

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, May 6, 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:

Supplemental Information:

Discussion Items - No Action

3.2 Innovation and Technology - Innovation Report

- Report

3.3 Solid Waste - Unincorporated Residential Curbside Recycling Collection

- Curbside Recycling Processing Costs
- Recycling Processing Costs

Updated:

Closed Session

6.1 Closed Session - Pending Litigation

**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 - Courthouse Expansion Project Update**

Kyle Bilafer, Area Manager of Operations, provided an update on the Courthouse Expansion Project. Items included were as follows: the closure of Means Avenue; a team kickoff meeting for the Construction Manager at Risk Project for the Courthouse Expansion Project; the setup of a SharePoint site; and internal design review group meetings.

A discussion ensued. During discussion, Mr. Bilafer and Jonathan Marshall, Deputy County Manager, responded to questions from the Board.

Mr. Marshall provided additional comments on the group meetings and the collective collaboration identifying the successes of the project. Mr. Marshall also commented on collaboration regarding the exterior of the building.

**Innovation and Technology - Innovation Report**

Debbie Brannan, Area Manager of Innovation and Technology, presented a PowerPoint presentation titled *Innovation Initiative*. Topics included: Goal 1: Create a Culture of Innovation; Goal 2: Expand and Improve Use of Existing Resources; and Goal 3: Visualize County Operational Wellness.

Mike Downs, County Manager, provided additional comments regarding the County's technology and daily operations.

**Solid Waste - Unincorporated Residential Curbside Recycling Collection**

Kevin Grant, Sustainability Manager, reported on the current state and cost of recycling. Mr. Grant advised of the rising cost of recycling and presented options for consideration to cover these costs.

Kyle Bilafer, Area Manager of Operations, provided additional comments.

A lengthy discussion ensued. During discussion, Mr. Grant, Mr. Bilafer and Mike Downs, County Manager, responded to questions from the Board.

**Discussion Items for Action****Finance - Approval of Maintenance and Repair Agreement Between Cabarrus County, Cabarrus County Schools and Kannapolis City Schools**

Susan Fearington, Finance Director, presented the new Maintenance and Repair Agreement between Cabarrus County, Cabarrus County Schools (CCS) and Kannapolis City Schools (KCS) for the Board's review and approval. Ms. Fearington additionally provided costs for the upkeep for building and grounds maintenance for each school system.

**Human Resources - Presentation of Salary Study Results and Recommendations**

Becky Drozd, The Employers Association, presented a PowerPoint presentation titled Cabarrus County Government Compensation Study for Selected Positions - Market Pricing and Analysis. The presentation included the following information:

- Introductions - The Employers Association
- Presentation Agenda - 2019 Compensation Study - Market Pricing and Analysis
  - Methodology of Study
  - Recommendations/Cost Implications
  - Future Next Steps - Recommendations
- Market Pricing Methodology
  - Cabarrus County Sponsored Salary Study
  - The Employers Association
  - Economic Research Institute (ERI)
  - Willis Towers Watson
  - CompAnalyst
- Recommendations - Fiscal Year 2020 - Effective July 1, 2019
  - Salary Structure
    - Adjust Salary Structure by 1.5%
    - No additional cost - Built into Cola
  - Grade Assignments
  - All Employees
- Future - Recommendations - Fiscal Year 2021
  - Eliminate COLA
  - Customize Salary Structure
  - Reduce number grades
  - Realign

A discussion ensued. During discussion, Lundee Covington, Human Resources Director, and Ms. Drozd responded to questions from the Board. Jean Gilreath, JS Gilreath Consulting, Inc., was also in attendance.

**BOC - Appointments to Boards and Committees**

Chairman Morris reported recommendations have been provided for the Adult Care Home Community Advisory Committee, Juvenile Crime Prevention Council and Cabarrus County Planning and Zoning Commission 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 move the Board of Commissioners' July regular meeting from July 15, 2019 to July 22, 2019.

A discussion ensued. During discussion, the Board agreed to move the July regular meeting to July 29, 2019.

**County Manager - Literacy Coordinator Room/Office Renovation**

Kyle Bilafer, Area Manager of Operations, reported the Concord Library has requested renovations to create a Literacy Coordinator Office and Counseling/Tutoring Room. Mr. Bilafer advised the project can be funded from unused equipment and furniture funds budgeted for the Midland Library.

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

**UPON MOTION** of Vice Chairman Honeycutt, 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 Kiger, seconded by Commissioner Shue and unanimously carried, the Board approved the budget amendment and project ordinance.

Date:  Amount:

Dept. Head:  Department:

Internal Transfer Within Department  Transfer Between Departments/Funds  Supplemental Request

Purpose: To move funds in the amount of \$15,786.00 from the AVAIL account into the Library Project (Concord Library - Literacy Coordinator Room/Office Renovations) in the Construction and Renovation Fund and moving the balance of \$34,214.23 in the Equipment and Furniture account into the Other Improvements account. The office renovation will require the construction of a wall to divide an existing room into an office and a counseling/tutoring room. There will be a window in the new wall for observations to take place. The Infrastructure and Asset Management Department will also convert a closet into a corridor to access the office when the counseling/tutoring room is in use.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	0000-6921	Cont'b from Capital Reserve Fund	23,166.28		15,786.00	7,380.28
343	9	0000-9830	Other Improvements - AVAIL	136,635.61		15,786.00	120,849.61
							0.00
343	6	8240-6921	Cont'b from Capital Reserve Fund	75,000.00	15,786.00		90,786.00
343	9	8240-9860	Equipment & Furniture - Midland Library	75,000.00		34,214.00	40,786.00
343	9	8240-9830	Other Improvements - Concord Library	-	15,786.00		15,786.00
343	9	8240-9830	Other Improvements - Concord Library	15,786.00	34,214.00		50,000.00

Ordinance No. 2019-25

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT  
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 the various County construction and renovation related projects. Details of the projects 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.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental - Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,280,218
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	19,818,545
<b>TOTAL REVENUES</b>	<b>\$34,163,593</b>

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,501
County Operation Center	3,103,787
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	172,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters - Consultants	50,000
EMS Co-location - Concord Fire #11	482,761
EMS Heart Monitors	566,111

Emergency Communications Equip & Ethernet Backhaul	2,721,086
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301
Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park - Other Improvements	589,024
Robert Wallace Park	8,147,965
Frank Liske Park - Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park - Lower Lot Restrooms	678,506
Library - Midland Furniture	40,786
Library - Concord Office Reno	50,000
Arena - Lighting Control System Replacement	235,000
Unassigned	120,850
TOTAL EXPENDITURES	\$34,163,593
GRAND TOTAL - REVENUES	\$34,163,593
GRAND TOTAL - EXPENDITURES	\$34,163,593

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. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
  - 3. The County Manager may 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. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
  - 7. The County Manager may enter into 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.
  - 8. The County Manager may 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.
  - 9. The County Manager may 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.
  - 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant

to G.S. 143-129(a).

- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

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 General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 6<sup>th</sup> day of May, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

**County Manager - Purchase of Right-of-Way and Easements for Hickory Ridge Elementary School**

Jonathan Marshall, Deputy County Manager, reported the County has reached an agreement with most of the property owners on Hickory Ridge Road for an easement for the Hickory Ridge Elementary School water line. Mr. Marshall stated a budget amendment would be needed.

A brief discussion ensued. During discussion, Mr. Marshall and Tim Lowder, Executive Director of Operations, Cabarrus County Schools, responded to questions from the Board. Brian Cone, Director of Architecture, Planning and Construction, Cabarrus County Schools, was also in attendance.

**County Manager - Support Letter for Multi-Use Paths with NC 73 Widening**

Jonathan Marshall, Deputy County Manager, reported the County has received documentation from the City of Concord and the City of Kannapolis requesting multi-use paths/lanes to be included in the NC Highway 73 widening project. Mr. Marshall provided information from discussions with the North Carolina Department of Transportation regarding the costs and off-set of costs associated with the project that belong to city municipalities. He requested the Board approve a letter of support for the NC 73 multi-use paths to be signed by the Chairman.

**DHS - Review of Bids to Provide Bulk Catering Servicers to the LunchPlus Club Program**

Susan Domann, Department of Human Services (DHS), Social Worker Supervisor, reported the company providing bulk catering service for the LunchPlus Program will not provide catering services effective July 1, 2019. She stated a Request for Proposals (RFP) was issued, but there were no responses. Ms. Domann additionally reported DHS has since been contacted by Bateman Community Living, a subsidiary of Elior North America, expressing interest in providing catering services. Ms. Domann provided information regarding Bateman Community Living along with the proposed costs.

A discussion ensued. During discussion, Ms. Domann responded to questions from the Board. Cindy Hall, Department of Human Services (DHS), Nutrition Program Coordinator, was also in attendance.

**Emergency Management - Adoption of 2019 Emergency Operations Plan**

Bobby Smith, Emergency Management Director, presented an overview of the updated Emergency Operations Plan (EOP) for review and adoption. He also responded to questions from the Board.

**Finance - Resolution Relating to the Installment Financing Contract - Financing for School and Public Purpose Land - Public Hearing 6:30 p.m.**

Susan Fearrington, Finance Director, requested approval of a resolution, which would enable Cabarrus County to enter into one or more short and/or long-term installment financing contracts for an amount not to exceed \$11,000,000 to finance all or a portion of the cost of purchase for land for various schools and public purposes. Ms. Fearrington advised a public hearing will be needed. She also responded to questions from the Board.

**Library - Policy Updates**

Emery Ortiz, Library Director, presented an overview of the updated Policy for Use of the Cabarrus County Public Library Auditorium and Facilities and the Cabarrus County Public Library Rules and Regulations for Conduct in the Library for the Board's consideration.

A brief discussion ensued.

**Register of Deeds - Partial Refund of Excise Tax**

Chairman Morris reviewed the request for a partial refund in connection with the overpayment of excise taxes paid on a General Warranty Deed.

**Sheriff's Office - Approve Bid Award with Hilbish Ford for 2020 Ford Utility Police Interceptor Vehicles (Explorer)**

1:34

Deputy Chief James Bailey, Cabarrus County Sheriff's Office, requested approval of a bid for the purchase of 12 2020 Ford Utility Police Interceptor Explorers. The funds to be used were budgeted from Medicaid Hold Harmless Funds in the amount of \$420,000. Chief Bailey stated four bids were received with the lowest bid from Hilbish Ford in Kannapolis, North Carolina in the amount of \$398,438.80. He requested the Board to suspend the Rules of Procedure and approve this request today in order for the purchase to be completed in this budget year.

**UPON MOTION** of Commissioner Shue, 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.

Vice Chairman Honeycutt **MOVED** to approve the bid award with Hilbish Ford and to authorize the Cabarrus County Sheriff's Office to purchase a total of 12 2020 Ford Utility Police Interceptor vehicles for a cost of \$398,438.80. Commissioner Shue seconded the motion.

Following a brief discussion, the **MOTION** unanimously carried.

**BOC - Approval of Regular Meeting Agenda**

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

**UPON MOTION** of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board approved the May 20, 2019 agenda as follows and scheduled the required public hearing for Monday, May 20, 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**

- Active Living and Parks - Freedom Award Project
- Soil and Water - Annual Conservation Contest Winners
- Youth Commission - Recognize Graduating Members
- Cabarrus Health Alliance - 2018 State of the County Health Report
- Human Resources - Recognition of Senior Deputy County Manager Pamela Dubois on her retirement from Cabarrus County Government
- Proclamation - Memorial Day 2019

**Consent**

- Appointments - Adult Care Home Community Advisory Committee

- Appointments - Cabarrus County Planning and Zoning Commission
- Appointments - Home and Community Care Block Grant Advisory Committee
- Appointments and Removals - Juvenile Crime Prevention Council
- BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
- County Manager - Purchase of Right-of-Way and Easements for Hickory Ridge Elementary School
- County Manager - Support Letter for Multi-Use Paths with NC 73 Widening
- DHS - Review of Bids to Provide Bulk Catering Services to the LunchPlus Club Program
- Emergency Management - Adoption of 2019 Emergency Operations Plan
- Finance - Approval of Maintenance and Repair Agreement Between Cabarrus County, Cabarrus County Schools and Kannapolis City Schools
- Human Resources - Presentation of Salary Study Results and Recommendations
- Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property
- Library - Policy Updates
- Register of Deeds - Partial Refund of Excise Tax
- Tax Administration - Refund and Release Reports - April 2019

New Business

- Finance - Resolution Relating to the Installment Financing Contract - Financing for School and Public Purpose Land - Public Hearing 6:30 p.m.
- County Manager - Presentation of the Proposed FY20 Cabarrus County Budget and Scheduling of a Public Hearing

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 - April 2019 Monthly Summary Report
- Finance - Monthly Financial Update

Closed Session - Pending Litigation

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

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 Kiger, seconded by Vice Chairman Honeycutt and unanimously carried, the Board removed the public hearing for an economic development investment for Project Delta Force for Monday, May 20, 2019 at 6:30 p.m.

Note: This public hearing was scheduled on April 15, 2019 after the Board returned to open session after that closed session.

Adjourn

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the meeting adjourned at 6:26 p.m.

  
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Lauren Linker, Clerk to the Board

