

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 4:00 p.m. on Monday, August 1, 2022.

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

live broadcast at 4:00 p.m. on Channel 22
<https://www.youtube.com/cabarruscounty>
<https://www.cabarruscounty.us/cabcotv>

Present - Chairman:	Stephen M. Morris
Vice Chairman:	F. Blake Kiger
Commissioners:	Diane R. Honeycutt
	Barbara C. Strang
	Lynn W. Shue

Also present were Richard M. Koch, County Attorney; Rodney Harris, Deputy County Manager; Kyle Bilafer, Assistant County Manager; Kelly Sifford, Assistant County Manager; and Lauren Linker, Clerk to the Board.

1. Call to Order

Chairman Morris called the meeting to order at 4:00 p.m.

2. Approval of Agenda

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

Additions:

Discussion Items for Action

4.4 Cabarrus County Schools - Culinary Arts Renovation

4.6 DHS - Emergency Rental Assistance

4.8 Finance - State of Fiscal Recovery Funds

4.9 Finance - Update of Approved Institutions

Revised:

Discussion Items for Action

4.10 Human Resources - Structure and Comp Projects

4.11 Infrastructure and Asset Management - Mount Pleasant Library, Senior Center, and Park Construction Delivery Method

- Motion Revised Requesting Action at Work Session

Approval of Regular Meeting Agenda

5.1 BOC - Approval of Regular Meeting Agenda

- Updated to Include Added Agenda Items

3. Discussion Items - No Action

3.1 Cabarrus County Library and Active Living Center at Mount Pleasant Interior and Exterior Palette Discussion

Kyle Bilafer, Assistant County Manager, presented options on both the exterior and interior palettes for the planned Cabarrus County Library and Active Living Center at Mount Pleasant. The schematic design floor plan layout was also reviewed.

There was discussion throughout the presentation with Mr. Bilafer responding to questions from the Board.

Londa Strong, Active Living and Parks Director, was also in attendance.

3.2 Cooperative Extension - Expanded Food and Nutrition Education Program (EFNEP) Position

Tracy LeCompte, Cooperative Extension Director, presented a request for approval of a full-time position for an Expanded Foods and Nutrition Education Program (EFNEP) Assistant. Historically, she stated this was a 30-hour per week part time position in which the County paid half of the salary. North Carolina Expanded Foods and Nutrition Education Program has recommended changes to the position to include the need for a full-time program assistant. The salary

previously required the County to pay half the salary. However, North Carolina EFNEP has agreed to take on the additional funding in the immediate future for the full-time position (67 percent) in hopes that Cabarrus County would accommodate a 50 percent portion of the pay in the future.

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

3.3 DHS - Transit Consolidation Implementation Study

Anthony Hodges, Program Administrator for Adult and Aging Services and Transportation, reported as part of the Cabarrus County Long Range Public Transportation Master Plan completed in early 2020 and approved by the Board of Commissioners in July 2020, consolidation between Cabarrus County Transportation and Rider Transit was studied and recommended. Mr. Hodges stated a study by transit planning firm, Benesch, is now in progress to develop a consolidation implementation plan. A PowerPoint presentation addressing the Transit Consolidation Implementation Plan for possible consolidation between Cabarrus County Transportation and Transit Rider was presented.

A discussion ensued. During discussion, Mr. Hodges and Bob Bushey, Transportation Manager, responded to questions from the Board. Charles Ratliff, Operations and Training Supervisor, was also in attendance.

3.4 Infrastructure and Asset Management - Courthouse Expansion Project Update

Kyle Bilafer, Assistant County Manager, and Jason Harris, Messer Construction Project Executive, presented an update on the courthouse expansion project. The update included the impact of the schedule and photos of the progress of the project. Items addressed included delays resulting from new North Carolina code requirements.

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

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

Kyle Bilafer, Assistant County Manager, presented an update on the Frank Liske Park Barn project. The update included the progress of utility work, grading at the barn site, and concrete and masonry work.

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

3.6 Innovation and Technology - Innovation Report

Todd Shanley, Chief Information Officer, announced Cabarrus County has been recognized by the Center for Digital Government as the number two county for IT services in the nation. Mr. Shanley stated this month's Innovation Report is on the Fail Forward Program. He stated three departments participated in this program, the Tax Office, Planning and Development, and the Department of Human Services.

David Thrift, Tax Administrator, and Amy Lopez, Tax Collections Accounting Technician, presented a PowerPoint presentation regarding their participation in the Fail Forward Program. Items addressed included nine workshops covering three phases of action and learning.

A discussion ensued. During discussion, Mr. Shanley and Mr. Thrift responded to questions from the Board.

This program continues to meet the County's Strategic Plan and Strategic Initiatives:

- Transparent and Accountable Government
- Healthy and Safe Community
- Thriving Economy
- Sustainable Growth and Development

4. Discussion Items for Action

4.1 Active Living and Parks - Fees and Charges Policy Change

Londa Strong, Active Living and Parks Director, and Joshua Coffman, Senior Parks Program Manager, presented a request for changes to the cabin rental

policy and fees. Ms. Strong stated this change has been prompted by issues experienced at Camp T. N. Spencer involving extended stays. The new policy and fees would only allow two extended stays in a 30-day period.

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

4.2 BOC - Appointments to Boards and Committees

Chairman Morris reported information regarding appointments to boards and committees was provided in the agenda. He advised these appointment requests would be included in the Consent section of the August 15, 2022, regular meeting agenda. He asked if there were any comments or questions. There were none.

4.3 BOC - NCACC County Legislative Goals

Chairman Morris stated a copy of the legislative goals have been provided for the Board's review and comments.

Lauren Linker, Clerk to the Board, stated the goals would be voted on at the August 15, 2022 meeting and submitted in September to the North Carolina Association of County Commissioners.

Chairman Morris advised commissioners to send any recommended changes or additions to the Clerk prior to the August regular meeting.

4.4 Cabarrus County Schools - Culinary Arts Renovation

Chuck Taylor, Cabarrus County Schools (CCS) Director of Facilities and Maintenance, requested approval for moving some funds from completed projects to the Culinary Arts Teaching Lab at Concord High School. He stated there are unused funds on the Key Fob project and the Mount Pleasant High School Paving Project. Mr. Taylor advised costs for the Culinary Arts Teaching Lab have exceeded expectations due to the escalating labor and supply costs. He further advised additional costs include replacing the old gas equipment with electric equipment.

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

Commissioner Shue expressed concerns over the cost of the renovation project.

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

UPON MOTION of Vice Chairman Kiger, seconded by Commissioner Honeycutt, and carried, the Board approved the request to move funds from Access Control Projects and the Mount Pleasant High School Paving Project to the Culinary Arts Renovation at Concord High School, and approved Finance to prepare the appropriate budget amendment, with Chairman Morris, Vice Chairman Kiger, and Commissioners Honeycutt and Strang voting for, and Commissioner Shue voting against.

A brief discussion ensued.

Date: Amount:

Dept. Head: Department:

Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

The purpose of this budget amendment is to reallocate funds from the Mt. Pleasant parking and paving project to the Concord High School Culinary Arts Classroom project to cover additional funding required based on bid received by Cabarrus County Schools.							
Fund	Indicator	Department/Object/Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
390	9	7210-9501-DM22	Building and Ground Maintainance	4,987,625	286,324		5,273,949
390	9	7210-9830-DM22	Other Improvements	7,956,500	-	286,324	7,670,176

4.5 County Manager - FY 22 Funding Re-appropriations

Rosh Khatri, Budget Director, reported funds budgeted in the prior fiscal year (FY22) that were unable to be used, need to be carried over to the current fiscal year (FY23) for use. He stated these funds were not used in FY22 for a variety of reasons. Mr. Khatri advised carrying over these funds from FY22 to FY23, through an appropriation of fund balance or revenue for reimbursement grants is required to complete purchases as planned.

4.6 DHS - Emergency Rental Assistance Program

Karen Calhoun, Human Services Director, and Lora Lipe, Human Services, Economic Support Services Program Administrator, presented an update on the Emergency Rental Assistance Program. Total expenditures for rent and utilities are \$9,623,544 as of June 30, 2022.

Due to the volume of applications and the current status of funds, Ms. Calhoun requested the program be paused beginning September 1, 2022. She stated this would allow a full review of current remaining funds and additional available funding for future applications. There was discussion throughout the presentation with Ms. Calhoun and Ms. Lipe responding to a variety of questions from the Board.

4.7 DHS - Family Caregiver Support Program Grant

Anthony Hodges, Program Administrator, Adult and Aging Services, reported the North Carolina Family Caregiver Support Program grant funds were not received from the Centralina Area Agency on Aging until June 2022. The funds (\$51,386) were used when developing the FY23 budget. He advised Cabarrus County has received an increase of \$7,555 grant funds bringing the grant total to \$58,941. A county match is not required.

4.8 Finance - State Fiscal Recovery Funds

Rodney Harris, Deputy County Manager, reported the Federal government awarded the State Library of North Carolina funds due to the impact of the Covid-19 pandemic. He stated the State Budget Act appropriated funds to public libraries to be used for materials, salaries, equipment, and operating expenses. Cabarrus County has currently budgeted the funds for circulation stock. A county match will not be required.

Mr. Harris also recognized the County's new Finance Director, Jim Howden.

4.9 Finance - Update of Approved Institutions

Jim Howden, Finance Director, presented an update to the list of approved institutions which is part of our investment policy. He advised the change is necessary since Suntrust and BB&T merged earlier this year, forming Truist.

4.10 Human Resources - Structure and Comp Projects

Rodney Harris, Deputy County Manager, reported on the new approach in presenting information from the Salary Compensation Study. He stated the results are being presented to the Board when they are ready. The comp projects being presented tonight involve Human Resources (HR) and Information Technology (IT) Services. Mr. Harris advised there may be a future agenda item dealing with Emergency Medical Services. These recommendations are part of the market study that would be for the next fiscal year.

Lundee Covington, Human Resources Director, presented a PowerPoint presentation that covered the following topics:

- Project Methodology
- Compensation Methodology
- HR Project
 - HR Divisions
 - Operations
 - Strategy
 - HR Proposed Organizational Chart
 - New HR Functional Titles

Todd Shanley, Chief Information Officer, and Paula McNair, Human Resources Generalist, continued the presentation with the following topics regarding the IT Department:

- Goals for ITS Project
- ITS Title Changes
- ITS Progression Positions
- Conclusions

A brief discussion ensued.

4.11 Infrastructure and Asset Management - Mount Pleasant Library, Senior Center, and Park Construction Delivery Method

Kyle Bilafer, Assistant County Manager, reported on the potential options for the construction delivery method for the Mount Pleasant Library, Senior Center, and Park. Mr. Bilafer recommended the Construction Manager at Risk deliver method.

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

UPON MOTION of Vice Chairman Kiger, seconded by Commissioner Strang and unanimously carried, the Board approved the use of the Construction Manager at Risk delivery method for the Mount Pleasant Library, Senior Center, and Park complex.

4.12 Planning and Development - Soil and Water Conservation District Board - Streamflow Rehabilitation Assistance Program

Kelly Sifford, Assistant County Manager, requested approval of the grant from the North Carolina Department of Agriculture for the Streamflow Rehabilitation Assistance Program. Originally, the grant funds would be handled through the State. However, the State has now informed the County the grant funds will be handled by the County. She explained there is no cost to the county, but this allows the money to flow through the county, as now required by the state. Ms. Sifford advised Cabarrus County will first use the funds for debris removal along certain stretches of Irish Buffalo and Cold Water Creek.

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

4.13 Procurement Office - Uniform Guidance for Federal Procurement

Rodney Harris, Deputy County Manager, reported the Federal Government has given local governmental entities permission to increase the micro-purchasing threshold from \$10,000 to as much as \$50,000. Currently the State of North Carolina has a minimum purchasing threshold of \$30,000. Mr. Harris requested approval to increase its federal micro-purchasing threshold limit to match that of the State of North Carolina's. He advised adoption of the resolution will move the County's micro purchasing threshold to \$30,000.

4.14 Register of Deeds - Refund of Excise Tax

Richard Koch, County Attorney, reported the County has received a request from the Costner Law Firm for a refund in the amount of \$10 for an overpayment of excise tax. Mr. Koch further reported the required affidavit has been filed.

David Goldberg, Deputy County Attorney, provided additional comments regarding new legislation in connection with tax refund requests.

4.15 Sheriff's Office - Acceptance of Bike Safe Grant Award

Captain Aaron Rankin, Cabarrus County Sheriff's Office, presented an overview of the Bike Safe Grant. He stated approval of a resolution is required. This grant does not require a county match.

5. Approval of Regular Meeting Agenda

5.1 BOC - Approval of Regular Meeting Agenda

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

UPON MOTION of Commissioner Honeycutt, seconded by Commissioner Strang and unanimously carried, the Board approved the agenda as follows for the August 15, 2022 regular meeting.

Approval or Correction of Minutes

- Approval or Correction of Meeting Minutes

Recognitions and Presentations

- DHS - Child Support Awareness Proclamation
- DHS - Economic Services Appreciation Month Proclamation

Consent

- Active Living and Parks - Fees and Charges Policy Change
- Appointments - Industrial Facilities and Pollution Control Financing Authority
- Appointments - Mental Health Advisory Board
- Appointments - Planning and Zoning Commission
- Appointments (Removals) - Early Childhood Task Force Advisory Board
- BOC - NCACC County Legislative Goals
- County Manager - FY 22 Funding Re-appropriations
- DHS - Emergency Rental Assistance Program
- DHS - Family Caregiver Support Program Grant
- Finance - State Fiscal Recovery Funds
- Finance - Update of Approved Institutions
- Human Resources - Structure and Comp Projects
- Planning and Development - Soil and Water Conservation District Board - Streamflow Rehabilitation Assistance Program
- Procurement Office - Uniform Guidance for Federal Procurement
- Register of Deeds - Refund of Excise Tax
- Sheriff's Office - Acceptance of Bike Safe Grant Award
- Tax Administration - Refund and Release Reports - July 2022

New Business

- Planning and Development - Appeal of Order to Take Corrective Action - Public Hearing 6:30 p.m.

Reports

- BOC - Receive Updates from Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- Budget - Monthly Budget Amendment Report
- Budget - Monthly Financial Update
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - July 2022 Monthly Summary Report

6. Adjourn

UPON MOTION of Vice Chairman Kiger, seconded by Commissioner Strang and unanimously carried, the meeting adjourned at 6:45 p.m.



Lauren Linker, Clerk to the Board