

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, April 1, 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

4.1 Finance - Cabarrus County Schools Mobile Unit Request - \$2,400,000

4.10 County Manager - Request for the Use of Excess Medicaid Hold Harmless Funds for One-Time Purchases Requested in FY 2020 Budget

Moved to May:

Discussion Items for Action

Human Resources - Presentation of Salary Study

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 - Historic Courthouse Clock Tower Structural Repairs and Renovations

Michael Miller, Infrastructure and Asset Management Director, provided an update on the Courthouse Clock Tower structural repairs and renovations. The update included the following information:

- Demolition and construction drawings by Ken Griffin
- Removal of the clock and all components from the clock tower
- Demolition of the original stairs and framing in the tower leading to the clock
- Rebuild of structurally sound and code compliant steps and landing to the support the clock
- Cleaning of all clock components by Phil Wright
- Time frame for installation of new dials and hands (Phil Wright)
- Continued work on the reproduction of the auto-winders (Phil Wright and Seth Thomas)
- Fund raising
- Actual reproduction of missing parts and finish work
- Installation and setup of clock (Phil Wright)
- Official commissioning of the clock

Mr. Miller reported completion is anticipated for early 2021.

A brief discussion ensued. During discussion, Chairman Morris requested details of the fund raising efforts.

Early Childhood Task Force Advisory Board Update

Jackie Whitfield and Ann Benfield, members of the Early Childhood Task Force Advisory Board, provided an overview of the Advisory Board. Ms. Whitfield discussed findings of their research, which included a list of the following goals:

- Healthy Babies
- Preventive Health Services

- Food Security
- Safe and Secure Housing
- Safe and Nurturing Relationships
- Permanent Families for Children in Foster Care
- Social-Emotional Health and Resilience
- High-Quality Early Learning
- On Track for School Success
- Reading at Grade Level

Ms. Whitfield stated during the Task Force's work, the Department of Human Services and County were also moving forward with similar initiatives. She further stated she envisions this as a positive direction for all to work together for the good of the children in our community.

Ms. Benfield reported the Task Force has submitted their proposal to the Governor's initiative as part of the North Carolina Early Childhood Action Plan.

A discussion ensued. During discussion, Ms. Whitfield and Ms. Benfield responded to questions from the Board.

Commissioner Poole requested discussion for this initiative to be included in the Legislative Meeting when it is scheduled.

Waynell Taylor and Ginny Amendum, members of the Early Childhood Task Force Advisory Board, were also in attendance.

Discussion Items for Action

Finance - Cabarrus County Schools Mobile Unit Request - \$2,400,000

Susan Fearrington, Finance Director, reported Cabarrus County Schools has requested advance funding from their FY20 capital needs for school mobile units.

Kelly Kluttz, Cabarrus County Schools (CCS), Chief Financial Officer, stated the advance would allow CCS to obtain permits and place the orders. Ms. Kluttz advised the three-month head start will be tremendously helpful in providing classroom space and enabling those spaces to be equipped for the students at the beginning of the school year.

Ms. Fearrington stated this request is listed in the projects to be used by Capital Reserve Funding.

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

BOC - Appointments to Boards and Committees

Chairman Morris reviewed the change of procedures for appointments to the boards and committees on the agenda. Additionally, Chairman Morris reported recommendations have been provided by and for the Adult Care Home Community Advisory Committee and the Human Services Advisory Board for the Boards' consideration.

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

Chairman Morris stated a resolution amending the Board of Commissioners' Meeting Schedule is needed to include the venue for the Cabarrus Summit scheduled for May 8, 2019 and to change the budget workshop meetings to May 21 and 23, 2019.

County Manager - Adoption of the New Retention Model for North Carolina and the Program Records for Soil and Water Conservation District

Pam Dubois, Senior Deputy County Manager, reported new local records retention schedules have been updated for North Carolina. She stated schedules will be updated annually. The Board is required to adopt the schedule at the regular meeting this month and then to adopt the annual update each January. Additionally, approximately six standards that have been segregated and are to be adopted during different years. This year the Soil and Water Conservation District will also need to be adopted. A list of the standards and years for adoption were provided in the agenda. Ms. Dubois also responded to questions from the Board.

County Manager - Agreement with Rocky River Road Associates LLC

Jonathan Marshall, Deputy County Manager, reported Rocky River Road Associates LLC has presented a proposed agreement for Cabarrus County to consider entering into with Rocky River Road Associates LLC and the Town of Harrisburg to help fund public infrastructure between Rocky River Road and Caldwell Road, which runs parallel to I-485.

Jim Merrifield, with Rocky River Road Associates and MPV Properties, spoke regarding their ventures and provided details on the public infrastructure project.

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

County Manager - Allocate Funds from Board Contingency to Replace the Truck Used for Community Development

Kyle Bilafer, Area Manager of Operations, requested contingency funds to replace the truck used for Community Development. He stated the truck is in need of mechanical work that isn't feasible since it is due for replacement in the next budget year. The estimated cost is \$43,000.

County Manager - EMS Station Co-Location with Concord Fire Station 10

Jonathan Marshall, Deputy County Manager, reported the cost of the EMS (Emergency Medical Services) co-location station has increased. The Board previously budgeted \$375,000 to be held in a multi-year fund until needed. The cost is now estimated at \$482,761. Mr. Marshall requested approval of the additional funds.

Jimmy Lentz, EMS Director, commented on the square footage and call volume for EMS in the service area for the station.

A discussion ensued. During discussion, Mr. Lentz and Mr. Marshall responded to questions from the Board.

County Manager - Offer to Purchase County Property off Bradford Road

Jonathan Marshall, Deputy County Manager, reported the offer to purchase approximately 4.3 acres of County owned property off of Bradford Road was advertised. He stated no upset bids were received by the deadline. Mr. Marshall additionally reported that the matter will be on the April 15, 2019 agenda for consideration.

County Manager - On Behalf of A.C.E. Academy Regarding the Issuance of Charter School Revenue Bonds - Public Hearing 6:30 p.m.

Richard Koch, County Attorney, reported a public hearing and adoption of a resolution is needed on behalf of A.C.E. Academy to fulfill the requirements of the Internal Revenue Code in connection with the issuance of charter school revenue bonds.

County Manager - Request the Use of Excess Medicaid Hold Harmless Funds for One-Time Purchases Requested in FY 2020 Budget

Mike Downs, County Manager, stated an excess of \$998,650 from Medicaid Hold Harmless funds have been received this year. In an effort to reduce the requests for the FY 2020 budget, he reported staff recommends the use of funds on capital improvement projects currently being considered for FY 2020. Mr. Downs reviewed a list of items for consideration.

A discussion ensued. During discussion, Pam Dubois, Senior Deputy County Manager, and Jimmy Lentz, EMS Director, responded to questions from the Board.

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the use of excess Medicaid Hold Harmless funds for one time purchases requested in the FY 2020 budget. By the same vote, the Board adopted the budget amendment.

| | | |
|---|---|--|
| Date: | <input type="text" value="1-Apr-19"/> | <input type="text" value="998,650.00"/> |
| Dept. Head: | <input type="text" value="Mike Downs, County Manager"/> | Department: <input type="text" value="General Fund - Multiple"/> |
| <input type="checkbox"/> Internal Transfer Within Department <input checked="" type="checkbox"/> Transfer Between Departments/Funds <input type="checkbox"/> Supplemental Request | | |

Purpose: To allocate additional medicaid hold harmless funds for one time purchases to reduce the request for the FY 2020 budget.

| Fund | Indicator | Department/ Object/ Project | Account Name | Approved Budget | Increase Amount | Decrease Amount | Revised Budget |
|------|-----------|--------------------------------|----------------------------|--------------------|-----------------|-----------------|----------------|
| 001 | 6 | 1710/6445 | Medicaid Hold Harmless | 2,000,000.00 | 998,650.00 | | 2,998,650.00 |
| 001 | 9 | 1940/9520 | Auto and Truck Maint | 20,000.00 | 12,000.00 | | 32,000.00 |
| 001 | 9 | 1940/9860 | Equipment and Furniture | - | 81,000.00 | | 81,000.00 |
| 001 | 9 | 1953/9860 | Equipment and Furniture | - | 6,300.00 | | 6,300.00 |
| 001 | 9 | 1955/9863 | Motor Vehicles | 269,450.61 | 37,925.00 | | 307,375.61 |
| 001 | 9 | 2110/9860 | Equipment and Furniture | 70,601.00 | 35,000.00 | | 105,601.00 |
| 001 | 9 | 2110/9863 | Motor Vehicles | 598,809.00 | 513,600.00 | | 1,112,409.00 |
| 001 | 9 | 2730/9863 | Motor Vehicles | 482,095.00 | 168,825.00 | | 650,920.00 |
| 001 | 9 | 1952/9501 | Building and Grounds Maint | 852,200.00 | 144,000.00 | | 996,200.00 |

Finance - Write Off Completed Clerk of Court Renovation Project

Susan Fearrington, Finance Director, reported the Clerk of Court Renovation Project has been completed and came in under budget. Ms. Fearrington requested the unused funds be transferred to an available account for use of future county projects.

Finance - Lottery Fund History and Write Off of Old Projects

Susan Fearrington, Finance Director, provided a history on the North Carolina Educational Lottery proceeds, and the use and requests process since the inception of the lottery in 2006. Ms. Fearrington also reviewed some of the large projects accomplished through these proceeds. She then reviewed current funds for Cabarrus County Schools and Kannapolis City Schools and presented recommendations for using the funds for the upcoming fiscal year.

A discussion ensued. During discussion, Ms. Fearrington and Mike Downs, County Manager, responded to questions from the Board.

Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property

Michael Miller, Infrastructure and Asset Management Director, advised tax foreclosure parcels not purchased through the courthouse auction are sold using an online surplus property web service. Mr. Miller reported the County has received an independent offer on one particular parcel located near Fox Street Southwest in Concord not yet listed online. Should the Board accept the offer, it is required to go through the standard upset bid process.

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

ITS - Funding of CIP Project Detention Center Security

Todd Shanley, Chief Information Officer, requested approval of a budget amendment to allow the allocation of funds from the State Criminal Alien Assistance Program (SCAAP) to fund Detention Center camera replacements and security upgrades.

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

Library - MOU with Kannapolis City Schools

Emery Ortiz, Library Director, reported the Library system is working with Cabarrus County Schools (CCS) and Kannapolis City Schools (KCS) to implement Digital Student Access for students in our school systems. She stated the program will provide students with online resources currently offered to the public. She further stated the library will work with KCS first and upon successful implementation, will then add CCS. She advised a Memorandum of Understanding with KCS is needed to move forward with this project.

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

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the Memorandum of Understanding with Kannapolis City Schools to allow for the Kannapolis City School Board approval

at their meeting on April 8, 2019 and authorized the County Manager to execute the agreement, subject to review or revisions by the County Attorney.

BOC - 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 April 15, 2019 agenda as follows and scheduled the required public hearings for Monday, April 15, 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

- Hauler Parade Presentation - 600 Festival May Events in Cabarrus County
- Human Resources - Recognition of Jane Cauthen on Her Retirement From the Cabarrus County Department of Human Services
- Active Living and Parks - Older Americans Month 2019 Proclamation
- EMS - Cabarrus County Emergency Services Week Proclamation
- Planning and Development - Fair Housing Month
- Planning and Development - Soil and Water Stewardship Week Proclamation

Consent

- Appointments - Adult Care Home Community Advisory Committee
- Appointments and Removals - Human Services Advisory board
- BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
- County Manager - Adoption of the New Retention Model for North Carolina and the Program Records for Soil and Water Conservation District
- Finance - Cabarrus County Schools Mobile Unit Request - \$2,400,000
- Finance - Write Off Completed Clerk of Court Renovation Project
- ITS - Funding of CIP Project Detention Center Security
- County Manager - EMS Station Co-Location with Concord Fire Station 10
- County Manager - Allocate Funds from Board Contingency to Replace the Truck Used for Community Development
- Finance - Lottery Fund History and Write Off of Old Projects
- Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property
- Tax Administration - Refund and Release Reports - March 2019

New Business

- County Manager - On behalf of A.C.E. Academy Regarding the Issuance of Charter School Revenue Bonds - Public Hearing 6:30 p.m.
- County Manager - Agreement with Rocky River Road Associates LLC - Public Hearing 6:30 p.m.
- County Manager - Offer to Purchase County Property off Bradford Road

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 Reports on Building Activity
- County Manager - Monthly New Development Report
- EDC - March 2019 Monthly Summary Report
- Finance - Monthly Financial Update

Adjourn

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the meeting adjourned at 5:22 p.m.



 Lauren Linker, Clerk to the Board

