

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, January 3, 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

Absent - Commissioner: Lynn W. Shue

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; 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 Commissioner Strang, seconded by Vice Chairman Kiger and unanimously carried, the Board approved the agenda as presented.

### 3. Discussion Items - No Action

#### **3.1 Innovation and Technology - Innovation Report**

Todd Shanley, Chief Information Officer, presented the Innovation Report for January 2022. Topics presented were as follows:

- This month's book for the employees' digital book club, *The Gift of Time*, explores how delegation can give you space to succeed
- County Strategic Plan - Five Strategic Initiatives
  - o Transparent and Accountable Government
  - o Healthy and Safe Community
  - o Thriving Economy
  - o Sustainable Growth and Development
  - o Culture and Recreation
- Information Technology Services developed creative technological solutions to support County services
  - o Kronos / UKG Timesheet
    - Cabarrus County Team meets to access next steps
      - Timesheets are due in 4 days
      - No access to the previous weeks data
      - No way to collect data
      - Payroll file must be created to upload into Munis
      - Over 1400+ employees with varying pay rules
    - Develop a timesheet spreadsheet report through Excel
      - Thank you - Human Resources, Payroll and ITS

A discussion ensued. During discussion, Mike Downs, County Manager, provided comments and Mr. Shanley responded to questions from the Board.

#### **3.2 Infrastructure and Asset Management - Courthouse Expansion Project Update**

Kyle Bilafer, Area Manager of Operations, provided an update on the public art component of the courthouse. He reported 77 submissions have been received and the art committee will meet to pare down and determine final selections.

Mr. Bilafer also provided an update regarding the courthouse expansion project that included the following information:

- Last 30 days
  - o Set the last air handler
  - o Completed air barrier and facade clips
  - o Completed the roof installation
  - o Started the elevator installations

- o Installed all the switch gears and transformers
- Next 30 days
  - o Start finishing interior pre-dry work
  - o Start some interior finishes
  - o Start up new equipment for temporary heat
  - o Complete install of first two elevators

### **3.3 Solid Waste - Republic Services Update**

Kevin Grant, Environmental Management Director, introduced Tim Ginn, Republic Services, General Manager, and Shawn Brady, Republic Services, Municipal Sales Manager - Mid-Atlantic Region, who presented a PowerPoint presentation regarding the recycling and landfill industry. The following topics were included:

- Covid Pandemic Recovery
  - o Residential
  - o Commercial
  - o Industrial
  - o Pandemic Impacts to Supply Chain and Capital
- China Sword / Recycling
  - o Recycling: Commodity Trends
- Industry Wide Challenges
  - o Proper: Business Model
  - o Annual Price Increase - Are You Exposed
  - o National CDL Driver Shortage
- Sustainability Commitments
  - o 2030 Sustainability Goals
  - o Takeaways

## **4. Discussion Items for Action**

### **4.1 Finance - Presentation of the Fiscal Year 2021 Annual Comprehensive Financial Report**

Wendi Heglar, Finance Director, presented the Fiscal Year 2021 Annual Comprehensive Report. Ms. Heglar recognized and thanked Suzanne Burgess, Katrina Myers-Arnold, Brenda Lee, Jenni Foxx and the entire Finance Department for their help, as well as the County Manager's office for the preparation of the financial statements. She stated after the financial statements have been prepared by the County, the auditors review them and then they are sent to the Local Government Commission. Ms. Heglar stated this year they were sent November 30<sup>th</sup>. Due to a new rule this year, the financial statements are required to be prepared and accepted by the Board of Commissioners within 45 days.

Ms. Heglar stated the County also submits the financial statements for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. In Fiscal Year 2020, we received this award for the 36<sup>th</sup> consecutive year. She advised this year's financial statements have been submitted for award consideration.

Matt Braswell, Martin Starnes Accounting Firm, Senior Manager presented a PowerPoint presentation, which included the following information:

- Audit Highlights
  - o Unmodified Opinion on the Financial Statements
  - o No Financial Statement Findings
  - o No Single Audit Findings
  - o Unmodified Opinion on Federal and State Awards

Ms. Heglar continued the presentation with highlights from the year that included the following information:

- General Fund
  - o Budget for FY2021: \$313 Million
  - o Revenues Over Budget \$12.3 Million
  - o Expenditures Under Budget \$14.2 Million
  - o Transfers Out \$46.6 Million to Community Investment Fund
  - o \$6.3 Million Increase in General Fund - Fund Balance
- Property Taxes
  - o Budget for FY2021: \$210 Million
  - o Actual \$214 Million - \$4 Million Over Budget
  - o Increase in Collection Percentage from 98.7% to 99.1%
  - o Fiscal Year 2021 was a Revaluation Year
- Sales Taxes

- o Budget for FY21 \$48.8 Million (includes) General Fund and Community Investment Fund)
- o Total Collections for FY21 \$62.5 million
- o \$13.7 Million Over Budget
- Expenditures Summary
  - o 6% or \$14.2 Million Underbudget in Expenditures
  - o Salary and Benefits \$88.2 Million Budget, 2% or \$1.9 Million Unspent
  - o Human Services Grants \$2.2 Million
  - o Unspent Economic Incentive Grants \$1.8 Million
  - o \$1 Million in Motor Vehicle Purchases
  - o \$1.5 Million in Purchased Services

Also present were Suzanne Burgess, Deputy Finance Director; Katrina Myers-Arnold, Accounting Supervisor; and Brenda Lee, Accounting Supervisor. Ms. Heglar and Mr. Braswell expressed their appreciation for their help as well as Jenni Foxx, Accounting Supervisor, and Finance staff for their work.

A brief discussion ensued.

**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 Commissioner Strang, seconded by Commissioner Honeycutt and unanimously carried, the Board accepted the Fiscal Year 2021 Annual Comprehensive Financial Report as presented.

#### **4.2 Salisbury-Rowan Community Action Agency, Inc. Presentation of FY 2022-23 Application for Funding**

Sherry Tillmon, Salisbury-Rowan Community Action Agency, Inc., Director of Family Services, presented their FY 2022-23 Application for Funding. The agency provides services for economically-disadvantaged citizens in Cabarrus and Rowan counties.

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

#### **4.3 BOC - Appointments to Boards and Committees**

Chairman Morris reported information regarding appointments to boards and committees was provided in the agenda. He asked if there were any questions from Board members. There were none. He advised these appointment requests would be included in the Consent section of the January 18, 2022 regular meeting agenda.

#### **4.4 Cooperative Extension - Cabarrus County Youth Commission Bylaw Update**

Tracy LeCompte, Cooperative Extension Director, presented proposed revisions to the Cabarrus County Youth Commission By-laws. The revisions will create two new positions on the Commission to add representation for the new West Cabarrus High School.

#### **4.5 Cooperative Extension - Family and Consumer Science Program Line Budget Increase**

Tracy LeCompte, Cooperative Extension Director, requested a budget increase from \$500 to \$2000 for both the revenue and expense lines relating to Family Consumer Service (FCS) program supplies to accommodate upcoming programs. The FCS program through NC Cooperative Extension at the Cabarrus County Center has increased programs faster than expected.

#### **4.6 Emergency Management - Homeland Security Grant Award and Budget Amendment**

Steve Langer, Emergency Management Director, reported Cabarrus County has been awarded a North Carolina Emergency Management Federal Homeland Security Grant. These grants are distributed on a regional basis through the North Carolina Emergency Management (NCEM) Domestic Preparedness Regional (DPR) program. Local jurisdictions rotate as "host" counties to manage awarded funds and transfer equipment to the receiving agency. This grant cycle Cabarrus County is serving as a "host" county and has received an award in the amount of \$20,000. The funds are used to purchase sheltering equipment that will be transferred to various counties. Cabarrus County will also receive some of the equipment purchased through the grant. There is no County match. Mr. Langer requested Board approval to accept the grant.

A discussion ensued. During discussion, Jason Burnett, Emergency Planner, and Mr. Langer responded to questions from the Board.

**4.7 Finance - Adjust Soil and Water Prime Farmland Funding to Capital Improvement Plan Level**

Wendi Heglar, Finance Director, reported per the FY20 Capital Improvement Plan, the Soil and Water Prime Farmland funding level should be \$125,000. She stated the funding breakdown includes a \$100,000 budget for future easement purchases and a \$25,000 budget for legal fees. Ms. Heglar advised a \$7,265 adjustment is needed to maintain the set aside funding for this program.

**4.8 Finance - Cabarrus County School Board Request**

Wendi Heglar, Finance Director, presented a request from the Cabarrus County School Board to transfer sales tax savings to cover overage costs on Roberta Road Middle School Technology. The Board was provided a letter from Ms. Holly Grimsley, Board of Education Chairwoman that included additional information. Ms. Heglar requested approval of the budget amendment and project ordinance.

Brian Cone, Cabarrus County Schools (CCS), Director of Architecture, Planning and Construction, provided an overview of the request.

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

**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 Commissioner Honeycutt, seconded by Commissioner Strang and unanimously carried, the Board approved the transfer request and approved the associated budget amendment and project ordinance.

Date:  Amount:   
 Dept. Head:  Department:   
 Internal Transfer Within Department       Transfer Between Departments/Funds       Supplemental Request

Transfer \$150,000 for Roberta Road Middle School Project Contra Sales Tax account to Technology Infrastructure account.							
Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
390	9	7346-9864	Technology Infrastructure	800,000	150,000	-	950,000
390	9	7346-9825	Contra Sales Tax			150,000	(150,000)

Ordinance No. 2022-01

CABARRUS COUNTY  
 SCHOOL CAPITAL PROJECTS  
 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 for the construction and renovations of School Facilities. Details of the project 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.

It is estimated that the following revenues will be available to complete capital projects as listed.

Contribution from General Fund/CIF	\$	17,365,958
Contribution from Capital Projects Fund		9,522,511
Debt Proceeds 2020 Draw Note		46,620,222
Debt Proceeds 2022 Draw Note		5,675,430
Contribution from Capital Reserve Fund		1,662,314
<b>TOTAL REVENUES</b>		<b>\$80,846,435</b>

- C. The following appropriations are made as listed.



CCS Mobile Unit Renovation	\$ 900,000
Concord High Fire Alarm Replacement	89,314
Northwest High Fire Alarm Replacement	89,314
JM Robinson Renovation	81,195
R. Brown McAllister Replacement	1,950,000
CCS New Middle School	55,304,300
CCS New High School Land	5,248,821
Kannapolis Middle School	138,897
AL Brown Football Stadium ADA/Drainage	228,000
AL Brown Roof Replacement	190,000
RCCC Building 1000 Boiler	62,780
RCCC Building 2000 Roof Replacement	154,500
RCCC CBTC HVAC	244,291
Contribution to Capital Reserve	5,001,114
Early College Mobile Units	1,850,000
Deferred Maintenance Cabarrus County Schools	5,654,625
Deferred Maintenance Kannapolis City School	2,451,284
Deferred Maintenance Rowan Cabarrus Community College	1,208,000
 TOTAL EXPENDITURES	 \$80,846,435
 GRAND TOTAL - REVENUES	 \$80,846,435
GRAND TOTAL - EXPENDITURES	\$80,846,435

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 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.
  - 5. 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.
  - 6. 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.
  - 7. 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).

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, Community Investment Fund or other Capital Project Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 3<sup>rd</sup> day of January, 2022.

CABARRUS COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

/s/ Lauren Linker  
 Clerk to the Board

**4.9 Finance - Emergency Rental Assistant Grant**

Wendi Heglar, Finance Director, reported the County has spent most of the direct allocation of the Emergency Rental Assistance Grant of \$6,528,517. The County was also allocated \$4,965,552 from the State for Emergency Rental Assistance from the first round of Federal funding. Ms. Heglar requested approval of the budget amendment and project ordinance.

**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 Commissioner Honeycutt, seconded by Commissioner Strang and unanimously carried, the Board adopted the budget amendment and associated project ordinance.

Date: 1/3/2022 Amount: 4,965,552.00  
 Dept. Head: Wendi Heglar Department: Finance  
 Internal Transfer Within Department     
  Transfer Between Departments/Funds     
  Supplemental Request

To budget the Revenue and Expedniture for the State allocation of the ERAP funds.							
Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
440	6	5645 620201 ERA21	State ERAP	-	4,965,552	-	4,965,552
440	9	5645 946003 ERA21	State ERAP	-	4,965,552	-	4,965,552

Ordinance No. 2022-02

CABARRUS COUNTY  
 CARES RELIEF FUNDS - SPECIAL REVENUE  
 PROJECT 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 for the purpose of receiving and disbursing funds as directed by CARES Act funding and the US Department of State Treasury and Emergency Rental Assistance Program (ERAP) funding and the US Department of State Treasury.
- 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), the grant terms, the rules and regulations of the US Department of State Treasury and the budget contained herein.
- C. It is estimated that the following revenues will be available to fund COVID 19 and Emergency Rental Assistance expenditures:

CARES Act Relief Funds	\$7,972,670
American Rescue Plan	42,043,458
Interest Income	3,499

Emergency Rental Assistance (ERA21)	11,494,069
Emergency Rental Assistance Second Allocation (ERA22)	5,165,710
 TOTAL REVENUES	 \$66,679,406

D. The following appropriations are made for expenditures related to COVID19 and

Salaries and Benefits (CARES)	\$3,581,275
Other Public Health Expenditures (CARES)	2,415,010
Municipal Distribution (CARES)	1,979,884
Administration (ERA21)	652,851
Emergency Rental Assistance (ERA21)	10,841,218
Administration (ERA22)	516,571
Emergency Rental Assistance Second Allocation (ERA22)	4,649,139
Salaries and Benefits (ARP)	400,000
Other Public Health Expenditures (ARP)	3,275,000
Aid to Nonprofits	35,501,059
Purchased Services	2,000,000
Unallocated (ARP)	867,399
 TOTAL EXPENDITURES	 \$66,679,406
 GRAND TOTAL - REVENUES	 \$66,679,406
GRAND TOTAL - EXPENDITURES	\$66,679,406

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 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.
  - 5. 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.
  - 6. 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.
  - 7. 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).
  - 8. 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 Grant 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 grant 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 grant project, all unrestricted excess funds are transferred to the General Fund and the portion of the Grant Project associated with the project is closed.

Adopted this 3<sup>rd</sup> day of January, 2022.

CABARRUS COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

#### **4.10 Finance - Human Resources - Health Insurance Fund**

Wendi Heglar, Finance Director, stated the budget amendment budgets adjustments to medical claims and HSA (Health Savings Account) and HRA (Health Reimbursement Arrangements) funds due to new employees.

Lundee Covington, Human Resources Director, provided information in connection with the increase in health claims and a new contract with Atrium Health. Ms. Covington reported expenditures for health claims are trending higher than expected the first half of the fiscal year. HSA and HRA accounts and administrative fees for these accounts are trending higher due to an increase in new hires and overall County employees. Also, revisions to the agreement between ATRIUM Health and the County for wellness and medical services include an increase in management and professional fees, staffing at the wellness clinic and an increase in variable costs for supplies, testing, flu shots and health assessments.

#### **4.11 Finance - Rowan Cabarrus Community College Funding Transfers and Additional Request for a Welding Lab**

Wendi Heglar, Finance Director, presented a request from Rowan Cabarrus Community College (RCCC) for an additional \$411,571 for a Welding Lab. RCCC requests approval to transfer funds from completed projects to projects that are over budget. A letter from Dr. Spalding, President of Rowan Cabarrus Community College, was provided in the agenda.

A discussion ensued. During discussion, Dr. Carol Spalding, RCCC President, responded to questions from the Board. Kelly Kluttz, RCCC Chief Financial Officer, was also in attendance.

#### **4.12 Finance - Transfer of Funds for 15% Fund Balance Policy**

Wendi Heglar, Finance Director, advised per the County Financial and Budgetary Policies, when the fund balance of General Operating Fund exceeds 15%, the sum would be available for transfer and appropriation to the Community Investment Fund for future project allocation. The sum of \$15.9 million will be transferred this year. A calculation of the fund balance was provided for review. Ms. Heglar also responded to questions from the Board.

#### **4.13 Finance - Transportation Grant Budget Amendment**

Wendi Heglar, Finance Director, reported the Transportation Department received approval from the Board of Commissioners to apply for 5310 grant funding administered through the City of Concord. The County is a subrecipient of these funds. Ms. Heglar stated grant funds were awarded for 2018, 2019 and 2020 grant years. This budget amendment revises the budget for 2018 grant funds that were carried forward to FY 2022 and budgets the revenues and expenditures for 2019 and 2020 grant awards.

Bob Bushey, Transportation Manager, stated the 5310, being a Federal grant, differs from the State and unspent funds carry over.

**4.14 Infrastructure and Asset Management - Cabarrus County Courthouse Expansion Construction Manager at Risk Contract (GMP 2) Owner Contingency Increase from Project Contingency Funding**

Kyle Bilafer, Area Manager of Operations, reported currently, Cabarrus County has a GMP (Guaranteed Maximum Price) based contract with Messer Construction for Courthouse expansion Construction Manager at Risk services. On December 13, 2019, Messer Construction bid out the scope of work for the site enabling portion of the project. This will be referred to as GMP (Guaranteed Maximum Price) #1 and is considered an extension to their original contract which was for preconstruction services. GMP 1.5 was executed in August of 2020 and included the bid packages for the rammed aggregate piers, below grade concrete, and tower crane. The GMP #2 package which represents the remainder of the bid packages for new Courthouse building was executed at the end of December, 2020. In May, 2021 County staff requested \$900,000 be transferred from the project contingency fund into the actual contract with Messer.

Prior to that time, we were able to manage additional costs through an in contract Owner Contingency that was created through 'buyout' savings also known as the difference between our phased budgets and the corresponding bid results. When the \$900,000 was moved into our contract we had \$168,000 remaining in contract for Owner Contingency for a total of \$1,068,000.

Since then, we have had some significant bulletins and changes driven by a variety of different factors. Some of these are owner request, others have been existing conditions, code review requirements, or further development of the documents. As we stand currently, these changes along with others currently pending will bring us to a balance of \$214,327.

In order to allow the project to continue to quickly react to necessary changes, we formally request the reallocation of an additional \$1,000,000 into our contract Owner Contingency to be spent at the approval of Cabarrus County.

It is worth noting that the total spent Owner Contingency to date including buyout is \$1,084,589, which represents 1.57% of the total contracted cost of constructions of Phase 1, 1.5, and 2. In comparison it's common for other construction projects of this scale, complexity, and finish level to have an initial owner construction contingency to be 3%. The additional \$1,000,000 requested brings this project's total owner contingency to 2.78% of the total contracted cost of construction.

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

**4.15 Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters GMP-1 and GMP-2 Change Order(s)**

Kyle Bilafer, Area Manager of Operations, presented a change order request to GMP-1 and GMP-2 for the Emergency Medical Services Headquarters. GMP-1 represents the civil portion of the project and the change order is being driven by a change in water utility sizes and road work. The change order to GMP-2 results from a change in electrical conduit and sleeves resulting from reconfiguring the entrance from Union Cemetery. Mr. Bilafer addressed the geological and utility challenges with the site.

**4.16 Infrastructure and Asset Management - Frank Liske Park Barn Replacement Bid Award**

Kyle Bilafer, Area Manager of Operations, reported the Frank Liske Park Barn Replacement Project was advertised on November 15, 2021. Bids were received on December 15, 2021 at 3:00 p.m. for the Frank Liske Park Barn Rebuild Project. Mr. Bilafer announced Ike's Construction submitted the winning bid. He also presented an overview of the bids that were received.

Description	Edison Foard	Ikes Construction	Liles Construction	Tyler 2 Construction
NC License Number	#1685	#8037	#26158	#20927
Bid Security Form Included	Yes	Yes	Yes	Yes
MBE Form Included	Yes	Yes	Yes	Yes
Affidavit A or B Included	Yes	Yes	Yes	Yes
Acknowledge All Addenda (4)	Yes	Yes	Yes	Yes
<b>Base Bid</b>	<b>\$5,164,000.00</b>	<b>\$4,530,000.00</b>	<b>\$4,955,246.00</b>	<b>\$5,279,250.00</b>
<b>5% Contingency</b>	<b>\$258,200.00</b>	<b>\$226,500.00</b>	<b>\$247,762.00</b>	<b>\$263,962.50</b>
<b>Owner Allowance</b>	<b>\$84,000.00</b>	<b>\$84,000.00</b>	<b>\$84,000.00</b>	<b>\$84,000.00</b>
<b>TOTAL BID (Base Bid+Contingency+Allowance)</b>	<b>\$5,506,200.00</b>	<b>\$4,840,500.00</b>	<b>\$5,287,008.00</b>	<b>\$5,627,212.50</b>
			<i>(\$5,192,158.00 written on bid)</i>	
<b>Add Alternate 1 (Silo)</b>	<b>\$376,000.00</b>	<b>\$291,000.00</b>	<b>\$302,000.00</b>	<b>\$321,000.00</b>
<b>Add Alternate 2 (Silo Lighting)</b>	<b>\$40,300.00</b>	<b>\$50,000.00</b>	<b>\$40,000.00</b>	<b>\$38,000.00</b>
<b>Add Alternate 3 (BAS System)</b>	<b>\$26,500.00</b>	<b>\$39,000.00</b>	<b>\$11,300.00</b>	<b>\$40,000.00</b>
<b>Owner Preferred Alternate 1 (Hand Dryer)</b>	<b>\$9,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Project Total</b>	<b>\$5,958,300.00</b>	<b>\$5,220,500.00</b>	<b>\$5,640,308.00</b>	<b>\$6,026,212.50</b>



Mr. Bilafer requested approval of the bid award at the work session due to project deadlines and a volatile market. He also responded to questions from the Board.

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

**UPON MOTION** of Commissioner Honeycutt, seconded by Commissioner Strang and unanimously carried, the Board approved the bid award and authorized the County Manager to execute the contract between Cabarrus County and Ike's Construction, Inc., subject to revision by the County Attorney.

A brief discussion ensued. During discussion, it was confirmed the County is the owner of the park property. The park was previously leased from the State.

**4.17 Library - Budget Amendment**

Rodney Harris, Deputy County Manager, reported The Cannon Trust has awarded the Library System \$250,000 for enhancement projects. Projects include new furniture for the Harrisburg library, upgraded and new technology, collection management software, and funding to increase the library's digital collections.

A brief discussion ensued.

**4.18 Planning and Development - Budget Amendment for Construction Standards**

Kelly Sifford, Planning and Development Director, requested approval of a fund balance transfer for technology upgrades and the purchase of 3 new trucks for inspections. Construction Standards staff has been working with ITS staff to find a technology solution to improve the process of scheduling inspections. Approval of the budget amendment was requested to cover the proposed costs. Ms. Sifford also responded to questions from the Board.

**UPON MOTION** of Commissioner Honeycutt, seconded by Commissioner Strang 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 adopted the budget amendment.

Date:  Amount:   
 Dept. Head:  Department:   
 Internal Transfer Within Department       Transfer Between Departments/Funds       Supplemental Request

**Purpose:** Construction Standards is requesting the purchase of 3 more trucks which will outfit all inspectors with trucks. Additionally, funds are needed to pay for enhancement softwares that will make interfacing with Accela simpler for the users. The funds are being requested from the fund balance created by overcollected revenues in Construction Standards from previous years.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	00162410-6901	Fund Balance	45,000.00	163,618.00	-	208,618.00
001	9	00192410-9445	Purchased Services	380,872.00	80,000.00	-	460,872.00
001	9	00193250-9863	Vehicles	311,002.00	83,618.00	-	394,620.00

**4.19 Planning and Development - Budget Amendment for Duke Rebate Funds**

Kelly Sifford, Planning and Development Director, requested approval of a budget amendment to allocate revenues to expense line items in order to expend Duke Rebate Funds. The program requires that the revenues be placed back into the program to extend services.

**4.20 Planning and Development - Community Development Budget Amendment**

Kelly Sifford, Planning and Development Director, presented a budget amendment for the Housing and Home Improvement Program to move program donations from consumers from revenues to expenditures. It is a requirement of the grant in order to expend the funds on additional services. Ms. Sifford also responded to questions from the Board.

**4.21 Planning and Development - Community Development Programs for 2022**

Kelly Sifford, Planning and Development Director, requested approval for Cabarrus County Community Development staff to pursue the following grants this year: Weatherization, Heating and Air Repair and Replacement, Housing and Home Improvement, HOME American Rescue Plan, the annual HOME allocation as well as Blue Cross Blue Shield and Duke Energy if offered. Of these grants, only the regular HOME allocation will require a match and a public hearing which would be held later in the year to capture the actual allocation amount. Weatherization, Heating and Air Repair and Replacement and Housing and Home Improvement are programs that the county has operated for many years.

The HOME American Rescue Plan funding is a one-time allocation that will not require a match for the jurisdiction. This program is tied very closely to homelessness and does not fall into the county's typical community development programming. Staff would like to obtain permission to pursue this funding, but also refuse the funding for this program and the annual HOME allocation if not appropriate for the County's projects. The approval would be tentative until contracts are signed.

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

**4.22 Planning and Development - New ITS Position for Support of Accela Program**

Kelly Sifford, Planning and Development Director, presented a request for a new ITS (Information Technology Services) position to support the Accela Program. She stated ITS staff members Derrick Lytle and Matt Saunders support the Accela Program, but not fully. Ms. Sifford advised since the cities have been brought fully on board, they have started using the program more and are requesting more tweaks to the system. She stated 85 to 90 percent of the uses of the program result in a permit. Ms. Sifford further stated this new position will help provide programing for one-stop service needed for submitting plans for development. This would be paid for out of Planning's funds with the funds that have been generated with the collected revenues in the previous years. At some point in the future, she stated, an adjustment will be needed to Planning's funds. This request is a half a year proposal for funding. She requested approval of the request today, due to the time it will take to post and fill the position.

Todd Shanley, Chief Information Officer, provided an overview of the team of staff dedicated to overseeing the Accela Program. He stated the proposed new position would be for a systems administrator to add to the technical team of business analysts and systems administrators working together to help integrate the technologies and solve the solutions. He advised that model is also used in other departments. He further advised the amount of work that is coming is overwhelming. Mr. Shanley further stated it takes expertise to be able to keep that system online and the new position would be a great help to enable us to do that.

Ms. Sifford advised the growth in the request from the cities has been ongoing. She further advised more resources are needed in order to provide the service level we want to provide.

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

Commissioner Honeycutt **MOVED** to suspend the Rules of Procedure due to time constraints. Vice Chairman Kiger seconded the motion.

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

**UPON MOTION** of Commissioner Strang, seconded by Vice Chairman Kiger and unanimously carried, the Board approved the position request and the associated budget amendment for the proposed position.

Date:  Amount:   
 Dept. Head:  Department:   
 Internal Transfer Within Department       Transfer Between Departments/Funds       Supplemental Request

**Purpose:** Construction Standards and ITS are proposing a new position to support the needs of the growing Accela user community. The employee will be report directly to ITS management. Salaries and benefits will allocate to construction standards salary and benefits line items. Fund balance is appropriated to increase the budget. Actual revenues collected over actual expenditures in prior years has created a fund balance in Construction Standards. GS159-33.1 restricts the expenditure of allowed inspection fee to those expenditures incurred "for support of the administration and activities of the inspection department and for no other purpose".

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	00162410-6901	Fund Balance	45,000.00	48,250.00	-	93,250.00
001	9	192410-9101	Salaries	2,146,618.00	35,270.00	-	2,181,888.00

001	9	192410-9201	Face	127,797.00	2,150.00	-	129,947.00
001	9	192410-9202	Medicare	29,901.00	500.00	-	30,401.00
001	9	192410-9205	Hospitalization	302,160.00	4,470.00	-	306,630.00
001	9	192410-9206	Community Eye Care	609.00	10.00	-	619.00
001	9	192410-9207	Group Life Insurance	1,001.00	20.00	-	1,021.00
001	9	192410-9210	Retirement	241,757.00	4,020.00	-	245,777.00
001	9	192410-9230	Workers Comp	33,388.00	45.00	-	33,433.00
001	9	192410-9235	Prud 401 K	106,509.00	1,765.00	-	108,274.00
				3,034,740.00	96,500.00		3,131,240.00

**4.23 Planning and Development Department - Text Amendment TEXT2021-00003, Proposed Amendments to Chapter 16, Chapter 1 and Chapter 5**

Susie Morris, Planning and Zoning Manager, presented updates to proposed amendments to the 2021 Non-Coastal Flood Damage Prevention Model Ordinance provided by the North Carolina Department of Emergency Management. The proposed amendments include specific updates for Community Rating System (CRS) Communities and general updates for all National Flood Insurance Program participants in North Carolina. Proposed updates to the Ordinance are in blue text.

Amendments to correct typos in Chapter 1 and Chapter 5 are also proposed.

Chapter 1- Correct the date in Section 1-5 from February 2, 1982 to February 1, 1982. Per the February 1, 1982, official Board of Commissioner minutes, the effective date for the Zoning Ordinance and Atlas Maps is February 1, 1982.

Chapter 5- Chapter 5, Section 5-7, Section B. Stream buffer and floodplain limitations - Correct the reference from Chapter 15 to Chapter 16. Chapter 16 should be the chapter referenced.

The Planning and Zoning Commission voted unanimously at the December 14, 2021 regular meeting to forward the proposed amendments to the Board of Commissioners for final consideration.

A public hearing to receive input on the proposed changes will be required.

**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 January 18, 2022 regular meeting and scheduled the public hearing for January 18, 2022 at 6:30 p.m. or as soon thereafter as persons may be heard.

Approval or Correction of Minutes

- Approval or Correction of Meeting Minutes

Recognitions and Presentations

- Proclamation - Black History Month

Consent

- Appointments - Cabarrus County Youth Commission
- Appointments - Firemen's Relief Fund Trustees
- Cooperative Extension - Cabarrus County Youth Commission Bylaw Update
- Cooperative Extension - Family and Consumer Science Program Line Budget Increase
- Emergency Management - Homeland Security Grant Award and Budget Amendment
- Finance - Adjust Soil and Water Prime Farmland Funding to Capital Improvement Plan Level
- Finance - Human Resources - Health Insurance Fund
- Finance - Rowan Cabarrus Community College Funding Transfers and Additional Request for a Welding Lab
- Finance - Transfer of Funds for 15% Fund Balance Policy
- Finance - Transportation Grant Budget Amendment
- Infrastructure and Asset Management - Cabarrus County Courthouse Expansion Construction Manager at Risk Contract (GMP 2) Owner Contingency Increase from Project Contingency Funding

- Infrastructure and Asset Management - Cabarrus County Emergency Medical Services Headquarters GMP-1 and GMP-2 Change Order(s)
- Library - Budget Amendment
- Planning and Development - Budget Amendment for Duke Rebate Funds
- Planning and Development - Community Development Budget Amendment
- Planning and Development - Community Development Programs for 2022
- Salisbury-Rowan Community Action Agency, Inc. Presentation of FY 2022-23 Application for Funding
- Tax Administration - Refund and Release Reports - December 2021

New Business

- Planning and Development Department - Text Amendment TEXT2021-00003, Proposed Amendments to Chapter 16, Chapter 1 and Chapter 5 - 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 - December 2021 Monthly Summary Report

6. Adjourn

UPON MOTION of Commissioner Strang, seconded by Commissioner Honeycutt and unanimously carried, the meeting adjourned at 5:52 p.m.

  
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Lauren Linker, Clerk to the Board

