

Cleveland County Board of Commissioners
August 1, 2017

The Cleveland County Board of Commissioners met in a regular session on this date, at the hour of 6:00 p.m. in the Commission Chamber of the Cleveland County Administrative Offices.

PRESENT: Eddie Holbrook, Chairman
Susan Allen, Vice-Chair
Jason Falls, Commissioner
Johnny Hutchins, Commissioner
Ronnie Whetstine, Commissioner
Jeff Richardson, County Manager
Andrea Leslie-Fite, Assistant County Attorney
Phyllis Nowlen, Clerk to the Board
Betsy Harnage, Register of Deeds
Chris Green, Tax Administrator
Brian Epley, Finance Director
Kerri Melton, Director of Community Services
Perry Davis, Emergency Management Director
Dayna Causby, Board of Elections

CALL TO ORDER

Chairman Eddie Holbrook called the meeting to order and Commissioner Falls led the audience in the Pledge of Allegiance and provided the invocation for the meeting.

AGENDA ADOPTION

ACTION: Commissioner Falls made the motion, seconded by Commissioner Hutchins and unanimously approved by the Board to, ***approve the agenda.***

CITIZEN RECOGNITION

Glenda Green – Chairwoman of the Women’s Farm Bureau Committee in Cleveland County, NC -
Mrs. Green shared information about Farm Bureau. Only 2% of the population in the United States produces the food we eat. It is projected in 2050 there will not be enough farmers to produce enough food for the population of the world. Currently there are 1,036 farms in Cleveland County; 550 of those farms produce animals and 45 produce vegetables and plants for consumption. There are 41,000 acres for heartland farming. Cleveland County farmers continue to sell meat and dairy to different locations as they have done for many years. The average age of a farmer in this county is 60 years old. This statistic shows not many of the younger generation is entering the farming business. There are 109,000 acres of farmland in Cleveland County as of 2015. Mrs. Green thanked the Board for their efforts in starting the Farmer’s Market and asked the Board to take the local farmers and their land into consideration with economic development and property acquisitions. Commissioner Hutchins and Commissioner Falls spoke of their support for Cleveland County’s local farmers.

CONSENT AGENDA

APPROVAL OF MINUTES

The Clerk to the Board included the Minutes of the ***July 18, 2017 regular meeting***, in Board Members packets.

ACTION: Commissioner Allen made a motion, seconded by Commissioner Hutchins, and passed unanimously by the Board to, ***approve the minutes as written.***

LANDFILL

Rutherford Electric Membership Corporation needs new electrical facilities in the immediate area surrounding REMC's Waco Breaker Station located at 1703 Pinedale Road (Parcel Number: 73209). The electrical breaker station is adjacent to the Cleveland County Landfill property located at 250 Fielding Road and referenced by Cleveland County GIS Parcel 16732. The Right-of-Way and Easement Agreements are necessary to allow construction of REMC's new/upgraded electrical facilities.

ACTION: Commissioner Allen made a motion, seconded by Commissioner Hutchins, and passed unanimously by the Board to, ***approve the Easement Agreement for Rutherford Electric Membership Corporation.*** (copy found on Page ____ of Minute Book ____).

NATIONAL FARMER'S MARKET WEEK

In honor of National Farmer's Week, Commissioners adopted a proclamation to be displayed during National Farmer's Week festivities.



PUBLIC HEARINGS

ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT FOR PROJECT MAUD

Chairman Holbrook called Kristin Reese, Executive Director for Cleveland County Economic Development Partnership to the podium. Mrs. Reese thanked the Board for their continued support of the Economic Development efforts in Cleveland County. Eleven years ago, Cleveland County had an extremely high unemployment rate, and undiversified local economy, and the county was struggling to recover after the collapse of

the textile industry. Today, Cleveland County has a low (4.4%) unemployment rate, 170 diverse and thriving manufacturing companies and an increase in the advanced manufacturing wage from \$34,000 in 2007 to \$54,000 presently. (Since 2007, companies expanding or locating in Cleveland County created a total of six billion dollars in capital investment and 4,000 new jobs for the residents in Cleveland County.)

Project Maud is an existing manufacturer in Cleveland County, who wants to remain anonymous at this time, and is contemplating an expansion project. The Economic Development Partnership is recommending support by Cleveland County through a financial incentive agreement. The proposed grant would be for five years at 50% of the \$0.57 tax rate. To further support the expansion project, the City of Kings Mountain has agreed to match the proposed grant terms. The company is eligible for a North Carolina JDIG grant which has an estimated value of \$4,500,000. The company anticipates in early to mid-August, the Governor of North Carolina will be making an official public announcement regarding this project. The company is anticipating on creating 170 new jobs with an average annual salary of \$78,225. The anticipated total capital investment is \$10,500,000 which breaks down to \$9,000,000 in Real Property and \$1,500,000 in Personal Property. There is substantial economic impact this project is going to make for not only Cleveland County but for the City of Kings Mountain as well. Many new, diverse jobs would be created such as: engineering, research and development, project management, operations, health and safety, information technology, sales and business development, finance, investor relations, legal, human resources and administrative functions. The high paying jobs that will be offered with this project will substantially exceed the County's average advanced manufacturing wage of \$53,400. The expansion project, if successful, could be a catalyst for future expansions at the existing site. This has been conveyed by the company representatives.

Chairman Holbrook opened the Public Hearing at 6:25 pm for anyone wanting to speak for or against the Economic Development Incentive Agreement. (Legal Notice was published in the Shelby Star on Friday, July 7, 2017).

Bill Watson, President of the Cleveland County Chamber of Commerce, supports the Economic Development Incentive Agreement. He stated, *“ten years ago Cleveland County was in the double digits for the unemployment rate. Now we are in single digits. These numbers show Cleveland County is doing something right with economic development growth. The partnerships between the County and Economic Development has transformed the local economy into one that is diversified and stable.”* He stressed the recruitment of advanced manufacturing has contributed to the tremendous growth in the average salary of workers and a significant increase in the job opportunities for the local citizens. *“Project Maud is a wonderful opportunity for Cleveland County. This company represents the advanced manufacturing sector and one that is poised for growth and projected to infuse new capital investment into the local economy.”* Mr. Watson highlighted the 170 new and very diversified job opportunities that would be available to the residents in the community with salaries well above the average the current manufacturing wage. He concluded by stating *“the County and Board of Commissioners should be proud this company has the confidence in our community to make these investments here.”*

Robert Williams, 814 East Stage Coach Trail, Fallston, supports the Economic Development Incentive Agreement but has concerns regarding the number of people in Cleveland County on food stamps. Mr. Williams would like to see reports showing how economic development will decrease the number of people on assistance in the county. He also voiced concerns regarding Cleveland County residents having the skills and qualifications to fill the proposed 170 jobs that will come with Project Maud. Mr. Williams believes 75% of these positions will be filled by people who are currently employed with the company or they will be filled by people who live outside of the county. He concluded by affirming his support for the Economic Development Incentive Agreement and stated, “anything that will bring in this kind of money we ought to welcome.”

Hearing no further comments, Chairman Holbrook closed the Public Hearing at 6:32 pm.

Commissioner Allen, Commissioner Hutchins, and Commissioner Falls thanked Kristin Reese and the Economic Development team for all their hard work, dedication and continuing efforts in bringing economic growth into Cleveland County.

ACTION: Commissioner Falls made the motion, seconded by Commissioner Hutchins, and unanimously adopted by the Board, *to approve the Economic Development Incentive Agreement for Project Maud.*

(copy found on Page ____ of Minute Book ____).

REGULAR AGENDA

FACILITY MASTER PLAN

Chairman Holbrook called Stan Anthony with Boomerang Architects and Karen Chinn with Chinn Planning forward to present the Facility Master Plan. Mr. Anthony and Ms. Chinn began this project in January after survey instruments had been completed. Ms. Chinn met with all the County Department Heads and staff to develop personnel projections to get the space requirements that are needed.

Presentation

Space Needs Assessment Study and Facilities Master Plan



**Presented to:
Cleveland County Commissioners**

August 1, 2017



Summary Personnel Projections

Table 1 Summary of Recommended Personnel Forecasts Cleveland County, North Carolina Space Needs Assessment					
	Recommended Personnel Projections				
	2017	2020	2025	2030	2035
I. County Administration					
Subtotal - County Administration	85	92	94	97	100
II. Board of Elections					
Subtotal - Board of Elections	3	4	4	4	4
III. Courts					
Subtotal - Courts	75	80	83	85	88
IV. Sheriff's Office					
Subtotal - Sheriff's Office	178	185	190	200	210
V. Emergency Services					
Subtotal - Emergency Services	97	100	107	129	131
VI. Department of Social Services					
Subtotal - Department of Social Services	229	232	232	233	233
VII. Health Department					
Subtotal - Health Department ²	153	153	153	154	154
VIII. Other/State Agency					
Subtotal - Other Departments	62	64	67	70	73
TOAL - PERSONNEL FORECAST	882	910	930	972	993

Notes:
1. Includes (5) Magistrates not located at LEC/Courthouse.
2. Excludes (18) school nurses and (6) Animal Control staff located at Health Department.



Office Space Standards

Table 2 Office Space Standards		
300 sqft Superior/District Court Judge Sheriff County Manager Clerk of Court Register of Deeds Magistrate	100 sqft (continued) Assistant Clerk of Court Chief Probation Officer Senior Network/Systems Analyst EMS Training Officer Sergeant	64 sqft (continued) Nurse Nutritionist Fire Inspector AV/IT Support Technician
225 sqft Health Department Director Department of Social Services Director District Attorney	80 sqft Budget Analyst Accountant Human Resource Analyst Safety and Wellness Coordinator Senior HR Tech Business and Personal Property Appraiser Tax Delinquency Specialist Planner GIS Coordinator Custody Mediator Guardian ad Litem Election Specialist Victim Witness Legal Assistant Judicial Services Coordinator (Probation) Coordinator (Health) Pharmacist Lab Manager Facilitator (DSS) Systems Administrator Corporal	48 sqft Administrative Assistant Processing Specialist/Assistant Central Collections Human Resource Assistant Tax Collectors Indexing Clerk Electronic Tech Court Reporter Office Assistant Field Specialist (Probation) Accounting Clerk Pharmacy Tech Health Education Specialists Home Visiting Nurse Dental Assistant/Hygienists Lab Tech Social Work Assistant Income Eligibility Worker Sheriff Deputy/Investigations
180 sqft Department Director Tax Administrator Deputy Director DSS Nursing Director Health Department Mayor	64 sqft Para Legal Purchasing Agent Human Resource Specialist Real Property Appraiser GIS/Mapping Tech IT/System Tech Property Mapper Extension Agent Juvenile Court Counselors Probation Officer Personnel Tech Accounting Specialist Computer Production Specialist Social Worker/Case Worker Program Specialist Health Educators	20 sqft per person Conference Room Meeting Room
140 sqft Deputy Director Court Coordinator Judicial Assistant Program Administrator (DSS) Captain		
120 sqft Clerk to the Board of Commissioners Office Manager Assistant Tax Assessor Tax Collector Chief Deputy Tax Collector Chief Court Counselor (Juvenile) Physician Dentist Attorney Assistant District Attorney 911 Assistant Director Deputy Fire Marshal Soil Conservationist/Small Department Head		
100 sqft Supervisor Senior Planner Codes Administrator Communications Engineer Court Bookkeeper		



Court Space Standards

Table 3 Courtroom Space Standards	
Magistrate Courtroom (1)	1,000 sqft
Superior/District Courtroom - Non Jury - 20-25 capacity (5)	1,450 sqft
Superior/District Courtroom - Jury Box - 40-50 capacity (2)	1,700 sqft
Superior/District Courtroom - Jury Box - 100-125 capacity; Traffic/High Volume (1)	2,000 sqft
Jury Assembly - 125 jurors with quiet area, storage, vending machines and restrooms (1)	2,000 sqft
Jury Deliberation Room - with 2 restrooms, coffee counter, soundlock, storage (2)	470 sqft
Grand Jury Room - 18 grand jurors and witnesses 25 capacity (1) and Hearing Room (1)	500 sqft
Mediation Rooms (2)	250 sqft

- Current courthouse has six (6) courtrooms and one (1) magistrate hearing room.



Summary Space Allocation Forecast

Table 4 Summary of Recommended Space Forecast - Departmental Gross Square Feet (DGSF) Cleveland County, North Carolina Space Needs Assessment				
	Recommended Space Projections			
	2017	2020	2025	2030
I. County Administration				
Subtotal - County Administration	43,510	44,403	44,640	44,846
II. Board of Elections				
Subtotal - Board of Elections	5,873	6,047	6,047	6,047
III. Courts				
Subtotal - Courts	74,049	74,652	75,332	75,755
IV. Sheriff's Office				
Subtotal - Sheriff's Office	24,831	25,073	25,194	25,557
V. Emergency Services				
Subtotal - Emergency Services	14,820	15,200	15,200	15,579
VI. Department of Social Services				
Subtotal - Department of Social Services	51,137	51,385	51,385	51,468
VII. Health Department				
Subtotal - Health Department	60,820	60,820	60,820	60,710
VIII. Other/State Agency				
Subtotal - Other Departments	19,014	19,014	19,288	19,555
TOTAL - SPACE FORECAST - DEPARTMENTAL GROSS SQUARE FEET (DGSF)	293,855	296,393	297,706	299,517



Administration

- Good Condition
- Parking generally adequate
- Storage space in lower level can be better utilized.



Law Enforcement Center

- Good Condition
- Parking generally adequate
- Building not suitable for Courts long term
- Detention facilities to be moved off 4th floor



Detention Center

- Good Condition
- Parking generally adequate
- Limited site area



Courthouse Annex (Adult Probation)

- Fair condition
- Building floor plan has significant functional inadequacies
- Major accessibility issues



Board of Elections

- Fair Condition
- Parking inadequate
- Significant accessibility issues both building and site



District Attorney's Office

- Good Condition
- Parking adequate-poor pavement
- Flexible plan adaptable for other uses



Department of Social Services

- 1990's wing- Good condition
- Original Building(1964)- Served its useful life



Public Health Center

- Good condition
- Extraordinary amount of small offices and exam rooms
- Parking adequate



Summary of Observations

- Records and general storage consumes a significant amount of space in all buildings.
- The Detention Center is at capacity and the Jail in the LEC does not have adequate capacity or configuration for future detention utilization. Consolidation of detention is more cost effective.
- Court components in the LEC do not have adequate space and other significant limitations for long term use as a secure court facility.



4. A significant portion of office space in the County is comprised of enclosed offices rather than more flexible office configurations.
5. The Sheriff's Office and Emergency Service components in the LEC are overcrowded and disbursed within the building.
6. While some buildings are aged, outmoded and should not be included in the long term plan, other buildings provide opportunities for enhanced use and consolidation of services.



Short-term (1-5 years)

1. Consolidate Detention Facilities to one location
2. Minor modifications to Law Enforcement Center to address Court Administration issues (public traffic flow/increased building security)
3. Institute Records/Storage Management Policy



Mid-term (6-10 years)

4. Retire 1964 Portion of Department of Social Services Building
5. Make improvements to 1991 Portion of Department of Social Services Building
6. Continue Health and Human Services Campus concept by Increasing Utilization of Facilities at the Health and Social Services Campus to include Health Department, Department of Social Services, and Mental Health



Long-term (>10 years)

7. Construct New Court House
8. Renovate Law Enforcement Center for Sheriff's Office and Other County Functions
9. Vacate Aged and Cost Inefficient Facilities
10. Renovate Charlie Harry Administration Building



Questions

After the presentation, Chairman Holbrook opened the floor to the Board for questions. Commissioner Falls thanked Mr. Anthony and Ms. Chinn for their hard work and stated, for clarification, the Board is not adopting the plans as something they are doing right now or in the time frames presented. Chairman Holbrook responded, *“What has been presented are standards that are used throughout the United States in governmental facilities and in private sectors. We’ve had someone come in and go through and look at our facilities very well to see the conditions the facilities are in and what opportunities there are for us in the future.”* Chairman Holbrook added this plan is suggestions, recommendations and targets to reach in the future. He also thanked Mr. Anthony and Ms. Chinn for regionalizing the plan and making it comparable to other surrounding agencies/counties that are comparable to Cleveland County’s size.

Commissioner Hutchins had questions regarding the estimated projection of employee and inmate growth for the County’s Detention Center. He asked *“if the county receives grants and other types of funding, why would we even consider tearing down a building just to rebuild a new one? With all the available possibilities out there*

why not re-do the building? Do we have the right architects looking at the walls and structure and giving guidance on how to better use the space?” Ms. Chinn stated “the estimated growth is based on the overall projection of personnel, included in the study, some of which are state agencies. The personnel growth is estimated at about a half percent per year.” She also added the growth was not a guarantee, however, they are looking at space size and flexibility that will possibly be needed in the next 20 years and beyond.

Commissioner Allen thanked Mr. Anthony and Ms. Chinn for their hard work and the foundation they have provided for the Commissioners. Commissioner Allen stated they need to look over all the information given and determine, as a Board, what is best for the county and what the appropriate times are for the recommendations. Chairman Holbrook asked County Manager, Jeff Richardson for the next steps to follow. Mr. Richardson thanked Mr. Anthony and Ms. Chinn for their expertise, guidance and consultation. “It is very helpful in looking what is available today and what will be needed in the years to come.” He suggested a Fall Capital Planning Retreat. Mr. Richardson suggested the fall to give staff adequate time to absorb the information, study it financially and look at the current CIP picture. This will also allow enough time for staff to look at where we are committed over the next several years with capital projects, what the current financial commitments are and look at the recommendations that were given in the Facility Master Plan. Chairman Holbrook concluded there is no formal action to be taken at this time.

RESOLUTION TO CANCEL AUGUST 15, 2017 COUNTY COMMISSIONERS MEETING

ACTION: Commissioner Falls made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to adopt the following resolution:*

 "Cleveland County Grows Greater"

Resolution

NUMBER ⁶15 - 2017

CHANGE IN REGULAR MEETING SCHEDULE OF THE CLEVELAND COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Cleveland County Board of Commissioners have decided that it is appropriate to cancel their regular meeting of **August 15, 2017**.

NOW, THEREFORE, BE IT RESOLVED, THAT, the Cleveland County Board of Commissioners cancel their meeting in accordance with the mandates of North Carolina General Statute 153A-40. The regular meeting schedule as adopted by the Board will resume September 5, 2017.

ADOPTED THIS 1st DAY OF AUGUST, 2017.


Eddie Holbrook - Chairman
Cleveland County Board of Commissioners

ATTEST:


Phyllis Nowlen, Clerk
Cleveland County Board of Commissioners




COMMISSIONER REPORTS

Commissioner Whetstine spoke of the NACO meeting that he, Commissioner Hutchins and Commissioner Allen attended last week in Ohio. During the conference, Commissioner Whetstine attended a workshop on GIS. He is working with the County Planning Board and Building Inspections Office with the transition of software with purpose of making it easier for the building codes and building inspectors to communicate with the contractors. He has also attended several Chamber events over the last few weeks and gave information regarding the upcoming Distinguished Women's Banquet hosted by the Commission for Women.

Commissioner Falls shared, Dr. Bill Aiken's first day as interim President of Cleveland Community College was today. Dr. Aiken has expressed interest in attending a Commissioners Meeting to speak for a few minutes and meet all the Commissioners. The Cleveland County Fairgrounds has received a \$200,000 grant from the State of North Carolina with support from Senator Daniel. The grant will be used for the much-needed work and improvements at the fairgrounds.

Commissioner Hutchins explained the Meals on Wheels Program, through the Council of Aging has been cut due to lack of funding. Cleveland County will host a MPO meeting between now and the end of the year. He will get with staff regarding planning and set up. Commissioner Hutchins gave an update on Veteran's Affairs and some of the programs available to local Veterans in the community.

Commissioner Allen attended a workshop on Retail Development while at the NACo Conference. Some highlights of the session included ways to increase retail in the community, spending that goes outside the county and determining the commodities inside and outside of the county. She also reminded everyone tonight was National Night Out; Shelby and Kings Mountain have festivities going on until 9:00pm.

Chairman Holbrook advised they are in the preliminary stages of planning a Modern Manufacturing Center with Cleveland County Economic Development. He also gave a reminder of the upcoming American Legion World Series dates and events.

ADJOURN

There being no further business to come before the Board at this time, Commissioner Hutchins made the motion, seconded by Commissioner Whetstine, and unanimously adopted by the Board, *to adjourn the meeting*. The next meeting of the Commission is scheduled for *Tuesday, September 5, 2017 at 6:00 p.m in the Commissioners Chamber*.

*Eddie Holbrook, Chairman
Cleveland County Board of Commissioners*

*Phyllis Nowlen, Clerk to the Board
Cleveland County Board of Commissioners*