assistance to low-income households to prevent disconnection or provide assistance with reconnection of drinking and wastewater services. The North Carolina Department of Health and Human Services, Division of Social Services is requiring local county Department of Social Services to administer the program. LIHWAP assistance will be made available to households based on a priority group system to lessen the hardship on those households that have already lost water services or are in jeopardy of losing water services. The program begins December 1, 2021 and will be administered through September 30, 2023, based upon funding availability. Cabarrus County's allocation is \$226,472 in program funding and \$45,255 in administration funding. No county funds are required.

### **REQUESTED ACTION:**

Motion to adopt budget amendment.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Lora Lipe, Program Administrator  
DHS Economic Family Support Services Division



**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ LIHWAP Policy
- ▣ LIHWAP Program Funding Authorization
- ▣ LIHWAP Budget Amendment

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## ENERGY PROGRAMS

### EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

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#### 600.01 GENERAL INFORMATION

Low Income Household Water Assistance Program (LIHWAP) is a federally funded program that provides emergency assistance to low-income households to prevent disconnection or provide assistance with reconnection of drinking and wastewater services.

#### 600.02 PRIORITY GROUPS

A. LIHWAP assistance will be made available to households based on a priority group system. To lessen the hardship on those households that have already lost water services or are in jeopardy of losing water services, groups 1 and 2 will be served first. If funds are available, group 3 will be served after groups 1 and 2 are completed. The classification of groups are as follows:

1. Group 1 consists of households that have had water services disconnected.
2. Group 2 consists of households that are in jeopardy of water services being disconnected, unless action is taken to prevent the disconnect.
3. Group 3 consists of households that have current water services bills and need assistance to maintain service.

B. LIHWAP assistance will be made available through one of two methods:

1. Data matching:

Households in Priority Groups 1 or 2 that are receiving TANF, FNS or received LIEAP in Fiscal year 2020-2021 are categorically eligible and do not need to make an application, complete an interview or provide income. These households may be matched automatically using information received from the local water providers and payments will be sent to the providers. Thorough documentation in the notes section under the person page is needed to identify households in groups 1 or 2 that were categorically eligible and did not have to complete an application for LIHWAP. Documentation must include detailed information on what was used to determine categorical eligibility, the amount paid and vendor information.

If a household is not auto matched or is not categorically eligible as defined above, the household must apply for assistance. When applying, the applicant must provide verification of the household's income and water/wastewater bill. If the applicant is categorically eligible and not data matched, an application and income is not needed but households will need to submit a copy of their bill to determine their priority status, provider, and amount needed to alleviate the need.

Application:

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## ENERGY PROGRAMS

### **EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

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- a. Priority groups 1 & 2 will be given first priority to receive LIHWAP assistance during the month of December 2021. The household may receive assistance by data matching, through their categorical eligibility status, or by application. The household's priority group will be determined with the use of the client's bill.
- b. Households in Group 3 may not apply during the month of December 2021. After all households in groups 1 & 2 are assisted, group 3 will be assisted with any remaining funds beginning January 3, 2022.

#### **600.03 ASSISTANCE TIMEFRAMES**

##### **A. December 1, 2021 through January 3, 2022**

1. Data Matching:
  - a. Data matching will occur for all active categorically eligible households that meet the criteria for priority groups 1 and 2.
  - b. Payments will be made directly to the water provider for those households that can be data matched.
  - c. County will generate form DSS-8105 notifying the client that their water/wastewater bill has been paid.
2. Applications:
  - a. Households in Priority Group 1 or 2 that are not categorically eligible will be able to apply through one of the following methods:
    - i. By phone with a telephonic signature;
    - ii. Online through ePASS;
    - iii. By printing and mailing in the application; or
    - iv. In person at their local county DSS office.
  - b. Households in priority group 3, whether they are categorically eligible or not, cannot be assisted during this period of time. Priority group 3 households that apply will be denied and instructed to reapply after January 3, 2022. Inform the household that the application will be contingent upon availability of funds.
3. Categorical eligibility:
  - a. Households in Priority Group 1 or 2 that are categorically eligible will not be required to apply. County staff will need to complete a search in the NC FAST system to determine if the household is categorically eligible. Households will need to provide information to the local county DSS office that will allow the office to determine their status, identify the vendor for payment, and the amount needed to alleviate the crisis. If the household is

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## ENERGY PROGRAMS

### EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

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identified as categorically eligible, the county will complete the payment process to submit payment to the vendor.

#### B. January 3, 2022 until funds are exhausted:

- a. If funds are available applications will be opened up for households that meet the criteria for priority group 3.
- b. Applications may be processed for all three priority groups after January 3, 2022.
- c. Households that are in priority group 3 that are categorically eligible and not data matched, an application and income is not needed. County staff will need to complete a search in the NC FAST system to determine if the household is categorically eligible. Households will need to provide information to the local county DSS office that will allow the office to determine their status, identify the vendor for payment, and the amount needed. If the household is identified as categorically eligible, the county will complete the payment process to submit payment to the vendor.

#### 600.04 DATA MATCHING

##### A. Groups 1 or 2 that can be data matched will be served concurrently.

Households that are receiving Work First Family Assistance (WF), Food and Nutrition Services (FNS), or received a Low-Income Energy Assistance Program (LIEAP) payment in Fiscal year 2020-2021 are considered categorically eligible and do not need to make an application.

These households may be matched, and a payment made using information received from the local water providers, the household, and the North Carolina Families Accessing Services through Technology (NC FAST).

##### B. Data Matching Process:

1. Once data sharing agreements are established between water vendors and county offices, vendors should submit data through zixmail at <https://web1.zixmail.net/s/login?b=ncdhhs> and email to [Energy.Providers@dhhs.nc.gov](mailto:Energy.Providers@dhhs.nc.gov). November data should be provided. Water vendors are only required to submit data once. Deadline to submit data is November 12, 2021. For additional information please refer to <https://www.ncdhhs.gov/divisions/social-services/energy-assistance/low-income-household-water-assistance-program-lihwap>.
2. NC FAST will compare data received from the water providers to active cases in NC FAST to match categorically eligible households that meet the criteria for group 1 or group 2.
  - a. Counties also have the option to complete a manual match to proactively start writing checks to vendors.

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## ENERGY PROGRAMS

### **EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

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3. NC FAST will generate a report that will be made available to the counties for all matched clients who are in Priority Groups 1 or 2 and are potentially eligible for the LIHWAP benefits. The report will list identifying information as well as the amount owed as reported by the water provider.
4. Counties will call the water/wastewater vendor to confirm the amount owed and inform them if the assistance is approved, payment will be issued through the LIHWAP.
5. A list of customers that were not match will be returned to the vendor with a request to provide information about applying for LIHWAP benefits.
- d. If a household is not auto matched, and the county determines that the household is not categorically eligible, the household must apply for assistance. When applying the applicant must provide the verification of the household's income and water/wastewater bill. County staff will need to complete a search in the NC FAST system to determine if the household is categorically eligible. If the household is identified as categorically eligible, the county will complete the payment process to submit payment to the vendor.

#### **600.05 PROGRAM STARTUP TIMELINE**

- A. Counties will work with the local county water and wastewater vendors to establish a Vendor Service and Data Sharing Agreement prior to December 1, 2021.
- B. Data from vendors accepted October 15, 2021 – November 12, 2021.
- C. Prior to December 1, 2021 counties will be notified of their initial allocations.
- D. Prior to December 1, 2021 the public will be notified of the program through press release, social media, and flyers posted in the local county offices.
- E. Prior to December 1, 2021 training for local county DSS offices will be conducted.

#### **600.06 APPLICATION PROCESS**

Clients who were matched through the data sharing process or through a county NC FAST search and are categorically eligible, **do not** have to apply for LIHWAP benefits. Clients who were not able to be matched to a vendor account and/or are not categorically eligible and all other households must apply.

The Eastern Band of Cherokees Indians and the Lumbee Tribe received their own LIHWAP funding. Clients should be encouraged to call their tribal office for assistance.

Households with a Native American adult age 18 and older residing in Cumberland, Hoke, Robeson, and Scotland counties, who wish to apply for LIHWAP benefits, must do so through the Lumbee Tribe.

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Households that include an enrolled member of the Eastern Band of Cherokee Indians (EBCI) living in the five-county service area of Cherokee, Graham, Haywood, Jackson, and Swain counties, who wish to apply for LIHWAP benefits, must do so through the EBCI. This includes enrolled EBCI members on and off the Qualla Boundary in the five counties.

**NOTE:** LIHWAP applicants must be provided the opportunity to register to vote.

A. Application Availability:

1. Households that wish to apply for LIHWAP must be given the opportunity to apply during regular business hours as long as funds are available.
2. Appointments are not required for LIHWAP applications.
3. Applicants are not required to complete applications in the office.
4. Applications may be received by mail, fax, email, Telephone, online through ePASS portal, or dropped off at their local county DSS office.
5. Applications must be processed according to the priority group listed above.
6. Between December 1, 2021 and January 3, 2022 only priority groups 1 & 2 may be approved for assistance.
7. Priority group 3 that apply on or before January 3, 2022 will be denied and instructed to reapply after January 3, 2022. Inform the household that the program is contingent upon funding and assistance cannot be guaranteed.

**Example:** John Smith applies, and his services are already disconnected. John meets the requirements to be included in Priority Group 1 and may be assisted at this time.

**Example:** April Johnson applies, and her services are up to date and current. April meets the requirements to be included in Priority Group 3. April may not be assisted until January 3, 2021. Deny application and inform April that she must reapply.

#### **600.07 APPLICATION AND PENDING TIMEFRAMES**

A. Applications:

1. Priority Groups 1 & 2 must be processed within 10 business days of receipt of the application.
2. Group 3 must be processed within 10 business days from the receipt of the application.

B. Pending:

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## ENERGY PROGRAMS

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Inform all applicants, either verbally or in writing, that unless the requested information is received with 10 business days from the date of application, the application will be denied.

1. Pend the application for required signatures, interviews, and/or verifications for 10 business days.
2. Issue the household a DSS-8185 to request the required information.
3. Deny the application on the 10<sup>th</sup> day if the required information is not provided.

#### **600.08 INTERVIEW REQUIREMENTS**

Non data matched applicants who are not categorically eligible must complete an interview prior to receiving assistance. The interview does not have to be in-person and can be conducted by telephone.

##### **A. Data Match Payments:**

Clients that are data matched for the auto payment do not have to complete an interview.

##### **B. Telephone Applications:**

1. Telephone applicants should be interviewed at first contact, whenever possible.
2. Telephone applicants may use the telephonic signature option. Telephonic signature requirements are as follows:
  - a. Worker must summarize the information to which the household provided
  - b. Document that the client's name, date, time of telephone interview and the client's agreement to use verbal attestation of signature over the phone.
  - c. The documentation will be included in a case note in NC FAST to demonstrate that the client has signed the application. Document "Telephone Signature" in the Income Support Application ->Contact Tab->Notes.
3. Only mail the completed application if the applicant declines the telephonic signature option.

##### **C. Inform all applicants that approval is based on availability of funds at the time of application disposition.**

##### **D. Explain the applicant's rights and responsibilities.**

Applicant has the right to:

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## ENERGY PROGRAMS

### **EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

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- Receive assistance if eligible and funds are available.
  - Be protected against discrimination on the grounds of race, color, national origin sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program by Title VI of the Civil Rights Act of 1964 and may appeal such discrimination under Section 504 of disability act.
  - Have any information given to agency kept in confidence.
  - Appeal if denied the right to apply or application denied, assistance is incorrect based on county's interpretation of State regulations or decision is not made on the application in a timely manner.
    - If the client disagrees with the decision taken on their application, they have 60 days from the date of their denial letter to ask for a hearing.
    - The hearing will establish if the action taken was correct and the decision may reinstate benefits if applicable.
    - The hearing will be held before an impartial official of the county department of social services.
    - The hearing will be held within 5 calendar days of the household's request, unless household postpones for good reasons. The household can postpone for up to 10 additional calendar days.
    - If client is dissatisfied with the hearing decision, they may request a second hearing before an impartial official of the State Division of Social Services.
    - Client may request the hearing either orally or in writing to the department of social services.
  - Withdrawal from assistance program at anytime
  - Reapply if the household is denied and the situation changes.
- E. The worker's signature is not required. NC FAST provides a transaction history of the case actions based on the North Carolina Identity Management (NCID) of the user for all applications. This is considered the worker's electronic signature.

#### **600.09 BASIC ELIGIBILITY REQUIREMENTS**

- A. Duplicate payments to LIHWAP households are not allowed.
- B. Households must meet the criteria for one of the priority groups described above. Household's priority group will be verified using the water/wastewater bill and/or information from the local water provider.



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## ENERGY PROGRAMS

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- C. Non-categorically eligible households must verify income.
- D. Categorically eligible households are not required to provide verification of income, unless questionable.

#### **600.10 Vulnerability**

- A. Households must be vulnerable at the time of application. Vulnerable is defined as having a water or wastewater bill and is subject to the rising cost of water services and meeting one of the following:
  - 1. Household lives in private living arrangement with a water/wastewater source and water costs are billed separately from other utilities;
  - 2. Household lives in private living arrangement with a water/wastewater source and water costs are billed with other utility charges. If the vendor cannot separate the charges or if they have written regulations that does not allow the bill to be broken out independently, LIHWAP may pay for those other utility charges as they are required to restore service or prevent disconnection of services.
  - 3. Household's water/wastewater bill is included in their rent. The household must provide an itemized bill to show the water and/or wastewater portion is included or provide a written statement from landlord.
- B. A person living in an institution is not vulnerable.

#### **600.11 Income**

- A. Households will be categorically eligible if they:
  - 1. Are currently receiving Food and Nutrition Services (FNS) benefits
  - 2. Are currently receiving Work First benefits
  - 3. Received Low Income Energy Assistance Program (LIEAP) within the last 12 months
- B. If the household is not categorically eligible, use the household's countable income during the base period. Income must be equal to or less than 150% of the current poverty level.
  - 1. The base period is the month prior to the month of application.
  - 2. Count all sources of income available to the household. Including but not limited to:
    - a. Social Security
    - b. Supplemental Security Income (SSI)
    - c. Wages, Tips, Self-employment

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**ENERGY PROGRAMS****EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

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## d. Contributions

No. Eligible in Household	Maximum Countable Income	No. Eligible in Household	Maximum Countable Income
1	\$1,610	14	\$8,988
2	2,178	15	9,555
3	2,745	16	10,123
4	3,313	17	10,690
5	3,880	18	11,258
6	4,448	19	11,825
7	5,015	20	12,393
8	5,583	21	12,960
9	6,150	22	13,528
10	6,718	23	14,095
11	7,285	24	14,663
12	7,853	25	15,230
13	8,420	26	15,798

**600.12 Payment Amount Determination**

Payment amount will be based on the household's priority group as follows:

- A. Priority groups 1 & 2 will be based on the amount needed to restore the services or prevent disconnection of services. There is no limit on this amount and may include fees if they are required and/or cannot be separated from the water/wastewater bill.
- B. Priority group 3 benefit amount will be based on the household's size and available income. The maximum benefit amount for priority group 3 is \$600.
- C. If the county receives multiple request in one day, the county must process applications in chronological order and using the hierarchy of the priority groups, until all funds are exhausted.

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## ENERGY PROGRAMS

### EP-600 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

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**Example:** Process all group 1 applications and if funds are still available process all group 2 applications, if funds still available process all group 3 applications until funds are depleted.

#### 600.13 Direct Payments

Benefits will be paid directly to the water/waste water providers who have submitted a water/wastewater vendor service agreement that has been approved and is on file with the county department of social services. Payments cannot be made to water providers who do not have a valid vendor service agreement. For data matched clients that do not have to apply, the payment process is the same process that is followed for all Energy payments.

- A. If a household subsequently moves and leaves a credit balance with the water provider, settlement of the credit is between the household and the water provider.
- B. The water provider is not required but may opt to forward the balance to the new water provider if they are aware of the change.
- C. If an applicant becomes deceased, incarcerated, or institutionalized after LIHWAP payment has been made to water provider and the payment results in a credit:
  - 1. Determine if there are any other adults remaining in the household.
    - a. If so, the credit will remain.
    - b. If not, the credit must be fully refunded back to the local county agency by the vendor. The county will forward the payment amount with a cover letter giving identifying information, and reason why submitted to the Clerk of Court to be applied to the deceased payee's estate. If estate is settled and returned. Local county agency will process funds as an overpayment.
- D. If the provided water and/or wastewater bill is not in the applicant's name or another adult household member's name, the applicant must provide a written statement from the person whose name the bill is in verifying the applicant is responsible for payment, including landlords. Water and/or wastewater bill cannot be in the name of a minor child or deceased person. Rental agreements that contain specific language indicating that the renter is responsible for paying the water bill for that address, can be accepted as a written statement.

#### 600.09 NOTIFICATION TO CUSTOMERS

Applicant households must receive a notice informing them if their application was approved or denied. The LIHWAP notice DSS-8105 will generate in NC FAST for applications taken by caseworkers or through the ePASS portal. Any payment made on client's behalf to provider without an application (categorically eligible households), workers will need to send a manual notice which is posted on the forms website.

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## ENERGY PROGRAMS

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#### A. Approvals:

The approval notice will inform client of the amount that will be paid directly to their water or waste water vendor, the vendor name and account number.

#### B. Denials:

When denying an application, generate and mail a denial notice informing the household that they were denied and the reason for the denial and the household's appeal rights.



## DIVISION OF SOCIAL SERVICES

### Low-Income Home Energy Assistance CAA (LIHWAP)

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds

EFFECTIVE DATE: 12/01/2021

AUTHORIZATION NUMBER: 1

### ALLOCATION PERIOD

FROM DECEMBER 2021 THRU MAY 2022 SERVICE MONTHS

FROM JANUARY 2022 THRU JUNE 2022 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	286,479.00	286,479.00	0.00	0.00	286,479.00	286,479.00
02	ALEXANDER	50,101.00	50,101.00	0.00	0.00	50,101.00	50,101.00
03	ALLEGHANY	21,017.00	21,017.00	0.00	0.00	21,017.00	21,017.00
04	ANSON	69,137.00	69,137.00	0.00	0.00	69,137.00	69,137.00
05	ASHE	47,971.00	47,971.00	0.00	0.00	47,971.00	47,971.00
06	AVERY	26,381.00	26,381.00	0.00	0.00	26,381.00	26,381.00
07	BEAUFORT	107,626.00	107,626.00	0.00	0.00	107,626.00	107,626.00
08	BERTIE	58,711.00	58,711.00	0.00	0.00	58,711.00	58,711.00
09	BLADEN	89,697.00	89,697.00	0.00	0.00	89,697.00	89,697.00
10	BRUNSWICK	177,276.00	177,276.00	0.00	0.00	177,276.00	177,276.00
11	BUNCOMBE	382,181.00	382,181.00	0.00	0.00	382,181.00	382,181.00
12	BURKE	170,261.00	170,261.00	0.00	0.00	170,261.00	170,261.00
13	CABARRUS	226,472.00	226,472.00	0.00	0.00	226,472.00	226,472.00
14	CALDWELL	135,683.00	135,683.00	0.00	0.00	135,683.00	135,683.00
15	CAMDEN	9,691.00	9,691.00	0.00	0.00	9,691.00	9,691.00
16	CARTERET	87,687.00	87,687.00	0.00	0.00	87,687.00	87,687.00
17	CASWELL	48,493.00	48,493.00	0.00	0.00	48,493.00	48,493.00
18	CATAWBA	251,127.00	251,127.00	0.00	0.00	251,127.00	251,127.00
19	CHATHAM	68,759.00	68,759.00	0.00	0.00	68,759.00	68,759.00
20	CHEROKEE	57,820.00	57,820.00	0.00	0.00	57,820.00	57,820.00
21	CHOWAN	33,986.00	33,986.00	0.00	0.00	33,986.00	33,986.00
22	CLAY	19,449.00	19,449.00	0.00	0.00	19,449.00	19,449.00
23	CLEVELAND	242,296.00	242,296.00	0.00	0.00	242,296.00	242,296.00
24	COLUMBUS	144,101.00	144,101.00	0.00	0.00	144,101.00	144,101.00
25	CRAVEN	161,145.00	161,145.00	0.00	0.00	161,145.00	161,145.00
26	CUMBERLAND	762,767.00	762,767.00	0.00	0.00	762,767.00	762,767.00
27	CURRITUCK	25,328.00	25,328.00	0.00	0.00	25,328.00	25,328.00
28	DARE	36,515.00	36,515.00	0.00	0.00	36,515.00	36,515.00
29	DAVIDSON	302,036.00	302,036.00	0.00	0.00	302,036.00	302,036.00
30	DAVIE	54,478.00	54,478.00	0.00	0.00	54,478.00	54,478.00
31	DUPLIN	111,679.00	111,679.00	0.00	0.00	111,679.00	111,679.00
32	DURHAM	489,912.00	489,912.00	0.00	0.00	489,912.00	489,912.00
33	EDGECOMBE	160,371.00	160,371.00	0.00	0.00	160,371.00	160,371.00
34	FORSYTH	659,455.00	659,455.00	0.00	0.00	659,455.00	659,455.00
35	FRANKLIN	100,428.00	100,428.00	0.00	0.00	100,428.00	100,428.00
36	GASTON	373,124.00	373,124.00	0.00	0.00	373,124.00	373,124.00
37	GATES	20,360.00	20,360.00	0.00	0.00	20,360.00	20,360.00
38	GRAHAM	16,661.00	16,661.00	0.00	0.00	16,661.00	16,661.00
39	GRANVILLE	95,366.00	95,366.00	0.00	0.00	95,366.00	95,366.00
40	GREENE	47,103.00	47,103.00	0.00	0.00	47,103.00	47,103.00
41	GUILFORD	1,018,111.00	1,018,111.00	0.00	0.00	1,018,111.00	1,018,111.00
42	HALIFAX	166,344.00	166,344.00	0.00	0.00	166,344.00	166,344.00
43	HARNETT	230,554.00	230,554.00	0.00	0.00	230,554.00	230,554.00
44	HAYWOOD	90,749.00	90,749.00	0.00	0.00	90,749.00	90,749.00
45	HENDERSON	134,564.00	134,564.00	0.00	0.00	134,564.00	134,564.00
46	HERTFORD	68,699.00	68,699.00	0.00	0.00	68,699.00	68,699.00
47	HOKE	111,194.00	111,194.00	0.00	0.00	111,194.00	111,194.00

**Low-Income Home Energy Assistance (LIEAP)**
**AUTHORIZATION NUMBER: 1**

		Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
	COUNTY	Federal	Total	Federal	Total	Federal	Total
48	HYDE	11,510.00	11,510.00	0.00	0.00	11,510.00	11,510.00
49	IREDELL	163,621.00	163,621.00	0.00	0.00	163,621.00	163,621.00
50	JACKSON	72,197.00	72,197.00	0.00	0.00	72,197.00	72,197.00
51	JOHNSTON	303,052.00	303,052.00	0.00	0.00	303,052.00	303,052.00
52	JONES	23,449.00	23,449.00	0.00	0.00	23,449.00	23,449.00
53	LEE	105,704.00	105,704.00	0.00	0.00	105,704.00	105,704.00
54	LENOIR	162,836.00	162,836.00	0.00	0.00	162,836.00	162,836.00
55	LINCOLN	104,643.00	104,643.00	0.00	0.00	104,643.00	104,643.00
56	MACON	56,936.00	56,936.00	0.00	0.00	56,936.00	56,936.00
57	MADISON	36,424.00	36,424.00	0.00	0.00	36,424.00	36,424.00
58	MARTIN	59,117.00	59,117.00	0.00	0.00	59,117.00	59,117.00
59	MCDOWELL	85,847.00	85,847.00	0.00	0.00	85,847.00	85,847.00
60	MECKLENBURG	1,393,694.00	1,393,694.00	0.00	0.00	1,393,694.00	1,393,694.00
61	MITCHELL	27,381.00	27,381.00	0.00	0.00	27,381.00	27,381.00
62	MONTGOMERY	48,991.00	48,991.00	0.00	0.00	48,991.00	48,991.00
63	MOORE	127,851.00	127,851.00	0.00	0.00	127,851.00	127,851.00
64	NASH	189,439.00	189,439.00	0.00	0.00	189,439.00	189,439.00
65	NEW HANOVER	335,710.00	335,710.00	0.00	0.00	335,710.00	335,710.00
66	NORTHAMPTON	57,975.00	57,975.00	0.00	0.00	57,975.00	57,975.00
67	ONSLow	251,396.00	251,396.00	0.00	0.00	251,396.00	251,396.00
68	ORANGE	175,775.00	175,775.00	0.00	0.00	175,775.00	175,775.00
69	PAMLICO	22,353.00	22,353.00	0.00	0.00	22,353.00	22,353.00
70	PASQUOTANK	79,256.00	79,256.00	0.00	0.00	79,256.00	79,256.00
71	PENDER	83,993.00	83,993.00	0.00	0.00	83,993.00	83,993.00
72	PERQUIMANS	25,645.00	25,645.00	0.00	0.00	25,645.00	25,645.00
73	PERSON	78,165.00	78,165.00	0.00	0.00	78,165.00	78,165.00
74	PITT	391,377.00	391,377.00	0.00	0.00	391,377.00	391,377.00
75	POLK	27,270.00	27,270.00	0.00	0.00	27,270.00	27,270.00
76	RANDOLPH	241,970.00	241,970.00	0.00	0.00	241,970.00	241,970.00
77	RICHMOND	151,560.00	151,560.00	0.00	0.00	151,560.00	151,560.00
78	ROBESON	480,654.00	480,654.00	0.00	0.00	480,654.00	480,654.00
79	ROCKINGHAM	196,806.00	196,806.00	0.00	0.00	196,806.00	196,806.00
80	ROWAN	239,271.00	239,271.00	0.00	0.00	239,271.00	239,271.00
81	RUTHERFORD	144,169.00	144,169.00	0.00	0.00	144,169.00	144,169.00
82	SAMPSON	133,882.00	133,882.00	0.00	0.00	133,882.00	133,882.00
83	SCOTLAND	117,566.00	117,566.00	0.00	0.00	117,566.00	117,566.00
84	STANLY	87,629.00	87,629.00	0.00	0.00	87,629.00	87,629.00
85	STOKES	68,850.00	68,850.00	0.00	0.00	68,850.00	68,850.00
86	SURRY	141,248.00	141,248.00	0.00	0.00	141,248.00	141,248.00
87	SWAIN	25,020.00	25,020.00	0.00	0.00	25,020.00	25,020.00
88	TRANSYLVANIA	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00
89	TYRRELL	10,174.00	10,174.00	0.00	0.00	10,174.00	10,174.00
90	UNION	209,245.00	209,245.00	0.00	0.00	209,245.00	209,245.00
91	VANCE	128,442.00	128,442.00	0.00	0.00	128,442.00	128,442.00
92	WAKE	956,382.00	956,382.00	0.00	0.00	956,382.00	956,382.00
93	WARREN	52,423.00	52,423.00	0.00	0.00	52,423.00	52,423.00
94	WASHINGTON	34,270.00	34,270.00	0.00	0.00	34,270.00	34,270.00
95	WATAUGA	81,799.00	81,799.00	0.00	0.00	81,799.00	81,799.00
96	WAYNE	273,281.00	273,281.00	0.00	0.00	273,281.00	273,281.00
97	WILKES	130,068.00	130,068.00	0.00	0.00	130,068.00	130,068.00
98	WILSON	203,026.00	203,026.00	0.00	0.00	203,026.00	203,026.00
99	YADKIN	57,149.00	57,149.00	0.00	0.00	57,149.00	57,149.00
100	YANCEY	33,692.00	33,692.00	0.00	0.00	33,692.00	33,692.00
	Total	\$ 16,798,528.00	\$ 16,798,528.00	\$ -	\$ -	\$ 16,798,528.00	\$ 16,798,528.00

**Low-Income Home Energy Assistance (LIEAP) AUTHORIZATION NUMBER: 1**

**FUNDING SOURCE:** Low Income Home Energy Assistance Funds Block CAA (LIHWAP)

**CFDA Number:** 93.568

**CFDA Name:** Low-Income Home Energy Assistance

**Award Name:** Low-Income Home Energy Assistance

**Award Number:** 2101NCLWC5

**Award Date:** FFY 2021

**Federal Agency:** DHHS/ACF

**GRANT INFORMATION:** This represents 100% federal dollars.

These funds cannot be spent until after December 1, 2021.

**XS411 Heading:** LIHWAP CAA

**Tracked on XS411:** Federal Share 100%

**OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS**

**THIS FUNDING AUTHORIZATION IS CONTINGENT UPON APPROPRIATION BY THE NORTH CAROLINA GENERAL ASSEMBLY. THESE AMOUNTS ARE CURRENTLY ESTIMATES AND ARE SUBJECT TO CHANGE UPON APPROPRIATION.**

**AUTHORIZED SIGNATURE**



**DATE:**

November 23, 2021







**MBLY.**

## Budget Revision/Amendment Request

Date: 12/20/2021

Amount: 226,472.00

Dept. Head: Karen Calhoun

Department: DHS

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Cabarrus county received funding allocation for the Low-Income Household Water Assistance Program (LIHWAP). The program provides assistance to low income households with their water and wastewater expenses. The program is expected to begin December 1, 2021. LIHWAP is 100% federally funded. County match is NOT required.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	5615-946001-LIWAP	Low Income Energy Asst Program	-	226,472.00		226,472.00
001	6	5615-6204-LIWAP	Soc Service Admin Reimb	-	226,472.00		226,472.00
							0.00
				-			0.00
							0.00
							0.00
							0.00
							0.00
							0.00

**Total** 0.00

### Budget Officer

☐ Approved

☐ Denied

### County Manager

☐ Approved

☐ Denied

### Board of Commissioners

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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#### **AGENDA CATEGORY:**

Discussion Items for Action

#### **SUBJECT:**

EDC - Spark Grant Funding for the Cabarrus Center for Innovation and Entrepreneurship

#### **BRIEF SUMMARY:**

Cabarrus Economic Development, Flywheel Foundation and the other partners that make up the Cabarrus Entrepreneurship Council are working together to offer programming at the Cabarrus Center that continue to stimulate organic economic development. We are requesting \$25,000 per year for three years to amplify the impact proven by both the pilot Spark Grant and Retail Lab programs. Along with other municipal funding and corporate matches, this would allow the Cabarrus Center to offer multiple grant cycles each year.

#### **REQUESTED ACTION:**

Motion to approve the request.

#### **EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

#### **SUBMITTED BY:**

Page Castrodale, Cabarrus EDC

#### **BUDGET AMENDMENT REQUIRED:**

No

#### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## ATTACHMENTS:

- Presentation

# Cabarrus Center Funding Request

Spark and Retail Lab Programs

# Overview of Programs

## Spark Grants

- Focused on startups with **rapidly scalable commercial ideas** that can gradually make an impact on the county tax and employment base
- 21 total applications in first round (Spring 2020)
- Companies went through curriculum aimed at moving ideas to repeatable revenue models
- Eight finalists pitched to Cabarrus Entrepreneurship Council; **four \$5k grants were awarded**
- All applicants continue to be supported by the Cabarrus Center in the form of free online course tuition, office hours and access to our mentor network

## Retail Lab Bootcamp

- Focused on new and existing retail goods and services, food and beverage, and entertainment businesses
- Some are scalable through licensing or franchising, but most will be **main street businesses**
- 32 total applications in first round (Fall 2020)
- 16 companies were accepted into the Bootcamp, supported by the Small Business Center
- Eight companies pitched to the Cabarrus Entrepreneurship Council; **five total grants were awarded**
- Six companies overall are expected to participate in the Retail Lab Store

# Funding Request

**\$75k over three years (\$25k/year) to support administrative, operational and curricular costs associated with both Spark and Retail Lab programs**

- \$150k total is being requested from the County and its municipalities
- Matching funds will be secured from private sector to support grant funding
- Two program cycles per year for each program



## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Finance - Update Capital Project Fund Budget and Related Project Ordinance

**BRIEF SUMMARY:**

Kannapolis City Schools has \$500,000 approved in their maintenance budget for A.L. Brown Tennis Courts. They would like to use these funds for Shady Brook Roof (\$330,000) and a boiler (\$70,000) and track maintenance (\$100,000) at A.L. Brown. A budget amendment is not required for this action because the funds are already budgeted. However, we wanted to keep the Board informed of the change.

The budget amendment includes an increase to the EMS Headquarters budget by \$1,700,000 to cover increased construction cost. It also budgets an additional \$210,000 for deferred maintenance to cover the Milestone Building.

**REQUESTED ACTION:**

Motion to approve the Multi-year Budget Amendment and revised Project Ordinance.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Wendi Heglar, Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Budget Amendment
- ▣ Fund 380 Capital Project Ordinance

### Budget Revision/Amendment Request

Date: 12/20/2021

Amount: 1,910,000.00

Dept. Head: Wendi Heglar

Department: Finance - County Capital Projects

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

**Budget an additional \$1,500,000 for the EMS Headquarter project due to price increases. This budget amendment also budgets additional deferred maintenance for the Milestone Building.**

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
380	9	2730 9820 EMSHQ	Construction	18,820,017	1,700,000		20,520,017
380	6	2730 6918 2022A	Proceeds from COPS/LOBS	16,000,000	1,700,000		17,700,000
380	9	1952 9501 DM	Deferred Maintenance	2,988,298	100,000		3,088,298
380	6	1952 6902 DM	Contribution from the General Fund	2,991,450	100,000		3,091,450
380	9	1940 9501 DM	Deferred Maintenance	2,125,000	110,000		2,235,000
380	6	1940 6902 DM	Contribution from the General Fund	2,125,000	110,000		2,235,000

**Budget Officer**

- ☐ Approved  
☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**County Manager**

- ☐ Approved  
☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board of Commissioners**

- ☐ Approved  
☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CABARRUS COUNTY COUNTY CAPITAL PROJECTS 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 and renovations of County Facilities. 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 2020 Draw Note	\$ 77,592,977
Debt Proceeds 2022 Draw Note	88,626,452
Contributions from Capital Projects Fund	27,766,063
Contribution from General Fund	36,350,372
Contribution from Capital Reserve Fund	3,657,664
Contribution from Internal Service Fund	1,065,425

<b>TOTAL REVENUES</b>	<b>\$235,058,953</b>
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- C. The following appropriations are made as listed.

Courthouse Site Enabling Construction & Renovation	\$ 134,859,518
Governmental Center Skylight & Roof Replacement	2,028,494
Contribution to Capital Reserve (Reimb for Skylight Project)	2,085,000
Artificial Turf Fields	4,401,748
Frank Liske Barn Replacement	6,069,827
Legal / Closing Expenses	952,508
Governmental Center Parking Deck Sealing	350,000
Emergency Equipment Warehouse/ ITS Location	14,867,999
Fiber Infrastructure Improvement	720,000
Jail Annex HVAC Replacement	193,000
Sheriff Training & Firing Range Renovations	2,450,000
Human Services HVAC	180,000
 Frank Liske Park ADA Renovations	 1,100,000
 Frank Liske Park Playground Replacement	 93,600
Camp Spencer Vending & Archery Building	336,998
West Cabarrus Library & Senior Center	2,400,000
Deferred Maintenance Projects	6,471,450
EMS Headquarters	20,520,017
Northeast Area Park	2,164,024
Northeast Area Land	3,650,150
Mental Health Facility	3,097,554
Other Improvements Unallocated	2,443,763
Enterprise Physical Security Project (ITS)	700,000
Concord Senior Center Overflow Parking Lot	100,000

Contribution to the General Fund	47,500
Frank Liske Park Softball Complex Utilities	60,000
Rob Wallace Park	1,000,000
Animal Shelter Expansion	190,000
Frank Liske Park Stormwater Project	570,803
Northeast Cabarrus Radio Tower Project	2,435,000
Milestone Building	8,150,000
Fire Services Building	370,000
Mt Pleasant Library	10,000,000

**TOTAL EXPENDITURES** **\$235,058,953**

**GRAND TOTAL – REVENUES** **\$235,058,953**

**GRAND TOTAL – EXPENDITURES** **\$235,058,953**

## 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. Transfers amounts between objects of expenditure and revenues within a function without limitation.
  2. Transfer amounts up to \$500,000 between functions of the same fund.
  3. 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. Enter 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.
  5. 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.
  6. 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.
  7. Reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).

## 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 Community Investment Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 20<sup>th</sup> day of December 2021.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_  
\_\_\_\_\_, Chairman

ATTEST:

\_\_\_\_\_  
Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Infrastructure and Asset Management - Recommended Approval of Preferred Alternates for Frank Liske Park Barn Replacement and Emergency Equipment Warehouse - ITS Building Projects(s)

### **BRIEF SUMMARY:**

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 Frank Liske Park Barn Replacement 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 is requested for the preferred brand alternates for the equipment as indicated on the attachment.

### **REQUESTED ACTION:**

Motion to approve the preferred brand alternate list for equipment for the Cabarrus County Frank Liske Park Barn Replacement and Emergency Equipment Warehouse - ITS Building Projects(s)

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Kyle Bilafer, Area Manager of Operations

### **BUDGET AMENDMENT REQUIRED:**

No

## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

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### ATTACHMENTS:

- ▢ FLP Barn Preferred Alternates Document Move Down
- ▢ EEWH-ITS Preferred Alternates Document



## **CABARRUS COUNTY FRANK LISKE PARK BARN PREFERRED ALTERNATES**

*§ 133-3. Specifications to carry competitive items; substitution of materials. All architects, engineers, designers, or draftsmen, when providing design services, or writing specifications, directly or indirectly, for materials to be used in any city, county or State work, shall specify in their plans the required performance and design characteristics of such materials. However, when it is impossible or impractical to specify the required performance and design characteristics for such materials, then the architect, engineer, designer or draftsman may use a brand name specification so long as they cite three or more examples of items of equal design or equivalent design, which would establish an acceptable range for items of equal or equivalent design. The specifications shall state clearly that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable.*

***Where it is impossible to specify performance and design characteristics for such materials and impossible to cite three or more items due to the fact that there are not that many items of similar or equivalent design in competition, then as many items as are available shall be cited.***

*On all city, county or State works, the maximum interchangeability and compatibility of cited items shall be required. The brand of product used on a city, county or State work shall not limit competitive bidding on future works. Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances.*

***Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference.*** Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) ***the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public.*** Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the architect or engineer for approval or disapproval; such approval or disapproval shall be made by the architect or engineer prior to the opening of bids. The purpose of this statute is to mandate and encourage free and open competition on public contracts. (1933, c. 66, s. 3; 1951, c. 1104, s. 5; 1993, c. 334, s. 7.1; 2002-107, s. 5; 2002-159, s. 64(c).)

## 10 28 00 Toilet, Bath, and Laundry Accessories

- I. Preferred Alternate – TA-10 Recessed Hand Dryer w/ ADA Recessed Kit: XL-SB Xlerator Hand Dryer, Brushed Stainless Steel Cover; and 40502 Xlerator ADA Compliant Recess Kit, Brushed Stainless Steel

The preferred hand dryer and hand dryer recessed kit manufacturer is Xlerator. The primary reasons for the preference are the county staff's existing inventory in current buildings, local availability of parts and units, maintenance experience, and the attic stock of tradable parts. The county's familiarity with the equipment will help them observe trends that indicate declining performance or potential failure of the equipment.

## **CABARRUS COUNTY EMERGENCY EQUIPMENT WAREHOUSE & ITS FACILITY PREFERRED ALTERNATES**

**§ 133-3.** *Specifications to carry competitive items; substitution of materials. All architects, engineers, designers, or draftsmen, when providing design services, or writing specifications, directly or indirectly, for materials to be used in any city, county or State work, shall specify in their plans the required performance and design characteristics of such materials. However, when it is impossible or impractical to specify the required performance and design characteristics for such materials, then the architect, engineer, designer or draftsman may use a brand name specification so long as they cite three or more examples of items of equal design or equivalent design, which would establish an acceptable range for items of equal or equivalent design. The specifications shall state clearly that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable.*

***Where it is impossible to specify performance and design characteristics for such materials and impossible to cite three or more items due to the fact that there are not that many items of similar or equivalent design in competition, then as many items as are available shall be cited.***

*On all city, county or State works, the maximum interchangeability and compatibility of cited items shall be required. The brand of product used on a city, county or State work shall not limit competitive bidding on future works. Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances.*

***Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference.*** *Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public.* *Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the architect or engineer for approval or disapproval; such approval or disapproval shall be made by the architect or engineer prior to the opening of bids. The purpose of this statute is to mandate and encourage free and open competition on public contracts. (1933, c. 66, s. 3; 1951, c. 1104, s. 5; 1993, c. 334, s. 7.1; 2002-107, s. 5; 2002-159, s. 64(c).)*

## 08 71 00 Door Hardware

- I. Preferred Leverset Alternate (PBA-1) – Marks USA 75 Series Grade 2 Cylindrical Survivor Series Leversets.
- II. Preferred Door Closer Alternate (PBA-2) – LCN 4040XP Series Door Closers.

The primary reasons for the preference for the Marks USA Leverset and LCN Door Closer are the county staff's existing inventory in current buildings, local availability of parts and units, maintenance experience, and the attic stock of tradable parts. The county's familiarity with the equipment will help them observe trends that indicate declining performance or potential failure of the equipment.

## 08 36 13 Vertical Operating Sectional Doors

- I. Preferred Electric Motor Alternate (PBA-3) – The LiftMaster Logic 5.0 commercial door operator is the only operator that provides the following safety devices:
  - a. Light Curtain for additional monitored entrapment protection consisting of 8 LED's per side and 22 cross-beams producing an invisible curtain of infrared light for maximum detection capability.
  - b. Traffic Signal with a red/green traffic light that changes from flashing red to solid green when door reaches full open position.

The additional safety devices will be beneficial at this facility to protect personnel and equipment. It will be difficult to specify a single source electric motor manufacturer (other than LiftMaster) that has these safety devices as compatible accessories. There are third party vendors that supply these device's but compatibility, warranty and maintenance could be a concern. Cabarrus County currently utilizes LiftMaster devices for all vertical and horizontal applications and is comfortable with parts, operations, and troubleshooting.

## 09 68 13 Tile Carpeting

- I. Preferred Tile Carpeting Alternate (PBA-4) – Tile Carpeting as manufactured by Shaw Industries Group, Inc.

The preferred tile carpeting manufacturer is Shaw Industries Group, Inc. Cabarrus County currently has over 95% of Shaw carpet products in existing County facilities. Purchasing of that material is on several purchasing cooperative agreements which gives the County flexibility. Additionally, the durability and cleanability of the carpet has been proven in existing County facilities.

## 10 28 00 Toilet, Bath, and Laundry Accessories

- II. Preferred Toilet Accessory Alternate (PBA-5) – TA-18 Electric, Warm-Air Hand Dryer with ADA Recessed Kit: XL-SB Xlerator Hand Dryer, Brushed Stainless Steel Cover; and 40502 Xlerator ADA Compliant Recess Kit, Brushed Stainless Steel.

The preferred hand dryer and hand dryer recessed kit manufacturer is Xlerator. The primary reasons for the preference are the county staff's existing inventory in current buildings, local availability of parts and units, maintenance experience, and the attic stock of tradable parts. The county's familiarity with the equipment will help them observe trends that indicate declining performance or potential failure of the equipment.

## 23 09 23 Direct Digital Control (DDC) Systems for HVAC

- I. Preferred Alternate PBA-6a) - Controls Manufacturer: Johnson Controls Facility Explorer (Fx) System with Niagra based Tridium Platform.
- II. Preferred Alternate (PBA-6B) - Controls Integration Contractor: Platinum Building Automation.

The Johnson Controls Fx system HVAC controls must match the controls used by the majority of the large square footage buildings owned and maintained by the county for ultimate cost and efficiency. Using a different manufacturer will ultimately increase long-term operational costs and different systems will not necessarily provide the same level of remote accessibility for maintenance personnel. Further, additional training will be required for the facilities department personnel to learn additional user interface and operational procedures.

## 26 32 13 Packaged Engine Generators - Diesel

Preferred Generator Manufacturer Alternate (PBA-7) - Caterpillar. The primary reasons for the preference are the county staff's existing maintenance contracts, training for operation of this equipment, attic stock of tradable parts, and the physical needs of the equipment within the mechanical yard. The county's familiarity with the equipment will help them observe trends that indicate declining performance or potential failure of the equipment. Maintenance contracts may be reduced with similar equipment as less replacement parts may be stocked, and the maintenance staff can provide a lower overall cost due to familiarity with the equipment. In this specific application, the physical requirements within the mechanical yard are tightly coordinated with maintenance clearances, performance clearances, the chillers, gas meter spatial needs, and accessibility for installation and replacement.

## 28 31 00 Fire Detection and Alarm

The preferred Fire Alarm Manufacturer Alternate (PBA-8) - Notifier. The primary reasons for the preference are the county staff's existing maintenance contracts, training for operation of this equipment, attic stock of tradable parts. The county's familiarity with the equipment will help them observe trends that indicate declining performance or potential failure of the equipment. Maintenance contracts may be reduced with similar equipment as less replacement parts may be stocked, and the maintenance staff can provide a lower overall cost due to familiarity with the equipment.

The Fire Alarm must match the manufacturer (Notifier) used by the majority of the large square footage buildings owned and maintained by the county for ultimate cost and efficiency. Using a different manufacturer will ultimately increase long-term operational costs and different systems will not necessarily provide the same level of accessibility for maintenance personnel.



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Sheriff's Office - Acceptance of Private Funds for Purchase of Motorcycle

### **BRIEF SUMMARY:**

The Cabarrus County Sheriff's Office currently leases a motorcycle through Davidson Corporation for \$1.00. The lease was for a one year term with the option to purchase at the end of the lease. The lease expires on December 11, 2021. ACRT Enterprises, DBA Speedway Harley-Davidson, wishes to donate \$16,785.00 to Cabarrus County for the purchase of the motorcycle at the end of the lease.

This money would then be turned back over to ACRT Enterprises to complete the purchase of the motorcycle and allow for ownership of the motorcycle to be turned over to Cabarrus County.

This is a corporate donation to Cabarrus County for the purchase of the motorcycle. Additionally, ACRT Enterprises also wishes to donate electric bicycles to Cabarrus County for use by the Sheriff's Office at high-density events. Each bicycle ranges in price from \$2,888.35 to \$3,724.94 and their donation will not exceed four bicycles.

### **REQUESTED ACTION:**

Motion to suspend the Rules of Procedure due to time constraints.

Motion to accept donation award and adopt the associated budget amendment.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Chief Deputy James N. Bailey

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Letter of Intent
- ▣ Budget Amendment





800-560-8863 ▪ 704-979-7433

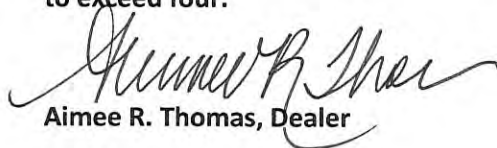
ACRT ENTERPRISES, LLC  
D/B/A SPEEDWAY HARLEY DAVIDSON  
11/29/21

**CABARRUS COUNTY**

Please be advised that ACRT ENTERPRISES, LLC intends to make a cash donation to Cabarrus County in the month of December, 2021 sufficient for Cabarrus County to purchase the following inventory from ACRT ENTERPRISES, LLC:

2020 Harley Davidson Motorcycle VIN #1HD1FMP13LB634502. This motorcycle is currently under lease which expires December 11, 2021 with a purchase option of \$16,785.00

A combination of Rush City and Mosh serial 1 bicycles, with a cost ranging from \$2,888.35 to \$3,724.94 and with the total number of bicycles not to exceed four.



Aimee R. Thomas, Dealer

Please acknowledge below that Cabarrus County agrees to accept the cash donation referred to above and upon receipt purchase the inventory referred to above in the month of December, 2021.

Cabarrus County

Title

Date

**10049 Weddington Road, Concord, NC 28027**

**[www.SpeedwayHarley-Davidson.com](http://www.SpeedwayHarley-Davidson.com)**



## Budget Revision/Amendment Request

Date: **12/6/2021**

Amount: **16,785.00**

Dept. Head: **Sheriff Van W. Shaw**

Department: **County Sheriff**

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Budget Amendment needed to record expected Revenue and Asset Purchase, due to donation from ACRT ENTERPRISES, LLC.  
ACRT ENTERPRISES, LLC (Speedway Harley-Davidson) intends to make a cash donation to Cabarrus County in the month of December, 2021 sufficient for Cabarrus County to purchase the following inventory from ACRT ENTERPRISES, LLC: 2020 Harley Davidson Motorcycle VIN # 1HD1FMP13LB634502. This motorcycle is currently under lease to Cabarrus County; this lease expires December 11, 2021 with a purchase option of \$ 16,785.00.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	2110-Revenue	Revenue		16,785.00		16,785.00
001	9	2110-9863	Motor Vehicles	1,663,789.89	16,785.00		1,680,574.89
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00

**Total** 0.00

### Budget Officer

☐ Approved

☐ Denied

### County Manager

☐ Approved

☐ Denied

### Board of Commissioners

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature

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Signature

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Signature

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Date

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Date

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Date

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Regular Meeting Agenda

**SUBJECT:**

BOC - Approval of Regular Meeting Agenda

**BRIEF SUMMARY:**

The proposed agenda for the December 20, 2021 regular meeting is attached.

**REQUESTED ACTION:**

Motion to approve the agenda for the December 20, 2021 regular meeting as presented, including scheduling the public hearings..

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Proposed December 20, 2021 Regular Meeting Agenda

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS REGULAR MEETING

**December 20, 2021  
6:30 PM**

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### MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

### CALL TO ORDER BY THE CHAIRMAN

### PRESENTATION OF COLORS

### INVOCATION

#### **A. APPROVAL OR CORRECTIONS OF MINUTES**

1. Approval or Correction of Meeting Minutes

#### **B. BOARD ORGANIZATION**

1. Board of Commissioners - Election of Chairman
2. Board of Commissioners - Election of Vice Chairman
3. Board of Commissioners - Comments from Chairman and Vice Chairman

#### **C. APPROVAL OF THE AGENDA**

#### **D. RECOGNITIONS AND PRESENTATIONS**

1. Human Resources - Recognition of Captain David W. Taylor's Retirement from Cabarrus County Sheriff's Office
2. Human Resources - Recognition of Ronnie Blackmon's Retirement from Cabarrus County Human Services Department
3. Proclamation - Reverend Dr. Martin Luther King, Jr. Day

#### **E. INFORMAL PUBLIC COMMENTS**

#### **F. OLD BUSINESS**

#### **G. CONSENT AGENDA**

*(Items listed under consent are generally of a routine nature. The Board may take*

*action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)*

1. Appointments - Industrial Facilities and Pollution Control Financing Authority
2. Appointments (Removals) - Nursing Home Community Advisory Committee
3. Appointments and Removals - Human Services Advisory Board
4. Appointments and Removals - Mental Health Advisory Board
5. Appointments and Removals - Public Health Authority of Cabarrus County
6. Active Living and Parks - Fees and Charges
7. BOC - Commissioner Appointments for 2022
8. BOC - Ordinance Implementing State Criminal Justice Reforms
9. BOC - Resolution Establishing the Board of Commissioners' 2022 Meeting Schedule
10. Cooperative Extension - 4-H Club Access to Archery Range at Camp T.N. Spencer
11. Cooperative Extension - 4-H Club Access to Cabarrus County Sheriff's Office Training Range
12. County Manager - Appropriate Fund Balance for Cabarrus Dream Center
13. County Manager - Easement Request at CC Griffin Middle School
14. DHS - Appropriation of American Rescue Plan Funding to Families First, Inc.
15. DHS - Appropriation of Low Income Household Water Assistance Program Funding
16. EDC - Spark Grant Funding for the Cabarrus Center for Innovation and Entrepreneurship
17. Finance - Update Capital Project Fund Budget and Related Project Ordinance
18. Infrastructure and Asset Management - Recommended Approval of Preferred Alternates for Frank Liske Park Barn Replacement and Emergency Equipment Warehouse - ITS Building Projects(s)
19. Sheriff's Office - Award of Service Weapon to Captain David W. Taylor Upon His Retirement
20. Tax Administration - Refund and Release Reports - November 2021

## **H. NEW BUSINESS**

1. Economic Development Investment - Project Independence - K - Public Hearing 6:30 p.m.
2. Economic Development Investment - Project Independence - O - Public Hearing 6:30 p.m.

## **I. REPORTS**

1. BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
2. BOC - Request for Applications for County Boards/Committees
3. Budget - Monthly Budget Amendment Report

4. Budget - Monthly Financial Update
5. County Manager - Monthly Building Activity Reports
6. County Manager - Monthly New Development Report
7. EDC - November 2021 Monthly Summary Report

**J. GENERAL COMMENTS BY BOARD MEMBERS**

**K. WATER AND SEWER DISTRICT OF CABARRUS COUNTY**

**L. CLOSED SESSION**

**M. ADJOURN**

**Scheduled Meetings**

January 3	Work Session	4:00 p.m.	Multipurpose Room
January 18	Regular Meeting	6:30 p.m.	BOC Meeting Room
January 19	Cabarrus Summit	6:00 p.m.	Cabarrus Arena
February 7	Work Session	4:00 p.m.	Multipurpose Room
February 21	Regular Meeting	6:30 p.m.	BOC Meeting Room
February 25	Board Retreat	4:00 p.m.	Cabarrus Arena
February 26	Board Retreat	8:00 a.m.	Cabarrus Arena

**Mission:** Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

**Vision:** Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

**Cabarrus County Television Broadcast Schedule  
Cabarrus County Board of Commissioners' Meetings**

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

<b>Sunday - Saturday</b>	<b>1:00 P.M.</b>
<b>Sunday - Tuesday</b>	<b>6:30 P.M.</b>
<b>Thursday &amp; Friday</b>	<b>6:30 P.M.</b>

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**December 6, 2021  
4:00 PM**

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**AGENDA CATEGORY:**

Closed Session

**SUBJECT:**

Closed Session

**BRIEF SUMMARY:**

A closed session is needed to discuss matters related to NCGS 143-318.11(a) (1), (3), (4) and (6).

**REQUESTED ACTION:**

Motion to go into closed session as authorized by NCGS 143-318.11(a) (1), (3), (4) and (6).

**EXPECTED LENGTH OF PRESENTATION:**

1 Hour or More

**SUBMITTED BY:**

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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