

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 6:15 p.m. on Monday, January 7, 2019.

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

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Pam Dubois, Senior Deputy County Manager; Jonathan Marshall, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; and Lauren Linker, Clerk to the Board.

#### Call to Order

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

#### Approval of Agenda

Chairman Morris presented the following changes to the agenda:

##### Additions:

Discussion Items for Action

4-4 BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule

##### Removed:

Discussion Items - No Action

Infrastructure and Asset Management - New Courthouse Project Update

Discussion Items for Action

Tax Administration - Refund Request

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

#### Discussion Items - No Action

#### Infrastructure and Asset Management - Parking Deck Update

Kyle Bilafer, Area Manager of Operations, provided an update on the new parking deck. He reported, although the weather has affected the project, the parking deck is still on schedule to open to the public on March 1, 2019. Mr. Bilafer stated there may be a need to carry the builder's risk insurance for an additional two weeks. During the update, Mr. Bilafer presented pictures showing the progress and current status of the parking deck.

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

#### Discussion Items for Action

#### Kannapolis City Schools - Approval of a Resolution Acknowledging the Execution and Delivery by the Kannapolis Board of Education of a Guaranteed Energy Savings Contract

Will Crabtree, Kannapolis City Schools (KCS) Director of Business Operations, requested approval of a resolution acknowledging the execution and delivery by the Kannapolis Board of Education for a Guaranteed Energy Savings contract. Mr. Crabtree reviewed the contents of the resolution. A presentation from Trane detailing the energy savings as well as the capital replacement of equipment for the school system was included in the agenda.

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

#### Salisbury-Rowan Community Action Agency, Inc. Presentation of FY19-20 Application for Funding

Dione Adkins-Tate, Salisbury-Rowan Community Action Agency, Inc., Director of Family Services, presented a PowerPoint presentation regarding the FY2019-20 Application for Funding for the Community Services Block Grant (CSBG). The presentation included the following topics:

- Community Services Block Grant (CSBG) Program Year 2019-2020 Cabarrus County Funding Allocation - \$244,368
- Intended Use of Funding
- Self-Sufficiency Program
- 2017-2018 Community Impact
- Projected Outcome Targets Programyear4 2019-2020
- Self-Sufficiency Program - Office Locations

A brief discussion ensued. During discussion, Ms. Adkins-Tate responded to questions from the Board.

#### **BOC - Commissioner Appointment for 2019**

Each year, the Board approves commissioner appointments to various boards and committees, and appointments as liaisons to the surrounding municipalities. A chart of commissioner appointments was provided for the Boards' review.

A brief discussion ensued.

#### **BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule**

Chairman Morris presented updates to the Board of Commissioners' 2019 Meeting Schedule regarding the venue for the Boards' retreat and 1<sup>st</sup> Quarterly Cabarrus Summit. A resolution regarding these updates will be needed.

#### **County Manager - Convert Board Approved Policy to Administrative Policy**

Pam Dubois, Senior Deputy County Manager, reported on December 4, 2004 the Board approved the Cabarrus County Recycling Policy. Ms. Dubois stated this policy is administrative in nature and needs flexibility to be modified as operational changes occur. She advised it would be beneficial to the management team to convert the policy from a Board-approved policy to an administrative policy subject to change at the County Manager's discretion.

#### **DHS - Transportation 5307 Grant**

Bob Bushey, Transportation Manager, reported the Department of Human Services Transportation Department is applying for unspent 5307 Federal Funds through the State of North Carolina in the amount of \$41,188. He stated these funds will be used to replace radios in the transportation vehicles that have exceeded their useful life. He advised a 20 percent local match and public hearing are required.

#### **Finance - Adjustments to the Construction and Renovation Fund and School Construction Fund**

Susan Fearrington, Finance Director, reported the Construction and Renovation Fund and the School Construction Fund have completed projects that need to be adjusted to the actual final project amounts. There are also some projects that need to be written off the County's General Ledger. Ms. Fearrington further reported since the funds are multi-year, approval of updated budget amendments and project ordinances will be needed. She also responded to questions from the Board.

#### **Infrastructure and Asset Management - Midland Branch Library Agreement**

Kyle Bilafer, Area Manager of Operations, reported staff has worked with the County Attorney and Town of Midland staff to develop a Midland branch library agreement detailing the terms of the lease and responsibilities of the various parties. He stated Midland Town Manager Doug Paris has notified County staff the agreement would be placed on the Town of Midland's regular meeting in January. Additionally, Mr. Bilafer reviewed portions of the agreement regarding terms and responsibilities of the Town of Midland and the County. He also responded to questions from the Board.

#### **Infrastructure and Asset Management - Transfer of Surplus Vehicle to Mount Mitchell Fire and Medical**

Michael Miller, Infrastructure and Asset Management Director, presented a request from Mount Mitchell Fire and Medical for a surplus vehicle from the County. He stated County staff has identified asset 8376, a 2015 Ford Police Interceptor SUV with 111,287 miles, as a match for the request. Mr. Miller further stated the vehicle will be used for travel to and from training held at other departments, picking up supplies and traveling to county meetings. Additionally, it will be set up in a state of readiness to be used as a quick response vehicle for medical calls.

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

**Planning and Development - Community Development Grant Request**

Kelly Sifford, Planning and Development Director, provided a brief update to an earlier discussion regarding standard versus sub-standard housing. She defined standard housing as a residence with adequate facilities such as heating, plumbing, etc.

Ms. Sifford announced the Prosperity Ridge project closed in December. She stated an update will be provided when the date for ground breaking has been determined.

Ms. Sifford then requested approval for pursuing grants for the Weatherization, Heating and Air Repair and Replacement and Housing and Home Improvements Program. Additionally, she presented staff's request for approval to apply for any Duke Energy grant programs that do not require matching funds.

Lastly, she recommended the County not apply for the HOME (Home Investments Partnerships Program) this year as there are no qualified candidates.

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

**Discussion Items - No Action (Continued)**

**County Manager - Cabarrus County Strategic Plan**

Lauren Tayara, Budget Analyst, provided a PowerPoint presentation regarding strategic planning that included the following topics:

- Methodology
- Focus for Capital Growth
- Solutions for Capital Growth
- Capital Growth Comments
- Municipal Solid Waste Landfill
- Improvements to Current Programs
- New Programs or Services
- Most Underserved Areas
- Social Issues
- Solutions for Economic Development
- Additional Comments
- Survey Takeaways

Ms. Tayara also reviewed a timeline for the strategic plan process.

There was discussion throughout the presentation. During the presentation, Ms. Tayara and Mike Downs, County Manager, responded to questions from the Board.

**Approval of Regular Meeting Agenda**

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

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board approved the January 22, 2019 agenda as follows and scheduled the required public hearing for Tuesday, January 22, 2019 at 6:30 p.m. or as soon thereafter as persons may be heard.

**Approval or Correction of Minutes**

- Approval or Correction of Minutes

**Recognitions and Presentations**

- Proclamation - Black History Month

**Consent**

- BOC - Commissioner Appointments for 2019
- BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
- County Manager - Convert Board Approved Policy to Administrative Policy

- Finance - Adjustments to the Construction and Renovation Fund and School Construction Fund
- Infrastructure and Asset Management - Midland Branch Library Agreement
- Infrastructure and Asset Management - Transfer of Surplus Vehicle to Mount Mitchell Fire and Medical
- Kannapolis City Schools - Approval of a Resolution Acknowledging the Execution and Delivery by the Kannapolis Board of Education of a Guaranteed Energy Savings Contract
- Planning and Development - Community Development Grant Request
- Salisbury-Rowan Community Action Agency, Inc. Presentation of FY19-20 Application for Funding
- Tax Administration - Refund and Release Reports - December 2018

**New Business**

- DHS - Transportation 5307 Grant - Public Hearing 6:30 p.m.
- Finance - Presentation for the Fiscal Year 2018 Comprehensive Annual Financial Report

**Appointments to Boards and Committees**

- Appointments - Active Living and Parks Commission
- Appointments - Cabarrus County Youth Commission

**Reports**

- BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- County Manager - Monthly Building Activity Reports
- County Manager - Monthly New Development Report
- EDC - December 2018 Monthly Summary Report
- Finance - Monthly Financial Update

**Closed Session - Pending Litigation and Economic Development**

UPON MOTION of Commissioner Shue, seconded by Commissioner Kiger and unanimously carried, the Board moved to go into closed session to discuss matters related to pending litigation and economic development as authorized by NCGS 143-318.11(a) (3) and (4).

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

**Return to Open Session**

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board scheduled a public hearing for an economic development investment for Project Safety for January 22, 2019 at 6:30 p.m. or as soon thereafter as persons may be heard.

**Adjourn**

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the meeting adjourned at 6:11 p.m.



Lauren Linker, Clerk to the Board