

**MINUTES OF THE MEETING OF THE
ROWAN COUNTY BOARD OF COMMISSIONERS
December 1, 2008 – 4:00 PM
J. NEWTON COHEN, SR. ROOM
J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING**

Present: Arnold S. Chamberlain, Chairman
Chad Mitchell, Vice-Chairman
Jon Barber, Member
Tina Hall, Member
Jim Sides, Member

County Manager Gary Page, Clerk to the Board Carolyn Athey, County Attorney Jay Dees and Finance Director Leslie Heidrick were present.

Chairman Chamberlain convened the meeting at 4:00 pm.

Chairman Chamberlain provided the Invocation and also led the Pledge of Allegiance.

Chairman Chamberlain then read several comments regarding children and relationships.

CONSIDER APPROVAL OF THE MINUTES

Commissioner Sides moved, Commissioner Barber seconded and the vote to approve the minutes of the November 17, 2008 Commission Meeting passed unanimously.

ADJOURNMENT

There being no further business to come before the Board, Chairman Chamberlain adjourned the meeting at 4:07 pm.

OATH OF OFFICE

County Manager Gary Page introduced the Honorable Jeffrey Barger, Clerk of Court for Rowan County.

Mr. Barger said it was an honor to administer the Oath of Office to Commissioners-elect Carl Ford and Raymond Coltrain. Mr. Barger conveyed his congratulations to both and said he knew they would serve Rowan County well.

Mr. Barger expressed appreciation to retiring Commissioners Arnold Chamberlain and Jim Sides, as well as the other Board members for the renovations currently underway at the courthouse. Mr. Barger invited Commissioners Chamberlain and Sides to visit the courthouse once the project was complete. Mr. Barger finished by thanking Commissioners Chamberlain and Sides for their dedication and service to Rowan County.

Mr. Barger then administered the Oath of Office to newly elected Commission members, Raymond Coltrain and Carl Ford. A round of applause followed the completion of each Oath.

After taking the Oath of Office Commissioners Coltrain and Ford were presented with the official County Commission lapel pin, which was placed on their lapels by their spouses.

NEW BOARD CONVENES

County Manager Gary Page called the meeting to order at 4:15 pm and asked the audience to provide a round of applause for Commissioners Coltrain and Ford.

SELECTION OF CHAIR AND VICE-CHAIR

Mr. Page presided over the selection of the Chair and Vice-Chair.

Chairman:

Mr. Page opened the floor for nominations for Chairman.

Commissioner Hall nominated Commissioner Ford.

Commissioner Coltrain discussed the duties of the Chairman and Commissioner Barber's qualifications to serve in the role of Chairman. Commissioner Coltrain then nominated Commissioner Barber for Chairman.

There being no further nominations, Commissioner Mitchell moved to close the nominations. The motion was seconded by Commissioner Coltrain and passed unanimously.

Commissioners Mitchell, Hall and Ford voted in support of Commissioner Ford for Chairman.

Commissioners Coltrain and Barber voted in support of Commissioner Barber for Chairman.

Based upon the 3-2 vote, Mr. Page announced that Commissioner Ford would serve as Chairman.

Vice-Chairman:

Mr. Page opened the floor for nominations for Vice-Chairman.

Commissioner Coltrain nominated Commissioner Barber.

There being no further nominations, Commissioner Mitchell moved to close the nominations. The motion was seconded by Chairman Ford and passed unanimously.

Upon being put to a vote, the nomination for Commissioner Barber to serve as Vice-Chairman passed unanimously.

Commissioner Coltrain expressed appreciation for the opportunity to serve as a County Commissioner and to contribute to the lives of Rowan County's citizens. Commissioner Coltrain also thanked Commissioners Chamberlain and Sides for their service. Commissioner Coltrain expressed hope that the Board would work as a team for the benefit of its citizens.

Commissioner Barber commented as to the effort and commitment it takes to serve as a County Commissioner. Commissioner Barber said he was thankful to have worked with Commissioners Chamberlain and Sides, as they had served Rowan County well. Commissioner Barber said the amount of effort and time Commissioners Chamberlain and Sides spent on Rowan County business went above and beyond what was expected from the job.

RECOGNITION OF RETIRING COMMISSIONERS

County Manager Gary Page recognized retiring Commissioner Arnold Chamberlain. Mr. Page read from a plaque, which he presented to Commissioner Chamberlain. A standing ovation and a round of applause followed the presentation.

Commissioner Chamberlain thanked everyone and said other than his wife, children and grandchildren, serving as a Rowan County Commissioner had been the highest honor of his life. Commissioner Chamberlain asked that he and his family be remembered in prayer and he said to remember that Rowan County was the best place to live. Commissioner Chamberlain said all of Rowan's municipalities were equally important to the functioning of Rowan County. Commissioner Chamberlain said he would now be tending to grandchildren and working with the Guardian Ad Litem Program. Another round of applause followed Commissioner Chamberlain's comments.

Mr. Page presented Commissioner Chamberlain with a gift on behalf of the Board and the citizens of Rowan County. Mr. Page thanked Commissioner Chamberlain for his service and a round of applause followed the presentation.

Mr. Page recognized retiring Commissioner Jim Sides. Mr. Page read and presented Commissioner Sides with a plaque from the Board and the citizens of Rowan County. A standing ovation and a round of applause followed the presentation.

Commissioner Sides said it had been the highest honor to serve as a Rowan County Commissioner. Commissioner Sides said his service had been a privilege he had not taken lightly and that it was with regret and sorrow he was leaving office. Commissioner Sides said he would give the citizens an opportunity to elect him again in two (2) years. Commissioner Sides humorously said he hoped to be the first Rowan County Commissioner to serve three (3) non-consecutive terms. Commissioner Sides said he had given the citizens the kind of government that they deserved and that he had been honest with all. Commissioner Sides finished by saying his mother had been his best critic and biggest fan with her attendance at all the meetings. Another round of applause followed Commissioner Sides' comments.

Mr. Page then presented Commissioner Sides with a gift on behalf of the Board and the citizens of Rowan County. Mr. Page thanked Commissioner Sides for his service. The presentation was followed by a round of applause.

RECESS FOR RECEPTION TO HONOR NEW AND RETIRING COMMISSIONERS

The meeting was recessed at 4:30 pm for a reception to honor the new and retiring Commissioners.

BOARD RECONVENES

Chairman Ford reconvened the meeting at 5:10 pm.

Commissioner Barber shared several comments regarding the issue of a land use plan, a committee to look at efficiency and productivity improvements, working with local legislators to push for legislation to relieve the ever-growing tax burden on senior citizens, and identifying programs that will save citizens money. Commissioner Barber said now might be the time to work to solve the rift between different groups and to identify ways that would benefit the County as a whole. Commissioner Barber expressed hope the new Board would work together as it moved forward.

Chairman Ford thanked Commissioners Chamberlain and Sides for their service through the years. Chairman Ford said he realized the Board had honored these two (2) Commissioners but he wanted to go on record in stating his appreciation. Chairman Ford said Commissioner Sides had helped him tremendously.

CONSIDER ADDITIONS TO THE AGENDA

- Commissioner Barber moved to add a discussion related to a financial update and review from the October meeting and to also discuss establishment of an internal efficiency committee. The motion was seconded by Commissioner Coltrain and passed unanimously.

Chairman Ford added the issue as agenda item #5a.

- Commissioner Coltrain moved to add a discussion regarding the proposed recommendations from the 21st Transportation Committee. The motion was seconded by Commissioner Barber and passed unanimously.

Chairman Ford added the issue as agenda item #7a.

CONSIDER DELETIONS FROM THE AGENDA

- Commissioner Mitchell said for the purpose of allowing the Clerk to advertise, and to allow additional citizens to apply, he moved to delete the appointments to the Parks and Recreation Board and to the Planning Board (agenda item #11). The motion was seconded by Commissioner Hall and carried on a 3-2 vote with Commissioners Barber and Coltrain dissenting.

Commissioner Mitchell added that if the next meeting did not work as to the number of applications received, he would accept delaying the appointments to the end of January, if it did not affect the functioning of the Boards in question. Chairman Ford agreed and said he did not have a problem delaying those appointments, if necessary, to the second meeting in January.

CONSIDER APPROVAL OF THE AGENDA

Commissioner Mitchell moved, Commissioner Barber seconded and the vote to approve the agenda passed unanimously.

1. CONSIDER APPROVAL OF THE CONSENT AGENDA

Commissioner Mitchell moved approval of the Consent Agenda. The motion was seconded by Commissioner Barber and passed unanimously.

The Consent Agenda consisted of the following items:

- A. Approval to Add Rowan Cabarrus Community College Road to the State Secondary Road System for Maintenance
- B. Approval of Resolution Awarding Contract for Purchase of Trucks for Inspections and Animal Control

RESOLUTION AWARDING CONTRACT
FOR THE PURCHASE OF THREE 2009 FORD RANGER PICKUP TRUCKS
FOR THE ROWAN COUNTY INSPECTIONS DIVISION
AND TWO 2009 F150 PICKUP TRUCKS
FOR THE ROWAN COUNTY ANIMAL CONTROL DIVISION

WHEREAS, after due advertisement for request for bids for the purchase of four Ford Ranger pickup trucks for the Rowan County Inspections Division and two F150 pickup trucks for the Rowan County Animal Control Division, it is the recommendation of the Planning and Development Director, the Health Director and the Finance Department that the contract be awarded to Wade Ford; and

WHEREAS, the Board of Commissioners is convened in a regular meeting;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Rowan County to award a contract to Wade Ford for the purchase of three 2009 Ford Ranger pickup trucks and two 2009 F150 pickup trucks at a cost not to exceed \$95,958.

- C. Approval of Resolution Awarding Contract for Purchase of Carpet for Rowan Public Library

RESOLUTION AWARDING CONTRACT
FOR THE PURCHASE OF
CARPET FOR THE ROWAN PUBLIC LIBRARY

WHEREAS, after due advertisement for the waiver of competitive bidding for the purchase of carpet for the Rowan Public Library, it is the recommendation of the Finance Department and the Rowan Public Library Director that the contract be awarded to Shaw Industries, Inc.; and

WHEREAS, the Board of Commissioners is convened in a regular meeting;

- NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Rowan County to a) waive the County's competitive bidding requirements as allowed in General Statute 143-129(g), and
- b) award a contract to Shaw Industries, Inc. for the purchase of carpet for the Rowan Public Library at a total cost not to exceed \$43,109.

- D. Consider Approval of Personal and Blanket Bonds for Rowan County Officials / Risk Manager Tony Hilton
- E. Set Public Hearing for Next Commission Meeting for Majority Petition for Portion of Road Currently Known as Crane Point Road

2. PUBLIC COMMENT PERIOD

Chairman Ford opened the Public Comment Period to receive comments from any citizens wishing to address the Board.

With no one wishing to address the Board, Chairman closed the Public Comment Period.

3. PUBLIC HEARING FOR PHYSICAL ADDRESS CHANGE TO 4085 NC 801 HWY

Planning Technician Fredda Greer said Staff received notice from an E-911 telecommunicator indicating that the residence at 4085 NC 801 Hwy was out of the correct block range and should be addressed as 4525. Ms. Greer noted that the resident did not use the address for mail delivery but only as a physical address. Staff recommended approval of the change for E-911 purposes.

Chairman Ford opened the public hearing to receive citizen input regarding the address change.

With no one wishing to address the Board, Chairman Ford closed the public hearing.

Commissioner Coltrain moved, Commissioner Barber seconded and the vote to change the address from 4085 NC 801 Hwy to 4525 NC 801 Hwy passed unanimously.

4. PUBLIC HEARING FOR PHYSICAL ADDRESS CHANGE TO 4285 NC 801 HWY

Planning Technician Fredda Greer said Staff was proposing to change the address of 4285 NC 801 Hwy to 4755 NC 801 Hwy. Ms. Greer reported that there was no residence on the property, but a shop. Ms. Greer said for E-911 purposes the address should be corrected. Staff recommended approval of the change.

Chairman Ford opened the public hearing to receive citizen input regarding the address change.

With no one wishing to address the Board, Chairman Ford closed the public hearing.

Commissioner Barber moved, Commissioner Coltrain seconded and the vote to change the address from 4285 NC 801 Hwy to 4755 NC 801 Hwy passed unanimously.

5. PRESENTATION OF 2008 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Sam Leder from Potter & Company, P.A. provided the Board with a handout and reviewed the June 30, 2007 Comprehensive Annual Financial Report (CAFR) for Rowan County. Mr. Leder thanked the Board for the opportunity to work for Rowan County and he commended the Finance Department for an excellent job.

Mr. Leder said his firm had issued an unqualified audit report, which was the highest level of assurance that a certified public accountant could issue regarding the accuracy of the financial statements. Mr. Leder said the audit showed no instances of noncompliance.

Mr. Leder discussed the financial position of the County and reviewed the graphs in the agenda packet.

Mr. Leder highlighted several matters that provided for an opportunity to strengthen internal controls and operating efficiency:

- Internal Control Over Cash Receipts – Recommended that the Rowan County Sheriff's Department establish policies and procedures for the proper handling of all cash receipts and to make certain all financial activity is properly supervised. Also recommended that the County's internal auditor visit each major cash collection point to ensure that basic controls over cash receipts and disbursements were implemented and followed on a countywide basis.
- Internal Control Procedures at Airport – Recommended that a member of management review the reconciliation and adjustments for fuel inventory on a regular basis.
- Investment Policy – Recommended that the County adopt a Board approved investment policy.

Commissioner Mitchell thanked the Finance Department and the management team for their hard work in putting the CAFR together.

Commissioner Hall also thanked Ms. Hedrick and the Finance Department for an outstanding job.

Commissioner Hall referred to pages 2-79, 2-80 and 2-97 of the CAFR pertaining to the Rowan/Kannapolis ABC Board and ABC profit distribution. Commissioner Hall pointed out that the profits for 2008 were \$25,000 and \$15,000 in 2007. Commissioner Hall said she thought the profits were low and she cited ABC profit comparisons with several other counties. Commissioner Hall expressed concern that the County was missing substantial revenue from ABC profits.

In response to a query from Commissioner Hall, Mr. Leder said his firm had audited the ABC books; however, the profits were not there. Mr. Leder said the Commissioners appoint the ABC Board, whose focus had been on alcoholic beverage control. Mr. Leder said it was the Commissioners' right to look into the matter.

Commissioner Hall said in 1951 the distributions were \$300,000 to the County and in 1967 the figure was \$872,000.

Commissioner Hall discussed page 3-22 of the CAFR and said 32% of the total budget went towards education; she pointed out that over the last five years the total school enrollment had only gained 13 total students. Commissioner Hall asked what total percent of the budget was allocated to education five years ago and Mr. Leder said in 2004, the total was less than 20% of governmental expenditures.

Commissioner Hall referred to page 3-23 of the CAFR and said the County had lost 745 jobs from the top ten (10) employers in 2008. Commissioner Hall said since 1999, 1,530 jobs had been lost. Commissioner Hall said the school system had gained over 1,000 employees since 1999 to become the largest employer.

Commissioner Coltrain thanked County staff and the previous Board for their help in getting the new Board off to a secure start.

Chairman Ford asked if the County was any closer to a signed contract with the Smith family regarding the baseball stadium. Jay Dees, County Attorney, responded that currently the Smith family was paying based on the old lease. In response to a query from Mr. Dees, Ms. Heidrick said that all payments for 2008 were made and were current for this fiscal year as well.

Mr. Dees said the comparisons of losing money out of the Sports Authority Fund were based on the \$75,000 per year flat lease payment. Mr. Dees said expenditures were in excess of the lease payment, but under the new lease agreement, the numbers would be different.

Ms. Heidrick said the audited numbers for the Sports Authority were not misleading. Ms. Heidrick said the revenues probably exceeded the expenditures, budget wise. Ms. Heidrick explained that depreciation in the fund caused a negative net income once it was put on an accrual basis. Ms. Heidrick said the County was not spending more money in the fund than it was taking in each year, generally; but due to depreciation the County would show a loss every year.

Commissioner Mitchell questioned the status of the cash basis for the account, not including depreciation. Ms. Heidrick explained that in 2008, approximately \$40,000 was appropriated for repairs; however, typically all the money coming in was used for utilities and minor maintenance. Ms. Heidrick said the County probably had \$300,000 to \$350,000 in cash in the fund.

Mr. Dees provided an update on the contract negotiations, stating that currently the old contract was in effect until a new lease could be agreed upon.

Commissioner Coltrain questioned the suggestion for an investment committee and asked if other counties had similar groups. Mr. Leder responded that some

do and he explained that it did not have to be a formal group, but one to allow additional reports to the Board.

Chairman Ford said he would like to look into the questions Commissioner Hall had raised and that he would also follow up with Mr. Dees on the contract for the stadium.

Commissioner Mitchell moved to accept the audit report, Commissioner Barber seconded and the motion passed unanimously.

ADDITION:

5a. DISCUSSION REGARDING FINANCIAL UPDATE AND FORMATION OF AN EFFICIENCY COMMITTEE

Commissioner Barber asked County Manager, Gary Page, and Finance Director, Leslie Heidrick to provide an update on the current financial situation of the County, as well as an update on the hiring freeze that had been implemented in early October. Commissioner Barber said he would like the Board to consider productivity redundancy and improvements that could be made by the establishment of an efficiency committee.

Mr. Page explained that one-third of the County budget was for schools, which could not be cut. Mr. Page said one-third of the budget was for social/welfare programs called entitlements, and the remaining one-third was for County departments and non-profits. Mr. Page explained that the slow down in growth caused less sales, less building permits and so on. Mr. Page said after five months into the fiscal year, only two months worth of sales tax had been received. Mr. Page said property taxes were a little better than last year and the month of December was a big month for collecting taxes. Mr. Page said if the departments stayed on track, the County would make back the \$8 million budgeted from Fund Balance, but he pointed out that the County might not add to the Fund Balance.

Mr. Page said the Board could require a three to five percent cut in departmental spending, raise taxes or receive revenues from other sources. Mr. Page said he felt he may have to make more cuts in the next year.

Mr. Page said the travel and hiring freeze had not made a substantial difference in savings. Mr. Page said after December, he would review tax collections and if needed, the hiring freeze would be put in writing. Mr. Page concluded by saying County departments were frugal and he said during the retreat, the Board might have to put some projects on the back burner.

Commissioner Barber asked if Mr. Page was going to ask department directors to begin looking at reducing their budgets by three to five percent and Mr. Page responded yes.

Commissioner Coltrain asked if the department directors could determine for themselves what percentage of their budgets to cut, before the Board arbitrarily gave them a percentage. Commissioner Coltrain also questioned the percentage that the County was below in its revenues at this point. Ms. Heidrick responded that property taxes were over budget compared to the same time over the past two (2) years. Ms. Heidrick said sales tax, based on two (2) months, was 4% below the same time last year. Ms. Heidrick said if the County stayed 4% low, the County would be down \$1 million at the end of the year. Ms. Heidrick said at this point she did not believe the County was off by more than 1% or 2% in revenues.

Mr. Page said the County would have a better estimate regarding sales tax revenues in another month, once the holidays were over.

Commissioner Barber moved to ask the County Manager to establish an efficiency committee, appointed by the County Manager, consisting of individuals who reported directly to him.

Commissioner Coltrain asked if someone outside of county government could be appointed and Commissioner Barber amended the motion to allow the County Manager to seek external participation. The motion was seconded by Commissioner Coltrain and passed unanimously.

Commissioner Coltrain added that the individuals who served would be volunteers.

6. SELECTION OF VOTING DELEGATE FOR NCACC LEGISLATIVE GOALS CONFERENCE

County Manager Gary Page said the North Carolina Association of County Commissioners (NCACC) would hold its 2009 Legislative Goals Conference on January 15-16, 2009. Mr. Page said county officials across the state would vote on proposed legislative goals for the 2009 and 2010 sessions of the General Assembly.

Mr. Page said a package of proposed goals would be mailed to county officials prior to the conference. Mr. Page said the Board needed to select a voting delegate to represent Rowan County as changes are considered during the conference.

Commissioner Barber nominated Commissioner Carl Ford. Commissioner Coltrain seconded and the nomination passed unanimously.

7. CONSIDER APPROVAL OF RESOLUTION AWARDED BID FOR DSS PROJECT

County Manager Gary Page reported that after due advertisement, bids for the renovation and construction of the new Department of Social Services (DSS)

facility had been received. Mr. Page said Architect Bill Burgin, of Ramsey, Burgin, Smith, Architects, Inc. recommended awarding a contract to R.L. Casey, Inc. for the project at a total cost not to exceed \$4,109,000 contingent upon Local Government Commission (LGC) approval on December 2, 2008 of the \$5,132,000 financing for the project.

The following total bids were received:

Bar Construction Company	\$4,373,900
Blue Ridge Enterprises	\$4,287,000
John M. Campbell Company	\$4,310,000
R.L. Casey, Inc.	\$4,109,000
DeVere Construction	\$4,286,000
Edison Foard, Inc.	\$4,566,000
Godfrey Construction Company	\$4,330,800
H.M. Kern Corporation	\$4,398,000
Montieth Construction	\$4,407,400
Shelco, Inc.	\$4,536,500
Summit Developers	\$4,260,000
Triad Builders of King	\$4,318,000

Commissioner Mitchell asked if the County would have to bid out the fire alarm and security system and Mr. Page said it was included in the base bid.

In response to Commissioner Mitchell, Ms. Heidrick said the total budget for the project was \$5,165,000. Ms. Heidrick said nearly \$300,000 was budgeted for a filing system, \$400,000 for furniture and fixtures and \$367,000 in architect fees.

Commissioner Mitchell moved to approve the bid by R.L. Casey of Greensboro. The motion was seconded by Commissioner Hall and passed unanimously.

Mr. Page asked if Commissioner Mitchell would amend the motion contingent upon the County securing approval from the Local Government Commission for the financing.

Commissioner Mitchell moved that the bid acceptance be contingent upon approval by the LGC. Commissioner Hall seconded and the motion passed unanimously.

The Resolution in the agenda packet read as follows:

RESOLUTION AWARDING CONTRACT FOR
RENOVATION AND CONSTRUCTION OF
THE NEW DEPARTMENT OF SOCIAL SERVICES FACILITY

WHEREAS, after due advertisement for requests for bids for the renovation and construction of the new Department of Social Services (DSS) facility, it is the

recommendation of Ramsay, Burgin, Smith, Architects, Inc. and County staff that the contract be awarded to R.L. Casey, Inc.; and

WHEREAS, the Board of Commissioners is convened in a regular meeting;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Rowan County to award a contract to R.L. Casey, Inc. for the renovation and construction of the new DSS facility at a total cost not to exceed \$4,109,000 contingent upon Local Government Commission approval on December 2, 2008 of the \$5,132,000 financing for this project.

ADDITION:

7a. DISCUSSION REGARDING PROPOSED RECOMMENDATIONS FROM THE 21ST TRANSPORTATION COMMITTEE

Commissioner Coltrain said the Board had received emails sharing the 21st Century Transportation Committee's recommendations regarding maintenance of secondary roads. Commissioner Coltrain said Mr. Page had advised that the additional expense would cause an increase of 10-13 cents to the property tax rate. Commissioner Coltrain said he spoke with Representative Lorene Coates and she did not think the recommendation would make it through the House. Commissioner Coltrain said Representative Coates had said there was no action needed by the Board at this time.

Chairman Ford said the Board definitely did not want the additional expense of maintaining secondary roads.

Commissioner Mitchell said it was good to point out that the Board had previously gone on record with a Resolution in opposition to counties having to maintain the roads.

8. DISCUSSION REGARDING DECEMBER MEETING SCHEDULE

Commissioner Mitchell said traditionally the Board meets only once in the month of December. Commissioner Mitchell said there was one exception this year in that the Board needed to consider Request for Proposals (RFP) that would be received later in the week for vehicles for the Sheriff and EMS Departments. Commissioner Mitchell said the proposals needed to be approved prior to year end to avoid affecting the County's ability to borrow funds.

Commissioner Mitchell moved to hold one meeting in December with the Chairman to call a Special Meeting for bids to be approved. Commissioner Hall seconded and the motion passed unanimously.

9. DISCUSSION REGARDING DATE/SITE/FACILITATOR FOR 2009 ANNUAL PLANNING RETREAT

Commissioner Coltrain discussed the need for receiving adequate information from each department in order to be able to fulfill his budget responsibilities.

Commissioner Coltrain suggested the Board conduct the retreat in a manner that would provide Department Directors with the opportunity to present current plans, as well as a five-year plan. Commissioner Coltrain said the briefs could be 8-9 pages and require up to an hour for each department to present. Commissioner Coltrain said obtaining the information early would provide Commissioners with time to digest the reports prior to the retreat, and he added that the process should not require more than 1 to 1 ½ days. Commissioner Coltrain said a facilitator would only be needed for the latter portion of the retreat and he said his suggested format would not require any more time than what had been used for the retreat in the past.

Chairman Ford suggested meeting at the Frank T. Tadlock South Rowan Regional Library. Chairman Ford asked if a facilitator was needed. Commissioner Mitchell responded that not having a facilitator would put the County Manager in a position of having to debate between Commissioners. Commissioner Mitchell said he felt the past facilitator, Larry Parks, had done a very good job and that he did not know of a more competent facilitator than Mr. Parks.

Commissioner Mitchell referred to the information Commissioner Coltrain was seeking from Department Directors and said if he understood Commissioner Coltrain correctly, those documents were included in the budget workbooks each year. Commissioner Mitchell said the retreat was to provide the County Manager with a general direction from the Board for the budget. Commissioner Mitchell said he did not want the Department Directors to come to him, as the Directors reported to the County Manager. Commissioner Mitchell felt the Board might begin infringing on the lines of micromanaging by asking Department Directors come to the Board for line items. Commissioner Mitchell referred to previous, lengthier retreats he had attended and he described them as “arduous”. Commissioner Mitchell said he preferred for the Board to provide the County Manager with goals that would allow him to create a budget to accomplish the goals as set by the Board. Commissioner Mitchell said he wanted the information to come to the Board in written form prior to the retreat and he stated again that he did not want to get involved with Department Directors regarding their specific line items.

Commissioner Coltrain clarified his suggested retreat format, explaining that he was referring to current programs, not budgets, and how those programs would have to be altered to meet the needs of the people. Commissioner Coltrain said he wanted to be aware of the programs, so the Board could use those programs to set short and long-term goals for the County.

Commissioner Mitchell said he would probably be amenable to the suggestion if the Department Directors could submit the information within a month’s time. Commissioner Mitchell said the suggested format would save more time on the “back end” of the budget process.

Commissioner Hall said she was not opposed to changing the format of the retreat and she also stated that she was comfortable with hiring Mr. Parks as the retreat facilitator.

Commissioner Mitchell moved to schedule the retreat for the last week in February, or first week in March, through consultation with the Chairman and the Clerk to the Board, with the location preferably to be at the South Rowan Library. Commissioner Mitchell also requested a time limit of 3 days for the retreat. Commissioner Barber seconded the motion.

Commissioner Coltrain asked if the motion was grouping the retreat at “one time” as opposed to spreading it out and allowing the Board time to receive the information from the departments for review.

Commissioner Mitchell said he understood that Commissioner Coltrain wanted the department heads to bring in their programs, which implied their budgets, “because they’ve got to have money associated with them”. Commissioner Mitchell said he interpreted the suggestion to be a retreat of 2-3 days, which would consist of department heads coming to the Board with their programs and program needs. Commissioner Mitchell said those programs and needs would be revisited by the Board again at budget session.

Commissioner Coltrain said he was fine with the motion if it allowed the Board ample time to digest the information.

Commissioner Mitchell said with the retreat being the last week in February or first week in March, the retreat packets should be to the Board by the first to second week of February. Commissioner Mitchell said the presentations would occur during the retreat and the Board would take as much as a month before selecting which programs to approve.

Commissioner Coltrain asked if the Board was agreeable to having all Department Directors come before the Board at the retreat and Commissioner Mitchell replied by saying, “I am not an enemy of information and I will certainly agree to that”.

Commissioner Mitchell said he did not want to get to the point where the Board was managing programs, and that it would take some restraint to avoid doing so.

Commissioner Coltrain said the Commissioners were not qualified to perform the Manager’s job and Chairman Ford agreed that he did not wish to micromanage.

County Manager Gary Page said there was a Department Directors meeting on December 11th and that he would ask for narratives from department heads as to where they are today and where they see their departments in five (5) years. Mr. Page said the narratives would be provided to the Board at least two (2) weeks

before the retreat. Mr. Page said on the first day of the retreat, the department heads could be limited to ten (10) minutes for presentation with an opportunity for the Commissioners to ask questions after each presentation.

Commissioner Mitchell said in the suggested concept, it would be important for the Board to have information as to whether programs were funded by the County, the State, etc. and whether funding matches were required.

Chairman Ford asked if the motion included dates and Commissioner Mitchell said either the last week in February or the first week in March. Commissioner Mitchell said the Chairman and the Clerk could coordinate schedules with the library and that there should be a time limit of three (3) days for the retreat.

Commissioner Mitchell said based on the limit to the number of days for the retreat, and if others had items to bring up, it would be appropriate for those items to be emailed to the Clerk. Commissioner Mitchell said the Chairman and the Clerk could determine where to place those items on the agenda if the schedule allowed time.

Chairman Ford asked if the motion included Mr. Parks as facilitator. Commissioner Mitchell said he did not know if Mr. Parks would be available, and if not, the Board would have to seek someone else. Commissioner Mitchell said if Mr. Parks was available, he was a good facilitator.

Upon being put to a vote, the motion on the floor passed unanimously.

10. CONSIDER APPROVAL OF BUDGET AMENDMENTS

Finance Director Leslie Heidrick presented the following budget amendments for the Board's consideration:

- Criminal Justice Partnership Program (CJPP) – The legislature authorized additional funding for the CJPP. The \$3,495 increase will be used for substance abuse counseling. The Rowan Satellite Substance Abuse Treatment Center was named the CJPP 2008 Program of Excellence for Division III. The State awarded them \$450.49 to attend the program. - \$3,946
- Department of Juvenile Justice and Delinquency Prevention (DJJDP) – To budget the increase in the allocation from the DJJDP - \$10,832
- To budget Fiscal Year 2008 Homeland Security Grants for training - \$2,970.30
- To budget Fiscal Year 2008 Justice Assistance Grant. The funds will be used to pay the State for Division of Criminal Information terminals - \$2,048
- Social Services – To budget a donation for Blind fund. The donation added enough money to purchase 5 talking watches - \$8

- Soil and Water – To accept and budget the no-till grass drill purchased by the North Carolina Foundation Soil and Water Conservation, Inc \$13,786

Commissioner Mitchell moved, Commissioner Barber seconded and the vote to approve the budget amendments passed unanimously.

11. BOARD APPOINTMENTS

BOARD OF HEALTH

Dr. Steve Yang (Dentist), Mike Fuller (Pharmacist) and Dave Robert's (Engineer) terms end December 31, 2008.

The Health Board recommended the following applicants for appointment:

- Stephen Fuller - Pharmacy position
- William Webb - Dentist position
- Dan Mikkelson - Engineer position

The term would be for three (3) years beginning January 1, 2009 and expiring December 31, 2011.

Commissioner Mitchell nominated Steve Fuller, William Webb and Dan Mikkelson. Commissioner Coltrain seconded and the nomination passed unanimously.

SALISBURY-ROWAN HUMAN RELATIONS COUNCIL

Seth Labovitz submitted an application for appointment. The term would be for three (3) years beginning December 1, 2008 and expiring November 30, 2011.

Commissioner Barber nominated Seth Labovitz, Commissioner Coltrain seconded and the nomination passed unanimously.

ROWAN COUNTY PLANNING BOARD

Carl Ford's term ends December 31, 2009; however, due to his election as a County Commissioner, his position will need to be replaced.

The following members' terms expire December 31, 2008:

- Malcolm Butner, Jr. (eligible for reappointment)
- Edwin Hammill (eligible for reappointment)
- Donna Poteat (eligible for reappointment)
- Barbara Lomax (not eligible for reappointment)

The Board instructed the Clerk at the beginning of the meeting to advertise and seek additional applications for this Board.

PARKS AND RECREATION BOARD

The following individuals' terms end December 31, 2008:

- Pat Benfield (not eligible for reappointment)

- Paul Brown (not eligible for reappointment)
- David Morris (not eligible for reappointment)
- Sue Khan (eligible for reappointment)

The following applications have been received:

- John Burke
- Norma Drake
- Don Conner
- Sue Khan

The terms would be for two (2) years beginning January 1, 2009 and expiring December 31, 2010.

The Board instructed the Clerk at the beginning of the meeting to advertise and seek additional applications for this Board.

ROWAN PUBLIC LIBRARY BOARD OF TRUSTEES

Sarah Kellogg, Bill Thompson and Dr. Robert Bloodworth will complete their allowable number of terms December 31, 2008. The following applications were received to fill these vacancies:

- Betty Dan Nicholas Spencer
- Susan Waller

The terms would be for two years (2) beginning January 1, 2009 and expiring December 31, 2010.

Commissioner Mitchell nominated Betty Dan Nicholas Spencer and Susan Waller. Commissioner Coltrain seconded and the nomination passed unanimously.

Rowan County Volunteer Fire Departments Relief Fund Board of Trustees Appointments

In May 2008, all volunteer fire departments were sent the following memo from the Clerk to the Board:

As I'm sure you are aware, each volunteer fire department in the County is eligible to receive funds for a Firefighters' Relief Fund. One of the requirements is to maintain a Firefighters' Relief Fund Board of Trustees (**Trustees**) to monitor the funds.

In order to comply with North Carolina General Statute § 58-84-30 (**see copy attached**) and in an effort to bring these boards up to date, I am respectfully requesting that you provide this office with the following information by July 1, 2008:

- A list of your department's current **Trustees**. As per the attached statute two (2) members are appointed by the local fire department, two (2) members are appointed by the governing body, and one (1)

member is appointed by the Commissioner of Insurance. When you submit your current list of **Trustees**, please specify which members were appointed by the fire department, County Commissioners or Commissioner of Insurance. I would also like to request that you provide the address of the members that were appointed by the County Commissioners.

According to the statute, **Trustee** appointments are for two (2) year terms and the terms are staggered. Therefore, in November, please submit a minimum of at least three (3) nominees to be considered for appointment to the Board of Trustees by the Commissioners. These appointments will become effective January 1, 2009. A completed board application (attached) must be submitted for each nominee.

The Rowan County Board of Commissioners understand that your **Trustees** are a vital part of your department and appreciates your understanding in updating our records and complying with the requirements of the law.

If you have any questions regarding this request, please do not hesitate to contact me at 704-216-8180.

Chairman Ford noted that many applications were incomplete and said he would like to have complete applications submitted in the future. Chairman Ford said he would also like to see more community members apply that were not directly involved with the fire departments.

Commissioner Mitchell moved to direct the Manager's Office to send a memo to the six (6) fire departments that did not reply to the Clerk's memo and state that their funding would not be available until the appointments were made. Commissioner Mitchell said the appointments were State law and he did not want to risk the County's unqualified audit report by sending money to agencies that had not met the requirements for receiving funds. Commissioner Hall seconded and the motion passed unanimously.

The following departments have submitted applications for consideration and the appointments will be for two (2) years, expiring December 31, 2010:

ATWELL

- Lee Goodnight
- Steve Garver
- Terry Peacock

Commissioner Barber nominated Lee Goodnight and Steve Garver, Commissioner Coltrain seconded and the nomination passed unanimously.

BOSTIAN HEIGHTS

- Derek McDaniel
- Aaron Long
- Matthew Misenheimer

Commissioner Barber nominated Derek McDaniel and Aaron Long, Commissioner Coltrain seconded and the nomination passed unanimously.

ELLIS CROSS COUNTRY

- Chris Kepley
- Phillip McCorkle
- David Braun

Commissioner Barber nominated Chris Kepley and Phillip McCorkle, Commissioner Coltrain seconded and the nomination passed unanimously.

ENOCHVILLE

- Lisa Joines
- Jason Cook
- A. Leroy Smith
- Dallas Campbell
- Fred Jordan

Chairman Ford nominated Dallas Campbell and Fred Jordan, Commissioner Coltrain seconded and the nomination passed unanimously.

FRANKLIN

- Myron Michael
- George Huffman
- Frank Thomason

Commissioner Barber nominated Myron Michael and George Huffman.

Chairman Ford nominated Frank Thomason and Myron Micheal.

Upon being put to a vote Myron Michael was appointed on a 5-0 vote.

George Huffman received two (2) votes of support from Commissioners Barber and Coltrain.

Frank Thomason received three (3) votes of support from Commissioners Ford, Mitchell and Hall.

12. DISCUSSION REGARDING COMMISSION MEETING SCHEDULE FOR 2009

Commissioner Coltrain asked the Board to consider moving both of the regular monthly Commission Meetings to 7:00 pm.

Chairman Ford said the 4:00 pm meetings helped his schedule and he also felt that more people attended the earlier meetings.

Commissioner Mitchell said another benefit of early meetings was preventing staff from staying as late after hours. Commissioner Mitchell agreed that just as many citizens attend both meetings. Commissioner Mitchell said he was okay with the current schedule.

Commissioner Hall said she preferred to keep the current meeting schedule.

Commissioner Mitchell moved approval of the Resolution to keep the current Board meeting schedule. Commissioner Barber seconded and the motion passed unanimously.

The Resolution read as follows:

RESOLUTION APPROVING
COMMISSION
MEETING SCHEDULE

WHEREAS, the Rowan County Board of Commissioners presently hold regular meetings the first and third Monday of each month; and

WHEREAS, the meeting on the first Monday currently begins at 4:00 pm and the meeting on the third Monday begins at 7:00 pm; and

WHEREAS, the Board recognizes the importance of accommodating and serving the citizens by providing the opportunity for their attendance at Commission meetings;

NOW, THEREFORE BE IT RESOLVED THAT the Rowan County Board of Commissioners supports leaving the regular meeting time as currently scheduled in its efforts to accommodate the attendance of citizens at Board meetings.

13. DISCUSSION REGARDING COMMISSIONERS BOARD/LIAISON APPOINTMENTS FOR 2009

Chairman Ford asked for the Board to return their board/liaison appointment requests by the end of the week, if possible.

Commissioner Coltrain asked if the Chairman would be amicable to working with Board members on the appointments. Chairman Ford said yes and asked the Board to return their requests to the Clerk.

14. ADJOURNMENT

There being no further business to come before the Board, Commissioner Mitchell moved to adjourn at 6:53 pm. The motion was seconded by Commissioner Barber and passed unanimously.

Respectfully Submitted,

Carolyn Athey
Clerk to the Board