

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, December 2, 2019.

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

Absent - Commissioner:	Elizabeth F. Poole
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Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Jonathan Marshall, Deputy County Manager; Rodney Harris, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; Debbie Brannan, Area Manager of Innovation and Technology; 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:

Removed:
 Closed Session
 6.1 Closed Session - Pending Litigation and Economic Development

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

Discussion Items - No Action

Innovation and Technology - Innovation Report - Preparing for the 2020 Election

Debbie Brannan, Area Manager of Innovation and Technology, reported on the December selection for the Digital Book Club.

Ms. Brannan then reviewed the following Innovation Initiative goals:

- Create a Culture of Innovation by Educating and Empowering Staff
- Expand and Improve Use of Existing Resources for Continuous Improvement
- Visualize County Operational Wellness Through Measurements and Dashboards

As part of the innovation initiatives, Ms. Brannan, Landon Patterson, Business Systems Analyst, and Todd Shanley, Chief Information Officer, presented a PowerPoint presentation titled "Preparing for 2020 Elections". The following topics were discussed.

- Voter Resources
 - o Cabarrus County website CabarrusCounty.us/elections
 - o NC State Board of Elections website NCSBE.Gov
- Cabarrus County Apps
 - o Election Day Polling Places App
 - o Precinct Officials Communication App
- Cabarrus County Support and Security
 - o Physical
 - o Cyber

There was discussion throughout the presentation. During discussion, Ms. Brannan, Mr. Patterson and Mr. Shanley responded to questions from the Board. Mark McIntyre, Senior Analyst Programmer, was also in attendance.

Discussion Items - For Action

Active Living and Parks - 2020 Fees and Charges Policy

Londa Strong, Director, Active Living and Parks, reported each year staff reviews the Fees and Charges Policy and presents the recommendations to the Active Living and Parks Commission and Senior Centers Advisory Council. After review, proposed changes, along with a summary, are provided for the Boards' consideration.

Byron Haigler, Assistant Director, Active Living and Parks, provided an overview of the proposed changes and summary to the Board.

Active Living and Parks - Town of Midland Request

Londa Strong, Director, Active Living and Parks, reported Midland Mayor John Crump, Council Member Rich Wise, and Town Manager Doug Paris provided a presentation at the Active Living and Park Commissions' October meeting to name the trail around the front pond at Rob Wallace Park in memory of Ellis "Reed" Parlier. Reed was the young man from Midland who lost his life during the shooting at UNCC earlier this year.

In the proposal, The Town of Midland would pay for a sign designating the Trail name. Cabarrus County would determine the location, size and wording for the sign.

Additionally, Ms. Strong reported the Parlier family has been made aware of the request and is full support. Byron Haigler, Assistant Director, Active Living and Parks, was also in attendance.

BOC - Appointments to Boards and Committees

Chairman Morris reported information regarding requests for appointments for several boards and committees has been provided. He stated these items will be on the December Consent Agenda.

BOC - Commissioner Appointments for 2020

Chairman Morris reported a list regarding commissioner appointments for members or liaisons to various boards and committees was provided for the coming 2020 year.

BOC - Resolution Establishing the Board of Commissioners' 2020 Meeting Schedule

Chairman Morris reported a resolution is required to establish the Board of Commissioners' 2020 meeting schedule.

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

County Manager - Strategic Plan Final Draft Review

Mike Downs, County Manager, reported the final draft of the Strategic Plan has been provided for review. He advised staff would be available should the Board have any questions.

Finance - Governmental Skylight and Roof Repair and Adjustments to the Construction and Renovation Fund

Susan Fearrington, Finance Director, reported it is anticipated that the Governmental Skylight and Roof Repair Project will be over budget. She stated the project is recorded and tracked in the Construction and Renovation Fund. Based on current estimates an additional \$492,722 will be required. Funds are available from the General Fund debt service expenditures to cover this need. Ms. Fearrington advised a budget amendment and project ordinance will be required.

Michael Miller, Infrastructure and Asset Management Director, provided information and schematic drawings of the Governmental Skylight and Roof Repair Project.

A discussion ensued. During discussion, Mr. Miller; Kyle Bilafer, Area Manager of Operations; Jonathan Marshall, Deputy County Manager; and Mike Downs, County Manager, responded to questions from the Board.

Ms. Fearrington, advised the Construction and Renovation Fund also has some completed projects that need to be adjusted to the actual final project amounts, and other projects that need to be written off from the general ledger. Since the fund is a multi-year fund, a budget amendment and project ordinance will also be included for review and approval.

Discussion continued with Mr. Marshall, Mr. Miller, and Mr. Bilafer responding to the additional questions from the Board.

Finance - Resolution Relating to Financing of Various School and County Projects

Susan Fearrington, Finance Director, presented a request for approval of a resolution enabling staff to enter into one or more installment financing contracts for various public school and county projects. She advised a public hearing is required for the January 21, 2020 regular meeting.

A discussion ensued. During discussion, Ms. Fearrington and Rodney Harris, Deputy County Manager, responded to questions from the Board.

Tax Administration - Electronic Listing Resolution

David Thrift, Tax Administrator, presented a proposed resolution approving electronic listing of personal property for property tax purposes. Mr. Thrift stated this will provide the capability to accept electronic listings for Business Personal Property accounts. He also responded to questions from the Board.

Tax Administration - SC Debt Setoff Memorandum of Understanding

David Thrift, Tax Administrator, requested approval of a Memorandum of Understanding to participate in the South Carolina Debt Setoff Act Of 2003. He advised approval is the first step in allowing assistance in the collection of delinquent taxes, ambulance fees and other debts owed to the County from residents of South Carolina.

Tax Administration - SC Debt Setoff Resolution

David Thrift, Tax Administrator, stated the SC Debt Setoff Resolution is in conjunction with the SC Debt Setoff Memorandum of Understanding addressed in the previous agenda item.

Approval of Regular Meeting Agenda

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

Vice Chairman Honeycutt **MOVED** to approve the December 16, 2019 agenda as listed below. Commissioner Kiger seconded the motion.

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

Approval or Correction of Minutes

- Approval or Correction of Minutes

Board Organization

- Board of Commissioners - Election of Chairman
- Board of Commissioners - Election of Vice Chairman
- Board of Commissioners - Comments from Chairman and Vice Chairman

Recognitions and Presentations

- Human Resources - Recognition of John "David" Baxter, Cable Television General Manager, on his Retirement from Cabarrus County Communications and Outreach Department
- Proclamation - Dr. Martin Luther King, Jr. Day
- Proclamation - national Radon Action Month

Consent

- Active Living and Parks - 2020 Fees and Charges Policy
- Active Living and Parks - Town of Midland Request
- Appointments - Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)
- Appointments - Centralina Economic Development District
- Appointments - Juvenile Crime Prevention Council
- Appointments - NC 73 Council of Planning Member Appointments
- Appointments and Removals - Cabarrus County Senior Centers Advisory Council
- Appointments and Removals - Cabarrus County Youth Commission
- Appointments and Removals - Human Services Advisory Board
- BOC - Commissioner Appointments for 2020
- BOC - Resolution Establishing the Board of Commissioners' 2020 Meeting Schedule
- County Manager - Strategic Plan Final Draft Review

- Finance - Governmental Skylight and Roof Repair and Adjustments to the Construction and Renovation Fund
- Tax Administration - Electronic Listing Resolution
- Tax Administration - Refund and Release Reports - November 2019
- Tax Administration - SC Debt Setoff Memorandum of Understanding
- Tax Administration - SC Debt Setoff Resolution

New Business

- Infrastructure and Asset Management - Sheriff's Training and Firing Range Civil Renovations
- Finance - Presentation of the Fiscal Year 2019 Comprehensive Annual Financial Report
- Finance - Resolution Relating to Financing of Various School and County Projects

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 - November 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 5:08 p.m.



Lauren Linker, Clerk to the Board