

Greg Edds, Chairman
Jim Greene, Vice- Chairman
Mike Caskey
Judy Klusman
Craig Pierce



Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

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MINUTES OF THE MEETING OF THE SPECIAL MEETING OF THE ROWAN COUNTY BOARD OF COMMISSIONERS May 27, 2020 – 3:00 PM

**PLEASE NOTE: DUE TO THE CORONAVIRUS PANDEMIC
THE MEETING WAS HELD BY REMOTE PARTICIPATION FOR THE BOARD OF
COMMISSIONERS, STAFF AND THE PUBLIC**

Commissioners Participating:

Greg Edds, Chairman
Jim Greene, Vice-Chairman
Judy Klusman, Member
Craig Pierce, Member

Absent: Mike Caskey

County Manager Aaron Church, Clerk to the Board Carolyn Barger, County Attorney Jay Dees and Assistant County Manager/Finance Director Leslie Heidrick also participated.

Chairman Edds convened the meeting at 3:00 p.m.

Chaplain Michael Taylor provided the Invocation.

Chairman Edds led the Pledge of Allegiance.

CONSIDER ADDITIONS TO THE AGENDA

- Chairman Edds added a request from Human Resources to create two (2) additional custodial positions as a result of the increased volume of custodial needs due to the COVID-19 Pandemic. Chairman Edds added the issue as agenda item #2a.
- Chairman Edds added a discussion for the scheduling of a Budget Work Session on June 1, 2020 at 1:00 p.m. Chairman Edds added the issue as agenda item #2b.
- Chairman Edds added a discussion for the scheduling of a public hearing for the proposed 2020-2021 fiscal year budget on Monday June 1, 2020, at 6:00 p.m. subject to the public hearing comment period remaining open until 5:00 p.m. on Friday, June 5, 2020 in order to give everyone an opportunity to make comments known to the

Board. The length of comment for each speaker will be limited to three (3) minutes to address the Board. The comments shall be restricted to the subject of the hearing as advertised.

Chairman Edds said the Board had received a written waiver from Commissioner Caskey consenting to the addition of the above items to the agenda.

CONSIDER APPROVAL OF THE AGENDA

Commissioner Klusman moved, Commissioner Pierce seconded and the vote to approve the agenda as amended passed unanimously (4-0).

1. CONSIDER APPROVAL OF CONSENT AGENDA

Commissioner Klusman moved approval of the Consent Agenda. The motion was seconded by Commissioner Greene and passed unanimously (4-0).

The Consent Agenda consisted of the following:

- A. Ratify Board Action Taken on May 18, 2020 to Approve FY 2020-21 HOME Funding Action Plan
- B. Ratify Board Action Taken on May 18, 2020 to Approve The Investment Grant for Project Lake

2. DISCUSS AND ADOPT PLAN FOR THE CORNOAVIRUS RELIEF FUND

County Manager Aaron Church provided a power point presentation as he discussed the Coronavirus Relief Fund (CRF). Mr. Church said House Bill 1043 (Session Law 2020-4) appropriated \$150 million in federal funds to North Carolina counties. Rowan County was expected to receive \$2,561,818 and the funds had to be obligated by December 30, 2020.

Mr. Church said the counties could share the funds with municipalities but were not required to. Mr. Church stressed the importance of the clawback provision in Session Law 2020-4, which made the Commissioners liable to the State for any misuse or mishandling of the funds. Mr. Church recommended requiring an inter-local government agreement between municipalities signed by the elected official, attorney, manager and finance officer agreeing to strict terms and to be personally liable to the County.

Mr. Church reviewed the categories for which the CRF could be used and said the Board had the ultimate authority to approve the proposed plan. Mr. Church said once a plan had been approved, it was up to staff to ensure the funds were spent appropriately. Mr. Church said the plan could be changed after submission and a revised plan submitted, if needed.

The proposed plan was submitted as follows:

Coronavirus Relief Fund Plan		
General Government	\$	1,350,000
General Human Resources	\$	600,000
DSS	\$	13,600
Health Department	\$	347,286
Information Technology	\$	258,970
Emergency Services	\$	424,122
Elections	\$	52,000
Grand Total	\$	3,045,978
Grant Amount	\$	2,561,818
Shortfall	\$	484,160

Mr. Church noted the shortfall amount listed and pointed out the Board had also added an item to the current agenda to consider the addition of two (2) janitorial staff to help clean various parts of the County. Mr. Church stated the figures were estimates.

Mr. Church reviewed the proposed plan and how funds would be spent in the following graphs:

Coronavirus Relief Fund Plan

Department / Item	County Expense	Shared Initiative	Municipal Expense	ESTIMATED / TOTAL
General Government				
County				
General Construction for County Departments	\$ 500,000	\$ -	\$ -	
Shared Initiative				
Architect Fees		\$ 100,000		
General Construction for Courthouse Facilities (Clerk of Court, Judges, Courtrooms, District Attorney, Probation, Sheriff and Common Areas)		\$ 200,000		
Reimbursements for expenses from March 1, 2020 to May 30, 2020		\$ 250,000		
Municipal Initiative				
Municipal Renovations and Upfits			\$ 300,000	
ESTIMATED TOTAL	\$ 500,000	\$ 550,000	\$ 300,000	\$ 1,350,000
General Human Resources				
Direct COVID-19 Employee Pay Expenses	\$ 300,000	\$ -	\$ -	
COUNTY - COVID-19 Related FMLA / SICK Pay Expenses	\$ 200,000	\$ -	\$ -	
MUNICIPAL - COVID-19 Related FMLA / SICK Pay Expenses	\$ -	\$ -	\$ 100,000	
ESTIMATED TOTAL	\$ 500,000		\$ 100,000	\$ 600,000

Coronavirus Relief Fund Plan

DSS			
DSS Check In system - Software and Hardware Kiosks	\$	6,000	
Acrylic Sneeze Guards (6) \$400 each	\$	2,400	
Splash Guards (200)	\$	2,200	
Housing and food for adult wards who become homeless	\$	3,000	
ESTIMATED TOTAL	\$	13,600	\$ 13,600
Heath Department			
Consultant/Contract Services	\$	26,400	
COVID-19 Office Supplies	\$	6,000	
Equipment	\$	10,000	
Updox Telehealth service	\$	3,200	
Expedite upgrades to MacBook / Wireless Coverage	\$	39,000	
Exergen Temporal Scanner Model TAT-5000 (10)	\$	4,650	
Thermo Scientific TSX5005GA High-Performance Biomedical Lab Refrigerator, 51 CU FT, Glass Doors, 120V	\$	12,765	
Thermo Scientific™ TSX3030FD High-Performance -30°C Lab Freezer, 30 Cu Ft, Auto Defrost, 208/230V Thermo Scientific™ TSX	\$	11,171	
COVID-19 Testing contract with Mako	\$	212,500	
Contract with School Nurses to assist with Investigations and contact tracing.	\$	21,600	
ESTIMATED TOTAL	\$	347,286	\$ 347,286

Coronavirus Relief Fund Plan

Department / Item	County Expense	Shared Initiative	Municipal Expense	ESTIMATED / TOTAL
Information Technology				
Telework Expansion	\$ 242,000			
Paperwork Reduction	\$ 10,070			
Public Awareness	\$ 6,900			
ESTIMATED TOTAL	\$ 258,970			\$ 258,970
Emergency Services				
Operative IQ Inventory - Software	\$	1,400		
Operative IQ Inventory - Hardware	\$	4,500		
Homeless	\$	5,000		
Food Storage Unit	\$	13,222		
PPE for County Departments, Municipalities and Courthouse	\$	400,000		
Personnel				
ESTIMATED TOTAL	\$	424,122		\$ 424,122
Elections				
Plexiglass shields for every voting table, check in, ballot, help desk	\$	20,000		
Floor spacing markers and social distancing signs	\$	5,000		
Clorox wipes and hand sanitizer	\$	2,000		
General Election Supplies	\$	25,000		
ESTIMATED TOTAL	\$	52,000		\$ 52,000

Mr. Church said \$258,000 for telework expansion may or may not be approved by the State. Mr. Church said if any reductions had to be made with the plan, this is the area that would be reduced first. Mr. Church said he could not emphasize enough the important role and extraordinary job staff had played with public awareness, teaching employees how to use Zoom, etc.

In response to an inquiry from Commissioner Klusman, Mr. Church clarified funds could be used by nonprofits or municipalities with County approval. Mr. Church said the distribution had to meet all guidelines and the Commissioners and staff could be held liable for how the funds were spent.

Commissioner Pierce inquired as to the kind of controls the Commissioners had over the spending. Commissioner Pierce expressed concern with being held liable for something he had no real control over. Mr. Church said he did not know how the Commissioners would not be held liable based on how the statute read. Mr. Church said staff was presenting the plan in an effort to outline how the funds would be correctly spent. Mr. Church continued by saying staff could provide the Board with reports and updates on how the funds were being spent.

Commissioner Pierce said the Commissioners would lose control over how the funds were being spent when including the ten (10) municipalities in the plan. Commissioner Pierce asked if the Board could vote on the expenditures as they came up.

Chairman Edds explained the County would not be giving the municipalities a check based on its population. Chairman Edds said the architect would go to each municipality; the County would bid out the work and control those purse strings. Chairman Edds said the County would ask for an interlocal agreement with each participating municipality.

Mr. Church said the County would manage all construction or upfits and the Board would have the ability to review and approve the work via the agenda packets. Mr. Church said the other funds to be provided to the municipalities required a receipt and justification from the municipality. Mr. Church said he, along with Assistant County Manager/Finance Director Leslie Heidrick would be very cognizant of the requirement and do everything possible to apply the requirements in the strictest sense to ensure the money was spent appropriately. Mr. Church said the Board could set parameters as to how it wished to spend the funds and staff would be required to make sure it was spent accordingly.

Mr. Church confirmed to Commissioner Greene the money was for activities that took place prior to and up to May 30, 2020. Mr. Church stated any construction would have to be obligated with a contract before December 30, 2020.

Commissioner Greene said if he was going to be responsible, it would be through a reimbursement process.

Mr. Church said he understood that once the plan was submitted, the County would receive the full amount of the grant with the Board being held accountable. The Board could hold staff accountable to make sure the grant funds were spent appropriately.

Commissioner Greene said he wanted the municipalities to get the money and wanted the requirements to be met; however, he did not want anyone to have access to reimbursement until the Board had signed off on it.

Commissioner Pierce agreed with Commissioner Greene but wanted controls in place for dispersing the money.

Mr. Church asked if the Board was interested in staff providing a monthly report indicating where the money was going.

By consensus, the Commissioners agreed to having a report in each agenda packet for approval before requests were processed for payment.

Mr. Church clarified that the names of employees who had been sick from COVID-19 would not be public record but the amounts could be reported.

Continuing with the power point, Mr. Church reviewed the shared initiatives and the municipal distribution:

Municipalities	Population	% of Total Population	% of Municipal Population	Total Dollars Allocated to Rowan County	Allocation of Dollars to Shared Initiatives	Allocation of Dollars to Municipal Governments	Remaining Dollars to County Government
Outside of City Limits	78,092	55.07%		\$ 1,410,843	\$ 763,852	\$ -	\$ 774,810
Salisbury	34,536	24.36%	54.21%	623,942	337,812	216,839	-
Kannapolis	9,928	7.00%	15.58%	179,363	97,110	62,334	-
China Grove	4,286	3.02%	6.73%	77,433	41,923	26,910	-
Spencer	3,254	2.29%	5.11%	58,788	31,829	20,431	-
Landis	3,176	2.24%	4.99%	57,379	31,066	19,941	-
Granite Quarry	3,120	2.20%	4.90%	56,367	30,518	19,589	-
Rockwell	2,174	1.53%	3.41%	39,276	21,265	13,650	-
East Spencer	1,512	1.07%	2.37%	27,316	14,790	9,493	-
Cleveland	892	0.63%	1.40%	16,115	8,725	5,601	-
Faith	830	0.59%	1.30%	14,995	8,119	5,211	-
Total Population	141,800	100.00%	100.00%	\$ 2,561,818	\$ 1,387,008	\$ 400,000	\$ 774,810
Municipal Population	63,708						

When considering the municipalities, Commissioner Pierce commented he did not feel the municipal population should be the equation used to determine the funding. Commissioner Pierce said he would rather let the architect determine the facts before allocating the percentage of dollars. Commissioner Pierce also stated he had a problem with the \$484,000 over budget. Commissioner Pierce said the County should stay within the allocated funding

amount and not have to spend a half million in county dollars just because Rowan County was to receive \$2.5 million.

Mr. Church said he did not anticipate the County spending over what was appropriated. Mr. Church said the illustration was for the purpose of showing the needs and some items would take precedence over others. Mr. Church said if the Board were to take out the technology portion (\$258,970) it would take down the shortfall to \$225,190.

Ms. Heidrick discussed the General Human Resources portion of the proposed plan and said the FMLA and Sick pay were estimates and were dependent on circumstances going forward.

Chairman Edds agreed with Commissioner Pierce in that the County should not spend a dime over the County's allocated amount and the cap in spending should be part of the Board's motion.

Commissioner Pierce stated he was not against telework expansion and he was always in support of infrastructure expansion. Commissioner Pierce did not feel it was the County's job to invest into the municipalities since they had their own tax rate to provide for their citizens.

Commissioner Greene asked if the County could have alternatives, such as providing broadband, if there were funds left over. Chairman Edds responded the conversation regarding broadband had been discussed with some industry professionals but the funds had to be directly related to COVID-19. Commissioner Greene said so many school children had to do their homework remotely during this time and he felt broadband was important.

Chairman Edds felt it important to support the municipalities as much as possible. Chairman Edds said he did not know what expenses the municipalities were experiencing but felt they would all agree the County had absorbed the vast majority of the COVID-19 expenses. Chairman Edds said the Board had the ability to make sure funds were spent correctly though the architect and reimbursement process.

Mr. Church said he understood the Board wanted the plan balanced in accordance with the grant award. Mr. Church asked the Board to authorize him or Ms. Heidrick to balance and/or reduce the budget to the \$2,561,818 the County anticipated receiving.

As an observer of the many meetings that had taken place during the Pandemic, Chairman Edds felt the strategy was to show there was a significant need and the need exceeded what the County was expected to receive from the State. Chairman Edds said the Board had no intention of spending one penny beyond the County's allocation.

Mr. Church noted if all the funds were spent, the County could submit a FEMA request but the State wanted the CRP funds spent first.

Chairman Edds moved to approve the strategy of dispersing these care dollars with the caveat that it be balanced when sent to the State for approval, and at each meeting whether virtual or in person that an update be given to the Commissioners, and to instruct the County Manager and/or Assistant County Manager be in charge of balancing the plan. The motion was seconded by Commissioner Pierce.

Commissioner Greene asked if receipts would be required when the request for payment was received. Mr. Church responded yes. Mr. Church explained there were some monies that had already been spent by the municipalities and they would have to provide a receipt for or detailed memorandum with verifiable information, as well as a memorandum of understanding between the municipality and the County.

Commissioner Greene emphasized he wanted the County to ensure the purchases that were made.

Upon being put to a vote on the floor the motion passed unanimously (4-0).

ADDITIONS

2a. CONSIDER REQUEST FOR TWO (2) ADDITIONAL CUSTODIAL WORKERS

Chairman Edds said the Board had received a request from Human Resources to hire two (2) additional custodians as a result of the increased volume of custodial needs due to the COVID-19 Pandemic. Chairman Edds said the County had frozen all hiring and the requested action required Board action.

Mr. Church said the plan just discussed had not been updated since the request from Human Resources was received. Mr. Church believed the COVID-19 Relief Fund would pay for the two (2) workers and once the Pandemic was over the positions would be eliminated.

Chairman Edds moved, Commissioner Pierce seconded and the vote to create two (2) new custodial positions carried unanimously (4-0).

2b. SCHEDULE BUDGET WORK SESSION

Chairman Edds moved to schedule a meeting for June 1, 2020 at 1:00 p.m. for the purpose of holding a budget work session. The motion was seconded by Commissioner Pierce and passed unanimously (4-0).

2c. SCHEDULE PUBLIC HEARING FOR PROPOSED FY 2020-21 OPERATING BUDGET

Chairman Edds moved that the Board of Commissioners schedule a public hearing for June 1, 2020, at 6:00 p.m. to receive citizen input on the proposed budget. The Board would hold its regular meeting at 3:00 p.m. followed by a recess. The Board would reconvene at 6:00 p.m. and conduct a public hearing regarding the proposed budget.

Chairman Edds moved to schedule the public hearing for the proposed 2020-2021 fiscal year budget on Monday June 1, 2020, at 6:00 p.m. subject to the public hearing comment period remaining open until 5:00 p.m. on Friday, June 5, 2020 in order to give everyone an

opportunity to make comments known to the Board. The length of comment for each speaker will be limited to three (3) minutes to address the Board. The comments shall be restricted to the subject of the hearing as advertised. The motion was seconded by Commissioner Pierce and passed unanimously (4-0).

Commissioner Klusman asked if the public hearing would be via Zoom or by email. Carolyn Barger, Clerk to the Board, responded that a notice would be published that provided a link for the public hearing so that citizens could participate remotely. Ms. Barger said citizens would also be able to submit written comments via email through 5:00 p.m. on Friday, June 5, 2020 as the Board had just voted.

Chairman Edds asked if citizens could also contact Commissioners with their comments. County Attorney Jay Dees responded that if someone contacted a board member it should be in a format that could be forwarded to the other Commissioners.

Chairman Edds expressed appreciation for everyone participating in the meeting and he also asked everyone to say a prayer for Commissioner Caskey and his family while Commissioner Caskey was serving in the National Guard.

3. ADJOURNMENT

There being no further business to come before the Board, Commissioner Pierce moved to adjourn at 4:19 p.m. The motion was seconded by Commissioner Klusman and passed unanimously (4-0).

Respectfully Submitted,



Carolyn Barger, MMC, NCMCC
Clerk to the Board